

CITY OF COLLEGE PARK MARYLAND



Adopted Operating Budget for Fiscal Year 2010 and Five-Year Capital Improvement Program



CITY OF COLLEGE PARK, MARYLAND
Adopted Operating Budget
for Fiscal Year 2010
and Five-Year Capital Improvement Program

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INTRODUCTION



4500 KNOX ROAD
COLLEGE PARK, MD. 20740-3390

OFFICE OF: **City Manager**
301-864-8667

July 1, 2009

The Honorable Stephen A. Brayman, Mayor
Members of the City Council
Citizens of College Park
College Park, Maryland 20740

Ladies and Gentlemen:

I am pleased to present the Adopted Operating Budget of the City of College Park, Maryland for the fiscal year ending June 30, 2010 (fiscal year 2010) and the Five-Year Capital Improvement Program ("C.I.P."). This document and the process leading to its publication establish the programs and objectives that the City will pursue in the coming fiscal year. As directed by the Mayor & Council, this document reflects the conversion of resources into City services. The document also works to fulfill the City's vision and mission statements, as presented on page 20.

The Budget Document

The City's operations are reflected in the General Fund. A portion of parking meter revenues is budgeted in the Parking Debt Service Fund. The individual capital projects in the Unrestricted and Restricted Capital Projects Funds comprise the 5-year Capital Improvement Program ("C.I.P."). Debt service on general obligation debt to finance the 1997 renovation of City Hall is budgeted in the General Fund, debt service on a master lease for the purchase of vehicles and equipment is budgeted in the Vehicle Replacement C.I.P. project, debt service on bond anticipation notes ("BANs") for the public parking garage is budgeted in that C.I.P. project. Funds of the City's pension and deferred compensation plans trust fund are managed independently and are not budgeted by the City. A glossary of terms, abbreviations and acronyms used in this document begins on page 409.

The Budget Process

Following budget guidance from Mayor & Council, the City Manager instructed departments on applicable limitations for expenditure increases. For FY2010, expenditure increases were to be limited to approximately 4% over FY2009. In order to

accommodate the 5.5% projected increase in personnel expenditures comprising 60% of the expenditure budget (representing merit increases and a 3.00% COLA), operating expenditure increases were to be limited to 2%. The primary focus in preparing the FY2010 budget was to provide the same or higher level of service to College Park residents as in the past. FY2010 revenues were conservatively projected by the Director of Finance and management staff, based on historical trends and known FY2010 changes. Each department was responsible for preparing the individual program budgets within the department.

In late February, the program expenditure budgets were submitted to the Finance department, responsible for assembling a total citywide budget for review by the City Manager. In March 2009, the City Manager and Director of Finance met with each department head to review his/her submittal and make any adjustments deemed necessary to balance the total budget. At this time, the City Manager reviewed the estimates for Mayor & Council submitted "wish list" items assigned to individual departments. Some of these items were added to the City Manager's budget request. Following these meetings, the Finance department assembled the complete budget request for distribution to the Mayor & Council, City staff and the general public.

The City Manager's requested FY2010 General Fund operating budget and 5-year Capital Improvement Program (C.I.P.) were submitted to the Mayor & Council prior to the March 31, 2009 deadline. The Mayor & Council held worksession meetings in April to review and discuss the proposed budget with the City Manager, Director of Finance and department directors and deputy directors, made changes to the proposed budget and added other items and projects. Ordinance 09-O-04, which included the changes to the proposed budget, was introduced on April 28, 2009. A public hearing on the budget ordinance was held on May 12, 2009, its notice having been advertised in a newspaper of general circulation in the City, and all persons interested had an opportunity to be heard. Ordinance 09-O-04 (pages 29-32) was adopted by the Mayor & Council on May 26, 2009 as introduced. The effective date of the ordinance is July 1, 2009.

A more detailed description of the budget process and a chart-based budget calendar is included on pages 33-35.

Budget Highlights

General Fund: The adopted operating budget provides operating revenues of \$13,256,620 plus \$0 in appropriations from the undesignated fund balance, for total General Fund revenues of \$13,256,620. The FY2010 operating revenues represent an increase of \$653,770 (or 5.19%) over FY2009 budgeted operating revenues. Significant increases in real property assessments generated an \$879,905 increase in real property tax revenues over FY2009. Major intergovernmental revenues remained flat or were reduced.

Total General Fund expenditures of \$13,256,620 include an interfund transfer to the Capital Projects Fund of \$978,175. The FY2010 total expenditures represent an increase

of \$444,330 (or 3.47%) over FY2009 adjusted budgeted expenditures. A Comparative Operating Budget Summary appears on page 12, providing a breakdown of revenues and expenditures for FY2010 and preceding years.

The FY2010 adopted budget includes a net increase in staffing of 0.28 full time equivalents ("FTE's") citywide. Of that total, 0.25 was for the reclassification of an Engineering Technician I position to full-time in Public Works-Engineering Services. Beginning in FY2009, in order to address employees at the end of the 17-step pay scale, 3 longevity steps were added to the pay table. The longevity steps provide a 5% merit increase every 3rd year based on satisfactory evaluations.

The FY2010 adopted budget continues funding for a \$500,000 police services contract with Prince George's County. In addition to the City's current contract police program, utilizing County police officers employed part-time by the City, this FY2009 County contract provides 3 full-time police officers on permanent assignment in the City. These police services supplement the regular police services provided to City residents by Prince George's County.

Parking Debt Service Fund: The adopted budget for this fund is \$220,000, representing the 50% increase in parking meter revenue resulting from the July 2007 meter rate increase. The accumulated funds will be used to cover future debt service on the financing for the public parking garage.

Capital Improvement Program: The 5-year capital improvement program for FY2010 totals \$42,387,079 and includes 36 active projects. FY2010 funding for the Capital Projects Fund is provided by an operating cash transfer of \$978,175, federal grants (Community Development Block Grant), state grants (Program Open Space), a cable franchise capital equipment grant, and various other grants and loans. Summary schedules for the Capital Projects Fund begin on page 328 and are followed by individual project schedules for all active projects.

Budgetary Trends

In preparing the FY2010 proposed budget, staff reviewed all known and potential revenue sources. Real property assessments increased 20.77% from FY2009, prior to the application of the homestead tax credit; 17.47% after applying the homestead tax credit. The homestead tax credit, applicable to owner-occupied residential properties only, limits the annual assessment increase to a specified percentage, set by the municipality. During fiscal year 2005, Mayor & Council amended the City Code to reduce the homestead tax credit from 10% to 1% for fiscal year 2006 and succeeding years, in an effort to encourage owner-occupants to purchase residential properties in the City. For FY2009, the Mayor & Council increased the homestead tax credit to 4%. As a result, assessment increases for owner-occupied residential properties are limited to 4%. Residential properties comprise 74.61% of the City's current assessable base and commercial properties comprise the remaining 25.39%. Projected personal property tax assessments remain relatively flat. Projected state revenues from highway user tax have

been reduced based on projections received from the State Highway Administration. Most other revenue line items are budgeted at FY2009 levels or below.

For the past several years, the City has designated a portion of its undesignated reserve to balance the operating budget. This undesignated reserve transfer has rarely been needed, as the City has only recognized a substantial deficit once in over 10 years. The FY2010 budget, however, does not include a use of undesignated reserve; the first time in 14 years that undesignated reserve was not used to balance the balance, and only the 4th time in 22 years.

Personnel expenditures account for 60% of the General Fund expenditures and the pay plan provides for merit increases and contract-mandated COLA's. The merit increases (2.50% per year for each of 17 steps) and the COLA raise the program expenditures 3 - 5% before considering increased costs in other areas, such as fuel, utilities, contracted services, etc.

The capital projects listed in the C.I.P. are totally separate from any expenditure summary or detail material included in the operating budget. These projects are primarily projects of limited duration or on-going programs reported in the C.I.P. (rather than the operating budget) in order to provide multi-year reporting with no lapse of appropriation at fiscal year-end. Several grant programs are examples of this preference that the grant funds remain available until expended, regardless of which fiscal year the expenditure takes place in. Vehicle replacement, although scheduled by fiscal year, is often timed based on availability of state, county or municipal contracts that the City may "piggyback". Most member jurisdictions in the Metropolitan Washington Council of Governments ("MWCOC" or "COG") enable other members to "ride" their contracts. The use of piggyback contracts, permitted by the City's purchasing policy if the other jurisdiction's purchasing policy meets or exceeds the City's purchasing policy in terms of encouraging competitive bids, saves the City time and money as detailed specifications do not have to be written. In addition, the City saves advertising costs for issuance of its own Request for Proposal ("RFP"). Larger jurisdictions such as states or counties generate greater competition among vendors, generally providing lower prices. Certain refuse and recycling trucks may not be delivered for 6-9 months from order date. As a result, vehicle replacement in the current fiscal year C.I.P. may extend over several years.

With the exception of the public parking garage project (where an outside developer handled all phases of design and construction), the City does not currently undertake large projects such as constructing buildings or major infrastructure. As a result, it is estimated that the current C.I.P. projects will not have a significant impact on the City's current and future operating budgets. In most cases, the projects undertaken by the City are reconstruction or renovation to existing facilities or infrastructure that the City already has the responsibility to maintain. In some cases, it is anticipated that the completion of the C.I.P. project will result in a reduction in operating expenditures in the future. Each of the C.I.P. project summaries (pages 340-375) provides a description and monetary estimate (where applicable and/or available) of the project's impact on future operating budgets. A summary of the projected operating budget impact of capital projects appears on pages 336-337.

No changes in fund balance are projected. The FY2009 adjusted budget included a designation of fund balance of \$209,440. At the present time, although the FY2009 audit is not complete, the estimated FY2009 surplus is \$540,523 (see page 12, FY2009 Y-T-D Actual column). Auditor adjustments are not expected to substantially affect this projected surplus. The \$209,440 FY2009 designation of fund balance not utilized will revert to the undesignated reserve, effective June 30, 2009, upon issuance of the auditors' certified audit report in November 2009. For FY2010, the undesignated reserve transfer is \$0.

Property Taxes

For FY2010, the City's real property tax rate is \$0.322 per \$100 of full value assessment, the same rate as in FY2009. All real property assessments are provided by the State Department of Assessments & Taxation ("SDAT") based on a triennial assessment cycle. City real property taxes are billed to property owners on Prince George's County's consolidated real property tax bill, along with State, County, M-NCPCC and other taxes and charges. The County does not charge the City for billing its real property taxes and tax payments are remitted to the City monthly. The FY2010 City personal property tax rate is \$0.805 per \$100 of assessed valuation, the same rate as in FY2009. The City bills and collects its own personal property taxes, based on assessments provided by SDAT. Each one-cent of the real property tax rate yields \$190,911; each one-cent of the personal property tax rate yields \$11,304.

City property owners receive a tax differential on their Prince George's County tax rate, a reduction in the County tax rate for services provided by the City that the County is not required to perform. The tax differential is calculated annually by the County for all municipalities based on a complex formula, and is set at \$0.014 for real property and \$0.035 for personal property for fiscal year 2010.

Short-Term and Long-Term Goals

For purposes of classification, short-term goals are those that the City expects to accomplish within the next 1-2 years. Long-term goals generally require more than 2 years to accomplish and may include short-term components. The table below lists the City's major long-term goals, short-term goals or components with timeframe, and the planned implementation.

Long-Term Goal	Short-Term Goal or Component	Timeframe	Implementation
Revitalize College Park neighborhoods	<ul style="list-style-type: none"> • Neighborhood improvements project 	Ongoing	Planning initiative, in conjunction with civic associations, to prepare neighborhood plans, design and install neighborhood gateway signs, community way-finding signs and historic district signs and markers.
	<ul style="list-style-type: none"> • Pattern book for neighborhoods project 	1 year	Planning project will engage design consultant to provide recommendations and guidelines for common home improvement projects such as enclosing a carport, adding a front porch or deck, building a new addition or raising the roof for a second story.
Increase City tax revenues	<ul style="list-style-type: none"> • Encourage residential property ownership by owner-occupants, providing increases in income tax and highway user tax 	2-3 years	Planning department administers a homeownership grant program, providing grants of \$5,000 each to individuals purchasing former rental properties.
	<ul style="list-style-type: none"> • Promote economic development 	Ongoing	Devote Planning resources and staff to development opportunities, including conducting charrettes, evaluating tax increment financing, pursuing grant programs, working with developers.
	<ul style="list-style-type: none"> • Increase the City's tax base through commercial and residential development consistent with the Route 1 Sector Plan, TDOZ at College Park Metro, Sector Plan for Greenbelt Metro and the College Park Housing Plan 	Ongoing	This is the primary mission of the City's Planning department.
Improve public safety services	<ul style="list-style-type: none"> • Continue part-time contract police program, currently budgeted at \$500,000 annually 	Ongoing	This Public Services program employs off-duty County police officers as part-time City employees to supplement County police services.
	<ul style="list-style-type: none"> • Continue \$500,000 police services contract with Prince George's County 	Ongoing	This FY2009 contract provides 3 full-time County police officers on assignment in the City.
	<ul style="list-style-type: none"> • Consider other recommendations reported in the FY2008 police services study • 	Ongoing	Various components are under consideration.

	<ul style="list-style-type: none"> • Improve vehicular, pedestrian and bicyclist safety along U. S. Route 1 	Ongoing	Initiatives are underway with the State, County and University of Maryland. New C.I.P. projects were added in FY2007, calling for improvements to Route 1 and Rhode Island Avenue, the City's 2 major north-south arteries. The College Park Trolley Trail, a hiker-biker trail extending the length of the City, is virtually complete.
Continue joint planning with University of Maryland on issues affecting both parties	<ul style="list-style-type: none"> • Encourage private sector development for the University's new research park, providing taxable assessment increase 	5 years	Planning department is involved in the review of various components of the M Square research park, adjacent to the College Park Metro station.
	<ul style="list-style-type: none"> • Continue negotiations with University and East Campus developer. City review of detailed site plan and associated process. 	2 years	Continue negotiations and review of the University's proposed East Campus development, a mix of residential, commercial and hotel uses across from the University's North Gate. Proposed financing for this development includes tax increment financing (TIF) from the City and Prince George's County. Negotiations include the possibility of relocation of and funding for a new City Hall on State-owned property.
	<ul style="list-style-type: none"> • Create a more vibrant college town 	Ongoing	Support construction of new student housing in appropriate locations as well as new businesses and services to meet the needs of both student and non-student population.
Increase publicly-accessible parking in the downtown area	<ul style="list-style-type: none"> • The City constructed a 288-space public parking garage on City-owned property in downtown College Park. 	Ongoing	The public parking garage opened in August 2009. At present, it is underutilized.
	<ul style="list-style-type: none"> • A master meter project replaces individual parking meters in parking lots with multi-space pay stations 	2 years	Pay-by-space pay stations have been installed in the public parking garage as well as the City Hall parking lot. Future phases of this project would add identical pay stations to other parking lots. Pay stations accept coin, currency and debit/credit cards.
Revitalize neighborhood commercial areas	<ul style="list-style-type: none"> • Neighborhood improvements project would improve appearance and increase business retention and recruitment. 	Ongoing	Current efforts are underway in Berwyn and Hollywood commercial districts to improve streetscapes and assist local businesses. A destination website, funded by the City,

			targets shoppers and others interested in visiting College Park by spotlighting and profiling businesses.
	<ul style="list-style-type: none"> Continue support to Downtown College Park Management Authority (DCPMA) 	Ongoing	The City assists this CDMA by allocating staff resources and participating in major initiatives. The City recently updated and published a new and improved downtown guide to local businesses.
Rebuild U. S. Route 1, the City's "Main Street"	<ul style="list-style-type: none"> Engage State Highway Administration (SHA) in efforts to provide a completely rebuilt Route 1, including landscaped medians, sidewalks, bike lanes and underground placement of utilities 	Ongoing	The City has utilized marches, media advertising, political clout and other tactics to pursue this long-sought goal. Prince George's County has upgraded this project on their transportation priority list, a necessary requirement for SHA funding. Progress on this item is slow but promising.
U. S. Route 1 corridor revitalization	<ul style="list-style-type: none"> Pursue grant funding where available 	Ongoing	Planning department has been pursuing this goal through various means, funding numerous initiatives in the operating and capital budgets.
	<ul style="list-style-type: none"> Encourage mixed-use development where appropriate 	Ongoing	Through the detailed site plan review process, the City encourages mixed-use development where appropriate. The Route 1 Sector Plan update will evaluate and identify suitable development nodes.
	<ul style="list-style-type: none"> Increase heritage-based tourism 	Ongoing	The City, as a member of Anacostia Trails Heritage Area (ATHA), has installed way-finding signs to City destinations, has established a National Register historic district in Calvert Hills and a local historic district in the Old Town neighborhood, and has prepared walking tour brochures of historic neighborhoods. The City has been designated as a Preserve America community.
	<ul style="list-style-type: none"> Implement better transit service along U. S. Route 1 	Ongoing	Options are being explored by Mayor & Council, City staff, M-NCPPC, State legislators and University officials, including the possibility of expanding existing service or seeking a new service provider. The University's Shuttle-UM is available to

			residents and City staff through a memorandum of understanding with the University and an annual contribution.
	<ul style="list-style-type: none"> • Support development in the College Park/University of Maryland Metro station area 	Ongoing	The City is working with WMATA, Prince George's County and the University to facilitate appropriate redevelopment and to attract new development.
Improve City services	<ul style="list-style-type: none"> • Upgrade recreation facilities 	5 years	A multi-year program to renovate the Duvall Field facility is underway. City funding, combined with Program Open Space grants and a developer contribution, is expected to cover the costs of the upgrade.
	<ul style="list-style-type: none"> • Relocate City Hall to a new facility 	4 years	The City is exploring possible locations in the downtown area for a new and expanded City Hall, possibly as part of the University's East Campus development.
	<ul style="list-style-type: none"> • Consolidate City Hall and Calvert Road operations in a new City Hall 	4 years	Public Services functions and staff are divided between the City Hall and Calvert Road locations. Consolidation would improve services to City residents.
	<ul style="list-style-type: none"> • Undertake Public Works facility improvements 	3 years	A C.I.P. project would review and propose improvements to the City's Public Works facility. Possible components include new offices, public meeting rooms, staff day room, lavatories, showers and locker room, vehicle and equipment storage, etc.
	<ul style="list-style-type: none"> • Strengthen and improve code enforcement efforts 	Ongoing	Staffing increases have expanded enforcement efforts in the neighborhoods, including property inspection, noise control and zoning code enforcement.
	<ul style="list-style-type: none"> • Upgrade City facilities 	Ongoing	Many City facilities suffer from space limitations, deferred maintenance issues and outdated employee work areas. Upgrades to or replacements of these facilities are needed in order to continue to provide efficient services to City residents.
Secure full zoning authority for the City	<ul style="list-style-type: none"> • The City is pursuing this issue with Prince George's County, utilizing County Council and State legislators as needed. 	Unknown	Full zoning authority would give the City much greater control over the development process. Progress on this item is slow but promising.

Legal Debt Margin

§C7-4D of the City Charter limits the total of all general obligation indebtedness to 5% of the assessed valuation of taxable real property in the City. Total debt (including master leases) is limited to 10% of assessed valuation. The taxable real property assessment totaled \$2,089,665,133 at June 30, 2009, resulting in debt limits of \$104,483,257 for general obligation debt and \$208,966,513 for total debt, respectively. At June 30, 2009, the City's long-term debt included a general obligation bond (for City Hall renovation in 1997) of \$245,404, a master lease for vehicle acquisitions (not general obligation debt) of \$935,399, and general obligation bond anticipation notes ("BANs") for the public parking garage of \$8,424,869, for a total of \$9,605,672. The City is within the debt limitations imposed by its Charter. Additional information about legal debt margin and existing debt is included in the Statistical Section of the budget.

The City utilizes 5-year equipment master leases for the purchase of vehicles and major equipment. This allows for more stable budgeting for vehicle acquisition costs over multiple years.

Performance Measurement

Performance measures have been formulated for all programs in an effort to assess compliance with established goals and planned accomplishments. Over a period of years, these measures are refined in order to generate meaningful measurements of our ability to provide quality City services. Statistical record-keeping by departments and the resident survey have been modified to correspond with the effectiveness measures for a particular City function or service. The performance measures tables in each program include 3 years of data (FY2008 Actual, FY2009 Target and Actual, and FY2010 Target). Numerous performance measures are derived from the resident survey. For years in which a resident survey is not conducted, the actual data for those measures lists "No survey". A resident survey was done in FY2008 and will be done again in FY2011. Performance results are reported to the Mayor & Council in the budget document and should provide meaningful input during future budget processes.

Program Budgets

Each department contains various programs; and personnel, operating expenditures and capital outlay are budgeted at the program level. The performance measures relate to each separate program. Personnel expenditures is the largest component of the City's operating budget, comprising 60% of the adopted FY2010 budget, and the salary and fringe benefits are allocated to individual programs based on an estimated percentage breakdown of the individual staff member's man hours. These are expressed as percentages of "Authorized Positions in Full Time Equivalents" ("FTE's"), and each program contains a summary of FTE's by position for FY2010 and 3 previous fiscal years. The program budgets highlight significant changes in operation, personnel and operating expenditures within the program from the prior fiscal year.

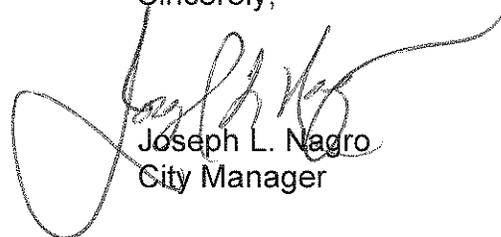
GFOA Distinguished Budget Presentation Award for FY2009

The City of College Park has received the Distinguished Budget Presentation Award from the Government Finance Officers Association of the United States and Canada ("GFOA") for fiscal year 2009. In order to receive this annual 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 City has been the recipient of this award for annual budgets prepared since fiscal year 1990. We believe that the FY2010 adopted budget meets the program criteria and we intend to submit it to GFOA for consideration for another award.

Acknowledgements

We appreciate the efforts of many of the City's employees in assisting with this annual undertaking, and the valuable input from College Park citizens at the budget public hearing. We trust that this budget document will prove to be a valuable tool for our staff in providing quality City services to the residents of College Park during the coming fiscal year.

Sincerely,

A handwritten signature in black ink, appearing to read 'Joseph L. Nagro', is written over the typed name and title. The signature is fluid and cursive, with a large loop at the end.

Joseph L. Nagro
City Manager

CITY OF COLLEGE PARK, MARYLAND
Comparative Operating Budget Summary - General Fund
For Fiscal Year 2010

	FY 2007 Actual	FY 2008 Actual	FY 2009		FY 2010 Budget	
			Adjusted Budget	Y-T-D Actual (See Note 1)	City Manager Requested	Adopted
REVENUES:						
Real Property Tax	\$ 3,730,318	\$ 4,280,054	\$ 5,300,291	\$ 5,311,375	\$ 6,180,196	\$ 6,180,196
Personal Property Tax	1,082,492	1,004,104	969,083	1,075,361	910,250	910,250
<i>Total Property Taxes</i>	<u>4,812,810</u>	<u>5,284,158</u>	<u>6,269,374</u>	<u>6,386,736</u>	<u>7,090,446</u>	<u>7,090,446</u>
Income Tax	1,270,633	1,294,274	1,400,000	1,274,166	1,250,000	1,250,000
Admission & Amusement Tax	707,816	660,862	670,000	689,308	670,000	670,000
Highway User Tax	808,134	783,296	801,894	718,819	710,729	710,729
Hotel/Motel Tax	492,018	488,936	500,000	448,394	500,000	500,000
<i>Total Taxes</i>	<u>8,091,411</u>	<u>8,511,526</u>	<u>9,641,268</u>	<u>9,517,423</u>	<u>10,221,175</u>	<u>10,221,175</u>
Licenses & Permits	690,761	771,988	749,650	894,393	819,150	819,150
Intergovernmental	185,234	188,589	192,097	195,626	192,967	192,967
Charges for Services	830,490	812,384	824,285	823,703	874,585	874,585
Fines & Fees	962,210	1,095,272	1,041,000	1,075,971	911,100	911,100
Investment Revenue	195,067	229,065	135,000	145,901	130,000	130,000
Property & Equipment Rental	135,035	30,473	7,950	8,275	102,983	102,983
Miscellaneous Revenues	23,210	8,616	11,600	40,613	4,660	4,660
Proceeds-Other Financial Sources	0	0	0	0	0	0
Use of Undesignated Reserve	0	0	209,440	0	0	0
TOTAL REVENUES	<u>11,113,418</u>	<u>11,647,913</u>	<u>12,812,290</u>	<u>12,701,905</u>	<u>13,256,620</u>	<u>13,256,620</u>
EXPENDITURES:						
Administration	1,196,537	1,309,351	1,460,669	1,404,308	1,537,844	1,537,844
Finance	723,575	816,172	848,975	858,874	905,243	905,243
Public Services	2,262,895	2,540,511	2,941,181	2,791,614	3,214,162	3,214,162
Planning, Comm. & Econ. Devel.	473,676	498,054	552,468	538,445	581,188	581,188
Community Resources	752,987	835,414	903,802	902,642	950,631	950,631
Public Works	3,964,867	4,263,915	4,762,596	4,335,050	4,705,235	4,705,235
Debt Service	220,739	67,262	67,264	67,263	374,142	374,142
Interfund Transfers	2,821,048	992,552	1,255,335	1,255,335	978,175	978,175
Contingency	0	0	20,000	7,851	10,000	10,000
TOTAL EXPENDITURES	<u>12,416,324</u>	<u>11,323,231</u>	<u>12,812,290</u>	<u>12,161,382</u>	<u>13,256,620</u>	<u>13,256,620</u>
SURPLUS OR (DEFICIT)	<u>\$ (1,302,906)</u>	<u>\$ 324,682</u>	<u>\$ 0</u>	<u>\$ 540,523</u>	<u>\$ 0</u>	<u>\$ 0</u>
Fund Balance, Beginning of Year	<u>4,613,246</u>	<u>3,310,340</u>		<u>3,635,022</u>		<u>4,175,545</u>
Fund Balance, End of Year	<u>\$ 3,310,340</u>	<u>\$ 3,635,022</u>		<u>\$ 4,175,545</u>		<u>\$ [projected] 4,175,545</u>

Note 1:
Pending final certified audit adjustments

CITY OF COLLEGE PARK, MARYLAND
Consolidated Operating Budget Summary - General Fund and Parking Debt Service Fund (see Note 1 below)
For Fiscal Years 2009 and 2010

	FY 2009 Adjusted Budget			FY 2010 Adopted Budget		
	General Fund	Parking Debt Service Fund	Consolidated	General Fund	Parking Debt Service Fund	Consolidated
REVENUES:						
Property Taxes	\$ 6,269,374	\$	\$ 6,269,374	\$ 7,090,446	\$	\$ 7,090,446
Income Tax	1,400,000		1,400,000	1,250,000		1,250,000
Admission & Amusement Tax	670,000		670,000	670,000		670,000
State Shared Taxes	801,894		801,894	710,729		710,729
County Shared Taxes	500,000		500,000	500,000		500,000
<i>Total Taxes</i>	<u>9,641,268</u>	<u>0</u>	<u>9,641,268</u>	<u>10,221,175</u>	<u>0</u>	<u>10,221,175</u>
Licenses & Permits	749,650		749,650	819,150		819,150
Intergovernmental	192,097		192,097	192,967		192,967
Charges for Services	824,285	205,000	1,029,285	874,585	220,000	1,094,585
Fines & Fees	1,041,000		1,041,000	911,100		911,100
Investment Revenue	135,000		135,000	130,000		130,000
Property and Equipment Rental	7,950		7,950	102,983		102,983
Miscellaneous Revenues	11,600		11,600	4,660		4,660
Proceeds-Other Financial Sources	0		0	0		0
Use of Undesignated Reserve	209,440		209,440	0		0
TOTAL REVENUES	<u>12,812,290</u>	<u>205,000</u>	<u>13,017,290</u>	<u>13,256,620</u>	<u>220,000</u>	<u>13,476,620</u>
EXPENDITURES:						
Administration	1,460,669		1,460,669	1,537,844		1,537,844
Finance	848,975		848,975	905,243		905,243
Public Services	2,941,181		2,941,181	3,214,162		3,214,162
Planning, Comm. & Econ. Devel.	552,468		552,468	581,188		581,188
Community Resources	903,802		903,802	950,631		950,631
Public Works	4,762,596		4,762,596	4,705,235		4,705,235
Debt Service	67,264		67,264	374,142		374,142
Interfund Transfers	1,255,335		1,255,335	978,175		978,175
Contingency	20,000		20,000	10,000		10,000
TOTAL EXPENDITURES	<u>12,812,290</u>	<u>0</u>	<u>12,812,290</u>	<u>13,256,620</u>	<u>0</u>	<u>13,256,620</u>

Note 1:

The City's governmental funds consist of the General Fund, Parking Debt Service Fund and the Capital Projects Fund. Only the General Fund and Parking Debt Service Fund are budgeted on an annual basis by Mayor & Council. Budgetary control over the Capital Projects Fund is established by annual appropriations (interfund transfers) from the General Fund to C.I.P. project equity accounts through the adoption of a five-year capital improvement program. Specific revenue and expenditure items in the C.I.P. project accounts are estimated by City staff and are not adopted as part of the budget adoption process. Consequently, the Capital Projects Fund is not included in the Consolidated Operating Budget Summary above.

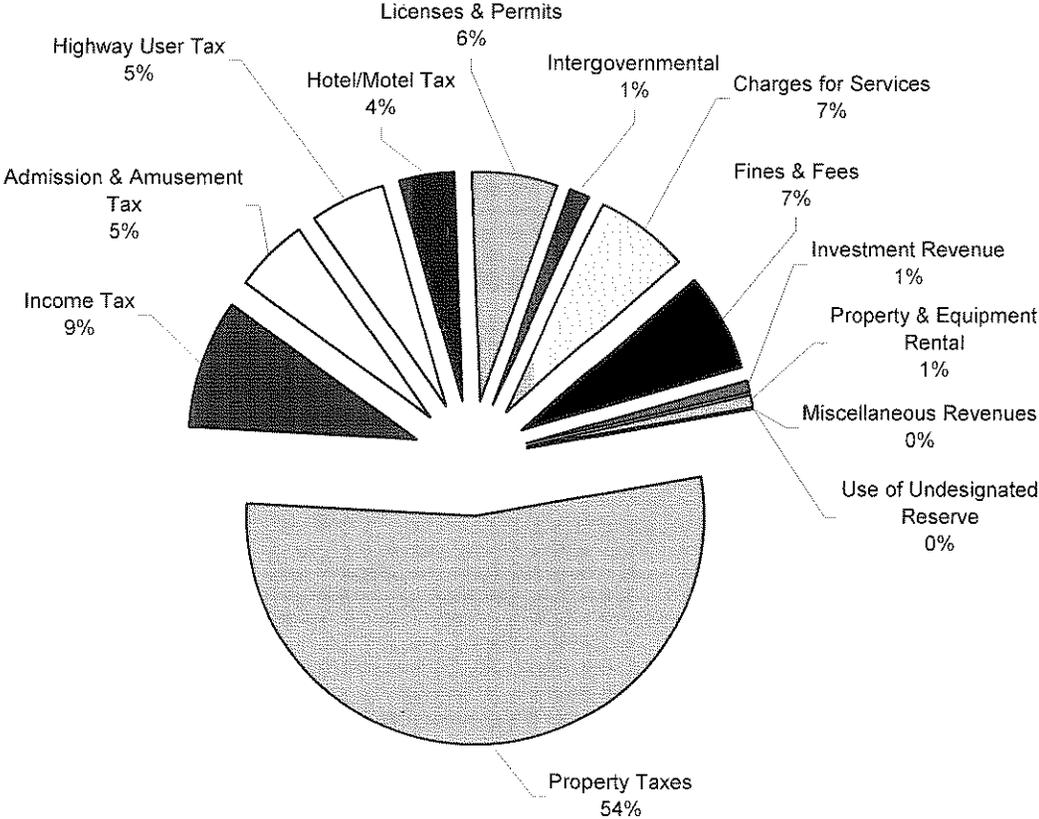
CITY OF COLLEGE PARK, MARYLAND
 Comparative Operating Budget Summary - Parking Debt Service Fund (see Note 1 below)
 For Fiscal Year 2010

	FY 2007 Actual	FY 2008 Actual	FY 2009		FY 2010 Budget	
			Adjusted Budget	Y-T-D Actual	City Manager Requested	Adopted
REVENUES:						
Property Taxes	\$	\$	\$	\$	\$	\$
Income Tax						
Admission & Amusement Tax						
Highway User Tax						
Hotel/Motel Tax						
<i>Total Taxes</i>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Licenses & Permits						
Intergovernmental						
Charges for Services	0	185,855	205,000	193,878	220,000	220,000
Fines & Fees						
Investment Revenue						
Property & Equipment Rental						
Miscellaneous Revenues						
Proceeds-Other Financial Sources						
Use of Undesignated Reserve						
TOTAL REVENUES	<u>0</u>	<u>185,855</u>	<u>205,000</u>	<u>193,878</u>	<u>220,000</u>	<u>220,000</u>
EXPENDITURES:						
Administration						
Finance						
Public Services						
Planning, Comm. & Econ. Devel.						
Community Resources						
Public Works						
Debt Service						
Interfund Transfers						
Contingency						
TOTAL EXPENDITURES	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
SURPLUS OR (DEFICIT)	\$ 0	\$ 185,855	\$ <u>205,000</u>	\$ 193,878	\$ <u>220,000</u>	\$ 220,000
Fund Balance, Beginning of Year	0	0		185,855		379,733
Fund Balance, End of Year	<u>\$ 0</u>	<u>\$ 185,855</u>		<u>\$ 379,733</u>		<u>\$ <i>[projected]</i> 599,733</u>

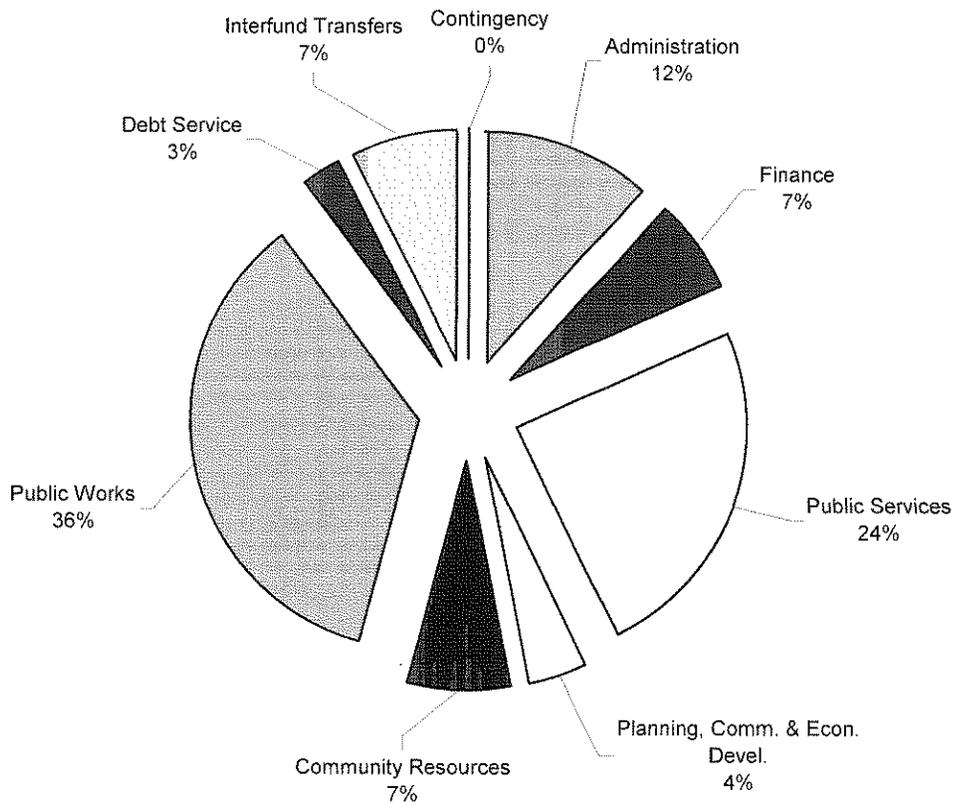
Note 1:

The Parking Debt Service Fund was established in fiscal year 2008 to receive the 50% increase in parking meter revenue resulting from the meter rate increase in July 2007. The accumulated funds will be used to cover future debt service on the financing for the public parking garage.

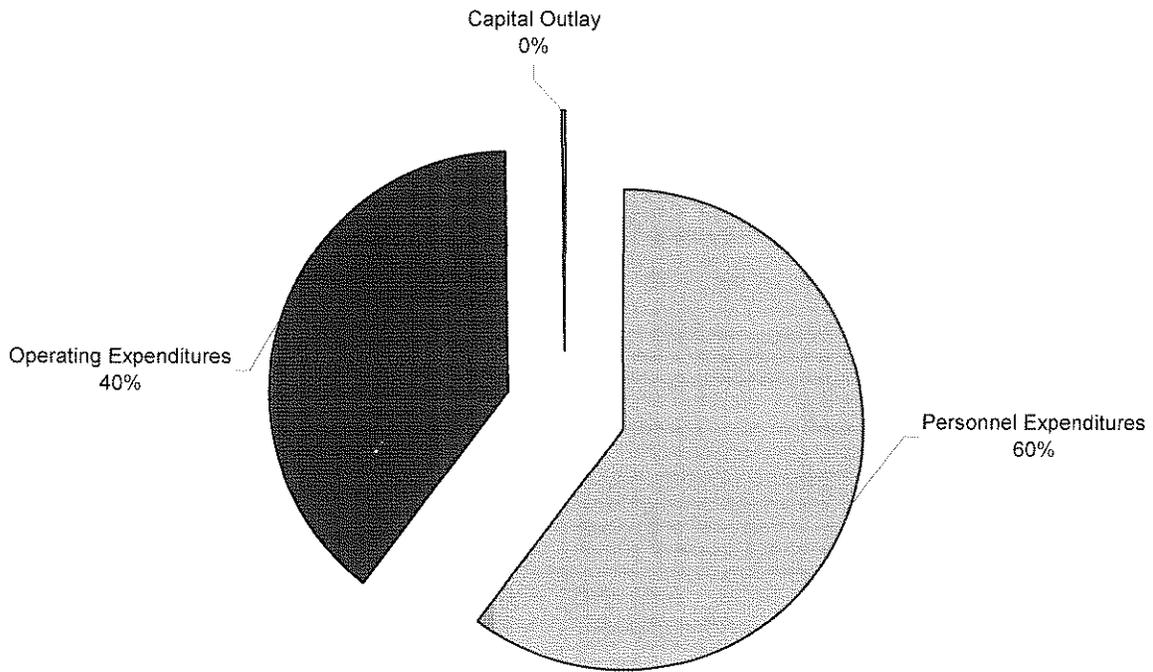
CITY OF COLLEGE PARK
FY 2010 Budgeted General Fund Revenues by Category
as Percentage of Total Budgeted Revenues \$13,256,620



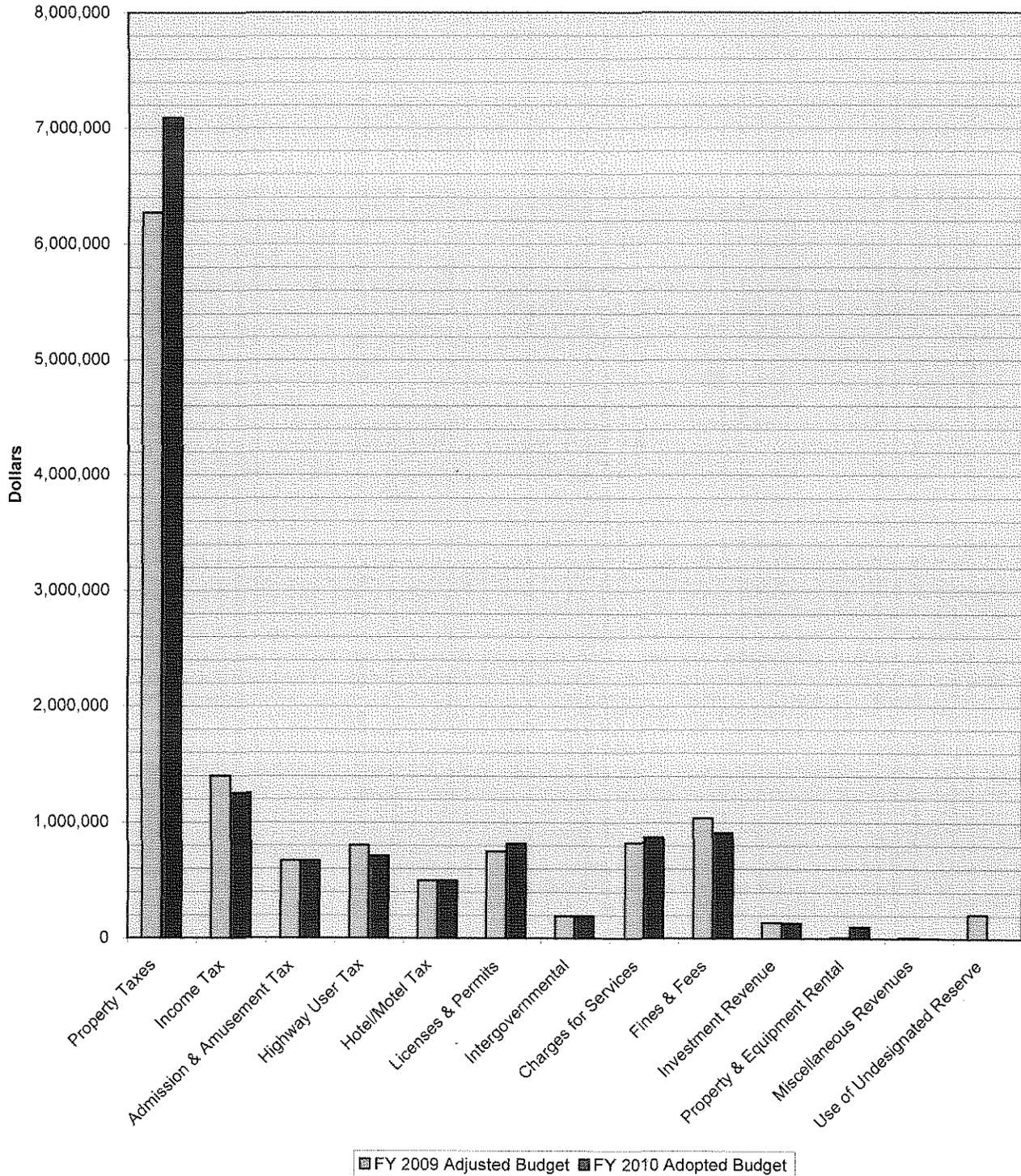
CITY OF COLLEGE PARK
FY 2010 Budgeted General Fund Expenditures by Department
as Percentage of Total Budgeted Expenditures \$13,256,620



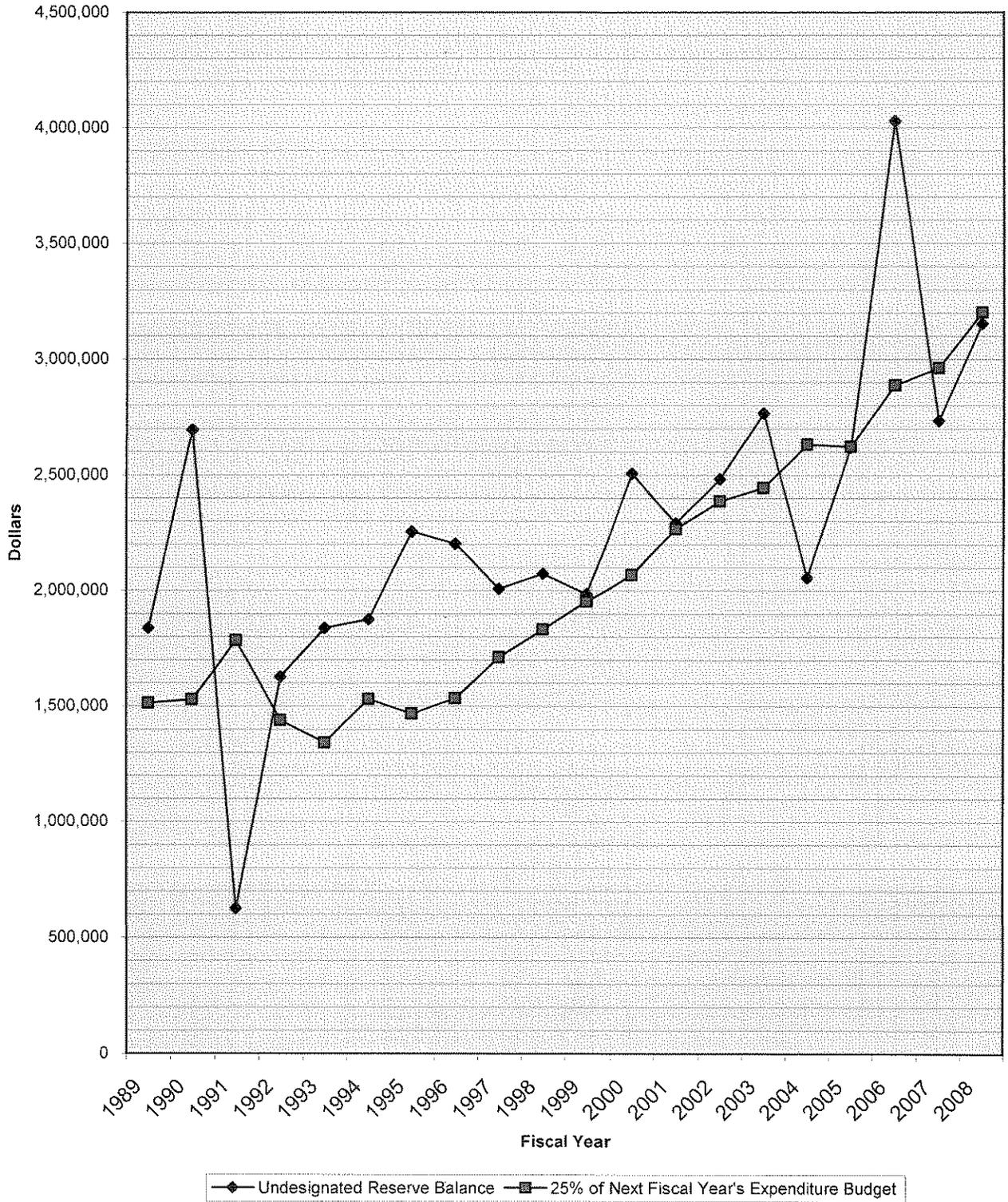
CITY OF COLLEGE PARK
FY 2010 Budgeted General Fund Expenditures by Category
as Percentage of Total Budgeted Expenditures \$13,256,620



CITY OF COLLEGE PARK
Comparative General Fund Budgeted Revenues
FY 2009 Adjusted Budget and FY 2010 Adopted Budget



CITY OF COLLEGE PARK
General Fund Undesignated Reserve Balance
(Compared to Goal of 25% of Next Fiscal Year's Expenditure Budget)





City of College Park Vision

In the twenty-first century, the City of College Park will be a vibrant and prosperous residential, commercial and educational community with citizens working cooperatively to revitalize the City. The City will have safe and harmonious neighborhoods, a clean, attractive and healthy natural environment, efficient public facilities and services, visually pleasing, pedestrian-oriented streetscapes, a true Town Center downtown, mixed-use commercial areas and convenient transportation systems.

City of College Park Mission Statement

Enhance the quality of life for the community of College Park through leadership and the provision of services that addresses its needs. Promote an identity for the City which provides a positive image while maximizing the City's natural and human resources.

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.

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, 2008 and ending June 30, 2009 (fiscal year 2009).

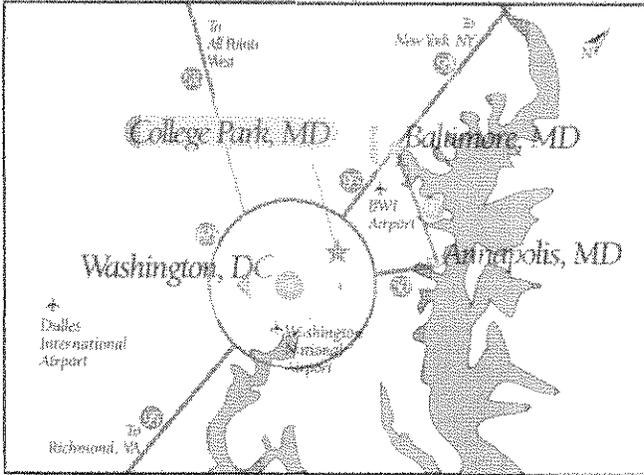
In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan and as a communication device.

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.



Overview of the City and its Departments

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, Holiday Inn and Wynfield Park 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 36,000 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 24,657. The City comprises approximately 5 square miles, and has 52 miles of paved streets and 21 miles of sidewalks.

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

The City contains approximately 5,000 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 apartments or townhouses; most homes were built prior to 1960. Historic district designation is complete for the "Calvert Hills" and "Old Town" neighborhoods. The City has funded market studies of the Hollywood and Berwyn commercial areas in an effort to initiate much-needed development.

The City is served by the Washington Metropolitan Area Transit Authority ("WMATA") Metro system, providing a subway link (primarily north-south) from the College Park and Greenbelt stations to the District of Columbia and its Maryland and Virginia suburbs, and the state Mass Transit Administration's MARC train system, providing a light rail link to the

Overview of the City and its Departments

Baltimore metropolitan area and its subway and train system. Bus service provided by WMATA and others is extensive. Additional light rail service (the Purple Line and MAGLEV), providing east-west access to other Maryland suburbs, has been proposed and is currently under review.

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 citizens 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 Comcast Center is the home for the Terrapins men's basketball team and other UMCP athletic programs. Use of the Comcast Center for other events or concerts is anticipated in the future.

Administration

The Administration department includes the offices of the City Manager, City Clerk, Mayor and Council, Human Resources, City Attorney, and the 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 and 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.

Finance

The Department of Finance is responsible for accounting and reporting of the City's financial operations, preparation of the operating and capital budgets, billing and

Overview of the City and its Departments

collections, payroll services, purchasing, information systems and related functions. The department coordinates the annual certified audit, and prepares the Uniform Financial Report ("UFR") for filing with the State of Maryland and the Comprehensive Annual Financial Report ("CAFR"). The City has been the recipient of the Government Finance Officers Association ("GFOA") Distinguished Budget and Excellence in Financial Reporting awards for its budget and CAFR for many years.

Public Services

The Department of Public Services handles parking enforcement, code enforcement, animal control and public safety, as well as providing administrative support to the Recreation Board. 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 new 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 Rent Stabilization program administers the rent stabilization ordinance. 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. For fiscal year 2010, the Contract Police program also includes \$500,000 for 3 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, implemented in 1995 and updated annually. The department focuses heavily on the U. S. Route 1 corridor (which runs north-south through the City) in economic and community development initiatives, and participates in project planning with the State Highway Administration for roadway, esthetic and bicycle-access improvements to the study area within the City. The City currently has limited zoning responsibilities, but collaborates with Prince George's County, M-NCPPC and the University of Maryland in planning efforts involving projects that impact the City. The City continues to pursue obtaining full zoning authority from Prince George's County. The department participates in the U. S. Route 1 sector planning process initiated by M-NCPPC.

The department is responsible for the implementation of certain projects in the City's Capital Improvement Program, and prepares and administers grant and loan applications

Overview of the City and its Departments

under such federal and state programs as Community Development Block Grant ("CDBG") and Program Open Space ("POS").

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.

Community Resources

The Department of Community Resources promotes community outreach and enhanced family functioning through its clinical programs, school assembly events, parent education and support groups, and client advocacy. Quality of service delivery is monitored through weekly supervision, videotape review, clinical consultation, and related training. Programs of the department are partially funded by state and county grants, client fees and user charges.

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

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

Public Works

The Department of Public Works, which utilizes approximately one-half of the City's budget and comprises one-half of the City's workforce, provides full-service to City residents in the areas of solid waste management, recycling, street cleaning, signage, snow and ice removal, litter and graffiti control, and street lighting. Refuse, special trash

Overview of the City and its Departments

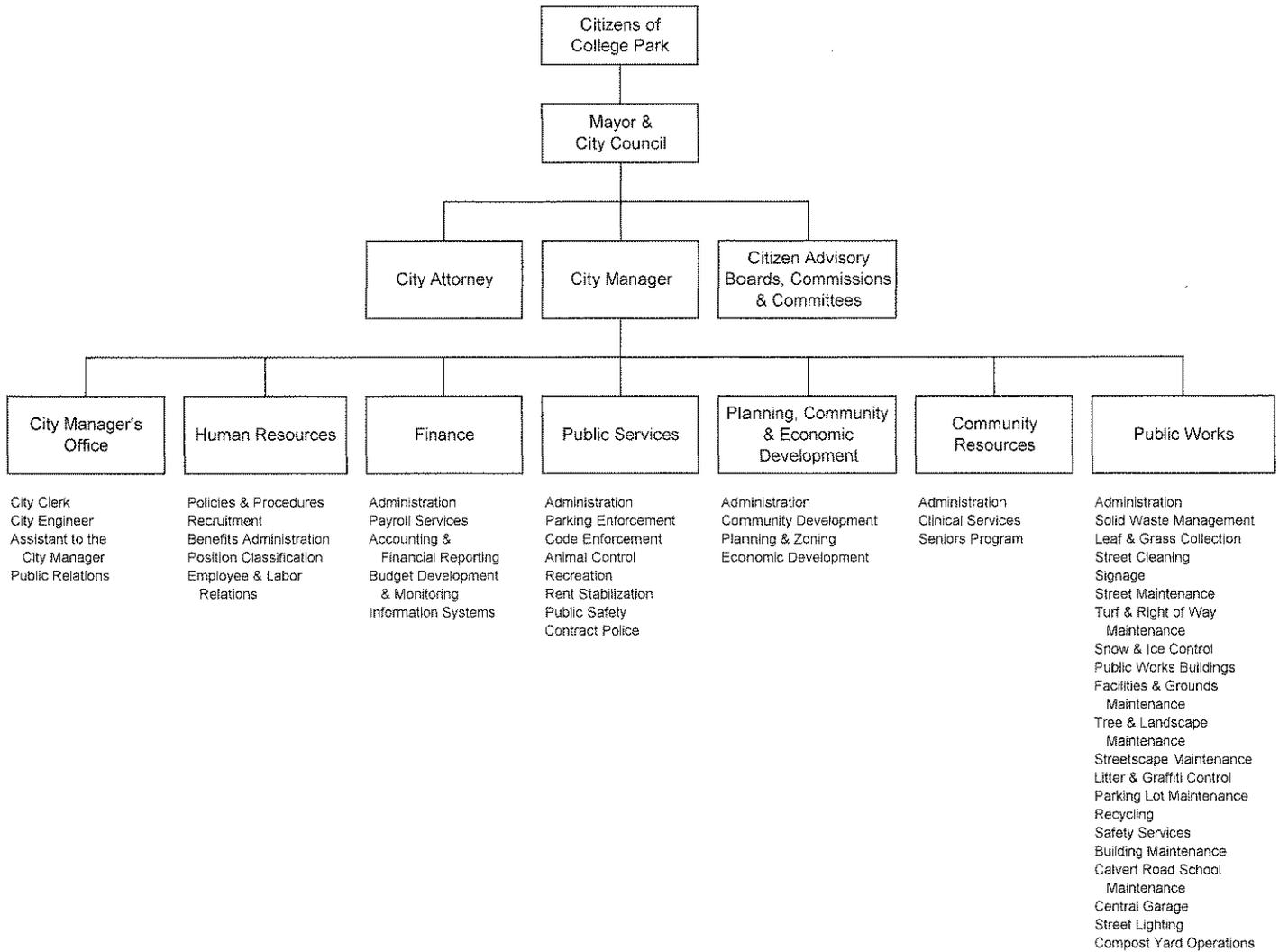
and recycling are collected once weekly by City staff at a high satisfaction rating from residents (based on the resident survey). The department is responsible for the maintenance and upkeep of all City vehicles, heavy equipment and machinery.

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.

CITY OF COLLEGE PARK, MARYLAND

Organization Chart



CITY OF COLLEGE PARK, MARYLAND

List of Principal Officials

<u>Title</u>	<u>Name</u>
Mayor	Stephen A. Brayman
City Council, District 1	Jonathan R. Molinatto Patrick L. Wojahn
City Council, District 2	Robert T. Catlin John E. Perry
City Council, District 3	Mark Cook Stephanie Stullich
City Council, District 4	Mary C. Cook Karen E. Hampton
City Manager Assistant to the City Manager	Joseph L. Nagro Sara N. Imhulse
City Clerk Assistant City Clerk	Janeen S. Miller Yvette T. Allen
City Attorney	Suellen M. Ferguson, Esquire Council Baradel Kosmerl & Nolan, P.A. Annapolis, Maryland
Independent Auditors	SB & Company, LLC Hunt Valley, Maryland
<u>Department Directors and Deputy Directors</u>	
Finance	Stephen Groh, CPA, Director Leo L. Thomas, Jr., CPA, Deputy Director
Public Services	Robert W. Ryan, Director
Planning, Comm. & Econ. Development	Terry A. Schum, Director
Human Resources	Jill R. Clements, Director
Community Resources	M. Margaret Higgins, Director
Public Works	Robert T. Stumpff, Director Brenda L. Alexander, Deputy Director

FY2010
BUDGET ORDINANCE

ORDINANCE 09-O-04

An Ordinance of the Mayor and Council of the City of College Park, Maryland to Adopt the Fiscal Year 2010 Operating and Capital Budget of the City of College Park, Maryland

BE IT ORDAINED, by the Mayor and Council of the City of College Park, Maryland, that the following sums and amounts are hereby appropriated for the fiscal year beginning July 1, 2009 and ending June 30, 2010, the said revenues being used to defray expenses and operations of the City of College Park, Maryland in accordance with the following schedule:

General Fund

Revenues

Taxes	
Real Property Taxes	\$ 6,180,196
Personal Property Taxes	910,250
Income Taxes	1,250,000
Other Local Taxes	670,000
State Shared Taxes	710,729
County Shared Taxes	500,000
Licenses & Permits	
Business Licenses	43,500
Other Licenses & Permits	491,650
Utility Franchise Fees	284,000
Intergovernmental	
Federal Grants	0
State Grants	176,750
County Grants	16,217
Charges for Services	
General Government Charges	1,000
Highways & Streets	521,035
Sanitation & Waste Removal	342,550
Health Charges	10,000
Fines & Fees	
Fines	911,100
Miscellaneous Revenues	
Investment Earnings	130,000
Property & Equipment Rental	102,983
Sale of Fixed Assets	3,000
Other Revenues	<u>1,660</u>
<i>Total Operating Revenues</i>	\$ 13,256,620
Non-Revenue Receipts	
Use of Undesignated Reserve	<u>0</u>
<i>Total Revenues</i>	<u>\$ 13,256,620</u>

Expenditures

General Government	\$ 2,443,087
Public Services	3,214,162
Planning, Community & Economic Development	581,188
Community Resources	950,631
Public Works	4,705,235
Contingency	10,000
Debt Service	374,142
Interfund Transfer to Capital Projects Fund	<u>978,175</u>
<i>Total Expenditures</i>	<u>\$ 13,256,620</u>

Parking Debt Service Fund

Revenues

Highways & Streets	
Parking Meter Revenue	<u>\$ 220,000</u>
<i>Total Revenues</i>	<u>\$ 220,000</u>

Expenditures

None	<u>\$ 0</u>
<i>Total Expenditures</i>	<u>\$ 0</u>

BE IT FURTHER ORDAINED that:

1. The tax levy be, and the same is hereby set at thirty-two and 2/10 cents (\$0.322) per one hundred dollars (\$100.00) of full value assessment on all taxable real property located within the corporate limits of the City of College Park, Maryland;
2. The tax levy be, and the same is hereby set at eighty and 5/10 cents (\$0.805) per one hundred dollars (\$100.00) of full value assessment on all taxable personal property located within the corporate limits of the City of College Park, Maryland;
3. In addition to the projected General Fund operating revenue of \$13,256,620, the amount of \$0 is appropriated from prior years' undesignated fund balance;
4. The above listing of revenues and expenditures represents a summary of the detailed material contained in a document entitled "City Manager's Requested Operating and Capital Budget for Fiscal Year 2010", with amendments; said document and any amendments thereto are incorporated herein by this reference;
5. By adoption of this Ordinance, the FY2010 Pavement Management Plan and the FY2010 Pay Plan (including Job Class Table, Pay Table and proposed position

reclassification) contained in the FY2010 requested operating budget with amendments, if any, are hereby adopted by this reference;

6. The Unrestricted Capital Projects Fund and Restricted Capital Projects Fund reserve accounts shall be reappropriated as required in order to fund the projects included in the Capital Improvement Plan as adopted by this Ordinance;
7. The Capital Budget and the Five Year Capital Improvement Plan for Fiscal Year 2010 in the amount of \$42,387,079, as listed and described in the capital projects fund section of the "City Manager's Requested Operating and Capital Budget for Fiscal Year 2010" with amendments is hereby adopted;
8. The Parking Debt Service Fund, established in fiscal year 2008 to receive 50% of the additional parking meter revenue generated from the FY2008 increase in parking meter rates, is hereby budgeted for fiscal year 2010. The revenues retained in the Parking Debt Service Fund would be used to offset future debt service costs on the public parking garage financing;
9. Personal property tax accounts delinquent for a period of ninety (90) days shall be assessed a \$100.00 late payment penalty;
10. Should any section of this Ordinance be determined to be invalid, such invalidity shall not affect any other sections; and
11. This Ordinance shall become effective at the expiration of twenty (20) calendar days following its adoption or July 1, 2009, whichever is later.

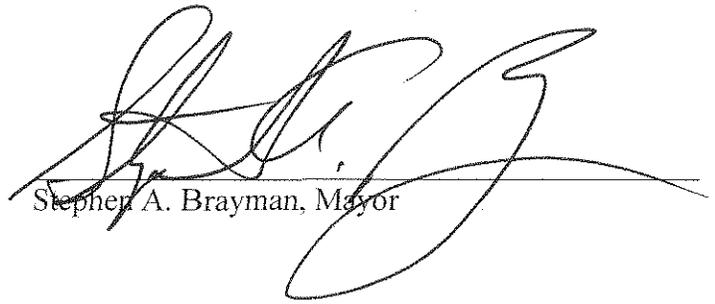
AND BE IT FURTHER ORDAINED by the Mayor and Council of the City of College Park, Maryland that, upon introduction of this Ordinance, the City Clerk shall distribute a copy of same to each council member and shall publish a fair summary of this Ordinance in a newspaper having general circulation in the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

A public hearing was held on the budget Ordinance at 7:30 p.m. on the 12th day of May, 2009 in the Council Chambers, City Hall, 4500 Knox Road, College Park, Maryland. The public hearing follows the date the "City Manager's Requested Operating and Capital Budget for Fiscal Year 2010" was available for inspection by the public by at least two (2) weeks, and was held in connection with a regular Council meeting. All persons interested had an opportunity to be heard. After the public hearing, the Council may adopt the proposed budget Ordinance, with or without amendment, without the need for further advertising or public hearings.

Introduced on the 28th day of April, 2009

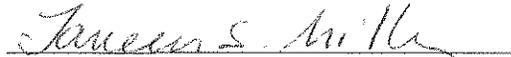
Adopted on the 26th day of May, 2009

Effective on the 1st day of July, 2009



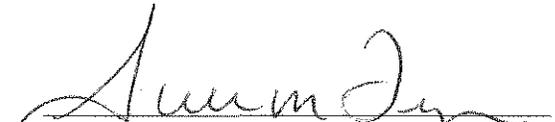
Stephen A. Brayman, Mayor

ATTEST:



Janeen S. Miller, City Clerk

APPROVED AS TO FORM:



Suellen M. Ferguson, City Attorney

FINANCIAL AND
BUDGET POLICIES

Financial and Budget 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. The accumulated funds will be used to cover future debt service on the financing for the public parking garage. 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 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, 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 & 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

Financial and Budget Policies

the individual department heads 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 & Taxation (SDAT). Income tax is allocated to the City as a percentage of the County piggyback income tax. Admission & amusement (A&A) tax gross receipts are reported to the Comptroller of Maryland by the individual taxpayers and the City's A&A tax rates are applied. Highway user tax is allocated to the City based on a State-determined formula using City road miles, vehicle registrations and other factors; in recent years, this revenue source has been reduced 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.

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 & Council during the budget worksessions for possible inclusion. The priced Mayor & 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 Requested Operating and Capital Budget which is submitted to Mayor & Council by March 31. Copies of the proposed budget are made available to the public upon submittal to the Mayor & Council. In April, Mayor & Council hold several budget work sessions, open to the public, at which each department must justify its budget requests. During these budget worksessions, any Mayor & Council-submitted "wish list" items not already included in the requested budget are reviewed. No public testimony is allowed at the work session meetings. During these work sessions, the funding for capital projects is discussed and preliminary decisions are made. A budget ordinance is introduced at a regular Mayor & 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 & Council may make amendments to the budget up to and including the meeting at which the budget is adopted. The budget is required to be adopted by Mayor & Council by May 31 and becomes effective on July 1.

Financial and Budget Policies

Annual Budget Calendar

December	Mayor & Council provide budget guidance to City Manager.
January	City Manager provides budget guidance to departments. Mayor & 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 Systems for pricing and possible inclusion in the requested budget.
late February	Operating budget worksheets are returned to Finance.
early March	Department requests are reviewed by City Manager and Finance Director; adjustments are made to balance citywide budget. Departments meet to finalize C.I.P. projects for requested budget.
mid March	City Manager reviews Mayor & Council "wish list" pricing to decide which requests should be included in requested budget.
March 31	City Manager Requested Operating & Capital Budget is submitted to Mayor & Council and is available to the public.
early April	Mayor & Council review operating budget with City Manager, Finance Director and department heads at 2 or more work sessions (open to the public but with no public testimony). Mayor & Council review C.I.P. with City Manager, Finance Director and certain department heads at 1 or more work sessions (open to the public).
late April	Budget ordinance is prepared and introduced at a regular Mayor & 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.
mid May	Possible worksession discussion of potential budget amendments.
late May	Budget ordinance is adopted, with or without amendment.
May 31	Budget ordinance is required to be adopted by this date.
July 1	Adopted budget is effective for new fiscal year.

Budget Basis of Accounting

The budget is prepared on a basis that conforms to generally accepted accounting principles (GAAP) except for the inclusion of an appropriation from the undesignated fund balance, if necessary. The budget is required to present a complete financial plan for the

Financial and Budget Policies

City. For fiscal year 2010, 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 C.I.P. project equity accounts through the adoption of a 5-year capital improvement program by the Mayor & Council.

Budget Amendment after Adoption

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

Budget Transfers

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

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.

Financial and Budget Policies

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 recorded for the fiscal year in which they are susceptible to accrual (i.e., both measurable and available). Available means collectible within the fiscal year or soon enough thereafter to be used to pay liabilities of the fiscal year. Expenditures are recorded in the fiscal year in which the fund liability is incurred, if measurable.

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 undesignated 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.

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 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

Financial and Budget Policies

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.

Financial and Budget Policies

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 1-3 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, banker's 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, the successor to Mercantile-Safe Deposit & Trust Company, 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.

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.

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, 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.

Financial and Budget Policies

Debt Policy

§C7-4 of the City Charter, Borrowing and Contract Obligations, provides that the Mayor & Council may borrow money for any proper public purpose and evidence such borrowing by the issue and sale of its general obligation bonds in accordance with state law. The City may borrow up to 5% of the assessed valuation of all real property subject to City taxation in general obligation debt without the need to place such issue to referendum, to mature not more than 30 years from date of issue. The total of all City indebtedness at any one time shall not exceed 10% of the assessed valuation of all real property subject to City taxation. Based on current assessments, the City's general obligation debt limit is in excess of \$86 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, and has entered into master lease arrangements for a computer upgrade and vehicle acquisitions. General obligation debt is being used to finance the \$9 million public parking garage.

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.

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.

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

Financial and Budget Policies

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 recordkeeping 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.

Rights-of-Way Maintenance Policy

Rights-of-way maintenance, which includes street cleaning, leaf collection, litter and graffiti control, and grass and weed control, shall be maintained to the City's standard regardless of right-of-way ownership.

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?".

Financial and Budget Policies

- 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

PAY PLAN

Overview of the Pay Plan

This section of the budget includes the current pay table as well as schedules of annual salary range by job classification and authorized full time equivalent ("FTE") positions by department (for current and prior fiscal years). The pay table includes 2.50% annual increases for each of 17 steps, assuming a satisfactory performance evaluation. All regular employees receive a 3.00% cost of living adjustment (COLA) effective July 1, 2009. Pre-tax employee benefits are provided through an IRS-approved section 125 cafeteria plan, which allows employee deductions for health, dental and vision insurance, public transit incentive, and flexible spending accounts for medical spending and dependent care on a pre-tax basis.

Fiscal year 2010 is the 3rd year of a 3-year collective bargaining agreement with AFSCME Local 1209, covering certain Public Works employees. Historically, employees not covered under the collective bargaining agreement have been granted the same COLA and retirement benefits as covered employees.

Each position is assigned a pay grade, numbered 1-24 for employees not covered under the collective bargaining agreement and 61-84 for employees covered under the collective bargaining agreement. As there is the potential for non-collective bargaining agreement employees to receive a COLA of a different amount, higher or lower, than the collective bargaining employees, the equivalent grades could be different. At the present time, the equivalent grades are equal between non-collective bargaining and collective bargaining employees.

To address employees at the end of the 17-step pay table, 3 longevity steps were added in FY2009. These additional steps provide a 5% merit increase every 3rd year based on satisfactory evaluations.

All full-time and part-time employees scheduled to work at least 17.5 hours per week with 1 year of service are covered by a single-employer §401(a) defined contribution pension plan, administered by the ICMA Retirement Corporation. In a defined contribution plan, benefits depend solely on amounts contributed to the plan plus investment earnings. The City Council has the authority to establish and amend benefit and contributor provisions. The City currently contributes 6.50% of covered wages to this plan on a quarterly basis. Participants may invest in a wide array of mutual fund products. Employees hired before September 1, 2001 are 100% vested upon participation in the plan; employees hired on or after September 1, 2001 will vest at 20% per year until fully vested after 5 years of participation. Voluntary contributions by employees, limited to 10% of after-tax compensation, and rollovers from other plans in which the employee was a vested participant are permitted. Both employee contributions and amounts rolled into the plan are immediately 100% vested. The plan assets, once fully vested, including all income earned and contributions paid, are the exclusive property of the participants and are not assets of the City.

Overview of the Pay Plan

In addition to the §401(a) retirement plan, the City maintains a §457 deferred compensation plan available to all employees. A deferred compensation plan offers employees an opportunity to defer a portion of their wages, along with the related federal and state income tax, until future years. As an incentive to enroll in the deferred compensation plan, the City offers a \$20 - 100 per pay period match of the employee contribution based on years of service and contribution level. The deferred compensation is not available to employees until termination, retirement, death or unforeseeable emergency. The plan is administered by ICMA Retirement Corporation. The City's only responsibility is to withhold the amounts from employees' pay and forward those amounts and the City's match as contribution to the plan administrator. The plan administrator has the responsibility for investing the deferred monies, maintaining detailed accounting records for both the individual employee and the City, and disbursing benefits to plan participants. The plan assets, including all income earned and rights purchased, are the exclusive property of the participants and are not assets of the City.

CITY OF COLLEGE PARK, MARYLAND
Annual Salary Range by Job Classification
For the fiscal year ending June 30, 2010

<u>Position Title</u>	<u>Pay Grade</u>	<u>Annual Salary Range (including longevity steps)</u>
Employees not covered under the Public Works collective bargaining agreement:		
Custodial Worker	1	\$25,399 - \$43,648
	2	\$26,736 - \$45,945
Office Specialist I	3	\$28,075 - \$48,247
Fiscal Support Specialist I	4	\$29,412 - \$50,544
	5	\$30,750 - \$52,845
Office Specialist II	6	\$32,088 - \$55,143
Fiscal Support Specialist II		
Parking Enforcement Officer I		
Animal Control Officer I		
Bus Driver		
Custodial Supervisor		
Engineering Technician I		
Parking Enforcement Officer II	7	\$33,426 - \$57,443
Animal Control Officer II		
Facilities Maintenance Worker		
Code Enforcement Officer I	8	\$34,763 - \$59,741
Information Systems Technician I		
Office Specialist III	9	\$36,102 - \$62,042
Fiscal Support Specialist III		
Payroll Supervisor		
Human Resources Assistant I		
Code Enforcement Officer II	10	\$37,439 - \$64,339
Seniors Program Caseworker		
Animal Control Officer III		
	11	\$38,777 - \$66,639

Information Systems Technician II Code Enforcement Officer III Administrative Assistant Human Resources Assistant II	12	\$40,115 - \$68,937
Safety Officer Fleet Supervisor Crew Chief Landscape Foreman Seniors Program Manager Parking Enf. Field Operations Supervisor Assistant City Clerk Administrative Asst./Recycling Coordinator Billing & Collections Supervisor	13	\$42,121 - \$72,384
Family Therapist Planner Economic Development Planner	14	\$44,796 - \$76,982
Information Systems Technician III	15	\$47,472 - \$81,581
Horticulturist	16	\$50,148 - \$86,180
Clinical Supervisor Public Works Supervisor Assistant to the City Manager Parking Enforcement Manager Code Enforcement Manager Senior Planner	17	\$52,823 - \$90,777
Programmer Analyst Assistant to the City Manager II	18	\$55,499 - \$95,375
City Clerk Information Systems Manager	19	\$58,175 - \$99,973
Deputy Director of Public Works Deputy Director of Finance Civil Engineer II	20	\$60,851 - \$104,572
	21	\$63,526 - \$109,170
Director of Human Resources Civil Engineer III	22	\$66,202 - \$113,768
	23	\$70,216 - \$120,667
Director of Finance Director of Public Works	24	\$75,568 - \$129,863

Assistant City Manager
 Director of Community Resources
 Director of Planning
 Director of Public Services

**Employees covered under the
 Public Works collective bargaining
 agreement:**

	61	\$25,399 - \$43,648
Laborer	62	\$26,736 - \$45,945
Laborer / Driver Grounds Laborer / Driver	63	\$28,075 - \$48,247
	64	\$29,412 - \$50,544
	65	\$30,750 - \$52,845
Motor Equipment Operator I Supply Clerk Groundskeeper Dispatch / Administrative Clerk	66	\$32,088 - \$55,143
Motor Equipment Operator I + Class A	67	\$33,426 - \$57,443
Motor Equipment Operator II	68	\$34,763 - \$59,741
Garage Supply Clerk / Assistant Mechanic Motor Equipment Operator II + Class A Mechanic I	69	\$36,102 - \$62,042
	70	\$37,439 - \$64,339
Mechanic II Motor Equipment Operator III	71	\$38,777 - \$66,639
Lead Groundskeeper Lead Motor Equipment Operator	72	\$40,115 - \$68,937
	73	\$42,121 - \$72,384
	74	\$44,796 - \$76,982
	75	\$47,472 - \$81,581
	76	\$50,148 - \$86,180

77	\$52,823 - \$90,777
78	\$55,499 - \$95,375
79	\$58,175 - \$99,973
80	\$60,851 - \$104,572
81	\$63,526 - \$109,170
82	\$66,202 - \$113,768
83	\$70,216 - \$120,667
84	\$75,568 - \$129,863

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**CITY OF COLLEGE PARK, MARYLAND
PAY TABLE - FY2010**

The Pay Table shown below will be in effect for FY2010. The grades are shown down the left side and the steps are across the top. For example, Grade 9, Step 1 shows an annual salary of \$36,102. This is the entry salary for that grade. Since FY2005, each year through Step 17, there is a 2.5% merit increase for an employee receiving a satisfactory evaluation. In FY2009, 3 longevity steps were added to the end of each grade, employees in these longevity steps will receive a 5% merit increase every 3rd year based on satisfactory evaluations.

Grades 1 - 24, for employees not covered under the Public Works collective bargaining agreement, include a 3.0% cost of living (COLA) adjustment effective July 1, 2009. Grades 61 - 84, for employees covered under the Public Works collective bargaining agreement, include a 3.0% cost of living (COLA) adjustment, effective July 1, 2009.

