

CITY OF COLLEGE PARK MARYLAND



Adopted Operating Budget for Fiscal Year 2009 and Five-Year Capital Improvement Program



CITY OF COLLEGE PARK, MARYLAND
Adopted Operating Budget
for Fiscal Year 2009
and Five-Year Capital Improvement Program

The Honorable Stephen A. Brayman, Mayor

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INTRODUCTION



4500 KNOX ROAD
COLLEGE PARK, MD. 20740-3390

OFFICE OF: City Manager
301-864-8667

July 1, 2008

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, 2009 (fiscal year 2009) 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 21.

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 (interest only) on bond anticipation notes (BANs) for the public parking garage are 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 and abbreviations used in this document begins on page 429.

The Budget Process

Following budget guidance from Mayor & Council, the City Manager instructed departments on applicable limitations for expenditure increases. For FY2009, expenditure increases were to be limited to approximately 4% over FY2008. 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 FY2009 budget was to provide the same or higher level of service to College Park residents as in the past. FY2009 revenues were conservatively projected by the Director of Finance and management staff, based on historical trends and known FY2009 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 2008, 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 FY2009 General Fund operating budget and 5-year Capital Improvement Program (C.I.P.) were submitted to the Mayor & Council prior to the March 31, 2008 deadline. The Mayor & Council held several 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 08-O-02, which included the changes to the proposed budget, was introduced on April 22, 2008. A public hearing on the budget ordinance was held on May 13, 2008, 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 08-O-2 (pages 31-34) was adopted by the Mayor & Council on May 27, 2008 as introduced. The effective date of the ordinance is July 1, 2008.

A more detailed description of the budget process and a chart-based budget calendar is included on pages 35-37.

Budget Highlights

General Fund: The adopted operating budget provides operating revenues of \$12,602,850 plus \$209,440 in appropriations from the undesignated fund balance, for total General Fund revenues of \$12,812,290. The FY2009 operating revenues represent an increase of \$1,035,841 (or 8.96%) over FY2008 budgeted operating revenues. Significant increases in real property assessments and a property tax increase generated a \$994,011 increase in real property tax revenues over FY2008. Major intergovernmental revenues remained flat.

Total General Fund expenditures of \$12,812,290 include an interfund transfer to the Capital Projects Fund of \$990,335. The FY2009 total expenditures represent an increase

of \$962,752 (or 8.12%) over FY2008 adjusted budgeted expenditures. A Comparative Operating Budget Summary appears on page 14, providing a breakdown of revenues and expenditures for FY2009 and preceding years.

The FY2009 adopted budget includes a net increase in staffing of 0.13 full time equivalents ("FTE's") citywide. An additional 0.63 FTE for a Family Therapist was added in Community Resources-Clinical Services. Unused vacant positions totaling 0.50 FTE's have been eliminated. For 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 FY2009 increase in property tax rates funds 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, the new County contract will provide 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 \$205,000, 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 FY2009 totals \$38,171,492 and includes 33 active projects. FY2009 funding for the Capital Projects Fund is provided by an operating cash transfer of \$990,335, 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 352 and are followed by individual project schedules for all active projects.

Budgetary Trends

In preparing the FY2009 proposed budget, staff reviewed all known and potential revenue sources. Real property assessments increased 20.98% from FY2008, prior to the application of the homestead tax credit; 15.22% 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 76.90% of the City's current assessable base and commercial properties comprise the remaining 23.10%. 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. A \$20,000 increase has been projected in Admission & Amusement Tax based on the success of the University of Maryland athletic programs, the major taxpayer for this revenue item. Most other revenue line items are budgeted at levels similar to FY2008.

For the past several years, the City has designated a portion of its undesignated reserve to balance the operating budget. In fact, this undesignated reserve transfer has rarely been needed, as the City has only recognized a substantial deficit once in over 10 years. Although the use of undesignated reserve transfers to balance the budget is permitted by the City Charter, it is hoped that such transfers will be reduced or eliminated in future years as the City seeks new and expanded sources of revenue and greater reliance on increased tax base.

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. This trend is expected to continue. Our goal is to increase economic development in the City in order to provide substantial new sources of revenue.

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 is handling 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 362-395) provides a description and monetary estimate (where applicable and/or available) of the project's impact on future operating budgets.

No changes in fund balance are projected. The FY2008 adjusted budget utilized a designation of fund balance of \$282,529. At the present time, although the FY2008 audit has not commenced, the estimated FY2008 surplus is \$16,799 (see page 14, FY2008 Y-T-D Actual column). Additional accrued revenues, expenditures and auditor adjustments are not expected to substantially affect this projected surplus. The portion of the \$282,529 FY2008 designation of fund balance not utilized will revert to the undesignated reserve, effective June 30, 2008, upon issuance of the auditors' certified audit report in November 2008. For FY2009, the undesignated reserve transfer is \$209,440; that sum is designated at July 1, 2008.

Property Taxes

For FY2009, the City's real property tax rate is \$0.322 per \$100 of full value assessment, an increase of \$0.023 from the FY2008 rate. 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-NCPPC 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 FY2009 City personal property tax rate is \$0.805 per \$100 of assessed valuation, an increase of \$0.057 from the FY2007 rate. 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 \$162,943; each one-cent of the personal property tax rate yields \$27,406.

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 \$0.015 for real property and \$0.038 for personal property for fiscal year 2009.

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 wayfinding signs and historic district signs and markers.
	<ul style="list-style-type: none"> Form-based code project 	2 years	Planning project will engage consultant to lead revisioning process within the Route 1 DDOZ in order to produce a redevelopment and urban design plan. The Route 1 Sector Plan update, beginning in September 2008, should take 18 months to complete.
	<ul style="list-style-type: none"> Pattern book for neighborhoods project 	2 years	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 \$7,500 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"> Add 3 full-time police officers under a 	Starts in	The implementation of this new (additional)

	new \$500,000 contract with Prince George's County	FY2009	program is scheduled for fall 2008.
	<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 proposed research park, providing taxable assessment increase 	5 years	Planning department is involved in the review of various components of the M Square research park.
	<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 is currently constructing a 300-space public parking garage on City-owned property in downtown College Park. Scheduled completion is summer 2009. 	1 year	Under construction
	<ul style="list-style-type: none"> A master meter project would replace individual parking meters in parking lots with multi-space pay stations 	2 years	Pay-by-space pay stations are planned for 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 would 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 is utilizing 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. SHA should begin design of the first segment (College Avenue to Route 193) in fall 2008.
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 wayfinding signs to City destinations, has established a National Register historic district in Calvert Hills and is pursuing designation of a local historic district in the Old Town neighborhood, and has prepared

			walking tour brochures of historic neighborhoods. The City is seeking designation 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 beginning in September 2008.
	<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, will 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 resident services.
	<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 are intended to expand 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 \$1,727,303,428 at June 30, 2008, resulting in debt limits of \$86,365,171 for general obligation debt and \$172,730,343 for total debt, respectively. At June 30, 2008, the City's long-term debt included a general obligation bond (for City Hall renovation in 1997) of \$295,563, a master lease (for vehicle acquisitions) of \$1,223,280, and general obligation bond anticipation notes (BANs) for the public parking garage of \$1,059,809, for a total of \$2,578,652. The City is within the debt limitations imposed by its Charter. Additional information about legal debt margin and existing debt are 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. Such master leases are not general obligation indebtedness of the City.

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 (FY2007 Actual, FY2008 Target and Actual, and FY2009 Target). Numerous performance measures are derived from the resident survey. As the resident survey was converted to bi-annual in fiscal year 2003 and no survey was conducted in FY2007, the actual data for those measures lists "No survey". A resident survey was done in FY2008 and will be done again in FY2010. 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 FY2009 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 FY2009 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.

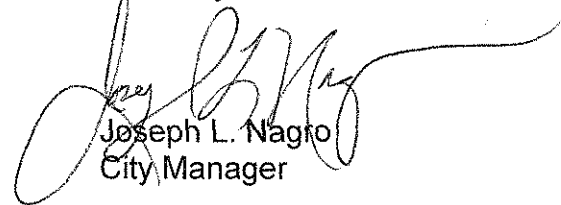
GFOA Distinguished Budget Presentation Award for FY2008

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 2008. 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 FY2009 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,



Joseph L. Nagro
City Manager

CITY OF COLLEGE PARK, MARYLAND
Consolidated Operating Budget Summary - General Fund and Parking Debt Service Fund (see Note 1 below)
For Fiscal Years 2008 and 2009

	FY 2008 Adjusted Budget			FY 2009 Adopted Budget		
	General Fund	Parking Debt Service Fund	Consolidated	General Fund	Parking Debt Service Fund	Consolidated
REVENUES:						
Property Taxes	\$ 5,227,280	\$	\$ 5,227,280	\$ 6,269,374	\$	\$ 6,269,374
Income Tax	1,400,000		1,400,000	1,400,000		1,400,000
Admission & Amusement Tax	650,000		650,000	670,000		670,000
State Shared Taxes	821,797		821,797	801,894		801,894
County Shared Taxes	500,000		500,000	500,000		500,000
<i>Total Taxes</i>	<u>8,599,077</u>	<u>0</u>	<u>8,599,077</u>	<u>9,641,268</u>	<u>0</u>	<u>9,641,268</u>
Licenses & Permits	746,150		746,150	749,650		749,650
Intergovernmental	183,597		183,597	192,097		192,097
Charges for Services	808,535	212,500	1,021,035	824,285	205,000	1,029,285
Fines & Fees	1,061,000		1,061,000	1,041,000		1,041,000
Investment Revenue	150,000		150,000	135,000		135,000
Property and Equipment Rental	7,250		7,250	7,950		7,950
Miscellaneous Revenues	11,400		11,400	11,600		11,600
Proceeds-Other Financial Sources	0		0	0		0
Use of Undesignated Reserve	282,529		282,529	209,440		209,440
TOTAL REVENUES	<u>11,849,538</u>	<u>212,500</u>	<u>12,062,038</u>	<u>12,812,290</u>	<u>205,000</u>	<u>13,017,290</u>
EXPENDITURES:						
Administration	1,415,504		1,415,504	1,475,669		1,475,669
Finance	799,511		799,511	848,975		848,975
Public Services	2,612,798		2,612,798	3,191,181		3,191,181
Planning, Comm. & Econ. Devel.	522,261		522,261	552,468		552,468
Community Resources	842,525		842,525	903,802		903,802
Public Works	4,587,123		4,587,123	4,762,596		4,762,596
Debt Service	67,264		67,264	67,264		67,264
Interfund Transfers	992,552		992,552	990,335		990,335
Contingency	10,000		10,000	20,000		20,000
TOTAL EXPENDITURES	<u>11,849,538</u>	<u>0</u>	<u>11,849,538</u>	<u>12,812,290</u>	<u>0</u>	<u>12,812,290</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 - General Fund
For Fiscal Year 2009

	FY 2006 Actual	FY 2007 Actual	FY 2008		FY 2009 Budget	
			Adjusted Budget	Y-T-D Actual	City Manager Requested	Adopted
REVENUES:						
Real Property Tax	\$ 3,363,585	\$ 3,730,317	\$ 4,306,280	\$ 4,280,055	\$ 5,300,291	\$ 5,300,291
Personal Property Tax	1,013,109	1,082,491	921,000	898,260	969,083	969,083
<i>Total Property Taxes</i>	<u>4,376,694</u>	<u>4,812,808</u>	<u>5,227,280</u>	<u>5,178,315</u>	<u>6,269,374</u>	<u>6,269,374</u>
Income Tax	1,197,276	1,270,633	1,400,000	1,216,155	1,400,000	1,400,000
Admission & Amusement Tax	659,170	707,816	650,000	660,862	670,000	670,000
Highway User Tax	769,173	808,134	821,797	783,296	801,894	801,894
Hotel/Motel Tax	505,170	492,019	500,000	332,051	500,000	500,000
<i>Total Taxes</i>	<u>7,507,483</u>	<u>8,091,410</u>	<u>8,599,077</u>	<u>8,170,679</u>	<u>9,641,268</u>	<u>9,641,268</u>
Licenses & Permits	722,395	690,761	746,150	772,087	749,650	749,650
Intergovernmental	183,707	185,234	183,597	163,557	192,097	192,097
Charges for Services	828,081	830,492	808,535	792,829	818,885	824,285
Fines & Fees	1,158,070	962,211	1,061,000	1,046,342	1,041,000	1,041,000
Investment Revenue	97,773	195,068	150,000	210,760	135,000	135,000
Property & Equipment Rental	136,245	135,035	7,250	30,473	7,200	7,950
Miscellaneous Revenues	420,000	23,211	11,400	8,648	11,600	11,600
Proceeds-Other Financial Sources	0	0	0	0	0	0
Use of Undesignated Reserve	0	0	282,529	0	196,590	209,440
TOTAL REVENUES	<u>11,053,754</u>	<u>11,113,422</u>	<u>11,849,538</u>	<u>11,195,375</u>	<u>12,793,290</u>	<u>12,812,290</u>
EXPENDITURES:						
Administration	1,315,384	1,195,486	1,415,504	1,305,392	1,459,169	1,475,669
Finance	612,946	723,573	799,511	806,603	848,975	848,975
Public Services	1,934,325	2,262,894	2,612,798	2,528,058	3,190,681	3,191,181
Planning, Comm. & Econ. Devel.	531,140	473,675	522,261	477,828	550,468	552,468
Community Resources	708,397	752,988	842,525	835,528	903,802	903,802
Public Works	3,726,325	3,962,917	4,587,123	4,165,353	4,762,596	4,762,596
Debt Service	235,613	220,739	67,264	67,262	67,264	67,264
Interfund Transfers	780,300	2,821,048	992,552	992,552	990,335	990,335
Contingency	13,000	0	10,000	0	20,000	20,000
TOTAL EXPENDITURES	<u>9,857,430</u>	<u>12,413,320</u>	<u>11,849,538</u>	<u>11,178,576</u>	<u>12,793,290</u>	<u>12,812,290</u>
SURPLUS OR (DEFICIT)	\$ 1,196,324	\$ (1,299,898)	\$ <u>0</u>	\$ 16,799	\$ <u>0</u>	\$ 0
Fund Balance, Beginning of Year	<u>3,419,837</u>	<u>4,616,161</u>		<u>3,316,263</u>		<u>3,333,062</u>
Fund Balance, End of Year	<u>\$ 4,616,161</u>	<u>\$ 3,316,263</u>		<u>\$ [projected] 3,333,062</u>		<u>\$ [projected] 3,333,062</u>

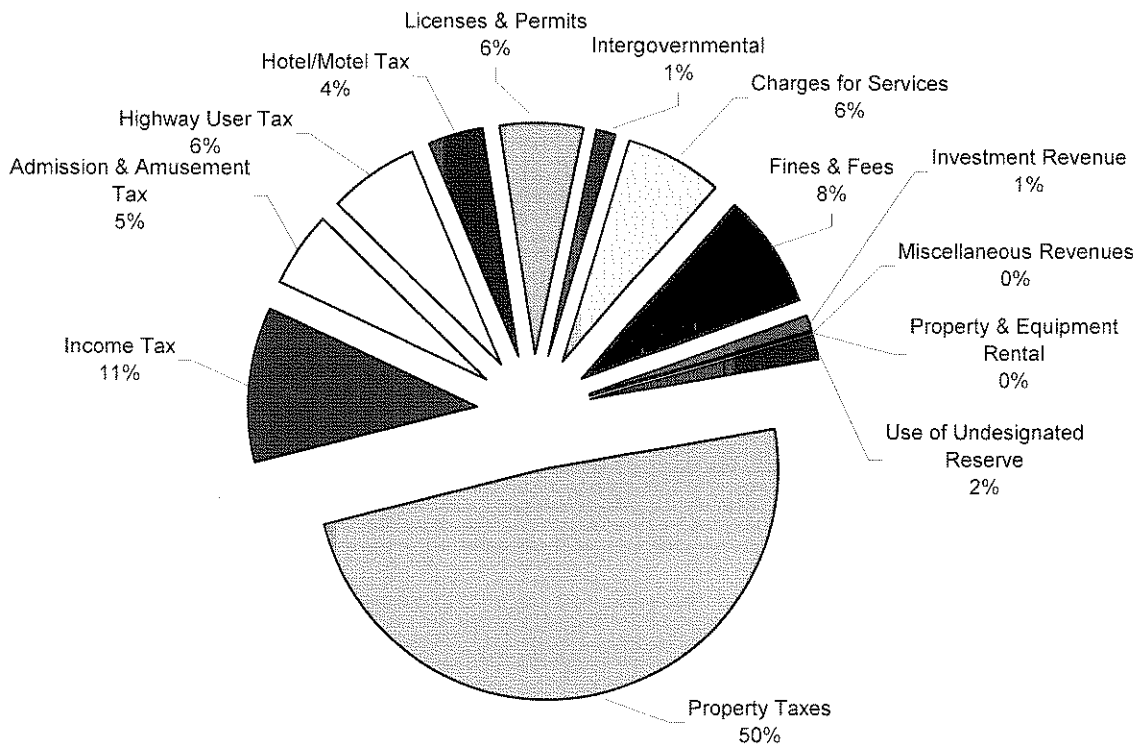
CITY OF COLLEGE PARK, MARYLAND
Comparative Operating Budget Summary - Parking Debt Service Fund (see Note 1 below)
For Fiscal Year 2009

	FY 2006 Actual	FY 2007 Actual	FY 2008		FY 2009 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			212,500	185,855	205,000	205,000
Fines & Fees						
Investment Revenue						
Property & Equipment Rental						
Miscellaneous Revenues						
Proceeds-Other Financial Sources						
Use of Undesignated Reserve						
TOTAL REVENUES	<u>0</u>	<u>0</u>	<u>212,500</u>	<u>185,855</u>	<u>205,000</u>	<u>205,000</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	\$ 0	\$ <u>212,500</u>	\$ 185,855	\$ <u>205,000</u>	\$ 205,000
Fund Balance, Beginning of Year	0	0		0		185,855
Fund Balance, End of Year	<u>\$ 0</u>	<u>\$ 0</u>		<u>[projected]</u> \$ 185,855		<u>[projected]</u> \$ 390,855

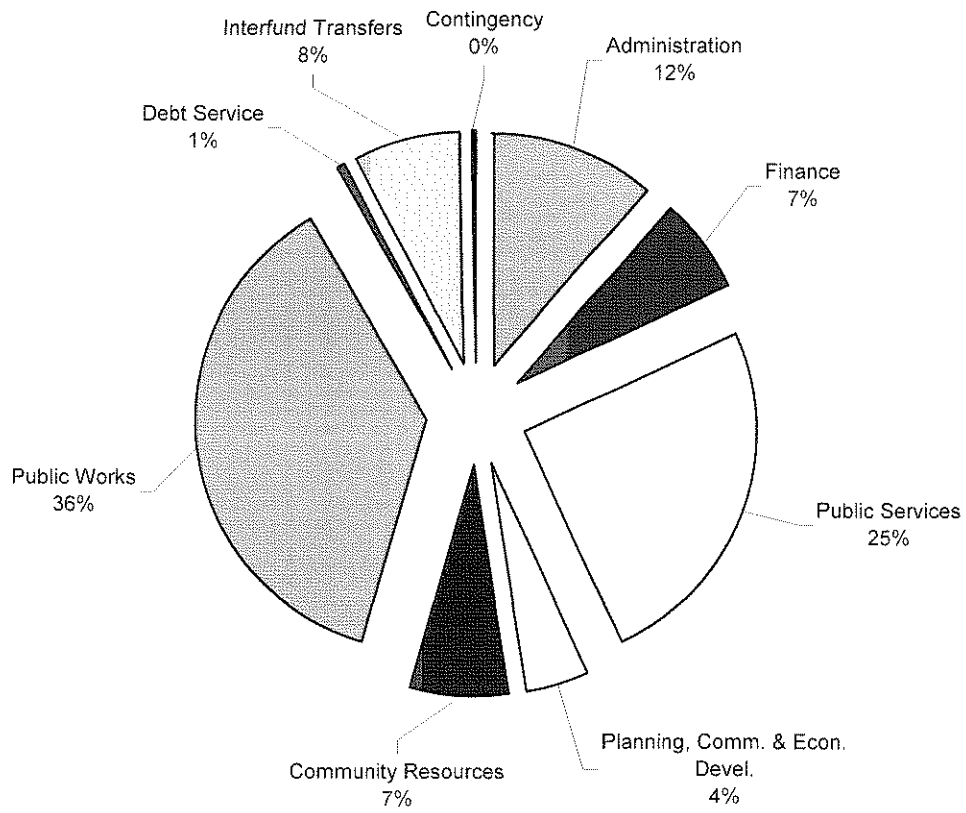
Note 1:

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.

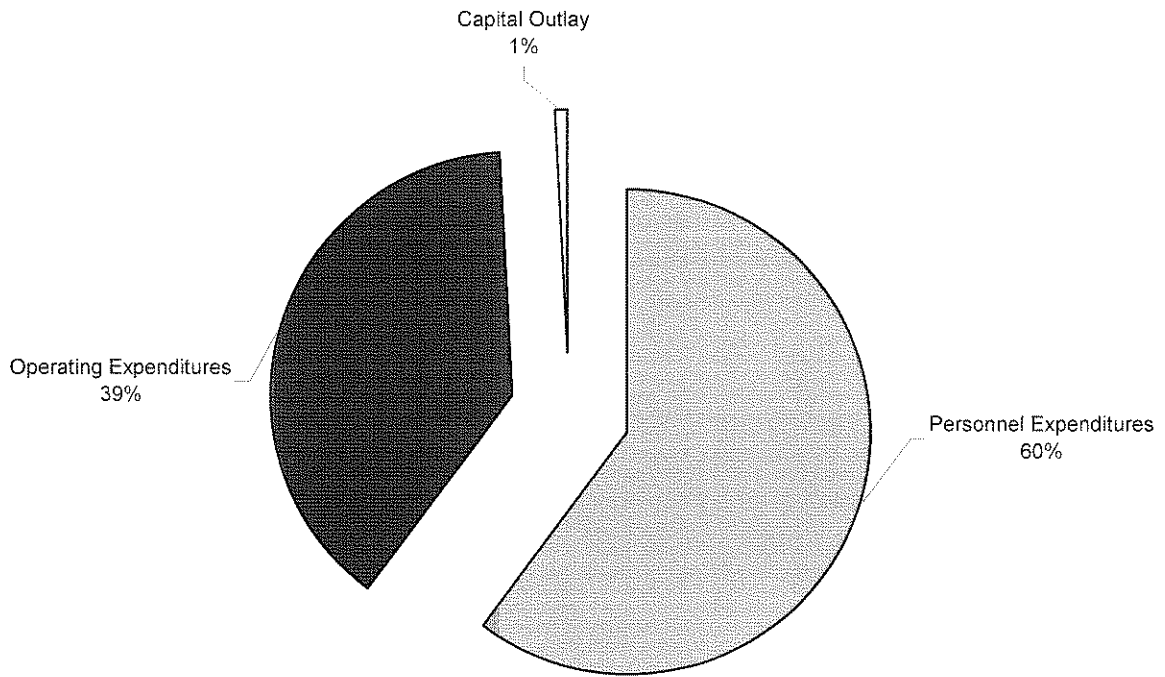
CITY OF COLLEGE PARK
FY 2009 Budgeted General Fund Revenues
by Category as Percentage of Total Revenues \$12,812,290



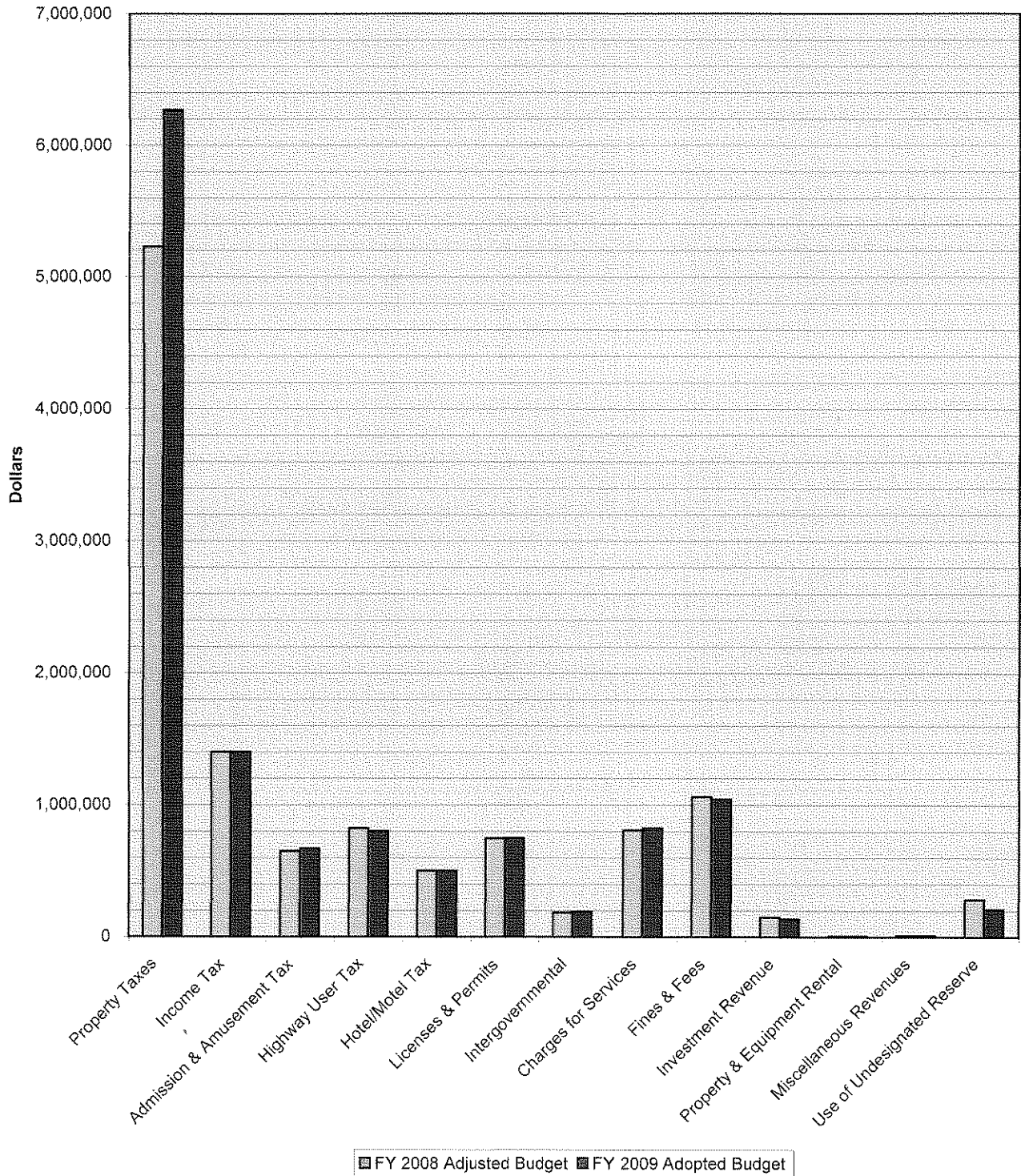
CITY OF COLLEGE PARK
FY 2009 Budgeted General Fund Expenditures
by Department as Percentage of Total Expenditures \$12,812,290



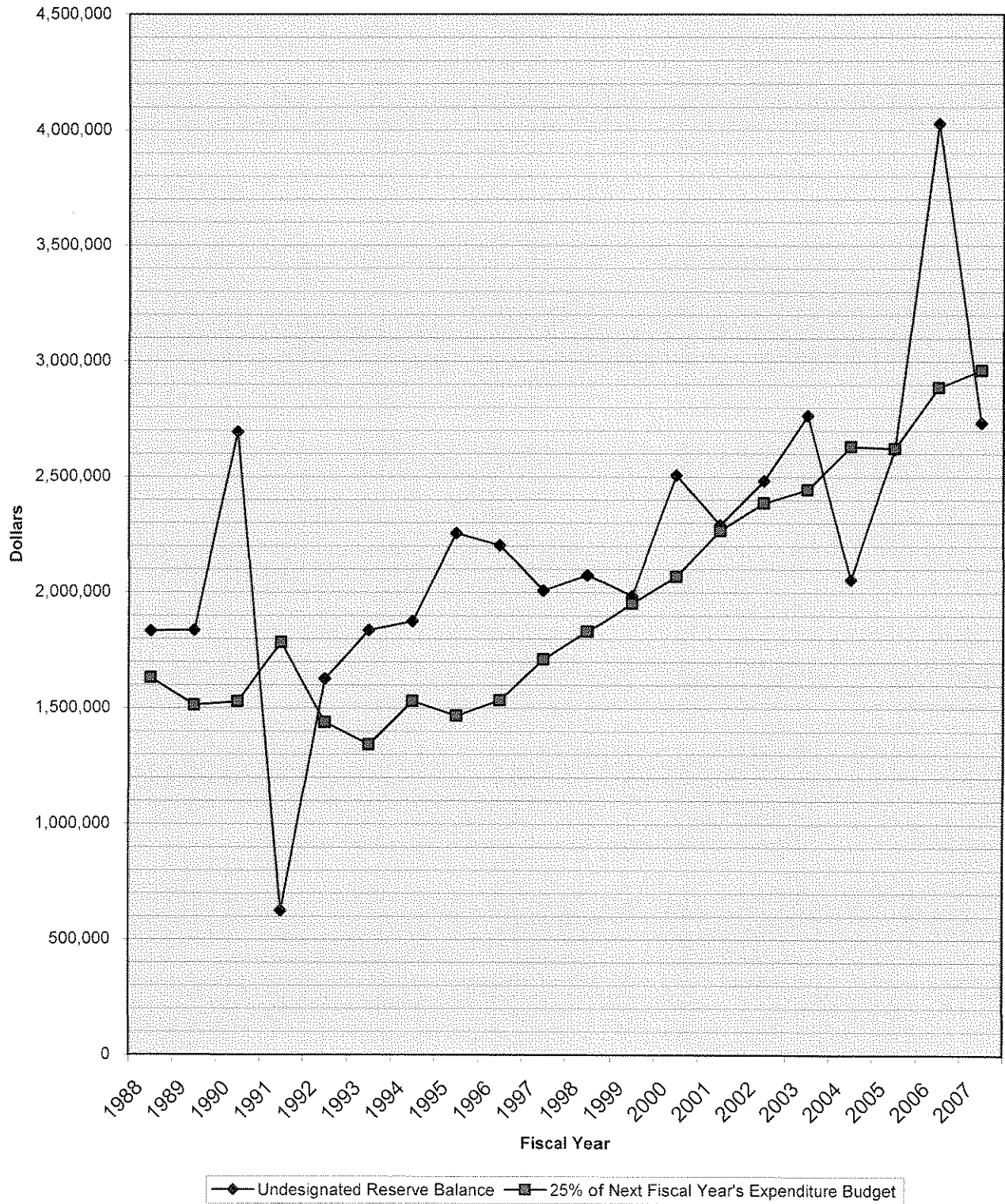
CITY OF COLLEGE PARK
FY 2009 Budgeted General Fund Expenditures
by Category as Percentage of Total Expenditures \$12,812,290



CITY OF COLLEGE PARK
Comparative General Fund Budgeted Revenues
FY 2008 Adjusted Budget and FY 2009 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, 2007 and ending June 30, 2008 (fiscal year 2008).

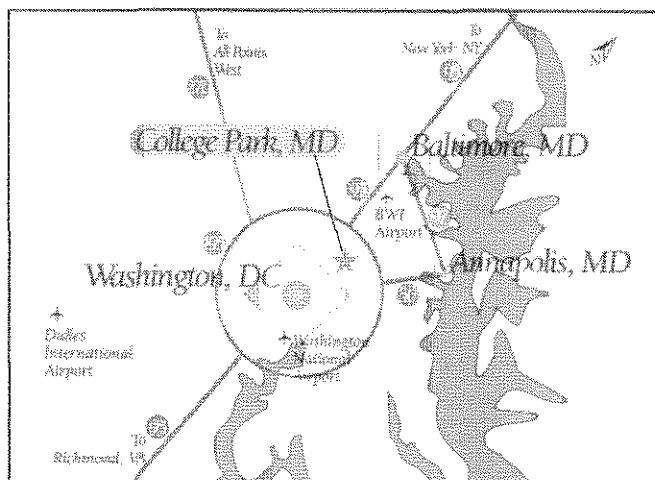
In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan and as a communication device.

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 Washington Post opened a printing plant in the City in fiscal year 1998.

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" neighborhood and is in process for the "Old Town" neighborhood. 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

Overview of the City and its Departments

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 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.

Overview of the City and its Departments

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 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").

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 collection from the 616 parking meters in the downtown area, 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 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 2009, 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

Overview of the City and its Departments

Capital Improvement Program, and prepares and administers grant and loan applications 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 **Students Taking Active Responsibility**. *Lakeland STARS* participate in academic and recreational activities with University student groups, allowing the students to take advantage of multiple opportunities not otherwise available to them.

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

Public Works

The Department of Public Works, which utilizes approximately one-half of the City's budget and comprises one-half of the City's workforce, provides full-service to City residents in the areas of solid waste management, recycling, street cleaning, signage,

Overview of the City and its Departments

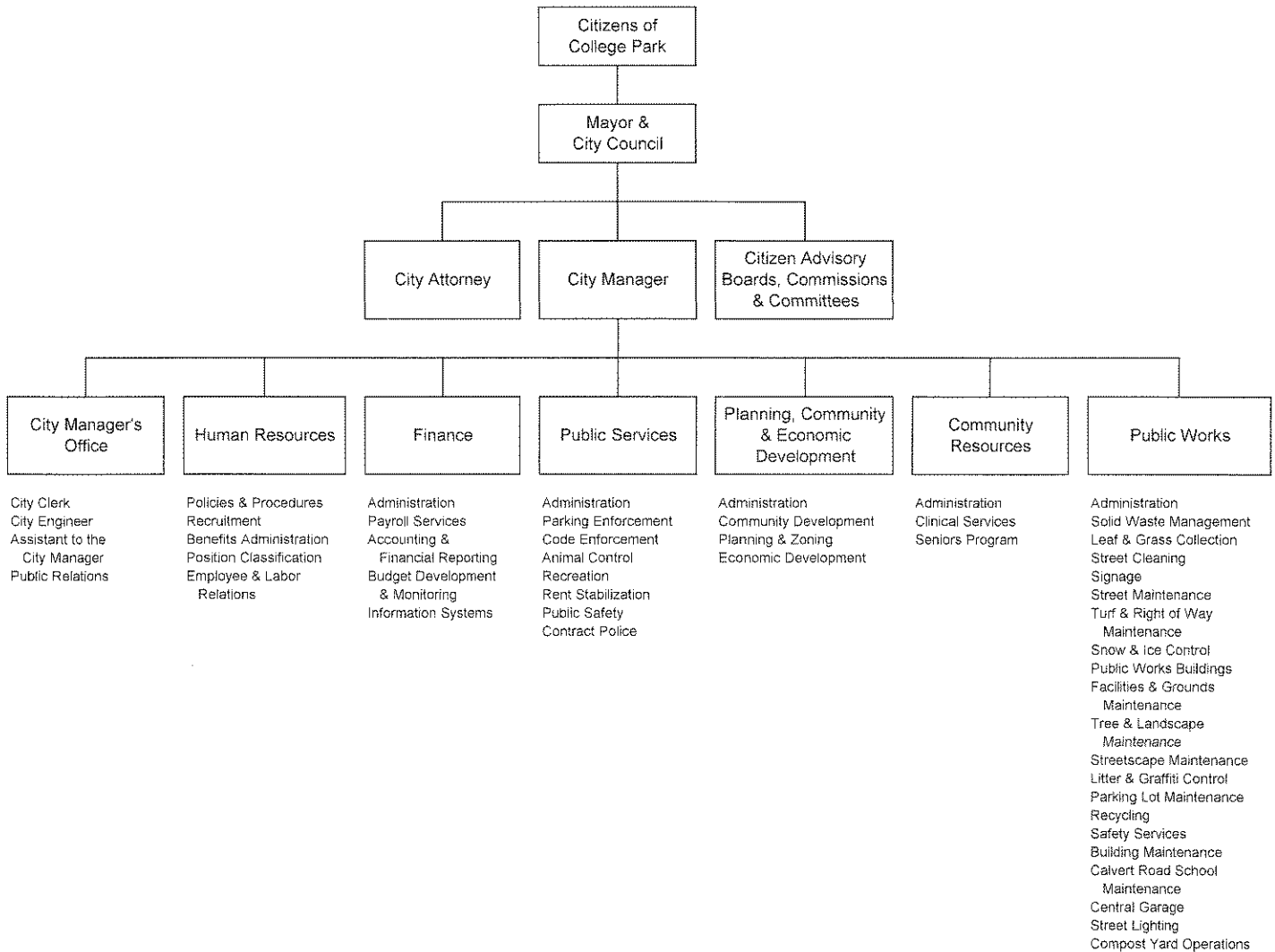
snow and ice removal, litter and graffiti control, and street lighting. Refuse, special trash and recycling are collected once weekly by City staff at a high satisfaction rating from residents (based on the resident survey). The department is responsible for the maintenance and upkeep of all City vehicles, heavy equipment and machinery.

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

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

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	Carole Sheringham, PHR, IPMA-CP, Director
Community Resources	M. Margaret Higgins, Director
Public Works	Robert T. Stumpff, Director Brenda L. Alexander, Deputy Director

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**FY2009
BUDGET ORDINANCE**

ORDINANCE 08-O-02

An Ordinance of the Mayor and Council of the City of College Park, Maryland to Adopt the Fiscal Year 2009 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, 2008 and ending June 30, 2009, 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	\$ 5,300,291
Personal Property Taxes	969,083
Income Taxes	1,400,000
Other Local Taxes	670,000
State Shared Taxes	801,894
County Shared Taxes	500,000

Licenses & Permits

Business Licenses	43,500
Other Licenses & Permits	462,650
Utility Franchise Fees	244,000

Intergovernmental

Federal Grants	0
State Grants	175,880
County Grants	16,217

Charges for Services

General Government Charges	2,000
Highways & Streets	468,685
Sanitation & Waste Removal	340,600
Health Charges	13,000

Fines & Fees

Fines	1,041,000
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Miscellaneous Revenues

Investment Earnings	135,000
Property & Equipment Rental	7,950
Sale of Fixed Assets	10,000
Other Revenues	<u>1,600</u>

Total Operating Revenues \$ 12,602,850

Non-Revenue Receipts

Use of Undesignated Reserve	<u>209,440</u>
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Total Revenues \$ 12,812,290

Expenditures

General Government	\$ 2,324,644
Public Services	3,191,181
Planning, Community & Economic Development	552,468
Community Resources	903,802
Public Works	4,762,596
Contingency	20,000
Debt Service	67,264
Interfund Transfer to Capital Projects Fund	<u>990,335</u>

Total Expenditures \$ 12,812,290

Parking Debt Service Fund

Revenues

Highways & Streets	
Parking Meter Revenue	<u>\$ 205,000</u>

Total Revenues \$ 205,000

Expenditures

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

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 \$12,602,850, the amount of \$209,440 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 2009”, with amendments; said document and any amendments thereto are incorporated herein by this reference;

5. By adoption of this Ordinance, the FY2009 Pavement Management Plan and the FY2009 Pay Plan (including Job Class Table, Pay Table and proposed position reclassifications) contained in the FY2009 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 2009 in the amount of \$38,171,492, as listed and described in the capital projects fund section of the “City Manager’s Requested Operating and Capital Budget for Fiscal Year 2009” 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 2009. 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, 2008, whichever is later.

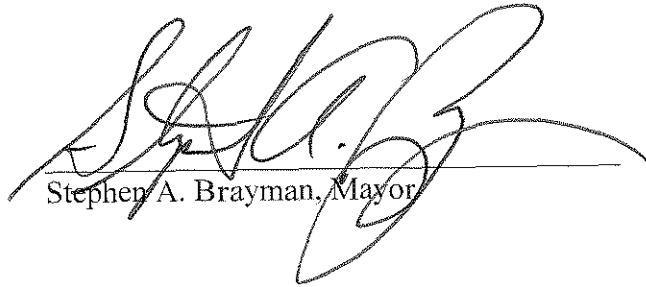
AND BE IT FURTHER ORDAINED by the Mayor and Council of the City of College Park, Maryland that, upon introduction of this Ordinance, the City Clerk shall distribute a copy of same to each council member and shall publish a fair summary of this Ordinance in a newspaper having general circulation in the 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 13th day of May, 2008 in the Council Chambers, City Hall, 4500 Knox Road, College Park, Maryland. The public hearing followed the date the “City Manager’s Requested Operating and Capital Budget for Fiscal Year 2009” 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 22nd day of April, 2008


Adopted on the 27th day of May, 2008

Effective on the 1st day of July, 2008



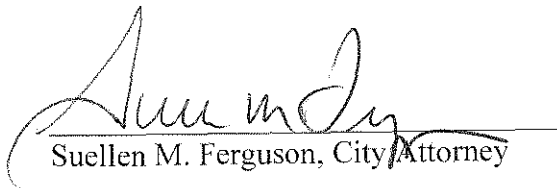
Stephen A. Brayman, Mayor

ATTEST:



Janeen S. Miller, City Clerk
Yvette Allen, Asst. 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, 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, possibly 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. Revenues are projected by the Director of Finance for intergovernmental revenues and the individual department heads project their respective revenue items. In budgeting revenues, a conservative approach is taken. For most revenue line items, actual data over the past 5

Financial and Budget Policies

years is analyzed to identify inherent trends, and adjustment is made for known events predicted to occur in the coming fiscal year. Intergovernmental revenues are particularly difficult to predict, as their source and calculation is handled at the State or County level, and the City is not privy to these calculations. 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. Following the individual meetings with the departments, the Finance department staff 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. 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.

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
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)

Financial and Budget Policies

	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
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 City. For fiscal year 2009, 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;

Financial and Budget Policies

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.

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 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

Financial and Budget Policies

providing carryover of appropriations from one fiscal year to another. Infrastructure is defined, for purposes of this policy, as street work including asphalt, concrete, sidewalks, curbs, gutters, bridges and storm drainage.

Priority of Projects

Priority shall be given to projects that preserve and protect the health and safety of the community and employees, or to projects that renovate existing buildings or facilities resulting in preservation of the City's investment in those buildings or facilities.

Each year, C.I.P. projects that have not commenced are reviewed to determine their viability for continued inclusion in the C.I.P. and projects in progress are reviewed to reprogram excess funding, if any. In addition, the C.I.P. projects may be reviewed for deferral if funding is reduced, a need to shift funds to operations exists, significant cost estimate increases (more than 10% over the original estimated project cost) are identified, or new projects with higher priorities are identified and added.

Project Management

One project manager (and alternate, if necessary) for each project shall be identified and assigned until the final acceptance of the project by the City. As the project moves from the design phase to the construction phase, the program department and project manager assignment may change.

Project Funding

New projects are evaluated to determine a clear need for the project, to identify its funding sources, and to identify and quantify any potential future impact on operating costs. Project cost estimates are the responsibility of a particular department which is accountable for the data, identifies the basis for estimates, calculates the projected annual operating impact (as identified on the capital project summary form) and provides for any needed contingency. The C.I.P. integrates all funding sources for each project.

Funding for projects contained in the C.I.P. will identify and secure grants and private funds where possible. When direct user benefit exists, financing the project through user fees or assessments will be evaluated. When practical, the City will join in cooperative efforts with other agencies to fund capital projects.

The funding preference for capital projects is pay-as-you-go. The City will leverage City funds with grants and private funds to the maximum extent possible with a preference for at least a one-to-one ratio. Private funding for projects includes assessments of property owners directly benefiting from the project. Nothing in this statement precludes financing authorized in the City Charter, within the debt limit guidelines set forth therein.

Financial and Budget Policies

Information Technology Purchases

The Mayor and Council shall review, during the annual budget deliberations, any planned acquisition of computer hardware, software and peripheral equipment. Such review will be facilitated by the presentation or update of a long-range technology plan.

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 two 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 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

Financial and Budget Policies

officials' legal liability insurance coverage. LGIT is a total risk and cost sharing pool for all municipal participants. Premiums are charged to each municipality's General Fund, with no provision made for claim liability in addition to premiums unless an assessment is made by the Trust.

Auditing

The Finance department is tasked with the record-keeping for all City financial transactions, including general ledger, payroll, investments, budgeting and purchasing function. Internal audits are performed periodically, as needed, to ensure fiscal compliance and safeguarding of City assets. Maryland state law and the City's Charter require that an annual audit be performed by independent certified public accountants in accordance with generally accepted auditing standards. The auditing firm is selected by and directs its report to the City Council.

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

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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, 2008. Pre-tax employee benefits are provided through an IRS-approved section 125 cafeteria plan, which allows employee deductions for health, dental and vision insurance, Metrochek (transit incentive) and flexible spending accounts for medical spending and dependent care on a pre-tax basis.

Fiscal year 2009 is the 2nd 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.

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.