Employees not covered under the Public Works collective bargaining agreement (Grades 1-24):																		LONGEVITY STEPS		
STEP	Entry 1	1 yr./2.5% 2	1 yr./2.5% 3	1 yr./2.5% 4	1 yr./2.5% 5	1 yr./2.5% 6	1 yr./2.5% 7	1 yr./2.5% 8	1 yr./2.5% 9	1 yr./2.5% 10	1 yr./2.5% 11	1 yr./2.5% 12	1 yr./2.5% 13	1 yr./2.5% 14	1 yr./2.5% 15	1 yr./2.5% 16	1 yr./2.5% 17	3 yrs./5% 20	3 yrs./5% 23	3 yrs./5% 26
GRADE 1	25,399	26,034	26,685	27,352	28,036	28,736	29,455	30,191	30,946	31,720	32,513	33,326	34,159	35,013	35,888	36,785	37,705	39,590	41,569	43,648
2	26,736	27,404	28,089	28,791	29,511	30,249	31,005	31,780	32,575	33,389	34,224	35,080	35,957	36,856	37,777	38,721	39,689	41,674	43,758	45,945
3	28,075	28,777	29,496	30,234	30,989	31,764	32,558	33,372	34,206	35,062	35,938	36,837	37,758	38,702	39,669	40,661	41,677	43,761	45,949	48,247
4	29,412	30,147	30,901	31,673	32,465	33,277	34,109	34,961	35,835	36,731	37,650	38,591	39,556	40,544	41,558	42,597	43,662	45,845	48,137	50,544
5	30,750	31,519	32,307	33,115	33,943	34,791	35,661	36,563	37,486	38,403	39,363	40,347	41,356	42,390	43,449	44,536	45,649	47,932	50,328	52,845
6	32,088	32,890	33,712	34,555	35,419	36,305	37,212	38,143	39,096	40,074	41,075	42,102	43,156	44,234	45,339	46,473	47,635	50,017	52,517	55,143
7	33,426	34,262	35,118	35,996	36,896	37,819	38,764	39,733	40,726	41,745	42,788	43,858	44,954	46,078	47,230	48,411	49,621	52,102	54,707	57,443
8	34,763	35,632	36,523	37,436	38,372	39,331	40,315	41,323	42,356	43,415	44,500	45,612	46,753	47,922	49,120	50,348	51,606	54,187	56,896	59,741
9	36,102	37,005	37,930	38,878	39,850	40,846	41,867	42,914	43,987	45,087	46,214	47,369	48,553	49,767	51,011	52,287	53,594	56,273	59,087	62,042
10	37,439	38,375	39,335	40,318	41,326	42,359	43,418	44,504	45,616	46,757	47,925	49,124	50,352	51,610	52,901	54,223	55,579	58,358	61,276	64,339
11	38,777	39,747	40,740	41,759	42,803	43,873	44,970	46,094	47,246	48,428	49,638	50,879	52,151	53,455	54,791	56,161	57,565	60,444	63,466	66,639
12	40,115	41,117	42,145	43,199	44,279	45,386	46,521	47,684	48,876	50,098	51,350	52,634	53,950	55,298	56,681	58,098	59,550	62,528	65,654	68,937
13	42,121	43,174	44,253	45,359	46,493	47,656	48,847	50,068	51,320	52,603	53,918	55,266	56,648	58,064	59,515	61,003	62,528	65,655	68,937	72,384
14	44,796	45,916	47,064	48,241	49,447	50,683	51,950	53,249	54,580	55,944	57,343	58,776	60,246	61,752	63,296	64,876	66,500	69,825	73,316	76,982
15	47,472	48,659	49,875	51,122	52,400	53,710	55,053	56,429	57,840	59,286	60,768	62,288	63,845	65,441	67,077	68,754	70,473	73,996	77,696	81,581
16	50,148	51,402	52,687	54,004	55,354	56,738	58,156	59,610	61,101	62,628	64,194	65,799	67,444	69,130	70,858	72,629	74,445	78,167	82,076	86,180
17	52,823	54,144	55,498	56,885	58,307	59,765	61,259	62,790	64,360	65,969	67,618	69,309	71,042	72,818	74,638	76,504	78,417	82,337	86,454	90,777
18	55,499	56,886	58,309	59,766	61,260	62,792	64,362	65,971	67,620	69,311	71,043	72,819	74,640	76,506	78,418	80,379	82,388	86,508	90,833	95,375
19	58,175	59,629	61,120	62,648	64,214	65,819	67,465	69,151	70,880	72,652	74,468	76,330	78,238	80,194	82,199	84,254	86,361	90,679	95,213	99,973
20	60,851	62,372	63,931	65,529	67,168	68,847	70,568	72,332	74,141	75,994	77,894	79,841	81,837	83,883	85,980	88,130	90,333	94,850	99,592	104,572
21	63,526	65,114	66,742	68,411	70,121	71,874	73,671	75,513	77,400	79,335	81,319	83,352	85,436	87,572	89,761	92,005	94,305	99,020	103,971	109,170
22	66,202	67,857	69,553	71,292	73,075	74,901	76,774	78,693	80,661	82,677	84,744	86,863	89,034	91,260	93,542	95,880	98,277	103,191	108,351	113,768
23	70,216	71,972	73,771	75,615	77,506	79,443	81,429	83,465	85,552	87,691	89,883	92,130	94,433	96,794	99,214	101,694	104,236	109,448	114,921	120,667
24	75,568	77,457	79,393	81,378	83,412	85,498	87,635	89,826	92,072	94,374	96,733	99,151	101,630	104,171	106,775	109,444	112,180	117,789	123,679	129,863

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

STEP	Entry	1 yr./2.5%															LONGEVITY STEPS																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																							
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	3 yrs./5%	3 yrs./5%	3 yrs./5%																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
61	25,399	26,034	26,668	27,302	27,936	28,570	29,204	29,838	30,472	31,106	31,740	32,374	33,008	33,642	34,276	34,910	35,544	36,178	36,812	37,446	38,080	38,714	39,348	39,982	40,616	41,250	41,884	42,518	43,152	43,786	44,420	45,054	45,688	46,322	46,956	47,590	48,224	48,858	49,492	50,126	50,760	51,394	52,028	52,662	53,296	53,930	54,564	55,198	55,832	56,466	57,100	57,734	58,368	59,002	59,636	60,270	60,904	61,538	62,172	62,806	63,440	64,074	64,708	65,342	65,976	66,610	67,244	67,878	68,512	69,146	69,780	70,414	71,048	71,682	72,316	72,950	73,584	74,218	74,852	75,486	76,120	76,754	77,388	78,022	78,656	79,290	79,924	80,558	81,192	81,826	82,460	83,094	83,728	84,362	84,996	85,630	86,264	86,898	87,532	88,166	88,800	89,434	90,068	90,702	91,336	91,970	92,604	93,238	93,872	94,506	95,140	95,774	96,408	97,042	97,676	98,310	98,944	99,578	100,212	100,846	101,480	102,114	102,748	103,382	104,016	104,650	105,284	105,918	106,552	107,186	107,820	108,454	109,088	109,722	110,356	110,990	111,624	112,258	112,892	113,526	114,160	114,794	115,428	116,062	116,696	117,330	117,964	118,598	119,232	119,866	120,500	121,134	121,768	122,402	123,036	123,670	124,304	124,938	125,572	126,206	126,840	127,474	128,108	128,742	129,376	130,010	130,644	131,278	131,912	132,546	133,180	133,814	134,448	135,082	135,716	136,350	136,984	137,618	138,252	138,886	139,520	140,154	140,788	141,422	142,056	142,690	143,324	143,958	144,592	145,226	145,860	146,494	147,128	147,762	148,396	149,030	149,664	150,298	150,932	151,566	152,200	152,834	153,468	154,102	154,736	155,370	156,004	156,638	157,272	157,906	158,540	159,174	159,808	160,442	161,076	161,710	162,344	162,978	163,612	164,246	164,880	165,514	166,148	166,782	167,416	168,050	168,684	169,318	169,952	170,586	171,220	171,854	172,488	173,122	173,756	174,390	175,024	175,658	176,292	176,926	177,560	178,194	178,828	179,462	180,096	180,730	181,364	181,998	182,632	183,266	183,900	184,534	185,168	185,802	186,436	187,070	187,704	188,338	188,972	189,606	190,240	190,874	191,508	192,142	192,776	193,410	194,044	194,678	195,312	195,946	196,580	197,214	197,848	198,482	199,116	199,750	200,384	201,018	201,652	202,286	202,920	203,554	204,188	204,822	205,456	206,090	206,724	207,358	207,992	208,626	209,260	209,894	210,528	211,162	211,796	212,430	213,064	213,698	214,332	214,966	215,600	216,234	216,868	217,502	218,136	218,770	219,404	220,038	220,672	221,306	221,940	222,574	223,208	223,842	224,476	225,110	225,744	226,378	227,012	227,646	228,280	228,914	229,548	230,182	230,816	231,450	232,084	232,718	233,352	233,986	234,620	235,254	235,888	236,522	237,156	237,790	238,424	239,058	239,692	240,326	240,960	241,594	242,228	242,862	243,496	244,130	244,764	245,398	246,032	246,666	247,300	247,934	248,568	249,202	249,836	250,470	251,104	251,738	252,372	253,006	253,640	254,274	254,908	255,542	256,176	256,810	257,444	258,078	258,712	259,346	260,000	260,634	261,268	261,902	262,536	263,170	263,804	264,438	265,072	265,706	266,340	266,974	267,608	268,242	268,876	269,510	270,144	270,778	271,412	272,046	272,680	273,314	273,948	274,582	275,216	275,850	276,484	277,118	277,752	278,386	279,020	279,654	280,288	280,922	281,556	282,190	282,824	283,458	284,092	284,726	285,360	285,994	286,628	287,262	287,896	288,530	289,164	289,798	290,432	291,066	291,700	292,334	292,968	293,602	294,236	294,870	295,504	296,138	296,772	297,406	298,040	298,674	299,308	299,942	300,576	301,210	301,844	302,478	303,112	303,746	304,380	305,014	305,648	306,282	306,916	307,550	308,184	308,818	309,452	310,086	310,720	311,354	311,988	312,622	313,256	313,890	314,524	315,158	315,792	316,426	317,060	317,694	318,328	318,962	319,596	320,230	320,864	321,498	322,132	322,766	323,400	324,034	324,668	325,302	325,936	326,570	327,204	327,838	328,472	329,106	329,740	330,374	331,008	331,642	332,276	332,910	333,544	334,178	334,812	335,446	336,080	336,714	337,348	337,982	338,616	339,250	339,884	340,518	341,152	341,786	342,420	343,054	343,688	344,322	344,956	345,590	346,224	346,858	347,492	348,126	348,760	349,394	350,028	350,662	351,296	351,930	352,564	353,198	353,832	354,466	355,100	355,734	356,368	357,002	357,636	358,270	358,904	359,538	360,172	360,806	361,440	362,074	362,708	363,342	363,976	364,610	365,244	365,878	366,512	367,146	367,780	368,414	369,048	369,682	370,316	370,950	371,584	372,218	372,852	373,486	374,120	374,754	375,388	376,022	376,656	377,290	377,924	378,558	379,192	379,826	380,460	381,094	381,728	382,362	382,996	383,630	384,264	384,898	385,532	386,166	386,800	387,434	388,068	388,702	389,336	389,970	390,604	391,238	391,872	392,506	393,140	393,774	394,408	395,042	395,676	396,310	396,944	397,578	398,212	398,846	399,480	400,114	400,748	401,382	402,016	402,650	403,284	403,918	404,552	405,186	405,820	406,454	407,088	407,722	408,356	408,990	409,624	410,258	410,892	411,526	412,160	412,794	413,428	414,062	414,696	415,330	415,964	416,598	417,232	417,866	418,500	419,134	419,768	420,402	421,036	421,670	422,304	422,938	423,572	424,206	424,840	425,474	426,108	426,742	427,376	428,010	428,644	429,278	429,912	430,546	431,180	431,814	432,448	433,082	433,716	434,350	434,984	435,618	436,252	436,886	437,520	438,154	438,788	439,422	440,056	440,690	441,324	441,958	442,592	443,226	443,860	444,494	445,128	445,762	446,396	447,030	447,664	448,298	448,932	449,566	450,200	450,834	451,468	452,102	452,736	453,370	454,004	454,638	455,272	455,906	456,540	457,174	457,808	458,442	459,076	459,710	460,344	460,978	461,612	462,246	462,880	463,514	464,148	464,782	465,416	466,050	466,684	467,318	467,952	468,586	469,220	469,854	470,488	471,122	471,756	472,390	473,024	473,658	474,292	474,926	475,560	476,194	476,828	477,462	478,096	478,730	479,364	480,000	480,634	481,268	481,902	482,536	483,170	483,804	484,438	485,072	485,706	486,340	486,974	487,608	488,242	488,876	489,510	490,144	490,778	491,412	492,046	492,680	493,314	493,948	494,582	495,216	495,850	496,484	497,118	497,752	498,386	499,020	499,654	500,288	500,922	501,556	502,190	502,824	503,458	504,092	504,726	505,360	506,000	506,634	507,268	507,902	508,536	509,170	509,804	510,438	511,072	511,706	512,340	512,974	513,608	514,242	514,876	515,510	516,144	516,778	517,412	518,046	518,680	519,314	519,948	520,582	521,216	521,850	522,484	523,118	523,752	524,386	525,020	525,654	526,288	526,922	527,556	528,190	528,824	529,458	530,092	530,726	531,360	532,000	532,634	533,268	533,902	534,536	535,170	535,804	536,438	537,072	537,706	538,340	538,974	539,608	540,242	540,876	541,510	542,144	542,778	543,412	544,046	544,680	545,314	545,948	546,582	547,216	547,850	548,484	549,118	549,752	550,386	551,020	551,654	552,288	552,922	553,556	554,190	554,824	555,458	556,092	556,726	557,360	558,000	558,634	559,268	559,902	560,536	561,170	561,804	562,438	563,072	563,706	564,340	564,974	565,608	566,242	566,876	567,510	568,144	568,778	569,412	570,046	570,680	571,314	571,948	572,582	573,216	573,850	574,484	575,118	575,752	576,386	577,020	577,654	578,288	578,922	579,556	580,190	580,824	581,458	582,092	582,726	583,360	584,000	584,634	585,268	585,902	586,536	587,170	587,804	588,438	589,072	589,706	590,340	590,974	591,608	592,242	592,876	593,510	594,144	594,778	595,412	596,046	596,680	597,314	597,948	598,582	599,216	599,850	600,484	601,118	601,752	602,386	603,020	603,654	604,288	604,922	605,556	606,190	606,824	607,458	608,092	608,726	609,360	610,000	610,634	611,268	611,902	612,536	613,170	613,804	614,438	615,072	615,706	616,340	616,974	617,608	618,242	618,876	619,510	620,144	620,778	621,412	622,046	622,680	623,314	623,948	624,582	625,216	625,850	626,484	627,118	627,752	628,386	629,020	629,654	630,288	630,922	631,556	632,190	632,824	633,458	634,092	634,726	635,360	636,000	636,634	637,268	637,902	638,536	639,170	639,804	640,438	641,072	641,706	642,340	642,974	643,608	644,242	644,876	645,510	646,144	646,778	647,412	648,046	648,680	649,314	649,948	650,582	651,216	651,850	652,484	653,118	653,752	654,386	655,020	655,654	656,288	656,922	657,556	658,190	658,824	659,458	660,092	660,726	661,360	662,000	662,634	663,268	663,902	664,536	665,170	665,804	666,438	667,072	667,706	668,340	668

City of College Park, Maryland
Schedule of Authorized Full Time Equivalent (FTE) Positions
for the fiscal year ending June 30, 2010

Position Title	Grade	FY2010 Authorized Full Time Equivalents (FTE's)						TOTAL
		Admini- stration	Finance	Public Services	Planning	Community Resources	Public Works	
Custodial Worker	1						2.00	2.00
Laborer	62						12.00	12.00
Office Specialist I	3			1.00				1.00
Grounds Laborer / Driver	63						2.00	2.00
Office Specialist II	6			2.00				2.00
Fiscal Support Specialist II	6		1.80	0.70				2.50
Parking Enforcement Officer I	6			0.50				0.50
Bus Driver	6					1.00		1.00
Custodial Supervisor	6						1.00	1.00
Engineering Technician I	6						1.00	1.00
Motor Equipment Operator I	66						7.00	7.00
Supply Clerk	66						1.00	1.00
Groundskeeper	66						1.00	1.00
Dispatch / Administrative Clerk	66						1.00	1.00
Parking Enforcement Officer II	7			6.00				6.00
Animal Control Officer II	7			1.00				1.00
Facilities Maintenance Worker	7						1.00	1.00
Motor Equipment Operator I+A	67						4.00	4.00
Code Enforcement Officer I	8			3.00				3.00
Information Systems Technician I	8							0.00
Motor Equipment Operator II	68						1.00	1.00
Office Specialist III	9	1.00		1.00			1.00	3.00
Fiscal Support Specialist III	9		2.00					2.00
Payroll Supervisor	9		1.00					1.00
Garage Supply Clerk / Asst. Mechanic	69						1.00	1.00
Code Enforcement Officer II	10			2.00				2.00
Seniors Program Caseworker	10					0.50		0.50
Motor Equipment Operator III	71						1.00	1.00
Mechanic II	71						1.00	1.00
Code Enforcement Officer III	12			1.00				1.00
Information Systems Technician II	12		1.00					1.00
Administrative Assistant	12			1.50	1.00	1.00		3.50
Human Resources Assistant II	12	1.00						1.00
Lead Groundskeeper	72						1.00	1.00
Safety Officer	13						1.00	1.00
Fleet Supervisor	13						1.00	1.00
Crew Chief	13						3.00	3.00
Landscape Foreman	13						1.00	1.00
Parking Enf. Field Operations Supervisor	13			1.00				1.00
Assistant City Clerk	13	1.00						1.00
Seniors Program Manager	13					1.00		1.00
Administrative Asst./Recycling Coord.	13						1.00	1.00
Billing & Collections Supervisor	13		1.00					1.00
Family Therapist	14					3.13		3.13
Planner	14				1.00			1.00
Economic Development Planner	14				1.00			1.00
Information Systems Technician III	15		1.00					1.00
Clinical Supervisor	17					1.00		1.00
Public Works Supervisor	17						1.00	1.00
Parking Enforcement Manager	17			1.00				1.00
Code Enforcement Manager	17			1.00				1.00

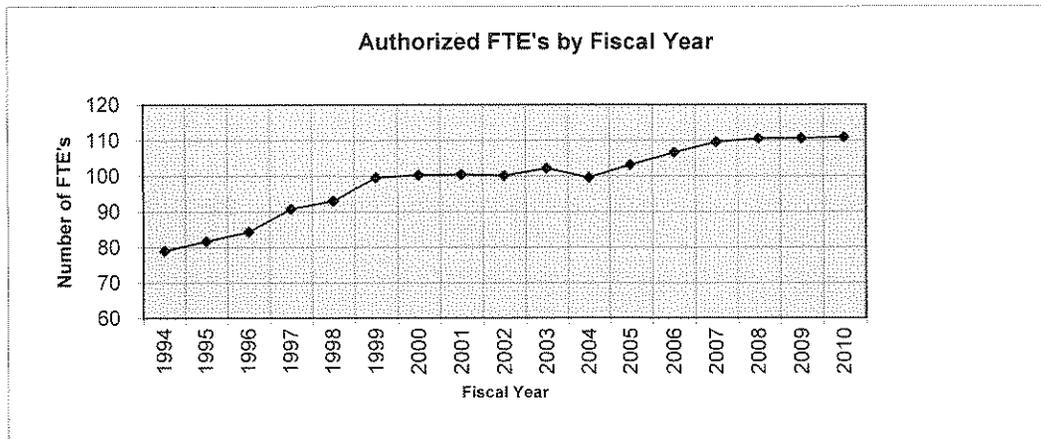
Senior Planner	17			1.00		1.00
Programmer Analyst	18		1.00			1.00
Assistant to the City Manager II	18	1.00				1.00
City Clerk	19	1.00				1.00
Information Systems Manager	19		1.00			1.00
Deputy Director of Public Works	20				1.00	1.00
Deputy Director of Finance	20		1.00			1.00
Director of Human Resources	22	1.00				1.00
Civil Engineer III	22				1.00	1.00
Director of Finance	24		1.00			1.00
Director of Public Works	24				1.00	1.00
Director of Community Resources	24				1.00	1.00
Director of Planning	24			1.00		1.00
Director of Public Services	24			1.00		1.00

Nonclassified

Police Officers	N/A			4.80		4.80
City Manager	N/A	1.00				1.00
FISCAL YEAR 2010 TOTALS		7.00	11.80	28.50	5.00	110.93

**City of College Park, Maryland
Schedule of Authorized Full Time Equivalent (FTE) Positions**

Fiscal Year	Authorized Full Time Equivalents (FTE's)						TOTAL
	Admini- stration	Finance	Public Services	Planning	Community Resources	Public Works	
1994	3.50	6.00	17.85	3.50	7.53	40.67	79.05
1995	4.84	7.08	17.43	4.83	7.53	40.00	81.71
1996	5.50	7.00	17.60	4.50	7.23	42.58	84.41
1997	7.50	7.45	18.26	4.76	7.23	45.58	90.78
1998	7.50	8.00	19.25	4.50	7.23	46.58	93.06
1999	6.00	9.00	18.75	5.00	7.23	53.58	99.56
2000	8.50	10.00	19.68	5.00	7.48	49.58	100.24
2001	8.50	11.00	19.68	4.00	7.48	49.75	100.41
2002	8.50	10.00	19.80	5.00	7.25	49.58	100.13
2003	9.00	11.00	20.30	5.00	7.25	49.58	102.13
2004	8.00	11.00	20.30	4.00	7.25	49.00	99.55
2005	8.00	11.50	21.65	5.00	7.95	49.00	103.10
2006	8.00	11.80	23.83	5.00	7.95	50.00	106.58
2007	7.00	11.80	28.02	5.00	7.95	49.75	109.52
2008	7.00	11.80	28.52	5.00	8.45	49.75	110.52
2009	7.00	11.80	28.47	5.00	8.63	49.75	110.65
2010	7.00	11.80	28.50	5.00	8.63	50.00	110.93



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GENERAL FUND
REVENUES

CITY OF COLLEGE PARK
 REVENUE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
BASIC 31 TAXES						
SUB 0 REAL PROPERTY TAXES						
310.10 REAL PROPERTY TAX	3,678,697	4,215,483	5,240,942	5,246,913	6,147,349	6,147,349
310.15 HOMEOWNERS PROP TX CREDIT	0	0	0	0	30,000-	30,000-
310.20 PILOT-HOUSING AUTHORITY	15,000	15,000	15,000	15,000	15,000	15,000
310.22 PILOT-UM CASL PROPERTY	24,000	28,647	34,349	34,349	37,847	37,847
310.90 TAX INTEREST & PENALTY	12,620	20,925	10,000	15,112	10,000	10,000
* REAL PROPERTY TAXES	3,730,317	4,280,055	5,300,291	5,311,374	6,180,196	6,180,196
SUB 1 PERSONAL PROPERTY TAXES						
311.10 PERSONAL PROPERTY TAX	1,077,348	1,002,243	968,583	1,074,599	910,000	910,000
311.90 TAX INTEREST & PENALTY	5,143	1,862	500	762	250	250
* PERSONAL PROPERTY TAXES	1,082,491	1,004,105	969,083	1,075,361	910,250	910,250
SUB 4 INCOME TAX						
314.10 INCOME TAX	1,270,633	1,294,274	1,400,000	1,185,858	1,250,000	1,250,000
* INCOME TAX	1,270,633	1,294,274	1,400,000	1,185,858	1,250,000	1,250,000
SUB 5 OTHER LOCAL TAXES						
315.10 ADMISSION & AMUSEMENT TAX	707,816	660,862	670,000	689,308	670,000	670,000
* OTHER LOCAL TAXES	707,816	660,862	670,000	689,308	670,000	670,000
SUB 6 STATE SHARED TAXES						
316.10 HIGHWAY USER TAX	808,134	783,296	801,894	718,819	710,729	710,729
* STATE SHARED TAXES	808,134	783,296	801,894	718,819	710,729	710,729
SUB 8 COUNTY SHARED TAXES						
318.10 HOTEL & MOTEL TAX	492,019	488,936	500,000	448,394	500,000	500,000
* COUNTY SHARED TAXES	492,019	488,936	500,000	448,394	500,000	500,000
** TAXES	8,091,410	8,511,528	9,641,268	9,429,114	10,221,175	10,221,175
BASIC 32 LICENSES & PERMITS						
SUB 2 BUSINESS LICENSES						
322.10 CITY LIQUOR LICENSES	10,755	12,861	12,000	11,281	12,500	12,500
322.20 STATE TRADERS LICENSES	30,837	42,676	31,000	33,992	31,000	31,000
* BUSINESS LICENSES	41,592	55,537	43,000	45,273	43,500	43,500
SUB 3 OTHER LICENSES & PERMITS						
323.10 CITY BUILDING PERMITS	7,625	9,260	8,000	8,520	8,000	8,000
323.36 RENT STABILIZATION FEES	2,218	45	0	0	20,000	20,000
323.40 OCCUPANCY PERMITS	360,495	430,315	440,000	529,963	450,000	450,000
323.45 DRIVEWAY APRON & CURBCUT	2,120	5,355	3,000	10,768	3,000	3,000
323.50 OTHER LICENSES	200	100	100	0	100	100
323.65 UTILITY EASEMENTS	550	550	550	550	550	550
323.70 BUS SHELTERS	10,848	8,460	10,000	6,666	9,000	9,000
323.75 ENCROACHMENT PERMITS	1,000	1,000	1,000	1,000	1,000	1,000
* OTHER LICENSES & PERMITS	385,056	455,085	462,650	557,467	491,650	491,650
SUB 4 UTILITY FRANCHISE FEES						
324.10 COMCAST CABLE	260,113	259,430	240,000	261,498	256,000	256,000
324.15 VERIZON FIOS	0	1,935	4,000	30,155	28,000	28,000
* UTILITY FRANCHISE FEES	260,113	261,365	244,000	291,653	284,000	284,000
** LICENSES & PERMITS	686,761	771,987	749,650	894,393	819,150	819,150
BASIC 33 INTERGOVERNMENTAL						
SUB 0 FEDERAL GRANTS						
330.90 MISCELLANEOUS GRANTS	0	0	0	0	0	0
* FEDERAL GRANTS	0	0	0	0	0	0
SUB 2 STATE GRANTS						
332.20 POLICE PROTECTION	73,137	79,992	85,000	64,968	90,000	90,000
332.30 UNIV OF MARYLAND GRANT	5,000	5,000	5,000	5,000	5,000	5,000
332.40 YOUTH SERVICES GRANT	85,880	85,880	85,880	85,880	81,750	81,750
332.90 MISCELLANEOUS GRANTS	0	0	0	0	0	0
* STATE GRANTS	164,017	170,872	175,880	155,848	176,750	176,750

CITY OF COLLEGE PARK
 REVENUE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
BASIC 33 INTERGOVERNMENTAL						
SUB 2 STATE GRANTS						
334.20 BANK STOCK TAX	10,717	10,717	10,717	10,717	10,717	10,717
334.30 YOUTH SERVICES GRANT	10,500	7,000	5,500	6,500	5,500	5,500
334.34 SPECL APPROPRIATIONS GRNT	0	0	0	0	0	0
334.90 MISCELLANEOUS GRANTS	0	0	0	0	0	0
* COUNTY GRANTS	21,217	17,717	16,217	17,217	16,217	16,217
SUB 6 OTHER GRANTS						
336.90 MISCELLANEOUS GRANTS	0	0	0	0	0	0
* OTHER GRANTS	0	0	0	0	0	0
** INTERGOVERNMENTAL	185,234	188,589	192,097	173,065	192,967	192,967
BASIC 34 CHARGES FOR SERVICES						
SUB 1 GENERAL GOVERNMENT CHGS						
341.10 ZONING APPLIC PROCESS FEE	3,900	1,700	2,000	2,250	1,000	1,000
* GENERAL GOVERNMENT CHGS	3,900	1,700	2,000	2,250	1,000	1,000
SUB 3 HIGHWAYS AND STREETS						
343.20 PARKING METER REVENUE	421,744	397,685	410,000	390,110	440,000	440,000
343.25 PARKING PERMIT REVENUE	51,364	72,249	57,400	64,893	79,350	79,350
343.40 MVA REGISTRATION FEES	41	42	85	62	85	85
343.50 MVA NON-RESIDENT PERMITS	1,252	1,456	1,200	1,597	1,600	1,600
* HIGHWAYS AND STREETS	474,401	471,432	468,685	456,662	521,035	521,035
SUB 4 SANITATION & WASTE REMVL						
344.10 COUNTY DISPOSAL REBATE	73,960	73,960	73,960	73,960	73,960	73,960
344.20 REFUSE CONTRACTS REVENUE	183,803	155,987	165,000	192,907	185,000	185,000
344.30 RECYCLING REVENUE	2,528	0	0	0	0	0
344.30 RECYCLING-WHITE GOODS	0	3,020	2,500	1,461	1,800	1,800
344.30 RECYCLING-MIXED PAPER	0	5,436	0	0	0	0
344.30 RECYCLING-MOTOR OIL	0	1,158	2,850	2,148	2,500	2,500
344.30 RECYCLING-SINGLE STREAM	0	5,239	11,000	3,962	0	0
344.40 SPECIAL TRASH PICKUP REV	367	446	0	222	0	0
344.50 PROPERTY CLEARANCE	44	0	0	0	0	0
344.60 CDMA LITTER REBATE	4,290	4,290	4,290	4,290	4,290	4,290
344.90 COMPOST SALES	26,652	33,427	36,000	32,960	35,000	35,000
344.91 WOOD CHIP SALES	0	2,843	4,000	3,775	4,000	4,000
344.92 TIPPING FEES REVENUE	29,534	25,484	25,000	24,543	24,000	24,000
344.94 DELIVERY CHG-COMPOST	10,685	9,963	10,000	8,648	8,500	8,500
344.95 DELIVERY CHG-WOOD CHIPS	0	2,109	6,000	3,227	3,500	3,500
* SANITATION & WASTE REMVL	331,863	323,362	340,600	352,103	342,550	342,550
SUB 5 HEALTH CHARGES						
345.10 YOUTH SVCS CLIENT FEES	20,328	15,891	13,000	12,689	10,000	10,000
345.20 OTHER YFS FEES	0	0	0	0	0	0
345.30 YFS TRAINING REVENUE	0	0	0	0	0	0
* HEALTH CHARGES	20,328	15,891	13,000	12,689	10,000	10,000
** CHARGES FOR SERVICES	830,492	812,385	824,285	823,704	874,585	874,585
BASIC 35 FINES AND FEES						
SUB 9 FINES						
359.10 ELECTION FINES	125	0	0	0	0	0
359.20 ANIMAL FINES REVENUE	250	350	200	50	200	200
359.30 VEHICLE BOOTING FEES	1,219	1,015	800	1,435	900	900
359.40 PARKING FINES REVENUE	882,978	1,021,431	960,000	1,016,726	860,000	860,000
359.50 MUNICIPAL INFRACTIONS	53,130	68,201	50,000	56,640	50,000	50,000
359.55 RED LIGHT CAMERAS	24,509	4,275	30,000	825	0	0
* FINES	962,211	1,095,272	1,041,000	1,075,676	911,100	911,100
** FINES AND FEES	962,211	1,095,272	1,041,000	1,075,676	911,100	911,100
BASIC 36 MISCELLANEOUS REVENUES						
SUB 1 INVESTMENT EARNINGS						

CITY OF COLLEGE PARK
 REVENUE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
BASIC 36 MISCELLANEOUS REVENUES						
SUB 1 INVESTMENT EARNINGS						
361.10 INVESTMENT EARNINGS	136,723	198,171	135,000	120,960	130,000	130,000
361.11 INVESTMENTS-MKT VALUE ADJ	58,275	30,894	0	24,942	0	0
361.20 SPECIAL ASSESSMENTS	0	0	0	0	0	0
361.30 OTHER INTEREST	70	0	0	0	0	0
* INVESTMENT EARNINGS	195,068	229,065	135,000	145,902	130,000	130,000
SUB 2 PROPERTY & EQUIP RENTAL						
362.10 CALVERT ROAD SCHOOL	128,000	21,333	0	0	0	0
362.11 PARKING GARAGE RETAIL	0	0	0	0	94,733	94,733
362.14 CITY HALL MEETING ROOMS	25	300	100	150	200	200
362.15 OLD PARISH HOUSE	5,375	5,150	5,500	5,950	5,500	5,500
362.16 CLEANING FEE-CITY BLDGS	300	300	200	400	350	350
362.18 DAVIS HALL	1,275	2,425	1,400	1,775	2,200	2,200
362.19 DUVALL FIELD	0	965	750	0	0	0
362.20 OTHER RENTALS	0	0	0	0	0	0
362.21 CALVERT ROAD SCHOOL FIELD	60	0	0	0	0	0
* PROPERTY & EQUIP RENTAL	135,035	30,473	7,950	8,275	102,983	102,983
SUB 4 SALE OF FIXED ASSETS						
364.10 SALE OF FIXED ASSETS	3,320	7,000	10,000	38,457	3,000	3,000
* SALE OF FIXED ASSETS	3,320	7,000	10,000	38,457	3,000	3,000
SUB 6 OTHER REVENUES						
366.10 MISCELLANEOUS	0	7-	0	5	0	0
366.15 FREEDOM OF INFO ACT REQ	134	119	50	317	100	100
366.50 ANIMAL LICENSE COMM	1,510	1,135	1,200	1,496	1,200	1,200
366.55 CONTRIBUTIONS	0	0	0	0	0	0
366.60 CASH OVER & (SHORT)	0	0	0	0	0	0
366.70 CDMA BILLING FEES	369	371	350	339	360	360
366.76 LGIT-EQUITY CREDIT DIST	17,878	0	0	0	0	0
* OTHER REVENUES	19,891	1,618	1,600	2,157	1,660	1,660
** MISCELLANEOUS REVENUES	353,314	268,156	154,550	194,791	237,643	237,643
BASIC 39 NON-REVENUE RECEIPTS						
SUB 0 INTERFUND TRANSFERS						
390.00 INTERFUND TRANSFERS	0	0	0	0	0	0
* INTERFUND TRANSFERS	0	0	0	0	0	0
SUB 9 UNDESIGNATED RESERVE TFR						
399.00 UNDESIGNATED RESERVE TFR	0	0	209,440	0	0	0
* UNDESIGNATED RESERVE TFR	0	0	209,440	0	0	0
** NON-REVENUE RECEIPTS	0	0	209,440	0	0	0
*** GENERAL FUND	11,109,422	11,647,917	12,812,290	12,590,743	13,256,620	13,256,620
	11,109,422	11,647,917	12,812,290	12,590,743	13,256,620	13,256,620

REVENUES

REVENUE FOOTNOTES		
Element/Object	Details	Amount
Taxes		
31010 Real Property Taxes	Based on proposed FY2010 assessment from State Department of Assessments and Taxation (SDAT) for non-exempt property: Full value assessment of \$2,523,624,160 (less homestead tax credit adjustment of \$599,654,267) @ tax rate \$0.322 per \$100. Full value assessment percentage increase from FY2009 is 20.77%. Rate of \$0.322 is the same as in FY2009. Includes "tax differential only" billing for Holiday Inn properties, annexed in FY2004 (tax class 02), at \$0.014 per \$100.	6,147,349
31015 Homeowners' Property Tax Credit	This new program for FY10, representing a supplement of 15% to the State Homeowners' Property Tax Credit, provides partial relief from City real property tax for residents with low or moderate income. Residents must file a new application each year with SDAT to qualify for the property tax credit.	(30,000)
31020 PILOT-Housing Authority	Annual payment from College Park Housing Authority in lieu of real property taxes on Attick Towers	15,000
31022 PILOT-UM CASL Property	Annual payment from University of Maryland in lieu of real property taxes on 52nd Avenue (former Litton) property; FY10 assessment of \$11,753,800 @ \$0.322 per \$100	37,847
31090 Tax Penalties & Interest, Real Property Tax	Estimate based on historical data	10,000
31110 Personal Property Tax	Based on current year's data and 10% depreciation, at FY10 tax rate \$0.805 per \$100 on \$113,043,478 estimated assessed valuation. Rate of \$0.805 is the same as in FY2009. Includes "tax differential only" billing for Holiday Inn properties at \$0.035 per \$100.	910,000
31190 Tax Penalties & Interest, Personal Property Tax	Estimate based on historical data	250
31410 Income Tax	Estimate based on current year's data	1,250,000
31510 Admission & Amusement Tax	Estimate based on average of previous 3 fiscal years	670,000
31610 Highway User Tax	Estimate provided by State Highway Administration	710,729
31810 Hotel & Motel Tax	City receives 50% of the 5% tax collected by Prince George's County; estimate based on trend during previous 3 fiscal years.	500,000
Licenses & Permits		
32210 City Liquor Licenses	Estimate based on current annual billing, which occurs on April 1. City license rates are 20% of the County rate.	12,500
32220 State Traders' Licenses	Estimate based on trend during previous 3 fiscal years	31,000
32310 City Building Permits	Estimate provided by Department of Public Services	8,000

REVENUES

REVENUE FOOTNOTES		
Element/Object	Details	Amount
32336 Rent Stabilization Fees	Estimate provided by Department of Public Services	20,000
32340 Occupancy Permits	Estimate provided by Department of Public Services; covers 51% self-support of Code Enforcement program budget. Rates for FY10 (same as in FY09) are: single family and townhouse \$225, fraternity and sorority \$550, rooming house \$220, condominium unit that is not a townhouse \$135, apartments (≥ 6 units) \$110 per unit, 2-5 unit buildings \$190 per unit, hotel/ motel \$30 per unit, commercial \$110	450,000
32345 Driveway Apron Permits	Estimate based on historical data	3,000
32350 Other Licenses		100
32365 Utility Easements	Verizon easement	550
32370 Bus Shelters	Based on current year data; estimate provided by Department of Finance	9,000
32375 Encroachment Permits	Current contracts, 2 @ \$500	1,000
Utility Franchise Fees		
32410 Utility Franchise Fees-Comcast Cable	Estimate based on current year's revenue trend	256,000
32415 Utility Franchise Fees-Verizon	Verizon's FiOS fiber optic system is under construction in various parts of the City; franchise fee payments began in FY2008. In other municipalities, increases in Verizon franchise fees have resulted in decreased Comcast franchise fees.	28,000
Intergovernmental		
33220 Police Protection	State aid for police protection, allocated based on population (\$2.50 per capita) and City-qualified expenditures compared to total qualified expenditures of Prince George's County and its municipalities	90,000
33230 University of Maryland Grant	Annual payment by University of Maryland in lieu of taxes for service demands placed on the City, based on 1945 agreement	5,000
33240 Youth Services Grant (State Grant)	State grant through Prince George's County, covering 75% of program costs for Community Resources Administration and Clinical Services programs; reduced from FY09 level (\$85,880)	81,750
33420 Financial Institutions	Bank stock tax, payable through Prince George's County	10,717
33430 Youth Services Grant (County Grant)	Discretionary grants, Prince George's County Council members	5,500
Charges for Services		
34110 Zoning Application Processing Fee	Estimate provided by Department of Planning	1,000

REVENUES

REVENUE FOOTNOTES		
Element/Object	Details	Amount
34320 Parking Meter Revenue	Estimate based on revenue trend over previous 3 fiscal years. Hourly rates for all meters are \$0.75. Currently, the City has 579 metered spaces in the downtown area. A 288-space public parking garage opened in summer 2009. A 15% increase in meter revenue over projected FY09 "actual" has been budgeted for FY2010 to account for the addition of the parking garage to the inventory of metered spaces (based on recommendations in the 2007 Desman Associates parking feasibility study).	440,000
34325 Parking Permit Revenue	Estimates provided by Department of Public Services: 50 monthly permits in parking garage @ \$60/month 33,000 0 monthly permits in City Hall lot 0 30 monthly permits in Church lot @ \$40/month (less 50% payment to St. Andrew's Episcopal Church) 7,200 Guilford Road monthly permits @ \$50/month 0 Pontiac Street monthly permits @ \$50/month 6,600 Knox Road monthly permits @ \$50/month 9,000 Hartwick Road monthly permits @ \$50/month 11,250 Residential zone permits, estimate 12,300	79,350
34340 MVA Registration Fees	Estimate provided by Department of Public Services	85
34350 MVA Non-Resident Permits	Estimate provided by Department of Public Services	1,600
34410 County Disposal Rebate	Estimate provided by Department of Finance	73,960
34420 Refuse Contracts Revenue	Estimate based on current annual billing, which occurs on October 1	185,000
34430-01 Recycling Revenue-White Goods	Sale of "white goods" (scrap metal and appliances), generated through Public Works-Recycling program	1,800
34430-03 Recycling Revenue-Motor Oil	Sale of motor oil collected at Public Works yard	2,500
34430-04 Recycling Revenue-Single Stream	Rebate payments for all recyclables (commingles and mixed paper), collected as "single stream" through Public Works-Recycling program. Currently, no revenue from this item.	0
34460 CDMA Litter Rebate	Estimate based on current year billings; reimbursement of 50% of the cost of weekend litter pickup	4,290
34490 Compost Sales	Estimate provided by Department of Public Works, based on sale of 2,333 cubic yards of screened compost @ \$15.00/cubic yard	35,000
34491 Wood Chip Sales	Estimate provided by Department of Public Works, based on sale of 800 cubic yards of wood chips @ \$5.00/cubic yard	4,000
34492 Tipping Fees Revenue	Estimate provided by Department of Public Works, based on billing for 5,333 cubic yards @ \$4.50/cubic yard	24,000
34494 Delivery Charge-	Estimate provided by Department of Public Works, delivery	

REVENUES

REVENUE FOOTNOTES		
Element/Object	Details	Amount
Compost	charge varies by delivery zone (7 zones)	8,500
34495 Delivery Charge-Wood Chips	Estimate provided by Department of Public Works, delivery charge varies by delivery zone (7 zones)	3,500
34510 Youth Services Client Fees	Estimate provided by Department of Community Resources	10,000
Fines and Fees		
35910 Election Fines	Fines assessed by Board of Election Supervisors	0
35920 Animal Fines Revenue	Estimate provided by Department of Public Services	200
35930 Vehicle Booting Fees	Estimate based on current year's data	900
35940 Parking Fines Revenue	Estimate using historical data from prior fiscal years; 10% reduction from projected FY2009 "actual" based on conversion to pay-by-space pay stations in City Hall lot and parking garage (following recommendations in the 2007 Desman Associates parking feasibility study)	860,000
35950 Municipal Infractions	Estimate provided by Department of Public Services	50,000
35955 Red Light Cameras	No current contract with Prince George's County to certify tickets	0
Miscellaneous Revenues		
36110 Investment Earnings	Estimate based on current year's data, adjusted for decline in interest rates for MLGIP and agencies	130,000
36211 Property Rental-Parking Garage Retail	Estimate for rental of 5,800 sf of retail space in public parking garage at \$28/sf; assume lease commencing in December 2009	94,733
36214 Property Rental-City Hall Meeting Rooms	Estimate based on current year revenues	200
36215 Property Rental-Old Parish House	Estimate based on current year revenues	5,500
36216 Cleaning Fee-City Buildings	Estimate based on current year revenues	350
36218 Property Rental-Davis Hall	Estimate based on current year revenues	2,200
36219 Property Rental-Duvall Field	Estimate based on current year revenues	0
36410 Sale of Fixed Assets	Proceeds from the sale of surplus equipment; estimate provided by Department of Public Works	3,000
36610 Miscellaneous		0
36615 Freedom of Information		

REVENUES

REVENUE FOOTNOTES		
Element/Object	Details	Amount
Act Requests	Estimate provided by Department of Finance	100
36650 Animal License Commission	Estimate provided by Department of Public Services	1,200
36670 CDMA Billing Fees	2% billing fee for billing and collecting dues for Downtown College Park Management Authority (DCPMA)	360
Non-Revenue Receipts		
39900 Undesignated Reserve Transfer	Transfer from undesignated reserve	0

EXPENDITURE
DESCRIPTIONS

Expenditure Descriptions

PERSONNEL EXPENDITURES

Personnel expenditures include wages and salaries paid by the City of College Park to its employees and officials as well as fringe benefits paid on their behalf. Payments made to contractors, temporary personnel services and others are not treated as personnel expenditures but are recorded in operating expenditure accounts as appropriate.

10-01 Wages – Salaried Employees

This account includes wages and salaries paid to full and part time salaried employees who are eligible for City benefits. The wages and salaries are subject to payroll taxes.

10-02 Wages – Hourly Employees

This account includes wages and salaries paid to full and part time employees who are eligible for City benefits. The wages and salaries are subject to payroll taxes.

10-03 Overtime

This account includes overtime wages paid to hourly employees. The wages are subject to payroll taxes.

10-05 Wages – Elected and Appointed Officials

This account includes the monthly salaries paid to the Mayor & Council and the wages and salaries paid to members of various boards and commissions. The wages and salaries are subject to payroll taxes.

10-06 Stipend

This account includes payments to members of the Advisory Planning Commission and Rent Stabilization Board. The payments are subject to payroll taxes.

10-07 Automated Truck Incentive

This account includes incentive payments to Public Works employees for operating the automated refuse truck, either alone (at \$2.00 per hour) or with 1 other employee (at \$1.00 per hour).

10-08 Saturday Shift Differential

This account includes payments (at \$3.00 per hour differential) to Public Works employees whose schedule includes Saturday hours. This payment does not apply to overtime hours.

10-10 Night Shift Differential

This account includes payments (at \$1.00 per hour differential) to Public Services

Expenditure Descriptions

employees whose schedule includes hours worked after 5:00 p.m. and before 8:00 a.m. daily. This payment does not apply to overtime hours.

- 11-10 FICA Taxes
This account includes the City's share of Social Security and Medicare taxes for its employees.
- 11-11 Employee Assistance Program
This account includes the cost of providing a confidential employee assistance program for all employees through an outside vendor.
- 11-12 Health Insurance
This account includes the City's share of premiums for health insurance coverage for eligible employees, which varies depending on the plan selected by the employee.
- 11-13 Dental Insurance
This account includes the City's share of premiums for dental insurance for eligible employees, which varies depending on the plan selected by the employee.
- 11-14 Life Insurance
This account includes premiums for life insurance coverage for eligible employees equal to their annual salary, rounded up to the next \$1,000.
- 11-15 Vision Insurance
This account includes claims reimbursement to an outside vendor for eligible employees who use the plan.
- 11-17 City Match for \$457 Employee Contribution
This account includes the City's match for employee contributions to a \$457 deferred compensation plan administered by the ICMA Retirement Corporation, ranging from \$20 to \$100 per pay period based on years of service and employee contribution level.
- 11-18 Retirement
This account includes the City's contribution to a §401(a) defined contribution retirement plan administered by the ICMA Retirement Corporation. For FY2010, retirement contribution is 6.50% of covered wages. Contributions are accrued each bi-weekly payday and deposited with ICMA-RC quarterly.
- 11-20 Unemployment Insurance
This account includes payments to the Maryland Unemployment Insurance Fund for reimbursement of actual unemployment benefits paid to former employees.

Expenditure Descriptions

- 11-21 Workers Compensation Insurance
This account includes premiums for workers compensation insurance at rates based on occupational classification.
- 11-22 Long Term Disability Insurance
This account includes premiums for long-term disability insurance for eligible employees.
- 11-30 Public Transit Incentive
This account includes payments to employees participating in the \$50 per month public transit incentive program, encouraging greater use of public transportation.
- 11-31 Church Lot Parking Incentive
This program has been terminated for FY2010 due to the opening of the new public parking garage.
- 11-32 Wellness Program
This account includes payments to employees, limited to \$55 per employee per fiscal year, to reimburse for membership or participation fees at a recognized fitness center, gym, weight loss or wellness program.

Expenditure Descriptions

OPERATING EXPENDITURES

Operating Expenditures include expenditures for items that will be consumed within a one year period. They do not include wages or benefits (listed above as Personnel Expenditures) or capital items which have a useful life greater than one year and a per unit cost in excess of \$500 (listed below as Capital Expenditures).

12 Travel and Training

This account group includes expenses associated with travel to professional meetings, training, seminars and conventions by commercial carriers or automobiles, as well as lodging, meals and other required expenses. In addition, training costs and registration fees are included in this group. Currently, the City reimburses employees \$0.55 per mile (the IRS statutory rate) for use of a personal vehicle if a City vehicle is not available. Subcategories include non-training travel (-10) and travel and training (-11).

20-xx Overhead

Eight overhead accounts are used to allocate expenditures of specific types to the appropriate program budgets utilizing the overhead service. Program allocation percentages are updated annually to reflect estimated actual usage. These individual overhead accounts are described below in greater detail.

20-10 Overhead - Insurance

This account represents charges to various programs for City property and liability insurance expenses. Actual disbursements are posted to the Finance Non-Departmental program (1025) and allocated by percentage, partly based on vehicle usage. Entries to this account are by journal entry on a monthly basis.

20-11 Overhead - Automobile Expenses

This account represents charges to various programs for Public Works-Central Garage costs. Actual disbursements are posted to the Central Garage (5030) expenditure accounts and allocated by percentage based on vehicle assignment to departments and programs. Entries to this account are by journal entry on a monthly basis.

20-12 Overhead - Postage

This account represents charges to various programs for postage and meter rental for the City's postage meter. Disbursements for postage are recorded in the Finance-Information Systems program (1024-6210) and allocated to the utilizing department monthly based on actual usage (postage meter readings). Costs for bulk mailings are charged directly to the specific program's postage account.

Expenditure Descriptions

20-13 Overhead – Utilities-City Hall

This account represents charges to various programs located in City Hall for utility costs. The actual disbursements are recorded in the Finance-Non-departmental program (1025) and allocated by percentage to programs based on square feet. Entries to this account are by journal entry on a monthly basis.

20-14 Overhead - Telephone

This account represents charges to the programs at City Hall for all local and long distance telephones expenditures at that building. Allocation includes local service costs, long distance, modem lines, data lines between City facilities, as well as maintenance fees. The actual disbursements are recorded in the Finance-Information Systems program (1024) and allocated by percentage to City Hall programs based on available phone lines. Entries to this account are by journal entry on a monthly basis.

20-15 Overhead – Information Systems

This account represents charges to various programs for computer hardware and software maintenance and other associated computer costs. The actual disbursements are recorded in the Finance-Information Systems program (1024) and allocated by percentage to utilizing programs. Entries to this account are by journal entry on a monthly basis.

20-16 Overhead - Building Maintenance

This account represents charges to various programs for building maintenance costs. Salaries and other costs are recorded in the Public Works-Building Maintenance (5028) programs and allocated by percentage to utilizing programs. Entries to this account are by journal entry on a monthly basis.

20-17 Overhead - Copier

This account represents charges to City Hall programs for copier costs, including maintenance and copier toner. Disbursements are recorded in the Finance-Information Systems program (1024) and allocated to utilizing departments monthly based on actual usage (copier meter readings).

25-xx Grants and Assistance

This account group includes City disbursements to the College Park City-University Partnership (-10), Anacostia Trails Heritage Area (-11), community services grants (-20), Business Assistance Fund (-29), College Park Arts Exchange (-30), homeownership grants (-34), College Park Boys & Girls Club (-35), public school education grants (-38) and fire department capital equipment grants (-40).

30-xx Professional Services

This account group includes various types of professional services utilized by

Expenditure Descriptions

department programs. Services include auditing and accounting (-10), design and engineering (-11), administrative (-13), management support services (-14), consulting (-15), appraisals (-16), surveying (-20), veterinary services (-30), construction management (-35), transcription services (-38), translation services (-39), parking tickets hearing officer (-40), arbitration services (-45), mediation services (-46), noise control (-50), financial advisor (-51), actuarial services (-52), interpreter services (-65), and other professional services (-99).

32-xx Legal Services

This account includes retainer and legal fees to the City Attorney and other legal services provided to the boards and commissions; City Attorney (-10), cable television (-11), litigation (-18), rent stabilization (-19), Ethics Commission (-20), elections (-21), parking garage (-22), and bond counsel (-40).

34-xx Other Contractual Services

This account group includes various contractual services, primarily for Public Works, such as temporary manpower-solid waste (-11), temporary manpower-curbside recycling (-12), temporary manpower-brush collection (-13), temporary manpower-litter collection (-14), temporary manpower-leaf collection (-15), temporary manpower-grass collection (-16), temporary manpower-other (-17), tipping fees (-20), street sweeping (-30), CCTV monitoring (-33), police services contract (-34), street and parking lot maintenance (-35), striping (-38), tree maintenance (-40), tree installations (-45), scheduled maintenance (-50), child care costs (-60), contract bus driver (-65), rat control (-69), contract plowing (-70), contract mowing (-71), building coverage after-hours (-72), IT cabling (-73), tree inventory (-74), mosquito control (-75), contract right-of-way maintenance (-76), facilitator services (-77), contract weed control (-78), and other contractual services (-99).

36-xx Special Services

This account group includes printing (-10), classified advertising (-11), Motor Vehicle Administration (MVA) services (-13), catering for meetings (-15), special dinners (-16), property clearance (-17), retreat (-18), towing (-20), courier services (-21), cable camera operator (-25), videography and editing (-26), permit fees (-30), matching funds (-35), code enforcement abatements (-36), code enforcement abatement reimbursement (-37), employment background checks (-38), files management (-40), registration fees (-43), sweeper shared maintenance (-50), dumpster service (-55), Shuttle-UM for residents (-60), PGINCC pro-rata share expenses (-63), and other special services (-99).

38-xx Special Events

This account group supports City events such as fireworks and associated expenses (-10), senior trips (-12), holiday events (-15), health fair (-18), employee events (-20), student events (-35), Martin Luther King, Jr. Day (-40),

Expenditure Descriptions

fall festival (-42), volunteer programs (-45), UM new student orientation (-50), Veterans Memorial events (-55), senior events (-56), spring festival (-59), College Park Day/Terp Trot (-60), downtown events (-61), National Night Out (-62), Earth Day (-63), CBE events (-64), family summit (-66), safety breakfast (-67), March to Rebuild Route 1 (-68), and other special events (-99).

40-xx Repairs and Maintenance

This account group includes repairs and maintenance of office equipment (-10), buildings and grounds (-11), tools and equipment (-13), computer systems (-14), telephone systems (-15), alarm system (-17), mobile and portable radios (-22), HVAC repairs (-25), streetscape lighting (-30), streetlight repairs (-31), meter pole maintenance (-35), audio-visual equipment (-40), welding service (-45), electrical repairs (-50), and miscellaneous repairs (-99).

41-xx Vehicle Repairs

This account group includes the purchase of vehicle repair parts for inside repairs (-10), outside repairs such as welding, front-end alignments, painting, brake drum repairs and transmission repairs (-11), and purchase of vehicle tires (-20).

42-xx Cleaning Services

This account group includes cleaning of buildings (-10), fields and grounds (-11), and tools and equipment (-12).

45-xx Maintenance Contract

This account group includes maintenance on computer software (-10), computer hardware (-11), handheld ticket writers (-13), office equipment (-15), building services (-16), vehicles (-17), security alarm monitoring (-22), pest control services (-23), and other contracts (-99).

47-10 Clothing and Uniforms

This account includes purchases or rentals of uniforms, work boots, jackets, gloves, hats and rain suits for City employees required, by their department, to be uniformed.

48-xx Rental

This account group includes rental of office equipment (-10), tools and machinery (-11), copiers (-20), computer equipment (-30), front end loader (-48), tub grinder (-50), screening equipment (-55), building (-60), and other rentals (-99).

50-10 Insurance

This account includes insurance premiums for liability, property, vehicle damage and other insurance.

Expenditure Descriptions

- 52-xx Awards and Gifts
This account includes disbursements for awards and gifts (-10). Examples include congratulatory awards and plaques, gifts and flowers for illness or bereavement. Awards to employees are subject to payroll taxes and are, therefore, processed through payroll accounts. Employee service awards are charged to account 52-30.
- 53-10 CDL Licensing Fee
This account includes reimbursement to City employees for the licensing fee incurred in obtaining and renewing a commercial driver's license.
- 54-10 Physical Examinations
This account includes the cost of pre-employment physical examinations required of all new hires.
- 55-xx Financial Charges
This account includes bank service charges for account maintenance (-10), credit card fees (-15), and armored car service (-20).
- 60-xx Supplies
This account group includes various supply categories, such as general supplies (-10), meeting refreshments (-11), road salt (-12), grounds and field supplies (-13), equipment maintenance supplies (-14), small tools (-15), computer supplies (-20), cleaning supplies (-30), signs (-40), totes and containers (-45), trees, shrubs and flowers (-50), safety supplies (-60), and Central Garage shop supplies (-70).
- 61-10 Office Supplies
This account includes office supply purchases for all departments and programs.
- 62-10 Postage
This account includes postage for the postage meter and meter rental, as well as costs for priority, overnight and certified mail, and bulk mailing costs.
- 64-xx Vehicle Fuels and Additives
This account group includes gasoline (-10), diesel fuel (-11), and other additives (-12) for use in the City's fleet of vehicles and equipment.
- 65-10 Electricity
This account includes the cost of electricity for City buildings and facilities, including streetlights.
- 65-11 Natural Gas
This account includes the cost of heating the City's buildings with natural gas.

Expenditure Descriptions

- 65-13 Water and Sewer
This account includes the cost of water and sewer services for City buildings and facilities.
- 66-xx Telephone and Communications
This account group includes monthly service for telephones systems at City facilities (-10), pager service (-11), cellular phones (-12), two-way radios (-13), Internet access (-14), cable television (-20), and other communications (-99).
- 67-xx Dues and Publications
This account includes dues for membership in governmental and professional organizations (-10), as well as subscriptions to journals and purchases of books and other publications (-20).
- 68-10 Depreciation Expense
This account includes the allocation of the cost of property over its economic useful life. The recording of depreciation expense is required under generally accepted accounting principles (GAAP) when an enterprise fund is employed by a governmental unit.
- 69-xx Miscellaneous Charges
This account includes miscellaneous expenditures that cannot be logically classified to other expenditure accounts (-10), as well as direct expenditures for various Community Resources grant programs.
- 70 Principal
This account includes principal payments on City leases, loans, notes or bonds.
- 72 Interest
This account includes interest paid by the City on leases, loans, notes or bonds.
- 85-10 Contingency
This account includes expenditures charged to contingency.
- 99 Transfers
This account includes permanent transfers between City funds, as directed in the adopted budget or through ordinances adopted by the Mayor & Council, including interfund transfers (-10), C.I.P. interproject transfers (-20) and facilities capital reserve transfers (-30).

Expenditure Descriptions

CAPITAL EXPENDITURES

Capital expenditures are expenditures for non-consumable items that have a life expectancy in excess of one year and a unit cost in excess of \$500. If these two criteria are not met, the disbursement would be recorded in the appropriate operating expenditure account.

90-xx Automobiles and Light Trucks

This account includes capital expenditures for automobiles (-10) and light trucks (-20).

91-xx Heavy Automotive Equipment

This account includes capital expenditures for heavy automotive equipment (-10), buses (-20) and medium trucks (-30).

92-xx Machinery and Equipment

This account includes capital expenditures for machinery and equipment. Examples include playground equipment, tools, non-titled vehicles such as tractors and mowers, and other equipment not otherwise classified; machinery (-10), equipment (-20), furniture (-30), photographic equipment (-40), parking pay stations (-44), handheld ticket writers (-45), bicycle equipment (-46), emergency generators (-48), alarm system (-49), video equipment (-50), security cameras (-52), and audio equipment (-60).

93 Office Equipment

This account includes the capital purchases of office equipment (-10), mailing equipment (-12), office furniture (-20) and copiers (-30). Computers and software are charged to account 98.

94 Land

This account includes land (-10) and rights-of-way (-20).

95 Site and Building Improvements

This account includes site improvements (-10) and buildings (-20). Examples include park development, playgrounds, ball fields, tot lots and building renovation or remodeling.

96-xx Street Improvements

This account includes improvements to the City's transportation infrastructure, including street resurfacing, curb, gutter, sidewalk construction and street lighting; concrete (-10), asphalt pavement (-20), lighting (-30), striping (-40), and guardrail (-50).

Expenditure Descriptions

97-xx Communications Equipment

This account includes capital expenses to purchase two-way radios, cable television equipment, sound equipment, cellular phones, telephones and related equipment, as well as other equipment designed to improve communications between the City government and its citizens. Subcategories include telephone systems (-10), radio equipment (-20), cellular phones (-30), and other equipment (-90).

98-xx Computers and Software

This account includes capital expenditures for computers, printers, backup systems, data ports and switches, peripheral equipment, computer operating systems and application software. Subcategories include hardware (-10) and software (-20).

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GENERAL FUND
EXPENDITURE
SUMMARY

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET SUMMARY
 FOR FISCAL YEAR 2010

ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT						
* GENERAL GOVERNMENT	1,919,059	2,125,529	2,319,644	2,257,823	2,467,497	2,443,087
DEPT 20 PUBLIC SERVICES						
* PUBLIC SERVICES	2,262,894	2,540,514	2,941,181	2,773,814	3,216,034	3,214,162
DEPT 30 PLANNING, COMM & ECON DEV						
* PLANNING, COMM & ECON DEV	473,675	498,053	552,468	511,909	581,188	581,188
DEPT 40 COMMUNITY RESOURCES						
* COMMUNITY RESOURCES	752,988	835,416	903,802	904,542	950,631	950,631
DEPT 50 PUBLIC WORKS						
* PUBLIC WORKS	3,962,917	4,263,925	4,762,596	4,229,381	4,705,222	4,705,235
DEPT 65 CONTINGENCY						
* CONTINGENCY	0	0	10,000	7,851	10,000	10,000
DEPT 90 DEBT SERVICE						
* DEBT SERVICE	67,263	67,262	67,264	67,262	374,142	374,142
DEPT 91 MISCELLANEOUS CHARGES						
* MISCELLANEOUS CHARGES	0	0	0	0	0	0
DEPT 92 INTERFUND TRANSFER						
* INTERFUND TRANSFER	2,821,048	992,552	1,255,335	1,255,335	951,906	978,175
** GENERAL FUND	12,259,844	11,323,251	12,812,290	12,007,917	13,256,620	13,256,620
	12,259,844	11,323,251	12,812,290	12,007,917	13,256,620	13,256,620

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET BY ELEMENT
 FOR FISCAL YEAR 2010

ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
ELEM 10 PAYROLL-WAGES						
* PAYROLL-WAGES	0	0	0	0	0	0
* SALARY	1,847,746	1,947,063	2,097,393	2,097,067	2,188,129	2,188,116
* HOURLY	2,987,423	3,405,023	3,648,328	3,591,868	3,756,609	3,756,622
* OVERTIME	107,948	108,569	163,200	91,604	134,300	134,300
* ELECTED & APPOINTED	44,112	45,988	46,542	45,959	46,820	46,920
* STIPEND	4,850	3,590	9,060	4,140	9,060	11,700
* AUTOMATED TRUCK INCENTIVE	2,112	2,256	2,500	1,756	2,500	2,500
* SHIFT DIFFERENTIAL-SAT WK	3,035	4,163	3,500	4,123	4,500	4,500
* SHIFT DIFFERENTIAL-NIGHTS	6,115	6,681	8,100	6,737	8,100	8,100
** PAYROLL-WAGES	5,003,341	5,523,333	5,978,623	5,843,254	6,150,018	6,152,758
ELEM 11 FRINGE BENEFITS						
* FICA	367,898	406,011	439,305	429,019	448,293	448,515
* EMPLOYEE ASSISTANCE PROG	2,355	2,339	2,500	2,339	2,500	2,500
* HEALTH INSURANCE	474,677	546,285	586,438	604,387	667,309	667,309
* DENTAL INSURANCE	29,897	31,947	34,371	36,220	39,140	39,140
* LIFE INSURANCE	14,684	15,005	15,210	14,344	15,772	15,772
* VISION INSURANCE	11,899	14,602	13,837	14,533	14,744	14,744
* 457 CITY MATCH CONTRIBUTN	41,096	81,278	83,294	84,352	86,425	86,425
* RETIREMENT	266,997	303,859	335,702	309,889	350,652	350,652
* WORKERS COMPENSATION INS	213,729	218,750	204,593	202,216	173,580	173,585
* LONG TERM DISABILITY INS	22,061	21,278	18,267	17,262	18,930	18,930
* PUBLIC TRANSIT INCENTIVE	0	4,075	5,400	6,290	9,000	9,000
* CHURCH LOT PKG INCENTIVE	600	1,080	1,200	1,800	0	0
* WELLNESS PROGRAM REIMB	818	1,049	935	1,254	2,135	2,135
** FRINGE BENEFITS	1,446,711	1,647,558	1,741,052	1,723,905	1,828,480	1,828,707
ELEM 12 TRAVEL & TRAINING						
* NON TRAINING TRAVEL	19,935	27,652	22,145	29,763	32,533	32,533
* TRAVEL & TRAINING	87,761	104,235	141,038	98,208	125,855	114,916
* TUITION REIMBURSEMENT	0	0	0	0	5,500	5,500
** TRAVEL & TRAINING	107,696	131,887	163,183	127,971	163,888	152,949
ELEM 20 OVERHEAD						
* INSURANCE	0	1	0	1-	0	0
* AUTOMOTIVE	3-	3	0	0	0	0
* POSTAGE	0	1	0	1-	0	0
* UTILITIES	1-	1	0	0	0	0
* TELEPHONE	0	0	0	0	0	0

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET BY ELEMENT
 FOR FISCAL YEAR 2010

ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
ELEM 20 OVERHEAD						
* INFORMATION SYSTEMS	1-	1-	0	0	0	0
* BUILDING MAINTENANCE	0	1-	0	1	0	0
* COPIER	0	2	0	0	0	0
** OVERHEAD	5-	6	0	1-	0	0
ELEM 25 GRANTS & ASSISTANCE						
* CITY-UNIV PARTNERSHIP	50,000	25,000	25,000	25,000	40,000	40,000
* ANACOSTIA TRAILS HERITAGE	2,727	2,727	2,727	2,727	2,727	2,727
* COMMUNITY SERVICES GRANTS	15,000	21,000	21,000	21,000	21,000	17,500
* BUSINESS ASSISTANCE FUND	0	0	0	0	10,000	10,000
* COLLEGE PK ARTS EXCHANGE	29,000	32,500	32,500	32,500	32,500	32,500
* COLL PK BOYS & GIRLS CLUB	0	20,000	20,000	20,000	20,000	20,000
* PUBL SCH EDUCATION GRANTS	0	15,000	15,000	14,791	15,000	15,000
** GRANTS & ASSISTANCE	96,727	116,227	116,227	116,018	141,227	137,727
ELEM 30 PROFESSIONAL SERVICES						
* AUDITING & ACCOUNTING	12,920	13,420	13,920	13,920	16,000	16,000
* DESIGN & ENGINEERING	4,943	0	15,000	1,560	15,000	15,000
* ADMINISTRATIVE	27,762	30,149	28,900	20,305	35,800	35,800
* SUPPORT SERVICES	5,640	10,483	10,740	5,141	10,040	10,040
* CONSULTING	30,506	35,731	28,300	24,716	38,500	34,000
* APPRAISALS	750	2,600	0	0	0	0
* SURVEYING	5,892	4,200	8,500	10,200	8,500	8,500
* VETERINARY SERVICES	4,644	5,941	3,252	4,080	2,347	2,347
* TRANSCRIPTION SERVICES	1,410	4,295	1,500	1,360	1,500	1,500
* TRANSLATION SERVICES	100	362	3,250	0	3,250	3,000
* PKG TKTS HEARING OFFICER	5,013	5,738	7,000	7,375	8,580	8,580
* MEDIATION SERVICES	0	0	2,000	0	0	0
* LOBBYING	150	0	0	0	0	0
* INTERPRETER SERVICES	0	40	1,316	563	1,316	1,316
* PUBLIC SAFETY STUDY	61,067	16	0	0	0	0
* OTHER	0	0	0	0	0	0
** PROFESSIONAL SERVICES	160,797	112,975	123,678	89,220	140,833	136,083
ELEM 32 LEGAL SERVICES						
* CITY ATTORNEY	173,148	147,990	180,000	145,342	170,000	170,000
* CABLE TELEVISION	0	0	2,000	0	1,000	1,000
* LITIGATION	12,053	15,721	25,000	32,984	25,000	25,000
* RENT STABILIZATION	17,205	377	1,500	843	1,500	1,500

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET BY ELEMENT
 FOR FISCAL YEAR 2010

ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
ELEM 32 LEGAL SERVICES						
* ETHICS COMMISSION	2,155	11,517	5,000	7,494	5,000	5,000
* ELECTIONS	0	0	0	0	0	0
* BOND COUNSEL	0	0	0	0	0	0
* OTHER	0	0	0	0	0	0
** LEGAL SERVICES	204,561	175,605	213,500	186,663	202,500	202,500
ELEM 34 CONTRACTUAL SERVICES						
* TEMPORARY MANPOWER	0	0	0	0	0	0
* TEMP MANPOWER-SOLID WASTE	880	2,097	3,500	1,350	2,250	2,250
* TEMP MANPOWER-CURB RECYCL	1,320	1,389	3,150	7,914	1,800	1,800
* TEMP MANPOWER-BRUSH	550	1,217	2,100	140	1,200	1,200
* LITTER COLLECTION	0	289	0	2,544	0	0
* TEMP MANPOWER-LEAF	33,935	33,318	35,280	32,583	37,800	37,800
* TEMP MANPOWER-GRASS	660	1,478	2,688	1,637	2,160	2,160
* TEMP MANPOWER-OTHER	10,189	6,780	12,950	4,308	13,700	13,700
* TIPPING FEES	286,171	282,774	355,560	278,736	344,675	344,675
* STREET SWEEPING	0	0	0	0	0	0
* POLICE SERVICES CONTRACT	0	0	250,000	115,338	500,000	500,000
* PARKING LOT MAINTENANCE	0	0	0	0	0	0
* STRIPING	31,735	18,726	34,694	11,956	30,497	30,497
* TREE MAINTENANCE	41,080	65,696	70,300	55,498	72,800	72,800
* TREE INSTALLATIONS	6,330	0	7,500	0	0	0
* SCHEDULED MAINTENANCE	10,058	4,769	9,000	2,083	9,000	9,000
* CHILD CARE COSTS	328	750	600	1,365	2,940	2,940
* CONTRACT BUS DRIVER	3,405	2,873	3,200	5,498	11,500	11,500
* RAT CONTROL	10,305	19,740	20,000	19,978	20,000	20,000
* CONTRACT PLOWING	0	0	5,500	0	5,000	5,000
* CONTRACT MOWING	42,170	42,170	46,100	44,025	46,865	46,865
* BLDG COVERAGE-AFTER HOURS	1,200	1,320	1,380	1,320	1,440	1,440
* CABLING	0	0	0	3,241	1,500	1,500
* TREE INVENTORY	0	1,165	680	38	3,020	3,020
* MOSQUITO CONTROL	1,396	1,623	2,000	2,260	2,500	2,500
* CONTRACT R-O-W MAINT	0	3,350	0	0	0	0
* FACILITATOR SERVICES	0	0	0	0	0	0
* WEED CONTROL	0	2,355	0	0	0	0

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET BY ELEMENT
 FOR FISCAL YEAR 2010

ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
ELEM 34 CONTRACTUAL SERVICES						
* OTHER	0	0	0	0	0	0
** CONTRACTUAL SERVICES	481,712	493,879	866,182	591,812	1,110,647	1,110,647
ELEM 36 SPECIAL SERVICES						
* PRINTING	80,750	97,156	97,401	81,976	100,596	96,596
* CLASSIFIED ADVERTISING	29,627	23,468	32,600	23,812	31,750	31,750
* MVA SERVICES	376	4,641	3,705	1,474	3,057	3,057
* CATERING FOR MEETINGS	3,385	5,602	4,300	5,627	5,500	5,500
* SPECIAL DINNERS	2,286	4,027	3,000	2,037	3,000	3,000
* RETREAT	0	0	0	0	0	0
* TOWING SERVICE	2,190	3,225	2,500	3,361	2,500	2,500
* COURIER SERVICES	0	21	200	147	300	300
* CABLE CAMERA OPERATOR	2,050	1,800	2,800	1,950	2,900	2,900
* VIDEOGRAPHY & EDITING	1,500	950	3,000	0	3,000	3,000
* MATCHING FUNDS	4,000	12,250	25,000	3,500	25,000	25,000
* CODE ENFORCMENT ABATEMENTS	0	0	1,000	0	1,000	1,000
* CODE ENF ABATEMENT REIMB	0	0	0	7,543-	0	0
* EMPLOYEE BACKGROUND CHECK	581	518	750	374	750	750
* FILES MANAGEMENT	0	0	0	0	15,600	15,600
* REGISTRATION FEES	0	333	350	312	350	350
* SWEEPER SHARED MAINT	12,443	33,817	17,000	10,777	20,000	20,000
* DUMPSTER SERVICE	0	0	0	0	0	0
* GREENBELT BRIDGE SURVEY	0	1,432	0	0	0	0
* SHUTTLE-UM FOR RESIDENTS	0	0	10,000	10,000	10,000	10,000
* PGINCCC I-NET PRORATA EXP	1,500	9,284	19,098	13,368	21,810	21,810
* OTHER	1,978	982	3,250	1,293	3,600	3,600
** SPECIAL SERVICES	142,666	199,506	225,954	152,465	250,713	246,713
ELEM 38 SPECIAL EVENTS						
* FIREWORKS	26,464	28,193	31,000	27,449	32,058	32,058
* CONCERTS	0	0	0	0	0	0
* SENIOR TRIPS	11,568	14,986	12,500	22,657	14,000	14,000
* HOLIDAY EVENTS	8,142	12,833	10,000	9,973	1,000	1,000
* HEALTH FAIR	0	0	2,200	3,211	2,590	2,590
* EMPLOYEE EVENTS	3,344	3,945	4,000	4,200	9,000	9,000
* STUDENT EVENTS	2,292	2,127	2,800	2,319	2,600	2,600
* MARTIN LUTHER KING JR DAY	2,301	973	3,800	2,799	4,000	4,000

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET BY ELEMENT
 FOR FISCAL YEAR 2010

ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
ELEM 38 SPECIAL EVENTS						
* FALL FESTIVAL	6,603	1,478	5,000	3,723	5,000	5,000
* VOLUNTEER PROGRAMS	1,605	95	1,250	0	1,000	1,000
* VETERANS MEMORIAL EVENTS	843	1,038	1,000	2,220	1,400	1,400
* SENIOR EVENTS	400	830	1,000	0	1,000	1,000
* SPRING FESTIVAL	0	0	4,000	4,281	4,000	4,000
* TERP TROT	1,508	1,785	1,700	1,493	1,700	1,700
* DOWNTOWN EVENTS	3,645	5,839	0	0	0	0
* NATIONAL NIGHT OUT	234	438	1,400	139	1,400	1,400
* CBE EVENTS	0	0	2,500	539	2,500	2,500
* FAMILY SUMMIT	0	3,184	3,100	2,904	3,100	3,100
* SAFETY BREAKFAST	736	1,380	1,200	992	1,200	1,200
* MARCH TO REBUILD ROUTE 1	136	0	0	0	0	0
* OTHER	12,702	16,130	17,650	15,436	16,650	16,650
** SPECIAL EVENTS	82,523	95,254	106,100	104,335	104,198	104,198
ELEM 40 REPAIR & MAINTENANCE						
* OFFICE EQUIPMENT	328	1,242	1,400	0	1,100	1,100
* BUILDINGS & GROUNDS	59,591	49,865	86,225	71,710	65,325	65,325
* TOOLS & EQUIPMENT	7,046	7,888	9,850	7,262	8,650	8,650
* COMPUTER SYSTEMS	393	385	1,000	106	1,000	1,000
* TELEPHONE SYSTEMS	3,134	635	3,000	715	3,000	3,000
* RADIO MAINTENANCE	1,255	1,153	1,073	959	1,073	1,073
* HVAC REPAIRS	7,032	3,462	10,155	10,103	10,245	10,245
* STREETSCAPE LIGHTING	3,529	2,720	5,000	1,246	5,000	5,000
* STREETLIGHT REPAIRS	473	1,085	800	1,628	800	800
* METER POLE MAINTENANCE	0	0	0	0	0	0
* AUDIO-VISUAL EQ SERVICE	1,189	178	2,000	978	2,000	2,000
* WELDING SERVICES	13,828	9,590	9,000	6,475	9,000	9,000
* ELECTRICAL REPAIRS	0	0	0	0	0	0
* OTHER REPAIRS	0	0	0	0	0	0
** REPAIR & MAINTENANCE	97,798	78,203	129,503	101,182	107,193	107,193
ELEM 41 VEHICLE REPAIR & MAINT						
* INSIDE	52,632	68,747	63,000	53,304	59,000	59,000
* OUTSIDE	84,081	91,117	70,750	52,339	70,750	70,750
* TIRES	14,626	20,677	18,600	12,831	18,200	18,200
** VEHICLE REPAIR & MAINT	151,339	180,541	152,350	118,474	147,950	147,950
ELEM 42 CLEANING SERVICE						

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ELEM 42 CLEANING SERVICE						
* BUILDING	0	84	750	257	450	450
* FIELDS & GROUNDS	0	0	0	0	0	0
* TOOLS & EQUIPMENT	0	0	0	0	0	0
** CLEANING SERVICE	0	84	750	257	450	450
ELEM 45 MAINTENANCE CONTRACT						
* COMPUTER SOFTWARE SUPPORT	51,986	54,040	58,347	59,609	61,272	61,272
* COMPUTER HARDWARE SUPPORT	4,821	3,875	5,652	8,021	7,286	7,286
* COPIERS	906	792	945	572	0	0
* HANDHELD TICKET WRITERS	3,860	3,966	4,391	4,285	4,391	4,391
* OFFICE EQUIPMENT	1,764	1,975	2,178	1,948	1,710	1,710
* BUILDING SERVICES	17,703	17,746	21,413	24,441	27,212	27,212
* SECURITY ALARM MONITORING	3,508	3,219	3,278	3,740	3,278	3,278
* PEST CONTROL	5,219	7,197	6,924	6,391	7,324	7,324
* OTHER	0	0	0	0	0	0
** MAINTENANCE CONTRACT	89,767	92,810	103,128	109,007	112,473	112,473
ELEM 47 CLOTHING & UNIFORMS						
* CLOTHING & UNIFORMS	37,234	44,913	53,490	39,010	47,402	46,802
** CLOTHING & UNIFORMS	37,234	44,913	53,490	39,010	47,402	46,802
ELEM 48 RENTAL						
* OFFICE EQUIPMENT	840	1,151	1,140	1,208	1,240	1,240
* TOOLS & EQUIPMENT	454	668	1,400	0	1,300	1,300
* COPIERS	24,511	22,123	23,687	26,021	24,816	24,816
* FRONT END LOADER	5,683	250	0	0	0	0
* TUB GRINDER	11,545	6,339	10,000	7,355	10,000	10,000
* SCREENING EQUIPMENT	18,600	17,700	20,000	18,800	20,000	20,000
* BUILDINGS	5,898	6,102	6,180	6,435	6,420	6,420
* OTHER	0	0	0	0	0	0
** RENTAL	67,531	54,333	62,407	59,819	63,776	63,776
ELEM 50 INSURANCE						
* LIABILITY INSURANCE	140,054	154,032	175,237	150,077	189,500	189,500
** INSURANCE	140,054	154,032	175,237	150,077	189,500	189,500
ELEM 52 AWARDS & GIFTS						
* AWARDS & GIFTS	6,379	7,045	8,650	7,938	8,650	8,650
* EMPLOYEE SERVICE AWARDS	0	1,343	1,900	1,582	1,900	1,900
* OTHER	632	1,132	1,680	568	1,680	1,680
** AWARDS & GIFTS	7,011	9,520	12,230	10,088	12,230	12,230
ELEM 53 CDL LICENSING FEE						
* CDL LICENSING FEE	217	271	380	140	680	680
** CDL LICENSING FEE	217	271	380	140	680	680
ELEM 54 PHYSICAL EXAMS						

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ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
ELEM 54 PHYSICAL EXAMS						
* PHYSICAL EXAMS	8,853	8,521	12,975	5,077	12,975	12,975
** PHYSICAL EXAMS	8,853	8,521	12,975	5,077	12,975	12,975
ELEM 55 FINANCIAL CHARGES						
* BANK SERVICE CHARGES	51	2,839	2,100	9,812	10,600	10,600
* CREDIT CARD FEES	13,169	16,572	15,720	20,479	18,660	18,660
* ARMORED CAR SERVICE	2,177	3,977	4,200	4,548	4,440	4,440
** FINANCIAL CHARGES	15,397	23,388	22,020	34,839	33,700	33,700
ELEM 60 SUPPLIES						
* GENERAL SUPPLIES	69,484	66,190	66,495	67,816	65,750	65,750
* MEETING REFRESHMENTS	9,684	8,467	10,840	9,808	12,050	12,050
* ROAD SALT	29,688	10,326	36,800	22,222	38,300	38,300
* GROUNDS & FIELD SUPPLIES	5,682	7,195	9,000	7,693	9,000	9,000
* MAINTENANCE SUPPLIES	496	0	500	528	500	500
* SMALL TOOLS	6,505	3,930	4,950	3,157	4,900	4,900
* COMPUTER SUPPLIES	14,891	15,448	17,300	14,344	16,700	16,700
* CLEANING SUPPLIES	0	9,288	7,300	6,493	7,500	7,500
* SIGNS	27,881	18,013	24,055	20,702	23,325	23,325
* TOTERS & CONTAINERS	20,886	117,915	118,779	115,241	57,362	57,362
* TREES, SHRUBS & FLOWERS	6,549	14,456	17,700	18,794	21,100	21,100
* SAFETY SUPPLIES	4,247	3,940	7,430	5,809	5,555	5,555
* CENTRAL GARAGE	6,602	6,342	7,150	4,792	7,250	7,250
** SUPPLIES	202,595	281,510	328,299	297,399	269,292	269,292
ELEM 61 OFFICE SUPPLIES						
* OFFICE SUPPLIES	26,709	30,354	31,272	29,999	31,457	31,457
** OFFICE SUPPLIES	26,709	30,354	31,272	29,999	31,457	31,457
ELEM 62 POSTAGE						
* POSTAGE	28,687	32,779	31,350	33,212	36,365	32,790
** POSTAGE	28,687	32,779	31,350	33,212	36,365	32,790
ELEM 64 FUEL						
* GASOLINE	40,773	51,012	51,000	41,914	51,000	51,000
* DIESEL	81,520	106,003	108,500	94,779	108,500	108,500
* OTHER ADDITIVES	9,503	11,816	10,000	8,462	11,000	11,000
** FUEL	131,796	168,831	169,500	145,155	170,500	170,500
ELEM 65 UTILITIES						
* ELECTRICITY	310,119	311,099	334,349	335,605	346,468	346,468
* NATURAL GAS	27,422	32,533	38,050	34,248	36,500	36,500
* WATER & SEWER	6,343	11,755	17,000	15,808	17,400	17,400
** UTILITIES	343,884	355,387	389,399	385,661	400,368	400,368
ELEM 66 TELEPHONE & COMMUNICATION						
* TELEPHONE	42,981	41,651	42,184	38,572	39,884	39,884

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ELEM 66 TELEPHONE & COMMUNICATION						
* PAGER	252	151	0	9-	0	0
* CELLULAR PHONE	21,197	22,979	28,752	22,657	27,180	25,308
* WIRELESS RADIO	7,635	10,085	7,600	8,608	8,500	8,500
* INTERNET	6,627	6,928	6,531	5,550	270	270
* CABLE TV SERVICE	124	0	0	0	0	0
* OTHER	0	0	0	0	0	0
** TELEPHONE & COMMUNICATION	78,816	81,794	85,067	75,378	75,834	73,962
ELEM 67 DUES & PUBLICATIONS						
* DUES	60,528	59,020	64,504	61,415	64,716	64,716
* PUBLICATIONS & BOOKS	11,698	11,646	12,360	12,759	13,132	13,132
** DUES & PUBLICATIONS	72,226	70,666	76,864	74,174	77,848	77,848
ELEM 68 DEPRECIATION						
* DEPRECIATION EXP	0	0	0	0	0	0
** DEPRECIATION	0	0	0	0	0	0
ELEM 69 MISCELLANEOUS CHARGE						
* MISCELLANEOUS	6,888	4,082	5,600	3,867	5,600	5,600
** MISCELLANEOUS CHARGE	6,888	4,082	5,600	3,867	5,600	5,600
ELEM 70 PRINCIPAL						
* BANK OF AMER-CITY HALL DV	44,269	47,068	50,419	50,159	53,605	53,605
* PKG GARAGE-PERM FINANCING	0	0	0	0	114,076	114,076
** PRINCIPAL	44,269	47,068	50,419	50,159	167,681	167,681
ELEM 72 INTEREST						
* BANK OF AMER-CITY HALL DV	22,994	20,194	16,845	17,103	13,658	13,658
* PKG GARAGE-PERM FINANCING	0	0	0	0	192,803	192,803
** INTEREST	22,994	20,194	16,845	17,103	206,461	206,461
ELEM 74 LOANS, LEASES, BONDS						
* ADMINISTRATION COSTS	0	0	0	0	0	0
** LOANS, LEASES, BONDS	0	0	0	0	0	0
ELEM 85 CONTINGENCY						
* CONTINGENCY	0	0	10,000	7,851	10,000	10,000
** CONTINGENCY	0	0	10,000	7,851	10,000	10,000
ELEM 91 HEAVY AUTO EQUIPMENT						
* HEAVY AUTO EQUIPMENT	12,170	0	0	0	0	0
** HEAVY AUTO EQUIPMENT	12,170	0	0	0	0	0
ELEM 92 MACHINERY & EQUIPMENT						
* MACHINERY	0	0	0	0	0	0
* EQUIPMENT	23,592	16,394	3,100	5,616	1,575	1,575
* PHOTOGRAPHIC EQUIPMENT	907	0	500	1,134	500	500
* HANDHELD TICKET WRITERS	4,700	0	0	0	0	0
* BICYCLE EQUIPMENT	0	3,334	5,000	5,385	0	0
* EMERGENCY GENERATORS	0	0	0	3,200	0	0
* ALARM SYSTEM	0	0	0	1,200	0	0

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ELEM 92 MACHINERY & EQUIPMENT						
* VIDEO EQUIPMENT	2,780	0	0	976	0	0
* AUDIO EQUIPMENT	311	0	0	0	0	0
** MACHINERY & EQUIPMENT	32,290	19,728	8,600	17,511	2,075	2,075
ELEM 93 OFFICE EQUIPMENT						
* OFFICE EQUIPMENT	1,067	428	0	2,233	0	0
* MAILING EQUIPMENT	0	0	0	0	0	0
* OFFICE FURNITURE	4,043	3,234	3,211	2,146	1,500	1,500
* COPIERS	0	0	0	0	0	0
** OFFICE EQUIPMENT	5,110	3,662	3,211	4,379	1,500	1,500
ELEM 95 SITE & BLDG IMPROVEMENTS						
* SITE IMPROVEMENTS	0	0	0	9,405	0	0
* BUILDINGS	578	0	0	0	0	0
** SITE & BLDG IMPROVEMENTS	578	0	0	9,405	0	0
ELEM 96 STREET IMPROVEMENT						
* CONCRETE	31,635	31,814	48,000	0	9,000	9,000
* LIGHTING	12,932	8,989	15,000	0	5,000	5,000
** STREET IMPROVEMENT	44,567	40,803	63,000	0	14,000	14,000
ELEM 97 COMMUNICATIONS EQUIPMENT						
* TELEPHONE SYSTEM	632	765	1,000	648	1,000	1,000
* RADIO EQUIPMENT	5,707	1,420	5,000	920	2,500	2,500
** COMMUNICATIONS EQUIPMENT	6,339	2,185	6,000	1,568	3,500	3,500
ELEM 98 COMPUTER HDWE & SOFTWARE						
* COMPUTER HARDWARE	34,347	14,581	18,160	28,088	7,400	7,400
* COMPUTER SOFTWARE	2,601	14,229	4,400	8,061	4,000	4,000
** COMPUTER HDWE & SOFTWARE	36,948	28,810	22,560	36,149	11,400	11,400
ELEM 99 INTERFUND TRANSFERS						
* OPERATING CASH TRANSFERS	2,821,048	992,552	1,255,335	1,255,335	951,906	978,175
* DEBT FINANCING TRANSFERS	0	0	0	0	0	0
** INTERFUND TRANSFERS	2,821,048	992,552	1,255,335	1,255,335	951,906	978,175
	12,259,844	11,323,251	12,812,290	12,007,917	13,256,620	13,256,620

ADMINISTRATION

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
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ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 05 HUMAN RESOURCES & BENEFITS							
SUB 0 GENERAL GOVERNMENT							
ELEM 10 PAYROLL-WAGES							
1005-510.10-01	SALARY	89,955	95,637	101,254	121,212	97,905	97,905
1005-510.10-02	HOURLY	36,377	38,501	42,056	42,457	44,401	44,401
1005-510.10-03	OVERTIME	237	250	300	121	200	200
*	PAYROLL-WAGES	126,569	134,388	143,610	163,790	142,506	142,506
ELEM 11 FRINGE BENEFITS							
1005-510.11-10	FICA	9,184	9,750	10,325	11,664	9,927	9,927
1005-510.11-11	EMPLOYEE ASSISTANCE PROG	2,355	2,339	2,500	2,339	2,500	2,500
1005-510.11-12	HEALTH INSURANCE	11,637	15,864	15,148	25,310	26,163	26,163
1005-510.11-13	DENTAL INSURANCE	569	510	545	689	666	666
1005-510.11-14	LIFE INSURANCE	415	433	433	368	431	431
1005-510.11-15	VISION INSURANCE	346	336	313	368	387	387
1005-510.11-17	457 CITY MATCH CONTRIBUTN	1,206	3,506	3,520	1,624	1,434	1,434
1005-510.11-18	RETIREMENT	8,236	8,766	9,335	6,864	9,263	9,263
1005-510.11-21	WORKERS COMPENSATION INS	1,492	1,532	1,287	1,338	1,135	1,135
1005-510.11-22	LONG TERM DISABILITY INS	631	607	523	444	519	519
1005-510.11-30	PUBLIC TRANSIT INCENTIVE	0	4,075	5,400	6,290	9,000	9,000
1005-510.11-31	CHURCH LOT PKG INCENTIVE	600	1,080	1,200	1,800	0	0
1005-510.11-32	WELLNESS PROGRAM REIMB	818	1,049	935	1,254	2,135	2,135
*	FRINGE BENEFITS	37,489	49,847	51,464	60,352	63,560	63,560
ELEM 12 TRAVEL & TRAINING							
1005-510.12-10	NON TRAINING TRAVEL	41	0	1,000	295	1,000	1,000
1005-510.12-11	TRAVEL & TRAINING	3,622	4,708	4,700	4,562	6,600	6,600
1005-510.12-15	TUITION REIMBURSEMENT	0	0	0	0	5,500	5,500
*	TRAVEL & TRAINING	3,663	4,708	5,700	4,857	13,100	13,100
ELEM 20 OVERHEAD							
1005-510.20-12	POSTAGE	429	445	585	550	612	612
1005-510.20-13	UTILITIES	1,078	1,275	1,662	1,662	1,879	1,879
1005-510.20-14	TELEPHONE	220	226	226	226	230	230
1005-510.20-17	COPIER	1,477	1,537	2,259	872	2,139	2,139
*	OVERHEAD	3,204	3,483	4,732	3,310	4,860	4,860
ELEM 30 PROFESSIONAL SERVICES							
1005-510.30-13	ADMINISTRATIVE	1,234	675	1,800	240	1,200	1,200
1005-510.30-15	CONSULTING	0	0	0	0	250	250
*	PROFESSIONAL SERVICES	1,234	675	1,800	240	1,450	1,450
ELEM 36 SPECIAL SERVICES							
1005-510.36-10	PRINTING	874	514	1,000	70	800	800
1005-510.36-11	CLASSIFIED ADVERTISING	24,232	17,734	22,000	18,113	22,000	22,000
1005-510.36-15	CATERING FOR MEETINGS	332	486	700	1,221	900	900
1005-510.36-38	EMPLOYEE BACKGROUND CHECK	581	518	750	374	750	750
*	SPECIAL SERVICES	26,019	19,252	24,450	19,778	24,450	24,450
ELEM 38 SPECIAL EVENTS							
1005-510.38-18	HEALTH FAIR	0	0	2,200	3,211	2,590	2,590
1005-510.38-20	EMPLOYEE EVENTS	3,344	3,945	4,000	4,200	9,000	9,000
*	SPECIAL EVENTS	3,344	3,945	6,200	7,411	11,590	11,590
ELEM 47 CLOTHING & UNIFORMS							
1005-510.47-10	CLOTHING & UNIFORMS	0	0	0	115	150	150
*	CLOTHING & UNIFORMS	0	0	0	115	150	150
ELEM 52 AWARDS & GIFTS							
1005-510.52-10	AWARDS & GIFTS	5,272	5,856	6,750	5,576	6,750	6,750
1005-510.52-30	EMPLOYEE SERVICE AWARDS	0	1,343	1,900	1,582	1,900	1,900
1005-510.52-99	OTHER	526	604	1,180	428	1,180	1,180
*	AWARDS & GIFTS	5,798	7,803	9,830	7,586	9,830	9,830
ELEM 54 PHYSICAL EXAMS							
1005-510.54-10	PHYSICAL EXAMS	8,853	5,209	8,260	2,820	8,260	8,260

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DEPT 10 GENERAL GOVERNMENT							
DIV 05 HUMAN RESOURCES & BENEFITS							
SUB 0 GENERAL GOVERNMENT							
ELEM 54 PHYSICAL EXAMS							
*	PHYSICAL EXAMS	8,853	5,209	8,260	2,820	8,260	8,260
ELEM 60 SUPPLIES							
1005-510.60-10	GENERAL SUPPLIES	905	1,279	1,530	2,495	1,530	1,530
*	SUPPLIES	905	1,279	1,530	2,495	1,530	1,530
ELEM 61 OFFICE SUPPLIES							
1005-510.61-10	OFFICE SUPPLIES	1,223	1,538	1,500	536	1,400	1,400
*	OFFICE SUPPLIES	1,223	1,538	1,500	536	1,400	1,400
ELEM 62 POSTAGE							
1005-510.62-10	POSTAGE	9	0	50	0	50	50
*	POSTAGE	9	0	50	0	50	50
ELEM 67 DUES & PUBLICATIONS							
1005-510.67-10	DUES	685	746	850	810	855	855
1005-510.67-20	PUBLICATIONS & BOOKS	774	820	1,280	422	800	800
*	DUES & PUBLICATIONS	1,459	1,566	2,130	1,232	1,655	1,655
**	HUMAN RESOURCES & BENEFITS	219,769	233,693	261,256	274,522	284,391	284,391

PROGRAM NAME/NUMBER**Human Resources/1005**

DESCRIPTION: This program plans, manages and administers the human resources programs and activities for the City. Programs and activities include recruitment, policies and procedures, position classification, benefits evaluation and administration, employee relations, labor relations and all other personnel activities; also provides counseling and information for all employees in personnel and benefit matters, including interpretation of personnel law, policies and regulations.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2008 ACTUAL	FY2009		FY2010 TARGET
			TARGET	ACTUAL	
1. Provide HR services to employees in a timely, responsible and effective manner.	Conduct an annual survey to measure use of and satisfaction with HR services.	100%	90%	94%	90%
2. Recruit and select the best possible candidates for City vacancies.	Percent of new hires successfully completing 6-month probation.	78%	80%	71%	80%
	HR participates in new hire interviews.	New	New	New	100%
3. Improve employee understanding and responsiveness to each other's needs and responsibilities.	Attendance at diversity training workshop for managers and staff.	New	New	New	90%
	Citywide attendance at planned employee functions; i.e., summer event, holiday party and award ceremonies.	New	New	New	60%

PROGRAM NAME/NUMBER

Human Resources/1005

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY07	FY08	FY09	FY10
City Manager	0.15	0.15	0.15	0.15
Director of Human Resources	1.00	1.00	1.00	1.00
Human Resources Assistant II	0.00	0.00	1.00	1.00
Human Resources Assistant I	1.00	1.00	0.00	0.00
Budget Total	2.15	2.15	2.15	2.15

OPERATING EXPENDITURES: For FY2010, 50% tuition reimbursement for all participating employees has been consolidated in Human Resources (account 1005-1215).