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, 2009

<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	\$24,659 - \$42,377
	2	\$25,957 - \$44,607
Office Specialist I	3	\$27,257 - \$46,841
Fiscal Support Specialist I	4	\$28,555 - \$49,072
	5	\$29,855 - \$51,305
Office Specialist II	6	\$31,153 - \$53,537
Fiscal Support Specialist II		
Parking Enforcement Officer I		
Animal Control Officer I		
Bus Driver		
Custodial Supervisor		
Engineering Technician I		
Parking Enforcement Officer II	7	\$32,453 - \$55,770
Animal Control Officer II		
Facilities Maintenance Worker		
Code Enforcement Officer I	8	\$33,751 - \$58,001
Information Systems Technician I		
Office Specialist III	9	\$35,051 - \$60,234
Fiscal Support Specialist III		
Payroll Supervisor		
Human Resources Assistant I		
Code Enforcement Officer II	10	\$36,349 - \$62,465
Seniors Program Caseworker		
Animal Control Officer III		
	11	\$37,648 - \$64,698

Information Systems Technician II Code Enforcement Officer III Administrative Assistant Human Resources Assistant II	12	\$38,946 - \$66,929
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	\$40,894 - \$70,276
Family Therapist Planner Economic Development Planner	14	\$43,491 - \$74,740
Information Systems Technician III	15	\$46,089 - \$79,205
Horticulturist	16	\$48,687 - \$83,669
Clinical Supervisor Public Works Supervisor Assistant to the City Manager Parking Enforcement Manager Code Enforcement Manager Senior Planner	17	\$51,285 - \$88,133
Programmer Analyst	18	\$53,882 - \$92,597
City Clerk Information Systems Manager	19	\$56,480 - \$97,061
Deputy Director of Public Works Deputy Director of Finance Civil Engineer II	20	\$59,078 - \$101,526
	21	\$61,676 - \$105,990
Director of Human Resources Civil Engineer III	22	\$64,274 - \$110,454
	23	\$68,171 - \$117,152
Director of Finance Director of Public Works Assistant City Manager	24	\$73,367 - \$126,080

Director of Community Resources
 Director of Planning
 Director of Public Services

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

	61	\$24,659 - \$42,377
Laborer	62	\$25,957 - \$44,607
Laborer / Driver Grounds Laborer / Driver	63	\$27,257 - \$46,841
	64	\$28,555 - \$49,072
	65	\$29,855 - \$51,305
Motor Equipment Operator I Supply Clerk Groundskeeper Dispatch / Administrative Clerk	66	\$31,153 - \$53,537
Motor Equipment Operator I + Class A	67	\$32,453 - \$55,770
Motor Equipment Operator II	68	\$33,751 - \$58,001
Garage Supply Clerk / Assistant Mechanic Motor Equipment Operator II + Class A Mechanic I	69	\$35,051 - \$60,234
	70	\$36,349 - \$62,465
Mechanic II Motor Equipment Operator III	71	\$37,648 - \$64,698
Lead Groundskeeper Lead Motor Equipment Operator	72	\$38,946 - \$66,929
	73	\$40,894 - \$70,276
	74	\$43,491 - \$74,740
	75	\$46,089 - \$79,205
	76	\$48,687 - \$83,669
	77	\$51,285 - \$88,133

78	\$53,882 - \$92,597
79	\$56,480 - \$97,061
80	\$59,078 - \$101,526
81	\$61,676 - \$105,990
82	\$64,274 - \$110,454
83	\$68,171 - \$117,152
84	\$73,367 - \$126,080

Employees covered under the Public Works collective bargaining agreement:

STEP	Entry	1 yr./2.5%	1 yr./2.5%	1 yr./2.5%	1 yr./2.5%	1 yr./2.5%	1 yr./2.5%	1 yr./2.5%	1 yr./2.5%	1 yr./2.5%	1 yr./2.5%	1 yr./2.5%	1 yr./2.5%	1 yr./2.5%	1 yr./2.5%	1 yr./2.5%	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./6%	3 yrs./6%	3 yrs./5%
61	24,659	25,276	25,907	26,555	27,219	27,899	28,597	29,312	30,045	30,796	31,566	32,355	33,164	33,993	34,843	35,714	36,607	38,437	40,359	42,377
62	25,957	26,606	27,271	27,953	28,652	29,368	30,102	30,855	31,626	32,417	33,227	34,058	34,909	35,782	36,677	37,594	38,533	40,460	42,483	44,607
63	27,257	27,939	28,637	29,353	30,087	30,839	31,610	32,400	33,210	34,040	34,891	35,764	36,658	37,574	38,514	39,476	40,463	42,487	44,611	46,841
64	28,555	29,269	30,001	30,751	31,519	32,307	33,115	33,943	34,792	35,661	36,553	37,467	38,403	39,364	40,348	41,356	42,390	44,510	46,735	49,072
65	29,855	30,601	31,366	32,150	32,954	33,778	34,622	35,488	36,375	37,284	38,217	39,172	40,151	41,155	42,184	43,239	44,320	46,535	48,862	51,305
66	31,153	31,932	32,731	33,549	34,388	35,247	36,128	37,032	37,957	38,906	39,879	40,876	41,898	42,945	44,019	45,119	46,247	48,560	50,988	53,537
67	32,453	33,264	34,095	34,948	35,822	36,717	37,635	38,576	39,540	40,529	41,542	42,581	43,645	44,736	45,855	47,001	48,176	50,585	53,114	55,770
68	33,751	34,595	35,458	36,346	37,255	38,186	39,141	40,119	41,122	42,150	43,204	44,284	45,391	46,526	47,689	48,881	50,103	52,608	55,239	58,001
69	35,051	35,927	36,825	37,746	38,689	39,657	40,648	41,664	42,706	43,773	44,868	45,989	47,139	48,318	49,526	50,764	52,033	54,834	57,366	60,234
70	36,349	37,258	38,189	39,144	40,122	41,125	42,153	43,207	44,287	45,395	46,530	47,693	48,885	50,107	51,360	52,644	53,960	56,898	59,491	62,465
71	37,648	38,589	39,554	40,543	41,556	42,595	43,660	44,752	45,870	47,017	48,193	49,397	50,632	51,898	53,196	54,525	55,889	58,883	61,817	64,898
72	38,946	39,920	40,918	41,941	42,989	44,064	45,166	46,295	47,452	48,638	49,854	51,101	52,378	53,688	55,030	56,406	57,816	60,707	63,742	66,929
73	40,894	41,916	42,964	44,038	45,139	46,268	47,424	48,610	49,825	51,071	52,348	53,656	54,998	56,373	57,782	59,226	60,707	63,742	66,930	70,276
74	43,491	44,579	45,693	46,835	48,006	49,206	50,437	51,698	52,990	54,315	55,673	57,064	58,491	59,953	61,452	62,988	64,563	67,791	71,181	74,740
75	46,089	47,242	48,423	49,633	50,874	52,146	53,450	54,788	56,156	57,559	58,998	60,473	61,985	63,535	65,123	66,751	68,420	71,841	75,433	79,205
76	48,687	49,905	51,152	52,431	53,742	55,085	56,463	57,874	59,321	60,804	62,324	63,882	65,479	67,116	68,794	70,514	72,277	75,891	79,685	83,669
77	51,285	52,567	53,881	55,228	56,609	58,024	59,475	60,962	62,486	64,048	65,649	67,290	68,972	70,697	72,464	74,276	76,133	79,939	83,936	88,133
78	53,882	55,229	56,610	58,025	59,476	60,963	62,487	64,049	65,650	67,292	68,974	70,698	72,466	74,278	76,134	78,038	79,989	83,988	88,188	92,597
79	56,480	57,892	59,340	60,823	62,344	63,902	65,500	67,137	68,816	70,536	72,299	74,107	75,960	77,859	79,805	81,800	83,845	88,038	92,439	97,061
80	59,078	60,555	62,069	63,621	65,211	66,842	68,513	70,226	71,981	73,781	75,625	77,516	79,454	81,440	83,476	85,563	87,702	92,067	96,692	101,526
81	61,676	63,218	64,798	66,418	68,079	69,781	71,525	73,313	75,146	77,025	78,950	80,924	82,947	85,021	87,146	89,325	91,558	96,136	100,943	105,990
82	64,274	65,881	67,526	69,216	70,946	72,720	74,538	76,401	78,311	80,269	82,276	84,333	86,441	88,602	90,817	93,087	95,415	100,185	105,195	110,454
83	68,171	69,875	71,622	73,413	75,248	77,129	79,058	81,034	83,060	85,136	87,265	89,446	91,683	93,975	96,324	98,732	101,200	106,260	111,573	117,152
84	73,367	75,201	77,081	79,008	80,983	83,008	85,083	87,210	89,390	91,625	93,915	96,263	98,670	101,137	103,665	106,257	108,913	114,359	120,077	126,080

City of College Park, Maryland
Schedule of Authorized Full Time Equivalent (FTE) Positions
for the fiscal year ending June 30, 2009

Position Title	Grade	FY2009 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						0.75	0.75
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
Assistant to the City Manager	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
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

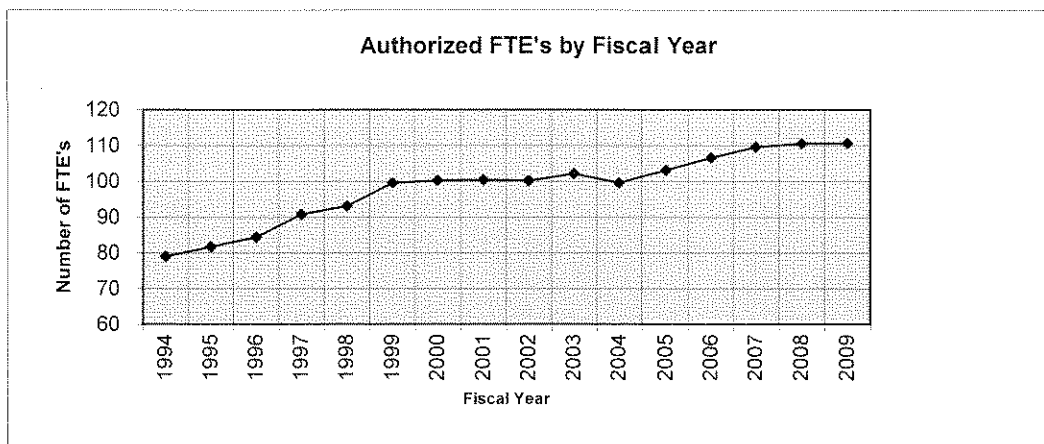
Nonclassified

Police Officers	N/A			4.77			4.77
City Manager	N/A	1.00					1.00

FISCAL YEAR 2009 TOTALS		7.00	11.80	28.47	5.00	8.63	49.75	110.65
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**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



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GENERAL FUND
REVENUES

CITY OF COLLEGE PARK
 REVENUE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
BASIC 31 TAXES						
SUB 0 REAL PROPERTY TAXES						
310.10 REAL PROPERTY TAX	3,316,105	3,678,697	4,258,280	4,215,483	5,240,942	5,240,942
310.20 PILOT-HOUSING AUTHORITY	15,000	15,000	15,000	15,000	15,000	15,000
310.22 PILOT-UM CASL PROPERTY	18,000	24,000	24,000	28,647	34,349	34,349
310.90 TAX INTEREST & PENALTY	14,480	12,620	9,000	20,925	10,000	10,000
310.96 ABATEMENTS-REAL PROP TAX	0	0	0	0	0	0
* REAL PROPERTY TAXES	3,363,585	3,730,317	4,306,280	4,280,055	5,300,291	5,300,291
SUB 1 PERSONAL PROPERTY TAXES						
311.10 PERSONAL PROPERTY TAX	1,009,989	1,077,348	920,000	896,398	968,583	968,583
311.90 TAX INTEREST & PENALTY	3,120	5,143	1,000	1,862	500	500
311.96 ABATEMENTS-PERS PROP TAX	0	0	0	0	0	0
* PERSONAL PROPERTY TAXES	1,013,109	1,082,491	921,000	898,260	969,083	969,083
SUB 4 INCOME TAX						
314.10 INCOME TAX	1,197,276	1,270,633	1,400,000	1,216,155	1,400,000	1,400,000
* INCOME TAX	1,197,276	1,270,633	1,400,000	1,216,155	1,400,000	1,400,000
SUB 5 OTHER LOCAL TAXES						
315.10 ADMISSION & AMUSEMENT TAX	659,170	707,816	650,000	660,862	670,000	670,000
* OTHER LOCAL TAXES	659,170	707,816	650,000	660,862	670,000	670,000
SUB 6 STATE SHARED TAXES						
316.10 HIGHWAY USER TAX	769,173	808,134	821,797	783,296	801,894	801,894
* STATE SHARED TAXES	769,173	808,134	821,797	783,296	801,894	801,894
SUB 8 COUNTY SHARED TAXES						
318.10 HOTEL & MOTEL TAX	505,170	492,019	500,000	332,051	500,000	500,000
* COUNTY SHARED TAXES	505,170	492,019	500,000	332,051	500,000	500,000
** TAXES	7,507,483	8,091,410	8,599,077	8,170,679	9,641,268	9,641,268
BASIC 32 LICENSES & PERMITS						
SUB 2 BUSINESS LICENSES						
322.10 CITY LIQUOR LICENSES	11,429	10,755	11,500	12,861	12,000	12,000
322.20 STATE TRADERS LICENSES	31,189	30,837	32,000	42,676	31,000	31,000
* BUSINESS LICENSES	42,618	41,592	43,500	55,537	43,000	43,000
SUB 3 OTHER LICENSES & PERMITS						
323.10 CITY BUILDING PERMITS	10,080	7,625	7,000	9,260	8,000	8,000
323.36 RENT STABILIZATION FEES	4,020	2,218	24,000	45	0	0
323.40 OCCUPANCY PERMITS	386,829	360,495	420,000	430,415	440,000	440,000
323.45 DRIVEWAY APRON PERMITS	6,646	2,120	2,000	5,355	3,000	3,000
323.50 OTHER LICENSES	5	200	100	100	100	100
323.65 UTILITY EASEMENTS	500	550	550	550	550	550
323.70 CULVER AMH. BUS SHELTERS	9,577	10,848	8,000	8,460	10,000	10,000

CITY OF COLLEGE PARK
 REVENUE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
BASIC 32 LICENSES & PERMITS						
SUB 3 OTHER LICENSES & PERMITS						
323.75 ENCROACHMENT PERMITS	1,000	1,000	1,000	1,000	1,000	1,000
* OTHER LICENSES & PERMITS	418,657	385,056	462,650	455,185	462,650	462,650
SUB 4 UTILITY FRANCHISE FEES						
324.10 COMCAST CABLE	261,120	260,113	240,000	259,430	240,000	240,000
324.15 VERIZON FIOS	0	0	0	1,935	4,000	4,000
324.55 VERIZON-FRANCH APPLIC FEE	0	4,000	0	0	0	0
* UTILITY FRANCHISE FEES	261,120	264,113	240,000	261,365	244,000	244,000
** LICENSES & PERMITS	722,395	690,761	746,150	772,087	749,650	749,650
BASIC 33 INTERGOVERNMENTAL						
SUB 0 FEDERAL GRANTS						
330.30 EDI SPECIAL PROJECTS GRNT	0	0	0	0	0	0
330.40 COMM DEVELOPMT BLOCK GRNT	0	0	0	0	0	0
330.60 HOMELAND SECURITY	0	0	0	0	0	0
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	72,110	73,137	75,000	79,992	85,000	85,000
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	71,565	85,880	85,880
332.50 HISTORIC DISTRICT GRANTS	0	0	0	0	0	0
332.53 STATE HIGHWAY ADMIN	0	0	0	0	0	0
332.57 MD HERITAGE AREA AUTH	0	0	0	0	0	0
332.90 MISCELLANEOUS GRANTS	0	0	0	0	0	0
* STATE GRANTS	162,990	164,017	165,880	156,557	175,880	175,880
SUB 4 COUNTY GRANTS						
334.20 BANK STOCK TAX	10,717	10,717	10,717	0	10,717	10,717
334.30 YOUTH SERVICES GRANT	10,000	10,500	7,000	7,000	5,500	5,500
334.34 SPECL APPROPRIATIONS GRNT	0	0	0	0	0	0
334.35 YFS COUNTY LITERACY GRANT	0	0	0	0	0	0
334.36 P G EDUCATIONAL FDN GRANT	0	0	0	0	0	0
334.38 YFS COUNTY TRUANCY GRANT	0	0	0	0	0	0
334.45 LIVABLE COMMUNITIES GRANT	0	0	0	0	0	0
334.60 STORMWATER IMPROVEMENTS	0	0	0	0	0	0
334.90 MISCELLANEOUS GRANTS	0	0	0	0	0	0
* COUNTY GRANTS	20,717	21,217	17,717	7,000	16,217	16,217
SUB 6 OTHER GRANTS						
336.20 DOWNTOWN COL PK MGMT AUTH	0	0	0	0	0	0
336.90 MISCELLANEOUS GRANTS	0	0	0	0	0	0
* OTHER GRANTS	0	0	0	0	0	0

CITY OF COLLEGE PARK
 REVENUE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
BASIC 33 INTERGOVERNMENTAL						
SUB 6 OTHER GRANTS						
** INTERGOVERNMENTAL	183,707	185,234	183,597	163,557	192,097	192,097
BASIC 34 CHARGES FOR SERVICES						
SUB 1 GENERAL GOVERNMENT CHGS						
341.10 ZONING APPLIC PROCESS FEE	2,380	3,900	3,500	1,700	2,000	2,000
* GENERAL GOVERNMENT CHGS	2,380	3,900	3,500	1,700	2,000	2,000
SUB 3 HIGHWAYS AND STREETS						
343.20 PARKING METER REVENUE	445,610	421,744	425,000	397,738	410,000	410,000
343.25 PARKING PERMIT REVENUE	52,391	51,364	45,000	72,249	52,000	57,400
343.30 SPECIAL EVENT PERMIT PKG	0	0	0	0	0	0
343.35 PARKING DISTRICT FEES	0	0	0	0	0	0
343.40 MVA REGISTRATION FEES	57	41	85	42	85	85
343.50 MVA NON-RESIDENT PERMITS	1,337	1,252	1,200	1,456	1,200	1,200
* HIGHWAYS AND STREETS	499,395	474,401	471,285	471,485	463,285	468,685
SUB 4 SANITATION & WASTE REMVL						
344.10 COUNTY DISPOSAL REBATE	73,960	73,960	73,960	55,470	73,960	73,960
344.20 REFUSE CONTRACTS REVENUE	172,388	183,803	175,000	155,987	165,000	165,000
344.21 REFUSE CONTRACT REINSTMT	0	0	0	0	0	0
344.30 RECYCLING REVENUE	2,547	2,528	2,000	0	0	0
344.30 RECYCLING-WHITE GOODS	0	0	0	3,020	2,500	2,500
344.30 RECYCLING-MIXED PAPER	0	0	0	5,436	0	0
344.30 RECYCLING-MOTOR OIL	0	0	0	1,018	2,850	2,850
344.30 RECYCLING-SINGLE STREAM	0	0	0	4,260	11,000	11,000
344.40 SPECIAL TRASH PICKUP REV	592	367	0	446	0	0
344.50 PROPERTY CLEARANCE	8	44	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	24,180	26,652	28,500	33,427	36,000	36,000
344.91 WOOD CHIP SALES	0	0	0	2,843	4,000	4,000
344.92 TIPPING FEES REVENUE	21,975	29,534	27,500	25,484	25,000	25,000
344.94 DELIVERY CHG-COMPOST	9,616	10,685	9,500	9,963	10,000	10,000
344.95 DELIVERY CHG-WOOD CHIPS	0	0	0	2,109	6,000	6,000
* SANITATION & WASTE REMVL	309,556	331,863	320,750	303,753	340,600	340,600
SUB 5 HEALTH CHARGES						
345.10 YOUTH SVCS CLIENT FEES	16,210	20,328	13,000	15,891	13,000	13,000
345.20 OTHER YPS FEES	0	0	0	0	0	0
345.30 YFS TRAINING REVENUE	540	0	0	0	0	0
* HEALTH CHARGES	16,750	20,328	13,000	15,891	13,000	13,000
** CHARGES FOR SERVICES	828,081	830,492	808,535	792,829	818,885	824,285
BASIC 35 FINES AND FEES						

CITY OF COLLEGE PARK
 REVENUE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
BASIC 35 FINES AND FEES						
SUB 9 FINES						
SUB 9 FINES						
359.10 ELECTION FINES	0	125	0	0	0	0
359.20 ANIMAL FINES REVENUE	150	250	200	350	200	200
359.30 VEHICLE BOOTING FEES	1,120	1,219	800	1,015	800	800
359.40 PARKING FINES REVENUE	1,086,490	882,978	1,000,000	972,501	960,000	960,000
359.50 MUNICIPAL INFRACTIONS	39,338	53,130	30,000	68,201	50,000	50,000
359.53 ZONING VIOLATIONS	0	0	0	0	0	0
359.55 RED LIGHT CAMERAS	30,972	24,509	30,000	4,275	30,000	30,000
359.60 ABATEMENT RECOVERY	0	0	0	0	0	0
* FINES	1,158,070	962,211	1,061,000	1,046,342	1,041,000	1,041,000
** FINES AND FEES	1,158,070	962,211	1,061,000	1,046,342	1,041,000	1,041,000
BASIC 36 MISCELLANEOUS REVENUES						
SUB 1 INVESTMENT EARNINGS						
361.10 INVESTMENT EARNINGS	170,949	136,723	150,000	200,363	135,000	135,000
361.11 INVESTMENTS-MKT VALUE ADJ	73,176	58,275	0	10,397	0	0
361.20 SPECIAL ASSESSMENTS	0	0	0	0	0	0
361.30 OTHER INTEREST	0	70	0	0	0	0
361.51 SUNTRUST BK-MSTR LEASE #2	0	0	0	0	0	0
* INVESTMENT EARNINGS	97,773	195,068	150,000	210,760	135,000	135,000
SUB 2 PROPERTY & EQUIP RENTAL						
362.10 CALVERT ROAD SCHOOL	128,000	128,000	0	21,333	0	0
362.14 CITY HALL MEETINGS ROOMS	125	25	100	300	100	100
362.15 OLD PARISH HOUSE	6,725	5,375	6,500	5,150	5,500	5,500
362.16 OPH CLEANING FEE	550	300	400	300	200	200
362.18 DAVIS HALL	350	1,275	250	2,425	1,400	1,400
362.19 DUVAL FIELD	495	0	0	965	0	750
362.20 OTHER RENTALS	0	0	0	0	0	0
362.21 CALVERT ROAD SCHOOL FIELD	0	60	0	0	0	0
* PROPERTY & EQUIP RENTAL	136,245	135,035	7,250	30,473	7,200	7,950
SUB 4 SALE OF FIXED ASSETS						
364.10 SALE OF FIXED ASSETS	380,943	3,320	10,000	7,000	10,000	10,000
* SALE OF FIXED ASSETS	380,943	3,320	10,000	7,000	10,000	10,000
SUB 5 INSURANCE REIMBURSEMENT						
365.10 WORKERS COMPENSATION	0	0	0	0	0	0
365.20 LOCAL GOVT INS TRUST	0	0	0	0	0	0
365.30 OTHER INSURANCE	0	0	0	0	0	0
* INSURANCE REIMBURSEMENT	0	0	0	0	0	0
SUB 6 OTHER REVENUES						
366.10 MISCELLANEOUS	1,505	0	0	23	0	0

CITY OF COLLEGE PARK
 REVENUE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
BASIC 36 MISCELLANEOUS REVENUES						
SUB 6 OTHER REVENUES						
366.15 FREEDOM OF INFO ACT REQ	120	134	50	119	50	50
366.35 FEMA-SNOW EXPENSE REIME	0	0	0	0	0	0
366.50 ANIMAL LICENSE COMM	1,324	1,510	1,000	1,135	1,200	1,200
366.55 CONTRIBUTIONS	0	0	0	0	0	0
366.60 CASH OVER & (SHORT)	17	0	0	0	0	0
366.70 CDMA BILLING FEES	335	369	350	371	350	350
366.76 LGIT-EQUITY CREDIT DIST	35,756	17,878	0	0	0	0
* OTHER REVENUES	39,057	19,891	1,400	1,648	1,600	1,600
** MISCELLANEOUS REVENUES	654,018	353,314	168,650	249,881	153,800	154,550
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	282,529	0	196,590	209,440
* UNDESIGNATED RESERVE TFR	0	0	282,529	0	196,590	209,440
** NON-REVENUE RECEIPTS	0	0	282,529	0	196,590	209,440
*** GENERAL FUND	11,053,754	11,113,422	11,849,538	11,195,375	12,793,290	12,812,290
	11,053,754	11,113,422	11,849,538	11,195,375	12,793,290	12,812,290

REVENUES

REVENUE FOOTNOTES		
Element/Object	Details	Amount
Taxes		
31010 Real Property Taxes	Based on proposed FY2009 assessment from State Department of Assessments and Taxation (SDAT) for non-exempt property: Full value assessment of \$2,089,665,133 (less homestead tax credit adjustment of \$451,788,944) @ tax rate \$0.322 per \$100. Full value assessment percentage increase from FY2008 is 20.98%. Budgeted real property tax includes 70% of real property tax from current assessment on FY2004 IKEA annexation (per annexation agreement) and projected half-year improvement levy from Roadside/Camden commercial and residential development north of IKEA retail store site (tax class 01) and tax differential only billing for Holiday Inn properties, also annexed in FY2004 (tax class 02). Adopted FY09 7.69% real property tax rate increase of \$0.023 per \$100 (from \$0.299 to \$0.322) provides \$500,000 for additional police services under a contract with Prince George's County.	5,240,942
31020 PILOT-Housing Authority	Annual payment from College Park Housing Authority in lieu of real property taxes	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; FY09 assessment of \$10,667,400 @ proposed FY09 tax rate \$0.322 per \$100	34,349
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 proposed FY09 tax rate \$0.805 per \$100 on \$120,320,870 estimated assessed valuation. Includes 70% of estimated personal property taxes from FY2004 IKEA annexation (per annexation agreement) and tax differential only billing for FY2004 annexation of Holiday Inn properties.	968,583
31190 Tax Penalties & Interest, Personal Property Tax	Estimate based on historical data	500
31410 Income Tax	Estimate based on current year's data	1,400,000
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	801,894
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	12,000
32220 State Traders' Licenses	Estimate based on trend during previous 3 fiscal years	31,000

REVENUES

REVENUE FOOTNOTES		
Element/Object	Details	Amount
32310 City Building Permits	Estimate provided by Department of Public Services	8,000
32336 Rent Stabilization Fees	Estimate provided by Department of Public Services	0
32340 Occupancy Permits	Estimate provided by Department of Public Services; covers 51% self-support of Code Enforcement program budget. Increased rates for FY09 (10% average increase) 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	440,000
32345 Driveway Apron Permits	Estimate based on historical data	3,000
32350 Other Licenses		100
32365 Utility Easements	Verizon easement	550
32370 Culver Amherst Bus Shelters	Based on current year data; estimate provided by Department of Finance	10,000
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	240,000
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. Insufficient history to accurately budget this item.	4,000
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	85,000
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	85,880
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

REVENUES

REVENUE FOOTNOTES		
Element/Object	Details	Amount
Charges for Services		
34110 Zoning Application Processing Fee	Estimate provided by Department of Planning	2,000
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 616 parking meters in the downtown area; 34 of these meters will be removed when the Special Lot closes for construction of the proposed downtown parking garage.	410,000
34325 Parking Permit Revenue	Estimate provided by Department of Public Services. Includes \$50 monthly permits in City-owned lots; \$30 monthly permits in "church" lot; monthly permit spaces on 4300 block of Knox Road, Pontiac Street and Guilford Drive; and parking permits in 13 residential zones.	57,400
34340 MVA Registration Fees	Estimate provided by Department of Public Services	85
34350 MVA Non-Resident Permits	Estimate provided by Department of Public Services	1,200
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	165,000
34430-01 Recycling Revenue-White Goods	Sale of "white goods" (scrap metal and appliances), generated through Public Works-Recycling program	2,500
34430-03 Recycling Revenue-Motor Oil	Sale of motor oil collected at Public Works yard	2,850
34430-04 Recycling Revenue-Single Stream	Rebate payments for all recyclables (commingles and mixed paper), collected as "single stream" through Public Works-Recycling program	11,000
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 2,400 cubic yards @ \$15.00 for screened compost	36,000
34491 Wood Chip Sales	Estimate provided by Department of Public Works, based on sale of 800 cubic yards @ \$5.00	4,000
34492 Tipping Fees Revenue	Estimate provided by Department of Public Works	25,000
34494 Delivery Charge-Compost	Estimate provided by Department of Public Works, delivery charge varies by delivery zone	10,000
34495 Delivery Charge-Wood Chips	Estimate provided by Department of Public Works, delivery charge varies by delivery zone	6,000

REVENUES

REVENUE FOOTNOTES		
Element/Object	Details	Amount
34510 Youth Services Client Fees	Estimate provided by Department of Community Resources	13,000
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	800
35940 Parking Fines Revenue	Estimate based on historical data from prior fiscal years; reduction from FY2008 based on reduced receivable of outstanding tickets	960,000
35950 Municipal Infractions	Estimate provided by Department of Public Services	50,000
35955 Red Light Cameras	Estimated revenue, proposed new red light enforcement contract	30,000
Miscellaneous Revenues		
36110 Investment Earnings	Estimate based on current year's data, adjusted for decline in interest rates for agencies and MLGIP	135,000
36210 Property Rental-Calvert Road School	Current lease terminated in July 2007. Future uses of the building have not been determined.	0
36214 Property Rental-City Hall Meeting Rooms	Estimate based on current year revenues	100
36215 Property Rental-Old Parish House	Estimate based on current year revenues	5,500
36216 Old Parish House Cleaning Fee	Estimate based on current year revenues	200
36218 Property Rental-Davis Hall	Estimate based on current year revenues	1,400
36219 Property Rental-Duvall Field		750
36410 Sale of Fixed Assets	Proceeds from the sale of surplus equipment; estimate provided by Department of Public Works	10,000
36610 Miscellaneous		0
36615 Freedom of Information Act Requests	Estimate provided by Department of Finance	50
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)	350

REVENUES

REVENUE FOOTNOTES		
Element/Object	Details	Amount
Non-Revenue Receipts 39900 Undesignated Reserve Transfer	Transfer from undesignated reserve	209,440

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 Shift Differential – Saturday Work

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 Shift Differential – Night Work

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 FY2009, retirement contribution is 6.5% 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 account includes the cost of DCPMA gift certificates issued as an incentive to employees who elect to park in the St. Andrew's Church lot rather than the City Hall parking lot, thus freeing up metered parking spaces.
- 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 \$0.585 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), 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 department programs. Services include auditing and accounting (-10), design

Expenditure Descriptions

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), lobbying (-54), executive search (-60), interpreter services (-65), public safety study (-70), 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), downtown redevelopment project (-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), 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), family care (-61), 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 service (-20), courier services (-21), cable camera operator (-25), videography and editing (-26), permit fees (-30), welcoming packets (-31), matching funds (-35), code enforcement abatements (-36), employment background checks (-38), files management (-40), moving expense (-42), registration fees (-43), sweeper shared maintenance (-50), dumpster service (-55), 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), employee events (-20), student events (-35), Martin Luther King, Jr. Day (-40), fall festival (-42), volunteer

Expenditure Descriptions

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), arts and cultural activities (-65), family summit (-66), safety breakfast (-67), 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), 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

- 52-10 Awards and Gifts
This account includes disbursements for awards and gifts. 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.
- 53-10 CDL Licensing Fee
This account includes reimbursement to City employees for the licensing fee incurred in obtaining 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), communications supplies (-16), 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.
- 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 Pickup Trucks

This account includes capital expenditures for autos (-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), handheld ticket writers (-45), bicycle equipment (-46), emergency generators (-48), video equipment (-50), and audio equipment (-60).

93 Office Equipment

This account includes the capital purchases of office equipment (-10), 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), 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, modems, backup systems, data ports and switches, peripheral equipment, computer operating systems and application software. Subcategories include hardware (-10), software (-20), and computer peripherals (-30).

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EXPENDITURE
SUMMARY

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET SUMMARY
 FOR FISCAL YEAR 2009

ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT						
* GENERAL GOVERNMENT	1,928,330	1,919,059	2,215,015	2,111,995	2,308,144	2,324,644
DEPT 20 PUBLIC SERVICES						
* PUBLIC SERVICES	1,934,325	2,262,894	2,612,798	2,528,058	3,190,681	3,191,181
DEPT 30 PLANNING, COMM & ECON DEV						
* PLANNING, COMM & ECON DEV	531,140	473,675	522,261	477,828	550,468	552,468
DEPT 40 COMMUNITY RESOURCES						
* COMMUNITY RESOURCES	708,397	752,988	842,525	835,528	903,802	903,802
DEPT 50 PUBLIC WORKS						
* PUBLIC WORKS	3,726,325	3,962,917	4,587,123	4,165,353	4,762,596	4,762,596
DEPT 65 CONTINGENCY						
* CONTINGENCY	13,000	0	10,000	0	20,000	20,000
DEPT 90 DEBT SERVICE						
* DEBT SERVICE	235,613	220,739	67,264	67,262	67,264	67,264
DEPT 91 MISCELLANEOUS CHARGES						
* MISCELLANEOUS CHARGES	0	0	0	0	0	0
DEPT 92 INTERFUND TRANSFER						
* INTERFUND TRANSFER	780,300	2,821,048	992,552	992,552	990,335	990,335
** GENERAL FUND	9,857,430	12,413,320	11,849,538	11,178,576	12,793,290	12,812,290
	9,857,430	12,413,320	11,849,538	11,178,576	12,793,290	12,812,290

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET BY ELEMENT
 FOR FISCAL YEAR 2009

ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
ELEM 10 PAYROLL-WAGES						
* PAYROLL-WAGES	0	0	0	0	0	0
* SALARY	1,679,874	1,847,746	1,996,949	1,944,039	2,097,393	2,097,393
* HOURLY	2,768,236	2,987,423	3,470,101	3,396,945	3,648,328	3,648,328
* OVERTIME	89,205	107,948	151,563	108,569	163,200	163,200
* ELECTED & APPOINTED	45,638	44,112	48,692	45,988	46,542	46,542
* STIPEND	3,250	4,850	12,600	3,590	7,560	9,060
* AUTOMATED TRUCK INCENTIVE	2,122	2,112	2,500	2,256	2,500	2,500
* SHIFT DIFFERENTIAL-SAT WK	1,700	3,035	3,500	4,163	3,500	3,500
* SHIFT DIFFERENTIAL-NIGHTS	5,696	6,115	8,140	6,681	8,100	8,100
** PAYROLL-WAGES	4,595,721	5,003,341	5,694,045	5,512,231	5,977,123	5,978,623
ELEM 11 FRINGE BENEFITS						
* FICA	343,412	367,898	419,964	406,011	439,305	439,305
* EMPLOYEE ASSISTANCE PROG	2,200	2,355	2,500	2,339	2,500	2,500
* HEALTH INSURANCE	428,673	474,677	549,584	546,289	586,438	586,438
* DENTAL INSURANCE	27,885	29,897	30,482	31,950	34,371	34,371
* LIFE INSURANCE	13,794	14,684	16,229	14,955	15,210	15,210
* VISION INSURANCE	11,759	11,899	13,206	14,608	13,837	13,837
* 457 CITY MATCH CONTRIBUTN	40,153	41,096	73,000	81,278	83,294	83,294
* RETIREMENT	241,172	266,997	319,400	303,859	335,702	335,702
* WORKERS COMPENSATION INS	128,147	213,729	245,208	218,750	204,593	204,593
* LONG TERM DISABILITY INS	18,160	22,061	24,531	20,921	18,267	18,267
* PUBLIC TRANSIT INCENTIVE	0	0	3,000	4,075	5,400	5,400
* CHURCH LOT PKG INCENTIVE	1,200	600	1,200	1,080	1,200	1,200
* WELLNESS PROGRAM REIMB	752	818	935	1,049	935	935

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET BY ELEMENT
 FOR FISCAL YEAR 2009

ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
ELEM 11 FRINGE BENEFITS						
** FRINGE BENEFITS	1,257,307	1,446,711	1,699,239	1,647,164	1,741,052	1,741,052
ELEM 12 TRAVEL & TRAINING						
* NON TRAINING TRAVEL	15,415	19,935	20,795	27,652	22,145	22,145
* TRAVEL & TRAINING	91,972	87,761	122,746	105,235	142,838	142,838
** TRAVEL & TRAINING	107,387	107,696	143,541	132,887	164,983	164,983
ELEM 20 OVERHEAD						
* INSURANCE	0	0	0	1	0	0
* AUTOMOTIVE	0	3-	0	3	0	0
* POSTAGE	2-	0	0	1	0	0
* UTILITIES	0	1-	0	1	0	0
* TELEPHONE	0	0	0	0	0	0
* INFORMATION SYSTEMS	0	1-	0	1-	0	0
* BUILDING MAINTENANCE	1	0	0	1-	0	0
* COPIER	1	0	0	2	0	0
** OVERHEAD	0	5-	0	6	0	0
ELEM 25 GRANTS & ASSISTANCE						
* CITY-UNIV PARTNERSHIP	50,000	50,000	25,000	25,000	25,000	25,000
* ANACOSTIA TRAILS HERITAGE	2,727	2,727	2,727	2,727	2,727	2,727
* COMMUNITY SERVICES GRANTS	10,500	15,000	21,000	21,000	21,000	21,000
* COLLEGE PK ARTS EXCHANGE	25,000	29,000	32,500	32,500	32,500	32,500
* WEST COLL PK CITIZ ASSOC	95,236	0	0	0	0	0
* COLL PK BOYS & GIRLS CLUB	0	0	20,000	20,000	20,000	20,000
* RENTAL EQUIPMENT COUPONS	0	0	1,500	0	0	0
* PUBL SCH EDUCATION GRANTS	0	0	15,000	15,000	15,000	15,000
** GRANTS & ASSISTANCE	183,463	96,727	117,727	116,227	116,227	116,227
ELEM 30 PROFESSIONAL SERVICES						
* AUDITING & ACCOUNTING	13,000	12,920	13,420	13,420	13,920	13,920

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ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
ELEM 30 PROFESSIONAL SERVICES						
* DESIGN & ENGINEERING	32,345	4,943	15,000	0	15,000	15,000
* ADMINISTRATIVE	43,338	27,762	29,505	30,852	28,900	28,900
* SUPPORT SERVICES	7,640	5,640	10,700	10,483	10,740	10,740
* CONSULTING	61,515	30,506	27,018	29,175	28,300	43,300
* APPRAISALS	0	750	0	2,600	0	0
* SURVEYING	1,676	5,892	8,500	1,700	8,500	8,500
* VETERINARY SERVICES	652	4,644	1,452	5,818	1,452	1,452
* TRANSCRIPTION SERVICES	0	1,410	1,000	4,295	1,500	1,500
* TRANSLATION SERVICES	1,645	100	4,503	362	3,250	3,250
* PKG TKTS HEARING OFFICER	7,825	5,013	9,000	5,738	7,000	7,000
* MEDIATION SERVICES	0	0	5,000	0	2,000	2,000
* ACTUARIAL SERVICES	750	0	0	0	0	0
* LOBBYING	0	150	5,000	0	0	0
* INTERPRETER SERVICES	0	0	516	40	1,316	1,316
* PUBLIC SAFETY STUDY	0	61,067	0	16	0	0
* OTHER	0	0	0	0	0	0
** PROFESSIONAL SERVICES	170,386	160,797	130,614	104,499	121,878	136,878
ELEM 32 LEGAL SERVICES						
* CITY ATTORNEY	149,524	173,148	190,000	147,990	180,000	180,000
* CABLE TELEVISION	0	0	2,000	0	2,000	2,000
* CITY-UNIV PARTNERSHIP	0	0	0	0	0	0
* LITIGATION	73,642	12,053	25,000	15,721	25,000	25,000
* RENT STABILIZATION	11,322	17,205	15,000	377	1,500	1,500
* ETHICS COMMISSION	9,664	2,155	5,000	8,038	5,000	5,000

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET BY ELEMENT
 FOR FISCAL YEAR 2009

ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
ELEM 32 LEGAL SERVICES						
* ELECTIONS	0	0	0	0	0	0
* BOND COUNSEL	0	0	0	0	0	0
* OTHER	0	0	0	0	0	0
** LEGAL SERVICES	244,152	204,561	237,000	172,126	213,500	213,500
ELEM 34 CONTRACTUAL SERVICES						
* TEMPORARY MANPOWER	0	0	0	0	0	0
* TEMP MANPOWER-SOLID WASTE	9,205	880	4,200	2,097	3,500	3,500
* TEMP MANPOWER-CURB RECYCL	2,123	1,320	4,060	1,389	3,150	3,150
* TEMP MANPOWER-BRUSH	1,212	550	2,100	1,217	2,100	2,100
* LITTER COLLECTION	0	0	0	289	0	0
* TEMP MANPOWER-LEAF	24,178	33,935	35,280	33,318	35,280	35,280
* TEMP MANPOWER-GRASS	199	660	2,688	1,478	2,688	2,688
* TEMP MANPOWER-OTHER	10,218	10,189	5,180	6,780	12,950	12,950
* TIPPING FEES	294,089	286,171	322,370	259,444	355,560	355,560
* STREET SWEEPING	0	0	0	0	0	0
* POLICE SERVICES CONTRACT	0	0	0	0	500,000	500,000
* PARKING LOT MAINTENANCE	5,280	0	0	0	0	0
* STRIPING	35,935	31,735	40,589	18,726	34,694	34,694
* TREE MAINTENANCE	49,885	41,080	67,300	55,239	70,300	70,300
* TREE INSTALLATIONS	2,095	6,330	7,200	0	7,500	7,500
* SCHEDULED MAINTENANCE	8,748	10,058	9,000	4,769	9,000	9,000
* CHILD CARE COSTS	786	328	600	750	600	600
* FAMILY CARE	0	0	0	0	0	0
* CONTRACT BUS DRIVER	6,148	3,405	3,000	2,873	3,200	3,200

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ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
ELEM 34 CONTRACTUAL SERVICES						
* RAT CONTROL	7,170	10,305	20,000	16,480	20,000	20,000
* CONTRACT PLOWING	0	0	5,500	0	5,500	5,500
* CONTRACT MOWING	37,455	42,170	42,711	42,170	46,100	46,100
* BLDG COVERAGE-AFTER HOURS	1,200	1,200	1,320	1,210	1,380	1,380
* CABLING	0	0	0	0	0	0
* TREE INVENTORY	0	0	1,200	1,165	680	680
* MOSQUITO CONTROL	1,175	1,396	2,000	1,623	2,000	2,000
* CONTRACT R-O-W MAINT	0	0	4,200	3,350	0	0
* FACILITATOR SERVICES	0	0	0	0	0	0
* WEED CONTROL	0	0	22,000	2,355	0	0
* OTHER	0	0	0	0	0	0
** CONTRACTUAL SERVICES	497,101	481,712	602,498	456,722	1,116,182	1,116,182
ELEM 36 SPECIAL SERVICES						
* PRINTING	93,189	80,750	104,547	94,098	96,901	97,401
* CLASSIFIED ADVERTISING	31,059	29,627	37,250	23,468	32,600	32,600
* MVA SERVICES	1,279	376	3,630	4,641	3,705	3,705
* CATERING FOR MEETINGS	2,946	3,385	2,600	5,454	4,300	4,300
* SPECIAL DINNERS	0	2,286	4,000	4,027	3,000	3,000
* RETREAT	0	0	1,400	0	0	0
* TOWING SERVICE	1,038	2,190	2,000	3,225	2,500	2,500
* COURIER SERVICES	0	0	0	21	200	200
* CABLE CAMERA OPERATOR	2,125	2,050	2,900	1,800	2,800	2,800
* VIDEOGRAPHY & EDITING	0	1,500	3,000	950	3,000	3,000
* PERMIT FEES	0	0	0	0	0	0

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET BY ELEMENT
 FOR FISCAL YEAR 2009

ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
ELEM 36 SPECIAL SERVICES						
* WELCOMING PACKETS	0	0	1,200	0	0	0
* MATCHING FUNDS	20,000	4,000	60,000	250	25,000	25,000
* CODE ENFORCMENT ABATEMENTS	14,894-	0	1,000	0	1,000	1,000
* EMPLOYEE BACKGROUND CHECK	708	581	750	518	750	750
* FILES MANAGEMENT	0	0	0	0	0	0
* MOVING EXPENSE	0	0	0	0	0	0
* REGISTRATION FEES	286	0	350	333	350	350
* SWEEPER SHARED MAINT	6,062	12,443	17,000	20,817	17,000	17,000
* DUMPSTER SERVICE	0	0	0	0	0	0
* GREENBELT BRIDGE SURVEY	0	0	0	1,432	0	0
* PGINCCC I-NET PRORATA EXP	1,500	1,500	1,500	9,284	19,098	19,098
* OTHER	1,489	1,978	1,100	982	1,250	3,250
** SPECIAL SERVICES	146,787	142,666	244,227	171,300	213,454	215,954
ELEM 38 SPECIAL EVENTS						
* FIREWORKS	21,079	26,464	32,000	26,693	31,000	31,000
* CONCERTS	0	0	0	0	0	0
* SENIOR TRIPS	14,451	11,568	12,000	14,986	12,500	12,500
* IN-SERVICE DAY	0	0	0	0	0	0
* MNCPPC SUMMER SCH PROGRAM	0	0	0	0	0	0
* HOLIDAY EVENTS	7,803	8,142	9,000	12,833	10,000	10,000
* EMPLOYEE EVENTS	2,764	3,344	3,000	3,945	4,000	4,000
* GEOGRAPHY BOWL	0	0	0	0	0	0
* STUDENT EVENTS	1,973	2,292	2,800	2,127	2,800	2,800
* MARTIN LUTHER KING JR DAY	555	2,301	2,600	973	3,800	3,800

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 FOR FISCAL YEAR 2009

ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
ELEM 38 SPECIAL EVENTS						
* FALL FESTIVAL	5,315	6,603	5,000	1,478	5,000	5,000
* VOLUNTEER PROGRAMS	1,146	1,605	1,500	95	1,250	1,250
* UM NEW STUDENT ORIENTATN	728	0	0	0	0	0
* VETERANS MEMORIAL EVENTS	625	843	950	1,038	1,000	1,000
* SENIOR EVENTS	800	400	1,300	830	1,000	1,000
* SPRING FESTIVAL	0	0	0	0	4,000	4,000
* TERP TROT	1,325	1,508	1,400	1,785	1,700	1,700
* DOWNTOWN EVENTS	5,240	3,645	4,000	1,883	0	0
* NATIONAL NIGHT OUT	308	234	1,400	438	1,400	1,400
* EARTH DAY	0	0	0	0	0	0
* CBE EVENTS	0	0	2,500	0	2,500	2,500
* FAMILY SUMMIT	0	0	3,100	3,184	3,100	3,100
* SAFETY BREAKFAST	899	736	1,200	1,380	1,200	1,200
* MARCH TO REBUILD ROUTE 1	1,708	136	2,000	0	0	0
* OTHER	18,335	12,702	16,530	15,367	17,650	17,650
** SPECIAL EVENTS	85,054	82,523	102,280	89,035	103,900	103,900
ELEM 40 REPAIR & MAINTENANCE						
* OFFICE EQUIPMENT	619	328	1,400	1,242	1,400	1,400
* BUILDINGS & GROUNDS	87,319	59,591	75,335	44,865	86,225	86,225
* TOOLS & EQUIPMENT	18,447	7,046	12,135	7,888	9,850	9,850
* COMPUTER SYSTEMS	402	393	1,000	385	1,000	1,000
* TELEPHONE SYSTEMS	1,544	3,134	3,000	635	3,000	3,000
* RADIO MAINTENANCE	1,385	1,255	980	1,153	1,073	1,073
* HVAC REPAIRS	9,378	7,032	9,155	3,462	10,155	10,155

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ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
ELEM 40 REPAIR & MAINTENANCE						
* STREETScape LIGHTING	2,886	3,529	5,000	2,720	5,000	5,000
* STREETLIGHT REPAIRS	0	473	600	1,085	800	800
* METER POLE MAINTENANCE	0	0	0	0	0	0
* AUDIO-VISUAL EQ SERVICE	390	1,189	2,000	178	2,000	2,000
* WELDING SERVICES	7,920	13,828	8,000	9,240	9,000	9,000
* ELECTRICAL REPAIRS	0	0	0	0	0	0
* OTHER REPAIRS	0	0	0	0	0	0
** REPAIR & MAINTENANCE	130,290	97,798	118,605	72,853	129,503	129,503
ELEM 41 VEHICLE REPAIR & MAINT						
* INSIDE	72,066	52,632	68,000	54,171	63,000	63,000
* OUTSIDE	77,920	84,081	70,650	89,342	70,750	70,750
* TIRES	19,602	14,626	18,600	17,424	18,600	18,600
** VEHICLE REPAIR & MAINT	169,588	151,339	157,250	160,937	152,350	152,350
ELEM 42 CLEANING SERVICE						
* BUILDING	748	0	750	0	750	750
* FIELDS & GROUNDS	0	0	0	0	0	0
* TOOLS & EQUIPMENT	125	0	0	0	0	0
** CLEANING SERVICE	873	0	750	0	750	750
ELEM 45 MAINTENANCE CONTRACT						
* COMPUTER SOFTWARE SUPPORT	48,009	51,986	58,510	54,040	58,347	58,347
* COMPUTER HARDWARE SUPPORT	6,174	4,821	9,719	3,875	5,652	5,652
* COPIERS	754	906	945	792	945	945
* HANDHELD TICKET WRITERS	3,860	3,860	3,860	3,966	4,391	4,391
* OFFICE EQUIPMENT	1,504	1,764	1,533	1,975	2,178	2,178
* BUILDING SERVICES	15,161	17,703	21,048	17,546	21,413	21,413
* VEHICLES	0	0	0	0	0	0

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ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
ELEM 45 MAINTENANCE CONTRACT						
* SECURITY ALARM MONITORING	3,442	3,508	3,051	3,219	3,278	3,278
* PEST CONTROL	4,945	5,219	7,468	7,197	6,924	6,924
* OTHER	0	0	0	0	0	0
** MAINTENANCE CONTRACT	83,849	89,767	106,134	92,610	103,128	103,128
ELEM 47 CLOTHING & UNIFORMS						
* CLOTHING & UNIFORMS	41,126	37,234	51,650	44,738	53,490	53,490
** CLOTHING & UNIFORMS	41,126	37,234	51,650	44,738	53,490	53,490
ELEM 48 RENTAL						
* OFFICE EQUIPMENT	1,140	840	1,140	1,151	1,140	1,140
* TOOLS & EQUIPMENT	400	454	1,750	668	1,400	1,400
* COPIERS	23,011	24,511	23,687	21,892	23,687	23,687
* FRONT END LOADER	0	5,683	0	250	0	0
* TUB GRINDER	6,447	11,545	10,000	6,339	10,000	10,000
* SCREENING EQUIPMENT	19,078	18,600	20,000	17,700	20,000	20,000
* BUILDINGS	5,789	5,898	6,024	6,102	6,180	6,180
* OTHER	0	0	0	0	0	0
** RENTAL	55,865	67,531	62,601	54,102	62,407	62,407
ELEM 50 INSURANCE						
* LIABILITY INSURANCE	129,097	140,054	158,543	154,032	175,237	175,237
** INSURANCE	129,097	140,054	158,543	154,032	175,237	175,237
ELEM 52 AWARDS & GIFTS						
* AWARDS & GIFTS	4,679	6,379	8,175	7,045	8,650	8,650
* EMPLOYEE SERVICE AWARDS	265	0	1,900	1,343	1,900	1,900
* OTHER	778	632	1,680	1,132	1,680	1,680
** AWARDS & GIFTS	5,722	7,011	11,755	9,520	12,230	12,230
ELEM 53 CDL LICENSING FEE						
* CDL LICENSING FEE	252	217	570	271	380	380
** CDL LICENSING FEE	252	217	570	271	380	380
ELEM 54 PHYSICAL EXAMS						