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 1005	
Element/Object	Details	Total	
11	<u>Fringe Benefits</u>		
	11-11 Employee Assistance Plan	Employee Assistance Program	2,500
	11-30 Public Transit Incentive	Incentive to encourage employees to use public transportation, whenever possible, to commute to work; up to \$50 per month, estimate 15 participants	9,000
	11-32 Wellness Program	Reimbursement for employees participating in a qualified fitness program or purchase of fitness equipment; up to \$55 per year, estimate 17 participants 935 Other wellness programs (e.g., weight loss, health assessment, on-site exercise program, brown bag educational sessions) 1,200	2,135
12	<u>Travel & Training</u>		
	12-10 Non-Training Travel	Reimbursement of travel expenses for employment candidates and expenses of professionals sitting on interview panels	1,000
	12-11 Travel & Training	IPMA national conference @ Nashville 1,900 SHRM or IPMA local conference 300 Local SHRM or IPMA association meetings 200 Diversity, sexual harassment and other required EEO training for all employees 3,000 Other seminars and workshops 1,000 Training mileage 200	6,600
	12-15 Tuition Reimbursement (previously included in department budgets)	50% tuition reimbursement for HR Assistant 1,000 50% tuition reimbursement for Fiscal Support Specialist III 2,800 50% tuition reimbursement for Fiscal Support Specialist II 1,200 50% tuition reimbursement for Administrative Assistant 500	5,500

PROGRAM NAME/NUMBER

Human Resources/1005

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 1005	
Element/Object	Details	Total	
30	<u>Professional Services</u> 30-13 Administrative	Clerical support, 80 hours @ \$15	1,200
	30-15 Consulting	MML annual wage and benefit survey	250
36	<u>Special Services</u> 36-10 Printing	Letterhead, notepaper, envelopes, personnel regulations and administrative policies, and applications 400 Miscellaneous forms 400	800
	36-11 Classified Advertising	Recruitment classified advertising	22,000
	36-15 Catering for Meetings	Committees and workshops	900
	36-38 Employee Background Checks	All new employees	750
38	<u>Special Events</u> 38-18 Health Fair	Flu shots, estimate 73 @ \$30 2,190 Refreshments and door prizes 400	2,590
	38-20 Employee Events	Summer event for employees and families 4,000 Holiday party for all employees (previously budgeted in Public Relations, 1017-3815) 5,000	9,000
47	<u>Clothing & Uniforms</u> 47-10 Clothing & Uniforms	City seal clothing	150
52	<u>Awards & Gifts</u> 52-10 Awards & Gifts	Employee of the Quarter, 2 per quarter @ \$100 800 Employee of the Year, \$500 + dinner 550 Suggestions awards 500 City Manager's awards 1,000 Spencer Harris award 200 Miriam Wolff award 200 Safe driver awards, 5 @ \$25, 8 @ \$50, 7 @ \$75, 14 @ \$100, 7 @ \$150 3,500	6,750
	52-30 Employee Service Awards	Retirement recognition, estimate 2 @ \$500 1,000 Service pins, bowls and gifts 900	1,900
	52-99 Other	Awards, plaques and engraving, 12 @ \$65, 1 @ \$100 880 Certificates and folders 150 Miscellaneous gifts and awards 150	1,180

PROGRAM NAME/NUMBER

Human Resources/1005

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 1005	
Element/Object	Details	Total	
54	<u>Physical Exams</u> 54-10 Physical Exams	Pre-employment physicals, 16 @ \$110 1,760 Second opinion @ City request 1,500 Drug and alcohol testing: Random, 32 @ \$100 3,200 Follow-up, 6 @ \$100 600 Post accident, 12 @ \$100 1,200	8,260
60	<u>Supplies</u> 60-10 General Supplies	Posters, pay check stuffers 400 Presentation/meeting/testing supplies 800 Labor law poster certification 330	1,530
61	<u>Office Supplies</u> 61-10 Office Supplies	Planners, calendars, envelopes, binders, other 500 Filing supplies 400 Miscellaneous 500	1,400
62	<u>Postage</u> 62-10 Postage	Shipping charges	50
67	<u>Dues & Publications</u> 67-10 Dues	Society for Human Resources Management (SHRM), 2 @ \$190 380 International Public Management Association (IPMA): Agency and member dues 425 County chapter dues 50	855
	67-20 Publications & Books	Maryland Employment Law Letter 350 Employee booklets and pamphlets 350 Miscellaneous 100	800

Capital Outlay: None

PROGRAM NAME/NUMBER

Emergency Response/1008

DESCRIPTION: This program, used in FY2001 to record the City's expenditures for "Y2K Preparedness" was reactivated (and renamed) for FY2003 to enable tracking of labor and material costs city-wide in the event of a non-snow/ice emergency. Potential major events that would be tracked in this program include hurricanes, tornadoes, train accidents and utility disruptions. By consolidating all City expenditures for such events in one program, record-keeping will be simplified in the event of FEMA or utility reimbursement for City costs. In most cases, events tracked in this program will involve the City's implementation of its Emergency Management Plan.

PROGRAM NAME/NUMBER

Emergency Response/1008

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalent (FTE's)	ACTUAL			ESTIMATED
	FY07	FY08	FY09	FY10
Budget Total	0.00	0.00	0.00	0.00

OPERATING EXPENDITURES: Unknown

Capital Outlay: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 09 COMM FOR BETTER ENVIRONMT							
SUB 0 GENERAL GOVERNMENT							
ELEM 12 TRAVEL & TRAINING							
1009-510.12-11	TRAVEL & TRAINING	30	0	0	0	0	0
*	TRAVEL & TRAINING	30	0	0	0	0	0
ELEM 30 PROFESSIONAL SERVICES							
1009-510.30-13	ADMINISTRATIVE	1,124	643	1,200	658	1,200	1,200
1009-510.30-15	CONSULTING	2,500	2,759	800	800	2,500	2,500
*	PROFESSIONAL SERVICES	3,624	3,402	2,000	1,458	3,700	3,700
ELEM 36 SPECIAL SERVICES							
1009-510.36-10	PRINTING	760	632	1,500	0	1,000	1,000
1009-510.36-15	CATERING FOR MEETINGS	295	410	0	0	0	0
*	SPECIAL SERVICES	1,055	1,042	1,500	0	1,000	1,000
ELEM 38 SPECIAL EVENTS							
1009-510.38-64	CBE EVENTS	0	0	2,500	539	2,500	2,500
*	SPECIAL EVENTS	0	0	2,500	539	2,500	2,500
ELEM 52 AWARDS & GIFTS							
1009-510.52-10	AWARDS & GIFTS	400	400	1,000	1,301	800	800
*	AWARDS & GIFTS	400	400	1,000	1,301	800	800
ELEM 60 SUPPLIES							
1009-510.60-10	GENERAL SUPPLIES	1,451	118	1,500	2,973	1,000	1,000
1009-510.60-50	TREES, SHRUBS & FLOWERS	298	858	3,000	3,041	2,400	2,400
*	SUPPLIES	1,749	976	4,500	6,014	3,400	3,400
ELEM 67 DUES & PUBLICATIONS							
1009-510.67-10	DUES	600	500	500	600	600	600
*	DUES & PUBLICATIONS	600	500	500	600	600	600
**	COMM FOR BETTER ENVIRONMT	7,458	6,320	12,000	9,912	12,000	12,000

PROGRAM NAME/NUMBER

Committee for a Better Environment/1009

DESCRIPTION: The Committee for a Better Environment (CBE) was established to advise the Mayor & Council on environmental issues affecting the lives of College Park residents and shall initiate and implement beautification efforts. The planned programs include Earth Day, Arbor Day, Maryland Day and others to increase environmental awareness, recycling and open space utilization. The CBE will initiate community outreach through distribution of literature to promote programs and events, information sharing and periodic website updates.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2008 ACTUAL	FY2009		FY2010 TARGET
			TARGET	ACTUAL	
1. Provide educational programs in the elementary schools, highlighting natural resource issues relevant to the City and the quality of life of its residents, such as protecting the earth and taking responsibility for its safekeeping.	Number of residents attending programs	500	550	400	400
2. Develop and distribute informational and educational brochures to local elementary school children and City residents to raise awareness about environmental issues such as (but not limited to) energy conservation, recycling, littering, etc. Encourage the downloading of brochures available online, thereby eventually reducing the number of printed copies. Do so by improving and marketing the CBE page on the City's website, thus reducing reliance on paper copies.	Number of pamphlets delivered to elementary schools and distributed to residents	5,000	3,000	1,000	5,000
3. Establish relationships and partner with local and regional public interest groups, environmental organizations, citizens associations and other organizations for the purpose of gaining knowledge	Number of local and regional groups with whom CBE members cooperate and support	15	15	15	15

of issues, promoting CBE programs, and assisting the decision-making of Mayor & Council. NOTE: CBE does not join groups or pay membership fees; CBE members join in their own name and pay any fees themselves					
4. Participate in regional and local planning efforts by organizations and institutions such as M-NCPPC, SHA and UM in order to gain insight and provide citizens' perspective on issues and concerns raised by the planning entity	Number of planning efforts in which CBE members participate	7	10	7	10
5. Promote green technologies for homes and businesses, grass/leaf recycling, Smartleaf® compost program, bikeways and trailways, energy conservation and similar issues	Number of programs that CBE assists or promotes	6	6	6	6
6. Identify sites in College Park for beautification and/or environmental enhancement, and provide guidance, program support and assistance to the City Horticulturist in order to improve the physical environment of College Park	Number of projects that CBE initiates or assists with	2	10	2	10
7. Initiate and promote awards programs to recognize businesses and residents who contribute significantly to the environment and quality of life in College Park	Number of awards programs that CBE initiates and maintains	1	1	1	1

PROGRAM NAME/NUMBER

Committee for a Better Environment/1009

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY07	FY08	FY09	FY10
Budget Total	0.00	0.00	0.00	0.00

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 1009
Element/Object	Details	Total	
30 <u>Professional Services</u> 30-13 Administrative	Clerical support, minutes of CBE meetings	1,200	
30-15 Consulting	Outside consulting services	2,500	
36 <u>Special Services</u> 36-10 Printing	Literature, pamphlets, brochures, newspaper advertisements, etc. to promote CBE and its programs and events	1,000	
38 <u>Special Events</u> 38-64 CBE Events	Funding for special events, including Bike to Work Day, environmental film screenings and other outreach workshops	2,500	
52 <u>Awards & Gifts</u> 52-10 Awards & Gifts	"Green Award" recipients	800	
60 <u>Supplies</u> 60-10 General Supplies	Program materials for various CBE programs (recycling awareness, environmental stewardship, open space utilization, etc.)	1,000	
60-50 Trees, Shrubs & Flowers	Purchase and installation of trees, shrubs, grass, flowers, stone, benches, bike racks, trash receptacles and other plant and landscape materials	2,400	
67 <u>Dues & Publications</u> 67-10 Dues	International Council for Local Environmental Initiatives (ICLEI)	600	

Capital Outlay: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 10 MAYOR & CITY COUNCIL							
SUB 0 GENERAL GOVERNMENT							
ELEM 10 PAYROLL-WAGES							
1010-510.10-05	ELECTED & APPOINTED	40,334	42,150	42,500	42,500	42,500	45,000
1010-510.10-06	STIPEND	0	0	1,500	1,500	1,500	1,500
*	PAYROLL-WAGES	40,334	42,150	44,000	44,000	44,000	46,500
ELEM 11 FRINGE BENEFITS							
1010-510.11-10	FICA	3,086	3,224	3,260	3,251	3,260	3,450
1010-510.11-21	WORKERS COMPENSATION INS	130	142	90	91	77	81
*	FRINGE BENEFITS	3,216	3,366	3,350	3,342	3,337	3,531
ELEM 12 TRAVEL & TRAINING							
1010-510.12-10	NON TRAINING TRAVEL	0	32	300	0	300	300
1010-510.12-11	TRAVEL & TRAINING	14,522	15,560	24,850	13,249	25,939	15,000
*	TRAVEL & TRAINING	14,522	15,592	25,150	13,249	26,239	15,300
ELEM 20 OVERHEAD							
1010-510.20-10	INSURANCE	22,265	24,278	26,949	26,949	29,599	29,599
1010-510.20-12	POSTAGE	1,691	1,911	1,755	1,145	1,836	1,836
1010-510.20-13	UTILITIES	8,266	9,778	12,744	12,744	14,398	14,398
1010-510.20-14	TELEPHONE	2,200	2,260	2,260	2,260	2,300	2,300
1010-510.20-15	INFORMATION SYSTEMS	4,304	4,486	4,880	4,880	4,915	4,915
1010-510.20-16	BUILDING MAINTENANCE	39,146	58,352	63,843	63,843	68,359	68,359
1010-510.20-17	COPIER	9,918	8,723	9,859	7,055	11,645	11,645
*	OVERHEAD	87,790	109,788	122,290	118,876	133,052	133,052
ELEM 25 GRANTS & ASSISTANCE							
1010-510.25-10	CITY-UNIV PARTNERSHIP	0	0	0	0	15,000	15,000
1010-510.25-11	ANACOSTIA TRAILS HERITAGE	2,727	2,727	2,727	2,727	2,727	2,727
1010-510.25-20	COMMUNITY SERVICES GRANTS	15,000	21,000	21,000	21,000	21,000	17,500
1010-510.25-30	COLLEGE PK ARTS EXCHANGE	29,000	32,500	32,500	32,500	32,500	32,500
1010-510.25-35	COLL PK BOYS & GIRLS CLUB	0	20,000	20,000	20,000	20,000	20,000
1010-510.25-38	PUBL SCH EDUCATION GRANTS	0	15,000	15,000	14,791	15,000	15,000
*	GRANTS & ASSISTANCE	46,727	91,227	91,227	91,018	106,227	102,727
ELEM 30 PROFESSIONAL SERVICES							
1010-510.30-38	TRANSCRIPTION SERVICES	1,410	4,295	1,500	1,360	1,500	1,500
1010-510.30-39	TRANSLATION SERVICES	0	197	2,000	0	2,000	2,000
1010-510.30-54	LOBBYING	150	0	0	0	0	0
1010-510.30-65	INTERPRETER SERVICES	0	0	1,000	563	1,000	1,000
*	PROFESSIONAL SERVICES	1,560	4,492	4,500	1,923	4,500	4,500
ELEM 36 SPECIAL SERVICES							
1010-510.36-10	PRINTING	924	1,244	1,250	1,228	2,250	2,250
1010-510.36-11	CLASSIFIED ADVERTISING	0	0	0	3,085	1,000	1,000
1010-510.36-15	CATERING FOR MEETINGS	2,593	4,399	3,600	4,321	4,200	4,200
1010-510.36-16	SPECIAL DINNERS	2,286	4,027	3,600	2,037	3,000	3,000
1010-510.36-59	GREENBELT BRIDGE SURVEY	0	1,432	0	0	0	0
1010-510.36-60	SHUTTLE-UM FOR RESIDENTS	0	0	10,000	10,000	10,000	10,000
1010-510.36-99	OTHER	279	125	500	0	500	500
*	SPECIAL SERVICES	6,082	11,227	18,350	20,671	20,950	20,950
ELEM 38 SPECIAL EVENTS							
1010-510.38-68	MARCH TO REBUILD ROUTE 1	136	0	0	0	0	0
1010-510.38-99	OTHER	0	0	2,000	7-	1,000	1,000
*	SPECIAL EVENTS	136	0	2,000	7-	1,000	1,000
ELEM 47 CLOTHING & UNIFORMS							
1010-510.47-10	CLOTHING & UNIFORMS	1,146	1,171	1,200	366	1,200	600
*	CLOTHING & UNIFORMS	1,146	1,171	1,200	366	1,200	600
ELEM 60 SUPPLIES							
1010-510.60-10	GENERAL SUPPLIES	1,506	1,491	2,000	1,175	1,500	1,500
1010-510.60-11	MEETING REFRESHMENTS	1,135	1,036	1,800	853	1,800	1,800
*	SUPPLIES	2,641	2,527	3,800	2,028	3,300	3,300

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 10 MAYOR & CITY COUNCIL							
SUB 0 GENERAL GOVERNMENT							
ELEM 60 SUPPLIES							
1010-510.61-10	OFFICE SUPPLIES	0	0	0	83	0	0
*	OFFICE SUPPLIES	0	0	0	83	0	0
ELEM 62 POSTAGE							
1010-510.62-10	POSTAGE	51	24	0	0	0	0
*	POSTAGE	51	24	0	0	0	0
ELEM 66 TELEPHONE & COMMUNICATION							
1010-510.66-12	CELLULAR PHONE	2,719	2,460	3,240	1,875	2,940	2,940
*	TELEPHONE & COMMUNICATION	2,719	2,460	3,240	1,875	2,940	2,940
ELEM 67 DUES & PUBLICATIONS							
1010-510.67-10	DUES	46,280	45,632	48,329	47,067	48,401	48,401
1010-510.67-20	PUBLICATIONS & BOOKS	1,425	1,583	2,000	1,540	2,150	2,150
*	DUES & PUBLICATIONS	47,705	47,215	50,329	48,607	50,551	50,551
ELEM 69 MISCELLANEOUS CHARGE							
1010-510.69-10	MISCELLANEOUS	1,578	87	2,000	241	2,000	2,000
*	MISCELLANEOUS CHARGE	1,578	87	2,000	241	2,000	2,000
ELEM 92 MACHINERY & EQUIPMENT							
1010-510.92-60	AUDIO EQUIPMENT	311	0	0	0	0	0
*	MACHINERY & EQUIPMENT	311	0	0	0	0	0
**	MAYOR & CITY COUNCIL	256,518	331,326	371,436	346,272	399,296	386,951

PROGRAM NAME/NUMBER**Mayor & Council/1010**

DESCRIPTION: This program operates the legislative and policy-making functions of the City. This is accomplished by adopting the annual budget after extensive review and public hearing. Community needs and problems are addressed by enacting ordinances and charter changes. The Mayor & Council work directly with the City Manager in assuring that policy and ordinances are implemented. The Mayor and Council 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 & Council also represent the City before other political boards such as the Maryland General Assembly and Prince George's County Council. The Mayor & Council meet each month for work sessions on the first and third Tuesdays and for formal meetings on the second and fourth Tuesdays, except in June, July, August and December when only one worksession (first Tuesday) and one formal meeting (second Tuesday) are held. Public hearings are held either at a formal meeting or at a special separate time for that purpose. Citizen participation is provided for at the beginning and end of each formal meeting for all non-agenda items. Citizens may address agenda items when these items are under deliberation. All formal meetings and worksessions are broadcast to the community on Comcast channel 71 and Verizon FiOS channel 25.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2008 ACTUAL	FY2009		FY2010 TARGET
			TARGET	ACTUAL	
1. Effectively represent the City's interests at the state and county levels ● Adopt legislative package for each session	Number of position letters sent to legislative officials on behalf of the City	48	30	26	20
2. Maintain effective working relationships with the University of Maryland	Number of jointly sponsored projects	24	24	23	22
3. Improve traffic safety through inter-jurisdictional cooperation ● Implement Community Development projects (see <i>Planning-Community Development, program 3011</i>)	Percent of residents who rate pedestrian safety as good or better	62%	No survey	No survey	No survey
	Percent of residents who rate traffic safety as good or better	80%	No survey	No survey	No survey
4. Adopt a budget that meets community needs in a responsive and efficient manner	Percent of residents who rate City services as good or better	73%	No survey	No survey	No survey
	Percent of residents who rate value for tax dollar as good or better	56%	No survey	No survey	No survey

PROGRAM NAME/NUMBER

Mayor & Council/1010

PERSONNEL EXPENDITURES: Personnel expenditures include the salaries of the Mayor and 8 council members who are not FTE's. The Mayor is paid \$7,500 annually; Council members each receive \$5,000 annually.

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY07	FY08	FY09	FY10
Budget Total	0.00	0.00	0.00	0.00

OPERATING EXPENDITURES: Travel & Training includes Maryland Municipal League (MML) and National League of Cities (NLC) convention expenses as well as other meetings.

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 1010	
Element/Object	Details	Total	
10 Payroll-Wages 10-06 Stipend	Stipend for student liaison	1,500	
12 Travel & Training 12-10 Non-Training Travel	Mileage reimbursement	300	
12-11 Travel & Training	Attendance at conventions and conferences of National League of Cities (NLC), Maryland Municipal League (MML), other organizations: Allocation per elected official, 9 @ \$1,500 13,500 Unallocated (requires Mayor & Council approval) 1,500	15,000	
25 Grants and Assistance 25-10 City-University Partnership	Annual contribution to City-University Partnership to support the Maryland Neighborhood Conservation Initiatives (NCI) grant proposal submitted by City-University Partnership and Housing Authority of the City of College Park	15,000	
25-11 Anacostia Trails Heritage Area	Annual contribution	2,727	
25-20 Community Services Grants	Grants to non-governmental organizations, limited to \$2,500 per organization. An organization is not eligible for this grant program if it receives any other City-funded grant (other than public school education grant) during the fiscal year.	17,500	
25-30 College Park Arts Exchange	Direct grant for arts and cultural programs	32,500	
25-35 College Park Boys & Girls Club	Direct grant	20,000	
25-38 Public School Education Grants	Grants to public schools serving College Park children. \$10,000 for schools within City limits (Hollywood and Paint Branch Elementary); additional \$5,000 for other schools educating at least 14 College Park youth.	15,000	

PROGRAM NAME/NUMBER

Mayor & Council/1010

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 1010	
Element/Object		Details	Total
30	<u>Professional Services</u>		
	30-38 Transcription Services	Outside transcription services as needed	1,500
	30-39 Translation Services	Translation of various documents, as needed	2,000
	30-65 Interpreter Services	As needed for public meetings	1,000
36	<u>Special Services</u>		
	36-10 Printing	Letterhead, business cards, notepads, color copies 1,750 Outside printing of documents 500 (Weekly council packets are photocopied and copier usage is charged as Overhead-Copier 20-17)	2,250
	36-11 Classified Advertising	Publicity for resident use of Shuttle-UM	1,000
	36-15 Catering for Meetings	Budget session meals (4) 600 Hosting PGCMA meeting 300 Hosting "Four Cities" meetings 300 Dinner for certain Mayor & Council meetings 3,000	4,200
	36-16 Special Dinners	Legislative dinner 2,000 Dinner meetings with elected officials and others 1,000	3,000
	36-60 Shuttle-UM for Residents	Contract with UM Transportation Services for City residents (with City-issued ID) to ride Shuttle-UM at no cost, \$5,000 per semester	10,000
	36-99 Other	Miscellaneous expenses	500
	38	<u>Special Events</u>	
	38-99 Other	To be determined	1,000
47	<u>Clothing & Uniforms</u>		
	47-10 Clothing & Uniforms	City seal embroidered clothing for Mayor, Councilmembers, Student Liaison	600
60	<u>Supplies</u>		
	60-10 General Supplies	General supplies	1,500
	60-11 Meeting Refreshments	Meeting snacks	1,800
66	<u>Telephone & Communications</u>		
	66-12 Cellular Phone	Cell phone for Mayor @ \$95 monthly 1,140 Cell phone for 3 Council members @ \$50 monthly each 1,800	2,940
67	<u>Dues & Publications</u>		
	67-10 Dues	Maryland Municipal League 23,700 Metropolitan Washington Council of Governments 20,680 Prince George's County Municipal Association 2,100 National League of Cities 1,861 Maryland Mayor's Association 60	48,401

PROGRAM NAME/NUMBER

Mayor & Council/1010

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 1010	
Element/Object		Details	Total
	67-20 Publications & Books	Annotated Code of Maryland, annual updates 1,500 Other publications 250 City Code, additional copies 400	2,150
69	<u>Miscellaneous Charge</u> 69-10 Miscellaneous		2,000

Capital Outlay: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 11 CITY ATTORNEY							
SUB 0 GENERAL GOVERNMENT							
ELEM 30 PROFESSIONAL SERVICES							
1011-510.30-15	CONSULTING	2,788	0	0	0	0	0
*	PROFESSIONAL SERVICES	2,788	0	0	0	0	0
ELEM 32 LEGAL SERVICES							
1011-510.32-10	CITY ATTORNEY	173,148	147,990	180,000	145,342	170,000	170,000
1011-510.32-18	LITIGATION	12,053	15,721	25,000	32,984	25,000	25,000
*	LEGAL SERVICES	185,201	163,711	205,000	178,326	195,000	195,000
**	CITY ATTORNEY	187,989	163,711	205,000	178,326	195,000	195,000

PROGRAM NAME/NUMBER

City Attorney/1011

DESCRIPTION: This program provides legal advice and representation to the City in matters pertaining to ordinance drafting, charter revisions, contracting for services and purchases and sale of property. The City Attorney works closely with the City Manager and staff, resolving legal problems in the area of personnel, labor relations, zoning and legislation. The City Attorney is responsible for drafting ordinances and representing the City in legal proceedings.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2008 ACTUAL	FY2009		FY2010 TARGET
			TARGET	ACTUAL	
1. Produce legally defensible ordinances with no successful challenges	Number of successful challenges to City ordinances	0	0	0	0
2. Prosecute violators under City ordinances	Percent of cases in which convictions are achieved	95%	90%	90%	90%
3. Represent the City in all other court actions	Percent of court actions decided in City's favor	100%	90%	90%	90%

PROGRAM NAME/NUMBER

City Attorney/1011

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY07	FY08	FY09	FY10
Budget Total	0.00	0.00	0.00	0.00

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 1011
Element/Object	Details		Total
32 Legal Services			
32-10 City Attorney	Estimated based on current billings		170,000
32-18 Litigation	Reserve for legal fees associated with pending litigation		25,000

Capital Outlay: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 12 BOARD OF ELECTION SUPRVS							
SUB 0 GENERAL GOVERNMENT							
ELEM 10 PAYROLL-WAGES							
1012-510.10-01	SALARY	8,155	8,732	9,246	9,407	9,761	9,761
1012-510.10-03	OVERTIME	0	131	0	0	0	0
1012-510.10-05	ELECTED & APPOINTED	1,378	1,638	1,642	1,709	1,920	1,920
*	PAYROLL-WAGES	9,533	10,501	10,888	11,116	11,681	11,681
ELEM 11 FRINGE BENEFITS							
1012-510.11-10	FICA	717	793	827	846	847	847
1012-510.11-12	HEALTH INSURANCE	151	171	152	569	770	770
1012-510.11-13	DENTAL INSURANCE	0	1	0	11	0	0
1012-510.11-14	LIFE INSURANCE	27	29	28	28	30	30
1012-510.11-15	VISION INSURANCE	0	0	0	15	21	21
1012-510.11-17	457 CITY MATCH CONTRIBUTN	79	99	98	102	98	98
1012-510.11-18	RETIREMENT	540	586	611	614	634	634
1012-510.11-21	WORKERS COMPENSATION INS	32	41	23	24	21	21
1012-510.11-22	LONG TERM DISABILITY INS	41	40	34	34	36	36
*	FRINGE BENEFITS	1,587	1,760	1,773	2,243	2,457	2,457
ELEM 12 TRAVEL & TRAINING							
1012-510.12-10	NON TRAINING TRAVEL	21	0	60	0	60	60
*	TRAVEL & TRAINING	21	0	60	0	60	60
ELEM 30 PROFESSIONAL SERVICES							
1012-510.30-13	ADMINISTRATIVE	2,033	3,116	0	0	3,600	3,600
*	PROFESSIONAL SERVICES	2,033	3,116	0	0	3,600	3,600
ELEM 36 SPECIAL SERVICES							
1012-510.36-10	PRINTING	114	695	0	0	600	600
1012-510.36-15	CATERING FOR MEETINGS	165	257	0	0	400	400
1012-510.36-25	CABLE CAMERA OPERATOR	0	0	0	0	100	100
*	SPECIAL SERVICES	279	952	0	0	1,100	1,100
ELEM 60 SUPPLIES							
1012-510.60-10	GENERAL SUPPLIES	0	55	200	0	200	200
*	SUPPLIES	0	55	200	0	200	200
ELEM 67 DUES & PUBLICATIONS							
1012-510.67-20	PUBLICATIONS & BOOKS	0	228	0	0	260	260
*	DUES & PUBLICATIONS	0	228	0	0	260	260
**	BOARD OF ELECTION SUPRVS	13,453	16,612	12,921	13,359	19,358	19,358

PROGRAM NAME/NUMBER

Board of Election Supervisors/1012

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

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2008 ACTUAL	FY2009		FY2010 TARGET
			TARGET	ACTUAL	
1. Conduct local elections in a fair and efficient manner	Number of effective challenges to elections	0	0	0	0
2. Encourage a high level of voter registration	Percent of eligible voters who are registered	Total registered 12,559	5% increase	Total registered 13,841	5% increase

PROGRAM NAME/NUMBER**Board of Election Supervisors/1012**

PERSONNEL EXPENDITURES: Personnel expenditures include the salary of the Chief Supervisor of Elections and 4 board members who are not FTE's. The Chief Supervisor is paid \$480 annually; board members each receive \$360 annually.

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY07	FY08	FY09	FY10
City Clerk	0.15	0.15	0.15	0.15
Budget Total	0.15	0.15	0.15	0.15

OPERATING EXPENDITURES: FY2010 is an election year for Mayor & Council.

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 1012
	Element/Object	Details	Total
12	<u>Travel & Training</u> 12-10 Non Training Travel	Mileage reimbursement	60
30	<u>Professional Services</u> 30-13 Administrative	Payments to 25 election workers (judges, supervisors) at Office Specialist pay rate (grade 3, step 1)	3,600
32	<u>Legal Services</u> 32-21 Elections	Monitoring and investigation of election irregularities	0
36	<u>Special Services</u> 36-10 Printing	Printing of ballots, flyers to increase voter turnout	600
	36-15 Catering for Meetings	Meals for election workers	400
	36-25 Cable Camera Operator	Live broadcast of election results	100
60	<u>Supplies</u> 60-10 General Supplies	Miscellaneous supplies	200
67	<u>Dues & Publications</u> 67-20 Publications	Regulations & Elections Laws of Maryland	260

Capital Outlay: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 13 ADVISORY COMMITTEES							
SUB 0 GENERAL GOVERNMENT							
ELEM 10 PAYROLL-WAGES							
1013-510.10-03	OVERTIME	381	599	750	432	750	750
1013-510.10-06	STIPEND	0	0	0	0	0	1,680
*	PAYROLL-WAGES	381	599	750	432	750	2,430
ELEM 11 FRINGE BENEFITS							
1013-510.11-10	FICA	26	40	57	30	57	186
1013-510.11-12	HEALTH INSURANCE	118	205	0	107	0	0
1013-510.11-13	DENTAL INSURANCE	9	14	0	7	0	0
1013-510.11-14	LIFE INSURANCE	2	3	0	1	0	0
1013-510.11-15	VISION INSURANCE	0	3	0	1	0	0
1013-510.11-18	RETIREMENT	19	39	49	28	49	49
1013-510.11-21	WORKERS COMPENSATION INS	1	2	1	1	1	4
1013-510.11-22	LONG TERM DISABILITY INS	3	4	0	2	0	0
*	FRINGE BENEFITS	178	310	107	177	107	239
ELEM 20 OVERHEAD							
1013-510.20-12	POSTAGE	485	528	585	376	612	612
1013-510.20-17	COPIER	258	450	411	101	475	475
*	OVERHEAD	743	978	996	477	1,087	1,087
ELEM 30 PROFESSIONAL SERVICES							
1013-510.30-13	ADMINISTRATIVE	4,179	3,043	5,000	1,951	5,000	5,000
*	PROFESSIONAL SERVICES	4,179	3,043	5,000	1,951	5,000	5,000
ELEM 36 SPECIAL SERVICES							
1013-510.36-10	PRINTING	0	20	100	94	100	100
1013-510.36-11	CLASSIFIED ADVERTISING	434	421	1,000	523	750	750
*	SPECIAL SERVICES	434	441	1,100	617	850	850
ELEM 38 SPECIAL EVENTS							
1013-510.38-35	STUDENT EVENTS	692	532	1,200	280-	1,000	1,000
*	SPECIAL EVENTS	692	532	1,200	280-	1,000	1,000
ELEM 60 SUPPLIES							
1013-510.60-10	GENERAL SUPPLIES	224	82	100	0	100	100
1013-510.60-11	MEETING REFRESHMENTS	217	95	300	48	300	300
*	SUPPLIES	441	177	400	48	400	400
**	ADVISORY COMMITTEES	7,048	6,080	9,553	3,422	9,194	11,006

PROGRAM NAME/NUMBER

Advisory Committees/1013

GOALS & PERFORMANCE MEASURES: Personnel expenditures includes a stipend of \$60 per meeting attended where quorum exists (4 meetings estimated) paid to 7 Noise Control Board members who are not FTE's.

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2008 ACTUAL	FY2009		FY2010 TARGET
			TARGET	ACTUAL	
1. To advise the Mayor and Council on policies and programs for the City ● Fill vacancies promptly	Percent of positions on boards and commissions filled	79%	85%	78%	79%
2. To encourage citizen participation	Number of citizens serving on boards and commissions (full staffing = 126 for FY08 & FY09, 121 for FY10)	99	96	98	95

PROGRAM NAME/NUMBER

Advisory Committees/1013

DESCRIPTION: This program appoints citizens to serve in advisory, program review, and quasi judicial capacities to ensure quality services to community residents. The Boards and their individual program descriptions are as follows:

- | | |
|---|--|
| Advisory Planning Commission* (3013) | Animal Control Board |
| Animal Welfare Committee | Board of Election Supervisors* (1012) |
| Cable Television Commission* (1016) | Citizens Corps Council |
| College Park Airport Authority | Committee for a Better Environment* (1009) |
| Education Advisory Committee | Ethics Commission* (1014) |
| Noise Control Board | Recreation Board* (2014) |
| Rent Stabilization Board* (2016) | Tree and Landscape Board |
| Veterans Memorial Improvement Committee | |

**Advisory Committees noted above with an asterisk have program descriptions in the operating budget under the program number listed parenthetically; other boards and committees are described below:*

Animal Control Board: Resolves official or private complaints regarding animal control and recommends rules, regulations and procedures to Mayor and Council in order to enhance animal control within the City. Animal Welfare Committee: Coordinates local animal welfare groups and supports the animal control officer. Citizens Corps Council: Advises the Mayor & Council on matters of public safety and emergency management (includes Neighborhood Watch and CERT). College Park Airport Authority: Investigates, reviews and reports on the current and proposed future uses of the College Park Airport and its facilities. Education Advisory Committee: Advises Mayor and Council on issues relating to education within the City. Noise Control Board: Advises City in noise control efforts and adjudicates noise complaints. Tree and Landscape Board: Educates and encourages citizens to use safe and desirable installation, removal and maintenance practices in order to promote healthy trees, shrubs and ground cover on private and public lands within the City limits. Veterans Memorial Improvement Committee: Advises and assists the City to ensure that the Veterans Memorial is used and maintained in a manner befitting the service and memory of those who served.

PROGRAM NAME/NUMBER

Advisory Committees/1013

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY07	FY08	FY09	FY10
Budget Total	0.00	0.00	0.00	0.00

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 1013
Element/Object	Details		Total
30 Professional Services 30-13 Administrative	Clerical support for the various boards and commissions without separate program budgets		5,000
36 Special Services 36-10 Printing	Meeting notices, minutes, other printing		100
36-11 Classified Advertising	Publicity (Education Advisory Committee request)		750
38 Special Events 38-35 Student Events	Parental/family involvement programs (Education Advisory Committee request)		1,000
60 Supplies 60-10 General Supplies	General supplies		100
60-11 Meeting Refreshments	Education Advisory Committee request		300

Capital Outlay: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 14 ETHICS COMMISSION							
SUB 0 GENERAL GOVERNMENT							
ELEM 10 PAYROLL-WAGES							
1014-510.10-03	OVERTIME	0	0	0	72	0	0
*	PAYROLL-WAGES	0	0	0	72	0	0
ELEM 11 FRINGE BENEFITS							
1014-510.11-10	FICA	0	0	0	5	0	0
1014-510.11-12	HEALTH INSURANCE	0	0	0	25	0	0
1014-510.11-13	DENTAL INSURANCE	0	0	0	2	0	0
1014-510.11-18	RETIREMENT	0	0	0	5	0	0
1014-510.11-22	LONG TERM DISABILITY INS	0	0	0	1	0	0
*	FRINGE BENEFITS	0	0	0	38	0	0
ELEM 12 TRAVEL & TRAINING							
1014-510.12-11	TRAVEL & TRAINING	0	143	500	0	500	500
*	TRAVEL & TRAINING	0	143	500	0	500	500
ELEM 30 PROFESSIONAL SERVICES							
1014-510.30-13	ADMINISTRATIVE	313	121	600	330	600	600
*	PROFESSIONAL SERVICES	313	121	600	330	600	600
ELEM 32 LEGAL SERVICES							
1014-510.32-20	ETHICS COMMISSION	2,155	11,517	5,000	7,494	5,000	5,000
*	LEGAL SERVICES	2,155	11,517	5,000	7,494	5,000	5,000
ELEM 67 DUES & PUBLICATIONS							
1014-510.67-10	DUES	0	0	150	0	150	150
*	DUES & PUBLICATIONS	0	0	150	0	150	150
**	ETHICS COMMISSION	2,468	11,781	6,250	7,934	6,250	6,250

PROGRAM NAME/NUMBER

Ethics Commission/1014

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

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2008 ACTUAL	FY2009		FY2010 TARGET
			TARGET	ACTUAL	
1. Hold elected and appointed officials, including members of advisory boards and committees, to a high ethical standard • Develop and institute an ethics orientation training program	Percent of required individuals who have received ethics orientation:				
	Elected officials	100%	100%	100%	100%
	Members of boards and committees	40%	40%	30%	100%
	City employees	100%	100%	100%	100%
	Number of alleged ethics violations adjudicated	0	0	0	0
Number of validated election violations	0	0	0	0	

PROGRAM NAME/NUMBER

Ethics Commission/1014

PERSONNEL EXPENDITURES: No salary or stipend is paid to 8 commission members who are not FTE's.

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY07	FY08	FY09	FY10
Budget Total	0.00	0.00	0.00	0.00

OPERATING EXPENDITURES

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 1014
	Element/Object	Details	Total
12	<u>Travel & Training</u> 12-11 Travel & Training	Ethics training programs	500
30	<u>Professional Services</u> 30-13 Administrative	Clerical support, 6 meetings @ \$100	600
32	<u>Legal Services</u> 32-20 Ethics Commission	Estimated	5,000
67	<u>Dues & Publications</u> 67-10 Dues	To provide for networking and information	150

Capital Outlay: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 16 CABLE TV COMMISSION							
SUB 0 GENERAL GOVERNMENT							
ELEM 10 PAYROLL-WAGES							
1016-510.10-02	HOURLY	0	37	0	530	0	0
1016-510.10-03	OVERTIME	984	1,574	1,750	459	1,000	1,000
1016-510.10-05	ELECTED & APPOINTED	2,400	2,200	2,400	1,750	2,400	0
1016-510.10-06	STIPEND	0	0	0	0	0	960
*	PAYROLL-WAGES	3,384	3,811	4,150	2,739	3,400	1,960
ELEM 11 FRINGE BENEFITS							
1016-510.11-10	FICA	203	200	318	209	261	151
1016-510.11-12	HEALTH INSURANCE	0	65	0	26	0	0
1016-510.11-13	DENTAL INSURANCE	0	4	0	1	0	0
1016-510.11-14	LIFE INSURANCE	0	1	0	1	0	0
1016-510.11-17	457 CITY MATCH CONTRIBUTN	0	7	0	26	0	0
1016-510.11-18	RETIREMENT	0	42	0	64	65	65
1016-510.11-21	WORKERS COMPENSATION INS	9	27	66	54	33	31
1016-510.11-22	LONG TERM DISABILITY INS	0	1	0	1	0	0
*	FRINGE BENEFITS	212	347	384	382	359	247
ELEM 30 PROFESSIONAL SERVICES							
1016-510.30-13	ADMINISTRATIVE	634	275	600	232	600	600
*	PROFESSIONAL SERVICES	634	275	600	232	600	600
ELEM 32 LEGAL SERVICES							
1016-510.32-11	CABLE TELEVISION	0	0	2,000	0	1,000	1,000
*	LEGAL SERVICES	0	0	2,000	0	1,000	1,000
ELEM 36 SPECIAL SERVICES							
1016-510.36-10	PRINTING	0	0	0	500	0	0
1016-510.36-25	CABLE CAMERA OPERATOR	2,050	1,800	2,800	1,950	2,800	2,800
1016-510.36-26	VIDEOGRAPHY & EDITING	1,500	950	3,000	0	3,000	3,000
1016-510.36-63	PGINCCC I-NET PRORATA EXP	1,500	0	0	0	0	0
*	SPECIAL SERVICES	5,050	2,750	5,800	2,450	5,800	5,800
ELEM 40 REPAIR & MAINTENANCE							
1016-510.40-40	AUDIO-VISUAL EQUIPT SERV	0	178	1,000	0	1,000	1,000
*	REPAIR & MAINTENANCE	0	178	1,000	0	1,000	1,000
ELEM 60 SUPPLIES							
1016-510.60-10	GENERAL SUPPLIES	127	154	600	519	1,000	1,000
*	SUPPLIES	127	154	600	519	1,000	1,000
**	CABLE TV COMMISSION	9,407	7,515	14,534	6,322	13,159	11,607

PROGRAM NAME/NUMBER

Cable Television Commission/1016

DESCRIPTION: This program manages and oversees the City's cable television system. The system is run by the private sector and is the prime responsibility of this Commission, whose responsibilities include reviewing cable operations and communicating problems and citizen inquiries to the cable franchisee. The Cable Television Commission regulates basic cable rates as provided under Federal Communications Commission rules and regulations. In addition, the Commission evaluates the performance of the cable franchisee for purposes of maintaining a high level of service and formulating recommendations on granting franchises, franchise renewal and transfers.

The Commission reviews and makes recommendations to the Mayor & Council on telecommunications services in general, reviews applications and agreements for the use of the City's rights-of-way by providers of telecommunications services within the City, and develops procedures for approving or denying applications to provide services.

The Cable Television Commission meets quarterly throughout the year in open session.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2008 ACTUAL	FY2009		FY2010 TARGET
			TARGET	ACTUAL	
1. Ensure efficient and responsive cable services by regulating and evaluating cable services	Percent of cable franchise violations acted upon by Cable TV Commission	100%	100%	N/A	100%
	Percent of resident complaints acted upon by Cable TV Commission	100%	100%	100%	100%

PROGRAM NAME/NUMBER

Cable Television Commission/1016

PERSONNEL EXPENDITURES: Personnel expenditures include a stipend of \$60 per meeting attended where quorum exists (4 meetings estimated) paid to 4 commission members who are not FTE's.

Beginning in FY2008, overtime has been added to this program to cover City staff to operate audio/visual equipment in the council chambers. Staff serve as backup for the contract cable camera operator and assist with daytime a/v needs.

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY07	FY08	FY09	FY10
Budget Total	0.00	0.00	0.00	0.00

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 1016	
Element/Object	Details	Total	
30 Professional Services 30-13 Administrative	Clerical support for 4 quarterly meetings @ \$150	600	
32 Legal Services 32-11 Cable Television	Legal fees in monitoring cable franchise agreements, meeting FCC rate increase filing requirements, review of other telecommunication agreements and franchises	1,000	
36 Special Services 36-25 Cable Camera Operator	Cable camera operator for Council meetings ending before midnight, estimate 27 @ \$100 2,700 Cable camera operator for Council meetings ending after midnight, estimate 4 @ \$25 per hour 100	2,800	
36-26 Videography & Editing	Labor or contract for videotaping of City events and editing for cable broadcast	3,000	
40 Repair & Maintenance 40-40 Audio-Visual Equipment Service	City Hall – audio and video equipment service	1,000	
60 Supplies 60-10 General Supplies	Audio cassettes, videotapes, batteries, patch cables	1,000	

Capital Outlay: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 17 PUBLIC RELATIONS							
SUB 0 GENERAL GOVERNMENT							
ELEM 10 PAYROLL-WAGES							
1017-510.10-01	SALARY	50,287	54,212	56,906	57,579	60,422	60,422
*	PAYROLL-WAGES	50,287	54,212	56,906	57,579	60,422	60,422
ELEM 11 FRINGE BENEFITS							
1017-510.11-10	FICA	3,470	3,778	3,882	3,957	4,011	4,011
1017-510.11-12	HEALTH INSURANCE	2,741	2,946	3,104	3,919	4,456	4,456
1017-510.11-13	DENTAL INSURANCE	172	155	166	190	177	177
1017-510.11-14	LIFE INSURANCE	166	173	173	169	183	183
1017-510.11-15	VISION INSURANCE	101	98	92	118	127	127
1017-510.11-17	457 CITY MATCH CONTRIBUTN	449	680	684	696	684	684
1017-510.11-18	RETIREMENT	3,310	3,545	3,715	3,760	3,927	3,927
1017-510.11-21	WORKERS COMPENSATION INS	885	907	777	788	695	695
1017-510.11-22	LONG TERM DISABILITY INS	251	242	207	203	220	220
*	FRINGE BENEFITS	11,545	12,524	12,800	13,800	14,480	14,480
ELEM 20 OVERHEAD							
1017-510.20-12	POSTAGE	0	0	0	53	0	0
1017-510.20-14	TELEPHONE	880	904	904	904	920	920
1017-510.20-17	COPIER	1	0	0	0	0	0
*	OVERHEAD	881	904	904	957	920	920
ELEM 30 PROFESSIONAL SERVICES							
1017-510.30-13	ADMINISTRATIVE	0	0	1,500	0	500	500
*	PROFESSIONAL SERVICES	0	0	1,500	0	500	500
ELEM 36 SPECIAL SERVICES							
1017-510.36-10	PRINTING	35,627	35,802	37,680	34,387	34,450	34,450
1017-510.36-99	OTHER	724	857	750	1,293	1,100	1,100
*	SPECIAL SERVICES	36,351	36,659	38,430	35,680	35,550	35,550
ELEM 38 SPECIAL EVENTS							
1017-510.38-15	HOLIDAY EVENTS	6,825	10,295	8,500	8,849	0	0
1017-510.38-40	MARTIN LUTHER KING JR DAY	0	0	3,800	2,799	4,000	4,000
1017-510.38-45	VOLUNTEER PROGRAMS	28	0	500	0	500	500
1017-510.38-99	OTHER	8,120	7,997	9,350	7,330	9,350	9,350
*	SPECIAL EVENTS	14,973	18,292	22,150	18,978	13,850	13,850
ELEM 52 AWARDS & GIFTS							
1017-510.52-99	OTHER	106	528	500	140	500	500
*	AWARDS & GIFTS	106	528	500	140	500	500
ELEM 60 SUPPLIES							
1017-510.60-10	GENERAL SUPPLIES	1,671	2,216	3,000	3,082	1,500	1,500
*	SUPPLIES	1,671	2,216	3,000	3,082	1,500	1,500
**	PUBLIC RELATIONS	115,814	125,335	136,190	130,216	127,722	127,722

DESCRIPTION: This program provides information to citizens through responses to telephone inquiries and the semi-monthly publication of the *Municipal Scene*, as well as updates to the City Code and Charter. Duties include dispensing service recognition awards to employees and Council; hosting receptions for City boards, commissions and committees, special meetings and an annual legislators' dinner; supporting special services (i.e., service recognition to City board, commission and committee members); as well as funding bereavement items (i.e., cards and gifts to employees during major illnesses or hospitalizations).

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2008 ACTUAL	FY2009		FY2010 TARGET
			TARGET	ACTUAL	
1. Provide information about City government and services to the public • Provide information for inclusion in <i>Municipal Scene</i>	Percent of residents rating the ease of getting information about City government and services as good or better	61%	No survey	No survey	No survey
	Percent of residents who rate usefulness of <i>Municipal Scene</i> information as good or better	63%	No survey	No survey	No survey
2. Respond to resident inquiries in a timely and responsive manner	Percent of residents who rate timeliness and responsiveness of handling inquiries as good or better	56%	No survey	No survey	No survey
	Respond appropriately in writing to every communication that merits a response	100%	No survey	No survey	No survey

PROGRAM NAME/NUMBER

Public Relations/1017

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY07	FY08	FY09	FY10
City Manager	0.10	0.10	0.10	0.10
City Clerk	0.25	0.25	0.25	0.25
Assistant City Clerk	0.50	0.50	0.50	0.50
Budget Total	0.85	0.85	0.85	0.85

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 1017	
Element/Object	Details	Total	
30 Special Services 30-13 Administrative	As needed	500	
36 Special Services 36-10 Printing	Municipal Scene, 24 issues @ \$1,425 per issue 34,200 Invitations to special events 250	34,450	
36-99 Other	Flowers for condolences and Veterans Memorial	1,100	
38 Special Events 38-40 Martin Luther King, Jr. Day (former account 1018-3840)	Martin Luther King, Jr. Day activities, net of contributions	4,000	
38-45 Volunteer Programs	Participant supplies	500	
38-99 Other	Reception for boards and commissions 8,500 City/University recognition events 500 Miscellaneous 350	9,350	
52 Awards & Gifts 52-99 Other	Citizen recognition	500	
60 Supplies 60-10 General Supplies	Flags for City buildings and Veterans Memorial 500 Promotional items 1,000	1,500	

Capital Outlay: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 18 CITY MANAGER							
SUB 0 GENERAL GOVERNMENT							
ELEM 10 PAYROLL-WAGES							
1018-510.10-01	SALARY	141,595	152,890	162,844	171,481	179,058	179,058
1018-510.10-02	HOURLY	36,595	37,813	39,393	38,293	10,397	10,397
1018-510.10-03	OVERTIME	0	375	750	211	750	750
*	PAYROLL-WAGES	178,190	191,078	202,987	209,985	190,205	190,205
ELEM 11 FRINGE BENEFITS							
1018-510.11-10	FICA	12,370	13,520	13,670	14,434	12,161	12,161
1018-510.11-12	HEALTH INSURANCE	12,543	11,849	12,487	12,978	13,078	13,078
1018-510.11-13	DENTAL INSURANCE	760	691	739	764	619	619
1018-510.11-14	LIFE INSURANCE	571	611	613	606	571	571
1018-510.11-15	VISION INSURANCE	416	474	442	444	337	337
1018-510.11-17	457 CITY MATCH CONTRIBUTN	1,371	3,021	2,998	3,015	2,607	2,607
1018-510.11-18	RETIREMENT	10,274	11,469	13,291	13,777	12,411	12,411
1018-510.11-21	WORKERS COMPENSATION INS	5,975	6,104	5,358	5,650	4,743	4,743
1018-510.11-22	LONG TERM DISABILITY INS	862	862	737	729	691	691
*	FRINGE BENEFITS	45,142	48,601	50,335	52,397	47,218	47,218
ELEM 12 TRAVEL & TRAINING							
1018-510.12-10	NON TRAINING TRAVEL	145	456	500	534	500	500
1018-510.12-11	TRAVEL & TRAINING	5,032	5,413	13,200	4,202	10,450	10,450
*	TRAVEL & TRAINING	5,177	5,869	13,700	4,736	10,950	10,950
ELEM 20 OVERHEAD							
1018-510.20-10	INSURANCE	5,566	6,070	6,737	6,737	7,400	7,400
1018-510.20-11	AUTOMOTIVE	6,432	6,792	7,126	7,125	6,927	6,927
1018-510.20-12	POSTAGE	78	15	293	53	0	0
1018-510.20-13	UTILITIES	2,875	3,401	4,433	4,433	5,008	5,008
1018-510.20-14	TELEPHONE	1,760	1,808	1,808	1,808	1,840	1,840
1018-510.20-15	INFORMATION SYSTEMS	8,609	4,486	4,880	4,880	4,915	4,915
1018-510.20-16	BUILDING MAINTENANCE	8,897	12,685	13,879	13,879	14,861	14,861
1018-510.20-17	COPIER	768	278	1,027	322	475	475
*	OVERHEAD	34,985	35,535	40,183	39,237	41,426	41,426
ELEM 30 PROFESSIONAL SERVICES							
1018-510.30-11	DESIGN & ENGINEERING	0	0	3,000	0	3,000	3,000
1018-510.30-15	CONSULTING	0	3,668	0	0	4,500	0
1018-510.30-39	TRANSLATION SERVICES	0	126	0	0	250	0
*	PROFESSIONAL SERVICES	0	3,794	3,000	0	7,750	3,000
ELEM 36 SPECIAL SERVICES							
1018-510.36-10	PRINTING	140	3,698	1,000	0	5,000	1,000
*	SPECIAL SERVICES	140	3,698	1,000	0	5,000	1,000
ELEM 38 SPECIAL EVENTS							
1018-510.38-40	MARTIN LUTHER KING JR DAY	2,301	973	0	0	0	0
1018-510.38-99	OTHER	0	0	300	0	300	300
*	SPECIAL EVENTS	2,301	973	300	0	300	300
ELEM 61 OFFICE SUPPLIES							
1018-510.61-10	OFFICE SUPPLIES	549	18	0	0	0	0
*	OFFICE SUPPLIES	549	18	0	0	0	0
ELEM 62 POSTAGE							
1018-510.62-10	POSTAGE	0	1,839	0	0	3,575	0
*	POSTAGE	0	1,839	0	0	3,575	0
ELEM 66 TELEPHONE & COMMUNICATION							
1018-510.66-12	CELLULAR PHONE	793	1,216	1,920	1,274	1,620	1,620
*	TELEPHONE & COMMUNICATION	793	1,216	1,920	1,274	1,620	1,620
ELEM 67 DUES & PUBLICATIONS							
1018-510.67-10	DUES	1,210	999	1,660	1,728	1,600	1,600
1018-510.67-20	PUBLICATIONS & BOOKS	166	34	500	34	500	500

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 18 CITY MANAGER							
SUB 0 GENERAL GOVERNMENT							
ELEM 67 DUES & PUBLICATIONS							
*	DUES & PUBLICATIONS	1,376	1,033	2,160	1,762	2,100	2,100
ELEM 69 MISCELLANEOUS CHARGE							
1018-510.69-10	MISCELLANEOUS	1,166	922	1,600	1,742	1,600	1,600
*	MISCELLANEOUS CHARGE	1,166	922	1,600	1,742	1,600	1,600
**	CITY MANAGER	269,819	294,576	317,185	311,133	311,744	299,419

DESCRIPTION: This program provides for the management and oversight of all City service functions. The City Manager is responsible for planning, organizing, directing and evaluating the activities of the municipal government so that policies of the City Council are carried out in an efficient and economical manner. The City Manager prepares agendas, reports and the annual budget for action by the City Council. All actions of the City Council that produce ordinances and policies are implemented by the City Manager through the operating departments. Operating departments are directed and coordinated weekly through staff meetings. The operating departments report to the Mayor and Council via a monthly report, and report to the citizens in the *Municipal Scene*, published semi-monthly. The City Manager appoints all department heads and manages the personnel and purchasing systems, which provide for the purchase of goods and services through competition and the hiring of employees through open advertisement and an interview process. The City Manager recommends legislation, reports on future needs, keeps the Mayor and Council advised of financial conditions and represents the City to the public, press, private agencies and other government entities.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2008 ACTUAL	FY2009		FY2010 TARGET
			TARGET	ACTUAL	
1. Manage the City's financial resources to ensure efficiency and accountability • Ensure that departments are managed within budget	Percent of departments ending fiscal year within budget	100%	100%	100%	100%
2. Provide effective and responsive support to Mayor and Council • Provide prompt response to Mayor and Council requests	Percent of council requests responded to within promised target (30 days or as otherwise specified)	100%	95%	100%	95%
3. Provide leadership to accomplish results • Achieve performance targets	Percent of performance targets achieved by City programs (based on all performance measures over which City Manager has control)	73%	75%	79%	79%

PROGRAM NAME/NUMBER

City Manager/1018

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY07	FY08	FY09	FY10
City Manager	0.75	0.75	0.75	0.75
Assistant City Manager	0.00	0.00	0.00	0.00
Assistant to the City Manager	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	0.00	0.00	0.00
Office Specialist III	0.00	1.00	1.00	0.25
Budget Total	2.75	2.75	2.75	2.00

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 1018	
Element/Object	Details	Total	
12	<u>Travel & Training</u> 12-10 Non-Training Travel	Staff mileage reimbursement	500
	12-11 Travel & Training	International City/County Management Association (ICMA) convention @ Montreal, 2 @ \$2,000 4,000 Maryland Municipal League (MML) annual conference, 1 @ \$1,500, 1 @ \$600 2,100 MML fall legislative conference @ Rocky Gap, 2 @ \$1,000 2,000 MCCMA spring meeting, 1 @ \$950 950 Staff training 900 Local meetings 500	10,450
30	<u>Professional Services</u> 30-11 Design & Engineering	Outside contractor to prepare maps and exhibits for projects and reports	3,000
36	<u>Special Services</u> 36-10 Printing	Copying and printing for special projects	1,000
38	<u>Special Events</u> 38-99 Other	As needed	300
66	<u>Telephone & Communications</u> 66-12 Cellular Phone	Monthly service, 1 phone @ \$95 + 1 allowance @ \$40	1,620
67	<u>Dues & Publications</u> 67-10 Dues	International City/County Management Association (ICMA): City Manager 1,040 Assistant to the City Manager 560	1,600
	67-20 Publications & Books		500

PROGRAM NAME/NUMBER

City Manager/1018

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 1018	
Element/Object		Details	Total
69	<u>Miscellaneous Charge</u> 69-10 Miscellaneous		1,600

Capital Outlay: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 19 CITY CLERK							
SUB 0 GENERAL GOVERNMENT							
ELEM 10 PAYROLL-WAGES							
1019-510.10-01	SALARY	58,472	62,365	65,413	66,236	69,060	69,060
1019-510.10-02	HOURLY	0	0	0	295	31,192	31,192
*	PAYROLL-WAGES	58,472	62,365	65,413	66,531	100,252	100,252
ELEM 11 FRINGE BENEFITS							
1019-510.11-10	FICA	4,184	4,504	4,750	4,704	7,266	7,266
1019-510.11-12	HEALTH INSURANCE	2,311	2,431	2,540	4,297	5,984	5,984
1019-510.11-13	DENTAL INSURANCE	124	111	119	170	317	317
1019-510.11-14	LIFE INSURANCE	193	201	199	195	304	304
1019-510.11-15	VISION INSURANCE	78	75	70	132	260	260
1019-510.11-17	457 CITY MATCH CONTRIBUTN	575	650	652	673	1,043	1,043
1019-510.11-18	RETIREMENT	3,835	4,097	4,291	4,336	6,566	6,566
1019-510.11-21	WORKERS COMPENSATION INS	193	203	139	139	181	181
1019-510.11-22	LONG TERM DISABILITY INS	292	281	238	235	365	365
*	FRINGE BENEFITS	11,785	12,553	12,998	14,881	22,286	22,286
ELEM 12 TRAVEL & TRAINING							
1019-510.12-10	NON TRAINING TRAVEL	0	113	150	184	150	150
1019-510.12-11	TRAVEL & TRAINING	3,076	2,914	4,100	3,822	4,050	4,050
*	TRAVEL & TRAINING	3,076	3,027	4,250	4,006	4,200	4,200
ELEM 20 OVERHEAD							
1019-510.20-10	INSURANCE	2,783	3,035	3,369	3,369	3,700	3,700
1019-510.20-12	POSTAGE	244	4	585	89	306	306
1019-510.20-13	UTILITIES	1,797	2,126	2,770	2,770	3,130	3,130
1019-510.20-14	TELEPHONE	1,980	2,034	2,034	2,034	2,070	2,070
1019-510.20-15	INFORMATION SYSTEMS	4,304	4,486	4,880	4,880	4,915	4,915
1019-510.20-16	BUILDING MAINTENANCE	8,897	12,685	13,879	13,879	14,861	14,861
1019-510.20-17	COPIER	365	410	616	121	475	475
*	OVERHEAD	20,370	24,780	28,133	27,142	29,457	29,457
ELEM 30 PROFESSIONAL SERVICES							
1019-510.30-13	ADMINISTRATIVE	2,703	0	0	0	0	0
*	PROFESSIONAL SERVICES	2,703	0	0	0	0	0
ELEM 36 SPECIAL SERVICES							
1019-510.36-10	PRINTING	4,130	7,119	5,550	3,279	5,875	5,875
1019-510.36-11	CLASSIFIED ADVERTISING	3,028	856	5,000	1,815	4,000	4,000
1019-510.36-40	FILES MANAGEMENT	0	0	0	0	15,600	15,600
*	SPECIAL SERVICES	7,158	7,975	10,550	5,094	25,475	25,475
ELEM 47 CLOTHING & UNIFORMS							
1019-510.47-10	CLOTHING & UNIFORMS	0	0	300	269	300	300
*	CLOTHING & UNIFORMS	0	0	300	269	300	300
ELEM 60 SUPPLIES							
1019-510.60-10	GENERAL SUPPLIES	0	0	0	319	0	0
*	SUPPLIES	0	0	0	319	0	0
ELEM 61 OFFICE SUPPLIES							
1019-510.61-10	OFFICE SUPPLIES	670	1,197	2,000	1,311	1,500	1,500
*	OFFICE SUPPLIES	670	1,197	2,000	1,311	1,500	1,500
ELEM 62 POSTAGE							
1019-510.62-10	POSTAGE	0	0	0	37	0	0
*	POSTAGE	0	0	0	37	0	0
ELEM 67 DUES & PUBLICATIONS							
1019-510.67-10	DUES	325	275	370	340	340	340
1019-510.67-20	PUBLICATIONS & BOOKS	603	236	330	252	330	330
*	DUES & PUBLICATIONS	928	511	700	592	670	670
ELEM 69 MISCELLANEOUS CHARGE							

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 19 CITY CLERK							
SUB 0 GENERAL GOVERNMENT							
ELEM 69 MISCELLANEOUS CHARGE							
1019-510.69-10	MISCELLANEOUS	177	0	0	19	0	0
*	MISCELLANEOUS CHARGE	177	0	0	19	0	0
ELEM 92 MACHINERY & EQUIPMENT							
1019-510.92-40	PHOTOGRAPHIC EQUIPMENT	404	0	0	0	0	0
*	MACHINERY & EQUIPMENT	404	0	0	0	0	0
**	CITY CLERK	105,743	112,408	124,344	120,201	184,140	184,140

PROGRAM NAME/NUMBER

City Clerk/1019

DESCRIPTION: This program is responsible for the preparation of Council meeting agendas and minutes; provides support services to Mayor & Council, including meeting and travel arrangements; maintains the official records of the City; responds to public information requests; provides municipal information to the public through publication of the *Municipal Scene*, administration of the cable television public access channel, and response to resident inquiries; coordinates the City's advisory boards, committees and commissions and their membership; coordinates the petition process for traffic-calming and permit parking requests; schedules and advertises public hearings; coordinates use of City buildings and facilities; and prepares the City calendar.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2008 ACTUAL	FY2009		FY2010 TARGET
			TARGET	ACTUAL	
1. Maintain official records and documents • Record minutes promptly and accurately	Percent of Council minutes distributed to Council for review within 10 days of meeting; except June, July, August and December (prior to next meeting)	100%	100%	100%	100%

PROGRAM NAME/NUMBER

City Clerk/1019

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY07	FY08	FY09	FY10
City Clerk	0.60	0.60	0.60	0.60
Assistant City Clerk	0.50	0.50	0.50	0.50
Office Specialist III	0.00	0.00	0.00	0.75
Budget Total	1.10	1.10	1.10	1.85

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 1019
Element/Object	Details	Total	
12 <u>Travel & Training</u> 12-10 Non-Training Travel	Staff mileage reimbursement	150	
12-11 Travel & Training	Maryland Municipal League (MML) convention, 1 @ \$ 1,500 1,500 Maryland Municipal Clerks Association quarterly meetings 300 Certified Municipal Clerk Institute (IIMC) @ Ithaca, NY, 1 @ \$1,000 1,000 IIMC regional conference @ Atlantic City, 2 @ \$500 1,000 Other training 250	4,050	
36 <u>Special Services</u> 36-10 Printing	Letterhead, envelopes, message pads 500 City Code book updates 4,500 General Code - E-Code annual maintenance 875	5,875	
36-11 Classified Advertising	Charter Resolution or annexation advertising, estimate 4 @ \$1,000	4,000	
36-40 Files Management	Scanning of Council meeting and worksession documents, 1,040 hours @ \$15	15,600	
47 <u>Clothing & Uniforms</u> 47-10 Clothing & Uniforms	City seal clothing	300	
61 <u>Office Supplies</u> 61-10 Office Supplies	Includes City Manager's office	1,500	
67 <u>Dues & Publication</u> 67-10 Dues	International Institute of Municipal Clerks (IIMC), 1 @ \$165, 1 @ \$75 240 Maryland Municipal Clerks' Association (MMCA), 2 @ \$50 100	340	
67-20 Publications & Books	MML directories 120 The Washington Post, weekday subscription 110		

PROGRAM NAME/NUMBER

City Clerk/1019

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 1019
Element/Object	Details	Total
	Miscellaneous publications	100
		330

Capital Outlay: None

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FINANCE

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 20 FINANCE ADMINISTRATION							
SUB 0 GENERAL GOVERNMENT							
ELEM 10 PAYROLL-WAGES							
1020-510.10-01	SALARY	35,559	38,160	39,970	40,221	42,199	42,199
*	PAYROLL-WAGES	35,559	38,160	39,970	40,221	42,199	42,199
ELEM 11 FRINGE BENEFITS							
1020-510.11-10	FICA	2,571	2,806	2,779	2,972	2,806	2,806
1020-510.11-12	HEALTH INSURANCE	2,222	2,515	2,662	2,776	2,975	2,975
1020-510.11-13	DENTAL INSURANCE	152	147	157	161	168	168
1020-510.11-14	LIFE INSURANCE	117	121	121	117	128	128
1020-510.11-15	VISION INSURANCE	62	60	56	64	56	56
1020-510.11-17	457 CITY MATCH CONTRIBUTN	214	364	365	486	365	365
1020-510.11-18	RETIREMENT	2,323	2,452	2,598	2,614	2,743	2,743
1020-510.11-21	WORKERS COMPENSATION INS	117	122	84	84	76	76
1020-510.11-22	LONG TERM DISABILITY INS	177	170	146	141	154	154
*	FRINGE BENEFITS	7,955	8,757	8,968	9,415	9,471	9,471
ELEM 12 TRAVEL & TRAINING							
1020-510.12-10	NON TRAINING TRAVEL	211	170	0	105	150	150
1020-510.12-11	TRAVEL & TRAINING	4,331	4,183	5,720	5,771	5,590	5,590
*	TRAVEL & TRAINING	4,542	4,353	5,720	5,876	5,740	5,740
ELEM 20 OVERHEAD							
1020-510.20-10	INSURANCE	5,566	6,070	6,737	6,737	7,400	7,400
1020-510.20-13	UTILITIES	8,266	9,778	12,744	12,744	14,398	14,398
1020-510.20-14	TELEPHONE	3,300	3,390	3,390	3,390	3,450	3,450
1020-510.20-15	INFORMATION SYSTEMS	8,609	8,972	9,759	9,759	9,831	9,831
1020-510.20-16	BUILDING MAINTENANCE	14,235	20,296	22,206	22,206	23,777	23,777
*	OVERHEAD	39,976	48,506	54,836	54,836	58,856	58,856
ELEM 61 OFFICE SUPPLIES							
1020-510.61-10	OFFICE SUPPLIES	0	0	100	0	100	100
*	OFFICE SUPPLIES	0	0	100	0	100	100
ELEM 66 TELEPHONE & COMMUNICATION							
1020-510.66-12	CELLULAR PHONE	397	378	600	372	600	600
*	TELEPHONE & COMMUNICATION	397	378	600	372	600	600
ELEM 67 DUES & PUBLICATIONS							
1020-510.67-10	DUES	725	660	695	795	715	715
1020-510.67-20	PUBLICATIONS & BOOKS	829	832	965	771	980	980
*	DUES & PUBLICATIONS	1,554	1,492	1,660	1,566	1,695	1,695
ELEM 69 MISCELLANEOUS CHARGE							
1020-510.69-10	MISCELLANEOUS	450	213	250	83	250	250
*	MISCELLANEOUS CHARGE	450	213	250	83	250	250
**	FINANCE ADMINISTRATION	90,433	101,859	112,104	112,369	118,911	118,911

PROGRAM NAME/NUMBER

Finance Administration/1020

DESCRIPTION: This program provides financial and other services not otherwise included in other Finance programs such as payroll services, accounting and reporting, collections, budget or information technology; also provides overall management of the programs listed. This program responds to ad hoc requests of the City Manager for special projects as required during the fiscal year, ensures regulatory compliance, supervision of procurement and maintains adequate audit and internal controls.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2008 ACTUAL	FY2009		FY2010 TARGET
			TARGET	ACTUAL	
1. Manage revenues to ensure the City receives all revenues to which it is entitled <ul style="list-style-type: none"> ● Identify new revenue sources or ways to reduce expenditures 	Percent of projected revenues actually received	101%	100%	101%	100%
2. Ensure that purchases comply with policy and procedures	Percent of purchases made in compliance with policy and procedures	90%	90%	90%	90%
3. Ensure accountability for sound financial management through adequate policies, audit and internal controls	Number of substantiated violations identified through audit or review	0	0	0	0
	Number of external audit findings	0	0	0	0

PROGRAM NAME/NUMBER

Finance Administration/1020

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY07	FY08	FY09	FY10
Director of Finance	0.30	0.30	0.30	0.30
Deputy Director of Finance	0.10	0.10	0.10	0.10
Budget Total	0.40	0.40	0.40	0.40

OPERATING EXPENDITURES: Dues and subscriptions include professional licenses and dues for staff CPAs, technical publications and subscriptions. Travel & Training includes approved continuing professional education requirements for CPAs during the upcoming fiscal year, primarily through meetings sponsored by the Government Finance Officers Association (GFOA) and Maryland Government Finance Officers Association (MDGFOA). Both the Director and Deputy Director of Finance need 40 hours of CPE each year to maintain their CPA licenses.

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 1020	
Element/Object	Details	Total	
12	<u>Travel & Training</u> 12-10 Non Training Travel	Staff mileage reimbursement	150
	12-11 Travel & Training	MDGFOA, quarterly meetings, 2 attendees @ \$400 800 MDGFOA, annual conference, 2 @ \$500 1,000 GFOA annual conference @ Atlanta: Registration, 2 @ \$375 750 Travel and lodging, 2 @ \$1,520 3,040	5,590
61	<u>Office Supplies</u> 61-10 Office Supplies		100
66	<u>Telephone & Communications</u> 66-12 Cellular Phone	Monthly service @ \$50, 1 phone	600
67	<u>Dues & Publications</u> 67-10 Dues	American Institute of CPAs (AICPA), 1 @ \$200 200 Government Finance Officers Association (GFOA), 1 @ \$220, 1 @ \$150 370 Maryland Government Finance Officers Association (MDGFOA), 3 @ \$35 105 Maryland Department of Licensing, 1 @ \$40 (bi-annual license renewals are on staggered schedule) 40	715
	67-20 Publications & Books	CAFR submission fee for GFOA award 425 Budget submission fee for GFOA award 265 Maryland Municipal League directories 90 GFOA and GASB publications 200	980

PROGRAM NAME/NUMBER

Finance Administration/1020

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 1020	
Element/Object		Details	Total
69	<u>Miscellaneous Charge</u> 69-10 Miscellaneous		250

Capital Outlay: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 21 PAYROLL SERVICES							
SUB 0 GENERAL GOVERNMENT							
ELEM 10 PAYROLL-WAGES							
1021-510.10-01	SALARY	8,295	8,756	9,278	9,335	9,795	9,795
1021-510.10-02	HOURLY	50,712	53,522	56,751	57,100	60,046	60,046
1021-510.10-03	OVERTIME	33	51	150	89	150	150
*	PAYROLL-WAGES	59,040	62,329	66,179	66,524	69,991	69,991
ELEM 11 FRINGE BENEFITS							
1021-510.11-10	FICA	4,247	4,493	4,736	4,784	4,986	4,986
1021-510.11-12	HEALTH INSURANCE	11,063	12,268	12,980	13,546	14,540	14,540
1021-510.11-13	DENTAL INSURANCE	455	466	497	526	584	584
1021-510.11-14	LIFE INSURANCE	196	201	200	195	212	212
1021-510.11-15	VISION INSURANCE	294	286	267	273	267	267
1021-510.11-17	457 CITY MATCH CONTRIBUTN	626	676	678	702	678	678
1021-510.11-18	RETIREMENT	3,839	4,061	4,308	4,331	4,556	4,556
1021-510.11-21	WORKERS COMPENSATION INS	194	202	139	139	125	125
1021-510.11-22	LONG TERM DISABILITY INS	294	282	241	235	255	255
*	FRINGE BENEFITS	21,208	22,935	24,046	24,731	26,203	26,203
ELEM 12 TRAVEL & TRAINING							
1021-510.12-11	TRAVEL & TRAINING	398	30	780	16	680	680
*	TRAVEL & TRAINING	398	30	780	16	680	680
ELEM 20 OVERHEAD							
1021-510.20-12	POSTAGE	321	296	585	324	306	306
1021-510.20-14	TELEPHONE	880	904	904	904	920	920
1021-510.20-15	INFORMATION SYSTEMS	34,435	35,889	39,038	39,038	39,324	39,324
1021-510.20-17	COPIER	74	55	205	77	238	238
*	OVERHEAD	35,710	37,144	40,732	40,343	40,788	40,788
ELEM 67 DUES & PUBLICATIONS							
1021-510.67-10	DUES	165	165	165	195	165	165
1021-510.67-20	PUBLICATIONS & BOOKS	439	339	440	623	525	525
*	DUES & PUBLICATIONS	604	504	605	818	690	690
**	PAYROLL SERVICES	116,960	122,942	132,342	132,432	138,352	138,352

PROGRAM NAME/NUMBER

Payroll Services/1021

DESCRIPTION: Prepare payroll checks for City employees, prepare all required payroll tax returns, process benefit payments, prepare year-end W-2 forms and complete all government required filings.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2008 ACTUAL	FY2009		FY2010 TARGET
			TARGET	ACTUAL	
1. Ensure that payroll is processed in a timely and accurate manner • Complete 1 payroll audit annually, in preparation for issuance of W-2's	Percent of payments made timely	100%	100%	100%	100%
	Percent of payments made accurately * <i>*Note: Subject to accurate departmental submissions</i>	100%	95%	100%	95%
	Number of payroll audits performed (employee paycheck receipt and verification of recorded information)	1	1	1	1
2. Prepare all government filings by appropriate due dates	Number of filing delays	0	0	0	0
	Number of filing errors	0	0	0	0
3. Provide accurate and timely response to payroll questions from City employees	Percent of employees responding to employee survey satisfied with helpfulness and responsiveness of payroll services	100%	98%	100%	98%

PROGRAM NAME/NUMBER

Payroll Services/1021

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY07	FY08	FY09	FY10
Director of Finance	0.05	0.05	0.05	0.05
Deputy Director of Finance	0.05	0.05	0.05	0.05
Payroll Supervisor	1.00	1.00	1.00	1.00
Fiscal Support Specialist III	0.10	0.10	0.10	0.10
Budget Total	1.20	1.20	1.20	1.20

OPERATING EXPENDITURES: Travel & Training and Dues & Publications are included in this program for the Payroll Supervisor and her backup in order to provide adequate knowledge of payroll practices and to keep City staff abreast of all changes in payroll laws and regulations.

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 1021	
Element/Object	Details		Total
12	<u>Travel & Training</u> 12-11 Travel & Training	APA – quarterly meetings 80 Other seminars & workshops 600	680
67	<u>Dues & Publications</u> 67-10 Dues	American Payroll Association	165
	67-20 Publications & Books	IOMA Compliance Guide, subscription 350 ACH Participant Directory 175	525

Capital Outlay: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 22 ACCTG & FINANCL REPORTING							
SUB 0 GENERAL GOVERNMENT							
ELEM 10 PAYROLL-WAGES							
1022-510.10-01	SALARY	122,232	127,998	135,454	136,310	143,006	143,006
1022-510.10-02	HOURLY	143,245	162,717	165,215	169,214	169,422	169,422
1022-510.10-03	OVERTIME	336	1,008	500	837	1,000	1,000
*	PAYROLL-WAGES	265,813	291,723	301,169	306,361	313,428	313,428
ELEM 11 FRINGE BENEFITS							
1022-510.11-10	FICA	19,749	21,567	22,312	22,229	22,475	22,475
1022-510.11-12	HEALTH INSURANCE	22,090	24,788	25,438	33,987	37,078	37,078
1022-510.11-13	DENTAL INSURANCE	2,303	2,461	2,456	3,011	3,114	3,114
1022-510.11-14	LIFE INSURANCE	839	870	866	851	897	897
1022-510.11-15	VISION INSURANCE	1,463	1,439	1,327	1,440	1,421	1,421
1022-510.11-17	457 CITY MATCH CONTRIBUTN	2,663	3,223	3,233	3,437	3,233	3,233
1022-510.11-18	RETIREMENT	16,601	18,345	18,717	19,572	20,498	20,498
1022-510.11-21	WORKERS COMPENSATION INS	878	958	639	1,081	564	564
1022-510.11-22	LONG TERM DISABILITY INS	1,269	1,224	1,038	1,020	1,077	1,077
*	FRINGE BENEFITS	67,855	74,875	76,026	86,628	90,357	90,357
ELEM 12 TRAVEL & TRAINING							
1022-510.12-10	NON TRAINING TRAVEL	0	0	0	4	0	0
1022-510.12-11	TRAVEL & TRAINING	2,117	1,392	3,200	3,587	900	900
*	TRAVEL & TRAINING	2,117	1,392	3,200	3,591	900	900
ELEM 20 OVERHEAD							
1022-510.20-12	POSTAGE	5,306	6,199	5,850	6,964	6,735	6,735
1022-510.20-14	TELEPHONE	4,180	4,294	4,294	4,294	4,370	4,370
1022-510.20-15	INFORMATION SYSTEMS	68,870	71,777	78,076	78,076	78,648	78,648
1022-510.20-17	COPIER	1,047	1,295	1,232	1,841	2,377	2,377
*	OVERHEAD	79,403	83,565	89,452	91,175	92,130	92,130
ELEM 30 PROFESSIONAL SERVICES							
1022-510.30-10	AUDITING & ACCOUNTING	12,920	13,420	13,920	13,920	16,000	16,000
1022-510.30-13	ADMINISTRATIVE	0	0	300	0	0	0
*	PROFESSIONAL SERVICES	12,920	13,420	14,220	13,920	16,000	16,000
ELEM 36 SPECIAL SERVICES							
1022-510.36-10	PRINTING	2,654	4,664	4,000	3,813	4,100	4,100
1022-510.36-13	MVA SERVICES	184	4,148	3,030	1,058	2,382	2,382
*	SPECIAL SERVICES	2,838	8,812	7,030	4,871	6,482	6,482
ELEM 47 CLOTHING & UNIFORMS							
1022-510.47-10	CLOTHING & UNIFORMS	742	1,001	900	855	900	900
*	CLOTHING & UNIFORMS	742	1,001	900	855	900	900
ELEM 55 FINANCIAL CHARGES							
1022-510.55-10	BANK SERVICE CHARGES	51	2,839	2,100	9,812	10,600	10,600
1022-510.55-15	CREDIT CARD FEES	13,169	16,572	15,720	20,479	18,660	18,660
1022-510.55-20	ARMORED CAR SERVICE	2,177	3,977	4,200	4,548	4,440	4,440
*	FINANCIAL CHARGES	15,397	23,388	22,020	34,839	33,700	33,700
ELEM 60 SUPPLIES							
1022-510.60-10	GENERAL SUPPLIES	16	76	100	28	100	100
1022-510.60-11	MEETING REFRESHMENTS	0	13	0	110	0	0
*	SUPPLIES	16	89	100	138	100	100
ELEM 61 OFFICE SUPPLIES							
1022-510.61-10	OFFICE SUPPLIES	3,458	5,064	5,680	6,124	5,820	5,820
*	OFFICE SUPPLIES	3,458	5,064	5,680	6,124	5,820	5,820
ELEM 62 POSTAGE							
1022-510.62-10	POSTAGE	16	132	450	227	460	460
*	POSTAGE	16	132	450	227	460	460
ELEM 92 MACHINERY & EQUIPMENT							

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 22 ACCTG & FINANCL REPORTING							
SUB 0 GENERAL GOVERNMENT							
ELEM 92 MACHINERY & EQUIPMENT							
1022-510.92-20	EQUIPMENT	460	0	0	0	0	0
*	MACHINERY & EQUIPMENT	460	0	0	0	0	0
ELEM 93 OFFICE EQUIPMENT							
1022-510.93-10	OFFICE EQUIPMENT	0	215	0	925	0	0
*	OFFICE EQUIPMENT	0	215	0	925	0	0
**	ACCTG & FINANCL REPORTING	451,035	503,676	520,247	549,654	560,277	560,277

DESCRIPTION: This program performs general ledger and financial reporting functions for the City. Financial reporting includes all monthly program reports and the annual audit report. General ledger activity included in these reports includes billing for personal property taxes and services, collecting cash, disbursing cash, encumbering funds, investing cash, recording fixed asset acquisitions and dispositions, maintaining supporting detail schedules and account reconciliations.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2008 ACTUAL	FY2009		FY2010 TARGET
			TARGET	ACTUAL	
1. Ensure timely and accurate collection of taxes and other accounts receivable	Percent of personal property tax bills issued on time	100%	100%	100%	100%
	Percent of accounts receivable collected when due	90%	90%	90%	90%
2. Ensure timely and accurate collection of parking tickets	Percent of current fiscal year tickets collected in-house during current fiscal year	70%	70%	70%	70%
	Percent of current fiscal year tickets collected by collection agency during current fiscal year	5%	5%	5%	5%
3. Provide timely and accurate reports of financial condition <ul style="list-style-type: none"> ● Issue monthly financial reports within 12 working days after the end of the month ● Complete the CAFR (Comprehensive Annual Financial Report) and Maryland Uniform Financial Report (UFR) by November 1 ● Achieve GFOA award for the CAFR 	Percent of monthly reports issued within deadlines	100%	100%	100%	100%
4. Manage the certified audit	Percent of audit deadlines met	100%	100%	100%	100%
5. Manage cash to generate revenue through sound investments, in accordance with adopted investment policy	Percent of cash invested	95%	95%	95%	95%
	Dollars of investment earnings	\$200,363	\$135,000	\$145,901	\$130,000

PROGRAM NAME/NUMBER

Accounting & Financial Reporting/1022

<ul style="list-style-type: none">• Maintain proper level of compensating balance to reduce or eliminate bank service charges; weigh earnings loss against bank charges	Bank service charges paid	\$2,177	\$2,100	\$9,812	<\$10,600
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PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY07	FY08	FY09	FY10
Director of Finance	0.15	0.15	0.15	0.15
Deputy Director of Finance	0.75	0.75	0.75	0.75
Billing & Collections Supervisor	1.00	1.00	1.00	1.00
Fiscal Support Specialist III	1.90	1.90	1.90	1.90
Fiscal Support Specialist II	1.30	1.30	1.80	1.80
Office Specialist II	0.50	0.50	0.00	0.00
Budget Total	5.60	5.60	5.60	5.60

OPERATING EXPENDITURES: Bank charges include service charges for the parking ticket collection account with Bank of the West; service charges for the City's core accounts have been reduced through compensating balances (set at appropriate levels to maximize the interrelationship between loss of investment earnings and charges for services) at Bank of America. Office supplies include W-2 and 1099 forms, computer paper, filing supplies and storage boxes. Travel and Training included in this program is for staff training in technical procedures. Printing cost includes the printing of the CAFR, disbursement and payroll checks, security envelopes, etc. Postage includes MVA tape handling and mailing of dunning notices and statements. The certified audit fee is based on a 3-year audit contract with an optional 4th year, bid in spring 2006.