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ELEM 54 PHYSICAL EXAMS						
* PHYSICAL EXAMS	11,420	8,853	13,995	8,521	15,175	15,175
** PHYSICAL EXAMS	11,420	8,853	13,995	8,521	15,175	15,175
ELEM 55 FINANCIAL CHARGES						
* BANK SERVICE CHARGES	1,338	51	2,300	2,177	2,100	2,100
* CREDIT CARD FEES	13,550	13,169	13,380	14,963	15,720	15,720
* ARMORED CAR SERVICE	2,172	2,177	2,160	3,977	4,200	4,200
** FINANCIAL CHARGES	17,060	15,397	17,840	21,117	22,020	22,020
ELEM 60 SUPPLIES						
* GENERAL SUPPLIES	58,820	69,484	64,265	66,005	66,495	66,495
* MEETING REFRESHMENTS	7,762	9,684	9,440	8,467	10,840	10,840
* ROAD SALT	7,644	29,688	31,300	12,027	36,800	36,800
* GROUNDS & FIELD SUPPLIES	3,545	5,682	9,000	7,195	9,000	9,000
* MAINTENANCE SUPPLIES	95	496	500	0	500	500
* SMALL TOOLS	3,476	6,505	6,750	3,930	4,950	4,950
* COMMUNICATIONS	0	0	0	0	0	0
* COMPUTER SUPPLIES	14,105	14,891	16,800	15,373	17,300	17,300
* CLEANING SUPPLIES	0	0	7,250	9,288	7,300	7,300
* SIGNS	27,885	27,881	22,915	18,013	24,055	24,055
* TOTERS & CONTAINERS	29,551	20,886	85,460	90,777	118,779	118,779
* TREES, SHRUBS & FLOWERS	9,572	6,549	15,200	14,380	17,700	17,700
* SAFETY SUPPLIES	5,320	4,247	5,680	3,940	7,430	7,430
* CENTRAL GARAGE	8,460	6,602	7,150	6,342	7,150	7,150
** SUPPLIES	176,235	202,595	281,710	255,737	328,299	328,299
ELEM 61 OFFICE SUPPLIES						
* OFFICE SUPPLIES	27,361	26,709	30,322	30,107	31,272	31,272
** OFFICE SUPPLIES	27,361	26,709	30,322	30,107	31,272	31,272
ELEM 62 POSTAGE						

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ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
ELEM 62 POSTAGE						
* POSTAGE	35,092	28,687	38,246	31,806	31,350	31,350
** POSTAGE	35,092	28,687	38,246	31,806	31,350	31,350
ELEM 64 FUEL						
* GASOLINE	35,678	40,773	37,000	54,650	51,000	51,000
* DIESEL	81,812	81,520	90,000	118,039	108,500	108,500
* OTHER ADDITIVES	8,762	9,503	10,000	11,816	10,000	10,000
** FUEL	126,252	131,796	137,000	184,505	169,500	169,500
ELEM 65 UTILITIES						
* ELECTRICITY	233,527	310,119	324,623	311,099	334,349	334,349
* NATURAL GAS	25,112	27,422	37,000	32,533	38,050	38,050
* WATER & SEWER	8,597	6,343	12,650	11,755	17,000	17,000
** UTILITIES	267,236	343,884	374,273	355,387	389,399	389,399
ELEM 66 TELEPHONE & COMMUNICATION						
* TELEPHONE	40,356	42,981	41,684	41,651	42,184	42,184
* PAGER	579	252	140	151	0	0
* CELLULAR PHONE	14,137	21,197	28,199	22,979	28,752	28,752
* WIRELESS RADIO	6,773	7,635	7,600	10,085	7,600	7,600
* INTERNET	9,774	6,627	3,539	6,928	6,531	6,531
* CABLE TV SERVICE	139	124	135	0	0	0
* OTHER	0	0	0	0	0	0
** TELEPHONE & COMMUNICATION	71,758	78,816	81,297	81,794	85,067	85,067
ELEM 67 DUES & PUBLICATIONS						
* DUES	56,105	60,528	63,044	59,020	64,504	64,504
* PUBLICATIONS & BOOKS	10,005	11,698	12,446	11,646	12,360	12,360
** DUES & PUBLICATIONS	66,110	72,226	75,490	70,666	76,864	76,864
ELEM 68 DEPRECIATION						
* DEPRECIATION EXP	0	0	0	0	0	0
** DEPRECIATION	0	0	0	0	0	0
ELEM 69 MISCELLANEOUS CHARGE						

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET BY ELEMENT
 FOR FISCAL YEAR 2009

ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
ELEM 69 MISCELLANEOUS CHARGE						
* MISCELLANEOUS	6,615	6,888	5,500	4,082	5,600	5,600
** MISCELLANEOUS CHARGE	6,615	6,888	5,500	4,082	5,600	5,600
ELEM 70 PRINCIPAL						
* SUNTRUST BK-MSTR LEASE #1	159,524	150,934	0	0	0	0
* SUNTRUST BK-MSTR LEASE #2	0	0	0	0	0	0
* BANK OF AMER-CITY HALL DV	41,587	44,269	47,584	47,068	50,419	50,419
** PRINCIPAL	201,111	195,203	47,584	47,068	50,419	50,419
ELEM 72 INTEREST						
* SUNTRUST BK-MSTR LEASE #1	8,826	2,542	0	0	0	0
* SUNTRUST BK-MSTR LEASE #2	0	0	0	0	0	0
* BANK OF AMER-CITY HALL DV	25,676	22,994	19,680	20,194	16,845	16,845
** INTEREST	34,502	25,536	19,680	20,194	16,845	16,845
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	13,000	0	10,000	0	20,000	20,000
** CONTINGENCY	13,000	0	10,000	0	20,000	20,000
ELEM 91 HEAVY AUTO EQUIPMENT						
* HEAVY AUTO EQUIPMENT	0	12,170	0	0	0	0
** HEAVY AUTO EQUIPMENT	0	12,170	0	0	0	0
ELEM 92 MACHINERY & EQUIPMENT						
* MACHINERY	0	0	0	0	0	0
* EQUIPMENT	21,846	23,592	3,600	8,986	3,100	3,100
* PHOTOGRAPHIC EQUIPMENT	0	907	500	0	500	500
* HANDHELD TICKET WRITERS	0	4,700	0	0	0	0
* BICYCLE EQUIPMENT	9,632	0	5,000	3,334	5,000	5,000
* VIDEO EQUIPMENT	5,668	2,780	0	0	0	0
* AUDIO EQUIPMENT	0	311	0	0	0	0

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET BY ELEMENT
 FOR FISCAL YEAR 2009

ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
ELEM 92 MACHINERY & EQUIPMENT						
** MACHINERY & EQUIPMENT	37,146	32,290	9,100	12,320	8,600	8,600
ELEM 93 OFFICE EQUIPMENT						
* OFFICE EQUIPMENT	1,869	1,067	0	428	0	0
* OFFICE FURNITURE	8,219	4,043	2,500	3,234	3,211	3,211
* COPIERS	400	0	0	0	0	0
** OFFICE EQUIPMENT	10,488	5,110	2,500	3,662	3,211	3,211
ELEM 95 SITE & BLDG IMPROVEMENTS						
* SITE IMPROVEMENTS	0	0	0	0	0	0
* BUILDINGS	4,100	578	0	0	0	0
** SITE & BLDG IMPROVEMENTS	4,100	578	0	0	0	0
ELEM 96 STREET IMPROVEMENT						
* CONCRETE	4,965	31,635	35,000	31,814	48,000	48,000
* PAVEMENT	0	0	0	0	0	0
* LIGHTING	13,449	12,932	15,000	4,989	15,000	15,000
* STRIPING	0	0	0	0	0	0
* GUARDRAIL	0	0	0	0	0	0
** STREET IMPROVEMENT	18,414	44,567	50,000	36,803	63,000	63,000
ELEM 97 COMMUNICATIONS EQUIPMENT						
* TELEPHONE SYSTEM	964	632	1,000	765	1,000	1,000
* RADIO EQUIPMENT	4,807	5,707	4,000	1,420	5,000	5,000
* CELLULAR PHONES	0	0	0	0	0	0
** COMMUNICATIONS EQUIPMENT	5,771	6,339	5,000	2,185	6,000	6,000
ELEM 98 COMPUTER HDWE & SOFTWARE						
* COMPUTER HARDWARE	38,757	34,347	14,420	14,581	18,160	18,160
* COMPUTER SOFTWARE	4,682	2,601	4,000	14,229	4,400	4,400
* COMPUTER PERIPHERALS	0	0	0	0	0	0
** COMPUTER HDWE & SOFTWARE	43,439	36,948	18,420	28,810	22,560	22,560
ELEM 99 INTERFUND TRANSFERS						
* OPERATING CASH TRANSFERS	780,300	2,821,048	992,552	992,552	990,335	990,335

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET BY ELEMENT
 FOR FISCAL YEAR 2009

ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
ELEM 99 INTERFUND TRANSFERS						
* DEBT FINANCING TRANSFERS	0	0	0	0	0	0
** INTERFUND TRANSFERS	780,300 9,857,430	2,821,048 12,413,320	992,552 11,849,538	992,552 11,178,576	990,335 12,793,290	990,335 12,812,290

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ADMINISTRATION

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 05 HUMAN RESOURCES & BENEFITS							
SUB 0 GENERAL GOVERNMENT							
ELEM 10 PAYROLL-WAGES							
1005-510.10-01	SALARY	85,510	89,955	94,206	95,337	101,254	101,254
1005-510.10-02	HOURLY	34,926	36,377	38,607	38,501	42,056	42,056
1005-510.10-03	OVERTIME	228	237	400	250	300	300
*	PAYROLL-WAGES	120,664	126,569	133,213	134,088	143,610	143,610
ELEM 11 FRINGE BENEFITS							
1005-510.11-10	FICA	8,769	9,184	9,787	9,750	10,325	10,325
1005-510.11-11	EMPLOYEE ASSISTANCE PROG	2,200	2,355	2,500	2,339	2,500	2,500
1005-510.11-12	HEALTH INSURANCE	9,986	11,637	9,776	15,864	15,148	15,148
1005-510.11-13	DENTAL INSURANCE	945	569	498	510	545	545
1005-510.11-14	LIFE INSURANCE	402	415	448	433	433	433
1005-510.11-15	VISION INSURANCE	202	346	347	336	313	313
1005-510.11-17	457 CITY MATCH CONTRIBUTN	1,122	1,206	3,422	3,506	3,520	3,520
1005-510.11-18	RETIREMENT	7,842	8,236	8,659	8,766	9,335	9,335
1005-510.11-21	WORKERS COMPENSATION INS	1,132	1,492	1,531	1,532	1,287	1,287
1005-510.11-22	LONG TERM DISABILITY INS	529	631	676	607	523	523
1005-510.11-30	PUBLIC TRANSIT INCENTIVE	0	0	3,000	4,075	5,400	5,400
1005-510.11-31	CHURCH LOT PKG INCENTIVE	1,200	600	1,200	1,080	1,200	1,200
1005-510.11-32	WELLNESS PROGRAM REIMB	752	818	935	1,049	935	935
*	FRINGE BENEFITS	35,081	37,489	42,779	49,847	51,464	51,464
ELEM 12 TRAVEL & TRAINING							
1005-510.12-10	NON TRAINING TRAVEL	691	41	1,000	0	1,000	1,000
1005-510.12-11	TRAVEL & TRAINING	3,583	3,622	4,950	4,708	4,700	4,700
*	TRAVEL & TRAINING	4,274	3,663	5,950	4,708	5,700	5,700
ELEM 20 OVERHEAD							
1005-510.20-12	POSTAGE	789	429	855	445	585	585
1005-510.20-13	UTILITIES	1,104	1,078	1,275	1,275	1,662	1,662
1005-510.20-14	TELEPHONE	240	220	226	226	226	226
1005-510.20-17	COPIER	2,084	1,477	2,464	1,537	2,259	2,259
*	OVERHEAD	4,217	3,204	4,820	3,483	4,732	4,732
ELEM 30 PROFESSIONAL SERVICES							
1005-510.30-13	ADMINISTRATIVE	0	1,234	1,800	675	1,800	1,800
*	PROFESSIONAL SERVICES	0	1,234	1,800	675	1,800	1,800
ELEM 36 SPECIAL SERVICES							
1005-510.36-10	PRINTING	998	874	1,000	514	1,000	1,000
1005-510.36-11	CLASSIFIED ADVERTISING	26,824	24,232	25,000	17,734	22,000	22,000
1005-510.36-15	CATERING FOR MEETINGS	519	332	650	338	700	700
1005-510.36-38	EMPLOYEE BACKGROUND CHECK	708	581	750	518	750	750
*	SPECIAL SERVICES	29,049	26,019	27,400	19,104	24,450	24,450

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 05 HUMAN RESOURCES & BENEFITS							
SUB 0 GENERAL GOVERNMENT							
ELEM 36 SPECIAL SERVICES							
1005-510.38-20	EMPLOYEE EVENTS	2,764	3,344	3,000	3,945	4,000	4,000
*	SPECIAL EVENTS	2,764	3,344	3,000	3,945	4,000	4,000
ELEM 52 AWARDS & GIFTS							
1005-510.52-10	AWARDS & GIFTS	4,279	5,272	6,375	5,856	6,750	6,750
1005-510.52-30	EMPLOYEE SERVICE AWARDS	265	0	1,900	1,343	1,900	1,900
1005-510.52-99	OTHER	652	526	1,180	604	1,180	1,180
*	AWARDS & GIFTS	5,196	5,798	9,455	7,803	9,830	9,830
ELEM 54 PHYSICAL EXAMS							
1005-510.54-10	PHYSICAL EXAMS	11,420	8,853	10,060	5,209	10,460	10,460
*	PHYSICAL EXAMS	11,420	8,853	10,060	5,209	10,460	10,460
ELEM 60 SUPPLIES							
1005-510.60-10	GENERAL SUPPLIES	778	905	1,050	1,135	1,530	1,530
*	SUPPLIES	778	905	1,050	1,135	1,530	1,530
ELEM 61 OFFICE SUPPLIES							
1005-510.61-10	OFFICE SUPPLIES	1,369	1,223	1,500	1,538	1,500	1,500
*	OFFICE SUPPLIES	1,369	1,223	1,500	1,538	1,500	1,500
ELEM 62 POSTAGE							
1005-510.62-10	POSTAGE	0	9	50	0	50	50
*	POSTAGE	0	9	50	0	50	50
ELEM 67 DUES & PUBLICATIONS							
1005-510.67-10	DUES	669	685	735	746	850	850
1005-510.67-20	PUBLICATIONS & BOOKS	713	774	1,360	820	1,280	1,280
*	DUES & PUBLICATIONS	1,382	1,459	2,095	1,566	2,130	2,130
**	HUMAN RESOURCES & BENEFITS	216,194	219,769	243,172	233,101	261,256	261,256

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	FY2007 ACTUAL	FY2008		FY2009 TARGET
			TARGET	ACTUAL	
1. Provide employee benefits services in a timely, responsive and efficient manner.	Percent of employees receiving annual benefits briefing	100%	90%	100%	90%
2. Conduct an annual employee satisfaction survey.	Percent of employees responding to employee survey rating HR services as good or better	99%	90%	100%	90%
3. Manage the recruitment process to attract and hire qualified candidates for City positions.	External recruitments resulting in an average pool of at least 10 applicants	79%	N/A	N/A	N/A
	Percentage of new hires successfully completing probation	New	80%	78%	80%

PROGRAM NAME/NUMBER

Human Resources/1005

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY06	FY07	FY08	FY09
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	0.00	1.00
Human Resources Assistant I	1.00	1.00	1.00	0.00
Budget Total	2.15	2.15	2.15	2.15

OPERATING EXPENDITURES:

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 9 participants	5,400
	11-31 Church Lot Parking Incentive	\$20 per month DCPMA gift certificate; estimate 5 participants	1,200
	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
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	SHRM or IPMA national or regional conference 1,500 SHRM or IPMA local conference 150 Local SHRM or IPMA association meetings 200 Other seminars and workshops 300 Training mileage 50 50% tuition reimbursement for HR Assistant 1,000 Education/training activities, all employees 1,500	4,700
30	<u>Professional Services</u>		
	30-13 Administrative	Clerical support, 120 hours @ \$15	1,800
36	<u>Special Services</u>		
	36-10 Printing	Letterhead, notepaper, envelopes, personnel regulations and administrative policies, and applications 600 Miscellaneous forms 400	1,000
	36-11 Classified Advertising	Recruitment classified ads	22,000

PROGRAM NAME/NUMBER

Human Resources/1005

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 1005	
Element/Object	Details	Total	
36-15 Catering for Meetings	Committees and workshops	700	
36-38 Employee Background Checks	All new employees	750	
38 <u>Special Events</u> 38-20 Employee Events	Summer event for employees	4,000	
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 1,200 Spencer Harris award 100 Miriam Wolff award 100 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	
54 <u>Physical Exams</u> 54-10 Physical Exams	Pre-employment physicals, 16 @ \$110 1,760 Second opinion @ City request 1,500 Flu shots, estimate 60 @ \$30 1,800 Health Fair 400 Drug and alcohol testing: Random, 32 @ \$100 3,200 Follow-up, 6 @ \$100 600 Post accident, 12 @ \$100 1,200	10,460	
60 <u>Supplies</u> 60-10 General Supplies	Posters, pay check stuffers 200 Presentation/meeting/testing supplies 1,000 Labor law poster certification 330	1,530	
61 <u>Office Supplies</u> 61-10 Office Supplies	Planners, calendars, envelopes, binders, other 600 Filing supplies 400 Miscellaneous 500	1,500	
62 <u>Postage</u> 62-10 Postage	UPS and FedEx 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 420		

PROGRAM NAME/NUMBER

Human Resources/1005

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 1005	
Element/Object	Details	Total	
	County chapter dues	50	850
67-20 Publications & Books	Maryland Employment Law Letter	350	
	BLR – Personnel Problems	480	
	Employee booklets and pamphlets	350	
	Miscellaneous	100	1,280

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 Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY06	FY07	FY08	FY09
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 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 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	0	30	0	0	0	0
*	TRAVEL & TRAINING	0	30	0	0	0	0
ELEM 30 PROFESSIONAL SERVICES							
1009-510.30-13	ADMINISTRATIVE	1,103	1,124	1,200	643	1,200	1,200
1009-510.30-15	CONSULTING	0	2,500	800	2,759	800	800
*	PROFESSIONAL SERVICES	1,103	3,624	2,000	3,402	2,000	2,000
ELEM 36 SPECIAL SERVICES							
1009-510.36-10	PRINTING	914	760	1,500	632	1,500	1,500
1009-510.36-15	CATERING FOR MEETINGS	0	295	0	410	0	0
*	SPECIAL SERVICES	914	1,055	1,500	1,042	1,500	1,500
ELEM 38 SPECIAL EVENTS							
1009-510.38-64	CBE EVENTS	0	0	2,500	0	2,500	2,500
*	SPECIAL EVENTS	0	0	2,500	0	2,500	2,500
ELEM 52 AWARDS & GIFTS							
1009-510.52-10	AWARDS & GIFTS	0	400	1,000	400	1,000	1,000
*	AWARDS & GIFTS	0	400	1,000	400	1,000	1,000
ELEM 60 SUPPLIES							
1009-510.60-10	GENERAL SUPPLIES	560	1,451	1,500	118	1,500	1,500
1009-510.60-50	TREES, SHRUBS & FLOWERS	0	298	3,000	782	3,000	3,000
*	SUPPLIES	560	1,749	4,500	900	4,500	4,500
ELEM 67 DUES & PUBLICATIONS							
1009-510.67-10	DUES	0	600	0	500	500	500
*	DUES & PUBLICATIONS	0	600	0	500	500	500
**	COMM FOR BETTER ENVIRONMT	2,577	7,458	11,500	6,244	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	FY2007 ACTUAL	FY2008		FY2009 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	Number of residents attending programs	500	550	500	550
2. Develop and distribute brochures to local elementary school children to raise awareness about littering, recycling, and energy conservation. Update and continue to distribute informational pamphlets to residents in order to (1) increase energy conservation; (2) participate in anti-littering campaign; and (3) increase participation in commingled recycling pick-up; and other issues identified by Mayor & Council or Public Works. As part of CBE's environmental mission, the organization will encourage the downloading of brochures available online, thereby eventually reducing the number of printed copies.	Number of pamphlets printed for distribution to residents	5,000	3,000	5,000	3,000
	Improve and market CBE page on City website; less reliance on paper copies. Number of "hits" per day on CBE page	50	100	100	150
3. Establish relationships and partner with local and regional public interest groups, environmental organizations, citizens associations and other organizations for the	Number of local and regional groups with whom CBE members cooperate and support	15	20	15	20

PROGRAM NAME/NUMBER

Committee for a Better Environment/1009

purpose of gaining knowledge 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	7	7	10
5. Promote green technologies for homes and businesses, grass/leaf recycling, Smartleaf® compost program, bikeways and trailways, energy conservation and similar issues to improve the environment and quality of life in College Park	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 City staff in order to improve the physical appearance of College Park	Number of projects that CBE initiates or assists with	4	7	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
	FY06	FY07	FY08	FY09
Budget Total	0.00	0.00	0.00	0.00

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 1009
Element/Object	Details	Total	
30 Professional Services 30-13 Administrative	Clerical support, minutes of CBE meetings	1,200	
30-15 Consulting	Outside consulting services	800	
36 Special Services 36-10 Printing	Literature, pamphlets, brochures, newspaper advertisements, etc. to promote CBE and its programs and events	1,500	
38 Special Events 38-64 CBE Events	Funding for special events, including Bike to Work Day, environmental film screenings and other outreach workshops	2,500	
52 Awards & Gifts 52-10 Awards & Gifts	"Green Award" recipients	1,000	
60 Supplies 60-10 General Supplies	Program materials for various CBE programs (recycling awareness, environmental stewardship, open space utilization, etc.)	1,500	
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	3,000	
67 Dues & Publications 67-10 Dues	International Council for Local Environmental Initiatives (ICLEI)	500	