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 1022	
Element/Object	Details	Total	
12	<u>Travel & Training</u> 12-11 Travel & Training	MDGFOA, quarterly meetings, 1 @ \$400 400 MDGFOA, annual conference, 1 @ \$500 500	900
30	<u>Professional Services</u> 30-10 Auditing & Accounting	Contract for auditing services, optional 4th year 13,920 Single audit, required if Federal funds received in FY2009 exceed \$500,000 2,080	16,000
36	<u>Special Services</u> 36-10 Printing	CAFR, 100 copies 300 Parking dunning notices (6,000 annually) 1,200 Envelopes, security window and plain 1,200 Disbursement and payroll account checks 1,000 Other forms and printing 400	4,100
	36-13 MVA Services	Maryland MVA address requests, 600 x 12 months @ \$0.025 per record 180 New Jersey MVA address requests, 13 x 12 months @ \$4.50 per record 702 Other states' motor vehicle address requests through DMVRegInfo, 100 x 12 months @ \$1.25 per record 1,500	2,382

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 1022	
	Element/Object	Details	Total
47	<u>Clothing & Uniforms</u> 47-10 Clothing & Uniforms	City seal clothing for staff	900
55	<u>Financial Charges</u> 55-10 Banks	Bank of America, account activity charges for months when account activity charges exceed earnings on compensating balance 10,300 Bank of the West, service charges @ \$25/month 300	10,600
	55-15 Credit Cards	Visa, MasterCard discount, \$1,400 monthly 16,800 American Express discount, \$125 monthly 1,500 Discover Card discount, \$30 monthly 360	18,660
	55-20 Armored Car Service	Armored car service for parking meter coin pickup @ \$370 monthly	4,440
60	<u>Supplies</u> 60-10 General Supplies		100
61	<u>Office Supplies</u> 61-10 Office Supplies	W-2 and 1099 forms and envelopes 300 Record retention storage boxes 500 Calendars 200 Computer paper, 60 boxes @ \$52 3,120 Binders, folders, dividers 400 Miscellaneous supplies 500 Plastic bags for bank deposit of parking meter coin 800	5,820
62	<u>Postage</u> 62-10 Postage	U. S. Postal Service – first class presort fee permit 180 U. S. Postal Service – standard mail fee permit 180 Shipping charges, GFOA submittals and other 100	460

Capital Outlay: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 23 BUDGET DEVEL & MONITORING							
SUB 0 GENERAL GOVERNMENT							
ELEM 10 PAYROLL-WAGES							
1023-510.10-01	SALARY	40,526	42,783	45,324	45,609	47,851	47,851
*	PAYROLL-WAGES	40,526	42,783	45,324	45,609	47,851	47,851
ELEM 11 FRINGE BENEFITS							
1023-510.11-10	FICA	2,915	3,186	3,148	3,376	3,179	3,179
1023-510.11-12	HEALTH INSURANCE	2,418	2,732	2,892	3,016	3,232	3,232
1023-510.11-13	DENTAL INSURANCE	164	158	169	174	181	181
1023-510.11-14	LIFE INSURANCE	133	137	137	133	145	145
1023-510.11-15	VISION INSURANCE	70	68	63	71	63	63
1023-510.11-17	457 CITY MATCH CONTRIBUTN	241	416	417	558	417	417
1023-510.11-18	RETIREMENT	2,634	2,781	2,946	2,965	3,110	3,110
1023-510.11-21	WORKERS COMPENSATION INS	133	138	95	95	86	86
1023-510.11-22	LONG TERM DISABILITY INS	201	192	165	160	174	174
*	FRINGE BENEFITS	8,909	9,808	10,032	10,548	10,587	10,587
ELEM 20 OVERHEAD							
1023-510.20-15	INFORMATION SYSTEMS	21,522	22,430	24,399	24,399	24,577	24,577
1023-510.20-17	COPIER	1,044	918	1,027	1,026	1,188	1,188
*	OVERHEAD	22,566	23,348	25,426	25,425	25,765	25,765
ELEM 36 SPECIAL SERVICES							
1023-510.36-10	PRINTING	2,258	1,863	2,500	727	2,500	2,500
1023-510.36-11	CLASSIFIED ADVERTISING	513	212	1,000	276	1,000	1,000
*	SPECIAL SERVICES	2,771	2,075	3,500	1,003	3,500	3,500
**	BUDGET DEVEL & MONITORING	74,772	78,014	84,282	82,585	87,703	87,703

PROGRAM NAME/NUMBER

Budget Development & Monitoring/1023

DESCRIPTION: This program prepares budget worksheets, reports and adopted budget for the City, coordinates meetings with department heads to review budget requests, analyzes requested budget with City Manager and assists in presenting proposed budget to Mayor and Council, schedules budget work sessions to comply with City Code requirements, and monitors actual account activity against budget during the fiscal year.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2008 ACTUAL	FY2009		FY2010 TARGET
			TARGET	ACTUAL	
1. Manage the City's budget process to allocate resources in a manner that achieves Council goals and supports effective and efficient service delivery <ul style="list-style-type: none">• Meet scheduled deadlines to adopt budget by May 31• Achieve GFOA Distinguished Budget Presentation award	Percent of budget preparation deadlines met	100%	100%	100%	100%

PROGRAM NAME/NUMBER

Budget Development & Monitoring/1023

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY07	FY08	FY09	FY10
Director of Finance	0.35	0.35	0.35	0.35
Deputy Director of Finance	0.10	0.10	0.10	0.10
Budget Total	0.45	0.45	0.45	0.45

OPERATING EXPENDITURES: Printing includes printing of the Requested and Adopted budgets. Classified advertising covers advertising of the proposed budget and constant yield tax rate and one budget amendment in local newspapers.

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 1023	
Element/Object	Details	Total	
36	<u>Special Services</u>		
	36-10 Printing	FY2009 Requested Budget, 50 copies 500 FY2009 Adopted Budget, 100 copies @ \$20 2,000	2,500
	36-11 Classified Advertising	Advertising, budget ordinances and constant yield tax rate	1,000

Capital Outlay: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 24 INFORMATION SYSTEMS							
SUB 0 GENERAL GOVERNMENT							
ELEM 10 PAYROLL-WAGES							
1024-510.10-01	SALARY	131,801	147,347	155,048	156,058	163,693	163,693
1024-510.10-02	HOURLY	90,193	93,692	102,761	97,243	108,060	108,060
1024-510.10-03	OVERTIME	1,632	2,225	3,000	1,318	2,000	2,000
*	PAYROLL-WAGES	223,626	243,264	260,809	254,619	273,753	273,753
ELEM 11 FRINGE BENEFITS							
1024-510.11-10	FICA	16,703	18,019	19,677	19,111	20,403	20,403
1024-510.11-12	HEALTH INSURANCE	8,707	11,792	11,891	14,248	14,326	14,326
1024-510.11-13	DENTAL INSURANCE	1,204	1,243	1,367	1,363	1,463	1,463
1024-510.11-14	LIFE INSURANCE	701	755	781	747	825	825
1024-510.11-15	VISION INSURANCE	480	560	406	527	546	546
1024-510.11-17	457 CITY MATCH CONTRIBUTN	1,446	1,726	1,851	1,758	1,851	1,851
1024-510.11-18	RETIREMENT	10,277	11,063	14,324	14,425	15,039	15,039
1024-510.11-21	WORKERS COMPENSATION INS	6,284	6,339	5,870	5,460	5,076	5,076
1024-510.11-22	LONG TERM DISABILITY INS	1,058	1,061	940	903	991	991
*	FRINGE BENEFITS	46,860	52,558	57,107	58,542	60,520	60,520
ELEM 12 TRAVEL & TRAINING							
1024-510.12-10	NON TRAINING TRAVEL	1,581	1,317	1,700	1,353	1,700	1,700
1024-510.12-11	TRAVEL & TRAINING	2,385	6,899	8,600	4,444	7,980	7,980
*	TRAVEL & TRAINING	3,966	8,216	10,300	5,797	9,680	9,680
ELEM 20 OVERHEAD							
1024-510.20-12	POSTAGE	25,889-	28,251-	29,250-	27,691-	30,600-	30,600-
1024-510.20-14	TELEPHONE	22,000-	22,600-	22,600-	22,600-	23,000-	23,000-
1024-510.20-15	INFORMATION SYSTEMS	430,439-	448,607-	487,973-	487,973-	491,549-	491,549-
1024-510.20-17	COPIER	17,262-	15,643-	20,537-	13,723-	23,766-	23,766-
*	OVERHEAD	495,590-	515,101-	560,360-	551,987-	568,915-	568,915-
ELEM 30 PROFESSIONAL SERVICES							
1024-510.30-14	SUPPORT SERVICES	5,440	10,243	10,500	4,015	7,500	7,500
*	PROFESSIONAL SERVICES	5,440	10,243	10,500	4,015	7,500	7,500
ELEM 34 CONTRACTUAL SERVICES							
1024-510.34-73	CABLING	0	0	0	3,241	1,500	1,500
*	CONTRACTUAL SERVICES	0	0	0	3,241	1,500	1,500
ELEM 36 SPECIAL SERVICES							
1024-510.36-15	CATERING FOR MEETINGS	0	50	0	85	0	0
1024-510.36-63	PGINCC I-NET PRORATA EXP	0	9,284	19,098	13,368	21,810	21,810
*	SPECIAL SERVICES	0	9,334	19,098	13,453	21,810	21,810
ELEM 40 REPAIR & MAINTENANCE							
1024-510.40-14	COMPUTER EQUIPMENT	393	385	1,000	106	1,000	1,000
1024-510.40-15	TELEPHONE EQUIPMENT	3,134	635	3,000	715	3,000	3,000
*	REPAIR & MAINTENANCE	3,527	1,020	4,000	821	4,000	4,000
ELEM 45 MAINTENANCE CONTRACT							
1024-510.45-10	COMPUTER SOFTWARE SUPPORT	51,986	54,040	58,347	59,609	61,272	61,272
1024-510.45-11	COMPUTER HARDWARE SUPPORT	4,821	3,875	5,652	8,021	7,286	7,286
1024-510.45-12	COPIERS	688	602	720	425	0	0
1024-510.45-13	HANDHELD TICKET WRITERS	3,860	3,966	4,391	4,285	4,391	4,391
1024-510.45-15	OFFICE EQUIPMENT	1,764	1,975	1,778	1,948	1,710	1,710
1024-510.45-16	BUILDING SERVICES	750	0	1,338	757	1,457	1,457
*	MAINTENANCE CONTRACT	63,869	64,458	72,226	75,045	76,116	76,116
ELEM 48 RENTAL							
1024-510.48-10	OFFICE EQUIPMENT	840	1,151	1,140	1,208	1,240	1,240
1024-510.48-20	COPIERS	14,179	11,848	13,787	15,010	17,016	17,016
*	RENTAL	15,019	12,999	14,927	16,218	18,256	18,256
ELEM 60 SUPPLIES							
1024-510.60-10	GENERAL SUPPLIES	124	436	250	12	250	250

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 24 INFORMATION SYSTEMS							
SUB 0 GENERAL GOVERNMENT							
ELEM 60 SUPPLIES							
1024-510.60-11	MEETING REFRESHMENTS	0	44	0	0	0	0
1024-510.60-20	COMPUTER SUPPLIES	14,891	15,448	17,300	14,344	16,700	16,700
*	SUPPLIES	15,015	15,928	17,550	14,356	16,950	16,950
ELEM 61 OFFICE SUPPLIES							
1024-510.61-10	OFFICE SUPPLIES	6,463	6,575	6,500	6,427	6,500	6,500
*	OFFICE SUPPLIES	6,463	6,575	6,500	6,427	6,500	6,500
ELEM 62 POSTAGE							
1024-510.62-10	POSTAGE	27,012	28,348	29,250	30,770	30,600	30,600
*	POSTAGE	27,012	28,348	29,250	30,770	30,600	30,600
ELEM 66 TELEPHONE & COMMUNICATION							
1024-510.66-10	TELEPHONE	22,949	23,480	22,600	22,812	23,000	23,000
1024-510.66-11	PAGER	105	0	0	0	0	0
1024-510.66-12	CELLULAR PHONE	4,125	5,173	6,452	7,282	5,660	5,660
1024-510.66-14	INTERNET	6,627	6,928	6,531	5,550	270	270
*	TELEPHONE & COMMUNICATION	33,806	35,581	35,583	35,644	28,930	28,930
ELEM 67 DUES & PUBLICATIONS							
1024-510.67-10	DUES	195	195	150	195	200	200
1024-510.67-20	PUBLICATIONS & BOOKS	0	0	200	187	200	200
*	DUES & PUBLICATIONS	195	195	350	382	400	400
ELEM 97 COMMUNICATIONS EQUIPMENT							
1024-510.97-10	TELEPHONE SYSTEM	632	765	1,000	648	1,000	1,000
*	COMMUNICATIONS EQUIPMENT	632	765	1,000	648	1,000	1,000
ELEM 98 COMPUTER HDWE & SOFTWARE							
1024-510.98-10	COMPUTER HARDWARE	34,347	14,581	17,160	25,479	7,400	7,400
1024-510.98-20	COMPUTER SOFTWARE	2,601	14,229	4,000	6,544	4,000	4,000
*	COMPUTER HDWE & SOFTWARE	36,948	28,810	21,160	32,023	11,400	11,400
**	INFORMATION SYSTEMS	13,212-	3,193	0	14	0	0

PROGRAM NAME/NUMBER

Information Systems/1024

DESCRIPTION: This program provides computer, copier, postage and telephone services to various City programs; provides service and maintenance agreements, computer training, service, and preventive maintenance for associated equipment and software; provides supplies for computer equipment; coordinates installation of new equipment, moving and changing of existing equipment and telephone services; and coordinates service calls on equipment. Expenditures in this program are charged out to other programs through various overhead accounts (Information Systems, Postage, Telephone, Copier), resulting in a zero budget total.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2008 ACTUAL	FY2009		FY2010 TARGET
			TARGET	ACTUAL	
1. Ensure the continuity of operations for information technology and telecommunications systems to support City government • Update the disaster recovery plan annually	Percent of system availability for networks (does not include scheduled down time)	95%	95%	95%	95%
	Percent of system availability for voice systems	100%	100%	100%	100%
2. Ensure that all telephone, copier and other information systems equipment are functioning properly Note: Measures subject to equipment delivery and software vendor delays	Percent of equipment requiring repair or replacement due to breakdown	<5%	<5%	<5%	<5%
	Percent of repairs completed within 3 working days	95%	95%	95%	95%
	Percent of non-vendor software problems resolved within 3 working days	100%	100%	100%	100%
	Percent of service requests completed by deadline	95%	95%	95%	95%
	Percent of project deadlines met	90%	90%	90%	90%
3. Maintain the City's web site	Update content, implement improvements and increase functionality	Major update	TBD	TBD	TBD

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY07	FY08	FY09	FY10
Director of Finance	0.15	0.15	0.15	0.15
Information Systems Manager	1.00	1.00	1.00	1.00
Programmer Analyst	1.00	1.00	1.00	1.00
Information Systems Technician III	0.00	0.00	1.00	1.00
Information Systems Technician II	2.00	2.00	1.00	1.00
Budget Total	4.15	4.15	4.15	4.15

OPERATING EXPENDITURES: Maintenance contract includes citywide service contracts on various office equipment, computers and software, automated time clock systems and hand-held parking ticket writers. Postage covers postage meter use. Telephone includes all phone service provided to departments in City Hall, including long distance, local service and special lines for fax machines and credit card terminals. Travel & Training includes network courses and training in desktop applications for all City staff.

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 1024	
	Element/Object	Details	Total
12	<u>Travel & Training</u> 12-10 Non Training Travel	Staff mileage reimbursement	1,700
	12-11 Travel & Training	Mid-Atlantic HTE Users Group (MA-HUG) annual conference, 2 @ \$1,200 2,400 Desktop applications training, 20 attendees @ \$219 4,380 Travel and meals for training 1,200	7,980
30	<u>Professional Services</u> 30-14 Management Support Services	Contract services of web technician for improving site, as needed 2,500 Outside consulting on hardware and software, as needed 5,000	7,500
34	<u>Contractual Services</u> 34-73 Cabling	All buildings, as needed	1,500
36	<u>Special Services</u> 36-63 PGINCCC I-Net Pro-Rata Exp	City's pro-rata share of FY10 adopted operating budget of Prince George's I-Net (PGINCCC)	21,810
40	<u>Repair & Maintenance</u> 40-14 Computer	Computers and printers	1,000
	40-15 Telephone System	Telephone equipment repairs and programming, all buildings	3,000
45	<u>Maintenance Contract</u> 45-10 Computer Software Support	Sungard HTE software, all modules 43,863 Public Works software:	

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 1024	
Element/Object	Details	Total	
	Qquest fleet management, including Gasboy interface 389 Kronos time & attendance 2,475 CCAR work orders, 5-user network license fee (no maintenance charge for FY10 as no upgrades are planned) 0 Boyer Safety Services - OSHA Regsoft update service 80 ESRI-ArcView GIS software, 3-user license fee (1 assigned to City Engineer, 2 concurrent users) 1,600 MD Property View, software license fee 980 County Property View data, software license fee 550 MetaFile files management software, scanning licenses for Finance and Public Services 7,000 Symantec Norton Anti-Virus, network subscription 2,030 Systran translation software, annual fee 810 Dameware – network application software 162 Visix – Axis TV (character generator) software 708 Connect Daily calendar software 125 @Mail e-mail service 250 ESRI ArcGIS for Public Works ArcPad 250		61,272
45-11 Computer Hardware Support	IBM – System i5 (AS/400) maintenance, including tape drive 3,138 IBM – 2 AS/400 network line printers (Finance, Public Services) 2,508 Allied Telesyn, I-Net equipment at all locations 1,640		7,286
45-13 Handheld Ticket Writers	AutoCite – maintenance on 9 handheld ticket writers		4,391
45-15 Office Equipment	Neopost – postage meter and electronic scale 1,000 Cummins – coin sorter and counter 710		1,710
45-16 Building Services	Stanley Security Solutions – maintenance on IDenticard security and ID card system @ City Hall 757 VidSec Systems – surveillance cameras and recorder at Public Works yard 700		1,457
48	<u>Rental</u>		
	48-10 Office Equipment	Neopost – postage meter and feeder	1,240
	48-20 Copiers	Konica Minolta bizhub 750 – City Hall Admin. – lease + maintenance, \$1,027 monthly 12,324 Konica Minolta bizhub 600 – Planning – lease + maintenance, \$280 monthly 3,360 Konica Minolta bizhub 200 – Finance – lease + maintenance, \$111 monthly 1,332	17,016
60	<u>Supplies</u>		
	60-10 General Supplies	Copier toner and drums, desktop copiers @ City Hall	250
	60-20 Computer Supplies	PC media 200 Backup tape cartridges 1,500 Laser and inkjet printer toner, all printers 9,000 Color laser printer toner and supplies – Administration,	

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 1024	
Element/Object		Details	Total
		Planning, Public Services and Public Works 5,200 Cables, surge protectors, miscellaneous supplies 800	16,700
61	<u>Office Supplies</u> 61-10 Office Supplies	Copier paper, postage meter supplies	6,500
62	<u>Postage</u> 62-10 Postage	Postage meter usage, increased to cover proposed May 2009 postal rate increase	30,600
66	<u>Telephone & Communications</u> 66-10 Telephone 66-12 Cellular Phone 66-14 Internet	Telephone – local service and long distance at City Hall Monthly service @ \$50, 2 phones 1,200 Replacement parts for all Nextel phones (batteries, chargers, cases, etc.) 500 Verizon Wireless aircard for code enforcement Toughbooks, 6 @ \$55 per month 3,960 T-1 line for Internet access provided by Prince George’s I-Net (included in I-Net budgeted cost) 0 GSA dot gov domain registration, annual fee 125 Network Solutions – 2 domain renewals for RoamSecure sites @ \$35/year 70 Atlantech – website hosting, 3 domains @ \$25/year 75	23,000 270
67	<u>Dues & Publications</u> 67-10 Dues 67-20 Publications & Books	Mid-Atlantic HTE Users Group (MA-HUG) AS/400 technical manuals, IBM programming and network maintenance manuals	200 200
97	<u>Communications Equipment</u> 97-10 Telephone Systems	Replacement telephone equipment, all buildings	1,000
98	<u>Computers & Software</u> 98-10 Hardware 98-20 Software	Replacement PC’s, 4 @ \$875 3,500 Replacement printers, estimate 4 @ \$250 1,000 Replacement monitors, estimate 6 @ \$150 900 Other hardware replacements 2,000 Software upgrades not covered under maintenance	7,400 4,000

Capital Outlay: Telephone systems include the replacement of telephones and other related equipment in all City buildings (\$1,000). Hardware includes replacement PC’s, printers and monitors for units that cannot be cost-effectively repaired (\$7,400). Software includes upgrades not covered under maintenance (\$4,000).

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 25 NON-DEPARTMENTAL EXP							
SUB 0 GENERAL GOVERNMENT							
ELEM 10 PAYROLL-WAGES							
1025-510.10-01	SALARY	4,800	4,800	4,800	4,800	4,813	4,800
1025-510.10-03	OVERTIME	5,515	10,267	10,000	6,369	10,000	10,000
*	PAYROLL-WAGES	10,315	15,067	14,800	11,169	14,813	14,800
ELEM 11 FRINGE BENEFITS							
1025-510.11-10	FICA	774	1,126	1,133	1,107	1,133	1,146
1025-510.11-12	HEALTH INSURANCE	729	1,340	0	1,113	0	0
1025-510.11-13	DENTAL INSURANCE	21	38	0	21	0	0
1025-510.11-14	LIFE INSURANCE	216	11	0	54-	0	0
1025-510.11-15	VISION INSURANCE	989-	29	0	22	0	0
1025-510.11-17	457 CITY MATCH CONTRIBUTN	46	79	0	47	0	0
1025-510.11-18	RETIREMENT	6,539-	667	650	3,891-	650	650
1025-510.11-21	WORKERS COMPENSATION INS	1,816	5,379-	601	6,716	497	497
1025-510.11-22	LONG TERM DISABILITY INS	179	228	0	29-	0	0
*	FRINGE BENEFITS	3,747-	1,861-	2,384	5,052	2,280	2,293
ELEM 20 OVERHEAD							
1025-510.20-10	INSURANCE	139,156-	151,739-	168,433-	168,433-	184,992-	184,992-
1025-510.20-13	UTILITIES	35,940-	42,512-	55,408-	55,408-	62,601-	62,601-
*	OVERHEAD	175,096-	194,251-	223,841-	223,841-	247,593-	247,593-
ELEM 30 PROFESSIONAL SERVICES							
1025-510.30-14	SUPPORT SERVICES	200	240	240	1,126	2,540	2,540
*	PROFESSIONAL SERVICES	200	240	240	1,126	2,540	2,540
ELEM 50 INSURANCE							
1025-510.50-10	LIABILITY INSURANCE	136,482	151,030	168,433	148,235	184,992	184,992
*	INSURANCE	136,482	151,030	168,433	148,235	184,992	184,992
ELEM 60 SUPPLIES							
1025-510.60-10	GENERAL SUPPLIES	2,406	2,935	2,400	4,765	3,600	3,600
*	SUPPLIES	2,406	2,935	2,400	4,765	3,600	3,600
ELEM 65 UTILITIES							
1025-510.65-10	ELECTRICITY	28,596	28,195	29,534	26,350	33,168	33,168
1025-510.65-11	NATURAL GAS	3,711	4,084	5,000	4,065	5,000	5,000
1025-510.65-13	WATER & SEWER	718	1,049	1,050	1,492	1,200	1,200
*	UTILITIES	33,025	33,328	35,584	31,907	39,368	39,368
ELEM 92 MACHINERY & EQUIPMENT							
1025-510.92-50	VIDEO EQUIPMENT	0	0	0	737	0	0
*	MACHINERY & EQUIPMENT	0	0	0	737	0	0
**	NON-DEPARTMENTAL EXP	3,585	6,488	0	20,850-	0	0
***	GENERAL GOVERNMENT	1,919,059	2,125,529	2,319,644	2,257,823	2,467,497	2,443,087

PROGRAM NAME/NUMBER**Non-Departmental Expenditures/1025**

DESCRIPTION: This program provides a cost pool for non-departmental expenditures such as insurance, City Hall utilities and payroll benefits. Funding for the City Hall caretaker is included in this program. The City Hall caretaker is utilized to close the building on nights when a public meeting extends beyond 10:00 p.m. The budgeted costs in this program are allocated to benefiting programs as overhead. Most insurance coverage, with the exception of health insurance, is purchased through the Local Government Insurance Trust (LGIT), of which the City is a charter member. Expenditures in this program are charged out to other programs through various overhead accounts (Insurance, Utilities), resulting in a zero budget total.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2008 ACTUAL	FY2009		FY2010 TARGET
			TARGET	ACTUAL	
1. Assist Human Resources in budgeting for costs of insurance and health benefits	Cost of benefits insurance as a percentage of payroll	8% increase	<=12% increase	11.7% increase	<=12% increase

PROGRAM NAME/NUMBER

Non-Departmental Expenditures/1025

PERSONNEL EXPENDITURES: Personnel expenditures include the salary of 1 Caretaker who is not an FTE. Overtime includes \$10,000 plus fringe benefits for a Public Works employee to open/close Davis Hall for evening City and community meetings.

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY07	FY08	FY09	FY10
Budget Total	0.00	0.00	0.00	0.00

OPERATING EXPENDITURES: Insurance services are primarily provided by Local Government Insurance Trust (LGIT) and include property and casualty coverage and a crime bond.

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 1025	
Element/Object	Details		Total
30 Professional Services 30-14 Management Support Svcs.	Unemployment Tax Service @ \$60 per quarter 240 HFS Benefits – flexible spending account (FSA) administration, estimate 30 participants 2,300		2,540
50 Insurance 50-10 Liability Insurance	General liability – primary 14,903 General liability and auto – excess 14,386 Public officials’ liability 27,796 Auto – primary 40,958 Auto – physical damage 19,033 Property (includes additional \$17,000 for parking garage) 38,984 Boiler and machinery 1,113 Pollution legal liability 9,045 Crime bond 3,142 Contingency and audit 2,000 Insurance deductibles 7,500 Personal injury protection 1,400 Uninsured motorists 571 Metro underpass – WMATA and CSXT 3,481 Fuel storage tanks 680		184,992
60 Supplies 60-10 General Supplies	Coffee, coffee supplies, paper products @ City Hall		3,600
65 Utilities 65-10 Electricity	Estimate based on current usage 28,100 Wind power, 20% premium (increased from 10% in FY2009) 5,068		33,168
65-11 Natural Gas	Estimate based on current usage		5,000
65-13 Water & Sewer	Estimate based on current usage		1,200

PROGRAM NAME/NUMBER

Non-Departmental Expenditures/1025

Capital Outlay: None

PUBLIC SERVICES

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 20 PUBLIC SERVICES							
DIV 10 ADMINISTRATION							
SUB 0 PUBLIC SERVICES							
ELEM 10 PAYROLL-WAGES							
2010-520.10-01	SALARY	85,168	88,811	93,643	93,477	98,124	98,124
2010-520.10-02	HOURLY	12,935	8,944	31,996	25,726	23,244	23,244
2010-520.10-03	OVERTIME	1,158	1,899	1,200	4,753	4,000	4,000
*	PAYROLL-WAGES	99,261	99,654	126,839	123,956	125,368	125,368
ELEM 11 FRINGE BENEFITS							
2010-520.11-10	FICA	7,308	7,572	9,329	9,137	9,178	9,178
2010-520.11-12	HEALTH INSURANCE	3,389	3,632	5,964	5,006	6,076	6,076
2010-520.11-13	DENTAL INSURANCE	324	293	508	566	580	580
2010-520.11-14	LIFE INSURANCE	323	312	324	314	368	368
2010-520.11-15	VISION INSURANCE	236	239	264	299	358	358
2010-520.11-17	457 CITY MATCH CONTRIBUTN	715	647	1,173	1,039	782	782
2010-520.11-18	RETIREMENT	6,598	6,515	7,449	7,569	7,740	7,740
2010-520.11-21	WORKERS COMPENSATION INS	327	326	268	263	224	224
2010-520.11-22	LONG TERM DISABILITY INS	490	443	390	378	442	442
*	FRINGE BENEFITS	19,710	19,979	25,669	24,571	25,748	25,748
ELEM 12 TRAVEL & TRAINING							
2010-520.12-10	NON TRAINING TRAVEL	806	453	0	23	0	0
2010-520.12-11	TRAVEL & TRAINING	3,816	4,316	5,000	2,111	5,000	5,000
*	TRAVEL & TRAINING	4,622	4,769	5,000	2,134	5,000	5,000
ELEM 20 OVERHEAD							
2010-520.20-10	INSURANCE	2,783	3,035	3,369	3,369	3,700	3,700
2010-520.20-12	POSTAGE	411	113	585	43	0	0
2010-520.20-15	INFORMATION SYSTEMS	4,304	4,486	4,880	4,880	4,915	4,915
2010-520.20-16	BUILDING MAINTENANCE	17,793	25,371	27,758	27,758	29,721	29,721
*	OVERHEAD	25,291	33,005	36,592	36,050	38,336	38,336
ELEM 30 PROFESSIONAL SERVICES							
2010-520.30-13	ADMINISTRATIVE	4,345	6,763	5,000	105	5,000	5,000
2010-520.30-39	TRANSLATION SERVICES	55	0	500	0	500	500
*	PROFESSIONAL SERVICES	4,400	6,763	5,500	105	5,500	5,500
ELEM 36 SPECIAL SERVICES							
2010-520.36-10	PRINTING	4,425	2,424	4,000	1,493	4,000	4,000
*	SPECIAL SERVICES	4,425	2,424	4,000	1,493	4,000	4,000
ELEM 40 REPAIR & MAINTENANCE							
2010-520.40-10	OFFICE EQUIPMENT	178	248	300	0	300	300
2010-520.40-11	BUILDINGS & GROUNDS	2,652	598	600	282	600	600
2010-520.40-13	TOOLS & EQUIPMENT	0	0	250	0	250	250
2010-520.40-25	HVAC REPAIRS	328	824	500	435	500	500
*	REPAIR & MAINTENANCE	3,158	1,670	1,650	717	1,650	1,650
ELEM 45 MAINTENANCE CONTRACT							
2010-520.45-16	BUILDING SERVICES	277	307	280	121	280	280
2010-520.45-22	SECURITY ALARM MONITORING	839	371	288	538	288	288
2010-520.45-23	PEST CONTROL	504	616	720	600	720	720
*	MAINTENANCE CONTRACT	1,620	1,294	1,288	1,259	1,288	1,288
ELEM 47 CLOTHING & UNIFORMS							
2010-520.47-10	CLOTHING & UNIFORMS	640	211	650	580	650	650
*	CLOTHING & UNIFORMS	640	211	650	580	650	650
ELEM 48 RENTAL							
2010-520.48-20	COPIERS	3,444	3,425	3,300	3,995	3,576	3,576
*	RENTAL	3,444	3,425	3,300	3,995	3,576	3,576
ELEM 60 SUPPLIES							
2010-520.60-10	GENERAL SUPPLIES	4,511	2,733	2,450	2,326	2,450	2,450
2010-520.60-11	MEETING REFRESHMENTS	979	368	500	200	500	500
*	SUPPLIES	5,490	3,101	2,950	2,526	2,950	2,950

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 20 PUBLIC SERVICES							
DIV 10 ADMINISTRATION							
SUB 0 PUBLIC SERVICES							
ELEM 60 SUPPLIES							
2010-520.61-10	OFFICE SUPPLIES	1,256	1,449	1,600	1,162	1,600	1,600
*	OFFICE SUPPLIES	1,256	1,449	1,600	1,162	1,600	1,600
ELEM 62 POSTAGE							
2010-520.62-10	POSTAGE	43	0	0	0	0	0
*	POSTAGE	43	0	0	0	0	0
ELEM 65 UTILITIES							
2010-520.65-10	ELECTRICITY	5,895	6,681	6,000	6,328	6,000	6,000
*	UTILITIES	5,895	6,681	6,000	6,328	6,000	6,000
ELEM 66 TELEPHONE & COMMUNICATION							
2010-520.66-10	TELEPHONE	4,811	4,832	3,600	4,323	3,600	3,600
2010-520.66-12	CELLULAR PHONE	711	588	600	541	600	600
*	TELEPHONE & COMMUNICATION	5,522	5,420	4,200	4,864	4,200	4,200
ELEM 67 DUES & PUBLICATIONS							
2010-520.67-10	DUES	340	158	835	350	835	835
2010-520.67-20	PUBLICATIONS & BOOKS	168	264	350	0	350	350
*	DUES & PUBLICATIONS	508	422	1,185	350	1,185	1,185
ELEM 69 MISCELLANEOUS CHARGE							
2010-520.69-10	MISCELLANEOUS	290	308	400	98	400	400
*	MISCELLANEOUS CHARGE	290	308	400	98	400	400
ELEM 92 MACHINERY & EQUIPMENT							
2010-520.92-20	EQUIPMENT	0	0	0	459	0	0
*	MACHINERY & EQUIPMENT	0	0	0	459	0	0
ELEM 93 OFFICE EQUIPMENT							
2010-520.93-20	OFFICE FURNITURE	1,643	191	711	0	0	0
*	OFFICE EQUIPMENT	1,643	191	711	0	0	0
**	ADMINISTRATION	187,218	190,766	227,534	210,647	227,451	227,451

PROGRAM NAME/NUMBER

Public Services Administration/2010

DESCRIPTION: This program directs the operation of Parking Enforcement, Code Enforcement, Animal Control, Recreation, Rent Stabilization, Public Safety and Contract Police in the City in accordance with applicable codes, and City Council policies. In addition, the program coordinates special events such as the July 4th celebration. The Director reviews relevant codes and makes recommendation for changes; and responds to citizen concerns regarding these programs. The Director serves as liaison to public safety agencies.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2008 ACTUAL	FY2009		FY2010 TARGET
			TARGET	ACTUAL	
1. Manage department programs within approved annual budget	Percent of programs that are within budget	100%	100%	100%	100%
2. Ensure prompt response to complaints and requests from citizens, Mayor & Council, and administration	Percent of requests answered within 1 business day	92%	95%	92%	95%
3. Ensure achievement of department goals and planned accomplishments • Report achievements annually	Percent of targets and accomplishments achieved	91%	95%	91%	95%

PROGRAM NAME/NUMBER

Public Services Administration/2010

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY07	FY08	FY09	FY10
Director of Public Services	1.00	1.00	1.00	1.00
Office Specialist III	0.35	0.35	0.35	0.20
Administrative Assistant	0.00	0.00	0.45	0.30
Budget Total	1.35	1.35	1.80	1.50

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 2010	
Element/Object	Details	Total	
12	<u>Travel & Training</u> 12-11 Travel & Training Maryland Municipal League (MML) annual conference 1,500 Local meetings (CEZOA, MBOA, IPI) 300 National Fire Protection Association (NFPA) conference @ Boston 1,800 Staff training – department wide 1,400	5,000	
30	<u>Professional Services</u> 30-13 Administrative Support Clerical support	5,000	
	30-39 Translation Services Translate department public information materials	500	
36	<u>Special Services</u> 36-10 Printing Flyers, committee support	4,000	
40	<u>Repair & Maintenance</u> 40-10 Office Equipment 40-11 Buildings & Grounds Electrical and plumbing repairs 40-13 Tools & Equipment 40-25 HVAC Repairs	300 600 250 500	
45	<u>Maintenance Contract</u> 45-16 Building Services Fire extinguisher inspection and service 75 Other services 205 45-22 Security Alarm Monitoring 45-23 Pest Control Monthly charge of \$60	280 288 720	
47	<u>Clothing & Uniforms</u> 47-10 Clothing & Uniforms City seal clothing for administration staff 500 Safety shoes, 1 @ \$150 150	650	

PROGRAM NAME/NUMBER

Public Services Administration/2010

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 2010	
Element/Object		Details	Total
48	<u>Rental</u> 48-20 Copiers	Copier lease @ \$298 monthly	3,576
60	<u>Supplies</u> 60-10 General Supplies	Based on current usage 1,700 Promotional materials for UM students 750	2,450
	60-11 Meeting Refreshments		500
61	<u>Office Supplies</u> 61-10 Office Supplies	Based on current usage	1,600
65	<u>Utilities</u> 65-10 Electricity	Estimate based on current usage	6,000
66	<u>Telephone & Communications</u> 66-10 Telephone	Based on current usage	3,600
	66-12 Cellular Phone	Monthly service @ \$50, 1 phone	600
67	<u>Dues & Publications</u> 67-10 Dues	Code Enforcement & Zoning Officials Association (CEZOA), 1 @ \$25 25 American Association of Code Enforcement (AACE) 60 International Parking Institute (IPI), associate 155 Maryland Building Officials Association (MBOA) 25 National Fire Protection Association (NFPA) 150 Maryland Association of Parking Administrators 50 Other organizations 370	835
	67-20 Publications & Books		350
69	<u>Miscellaneous Charge</u> 69-10 Miscellaneous		400

Capital Outlay: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 20 PUBLIC SERVICES							
DIV 11 PARKING ENFORCEMENT							
SUB 0 PUBLIC SERVICES							
ELEM 10 PAYROLL-WAGES							
2011-520.10-01	SALARY	61,228	64,634	68,451	68,903	72,267	72,267
2011-520.10-02	HOURLY	358,512	399,303	400,649	385,538	406,450	406,450
2011-520.10-03	OVERTIME	6,061	10,896	8,000	4,731	7,000	7,000
2011-520.10-10	SHIFT DIFFERENTIAL-NIGHTS	5,563	6,233	7,000	5,951	7,000	7,000
*	PAYROLL-WAGES	431,364	481,066	484,100	465,123	492,717	492,717
ELEM 11 FRINGE BENEFITS							
2011-520.11-10	FICA	31,849	35,606	35,926	34,587	36,594	36,594
2011-520.11-12	HEALTH INSURANCE	43,132	43,823	49,808	40,892	44,630	44,630
2011-520.11-13	DENTAL INSURANCE	2,918	2,715	3,269	2,694	2,877	2,877
2011-520.11-14	LIFE INSURANCE	1,396	1,393	1,376	1,363	1,402	1,402
2011-520.11-15	VISION INSURANCE	1,893	1,760	1,719	1,532	1,526	1,526
2011-520.11-17	457 CITY MATCH CONTRIBUTN	3,118	5,654	6,361	6,910	7,144	7,144
2011-520.11-18	RETIREMENT	27,094	30,210	29,465	27,211	32,158	32,158
2011-520.11-21	WORKERS COMPENSATION INS	20,080	21,179	18,609	18,093	15,978	15,978
2011-520.11-22	LONG TERM DISABILITY INS	2,119	1,965	1,650	1,633	1,686	1,686
*	FRINGE BENEFITS	133,599	144,305	148,183	134,915	143,995	143,995
ELEM 12 TRAVEL & TRAINING							
2011-520.12-10	NON TRAINING TRAVEL	20	0	0	0	0	0
2011-520.12-11	TRAVEL & TRAINING	2,196	2,343	5,600	6,884	3,500	3,500
*	TRAVEL & TRAINING	2,216	2,343	5,600	6,884	3,500	3,500
ELEM 20 OVERHEAD							
2011-520.20-10	INSURANCE	4,175	4,552	5,053	5,053	5,550	5,550
2011-520.20-11	AUTOMOTIVE	32,161	33,958	35,628	35,628	34,637	34,637
2011-520.20-12	POSTAGE	2,106	2,322	2,340	2,097	2,448	2,448
2011-520.20-13	UTILITIES	5,391	6,377	8,311	8,311	9,390	9,390
2011-520.20-14	TELEPHONE	3,080	3,164	3,164	3,164	3,220	3,220
2011-520.20-15	INFORMATION SYSTEMS	86,088	94,207	102,474	102,474	103,225	103,225
2011-520.20-16	BUILDING MAINTENANCE	5,338	5,074	5,552	5,552	5,944	5,944
2011-520.20-17	COPIER	1,321	1,114	1,643	1,305	2,139	2,139
*	OVERHEAD	139,660	150,768	164,165	163,584	166,553	166,553
ELEM 30 PROFESSIONAL SERVICES							
2011-520.30-40	PKG TKTS HEARING OFFICER	5,013	5,738	7,000	7,375	8,580	8,580
2011-520.30-65	INTERPRETER SERVICES	0	0	316	0	316	316
*	PROFESSIONAL SERVICES	5,013	5,738	7,316	7,375	8,896	8,896
ELEM 36 SPECIAL SERVICES							
2011-520.36-10	PRINTING	11,950	18,475	14,000	14,130	15,000	15,000
2011-520.36-13	MVA SERVICES	192	493	675	416	675	675
*	SPECIAL SERVICES	12,142	18,968	14,675	14,546	15,675	15,675
ELEM 40 REPAIR & MAINTENANCE							
2011-520.40-13	TOOLS & EQUIPMENT	5,276	6,491	7,000	5,448	6,000	6,000
2011-520.40-22	MOBILE & PORTABLE RADIOS	1,255	1,153	1,073	959	1,073	1,073
*	REPAIR & MAINTENANCE	6,531	7,644	8,073	6,407	7,073	7,073
ELEM 47 CLOTHING & UNIFORMS							
2011-520.47-10	CLOTHING & UNIFORMS	5,559	7,808	7,720	6,485	7,180	7,180
*	CLOTHING & UNIFORMS	5,559	7,808	7,720	6,485	7,180	7,180
ELEM 60 SUPPLIES							
2011-520.60-10	GENERAL SUPPLIES	6,857	5,986	6,940	6,711	6,120	6,120
*	SUPPLIES	6,857	5,986	6,940	6,711	6,120	6,120
ELEM 61 OFFICE SUPPLIES							
2011-520.61-10	OFFICE SUPPLIES	1,227	758	1,500	1,729	1,500	1,500
*	OFFICE SUPPLIES	1,227	758	1,500	1,729	1,500	1,500
ELEM 62 POSTAGE							
2011-520.62-10	POSTAGE	617	663	600	674	600	600

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 20 PUBLIC SERVICES							
DIV 11 PARKING ENFORCEMENT							
SUB 0 PUBLIC SERVICES							
ELEM 62 POSTAGE							
*	POSTAGE	617	663	600	674	600	600
ELEM 66 TELEPHONE & COMMUNICATION							
	2011-520.66-12 CELLULAR PHONE	389	382	600	371	600	600
*	TELEPHONE & COMMUNICATION	389	382	600	371	600	600
ELEM 67 DUES & PUBLICATIONS							
	2011-520.67-10 DUES	765	788	830	755	830	830
	2011-520.67-20 PUBLICATIONS & BOOKS	0	0	150	40	150	150
*	DUES & PUBLICATIONS	765	788	980	795	980	980
ELEM 92 MACHINERY & EQUIPMENT							
	2011-520.92-20 EQUIPMENT	0	1,793	0	0	0	0
	2011-520.92-45 HANDHELD TICKET WRITERS	4,700	0	0	0	0	0
*	MACHINERY & EQUIPMENT	4,700	1,793	0	0	0	0
ELEM 97 COMMUNICATIONS EQUIPMENT							
	2011-520.97-20 RADIO EQUIPMENT	510	0	0	0	0	0
*	COMMUNICATIONS EQUIPMENT	510	0	0	0	0	0
**	PARKING ENFORCEMENT	751,149	829,010	850,452	815,599	855,389	855,389

PROGRAM NAME/NUMBER**Parking Enforcement/2011**

DESCRIPTION: This program enforces all parking regulations in residential zones, monthly permit zones, metered lots, and other areas throughout the City. There are 13 residential zones in which permit-only parking regulations are enforced. Metered spaces in the City total 579, including 38 spaces in the City Hall lot covered by 2 pay-by-space pay stations. Parking enforcement officers patrol these lots from 8:00 a.m. to 10:00 p.m., Monday through Saturday. A 288-space public parking garage is nearing completion at Knox Road and Yale Avenue, scheduled for opening in summer 2009, and will have 2 pay stations. For the convenience of City residents, State Motor Vehicle Administration tag renewal stickers and non-resident permits are sold at City Hall, as are Prince George's County animal licenses. This program also supports traffic safety efforts by maintaining City speed display signs.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2008 ACTUAL	FY2009		FY2010 TARGET
			TARGET	ACTUAL	
1. To apply parking enforcement actions in a fair and consistent manner	Percent of tickets issued without written complaint	96%	95%	95%	95%
	Percent of tickets voided due to officer error	<1.5%	<1.5%	<1.5%	<1.5%
2. To facilitate access to parking in residential areas by issuing permits to eligible residents in a timely manner	Percent of permits issued to eligible residents (who submit required documentation) within 1 day of application	97%	97%	95%	95%
3. To facilitate access to parking in commercial areas by maintaining operational meters	Percent of meters operational	99%	99%	99%	99%
4. To collect coin from meters in a timely fashion • Collected at least twice per week, or as necessary	Percent of meters collected on schedule	98%	99%	98%	99%

PROGRAM NAME/NUMBER

Parking Enforcement/2011

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY07	FY08	FY09	FY10
Parking Enforcement Manager	0.00	1.00	1.00	1.00
Parking Enforcement Supervisor	1.00	0.00	0.00	0.00
Parking Enf. Field Operations Supervisor	0.00	1.00	1.00	1.00
Asst. Parking Enforcement Supervisor	1.00	0.00	0.00	0.00
Parking Enforcement Officer II	5.00	5.00	6.00	6.00
Parking Enforcement Officer I	1.00	1.50	0.50	0.50
Information Systems Technician I	0.00	1.00	0.00	0.00
Computer Technician	1.00	0.00	0.00	0.00
Fiscal Support Specialist II	0.70	0.70	0.70	0.70
Office Specialist II	0.00	0.00	1.00	1.00
Budget Total	9.70	10.20	10.20	10.20

OPERATING EXPENDITURES

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 2011	
Element/Object	Details	Total	
12 <u>Travel & Training</u> 12-11 Travel & Training	International Parking Institute (IPI) conference @ Las Vegas, 1 attendee @ \$2,000 2,000 LGIT - coursework for Academy for Excellence in Local Governance, 1 attendee 1,000 Local training seminars, 4 @ \$125 500	3,500	
30 <u>Professional Services</u> 30-40 Parking Tickets Hearing Officer	Estimated 5.5 hours per week @ \$30 per hour	8,580	
30-65 Interpreter Services	Interpreter for hearings, estimate 2 @ \$158	316	
36 <u>Special Services</u> 36-10 Printing	Parking tickets, parking permits, visitor permits	15,000	
36-13 MVA Services	Motor Vehicle Administration MILES system @ \$56 monthly	675	
40 <u>Repair & Maintenance</u> 40-13 Tools & Equipment	Maintenance of parking meters, estimate 2,700 Replacement of parking meter housings, coin boxes and mechanisms, as needed (estimate 12-15 per year) 3,300	6,000	
40-22 Radio Maintenance	Maintenance contract, UMPD portable radios 673 Radio accessories replacement (holsters, mics, etc.) 400	1,073	
47 <u>Clothing & Uniforms</u> 47-10 Clothing & Uniforms	8 uniform rentals 4,000 3-season jackets, 8 @ \$150 1,200		

PROGRAM NAME/NUMBER

Parking Enforcement/2011

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 2011	
Element/Object	Details	Total	
	Shoes, 8 @ \$150 1,200 Umbrellas, 4 @ \$20 80 Hats and gloves 200 Badges, name bars, collar pins 500		7,180
60	<u>Supplies</u> 60-10 General	Batteries for portable radios, flashlights and handheld ticket writers 1,200 Batteries for parking meters, 600 (6 cases) @ \$8.20 each (all meter batteries are replaced at least once per year) 4,920	6,120
61	<u>Office Supplies</u> 61-10 Office Supplies	Computer paper, stationary, general office supplies	1,500
62	<u>Postage</u> 62-10 Postage	Shipping charges, returning handheld ticket writers and meter mechanisms for repairs	600
66	<u>Telephone & Communications</u> 66-12 Cellular Phone	Monthly service @ \$50, 1 phone	600
67	<u>Dues & Publications</u> 67-10 Dues	International Parking Institute (IPI), 1 primary @ \$575, 1 associate @ \$155 730 Maryland Association of Parking Administrators, 2 @ \$50 100	830
	67-20 Publications & Books		150

Capital Outlay: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 20 PUBLIC SERVICES							
DIV 12 CODE ENFORCEMENT							
SUB 0 PUBLIC SERVICES							
ELEM 10 PAYROLL-WAGES							
2012-520.10-01	SALARY	74,936	75,337	77,810	78,351	80,144	80,144
2012-520.10-02	HOURLY	348,286	369,968	395,716	391,217	409,807	409,807
2012-520.10-03	OVERTIME	20,375	25,711	35,000	16,386	20,000	20,000
2012-520.10-10	SHIFT DIFFERENTIAL-NIGHTS	552	448	1,000	786	1,000	1,000
*	PAYROLL-WAGES	444,149	471,464	509,526	486,740	510,951	510,951
ELEM 11 FRINGE BENEFITS							
2012-520.11-10	FICA	32,626	34,460	37,428	35,575	37,461	37,461
2012-520.11-12	HEALTH INSURANCE	51,932	64,433	66,763	66,902	71,388	71,388
2012-520.11-13	DENTAL INSURANCE	4,021	4,318	4,609	4,553	4,693	4,693
2012-520.11-14	LIFE INSURANCE	1,293	1,346	1,346	1,271	1,392	1,392
2012-520.11-15	VISION INSURANCE	1,636	1,756	1,649	1,714	1,707	1,707
2012-520.11-17	457 CITY MATCH CONTRIBUTN	3,180	7,692	7,821	8,550	8,916	8,916
2012-520.11-18	RETIREMENT	24,259	27,351	32,287	28,468	32,091	32,091
2012-520.11-21	WORKERS COMPENSATION INS	18,359	18,177	16,511	15,142	13,644	13,644
2012-520.11-22	LONG TERM DISABILITY INS	1,950	1,891	1,616	1,523	1,670	1,670
*	FRINGE BENEFITS	139,256	161,424	170,030	163,698	172,962	172,962
ELEM 12 TRAVEL & TRAINING							
2012-520.12-10	NON TRAINING TRAVEL	2	0	0	0	0	0
2012-520.12-11	TRAVEL & TRAINING	8,007	8,969	13,550	9,411	11,450	11,450
*	TRAVEL & TRAINING	8,009	8,969	13,550	9,411	11,450	11,450
ELEM 20 OVERHEAD							
2012-520.20-10	INSURANCE	4,175	4,552	5,053	5,053	5,550	5,550
2012-520.20-11	AUTOMOTIVE	38,593	40,749	42,753	42,753	41,565	41,565
2012-520.20-12	POSTAGE	11,555	14,308	11,112	14,482	14,379	14,379
2012-520.20-15	INFORMATION SYSTEMS	68,870	85,235	92,715	92,715	93,394	93,394
2012-520.20-17	COPIER	43	145	205	134	238	238
*	OVERHEAD	123,236	144,989	151,838	155,137	155,126	155,126
ELEM 30 PROFESSIONAL SERVICES							
2012-520.30-13	ADMINISTRATIVE	1,290	270	1,000	0	1,000	1,000
*	PROFESSIONAL SERVICES	1,290	270	1,000	0	1,000	1,000
ELEM 36 SPECIAL SERVICES							
2012-520.36-10	PRINTING	4,100	5,916	4,000	4,016	4,000	4,000
2012-520.36-36	CODE ENFORCMT ABATEMENTS	0	0	1,000	0	1,000	1,000
*	SPECIAL SERVICES	4,100	5,916	5,000	4,016	5,000	5,000
ELEM 40 REPAIR & MAINTENANCE							
2012-520.40-13	TOOLS & EQUIPMENT	0	0	450	850	450	450
*	REPAIR & MAINTENANCE	0	0	450	850	450	450
ELEM 47 CLOTHING & UNIFORMS							
2012-520.47-10	CLOTHING & UNIFORMS	4,859	4,761	4,800	4,818	4,800	4,800
*	CLOTHING & UNIFORMS	4,859	4,761	4,800	4,818	4,800	4,800
ELEM 48 RENTAL							
2012-520.48-60	BUILDINGS	2,042	2,112	2,112	2,112	2,112	2,112
*	RENTAL	2,042	2,112	2,112	2,112	2,112	2,112
ELEM 60 SUPPLIES							
2012-520.60-10	GENERAL SUPPLIES	1,760	1,086	1,000	1,463	1,100	1,100
2012-520.60-60	SAFETY SUPPLIES	0	198	500	183	500	500
*	SUPPLIES	1,760	1,284	1,500	1,646	1,600	1,600
ELEM 61 OFFICE SUPPLIES							
2012-520.61-10	OFFICE SUPPLIES	2,878	3,589	2,942	4,234	3,587	3,587
*	OFFICE SUPPLIES	2,878	3,589	2,942	4,234	3,587	3,587
ELEM 62 POSTAGE							
2012-520.62-10	POSTAGE	0	0	0	39	0	0

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 20 PUBLIC SERVICES							
DIV 12 CODE ENFORCEMENT							
SUB 0 PUBLIC SERVICES							
ELEM 62 POSTAGE							
*	POSTAGE	0	0	0	39	0	0
ELEM 66 TELEPHONE & COMMUNICATION							
	2012-520.66-10 TELEPHONE	119	240	360	214	360	360
	2012-520.66-12 CELLULAR PHONE	3,097	3,105	3,600	3,307	4,200	4,200
*	TELEPHONE & COMMUNICATION	3,216	3,345	3,960	3,521	4,560	4,560
ELEM 67 DUES & PUBLICATIONS							
	2012-520.67-10 DUES	1,095	660	700	735	725	725
	2012-520.67-20 PUBLICATIONS & BOOKS	67	972	775	101	775	775
*	DUES & PUBLICATIONS	1,162	1,632	1,475	836	1,500	1,500
ELEM 69 MISCELLANEOUS CHARGE							
	2012-520.69-10 MISCELLANEOUS	0	25	0	52	0	0
*	MISCELLANEOUS CHARGE	0	25	0	52	0	0
ELEM 92 MACHINERY & EQUIPMENT							
	2012-520.92-20 EQUIPMENT	2,550	0	0	0	0	0
	2012-520.92-40 PHOTOGRAPHIC EQUIPMENT	503	0	500	1,134	500	500
	2012-520.92-50 VIDEO EQUIPMENT	0	0	0	239	0	0
*	MACHINERY & EQUIPMENT	3,053	0	500	1,373	500	500
ELEM 93 OFFICE EQUIPMENT							
	2012-520.93-10 OFFICE EQUIPMENT	267	213	0	520	0	0
*	OFFICE EQUIPMENT	267	213	0	520	0	0
ELEM 98 COMPUTER HDWE & SOFTWARE							
	2012-520.98-10 COMPUTER HARDWARE	0	0	0	844	0	0
*	COMPUTER HDWE & SOFTWARE	0	0	0	844	0	0
**	CODE ENFORCEMENT	739,277	809,993	868,683	839,847	875,598	875,598

PROGRAM NAME/NUMBER

Code Enforcement/2012

DESCRIPTION: This program enforces all City codes pertaining to property maintenance, both residential and commercial; implements new ordinances adopted by the Mayor & Council; ensures that properties within the City comply with the Code through the use of the annual rental inspection program, patrol inspection program, and enforcement of the litter and noise ordinances. When necessary, the City will issue warnings and municipal infractions, file judgments, and place liens on property in order to secure compliance with the Code. The City inspects all residential rental and commercial structures annually. In FY2003, zoning code enforcement was added to the duties and responsibilities of City code enforcement officers. Other codes, such as the County Building and Fire Safety codes, are adopted by reference in the City Code, and are also enforced by City code enforcement officers.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2008 ACTUAL	FY2009		FY2010 TARGET
			TARGET	ACTUAL	
1. To ensure the health, welfare and safety of residents by enforcing adopted property maintenance codes	Percent of residents rating code enforcement services in their neighborhood as good or better	52%	No survey	No survey	No survey
2. To apply enforcement actions in a fair and consistent manner	Percent of municipal infractions uncontested (complied, paid fine, failed to appear in court)	60%	65%	60%	65%
	Percent of citations overturned in court	12%	10%	12%	10%
3. To conduct inspections of properties regularly <ul style="list-style-type: none"> ● Inspect rental properties annually ● Inspect exterior of all properties monthly ● Inspect commercial properties annually 	Percent of licensed rental properties inspected on schedule	98%	99%	98%	99%
	Percent of exterior inspections completed on schedule	87%	90%	87%	90%
	Percent of commercial inspections completed on schedule	99%	99%	99%	99%

PROGRAM NAME/NUMBER

Code Enforcement/2012

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY07	FY08	FY09	FY10
Code Enforcement Manager	0.00	1.00	1.00	1.00
Code Enforcement Supervisor	1.00	0.00	0.00	0.00
Code Enforcement Officer III	0.00	0.00	1.00	1.00
Code Enforcement Officer II	6.00	3.00	2.00	2.00
Code Enforcement Officer I	0.00	3.00	3.00	3.00
Office Specialist III	0.05	0.05	0.00	0.50
Office Specialist II	1.00	1.00	1.00	1.00
Office Specialist I	1.00	1.00	1.00	1.00
Code Enforcement Admin. Assistant	0.00	0.00	0.00	0.00
Administrative Assistant	1.00	1.00	1.00	0.60
Budget Total	10.05	10.05	10.00	10.10

OPERATING EXPENDITURES

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 2012	
Element/Object	Details	Total	
12 <u>Travel & Training</u> 12-11 Travel & Training	CEZOA quarterly meeting, CEO staff 550 MBOA quarterly meeting 300 AAACE conference @ Dallas, 2 attendees @ \$1,800 3,600 CEZOA state conference, 7 @ \$450 3,150 Administrative support training – clerical, 4 @ \$250 1,000 CEO continuing education, 7 @ \$100 700 Noise control certification training, 1 @ \$800 800 Noise control recertification, 3 @ \$450 1,350	11,450	
30 <u>Professional Services</u> 30-13 Administrative	Temporary help	1,000	
36 <u>Special Services</u> 36-10 Printing	Printing of new resident packets, inspection forms, licenses 1,500 Permit forms, letterhead, envelopes 2,500	4,000	
36-36 Abatements	Estimated abatements	1,000	
40 <u>Repair & Maintenance</u> 40-13 Tools & Equipment	Annual calibration of noise meters, 3 @ \$150 each	450	
47 <u>Clothing & Uniforms</u> 47-10 Clothing & Uniforms	Uniform shirts for 7 code enforcement staff 2,000 Jackets, slacks for code enforcement staff, 7 @ \$250 1,750 Safety shoes, 7 @ \$150 1,050	4,800	
48 <u>Rental</u> 48-60 Buildings	Storage space rental, Code Enforcement archive files		

PROGRAM NAME/NUMBER

Code Enforcement/2012

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 2012	
Element/Object		Details	Total
		@ \$176 monthly	2,112
60	<u>Supplies</u> 60-10 General Supplies	Smoke detector giveaway program 600 Other supplies 500	1,100
	60-60 Safety Supplies		500
61	<u>Office Supplies</u> 61-10 Office Supplies	Computer paper, copier paper, office supplies	3,587
66	<u>Telephone & Communications</u> 66-10 Telephone	Code hotline	360
	66-12 Cellular Phone	Monthly service @ \$50, 7 phones	4,200
67	<u>Dues & Publications</u> 67-10 Dues	Code Enforcement & Zoning Officials Association (CEZOA), 7 @ \$25 175 American Association for Code Enforcement (AACE), 7 @ \$75 525 Maryland Building Officials Association, 1 @ \$25 25	725
	67-20 Publications & Books	Prince George's County zoning updates 150 Books – International Code 325 Life safety codes and handbook 200 Reference manuals – clerical 100	775
92	<u>Machinery & Equipment</u> 92-40 Photographic Equipment	Replacement camera equipment	500

Capital Outlay: Photographic Equipment includes regular replacement of old camera equipment (\$500), used by code enforcement officers to document violations.

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 20 PUBLIC SERVICES							
DIV 13 ANIMAL CONTROL							
SUB 0 PUBLIC SERVICES							
ELEM 10 PAYROLL-WAGES							
2013-520.10-02	HOURLY	30,594	34,821	36,783	39,282	41,362	41,362
2013-520.10-03	OVERTIME	6,373	3,045	5,000	1,152	2,000	2,000
2013-520.10-10	SHIFT DIFFERENTIAL-NIGHTS	0	0	100	0	100	100
*	PAYROLL-WAGES	36,967	37,866	41,883	40,434	43,462	43,462
ELEM 11 FRINGE BENEFITS							
2013-520.11-10	FICA	2,757	2,816	3,124	3,019	3,239	3,239
2013-520.11-12	HEALTH INSURANCE	3,412	3,653	3,867	3,445	4,296	4,296
2013-520.11-13	DENTAL INSURANCE	134	139	149	159	178	178
2013-520.11-14	LIFE INSURANCE	103	113	111	119	127	127
2013-520.11-15	VISION INSURANCE	155	151	141	142	141	141
2013-520.11-17	457 CITY MATCH CONTRIBUTN	0	0	0	2	0	0
2013-520.11-18	RETIREMENT	1,859	2,457	2,723	2,634	2,825	2,825
2013-520.11-21	WORKERS COMPENSATION INS	2,327	2,316	2,107	2,061	1,852	1,852
2013-520.11-22	LONG TERM DISABILITY INS	156	160	134	141	151	151
*	FRINGE BENEFITS	10,903	11,805	12,356	11,722	12,809	12,809
ELEM 12 TRAVEL & TRAINING							
2013-520.12-11	TRAVEL & TRAINING	3,421	1,243	500	67	2,000	2,000
*	TRAVEL & TRAINING	3,421	1,243	500	67	2,000	2,000
ELEM 20 OVERHEAD							
2013-520.20-10	INSURANCE	1,392	1,517	1,684	1,684	1,850	1,850
2013-520.20-11	AUTOMOTIVE	12,864	13,583	14,251	14,251	13,855	13,855
2013-520.20-12	POSTAGE	88	127	293	53	306	306
*	OVERHEAD	14,344	15,227	16,228	15,988	16,011	16,011
ELEM 30 PROFESSIONAL SERVICES							
2013-520.30-30	VETERINARY SERVICES	4,644	5,941	3,252	4,080	2,347	2,347
*	PROFESSIONAL SERVICES	4,644	5,941	3,252	4,080	2,347	2,347
ELEM 34 CONTRACTUAL SERVICES							
2013-520.34-69	RAT CONTROL	10,305	19,740	20,000	19,978	20,000	20,000
*	CONTRACTUAL SERVICES	10,305	19,740	20,000	19,978	20,000	20,000
ELEM 36 SPECIAL SERVICES							
2013-520.36-10	PRINTING	0	46	250	928	250	250
*	SPECIAL SERVICES	0	46	250	928	250	250
ELEM 40 REPAIR & MAINTENANCE							
2013-520.40-11	BUILDINGS & GROUNDS	228	1,600	1,350	197	1,350	1,350
*	REPAIR & MAINTENANCE	228	1,600	1,350	197	1,350	1,350
ELEM 42 CLEANING SERVICE							
2013-520.42-10	BUILDING	0	0	250	257	250	250
*	CLEANING SERVICE	0	0	250	257	250	250
ELEM 47 CLOTHING & UNIFORMS							
2013-520.47-10	CLOTHING & UNIFORMS	400	1,321	1,000	77	800	800
*	CLOTHING & UNIFORMS	400	1,321	1,000	77	800	800
ELEM 60 SUPPLIES							
2013-520.60-10	GENERAL SUPPLIES	2,285	2,001	2,250	1,651	2,250	2,250
*	SUPPLIES	2,285	2,001	2,250	1,651	2,250	2,250
ELEM 61 OFFICE SUPPLIES							
2013-520.61-10	OFFICE SUPPLIES	83	34	100	77	100	100
*	OFFICE SUPPLIES	83	34	100	77	100	100
ELEM 66 TELEPHONE & COMMUNICATION							
2013-520.66-12	CELLULAR PHONE	448	500	600	436	600	600
*	TELEPHONE & COMMUNICATION	448	500	600	436	600	600

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 20 PUBLIC SERVICES							
DIV 13 ANIMAL CONTROL							
SUB 0 PUBLIC SERVICES							
ELEM 67 DUES & PUBLICATIONS							
ELEM 67 DUES & PUBLICATIONS							
2013-520.67-10	DUES	25	325	200	0	200	200
2013-520.67-20	PUBLICATIONS & BOOKS	290	0	0	33	0	0
*	DUES & PUBLICATIONS	315	325	200	33	200	200
ELEM 69 MISCELLANEOUS CHARGE							
2013-520.69-10	MISCELLANEOUS	0	61	0	68	0	0
*	MISCELLANEOUS CHARGE	0	61	0	68	0	0
ELEM 95 SITE & BLDG IMPROVEMENTS							
2013-520.95-20	BUILDINGS	578	0	0	0	0	0
*	SITE & BLDG IMPROVEMENTS	578	0	0	0	0	0
**	ANIMAL CONTROL	84,921	97,710	100,219	95,993	102,429	102,429

DESCRIPTION: This program enforces both City and County animal control laws. The program goal is to protect the health, safety and welfare of the City's residents and animals. The Animal Control Officer (ACO) is on duty and patrols the City to meet variable seasonal and weekly needs. The ACO investigates all nuisance and cruelty/neglect complaints. The ACO distributes informative and educational literature to residents concerning a variety of domestic animal and wildlife topics. Stray domestic animals with identification are transported to the City animal shelter and are either returned to their owner or placed for adoption. Trapped, feral, illegal and stray animals without identification are transported to the Prince George's County Animal Management Division or cooperating animal rescue agencies. For the convenience of City residents, Prince George's County animal licenses are sold at City Hall.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2008 ACTUAL	FY2009		FY2010 TARGET
			TARGET	ACTUAL	
1. Reduce problems with stray or nuisance animals by enforcing animal control ordinances <ul style="list-style-type: none"> ● License all dogs and cats to aid in the prevention of rabies 	Percent of residents rating animal control services as good or better	53%	No survey	No survey	No survey
	Percent of captured dogs and cats that are licensed	5%	25%	25%	25%
2. Respond to nuisance animal and cruelty to animal complaints in a timely manner	Percent of complaints responded to within 30 minutes during business hours	95%	95%	95%	95%
	Percent of priority complaints responded to within 2 hours during non-business hours	95%	95%	95%	95%

PROGRAM NAME/NUMBER

Animal Control/2013

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY07	FY08	FY09	FY10
Animal Control Officer III	0.00	0.00	0.00	1.00
Animal Control Officer II	0.00	1.00	1.00	0.00
Animal Control Officer I	1.00	0.00	0.00	0.00
Budget Total	1.00	1.00	1.00	1.00

OPERATING EXPENDITURES

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 2013
Element/Object	Details	Total	
12 <u>Travel & Training</u> 12-11 Travel & Training	Humane Society conference on animal welfare @ Nashville 1,800 PAWS conference 200	2,000	
30 <u>Professional Services</u> 30-30 Veterinary Services	For humane care of impounded animals	2,347	
34 <u>Contractual Services</u> 34-69 Rat Control	6th year of integrated pest management plan to identify areas of infestation in the City, educate the public, and abate rats on public property	20,000	
36 <u>Special Services</u> 36-10 Printing	Public education materials	250	
40 <u>Repair & Maintenance</u> 40-11 Buildings & Grounds	Maintenance of animal shelter 675 Repairs to animal shelter 675	1,350	
42 <u>Cleaning Service</u> 42-10 Building	Sanitizing of animal shelter @ Public Works facility	250	
47 <u>Clothing & Uniforms</u> 47-10 Clothing & Uniforms	Uniforms 500 Safety shoes, 1 @ \$150 150 Fall/spring jacket, 1 @ \$75 75 Personal protective equipment 75	800	
60 <u>Supplies</u> 60-10 General Supplies	Traps, flashlight batteries, capture equipment 600 Animal food 400 Supplies for shelter and vehicle 1,250	2,250	
61 <u>Office Supplies</u> 61-10 Office Supplies		100	

PROGRAM NAME/NUMBER

Animal Control/2013

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 2013	
	Element/Object	Details	Total
66	<u>Telephone & Communications</u> 66-12 Cellular Phone	Monthly service @ \$50, 1 phone	600
67	<u>Dues & Publications</u> 67-10 Dues	MWCOG Animal Services Committee 100 Humane Society, PAWS 100	200

Capital Outlay: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 20 PUBLIC SERVICES							
DIV 14 RECREATION							
SUB 0 PUBLIC SERVICES							
ELEM 10 PAYROLL-WAGES							
2014-520.10-02	HOURLY	10,726	8,353	11,355	8,187	3,652	3,652
2014-520.10-03	OVERTIME	2,267	1,967	3,500	1,448	3,000	3,000
*	PAYROLL-WAGES	12,993	10,320	14,855	9,635	6,652	6,652
ELEM 11 FRINGE BENEFITS							
2014-520.11-10	FICA	952	748	1,083	716	499	499
2014-520.11-12	HEALTH INSURANCE	2,284	2,214	2,754	1,030	513	513
2014-520.11-13	DENTAL INSURANCE	81	52	141	59	25	25
2014-520.11-14	LIFE INSURANCE	36	26	34	23	11	11
2014-520.11-15	VISION INSURANCE	3	3	42	34	14	14
2014-520.11-17	457 CITY MATCH CONTRIBUTN	162	122	156	133	52	52
2014-520.11-18	RETIREMENT	847	620	228	44	195	195
2014-520.11-21	WORKERS COMPENSATION INS	69	51	29	52	11	11
2014-520.11-22	LONG TERM DISABILITY INS	54	39	41	27	13	13
*	FRINGE BENEFITS	4,488	3,875	4,508	2,118	1,333	1,333
ELEM 30 PROFESSIONAL SERVICES							
2014-520.30-13	ADMINISTRATIVE	784	1,918	2,000	756	2,000	2,000
*	PROFESSIONAL SERVICES	784	1,918	2,000	756	2,000	2,000
ELEM 36 SPECIAL SERVICES							
2014-520.36-10	PRINTING	0	0	1,021	105	1,021	1,021
*	SPECIAL SERVICES	0	0	1,021	105	1,021	1,021
ELEM 38 SPECIAL EVENTS							
2014-520.38-10	FIREWORKS	26,464	28,193	31,000	27,449	32,058	32,058
2014-520.38-42	FALL FESTIVAL	6,603	1,478	5,000	3,723	5,000	5,000
2014-520.38-56	SENIOR EVENTS	400	830	1,000	0	1,000	1,000
2014-520.38-59	SPRING FESTIVAL	0	0	4,000	4,281	4,000	4,000
2014-520.38-60	TERP TROT	1,508	1,785	1,700	1,493	1,700	1,700
2014-520.38-61	DOWNTOWN EVENTS	3,645	5,839	0	0	0	0
2014-520.38-99	OTHER	4,582	8,133	6,000	8,113	6,000	6,000
*	SPECIAL EVENTS	43,202	46,258	48,700	45,059	49,758	49,758
ELEM 47 CLOTHING & UNIFORMS							
2014-520.47-10	CLOTHING & UNIFORMS	34	0	0	146	0	0
*	CLOTHING & UNIFORMS	34	0	0	146	0	0
ELEM 60 SUPPLIES							
2014-520.60-10	GENERAL SUPPLIES	2,371	1,402	1,000	63	1,000	1,000
*	SUPPLIES	2,371	1,402	1,000	63	1,000	1,000
ELEM 61 OFFICE SUPPLIES							
2014-520.61-10	OFFICE SUPPLIES	0	34	200	27	200	200
*	OFFICE SUPPLIES	0	34	200	27	200	200
ELEM 67 DUES & PUBLICATIONS							
2014-520.67-10	DUES	225	0	0	0	0	0
*	DUES & PUBLICATIONS	225	0	0	0	0	0
**	RECREATION	64,097	63,807	72,284	57,909	61,964	61,964

PROGRAM NAME/NUMBER

Recreation/2014

DESCRIPTION: This program provides support for recreation, entertainment programs and special events for the residents of College Park under the direction of the City's Recreation Board; coordination of recreational facilities and events with the Maryland-National Capital Park and Planning Commission; and coordinating special City-sponsored events such as the Fourth of July celebration and fireworks, Terp Trot, summer playground programs, and other planned events. Maintenance support is provided to the Recreation programs by Public Works-Facilities & Grounds Maintenance, program 5019.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2008 ACTUAL	FY2009		FY2010 TARGET
			TARGET	ACTUAL	
1. To promote community spirit and identity by coordinating special events	Total estimated attendance at sponsored events	35,000	40,000	35,000	40,000

PROGRAM NAME/NUMBER

Recreation/2014

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY07	FY08	FY09	FY10
Office Specialist III	0.30	0.30	0.30	0.10
Recreation Assistant	0.05	0.05	0.00	0.00
Budget Total	0.35	0.35	0.30	0.10

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 2014
Element/Object	Details	Total	
30 Professional Services 30-13 Administrative	Interns, clerical support	2,000	
36 Special Services 36-10 Printing		1,021	
38 Special Events 38-10 Fireworks	July 4th celebration on University of Maryland campus, co-sponsored by University of Maryland (includes fireworks, band, stage rental, sound system, generator, fire/EMS services, porta-john rental)	32,058	
38-42 Fall Festival	City participation expenditures; co-sponsored by UM Campus Recreation and private-sector partners @ Ritchie Coliseum	5,000	
38-56 Senior Events	Attick Towers 500 Spellman House 500	1,000	
38-59 Spring Festival	City participation expenditures; co-sponsored by College Park Boys & Girls Club at Duvall Field	4,000	
38-60 College Park Day/Terp Trot	City participation expenditures; co-sponsored by UM Student Entertainment Enterprises (held on UM family weekend)	1,700	
38-99 Other	Fall events 1,260 Winter events 1,260 Spring events 700 M-NCPPC summer playground programs 500 Neighborhood programs 1,000 ASCAP performance license, annual fee 280 Maryland Day, participation costs 1,000	6,000	
60 Supplies 60-10 General Supplies	Banners, flyers, etc. 500 Maryland Day supplies 500	1,000	

PROGRAM NAME/NUMBER

Recreation/2014

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 2014	
Element/Object		Details	Total
61	<u>Office Supplies</u> 61-10 Office Supplies	Copier paper, office supplies	200

Capital Outlay: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 20 PUBLIC SERVICES							
DIV 16 RENT STABILIZATION							
SUB 0 PUBLIC SERVICES							
ELEM 10 PAYROLL-WAGES							
2016-520.10-02	HOURLY	20,296	19,982	2,083	1,721	21,456	21,456
2016-520.10-03	OVERTIME	172	0	0	0	0	0
2016-520.10-06	STIPEND	2,100	240	2,520	0	2,520	2,520
*	PAYROLL-WAGES	22,568	20,222	4,603	1,721	23,976	23,976
ELEM 11 FRINGE BENEFITS							
2016-520.11-10	FICA	1,361	1,178	317	105	1,442	1,442
2016-520.11-12	HEALTH INSURANCE	1,706	1,827	193	140	1,934	1,934
2016-520.11-13	DENTAL INSURANCE	124	111	12	9	118	118
2016-520.11-17	457 CITY MATCH CONTRIBUTN	520	520	52	40	521	521
2016-520.11-18	RETIREMENT	1,330	1,294	135	112	1,395	1,395
2016-520.11-21	WORKERS COMPENSATION INS	71	64	9	4	43	43
*	FRINGE BENEFITS	5,112	4,994	718	410	5,453	5,453
ELEM 20 OVERHEAD							
2016-520.20-12	POSTAGE	345	4	878	394	612	612
2016-520.20-17	COPIER	166	25	205	31	0	0
*	OVERHEAD	511	29	1,083	425	612	612
ELEM 30 PROFESSIONAL SERVICES							
2016-520.30-13	ADMINISTRATIVE	0	0	0	60	0	0
*	PROFESSIONAL SERVICES	0	0	0	60	0	0
ELEM 32 LEGAL SERVICES							
2016-520.32-19	RENT STABILIZATION	17,205	377	1,500	843	1,500	1,500
*	LEGAL SERVICES	17,205	377	1,500	843	1,500	1,500
ELEM 36 SPECIAL SERVICES							
2016-520.36-10	PRINTING	244	93	200	500	200	200
*	SPECIAL SERVICES	244	93	200	500	200	200
ELEM 60 SUPPLIES							
2016-520.60-10	GENERAL SUPPLIES	0	0	400	0	400	400
2016-520.60-11	MEETING REFRESHMENTS	0	0	200	0	200	200
*	SUPPLIES	0	0	600	0	600	600
ELEM 61 OFFICE SUPPLIES							
2016-520.61-10	OFFICE SUPPLIES	27	12	250	63	250	250
*	OFFICE SUPPLIES	27	12	250	63	250	250
**	RENT STABILIZATION	45,667	25,727	8,954	4,022	32,591	32,591

PROGRAM NAME/NUMBER

Rent Stabilization/2016

DESCRIPTION: This program manages the Rent Stabilization ordinance. It regulates residential rent increases in order to stabilize rents; protect tenants from unwarranted rent increases; maintain diversity in the community; preserve public peace, health, safety and welfare; and advance the housing policies of the City.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2008 ACTUAL	FY2009		FY2010 TARGET
			TARGET	ACTUAL	
Ensure compliance with Rent Stabilization ordinance	Percentage of regulated properties that comply with required reporting	75%	99%	75%	99%

PROGRAM NAME/NUMBER

Rent Stabilization/2016

PERSONNEL EXPENDITURES: Personnel expenditures includes a stipend of \$60 per meeting attended where quorum exists (6 meetings estimated) paid to 7 commission members who are not FTE's.

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY07	FY08	FY09	FY10
Administrative Assistant	0.50	0.50	0.05	0.50
Budget Total	0.50	0.50	0.05	0.50

OPERATING EXPENDITURES

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 2016
Element/Object	Details	Total	
32 <u>Legal Services</u> 32-19 Rent Stabilization	Legal fees, rent stabilization	1,500	
36 <u>Special Services</u> 36-10 Printing		200	
60 <u>Supplies</u> 60-10 General Supplies		400	
60-11 Meeting Refreshments		200	
61 <u>Office Supplies</u> 61-10 Office Supplies		250	

Capital Outlay: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 20 PUBLIC SERVICES							
DIV 20 PUBLIC SAFETY							
SUB 0 PUBLIC SERVICES							
ELEM 10 PAYROLL-WAGES							
2020-520.10-02	HOURLY	0	0	13,247	9,331	12,617	12,617
2020-520.10-03	OVERTIME	592	356	5,000	446	2,000	2,000
*	PAYROLL-WAGES	592	356	18,247	9,777	14,617	14,617
ELEM 11 FRINGE BENEFITS							
2020-520.11-10	FICA	44	27	1,333	720	1,047	1,047
2020-520.11-12	HEALTH INSURANCE	55	32	3,213	1,147	2,372	2,372
2020-520.11-13	DENTAL INSURANCE	4	2	165	61	142	142
2020-520.11-14	LIFE INSURANCE	1	0	40	26	39	39
2020-520.11-15	VISION INSURANCE	3	2	49	35	67	67
2020-520.11-17	457 CITY MATCH CONTRIBUTN	5	7	182	123	156	156
2020-520.11-18	RETIREMENT	39	23	325	40	475	475
2020-520.11-21	WORKERS COMPENSATION INS	39	18	35	24	25	25
2020-520.11-22	LONG TERM DISABILITY INS	2	0	48	31	46	46
*	FRINGE BENEFITS	192	111	5,390	2,207	4,369	4,369
ELEM 12 TRAVEL & TRAINING							
2020-520.12-11	TRAVEL & TRAINING	841	147	1,850	0	900	900
*	TRAVEL & TRAINING	841	147	1,850	0	900	900
ELEM 30 PROFESSIONAL SERVICES							
2020-520.30-13	ADMINISTRATIVE	202	0	100	0	100	100
*	PROFESSIONAL SERVICES	202	0	100	0	100	100
ELEM 36 SPECIAL SERVICES							
2020-520.36-10	PRINTING	478	25	1,000	81	1,000	1,000
*	SPECIAL SERVICES	478	25	1,000	81	1,000	1,000
ELEM 38 SPECIAL EVENTS							
2020-520.38-62	NATIONAL NIGHT OUT	234	438	1,400	139	1,400	1,400
*	SPECIAL EVENTS	234	438	1,400	139	1,400	1,400
ELEM 40 REPAIR & MAINTENANCE							
2020-520.40-13	TOOLS & EQUIPMENT	0	410	0	250	0	0
*	REPAIR & MAINTENANCE	0	410	0	250	0	0
ELEM 60 SUPPLIES							
2020-520.60-10	GENERAL SUPPLIES	59	200	0	0	600	600
2020-520.60-60	SAFETY SUPPLIES	0	0	1,000	511	1,000	1,000
*	SUPPLIES	59	200	1,000	511	1,600	1,600
ELEM 66 TELEPHONE & COMMUNICATION							
2020-520.66-10	TELEPHONE	78	0	0	0	0	0
2020-520.66-12	CELLULAR PHONE	3,090	5,126	4,860	3,276	4,860	2,988
*	TELEPHONE & COMMUNICATION	3,168	5,126	4,860	3,276	4,860	2,988
ELEM 69 MISCELLANEOUS CHARGE							
2020-520.69-10	MISCELLANEOUS	0	0	0	600	0	0
*	MISCELLANEOUS CHARGE	0	0	0	600	0	0
ELEM 92 MACHINERY & EQUIPMENT							
2020-520.92-48	EMERGENCY GENERATORS	0	0	0	3,200	0	0
*	MACHINERY & EQUIPMENT	0	0	0	3,200	0	0
**	PUBLIC SAFETY	5,766	6,813	33,847	20,041	28,846	26,974

PROGRAM NAME/NUMBER

Public Safety/2020

DESCRIPTION: The Public Safety program utilizes available public safety resources in efforts to enhance the personal safety of City residents and businesses. Communications are maintained with county, state, park, transit, and university public safety agencies (e.g., Police, Fire, EMS & Emergency Management) operating within the City's boundaries. The Public Safety program supports the College Park Neighborhood Watch and other Citizen Corps programs such as the Community Emergency Response Team (CERT). This program also provides public crime prevention training and safety events, including the National Night Out.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2008 ACTUAL	FY2009		FY2010 TARGET
			TARGET	ACTUAL	
1. Support continued participation in the Citizens Corps Council programs	Number of active neighborhoods participating	12	14	12	14

PROGRAM NAME/NUMBER**Public Safety/2020**

PERSONNEL EXPENDITURES: Beginning in FY2009, salaries for administrative support to the Contract Police program are budgeted in this program.

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY07	FY08	FY09	FY10
Administrative Assistant	0.00	0.00	0.00	0.10
Office Specialist III	0.00	0.00	0.35	0.20
Budget Total	0.00	0.00	0.35	0.30

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 2020
Element/Object	Details	Total	
12 <u>Travel & Training</u> 12-11 Travel & Training	Public safety training	900	
30 <u>Professional Services</u> 30-13 Administrative		100	
36 <u>Special Services</u> 36-10 Printing	Neighborhood Watch fliers and other materials	1,000	
38 <u>Special Events</u> 38-62 National Night Out	City participation expenditures	1,400	
40 <u>Repair & Maintenance</u> 40-13 Tools & Equipment	Parts for speed display mobile units	0	
60 <u>Supplies</u> 60-10 General Supplies	Batteries for speed display mobile units	600	
60-60 Safety Supplies	Replenishment of supplies, homeland security trailer	1,000	
66 <u>Telephone & Communications</u> 66-12 Cellular Phone	UM OIT and cellular phone charges, 7 PERT ("blue light") public safety telephones	2,988	

Capital Outlay: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 20 PUBLIC SERVICES							
DIV 30 CONTRACT POLICE							
SUB 0 PUBLIC SERVICES							
ELEM 10 PAYROLL-WAGES							
2030-520.10-02	HOURLY	259,936	421,726	442,974	513,843	446,533	446,533
2030-520.10-03	OVERTIME	4,259	3,505	0	2,811	0	0
*	PAYROLL-WAGES	264,195	425,231	442,974	516,654	446,533	446,533
ELEM 11 FRINGE BENEFITS							
2030-520.11-10	FICA	20,352	32,487	33,887	39,521	34,160	34,160
2030-520.11-12	HEALTH INSURANCE	2,272	2,356	0	103	0	0
2030-520.11-13	DENTAL INSURANCE	87	50	0	6	0	0
2030-520.11-14	LIFE INSURANCE	34	28	0	2	0	0
2030-520.11-15	VISION INSURANCE	0	0	0	3	0	0
2030-520.11-17	457 CITY MATCH CONTRIBUTN	144	118	0	9	0	0
2030-520.11-18	RETIREMENT	741	647	0	15	0	0
2030-520.11-21	WORKERS COMPENSATION INS	16,792	26,006	23,213	26,429	19,335	19,335
2030-520.11-22	LONG TERM DISABILITY INS	51	42	0	3	0	0
*	FRINGE BENEFITS	40,473	61,734	57,100	66,091	53,495	53,495
ELEM 12 TRAVEL & TRAINING							
2030-520.12-10	NON TRAINING TRAVEL	13,050	20,716	14,000	22,707	24,000	24,000
*	TRAVEL & TRAINING	13,050	20,716	14,000	22,707	24,000	24,000
ELEM 30 PROFESSIONAL SERVICES							
2030-520.30-13	ADMINISTRATIVE	0	725	0	180	0	0
2030-520.30-70	PUBLIC SAFETY STUDY	61,067	16	0	0	0	0
*	PROFESSIONAL SERVICES	61,067	741	0	180	0	0
ELEM 34 CONTRACTUAL SERVICES							
2030-520.34-34	POLICE SERVICES CONTRACT	0	0	250,000	115,338	500,000	500,000
*	CONTRACTUAL SERVICES	0	0	250,000	115,338	500,000	500,000
ELEM 36 SPECIAL SERVICES							
2030-520.36-10	PRINTING	1,088	371	2,000	2,051	2,000	2,000
*	SPECIAL SERVICES	1,088	371	2,000	2,051	2,000	2,000
ELEM 40 REPAIR & MAINTENANCE							
2030-520.40-13	TOOLS & EQUIPMENT	0	0	250	0	250	250
*	REPAIR & MAINTENANCE	0	0	250	0	250	250
ELEM 50 INSURANCE							
2030-520.50-10	LIABILITY INSURANCE	2,706	2,286	5,384	1,255	3,088	3,088
*	INSURANCE	2,706	2,286	5,384	1,255	3,088	3,088
ELEM 54 PHYSICAL EXAMS							
2030-520.54-10	PHYSICAL EXAMS	0	24	0	0	0	0
*	PHYSICAL EXAMS	0	24	0	0	0	0
ELEM 60 SUPPLIES							
2030-520.60-10	GENERAL SUPPLIES	955	2,248	1,000	48	1,000	1,000
*	SUPPLIES	955	2,248	1,000	48	1,000	1,000
ELEM 61 OFFICE SUPPLIES							
2030-520.61-10	OFFICE SUPPLIES	0	0	500	47	500	500
*	OFFICE SUPPLIES	0	0	500	47	500	500
ELEM 62 POSTAGE							
2030-520.62-10	POSTAGE	25	3	0	0	0	0
*	POSTAGE	25	3	0	0	0	0
ELEM 92 MACHINERY & EQUIPMENT							
2030-520.92-46	BICYCLE EQUIPMENT	0	3,334	5,000	5,385	0	0
*	MACHINERY & EQUIPMENT	0	3,334	5,000	5,385	0	0
ELEM 97 COMMUNICATIONS EQUIPMENT							
2030-520.97-20	RADIO EQUIPMENT	1,240	0	1,000	0	900	900

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 20	PUBLIC SERVICES						
DIV 30	CONTRACT POLICE						
SUB 0	PUBLIC SERVICES						
ELEM 97	COMMUNICATIONS EQUIPMENT						
*	COMMUNICATIONS EQUIPMENT	1,240	0	1,000	0	900	900
**	CONTRACT POLICE	384,799	516,688	779,208	729,756	1,031,766	1,031,766
***	PUBLIC SERVICES	2,262,894	2,540,514	2,941,181	2,773,814	3,216,034	3,214,162

PROGRAM NAME/NUMBER

Contract Police/2030

DESCRIPTION: Supplemental police services to enhance safety and security for City residents, under contract with Prince George’s County police officers, were added in FY2005 in the initial amount of \$120,000 (including wages, fringe benefits, liability insurance, mileage and administrative support), increased to \$250,000 for FY2006 through a \$0.005 increase in the real property tax rate, and increased to \$500,000 in FY2007. The FY2009 budget included a police services contract with Prince George’s County Police Department for 3 full-time police officers, costing an additional \$500,000, for a total of \$1,000,000. The FY2010 budget continues to provide \$1,000,000 in funding for 3 full-time and a pool of part-time officers to provide a total of 320 hours per week of supplemental City-wide policing.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2008 ACTUAL	FY2009		FY2010 TARGET
			TARGET	ACTUAL	
1. Ensure the focus and coordination of all public safety resources to increase safety and security within the City	Percent of residents who feel safe in their neighborhood	77%	No survey	No survey	No survey
	Percent of residents who feel safe in commercial areas	74%	No survey	No survey	No survey

PROGRAM NAME/NUMBER**Contract Police/2030**

PERSONNEL EXPENDITURES: Beginning in FY2009, administrative support for the Contract Police program was transferred to Public Safety, program 2020.