Capital Outlay: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 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	41,800	40,334	44,650	42,150	42,500	42,500
1010-510.10-06	STIPEND	0	0	0	0	0	1,500
*	PAYROLL-WAGES	41,800	40,334	44,650	42,150	42,500	44,000
ELEM 11 FRINGE BENEFITS							
1010-510.11-10	FICA	3,198	3,086	3,425	3,224	3,260	3,260
1010-510.11-21	WORKERS COMPENSATION INS	118	130	161	142	90	90
*	FRINGE BENEFITS	3,316	3,216	3,586	3,366	3,350	3,350
ELEM 12 TRAVEL & TRAINING							
1010-510.12-10	NON TRAINING TRAVEL	151	0	300	32	300	300
1010-510.12-11	TRAVEL & TRAINING	12,965	14,522	18,400	15,953	24,850	24,850
*	TRAVEL & TRAINING	13,116	14,522	18,700	15,985	25,150	25,150
ELEM 20 OVERHEAD							
1010-510.20-10	INSURANCE	21,540	22,265	24,278	24,278	26,949	26,949
1010-510.20-12	POSTAGE	1,563	1,691	1,710	1,911	1,755	1,755
1010-510.20-13	UTILITIES	8,468	8,266	9,778	9,778	12,744	12,744
1010-510.20-14	TELEPHONE	2,400	2,200	2,260	2,260	2,260	2,260
1010-510.20-15	INFORMATION SYSTEMS	4,445	4,304	4,486	4,486	4,880	4,880
1010-510.20-16	BUILDING MAINTENANCE	43,281	39,146	58,352	58,352	63,843	63,843
1010-510.20-17	COPIER	8,500	9,918	9,036	8,723	9,859	9,859
*	OVERHEAD	90,197	87,790	109,900	109,788	122,290	122,290
ELEM 25 GRANTS & ASSISTANCE							
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	10,500	15,000	21,000	21,000	21,000	21,000
1010-510.25-30	COLLEGE PK ARTS EXCHANGE	25,000	29,000	32,500	32,500	32,500	32,500
1010-510.25-33	WEST COLL PK CITIZ ASSOC	95,236	0	0	0	0	0
1010-510.25-35	COLL PK BOYS & GIRLS CLUB	0	0	20,000	20,000	20,000	20,000
1010-510.25-38	PUBL SCH EDUCATION GRANTS	0	0	15,000	15,000	15,000	15,000
*	GRANTS & ASSISTANCE	133,463	46,727	91,227	91,227	91,227	91,227
ELEM 30 PROFESSIONAL SERVICES							
1010-510.30-15	CONSULTING	0	0	0	0	0	15,000
1010-510.30-38	TRANSCRIPTION SERVICES	0	1,410	1,000	4,295	1,500	1,500
1010-510.30-39	TRANSLATION SERVICES	0	0	2,000	197	2,000	2,000
1010-510.30-54	LOBBYING	0	150	5,000	0	0	0
1010-510.30-65	INTERPRETER SERVICES	0	0	0	0	1,000	1,000
*	PROFESSIONAL SERVICES	0	1,560	8,000	4,492	4,500	19,500
ELEM 36 SPECIAL SERVICES							
1010-510.36-10	PRINTING	225	924	1,000	1,236	1,250	1,250

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 10 MAYOR & CITY COUNCIL							
SUB 0 GENERAL GOVERNMENT							
ELEM 36 SPECIAL SERVICES							
1010-510.36-15	CATERING FOR MEETINGS	2,157	2,593	1,550	4,399	3,600	3,600
1010-510.36-16	SPECIAL DINNERS	0	2,286	4,000	4,027	3,000	3,000
1010-510.36-18	RETREAT	0	0	1,400	0	0	0
1010-510.36-59	GREENBELT BRIDGE SURVEY	0	0	0	1,432	0	0
1010-510.36-99	OTHER	345	279	500	125	500	500
*	SPECIAL SERVICES	2,727	6,082	8,450	11,219	8,350	8,350
ELEM 38 SPECIAL EVENTS							
1010-510.38-68	MARCH TO REBUILD ROUTE 1	1,708	136	2,000	0	0	0
1010-510.38-99	OTHER	0	0	0	0	2,000	2,000
*	SPECIAL EVENTS	1,708	136	2,000	0	2,000	2,000
ELEM 47 CLOTHING & UNIFORMS							
1010-510.47-10	CLOTHING & UNIFORMS	1,913	1,146	1,200	1,171	1,200	1,200
*	CLOTHING & UNIFORMS	1,913	1,146	1,200	1,171	1,200	1,200
ELEM 60 SUPPLIES							
1010-510.60-10	GENERAL SUPPLIES	1,148	1,506	2,250	1,491	2,000	2,000
1010-510.60-11	MEETING REFRESHMENTS	1,277	1,135	1,800	1,036	1,800	1,800
*	SUPPLIES	2,425	2,641	4,050	2,527	3,800	3,800
ELEM 61 OFFICE SUPPLIES							
1010-510.61-10	OFFICE SUPPLIES	127	0	0	0	0	0
*	OFFICE SUPPLIES	127	0	0	0	0	0
ELEM 62 POSTAGE							
1010-510.62-10	POSTAGE	0	51	0	24	0	0
*	POSTAGE	0	51	0	24	0	0
ELEM 66 TELEPHONE & COMMUNICATION							
1010-510.66-12	CELLULAR PHONE	2,861	2,719	3,840	2,460	3,240	3,240
*	TELEPHONE & COMMUNICATION	2,861	2,719	3,840	2,460	3,240	3,240
ELEM 67 DUES & PUBLICATIONS							
1010-510.67-10	DUES	42,873	46,280	46,532	45,632	48,329	48,329
1010-510.67-20	PUBLICATIONS & BOOKS	1,630	1,425	2,000	1,583	2,000	2,000
*	DUES & PUBLICATIONS	44,503	47,705	48,532	47,215	50,329	50,329
ELEM 69 MISCELLANEOUS CHARGE							
1010-510.69-10	MISCELLANEOUS	2,862	1,578	2,000	87	2,000	2,000
*	MISCELLANEOUS CHARGE	2,862	1,578	2,000	87	2,000	2,000
ELEM 92 MACHINERY & EQUIPMENT							

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 10 MAYOR & CITY COUNCIL							
SUB 0 GENERAL GOVERNMENT							
ELEM 92 MACHINERY & EQUIPMENT							
1010-510.92-60	AUDIO EQUIPMENT	0	311	0	0	0	0
*	MACHINERY & EQUIPMENT	0	311	0	0	0	0
**	MAYOR & CITY COUNCIL	341,018	256,518	346,135	331,711	359,936	376,436

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	FY2007 ACTUAL	FY2008		FY2009 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	32	30	48	30
2. Maintain effective working relationships with the University of Maryland	Number of jointly sponsored projects	22	24	24	24
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	No survey	60%	62%	No survey
	Percent of residents who rate traffic safety as good or better	No survey	79%	80%	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	No survey	70%	73%	No survey
	Percent of residents who rate value for tax dollar as good or better	No survey	55%	56%	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
	FY06	FY07	FY08	FY09
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 12-11 Travel & Training	Mileage reimbursement National League of Cities annual convention @ Orlando, 4 elected officials @ \$ 2,400 9,600 National League of Cities congressional convention @ Washington, DC, 1 Council member @ \$450 450 Maryland Municipal League annual conference, 7 Council members + Mayor @ \$1,400 11,200 Maryland Municipal League fall legislative conference @ Cambridge, 2 Council members + Mayor @ \$1,100 3,300 Maryland Municipal League mayors' conference @ Annapolis 300	300 24,850	
25 Grants and Assistance 25-11 Anacostia Trails Heritage Area	Annual contribution	2,727	
25-20 Community Services Grants	Grants to non-governmental organizations, limited to \$3,000 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.	21,000	
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		

PROGRAM NAME/NUMBER

Mayor & Council/1010

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 1010	
	Element/Object	Details	Total
		least 14 College Park youth.	15,000
30	<u>Professional Services</u>		
	30-15 Consulting	Strategic planning process	15,000
	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	Business cards, notepads, color copies 750 Outside printing of documents 500 (Weekly council packets are photocopied and copier usage is charged as Overhead-Copier 20-17)	1,250
	36-15 Catering for Meetings	Budget session meals (4) 500 Hosting PGCMA meeting 300 Hosting "Four Cities" meetings 300 Dinner for certain Mayor & Council meetings 2,500	3,600
	36-16 Special Dinners	Legislative dinner 2,000 Dinner meetings with elected officials and others 1,000	3,000
	36-99 Other	Miscellaneous expenses	500
38	<u>Special Events</u>		
	38-99 Other	To be determined	2,000
47	<u>Clothing & Uniforms</u>		
	47-10 Clothing & Uniforms	City seal embroidered clothing for Mayor, Councilmembers, Student Liaison	1,200
60	<u>Supplies</u>		
	60-10 General Supplies	Miscellaneous supplies, including paper, name plates, etc. for Council meetings	2,000
	60-11 Meeting Refreshments	Meeting snacks	1,800
66	<u>Telephone & Communications</u>		
	66-12 Cellular Phone	Cell phone for Mayor @ \$120 monthly 1,440 Cell phone for 3 Council members @ \$50 monthly each 1,800	3,240
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 1,789 Maryland Mayor's Association 60	48,329
	67-20 Publications & Books	Annotated Code of Maryland, annual updates 1,350	

PROGRAM NAME/NUMBER

Mayor & Council/1010

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 1010	
Element/Object	Details	Total	
	Other publications	250	
	City Code, additional copies	400	2,000
69	<u>Miscellaneous Charge</u> 69-10 Miscellaneous		2,000

Capital Outlay: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADGPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 11 CITY ATTORNEY							
SUB 0 GENERAL GOVERNMENT							
ELEM 30 PROFESSIONAL SERVICES							
1011-510.30-15	CONSULTING	0	2,788	0	0	0	0
*	PROFESSIONAL SERVICES	0	2,788	0	0	0	0
ELEM 32 LEGAL SERVICES							
1011-510.32-10	CITY ATTORNEY	149,524	173,148	190,000	147,990	180,000	180,000
1011-510.32-18	LITIGATION	73,642	12,053	25,000	15,721	25,000	25,000
*	LEGAL SERVICES	223,166	185,201	215,000	163,711	205,000	205,000
**	CITY ATTORNEY	223,166	187,989	215,000	163,711	205,000	205,000

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	FY2007 ACTUAL	FY2008		FY2009 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	N/A	90%	95%	90%
3. Represent the City in all other court actions	Percent of court actions decided in City's favor	N/A	90%	100%	90%

PROGRAM NAME/NUMBER

City Attorney/1011

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY06	FY07	FY08	FY09
Budget Total	0.00	0.00	0.00	0.00

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 1011	
Element/Object	Details	Total	
32 <u>Legal Services</u>			
32-10 City Attorney	Estimated based on current billings		180,000
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 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 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	7,508	8,155	8,544	8,732	9,246	9,246
1012-510.10-03	OVERTIME	0	0	0	131	0	0
1012-510.10-05	ELECTED & APPOINTED	1,638	1,378	1,642	1,638	1,642	1,642
*	PAYROLL-WAGES	9,146	9,533	10,186	10,501	10,888	10,888
ELEM 11 FRINGE BENEFITS							
1012-510.11-10	FICA	689	717	765	793	827	827
1012-510.11-12	HEALTH INSURANCE	133	151	152	171	152	152
1012-510.11-13	DENTAL INSURANCE	51	0	0	1	0	0
1012-510.11-14	LIFE INSURANCE	22	27	29	29	28	28
1012-510.11-15	VISION INSURANCE	11	0	0	0	0	0
1012-510.11-17	457 CITY MATCH CONTRIBUTN	33	79	98	99	98	98
1012-510.11-18	RETIREMENT	376	540	565	586	611	611
1012-510.11-21	WORKERS COMPENSATION INS	26	32	37	41	23	23
1012-510.11-22	LONG TERM DISABILITY INS	29	41	44	40	34	34
*	FRINGE BENEFITS	1,370	1,587	1,690	1,760	1,773	1,773
ELEM 12 TRAVEL & TRAINING							
1012-510.12-10	NON TRAINING TRAVEL	0	21	60	0	60	60
*	TRAVEL & TRAINING	0	21	60	0	60	60
ELEM 30 PROFESSIONAL SERVICES							
1012-510.30-13	ADMINISTRATIVE	3,619	2,033	3,605	3,116	0	0
*	PROFESSIONAL SERVICES	3,619	2,033	3,605	3,116	0	0
ELEM 36 SPECIAL SERVICES							
1012-510.36-10	PRINTING	1,177	114	150	695	0	0
1012-510.36-15	CATERING FOR MEETINGS	261	165	400	257	0	0
1012-510.36-25	CABLE CAMERA OPERATOR	100	0	100	0	0	0
*	SPECIAL SERVICES	1,538	279	650	952	0	0
ELEM 60 SUPPLIES							
1012-510.60-10	GENERAL SUPPLIES	131	0	2,200	55	200	200
*	SUPPLIES	131	0	2,200	55	200	200
ELEM 67 DUES & PUBLICATIONS							
1012-510.67-10	DUES	0	0	252	0	0	0
1012-510.67-20	PUBLICATIONS & BOOKS	365	0	0	228	0	0
*	DUES & PUBLICATIONS	365	0	252	228	0	0
**	BOARD OF ELECTION SUPRVS	16,169	13,453	18,643	16,612	12,921	12,921

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	FY2007 ACTUAL	FY2008		FY2009 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 12,638	5% increase	Total registered 12,559	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 \$390 annually; board members each receive \$312 annually.

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY06	FY07	FY08	FY09
City Clerk	0.15	0.15	0.15	0.15
Budget Total	0.15	0.15	0.15	0.15

OPERATING EXPENDITURES: FY2009 is not 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	
60 <u>Supplies</u> 60-10 General Supplies	Miscellaneous supplies	200	

Capital Outlay: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 13 ADVISORY COMMITTEES							
SUB 0 GENERAL GOVERNMENT							
ELEM 10 PAYROLL-WAGES							
1013-510.10-03	OVERTIME	0	381	0	599	750	750
*	PAYROLL-WAGES	0	381	0	599	750	750
ELEM 11 FRINGE BENEFITS							
1013-510.11-10	FICA	0	26	0	40	57	57
1013-510.11-12	HEALTH INSURANCE	0	118	0	205	0	0
1013-510.11-13	DENTAL INSURANCE	0	9	0	14	0	0
1013-510.11-14	LIFE INSURANCE	0	2	0	3	0	0
1013-510.11-15	VISION INSURANCE	0	0	0	3	0	0
1013-510.11-18	RETIREMENT	0	19	0	39	49	49
1013-510.11-21	WORKERS COMPENSATION INS	0	1	0	2	1	1
1013-510.11-22	LONG TERM DISABILITY INS	0	3	0	4	0	0
*	FRINGE BENEFITS	0	178	0	310	107	107
ELEM 20 OVERHEAD							
1013-510.20-12	POSTAGE	333	485	285	528	585	585
1013-510.20-17	COPIER	319	258	411	450	411	411
*	OVERHEAD	652	743	696	978	996	996
ELEM 30 PROFESSIONAL SERVICES							
1013-510.30-13	ADMINISTRATIVE	3,690	4,179	5,000	3,043	5,000	5,000
*	PROFESSIONAL SERVICES	3,690	4,179	5,000	3,043	5,000	5,000
ELEM 36 SPECIAL SERVICES							
1013-510.36-10	PRINTING	0	0	100	20	100	100
1013-510.36-11	CLASSIFIED ADVERTISING	641	434	1,000	421	1,000	1,000
*	SPECIAL SERVICES	641	434	1,100	441	1,100	1,100
ELEM 38 SPECIAL EVENTS							
1013-510.38-35	STUDENT EVENTS	423	692	1,200	532	1,200	1,200
*	SPECIAL EVENTS	423	692	1,200	532	1,200	1,200
ELEM 60 SUPPLIES							
1013-510.60-10	GENERAL SUPPLIES	0	224	100	82	100	100
1013-510.60-11	MEETING REFRESHMENTS	160-	217	300	95	300	300
*	SUPPLIES	160-	441	400	177	400	400
**	ADVISORY COMMITTEES	5,246	7,048	8,396	6,080	9,553	9,553

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)
Housing Authority of the City of College Park	Landlords' Forum
Noise Control Board	Recreation Board* (2014)
Rent Stabilization Board* (2016)	Tenants' Committee
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. Housing Authority of the City of College Park: Responsible for the operation of the senior citizen housing complex at Attick Towers. Landlords' Forum: Provides a forum for landlords to communicate with Mayor & Council. Noise Control Board: Advises City in noise control efforts and adjudicates noise complaints. Tenants' Committee: Provides a forum for improving the quality of life for renters in the City. 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.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2007 ACTUAL	FY2008		FY2009 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	91%	90%	79%	85%
2. To encourage citizen participation	Number of citizens serving on boards and commissions (full staffing = 126)	102	112	99	107

PROGRAM NAME/NUMBER

Advisory Committees/1013

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY06	FY07	FY08	FY09
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)	1,000	
38 Special Events 38-35 Student Events	Parental/family involvement programs (Education Advisory Committee request)	1,200	
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 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 14 ETHICS COMMISSION							
SUB 0 GENERAL GOVERNMENT							
ELEM 12 TRAVEL & TRAINING							
1014-510.12-11	TRAVEL & TRAINING	71	0	500	143	500	500
*	TRAVEL & TRAINING	71	0	500	143	500	500
ELEM 30 PROFESSIONAL SERVICES							
1014-510.30-13	ADMINISTRATIVE	768	313	600	121	600	600
*	PROFESSIONAL SERVICES	768	313	600	121	600	600
ELEM 32 LEGAL SERVICES							
1014-510.32-20	ETHICS COMMISSION	9,664	2,155	5,000	8,038	5,000	5,000
*	LEGAL SERVICES	9,664	2,155	5,000	8,038	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	10,503	2,468	6,250	8,302	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	FY2007 ACTUAL	FY2008		FY2009 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	89%	100%	100%	100%
	Members of boards and committees	TBD	40%	40%	40%
	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
	FY06	FY07	FY08	FY09
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 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 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	0	0	37	0	0
1016-510.10-03	OVERTIME	0	984	1,300	1,574	1,750	1,750
1016-510.10-05	ELECTED & APPOINTED	2,200	2,400	2,400	2,200	2,400	2,400
*	PAYROLL-WAGES	2,200	3,384	3,700	3,811	4,150	4,150
ELEM 11 FRINGE BENEFITS							
1016-510.11-10	FICA	169	203	283	200	318	318
1016-510.11-12	HEALTH INSURANCE	0	0	0	65	0	0
1016-510.11-13	DENTAL INSURANCE	0	0	0	4	0	0
1016-510.11-14	LIFE INSURANCE	0	0	0	1	0	0
1016-510.11-17	457 CITY MATCH CONTRIBUTN	0	0	0	7	0	0
1016-510.11-18	RETIREMENT	0	0	85	42	0	0
1016-510.11-21	WORKERS COMPENSATION INS	6	9	66	27	66	66
1016-510.11-22	LONG TERM DISABILITY INS	0	0	0	1	0	0
*	FRINGE BENEFITS	175	212	434	347	384	384
ELEM 30 PROFESSIONAL SERVICES							
1016-510.30-13	ADMINISTRATIVE	535	634	600	275	600	600
1016-510.30-65	INTERPRETER SERVICES	0	0	200	0	0	0
*	PROFESSIONAL SERVICES	535	634	800	275	600	600
ELEM 32 LEGAL SERVICES							
1016-510.32-11	CABLE TELEVISION	0	0	2,000	0	2,000	2,000
*	LEGAL SERVICES	0	0	2,000	0	2,000	2,000
ELEM 36 SPECIAL SERVICES							
1016-510.36-25	CABLE CAMERA OPERATOR	2,025	2,050	2,800	1,800	2,800	2,800
1016-510.36-26	VIDEOGRAPHY & EDITING	0	1,500	3,000	950	3,000	3,000
1016-510.36-63	PGINCCC I-NET PRORATA EXP	1,500	1,500	1,500	0	0	0
*	SPECIAL SERVICES	3,525	5,050	7,300	2,750	5,800	5,800
ELEM 40 REPAIR & MAINTENANCE							
1016-510.40-40	AUDIO-VISUAL EQ SERVICE	0	0	1,000	178	1,000	1,000
*	REPAIR & MAINTENANCE	0	0	1,000	178	1,000	1,000
ELEM 60 SUPPLIES							
1016-510.60-10	GENERAL SUPPLIES	248	127	600	154	600	600
*	SUPPLIES	248	127	600	154	600	600
**	CABLE TV COMMISSION	6,683	9,407	15,834	7,515	14,534	14,534

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	FY2007 ACTUAL	FY2008		FY2009 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 the salary of 5 commission members who are not FTE's. Each commission member is paid \$600 annually.

Beginning in FY2008, overtime has been added to this program to cover City staff being trained 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
	FY06	FY07	FY08	FY09
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	2,000	
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	600	

Capital Outlay: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 17 PUBLIC RELATIONS							
SUB 0 GENERAL GOVERNMENT							
ELEM 10 PAYROLL-WAGES							
1017-510.10-01	SALARY	47,253	50,287	52,411	54,212	56,906	56,906
*	PAYROLL-WAGES	47,253	50,287	52,411	54,212	56,906	56,906
ELEM 11 FRINGE BENEFITS							
1017-510.11-10	FICA	3,427	3,470	3,628	3,778	3,882	3,882
1017-510.11-12	HEALTH INSURANCE	2,530	2,741	2,893	2,946	3,104	3,104
1017-510.11-13	DENTAL INSURANCE	255	172	151	155	166	166
1017-510.11-14	LIFE INSURANCE	152	166	176	173	173	173
1017-510.11-15	VISION INSURANCE	74	101	101	98	92	92
1017-510.11-17	457 CITY MATCH CONTRIBUTN	368	449	619	680	684	684
1017-510.11-18	RETIREMENT	2,892	3,310	3,423	3,545	3,715	3,715
1017-510.11-21	WORKERS COMPENSATION INS	664	885	891	907	777	777
1017-510.11-22	LONG TERM DISABILITY INS	201	251	267	242	207	207
*	FRINGE BENEFITS	10,563	11,545	12,149	12,524	12,800	12,800
ELEM 20 OVERHEAD							
1017-510.20-12	POSTAGE	44	0	0	0	0	0
1017-510.20-14	TELEPHONE	960	880	904	904	904	904
1017-510.20-17	COPIER	9	1	0	0	0	0
*	OVERHEAD	1,013	881	904	904	904	904
ELEM 30 PROFESSIONAL SERVICES							
1017-510.30-13	ADMINISTRATIVE	0	0	1,500	0	1,500	1,500
*	PROFESSIONAL SERVICES	0	0	1,500	0	1,500	1,500
ELEM 36 SPECIAL SERVICES							
1017-510.36-10	PRINTING	38,918	35,627	37,294	35,802	37,680	37,680
1017-510.36-31	WELCOMING PACKETS	0	0	1,200	0	0	0
1017-510.36-99	OTHER	600	724	600	857	750	750
*	SPECIAL SERVICES	39,518	36,351	39,094	36,659	38,430	38,430
ELEM 38 SPECIAL EVENTS							
1017-510.38-15	HOLIDAY EVENTS	6,455	6,825	7,500	10,295	8,500	8,500
1017-510.38-40	MARTIN LUTHER KING JR DAY	555	0	0	0	3,800	3,800
1017-510.38-45	VOLUNTEER PROGRAMS	338	28	500	0	500	500
1017-510.38-99	OTHER	11,247	8,120	9,350	7,997	9,350	9,350
*	SPECIAL EVENTS	18,595	14,973	17,350	18,292	22,150	22,150
ELEM 52 AWARDS & GIFTS							
1017-510.52-99	OTHER	126	106	500	528	500	500
*	AWARDS & GIFTS	126	106	500	528	500	500
ELEM 60 SUPPLIES							

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 10	GENERAL GOVERNMENT						
DIV 17	PUBLIC RELATIONS						
SUB 0	GENERAL GOVERNMENT						
ELEM 60	SUPPLIES						
1017-510.60-10	GENERAL SUPPLIES	211	1,671	3,550	2,216	3,000	3,000
*	SUPPLIES	211	1,671	3,550	2,216	3,000	3,000
**	PUBLIC RELATIONS	117,279	115,814	127,458	125,335	136,190	136,190

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	FY2007 ACTUAL	FY2008		FY2009 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	No survey	50%	61%	No survey
	Percent of residents who rate usefulness of <i>Municipal Scene</i> information as good or better	No survey	57%	63%	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	No survey	53%	56%	No survey
	Respond appropriately in writing to every letter that merits a response	100%	100%	100%	100%

PROGRAM NAME/NUMBER

Public Relations/1017

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY06	FY07	FY08	FY09
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 <u>Special Services</u> 30-13 Administrative	Intern to verify facts in draft "History of College Park" document	1,500	
36 <u>Special Services</u> 36-10 Printing	Municipal Scene, 24 issues @ \$1,545 per issue 37,080 Invitations to special events 250 Reprinting of City history (100 copies) 350	37,680	
36-99 Other	Flowers for condolences and Veterans Memorial	750	
38 <u>Special Events</u> 38-15 Holiday Events	For FY2009, Mayor & Council authorized a bonus of \$75 per employee in lieu of the holiday party.	8,500	
38-40 Martin Luther King, Jr. Day (former account 1018-3840)	Martin Luther King, Jr. Day activities, net of contributions	3,800	
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 <u>Awards & Gifts</u> 52-99 Other	Citizen recognition	500	
60 <u>Supplies</u> 60-10 General Supplies	Flags for City buildings and Veterans Memorial 1,000 Promotional items 2,000	3,000	

Capital Outlay: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 18 CITY MANAGER							
SUB 0 GENERAL GOVERNMENT							
ELEM 10 PAYROLL-WAGES							
1018-510.10-01	SALARY	141,511	141,595	145,738	152,890	162,844	162,844
1018-510.10-02	HOURLY	42,337	36,595	37,313	37,189	39,393	39,393
1018-510.10-03	OVERTIME	154	0	250	375	750	750
*	PAYROLL-WAGES	184,002	178,190	183,301	190,454	202,987	202,987
ELEM 11 FRINGE BENEFITS							
1018-510.11-10	FICA	12,839	12,370	13,020	13,520	13,670	13,670
1018-510.11-12	HEALTH INSURANCE	15,943	12,543	11,637	11,849	12,487	12,487
1018-510.11-13	DENTAL INSURANCE	948	760	674	691	739	739
1018-510.11-14	LIFE INSURANCE	586	571	618	611	613	613
1018-510.11-15	VISION INSURANCE	254	416	489	474	442	442
1018-510.11-17	45% CITY MATCH CONTRIBUTN	1,456	1,371	2,509	3,021	2,998	2,998
1018-510.11-18	RETIREMENT	9,729	10,274	11,980	11,469	13,291	13,291
1018-510.11-21	WORKERS COMPENSATION INS	4,837	5,975	5,925	6,104	5,358	5,358
1018-510.11-22	LONG TERM DISABILITY INS	775	862	932	862	737	737
*	FRINGE BENEFITS	47,367	45,142	47,784	48,601	50,335	50,335
ELEM 12 TRAVEL & TRAINING							
1018-510.12-10	NON TRAINING TRAVEL	80	145	250	456	500	500
1018-510.12-11	TRAVEL & TRAINING	6,022	5,032	8,900	5,770	13,200	13,200
*	TRAVEL & TRAINING	6,102	5,177	9,150	6,226	13,700	13,700
ELEM 20 OVERHEAD							
1018-510.20-10	INSURANCE	5,385	5,566	6,070	6,070	6,737	6,737
1018-510.20-11	AUTOMOTIVE	5,799	6,432	6,792	6,792	7,126	7,126
1018-510.20-12	POSTAGE	312	78	285	15	293	293
1018-510.20-13	UTILITIES	2,945	2,875	3,401	3,401	4,433	4,433
1018-510.20-14	TELEPHONE	1,920	1,760	1,808	1,808	1,808	1,808
1018-510.20-15	INFORMATION SYSTEMS	8,890	8,609	4,486	4,486	4,880	4,880
1018-510.20-16	BUILDING MAINTENANCE	7,729	8,897	12,685	12,685	13,879	13,879
1018-510.20-17	COPIER	1,029	768	1,027	278	1,027	1,027
*	OVERHEAD	34,009	34,985	36,554	35,535	40,183	40,183
ELEM 30 PROFESSIONAL SERVICES							
1018-510.30-11	DESIGN & ENGINEERING	0	0	3,000	0	3,000	3,000
1018-510.30-15	CONSULTING	3,250	0	4,000	3,668	0	0
1018-510.30-39	TRANSLATION SERVICES	0	0	250	126	0	0
*	PROFESSIONAL SERVICES	3,250	0	7,250	3,794	3,000	3,000
ELEM 36 SPECIAL SERVICES							
1018-510.36-10	PRINTING	2,598	140	6,500	3,698	1,000	1,000
*	SPECIAL SERVICES	2,598	140	6,500	3,698	1,000	1,000

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 18 CITY MANAGER							
SUB 0 GENERAL GOVERNMENT							
ELEM 38 SPECIAL EVENTS							
ELEM 38 SPECIAL EVENTS							
1018-510.38-40	MARTIN LUTHER KING JR DAY	0	2,301	2,600	973	0	0
1018-510.38-99	OTHER	0	0	300	0	300	300
*	SPECIAL EVENTS	0	2,301	2,900	973	300	300
ELEM 61 OFFICE SUPPLIES							
1018-510.61-10	OFFICE SUPPLIES	1,455	549	0	18	0	0
*	OFFICE SUPPLIES	1,455	549	0	18	0	0
ELEM 62 POSTAGE							
1018-510.62-10	POSTAGE	3,018	0	5,400	1,839	0	0
*	POSTAGE	3,018	0	5,400	1,839	0	0
ELEM 66 TELEPHONE & COMMUNICATION							
1018-510.66-12	CELLULAR PHONE	464	793	1,260	1,216	1,920	1,920
*	TELEPHONE & COMMUNICATION	464	793	1,260	1,216	1,920	1,920
ELEM 67 DUES & PUBLICATIONS							
1018-510.67-10	DUES	879	1,210	2,130	999	1,660	1,660
1018-510.67-20	PUBLICATIONS & BOOKS	163	166	500	34	500	500
*	DUES & PUBLICATIONS	1,042	1,376	2,630	1,033	2,160	2,160
ELEM 69 MISCELLANEOUS CHARGE							
1018-510.69-10	MISCELLANEOUS	1,164	1,166	1,500	922	1,600	1,600
*	MISCELLANEOUS CHARGE	1,164	1,166	1,500	922	1,600	1,600
**	CITY MANAGER	284,471	269,819	304,229	294,309	317,185	317,185

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	FY2007 ACTUAL	FY2008		FY2009 TARGET
			TARGET	ACTUAL	
1. Manage the City's financial resources to ensure efficiency and accountability ● Ensure that programs are managed within budget	Percent of programs 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)	95%	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)	75%	76%	73%	75%

PROGRAM NAME/NUMBER

City Manager/1018

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY06	FY07	FY08	FY09
City Manager	0.75	0.75	0.75	0.75
Assistant City Manager	1.00	0.00	0.00	0.00
Assistant to the City Manager	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	0.00	0.00
Office Specialist III	0.00	0.00	1.00	1.00
Budget Total	3.75	2.75	2.75	2.75

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 @ Richmond, VA, 2 @ \$1,900 3,800 Maryland Municipal League (MML) annual conference, 2 @ \$1,400 2,800 MML fall legislative conference @ Cambridge, 3 City staff @ \$1,100 3,300 MCCMA spring meeting @ Rocky Gap, MD, 2 @ \$950 1,900 Staff training 900 Local meetings 500	13,200	
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		300	
66 <u>Telephone & Communications</u> 66-12 Cellular Phone	Monthly service, 1 phone @ \$120 + 1 allowance @ \$40	1,920	
67 <u>Dues & Publications</u> 67-10 Dues	International City/County Management Association (ICMA): City Manager 1,000 Assistant to the City Manager 560 National League of Cities (NLC) 100	1,660	
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 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 19 CITY CLERK							
SUB 0 GENERAL GOVERNMENT							
ELEM 10 PAYROLL-WAGES							
1019-510.10-01	SALARY	53,522	58,472	61,104	62,429	65,413	65,413
*	PAYROLL-WAGES	53,522	58,472	61,104	62,429	65,413	65,413
ELEM 11 FRINGE BENEFITS							
1019-510.11-10	FICA	4,075	4,184	4,376	4,504	4,750	4,750
1019-510.11-12	HEALTH INSURANCE	2,121	2,311	2,397	2,431	2,540	2,540
1019-510.11-13	DENTAL INSURANCE	327	124	108	111	119	119
1019-510.11-14	LIFE INSURANCE	169	193	206	201	199	199
1019-510.11-15	VISION INSURANCE	90	78	78	75	70	70
1019-510.11-17	457 CITY MATCH CONTRIBUTN	393	575	652	650	652	652
1019-510.11-18	RETIREMENT	3,083	3,835	4,011	4,097	4,291	4,291
1019-510.11-21	WORKERS COMPENSATION INS	152	193	222	203	139	139
1019-510.11-22	LONG TERM DISABILITY INS	223	292	311	281	238	238
*	FRINGE BENEFITS	10,633	11,785	12,361	12,553	12,998	12,998
ELEM 12 TRAVEL & TRAINING							
1019-510.12-10	NON TRAINING TRAVEL	109	0	100	113	150	150
1019-510.12-11	TRAVEL & TRAINING	2,778	3,076	3,200	2,914	4,100	4,100
*	TRAVEL & TRAINING	2,887	3,076	3,300	3,027	4,250	4,250
ELEM 20 OVERHEAD							
1019-510.20-10	INSURANCE	2,693	2,783	3,035	3,035	3,369	3,369
1019-510.20-12	POSTAGE	510	244	570	4	585	585
1019-510.20-13	UTILITIES	1,841	1,797	2,126	2,126	2,770	2,770
1019-510.20-14	TELEPHONE	2,160	1,980	2,034	2,034	2,034	2,034
1019-510.20-15	INFORMATION SYSTEMS	4,445	4,304	4,486	4,486	4,880	4,880
1019-510.20-16	BUILDING MAINTENANCE	7,729	8,897	12,685	12,685	13,879	13,879
1019-510.20-17	COPIER	463	365	411	410	616	616
*	OVERHEAD	19,841	20,370	25,347	24,780	28,133	28,133
ELEM 30 PROFESSIONAL SERVICES							
1019-510.30-13	ADMINISTRATIVE	2,874	2,703	3,000	0	0	0
*	PROFESSIONAL SERVICES	2,874	2,703	3,000	0	0	0
ELEM 36 SPECIAL SERVICES							
1019-510.36-10	PRINTING	551	4,130	5,550	7,119	5,550	5,550
1019-510.36-11	CLASSIFIED ADVERTISING	0	3,028	5,000	856	5,000	5,000
*	SPECIAL SERVICES	551	7,158	10,550	7,975	10,550	10,550
ELEM 47 CLOTHING & UNIFORMS							
1019-510.47-10	CLOTHING & UNIFORMS	0	0	0	0	300	300
*	CLOTHING & UNIFORMS	0	0	0	0	300	300

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 19 CITY CLERK							
SUB 0 GENERAL GOVERNMENT							
ELEM 61 OFFICE SUPPLIES							
ELEM 61 OFFICE SUPPLIES							
1019-510.61-10	OFFICE SUPPLIES	773	670	2,500	1,197	2,000	2,000
*	OFFICE SUPPLIES	773	670	2,500	1,197	2,000	2,000
ELEM 67 DUES & PUBLICATIONS							
1019-510.67-10	DUES	616	325	360	275	370	370
1019-510.67-20	PUBLICATIONS & BOOKS	381	603	365	236	330	330
*	DUES & PUBLICATIONS	997	928	725	511	700	700
ELEM 69 MISCELLANEOUS CHARGE							
1019-510.69-10	MISCELLANEOUS	0	177	0	0	0	0
*	MISCELLANEOUS CHARGE	0	177	0	0	0	0
ELEM 92 MACHINERY & EQUIPMENT							
1019-510.92-40	PHOTOGRAPHIC EQUIPMENT	0	404	0	0	0	0
*	MACHINERY & EQUIPMENT	0	404	0	0	0	0
**	CITY CLERK	92,078	105,743	118,887	112,472	124,344	124,344

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	FY2007 ACTUAL	FY2008		FY2009 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
	FY06	FY07	FY08	FY09
City Clerk	0.60	0.60	0.60	0.60
Assistant City Clerk	0.50	0.50	0.50	0.50
Budget Total	1.10	1.10	1.10	1.10

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 convention, 1 @ \$ 1,400 1,400 Maryland Municipal Clerks Association quarterly meetings 300 Certified Municipal Clerk Institute (IIMC) @ Virginia Beach, VA, 1 @ \$1,750 1,750 IIMC regional conference @ Annapolis, 2 @ \$200 400 Miscellaneous classes 250	4,100
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 550	5,550
	36-11 Classified Advertising	Charter Resolution advertising, estimate 2 @ \$2,500	5,000
47	<u>Clothing & Uniforms</u> 47-10 Clothing & Uniforms	City seal polo shirts for staff	300
61	<u>Office Supplies</u> 61-10 Office Supplies	Includes City Manager's office	2,000
67	<u>Dues & Publication</u> 67-10 Dues	International Institute of Municipal Clerks (IIMC), 2 @ \$125 250 Maryland Municipal Clerks' Association (MMCA), 2 @ \$60 120	370
	67-20 Publications & Books	MML directories 120 The Washington Post, weekday subscription 110 Miscellaneous publications 100	330

PROGRAM NAME/NUMBER

City Clerk/1019

Capital Outlay: None

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FINANCE

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 20 FINANCE ADMINISTRATION							
SUB 0 GENERAL GOVERNMENT							
ELEM 10 PAYROLL-WAGES							
1020-510.10-01	SALARY	34,090	35,559	37,860	37,729	39,970	39,970
*	PAYROLL-WAGES	34,090	35,559	37,860	37,729	39,970	39,970
ELEM 11 FRINGE BENEFITS							
1020-510.11-10	FICA	2,545	2,571	2,698	2,806	2,779	2,779
1020-510.11-12	HEALTH INSURANCE	2,018	2,222	2,465	2,515	2,662	2,662
1020-510.11-13	DENTAL INSURANCE	148	152	143	147	157	157
1020-510.11-14	LIFE INSURANCE	113	117	128	121	121	121
1020-510.11-15	VISION INSURANCE	38	62	62	60	56	56
1020-510.11-17	457 CITY MATCH CONTRIBUTN	209	214	365	364	365	365
1020-510.11-18	RETIREMENT	2,220	2,323	2,461	2,452	2,598	2,598
1020-510.11-21	WORKERS COMPENSATION INS	95	117	136	122	84	84
1020-510.11-22	LONG TERM DISABILITY INS	149	177	193	170	146	146
*	FRINGE BENEFITS	7,535	7,955	8,651	8,757	8,968	8,968
ELEM 12 TRAVEL & TRAINING							
1020-510.12-10	NON TRAINING TRAVEL	180	211	0	170	0	0
1020-510.12-11	TRAVEL & TRAINING	1,398	4,331	4,940	4,183	5,720	5,720
*	TRAVEL & TRAINING	1,578	4,542	4,940	4,353	5,720	5,720
ELEM 20 OVERHEAD							
1020-510.20-10	INSURANCE	5,385	5,566	6,070	6,070	6,737	6,737
1020-510.20-13	UTILITIES	8,468	8,266	9,778	9,778	12,744	12,744
1020-510.20-14	TELEPHONE	3,600	3,300	3,390	3,390	3,390	3,390
1020-510.20-15	INFORMATION SYSTEMS	8,890	8,609	8,972	8,972	9,759	9,759
1020-510.20-16	BUILDING MAINTENANCE	12,366	14,235	20,296	20,296	22,206	22,206
*	OVERHEAD	38,709	39,976	48,506	48,506	54,836	54,836
ELEM 61 OFFICE SUPPLIES							
1020-510.61-10	OFFICE SUPPLIES	68	0	100	0	100	100
*	OFFICE SUPPLIES	68	0	100	0	100	100
ELEM 66 TELEPHONE & COMMUNICATION							
1020-510.66-12	CELLULAR PHONE	448	397	600	378	600	600
*	TELEPHONE & COMMUNICATION	448	397	600	378	600	600
ELEM 67 DUES & PUBLICATIONS							
1020-510.67-10	DUES	660	725	680	660	695	695
1020-510.67-20	PUBLICATIONS & BOOKS	870	829	965	832	965	965
*	DUES & PUBLICATIONS	1,530	1,554	1,645	1,492	1,660	1,660
ELEM 69 MISCELLANEOUS CHARGE							
1020-510.69-10	MISCELLANEOUS	360	450	250	213	250	250

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 10	GENERAL GOVERNMENT						
DIV 20	FINANCE ADMINISTRATION						
SUB 0	GENERAL GOVERNMENT						
ELEM 69	MISCELLANEOUS CHARGE						
*	MISCELLANEOUS CHARGE	360	450	250	213	250	250
**	FINANCE ADMINISTRATION	84,318	90,433	102,552	101,428	112,104	112,104

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	FY2007 ACTUAL	FY2008		FY2009 TARGET
			TARGET	ACTUAL	
1. Manage revenues to ensure the City receives all revenues to which it is entitled ● Identify new revenue sources or ways to reduce expenditures	Percent of projected revenues actually received	>100%	100%	97% to date	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
	FY06	FY07	FY08	FY09
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 through meetings sponsored by the Government Finance Officers Association (GFOA) and Maryland Government Finance Officers Association (MGFOA). Both the Director and Deputy Director of Finance require concurrent training, as they are members of the same government accounting associations that sponsor these seminars.

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 1020	
Element/Object	Details	Total	
12 <u>Travel & Training</u> 12-11 Travel & Training	MDGFOA, quarterly meetings, 2 attendees @ \$400 800 MDGFOA, annual conference, 2 @ \$500 1,000 GFOA annual conference @ Seattle, WA: Registration, 2 @ \$360 720 Travel and lodging, 2 @ \$1,600 3,200	5,720	
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 @ \$190 190 Government Finance Officers Association (GFOA), 1 @ \$215, 1 @ \$145 360 Maryland Government Finance Officers Association (MDGFOA), 3 @ \$35 105 Maryland Department of Licensing, 1 @ \$40 (bi-annual license renewals are on staggered schedule) 40	695	
67-20 Publications & Books	CAFR submission fee for GFOA award 425 Budget submission fee for GFOA award 250 Maryland Municipal League directories 90 GFOA and GASB publications 200	965	
69 <u>Miscellaneous Charge</u> 69-10 Miscellaneous		250	

PROGRAM NAME/NUMBER

Finance Administration/1020

Capital Outlay: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 21 PAYROLL SERVICES							
SUB 0 GENERAL GOVERNMENT							
ELEM 10 PAYROLL-WAGES							
1021-510.10-01	SALARY	7,926	8,295	8,788	8,756	9,278	9,278
1021-510.10-02	HOURLY	48,224	50,712	53,640	53,568	56,751	56,751
1021-510.10-03	OVERTIME	77	33	150	51	150	150
*	PAYROLL-WAGES	56,227	59,040	62,578	62,375	66,179	66,179
ELEM 11 FRINGE BENEFITS							
1021-510.11-10	FICA	4,112	4,247	4,484	4,493	4,736	4,736
1021-510.11-12	HEALTH INSURANCE	10,150	11,063	12,026	12,268	12,980	12,980
1021-510.11-13	DENTAL INSURANCE	450	455	456	466	497	497
1021-510.11-14	LIFE INSURANCE	186	196	211	201	200	200
1021-510.11-15	VISION INSURANCE	117	294	295	286	267	267
1021-510.11-17	457 CITY MATCH CONTRIBUTN	626	626	939	676	678	678
1021-510.11-18	RETIREMENT	3,671	3,839	4,074	4,061	4,308	4,308
1021-510.11-21	WORKERS COMPENSATION INS	157	194	225	202	139	139
1021-510.11-22	LONG TERM DISABILITY INS	247	294	318	282	241	241
*	FRINGE BENEFITS	19,716	21,208	23,028	22,935	24,046	24,046
ELEM 12 TRAVEL & TRAINING							
1021-510.12-11	TRAVEL & TRAINING	304	398	780	30	780	780
*	TRAVEL & TRAINING	304	398	780	30	780	780
ELEM 20 OVERHEAD							
1021-510.20-12	POSTAGE	315	321	285	296	585	585
1021-510.20-14	TELEPHONE	960	880	904	904	904	904
1021-510.20-15	INFORMATION SYSTEMS	35,559	34,435	35,889	35,889	39,038	39,038
1021-510.20-17	COPIER	90	74	205	55	205	205
*	OVERHEAD	36,924	35,710	37,283	37,144	40,732	40,732
ELEM 62 POSTAGE							
1021-510.62-10	POSTAGE	24	0	0	0	0	0
*	POSTAGE	24	0	0	0	0	0
ELEM 67 DUES & PUBLICATIONS							
1021-510.67-10	DUES	165	165	165	165	165	165
1021-510.67-20	PUBLICATIONS & BOOKS	382	439	432	339	440	440
*	DUES & PUBLICATIONS	547	604	597	504	605	605
**	PAYROLL SERVICES	113,742	116,960	124,266	122,988	132,342	132,342

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	FY2007 ACTUAL	FY2008		FY2009 TARGET
			TARGET	ACTUAL	
1. Ensure that payroll is processed in a timely and accurate manner <ul style="list-style-type: none"> • 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	98%	96%	100%	98%

PROGRAM NAME/NUMBER

Payroll Services/1021

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY06	FY07	FY08	FY09
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 700		780
67 <u>Dues & Publications</u>			
67-10 Dues	American Payroll Association		165
67-20 Publications & Books	IOMA Compliance Guide, subscription 265 ACH Participant Directory 175		440

Capital Outlay: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 22 ACCTG & FINANCL REPORTING							
SUB 0 GENERAL GOVERNMENT							
ELEM 10 PAYROLL-WAGES							
1022-510.10-01	SALARY	64,010	122,232	128,301	127,881	135,454	135,454
1022-510.10-02	HOURLY	182,413	143,245	154,059	162,654	165,215	165,215
1022-510.10-03	OVERTIME	126	336	500	1,008	500	500
*	PAYROLL-WAGES	246,549	265,813	282,860	291,543	301,169	301,169
ELEM 11 FRINGE BENEFITS							
1022-510.11-10	FICA	18,477	19,749	21,072	21,567	22,312	22,312
1022-510.11-12	HEALTH INSURANCE	23,264	22,090	24,330	24,788	25,438	25,438
1022-510.11-13	DENTAL INSURANCE	1,827	2,303	2,243	2,461	2,456	2,456
1022-510.11-14	LIFE INSURANCE	799	839	901	870	866	866
1022-510.11-15	VISION INSURANCE	519	1,463	1,468	1,439	1,327	1,327
1022-510.11-17	457 CITY MATCH CONTRIBUTN	2,897	2,663	3,494	3,223	3,233	3,233
1022-510.11-18	RETIREMENT	15,540	16,601	17,583	18,345	18,717	18,717
1022-510.11-21	WORKERS COMPENSATION INS	692	878	1,028	958	639	639
1022-510.11-22	LONG TERM DISABILITY INS	1,063	1,269	1,361	1,224	1,038	1,038
*	FRINGE BENEFITS	65,078	67,855	73,480	74,875	76,026	76,026
ELEM 12 TRAVEL & TRAINING							
1022-510.12-10	NON TRAINING TRAVEL	1	0	0	0	0	0
1022-510.12-11	TRAVEL & TRAINING	2,654	2,117	4,200	1,392	3,200	3,200
*	TRAVEL & TRAINING	2,655	2,117	4,200	1,392	3,200	3,200
ELEM 20 OVERHEAD							
1022-510.20-12	POSTAGE	7,516	5,306	7,410	6,199	5,850	5,850
1022-510.20-14	TELEPHONE	4,560	4,180	4,294	4,294	4,294	4,294
1022-510.20-15	INFORMATION SYSTEMS	71,118	68,870	71,777	71,777	78,076	78,076
1022-510.20-17	COPIER	1,079	1,047	1,232	1,295	1,232	1,232
*	OVERHEAD	84,273	79,403	84,713	83,565	89,452	89,452
ELEM 30 PROFESSIONAL SERVICES							
1022-510.30-10	AUDITING & ACCOUNTING	13,000	12,920	13,420	13,420	13,920	13,920
1022-510.30-13	ADMINISTRATIVE	0	0	300	0	300	300
*	PROFESSIONAL SERVICES	13,000	12,920	13,720	13,420	14,220	14,220
ELEM 36 SPECIAL SERVICES							
1022-510.36-10	PRINTING	3,926	2,654	4,000	4,664	4,000	4,000
1022-510.36-11	CLASSIFIED ADVERTISING	757	0	0	0	0	0
1022-510.36-13	MVA SERVICES	1,111	184	3,030	4,148	3,030	3,030
*	SPECIAL SERVICES	5,794	2,838	7,030	8,812	7,030	7,030
ELEM 47 CLOTHING & UNIFORMS							
1022-510.47-10	CLOTHING & UNIFORMS	222	742	750	1,001	900	900
*	CLOTHING & UNIFORMS	222	742	750	1,001	900	900