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY07	FY08	FY09	FY10
Office Specialist III	0.30	0.30	0.00	0.00
Police Officer-Supervisor	0.25	0.25	0.25	0.25
Police Officer-Sergeant	0.00	0.00	0.25	0.25
Police Officer	4.52	4.52	4.27	4.30
Budget Total	5.07	5.07	4.77	4.80

OPERATING EXPENDITURES: Beginning in FY2009, 3 full-time police officers, under a police services contract with Prince George's County, supplement the existing part-time contract police officers, providing a total of 7.8 police officer FTE's.

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 2020	
Element/Object	Details	Total	
12 <u>Travel & Training</u> 12-10 Non-Training Travel	Mileage reimbursement to police agencies for vehicle use by contract police officers (rate varies per contract); estimated mileage	24,000	
34 <u>Contractual Services</u> 34-34 Police Services Contract	Contract with Prince George's County for 3 full-time police officers, including wages, fringe benefits, vehicle, uniforms, liability insurance; billed semi-annually	500,000	
36 <u>Special Services</u> 36-10 Printing	Activity forms	2,000	
40 <u>Repair & Maintenance</u> 40-13 Tools & Equipment	Calibration/certification of radar units	250	
50 <u>Insurance</u> 50-10 Liability Insurance	Liability insurance for contract police officers	3,088	
60 <u>Supplies</u> 60-10 General Supplies	Cruiser signs, other supplies	1,000	
61 <u>Office Supplies</u> 61-10 Office Supplies		500	
97 <u>Communications Equipment</u> 97-20 Radio Equipment	2 City radios @ \$450	900	

Capital Outlay: Radio Equipment includes 2 City radios for officers on assignment (\$900).

PLANNING,
COMMUNITY &
ECONOMIC
DEVELOPMENT

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 30 PLANNING, COMM & ECON DEV							
DIV 10 ADMINISTRATION							
SUB 0 PLANNING, COMM & ECON DEV							
ELEM 10 PAYROLL-WAGES							
3010-530.10-01	SALARY	18,224	19,051	25,845	25,591	26,987	26,987
3010-530.10-02	HOURLY	12,650	11,925	13,383	13,477	14,129	14,129
3010-530.10-03	OVERTIME	0	88	0	0	0	0
*	PAYROLL-WAGES	30,874	31,064	39,228	39,068	41,116	41,116
ELEM 11 FRINGE BENEFITS							
3010-530.11-10	FICA	2,168	2,306	2,886	2,875	2,983	2,983
3010-530.11-12	HEALTH INSURANCE	2,193	2,439	2,672	2,783	2,974	2,974
3010-530.11-13	DENTAL INSURANCE	155	161	171	176	183	183
3010-530.11-14	LIFE INSURANCE	99	101	119	115	125	125
3010-530.11-15	VISION INSURANCE	85	82	77	78	77	77
3010-530.11-17	457 CITY MATCH CONTRIBUTN	250	651	717	722	717	717
3010-530.11-18	RETIREMENT	1,962	2,069	2,563	2,552	2,685	2,685
3010-530.11-21	WORKERS COMPENSATION INS	99	107	83	82	74	74
3010-530.11-22	LONG TERM DISABILITY INS	150	143	143	138	150	150
*	FRINGE BENEFITS	7,161	8,059	9,431	9,521	9,968	9,968
ELEM 12 TRAVEL & TRAINING							
3010-530.12-10	NON TRAINING TRAVEL	1,630	1,338	1,200	1,685	1,200	1,200
3010-530.12-11	TRAVEL & TRAINING	4,208	5,755	7,340	8,746	6,900	6,900
*	TRAVEL & TRAINING	5,838	7,093	8,540	10,431	8,100	8,100
ELEM 20 OVERHEAD							
3010-530.20-10	INSURANCE	2,783	3,035	3,369	3,369	3,700	3,700
3010-530.20-12	POSTAGE	2,617	1,736	3,218	809	1,836	1,836
3010-530.20-13	UTILITIES	8,266	9,778	12,744	12,744	14,398	14,398
3010-530.20-14	TELEPHONE	3,520	3,616	3,616	3,616	3,680	3,680
3010-530.20-15	INFORMATION SYSTEMS	12,913	8,972	9,759	9,759	9,831	9,831
3010-530.20-16	BUILDING MAINTENANCE	10,676	12,685	13,879	13,879	14,861	14,861
3010-530.20-17	COPIER	764	676	1,848	832	2,377	2,377
*	OVERHEAD	41,539	40,498	48,433	45,008	50,683	50,683
ELEM 30 PROFESSIONAL SERVICES							
3010-530.30-16	APPRAISALS	750	0	0	0	0	0
*	PROFESSIONAL SERVICES	750	0	0	0	0	0
ELEM 36 SPECIAL SERVICES							
3010-530.36-10	PRINTING	512	119	300	87	300	300
3010-530.36-21	COURIER SERVICES	0	0	0	118	300	300
*	SPECIAL SERVICES	512	119	300	205	600	600
ELEM 60 SUPPLIES							
3010-530.60-10	GENERAL SUPPLIES	16	22	300	222	300	300
3010-530.60-11	MEETING REFRESHMENTS	32	0	0	0	200	200
*	SUPPLIES	48	22	300	222	500	500
ELEM 61 OFFICE SUPPLIES							
3010-530.61-10	OFFICE SUPPLIES	1,070	1,509	1,500	1,038	1,500	1,500
*	OFFICE SUPPLIES	1,070	1,509	1,500	1,038	1,500	1,500
ELEM 62 POSTAGE							
3010-530.62-10	POSTAGE	18	162	200	143	200	200
*	POSTAGE	18	162	200	143	200	200
ELEM 66 TELEPHONE & COMMUNICATION							
3010-530.66-12	CELLULAR PHONE	480	480	480	480	480	480
*	TELEPHONE & COMMUNICATION	480	480	480	480	480	480
ELEM 67 DUES & PUBLICATIONS							
3010-530.67-10	DUES	1,837	2,078	2,160	2,136	2,185	2,185
3010-530.67-20	PUBLICATIONS & BOOKS	1,325	1,380	1,000	1,986	1,000	1,000
*	DUES & PUBLICATIONS	3,162	3,458	3,160	4,122	3,185	3,185

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 30	PLANNING, COMM & ECON DEV						
DIV 10	ADMINISTRATION						
SUB 0	PLANNING, COMM & ECON DEV						
ELEM 69	MISCELLANEOUS CHARGE						
ELEM 69	MISCELLANEOUS CHARGE						
3010-530.69-10	MISCELLANEOUS	74	0	0	0	0	0
*	MISCELLANEOUS CHARGE	74	0	0	0	0	0
**	ADMINISTRATION	91,526	92,464	111,572	110,238	116,332	116,332

PROGRAM NAME/NUMBER

Planning Administration/3010

DESCRIPTION: This program provides for overall supervision and management of Planning Department activities. This includes secretarial services, travel and training for staff, dues for membership in professional organizations, purchase of research and reference publications and office overhead expenses.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2008 ACTUAL	FY2009		FY2010 TARGET
			TARGET	ACTUAL	
1. Manage department programs within approved annual budget	Percent of programs within budget	100%	100%	100%	100%
2. Promote a highly professional, skilled workforce to meet City planning needs	Percent of staff who receive at least 16 hours of professional development each year	100%	100%	100%	100%

PROGRAM NAME/NUMBER

Planning Administration/3010

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY07	FY08	FY09	FY10
Director of Planning	0.20	0.20	0.20	0.20
Senior Planner	0.00	0.00	0.10	0.10
Administrative Assistant	0.25	0.25	0.25	0.25
Budget Total	0.45	0.45	0.55	0.55

OPERATING EXPENDITURES: Travel and Training covers all department personnel except the Economic Development Planner.

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 3010	
Element/Object	Details		Total
12	<u>Travel & Training</u> 12-10 Non-Training Travel	Staff mileage reimbursement	1,200
	12-11 Travel & Training	American Planning Association national conference @ New Orleans, 2 @ \$2,250 4,500 State Revitalization & Preservation Conference, 2 @ \$100 200 Congress for the New Urbanism annual conference 1,000 AICP audio conferences, 4 @ \$210 840 APA CD-ROM training packages 360	6,900
36	<u>Special Services</u> 36-10 Printing	Outside printing	300
	36-21 Courier Services	As needed	300
60	<u>General Supplies</u> 60-10 General Supplies	Drafting supplies, etc.	300
	60-11 Meeting Refreshments		200
61	<u>Office Supplies</u> 61-10 Office Supplies		1,500
62	<u>Postage</u> 62-10 Postage	Shipping charges	200
66	<u>Telephone & Communications</u> 66-12 Cellular Phone	Cell phone allowance, \$40 monthly	480
67	<u>Dues & Publications</u> 67-10 Dues	American Institute of Certified Planners (AICP), 2 @ \$100 200 American Planning Association (APA), 3 @ \$235 705 Urban Land Institute (ULI) 250	

PROGRAM NAME/NUMBER

Planning Administration/3010

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 3010	
Element/Object	Details		Total
67-20 Publications & Books	National Trust for Historic Preservation	150	
	Planning Advisory Service	695	
	Congress for the New Urbanism	185	2,185
	Zoning News	75	
	APA Journal	48	
	Prince George's Newsletter	240	
	New Urban News	100	
	Other publications and books	537	1,000

Capital Outlay: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 30 PLANNING, COMM & ECON DEV							
DIV 11 COMMUNITY DEVELOPMENT							
SUB 0 PLANNING, COMM & ECON DEV							
ELEM 10 PAYROLL-WAGES							
3011-530.10-01	SALARY	63,435	69,131	71,844	70,680	74,804	74,804
3011-530.10-02	HOURLY	7,119	7,584	8,030	8,087	8,477	8,477
*	PAYROLL-WAGES	70,554	76,715	79,874	78,767	83,281	83,281
ELEM 11 FRINGE BENEFITS							
3011-530.11-10	FICA	5,350	5,671	5,947	5,837	6,144	6,144
3011-530.11-12	HEALTH INSURANCE	4,409	4,834	5,040	5,242	5,586	5,586
3011-530.11-13	DENTAL INSURANCE	267	260	278	286	298	298
3011-530.11-14	LIFE INSURANCE	240	246	242	231	253	253
3011-530.11-15	VISION INSURANCE	105	150	140	141	140	140
3011-530.11-17	457 CITY MATCH CONTRIBUTN	693	1,768	1,740	1,755	1,740	1,740
3011-530.11-18	RETIREMENT	4,723	4,997	5,224	5,152	5,446	5,446
3011-530.11-21	WORKERS COMPENSATION INS	238	248	169	165	150	150
3011-530.11-22	LONG TERM DISABILITY INS	361	346	291	279	304	304
*	FRINGE BENEFITS	16,386	18,520	19,071	19,088	20,061	20,061
ELEM 30 PROFESSIONAL SERVICES							
3011-530.30-11	DESIGN & ENGINEERING	4,719	0	0	0	0	0
3011-530.30-13	ADMINISTRATIVE	0	1,000	0	0	0	0
3011-530.30-15	CONSULTING	38	0	5,000	4,500	7,500	7,500
3011-530.30-16	APPRAISALS	0	2,600	0	0	0	0
*	PROFESSIONAL SERVICES	4,757	3,600	5,000	4,500	7,500	7,500
ELEM 36 SPECIAL SERVICES							
3011-530.36-21	COURIER SERVICES	0	21	200	29	0	0
*	SPECIAL SERVICES	0	21	200	29	0	0
ELEM 60 SUPPLIES							
3011-530.60-10	GENERAL SUPPLIES	112	90	0	0	0	0
3011-530.60-11	MEETING REFRESHMENTS	313	241	0	0	0	0
*	SUPPLIES	425	331	0	0	0	0
ELEM 62 POSTAGE							
3011-530.62-10	POSTAGE	0	0	0	41	0	0
*	POSTAGE	0	0	0	41	0	0
**	COMMUNITY DEVELOPMENT	92,122	99,187	104,145	102,425	110,842	110,842

PROGRAM NAME/NUMBER

Community Development/3011

DESCRIPTION: This program provides administration of local, state and federal programs and activities to enhance the City as a place to live, work and visit. It includes the implementation of projects in the City's Capital Improvement Program, and preparation and administration of grant and loan applications under such programs as Community Development Block Grant (CDBG), Community Legacy, Community Parks & Playgrounds, Maryland Heritage Areas Authority (MHAA), Program Open Space (POS), Recreational Trails, Transportation Enhancement Program (TEP) and Anacostia Trails Heritage Area (ATHA). The program is also responsible for information and referral for county and state programs, and other assistance to residents and community groups.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2008 ACTUAL	FY2009		FY2010 TARGET
			TARGET	ACTUAL	
1. Acquire funding from state and federal grant sources to improve the vitality and livability of the community <ul style="list-style-type: none"> ● Prepare and submit Community Development Block Grant (CDBG), Community Legacy, Community Parks & Playgrounds, Maryland Heritage Areas Authority (MHAA), Program Open Space (POS), Recreational Trails, Transportation Enhancement Program (TEP) and Anacostia Trails Heritage Area (ATHA) applications for selected projects ● Identify funding sources and initiate new capital projects as appropriate 	Dollar value and percent-age of grants awarded:				
	Comm. Dev. Block Grant	\$106,818	\$100,000	\$100,000	\$100,000
	Community Legacy grant	25,000	150,000	25,000	1,156,156
	Comm. Pks. & Playgrounds	0	147,825	0	0
	MD Heritage Areas Auth.	20,000	50,000	12,000	100,000
	Program Open Space	396,000	87,000	86,587	29,295
	Recreational Trails	8,000	50,000	50,000	26,120
	Transp. Enhancement Prog.	200,000	300,000	200,000	250,000
	Anacostia Trails Hrtge. Area	3,000	3,000	3,000	0
	EDI/HUD	New	459,620	459,620	0
	Historic Properties grant	New	50,000	0	0
	CDBG-Recovery	New	New	New	62,100
	Federal EPA grant	New	New	New	95,487
	Safe Routes to School	New	New	67,700	124,500
	TOTALS	\$758,818 76%	\$1,397,445 100%	\$1,003,907 72%	\$1,943,658 TBD
2. Implement special projects for community development <ul style="list-style-type: none"> ● Neighborhood improvement plans ● Pattern Book for College Park neighborhoods ● Hollywood commercial district revitalization ● Comprehensive 	Periodic status reports will be provided for these ongoing projects				

PROGRAM NAME/NUMBER

Community Development/3011

Downtown Streetscape Project (EDI) ● Participate in 2010 census count and review, as needed					
--	--	--	--	--	--

PROGRAM NAME/NUMBER

Community Development/3011

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY07	FY08	FY09	FY10
Director of Planning	0.20	0.20	0.20	0.20
Senior Planner	0.00	0.00	0.40	0.40
Planner	0.90	0.90	0.45	0.45
Administrative Assistant	0.15	0.15	0.15	0.15
Budget Total	1.25	1.25	1.20	1.20

OPERATING EXPENDITURES

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 3011	
Element/Object	Details	Total	
30 Professional Services 30-15 Consulting	Consulting services, as needed, in support of projects	7,500	

Capital Outlay: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 30 PLANNING, COMM & ECON DEV							
DIV 12 PLANNING AND ZONING							
SUB 0 PLANNING, COMM & ECON DEV							
ELEM 10 PAYROLL-WAGES							
3012-530.10-01	SALARY	64,994	68,740	71,844	70,680	74,804	74,804
3012-530.10-02	HOURLY	7,119	7,584	8,030	8,087	8,477	8,477
*	PAYROLL-WAGES	72,113	76,324	79,874	78,767	83,281	83,281
ELEM 11 FRINGE BENEFITS							
3012-530.11-10	FICA	5,350	5,671	5,947	5,837	6,144	6,144
3012-530.11-12	HEALTH INSURANCE	4,409	4,834	5,040	5,242	5,586	5,586
3012-530.11-13	DENTAL INSURANCE	267	260	278	286	298	298
3012-530.11-14	LIFE INSURANCE	240	246	242	231	253	253
3012-530.11-15	VISION INSURANCE	105	150	140	141	140	140
3012-530.11-17	457 CITY MATCH CONTRIBUTN	693	1,768	1,740	1,755	1,740	1,740
3012-530.11-18	RETIREMENT	4,723	4,997	5,224	5,152	5,446	5,446
3012-530.11-21	WORKERS COMPENSATION INS	238	248	169	165	150	150
3012-530.11-22	LONG TERM DISABILITY INS	361	346	291	279	304	304
*	FRINGE BENEFITS	16,386	18,520	19,071	19,088	20,061	20,061
ELEM 30 PROFESSIONAL SERVICES							
3012-530.30-15	CONSULTING	4,250-	0	0	0	0	0
*	PROFESSIONAL SERVICES	4,250-	0	0	0	0	0
ELEM 36 SPECIAL SERVICES							
3012-530.36-10	PRINTING	158	90	200	76	200	200
*	SPECIAL SERVICES	158	90	200	76	200	200
ELEM 60 SUPPLIES							
3012-530.60-10	GENERAL SUPPLIES	80	10-	2,500	1,122	0	0
*	SUPPLIES	80	10-	2,500	1,122	0	0
**	PLANNING AND ZONING	84,487	94,924	101,645	99,053	103,542	103,542

PROGRAM NAME/NUMBER

Planning and Zoning/3012

DESCRIPTION: This program involves the review of zoning and subdivision applications referred to the City for comment by the M-NCPPC and zoning appeals and departures filed directly with the City. Staff reports and recommendations are prepared and presented to the Advisory Planning Commission and the Mayor and Council. Staff presents the City's position before the County's Zoning Hearing Examiner, Planning Board and District Council, when applicable. This program also involves the preparation of local plans, the review of plans and projects that impact the City, and the collaboration of planning efforts with WMATA, Prince George's County, M-NCPPC, University of Maryland, Metropolitan Washington Council of Governments, State of Maryland and others.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2008 ACTUAL	FY2009		FY2010 TARGET
			TARGET	ACTUAL	
1. Review and comment on land use and zoning applications, plans, policies and legislation affecting the City	Generated externally				
2. Process variance and departure applications through the Advisory Planning Commission	Number of applications processed	23	20	6	10
	Percent of recommendations upheld by Mayor & Council	100%	100%	100%	100%
3. Coordinate and collaborate with others on planning and land use issues in the City <ul style="list-style-type: none"> ● Attend University of Maryland Facilities Council and Facility Plan implementation meetings ● Work with County Council to implement state-enabled authority for detailed site plans ● Work with M-NCPPC on Route 1 Sector Plan update and new mixed-use zoning tool 	Periodic status reports will be provided for these ongoing projects				

PROGRAM NAME/NUMBER

Planning and Zoning/3012

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY07	FY08	FY09	FY10
Director of Planning	0.20	0.20	0.20	0.20
Senior Planner	0.00	0.00	0.40	0.40
Planner	0.90	0.90	0.45	0.45
Administrative Assistant	0.15	0.15	0.15	0.15
Budget Total	1.25	1.25	1.20	1.20

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 3012	
Element/Object	Details	Total	
36 Special Services 36-10 Printing	Includes cost of reducing and duplicating site plans and drawings	200	
60 Supplies 60-10 General Supplies	Purchase of plans and maps from M-NCPPC, including recorded subdivision plats	0	

Capital Outlay: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 30 PLANNING, COMM & ECON DEV							
DIV 13 ADVISORY PLANNING COMM							
SUB 0 PLANNING, COMM & ECON DEV							
ELEM 10 PAYROLL-WAGES							
3013-530.10-01	SALARY	28,615	30,094	32,283	31,761	33,618	33,618
3013-530.10-02	HOURLY	14,238	15,171	16,060	16,174	16,955	16,955
3013-530.10-06	STIPEND	2,750	3,350	5,040	2,640	5,040	5,040
*	PAYROLL-WAGES	45,603	48,615	53,383	50,575	55,613	55,613
ELEM 11 FRINGE BENEFITS							
3013-530.11-10	FICA	3,374	3,589	3,949	3,698	4,069	4,069
3013-530.11-12	HEALTH INSURANCE	2,685	2,963	3,131	3,261	3,487	3,487
3013-530.11-13	DENTAL INSURANCE	180	183	195	201	209	209
3013-530.11-14	LIFE INSURANCE	142	145	147	141	153	153
3013-530.11-15	VISION INSURANCE	89	97	91	92	91	91
3013-530.11-17	457 CITY MATCH CONTRIBUTN	386	936	939	946	939	939
3013-530.11-18	RETIREMENT	2,798	2,955	3,155	3,128	3,300	3,300
3013-530.11-21	WORKERS COMPENSATION INS	151	159	113	105	100	100
3013-530.11-22	LONG TERM DISABILITY INS	214	204	176	169	184	184
*	FRINGE BENEFITS	10,019	11,231	11,896	11,741	12,532	12,532
ELEM 12 TRAVEL & TRAINING							
3013-530.12-11	TRAVEL & TRAINING	130	0	500	0	500	500
*	TRAVEL & TRAINING	130	0	500	0	500	500
ELEM 60 SUPPLIES							
3013-530.60-10	GENERAL SUPPLIES	105	0	100	100	100	100
3013-530.60-11	MEETING REFRESHMENTS	114	0	200	113	200	200
*	SUPPLIES	219	0	300	213	300	300
ELEM 61 OFFICE SUPPLIES							
3013-530.61-10	OFFICE SUPPLIES	18	0	0	0	0	0
*	OFFICE SUPPLIES	18	0	0	0	0	0
ELEM 67 DUES & PUBLICATIONS							
3013-530.67-10	DUES	250	250	250	250	250	250
3013-530.67-20	PUBLICATIONS & BOOKS	248	246	500	234	515	515
*	DUES & PUBLICATIONS	498	496	750	484	765	765
**	ADVISORY PLANNING COMM	56,487	60,342	66,829	63,013	69,710	69,710

PROGRAM NAME/NUMBER

Advisory Planning Commission/3013

DESCRIPTION: The Advisory Planning Commission is a seven-member commission created in January 1992 to develop a comprehensive, long-range plan for the future development and revitalization of College Park. The Commission is also charged with making recommendations to Mayor & Council, as needed, on zoning applications, land use issues and plans, grant requests and capital improvements. The Commission assumed authority for holding hearings for zoning appeals and departures in April 1997. In FY2002, the Mayor & Council transferred the duties and responsibilities of the Board of Housing Hygiene to the Commission, and in FY2006, emergency legislation was passed to facilitate the hearing of fire code appeals. In FY2007, Mayor & Council adopted a fence ordinance and gave the APC the authority to hear variances therefrom. The Planning Department assists the Commission in the execution of these duties.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2008 ACTUAL	FY2009		FY2010 TARGET
			TARGET	ACTUAL	
1. Administer the zoning appeals and departures process in a fair and timely manner	Number of applications appealed by applicants	2	0	1	0
	Percent of decisions accepted by Mayor & Council	50%	100%	100%	100%
2. Hear and decide fire code appeals	Number of fire code appeals heard	1	0	0	0

PROGRAM NAME/NUMBER

Advisory Planning Commission/3013

PERSONNEL EXPENDITURES: Personnel expenditures includes a stipend of \$60 per meeting attended where quorum exists (12 meetings estimated) paid to 7 commission members who are not FTE's.

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY07	FY08	FY09	FY10
Director of Planning	0.20	0.20	0.20	0.20
Senior Planner	0.00	0.00	0.10	0.10
Planner	0.20	0.20	0.10	0.10
Administrative Assistant	0.30	0.30	0.30	0.30
Budget Total	0.70	0.70	0.70	0.70

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 3013	
Element/Object	Details	Total	
12	<u>Travel & Training</u> 12-11 Travel & Training	Maryland Citizen Planners Conference, 2 APC members @ \$150 300 Urban planning certificate course 200	500
60	<u>Supplies</u> 60-10 General Supplies 60-11 Meeting Refreshments		100 200
67	<u>Dues & Publications</u> 67-10 Dues 67-20 Publications & Books	Maryland Citizen Planners Association Planning Commissioner's Journal 140 Planning Commissioner's Guide: Welcome to the Planning Commission 100 Other publications 275	250 515

Capital Outlay: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 30 PLANNING, COMM & ECON DEV							
DIV 14 ECONOMIC DEVELOPMENT							
SUB 0 PLANNING, COMM & ECON DEV							
ELEM 10 PAYROLL-WAGES							
3014-530.10-01	SALARY	47,475	62,858	66,781	65,080	68,187	68,187
3014-530.10-02	HOURLY	7,119	7,585	8,030	8,085	8,477	8,477
*	PAYROLL-WAGES	54,594	70,443	74,811	73,165	76,664	76,664
ELEM 11 FRINGE BENEFITS							
3014-530.11-10	FICA	4,191	5,146	5,517	5,387	5,604	5,604
3014-530.11-12	HEALTH INSURANCE	4,673	6,479	6,859	7,157	7,682	7,682
3014-530.11-13	DENTAL INSURANCE	317	382	408	420	437	437
3014-530.11-14	LIFE INSURANCE	178	228	226	217	234	234
3014-530.11-15	VISION INSURANCE	189	233	217	219	218	218
3014-530.11-17	457 CITY MATCH CONTRIBUTN	218	598	600	604	600	600
3014-530.11-18	RETIREMENT	1,882	3,577	4,869	4,762	4,989	4,989
3014-530.11-21	WORKERS COMPENSATION INS	188	226	157	153	137	137
3014-530.11-22	LONG TERM DISABILITY INS	269	319	273	261	280	280
*	FRINGE BENEFITS	12,105	17,188	19,126	19,180	20,181	20,181
ELEM 12 TRAVEL & TRAINING							
3014-530.12-10	NON TRAINING TRAVEL	0	0	100	0	100	100
3014-530.12-11	TRAVEL & TRAINING	205	365	2,800	1,645	1,500	1,500
*	TRAVEL & TRAINING	205	365	2,900	1,645	1,600	1,600
ELEM 25 GRANTS & ASSISTANCE							
3014-530.25-10	CITY-UNIV PARTNERSHIP	50,000	25,000	25,000	25,000	25,000	25,000
3014-530.25-29	BUSINESS ASSISTANCE FUND	0	0	0	0	10,000	10,000
*	GRANTS & ASSISTANCE	50,000	25,000	25,000	25,000	35,000	35,000
ELEM 30 PROFESSIONAL SERVICES							
3014-530.30-15	CONSULTING	24,055	21,233	15,000	10,516	15,500	15,500
*	PROFESSIONAL SERVICES	24,055	21,233	15,000	10,516	15,500	15,500
ELEM 36 SPECIAL SERVICES							
3014-530.36-10	PRINTING	65	1,423	0	0	0	0
3014-530.36-35	MATCHING FUNDS	4,000	12,250	25,000	3,500	25,000	25,000
3014-530.36-99	OTHER	542	0	2,000	0	2,000	2,000
*	SPECIAL SERVICES	4,607	13,673	27,000	3,500	27,000	27,000
ELEM 60 SUPPLIES							
3014-530.60-11	MEETING REFRESHMENTS	1,224	1,398	3,000	2,649	3,000	3,000
3014-530.60-40	SIGNS	585	0	0	0	0	0
*	SUPPLIES	1,809	1,398	3,000	2,649	3,000	3,000
ELEM 62 POSTAGE							
3014-530.62-10	POSTAGE	0	973	0	0	0	0
*	POSTAGE	0	973	0	0	0	0
ELEM 67 DUES & PUBLICATIONS							
3014-530.67-10	DUES	620	300	700	345	870	870
3014-530.67-20	PUBLICATIONS & BOOKS	600	563	740	1,180	947	947
*	DUES & PUBLICATIONS	1,220	863	1,440	1,525	1,817	1,817
ELEM 92 MACHINERY & EQUIPMENT							
3014-530.92-50	VIDEO EQUIPMENT	458	0	0	0	0	0
*	MACHINERY & EQUIPMENT	458	0	0	0	0	0
**	ECONOMIC DEVELOPMENT	149,053	151,136	168,277	137,180	180,762	180,762
***	PLANNING, COMM & ECON DEV	473,675	498,053	552,468	511,909	581,188	581,188

PROGRAM NAME/NUMBER

Economic Development/3014

DESCRIPTION: This program was established in FY1997 to focus efforts on revitalizing the City's commercial districts, expanding the City's tax base, marketing the strengths and assets of College Park, and providing assistance in business retention, expansion and recruitment. The establishment of an economic development program was a key recommendation in the City's Comprehensive Plan.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2008 ACTUAL	FY2009		FY2010 TARGET
			TARGET	ACTUAL	
1. Expand economic development through new development and revitalization <ul style="list-style-type: none"> • Conduct 2 real estate roundtables of City brokers, developers and property owners to share information on leasing and development opportunities, real estate transactions, market trends, etc. • Prepare and distribute a bi-monthly economic development newsletter to interested parties • Provide information and referral services to the real estate development community • Work with County to identify catalyst projects in TDOZ 	Net number of new businesses attracted	14	10	0	5
	Number of new approved commercial development projects	3	2	0	1
	Number of new approved residential development projects	2	3	1	0
	Number of projects that are mixed-use	3	2	3	3
2. Implement special projects to expand investment and revitalize commercial areas <ul style="list-style-type: none"> • Work with County to implement tax increment financing (TIF) district on U. S. Route 1 • Work with Hollywood commercial district property owners and businesses on a commercial district revitalization plan 	Periodic status reports will be provided for these ongoing projects				

PROGRAM NAME/NUMBER

Economic Development/3014

3. Expand economic development through new business attraction <ul style="list-style-type: none">• Improve City web site for economic development purposes• Improve environment to be more attractive to entrepreneurs	Periodic status reports will be provided for these ongoing projects				
4. Expand economic development through business retention and expansion <ul style="list-style-type: none">• Maintain contact with existing businesses to assess needs• Hold 2 industry-specific roundtables to promote networking and better address the needs of businesses	Number of businesses expanded Number of businesses visited	1 100	3 100	1 100	0 120
5. Support revitalization partnerships: <ul style="list-style-type: none">• Downtown College Park Management Authority• College Park City-University Partnership• Prince George's County Redevelopment Authority• Anacostia Trails Heritage Area (ATHA)	Percent of coordinator's time spent on partnerships	35%	25%	35%	25%

PROGRAM NAME/NUMBER

Economic Development/3014

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY07	FY08	FY09	FY10
Director of Planning	0.20	0.20	0.20	0.20
Economic Development Planner	1.00	1.00	1.00	1.00
Administrative Assistant	0.15	0.15	0.15	0.15
Budget Total	1.35	1.35	1.35	1.35

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 3014	
Element/Object	Details	Total	
12	<u>Travel & Training</u> 12-10 Non Training Travel	Staff mileage reimbursement	100
	12-11 Travel & Training	International Economic Development Council (IEDC), annual conference	1,500
25	<u>Grants & Assistance</u> 25-10 City-University Partnership	Grant to the College Park City-University Partnership to be used in support of U. S. Route 1 revitalization activities; a matching grant is provided by the University of Maryland	25,000
	25-29 Business Assistance Fund	To provide micro grants to new or existing businesses to reimburse for start-up licenses and permits or for new, replacement or updated signage (program details to be determined)	10,000
30	<u>Professional Services</u> 30-15 Consulting	Professional photography and graphic design for economic development page on City website; other marketing materials 6,000 Destination website hosting, maintenance and licensing fees 4,500 Stipend for graduate student intern 5,000	15,500
36	<u>Special Services</u> 36-35 Matching Funds	Funds for matching grant opportunities	25,000
	36-99 Other	“Buy Local” campaign with match (rolled over from FY09)	2,000
60	<u>Supplies</u> 60-11 Meeting Refreshments	Real estate roundtable, 2 @ \$1,200 2,400 Business roundtables, 2 @ 150 300 Host 1 ATHA meeting 300	3,000
67	<u>Dues & Publications</u> 67-10 Dues	American Planning Association (APA) 225	

PROGRAM NAME/NUMBER

Economic Development/3014

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 3014	
Element/Object	Details	Total	
67-20 Publications & Books	Maryland Economic Development Association (MEDA)	300	870
	International Economic Development Council (IEDC)	345	
	Washington Business Journal	100	947
	Smith Travel Research Hotel Report.....	400	
	Downtown Idea Exchange	240	
	Downtown Promotion Reporter	207	

Capital Outlay: None

COMMUNITY
RESOURCES

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 40 COMMUNITY RESOURCES							
DIV 10 ADMINISTRATION							
SUB 0 COMMUNITY RESOURCES							
ELEM 10 PAYROLL-WAGES							
4010-540.10-01	SALARY	55,631	54,928	59,940	60,326	63,282	63,282
4010-540.10-02	HOURLY	25,494	29,294	30,022	30,964	31,696	31,696
4010-540.10-03	OVERTIME	4,183	2,445	4,000	3,193	5,000	5,000
*	PAYROLL-WAGES	85,308	86,667	93,962	94,483	99,978	99,978
ELEM 11 FRINGE BENEFITS							
4010-540.11-10	FICA	6,073	6,449	6,704	6,848	6,951	6,951
4010-540.11-12	HEALTH INSURANCE	10,372	11,754	12,393	13,101	13,851	13,851
4010-540.11-13	DENTAL INSURANCE	741	735	785	816	840	840
4010-540.11-14	LIFE INSURANCE	271	274	272	272	289	289
4010-540.11-15	VISION INSURANCE	137	209	190	199	190	190
4010-540.11-17	457 CITY MATCH CONTRIBUTN	398	1,582	1,564	1,603	1,564	1,564
4010-540.11-18	RETIREMENT	4,448	5,620	6,108	6,094	6,499	6,499
4010-540.11-21	WORKERS COMPENSATION INS	3,881	3,815	3,210	3,306	2,803	2,803
4010-540.11-22	LONG TERM DISABILITY INS	409	386	328	328	346	346
*	FRINGE BENEFITS	26,730	30,824	31,554	32,567	33,333	33,333
ELEM 12 TRAVEL & TRAINING							
4010-540.12-10	NON TRAINING TRAVEL	1,921	2,027	2,100	2,068	2,100	2,100
4010-540.12-11	TRAVEL & TRAINING	3,471	6,251	3,600	2,732	3,700	3,700
*	TRAVEL & TRAINING	5,392	8,278	5,700	4,800	5,800	5,800
ELEM 20 OVERHEAD							
4010-540.20-10	INSURANCE	5,566	6,070	6,737	6,737	7,400	7,400
4010-540.20-12	POSTAGE	67	22	293	62	306	306
4010-540.20-15	INFORMATION SYSTEMS	51,653	44,861	48,797	48,797	49,155	49,155
4010-540.20-16	BUILDING MAINTENANCE	37,366	50,741	55,516	55,516	59,443	59,443
4010-540.20-17	COPIER	14	17	0	4	0	0
*	OVERHEAD	94,666	101,711	111,343	111,116	116,304	116,304
ELEM 30 PROFESSIONAL SERVICES							
4010-540.30-13	ADMINISTRATIVE	8,787	7,760	9,800	11,244	15,000	15,000
4010-540.30-15	CONSULTING	1,000	0	0	100	0	0
4010-540.30-46	MEDIATION SERVICES	0	0	2,000	0	0	0
*	PROFESSIONAL SERVICES	9,787	7,760	11,800	11,344	15,000	15,000
ELEM 34 CONTRACTUAL SERVICES							
4010-540.34-72	BLDG COVERAGE-AFTER HOURS	1,200	1,320	1,380	1,320	1,440	1,440
*	CONTRACTUAL SERVICES	1,200	1,320	1,380	1,320	1,440	1,440
ELEM 36 SPECIAL SERVICES							
4010-540.36-10	PRINTING	2,702	3,054	2,000	3,812	3,000	3,000
4010-540.36-11	CLASSIFIED ADVERTISING	0	655	0	0	0	0
*	SPECIAL SERVICES	2,702	3,709	2,000	3,812	3,000	3,000
ELEM 38 SPECIAL EVENTS							
4010-540.38-15	HOLIDAY EVENTS	1,317	2,538	1,500	1,124	1,000	1,000
4010-540.38-66	FAMILY SUMMIT	0	3,184	3,100	2,904	3,100	3,100
*	SPECIAL EVENTS	1,317	5,722	4,600	4,028	4,100	4,100
ELEM 40 REPAIR & MAINTENANCE							
4010-540.40-10	OFFICE EQUIPMENT	150	745	600	0	300	300
4010-540.40-11	BUILDINGS & GROUNDS	2,430	2,324	7,500	6,066	7,500	7,500
4010-540.40-25	HVAC REPAIRS	2,754	0	2,000	3,920	2,000	2,000
4010-540.40-40	AUDIO-VISUAL EQ SERVICE	1,189	0	0	0	0	0
*	REPAIR & MAINTENANCE	6,523	3,069	10,100	9,986	9,800	9,800
ELEM 42 CLEANING SERVICE							
4010-540.42-10	BUILDING	0	84	500	0	200	200
*	CLEANING SERVICE	0	84	500	0	200	200
ELEM 45 MAINTENANCE CONTRACT							
4010-540.45-16	BUILDING SERVICES	6,369	6,373	8,370	10,315	8,550	8,550

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 40 COMMUNITY RESOURCES							
DIV 10 ADMINISTRATION							
SUB 0 COMMUNITY RESOURCES							
ELEM 45 MAINTENANCE CONTRACT							
4010-540.45-22	SECURITY ALARM MONITORING	948	1,108	1,100	1,318	1,100	1,100
4010-540.45-23	PEST CONTROL	684	711	800	741	800	800
*	MAINTENANCE CONTRACT	8,001	8,192	10,270	12,374	10,450	10,450
ELEM 47 CLOTHING & UNIFORMS							
4010-540.47-10	CLOTHING & UNIFORMS	50	66	60	503	60	60
*	CLOTHING & UNIFORMS	50	66	60	503	60	60
ELEM 48 RENTAL							
4010-540.48-20	COPIERS	3,444	3,425	3,300	3,454	1,896	1,896
*	RENTAL	3,444	3,425	3,300	3,454	1,896	1,896
ELEM 52 AWARDS & GIFTS							
4010-540.52-10	AWARDS & GIFTS	0	152	0	158	200	200
*	AWARDS & GIFTS	0	152	0	158	200	200
ELEM 60 SUPPLIES							
4010-540.60-10	GENERAL SUPPLIES	5,011	3,745	3,000	3,110	3,000	3,000
4010-540.60-11	MEETING REFRESHMENTS	1,649	414	1,260	1,238	500	500
*	SUPPLIES	6,660	4,159	4,260	4,348	3,500	3,500
ELEM 61 OFFICE SUPPLIES							
4010-540.61-10	OFFICE SUPPLIES	3,328	4,158	2,800	3,591	2,800	2,800
*	OFFICE SUPPLIES	3,328	4,158	2,800	3,591	2,800	2,800
ELEM 62 POSTAGE							
4010-540.62-10	POSTAGE	610	430	600	662	630	630
*	POSTAGE	610	430	600	662	630	630
ELEM 65 UTILITIES							
4010-540.65-10	ELECTRICITY	8,481	9,559	11,000	9,925	14,000	14,000
4010-540.65-11	NATURAL GAS	3,467	4,464	3,200	3,678	3,600	3,600
4010-540.65-13	WATER & SEWER	477	487	500	507	500	500
*	UTILITIES	12,425	14,510	14,700	14,110	18,100	18,100
ELEM 66 TELEPHONE & COMMUNICATION							
4010-540.66-10	TELEPHONE	8,323	6,348	8,000	4,321	5,000	5,000
4010-540.66-12	CELLULAR PHONE	983	744	600	513	600	600
*	TELEPHONE & COMMUNICATION	9,306	7,092	8,600	4,834	5,600	5,600
ELEM 67 DUES & PUBLICATIONS							
4010-540.67-10	DUES	1,460	2,100	1,600	1,318	1,600	1,600
4010-540.67-20	PUBLICATIONS & BOOKS	638	1,450	500	1,116	500	500
*	DUES & PUBLICATIONS	2,098	3,550	2,100	2,434	2,100	2,100
ELEM 69 MISCELLANEOUS CHARGE							
4010-540.69-10	MISCELLANEOUS	1,666	1,093	600	406	600	600
*	MISCELLANEOUS CHARGE	1,666	1,093	600	406	600	600
ELEM 93 OFFICE EQUIPMENT							
4010-540.93-10	OFFICE EQUIPMENT	800	0	0	788	0	0
*	OFFICE EQUIPMENT	800	0	0	788	0	0
**	ADMINISTRATION	282,013	295,971	320,229	321,118	334,891	334,891

PROGRAM NAME/NUMBER**Community Resources Administration/4010**

DESCRIPTION: This program provides management and oversight of department activities, promotes community outreach and enhanced family functioning and advises Mayor & Council on family-related issues. Program responsibilities include: outreach to community leaders to assess community needs and develop strategies to address those needs; conduct assessment and planning meetings with school principals on family issues; conduct training as requested; administer Halloween Thing and Spring Egg Hunt programs, Municipal Government Month activities, the Job Connection; staff support for the City's Education Advisory Committee (EAC), disseminate client surveys to families who have concluded counseling; participate in *Lakeland STARS* outreach program; community outreach and participate in family-related issues at county and state level.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2008 ACTUAL	FY2009		FY2010 TARGET
			TARGET	ACTUAL	
1. Increase awareness of the availability of services	Publicize program services at least quarterly	8	6	8	6
2. 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 of low to moderate income (\$35,000 or less)	64%	>=51%	65%	>=51%

PROGRAM NAME/NUMBER

Community Resources Administration/4010

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY07	FY08	FY09	FY10
Director of Community Resources	0.60	0.60	0.60	0.60
Administrative Assistant	0.00	0.00	0.75	0.75
Office Specialist III	0.75	0.75	0.00	0.00
Bus Driver	0.25	0.25	0.00	0.00
Budget Total	1.60	1.60	1.35	1.35

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 4010
Element/Object	Details	Total	
12	<u>Travel & Training</u> 12-10 Non Training Travel	Staff mileage reimbursement	2,100
	12-11 Travel & Training	Maryland Municipal League (MML) convention..... 1,500 Administrative seminars 700 Local Spanish immersion program for Director 1,500	3,700
30	<u>Professional Services</u> 30-13 Administrative	Coverage for annual and sick leave 1,800 Evening receptionist, 4 evenings per week 9,500 Lakeland STARS coordination 3,700	15,000
34	<u>Contractual Services</u> 34-72 Building Coverage-After Hours	Building coverage, after-hours meetings	1,440
36	<u>Special Services</u> 36-10 Printing	Brochures, letterhead, envelopes, forms, flyers to College Park households	3,000
38	<u>Special Events</u> 38-15 Holiday Events 38-66 Family Summit	Halloween Thing, Spring Egg Hunt Facilitator 1,000 Printing of materials 1,160 Meeting refreshments 740 Postage 100 Office supplies 100	1,000 3,100
40	<u>Repair & Maintenance</u> 40-10 Office Equipment 40-11 Buildings & Grounds 40-25 HVAC Repairs	 Building repairs Repairs not covered by maintenance contract	300 7,500 2,000

PROGRAM NAME/NUMBER

Community Resources Administration/4010

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 4010	
Element/Object		Details	Total
42	<u>Cleaning Service</u> 42-10 Building	Window cleaning	200
45	<u>Maintenance Contracts</u> 45-16 Building Services	HVAC maintenance contract 2,500 Tile maintenance contract 3,500 Fire extinguisher service 100 Sprinkler system testing and recharge 950 Carpet cleaning contract 1,500	8,550
	45-22 Security Alarm Monitoring	Burglar alarm, 2 systems 600 Fire alarm system 500	1,100
	45-23 Pest Control		800
47	<u>Clothing & Uniforms</u> 47-10 Clothing & Uniforms	City seal clothing for staff	60
48	<u>Rental</u> 48-20 Copiers	Copier lease @ \$158 monthly	1,896
52	<u>Awards & Gifts</u> 52-10 Awards & Gifts	Lakeland STARS	200
60	<u>Supplies</u> 60-10 General Supplies	Special event materials, photo finishing, presentation materials, promotional items, Lakeland STARS supplies	3,000
	60-11 Meeting Refreshments		500
61	<u>Office Supplies</u> 61-10 Office Supplies		2,800
62	<u>Postage</u> 62-10 Postage		630
65	<u>Utilities</u> 65-10 Electricity	Based on current usage	14,000
	65-11 Natural Gas	Based on current usage	3,600
	65-13 Water & Sewer	Based on current usage	500
66	<u>Telephone & Communications</u> 66-10 Telephone	Based on current usage	5,000
	66-12 Cellular Phone	Monthly service @ \$50, 1 phone	600
67	<u>Dues & Publications</u> 67-10 Dues	Maryland Association of Youth Services Bureaus 1,200 Maryland Children Action Network/ Advocates for Children & Youth 150	

PROGRAM NAME/NUMBER

Community Resources Administration/4010

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 4010	
Element/Object		Details	Total
		Maryland Association of Non-Profits 250	1,600
	67-20 Publications & Books		500
69	<u>Miscellaneous Charge</u> 69-10 Miscellaneous		600

Capital Outlay: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 40 COMMUNITY RESOURCES							
DIV 11 CLINICAL SERVICES							
SUB 0 COMMUNITY RESOURCES							
ELEM 10 PAYROLL-WAGES							
4011-540.10-01	SALARY	174,739	207,080	256,095	230,124	258,731	258,731
4011-540.10-02	HOURLY	8,434	9,031	10,007	10,750	10,565	10,565
4011-540.10-03	OVERTIME	226	78	200	108	200	200
*	PAYROLL-WAGES	183,399	216,189	266,302	240,982	269,496	269,496
ELEM 11 FRINGE BENEFITS							
4011-540.11-10	FICA	13,549	15,864	19,632	17,818	19,818	19,818
4011-540.11-12	HEALTH INSURANCE	7,804	8,674	10,313	10,575	10,853	10,853
4011-540.11-13	DENTAL INSURANCE	706	632	772	996	1,058	1,058
4011-540.11-14	LIFE INSURANCE	329	319	337	297	333	333
4011-540.11-15	VISION INSURANCE	58	214	233	427	450	450
4011-540.11-17	457 CITY MATCH CONTRIBUTN	1,105	1,860	1,955	2,423	2,868	2,868
4011-540.11-18	RETIREMENT	8,395	11,165	15,811	8,728	17,583	17,583
4011-540.11-21	WORKERS COMPENSATION INS	11,790	13,134	13,500	12,100	11,272	11,272
4011-540.11-22	LONG TERM DISABILITY INS	499	455	406	355	401	401
*	FRINGE BENEFITS	44,235	52,317	62,959	53,719	64,636	64,636
ELEM 12 TRAVEL & TRAINING							
4011-540.12-10	NON TRAINING TRAVEL	0	255	200	115	200	200
4011-540.12-11	TRAVEL & TRAINING	8,600	11,251	6,856	11,124	6,856	6,856
*	TRAVEL & TRAINING	8,600	11,506	7,056	11,239	7,056	7,056
ELEM 30 PROFESSIONAL SERVICES							
4011-540.30-13	ADMINISTRATIVE	0	3,840	0	600	0	0
4011-540.30-15	CONSULTING	4,375	4,298	4,500	5,995	4,800	4,800
*	PROFESSIONAL SERVICES	4,375	8,138	4,500	6,595	4,800	4,800
ELEM 34 CONTRACTUAL SERVICES							
4011-540.34-60	CHILD CARE COSTS	328	750	600	1,365	2,940	2,940
*	CONTRACTUAL SERVICES	328	750	600	1,365	2,940	2,940
ELEM 38 SPECIAL EVENTS							
4011-540.38-35	STUDENT EVENTS	1,600	1,595	1,600	2,599	1,600	1,600
*	SPECIAL EVENTS	1,600	1,595	1,600	2,599	1,600	1,600
ELEM 40 REPAIR & MAINTENANCE							
4011-540.40-40	AUDIO-VISUAL EQ SERVICE	0	0	1,000	978	1,000	1,000
*	REPAIR & MAINTENANCE	0	0	1,000	978	1,000	1,000
ELEM 50 INSURANCE							
4011-540.50-10	LIABILITY INSURANCE	866	716	1,420	587	1,420	1,420
*	INSURANCE	866	716	1,420	587	1,420	1,420
ELEM 60 SUPPLIES							
4011-540.60-10	GENERAL SUPPLIES	1,539	1,136	1,700	2,185	1,400	1,400
4011-540.60-11	MEETING REFRESHMENTS	658	874	500	858	1,500	1,500
*	SUPPLIES	2,197	2,010	2,200	3,043	2,900	2,900
ELEM 61 OFFICE SUPPLIES							
4011-540.61-10	OFFICE SUPPLIES	0	64	0	0	0	0
*	OFFICE SUPPLIES	0	64	0	0	0	0
ELEM 62 POSTAGE							
4011-540.62-10	POSTAGE	22	0	0	37	0	0
*	POSTAGE	22	0	0	37	0	0
ELEM 67 DUES & PUBLICATIONS							
4011-540.67-10	DUES	1,337	1,132	1,900	1,678	1,920	1,920
4011-540.67-20	PUBLICATIONS & BOOKS	1,266	585	500	2,840	1,000	1,000
*	DUES & PUBLICATIONS	2,603	1,717	2,400	4,518	2,920	2,920
ELEM 69 MISCELLANEOUS CHARGE							
4011-540.69-10	MISCELLANEOUS	0	169	0	128	0	0

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 40	COMMUNITY RESOURCES						
DIV 11	CLINICAL SERVICES						
SUB 0	COMMUNITY RESOURCES						
ELEM 69	MISCELLANEOUS CHARGE						
*	MISCELLANEOUS CHARGE	0	169	0	128	0	0
**	CLINICAL SERVICES	248,225	295,171	350,037	325,790	358,768	358,768

PROGRAM NAME/NUMBER

Clinical Services/4011

DESCRIPTION: This program provides family-focused individual, family and group counseling, play therapy, crisis intervention, youth substance abuse assessment and referral, suicide prevention, and information and referral to community residents (core services). Non-core services include skill enhancement groups, parent education and support groups, client advocacy, and school assembly events. Program staff represents the City in family-related issues. Quality of service is monitored through client surveys, weekly supervision, videotape review, clinical consultation, and related training.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2008 ACTUAL	FY2009		FY2010 TARGET
			TARGET	ACTUAL	
1. Strengthen the ability of families to function through counseling	Number of families served	107	>=75	85	>=75
	Percent rating services as helpful, based on exit survey	100%	80%	100%	80%
2. Provide education and outreach services designed to improve family and individual relationships	Number of individuals served	2,237	1,500	1,839	1,750
	Percent of workshop and group participants satisfied with services	100%	80%	100%	80%

PROGRAM NAME/NUMBER

Clinical Services/4011

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 4011	
Element/Object	Details	Total	
67	<u>Dues & Publications</u>		
	67-10 Dues	Maryland Board of Professional Counselors..... 150 Maryland Board of Social Work Examiners 400 National Association of Social Work, 4 @ \$200 800 American Counseling Association, 2 @ \$160 320 Association of Play Therapy 250	1,920
	67-20 Publications & Books	Family Therapy Networker 60 STEP Parenting books and materials, clinical books 440 Other publications 500	1,000

Capital Outlay: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 40 COMMUNITY RESOURCES							
DIV 12 SENIORS PROGRAM							
SUB 0 COMMUNITY RESOURCES							
ELEM 10 PAYROLL-WAGES							
4012-540.10-01	SALARY	67,598	69,124	70,864	72,552	76,382	76,382
4012-540.10-02	HOURLY	59,900	70,517	65,450	67,362	69,098	69,098
4012-540.10-03	OVERTIME	1,257	2,034	1,000	1,511	2,000	2,000
*	PAYROLL-WAGES	128,755	141,675	137,314	141,425	147,480	147,480
ELEM 11 FRINGE BENEFITS							
4012-540.11-10	FICA	9,314	10,156	9,827	10,028	10,317	10,317
4012-540.11-12	HEALTH INSURANCE	11,290	13,108	13,204	14,624	15,866	15,866
4012-540.11-13	DENTAL INSURANCE	524	563	550	659	692	692
4012-540.11-14	LIFE INSURANCE	344	376	351	345	373	373
4012-540.11-15	VISION INSURANCE	318	313	295	290	295	295
4012-540.11-17	457 CITY MATCH CONTRIBUTN	1,593	1,919	1,825	1,820	1,825	1,825
4012-540.11-18	RETIREMENT	8,395	8,673	8,925	9,184	9,586	9,586
4012-540.11-21	WORKERS COMPENSATION INS	8,551	8,769	7,178	7,241	6,357	6,357
4012-540.11-22	LONG TERM DISABILITY INS	523	528	420	414	449	449
*	FRINGE BENEFITS	40,852	44,405	42,575	44,605	45,760	45,760
ELEM 12 TRAVEL & TRAINING							
4012-540.12-10	NON TRAINING TRAVEL	430	635	500	601	750	750
4012-540.12-11	TRAVEL & TRAINING	3,128	2,773	2,220	3,257	1,770	1,770
*	TRAVEL & TRAINING	3,558	3,408	2,720	3,858	2,520	2,520
ELEM 20 OVERHEAD							
4012-540.20-11	AUTOMOTIVE	25,728	27,166	28,502	28,502	27,710	27,710
*	OVERHEAD	25,728	27,166	28,502	28,502	27,710	27,710
ELEM 30 PROFESSIONAL SERVICES							
4012-540.30-13	ADMINISTRATIVE	0	0	0	3,949	0	0
4012-540.30-15	CONSULTING	0	703	0	240	450	450
4012-540.30-65	INTERPRETER SERVICES	0	40	0	0	0	0
*	PROFESSIONAL SERVICES	0	743	0	4,189	450	450
ELEM 34 CONTRACTUAL SERVICES							
4012-540.34-65	CONTRACT BUS DRIVER	3,405	2,873	3,200	5,498	11,500	11,500
*	CONTRACTUAL SERVICES	3,405	2,873	3,200	5,498	11,500	11,500
ELEM 36 SPECIAL SERVICES							
4012-540.36-10	PRINTING	255	523	650	733	650	650
*	SPECIAL SERVICES	255	523	650	733	650	650
ELEM 38 SPECIAL EVENTS							
4012-540.38-12	SENIOR TRIPS	11,568	14,986	12,500	22,657	14,000	14,000
*	SPECIAL EVENTS	11,568	14,986	12,500	22,657	14,000	14,000
ELEM 40 REPAIR & MAINTENANCE							
4012-540.40-10	OFFICE EQUIPMENT	0	0	200	0	200	200
*	REPAIR & MAINTENANCE	0	0	200	0	200	200
ELEM 45 MAINTENANCE CONTRACT							
4012-540.45-12	COPIERS	218	190	225	147	0	0
4012-540.45-15	OFFICE EQUIPMENT	0	0	400	0	0	0
4012-540.45-23	PEST CONTROL	316	342	0	354	400	400
*	MAINTENANCE CONTRACT	534	532	625	501	400	400
ELEM 47 CLOTHING & UNIFORMS							
4012-540.47-10	CLOTHING & UNIFORMS	845	474	100	0	100	100
*	CLOTHING & UNIFORMS	845	474	100	0	100	100
ELEM 48 RENTAL							
4012-540.48-20	COPIERS	0	0	0	104	432	432
*	RENTAL	0	0	0	104	432	432
ELEM 60 SUPPLIES							

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 40 COMMUNITY RESOURCES							
DIV 12 SENIORS PROGRAM							
SUB 0 COMMUNITY RESOURCES							
ELEM 60 SUPPLIES							
4012-540.60-10	GENERAL SUPPLIES	1,530	1,673	500	902	600	600
4012-540.60-11	MEETING REFRESHMENTS	2,696	3,132	2,600	3,028	3,000	3,000
*	SUPPLIES	4,226	4,805	3,100	3,930	3,600	3,600
ELEM 61 OFFICE SUPPLIES							
4012-540.61-10	OFFICE SUPPLIES	919	734	600	296	500	500
*	OFFICE SUPPLIES	919	734	600	296	500	500
ELEM 62 POSTAGE							
4012-540.62-10	POSTAGE	242	167	150	420	150	150
*	POSTAGE	242	167	150	420	150	150
ELEM 66 TELEPHONE & COMMUNICATION							
4012-540.66-10	TELEPHONE	14	0	0	0	0	0
4012-540.66-12	CELLULAR PHONE	1,041	900	1,100	773	1,320	1,320
*	TELEPHONE & COMMUNICATION	1,055	900	1,100	773	1,320	1,320
ELEM 67 DUES & PUBLICATIONS							
4012-540.67-20	PUBLICATIONS & BOOKS	309	72	100	0	100	100
*	DUES & PUBLICATIONS	309	72	100	0	100	100
ELEM 69 MISCELLANEOUS CHARGE							
4012-540.69-10	MISCELLANEOUS	301	811	100	143	100	100
*	MISCELLANEOUS CHARGE	301	811	100	143	100	100
ELEM 93 OFFICE EQUIPMENT							
4012-540.93-20	OFFICE FURNITURE	198	0	0	0	0	0
*	OFFICE EQUIPMENT	198	0	0	0	0	0
**	SENIORS PROGRAM	222,750	244,274	233,536	257,634	256,972	256,972
***	COMMUNITY RESOURCES	752,988	835,416	903,802	904,542	950,631	950,631

PROGRAM NAME/NUMBER

Seniors Program/4012

DESCRIPTION: This program provides assistance to College Park seniors. Program staff are advocates for seniors in dealings with other agencies regarding bills/payments (i.e., insurance companies, physicians, and collection agencies), assist with establishment of seniors' eligibility for government entitlement programs, provide assistance in understanding and responding to business correspondence, serve as liaison with other community services. Program staff is a resource in resolving family and interpersonal issues, provide information and referral, coordinate monthly excursion trips, and coordinate and provide bus transportation to medical appointments and shopping centers (2 days from Spellman House, 2 days from Attick Towers and 1 day for medical appointments and shopping for those disabled). Five days a week, staff is located at Attick Towers in the morning and Spellman House in the morning and afternoon.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2008 ACTUAL	FY2009		FY2010 TARGET
			TARGET	ACTUAL	
1. Enhance the quality of life for seniors through off-site excursions	Number of participants in excursions	345	350	350	350
	Percent of participants rating services good or better, based on exit survey	100%	100%	100%	100%
2. Provide transportation within an 8-mile radius at the request of City seniors	Number of trips provided	2,211	2,300	2,200	2,250
	Number of seniors assisted with transportation	3,420	3,450	3,400	3,400
3. Increase public awareness of availability of services	Publicize senior services or seniors programs quarterly	4	4	4	4

PROGRAM NAME/NUMBER

Seniors Program/4012

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY07	FY08	FY09	FY10
Director of Community Resources	0.10	0.10	0.10	0.10
Seniors Program Manager	1.00	1.00	1.00	1.00
Seniors Program Caseworker	0.50	0.50	0.50	0.50
Bus Driver	1.20	1.20	1.00	1.00
Budget Total	2.80	2.80	2.60	2.60

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 4012	
Element/Object	Details	Total	
12	<u>Travel & Training</u> 12-10 Non Training Travel	Staff mileage reimbursement	750
	12-11 Travel & Training	Maryland Aging Conference @ Ocean City, 1 attendee	1,770
30	<u>Professional Services</u> 30-15 Consulting	Clinical consultation, as needed	450
	30-65 Interpreter Services	As needed	0
34	<u>Contractual Services</u> 34-65 Contract Bus Driver	Coverage for annual and sick leave 2,000 Non-medical transportation for City-at-large seniors, handicapped residents of Spellman House and Attick Towers, 12 hours per week 9,500	11,500
36	<u>Special Services</u> 36-10 Printing	Brochures, flyers, calendars	650
38	<u>Special Events</u> 38-12 Senior Trips	Subsidized senior trips (seniors pay \$15-36 per trip). Trips are scheduled on a calendar year basis; the 2009 scheduled trips (all of which are subsidized) are: Baltimore Aquarium & Inner Harbor, April; Shenandoah Caverns, May; LaFontaine Bleu Theatre, June; Dutch Apple Theater, July; Atlantic City, August; Sight & Sound Theater, September; Newseum, October; Toby's Dinner Theater, November 11,500 Subsidies to wheelchair-bound residents to attend M-NCPPC senior trips (Attick Towers 4, Spellman House 4, City-at-large 4) 2,500	14,000

PROGRAM NAME/NUMBER

Seniors Program/4012

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 4012	
	Element/Object	Details	Total
40	<u>Repair & Maintenance</u> 40-10 Office Equipment		200
45	<u>Maintenance Contract</u> 45-23 Pest Control		400
47	<u>Clothing & Uniforms</u> 47-10 Clothing & Uniforms	City seal clothing for staff	100
48	<u>Rental</u> 48-20 Copiers	Copier lease, Spellman House office @ \$36 monthly	432
60	<u>General Supplies</u> 60-10 General Supplies	Cups and paper goods for weekly coffee gatherings	600
	60-11 Meeting Refreshments	Coffee and pastries for weekly coffee and monthly trip gathering	3,000
61	<u>Office Supplies</u> 61-10 Office Supplies		500
62	<u>Postage</u> 62-10 Postage		150
66	<u>Telephone & Communications</u> 66-12 Cellular Phone	Cell phones for staff and senior bus, 2 @ \$50 + 1 @ \$10 monthly	1,320
67	<u>Dues & Publications</u> 67-20 Publications & Books		100
69	<u>Miscellaneous</u> 69-10 Miscellaneous		100

CAPITAL OUTLAY: None.

PUBLIC WORKS

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 10 ADMINISTRATION							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5010-550.10-01	SALARY	239,487	251,590	266,633	260,895	245,522	245,522
5010-550.10-02	HOURLY	90,204	92,171	90,990	98,050	94,967	94,967
5010-550.10-03	OVERTIME	1,373	2,418	3,000	1,044	3,000	3,000
*	PAYROLL-WAGES	331,064	346,179	360,623	359,989	343,489	343,489
ELEM 11 FRINGE BENEFITS							
5010-550.11-10	FICA	24,354	25,679	26,293	26,586	25,301	25,301
5010-550.11-12	HEALTH INSURANCE	35,565	37,274	37,250	37,412	34,716	34,716
5010-550.11-13	DENTAL INSURANCE	1,413	1,771	1,800	1,776	1,658	1,658
5010-550.11-14	LIFE INSURANCE	1,075	1,104	1,072	1,041	1,034	1,034
5010-550.11-15	VISION INSURANCE	703	981	852	813	712	712
5010-550.11-17	457 CITY MATCH CONTRIBUTN	2,111	3,974	3,937	4,219	3,252	3,252
5010-550.11-18	RETIREMENT	20,897	23,088	23,543	22,259	22,496	22,496
5010-550.11-21	WORKERS COMPENSATION INS	7,112	7,062	6,012	5,582	4,911	4,911
5010-550.11-22	LONG TERM DISABILITY INS	1,624	1,557	1,287	1,249	1,242	1,242
*	FRINGE BENEFITS	94,854	102,490	102,046	100,937	95,322	95,322
ELEM 12 TRAVEL & TRAINING							
5010-550.12-10	NON TRAINING TRAVEL	64	140	112	79	100	100
5010-550.12-11	TRAVEL & TRAINING	6,920	9,604	7,782	4,958	6,300	6,300
*	TRAVEL & TRAINING	6,984	9,744	7,894	5,037	6,400	6,400
ELEM 20 OVERHEAD							
5010-550.20-10	INSURANCE	22,265	24,278	26,950	26,949	29,596	29,596
5010-550.20-11	AUTOMOTIVE	32,161	33,958	35,628	35,628	34,637	34,637
5010-550.20-12	POSTAGE	146	222	293	196	306	306
5010-550.20-15	INFORMATION SYSTEMS	55,957	58,319	63,436	63,436	63,904	63,904
5010-550.20-16	BUILDING MAINTENANCE	35,587	55,815	61,066	61,067	65,387	65,387
5010-550.20-17	COPIER	2	2	0	2	0	0
*	OVERHEAD	146,118	172,594	187,373	187,278	193,830	193,830
ELEM 30 PROFESSIONAL SERVICES							
5010-550.30-13	ADMINISTRATIVE	134	0	0	0	0	0
5010-550.30-39	TRANSLATION SERVICES	45	39	750	0	500	500
*	PROFESSIONAL SERVICES	179	39	750	0	500	500
ELEM 34 CONTRACTUAL SERVICES							
5010-550.34-17	TEMP MANPOWER-OTHER	2,296	2,283	2,500	4,086	4,100	4,100
5010-550.34-75	MOSQUITO CONTROL	1,396	1,623	2,000	2,260	2,500	2,500
*	CONTRACTUAL SERVICES	3,692	3,906	4,500	6,346	6,600	6,600
ELEM 36 SPECIAL SERVICES							
5010-550.36-10	PRINTING	7,004	4,131	8,500	5,065	8,500	8,500
5010-550.36-11	CLASSIFIED ADVERTISING	1,420	3,590	3,600	0	3,000	3,000
5010-550.36-37	CODE ENF ABATEMENT REIMB	0	0	0	7,543-	0	0
5010-550.36-99	OTHER	433	0	0	0	0	0
*	SPECIAL SERVICES	8,857	7,721	12,100	2,478-	11,500	11,500
ELEM 38 SPECIAL EVENTS							
5010-550.38-45	VOLUNTEER PROGRAMS	1,577	95	750	0	500	500
5010-550.38-67	SAFETY BREAKFAST	736	1,380	1,200	992	1,200	1,200
*	SPECIAL EVENTS	2,313	1,475	1,950	992	1,700	1,700
ELEM 40 REPAIR & MAINTENANCE							
5010-550.40-10	OFFICE EQUIPMENT	0	249	300	0	300	300
5010-550.40-11	BUILDINGS & GROUNDS	68	0	0	0	0	0
*	REPAIR & MAINTENANCE	68	249	300	0	300	300
ELEM 47 CLOTHING & UNIFORMS							
5010-550.47-10	CLOTHING & UNIFORMS	22,959	28,100	36,760	24,796	31,262	31,262
*	CLOTHING & UNIFORMS	22,959	28,100	36,760	24,796	31,262	31,262
ELEM 48 RENTAL							

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 10 ADMINISTRATION							
SUB 0 PUBLIC WORKS							
ELEM 48 RENTAL							
5010-550.48-20	COPIERS	3,444	3,425	3,300	3,458	1,896	1,896
5010-550.48-60	BUILDINGS	2,400	2,400	2,400	2,640	2,640	2,640
*	RENTAL	5,844	5,825	5,700	6,098	4,536	4,536
ELEM 52 AWARDS & GIFTS							
5010-550.52-10	AWARDS & GIFTS	309	237	400	403	400	400
*	AWARDS & GIFTS	309	237	400	403	400	400
ELEM 53 CDL LICENSING FEE							
5010-550.53-10	CDL LICENSING FEE	217	271	380	140	680	680
*	CDL LICENSING FEE	217	271	380	140	680	680
ELEM 60 SUPPLIES							
5010-550.60-10	GENERAL SUPPLIES	4,052	3,014	3,000	3,484	3,100	3,100
5010-550.60-11	MEETING REFRESHMENTS	635	852	480	590	700	700
*	SUPPLIES	4,687	3,866	3,480	4,074	3,800	3,800
ELEM 61 OFFICE SUPPLIES							
5010-550.61-10	OFFICE SUPPLIES	3,215	3,323	3,000	3,125	3,300	3,300
*	OFFICE SUPPLIES	3,215	3,323	3,000	3,125	3,300	3,300
ELEM 62 POSTAGE							
5010-550.62-10	POSTAGE	22	14	0	6	0	0
*	POSTAGE	22	14	0	6	0	0
ELEM 66 TELEPHONE & COMMUNICATION							
5010-550.66-10	TELEPHONE	6,135	6,176	7,000	6,134	7,000	7,000
5010-550.66-11	PAGER	147	151	0	9-	0	0
5010-550.66-12	CELLULAR PHONE	2,924	1,927	3,500	1,787	2,500	2,500
5010-550.66-13	WIRELESS RADIO	7,635	10,085	7,600	8,608	8,500	8,500
5010-550.66-20	CABLE TV SERVICE	124	0	0	0	0	0
*	TELEPHONE & COMMUNICATION	16,965	18,339	18,100	16,520	18,000	18,000
ELEM 67 DUES & PUBLICATIONS							
5010-550.67-10	DUES	1,204	952	855	795	870	870
5010-550.67-20	PUBLICATIONS & BOOKS	350	769	380	262	400	400
*	DUES & PUBLICATIONS	1,554	1,721	1,235	1,057	1,270	1,270
ELEM 97 COMMUNICATIONS EQUIPMENT							
5010-550.97-20	RADIO EQUIPMENT	3,957	1,420	4,000	920	1,600	1,600
*	COMMUNICATIONS EQUIPMENT	3,957	1,420	4,000	920	1,600	1,600
**	ADMINISTRATION	653,858	707,513	750,591	715,240	724,489	724,489

PROGRAM NAME/NUMBER

Public Works Administration/5010

DESCRIPTION: This program plans, manages and administers service programs designed to promote safe and clean public areas. Services continue to evolve to address innovations in industrial and environmental operating procedures. Program directives include providing technical and other educational training seminars, to the extent funded in the adopted budget, to develop a skilled labor force.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2008 ACTUAL	FY2009		FY2010 TARGET
			TARGET	ACTUAL	
1. Ensure achievement of department goals and planned accomplishments	Percent of targets and accomplishments achieved (based on all Public Works performance measures)	69%	75%	83%	80%
2. Provide responsive service to residents	Percent of residents rating Public Works services as good or better	69%	No survey	No survey	No survey

PROGRAM NAME/NUMBER

Public Works Administration/5010

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5010	
Element/Object		Details	Total
	38-67 Safety Breakfast	Citywide event, safety awards presentation	1,200
40	<u>Repair & Maintenance</u> 40-10 Office Equipment		300
47	<u>Clothing & Uniforms</u> 47-10 Clothing & Uniforms	Uniform rental and cleaning, 48 employees @ \$7/week 17,472 Mats @ \$35/week 1,820 Rental return losses 300 Rain suits, 10 @ \$90 900 Safety shoes @ \$170 per employee 8,200 Safety green summer t-shirts, 4 per person @ \$9 each 1,440 Hats, 50 @ \$13 650 Winter coveralls, 12 @ \$40 (City share, 50/50 cost split between employee and City) 480	31,262
48	<u>Rental</u> 48-20 Copiers	Copier lease @ \$158 monthly	1,896
	48-60 Building	Space lease for repeaters, former UMPD radio system	2,640
52	<u>Awards & Gifts</u> 52-10 Awards & Gifts		400
53	<u>CDL Licensing Fee</u> 53-10 CDL Licensing Fee	CDL license renewals, 10 @ \$50 500 New CDL requests, 2 @ \$90 180	680
60	<u>Supplies</u> 60-10 General Supplies	Paper goods and supplies 1,600 Rental of 4 water coolers 1,500	3,100
	60-11 Meeting Refreshments	Various meetings	700
61	<u>Office Supplies</u> 61-10 Office Supplies	Paper and office supplies	3,300
66	<u>Telephone & Communications</u> 66-10 Telephone	Public Works facilities and Davis Hall public phone	7,000
	66-12 Cellular Phone	Monthly service @ \$50 per month, 3 phones + 1 allowance	2,500
	66-13 Wireless Radio	Radio system maintenance contract	8,500
67	<u>Dues & Publications</u> 67-10 Dues	MML Public Works Officials Association (PWOA) 150 American Public Works Association (APWA) 720	870
	67-20 Publications & Books	MML directories 80 Fleet Management magazine 195	

PROGRAM NAME/NUMBER

Public Works Administration/5010

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5010	
Element/Object		Details	Total
		Other publications 125	400
97	<u>Communications Equipment</u> 97-20 Radio Equipment	Replacement mobile and/or portable radios, 2 @ \$800	1,600

Capital Outlay: Radio Equipment includes 2 replacement radios, mobile or portable (\$1,600).

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 11 SOLID WASTE MANAGEMENT							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5011-550.10-02	HOURLY	275,803	276,957	281,327	279,037	181,798	181,811
5011-550.10-03	OVERTIME	3,976	7,547	9,000	8,021	8,500	8,500
5011-550.10-07	AUTOMATED TRUCK INCENTIVE	2,112	2,256	2,500	1,756	2,500	2,500
5011-550.10-08	SHIFT DIFFERENTIAL-SAT WK	0	0	0	24	0	0
*	PAYROLL-WAGES	281,891	286,760	292,827	288,838	192,798	192,811
ELEM 11 FRINGE BENEFITS							
5011-550.11-10	FICA	20,471	21,148	21,692	20,808	14,020	14,020
5011-550.11-12	HEALTH INSURANCE	34,416	31,598	29,279	38,828	28,440	28,440
5011-550.11-13	DENTAL INSURANCE	1,304	1,311	1,292	1,529	1,003	1,003
5011-550.11-14	LIFE INSURANCE	897	925	855	815	553	553
5011-550.11-15	VISION INSURANCE	279	481	408	493	278	278
5011-550.11-17	457 CITY MATCH CONTRIBUTN	2,329	4,833	4,484	5,133	3,467	3,467
5011-550.11-18	RETIREMENT	15,375	18,271	19,143	17,775	11,693	11,693
5011-550.11-21	WORKERS COMPENSATION INS	18,570	17,991	15,273	14,594	8,247	8,247
5011-550.11-22	LONG TERM DISABILITY INS	1,360	1,295	1,026	981	663	663
*	FRINGE BENEFITS	95,001	97,853	93,452	100,956	68,364	68,364
ELEM 12 TRAVEL & TRAINING							
5011-550.12-11	TRAVEL & TRAINING	19	0	2,000	65	0	0
*	TRAVEL & TRAINING	19	0	2,000	65	0	0
ELEM 20 OVERHEAD							
5011-550.20-11	AUTOMOTIVE	192,963	196,956	206,635	206,640	200,890	200,890
*	OVERHEAD	192,963	196,956	206,635	206,640	200,890	200,890
ELEM 34 CONTRACTUAL SERVICES							
5011-550.34-11	TEMP MANPOWER-SOLID WASTE	880	2,097	3,500	1,350	2,250	2,250
5011-550.34-20	TIPPING FEES	286,446	275,155	347,660	246,259	299,300	299,300
*	CONTRACTUAL SERVICES	287,326	277,252	351,160	247,609	301,550	301,550
ELEM 36 SPECIAL SERVICES							
5011-550.36-10	PRINTING	288	288	400	575	500	500
*	SPECIAL SERVICES	288	288	400	575	500	500
ELEM 60 SUPPLIES							
5011-550.60-10	GENERAL SUPPLIES	237	294	250	164	250	250
5011-550.60-45	TOTERS & CONTAINERS	21,816	22,454	23,000	20,062	26,258	26,258
*	SUPPLIES	22,053	22,748	23,250	20,226	26,508	26,508
ELEM 92 MACHINERY & EQUIPMENT							
5011-550.92-20	EQUIPMENT	0	7,430	0	0	0	0
*	MACHINERY & EQUIPMENT	0	7,430	0	0	0	0
**	SOLID WASTE MANAGEMENT	879,541	889,287	969,724	864,909	790,610	790,623

PROGRAM NAME/NUMBER**Solid Waste Management/5011**

DESCRIPTION: This program manages the collection and disposal of residential household refuse generated within the City. Household refuse is collected curbside based on a designated route, one time per week, Monday, Tuesday or Wednesday. Back door pick-up services are provided to residents unable to bring their cart to the curb. Bulky items and building materials are collected on regular trash days and by appointment on Thursday and Friday. Refrigerators, air conditioners and tires are collected by appointment (at a charge determined by the Mayor & Council). Each single-family residence is provided 1 refuse cart. Damaged carts are repaired or replaced as necessary. Solid waste is transported to the Prince George's County landfill. The City has designated the month of April as "cleanup month"; during April, the Public Works facility is open 4 Saturdays for residents to drop off household refuse. A fall "cleanup month" began in 2007; the Public Works facility will be open 4 Saturdays in the fall (September and/or October) for residents to drop off household refuse.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2008 ACTUAL	FY2009		FY2010 TARGET
			TARGET	ACTUAL	
1. Provide reliable, quality refuse service	Percent of pickups accomplished on scheduled day	99%	99%	99%	99%
	Number of complaints received	8	<10	14	<10
	Percent of residents rating services as good or better	88%	No survey	No survey	No survey
	Cost per ton of solid waste (including regular trash, special trash pick-up, tires, building materials, non-recyclable white goods) *	\$157.27	<\$160.00	\$147.00	<\$160.00

SPECIAL EXCEPTIONS: Equipment failure, weather (snow and/or ice)

* County landfill tipping fee increase impacts projected cost per ton of refuse disposal.

PROGRAM NAME/NUMBER

Solid Waste Management/5011

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY07	FY08	FY09	FY10
Crew Chief	0.95	0.95	0.95	0.48
Motor Equipment Operator II	0.90	0.90	0.70	0.50
Motor Equipment Operator I	2.80	2.80	2.85	1.75
Laborer/Driver	0.95	0.00	0.00	0.00
Laborer	1.90	2.95	2.95	2.00
Budget Total	7.50	7.60	7.45	4.73

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5011	
Element/Object	Details	Total	
34	<u>Contractual Services</u>		
	34-11 Temporary Manpower - Solid Waste	Temporary manpower used in the collection of solid waste, 150 hours @ \$15 per hour	2,250
	34-20 Tipping Fees	Refuse, 5,400 tons @ \$54 per ton 291,600 Construction materials, 60 tons @ \$60 per ton 3,600 Tires, 8 tons @ \$175 per ton 1,400 Refrigerators, freezers, air conditioners; 50 tons @ \$54 per ton 2,700	299,300
36	<u>Special Services</u>		
	36-10 Printing	Community education materials	500
60	<u>Supplies</u>		
	60-10 General Supplies	Brooms, pitch forks and shovels	250
	60-45 Refuse Containers	Replacement parts for carts 500 95-gallon mobile carts, 486 @ \$53 25,758	26,258

Capital Outlay: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 12 LEAF AND GRASS COLLECTION							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5012-550.10-02	HOURLY	125,681	142,874	211,215	134,800	225,288	225,288
5012-550.10-03	OVERTIME	415	628	1,250	432	1,000	1,000
*	PAYROLL-WAGES	126,096	143,502	212,465	135,232	226,288	226,288
ELEM 11 FRINGE BENEFITS							
5012-550.11-10	FICA	9,381	10,471	15,595	9,985	16,942	16,942
5012-550.11-12	HEALTH INSURANCE	18,294	24,162	33,840	21,276	24,076	24,076
5012-550.11-13	DENTAL INSURANCE	1,027	1,211	1,462	914	1,532	1,532
5012-550.11-14	LIFE INSURANCE	407	464	643	395	687	687
5012-550.11-15	VISION INSURANCE	168	324	377	281	479	479
5012-550.11-17	457 CITY MATCH CONTRIBUTN	1,358	3,045	3,546	3,729	5,141	5,141
5012-550.11-18	RETIREMENT	6,819	8,134	10,983	7,815	12,522	12,522
5012-550.11-21	WORKERS COMPENSATION INS	8,496	9,078	11,122	7,013	9,866	9,866
5012-550.11-22	LONG TERM DISABILITY INS	617	654	770	473	822	822
*	FRINGE BENEFITS	46,567	57,543	78,338	51,881	72,067	72,067
ELEM 20 OVERHEAD							
5012-550.20-11	AUTOMOTIVE	32,161	33,958	35,628	35,628	34,637	34,637
*	OVERHEAD	32,161	33,958	35,628	35,628	34,637	34,637
ELEM 34 CONTRACTUAL SERVICES							
5012-550.34-15	TEMP MANPOWER-LEAF	33,935	33,318	35,280	32,583	37,800	37,800
5012-550.34-16	TEMP MANPOWER-GRASS	660	1,478	2,688	1,637	2,160	2,160
5012-550.34-17	TEMP MANPOWER-OTHER	413	0	0	0	0	0
*	CONTRACTUAL SERVICES	35,008	34,796	37,968	34,220	39,960	39,960
ELEM 36 SPECIAL SERVICES							
5012-550.36-10	PRINTING	0	0	300	19	300	300
*	SPECIAL SERVICES	0	0	300	19	300	300
ELEM 60 SUPPLIES							
5012-550.60-10	GENERAL SUPPLIES	971	623	1,000	725	1,000	1,000
5012-550.60-40	SIGNS	1,350	0	1,000	655	1,000	1,000
*	SUPPLIES	2,321	623	2,000	1,380	2,000	2,000
**	LEAF AND GRASS COLLECTION	242,153	270,422	366,699	258,360	375,252	375,252

PROGRAM NAME/NUMBER**Leaf and Grass Collection/5012**

DESCRIPTION: Contract personnel supplement Public Works employees with these activities. The curbside leaf collection program operates November 1 through December 31. Leaf collection procedures: 1) The City is divided into residential service areas; 2) Signs are posted notifying residents of scheduled collection dates; 3) Residents place leaves at curb prior to collection date; 4) Four-man crews operate leaf machines to collect leaves; 5) Leaves are transported to the Public Works facility for composting. Inclement weather may adversely affect these operations. The grass clipping/yard waste collection program operates January through October 31; paper-bagged grass clippings/yard waste are collected curbside on regular refuse collection days and incorporated into leaf windrows at the Public Works facility for composting.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2008 ACTUAL	FY2009		FY2010 TARGET
			TARGET	ACTUAL	
1. Provide reliable, quality leaf and grass collection services*	Percent of collections completed on schedule	100%	100%	100%	100%
*Note: Depends on weather conditions and compliance with automobile parking restrictions	Percent of residents rating leaf and grass collection as good or better	75%	No survey	No survey	No survey
	Number of complaints received	3	<10	0	<10

CONDITIONS: Automobiles parked on the street and inclement weather on collection days may affect goal completion. Residential curbside collection information is disseminated in the *Municipal Scene* and posted on the City's website and cable character generator.

PROGRAM NAME/NUMBER

Leaf and Grass Collection/5012

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY07	FY08	FY09	FY10
Crew Chief	0.75	0.75	0.75	0.75
Supply Clerk	0.20	0.20	0.14	0.14
Horticulturist	0.00	0.20	0.00	0.00
Motor Equipment Operator III	0.00	0.00	0.00	0.03
Motor Equipment Operator II+A	0.00	0.02	0.00	0.00
Motor Equipment Operator II	0.03	0.00	0.00	0.00
Motor Equipment Operator I+A	0.00	1.70	1.76	1.84
Motor Equipment Operator I	2.80	1.68	0.88	0.32
Laborer/Driver	1.49	0.00	0.00	0.00
Laborer	0.97	1.82	1.91	2.20
Lead Groundskeeper	0.20	0.00	0.20	0.20
Budget Total	6.44	6.37	5.64	5.48

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 5012
Element/Object	Details		Total
34	<u>Contractual Services</u> 34-15 Temp. Manpower – Leaf	Leaf collection, 360 hours per week for 7 weeks, contract labor @ \$15 per hour	37,800
	34-16 Temp Manpower – Grass	Grass collection, 24 hours per week for 6 weeks, contract labor @ \$15 per hour	2,160
36	<u>Special Services</u> 36-10 Printing	Door hangers, leaf collection plan	300
60	<u>Supplies</u> 60-10 General Supplies	Rakes, dust masks, etc.	1,000
	60-40 Signs	Leaf collection signs	1,000

Capital Outlay: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 13 STREET CLEANING							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5013-550.10-02	HOURLY	22,946	14,798	24,242	16,795	15,307	15,307
5013-550.10-03	OVERTIME	122	36	0	41	0	0
*	PAYROLL-WAGES	23,068	14,834	24,242	16,836	15,307	15,307
ELEM 11 FRINGE BENEFITS							
5013-550.11-10	FICA	1,684	1,076	1,735	1,214	1,103	1,103
5013-550.11-12	HEALTH INSURANCE	3,680	3,067	6,006	4,021	3,497	3,497
5013-550.11-13	DENTAL INSURANCE	130	102	174	164	130	130
5013-550.11-14	LIFE INSURANCE	74	45	73	50	47	47
5013-550.11-15	VISION INSURANCE	0	1	49	49	7	7
5013-550.11-17	457 CITY MATCH CONTRIBUTN	277	335	459	354	325	325
5013-550.11-18	RETIREMENT	1,502	966	841	1,105	978	978
5013-550.11-21	WORKERS COMPENSATION INS.	1,534	941	1,270	873	663	663
5013-550.11-22	LONG TERM DISABILITY INS	111	63	88	59	56	56
*	FRINGE BENEFITS	8,992	6,596	10,695	7,889	6,806	6,806
ELEM 20 OVERHEAD							
5013-550.20-11	AUTOMOTIVE	19,296	20,375	21,377	21,377	20,782	20,782
*	OVERHEAD	19,296	20,375	21,377	21,377	20,782	20,782
ELEM 34 CONTRACTUAL SERVICES							
5013-550.34-17	TEMP MANPOWER-OTHER	0	0	6,000	111	5,400	5,400
5013-550.34-20	TIPPING FEES	1,712	5,573	6,000	7,364	7,200	7,200
*	CONTRACTUAL SERVICES	1,712	5,573	12,000	7,475	12,600	12,600
ELEM 36 SPECIAL SERVICES							
5013-550.36-10	PRINTING	0	0	1,000	0	0	0
5013-550.36-50	SWEEPER SHARED MAINT	12,443	33,817	17,000	10,777	20,000	20,000
*	SPECIAL SERVICES	12,443	33,817	18,000	10,777	20,000	20,000
ELEM 60 SUPPLIES							
5013-550.60-10	GENERAL SUPPLIES	38	11	250	54	250	250
5013-550.60-40	SIGNS	675	0	1,000	655	900	900
*	SUPPLIES	713	11	1,250	709	1,150	1,150
ELEM 92 MACHINERY & EQUIPMENT							
5013-550.92-20	EQUIPMENT	4,995	0	400	355	0	0
*	MACHINERY & EQUIPMENT	4,995	0	400	355	0	0
**	STREET CLEANING	71,219	81,206	87,964	65,418	76,645	76,645

PROGRAM NAME/NUMBER

Street Cleaning/5013

DESCRIPTION: 110 curb miles of City-maintained streets will be swept 5-6 times annually with the shared "Four Cities" street sweeper, operated by a City of Greenbelt employee. Public Works employees post signs prior to scheduled street sweeping to encourage off-street parking. The City's small street sweeper services downtown and City-maintained parking lots 5 times a week, weather permitting.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2008 ACTUAL	FY2009		FY2010 TARGET
			TARGET	ACTUAL	
1. Maintain street cleanliness through scheduled sweeping * * Note: Resident compliance with parking requirements will affect cleaning	Number of citywide sweeps completed	4	5-6	5	5-6
	Percent of residents rating street cleaning as good or better	65%	No survey	No survey	No survey
2. Maintain downtown metered lots with regularly scheduled sweeping	Number of sweeps completed in downtown, high impact areas	189	160	224	200

CONDITIONS: Adverse weather conditions may reduce number of sweeps.

PROGRAM NAME/NUMBER

Street Cleaning/5013

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY07	FY08	FY09	FY10
Crew Chief	0.01	0.01	0.01	0.02
Motor Equipment Operator II	0.15	0.00	0.00	0.00
Motor Equipment Operator I+A	0.00	0.25	0.25	0.25
Motor Equipment Operator I	0.05	0.00	0.35	0.02
Laborer	0.00	0.00	0.00	0.01
Budget Total	0.21	0.26	0.61	0.30

OPERATING EXPENDITURES: Beginning in FY2007, the City's shared cost of the "Four Cities" street sweeper includes a proportionate share of the labor cost for an operator.

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5013	
Element/Object	Details	Total	
34 <u>Contractual Services</u>			
34-17 Temp. Manpower - Other	Weed control in gutter cracks, 360 hours @ \$15 per hour		5,400
34-20 Tipping Fees	12 containers of street sweeping residue @ \$600		7,200
36 <u>Special Services</u>			
36-50 Sweeper Shared Maint.	City's estimated proportionate share of "Four Cities" street sweeper costs:		
	Maintenance costs	6,500	
	Labor costs for operator	13,500	20,000
60 <u>Supplies</u>			
60-10 General Supplies			250
60-40 Signs	Street sweeping signs		900

Capital Outlay:

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 14 SIGNAGE							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5014-550.10-02	HOURLY	86,158	104,920	116,128	102,581	108,326	108,326
5014-550.10-03	OVERTIME	70	207	400	117	300	300
*	PAYROLL-WAGES	86,228	105,127	116,528	102,698	108,626	108,626
ELEM 11 FRINGE BENEFITS							
5014-550.11-10	FICA	6,365	7,697	8,595	7,543	7,988	7,988
5014-550.11-12	HEALTH INSURANCE	9,755	13,674	15,972	13,531	13,851	13,851
5014-550.11-13	DENTAL INSURANCE	433	528	593	568	597	597
5014-550.11-14	LIFE INSURANCE	270	337	355	284	329	329
5014-550.11-15	VISION INSURANCE	138	217	178	290	278	278
5014-550.11-17	457 CITY MATCH CONTRIBUTN	1,067	4,414	4,651	4,236	4,500	4,500
5014-550.11-18	RETIREMENT	5,579	6,776	7,636	6,670	7,064	7,064
5014-550.11-21	WORKERS COMPENSATION INS	5,700	6,571	6,156	5,271	4,706	4,706
5014-550.11-22	LONG TERM DISABILITY INS	407	474	427	341	395	395
*	FRINGE BENEFITS	29,714	40,688	44,563	38,734	39,708	39,708
ELEM 20 OVERHEAD							
5014-550.20-11	AUTOMOTIVE	6,432	6,792	7,126	7,125	6,927	6,927
*	OVERHEAD	6,432	6,792	7,126	7,125	6,927	6,927
ELEM 48 RENTAL							
5014-550.48-11	TOOLS & EQUIPMENT	0	189	0	0	0	0
*	RENTAL	0	189	0	0	0	0
ELEM 60 SUPPLIES							
5014-550.60-10	GENERAL SUPPLIES	242	428	200	116	200	200
5014-550.60-15	SMALL TOOLS	822	33	400	0	400	400
5014-550.60-40	SIGNS	25,271	18,013	22,055	19,392	21,425	21,425
*	SUPPLIES	26,335	18,474	22,655	19,508	22,025	22,025
ELEM 92 MACHINERY & EQUIPMENT							
5014-550.92-20	EQUIPMENT	1,666	0	0	0	0	0
*	MACHINERY & EQUIPMENT	1,666	0	0	0	0	0
**	SIGNAGE	150,375	171,270	190,872	168,065	177,286	177,286

DESCRIPTION: This program installs and maintains traffic control and street name signs, parking control signs, safety barricades and banners. Traffic control signs are maintained in accordance with the Manual on Uniform Traffic Control Devices. Requests for sign repairs or replacement are processed through an automated work order system. The City Council approves recommendations from the Engineering Department for the installation of new traffic control signs. Public Services informs the department when changes and/or repairs are necessary for parking control signs throughout the City. The sign inventory is automated in order to facilitate timely replacement of stock.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2008 ACTUAL	FY2009		FY2010 TARGET
			TARGET	ACTUAL	
1. Respond promptly to requests for new or replacement street name, parking and traffic control signs	Percent of sign requests for traffic control signs completed within 3 working days of entry of CCAR work order*	81%	80%	82%	85%
2. Street name signs inspected quarterly	Percent of inspections completed on time	100%	100%	100%	100%

* Traffic control signs include stop, 4-way, all way, yield, do not enter, one way, wrong way, no through trucks or traffic, no outlet.

PROGRAM NAME/NUMBER

Signage/5014

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY07	FY08	FY09	FY10
Crew Chief	0.06	0.07	0.05	0.05
Supply Clerk	0.65	0.65	0.65	0.65
Motor Equipment Operator III	0.00	0.00	0.92	0.91
Motor Equipment Operator II+A	0.00	0.92	0.00	0.00
Motor Equipment Operator II	0.75	0.00	0.00	0.00
Motor Equipment Operator I+A	0.00	0.67	0.57	0.40
Motor Equipment Operator I	0.62	0.10	0.10	0.00
Laborer/Driver	0.10	0.00	0.00	0.00
Laborer	0.01	0.01	0.00	0.00
Budget Total	2.19	2.42	2.29	2.01

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5014	
Element/Object	Details		Total
60	Supplies		
	60-10 General Supplies	Sakrete	200
	60-15 Small Tools	Hand tools, wrenches, sockets, etc.	400
	60-40 Signs	Sign poles, 35 @ \$30	1,050
		Street name signs, 225 @ \$26	5,850
		Traffic control signs, including stop signs	4,350
		Parking control signs	1,800
		Specialty signs	1,850
		Hardware – nuts, bolts, caps, tees	1,350
		Speed hump signs, 35 @ \$45	1,575
		U-channels, 150 @ \$19	2,850
		Public awareness, seasonal signs	750
			21,425

Capital Outlay: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 15 STREET MAINTENANCE							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5015-550.10-02	HOURLY	5,453	24,912	16,515	21,093	64,223	64,223
5015-550.10-03	OVERTIME	2	5	0	134	0	0
*	PAYROLL-WAGES	5,455	24,917	16,515	21,227	64,223	64,223
ELEM 11 FRINGE BENEFITS							
5015-550.11-10	FICA	385	1,728	1,084	1,409	4,496	4,496
5015-550.11-12	HEALTH INSURANCE	1,128	5,937	5,386	7,358	19,006	19,006
5015-550.11-13	DENTAL INSURANCE	86	448	352	477	1,054	1,054
5015-550.11-14	LIFE INSURANCE	18	70	51	63	197	197
5015-550.11-15	VISION INSURANCE	30	183	154	210	459	459
5015-550.11-17	457 CITY MATCH CONTRIBUTN	52	220	31	64	876	876
5015-550.11-18	RETIREMENT	287	1,323	1,073	1,353	3,098	3,098
5015-550.11-21	WORKERS COMPENSATION INS	365	1,583	866	1,114	2,781	2,781
5015-550.11-22	LONG TERM DISABILITY INS	28	100	60	75	234	234
*	FRINGE BENEFITS	2,379	11,592	9,057	12,123	32,201	32,201
ELEM 20 OVERHEAD							
5015-550.20-11	AUTOMOTIVE	12,864	6,792	7,126	7,125	6,927	6,927
*	OVERHEAD	12,864	6,792	7,126	7,125	6,927	6,927
ELEM 34 CONTRACTUAL SERVICES							
5015-550.34-38	STRIPING	25,687	15,104	29,174	7,463	25,527	25,527
5015-550.34-78	WEED CONTROL	0	2,355	0	0	0	0
*	CONTRACTUAL SERVICES	25,687	17,459	29,174	7,463	25,527	25,527
ELEM 60 SUPPLIES							
5015-550.60-10	GENERAL SUPPLIES	976	12,621	7,000	9,615	9,000	9,000
*	SUPPLIES	976	12,621	7,000	9,615	9,000	9,000
ELEM 92 MACHINERY & EQUIPMENT							
5015-550.92-20	EQUIPMENT	4,860	0	0	0	0	0
*	MACHINERY & EQUIPMENT	4,860	0	0	0	0	0
**	STREET MAINTENANCE	52,221	73,381	68,872	57,553	137,878	137,878

PROGRAM NAME/NUMBER

Street Maintenance/5015

DESCRIPTION: This program maintains the pavement markings on City streets and responds to requests for pothole repairs. Drains and swales are cleaned on a periodic basis to deter flooding.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2008 ACTUAL	FY2009		FY2010 TARGET
			TARGET	ACTUAL	
1. Maintain line and traffic control striping on City streets	Percent of line and traffic control striping completed at least annually	100%	85%	100%	100%
2. Repair non-utility related potholes on City streets in a timely manner	Percent of pothole repairs completed within 3 days of entry of work order	89%	75%	54%	75%

PROGRAM NAME/NUMBER

Street Maintenance/5015

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY07	FY08	FY09	FY10
Crew Chief	0.01	0.01	0.01	0.05
Motor Equipment Operator II	0.00	0.00	0.00	0.00
Motor Equipment Operator I+A	0.00	0.02	0.03	0.03
Motor Equipment Operator I	0.02	0.01	0.40	1.22
Laborer	0.01	0.02	0.01	0.65
Budget Total	0.04	0.06	0.45	1.95

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5015	
Element/Object	Details		Total
34	<u>Contractual Services</u> 34-38 Striping	Crosswalks, 130 @ \$50 6,500 Stop bars, 150 @ \$20 3,000 Driveway hash-outs, 64 @ \$10 640 On-street parking spaces, 189 @ \$3 567 X-outs between on-street parking spaces, 45 @ \$8 360 Psycho bars, 6 @ \$100 600 Double yellow centerline, 16,500 LF @ \$0.35/LF 5,775 Single yellow centerline, 4,000 LF @ \$0.35/LF 1,400 White shoulder line, 16,500 LF @ \$0.20/LF 3,300 Miscellaneous gore areas (diagonal hashmarks), 500 LF @ \$0.20/LF 100 Arrow stencils, 15 @ \$15 225 Speed humps, 102 @ \$30 3,060	25,527
60	<u>Supplies</u> 60-10 General Supplies	Traffic paint, pothole patch	9,000

Capital Outlay: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 16 TURF & RIGHT OF WAY MAINT							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5016-550.10-01	SALARY	2,051	0	0	39	4,259	4,259
5016-550.10-02	HOURLY	413	196	988	1,122	1,028	1,028
5016-550.10-03	OVERTIME	0	2	0	1	0	0
*	PAYROLL-WAGES	2,464	198	988	1,162	5,287	5,287
ELEM 11 FRINGE BENEFITS							
5016-550.11-10	FICA	178	16	75	88	376	376
5016-550.11-12	HEALTH INSURANCE	188	5	49	65	483	483
5016-550.11-13	DENTAL INSURANCE	6	2	5	7	24	24
5016-550.11-14	LIFE INSURANCE	9	1	3	3	16	16
5016-550.11-15	VISION INSURANCE	1	0	0	2	1	1
5016-550.11-17	457 CITY MATCH CONTRIBUTN	26	3	31	38	129	129
5016-550.11-18	RETIREMENT	79	0	65	67	344	344
5016-550.11-21	WORKERS COMPENSATION INS	168	12	52	56	53	53
5016-550.11-22	LONG TERM DISABILITY INS	13	1	4	3	19	19
*	FRINGE BENEFITS	668	40	284	329	1,445	1,445
ELEM 34 CONTRACTUAL SERVICES							
5016-550.34-71	CONTRACT MOWING	42,170	42,170	46,100	44,025	46,865	46,865
5016-550.34-76	CONTRACT R-O-W MAINT	0	3,350	0	0	0	0
*	CONTRACTUAL SERVICES	42,170	45,520	46,100	44,025	46,865	46,865
**	TURF & RIGHT OF WAY MAINT	45,302	45,758	47,372	45,516	53,597	53,597

PROGRAM NAME/NUMBER

Turf & Right of Way Maintenance/5016

DESCRIPTION: This program supervises the contract mowing services performed by a private contractor. Mowing is performed April through October.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2008 ACTUAL	FY2009		FY2010 TARGET
			TARGET	ACTUAL	
1. Maintenance of grass on all City rights-of-way and recreational facilities	Number of visual inspections by crew chief	14	14	14	14
	Number of complaints about grass and weeds on City-maintained property	0	<6	0	<6

NOTE: Weather may determine the number of times grass areas are cut.

PROGRAM NAME/NUMBER

Turf & Right of Way Maintenance/5016

PERSONNEL EXPENDITURES: Contract administration and boom mowing in rights-of-way are performed by Public Works staff.

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY07	FY08	FY09	FY10
Deputy Director of Public Works	0.00	0.00	0.00	0.05
Horticulturist	0.05	0.05	0.00	0.00
Motor Equipment Operator III	0.00	0.00	0.01	0.01
Landscape Foreman	0.00	0.00	0.01	0.01
Budget Total	0.05	0.05	0.02	0.07

OPERATING EXPENDITURES: Since fiscal year 2004, maintenance of all right-of-way turf is performed by a private contractor.

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5016	
Element/Object	Details	Total	
34 Contractual Services 34-71 Contract Mowing	Contract provides 14 mowings (every other week) at 33 locations between April and the end of October, including edging, trimming and application of herbicide. Duvall and Calvert Road School athletic fields are mowed weekly. Contractor provides all labor, materials and equipment. Contract supervision and inspection is provided by Public Works staff.	46,865	

Capital Outlay: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 17 SNOW AND ICE CONTROL							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5017-550.10-01	SALARY	0	0	3,126	653	3,028	3,028
5017-550.10-02	HOURLY	11,222	7,044	51,460	10,613	58,450	47,317
5017-550.10-03	OVERTIME	19,151	6,263	32,000	13,295	30,000	30,000
*	PAYROLL-WAGES	30,373	13,307	86,586	24,561	91,478	80,345
ELEM 11 FRINGE BENEFITS							
5017-550.11-10	FICA	2,242	994	6,429	1,820	6,792	5,979
5017-550.11-12	HEALTH INSURANCE	3,714	1,052	8,336	2,952	10,478	8,426
5017-550.11-13	DENTAL INSURANCE	178	54	368	170	528	444
5017-550.11-14	LIFE INSURANCE	117	19	165	129	187	153
5017-550.11-15	VISION INSURANCE	38	25	145	53	217	174
5017-550.11-17	457 CITY MATCH CONTRIBUTN	285	283	1,031	452	1,390	1,077
5017-550.11-18	RETIREMENT	1,856	735	5,442	1,563	5,435	5,022
5017-550.11-21	WORKERS COMPENSATION INS	1,819	852	3,755	1,236	3,336	2,854
5017-550.11-22	LONG TERM DISABILITY INS	177	28	198	155	224	184
*	FRINGE BENEFITS	10,426	4,042	25,869	8,530	28,587	24,313
ELEM 12 TRAVEL & TRAINING							
5017-550.12-11	TRAVEL & TRAINING	759	3,274	4,600	1,807	2,100	2,100
*	TRAVEL & TRAINING	759	3,274	4,600	1,807	2,100	2,100
ELEM 20 OVERHEAD							
5017-550.20-11	AUTOMOTIVE	12,864	13,583	14,251	14,251	13,855	29,262
*	OVERHEAD	12,864	13,583	14,251	14,251	13,855	29,262
ELEM 34 CONTRACTUAL SERVICES							
5017-550.34-17	TEMP MANPOWER-OTHER	110	0	0	0	0	0
5017-550.34-70	CONTRACT PLOWING	0	0	5,500	0	5,000	5,000
*	CONTRACTUAL SERVICES	110	0	5,500	0	5,000	5,000
ELEM 60 SUPPLIES							
5017-550.60-10	GENERAL SUPPLIES	1,312	394	3,700	535	2,300	2,300
5017-550.60-12	ROAD SALT	29,688	10,326	36,800	22,222	38,300	38,300
*	SUPPLIES	31,000	10,720	40,500	22,757	40,600	40,600
**	SNOW AND ICE CONTROL	85,532	44,926	177,306	71,906	181,620	181,620

PROGRAM NAME/NUMBER**Snow and Ice Control/5017**

DESCRIPTION: Public Works employees plow and salt City streets and parking lots to clear snow and ice. Contractors may provide supplemental plowing operations in the event of heavy snow. Public Works has the capability to store road salt; the City sells salt to neighboring jurisdictions that lack this storage capability. This program budget assumes 4 "events"; each event includes the use of 16 employees, each with 12 hours of overtime pay.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2008 ACTUAL	FY2009		FY2010 TARGET
			TARGET	ACTUAL	
1. Remove snow and ice from City's streets ● Primary streets to bare pavement for automobile traffic ● Secondary streets to provide travelable conditions	Percent of primary street lane miles cleared within 24 hours of event conclusion	100%	90%	100%	90%
	Percent of secondary street lane miles cleared within 24 hours of event conclusion	100%	80%	100%	85%
	Percent of residents rating snow removal as good or better	78%	No survey	No survey	No survey

CONDITIONS: Duration of event, equipment failure and availability of employees may impact results.

PROGRAM NAME/NUMBER

Snow and Ice Control/5017

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY07	FY08	FY09	FY10
Public Works Supervisor	0.05	0.05	0.05	0.05
Crew Chief	0.15	0.15	0.15	0.15
Motor Equipment Operator III	0.00	0.00	0.05	0.05
Motor Equipment Operator II+A	0.00	0.05	0.00	0.00
Motor Equipment Operator II	0.10	0.05	0.05	0.00
Motor Equipment Operator I+A	0.00	0.20	0.20	0.20
Motor Equipment Operator I	0.50	0.35	0.35	0.25
Laborer/Driver	0.15	0.00	0.00	0.00
Laborer	0.20	0.13	0.10	0.12
Dispatch/Administrative Clerk	0.10	0.10	0.10	0.10
Landscape Foreman	0.00	0.00	0.04	0.04
Lead Groundskeeper	0.05	0.05	0.05	0.05
Groundskeeper	0.01	0.05	0.05	0.05
Grounds Laborer/Driver	0.02	0.05	0.06	0.06
Budget Total	1.33	1.23	1.25	1.12

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5017	
Element/Object	Details	Total	
12	Travel & Training 12-11 Travel & Training	Snow Preparedness Day (in-house training)	2,100
34	Contractual Services 34-70 Contract Plowing	Contract plowing of parking lots and side streets, as needed, to supplement City crews	5,000
60	Supplies 60-10 General Supplies	Meal money 2,000 Snow shovels, ice chippers 300	2,300
	60-12 Road Salt	Road salt, 500 tons @ \$65.00/ton (MWCOG price) 32,500 Magnesium chloride solution, 4,500 gallons @ \$1.00/gallon 4,500 Sidewalk deicer 1,300	38,300

Capital Outlay: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 18 PUBLIC WORKS BUILDINGS							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5018-550.10-02	HOURLY	10,420	11,224	267	1,210	2,357	2,357
5018-550.10-03	OVERTIME	883	678	1,750	451	1,500	1,500
5018-550.10-08	SHIFT DIFFERENTIAL-SAT WK	1	0	0	0	0	0
*	PAYROLL-WAGES	11,304	11,902	2,017	1,661	3,857	3,857
ELEM 11 FRINGE BENEFITS							
5018-550.11-10	FICA	811	849	154	122	282	282
5018-550.11-12	HEALTH INSURANCE	2,839	3,209	43	270	718	718
5018-550.11-13	DENTAL INSURANCE	135	125	2	15	25	25
5018-550.11-14	LIFE INSURANCE	38	38	1	3	7	7
5018-550.11-15	VISION INSURANCE	5	5	0	8	0	0
5018-550.11-17	457 CITY MATCH CONTRIBUTN	145	145	0	27	26	26
5018-550.11-18	RETIREMENT	724	770	131	76	251	251
5018-550.11-21	WORKERS COMPENSATION INS	750	745	75	87	145	145
5018-550.11-22	LONG TERM DISABILITY INS	58	53	1	4	9	9
*	FRINGE BENEFITS	5,505	5,939	407	612	1,463	1,463
ELEM 20 OVERHEAD							
5018-550.20-11	AUTOMOTIVE	6,432	0	0	0	0	0
*	OVERHEAD	6,432	0	0	0	0	0
ELEM 34 CONTRACTUAL SERVICES							
5018-550.34-17	TEMP MANPOWER-OTHER	110	0	0	111	0	0
5018-550.34-50	SCHEDULED MAINTENANCE	8,826	4,769	9,000	2,083	9,000	9,000
*	CONTRACTUAL SERVICES	8,936	4,769	9,000	2,194	9,000	9,000
ELEM 38 SPECIAL EVENTS							
5018-550.38-55	VETERANS MEMORIAL EVENTS	843	1,038	1,000	2,220	1,400	1,400
*	SPECIAL EVENTS	843	1,038	1,000	2,220	1,400	1,400
ELEM 40 REPAIR & MAINTENANCE							
5018-550.40-11	BUILDINGS & GROUNDS	9,666	17,016	16,425	23,567	13,275	13,275
5018-550.40-25	HVAC REPAIRS	1,705	1,227	5,100	3,884	5,190	5,190
*	REPAIR & MAINTENANCE	11,371	18,243	21,525	27,451	18,465	18,465
ELEM 45 MAINTENANCE CONTRACT							
5018-550.45-16	BUILDING SERVICES	816	532	855	709	800	800
5018-550.45-22	SECURITY ALARM MONITORING	773	792	870	864	870	870
5018-550.45-23	PEST CONTROL	1,857	1,869	3,400	3,420	3,400	3,400
*	MAINTENANCE CONTRACT	3,446	3,193	5,125	4,993	5,070	5,070
ELEM 60 SUPPLIES							
5018-550.60-10	GENERAL SUPPLIES	3,250	2,162	2,000	1,512	2,000	2,000
5018-550.60-15	SMALL TOOLS	1,283	0	0	0	0	0
*	SUPPLIES	4,533	2,162	2,000	1,512	2,000	2,000
ELEM 65 UTILITIES							
5018-550.65-10	ELECTRICITY	0	0	16,900	15,846	16,500	16,500
5018-550.65-11	NATURAL GAS	0	0	2,790	2,517	2,500	2,500
*	UTILITIES	0	0	19,690	18,363	19,000	19,000
ELEM 92 MACHINERY & EQUIPMENT							
5018-550.92-20	EQUIPMENT	2,591	0	0	0	0	0
5018-550.92-50	VIDEO EQUIPMENT	2,322	0	0	0	0	0
*	MACHINERY & EQUIPMENT	4,913	0	0	0	0	0
ELEM 93 OFFICE EQUIPMENT							
5018-550.93-20	OFFICE FURNITURE	1,702	748	2,500	2,146	1,500	1,500
*	OFFICE EQUIPMENT	1,702	748	2,500	2,146	1,500	1,500
**	PUBLIC WORKS BUILDINGS	58,985	47,994	63,264	61,152	61,755	61,755

PROGRAM NAME/NUMBER

Public Works Buildings/5018

DESCRIPTION: Public Works is responsible for maintaining its 7 buildings along with other facilities; including Calvert Road Metro station pedestrian underpass, the Rhode Island Avenue pedestrian walkway under the Beltway bridge, Lake Artemesia connector trail and the Veterans Memorial. The Berwyn Road pedestrian overpass is maintained by Berwyn Heights DPW; Berwyn Heights and the City equally split the maintenance cost.

Maintenance activities include electrical, plumbing and roofing repairs, along with general facility maintenance.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2008 ACTUAL	FY2009		FY2010 TARGET
			TARGET	ACTUAL	
1. Maintain Public Works buildings and assigned facilities in good condition	Percent of facilities rated in good or better condition by City employees responding to employee survey	82%	85%	80%	85%
• Inspect facilities monthly	Number of inspections completed	New	New	New	12
2. Reduce unscheduled maintenance costs through effective preventive maintenance	Percent of maintenance costs that are unscheduled	3.5%	<15%	6.8%	<15%
• Develop preventive maintenance schedule					

PROGRAM NAME/NUMBER

Public Works Buildings/5018

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY07	FY08	FY09	FY10
Motor Equipment Operator I	0.01	0.01	0.00	0.00
Laborer/Driver	0.05	0.00	0.00	0.00
Grounds Laborer/Driver	0.02	0.00	0.00	0.00
Laborer	0.05	0.02	0.01	0.00
Custodial Worker	1.00	0.00	0.00	0.00
Facilities Maintenance Worker	0.33	0.00	0.00	0.05
Budget Total	1.46	0.03	0.01	0.05

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5018	
Element/Object	Details	Total	
34 Contractual Services 34-50 Scheduled Maintenance	Berwyn overpass, Veterans Memorial and Calvert Road underpass 7,000 Miscellaneous repairs as needed 2,000	9,000	
38 Special Events 38-55 Veterans Memorial Events	Barricade rental for parades, Veterans Memorial events 700 Sound system and operator, 2 events @ Veterans Memorial 700	1,400	
40 Repair & Maintenance 40-11 Building & Grounds Maint.	Carpentry repairs, 10 hours @ \$50 500 Electrical repairs, 20 hours @ \$70 1,400 Plumbing repairs, 15 hours @ \$65 975 Roofing repairs, 30 hours @ \$90 2,700 CCTV system, maintenance and repairs 1,500 Emergency generator maintenance 3,000 Gas pump repairs 1,200 General repairs 2,000	13,275	
40-17 Alarm System	Alarm system repairs, as needed	0	
40-25 HVAC Repairs	HVAC repairs, 30 hours @ \$73 2,190 Replace 1 heat pump for modular building 3,000	5,190	
45 Maintenance Contract 45-16 Building Services	Fire extinguisher inspection service	800	
45-22 Security Alarm Monitoring	\$288 per building	870	
45-23 Pest Control	Pest control service @ \$125 per month 1,500 Termite contract 1,900	3,400	

PROGRAM NAME/NUMBER

Public Works Buildings/5018

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5018	
	Element/Object	Details	Total
60	<u>Supplies</u> 60-10 General Supplies	Maintenance supplies	2,000
65	<u>Utilities</u> 65-10 Electricity	Davis Hall	16,500
	65-11 Natural Gas	Davis Hall	2,500
93	<u>Office Equipment</u> 93-20 Office Furniture	Replacement furniture and file cabinets	1,500

Capital Outlay: Office Equipment includes replacement furniture and file cabinets (\$1,500).

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 19 FACILITIES & GROUNDS MAINT							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5019-550.10-01	SALARY	8,199	0	0	79	8,517	8,517
5019-550.10-02	HOURLY	58,210	58,028	75,470	64,964	79,838	79,838
5019-550.10-03	OVERTIME	23	222	0	131	150	150
*	PAYROLL-WAGES	66,432	58,250	75,470	65,174	88,505	88,505
ELEM 11 FRINGE BENEFITS							
5019-550.11-10	FICA	4,776	4,257	5,469	4,778	6,460	6,460
5019-550.11-12	HEALTH INSURANCE	14,069	11,535	16,033	12,366	19,439	19,439
5019-550.11-13	DENTAL INSURANCE	1,044	1,024	1,084	1,168	1,297	1,297
5019-550.11-14	LIFE INSURANCE	212	168	230	195	270	270
5019-550.11-15	VISION INSURANCE	101	88	157	112	155	155
5019-550.11-17	457 CITY MATCH CONTRIBUTN	888	1,001	1,431	721	1,332	1,332
5019-550.11-18	RETIREMENT	2,498	2,545	3,219	3,570	4,165	4,165
5019-550.11-21	WORKERS COMPENSATION INS	4,431	3,660	3,970	3,366	3,489	3,489
5019-550.11-22	LONG TERM DISABILITY INS	319	235	275	232	322	322
*	FRINGE BENEFITS	28,338	24,513	31,868	26,508	36,929	36,929
ELEM 12 TRAVEL & TRAINING							
5019-550.12-11	TRAVEL & TRAINING	59	200	200	0	200	200
*	TRAVEL & TRAINING	59	200	200	0	200	200
ELEM 20 OVERHEAD							
5019-550.20-11	AUTOMOTIVE OVERHEAD	0	13,583	14,251	14,251	13,855	13,855
*	OVERHEAD	0	13,583	14,251	14,251	13,855	13,855
ELEM 34 CONTRACTUAL SERVICES							
5019-550.34-17	TEMP MANPOWER-OTHER CONTRACTUAL SERVICES	2,090	2,228	2,000	0	1,800	1,800
*	CONTRACTUAL SERVICES	2,090	2,228	2,000	0	1,800	1,800
ELEM 40 REPAIR & MAINTENANCE							
5019-550.40-11	BUILDINGS & GROUNDS	17,416	16,866	26,400	15,043	23,900	23,900
5019-550.40-13	TOOLS & EQUIPMENT	554	600	700	457	700	700
*	REPAIR & MAINTENANCE	17,970	17,466	27,100	15,500	24,600	24,600
ELEM 48 RENTAL							
5019-550.48-11	TOOLS & EQUIPMENT RENTAL	54	74	300	0	200	200
*	RENTAL	54	74	300	0	200	200
ELEM 60 SUPPLIES							
5019-550.60-10	GENERAL SUPPLIES	1,102	1,012	1,000	1,406	1,000	1,000
5019-550.60-13	GROUNDS & FIELD SUPPLIES	4,474	6,890	8,000	6,335	8,000	8,000
*	SUPPLIES	5,576	7,902	9,000	7,741	9,000	9,000
ELEM 65 UTILITIES							
5019-550.65-10	ELECTRICITY	5,404	4,535	5,775	4,486	5,600	5,600
5019-550.65-13	WATER & SEWER	3,117	5,235	6,000	4,040	6,000	6,000
*	UTILITIES	8,521	9,770	11,775	8,526	11,600	11,600
ELEM 92 MACHINERY & EQUIPMENT							
5019-550.92-20	EQUIPMENT	600	0	900	623	0	0
*	MACHINERY & EQUIPMENT	600	0	900	623	0	0
**	FACILITIES & GROUNDS MAINT	129,640	133,986	172,864	138,323	186,689	186,689

PROGRAM NAME/NUMBER**Facilities & Grounds Maintenance/5019**

DESCRIPTION: This program provides for maintenance of the Duvall Field blockhouse, recreation facilities, athletic fields for various sports (i.e., goal posts, bleachers, etc.) and grass mowing at City buildings and 8 tot lots. Calvert Road School field and Duvall Field are irrigated by underground sprinkler systems and are aerated, fertilized and seeded annually.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2008 ACTUAL	FY2009		FY2010 TARGET
			TARGET	ACTUAL	
1. Maintain athletic and recreation facilities and fields in a safe and clean condition	Percent of residents rating cleanliness and condition of recreational facilities, tot lots and fields as good or better	70%	No survey	No survey	No survey
2. Complete maintenance tasks as outlined in the athletic field section of the Vegetation Management Plan (VMP)	Percent of tasks completed as scheduled	100%	100%	100%	100%
	Number of field maintenance improvements completed that are listed in the athletic field section, concerns and improvements section, of the VMP	New	New	New	1
3. Visually inspect tot lots twice per month	Percent of inspections of tot lots completed on schedule	100%	90%	100%	95%

NOTE: Weather may determine the number of inspections during the winter months

PROGRAM NAME/NUMBER

Facilities & Grounds Maintenance/5019

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY07	FY08	FY09	FY10
Deputy Director of Public Works	0.00	0.00	0.00	0.10
Crew Chief	0.01	0.01	0.01	0.01
Horticulturist	0.20	0.20	0.00	0.00
Motor Equipment Operator III	0.00	0.00	0.01	0.00
Motor Equipment Operator I+A	0.00	0.02	0.01	0.00
Motor Equipment Operator I	0.06	0.01	0.01	0.05
Landscape Foreman	0.00	0.00	0.20	0.20
Laborer/Driver	0.00	0.00	0.00	0.00
Laborer	0.97	2.23	1.90	1.80
Lead Groundskeeper	0.01	0.01	0.01	0.01
Grounds Laborer/Driver	0.97	0.00	0.09	0.09
Budget Total	2.22	2.48	2.24	2.26

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5019	
Element/Object	Details	Total	
12 <u>Travel & Training</u> 12-11 Travel & Training	Staff training	200	
34 <u>Contractual Services</u> 34-17 Temp. Manpower – Other	Temporary manpower used to cover vacancies and leave	1,800	
40 <u>Repair & Maintenance</u> 40-11 Buildings & Grounds	Electrical repairs – blockhouse, field lights, tot lot lights 5,000 Irrigation system at Duvall Field and Calvert Road field: Winterization and start-up 800 Replacement of damaged heads and wiring 800 Fence repairs – all lots 2,500 General repairs 2,000 Stripe athletic fields at Duvall Field, Calvert Road School for football and soccer, 12 times @ \$350 4,200 Tot lot repair parts 2,500 Tot lot wood replacement materials 5,600 Lomax fountain repairs 500	23,900	
40-13 Tools & Equipment	Mower blades, repairs	700	
48 <u>Rental</u> 48-11 Tools & Equipment	Power seeder	200	
60 <u>Supplies</u> 60-10 General Supplies	Two-cycle oil, weedeater string, trash bags	1,000	
60-13 Grounds & Field Supplies	Baseball field materials (lime and “field-dry”) 600 Seed/sod and fertilizer for Duvall Field, Calvert Road		

PROGRAM NAME/NUMBER

Facilities & Grounds Maintenance/5019

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5019	
Element/Object		Details	Total
		School field 5,800	
		Baseball infield mix 1,600	8,000
65	<u>Utilities</u>		
	65-10 Electricity	Duvall Field blockhouse and field lights, current usage	5,600
	65-13 Water & Sewer	Water for Duvall Field and blockhouse	6,000

Capital Outlay: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 20 TREE & LANDSCAPE MAINT.							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5020-550.10-01	SALARY	30,340	4,345	0	157	17,034	17,034
5020-550.10-02	HOURLY	69,335	119,695	142,212	117,721	141,319	141,319
5020-550.10-03	OVERTIME	1,390	922	1,500	178	1,500	1,500
5020-550.10-08	SHIFT DIFFERENTIAL-SAT WK	0	0	0	24	0	0
*	PAYROLL-WAGES	101,065	124,962	143,712	118,080	159,853	159,853
ELEM 11 FRINGE BENEFITS							
5020-550.11-10	FICA	7,286	8,622	10,520	8,704	11,897	11,897
5020-550.11-12	HEALTH INSURANCE	14,020	18,417	23,789	21,897	23,264	23,264
5020-550.11-13	DENTAL INSURANCE	636	1,232	1,875	1,406	1,947	1,947
5020-550.11-14	LIFE INSURANCE	302	346	433	344	484	484
5020-550.11-15	VISION INSURANCE	302	421	488	432	633	633
5020-550.11-17	457 CITY MATCH CONTRIBUTN	1,216	1,530	1,629	1,583	2,417	2,417
5020-550.11-18	RETIREMENT	4,401	4,483	7,591	5,781	8,573	8,573
5020-550.11-21	WORKERS COMPENSATION INS	6,759	7,320	7,604	6,058	6,269	6,269
5020-550.11-22	LONG TERM DISABILITY INS	456	476	519	411	578	578
*	FRINGE BENEFITS	35,378	42,847	54,448	46,616	56,062	56,062
ELEM 12 TRAVEL & TRAINING							
5020-550.12-11	TRAVEL & TRAINING	437	797	600	440	600	600
*	TRAVEL & TRAINING	437	797	600	440	600	600
ELEM 20 OVERHEAD							
5020-550.20-11	AUTOMOTIVE	19,296	20,375	21,377	21,377	20,782	20,782
*	OVERHEAD	19,296	20,375	21,377	21,377	20,782	20,782
ELEM 34 CONTRACTUAL SERVICES							
5020-550.34-17	TEMP MANPOWER-OTHER	5,170	2,269	2,450	0	2,400	2,400
5020-550.34-40	TREE MAINTENANCE	41,080	65,696	70,300	55,498	72,800	72,800
5020-550.34-45	TREE INSTALLATIONS	6,330	0	7,500	0	0	0
5020-550.34-74	TREE INVENTORY	0	1,165	680	38	3,020	3,020
*	CONTRACTUAL SERVICES	52,580	69,130	80,930	55,536	78,220	78,220
ELEM 40 REPAIR & MAINTENANCE							
5020-550.40-13	TOOLS & EQUIPMENT	1,216	387	1,200	257	1,000	1,000
*	REPAIR & MAINTENANCE	1,216	387	1,200	257	1,000	1,000
ELEM 48 RENTAL							
5020-550.48-11	TOOLS & EQUIPMENT	0	0	500	0	500	500
*	RENTAL	0	0	500	0	500	500
ELEM 60 SUPPLIES							
5020-550.60-10	GENERAL SUPPLIES	1,495	1,045	1,200	525	1,200	1,200
5020-550.60-13	GROUNDS & FIELD SUPPLIES	1,208	305	1,000	1,358	1,000	1,000
5020-550.60-15	SMALL TOOLS	310	615	300	359	300	300
5020-550.60-50	TREES, SHRUBS & FLOWERS	6,251	13,598	14,700	15,753	18,700	18,700
*	SUPPLIES	9,264	15,563	17,200	17,995	21,200	21,200
ELEM 61 OFFICE SUPPLIES							
5020-550.61-10	OFFICE SUPPLIES	98	0	300	26	100	100
*	OFFICE SUPPLIES	98	0	300	26	100	100
ELEM 65 UTILITIES							
5020-550.65-13	WATER & SEWER	0	0	2,600	755	2,000	2,000
*	UTILITIES	0	0	2,600	755	2,000	2,000
ELEM 67 DUES & PUBLICATIONS							
5020-550.67-10	DUES	425	265	500	265	300	300
5020-550.67-20	PUBLICATIONS & BOOKS	0	0	150	28	150	150
*	DUES & PUBLICATIONS	425	265	650	293	450	450
ELEM 92 MACHINERY & EQUIPMENT							
5020-550.92-20	EQUIPMENT	0	932	600	512	375	375

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 20 TREE & LANDSCAPE MAINT.							
SUB 0 PUBLIC WORKS							
ELEM 92 MACHINERY & EQUIPMENT							
*	MACHINERY & EQUIPMENT	0	932	600	512	375	375
ELEM 95 SITE & BLDG IMPROVEMENTS							
	5020-550.95-10 SITE IMPROVEMENTS	0	0	0	9,405	0	0
*	SITE & BLDG IMPROVEMENTS	0	0	0	9,405	0	0
ELEM 98 COMPUTER HDWE & SOFTWARE							
	5020-550.98-10 COMPUTER HARDWARE	0	0	1,000	1,765	0	0
	5020-550.98-20 COMPUTER SOFTWARE	0	0	400	1,517	0	0
*	COMPUTER HDWE & SOFTWARE	0	0	1,400	3,282	0	0
**	TREE & LANDSCAPE MAINT.	219,759	275,258	325,517	274,574	341,142	341,142

PROGRAM NAME/NUMBER**Tree and Landscape Maintenance/5020**

DESCRIPTION: This program provides for monitoring and maintaining the City's urban forest and removing storm-damaged tree debris. Employees install plant material at City buildings, recreational facilities and along roadsides. The Maryland Department of Agriculture monitors gypsy moth populations, and results are provided to the City for review. The City strives to promote public awareness and appreciation of the urban forest through participation in Community Service Day, Arbor Day, Earth Day and other on-going projects. Cooperation with the Committee for a Better Environment (CBE) and the Tree and Landscape Board (TLB) assure maximum use of resources in the City's beautification efforts. The City has been designated "Tree City USA" for over a decade, and received designation as a "Plant City" by the Maryland Community Forest Council.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2008 ACTUAL	FY2009		FY2010 TARGET
			TARGET	ACTUAL	
1. Maintain the City's trees, shrubs and ground cover in good condition	Percent of residents rating the City's tree maintenance, landscaping and planting in public areas as good or better	68%	No survey	No survey	No survey
2. Inspect and maintain landscape sites according to priority level identified in the Vegetation Management Plan (VMP)	Percent of inspections and maintenance completed on schedule	100%	100%	100%	100%
3. Provide at least 2 seasonal annual planting rotations	Percent of flower beds receiving at least 2 seasonal plantings	100%	100%	100%	100%

PROGRAM NAME/NUMBER

Tree and Landscape Maintenance/5020

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY07	FY08	FY09	FY10
Deputy Director of Public Works	0.00	0.00	0.00	0.20
Horticulturist	0.74	0.74	0.00	0.00
Landscape Foreman	0.00	0.00	0.70	0.70
Lead Groundskeeper	0.30	0.30	0.30	0.15
Groundskeeper	0.94	0.94	0.94	0.94
Grounds Laborer/Driver	1.94	0.94	1.84	1.84
Laborer	0.00	0.75	0.09	0.18
Budget Total	3.92	3.67	3.87	4.01

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5020	
Element/Object	Details	Total	
12 <u>Travel & Training</u> 12-11 Travel & Training	Supervisors' training 200 Pesticide recertification, 3 attendees 200 Training of foreman and laborers 200	600	
34 <u>Contractual Services</u> 34-17 Temp. Manpower - Other	Temporary manpower, 160 hours @ \$15	2,400	
34-40 Tree Maintenance	Tree maintenance 65,000 Stump grinding 5,000 Pesticide applications 800 Gypsy moth egg mass survey and spraying – Maryland Department of Agriculture 2,000	72,800	
34-74 Tree Inventory	Support, 40 hours @ \$20 800 Student intern to complete inventory, 185 hours @ \$12 2,220	3,020	
40 <u>Repair & Maintenance</u> 40-13 Tools & Equipment	Equipment repair, blade and chain sharpening	1,000	
48 <u>Rental</u> 48-11 Tools & Equipment		500	
60 <u>Supplies</u> 60-10 General Supplies	Two-cycle oil, chains, blades, etc.	1,200	
60-13 Grounds & Field Supplies	Pesticides, herbicides, fertilizer	1,000	
60-15 Small Tools	Rakes, shovels, pruners, etc.	300	
60-50 Trees, Shrubs & Flowers	Seasonal flowers 8,700 Arbor, Earth, community service days 500		

PROGRAM NAME/NUMBER

Tree and Landscape Maintenance/5020

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5020	
Element/Object		Details	Total
		Replacement of trees city-wide 7,500 Plantings city-wide 2,000	18,700
61	<u>Office Supplies</u> 61-10 Office Supplies		100
65	<u>Utilities</u> 65-13 Water & Sewer	City-wide plant watering	2,000
67	<u>Dues & Publications</u> 67-10 Dues 67-20 Publications & Books	Professional Grounds Maintenance Society (PGMS) 200 Society of Municipal Arborists 100	300 150
92	<u>Machinery & Equipment</u> 92-20 Equipment	Backpack blower	375

Capital Outlay: Equipment includes a replacement backpack blower (\$375).

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 21 ENGINEERING SERVICES							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5021-550.10-01	SALARY	82,618	85,148	91,066	93,370	96,144	96,144
5021-550.10-02	HOURLY	13,913	22,711	24,062	24,299	33,872	33,872
5021-550.10-03	OVERTIME	336	0	0	0	0	0
*	PAYROLL-WAGES	96,867	107,859	115,128	117,669	130,016	130,016
ELEM 11 FRINGE BENEFITS							
5021-550.11-10	FICA	7,431	7,953	8,482	8,651	9,455	9,455
5021-550.11-12	HEALTH INSURANCE	1,029	6,837	6,967	7,864	10,628	10,628
5021-550.11-13	DENTAL INSURANCE	780	990	1,048	1,109	1,254	1,254
5021-550.11-14	LIFE INSURANCE	280	279	275	272	290	290
5021-550.11-15	VISION INSURANCE	158	316	318	308	355	355
5021-550.11-17	457 CITY MATCH CONTRIBUTN	830	2,560	2,607	2,625	2,607	2,607
5021-550.11-18	RETIREMENT	5,497	5,659	5,985	7,715	8,517	8,517
5021-550.11-21	WORKERS COMPENSATION INS	6,539	6,850	6,086	6,114	5,673	5,673
5021-550.11-22	LONG TERM DISABILITY INS	421	392	332	329	351	351
*	FRINGE BENEFITS	22,965	31,836	32,100	34,987	39,130	39,130
ELEM 12 TRAVEL & TRAINING							
5021-550.12-10	NON TRAINING TRAVEL	13	0	223	10	223	223
5021-550.12-11	TRAVEL & TRAINING	3,269	1,960	4,090	1,575	4,090	4,090
*	TRAVEL & TRAINING	3,282	1,960	4,313	1,585	4,313	4,313
ELEM 20 OVERHEAD							
5021-550.20-11	AUTOMOTIVE	6,432	6,792	7,126	7,125	6,927	6,927
*	OVERHEAD	6,432	6,792	7,126	7,125	6,927	6,927
ELEM 30 PROFESSIONAL SERVICES							
5021-550.30-11	DESIGN & ENGINEERING	224	0	12,000	1,560	12,000	12,000
5021-550.30-15	CONSULTING	0	3,070	3,000	2,565	3,000	3,000
5021-550.30-20	SURVEYING	5,892	4,200	8,500	10,200	8,500	8,500
*	PROFESSIONAL SERVICES	6,116	7,270	23,500	14,325	23,500	23,500
ELEM 60 SUPPLIES							
5021-550.60-10	GENERAL SUPPLIES	1,181	130	500	0	500	500
*	SUPPLIES	1,181	130	500	0	500	500
ELEM 61 OFFICE SUPPLIES							
5021-550.61-10	OFFICE SUPPLIES	227	181	200	103	200	200
*	OFFICE SUPPLIES	227	181	200	103	200	200
ELEM 66 TELEPHONE & COMMUNICATION							
5021-550.66-12	CELLULAR PHONE	0	0	600	370	600	600
*	TELEPHONE & COMMUNICATION	0	0	600	370	600	600
ELEM 67 DUES & PUBLICATIONS							
5021-550.67-10	DUES	760	740	770	823	770	770
5021-550.67-20	PUBLICATIONS & BOOKS	63	174	400	0	400	400
*	DUES & PUBLICATIONS	823	914	1,170	823	1,170	1,170
ELEM 96 STREET IMPROVEMENT							
5021-550.96-30	LIGHTING	12,932	8,989	15,000	0	5,000	5,000
*	STREET IMPROVEMENT	12,932	8,989	15,000	0	5,000	5,000
**	ENGINEERING SERVICES	150,825	165,931	199,637	176,987	211,356	211,356

DESCRIPTION: Effective July 1, 2004, this program is managed as an Administration program, under the direction of the City Manager. This program plans, reviews and oversees planned improvements to the City's infrastructure. It provides the following administrative and managerial functions for various public improvement projects: planning, budgeting, design assistance, staffing, scheduling, permitting, construction and operations. In addition, this program is responsible for 1) Traffic management and engineering; 2) Streetlight review and installations; 3) Reviewing and addressing residential complaints; 4) Utilities review, permitting, and coordination; 5) Local storm drainage; 6) Interacting with County DER 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 data base; 11) Assisting other City Departments in related issues; 12) Preparing the annual street maintenance plan; 13) Reviewing and addressing various concerns of the City Council; and 14) Providing engineering consultation to community organizations for various community projects.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2008 ACTUAL	FY2009		FY2010 TARGET
			TARGET	ACTUAL	
1. Maintain City streets in a safe and smooth condition • Inspect and rate all City streets annually as part of the Pavement Management Plan	Percent of road miles inspected at least annually	100%	100%	100%	100%
	Percent of plan implemented on schedule	100%	100%	100%	100%
	Percent of residents rating the condition of streets and sidewalks as good or better	57%	No survey	No survey	No survey
	Percent of asphalt paved lane miles rated 5 or lower (1 is the highest rating on a 10-point scale)	100%	100%	100%	100%
2. Manage special projects (capital improvements, engineering projects, etc.)	Percent of projects completed on schedule	90%	90%	90%	90%

PROGRAM NAME/NUMBER

Engineering Services/5021

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY07	FY08	FY09	FY10
Civil Engineer III	0.00	0.00	1.00	1.00
Civil Engineer II	1.00	1.00	0.00	0.00
Engineering Technician I	0.75	0.75	0.75	1.00
Budget Total	1.75	1.75	1.75	2.00

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 5021
Element/Object	Details	Total	
12	<u>Travel & Training</u> 12-10 Non-Training Travel	Staff mileage reimbursement	223
	12-11 Travel & Training	County Engineers Association conference 420 American Society of Civil Engineers, continuing education 1,900 Maryland Traffic Engineers Council 180 University of Maryland Technology Transfer Center 700 Maryland Quality Initiative conference 300 Maryland Asphalt Association conference 90 Towson University Center for GIS conference, 2 attendees @ \$250 500	4,090
30	<u>Professional Services</u> 30-11 Design & Engineering	Design for Trolley Trail Phase 5 (through Lakeland) 2,500 Engineering design services as needed 3,500 Concept maps for future projects 6,000	12,000
	30-15 Consulting	Material testing laboratory services, map scanning	3,000
	30-20 Surveying	Topographical surveys as needed, 5 @ \$1,700	8,500
60	<u>Supplies</u> 60-10 General Supplies		500
61	<u>Office Supplies</u> 61-10 Office Supplies		200
66	<u>Telephone & Communications</u> 66-12 Cellular Phone	Monthly service @ \$50, 1 phone	600
67	<u>Dues & Publications</u> 67-10 Dues	Institute of Transportation Engineers 245 American Society of Civil Engineers 265 National Society of Professional Engineers 235 County Engineers Association 25	770

PROGRAM NAME/NUMBER

Engineering Services/5021

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5021	
Element/Object		Details	Total
	67-20 Publications & Books		400
96	<u>Street Improvement</u> 96-30 Lighting	New streetlight installations (up to 5); assume 5 requests	5,000

Capital Outlay: Lighting includes new streetlights (\$5,000) that may be proposed for various locations.

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 22 STREETSCAPE MAINTENANCE							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5022-550.10-01	SALARY	409	0	0	0	0	0
5022-550.10-02	HOURLY	2,411	2,655	5,004	7,386	3,603	3,603
5022-550.10-03	OVERTIME	12	10	0	9	0	0
5022-550.10-08	SHIFT DIFFERENTIAL-SAT WK	0	0	0	1	0	0
*	PAYROLL-WAGES	2,832	2,665	5,004	7,396	3,603	3,603
ELEM 11 FRINGE BENEFITS							
5022-550.11-10	FICA	199	189	370	542	269	269
5022-550.11-12	HEALTH INSURANCE	618	749	914	1,294	489	489
5022-550.11-13	DENTAL INSURANCE	28	27	50	85	43	43
5022-550.11-14	LIFE INSURANCE	9	8	15	14	11	11
5022-550.11-15	VISION INSURANCE	8	3	4	14	11	11
5022-550.11-17	457 CITY MATCH CONTRIBUTN	41	32	57	80	43	43
5022-550.11-18	RETIREMENT	164	159	309	406	219	219
5022-550.11-21	WORKERS COMPENSATION INS	188	167	265	390	158	158
5022-550.11-22	LONG TERM DISABILITY INS	13	12	18	16	13	13
*	FRINGE BENEFITS	1,268	1,346	2,002	2,841	1,256	1,256
ELEM 40 REPAIR & MAINTENANCE							
5022-550.40-11	BUILDINGS & GROUNDS	1,176	684	1,500	1,765	1,800	1,800
5022-550.40-30	STREETSCAPE LIGHTING	3,529	2,720	5,000	1,246	5,000	5,000
*	REPAIR & MAINTENANCE	4,705	3,404	6,500	3,011	6,800	6,800
ELEM 96 STREET IMPROVEMENT							
5022-550.96-10	CONCRETE	31,635	31,814	48,000	0	9,000	9,000
*	STREET IMPROVEMENT	31,635	31,814	48,000	0	9,000	9,000
**	STREETSCAPE MAINTENANCE	40,440	39,229	61,506	13,248	20,659	20,659

PROGRAM NAME/NUMBER

Streetscape Maintenance/5022

DESCRIPTION: This program maintains pavers and pedestrian lighting on Berwyn Road, Calvert Road, College Avenue, Knox Road and U. S. Route 1 to improve the business district aesthetics. In these streetscapes, Public Works employees maintain plantings and pedestrian light fixtures.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2008 ACTUAL	FY2009		FY2010 TARGET
			TARGET	ACTUAL	
1. Maintain designated streetscape areas in an attractive and well-maintained condition	Percent of downtown businesses rating the following services as "acceptable" or better, based on DCPMA member survey				
	• Maintenance of median landscape plantings and street trees	46%	50%	100%	75%
	• Overall appearance of downtown streetscapes	New	New	88%	75%
• Inspect pedestrian lighting areas at least 3 times per year	Percent of inspections completed on schedule	100%	100%	100%	100%

* Based on responses to DCPMA member survey, April 2009

PROGRAM NAME/NUMBER

Streetscape Maintenance/5022

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY07	FY08	FY09	FY10
Horticulturist	0.01	0.01	0.00	0.00
Landscape Foreman	0.00	0.00	0.05	0.05
Motor Equipment Operator I	0.00	0.00	0.00	0.02
Facilities Maintenance Worker	0.00	0.05	0.05	0.00
Groundskeeper	0.05	0.01	0.01	0.01
Grounds Laborer/Driver	0.05	0.01	0.01	0.01
Budget Total	0.11	0.08	0.12	0.09

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5022	
Element/Object	Details	Total	
40	<u>Repair & Maintenance</u> 40-11 Buildings & Grounds	Repair or replacement of site amenities: benches, decorative street name poles, etc.	1,800
	40-30 Streetscape Lighting	Maintenance of streetscape lighting	5,000
96	<u>Street Improvement</u> 96-10 Concrete	Brick paver panel replacement along U.S. Route 1 (locations to be determined)	9,000

Capital Outlay: Concrete includes brick paver panel replacement along U. S. Route 1 (\$9,000).

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 23 LITTER & GRAFFITI CONTROL							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5023-550.10-02	HOURLY	118,233	127,949	111,878	140,164	140,988	140,988
5023-550.10-03	OVERTIME	15,170	15,702	25,000	16,109	20,000	20,000
5023-550.10-08	SHIFT DIFFERENTIAL-SAT WK	3,034	4,163	3,500	4,051	4,500	4,500
*	PAYROLL-WAGES	136,437	147,814	140,378	160,324	165,488	165,488
ELEM 11 FRINGE BENEFITS							
5023-550.11-10	FICA	10,133	11,101	10,607	11,997	12,378	12,378
5023-550.11-12	HEALTH INSURANCE	13,891	16,423	10,500	17,560	18,855	18,855
5023-550.11-13	DENTAL INSURANCE	1,311	1,470	1,126	1,595	1,368	1,368
5023-550.11-14	LIFE INSURANCE	410	455	341	453	430	430
5023-550.11-15	VISION INSURANCE	247	366	147	323	273	273
5023-550.11-17	457 CITY MATCH CONTRIBUTN	2,003	3,843	3,388	4,100	5,131	5,131
5023-550.11-18	RETIREMENT	8,287	9,090	9,190	9,612	10,760	10,760
5023-550.11-21	WORKERS COMPENSATION INS	8,960	9,273	6,973	8,160	6,922	6,922
5023-550.11-22	LONG TERM DISABILITY INS	620	631	408	543	514	514
*	FRINGE BENEFITS	45,862	52,652	42,680	54,343	56,631	56,631
ELEM 20 OVERHEAD							
5023-550.20-11	AUTOMOTIVE	6,432	6,792	7,126	7,125	6,927	6,927
*	OVERHEAD	6,432	6,792	7,126	7,125	6,927	6,927
ELEM 34 CONTRACTUAL SERVICES							
5023-550.34-14	LITTER COLLECTION	0	289	0	2,544	0	0
*	CONTRACTUAL SERVICES	0	289	0	2,544	0	0
ELEM 60 SUPPLIES							
5023-550.60-10	GENERAL SUPPLIES	5,089	8,777	5,000	9,342	7,000	7,000
*	SUPPLIES	5,089	8,777	5,000	9,342	7,000	7,000
**	LITTER & GRAFFITI CONTROL	193,820	216,324	195,184	233,678	236,046	236,046

PROGRAM NAME/NUMBER**Litter and Graffiti Control/5023**

DESCRIPTION: This program collects and disposes of litter and removes graffiti. An assigned crew removes litter on a daily basis from the downtown area. Litter receptacles are located throughout the City and are emptied on a regular basis. Employees are scheduled to work weekends during the year to provide litter control in the downtown area. Graffiti control was added to this program in response to an increase in this activity in the City. Public Works employees carry graffiti remover with them and are encouraged to stop and remove graffiti.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2008 ACTUAL	FY2009		FY2010 TARGET
			TARGET	ACTUAL	
1. To maintain downtown areas litter-free through regular litter and trash pick-up ● Empty trash receptacles 7 times per week	Percent of downtown businesses rating the following services as "acceptable" or better, based on DCPMA member survey:				
	● Litter control along downtown sidewalks	46%	50%	75%	75%
	● Maintenance of downtown parking lots (including litter removal, snow plowing, striping)	New	New	88%	75%
	Percent of residents satisfied with the cleanliness of downtown areas	51%	No survey	No survey	No survey
2. To maintain City property free of graffiti ● Remove graffiti within 10 working days of reporting to Public Works	Number of graffiti incidents reported	21	10	39	N/A
	Percent of graffiti work orders completed within 10 working days	68%	85%	95%	90%

* Based on responses to DCPMA survey, April 2009

PROGRAM NAME/NUMBER

Litter and Graffiti Control/5023

PERSONNEL EXPENDITURES: Beginning in FY2007, includes overtime for litter removal in the downtown business district and on City property and rights-of-way.

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY07	FY08	FY09	FY10
Crew Chief	0.05	0.05	0.07	0.82
Supply Clerk	0.00	0.00	0.02	0.02
Motor Equipment Operator I	0.00	0.00	0.01	0.02
Laborer	2.94	3.07	3.02	2.89
Budget Total	2.99	3.12	3.12	3.75

OPERATING EXPENDITURES: Beginning in FY2007, weekend parking lot cleaning in the downtown area, previously performed by an outside contractor, was assigned to Public Works staff. One-half of the overtime cost is borne by Downtown College Park Management Authority (DCPMA) through the CDMA Litter Rebate of \$4,290 included in Revenues, account 344.60.

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5023	
Element/Object	Details		Total
60	<u>Supplies</u> 60-10 General Supplies	Outdoor litter receptacles, 3 @ \$900 2,700 Graffiti remover, pokers, brooms, trash bags 4,300	7,000

Capital Outlay: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 24 PARKING LOT MAINTENANCE							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5024-550.10-02	HOURLY	14,348	11,034	14,331	13,233	14,800	14,800
5024-550.10-03	OVERTIME	10	20	0	11	0	0
*	PAYROLL-WAGES	14,358	11,054	14,331	13,244	14,800	14,800
ELEM 11 FRINGE BENEFITS							
5024-550.11-10	FICA	1,062	807	1,043	965	1,064	1,064
5024-550.11-12	HEALTH INSURANCE	1,953	1,907	2,518	2,411	3,334	3,334
5024-550.11-13	DENTAL INSURANCE	87	60	83	84	153	153
5024-550.11-14	LIFE INSURANCE	49	36	44	37	45	45
5024-550.11-15	VISION INSURANCE	33	38	37	43	57	57
5024-550.11-17	457 CITY MATCH CONTRIBUTN	169	508	553	599	388	388
5024-550.11-18	RETIREMENT	887	679	911	825	846	846
5024-550.11-21	WORKERS COMPENSATION INS	959	695	751	687	641	641
5024-550.11-22	LONG TERM DISABILITY INS	74	51	52	45	54	54
*	FRINGE BENEFITS	5,273	4,781	5,992	5,696	6,582	6,582
ELEM 20 OVERHEAD							
5024-550.20-11	AUTOMOTIVE	25,728	20,375	21,377	21,377	20,782	20,782
*	OVERHEAD	25,728	20,375	21,377	21,377	20,782	20,782
ELEM 34 CONTRACTUAL SERVICES							
5024-550.34-38	STRIPING	6,048	3,622	5,520	4,493	4,970	4,970
*	CONTRACTUAL SERVICES	6,048	3,622	5,520	4,493	4,970	4,970
ELEM 40 REPAIR & MAINTENANCE							
5024-550.40-45	WELDING SERVICES	0	0	0	420	0	0
*	REPAIR & MAINTENANCE	0	0	0	420	0	0
ELEM 60 SUPPLIES							
5024-550.60-10	GENERAL SUPPLIES	2,624	524	1,425	183	1,700	1,700
5024-550.60-15	SMALL TOOLS	43	0	50	0	0	0
*	SUPPLIES	2,667	524	1,475	183	1,700	1,700
**	PARKING LOT MAINTENANCE	54,074	40,356	48,695	45,413	48,834	48,834

PROGRAM NAME/NUMBER

Parking Lot Maintenance/5024

DESCRIPTION: This program maintains City-owned and leased parking lots. Lots are restriped annually. Parking meter posts and bumper blocks are repaired on a regular basis. This program responds to special requests from the Department of Public Services.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2008 ACTUAL	FY2009		FY2010 TARGET
			TARGET	ACTUAL	
1. Maintain City parking lots in a clean condition <ul style="list-style-type: none">• Repaint all lines annually• Inspect lots quarterly	Percent of line inventory repainted annually	100%	100%	100%	100%
	Percent of inspections completed on schedule	New	New	New	100%

PROGRAM NAME/NUMBER

Parking Lot Maintenance/5024

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY07	FY08	FY09	FY10
Crew Chief	0.05	0.05	0.05	0.05
Supply Clerk	0.15	0.15	0.15	0.05
Motor Equipment Operator III	0.00	0.00	0.01	0.00
Motor Equipment Operator II+A	0.00	0.01	0.00	0.00
Motor Equipment Operator I+A	0.00	0.02	0.08	0.08
Motor Equipment Operator I	0.02	0.02	0.02	0.12
Laborer	0.00	0.00	0.00	0.07
Budget Total	0.22	0.25	0.31	0.37

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5024	
Element/Object	Details	Total	
34 Contractual Services 34-38 Striping	Parking lot striping: Maryland Book Exchange lot605 Bagel Place lot400 Lehigh Road lot125 Sterling lot190 7-11 lot135 College Park Shopping Center, upper level290 College Park Shopping Center, lower level885 Kinko's and Applebee's lot900 City Hall lot325 Davis Hall lot400 Calvert Road School lots400 St. Andrew's Episcopal Church lot315	4,970	
60 Supplies 60-10 General Supplies	Bumper blocks, 20 @ \$35700 Parking meter posts, 10 @ \$15150 Sakrete and U-channel500 Paint350	1,700	

Capital Outlay: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 25 RECYCLING							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5025-550.10-01	SALARY	0	0	0	81	0	0
5025-550.10-02	HOURLY	233,693	242,909	239,497	267,312	250,814	250,814
5025-550.10-03	OVERTIME	1,459	358	1,500	368	800	800
*	PAYROLL-WAGES	235,152	243,267	240,997	267,761	251,614	251,614
ELEM 11 FRINGE BENEFITS							
5025-550.11-10	FICA	17,230	17,768	17,556	19,468	18,283	18,283
5025-550.11-12	HEALTH INSURANCE	30,371	39,281	38,321	48,343	47,913	47,913
5025-550.11-13	DENTAL INSURANCE	1,501	1,500	1,188	2,305	2,136	2,136
5025-550.11-14	LIFE INSURANCE	747	809	729	780	764	764
5025-550.11-15	VISION INSURANCE	452	505	475	738	453	453
5025-550.11-17	457 CITY MATCH CONTRIBUTN	2,699	5,408	5,235	5,818	3,540	3,540
5025-550.11-18	RETIREMENT	14,434	14,609	13,971	16,497	16,386	16,386
5025-550.11-21	WORKERS COMPENSATION INS	15,684	15,308	12,664	13,749	10,904	10,904
5025-550.11-22	LONG TERM DISABILITY INS	1,129	1,109	873	936	914	914
*	FRINGE BENEFITS	84,247	96,297	91,012	108,634	101,293	101,293
ELEM 12 TRAVEL & TRAINING							
5025-550.12-11	TRAVEL & TRAINING	942	815	600	758	600	600
*	TRAVEL & TRAINING	942	815	600	758	600	600
ELEM 20 OVERHEAD							
5025-550.20-11	AUTOMOTIVE OVERHEAD	141,506	149,415	156,761	156,761	152,410	152,410
*	OVERHEAD	141,506	149,415	156,761	156,761	152,410	152,410
ELEM 34 CONTRACTUAL SERVICES							
5025-550.34-12	TEMP MANPOWER-CURB RECYCL	1,320	1,389	3,150	7,914	1,800	1,800
5025-550.34-13	TEMP MANPOWER-BRUSH	550	1,217	2,100	140	1,200	1,200
5025-550.34-20	TIPPING FEES	1,987-	2,046	1,900	25,113	38,175	38,175
*	CONTRACTUAL SERVICES	117-	4,652	7,150	33,167	41,175	41,175
ELEM 36 SPECIAL SERVICES							
5025-550.36-10	PRINTING	0	3,811	3,000	4,207	3,000	3,000
*	SPECIAL SERVICES	0	3,811	3,000	4,207	3,000	3,000
ELEM 48 RENTAL							
5025-550.48-50	TUB GRINDER RENTAL	11,545	6,339	10,000	7,355	10,000	10,000
*	RENTAL	11,545	6,339	10,000	7,355	10,000	10,000
ELEM 60 SUPPLIES							
5025-550.60-10	GENERAL SUPPLIES	347	83	150	350	150	150
5025-550.60-15	SMALL TOOLS	215	0	0	0	0	0
5025-550.60-45	TOTERS & CONTAINERS	930-	95,461	95,779	95,179	31,104	31,104
*	SUPPLIES	368-	95,544	95,929	95,529	31,254	31,254
ELEM 67 DUES & PUBLICATIONS							
5025-550.67-10	DUES	0	0	235	235	235	235
*	DUES & PUBLICATIONS	0	0	235	235	235	235
ELEM 92 MACHINERY & EQUIPMENT							
5025-550.92-20	EQUIPMENT	0	941-	0	0	0	0
*	MACHINERY & EQUIPMENT	0	941-	0	0	0	0
**	RECYCLING	472,907	599,199	605,684	674,407	591,581	591,581

PROGRAM NAME/NUMBER

Recycling/5025

DESCRIPTION: This program coordinates recycling efforts for the City. During fiscal year 2008, the City began collecting recyclable materials (mixed paper, cardboard, glass, metal cans and plastics) mixed together, single stream. Collection of recyclable materials occurs on the same day as refuse collection. The City collects and recycles white goods (hot water heaters, stoves, washing machines, etc.) at metal recycling centers. Electronics recycling began in FY2008, and is taken to a facility for processing. A used oil collection container is available for residents at Davis Hall to recycle motor oil. Brush collection occurs on Thursdays and Fridays and is processed to make wood mulch, which is available for sale.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2008 ACTUAL	FY2009		FY2010 TARGET
			TARGET	ACTUAL	
1. Provide reliable, quality service for removal of recyclable materials	Percent of collections completed on scheduled day	99%	99%	99%	99%
	Percent of residents rating recycling services as good or better	87%	No survey	No survey	No survey
	Number of complaints received	4	<14	4	<10
2. Increase residential participation in recycling	Tons of commingles, mixed paper, white goods, scrap metals recycled (electronics added in FY2008)	1,246	1,500	1,470	1,500
	Cubic yards of brush recycled	1,570	1,900	1,959	2,000
	Dollar value of woodchip-related revenue (includes sales of product and delivery charges)	\$4,952	\$10,000	\$7,212	\$8,000
	Cost per ton for recycling (including commingles, white goods, scrap metals)*	\$255.44	<\$290.00	\$359.00	<\$265.00

CONDITIONS: Type of materials recycled, resident participation, equipment failure and/or weather conditions may affect results

* Increase in cost per ton for recycling reflects the \$191,195 purchase of 4,500 single stream recycling carts.

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalent (FTE's)	ACTUAL			ESTIMATED
	FY07	FY08	FY09	FY10
Crew Chief	0.96	0.95	0.95	0.47
Motor Equipment Operator II	0.01	0.00	0.20	0.00
Motor Equipment Operator I+A	0.00	0.97	0.94	0.85
Motor Equipment Operator I	3.81	1.90	1.92	3.10
Laborer/Driver	0.01	0.00	0.00	0.00
Laborer	1.00	2.00	2.01	2.00
Lead Groundskeeper	0.01	0.01	0.01	0.01
Budget Total	5.80	5.83	6.03	6.43

OPERATING EXPENDITURES: Tipping fees for recyclables are volatile.

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 5025
	Element/Object	Details	Total
12	<u>Travel & Training</u> 12-11 Travel & Training	Maryland Recyclers Network conference at UMCP, 4 attendees @ \$150	600
34	<u>Contractual Services</u> 34-12 Temporary Manpower – Curbside Recycling	Temporary manpower used in the collection of mixed paper and commingles, 120 hours @ \$15 per hour	1,800
	34-13 Temporary Manpower – Brush	Temporary manpower used in the collection of brush, 80 hours @ \$15 per hour	1,200
	34-20 Tipping Fees	Single stream recyclables, 1,380 tons @ \$25/ton 34,500 Televisions and computer monitors, 18,500 pounds @ \$0.15/lb. 2,775 Oversized stumps, logs, etc. 900	38,175
36	<u>Special Services</u> 36-10 Printing	Public relations materials – recycling awareness	3,000
48	<u>Rental</u> 48-50 Tub Grinder	Tub grinder rental	10,000
60	<u>Supplies</u> 60-10 General Supplies	Pitch forks, rakes, brooms, dust pans	150
	60-45 Recycling Containers	65-gallon recycling containers, 648 @ \$48	31,104
67	<u>Dues & Publications</u> 67-10 Dues	Maryland Recyclers Network	235

PROGRAM NAME/NUMBER

Recycling/5025

Capital Outlay: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 26 SAFETY SERVICES							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5026-550.10-01	SALARY	50,922	52,512	55,631	55,979	58,732	58,732
5026-550.10-02	HOURLY	0	0	945	945	974	974
*	PAYROLL-WAGES	50,922	52,512	56,576	56,924	59,706	59,706
ELEM 11 FRINGE BENEFITS							
5026-550.11-10	FICA	3,813	3,927	4,230	4,253	4,465	4,465
5026-550.11-12	HEALTH INSURANCE	3,916	4,337	4,774	4,978	5,335	5,335
5026-550.11-13	DENTAL INSURANCE	249	222	243	250	261	261
5026-550.11-14	LIFE INSURANCE	163	168	172	166	182	182
5026-550.11-15	VISION INSURANCE	155	151	145	146	145	145
5026-550.11-17	457 CITY MATCH CONTRIBUTN	600	2,600	2,659	2,677	2,659	2,659
5026-550.11-18	RETIREMENT	3,310	3,413	3,677	3,700	3,881	3,881
5026-550.11-21	WORKERS COMPENSATION INS	3,403	3,306	2,964	2,932	2,585	2,585
5026-550.11-22	LONG TERM DISABILITY INS	247	236	206	201	218	218
*	FRINGE BENEFITS	15,856	18,360	19,070	19,303	19,731	19,731
ELEM 12 TRAVEL & TRAINING							
5026-550.12-11	TRAVEL & TRAINING	1,806	2,244	3,000	2,265	3,000	3,000
*	TRAVEL & TRAINING	1,806	2,244	3,000	2,265	3,000	3,000
ELEM 52 AWARDS & GIFTS							
5026-550.52-10	AWARDS & GIFTS	398	400	500	500	500	500
*	AWARDS & GIFTS	398	400	500	500	500	500
ELEM 54 PHYSICAL EXAMS							
5026-550.54-10	PHYSICAL EXAMS	0	3,288	4,715	2,257	4,715	4,715
*	PHYSICAL EXAMS	0	3,288	4,715	2,257	4,715	4,715
ELEM 60 SUPPLIES							
5026-550.60-10	GENERAL SUPPLIES	65	192	400	170	400	400
5026-550.60-11	MEETING REFRESHMENTS	32	0	0	121	150	150
5026-550.60-60	SAFETY SUPPLIES	4,247	3,742	5,930	5,115	4,055	4,055
*	SUPPLIES	4,344	3,934	6,330	5,406	4,605	4,605
ELEM 61 OFFICE SUPPLIES							
5026-550.61-10	OFFICE SUPPLIES	0	117	0	0	0	0
*	OFFICE SUPPLIES	0	117	0	0	0	0
ELEM 67 DUES & PUBLICATIONS							
5026-550.67-10	DUES	0	100	100	0	100	100
5026-550.67-20	PUBLICATIONS & BOOKS	2,138	1,032	1,100	1,110	1,100	1,100
*	DUES & PUBLICATIONS	2,138	1,132	1,200	1,110	1,200	1,200
ELEM 92 MACHINERY & EQUIPMENT							
5026-550.92-20	EQUIPMENT	0	0	0	2,975	0	0
*	MACHINERY & EQUIPMENT	0	0	0	2,975	0	0
**	SAFETY SERVICES	75,464	81,987	91,391	90,740	93,457	93,457

PROGRAM NAME/NUMBER

Safety Services/5026

DESCRIPTION: This proactive program is responsible for monitoring and assessing safety in the workplace, and developing measures to ensure personnel safety. The program goal is to reduce workplace risk exposure by identifying potential safety hazards and taking preventive measures. Staff works in conjunction with the Local Government Insurance Trust (LGIT) and the Injured Workers Insurance Fund (IWIF) on claims management. This program is responsible for overseeing the City's compliance with the Occupational Health and Safety Administration (OSHA), Maryland Occupational Safety and Health (MOSH), and Department of Transportation (DOT) policies, procedures and/or standards, as well as general industry safety and health principles.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2008 ACTUAL	FY2009		FY2010 TARGET
			TARGET	ACTUAL	
1. Maintain a safe, accident-free work environment	Number of days lost citywide due to work-related injuries or accidents (based on 225 working days per employee)	9	<20	15	<20

PROGRAM NAME/NUMBER

Safety Services/5026

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY07	FY08	FY09	FY10
Safety Officer	1.00	1.00	1.00	1.00
Supply Clerk	0.00	0.00	0.02	0.02
Budget Total	1.00	1.00	1.02	1.02

OPERATING EXPENDITURES: Beginning in FY2008, CDL physical exams, hepatitis shots and hearing exams were transferred to this program from Administration-Human Resources.

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5026	
Element/Object	Details		Total
12	<u>Travel & Training</u> 12-11 Travel & Training	LGIT defensive driver training course, 15 attendees @ \$20 300 City-wide safety training (100 employees) 900 Drug and Alcohol – Reasonable Suspicion for Supervisors training, 20 attendees @ \$15 300 Red Cross administration/CPR training supplies 600 OSHA-mandated blood-borne pathogens training 100 Safety Officer training 500 PESA seminars, 10 employees 300	3,000
52	<u>Awards & Gifts</u> 52-10 Awards & Gifts	Safety Committee's incentives and reminders	500
54	<u>Physical Exams</u> 54-10 Physical Exams	CDL DOT physical renewals, 19 @ \$150 2,850 Hepatitis B shots, 12 @ \$80 960 Hearing tests, 10 @ \$45 450 Hepatitis titers, 7 @ \$65 455	4,715
60	<u>Supplies</u> 60-10 General Supplies 60-11 Meeting Refreshments 60-60 Safety Supplies	Safety Committee, Accident Review Board, etc. First aid kits and refills..... 1,030 Dust masks 400 Gloves, vests, flags 900 Hearing and eye protection..... 1,200 Thirst quenchers, 5 cases @ \$36 180 Drink coolers for trucks, 5 @ \$25 125 Towels, 4 cases @ \$55 220	400 150 4,055
67	<u>Dues & Publications</u> 67-10 Dues	Maryland Public Employees Safety Association (PESA)	100

PROGRAM NAME/NUMBER

Safety Services/5026

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5026	
Element/Object	Details	Total	
67-20 Publications & Books	Top Health (distributed to all employees monthly)	630	1,100
	Safety newsletters	170	
	Training videos	300	

Capital Outlay: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 27 PARKING GARAGE							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5027-550.10-02	HOURLY	0	0	0	105	21,961	21,961
*	PAYROLL-WAGES	0	0	0	105	21,961	21,961
ELEM 11 FRINGE BENEFITS							
5027-550.11-10	FICA	0	0	0	8	1,651	1,651
5027-550.11-12	HEALTH INSURANCE	0	0	0	14	4,402	4,402
5027-550.11-13	DENTAL INSURANCE	0	0	0	1	199	199
5027-550.11-14	LIFE INSURANCE	0	0	0	0	67	67
5027-550.11-15	VISION INSURANCE	0	0	0	0	79	79
5027-550.11-17	457 CITY MATCH CONTRIBUTN	0	0	0	4	433	433
5027-550.11-18	RETIREMENT	0	0	0	7	413	413
5027-550.11-21	WORKERS COMPENSATION INS	0	0	0	5	951	951
5027-550.11-22	LONG TERM DISABILITY INS	0	0	0	0	80	80
*	FRINGE BENEFITS	0	0	0	39	8,275	8,275
ELEM 40 REPAIR & MAINTENANCE							
5027-550.40-11	BUILDINGS & GROUNDS	0	0	0	0	2,000	2,000
*	REPAIR & MAINTENANCE	0	0	0	0	2,000	2,000
ELEM 45 MAINTENANCE CONTRACT							
5027-550.45-16	BUILDING SERVICES	0	0	0	0	3,805	3,805
*	MAINTENANCE CONTRACT	0	0	0	0	3,805	3,805
ELEM 65 UTILITIES							
5027-550.65-10	ELECTRICITY	0	0	0	1,476	8,000	8,000
5027-550.65-13	WATER & SEWER	0	0	0	0	800	800
*	UTILITIES	0	0	0	1,476	8,800	8,800
ELEM 66 TELEPHONE & COMMUNICATION							
5027-550.66-10	TELEPHONE	0	0	0	188	300	300
*	TELEPHONE & COMMUNICATION	0	0	0	188	300	300
**	PARKING GARAGE	0	0	0	1,808	45,141	45,141

PROGRAM NAME/NUMBER

Parking Garage/5027

DESCRIPTION: This program is responsible for utilities and maintenance of the downtown parking garage at Knox Road and Yale Avenue, scheduled to open in summer 2009.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2008 ACTUAL	FY2009		FY2010 TARGET
			TARGET	ACTUAL	
1. Ensure that the parking garage is well maintained <ul style="list-style-type: none">Inspect parking garage monthly	Number of inspections completed	New	New	New	12

PROGRAM NAME/NUMBER

Parking Garage/5027

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY07	FY08	FY09	FY10
Motor Equipment Operator II	0.00	0.00	0.00	0.50
Motor Equipment Operator I+A	0.00	0.00	0.00	0.12
Laborer	0.00	0.00	0.00	0.08
Budget Total	0.00	0.00	0.00	0.70

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 5027
Element/Object	Details	Total	
40 <u>Repair & Maintenance</u> 40-11 Buildings & Grounds	Repairs as needed	2,000	
45 <u>Maintenance Contract</u> 45-16 Building Services	Elevator inspection and emergency phone monitoring @ \$300 monthly 3,600 Elevator smoke alarm testing205	3,805	
65 <u>Utilities</u> 65-10 Electricity	Estimated	8,000	
65-13 Water & Sewer	Estimated	800	
66 <u>Telephone & Communications</u> 66-10 Telephone	Elevator phone service – parking garage @ \$25 monthly	300	

Capital Outlay: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 28 BUILDING MAINTENANCE							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5028-550.10-02	HOURLY	107,928	120,244	140,311	127,832	162,719	162,719
5028-550.10-03	OVERTIME	457	634	1,200	1,130	1,000	1,000
5028-550.10-08	SHIFT DIFFERENTIAL-SAT WK	0	0	0	23	0	0
*	PAYROLL-WAGES	108,385	120,878	141,511	128,985	163,719	163,719
ELEM 11 FRINGE BENEFITS							
5028-550.11-10	FICA	7,899	8,765	10,194	9,305	11,781	11,781
5028-550.11-12	HEALTH INSURANCE	22,793	27,103	32,555	28,768	42,406	42,406
5028-550.11-13	DENTAL INSURANCE	1,570	1,634	1,902	1,653	2,161	2,161
5028-550.11-14	LIFE INSURANCE	362	384	424	370	496	496
5028-550.11-15	VISION INSURANCE	826	795	773	516	443	443
5028-550.11-17	457 CITY MATCH CONTRIBUTN	1,359	2,396	2,633	2,367	3,285	3,285
5028-550.11-18	RETIREMENT	5,556	7,908	9,198	8,324	10,652	10,652
5028-550.11-21	WORKERS COMPENSATION INS	7,270	7,626	7,394	6,631	7,081	7,081
5028-550.11-22	LONG TERM DISABILITY INS	550	538	512	443	594	594
*	FRINGE BENEFITS	48,185	57,149	65,585	58,377	78,899	78,899
ELEM 12 TRAVEL & TRAINING							
5028-550.12-11	TRAVEL & TRAINING	0	119	950	0	950	950
*	TRAVEL & TRAINING	0	119	950	0	950	950
ELEM 20 OVERHEAD							
5028-550.20-11	AUTOMOTIVE	0	13,583	14,251	14,251	13,855	13,855
5028-550.20-16	BUILDING MAINTENANCE	177,935-	253,705-	277,578-	277,578-	297,214-	297,214-
*	OVERHEAD	177,935-	240,122-	263,327-	263,327-	283,359-	283,359-
ELEM 40 REPAIR & MAINTENANCE							
5028-550.40-11	BUILDINGS & GROUNDS	23,149	4,074	24,950	20,401	7,400	7,400
5028-550.40-25	HVAC REPAIRS	2,245	1,411	2,555	1,864	2,555	2,555
*	REPAIR & MAINTENANCE	25,394	5,485	27,505	22,265	9,955	9,955
ELEM 45 MAINTENANCE CONTRACT							
5028-550.45-16	BUILDING SERVICES	8,251	8,684	6,820	8,121	8,820	8,820
5028-550.45-22	SECURITY ALARM MONITORING	948	948	1,020	1,020	1,020	1,020
5028-550.45-23	PEST CONTROL	1,858	3,659	2,004	1,276	2,004	2,004
*	MAINTENANCE CONTRACT	11,057	13,291	9,844	10,417	11,844	11,844
ELEM 48 RENTAL							
5028-550.48-60	BUILDINGS	1,456	1,590	1,668	1,683	1,668	1,668
*	RENTAL	1,456	1,590	1,668	1,683	1,668	1,668
ELEM 60 SUPPLIES							
5028-550.60-10	GENERAL SUPPLIES	10,497	2,977	4,000	2,826	4,000	4,000
5028-550.60-15	SMALL TOOLS	2,060	553	1,200	502	1,200	1,200
5028-550.60-30	CLEANING SUPPLIES	0	9,288	7,300	6,493	7,500	7,500
*	SUPPLIES	12,557	12,818	12,500	9,821	12,700	12,700
ELEM 65 UTILITIES							
5028-550.65-10	ELECTRICITY	606	511	790	524	700	700
5028-550.65-11	NATURAL GAS	1,966	1,630	1,900	1,720	1,900	1,900
5028-550.65-13	WATER & SEWER	254	120	450	96	400	400
*	UTILITIES	2,826	2,261	3,140	2,340	3,000	3,000
ELEM 66 TELEPHONE & COMMUNICATION							
5028-550.66-10	TELEPHONE	552	575	624	580	624	624
*	TELEPHONE & COMMUNICATION	552	575	624	580	624	624
ELEM 67 DUES & PUBLICATIONS							
5028-550.67-20	PUBLICATIONS & BOOKS	0	67	0	0	0	0
*	DUES & PUBLICATIONS	0	67	0	0	0	0
ELEM 92 MACHINERY & EQUIPMENT							
5028-550.92-20	EQUIPMENT	0	330	0	0	0	0

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 28 BUILDING MAINTENANCE							
SUB 0 PUBLIC WORKS							
ELEM 92 MACHINERY & EQUIPMENT							
5028-550.92-49	ALARM SYSTEM	0	0	0	1,200	0	0
*	MACHINERY & EQUIPMENT	0	330	0	1,200	0	0
ELEM 93 OFFICE EQUIPMENT							
5028-550.93-20	OFFICE FURNITURE	500	2,295	0	0	0	0
*	OFFICE EQUIPMENT	500	2,295	0	0	0	0
**	BUILDING MAINTENANCE	32,977	23,264-	0	27,659-	0	0

PROGRAM NAME/NUMBER

Building Maintenance/5028

3DESCRIPTION: This program is responsible for heating, ventilation and air conditioning systems (HVAC), elevator maintenance, minor repairs, alarm monitoring service, and pest control at City Hall and Old Parish House. Maintenance personnel inspect Old Parish House to identify repairs. This program includes operating and personnel expenditures associated with the custodial maintenance of all City buildings. This program also includes utilities at 4703 Edgewood Road, purchased with Program Open Space (POS) funding in August 2009. Expenditures in this program are charged out to utilizing programs as Overhead-Building Maintenance, resulting in a zero budget total.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2008 ACTUAL	FY2009		FY2010 TARGET
			TARGET	ACTUAL	
1. Ensure that City buildings and office interiors are well maintained • Monitor and evaluate the condition of City Hall and Old Parish House annually	Inspect facilities monthly (formerly quarterly)	4	4	12	12
	Percent of facilities rated in good or better condition by City employees responding to employee survey	84%	84%	59%	65%
	Percent of maintenance costs that are unscheduled	3%	<5%	2%	<5%

PROGRAM NAME/NUMBER

Building Maintenance/5028

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY07	FY08	FY09	FY10
Supply Clerk	0.00	0.00	0.02	0.12
Crew Chief	0.00	0.00	0.00	0.15
Custodial Supervisor	1.00	1.00	1.00	1.00
Custodial Worker	1.00	2.00	2.00	2.00
Facilities Maintenance Worker	0.67	0.95	0.95	0.95
Budget Total	2.67	3.95	3.97	4.22

OPERATING EXPENDITURES: Building repairs and utilities at Public Services and Youth & Family Services are reflected in their respective Administration budgets. Utilities at City Hall are included in Finance-Non Departmental (program 1025).

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5028	
Element/Object	Details	Total	
12	<u>Travel & Training</u> 12-11 Travel & Training	Staff training	950
40	<u>Repair & Maintenance</u> 40-11 Buildings & Grounds	City Hall, Old Parish House: Electrical repairs, 30 hours @ \$70 2,100 Plumbing repairs, 20 hours @ \$65 1,300 General repairs 4,000	7,400
	40-17 Alarm System	Alarm system repairs, as needed	0
	40-25 HVAC Repairs	HVAC repairs, 35 hours @ \$73	2,555
45	<u>Maintenance Contract</u> 45-16 Building Services	Piano tuning and repair, Old Parish House 250 Fire extinguisher service and inspection - City Hall 225 Fire extinguisher service and inspection - Old Parish House 90 Elevator inspection and emergency phone monitoring @ \$300 monthly 3,600 Elevator smoke alarm testing 205 Window washing, City Hall and Old Parish House 800 Sprinkler system testing, City Hall 650 Carpet cleaning, City Hall 3,000	8,820
	45-22 Security Alarm Monitoring	Security alarm monitoring - City Hall 288 Fire alarm monitoring - City Hall 444 Security alarm monitoring - Old Parish House 288	1,020
	45-23 Pest Control	Pest control - City Hall @ \$103 monthly 1,236 Pest control - Old Parish House @ \$64 monthly 768	2,004

PROGRAM NAME/NUMBER

Building Maintenance/5028

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5028	
Element/Object		Details	Total
48	<u>Rental</u> 48-60 Buildings	Storage space rental, City Hall building materials, @ \$139/month	1,668
60	<u>Supplies</u> 60-10 General Supplies	Maintenance supplies	4,000
	60-15 Small Tools	Maintenance tools	1,200
	60-30 Cleaning Supplies	Janitorial supplies, all buildings	7,500
65	<u>Utilities</u> 65-10 Electricity	Old Parish House, 4703 Edgewood Road	700
	65-11 Natural Gas	Old Parish House, 4703 Edgewood Road	1,900
	65-13 Water & Sewer	Old Parish House, 4703 Edgewood Road	400
66	<u>Telephone & Communications</u> 66-10 Telephone	Elevator phone service – City Hall @ \$25 monthly 300 Telephone – Old Parish House @ \$27 monthly 324	624

Capital Outlay: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 29 CALVERT ROAD SCHOOL MAINT							
SUB 0 PUBLIC WORKS							
ELEM 34 CONTRACTUAL SERVICES							
5029-550.34-50	SCHEDULED MAINTENANCE	1,232	0	0	0	0	0
*	CONTRACTUAL SERVICES	1,232	0	0	0	0	0
ELEM 40 REPAIR & MAINTENANCE							
5029-550.40-11	BUILDINGS & GROUNDS	0	2,708	4,000	123	4,000	4,000
*	REPAIR & MAINTENANCE	0	2,708	4,000	123	4,000	4,000
ELEM 45 MAINTENANCE CONTRACT							
5029-550.45-16	BUILDING SERVICES	0	0	0	50	0	0
*	MAINTENANCE CONTRACT	0	0	0	50	0	0
ELEM 65 UTILITIES							
5029-550.65-10	ELECTRICITY	0	4,350	4,000	2,808	3,500	3,500
5029-550.65-11	NATURAL GAS	0	4,768	8,000	7,480	7,500	7,500
5029-550.65-13	WATER & SEWER	0	2,576	4,500	6,898	4,500	4,500
*	UTILITIES	0	11,694	16,500	17,186	15,500	15,500
**	CALVERT ROAD SCHOOL MAINT	1,232	14,402	20,500	17,359	19,500	19,500

PROGRAM NAME/NUMBER

Calvert Road School Maintenance/5029

DESCRIPTION: This program maintains the Calvert Road School building and makes necessary repairs. Regular inspections are conducted and work orders are issued as needed.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2008 ACTUAL	FY2009		FY2010 TARGET
			TARGET	ACTUAL	
1. Monitor and evaluate the condition of Calvert Road School	Inspect facility at least monthly (former quarterly)	4	4	12	12

PROGRAM NAME/NUMBER

Calvert Road School Maintenance/5029

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY07	FY08	FY09	FY10
Budget Total	0.00	0.00	0.00	0.00

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5029	
Element/Object	Details	Total	
40 <u>Repair & Maintenance</u> 40-11 Building & Grounds	General repairs	4,000	
65 <u>Utilities</u> 65-10 Electricity	Based on current usage	3,500	
65-11 Natural Gas	Based on current usage	7,500	
65-13 Water & Sewer	Field irrigation, Public Services offices	4,500	

Capital Outlay: None

CITY OF COLLEGE PARK
EXPENDITURE BUDGET WORKSHEET
FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 30 CENTRAL GARAGE							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5030-550.10-02	HOURLY	152,933	162,510	167,715	168,716	152,336	163,469
5030-550.10-03	OVERTIME	6,684	4,183	4,000	3,492	4,500	4,500
*	PAYROLL-WAGES	159,617	166,693	171,715	172,208	156,836	167,969
ELEM 11 FRINGE BENEFITS							
5030-550.11-10	FICA	11,789	12,197	12,723	12,576	11,376	12,189
5030-550.11-12	HEALTH INSURANCE	25,173	27,267	30,368	30,121	31,932	33,984
5030-550.11-13	DENTAL INSURANCE	1,029	1,139	1,106	1,621	1,673	1,757
5030-550.11-14	LIFE INSURANCE	489	484	508	470	460	494
5030-550.11-15	VISION INSURANCE	875	834	813	791	771	814
5030-550.11-17	457 CITY MATCH CONTRIBUTN	1,074	3,032	3,129	3,097	2,816	3,129
5030-550.11-18	RETIREMENT	10,450	10,828	11,162	11,201	7,399	7,812
5030-550.11-21	WORKERS COMPENSATION INS	10,493	10,212	8,929	8,695	6,726	7,208
5030-550.11-22	LONG TERM DISABILITY INS	743	684	612	565	556	596
*	FRINGE BENEFITS	62,115	66,677	69,350	69,137	63,709	67,983
ELEM 12 TRAVEL & TRAINING							
5030-550.12-11	TRAVEL & TRAINING	14	567	1,500	0	1,000	1,000
*	TRAVEL & TRAINING	14	567	1,500	0	1,000	1,000
ELEM 20 OVERHEAD							
5030-550.20-10	INSURANCE	59,837	65,248	72,426	72,426	79,547	79,547
5030-550.20-11	AUTOMOTIVE	643,212-	679,157-	712,551-	712,551-	692,742-	708,149-
*	OVERHEAD	583,375-	613,909-	640,125-	640,125-	613,195-	628,602-
ELEM 36 SPECIAL SERVICES							
5030-550.36-10	PRINTING	0	116	0	0	0	0
5030-550.36-20	TOWING SERVICE	2,190	3,225	2,500	3,361	2,500	2,500
*	SPECIAL SERVICES	2,190	3,341	2,500	3,361	2,500	2,500
ELEM 40 REPAIR & MAINTENANCE							
5030-550.40-11	BUILDINGS & GROUNDS	2,806	3,995	3,500	4,266	3,500	3,500
5030-550.40-45	WELDING SERVICES	13,828	9,590	9,000	6,055	9,000	9,000
*	REPAIR & MAINTENANCE	16,634	13,585	12,500	10,321	12,500	12,500
ELEM 41 VEHICLE REPAIR & MAINT							
5030-550.41-10	INSIDE	52,632	68,747	63,000	53,304	59,000	59,000
5030-550.41-11	OUTSIDE	84,081	91,117	70,750	52,339	70,750	70,750
5030-550.41-20	TIRES	14,626	20,677	18,600	12,831	18,200	18,200
*	VEHICLE REPAIR & MAINT	151,339	180,541	152,350	118,474	147,950	147,950
ELEM 45 MAINTENANCE CONTRACT							
5030-550.45-16	BUILDING SERVICES	1,240	1,850	3,750	4,368	3,500	3,500
*	MAINTENANCE CONTRACT	1,240	1,850	3,750	4,368	3,500	3,500
ELEM 60 SUPPLIES							
5030-550.60-10	GENERAL SUPPLIES	0	19	0	269	0	0
5030-550.60-14	MAINTENANCE SUPPLIES	496	0	500	528	500	500
5030-550.60-15	SMALL TOOLS	1,772	2,729	3,000	2,296	3,000	3,000
5030-550.60-70	CENTRAL GARAGE	6,602	6,342	7,150	4,792	7,250	7,250
*	SUPPLIES	8,870	9,090	10,650	7,885	10,750	10,750
ELEM 62 POSTAGE							
5030-550.62-10	POSTAGE	0	24	50	156	100	100
*	POSTAGE	0	24	50	156	100	100
ELEM 64 FUEL							
5030-550.64-10	GASOLINE	40,773	51,012	51,000	41,914	51,000	51,000
5030-550.64-11	DIESEL	81,520	106,003	108,500	94,779	108,500	108,500
5030-550.64-12	OTHER ADDITIVES	9,503	11,816	10,000	8,462	11,000	11,000
*	FUEL	131,796	168,831	169,500	145,155	170,500	170,500
ELEM 65 UTILITIES							

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 30 CENTRAL GARAGE							
SUB 0 PUBLIC WORKS							
ELEM 65 UTILITIES							
5030-550.65-10	ELECTRICITY	36,400	37,260	25,350	20,665	24,000	24,000
5030-550.65-11	NATURAL GAS	18,278	17,587	17,160	14,788	16,000	16,000
5030-550.65-13	WATER & SEWER	1,777	2,288	1,900	2,020	2,000	2,000
*	UTILITIES	56,455	57,135	44,410	37,473	42,000	42,000
ELEM 69 MISCELLANEOUS CHARGE							
5030-550.69-10	MISCELLANEOUS	1,186	393	650	287	650	650
*	MISCELLANEOUS CHARGE	1,186	393	650	287	650	650
ELEM 91 HEAVY AUTO EQUIPMENT							
5030-550.91-10	HEAVY AUTO EQUIPMENT	12,170	0	0	0	0	0
*	HEAVY AUTO EQUIPMENT	12,170	0	0	0	0	0
ELEM 92 MACHINERY & EQUIPMENT							
5030-550.92-20	EQUIPMENT	5,870	6,850	1,200	692	1,200	1,200
*	MACHINERY & EQUIPMENT	5,870	6,850	1,200	692	1,200	1,200
**	CENTRAL GARAGE	26,121	61,668	0	70,608-	0	0

PROGRAM NAME/NUMBER

Central Garage/5030

DESCRIPTION: The City's central garage provides maintenance for a fleet of approximately 100 units, including passenger vehicles, heavy equipment and other motorized equipment. FleetPro, a contract service, provides a preventive maintenance program that helps to promote a long service life for the fleet. Regular preventive maintenance of vehicles is performed according to mileage and/or hours since last service. Major repairs may be performed off-site by qualified service centers. Membership in the Metropolitan Washington Council of Governments (MWCOCG) allows the City to receive cost savings in purchases of fuel, tires, oil and small parts. A computerized fleet management program provides online access to inventory and vehicle service history. Expenditures in this program are charged out to utilizing programs through Overhead-Automotive, resulting in a zero budget total.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2008 ACTUAL	FY2009		FY2010 TARGET
			TARGET	ACTUAL	
1. Ensure safe and reliable vehicle performance through maintenance • Follow preventive maintenance schedule	Percent of vehicle availability	95%	90%	95%	90%
	Percent of preventive maintenance completed as scheduled	95%	95%	95%	95%
2. Maintain motorized off-road equipment	Percent of equipment availability	95%	90%	95%	90%

CONDITIONS: The availability of replacement parts may affect this goal. Several pieces of equipment currently in service are no longer manufactured; as a result, replacement parts may be difficult to obtain in a timely manner.

PROGRAM NAME/NUMBER

Central Garage/5030

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY07	FY08	FY09	FY10
Fleet Supervisor	1.00	1.00	1.00	1.00
Mechanic II	1.00	1.00	1.00	1.00
Garage Supply Clerk/Asst. Mechanic	1.00	1.00	1.00	1.00
Budget Total	3.00	3.00	3.00	3.00

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 5030
Element/Object	Details	Total	
12	<u>Travel & Training</u> 12-11 Travel & Training	Staff training, equipment repair	1,000
36	<u>Special Services</u> 36-20 Towing Service	Towing service, as needed	2,500
40	<u>Repair & Maintenance</u> 40-11 Buildings & Grounds	Garage overhead door repairs, as needed	3,500
	40-45 Welding Services	Certified welder to perform prefabrication, welding repairs	9,000
41	<u>Vehicle Repair & Maintenance</u> 41-10 Inside Repairs	Refuse truck parts 9,000 Open body truck parts 9,000 Leaf machine parts 7,000 Off road equipment (front end loader, bobcat, etc.) 5,000 Pick-up truck parts 5,500 Senior bus and van parts 2,500 Sedan fleet parts 3,000 Tractor parts 2,000 Windrow turner 5,500 Snow equipment parts 4,000 Green Machine 1,000 Other parts 2,000 Hydraulic hose and fittings 3,500	59,000
	41-11 Outside Repairs	Fleet-Pro preventive maintenance program 32,000 Refuse trucks 14,000 Open body trucks 7,000 Pick-up trucks 3,500 Windrow turner 3,400 Tire repairs 5,150 Sedans 2,500 Vehicle painting 2,000 Fleet car washes 1,200	70,750

PROGRAM NAME/NUMBER

Central Garage/5030

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5030	
Element/Object		Details	Total
	41-20 Tires	Truck tires 5,200 Equipment, tractors, etc. 8,500 Sedans and pick-up trucks 4,500	18,200
45	<u>Maintenance Contract</u> 45-16 Building Services	Pump oil grit separator, truck wash	3,500
60	<u>Supplies</u> 60-14 Maintenance Supplies	Encapsulation for snow equipment	500
	60-15 Small Tools	Pliers, ratchets, air drill, hammer drill, screwdrivers, welding tips, drill bits	3,000
	60-70 Central Garage	Wipers, shop rags, spill kits, fender covers, oil dry, etc. 700 Oxygen and acetylene for welding equipment 600 Solvent and service for part cleaning and tool machine 2,850 Cleaning solution - pressure washer, truck wash, floor 1,500 Assorted fasteners 1,000 Hand soap with pumice 225 Fire extinguishers, 5 @ \$75 375	7,250
62	<u>Postage</u> 62-10 Postage	Shipping charges, returns of auto parts	100
64	<u>Fuel</u> 64-10 Gasoline	Based on current usage	51,000
	64-11 Diesel	Based on current usage	108,500
	64-12 Other Additives	Based on current usage	11,000
65	<u>Utilities</u> 65-10 Electricity	Public Works garage buildings	24,000
	65-11 Natural Gas	Public Works garage buildings	16,000
	65-13 Water & Sewer	All Public Works buildings	2,000
69	<u>Miscellaneous Charge</u> 69-10 Miscellaneous	Emission tests, replacement keys, etc.	650
92	<u>Machinery & Equipment</u> 92-20 Equipment	Software upgrade to Genesis handheld diagnostic scanner	1,200

Capital Outlay: Equipment includes annual diagnostic upgrade to Genesis handheld scanner (\$1,200).

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 40 STREET LIGHTING							
SUB 0 PUBLIC WORKS							
ELEM 40 REPAIR & MAINTENANCE							
5040-550.40-31	STREETLIGHT REPAIRS	473	1,085	800	1,628	800	800
*	REPAIR & MAINTENANCE	473	1,085	800	1,628	800	800
ELEM 65 UTILITIES							
5040-550.65-10	ELECTRICITY	224,737	220,008	235,000	247,197	235,000	235,000
*	UTILITIES	224,737	220,008	235,000	247,197	235,000	235,000
**	STREET LIGHTING	225,210	221,093	235,800	248,825	235,800	235,800

PROGRAM NAME/NUMBER

Street Lighting/5040

DESCRIPTION: This program provides for pedestrian and street lighting and park lighting, which meets the Prince George’s County lighting standard. Pepco currently provides replacement and repair of Pepco streetlights; the City pays for maintenance costs as part of overhead expenses for electricity. Conversion of streetlights to lower-wattage, higher-illumination lamps was completed.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2008 ACTUAL	FY2009		FY2010 TARGET
			TARGET	ACTUAL	
1. Improve vehicular, pedestrian and bicyclist safety by providing street lighting	Percent of residents rating street lighting as good or better	66%	No survey	No survey	No survey
	Report all outages to Pepco within 2 business days	100%	100%	100%	100%

PROGRAM NAME/NUMBER

Street Lighting/5040

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY07	FY08	FY09	FY10
Budget Total	0.00	0.00	0.00	0.00

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5040	
	Element/Object	Details	Total
40	<u>Repair & Maintenance</u> 40-31 Streetlight Repairs	City-owned streetlight pole repair	800
65	<u>Utilities</u> 65-10 Electricity	Citywide street lighting, estimated based on current usage	235,000

Capital Outlay: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 50 COMPOST YARD OPERATIONS							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5050-550.10-01	SALARY	0	0	0	41	0	0
5050-550.10-02	HOURLY	47,639	54,122	33,780	50,927	45,128	45,128
5050-550.10-03	OVERTIME	374	230	2,500	193	1,000	1,000
*	PAYROLL-WAGES	48,013	54,352	36,280	51,161	46,128	46,128
ELEM 11 FRINGE BENEFITS							
5050-550.11-10	FICA	3,592	4,015	2,749	3,810	3,492	3,492
5050-550.11-12	HEALTH INSURANCE	4,518	6,430	3,030	6,491	4,351	4,351
5050-550.11-13	DENTAL INSURANCE	167	242	113	286	180	180
5050-550.11-14	LIFE INSURANCE	151	166	103	136	138	138
5050-550.11-15	VISION INSURANCE	47	81	34	90	39	39
5050-550.11-17	457 CITY MATCH CONTRIBUTN	471	827	482	871	694	694
5050-550.11-18	RETIREMENT	2,953	3,340	2,306	3,259	3,036	3,036
5050-550.11-21	WORKERS COMPENSATION INS	3,190	3,317	1,883	2,558	2,008	2,008
5050-550.11-22	LONG TERM DISABILITY INS	228	228	123	163	164	164
*	FRINGE BENEFITS	15,317	18,646	10,823	17,664	14,102	14,102
ELEM 12 TRAVEL & TRAINING							
5050-550.12-11	TRAVEL & TRAINING	0	0	250	710	250	250
*	TRAVEL & TRAINING	0	0	250	710	250	250
ELEM 20 OVERHEAD							
5050-550.20-11	AUTOMOTIVE	12,864	13,583	14,251	14,251	13,855	13,855
*	OVERHEAD	12,864	13,583	14,251	14,251	13,855	13,855
ELEM 36 SPECIAL SERVICES							
5050-550.36-43	REGISTRATION FEES	0	333	350	312	350	350
*	SPECIAL SERVICES	0	333	350	312	350	350
ELEM 48 RENTAL							
5050-550.48-11	TOOLS & EQUIPMENT	400	405	600	0	600	600
5050-550.48-48	FRONT END LOADER	5,683	250	0	0	0	0
5050-550.48-55	SCREENING EQUIPMENT	18,600	17,700	20,000	18,800	20,000	20,000
*	RENTAL	24,683	18,355	20,600	18,800	20,600	20,600
ELEM 60 SUPPLIES							
5050-550.60-10	GENERAL SUPPLIES	385	730	600	1,269	600	600
*	SUPPLIES	385	730	600	1,269	600	600
**	COMPOST YARD OPERATIONS	101,262	105,999	83,154	104,167	95,885	95,885
***	PUBLIC WORKS	3,962,917	4,263,925	4,762,596	4,229,381	4,705,222	4,705,235

PROGRAM NAME/NUMBER

Compost Yard Operations/5050

DESCRIPTION: This program converts raw materials in the form of leaves and grass clippings into composted material. Tipping fees associated with the disposal of these raw materials are avoided. The compost is marketed to residential and commercial entities. The City’s Smartleaf® composting program received an Award of Excellence from the Maryland Municipal League in FY2000.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2008 ACTUAL	FY2009		FY2010 TARGET
			TARGET	ACTUAL	
1. Compost residential vegetative yard waste generated by residents and Public Works	Tons of vegetative waste processed (Notes 1 & 2)	2,306	2,400	1,593	1,600
	Dollars in tipping fees saved	\$57,650*	\$60,000	\$71,685	\$70,000
2. Generate revenues from sales	Dollar value of compost-related revenues (includes sales of product, tipping fees collected and delivery charges)	\$69,230	\$45,000	\$67,094	\$65,000

* Average weight of yard waste bags reduced from 50 to 40 pounds

Note 1: Material is collected via curbside leaf collection (November – December) and scheduled yard waste collection days (January – October).

Note 2: The calculation method for the volume of yard waste collected has changed.

PROGRAM NAME/NUMBER

Compost Yard Operations/5050

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY07	FY08	FY09	FY10
Horticulturist	0.00	0.00	0.00	0.00
Motor Equipment Operator II	0.06	0.05	0.05	0.00
Motor Equipment Operator I+A	0.00	0.15	0.16	0.23
Motor Equipment Operator I	0.31	0.12	0.11	0.13
Lead Groundskeeper	0.43	0.43	0.43	0.58
Laborer/Driver	0.20	0.00	0.00	0.00
Budget Total	1.00	0.75	0.75	0.94

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 5050
Element/Object	Details		Total
12	<u>Travel & Training</u> 12-11 Travel & Training	Staff training	250
36	<u>Special Services</u> 36-43 Registration Fees	Maryland Department of Agriculture, inspection/registration fee	350
48	<u>Rental</u> 48-11 Equipment	Vibratory roller for street millings	600
	48-55 Screening Equipment	Rental of screening equipment, 2 months @ \$10,000/month	20,000
60	<u>Supplies</u> 60-10 General Supplies	Order forms, supplies, etc.	600

Capital Outlay: None

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CONTINGENCY

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 65	CONTINGENCY						
DIV 10	CONTINGENCY						
SUB 0	GENERAL GOVERNMENT						
ELEM 85	CONTINGENCY						
6510-510.85-10	CONTINGENCY	0	0	10,000	7,851	10,000	10,000
*	CONTINGENCY	0	0	10,000	7,851	10,000	10,000
**	CONTINGENCY	0	0	10,000	7,851	10,000	10,000
***	CONTINGENCY	0	0	10,000	7,851	10,000	10,000

PROGRAM NAME/NUMBER

Contingency/6510

DESCRIPTION: This program provides appropriated contingency funds for unanticipated operating expenses and services, to be utilized at the direction of the City Manager.

PROGRAM NAME/NUMBER

Contingency/6510

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY07	FY08	FY09	FY10
Budget Total	0.00	0.00	0.00	0.00

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 6510	
Element/Object	Details	Total	
85 Contingency 85-10 Contingency		10,000	

Capital Outlay: None

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DEBT SERVICE

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 90 DEBT SERVICE							
DIV 10 ADMINISTRATION							
SUB 0 DEBT SERVICE							
ELEM 70 PRINCIPAL							
9010-580.70-20	BANK OF AMER-CITY HALL DV	44,269	47,068	50,419	50,159	53,605	53,605
9010-580.70-30	PKG GARAGE-PERM FINANCING	0	0	0	0	114,076	114,076
*	PRINCIPAL	44,269	47,068	50,419	50,159	167,681	167,681
ELEM 72 INTEREST							
9010-580.72-20	BANK OF AMER-CITY HALL DV	22,994	20,194	16,845	17,103	13,658	13,658
9010-580.72-30	PKG GARAGE-PERM FINANCING	0	0	0	0	192,803	192,803
*	INTEREST	22,994	20,194	16,845	17,103	206,461	206,461
**	ADMINISTRATION	67,263	67,262	67,264	67,262	374,142	374,142
***	DEBT SERVICE	67,263	67,262	67,264	67,262	374,142	374,142

PROGRAM NAME/NUMBER**Debt Service/9010**

DESCRIPTION: This program provides debt service on the \$600,000 13-year City Hall Development Refunding Note Series 2000 from Bank of America dated August 9, 2000; final payment is due July 31, 2013 (fiscal year 2014) and the approximately \$9.3 million permanent financing for the parking garage (details to be determined).

Interest on the bond anticipation notes (BANs) for the parking garage is included in C.I.P. project 033002, Public Parking Garage.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2008 ACTUAL	FY2009		FY2010 TARGET
			TARGET	ACTUAL	
1. Ensure timely payment of principal and interest on City general obligation debt and master leases	Percent of payments made on time	100%	100%	100%	100%
	Dollars in late charges	\$0	\$0	\$0	\$0

PROGRAM NAME/NUMBER

Debt Service/9010

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY07	FY08	FY09	FY10
Budget Total	0.00	0.00	0.00	0.00

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 9010	
Element/Object	Details	Total	
70	<u>Principal</u> 70-20 Bank of America-City Hall Development Refunding Note	Blended monthly payments on 13-year note	53,605
	70-30 Parking Garage-Permanent Financing	Blended monthly payments on 20-year note, assuming settlement in January 2010	114,076
72	<u>Interest</u> 72-20 Bank of America-City Hall Development Refunding Note	Blended monthly payments on 13-year note @ 6.18% interest rate	13,658
	72-30 Parking Garage-Permanent Financing	Blended monthly payments on 20-year note, assuming settlement in January 2010 and 5% interest rate	192,803

Capital Outlay: None

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INTERFUND
TRANSFERS

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
DEPT 92	INTERFUND TRANSFER						
DIV 10	ADMINISTRATION						
SUB 0	OTHER						
ELEM 99	INTERFUND TRANSFERS						
9210-590.99-10	OPERATING CASH TRANSFERS	2,821,048	992,552	1,255,335	1,255,335	951,906	978,175
*	INTERFUND TRANSFERS	2,821,048	992,552	1,255,335	1,255,335	951,906	978,175
**	ADMINISTRATION	2,821,048	992,552	1,255,335	1,255,335	951,906	978,175
***	INTERFUND TRANSFER	2,821,048	992,552	1,255,335	1,255,335	951,906	978,175
****	GENERAL FUND	12,259,844	11,323,251	12,812,290	12,007,917	13,256,620	13,256,620
		12,259,844	11,323,251	12,812,290	12,007,917	13,256,620	13,256,620

PROGRAM NAME/NUMBER

Interfund Transfers/9210

DESCRIPTION: This program transfers funds as authorized by the Mayor & Council, under the direction of the City Manager, to other funds. Primarily, this involves the transfer of funds from the General Fund to the unrestricted or restricted Capital Projects Fund in order to fund projects in the capital improvement program (C.I.P.). Such transfers are posted on the first day of the fiscal year for which they are appropriated.

PROGRAM NAME/NUMBER

Interfund Transfers/9210

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY07	FY08	FY09	FY10
Budget Total	0.00	0.00	0.00	0.00

OPERATING EXPENDITURES

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 9210	
Element/Object	Details		Total
99	<u>Interfund Transfers</u>		
	99-10 Operating Cash Transfer to Capital Projects Fund		
	Community Legacy Loan Repayments (project 093001)	105,000	
	Facilities Capital Reserve (project 991013)	25,000	
	Fire Department Capital Equipment Grants (project 012006)	30,000	
	Guardrail Replacement (project 085001)	20,000	
	Hollywood Commercial Revitalization (project 103004)	25,000	
	Homeownership Grant Program (project 063002)	20,000	
	Lackawanna Streetscape (project 053009)	50,000	
	Master Meter Program (project 042010)	80,000	
	Neighborhood Improvements (project 053008)	8,000	
	Pavement Management Plan (project 045008)	375,000	
	Public Parking Garage (project 033002) – debt service on bond anticipation notes (BANs)	100,000	
	Rhode Island Avenue (Old Town) Road Improvements (project 045010)	43,756	
	Vehicle Replacement (project 925061) – debt service on Master Lease #2	331,335	
	Transfer from undesignated C.I.P. pool 301 (project 999999)	(234,916)	
			978,175

Capital Outlay: None

PARKING DEBT
SERVICE FUND

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CITY OF COLLEGE PARK
 REVENUE BUDGET WORKSHEET
 FOR FISCAL YEAR 2010

ACCOUNT DESCRIPTION	FY 2007 ACTUAL	FY 2008 ACTUAL	FY 2009 ADJUSTED BUDGET	FY 2009 Y-T-D ACTUAL	FY 2010 CITY MGR REQUEST	FY 2010 ADOPTED BUDGET
BASIC 34 CHARGES FOR SERVICES						
SUB 3 HIGHWAYS AND STREETS						
343.20 PARKING METER REVENUE	0	0	205,000	162,271	220,000	220,000
* HIGHWAYS AND STREETS	0	0	205,000	162,271	220,000	220,000
*** PARKING DEBT SERVICE FUND	0	0	205,000	162,271	220,000	220,000

REVENUES

REVENUE FOOTNOTES		Parking Debt Service Fund/290
Element/Object	Details	Amount
Charges for Services 34320 Parking Meter Revenue	The Parking Debt Service Fund receives the 50% increase in parking meter revenue resulting from the meter rate increase in July 2007. The accumulated funds will be used to cover future debt service on the financing for the public parking garage.	220,000

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FIVE-YEAR CAPITAL
IMPROVEMENT
PROGRAM
(C.I.P.)

Capital Project Summary

Schedule of Expenditures by Project by Year								
Project Number	Project Name	Total	Thru FY09	FY10	FY11	FY12	FY13	Past FY13
092003	CCTV	3,250,000 *		TBD	TBD			
093001	Community Legacy Loan Repymts.	1,085,000			210,000			875,000
083003	Downtown Streetlights #2	97,476	20,208	77,268				
103001	Downtown Streetscape	459,620		45,000	207,310	207,310		
081005	Downtown TIF Evaluations	50,000	20,000	30,000				
053007	Duvall Field Renovation	3,607,881	53,881	40,000	881,300	882,700	875,000	875,000
081004	East Campus Development	60,000	8,090	51,910				
991013	Facilities Capital Reserve	300,000	73,281					226,719
012006	Fire Department Capital Equipment	237,000	207,000	30,000				
073004	Future Access Intersections with U. S. Route 1	20,025,000 *		25,000	TBD	TBD	TBD	TBD
091004	Green Initiatives	110,000		50,000	20,000	20,000	20,000	
085001	Guardrail Replacement	140,000	34,180	25,820	20,000	20,000	20,000	20,000
103004	Hollywood Commercial Revitalization	550,000 *		25,000	TBD			
103002	Hollywood Gateway Park	195,000			95,000	50,000	50,000	
063002	Homeownership Grant Program	120,000	100,000	20,000				
011004	Institutional Network (I-Net)/P.E.G.	1,784,835	236,719	14,540	14,540	14,540	14,540	1,489,956
053009	Lackawanna Streetscape	509,879	57,436	192,443	260,000			
042010	Master Meter Program	206,690	46,690	80,000	80,000			
053008	Neighborhood Improvements	104,863	55,130	49,733				
041003	New City Hall	7,751,080	1,080	300,000	300,000	7,150,000		
083002	New Sidewalk Construction	245,760		28,900	35,000	181,860		
103003	Paint Branch Watershed Mgmt.	96,000		96,000				
073007	Pattern Books for Neighborhoods	50,000		50,000				
045008	Pavement Management Plan	3,256,689	612,524	444,165	550,000	550,000	550,000	550,000
963028	Program Open Space Acquisition Projects	938,848	362,156		576,692			
005002	Property Acquisitions	425,000	425,000					
033002	Public Parking Garage	12,129,690	11,994,690	135,000				
072001	Public Safety Phones #3	52,000		26,000	26,000			
015002	Public Works Facility Improvements	54,030	54,030					
045010	Rhode Island Avenue (Old Town) Road Improvements	478,106	77,744	400,362				
073005	Rhode Island Avenue Service Road Improvements	1,115,712	5,712		80,000	530,000	500,000	

Capital Project Summary

Schedule of Expenditures by Project by Year (continued)								
Project Number	Project Name	Total	Thru FY09	FY10	FY11	FY12	FY13	Past FY13
091002	Safe Routes to School	67,700		67,700				
065001	Skate Spot	250,000		130,000	120,000			
093005	Strategic Plan	15,000		15,000				
073006	U. S. Route 1 Improvements	120,000,000 *		TBD	TBD	TBD	TBD	TBD
925061	Vehicle Replacement Program	6,343,220	516,880	363,335	1,271,335	1,203,335	500,835	2,487,500
	Subtotal	<u>186,162,079</u>						
	LESS: Totals not allocated to specific fiscal years* (TBD)	(143,775,000)						
	Total Expenditures	<u>42,387,079</u>	<u>14,962,431</u>	<u>2,813,176</u>	<u>4,747,177</u>	<u>10,809,745</u>	<u>2,530,375</u>	<u>6,524,175</u>

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Capital Project Summary

Schedule of Expenditures by Account by Year

Account	Account Name	Total	Thru FY09	FY10	FY11	FY12	FY13	Past FY13
25	Grants & Assistance	357,000	307,000	50,000				
30	Professional Services	2,199,672	784,949	765,723	446,300	192,700	5,000	5,000
32	Legal	242,071	197,071	45,000				
34	Contractual Services	28,177	28,177					
36	Special Services	135,791	50,531	27,640	18,040	18,040	18,040	3,500
40	Repairs & Maintenance	309	309					
45	Maintenance Contract	5,657	5,657					
60	Supplies	1,134	1,134					
62	Postage	13	13					
70-72	Debt Service	2,931,675	421,335	431,335	541,335	331,335	331,335	875,000
74	Administrative Fee	11,250	11,250					
90	Automobiles & Light Trucks	820,820	82,320	32,000	48,000	95,000	169,500	394,000
91	Medium Duty Trucks	1,073,225	103,225		240,000	100,000		630,000
91	Heavy Duty Trucks	2,030,000			580,000	580,000		870,000
92	Machinery & Equipment	2,499,552	103,096	72,000	144,000	97,000		2,083,456
94	Land	3,025,599	2,448,907		576,692			
95	Buildings, Site & Bldg. Improvemts.	23,249,040	9,684,938	834,763	1,530,310	8,652,310	1,445,000	1,101,719
96	Street Improvement	3,629,779	638,204	528,715	596,500	743,360	561,500	561,500
97	Communications Equipment	52,000		26,000	26,000			
98	Computer Equipment	94,315	94,315					
	Total Expenditures	<u>42,387,079</u>	<u>14,962,431</u>	<u>2,813,176</u>	<u>4,747,177</u>	<u>10,809,745</u>	<u>2,530,375</u>	<u>6,524,175</u>

NOTE: Project expenditure totals without allocation to specific fiscal years are not included in this summary.

Capital Project Summary

Schedule of Funding Sources by Source by Year

Source Name	Total	Thru FY09	FY10	FY11	FY12	FY13	Past FY13
City Funding:							
Unrestricted C.I.P. Reserve	6,496,466	4,169,370	1,228,091	436,335	331,335	331,335	
Restricted C.I.P. Reserve	57,324	57,324					
General Fund-Comm. Services grant	1,500	1,500					
Parking Enterprise Fund transfer	96,000	96,000					
Facilities Capital Reserve	34,030	34,030					
Lease Escrow-Friends Community School	118,800	118,800					
<i>Subtotal</i>	<u>6,804,120</u>	<u>4,477,024</u>	<u>1,228,091</u>	<u>436,335</u>	<u>331,335</u>	<u>331,335</u>	<u>0</u>
Debt Financing:							
Community Legacy loans	875,000	875,000					
Proceeds-Master Lease #2	469,617	185,545	32,000	252,072			
Bond Anticipation Notes (BANs)	9,300,000	9,300,000					
<i>Subtotal</i>	<u>10,644,617</u>	<u>10,360,545</u>	<u>32,000</u>	<u>252,072</u>	<u>0</u>	<u>0</u>	<u>0</u>
State Funding:							
State Bond	575,000	575,000					
<i>Subtotal</i>	<u>575,000</u>	<u>575,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
County Funding:							
Prince George's County Redevelopment Authority	0						
<i>Subtotal</i>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Grant Funding:							
Comcast-Capital Equipt. grant	1,698,730	1,095,834	150,724	150,724	150,724	150,724	
Verizon-Capital Equipt. grant	86,105	24,361	15,436	15,436	15,436	15,436	
Program Open Space (POS)	1,872,649	1,843,354	29,295				
Transportation Enhancement Program (TEP) grant	200,000	200,000					
Community Development Block Grant (CDBG)	304,865	206,800	98,065				
Maryland Heritage Area Authority (MHAA) grant	154,000	54,000	100,000				
County Special Appropriations grant	260,000	260,000					
Recreational Trails grant	0						
Community Legacy grant	25,000	25,000					
College Park City-University Ptshp.	25,000	25,000					
Federal grant	855,620	300,000	555,620				

Capital Project Summary

Schedule of Funding Sources by Source by Year (continued)

Source Name	Total	Thru FY09	FY10	FY11	FY12	FY13	Past FY13
Grant Funding (continued):							
Safe Routes to School grant	117,700	67,700	50,000				
Comm. Parks & Playgrounds grant	246,000	146,000	100,000				
<i>Subtotal</i>	<u>5,845,669</u>	<u>4,248,049</u>	<u>1,099,140</u>	<u>166,160</u>	<u>166,160</u>	<u>166,160</u>	<u>0</u>
Other Funding:							
Downtown College Park Management Authority (DCPMA)	8,000	8,000					
<i>Subtotal</i>	<u>8,000</u>	<u>8,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Developer Contribution:							
Greenbelt Station (Duvall Field)	855,907	855,907					
Greenbelt Station (Lackawanna)	249,879	249,879					
Greenbelt Station (R I Ave Serv Rds)	115,000			115,000			
East Campus (East Campus)	60,000	60,000					
University View II (US Route 1 Imprvmts)	5,000	5,000					
StarView Plaza (US Route 1 Imprvmts)	5,000	5,000					
<i>Subtotal</i>	<u>1,290,786</u>	<u>1,175,786</u>	<u>0</u>	<u>115,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
Assessment Project:							
Assessment project	234,350	234,350					
<i>Subtotal</i>	<u>234,350</u>	<u>234,350</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Utility Reimbursement:							
Prince George's County - stormwater improvements reimb.	0						
<i>Subtotal</i>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Funding Sources	<u>25,402,542</u>	<u>21,078,754</u>	<u>2,359,231</u>	<u>969,567</u>	<u>497,495</u>	<u>497,495</u>	<u>0</u>

NOTE: Project expenditure totals without allocation to specific fiscal years are not included in this summary.

Capital Project Summary

Schedule of Capital Project Fund Reserves

Project Number	Project Name	Projected Reserve Balance as of 06/30/09	Transfers to the C.I.P. provided in FY2010 Budget	Projected Reserve Balance as of 07/01/09	Planned Reserve Utilization in Fiscal Year			
					FY10	FY11	FY12	Past FY12
Fund 301 - Unrestricted								
092003	CCTV	200,000		200,000	TBD	TBD		
093001	Community Legacy Loan Repymts.	0	105,000	105,000		105,000		
083003	Downtown Streetlights #2	19,792		19,792	19,792			
103001	Downtown Streetscape	0		0				
081005	Downtown TIF Evaluations	0		0				
081004	East Campus Development	0		0				
991013	Facilities Capital Reserve	201,719	25,000	226,719				226,719
012006	Fire Department Capital Equipment	0	30,000	30,000	30,000			
073004	Future Access Intersections with U. S. Route 1	25,000		25,000	25,000			
091004	Green Initiatives	50,000		50,000	50,000			
085001	Guardrail Replacement	5,820	20,000	25,820	25,820			
103004	Hollywood Commercial Revitaliz.	0	25,000	25,000	25,000			
103002	Hollywood Gateway Park	0		0				
063002	Homeownership Grant Program	0	20,000	20,000	20,000			
011004	Institutional Network (I-Net)/P.E.G.	0		0				
053009	Lackawanna Streetscape	0	50,000	50,000	50,000			
042010	Master Meter Program	0	80,000	80,000	80,000			
053008	Neighborhood Improvements	6,233	8,000	14,233	14,233			
041003	New City Hall	0		0				
083002	New Sidewalk Construction	15,000		15,000	15,000			
103003	Paint Branch Watershed Mgmt.	0		0				
073007	Pattern Books for Neighborhoods	50,000		50,000	50,000			
045008	Pavement Management Plan	0	375,000	375,000	375,000			
005002	Property Acquisitions	0		0				
033002	Public Parking Garage	0	100,000	100,000	100,000			
072001	Public Safety Phones #3	52,000		52,000	26,000	26,000		
015002	Public Works Facility Improvements	0		0				

Capital Project Summary

Schedule of Capital Project Fund Reserves (continued)

Project Number	Project Name	Estimated Reserve Balance as of 06/30/09	Transfers to the C.I.P. provided in FY2010 Budget	Projected Reserve Balance as of 07/01/09	Planned Reserve Utilization in Fiscal Year			
					FY10	FY11	FY12	Past FY12
045010	Rhode Island Avenue (Old Town) Road Improvements	0	43,756	43,756	43,756			
073005	Rhode Island Avenue Service Road Improvements	0		0				
091002	Safe Routes to School	0		0				
065001	Skate Spot	0		0				
093005	Strategic Plan	15,000	0	15,000	15,000			
073006	U. S. Route 1 Improvements	0		0				
925061	Vehicle Replacement Program	0	331,335	331,335	331,335			
	Total Unrestricted C.I.P.	640,564	1,213,091	1,853,655	1,295,936	131,000	0	226,719
<u>Fund 302 - Restricted</u>								
053007	Duvall Field Renovation	3,443		3,443	3,443			
963028	Program Open Space Acquisition Projects	0		0				
	Total Restricted C.I.P.	3,443	0	3,443	3,443	0	0	0
GRAND TOTALS - ALL CAPITAL PROJECT FUNDS		644,007	1,213,091	1,857,098	1,299,379	131,000	0	226,719

Capital Project Summary

Impact of Capital Projects on Operating Budget					
Project Number	Project Name	No Additional Operating Budget Impact	Operating Budget Impact Not Yet Determined	Annual Operating Budget Increase / (Decrease)	Explanation and Comments (TBD = to be determined)
092003	CCTV		X		Ongoing maintenance will be required.
093001	Community Legacy Loan Repymts.	X			Finance project to save for future repayments.
083003	Downtown Streetlights #2		X		Number of streetlights TBD
103001	Downtown Streetscape		X		Additional utility costs @ \$100 / streetlight; number TBD
081005	Downtown TIF Evaluations	X			Planning initiative
053007	Duvall Field Renovation	X			Ongoing maintenance currently performed
081004	East Campus Development	X			Planning initiative
991013	Facilities Capital Reserve	X			Finance project to save for future repairs and renovation
012006	Fire Department Capital Equipment	X			Grant program for volunteer fire companies
073004	Future Access Intersections with U. S. Route 1		X		Scope of project TBD
091004	Green Initiatives		X		Scope of project TBD; expect reduction in future utility costs
085001	Guardrail Replacement		X		Reduction in maintenance costs on deteriorating guardrails
103004	Hollywood Commercial Revitalization		X		Ongoing maintenance will be required.
103002	Hollywood Gateway Park		X		Ongoing maintenance will be required.
063002	Homeownership Grant Program	X			Grant program for purchasers of former rental properties
011004	Institutional Network (I-Net)/P.E.G.	X			Funds audio/visual equipment upgrades and replacement
053009	Lackawanna Streetscape		X		Additional utility costs @ \$100 / streetlight; number TBD
042010	Master Meter Program		X		Expected to reduce meter maintenance and armored car costs
053008	Neighborhood Improvements	X			Planning initiative
041003	New City Hall		X		Project has not yet been designed.
083002	New Sidewalk Construction		X		Will be evaluated under annual Pavement Management Plan
103003	Paint Branch Watershed Mgmt.	X			Project will be completed and maintained by others.
073007	Pattern Books for Neighborhoods	X			Planning initiative
045008	Pavement Management Plan		X		Designed to avoid expensive major street reconstruction
963028	Program Open Space Acquisition Projects	X			Finance project to account for POS property acquisitions
005002	Property Acquisitions		X		Generally limited to grass mowing
033002	Public Parking Garage			45,141	Budgeted expenditures in Public Works program 5027
072001	Public Safety Phones #3			1,872	Cell phone and UM OIT charges for 4 additional PERT phones
015002	Public Works Facility Improvements		X		Project has not yet been designed.
045010	Rhode Island Avenue (Old Town) Road Improvements		X		Will be evaluated under annual Pavement Management Plan

Capital Project Summary

Impact of Capital Projects on Operating Budget (continued)					
<u>Project Number</u>	<u>Project Name</u>	<u>No Additional Operating Budget Impact</u>	<u>Operating Budget Impact Not Yet Determined</u>	<u>Annual Operating Budget Increase / (Decrease)</u>	<u>Explanation and Comments (TBD = to be determined)</u>
073005	Rhode Island Avenue Service Road Improvements		X		Will be evaluated under annual Pavement Management Plan
091002	Safe Routes to School		X		Will be evaluated under annual Pavement Management Plan
065001	Skate Spot	X			Maintenance will be borne by M-NCPPC.
093005	Strategic Plan	X			Planning initiative
073006	U. S. Route 1 Improvements	X			U. S. Route 1 is a State-maintained road.
925061	Vehicle Replacement Program		X		Scheduled replacement of vehicles should reduce repair costs of aging vehicles and equipment.
Net Increase / (Decrease) in Annual Operating Budget				<u>47,013</u>	

Note: This schedule was added for FY2010 to summarize the operating budget impact of capital projects. Previously, this impact was only shown on the individual project summaries. Over time, it is hoped that this schedule will provide more definitive budget estimates for projects listed above as "Operating Budget Impact Not Yet Determined".

CITY OF COLLEGE PARK, MARYLAND

Capital Projects Fund Revenues, Expenditures and Fund Equity
Last Ten Fiscal Years

Fiscal year	Fund equity, beginning of year	Revenue					Expenditures		
		Licenses and permits	Intergovernmental grants	Charges for services	Investment revenue	Miscellaneous	Total revenue	General government	Public services
1999	\$ 454,988	\$ -	\$ 100,000	\$ -	\$ -	\$ 14,424	\$ 114,424	\$ -	\$ -
2000	605,751	-	212,573	-	-	12,109	224,682	-	-
2001	284,750	67,113	14,918	-	-	152	82,183	-	-
2002	(1,450)	84,597	356,145	-	-	118,800	559,542	18,808	-
2003	914,350	95,531	608,426	-	3,988	-	707,945	13,802	21,000
2004	1,066,586	105,042	20,395	-	358	-	125,795	44,879	25,000
2005	856,005	131,090	178,245	-	-	-	309,335	15,781	15,000
2006	721,261	151,245	467,902	-	-	21,595	640,742	17,028	123,062
2007	813,952	163,102	692,355	96,000	1,591	-	953,048	53,393	24,987
2008	3,208,617	152,418	208,028	224,146	40,928	-	625,520	29,807	24,000

Planning and development	Public works	Expenditures (continued)				Total expenditures	Other financing sources / uses			Fund equity, end of year
		Community resources	Debt service	Capital outlay	Proceeds from financing		Transfers in	Transfers out		
\$ -	\$ -	\$ -	\$ 120,712	\$ 743,225	\$ 863,937	\$ 414,357	\$ 517,919	\$ 32,000	\$ 605,751	
-	-	-	139,889	869,831	1,009,720	105,643	358,394	-	284,750	
-	-	-	116,333	782,136	898,469	-	530,086	-	(1,450)	
70,429	47,072	-	130,355	636,417	903,081	769,500	489,839	-	914,350	
40,393	52,754	-	284,036	634,495	1,046,480	-	490,771	-	1,066,586	
112,360	75,013	-	189,606	866,371	1,313,229	12	976,841	-	856,005	
146,790	63,977	-	-	988,109	1,229,657	-	785,578	-	721,261	
195,739	632,202	-	-	360,320	1,328,351	-	780,300	-	813,952	
117,700	33,322	-	12,750	3,147,279	3,389,431	2,010,000	2,821,048	-	3,208,617	
212,785	1,840	-	339,200	2,692,349	3,299,981	150,000	992,552	-	1,676,708	

Capital Project Summary - CCTV

Name: CCTV	First Fiscal Year Appropriated: FY09
Number: 092003	Estimated Completion Date: FY14
Department: Public Services	Percent Completed: 0%
Life: 4 years	Estimated Total Project Cost: \$3,250,000
Project Manager: Robert W. Ryan, Director of Public Services	

Description

This project would provide closed circuit television (CCTV) units at 61 locations in the City, to be constructed in 2 phases.

Schedule of Expenditures

[301-8010-570-]								
Account	Account Name	Total	Thru FY09	FY10	FY11	FY12	FY13	Past FY13
34-33	CCTV Monitoring	200,000		TBD	TBD			
92-50	Video Equipment	3,050,000		TBD	TBD			
Total Expenditures		<u>3,250,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY09	FY10	FY11	FY12	FY13	Past FY13
301	Unrestricted C.I.P. Reserve	200,000	200,000					
301	Funding not yet determined	3,050,000		TBD	TBD			
Total Funding Sources		<u>3,250,000</u>	<u>200,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Project Fund Balance

Unrestricted C.I.P. Reserve	200,000	200,000	0	0				
Funding not yet determined	3,050,000		TBD	TBD				0
Less amount expended/ encumbered thru FY09	(0)	(0)						
Remaining appropriations	<u>3,250,000</u>	<u>200,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Status

The City is pursuing grants to fund this project.

Impact on Operating Budget

Ongoing maintenance required; amount to be determined

An FY09 budget amendment is proposed to provide \$200,000 initial funding for this project (from unused public safety funds).

Capital Project Summary - Community Legacy Loan Repayments

Name: Community Legacy Loan Repayments	First Fiscal Year Appropriated:	FY09
Number: 093001	Estimated Completion Date:	Ongoing
Department: Planning, Community & Economic Development	Percent Completed:	Ongoing
Life: Ongoing	Estimated Total Project Cost:	Ongoing
Project Manager: Terry A. Schum, Director of Planning, Community & Economic Development Stephen Groh, Director of Finance		

Description

This project consolidates repayment of Community Legacy loans received for multiple projects. As loan proceeds received are attributable to specific projects and repayment periods extend many years, the applicable project will generally be completed and closed before the Community Legacy loan is repaid. Funding for repayment will be budgeted in the fiscal year containing the loan due date listed below:

<u>Project Description</u>	<u>Loan Number</u>	<u>Fiscal Year</u>	<u>Date Received</u>	<u>Gross Amount of Loan</u>	<u>Repayment Date</u>
Lee Property (StarView Plaza)		FY2002	10/25/02	415,000.00	Sale of prop.
Lee Property (StarView Plaza)		FY2002	05/19/03	10,000.00	Sale of prop.
Downtown Streetlights #1	60-026402-0	FY2004	05/15/07	210,000.00	12/31/10
7308 Yale Avenue Property Acquisition	60-033901-0	FY2005	10/05/06	150,000.00	12/31/15
Design of Public Parking Garage	60-044401-0	FY2006	05/15/07	150,000.00	12/31/25
7306 Yale Avenue Property Acquisition	60-057001-0	FY2007	07/24/07	150,000.00	12/31/20
Total				<u>1,085,000.00</u>	

Schedule of Expenditures

<u>[301-8010-570-]</u>								
<u>Account</u>	<u>Account Name</u>	<u>Total</u>	<u>Thru FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>Past FY13</u>
70-25	Principal-Community Legacy Loans	1,085,000			210,000			875,000
Total Expenditures		<u>1,085,000</u>	<u>0</u>	<u>0</u>	<u>210,000</u>	<u>0</u>	<u>0</u>	<u>875,000</u>

Schedule of Funding Sources

<u>Fund</u>	<u>Source Name</u>	<u>Total</u>	<u>Thru FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>Past FY13</u>
301	Unrestricted C.I.P. Reserve	210,000	0	105,000	105,000			
301	Funding not yet determined	875,000						875,000
Total Funding Sources		<u>1,085,000</u>	<u>0</u>	<u>105,000</u>	<u>105,000</u>	<u>0</u>	<u>0</u>	<u>875,000</u>

Project Fund Balance

Unrestricted C.I.P. Reserve	210,000	0	105,000	105,000			
Funding not yet determined	875,000						875,000
Less amount expended/ encumbered thru FY09	(0)	(0)					
Remaining appropriations	<u>1,085,000</u>	<u>0</u>	<u>105,000</u>	<u>105,000</u>	<u>0</u>	<u>0</u>	<u>875,000</u>

Status

Impact on Operating Budget

This project provides consolidated record-keeping for future repayments of Community Legacy loans.

No operating budget impact

Capital Project Summary - Downtown Streetlights #2

Name: Downtown Streetlights #2	First Fiscal Year Appropriated:	FY08
Number: 083003	Estimated Completion Date:	FY10
Department: Planning, Community & Economic Development	Percent Completed:	50%
Life: 2 years	Estimated Total Project Cost:	\$97,476
Project Manager: Terry A. Schum, Director of Planning, Community & Economic Development Steven E. Halpern, City Engineer		

Description

This project will continue the installation of pedestrian-oriented streetlights in the downtown area. The previous Downtown Streetlights #1 project included the installation of new lights on both sides of U. S. Route 1 between Guilford Road and Lehigh Road. This project includes the intersection of U. S. Route 1 and College Avenue, and the north and south sides of College Avenue to Yale Avenue.

Schedule of Expenditures

[301-8010-570-]								
Account	Account Name	Total	Thru FY09	FY10	FY11	FY12	FY13	Past FY13
30-11	Design & Engineering	20,208	20,208					
36-10	Printing	0	0					
36-11	Classified Advertising	2,100		2,100				
95-10	Site Improvements	75,168		75,168				
Total Expenditures		<u>97,476</u>	<u>20,208</u>	<u>77,268</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY09	FY10	FY11	FY12	FY13	Past FY13
301	Unrestricted C.I.P. Reserve	40,000	40,000	0				
301	MD Heritage Areas Auth. grant	20,000	20,000					
301	Community Dev. Block Grant	37,476	37,476					
Total Funding Sources		<u>97,476</u>	<u>97,476</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Project Fund Balance

Unrestricted C.I.P. Reserve	40,000	40,000	0					
MD Heritage Area Auth. grant	20,000	20,000						
Community Dev. Block Grant	37,476	37,476						
Less amount expended/ encumbered thru FY09	<u>(20,208)</u>	<u>(20,208)</u>						
Remaining appropriations	<u>77,268</u>	<u>77,268</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Status

Impact on Operating Budget

The FY08 Maryland Heritage Areas Authority (MHAA) grant requires a \$20,000 City match.

Operating budget impact to be determined

Capital Project Summary - Downtown Streetscape

Name: Downtown Streetscape	First Fiscal Year Appropriated:	FY10
Number: 103001	Estimated Completion Date:	FY13
Department: Planning, Community & Economic Development	Percent Completed:	0%
Life: 3 years	Estimated Total Project Cost:	\$459,620
Project Manager: Terry A. Schum, Director of Planning, Community & Economic Development		

Description

This project funds comprehensive streetscape improvements in the downtown area. Streetscape elements will include bus stop amenities, sidewalk upgrades, crosswalks, decorative pedestrian streetlights, street furniture and banners.

Schedule of Expenditures

[301-8010-570-]								
Account	Account Name	Total	Thru FY09	FY10	FY11	FY12	FY13	Past FY13
30-11	Design & Engineering	45,000		45,000				
95-10	Site Improvements	414,620			207,310	207,310		
Total Expenditures		<u>459,620</u>	<u>0</u>	<u>45,000</u>	<u>207,310</u>	<u>207,310</u>	<u>0</u>	<u>0</u>

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY09	FY10	FY11	FY12	FY13	Past FY13
301	Unrestricted C.I.P. Reserve	0	0					
301	Federal grant	459,620		459,620				0
Total Funding Sources		<u>459,620</u>	<u>0</u>	<u>459,620</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Project Fund Balance

Unrestricted C.I.P. Reserve	0	0	0	0				
Federal grant	459,620		459,620					0
Less amount expended/ encumbered thru FY09	(0)	(0)						
Remaining appropriations	<u>459,620</u>	<u>0</u>	<u>459,620</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Status

The City has been awarded a \$459,620 Federal grant; awaiting final reviews. No City match is required.

Impact on Operating Budget

Utility costs for additional pedestrian streetlights are estimated at \$100 per light; number of new lights has yet to be determined.

Capital Project Summary - Downtown TIF Evaluations

Name: Downtown TIF Evaluations	First Fiscal Year Appropriated:	FY08
Number: 081005	Estimated Completion Date:	FY10
Department: Planning, Community & Economic Development	Percent Completed:	40%
Life: 2 years	Estimated Total Project Cost:	\$50,000
Project Manager: Terry A. Schum, Director of Planning, Community & Economic Development		

Description

This project will engage the services of a financial advisor to review the advantages and disadvantages of including additional downtown properties in the tax increment financing (TIF) district proposed for the University of Maryland's East Campus development. This evaluation would provide input to Mayor & Council in the course of negotiating with the East Campus development team.

Schedule of Expenditures

[301-8010-570-]								
Account	Account Name	Total	Thru FY09	FY10	FY11	FY12	FY13	Past FY13
30-51	Financial Advisor	50,000	20,000	30,000				
Total Expenditures		<u>50,000</u>	<u>20,000</u>	<u>30,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY09	FY10	FY11	FY12	FY13	Past FY13
301	Community Legacy grant	25,000	25,000					
301	College Park City-University Ptshp.	25,000	25,000					
Total Funding Sources		<u>50,000</u>	<u>50,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Project Fund Balance

Community Legacy grant	25,000	25,000						
College Park City-University Ptshp.	25,000	25,000						
Less amount expended/ encumbered thru FY09	(20,000)	(20,000)						
Remaining appropriations	<u>30,000</u>	<u>30,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Status

Impact on Operating Budget

Phase 1 report that addresses the East Campus and downtown development has been completed.

No operating budget impact as this is a planning initiative.

Phase 2 will address the entire U. S. Route 1 corridor.

Capital Project Summary - Duvall Field Renovation

Name: Duvall Field Renovation	First Fiscal Year Appropriated: FY06
Number: 053007	Estimated Completion Date: FY14
Department: Planning, Community & Economic Development	Percent Completed: 25%
Life: 8 years	Estimated Total Project Cost: \$3,607,881
Project Managers: Terry A. Schum, Director of Planning, Community & Economic Development Brenda L. Alexander, Deputy Director of Public Works Steven E. Halpern, City Engineer	

Description

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

Schedule of Expenditures

[302-8020-575-]								
Account	Account Name	Total	Thru FY09	FY10	FY11	FY12	FY13	Past FY13
30-11	Design & Engineering	93,631	53,631	40,000				
30-35	Construction Management	14,000			6,300	7,700		
36-30	Permit Fees	250	250					
95-10	Site Improvements	3,500,000			875,000	875,000	875,000	875,000
Total Expenditures		3,607,881	53,881	40,000	881,300	882,700	875,000	875,000

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY09	FY10	FY11	FY12	FY13	Past FY13
302	Restricted C.I.P. Reserve	57,324	57,324					
302	Program Open Space (POS)	933,801	904,506	29,295				
302	Comm. Parks & Playgrounds grant	246,000	146,000	100,000				
302	Developer Contribution	855,907	855,907					
302	State Bond	75,000	75,000					
302	Funding not yet determined	1,439,849					564,849	875,000
Total Funding Sources		3,607,881	2,038,737	129,295	0	0	564,849	875,000

Project Fund Balance

Restricted C.I.P. Reserve	57,324	57,324						
Program Open Space (POS)	933,801	904,506	29,295					
Comm. Parks & Playgrounds grant	246,000	146,000	100,000					
Developer Contribution	855,907	855,907						
State Bond	75,000	75,000						
Funding not yet determined	1,439,849						564,849	875,000
Less amount expended/ encumbered thru FY09	(53,881)	(53,881)						
Remaining appropriations	3,554,000	1,984,856	129,295	0	0	564,849	875,000	

Status

A design contract was awarded in FY2008 and is 25% complete. Program Open Space (POS) and Community Parks & Playground grants are being used to initiate the project. Matching funds will be provided from the Greenbelt Station developer.

Program Open Space (POS) funding requires a match, allocated from developer contribution: FY04 \$7,397, FY05 \$61,874, FY06 \$35,426, FY07 \$106,466, FY08 \$75,875, FY09 \$14,464. State Bond requires a \$75,000 match, allocated from developer contribution. Community Parks & Playgrounds grant does not require a match. POS match for FY10 of \$7,324 is provided from City funds.

Impact on Operating Budget

Ongoing maintenance is already performed by Public Works crews. No operating budget impact is anticipated.

Capital Project Summary - East Campus Development

Name: East Campus Development	First Fiscal Year Appropriated:	FY08
Number: 081004	Estimated Completion Date:	FY10
Department: Administration	Percent Completed:	25%
Life: 2 years	Estimated Total Project Cost:	\$60,000
Project Manager: Joseph L. Nagro, City Manager		

Description

This project will engage the services of a financial advisor to review the University of Maryland's East Campus development plan and financial projections, including the proposed tax increment financing (TIF) and financing arrangements. Developer contribution not to exceed \$60,000 is provided through a Letter of Intent dated June 19, 2008 between the City and Foulger-Pratt Companies and Argo Investment Company.

Schedule of Expenditures

[301-8010-570-]								
Account	Account Name	Total	Thru FY09	FY10	FY11	FY12	FY13	Past FY13
30-51	Financial Advisor	55,910	4,000	51,910				
32-23	Legal	4,090	4,090					
Total Expenditures		<u>60,000</u>	<u>8,090</u>	<u>51,910</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY09	FY10	FY11	FY12	FY13	Past FY13
301	Developer Contribution	60,000	60,000					
Total Funding Sources		<u>60,000</u>	<u>60,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Project Fund Balance

Developer Contribution	60,000	60,000	0					
Less amount expended/ encumbered thru FY09	(8,090)	(8,090)						
Remaining appropriations	<u>51,910</u>	<u>51,910</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Status

Impact on Operating Budget

No operating budget impact as this is a planning initiative.

Capital Project Summary - Facilities Capital Reserve

Name: Facilities Capital Reserve	First Fiscal Year Appropriated:	FY99
Number: 991013	Estimated Completion Date:	Ongoing
Department: Finance	Percent Completed:	Ongoing
Life: Ongoing	Estimated Total Project Cost:	Ongoing
Project Manager: Stephen Groh, Director of Finance		

Description

This project was established in FY1999 to provide funding for future expenditures relating to major maintenance and repairs of City-owned buildings, including City Hall, Public Services, Community Resources, Calvert Road School, Old Parish House, Davis Hall and surrounding structures. 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 account will grow over time to provide a ready pool of funding for major repairs and renovation of City-owned buildings and facilities.

A new roof for City Hall (\$24,622) was installed in FY2000. In FY2005, a transfer of \$34,030 from this project to Public Works Facility Improvements (project 015002) funded preliminary conceptual design for a new facility. In FY2008, \$14,629 from this reserve funded renovations to the kitchen at the Old Parish House.

Schedule of Expenditures

[301-8010-570-]								
<u>Account</u>	<u>Account Name</u>	<u>Total</u>	<u>Thru FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>Past FY13</u>
95-20	Building Improvements	300,000	73,281					226,719
Total Expenditures		<u>300,000</u>	<u>73,281</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>226,719</u>

Schedule of Funding Sources

<u>Fund</u>	<u>Source Name</u>	<u>Total</u>	<u>Thru FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>Past FY13</u>
301	Unrestricted C.I.P. Reserve	300,000	275,000	25,000				
Total Funding Sources		<u>300,000</u>	<u>275,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Project Fund Balance

Unrestricted C.I.P. Reserve	300,000	275,000	25,000					
Less amount expended/ encumbered thru FY09	(73,281)	(73,281)						
Remaining appropriation	<u>226,719</u>	<u>201,719</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Status

No anticipated use of this reserve for FY2010

Impact on Operating Budget

As this project funds major repairs and renovations, no operating budget impact would be generated by this project.

Capital Project Summary - Fire Department Capital Equipment

Name: Fire Department Capital Equipment	First Fiscal Year Appropriated:	FY01
Number: 012006	Estimated Completion Date:	Ongoing
Department: Public Services	Percent Completed:	Ongoing
Life: Ongoing	Estimated Total Project Cost:	Ongoing
Project Manager: Robert W. Ryan, Director of Public Services		
Stephen Groh, Director of Finance		

Description

This project will assist fire companies providing first response to residents of the City with funding for the purchase and/or financing of capital equipment needs. Authorization for disbursement of funds from this project require a majority vote of the Mayor & Council. For FY2010, grant awards are limited to \$10,000 per fire company (an increase from \$8,000 in FY2009); eligible fire companies are College Park Volunteer Fire Department, Branchville Volunteer Fire Company & Rescue Squad, and Berwyn Heights Volunteer Fire Department.

Schedule of Expenditures

[301-8010-570-]								
<u>Account</u>	<u>Account Name</u>	<u>Total</u>	<u>Thru FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>Past FY13</u>
25-40	Fire Dept. Capital Equipt. Grants	237,000	207,000	30,000				
	Total Expenditures	<u>237,000</u>	<u>207,000</u>	<u>30,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Schedule of Funding Sources

<u>Fund</u>	<u>Source Name</u>	<u>Total</u>	<u>Thru FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>Past FY13</u>
301	Unrestricted C.I.P. Reserve	237,000	207,000	30,000				
	Total Funding Sources	<u>237,000</u>	<u>207,000</u>	<u>30,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Project Fund Balance

Unrestricted C.I.P. Reserve	237,000	207,000	30,000					
Less amount expended/ encumbered thru FY09	(207,000)	(207,000)						
Remaining appropriations	<u>30,000</u>	<u>0</u>	<u>30,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Status

All prior year grants have been awarded by Mayor & Council and paid.

Impact on Operating Budget

This project provides grants to fire companies to purchase new capital equipment or assist with debt service on new purchases. Once the grants are awarded, the City has no future duties or obligation with respect to the equipment purchased by the fire companies. No operating budget impact.

Capital Project Summary - Future Access Intersections with U. S. Route 1

Name: Future Access Intersections with U. S. Route 1	First Fiscal Year Appropriated: FY07
Number: 073004	Estimated Completion Date: Ongoing
Department: Planning, Community & Economic Development	Percent Completed: 0%
Life: Ongoing	Estimated Total Project Cost: \$20,025,000
Project Manager: Terry A. Schum, Director of Planning, Community & Economic Development Steven E. Halpern, City Engineer	

Description

This project acquires property needed and constructs new local streets on the west side of U. S. Route 1 at proposed new signalized intersections. Proposed new streets include Hollywood Road, Berwyn House Road, Navahoe Street and the relocation of Cherokee Street on the west side of Route 1 to align with existing Cherokee Street on the east side of Route 1. This project will provide safe access for new development as it occurs along the Route 1 corridor. Cost of projects will be borne by the development community.

Schedule of Expenditures

[301-8010-570-]								
Account	Account Name	Total	Thru FY09	FY10	FY11	FY12	FY13	Past FY13
32	Legal	25,000		25,000				
30-35	Construction Management	0			TBD	TBD	TBD	TBD
95-10	Site Improvements	20,000,000			TBD	TBD	TBD	TBD
Total Expenditures		<u>20,025,000</u>	<u>0</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY09	FY10	FY11	FY12	FY13	Past FY13
301	Unrestricted C.I.P. Reserve	25,000	25,000	0				
301	Developer Contribution	20,000,000		TBD	TBD	TBD	TBD	TBD
Total Funding Sources		<u>20,025,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Project Fund Balance

Unrestricted C.I.P. Reserve	25,000	25,000	0					
Developer Contribution	20,000,000		TBD	TBD	TBD	TBD	TBD	TBD
Less amount expended/ encumbered thru FY09	(0)	(0)						
Remaining appropriations	<u>20,025,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Status

\$500,000 will be placed in escrow for the construction of Hollywood Road by the developer of Mazza Grand Marc Apartments. These roads will be constructed as needed when development occurs.

Impact on Operating Budget

Once constructed, streets will be evaluated annually as part of the Pavement Management Plan.

New roadways will have a 15-year life expectancy, reducing ongoing routine maintenance.

Capital Project Summary - Green Initiatives

Name: Green Initiatives	First Fiscal Year Appropriated:	FY09
Number: 091004	Estimated Completion Date:	Ongoing
Department: Administration	Percent Completed:	Ongoing
Life: Ongoing	Estimated Total Project Cost:	\$110,000
Project Manager: Sara N. Imhulse, Assistant to the City Manager		

Description

This project funds ongoing green initiatives, such as improving the energy efficiency in City building through the use of efficient lighting fixtures and bulbs, motion-sensor lights, reusable air filters and low-flow plumbing.

This project may also provide matching funds for state grants that staff is pursuing for solar and alternative fuel options.

Schedule of Expenditures

[301-8010-570-]								
Account	Account Name	Total	Thru FY09	FY10	FY11	FY12	FY13	Past FY13
95-10	Site Improvements	110,000	0	50,000	20,000	20,000	20,000	
Total Expenditures		<u>110,000</u>	<u>0</u>	<u>50,000</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>	<u>0</u>

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY09	FY10	FY11	FY12	FY13	Past FY13
301	Unrestricted C.I.P. Reserve	50,000	50,000	0				
301	Funding not yet determined	60,000			20,000	20,000	20,000	
Total Funding Sources		<u>110,000</u>	<u>50,000</u>	<u>0</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>	<u>0</u>

Project Fund Balance

Unrestricted C.I.P. Reserve	50,000	50,000	0					
Funding not yet determined	60,000			20,000	20,000	20,000		
Less amount expended/ encumbered thru FY09	(0)	(0)						
Remaining appropriations	<u>110,000</u>	<u>50,000</u>	<u>0</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>	<u>0</u>	<u>0</u>

Status

The City's Committee for a Better Environment (CBE) has completed an emissions inventory of City operations. Staff created a committee to further study green initiatives.

An FY09 budget amendment is proposed to provide \$50,000 initial funding for this project (from unused public safety funds).

Impact on Operating Budget

Ongoing maintenance of City building is performed by Public Works crews. It is anticipated that these green initiatives would reduce future utility costs.

Capital Project Summary - Guardrail Replacement

Name: Guardrail Replacement	First Fiscal Year Appropriated: FY08
Number: 085001	Estimated Completion Date: Ongoing
Department: Public Works	Percent Completed: Ongoing
Life: Ongoing	Estimated Total Project Cost: \$140,000
Project Manager: Robert T. Stumpff, Director of Public Works Brenda Alexander, Deputy Director of Public Works	

Description

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

Schedule of Expenditures

[301-8010-570-]								
Account	Account Name	Total	Thru FY09	FY10	FY11	FY12	FY13	Past FY13
96-50	Guardrail	140,000	34,180	25,820	20,000	20,000	20,000	20,000
Total Expenditures		<u>140,000</u>	<u>34,180</u>	<u>25,820</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY09	FY10	FY11	FY12	FY13	Past FY13
301	Unrestricted C.I.P. Reserve	60,000	40,000	20,000				
301	Funding not yet determined	80,000			20,000	20,000	20,000	20,000
Total Funding Sources		<u>140,000</u>	<u>40,000</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>

Project Fund Balance

Unrestricted C.I.P. Reserve	60,000	40,000	20,000				
Funding not yet determined	80,000			20,000	20,000	20,000	20,000
Less amount expended/ encumbered thru FY09	(34,180)	(34,180)					
Remaining appropriations	<u>105,820</u>	<u>5,820</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>

Status

Impact on Operating Budget

FY10 funding would cover metal guardrails at approximately 5-8 locations.

Reduce maintenance costs on deteriorating guardrails, specifically at Narragansett Parkway (which has wood guardrails).

Capital Project Summary - Hollywood Commercial Revitalization

Name: Hollywood Commercial Revitalization	First Fiscal Year Appropriated:	FY10
Number: 103004	Estimated Completion Date:	FY15
Department: Planning, Community & Economic Development	Percent Completed:	0%
Life: 5 years	Estimated Total Project Cost:	\$550,000
Project Manager: Terry A. Schum, Director of Planning, Community & Economic Development		

Description

This project funds streetscape improvements to the Hollywood Commercial District, located at the intersection of Edgewood Road and Rhode Island Avenue. Project scope includes tree planting, sidewalk reconstruction and pedestrian lights.

Schedule of Expenditures

[301-8010-570-]								
Account	Account Name	Total	Thru FY09	FY10	FY11	FY12	FY13	Past FY13
30-11	Design & Engineering	50,000		25,000	TBD			
95-10	Site Improvements	500,000			TBD			
Total Expenditures		<u>550,000</u>	<u>0</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY09	FY10	FY11	FY12	FY13	Past FY13
301	Unrestricted C.I.P. Reserve	25,000	0	25,000				
301	Funding not yet determined	525,000			TBD			
Total Funding Sources		<u>550,000</u>	<u>0</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Project Fund Balance

Unrestricted C.I.P. Reserve	25,000	0	25,000					
Funding not yet determined	525,000				TBD			
Less amount expended/ encumbered thru FY09	(0)	(0)						
Remaining appropriations	<u>550,000</u>	<u>0</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Status

The City's Committee for a Better Environment (CBE), in conjunction with the City Horticulturist, will fund the planting of 18 trees (15-25 gallon in size) in FY09.

Impact on Operating Budget

Ongoing maintenance to be performed by Public Works crews.

Capital Project Summary - Hollywood Gateway Park

Name: Hollywood Gateway Park	First Fiscal Year Appropriated:	FY10
Number: 103002	Estimated Completion Date:	FY14
Department: Planning, Community & Economic Development	Percent Completed:	0%
Life: 4 years	Estimated Total Project Cost:	\$195,000
Project Manager: Terry A. Schum, Director of Planning, Community & Economic Development		

Description

This project funds site improvements to the property at 4703 Edgewood Road, which is being acquired by the City in FY09 with Program Open Space (POS) funding. Project scope includes demolition of existing structure (\$25,000), site stabilization (\$25,000), landscape design (\$45,000) and construction (\$100,000).

Schedule of Expenditures

[301-8010-570-]								
Account	Account Name	Total	Thru FY09	FY10	FY11	FY12	FY13	Past FY13
30-11	Design & Engineering	45,000			45,000			
95-10	Site Improvements	150,000			50,000	50,000	50,000	
Total Expenditures		<u>195,000</u>	<u>0</u>	<u>0</u>	<u>95,000</u>	<u>50,000</u>	<u>50,000</u>	<u>0</u>

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY09	FY10	FY11	FY12	FY13	Past FY13
301	Unrestricted C.I.P. Reserve	0	0					
301	Funding not yet determined	195,000			95,000	50,000	50,000	
Total Funding Sources		<u>195,000</u>	<u>0</u>	<u>0</u>	<u>95,000</u>	<u>50,000</u>	<u>50,000</u>	<u>0</u>

Project Fund Balance

Unrestricted C.I.P. Reserve	0	0						
Funding not yet determined	195,000				95,000	50,000	50,000	0
Less amount expended/ encumbered thru FY09	(0)	(0)						
Remaining appropriations	<u>195,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>95,000</u>	<u>50,000</u>	<u>50,000</u>	<u>0</u>

Status

The property at 4703 Edgewood Road, College Park, Maryland is under contract by the City.

Impact on Operating Budget

Once completed, Public Works crews will be responsible for maintaining the park.

Capital Project Summary - Homeownership Grant Program

Name: Homeownership Grant Program	First Fiscal Year Appropriated: FY06
Number: 063002	Estimated Completion Date: Ongoing
Department: Planning, Community & Economic Development	Percent Completed: Ongoing
Life: Ongoing	Estimated Total Project Cost: Ongoing
Project Manager: Dorothy Friedman, Planner	

Description

Initiated in FY2006, this project provides home ownership grants to police officers, City employees and persons purchasing former rental in the City. Grants of \$5,000 or \$7,500 are provided at settlement for a downpayment or closing costs. Recipients must agree to occupy the property for a minimum of 5 years. If the property is sold or ceases to be owned-occupied during the 5 years, a prorated portion of the grant must be repaid.

For FY2010, new City funding of \$20,000 will provide 4 grants of \$5,000 each.

Schedule of Expenditures

[301-8010-570-]								
Account	Account Name	Total	Thru FY09	FY10	FY11	FY12	FY13	Past FY13
25-10	Grant-City University Partnership	22,500	22,500					
25-34	Homeownership Grants	97,500	77,500	20,000				
Total Expenditures		<u>120,000</u>	<u>100,000</u>	<u>20,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY09	FY10	FY11	FY12	FY13	Past FY13
301	Unrestricted C.I.P. Reserve	120,000	100,000	20,000				
Total Funding Sources		<u>120,000</u>	<u>100,000</u>	<u>20,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Project Fund Balance

Unrestricted C.I.P. Reserve	120,000	100,000	20,000					
Less amount expended/ encumbered thru FY09	(100,000)	(100,000)						
Remaining appropriations	<u>20,000</u>	<u>0</u>	<u>20,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Status

To date, 12 grants (7 @ \$7,500 and 5 @ \$5,000) have been awarded. The remaining balance of the original \$100,000 funding, \$22,500, has been committed to the Maryland Neighborhood Conservation Initiative (NCI) grant proposal submitted by the College Park City-University Partnership and the College Park Housing Authority and approved by the State of Maryland.

Marketing to real estate agents and major employers continues.

Impact on Operating Budget

No operating budget impact

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

Name: Institutional Network (I-Net)/P.E.G.	First Fiscal Year Appropriated: FY01
Number: 011004	Estimated Completion Date: Ongoing
Department: Finance	Percent Completed: Ongoing
Life: Ongoing	Estimated Total Project Cost: Ongoing
Project Managers: Stephen Groh, Director of Finance Sarah Price, Information Systems Manager	

Description

This project will accumulate 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.

Schedule of Expenditures

[301-8010-570-]								
Account	Account Name	Total	Thru FY09	FY10	FY11	FY12	FY13	Past FY13
30-14	Management Support	40,539	40,539					
34-73	Cabling	28,177	28,177					
36-63	PGINCCC I-Net Pro-Rata Share	99,532	41,372	14,540	14,540	14,540	14,540	Unknown
40-40	Audio-Visual Equipment Maint.	309	309					
45-11	Computer Hardware Maintenance	5,657	5,657					
60-20	Computer Supplies	1,134	1,134					
92	Equipment	1,489,956						1,489,956
92-50	Video Equipment	21,046	21,046					
92-60	Audio Equipment	4,170	4,170					
98-10	Computer Hardware	92,602	92,602					
98-20	Computer Software	1,713	1,713					
Total Expenditures		<u>1,784,835</u>	<u>236,719</u>	<u>14,540</u>	<u>14,540</u>	<u>14,540</u>	<u>14,540</u>	<u>1,489,956</u>

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY09	FY10	FY11	FY12	FY13	Past FY13
301	Unrestricted C.I.P. Reserve	0	0	0				
301	Comcast-Capital Equipment grant	1,698,730	1,095,834	150,724	150,724	150,724	150,724	Unknown
301	Verizon-Capital Equipment grant	86,105	24,361	15,436	15,436	15,436	15,436	Unknown
Total Funding Sources		<u>1,784,835</u>	<u>1,120,195</u>	<u>166,160</u>	<u>166,160</u>	<u>166,160</u>	<u>166,160</u>	<u>0</u>

Project Fund Balance

Unrestricted C.I.P. Reserve	0	0	0					
Comcast-Capital Equipment grant	1,698,730	1,095,834	150,724	150,724	150,724	150,724	150,724	Unknown
Verizon-Capital Equipment grant	86,105	24,361	15,436	15,436	15,436	15,436	15,436	Unknown
Less amount expended/ encumbered thru FY09	(236,719)	(236,719)						
Remaining appropriations	<u>1,548,116</u>	<u>883,476</u>	<u>166,160</u>	<u>166,160</u>	<u>166,160</u>	<u>166,160</u>	<u>166,160</u>	<u>0</u>

Status

Future use of P.E.G. funds is undetermined at this time.

Beginning in FY08, the City pays 1/3 of its 3% capital equipment grant to the Prince George's I-Net, according to the terms of the I-Net governance agreement adopted by Mayor & Council. Approximately 40% of that payment is allocable to capital and may be paid from P.E.G. funds; the remaining 60% covers I-Net operating costs and is budgeted in the General Fund, Information Systems program 1024. The accumulated funds from all I-Net members will cover purchase and maintenance of shared equipment at Comcast hub sites throughout Prince George's County.

Impact on Operating Budget

Upgrades to or replacement of audio/visual equipment would reduce current maintenance requirements. I-Net equipment is maintained by Information Systems staff (General Fund, program 1024). No operating budget impact is anticipated.

Capital Project Summary - Lackawanna Streetscape

Name: Lackawanna Streetscape	First Fiscal Year Appropriated:	FY05
Number: 053009	Estimated Completion Date:	FY11
Department: Planning, Community & Economic Development	Percent Completed:	15%
Life: 6 years	Estimated Total Project Cost:	\$509,879
Project Manager: Terry A. Schum, Director of Planning, Community & Economic Development Steven E. Halpern, City Engineer		

Description

This project funds streetscape improvements on Lackawanna Street from Narragansett Parkway to 53rd Avenue. Scope includes street lighting, landscaping, enhanced sidewalks and Metro gateway feature.

Schedule of Expenditures

[301-8010-570-]								
Account	Account Name	Total	Thru FY09	FY10	FY11	FY12	FY13	Past FY13
30-11	Design & Engineering	74,879	57,423	17,456				
30-35	Construction Management	14,987		4,987	10,000			
62-10	Postage	13	13					
95-10	Site Improvements	420,000		170,000	250,000			
Total Expenditures		<u>509,879</u>	<u>57,436</u>	<u>192,443</u>	<u>260,000</u>	<u>0</u>	<u>0</u>	<u>0</u>

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY09	FY10	FY11	FY12	FY13	Past FY13
301	Unrestricted C.I.P. Reserve	100,000	50,000	50,000				
301	County Special Appropriations grant	10,000	10,000					
301	Developer Contribution	249,879	249,879					
301	MD Heritage Areas Authority grant	100,000		100,000				
301	Safe Routes to School grant	50,000		50,000				
Total Funding Sources		<u>509,879</u>	<u>309,879</u>	<u>200,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Project Fund Balance

Unrestricted C.I.P. Reserve	100,000	50,000	50,000					
County Special Appropriations grant	10,000		10,000					
Developer Contribution	249,879		249,879					
MD Heritage Areas Authority grant	100,000			100,000				
Safe Routes to School grant	50,000			50,000				
Less amount expended/ encumbered thru FY09	(57,436)	(57,436)						
Remaining appropriations	<u>452,443</u>	<u>252,443</u>	<u>200,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Status

Sidewalk reconstruction and pedestrian lighting are scheduled for completion in FY11, contingent upon grant funding.

The City will apply for Safe Routes to School grant in June 2009.

Impact on Operating Budget

Once completed, new sidewalks will be evaluated annually under the Pavement Management Plan. New landscaping will be maintained by existing Public Works crews. Utility costs for additional streetlights are estimated at \$100 per light; number of new lights has yet to be determined.

Capital Project Summary - Master Meter Program

Name: Master Meter Program	First Fiscal Year Appropriated:	N/A
Number: 042010	Estimated Completion Date:	FY11
Department: Public Services	Percent Completed:	0%
Life: 8 years	Estimated Total Project Cost:	\$206,690
Project Manager: James C. Miller, Parking Enforcement Manager		

Description

This project will replace parking meters in downtown parking lots with pay-by-space pay stations, capable of accepting coin, currency and debit/credit cards. FY2009 funding covers computer server plus 2 machines to be installed in the City Hall parking lot, replacing the existing parking meters. This would allow patrons and staff to become familiar with the machines prior to installation of identical machines in the public parking garage in spring 2009. FY2010 funding covers 4 pay stations in the College Park Shopping Center. Future phases of this project would replace meters in other lots. Once implemented in multiple parking lots, patrons could add time to their meter at any machine by entering their parking space number. Replacement of parking meters with these units should improve the visual appearance of downtown parking lots.

Installed cost per machine is approximately \$20,000, including purchase of machine and hand-held access device, monitoring software, cabling, installation and maintenance.

Schedule of Expenditures

[301-8010-570-]								
<u>Account</u>	<u>Account Name</u>	<u>Total</u>	<u>Thru FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>Past FY13</u>
92-44	Parking Pay Stations	186,690	42,690	72,000	72,000			
95-10	Site Improvements	20,000	4,000	8,000	8,000			
	Total Expenditures	<u>206,690</u>	<u>46,690</u>	<u>80,000</u>	<u>80,000</u>	<u>0</u>	<u>0</u>	<u>0</u>

Schedule of Funding Sources

<u>Fund</u>	<u>Source Name</u>	<u>Total</u>	<u>Thru FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>Past FY13</u>
301	Unrestricted C.I.P. Reserve	126,690	46,690	80,000				
301	Funding not yet determined	80,000			80,000			
	Total Funding Sources	<u>206,690</u>	<u>46,690</u>	<u>80,000</u>	<u>80,000</u>	<u>0</u>	<u>0</u>	<u>0</u>

Project Fund Balance

Unrestricted C.I.P. Reserve	126,690	46,690	80,000					
Funding not yet determined	80,000			80,000				
Less amount expended/ encumbered thru FY09	<u>(46,690)</u>	<u>(46,690)</u>						
Remaining appropriations	<u>160,000</u>	<u>0</u>	<u>80,000</u>	<u>80,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Status

Purchase and installation of 2 pay stations in the City Hall parking lot is nearing completion.

Impact on Operating Budget

Maintenance of existing meters and poles are budgeted in Public Services-Parking Enforcement, program 2011 in the General Fund. Replacement of existing meters with new pay stations is expected to reduce future maintenance costs.

As the full scope of this project has not yet been determined, operating budget impact is unknown at this time. It is expected that, as more parking meter payments are made with currency and debit/credit cards, armored car service for meter coin pickup may be reduced but credit card service charges may increase.

Capital Project Summary - Neighborhood Improvements

Name: Neighborhood Improvements	First Fiscal Year Appropriated: FY05
Number: 053008	Estimated Completion Date: Ongoing
Department: Planning, Community & Economic Development	Percent Completed: Ongoing
Life: Ongoing	Estimated Total Project Cost: \$104,863
Project Manager: Terry A. Schum, Director of Planning, Community, & Economic Development	

Description

This project provides funding for design and construction for various neighborhood improvement projects in conjunction with the neighborhood planning initiative and designation of historic districts. The neighborhoods of North College Park are working with the Planning Department to prepare neighborhood plans. Neighborhood planning began in Berwyn in FY2009.

Schedule of Expenditures

[301-8010-570-]								
Account	Account Name	Total	Thru FY09	FY10	FY11	FY12	FY13	Past FY13
30-11	Design & Engineering	1,260	1,260					
30-15	Consulting	23,870	23,870					
95-10	Site Improvements	79,733	30,000	49,733				
Total Expenditures		<u>104,863</u>	<u>55,130</u>	<u>49,733</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY09	FY10	FY11	FY12	FY13	Past FY13
301	Unrestricted C.I.P. Reserve	69,363	61,363	8,000				
301	MD Heritage Areas Authority grant	34,000	34,000					
001	Gen Fund-Comm. Services grant	1,500	1,500					
Total Funding Sources		<u>104,863</u>	<u>96,863</u>	<u>8,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Project Fund Balance

Unrestricted C.I.P. Reserve	69,363	61,363	8,000					
MD Heritage Areas Authority grant	34,000	34,000						
Gen Fund-Comm. Services grant	1,500	1,500						
Less amount expended/ encumbered thru FY09	<u>(55,130)</u>	<u>(55,130)</u>						
Remaining appropriations	<u>49,733</u>	<u>41,733</u>	<u>8,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Status

Neighborhood gateway signs, community wayfinding signs, and historic district signs and markers have been designed and will be fabricated and installed in Hollywood, Old Town, Berwyn and Calvert Hills as appropriate. MHAA grants totaling \$34,000 have been requested for these signs. A \$23,500 City match is required for these grants.

Impact on Operating Budget

No operating budget impact as this is a planning initiative. The results of this process may promote additional C.I.P. projects in the future.

Capital Project Summary - New City Hall

Name: New City Hall	First Fiscal Year Appropriated:	N/A
Number: 041003	Estimated Completion Date:	Undetermined
Department: Administration	Percent Completed:	0%
Life: Undetermined	Estimated Total Project Cost:	\$7,751,080
Project Manager: Joseph L. Nagro, City Manager		

Description

The City is pursuing options for a new city hall at a site not yet determined.

The \$118,800 lease escrow from Friends Community School has been designated as a match for the FY2004 \$100,000 State Bond in this project. \$400,000 of City savings has been designated as a match for the FY2006 \$400,000 State Bond.

Schedule of Expenditures

[301-8010-570-]								
Account	Account Name	Total	Thru FY09	FY10	FY11	FY12	FY13	Past FY13
30-11	Design & Engineering	601,080	1,080	300,000	300,000			
30-35	Construction Management	150,000				150,000		
95-20	Buildings	7,000,000				7,000,000		
Total Expenditures		<u>7,751,080</u>	<u>1,080</u>	<u>300,000</u>	<u>300,000</u>	<u>7,150,000</u>	<u>0</u>	<u>0</u>

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY09	FY10	FY11	FY12	FY13	Past FY13
301	Unrestricted C.I.P. Reserve	0	0	0				
301	Lease escrow-Friends Comm. School	118,800	118,800					
301	State Bond	500,000	500,000					
301	Funding not yet determined	7,132,280			300,000	6,832,280		
Total Funding Sources		<u>7,751,080</u>	<u>618,800</u>	<u>0</u>	<u>300,000</u>	<u>6,832,280</u>	<u>0</u>	<u>0</u>

Project Fund Balance

Unrestricted C.I.P. Reserve	0	0	0					
Lease escrow-Friends Comm. School	118,800	118,800						
State Bond	500,000	500,000						
Funding not yet determined	7,132,280				300,000	6,832,280		
Less amount expended/ encumbered thru FY09	(1,080)	(1,080)						
Remaining appropriations	<u>7,750,000</u>	<u>617,720</u>	<u>0</u>	<u>300,000</u>	<u>6,832,280</u>	<u>0</u>	<u>0</u>	<u>0</u>

Status

Plans for this project are tentative at this time. State Bonds require a \$500,000 City match. The FY2004 State Bond must be expended by June 2011.

In FY09, \$118,800 was transferred to this project from Calvert Road School Renovations (project 025002).

Impact on Operating Budget

Project has not yet been designed; operating budget impact is unknown at this time.

Capital Project Summary - New Sidewalk Construction

Name: New Sidewalk Construction	First Fiscal Year Appropriated: FY08
Number: 083002	Estimated Completion Date: FY12
Department: Planning, Community & Economic Development	Percent Completed: 0%
Life: 4 years	Estimated Total Project Cost: \$245,760
Project Manager: Terry A. Schum, Director of Planning, Community & Economic Development Steven E. Halpern, City Engineer	

Description

This project would construct new sidewalks in 3 phases, subject to funding availability. Projected costs and proposed locations are:

FY10	North side of Calvert Road from Rhode Island to Hopkins Avenue		28,900
FY11	West side of Yale Avenue from College Avenue to MBE lot	10,000	
	North side of Berwyn Road from U. S. Route 1 to 48th Avenue	<u>25,000</u>	35,000
FY12	North College Park to include the following, in order:		
	Cherokee Street	21,000	
	Hollywood Road	91,000	
	Fox Street	<u>69,860</u>	<u>181,860</u>
Total			<u><u>245,760</u></u>

The sites in North College Park were identified by the community as part of the Neighborhood Improvements C.I.P. project. Projected cost estimates do not include any possible streetlight relocations.

Schedule of Expenditures

[301-8010-570-]								
Account	Account Name	Total	Thru FY09	FY10	FY11	FY12	FY13	Past FY13
96-10	Concrete	245,760	0	28,900	35,000	181,860		
Total Expenditures		<u>245,760</u>	<u>0</u>	<u>28,900</u>	<u>35,000</u>	<u>181,860</u>	<u>0</u>	<u>0</u>

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY09	FY10	FY11	FY12	FY13	Past FY13
301	Unrestricted C.I.P. Reserve	15,000	15,000	0				
301	Comm. Development Block Grant	28,900		28,900				
301	Funding not yet determined	201,860			20,000	181,860		
Total Funding Sources		<u>245,760</u>	<u>15,000</u>	<u>28,900</u>	<u>20,000</u>	<u>181,860</u>	<u>0</u>	<u>0</u>

Project Fund Balance

Unrestricted C.I.P. Reserve	15,000	15,000	0					
Comm. Development Block Grant	28,900		28,900					
Funding not yet determined	201,860				20,000	181,860		
Less amount expended/ encumbered thru FY09	(0)	(0)						
Remaining appropriations	<u>245,760</u>	<u>15,000</u>	<u>28,900</u>	<u>20,000</u>	<u>181,860</u>	<u>0</u>	<u>0</u>	

Status

Impact on Operating Budget

City staff are working to secure an easement from the property owner on the north side of Berwyn Road between U. S. Route 1 and 48th Avenue. The Berwyn Road project will include relocation of a fence on private property.

Future maintenance on installed sidewalks would be evaluated annually under the Pavement Management Plan.

The Yale Avenue sidewalk will require an easement from the owner of the Maryland Book Exchange (MBE) property.

Capital Project Summary - Paint Branch Watershed Management

Name: Paint Branch Watershed Management	First Fiscal Year Appropriated: FY10
Number: 103003	Estimated Completion Date: FY12
Department: Planning, Community & Economic Development	Percent Completed: 20%
Life: 2 years	Estimated Total Project Cost: \$96,000
Project Manager: Terry A. Schum, Director of Planning, Community & Economic Development	

Description

This grant-funded project represents the City's contribution to the M-NCPPC comprehensive Paint Branch watershed management plan, including assessment of stormwater volumes, streambank erosion, sediment disposition, pollutant loads and water temperature, etc. Other participating entities include University of Maryland and Anacostia Watershed Society.

Schedule of Expenditures

[301-8010-570-]								
Account	Account Name	Total	Thru FY09	FY10	FY11	FY12	FY13	Past FY13
30-11	Design & Engineering	96,000		96,000				
Total Expenditures		<u>96,000</u>	<u>0</u>	<u>96,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY09	FY10	FY11	FY12	FY13	Past FY13
301	Unrestricted C.I.P. Reserve	0	0					
301	Federal grant	96,000		96,000				
Total Funding Sources		<u>96,000</u>	<u>0</u>	<u>96,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Project Fund Balance

Unrestricted C.I.P. Reserve	0	0						
Federal grant	96,000			96,000				0
Less amount expended/ encumbered thru FY09	(0)	(0)						
Remaining appropriations	<u>96,000</u>	<u>0</u>	<u>96,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Status

Impact on Operating Budget

This project is underway with consultants. Staff will work with M-NCPPC to further define the use of the City contribution.

No operating budget impact

The Federal grant has a 45% match requirement, which is being provided by M-NCPPC, University of Maryland and Anacostia Watershed Society.

Capital Project Summary - Pattern Books for Neighborhoods

Name: Pattern Books for Neighborhoods	First Fiscal Year Appropriated: FY07
Number: 073007	Estimated Completion Date: FY10
Department: Planning, Community & Economic Development	Percent Completed: 10%
Life: 3 years	Estimated Total Project Cost: \$50,000
Project Manager: Terry A. Schum, Director of Planning, Community & Economic Development	

Description

This is an ongoing project in conjunction with the neighborhood planning process. Publications will be prepared by a design consultant to provide design recommendations and guidelines for common home improvement projects such as enclosing a carport, adding a front porch or deck, building a new addition or raising the roof for a second story. Representative housing types for each neighborhood will be selected and specific recommendations will be illustrated to help homeowners plan their projects in a manner compatible with the neighborhood.

Schedule of Expenditures

[301-8010-570-]								
<u>Account</u>	<u>Account Name</u>	<u>Total</u>	<u>Thru FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>Past FY13</u>
30-15	Consulting	50,000		50,000				
Total Expenditures		<u>50,000</u>	<u>0</u>	<u>50,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Schedule of Funding Sources

<u>Fund</u>	<u>Source Name</u>	<u>Total</u>	<u>Thru FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>Past FY13</u>
301	Unrestricted C.I.P. Reserve	50,000	50,000	0				
Total Funding Sources		<u>50,000</u>	<u>50,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Project Fund Balance

Unrestricted C.I.P. Reserve	50,000	50,000	0					
Less amount expended/ encumbered thru FY09	(0)	(0)						
Remaining appropriations	<u>50,000</u>	<u>50,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Status

Impact on Operating Budget

A Request for Qualifications (RFQ) will be advertised in spring 2009 to select a design consultant for this project.

No operating budget impact as this is a planning initiative.

Capital Project Summary - Pavement Management Plan

Name: Pavement Management Plan	First Fiscal Year Appropriated: FY04
Number: 045008	Estimated Completion Date: Ongoing
Department: Public Works	Percent Completed: Ongoing
Life: Ongoing	Estimated Total Project Cost: Ongoing
Project Manager: Steven E. Halpern, City Engineer	

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. Approval of the C.I.P. as part of the adopted budget ordinance reflects implementation of the FY2010 Pavement Management Plan as presented to Mayor & Council.

Schedule of Expenditures

[301-8010-570-]								
Account	Account Name	Total	Thru FY09	FY10	FY11	FY12	FY13	Past FY13
30-35	Construction Management	30,000	5,000	5,000	5,000	5,000	5,000	5,000
36-10	Printing	9,000	1,500	1,500	1,500	1,500	1,500	1,500
36-11	Classified Advertising	12,000	2,000	2,000	2,000	2,000	2,000	2,000
96-10	Concrete	1,410,065	257,024	253,041	225,000	225,000	225,000	225,000
96-20	Pavement	1,795,624	347,000	182,624	316,500	316,500	316,500	316,500
Total Expenditures		<u>3,256,689</u>	<u>612,524</u>	<u>444,165</u>	<u>550,000</u>	<u>550,000</u>	<u>550,000</u>	<u>550,000</u>

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY09	FY10	FY11	FY12	FY13	Past FY13
301	Unrestricted C.I.P. Reserve	925,000	550,000	375,000				
301	Utility Reimbursements	0	0					
301	Comm. Development Block Grant	131,689	62,524	69,165				
301	Funding not yet determined	2,200,000			550,000	550,000	550,000	550,000
Total Funding Sources		<u>3,256,689</u>	<u>612,524</u>	<u>444,165</u>	<u>550,000</u>	<u>550,000</u>	<u>550,000</u>	<u>550,000</u>

Project Fund Balance

Unrestricted C.I.P. Reserve	925,000	550,000	375,000					
Utility Reimbursements	0	0						
Comm. Development Block Grant	131,689	62,524	69,165					
Utility Reimbursements	0	0						
Funding not yet determined	2,200,000			550,000	550,000	550,000	550,000	550,000
Less amount expended/ encumbered in FY09	(612,524)	(612,524)						
Remaining appropriations	<u>2,644,165</u>	<u>0</u>	<u>444,165</u>	<u>550,000</u>	<u>550,000</u>	<u>550,000</u>	<u>550,000</u>	<u>550,000</u>

Status

The following streets are included in the FY2010 Pavement Management Plan:
 Lackawanna Street between 53rd Avenue and Narragansett Parkway
 Greenbelt Road service road

CDBG funds from PY35 cover a new road adjacent to Berwyn Neighborhood Park between 49th Avenue and Rhode Island Avenue, stabilization of alley from Tecumseh Street to Greenbelt Road between 48th and 49th Avenues.

Concrete work is scheduled for July 2009; asphalt work is scheduled for September 2009. The FY2010 Pavement Management Plan includes up to 10 traffic-calming devices.

Impact on Operating Budget

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.

Capital Project Summary - Program Open Space Acquisition Projects

Name: Program Open Space Acquisition Projects	First Fiscal Year Appropriated: FY96
Number: 963028	Estimated Completion Date: Ongoing
Department: Planning, Community & Economic Development	Percent Completed: Ongoing
Life: Ongoing	Estimated Total Project Cost: Ongoing
Project Manager: Terry A. Schum, Director of Planning, Community & Economic Development	

Description

Each year, the City receives an allocation of Program Open Space (POS) funds from the State of Maryland for the acquisition of property for recreational or open space purposes to be determined.

Schedule of Expenditures

[302-8020-575-]								
Account	Account Name	Total	Thru FY09	FY10	FY11	FY12	FY13	Past FY13
30-16	Appraisals	5,000	5,000					
94-10	Land	933,848	357,156		576,692			
Total Expenditures		<u>938,848</u>	<u>362,156</u>	<u>0</u>	<u>576,692</u>	<u>0</u>	<u>0</u>	<u>0</u>

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY09	FY10	FY11	FY12	FY13	Past FY13
302	Restricted C.I.P. Reserve	0	0	0				
302	Program Open Space (POS)	938,848	938,848	0				
Total Funding Sources		<u>938,848</u>	<u>938,848</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Project Fund Balance

Restricted C.I.P. Reserve	0	0	0					
Program Open Space (POS)	938,848	938,848	0					
Less amount expended/ encumbered thru FY09	(362,156)	(362,156)						
Remaining appropriations	<u>576,692</u>	<u>576,692</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Status

This project requires continued Program Open Space funding and willing sellers. Sites to be acquired are determined by Mayor & Council during Program Open Space application process.

The City has contracted for the purchase of 4703 Edgewood Road; POS approval is pending before the State Board of Public Works.

Impact on Operating Budget

Maintenance is dependent on the future disposition of any property acquired. No operating budget impact at this time.

The Hollywood Gateway Park C.I.P. project 103002 will program maintenance of the property at 4703 Edgewood Road.

Capital Project Summary - Property Acquisitions

Name: Property Acquisitions	First Fiscal Year Appropriated: FY00
Number: 005002	Estimated Completion Date: Ongoing
Department: Finance	Percent Completed: Ongoing
Life: Ongoing	Estimated Total Project Cost: Ongoing
Project Manager: Stephen Groh, Director of Finance Terry A. Schum, Director of Planning, Community & Economic Development	

Description

This project includes the FY2003 purchase of the Lee property at 8800 Baltimore Avenue for development purposes. Once the Lee property is sold or transferred to a developer, the proceeds will be used to repay the \$425,000 Community Legacy loan.

Schedule of Expenditures

[301-8010-570-]								
Account	Account Name	Total	Thru FY09	FY10	FY11	FY12	FY13	Past FY13
94-10	Land	415,000	415,000					
95-10	Site Improvements	10,000	10,000					
Total Expenditures		<u>425,000</u>	<u>425,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY09	FY10	FY11	FY12	FY13	Past FY13
301	Unrestricted C.I.P. Reserve	0	0	0				
301	Community Legacy loan	425,000	425,000					
Total Funding Sources		<u>425,000</u>	<u>425,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Project Fund Balance

Unrestricted C.I.P. Reserve	0	0	0					
Community Legacy loan	425,000	425,000						
Less amount expended/ encumbered thru FY09	(425,000)	(425,000)	0					
Remaining appropriations	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Status

An MOU between the City and the developer of 8800 Baltimore Avenue calls for the sale of the site.

Impact on Operating Budget

City acquisition of property under this project is of limited duration in connection with a specific intended purpose. Once the intended purpose is accomplished, the property will be sold or transferred. Property maintenance during the holding period is limited to grass mowing. No operating budget impact is anticipated.

Capital Project Summary - Public Parking Garage

Name: Public Parking Garage	First Fiscal Year Appropriated: FY03
Number: 033002	Estimated Completion Date: FY10
Department: Planning, Community & Economic Development	Percent Completed: 85%
Life: 8 years	Estimated Total Project Cost: \$12,129,690
Project Managers: Terry A. Schum, Director of Planning, Community & Economic Development Joseph L. Nagro, City Manager	

Description

This project includes the design and construction of an approximately 115,735 square foot 288-space public parking garage with approximately 5,800 square feet of retail space in downtown College Park. The site includes the City's former Special Lot at Knox Road and Yale Avenue and 2 adjacent properties at 7306 and 7308 Yale Avenue. This project is being developed in conjunction with Capstone Development Corp.

Schedule of Expenditures

[301-8010-570-]								
Account	Account Name	Total	Thru FY09	FY10	FY11	FY12	FY13	Past FY13
30-11	Design & Engineering	10,977	10,977					
30-15	Consulting	233,294	233,294					
30-16	Appraisals	8,600	8,600					
30-20	Surveying	5,235	5,235					
30-35	Construction Management	145,000	145,000					
30-51	Financial Advisor	30,000	15,000	15,000				
32-22	Legal	154,392	154,392					
32-40	Bond Counsel	58,589	38,589	20,000				
36-11	Classified Advertising	2,755	2,755					
72-29	Interest-Bond Anticipation Notes	190,000	90,000	100,000				
74-10	Administrative Fee	11,250	11,250					
92-44	Parking Pay Stations	35,190	35,190					
94-10	Land	1,676,751	1,676,751					
95-10	Site Improvements	267,657	267,657					
95-20	Buildings	9,300,000	9,300,000					
Total Expenditures		<u>12,129,690</u>	<u>11,994,690</u>	<u>135,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY09	FY10	FY11	FY12	FY13	Past FY13
301	Unrestricted C.I.P. Reserve	2,155,982	2,055,982	100,000				
301	Parking Enterprise Fund transfer	96,000	96,000					
301	Downtown College Park Mgmt. Auth.	8,000	8,000					
301	Community Legacy loan	450,000	450,000					
301	Comm. Development Block Grant	106,800	106,800					
301	Bond Anticipation Notes	9,300,000	9,300,000					
301	Federal grant	300,000	300,000					
Total Funding Sources		<u>12,416,782</u>	<u>12,316,782</u>	<u>100,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Project Fund Balance

Unrestricted C.I.P. Reserve	2,155,982	2,055,982	100,000					
Parking Enterprise Fund transfer	96,000	96,000						
Downtown College Park Mgmt. Auth.	8,000	8,000						
Community Legacy loan	450,000	450,000						
Comm. Development Block Grant	106,800	106,800						
Bond Anticipation Notes	9,300,000	9,300,000						
Federal grant	300,000	300,000						
Less amount expended/ encumbered thru FY09	(11,994,690)	(11,994,690)						
Remaining appropriations	<u>422,092</u>	<u>322,092</u>	<u>100,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Status

Bond anticipation notes (BANs) of \$9,300,000 were issued in April 2008. The BANs are draw-down based on the actual project costs incurred, which includes development fees pursuant to the Capstone development agreement.

Funding sources currently exceed projected expenditures as certain project costs have not been finalized. If not needed, BAN draw-downs will be reduced from their \$9,300,000 maximum.

The parking garage is substantially complete. Estimated opening date is summer 2009. A Federal grant of \$300,000 was awarded in 2008.

Impact on Operating Budget

The parking garage will be operated and maintained by City staff. No estimates currently available for operating budget impact.

Capital Project Summary - Public Safety Phones #3

Name: Public Safety Phones #3	First Fiscal Year Appropriated:	FY07
Number: 072001	Estimated Completion Date:	FY11
Department: Public Services	Percent Completed:	0%
Life: 5 years	Estimated Total Project Cost:	\$52,000
Project Manager: Robert W. Ryan, Director of Public Services		

Description

This project would fund the purchase and installation of 4 PERT emergency phones in College Park, to supplement existing emergency phones on the University of Maryland campus. The locations for the new emergency phones are:

1. West side of the Greenbelt Metro station at Lackawanna Street (FY10)
2. Pierce and Rhode Island Avenues near the College Park Trolley Trail (FY11)
3. Berwyn Road at the Trolley Trail (FY11)
4. Paint Branch Parkway and Rhode Island Avenue at the Trolley Trail and sound barrier wall (FY10)

The emergency phones would be purchased from and installed by a University-contracted vendor. Location #4, within the University's concurrent jurisdiction, will be connected to the University Police '911' center. All other locations will be connected to the Prince George's County '911' center. Locations #2, 3 and 4 are part of the Trolley Trail public safety project to provide emergency phones at major roadway intersections with the Trolley Trail.

Schedule of Expenditures

[301-8010-570-]

Account	Account Name	Total	Thru FY09	FY10	FY11	FY12	FY13	Past FY13
97-10	Telephone Systems	52,000		26,000	26,000			
Total Expenditures		<u>52,000</u>	<u>0</u>	<u>26,000</u>	<u>26,000</u>	<u>0</u>	<u>0</u>	<u>0</u>

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY09	FY10	FY11	FY12	FY13	Past FY13
301	Unrestricted C.I.P. Reserve	52,000	52,000	0				
Total Funding Sources		<u>52,000</u>	<u>52,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Project Fund Balance

Unrestricted C.I.P. Reserve	52,000	52,000	0					
Less amount expended/ encumbered thru FY09	(0)	(0)						
Remaining appropriations	<u>52,000</u>	<u>52,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Status

These phones are to be installed in conjunction with the Lackawanna Streetscape project and the Rhode Island Avenue (Old Town) Road Improvements.

Impact on Operating Budget

University of Maryland covers maintenance of the phones; the City is responsible for cell phone and UM OIT charges of \$1,872 annually for these 4 PERT phones.

Capital Project Summary - Public Works Facility Improvements

Name: Public Works Facility Improvements	First Fiscal Year Appropriated: FY01
Number: 015002	Estimated Completion Date: Ongoing
Department: Public Works	Percent Completed: 5%
Life: 10 years	Estimated Total Project Cost: \$ 54,030
Project Manager: Robert T. Stumpff, Director of Public Works	

Description

This project will review and propose improvements to the City's Public Works facility. Possible components include new offices; public meeting rooms; staff day room, lavatories, showers and locker room; vehicle and equipment storage, etc. Construction estimates will depend on the alternative(s) selected.

Schedule of Expenditures

[301-8010-570-]								
Account	Account Name	Total	Thru FY09	FY10	FY11	FY12	FY13	Past FY13
30-11	Design & Engineering	54,030	54,030		TBD			
30-35	Construction Management	0			TBD			
95-20	Buildings	0			TBD			
Total Expenditures		<u>54,030</u>	<u>54,030</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY09	FY10	FY11	FY12	FY13	Past FY13
301	Unrestricted C.I.P. Reserve	20,000	20,000	0				
301	Facilities Capital Reserve	34,030	34,030					
301	Funding not yet determined	0			TBD			
Total Funding Sources		<u>54,030</u>	<u>54,030</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Project Fund Balance

Unrestricted C.I.P. Reserve	20,000	20,000	0					
Facilities Capital Reserve	34,030	34,030						
Funding not yet determined	0				TBD			
Less amount expended/ encumbered thru FY09	(54,030)	(54,030)						
Remaining appropriations	<u>0</u>							

Status

Impact on Operating Budget

A concept plan and site plan for Davis Hall and the modular building will be submitted to Mayor & Council in May 2009.

As current Public Works buildings are maintained by City staff (Public Works program 5018, Public Works Buildings), any replacement of these outdated buildings would likely generate reduced maintenance and energy use requirements.

As this project has not yet been designed, operating budget impact is unknown.

Capital Project Summary - Rhode Island Avenue (Old Town) Road Improvements

Name: Rhode Island Avenue (Old Town) Road Improvements	First Fiscal Year Appropriated:	FY04
Number: 045010	Estimated Completion Date:	FY10
Department: Public Works	Percent Completed:	50%
Life: 6 years	Estimated Total Project Cost:	\$478,106
Project Manager: Steven E. Halpern, City Engineer		

Description

This project, funded as an assessment project, would reconstruct Rhode Island Avenue from Paint Branch Parkway to Calvert Road, including an off-road bicycle trail.

City funding in FY2010 covers estimated cost for cross streets and State-owned property.

Schedule of Expenditures

[301-8010-570-]								
Account	Account Name	Total	Thru FY09	FY10	FY11	FY12	FY13	Past FY13
30-11	Design & Engineering	75,210	75,210					
30-35	Construction Management	24,000		24,000				
36-10	Printing	709	209	500				
36-11	Classified Advertising	2,000		2,000				
36-30	Permit Fees	2,325	2,325					
95-10	Site Improvements	373,862		373,862				
Total Expenditures		<u>478,106</u>	<u>77,744</u>	<u>400,362</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY09	FY10	FY11	FY12	FY13	Past FY13
301	Unrestricted C.I.P. Reserve	43,756	0	43,756				
301	Transp. Enhancement Prog. grant	200,000	200,000					
301	Assessment Project	234,350	234,350					
Total Funding Sources		<u>478,106</u>	<u>434,350</u>	<u>43,756</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Project Fund Balance

Unrestricted C.I.P. Reserve	43,756	0	43,756				
Transp. Enhancement Prog. grant	200,000	200,000					
Assessment Project	234,350	234,350		0			
Less amount expended/ encumbered thru FY09	<u>(77,744)</u>	<u>(77,744)</u>					
Remaining appropriations	<u>400,362</u>	<u>356,606</u>	<u>43,756</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Status

Design is complete. Mayor & Council will schedule an assessment public hearing in fall 2009. Construction is scheduled to begin in spring 2010.

A Transportation Enhancement Program (TEP) grant application has been approved to cover the costs associated with the bicycle trail. The assessment project would cover the 100% required TEP match.

Impact on Operating Budget

As a City street, Rhode Island Avenue is currently maintained by the City. Once the reconstruction is complete, the roadway will be evaluated annually under the Pavement Management Plan.

The rebuilt roadway will have a 15-year life expectancy, reducing ongoing routine maintenance.

Capital Project Summary - Rhode Island Avenue Service Road Improvements

Name: Rhode Island Avenue Service Road Improvements	First Fiscal Year Appropriated: FY07
Number: 073005	Estimated Completion Date: FY13
Department: Planning, Community & Economic Development	Percent Completed: 0%
Life: 6 years	Estimated Total Project Cost: \$1,115,712
Project Manager: Terry A. Schum, Director of Planning, Community & Economic Development Steven E. Halpern, City Engineer	

Description

This project would fund improvements to the Rhode Island Avenue service roads between Greenbelt Road and Muskogee Street. The project includes roadway improvements, guardrails, curb and gutter, sidewalks, signage, landscaping, drainage and parking.

Schedule of Expenditures

[301-8010-570-]								
Account	Account Name	Total	Thru FY09	FY10	FY11	FY12	FY13	Past FY13
30-11	Design & Engineering	85,592	5,592		80,000			
30-35	Construction Management	30,000				30,000		
36-10	Printing	120	120					
95-10	Site Improvements	1,000,000				500,000	500,000	
Total Expenditures		<u>1,115,712</u>	<u>5,712</u>	<u>0</u>	<u>80,000</u>	<u>530,000</u>	<u>500,000</u>	<u>0</u>

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY09	FY10	FY11	FY12	FY13	Past FY13
301	Unrestricted C.I.P. Reserve	0	0	0				
301	Developer Contribution	115,000			115,000			
301	Funding not yet determined	1,000,712				500,000	500,712	
Total Funding Sources		<u>1,115,712</u>	<u>0</u>	<u>0</u>	<u>115,000</u>	<u>500,000</u>	<u>500,712</u>	<u>0</u>

Project Fund Balance

Unrestricted C.I.P. Reserve	0	0	0					
Developer Contribution	0	0						
Funding not yet determined	500,000				0	500,000		
Less amount expended/ encumbered thru FY09	(5,712)	(5,712)						
Remaining appropriations	<u>494,288</u>	<u>(5,712)</u>	<u>0</u>	<u>0</u>	<u>500,000</u>	<u>0</u>	<u>0</u>	<u>0</u>

Status

Funding is contingent upon receipt of Greenbelt Station developer contribution. Improvements recommended by consultant are pending and will be made in conjunction with the County's Rhode Island Avenue project.

Impact on Operating Budget

Roadway improvements will be evaluated annually under the Pavement Management Plan.

New landscaping will be maintained by existing Public Works crews. No significant operating budget impact.

Capital Project Summary - Safe Routes to School

Name: Safe Routes to School	First Fiscal Year Appropriated: FY09
Number: 091002	Estimated Completion Date: FY10
Department: Administration	Percent Completed: 0%
Life: 1 year	Estimated Total Project Cost: \$67,700
Project Manager: Sara N. Imhulse, Assistant to the City Manager Steven E. Halpern, City Engineer	

Description

This project would construct new sidewalks along the south side of Edgewood Road from Rhode Island Avenue to 47th Avenue (filling in gaps from the existing sidewalk) and along the north side of Muskogee Street from Rhode Island Avenue to 49th Avenue.

These sites were identified as part of the Neighborhood Improvements and New Sidewalk Construction C.I.P. projects.

Schedule of Expenditures

[301-8010-570-]								
Account	Account Name	Total	Thru FY09	FY10	FY11	FY12	FY13	Past FY13
30-11	Design & Engineering	13,870		13,870				
30-20	Surveying	2,500		2,500				
36-11	Classified Advertising	5,000		5,000				
95-10	Site Improvements	8,000		8,000				
96-10	Concrete	38,330		38,330				
Total Expenditures		<u>67,700</u>	<u>0</u>	<u>67,700</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY09	FY10	FY11	FY12	FY13	Past FY13
301	Unrestricted C.I.P. Reserve	0	0					
301	Safe Routes to School grant	67,700	67,700					
Total Funding Sources		<u>67,700</u>	<u>67,700</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Project Fund Balance

Unrestricted C.I.P. Reserve	0	0	0	0				
Safe Routes to School grant	67,700	67,700						
Less amount expended/ encumbered thru FY09	(0)	(0)						
Remaining appropriations	<u>67,700</u>	<u>67,700</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Status

Safe Routes to School grant awarded for grant year "C".

Impact on Operating Budget

Future maintenance on installed sidewalks would be evaluated annually under the Pavement Management Plan.

Capital Project Summary - Skate Spot

Name: Skate Spot	First Fiscal Year Appropriated:	N/A
Number: 065001	Estimated Completion Date:	Undetermined
Department: Public Works	Percent Completed:	10%
Life: Undetermined	Estimated Total Project Cost:	\$250,000
Project Manager: Terry A. Schum, Director of Planning, Community & Economic Development		

Description

This project would fund the construction of a skate spot at Sunnyside Neighborhood Park, a facility owned and operated by Maryland-National Capital Park & Planning Commission (M-NCPPC). Under the terms of an MOU, the City will take the lead in the design and construction of the facility and M-NCPPC will be responsible for operation and maintenance.

Schedule of Expenditures

[301-8010-570-]								
Account	Account Name	Total	Thru FY09	FY10	FY11	FY12	FY13	Past FY13
30-11	Design & Engineering	30,000		30,000				
95-10	Site Improvements	220,000		100,000	120,000			
Total Expenditures		<u>250,000</u>	<u>0</u>	<u>130,000</u>	<u>120,000</u>	<u>0</u>	<u>0</u>	<u>0</u>

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY09	FY10	FY11	FY12	FY13	Past FY13
301	Unrestricted C.I.P. Reserve	0	0	0				
301	County Special Appropriations grant	250,000	250,000					
Total Funding Sources		<u>250,000</u>	<u>250,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Project Fund Balance

Unrestricted C.I.P. Reserve	0	0	0					
County Special Appropriations grant	250,000	250,000						
Less amount expended/ encumbered thru FY09	(0)	(0)						
Remaining appropriations	<u>250,000</u>	<u>250,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Status

A memorandum of understanding has been signed by M-NCPPC. A design-build contract is anticipated.

A \$250,000 County Special Appropriations Grant was received in 2006.

Impact on Operating Budget

The facility will be located at Sunnyside Neighborhood Park; therefore, all future maintenance will be borne by M-NCPPC.

Capital Project Summary - Strategic Plan

Name: Strategic Plan	First Fiscal Year Appropriated: FY09
Number: 093005	Estimated Completion Date: FY10
Department: Planning, Community & Economic Development	Percent Completed: 10%
Life: 1 year	Estimated Total Project Cost: \$15,000
Project Manager: Terry A. Schum, Director of Planning, Community & Economic Development	

Description

Schedule of Expenditures

[301-8010-570-]								
Account	Account Name	Total	Thru FY09	FY10	FY11	FY12	FY13	Past FY13
34-77	Facilitator Services	15,000		15,000				
Total Expenditures		<u>15,000</u>	<u>0</u>	<u>15,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY09	FY10	FY11	FY12	FY13	Past FY13
301	Unrestricted C.I.P. Reserve	15,000	15,000	0				
Total Funding Sources		<u>15,000</u>	<u>15,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Project Fund Balance

Unrestricted C.I.P. Reserve	15,000	15,000	0					
Less amount expended/ encumbered thru FY09	(0)	(0)						
Remaining appropriations	<u>15,000</u>	<u>15,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Status

A Request for Proposals (RFP) was issued in spring 2009 for a facilitator; Council award is expected in summer 2009.

Impact on Operating Budget

No operating budget impact as this is a planning initiative.

Capital Project Summary - U. S. Route 1 Improvements

Name: U. S. Route 1 Improvements	First Fiscal Year Appropriated: FY07
Number: 073006	Estimated Completion Date: Undetermined
Department: Planning, Community & Economic Development	Percent Completed: 0%
Life: Undetermined	Estimated Total Project Cost: \$120,000,000
Project Manager: Terry A. Schum, Director of Planning, Community & Economic Development Steven E. Halpern, City Engineer	

Description

This special assessment project would assist with the funding of improvements within the State Highway Administration (SHA) right-of-way. Proposed improvements along the Route 1 corridor call for road widening, new curb and gutter, undergrounding utilities, landscaping and sidewalks. This project would design and construct these improvements in targeted areas that are experiencing new development. The center median would be constructed later by SHA.

Schedule of Expenditures

[301-8010-570-]								
Account	Account Name	Total	Thru FY09	FY10	FY11	FY12	FY13	Past FY13
30-11	Design & Engineering	10,000,000		TBD	TBD	TBD	TBD	TBD
30-35	Construction Management	0		TBD	TBD	TBD	TBD	TBD
94-20	Rights-of-Way	31,000,000		TBD	TBD	TBD	TBD	TBD
95-10	Site Improvements	79,000,000		TBD	TBD	TBD	TBD	TBD
Total Expenditures		<u>120,000,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY09	FY10	FY11	FY12	FY13	Past FY13
301	Unrestricted C.I.P. Reserve	0	0					
301	Assessment Project	44,000,000		TBD	TBD	TBD	TBD	TBD
301	State Highway Administration (SHA)	31,000,000		TBD	TBD	TBD	TBD	TBD
301	Developer Contribution	44,000,000	10,000	TBD	TBD	TBD	TBD	TBD
301	Funding not yet determined	1,000,000		TBD	TBD	TBD	TBD	TBD
Total Funding Sources		<u>120,000,000</u>	<u>10,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Project Fund Balance

Unrestricted C.I.P. Reserve	0	0						
Assessment Project	44,000,000			TBD	TBD	TBD	TBD	TBD
State Highway Administration (SHA)	31,000,000			TBD	TBD	TBD	TBD	TBD
Developer Contribution	44,000,000	10,000		TBD	TBD	TBD	TBD	TBD
Funding not yet determined	1,000,000			TBD	TBD	TBD	TBD	TBD
Less amount expended/ encumbered thru FY09	(0)	(0)						
Remaining appropriations	<u>120,000,000</u>	<u>10,000</u>		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Status

Conceptual design is complete. The future of the project is dependent on funding.

In FY09, funding of \$5,000 each was received from University View II and StarView Plaza

Impact on Operating Budget

No operating budget impact as U. S. Route 1 is a State-maintained road.

Capital Project Summary - Vehicle Replacement Program

Name: Vehicle Replacement Program	First Fiscal Year Appropriated: FY92
Number: 925061	Estimated Completion Date: Ongoing
Department: Public Works	Percent Completed: Ongoing
Life: Ongoing	Estimated Total Project Cost: Ongoing
Project Manager: Robert T. Stumpff, Director of Public Works	

Description

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. This project summary has been updated to reflect original cost of each vehicle, with replacement value based on estimated inflation rates. Replacement is calculated based on estimated life of classes of vehicles, taking into account maintenance history records for each vehicle:

	Estimated Life in Years
Automobiles	7
Light trucks	9
Medium duty trucks	9
Heavy duty trucks	10
Machinery and equipment	15

Schedule of Expenditures

[301-8010-570-]								
Account	Account Name	Total	Thru FY09	FY10	FY11	FY12	FY13	Past FY13
70-13	Principal-Master Lease #2	1,500,000	276,645	287,859	299,527	311,668	324,301	0
72-13	Interest-Master Lease #2	156,675	54,690	43,476	31,808	19,667	7,034	0
90	Autos & Light Trucks	820,820	82,320	32,000	48,000	95,000	169,500	394,000
91	Medium Duty Trucks	1,073,225	103,225	0	240,000	100,000	0	630,000
91	Heavy Duty Trucks	2,030,000	0	0	580,000	580,000	0	870,000
92	Machinery & Equipment	762,500	0	0	72,000	97,000	0	593,500
Total Expenditures		<u>6,343,220</u>	<u>516,880</u>	<u>363,335</u>	<u>1,271,335</u>	<u>1,203,335</u>	<u>500,835</u>	<u>2,487,500</u>

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY09	FY10	FY11	FY12	FY13	Past FY13
301	Unrestricted C.I.P. Reserve	1,656,675	331,335	331,335	331,335	331,335	331,335	
301	Proceeds-Master Lease #2	469,617	185,545	32,000	252,072			
301	Funding not yet determined	4,216,928			687,928	872,000	169,500	2,487,500
Total Funding Sources		<u>6,343,220</u>	<u>516,880</u>	<u>363,335</u>	<u>1,271,335</u>	<u>1,203,335</u>	<u>500,835</u>	<u>2,487,500</u>

Project Fund Balance

Unrestricted C.I.P. Reserve	1,656,675	331,335	331,335	331,335	331,335	331,335		
Proceeds-Master Lease #2	469,617	185,545	32,000	252,072				
Funding not yet determined	4,216,928			687,928	872,000	169,500	2,487,500	
Less amount expended/ encumbered thru FY09	(516,880)	(516,880)						
Remaining appropriations	<u>5,826,340</u>	<u>0</u>	<u>363,335</u>	<u>1,271,335</u>	<u>1,203,335</u>	<u>500,835</u>	<u>2,487,500</u>	

Status

This project is ongoing, subject to annual funding.

Impact on Operating Budget

Maintenance of City vehicles and equipment is performed and budgeted by the City's Central Garage, Public Works program 5030 in the General Fund.

Scheduled replacement of vehicles should reduce repair costs of aging vehicles and equipment. No operating budget impact is anticipated.

**Capital Project Summary - Vehicle Replacement Program
Schedule of Vehicle Replacement**

Vehicle Number	Description	Original Cost	Estimated Replacement Cost					Past FY13
			FY09	FY10	FY11	FY12	FY13	
90 - Automobiles & Light Trucks								
005	00 Ford Explorer 4x4	22,845						24,000
006	04 Chevrolet Tahoe 4x4	29,452				22,000		
007	06 Chevrolet Trailblazer	19,949						24,000
008	09 Chevrolet Equinox AWD (c)		21,631					25,000
026	03 Ford 138 Econoline Van (Animal Ctl)	26,090					31,000	
027	06 Chevrolet Savanna Cargo Van	13,828						16,000
028	08 Chevrolet Express Cargo Van	16,838						20,000
041	98 Chevrolet Diesel Crew Cab Pickup (b)	27,781	27,479					
042	01 Ford 1-Ton Pickup	23,670					26,000	
043	01 Ford 1-Ton Pickup	23,670					26,000	
044	01 Ford 1-Ton Pickup	23,670					26,000	
045	01 Ford 1-Ton Diesel Pickup	27,730					26,000	
046	02 Ford 3/4-Ton Pickup	22,813						27,000
047	03 Chevrolet 3/4-Ton 4x4 Pickup	20,568						26,000
048	03 Chevrolet 3/4-Ton 4x4 Pickup	20,568						26,000
049	04 Ford F-350 SD Pickup	16,949						26,000
050	04 Ford F-350 SD Pickup	16,949						26,000
051	06 Chevrolet 550 Diesel Landscape Body	52,972						53,000
052	08 Chevrolet 3/4-Ton 4x4 Pickup	20,333						21,000
103	01 Chevrolet Lumina	14,529					18,500	
237	98 Chevrolet Cavalier	12,001		16,000				
240	00 Chevrolet Cavalier	11,091		16,000				
242	01 Chevrolet Cavalier	10,921				16,000		
243	01 Chevrolet Cavalier (a)	10,921	16,605					
244	03 Chevrolet Cavalier	10,118				16,000		
245	03 Chevrolet Cavalier (a)	10,118	16,605					
246	04 Chevrolet Cavalier	10,063				16,000		
247	04 Chevrolet Cavalier	10,063			16,000			
248	04 Chevrolet Cavalier	10,063			16,000			
249	04 Chevrolet Cavalier	10,063			16,000			
250	05 Chevrolet Cobalt	10,728					16,000	
251	05 Toyota Prius (hybrid)	19,583				25,000		
252	06 Chevrolet Cobalt	10,848						16,000
253	06 Chevrolet Cobalt	10,848						16,000
254	08 Chevrolet Cobalt	12,669						16,000
255	08 Chevrolet Cobalt	12,669						16,000
256	08 Chevrolet Cobalt	12,669						16,000
Total Autos & Light Trucks		636,640	82,320	32,000	48,000	95,000	169,500	394,000

Notes: (a) Being replaced with 2009 Chevrolet Cobalt 4-door sedan
(b) Being replaced with 2009 Chevrolet 2500 HD crew cab pick up
(c) 2009 Chevrolet Equinox AWD being purchased in lieu of 2009 Chevrolet Trailblazer, which GM discontinued in 2008

**Capital Project Summary - Vehicle Replacement Program
Schedule of Vehicle Replacement (continued)**

Vehicle Number	Description	Original Cost	Estimated Replacement Cost					Past FY13
			FY09	FY10	FY11	FY12	FY13	
91 - Medium Duty Trucks								
121	00 Chevrolet 3500 10-pass. Bus (wc lift)	County						
122	03 Ford E-450 Supreme 21-pass. Bus	49,455						60,000
123	08 Ford E-450 SD 16-pass. Bus (wc lift)	County						
300	91 GMC Top Kick Open Body (f)	42,998			100,000			
306	90 GMC Top Kick Dump Truck	45,619			90,000			
330	91 GMC Top Kick Open Body (f)	42,998				100,000		
338	00 International 4900/Galion Dump Truck	81,635						100,000
339	00 International 4900/Galion Dump Truck	81,635						100,000
340	00 International 4900/J&J Dump Truck	81,635						100,000
346	04 International 7400/Galion Dump Truck	93,273						110,000
347	05 International 7400/Stellar Hooklift Truck	144,817						160,000
364	79 Ford 800 Flusher Tank Truck (e)	46,386			50,000			
365	93 GMC 3500/Tymco Streetsweeper (d)	50,760	103,225					
Total Medium Duty Trucks		761,211	103,225	0	240,000	100,000	0	630,000
91 - Heavy Duty Trucks								
327	94 Ford/Pak-Mor 25yd RL Refuse Truck	74,942			290,000			
328	94 Ford/Pak-Mor 25yd RL Refuse Truck	74,942			290,000			
343	01 Peterbilt/Leach 31yd RL Refuse Truck	142,575				290,000		
344	02 Peterbilt/Leach 31yd RL Refuse Truck	142,575				290,000		
345	^ 04 Peterbilt/G&H 30yd Split Body Recycling Truck	176,833						
501	08 Crane Carrier/McNeilus 32yd RL Refuse Truck	257,062						290,000
502	08 Crane Carrier/McNeilus 32yd RL Refuse Truck	257,062						290,000
503	08 Autocar/Labrie 33yd ASL Refuse Truck	264,510						290,000
Total Heavy Duty Trucks		1,390,501	0	0	580,000	580,000	0	870,000
92 - Machinery & Equipment								
351	89 Terrain Boom Mower	32,450						52,500
352	89 Vermeer Chipper	16,087						32,000
370	73 Ford Tractor	3,185				25,000		
371	92 Case Wheel Loader	40,485						80,000
373	^ 77 Ford Tractor	7,555						
424	Sullair Air Compressor	10,735						13,000
425	95 Melroe Bobcat	34,358						40,000
426	90 KW Windrow Turner	88,000						100,000
429	96 ODB SCL800 Leaf Vacuum	23,265			36,000			
432	^ 97 Case 621B Wheel Loader	82,573						
433	97 John Deere 455 Tractor-Mower	8,900						25,000
434	98 John Deere 455 Tractor-Mower	8,949						25,000
436	98 ODB SCL800 Leaf Vacuum	23,965			36,000			
437	00 ODB SCL800 Leaf Vacuum	23,379				36,000		
438	08 Volvo L70F Wheel Loader	166,993						170,000
439	01 ODB SCL800 Leaf Vacuum	25,916				36,000		
440	01 Cub Cadet 3660 Z-Turn Mower	6,200						10,000
441	01 Exmark Lazer Z Mower	6,362						10,000
447	06 ODB SCL800 Leaf Vacuum	34,048						36,000
Total Machinery & Equipment		643,405	0	0	72,000	97,000	0	593,500
GRAND TOTAL		3,431,757	185,545	32,000	940,000	872,000	169,500	2,487,500

Notes: (d) Being replaced with 2009 Ford F450-D Tymco 210 sweeper
(e) Being replaced by a tank on a skid that can be used with a hooklift truck
(f) Being replaced by cab-over-engine chassis with hooklift frame to accommodate various bodies and a snowplow.
This will provide a truck used 12 months per year.
^ Will not be replaced

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STATISTICAL
SECTION

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CITY OF COLLEGE PARK, MARYLAND

**General Fund - Statistical Summary
Fiscal Years 1989 - 2008**

<u>Fiscal year</u>	<u>Real property tax rate per \$100</u>	<u>Personal property tax rate per \$100</u>	<u>Operating revenues</u>	<u>Percentage increase/ (decrease) from prior fiscal year</u>
1989	\$ 0.550	\$ 0.550	\$ 5,037,850	10.93%
1990	0.550	0.550	5,339,391	5.99%
1991	0.550	0.550	5,742,923	7.56%
1992	0.550	0.550	5,217,933	(9.14%)
1993	0.550	0.550	5,494,598	5.30%
1994	0.550	0.550	5,758,906	4.81%
1995	0.550	0.550	6,022,325	4.57%
1996	0.570	0.570	6,035,656	0.22%
1997	0.570	0.570	6,301,287	4.40%
1998	0.570	0.570	6,583,120	4.47%
1999	0.570	0.570	7,175,737	9.00%
2000	0.570	0.570	7,925,257	10.45%
2001	0.228 ¹	0.570	8,206,595	3.55%
2002	0.240	0.600	8,425,339	2.67%
2003	0.250	0.625	8,839,777	4.92%
2004	0.268	0.650	8,905,991	0.75%
2005	0.268	0.650	9,773,782	9.74%
2006	0.285	0.713	11,053,754	13.10%
2007	0.299	0.748	11,113,418	0.54%
2008	0.299	0.748	11,647,913	4.81%

Footnotes:

¹ Prior to FY2001, real property was assessed at 40% of estimated full value. Pursuant to a change in State law, the FY2001 rate above reflects conversion to full value assessments of real property, effective October 1, 2000.

	Operating expenditures	Surplus/ (deficit) after transfers	Undesignated reserve balance at fiscal year end	Reserve balance as percentage of next fiscal year's expenditure budget (Goal = 25%)
\$	4,353,761	\$ (767,777)	\$ 1,836,942	30.34%
	4,901,861	255,195	2,694,027	36.61%
	5,643,033	(1,243,540)	626,045	9.82%
	5,567,248	(354,315)	1,627,631	28.28%
	5,314,304	210,337	1,837,968	32.81%
	5,507,139	251,767	1,875,370	30.62%
	5,698,589	233,807	2,255,930	35.13%
	5,608,751	(123,095)	2,203,477	30.51%
	6,027,921	136,911	2,008,559	29.34%
	6,049,512	179,608	2,073,906	28.29%
	6,707,208	(17,390)	1,984,668	25.40%
	7,188,809	378,054	2,507,355	30.31%
	7,963,668	312,842	2,291,676	25.27%
	7,862,662	72,838	2,483,508	26.02%
	8,387,816	(38,810)	2,766,147	28.29%
	8,251,475	(322,327)	2,056,242	19.53%
	8,733,736	254,468	2,619,714	24.96%
	9,077,070	1,196,384	4,028,163	34.86%
	9,595,276	(1,302,906)	2,734,819	23.08%
	10,330,679	324,682	3,154,391	24.62%

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CITY OF COLLEGE PARK, MARYLAND

Fund Balance Summary
Last Ten Fiscal Years

Fiscal year	Fund balance, beginning of fiscal year	Operating revenues	Operating expenditures	Other sources	Other uses	Adjustments	Fund balance, end of fiscal year
1999	\$ 2,778,597	\$ 7,175,737	\$ 6,707,208	\$ 32,000	\$ 517,919		\$ 2,761,207
2000	2,761,207	7,925,257	7,188,809		358,394		3,139,261
2001	3,011,632 ¹	8,206,595	7,963,668	600,000 ²	530,086		3,324,473
2002	3,324,474	8,425,339	7,862,662		489,839		3,397,312
2003	3,397,312	8,839,777	8,387,816		490,771		3,358,502
2004	3,358,502	8,905,991	8,251,475		976,841		3,036,177
2005	3,036,177	9,773,782	8,733,736		785,578	126,217 ³	3,416,862
2006	3,416,862	11,053,754	9,077,070		780,300		4,613,246
2007	4,613,246	11,113,418	9,595,276		2,821,048		3,310,340
2008	3,310,340	11,647,913	10,330,679		992,552		3,635,022

FOOTNOTES:

- ¹ restatement of fund equity upon enterprise fund termination
- ² proceeds - Bank of America refinance of MEDCO bond
- ³ restatement of revenue for collectible parking tickets

CITY OF COLLEGE PARK, MARYLAND

**General Fund Revenues and Other Financing Sources
Last Ten Fiscal Years**

<u>Fiscal year</u>	<u>Property taxes</u>	<u>Income taxes</u>	<u>Admission taxes</u>	<u>State shared taxes</u>	<u>County shared taxes</u>	<u>Licenses and permits</u>	<u>Intergovernmental</u>
1999	\$ 2,411,428	\$ 1,203,500	\$ 264,531	\$ 680,458	\$ 227,629	\$ 358,094	\$ 106,441
2000	3,019,959	1,361,375	346,147	647,422	259,274	325,931	132,696
2001	3,063,096	1,256,345	320,016	689,707	291,194	326,097	142,130
2002	3,401,674	1,128,335	399,209	665,029	291,054	488,901	159,832
2003	3,485,238	1,056,841	483,890	592,363	329,669	517,141	133,597
2004	3,345,801	1,139,898	543,364	500,087	315,665	647,161	158,097
2005	3,947,200	1,214,258	491,118	611,618	459,846	644,625	152,415
2006	4,376,694	1,197,276	659,170	769,173	505,170	722,395	183,707
2007	4,812,810	1,270,633	707,816	808,134	492,018	690,761	185,234
2008	5,284,158	1,294,274	660,862	783,296	488,936	771,988	188,589

Footnotes:

¹ For FY2004, external auditors required, under GASB 31, that U. S. agencies and bank certificates of deposit held as investments be reported at fair value rather than amortized cost. As a result, 3 years of market fluctuations were booked in FY2004. In subsequent years, investments are adjusted to fair value reporting on an annual basis.

<u>Charges for services</u>	<u>Fines and fees</u>	<u>Investment earnings</u>	<u>Miscell- aneous</u>	<u>Total operating revenues</u>	<u>Proceeds from financing</u>	<u>Transfers in</u>	<u>Total revenues</u>
\$ 452,963	\$ 1,141,617	\$ 162,876	\$ 166,200	\$ 7,175,737	\$ -	\$ 32,000	\$ 7,207,737
465,026	938,339	151,455	277,633	7,925,257	-	-	7,925,257
639,166	1,162,301	181,571	134,972	8,206,595	600,000	-	8,806,595
619,336	972,429	173,584	125,956	8,425,339	-	-	8,425,339
558,057	1,347,044	150,500	185,437	8,839,777	-	-	8,839,777
693,272	1,396,399	8,956 ¹	157,290	8,905,991	-	-	8,905,991
691,240	1,239,728	175,931	145,803	9,773,782	-	-	9,773,782
828,080	1,158,071	97,773	556,245	11,053,754	-	-	11,053,754
830,490	962,210	195,067	158,245	11,113,418	-	-	11,113,418
812,384	1,095,272	229,065	39,089	11,647,913	-	-	11,647,913

CITY OF COLLEGE PARK, MARYLAND

**General Fund Expenditures and Other Uses by Function
Last Ten Fiscal Years**

<u>Fiscal year</u>	<u>Admini- stration</u>	<u>Finance</u>	<u>Public services</u>	<u>Planning and devel- opment</u>	<u>Public works</u>	<u>Community resources</u>
1999	\$ 900,504	\$ 403,080	\$ 1,116,062	\$ 360,693	\$ 3,405,651	\$ 432,603
2000	893,022	491,216	1,130,915	411,237	3,676,321	483,423
2001	950,669	476,373	1,159,312	443,513	3,725,790	537,506
2002	1,097,147	539,873	1,268,701	427,402	3,906,502	552,574
2003	1,236,622	647,389	1,436,195	424,823	3,947,431	628,094
2004	1,386,155	628,347	1,522,569	353,303	3,624,822	644,074
2005	1,159,602	684,813	1,711,271	412,019	3,652,284	742,260
2006	1,315,386	612,945	1,690,588	531,138	3,727,144	707,118
2007	1,196,537	723,575	1,878,097	473,676	3,964,867	752,987
2008	1,309,351	816,172	2,023,822	498,054	4,263,915	835,414

Footnotes:

- ¹ Includes \$600,000 payoff of the FY1997 City Hall renovation loan from Maryland Economic Development Corporation (MEDCO), refinanced in FY2001 with Bank of America, N.A.
- ² In FY2004, the City entered into an agreement with Prince George's County for contract police services.

<u>Supplemental police services</u>	<u>Debt service</u>	<u>Contingency</u>	<u>Total operating expenditures</u>	<u>Transfers out</u>	<u>Total expenditures</u>
\$ -	\$ 78,908	\$ 9,707	\$ 6,707,208	\$ 517,919	\$ 7,225,127
-	81,075	21,600	7,188,809	358,394	7,547,203
-	665,504 ¹	5,000	7,963,668	530,086	8,493,754
-	67,263	3,200	7,862,662	489,839	8,352,501
-	67,262	-	8,387,816	490,771	8,878,587
24,941 ²	67,262	-	8,251,475	976,841	9,228,316
136,572	234,915	-	8,733,736	785,578	9,519,314
244,138	235,613	13,000	9,077,070	780,300	9,857,370
384,798	220,739	-	9,595,276	2,821,048	12,416,324
516,689	67,262	-	10,330,679	992,552	11,323,231

CITY OF COLLEGE PARK, MARYLAND

Capital Projects Fund Revenues, Expenditures and Fund Equity
Last Ten Fiscal Years

Fiscal year	Fund equity, beginning of year	Revenue					Total revenue	Expenditures	
		Licenses and permits	Intergovernmental grants	Charges for services	Investment revenue	Miscellaneous		General government	Public services
1999	\$ 454,988	\$ -	\$ 100,000	\$ -	\$ -	\$ 14,424	\$ 114,424	\$ -	\$ -
2000	605,751	-	212,573	-	-	12,109	224,682	-	-
2001	284,750	67,113	14,918	-	-	152	82,183	-	-
2002	(1,450)	84,597	356,145	-	-	118,800	559,542	18,808	-
2003	914,350	95,531	608,426	-	3,988	-	707,945	13,802	21,000
2004	1,066,586	105,042	20,395	-	358	-	125,795	44,879	25,000
2005	856,005	131,090	178,245	-	-	-	309,335	15,781	15,000
2006	721,261	151,245	467,902	-	-	21,595	640,742	17,028	123,062
2007	813,952	163,102	692,355	96,000	1,591	-	953,048	53,393	24,987
2008	3,208,617	152,418	208,028	224,146	40,928	-	625,520	29,807	24,000

Planning and development	Expenditures (continued)					Other financing sources / uses			Fund equity, end of year
	Public works	Community resources	Debt service	Capital outlay	Total expenditures	Proceeds from financing	Transfers in	Transfers out	
\$ -	\$ -	\$ -	\$ 120,712	\$ 743,225	\$ 863,937	\$ 414,357	\$ 517,919	\$ 32,000	\$ 605,751
-	-	-	139,889	869,831	1,009,720	105,643	358,394	-	284,750
-	-	-	116,333	782,136	898,469	-	530,086	-	(1,450)
70,429	47,072	-	130,355	636,417	903,081	769,500	489,839	-	914,350
40,393	52,754	-	284,036	634,495	1,046,480	-	490,771	-	1,066,586
112,360	75,013	-	189,606	866,371	1,313,229	12	976,841	-	856,005
146,790	63,977	-	-	988,109	1,229,657	-	785,578	-	721,261
195,739	632,202	-	-	360,320	1,328,351	-	780,300	-	813,952
117,700	33,322	-	12,750	3,147,279	3,389,431	2,010,000	2,821,048	-	3,208,617
212,785	1,840	-	339,200	2,692,349	3,299,981	150,000	992,552	-	1,676,708

CITY OF COLLEGE PARK, MARYLAND

**General Fund Property Tax Revenues by Source
Last Ten Fiscal Years**

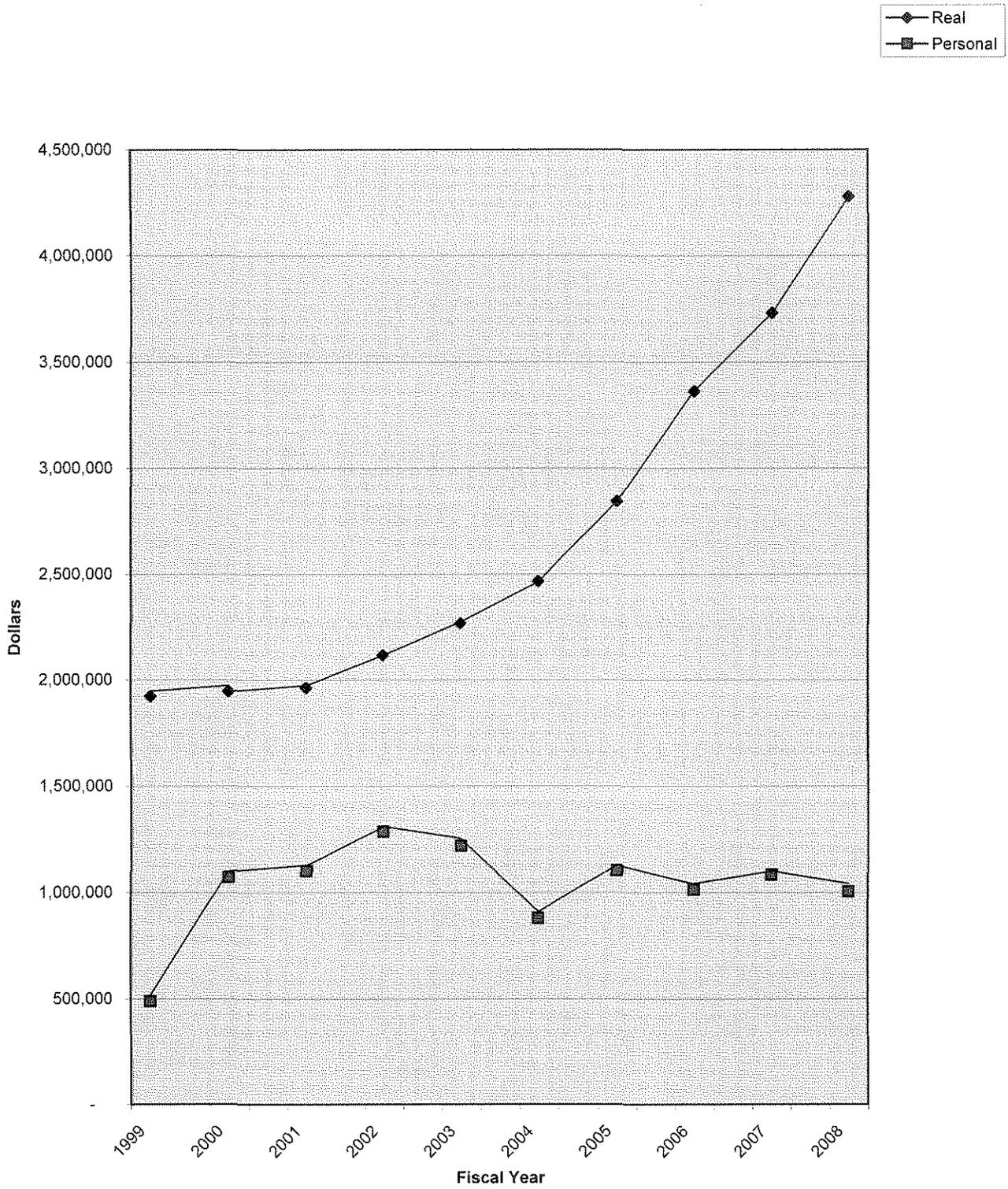
<u>Fiscal year</u>	<u>Real property taxes</u>	<u>Personal property taxes</u>	<u>Total property taxes</u>
1999	\$ 1,923,280	\$ 488,148	\$ 2,411,428
2000	1,947,837	1,072,122 ¹	3,019,959
2001	1,963,357	1,099,739	3,063,096
2002	2,117,005	1,284,669	3,401,674
2003	2,267,304	1,217,934	3,485,238
2004	2,466,987	878,814 ²	3,345,801
2005	2,844,645	1,102,555	3,947,200
2006	3,363,585	1,013,109	4,376,694
2007	3,730,318	1,082,492	4,812,810
2008	4,280,054	1,004,104	5,284,158

Footnotes:

¹ FY2000 significant increase in personal property taxes resulted from the FY1999 opening of The Washington Post College Park printing plant, the City's largest single taxpayer for personal property tax.

² FY2004 reduction in personal property taxes due to the loss of a major taxpayer.

CITY OF COLLEGE PARK Property Tax Revenues



CITY OF COLLEGE PARK, MARYLAND

**Property Tax Levies and Collections
Last Ten Fiscal Years**

<u>Fiscal year</u>	<u>Total tax levy</u>	<u>Current tax collections</u>	<u>Percent of current taxes collected</u>	<u>Delinquent tax collections</u>	<u>Total tax collections</u>
1999	\$ 2,404,829	\$ 2,407,790	100.12%	\$ 3,638	\$ 2,411,428
2000	3,007,120	2,997,842	99.69%	12,214	3,010,056
2001	3,034,783	3,001,376	98.90%	52,390	3,053,766
2002	3,351,898	3,356,898	100.15%	32,387	3,389,285
2003	3,253,187	3,466,973	106.57%	7,812	3,474,785
2004	3,585,765	3,294,950	91.89%	41,046	3,335,996
2005	4,052,555	3,836,278	94.66%	100,805	3,937,083
2006	4,486,482	4,255,600	94.85%	83,229	4,338,829
2007	4,799,536	4,790,172	99.80%	22,638	4,812,810
2008	5,178,280	5,227,766	100.96%	56,392	5,284,158

Note: The collection rate for real property taxes for a given year is generally higher than the collection rate for personal property taxes as Prince George's County, who collects the City's real property tax as part of their consolidated tax billing, includes the City tax along with the County tax in their annual tax sale. The State Department of Assessments & Taxation (SDAT) provides personal property tax assessments to the City for billing on a staggered schedule throughout the fiscal year. Billed personal property taxes unpaid at fiscal year-end are generally collected in the following fiscal year.

<u>Ratio of total tax collections to total tax levy</u>	<u>Outstanding delinquent taxes</u>	<u>Ratio of delinquent taxes to total tax levy</u>
100.27%	\$ 26,846	1.12%
100.10%	76,626	2.55%
100.63%	26,146	0.86%
101.12%	24,280	0.72%
106.81%	32,106	0.99%
93.03%	21,823	0.61%
97.15%	46,021	1.14%
96.71%	58,686	1.31%
100.28%	36,048	0.75%
102.04%	13,024	0.25%

CITY OF COLLEGE PARK, MARYLAND

**Assessed Value and Estimated True Value of All Taxable Property
Last Ten Fiscal Years**

Fiscal year	Tax year	Real property		Personal property	
		Assessed value	Estimated value	Assessed value	Estimated value
1999	2000	\$ 337,984,560	\$ 845,004,020	\$ 88,008,720	\$ 88,008,720
2000	2001	342,212,580	855,575,740	185,352,260 ¹	185,352,260
2001	2002	870,518,672 ²	870,518,672	184,210,667	184,210,667
2002	2003	896,624,353	896,624,353	200,000,000	200,000,000
2003	2004	915,267,068	915,267,068	154,403,100 ³	154,403,100
2004	2005	1,002,151,187	1,002,151,187	138,461,538	138,461,538
2005	2006	1,075,798,027	1,075,798,027	138,363,394	138,363,394
2006	2007	1,254,330,314	1,254,330,314	140,252,466	140,252,466
2007	2008	1,421,579,302	1,421,579,302	122,994,652	122,994,652
2008	2009	1,637,876,189	1,637,876,189	120,320,870	120,320,870

Footnotes:

¹ FY2000 significant increase resulted from the FY1999 opening of The Washington Post College Park printing plant, the City's largest single taxpayer for personal property tax.

² Prior to FY2001, real property was assessed at 40% of estimated full value. Pursuant to a change in State law, the FY2001 assessed value reflects the conversion to full value assessments of real property effective October 1, 2000.

³ Reduction in personal property tax assessment due to the loss of a major taxpayer

Total property		Ratio of total assessed value to total value
Assessed value	Estimated value	
\$ 425,993,280	\$ 933,012,740	45.66%
527,564,840	1,040,928,000	50.68%
1,054,729,339	1,054,729,339	100.00%
1,096,624,353	1,096,624,353	100.00%
1,069,670,168	1,069,670,168	100.00%
1,140,612,725	1,140,612,725	100.00%
1,214,161,421	1,214,161,421	100.00%
1,394,582,780	1,394,582,780	100.00%
1,544,573,954	1,544,573,954	100.00%
1,758,197,059	1,758,197,059	100.00%

CITY OF COLLEGE PARK, MARYLAND

Direct and Overlapping Property Tax Rates
Last Ten Fiscal Years
(rate per \$100 of assessed value)

Fiscal year	City	Maryland-Natl. Capital Park and Planning	Washington Suburban Transit Commission	County Storm Water Management	Prince George's County (full rate)	County Tax Differential	Pre-TRIM County Debt Service	State of Maryland	Total
2000	\$ 0.5700	\$ 0.6100	\$ 0.0650	\$ 0.1350	\$ 2.4000	\$ (0.1330)	\$ 0.0110	\$ 0.2100	\$ 3.8680
2001	0.2280 ¹	0.2440	0.0260	0.0540	0.9620	(0.0404)	0.0020	0.0840	2.5596
2002	0.2400	0.2440	0.0260	0.0540	0.9620	(0.0280)	0.0020	0.0840	1.5840
2003	0.2500	0.2440	0.0260	0.0540	0.9620	(0.0180)	- ²	0.0840	1.6020
2004	0.2680	0.2790	0.0260	0.0540	0.9600	(0.0160)	-	0.1320	1.7030
2005	0.2680	0.2790	0.0260	0.0540	0.9600	(0.0180)	-	0.1320	1.7010
2006	0.2850	0.2790	0.0260	0.0540	0.9600	(0.0180)	-	0.1320	1.7180
2007	0.2990	0.2790	0.0260	0.0540	0.9600	(0.0170)	-	0.1120	1.7130
2008	0.2990	0.2790	0.0260	0.0540	0.9600	(0.0160)	-	0.1120	1.7140
2009	0.3220	0.2790	0.0260	0.0540	0.9600	(0.0150)	-	0.1120	1.7380

Footnotes:

¹ Prior to FY2001, real property was assessed at 40% of estimated full value. Pursuant to a change in State law, the FY2001 rates reflect the conversion to full value assessments of real property effective October 1, 2000.

² Effective FY2003, the County no longer levies a separate tax to pay the cost of Pre-TRIM County Debt Service.

CITY OF COLLEGE PARK, MARYLAND

Principal Taxpayers, Grouped by Property
Assessed Valuation Greater than \$4 Million
June 30, 2009
(amounts expressed in thousands)

Taxpayer	Type of business	Fiscal year 2009 full value assessment			Percentage of total assessed valuation
		Real (RP)	Personal (PP)	Total	
NSHE College Park, LLC	Real estate	\$ 93,124	\$ -	\$ 93,124	5.30%
University View Partners, LLC	Real estate	76,092	1,347	77,439	4.40%
The Washington Post Company (RP) / WP Company, LLC (PP)	Printing	29,524	23,491	53,015	3.02%
IKEA Property, Inc. (RP) / IKEA Maryland, LLC (PP)	Retail	41,726	8,641	50,367	2.86%
Jefferson at College Park, LP (RP) / Wynfield Park Apartments, LP (PP)	Real estate	38,864	87	38,951	2.22%
Richard S. Gatti, et al	Real estate	29,289	-	29,289	1.67%
Riverdale FDA, LLC	Real estate	20,355	-	20,355	1.16%
CPHH, LLC (RP) / Imported Cars of Maryland (PP)	Automotive	4,787	13,755	18,542	1.05%
Potomac Electric Power Company	Utility	-	18,431	18,431	1.05%
Knox Village Partners LLC / Knox Box Realty LLC / Viewere III	Real Estate	17,465	-	17,465	0.99%
College Park Shopping Center Limited Partnership	Real estate	16,893	-	16,893	0.96%
Oprock College Park Fee LLC	Real estate	6,800	-	6,800	0.39%
State of Maryland (leased)	Real estate	8,639	-	8,639	0.49%
University House at Berwyn, LP	Real estate	8,571	49	8,620	0.49%
New Spellman House Associates, LLC	Real estate	9,137	233	9,370	0.53%
Precision Products Group, Inc.	Manufacturing	4,479	5,097	9,576	0.54%
College Park Roadside II	Real estate	7,168	-	7,168	0.41%
Crown Real Properties LC (RP) / Norman Motor Company (PP)	Automotive	3,029	2,901	5,930	0.34%
BLK Real Estate, LLC (RP) / Queenstown Motor Company (PP)	Automotive	2,959	3,195	6,154	0.35%
Baltimore Boulevard Associates Ltd. Ptshp.	Real estate	6,626	1	6,627	0.38%
North Carolina Hospitality Group, Inc.	Hotel	7,262	377	7,639	0.43%
Elmer F. Sealing (RP) / Second Hotel Associates LP (PP)	Hotel	5,860	241	6,101	0.35%
Jemal's Hartwick Limited Partnership	Real estate	7,026	-	7,026	0.40%
Jaykishan Hospitality Group, LLC	Hotel	5,978	222	6,200	0.35%
Royal Hospitality Inc.	Hotel	5,324	90	5,414	0.31%
Home Depot U.S.A., Inc.	Retail	-	5,627	5,627	0.32%
Eastern Diversified Properties, Inc. (RP) / College Park Motor Cars (PP)	Automotive	2,819	2,579	5,398	0.31%
8400 Baltimore Avenue, LLC	Comm. Constr	4,705	-	4,705	0.27%
College Park Hospitality Group, LLC	Hotel	4,847	183	5,030	0.29%
Robert M. Watkins, Jr.	Real estate	4,389	-	4,389	0.25%
James A., Robert J. & Mary Chaney (RP) / Nebraska Book Company (PP)	Retail	3,551	1,437	4,988	0.28%
Carrollton Properties, LLC	Real estate	4,159	-	4,159	0.24%
Campus Village Shopping Center JV	Real estate	4,209	-	4,209	0.24%
New Alden Berkley Assoc, LLC	Real estate	4,559	163	4,722	0.27%
Washington Gas Light Company	Utility	-	4,498	4,498	0.26%
Total		\$ 490,215	\$ 92,645	\$ 582,860	33.15%

CITY OF COLLEGE PARK, MARYLAND

Special Assessment Billings and Collections
Last Ten Fiscal Years

<u>Fiscal year</u>	<u>Special assessment billings</u>	<u>Special assessment collections</u>
1999	\$ 643	\$ 1,174
2000	1,287	1,930
2001	1,287	1,287
2002	-	-
2003	-	-
2004	-	-
2005	-	-
2006	-	-
2007	-	-
2008	-	-

Note: Special assessments collections includes prepayments and delinquencies.

CITY OF COLLEGE PARK, MARYLAND

**Computation of Direct and Overlapping Bonded Debt
June 30, 2008
(amounts expressed in thousands)**

<u>Jurisdiction</u>	<u>Net debt outstanding</u>	<u>Percentage applicable to the City</u>	<u>Amount applicable to the City</u>
City of College Park:			
Direct Debt	\$ <u>3,239</u>	100.000%	\$ <u>3,239</u>
Subtotal	<u>3,239</u>		<u>3,239</u>
Overlapping Debt (Note 1):			
Prince George's County:			
Direct Debt	782,927	2.565%	20,086
Washington Suburban			
Sanitary Commission	1,420	2.565%	36
Maryland-National Capital			
Park and Planning Commission	<u>96,620</u>	2.565%	<u>2,479</u>
Subtotal	<u>880,967</u>		<u>22,601</u>
Total Direct and Overlapping Debt	\$ <u><u>884,206</u></u>		\$ <u><u>25,840</u></u>

Note 1:

Overlapping debt is not bonded debt of the City on either a direct or contingent basis but represents the share of debt of overlapping governmental units which the residents of the City are obligated to pay through the direct tax levies of the respective governmental units. Percentage applicable to the City for the overlapping debt is based on the total County real property assessment of \$63,842,710,575 and the City real property assessment of \$1,637,876,189. The City does not have any self-supporting debt at June 30, 2008.

CITY OF COLLEGE PARK, MARYLAND

Computation of Legal Debt Margin
June 30, 2009

	<u>General Obligation</u>	<u>Total Debt</u>
Total real property taxable assessment as of June 30, 2009 (FY2009 assessment)	\$ 2,089,665,133	\$ 2,089,665,133
Allowable debt limit percentage per City Charter, Article C7-4	<u>5%</u>	<u>10%</u>
City debt limit	\$ 104,483,257	208,966,513
Outstanding debt as of June 30, 2009	<u>8,670,273</u>	<u>9,605,672</u>
Available debt margin	\$ <u>95,812,984</u>	\$ <u>199,360,842</u>

CITY OF COLLEGE PARK, MARYLAND

**Debt Service Requirements
June 30, 2009**

Bank of America - City Hall Development Bond:

(budgeted in Debt Service, General Fund program 9010)

<u>Fiscal year</u>	<u>Principal balance, beginning of fiscal year</u>	<u>Debt Service</u>		<u>Principal balance, end of fiscal year</u>
		<u>Principal</u>	<u>Interest</u>	
2010	\$ 245,404	\$ 53,625	\$ 13,638	\$ 191,779
2011	191,779	57,033	10,230	134,746
2012	134,746	60,643	6,620	74,103
2013	74,103	64,516	2,747	9,587
2014	9,587	9,587	66	0
<u>Totals</u>		<u>\$ 245,404</u>	<u>\$ 33,301</u>	

SunTrust Bank - Master Lease #2:

(budgeted in Vehicle Replacement Program, C.I.P. project 925061)

<u>Fiscal year</u>	<u>Principal balance, beginning of fiscal year</u>	<u>Debt Service</u>		<u>Principal balance, end of fiscal year</u>
		<u>Principal</u>	<u>Interest</u>	
2010	\$ 935,399	\$ 299,527	\$ 31,808	\$ 635,872
2011	635,872	311,668	19,667	324,204
2012	324,204	324,204	7,034	0
<u>Totals</u>		<u>\$ 935,399</u>	<u>\$ 58,509</u>	

SunTrust Bank - Bond Anticipation Notes (BANs) for Public Parking Garage:

On April 23, 2008, the City issued \$9,300,000 in bond anticipation notes (BANs) for the public parking garage (C.I.P. project 033002). Funds are drawn as needed to cover construction costs and interest accrues on the amount borrowed. At the conclusion of construction or within 2 years from issuance, the BANs will be replaced with permanent long-term financing. The rates and terms of the permanent financing will be solicited in a competitive process and cannot be estimated at this time.

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CITY OF COLLEGE PARK, MARYLAND

**Demographic Statistics
Last Six Census Years**

<u>Fiscal year</u>	<u>Population</u>	<u>Median income</u>	<u>Median age</u>	<u>Formal education level</u>	<u>Unemployment rate</u>
1950	11,170	\$ 1,063	31.1 years	12.7 years	3.8%
1960	18,482	7,948	21.9 years	12.4 years	2.8%
1970	26,220	13,453	21.4 years	12.7 years	3.5%
1980	23,614	39,806	24.1 years	13.0 years	3.2%
1990	23,714	48,915	23.4 years	See note below	5.4%
2000	24,657	50,168	21.7 years	See note below	4.2%

Note: Beginning with the 1990 census count, the Bureau of the Census began to report formal education level using a different type of methodology. As such, the 1990 count indicated that 84.9% of those surveyed were high school graduates or higher, while 38.3% held bachelor's degrees or higher. The 2000 count reported 87.6% high school graduates or higher and 40.7% held bachelor's degrees or higher.

Source: U.S. Department of Commerce, Bureau of the Census

CITY OF COLLEGE PARK, MARYLAND

**Property Value, New Construction and Bank Deposits
Last Ten Fiscal Years
(amounts expressed in thousands)**

Fiscal year	Property value (A)			
	Commercial	Residential	Exemptions	Total
1999	\$ 250,055	\$ 594,949	\$ 503,328	\$ 1,348,332
2000	256,428	599,148	510,245	1,365,821
2001	216,237	654,282	523,839	1,394,358
2002	225,474	671,150	534,550	1,431,174
2003	227,693	687,574	557,915	1,473,182
2004	244,721	757,430	953,224	1,955,375
2005	277,928	797,870	1,026,226	2,102,024
2006	394,343	859,987	1,075,484	2,329,814
2007	396,264	1,025,315	1,255,509	2,677,088
2008	482,758	1,155,118	1,381,546	3,019,422

Source:

- (A) State Department of Assessments and Taxation (SDAT)
- (B) Prince George's County Department of Environment Resources, Construction Standards Division, Permits Section
Valuation greater than \$25,000
- (C) Operating Banks and Branches Data Book, FDIC

Footnotes:

- ¹ includes \$40,000,000 University View student housing project
- ² includes \$18,111,000 completion of University View project
- ³ includes \$17,000,000 Camden College Park, phase 2
- ⁴ includes \$6,600,000 Camden College Park, phase 2B
- ⁵ includes \$2,400,000 The Towns at North College Park new 2-family dwellings
- ⁶ includes \$48,221,581 Branchville Volunteer Firehouse 2-story addition

<u>Commercial construction (B)</u>		<u>Residential construction (B)</u>		<u>Bank deposits (C)</u>
<u>Number of units</u>	<u>Value</u>	<u>Number of units</u>	<u>Value</u>	
19	\$ 3,063	13	\$ 715	\$ 155,471
12	4,381	-	-	168,958
11	3,959	9	553	204,121
13	1,568	4	338	267,642
16	813	13	515	311,109
27	48,218 ¹	17	1,154	287,748
22	21,381 ²	9	534	345,180
10	20,510 ³	38	2,687	373,299
61	12,741 ⁴	34	4,313 ⁵	336,668
16	50,244 ⁶	32	4,547	457,201

CITY OF COLLEGE PARK, MARYLAND

**Miscellaneous Statistics
June 30, 2009**

Date of settlement	1745
Mayor & Council established	1945
Date of incorporation	1945
Form of government	
Commission	1945-1960
Council-Manager	1960-present
Area - square miles	5
Miles of streets, sidewalks and alleys	
Streets:	
Paved	52
Unimproved	1
Sidewalks	21
Alleys - unpaved	1

Providers of other services to City residents

<u>Service</u>	<u>Organization</u>
Recreation	Maryland-National Capital Park and Planning Commission (M-NCPPC)
Fire / EMS	Prince George's County Fire / Emergency Medical Services Department College Park Volunteer Fire Department, Inc. Branchville Volunteer Fire Company & Rescue Squad, Inc. Berwyn Heights Volunteer Fire Department & Rescue Squad, Inc.
Police	Prince George's County Police Department
Water and sewer	Washington Suburban Sanitary Commission (WSSC)
Electric	Potomac Electric Power Company (PEPCO)
Natural gas	Washington Gas, Maryland Division
Public education	Prince George's County Public Schools

Election data

Registered voters last local election, November 2007	12,544
Number of votes cast, last local election	873
Percentage of registered voters voting, last local election	7.0%

CITY OF COLLEGE PARK, MARYLAND

Miscellaneous Statistics (continued)
June 30, 2009

Authorized full-time equivalent employees

	FY2009 <u>Adopted Budget</u>	FY2010 <u>Adopted Budget</u>
Merit	104.88	105.13
Nonclassified	<u>5.77</u>	<u>5.80</u>
Total	<u>110.65</u>	<u>110.93</u>

Major property owner

The University of Maryland at College Park, the University's flagship campus, is located within the corporate limits of the City of College Park. This University location encompasses approximately 1,250 acres with 350 buildings, providing education, housing, research and other facilities. The campus has a total academic student body of 37,000 as of fall 2008 enrollment, consisting of 26,475 undergraduate and 10,525 graduate students; and a faculty (excluding graduate teaching assistants) of 3,867 and staff of 5,717.

Memberships

American Payroll Association
American Planning Association
Anacostia Trails Heritage Area (ATHA)
Council for Urban Economic Development (CUED)
Government Finance Officers Association of the U.S. and Canada (GFOA)
International City/County Management Association (ICMA)
International Council for Local Environmental Initiatives (ICLEI)
International Institute of Municipal Clerks (IIMC)
Maryland Association of Housing and Redevelopment Agencies
Maryland Association of Youth Services Bureaus (MAYSB)
Maryland Code Enforcement and Zoning Officials Association (CEZOA)
Maryland Downtown Development Association
Maryland Local Government Insurance Trust (LGIT)
Maryland Local Government Investment Pool (MLGIP)
Maryland Mayors' Association
Maryland Municipal Clerks Association
Maryland Municipal League (MML)
Maryland Government Finance Officers Association (MDGFOA)
Metropolitan Washington Council of Governments (MWCOG)
National Fire Protection Association (NFPA)
National League of Cities (NLC)
National Safety Council
National Trust for Historic Preservation
Prince George's County Municipal Association (PGCMA)
Urban Land Institute (ULI)

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GLOSSARY

Glossary

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

Capital Equipment Fixed assets such as vehicles, machinery, equipment, computers or furniture which have a life expectancy of more than 1 year and a value over \$500

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

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

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

Glossary

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

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

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, FY2010 or FY10 is the fiscal year beginning on July 1, 2009 and ending on June 30, 2010.

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 - Reserved The portion of fund balance that is segregated because it does not represent available financial resources. Typical examples are encumbrances for contractual commitments, nonfinancial assets such as prepaid items, and noncurrent assets such as long-term receivables.

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

Glossary

Fund Balance – Unreserved, Designated Segregation of a portion of fund balance to indicate tentative plans or intentions for future financial resource use. An example is utilization as a (potential) transfer to a succeeding fiscal year budget.

Fund Balance – Unreserved, Undesignated 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".

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 FY2010 (State of Maryland 10%, Prince George's County 3%, 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.

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.

Glossary

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

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.

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.

Glossary

Program The basic operation for which costs are defined and measurable activities or functions are performed; collectively, encompassing the operation of 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.

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 2010, the City's projected tax differential is 1.4 cents for real property and 3.5 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 FY2010 tax rates are 32.2 cents per \$100 of real property assessed valuation and 80.5 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".

Unreserved 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.

Undesignated Reserve or Undesignated Reserve Balance Same as Undesignated Unreserved Fund Balance. See FUND BALANCE.

Undesignated Unreserved Fund Balance The portion of fund balance representing expendable available financial resources. See FUND BALANCE.

Glossary

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

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.