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 22 ACCTG & FINANCL REPORTING							
SUB 0 GENERAL GOVERNMENT							
ELEM 47 CLOTHING & UNIFORMS							
1022-510.55-10	BANK SERVICE CHARGES	1,338	51	2,300	2,177	2,100	2,100
1022-510.55-15	CREDIT CARD FEES	13,550	13,169	13,380	14,963	15,720	15,720
1022-510.55-20	ARMORED CAR SERVICE	2,172	2,177	2,160	3,977	4,200	4,200
*	FINANCIAL CHARGES	17,060	15,397	17,840	21,117	22,020	22,020
ELEM 60 SUPPLIES							
1022-510.60-10	GENERAL SUPPLIES	5	16	100	76	100	100
1022-510.60-11	MEETING REFRESHMENTS	0	0	0	13	0	0
*	SUPPLIES	5	16	100	89	100	100
ELEM 61 OFFICE SUPPLIES							
1022-510.61-10	OFFICE SUPPLIES	6,008	3,458	5,780	4,817	5,680	5,680
*	OFFICE SUPPLIES	6,008	3,458	5,780	4,817	5,680	5,680
ELEM 62 POSTAGE							
1022-510.62-10	POSTAGE	174	16	2,646	132	450	450
*	POSTAGE	174	16	2,646	132	450	450
ELEM 92 MACHINERY & EQUIPMENT							
1022-510.92-20	EQUIPMENT	0	460	0	0	0	0
*	MACHINERY & EQUIPMENT	0	460	0	0	0	0
ELEM 93 OFFICE EQUIPMENT							
1022-510.93-10	OFFICE EQUIPMENT	0	0	0	215	0	0
*	OFFICE EQUIPMENT	0	0	0	215	0	0
**	ACCTG & FINANCL REPORTING	440,818	451,035	493,119	500,978	520,247	520,247

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	FY2007 ACTUAL	FY2008		FY2009 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	93%	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	65%	70%	70%	70%
	Percent of current fiscal year tickets collected by collection agency during current fiscal year	1%	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	\$138,036	\$150,000	\$200,363	\$135,000

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	\$51	\$2,300	\$2,177	\$2,100
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PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY06	FY07	FY08	FY09
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	1.30	1.80
Office Specialist II	0.50	0.50	0.50	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 and tuition reimbursement. 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, 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 50% tuition reimbursement, 2 staff members 2,000 Travel reimbursement, MDGFOA conferences 300	3,200	
30 <u>Professional Services</u> 30-10 Auditing & Accounting	Contract for auditing services, year 3 of 3-year contract (assumes that single audit will not be required as Federal funds received will be less than \$500,000)	13,920	
30-13 Administrative	Support staff as needed	300	
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 300	4,000	
36-13 MVA Services	Maryland MVA address requests, 600 x 12 months @ \$0.025 per record 180 New Jersey MVA address requests, 25 x 12 months @ \$4.50 per record 1,350 Other states' motor vehicle address requests through		

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 1022	
Element/Object	Details	Total	
	DMVRegInfo, 100 x 12 months @ \$1.25 per record	1,500	3,030
47 <u>Clothing & Uniforms</u> 47-10 Clothing & Uniforms	City seal embroidered 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	1,800	2,100
	Bank of the West, service charges @ \$25/month	300	
55-15 Credit Cards	Visa, MasterCard discount, \$1,200 monthly	14,400	15,720
	American Express discount, \$80 monthly	960	
	Discover Card discount, \$30 monthly	360	
55-20 Armored Car Service	Armored car service for parking meter coin pickup @ \$350 monthly		4,200
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	5,680
	Record retention storage boxes	500	
	Calendars	180	
	Computer paper, 60 boxes @ \$50	3,000	
	Binders, folders, dividers	400	
	Miscellaneous supplies	500	
	Plastic bags for bank deposit of parking meter coin	800	
62 <u>Postage</u> 62-10 Postage	U. S. Postal Service – first class presort fee permit	175	450
	U. S. Postal Service – standard mail fee permit	175	
	Shipping charges, GFOA submittals and other	100	

Capital Outlay: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 23 BUDGET DEVEL & MONITORING							
SUB 0 GENERAL GOVERNMENT							
ELEM 10 PAYROLL-WAGES							
1023-510.10-01	SALARY	38,722	40,526	42,931	42,783	45,324	45,324
*	PAYROLL-WAGES	38,722	40,526	42,931	42,783	45,324	45,324
ELEM 11 FRINGE BENEFITS							
1023-510.11-10	FICA	2,888	2,915	3,058	3,186	3,148	3,148
1023-510.11-12	HEALTH INSURANCE	2,198	2,418	2,678	2,732	2,892	2,892
1023-510.11-13	DENTAL INSURANCE	160	164	154	158	169	169
1023-510.11-14	LIFE INSURANCE	128	133	145	137	137	137
1023-510.11-15	VISION INSURANCE	42	70	70	68	63	63
1023-510.11-17	457 CITY MATCH CONTRIBUTN	235	241	417	416	417	417
1023-510.11-18	RETIREMENT	2,517	2,634	2,790	2,781	2,946	2,946
1023-510.11-21	WORKERS COMPENSATION INS	108	133	155	138	95	95
1023-510.11-22	LONG TERM DISABILITY INS	169	201	219	192	165	165
*	FRINGE BENEFITS	8,445	8,909	9,686	9,808	10,032	10,032
ELEM 20 OVERHEAD							
1023-510.20-15	INFORMATION SYSTEMS	22,224	21,522	22,430	22,430	24,399	24,399
1023-510.20-17	COPIER	903	1,044	1,027	918	1,027	1,027
*	OVERHEAD	23,127	22,566	23,457	23,348	25,426	25,426
ELEM 36 SPECIAL SERVICES							
1023-510.36-10	PRINTING	2,232	2,258	2,500	13	2,500	2,500
1023-510.36-11	CLASSIFIED ADVERTISING	374	513	1,000	212	1,000	1,000
*	SPECIAL SERVICES	2,606	2,771	3,500	225	3,500	3,500
**	BUDGET DEVEL & MONITORING	72,900	74,772	79,574	76,164	84,282	84,282

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	FY2007 ACTUAL	FY2008		FY2009 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
	FY06	FY07	FY08	FY09
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 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 24 INFORMATION SYSTEMS							
SUB 0 GENERAL GOVERNMENT							
ELEM 10 PAYROLL-WAGES							
1024-510.10-01	SALARY	141,942	131,801	146,861	146,391	155,048	155,048
1024-510.10-02	HOURLY	73,137	90,193	92,777	90,712	102,761	102,761
1024-510.10-03	OVERTIME	859	1,632	2,000	2,225	3,000	3,000
*	PAYROLL-WAGES	215,938	223,626	241,638	239,328	260,809	260,809
ELEM 11 FRINGE BENEFITS							
1024-510.11-10	FICA	16,657	16,703	18,544	18,019	19,677	19,677
1024-510.11-12	HEALTH INSURANCE	9,279	8,707	14,851	11,792	11,891	11,891
1024-510.11-13	DENTAL INSURANCE	1,199	1,204	1,461	1,243	1,367	1,367
1024-510.11-14	LIFE INSURANCE	682	701	807	755	781	781
1024-510.11-15	VISION INSURANCE	334	480	686	560	406	406
1024-510.11-17	457 CITY MATCH CONTRIBUTN	1,764	1,446	1,851	1,726	1,851	1,851
1024-510.11-18	RETIREMENT	8,973	10,277	13,357	11,063	14,324	14,324
1024-510.11-21	WORKERS COMPENSATION INS	4,334	6,284	6,810	6,339	5,870	5,870
1024-510.11-22	LONG TERM DISABILITY INS	905	1,058	1,221	1,061	940	940
*	FRINGE BENEFITS	44,127	46,860	59,588	52,558	57,107	57,107
ELEM 12 TRAVEL & TRAINING							
1024-510.12-10	NON TRAINING TRAVEL	2,042	1,581	1,600	1,317	1,700	1,700
1024-510.12-11	TRAVEL & TRAINING	5,240	2,385	8,600	6,899	8,600	8,600
*	TRAVEL & TRAINING	7,282	3,966	10,200	8,216	10,300	10,300
ELEM 20 OVERHEAD							
1024-510.20-12	POSTAGE	28,414-	25,889-	28,500-	28,251-	29,250-	29,250-
1024-510.20-14	TELEPHONE	24,000-	22,000-	22,600-	22,600-	22,600-	22,600-
1024-510.20-15	INFORMATION SYSTEMS	444,490-	430,439-	448,607-	448,607-	487,973-	487,973-
1024-510.20-17	COPIER	17,291-	17,262-	20,537-	15,643-	20,537-	20,537-
*	OVERHEAD	514,195-	495,590-	520,244-	515,101-	560,360-	560,360-
ELEM 30 PROFESSIONAL SERVICES							
1024-510.30-14	SUPPORT SERVICES	7,440	5,440	10,500	10,243	10,500	10,500
*	PROFESSIONAL SERVICES	7,440	5,440	10,500	10,243	10,500	10,500
ELEM 36 SPECIAL SERVICES							
1024-510.36-15	CATERING FOR MEETINGS	9	0	0	50	0	0
1024-510.36-63	PGINCCC I-NET PRORATA EXP	0	0	0	9,284	19,098	19,098
*	SPECIAL SERVICES	9	0	0	9,334	19,098	19,098
ELEM 40 REPAIR & MAINTENANCE							
1024-510.40-11	BUILDINGS & GROUNDS	35	0	0	0	0	0
1024-510.40-14	COMPUTER EQUIPMENT	402	393	1,000	385	1,000	1,000
1024-510.40-15	TELEPHONE EQUIPMENT	1,324	3,134	3,000	635	3,000	3,000
*	REPAIR & MAINTENANCE	1,761	3,527	4,000	1,020	4,000	4,000

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 24 INFORMATION SYSTEMS							
SUB 0 GENERAL GOVERNMENT							
ELEM 40 REPAIR & MAINTENANCE							
1024-510.45-10	COMPUTER SOFTWARE SUPPORT	48,009	51,986	58,510	54,040	58,347	58,347
1024-510.45-11	COMPUTER HARDWARE SUPPORT	6,174	4,821	9,719	3,875	5,652	5,652
1024-510.45-12	COPIERS	596	688	720	602	720	720
1024-510.45-13	HANDHELD TICKET WRITERS	3,860	3,860	3,860	3,966	4,391	4,391
1024-510.45-15	OFFICE EQUIPMENT	1,504	1,764	1,533	1,975	1,778	1,778
1024-510.45-16	BUILDING SERVICES	638	750	638	0	1,338	1,338
*	MAINTENANCE CONTRACT	60,781	63,869	74,980	64,458	72,226	72,226
ELEM 48 RENTAL							
1024-510.48-10	OFFICE EQUIPMENT	1,140	840	1,140	1,151	1,140	1,140
1024-510.48-20	COPIERS	12,343	14,179	13,787	11,617	13,787	13,787
*	RENTAL	13,483	15,019	14,927	12,768	14,927	14,927
ELEM 60 SUPPLIES							
1024-510.60-10	GENERAL SUPPLIES	1,466	124	250	436	250	250
1024-510.60-11	MEETING REFRESHMENTS	0	0	0	44	0	0
1024-510.60-20	COMPUTER SUPPLIES	14,105	14,891	16,800	15,373	17,300	17,300
*	SUPPLIES	15,571	15,015	17,050	15,853	17,550	17,550
ELEM 61 OFFICE SUPPLIES							
1024-510.61-10	OFFICE SUPPLIES	5,818	6,463	6,500	6,575	6,500	6,500
*	OFFICE SUPPLIES	5,818	6,463	6,500	6,575	6,500	6,500
ELEM 62 POSTAGE							
1024-510.62-10	POSTAGE	30,478	27,012	28,500	28,348	29,250	29,250
*	POSTAGE	30,478	27,012	28,500	28,348	29,250	29,250
ELEM 66 TELEPHONE & COMMUNICATION							
1024-510.66-10	TELEPHONE	21,597	22,949	22,600	23,480	22,600	22,600
1024-510.66-11	PAGER	424	105	0	0	0	0
1024-510.66-12	CELLULAR PHONE	1,641	4,125	6,452	5,173	6,452	6,452
1024-510.66-14	INTERNET	9,654	6,627	3,539	6,928	6,531	6,531
*	TELEPHONE & COMMUNICATION	33,316	33,806	32,591	35,581	35,583	35,583
ELEM 67 DUES & PUBLICATIONS							
1024-510.67-10	DUES	195	195	150	195	150	150
1024-510.67-20	PUBLICATIONS & BOOKS	0	0	200	0	200	200
*	DUES & PUBLICATIONS	195	195	350	195	350	350
ELEM 93 OFFICE EQUIPMENT							
1024-510.93-10	OFFICE EQUIPMENT	336	0	0	0	0	0
1024-510.93-30	COPIERS	400	0	0	0	0	0

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 24 INFORMATION SYSTEMS							
SUB 0 GENERAL GOVERNMENT							
ELEM 93 OFFICE EQUIPMENT							
*	OFFICE EQUIPMENT	736	0	0	0	0	0
ELEM 97 COMMUNICATIONS EQUIPMENT							
1024-510.97-10	TELEPHONE SYSTEM	964	632	1,000	765	1,000	1,000
*	COMMUNICATIONS EQUIPMENT	964	632	1,000	765	1,000	1,000
ELEM 98 COMPUTER HDWE & SOFTWARE							
1024-510.98-10	COMPUTER HARDWARE	19,490	34,347	14,420	14,581	17,160	17,160
1024-510.98-20	COMPUTER SOFTWARE	4,682	2,601	4,000	14,229	4,000	4,000
*	COMPUTER HDWE & SOFTWARE	24,172	36,948	18,420	28,810	21,160	21,160
**	INFORMATION SYSTEMS	52,124-	13,212-	0	1,049-	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	FY2007 ACTUAL	FY2008		FY2009 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

PROGRAM NAME/NUMBER

Information Systems/1024

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY06	FY07	FY08	FY09
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	0.00	1.00
Information Systems Technician II	2.00	2.00	2.00	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 12-11 Travel & Training	Staff mileage reimbursement for local meetings Mid-Atlantic HTE Users Group (MA-HUG) annual conference, 2 @ \$1,200 2,400 Desktop applications training, 20 attendees @ \$250 5,000 Travel and meals for training 1,200	1,700 8,600
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 8,000	10,500
36	<u>Special Services</u> 36-63 PGINCCC I-Net Pro-Rata Exp	City's pro-rata share of FY09 adopted operating budget of Prince George's I-Net (PGINCCC)	19,098
40	<u>Repair & Maintenance</u> 40-14 Computer 40-15 Telephone System	Computers and printers Telephone equipment repairs and programming, all buildings	1,000 3,000
45	<u>Maintenance Contract</u> 45-10 Computer Software Support	Sungard HTE software, all modules 43,260 Public Works software: Qqest fleet management, including Gasboy interface 389 Kronos time & attendance 1,976 CCAR work orders, 5-user network license fee	

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 1024	
Element/Object	Details	Total	
	(no maintenance charge for FY09 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 5,517 Symantec Norton Anti-Virus, network subscription 2,010 Systran translation software, annual fee 810 Dameware – network application software 162 Visix – Axis TV (character generator) software 638 Connect Daily calendar software 125 @Mail e-mail service 250		58,347
45-11 Computer Hardware Support	IBM – System i5 (AS/400) maintenance, including tape drive 1,504 IBM – 2 AS/400 network line printers (Finance, Public Services) 2,508 Allied Telesyn, I-Net equipment at all locations 1,640		5,652
45-12 Copiers	Toshiba – Finance department copier maintenance		720
45-13 Handheld Ticket Writers	AutoCite – maintenance on 9 handheld ticket writers		4,391
45-15 Office Equipment	Neopost – postage meter and electronic scale 900 Whitaker – check signer 178 Cummins – coin sorter and counter 700		1,778
45-16 Building Services	Safemasters – maintenance on IDenticard security and ID card system @ City Hall 638 VidSec Systems – surveillance cameras and recorder at Public Works yard 700		1,338
48	<u>Rental</u>		
48-10 Office Equipment	Neopost – postage meter and feeder		1,140
48-20 Copiers	Minolta digital copier/scanner – City Hall, \$799 monthly lease plus estimated 617,500 copies @ \$0.0068 copy charge		13,787
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, Planning, Public Services and Public Works 5,200 Cables, surge protectors, miscellaneous supplies 1,400		17,300
61	<u>Office Supplies</u>		
61-10 Office Supplies	Copier paper, postage meter supplies		6,500

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 1024	
Element/Object		Details	Total
62	<u>Postage</u> 62-10 Postage	Postage meter usage, increased to cover proposed May 2008 postal rate increase	29,250
66	<u>Telephone & Communications</u> 66-10 Telephone	Telephone – local service and long distance at City Hall	22,600
	66-12 Cellular Phone	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 @ \$66 per month 4,752	6,452
	66-14 Internet	Backup T1 line for Internet access, \$528 monthly (primary T1 provided by Prince George's I-Net) 6,336 GSA dot gov domain registration, annual fee 125 Network Solutions – 2 domain renewals for RoamSecure sites @ \$35 70	6,531
67	<u>Dues & Publications</u> 67-10 Dues	Mid-Atlantic HTE Users Group (MA-HUG), 2 @ \$75	150
	67-20 Publications & Books	AS/400 technical manuals, IBM programming and network maintenance manuals	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	Replacement PC's, 4 @ \$875 3,500 Replacement printers, estimate 4 @ \$250 1,000 Replacement monitors, estimate 12 @ \$180 2,160 Other hardware replacements 2,000 Replacement higher-capacity file server for Metafile (storage of document scanning for Finance, City Clerk, Public Services) 8,500	17,160
	98-20 Software	Software upgrades not covered under maintenance	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 or upgraded plus a replacement file server for Metafile (\$17,160). Software includes upgrades not covered under maintenance (\$4,000).

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 10 GENERAL GOVERNMENT							
DIV 25 NON-DEPARTMENTAL EXP							
SUB 0 GENERAL GOVERNMENT							
ELEM 10 PAYROLL-WAGES							
1025-510.10-01	SALARY	6,269	4,800	4,813	4,800	4,800	4,800
1025-510.10-03	OVERTIME	1,408	5,515	0	10,267	10,000	10,000
*	PAYROLL-WAGES	7,677	10,315	4,813	15,067	14,800	14,800
ELEM 11 FRINGE BENEFITS							
1025-510.11-10	FICA	582	774	368	1,126	1,133	1,133
1025-510.11-12	HEALTH INSURANCE	280	729	0	1,344	0	0
1025-510.11-13	DENTAL INSURANCE	14	21	0	41	0	0
1025-510.11-14	LIFE INSURANCE	178	216	0	39-	0	0
1025-510.11-15	VISION INSURANCE	3,377	989-	0	35	0	0
1025-510.11-17	457 CITY MATCH CONTRIBUTN	18	46	0	79	0	0
1025-510.11-18	RETIREMENT	6,275-	6,539-	0	667	650	650
1025-510.11-21	WORKERS COMPENSATION INS	34,018-	1,816	318	5,379-	601	601
1025-510.11-22	LONG TERM DISABILITY INS	143	179	0	129-	0	0
*	FRINGE BENEFITS	35,701-	3,747-	686	2,255-	2,384	2,384
ELEM 20 OVERHEAD							
1025-510.20-10	INSURANCE	134,628-	139,156-	151,739-	151,739-	168,433-	168,433-
1025-510.20-13	UTILITIES	36,817-	35,940-	42,512-	42,512-	55,408-	55,408-
*	OVERHEAD	171,445-	175,096-	194,251-	194,251-	223,841-	223,841-
ELEM 30 PROFESSIONAL SERVICES							
1025-510.30-14	SUPPORT SERVICES	200	200	200	240	240	240
1025-510.30-52	ACTUARIAL SERVICES	750	0	0	0	0	0
*	PROFESSIONAL SERVICES	950	200	200	240	240	240
ELEM 50 INSURANCE							
1025-510.50-10	LIABILITY INSURANCE	126,951	136,482	151,739	151,030	168,433	168,433
*	INSURANCE	126,951	136,482	151,739	151,030	168,433	168,433
ELEM 60 SUPPLIES							
1025-510.60-10	GENERAL SUPPLIES	2,548	2,406	2,400	2,935	2,400	2,400
*	SUPPLIES	2,548	2,406	2,400	2,935	2,400	2,400
ELEM 65 UTILITIES							
1025-510.65-10	ELECTRICITY	17,868	28,596	28,413	28,195	29,534	29,534
1025-510.65-11	NATURAL GAS	3,899	3,711	5,000	4,084	5,000	5,000
1025-510.65-13	WATER & SEWER	545	718	1,000	1,049	1,050	1,050
*	UTILITIES	22,312	33,025	34,413	33,328	35,584	35,584
**	NON-DEPARTMENTAL EXP	46,708-	3,585	0	6,094	0	0
***	GENERAL GOVERNMENT	1,928,330	1,919,059	2,215,015	2,111,995	2,308,144	2,324,644

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	FY2007 ACTUAL	FY2008		FY2009 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	10% increase	<=12% increase	8% 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
	FY06	FY07	FY08	FY09
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	
50 Insurance 50-10 Liability Insurance	General liability – primary 15,912 General liability and auto – excess 15,960 Public officials’ liability 22,023 Auto – primary 40,385 Auto – physical damage 17,036 Property 29,291 Boiler and machinery 1,223 Pollution legal liability 8,224 Crime bond 3,241 Contingency and audit 2,000 Insurance deductibles 7,500 Personal injury protection 1,200 Uninsured motorists 443 Metro underpass – WMATA and CSXT 3,315 Fuel storage tanks 680	168,433	
60 Supplies 60-10 General Supplies	Coffee, coffee supplies, bottled water @ City Hall	2,400	
65 Utilities 65-10 Electricity	Estimate based on current usage 27,000 Wind power, 10% premium 2,534	29,534	
65-11 Natural Gas	Estimate based on current usage	5,000	
65-13 Water & Sewer	Estimate based on current usage	1,050	

Capital Outlay: None

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PUBLIC SERVICES

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 20 PUBLIC SERVICES							
DIV 10 ADMINISTRATION							
SUB 0 PUBLIC SERVICES							
ELEM 10 PAYROLL-WAGES							
2010-520.10-01	SALARY	59,829	85,168	90,235	88,455	93,643	93,643
2010-520.10-02	HOURLY	13,539	12,935	13,285	9,618	31,996	31,996
2010-520.10-03	OVERTIME	923	1,158	1,200	1,899	1,200	1,200
*	PAYROLL-WAGES	74,291	99,261	104,720	99,972	126,839	126,839
ELEM 11 FRINGE BENEFITS							
2010-520.11-10	FICA	5,766	7,308	7,997	7,572	9,329	9,329
2010-520.11-12	HEALTH INSURANCE	1,153	3,389	3,986	3,632	5,964	5,964
2010-520.11-13	DENTAL INSURANCE	216	324	292	293	508	508
2010-520.11-14	LIFE INSURANCE	236	323	350	312	324	324
2010-520.11-15	VISION INSURANCE	98	236	237	239	264	264
2010-520.11-17	457 CITY MATCH CONTRIBUTN	569	715	704	647	1,173	1,173
2010-520.11-18	RETIREMENT	4,792	6,598	6,873	6,515	7,449	7,449
2010-520.11-21	WORKERS COMPENSATION INS	3,369	327	379	326	268	268
2010-520.11-22	LONG TERM DISABILITY INS	310	490	527	443	390	390
*	FRINGE BENEFITS	16,509	19,710	21,345	19,979	25,669	25,669
ELEM 12 TRAVEL & TRAINING							
2010-520.12-10	NON TRAINING TRAVEL	110	806	0	453	0	0
2010-520.12-11	TRAVEL & TRAINING	3,451	3,816	4,300	4,316	5,000	5,000
*	TRAVEL & TRAINING	3,561	4,622	4,300	4,769	5,000	5,000
ELEM 20 OVERHEAD							
2010-520.20-10	INSURANCE	2,693	2,783	3,035	3,035	3,369	3,369
2010-520.20-12	POSTAGE	301	411	285	113	585	585
2010-520.20-15	INFORMATION SYSTEMS	4,445	4,304	4,486	4,486	4,880	4,880
2010-520.20-16	BUILDING MAINTENANCE	15,458	17,793	25,371	25,371	27,758	27,758
*	OVERHEAD	22,897	25,291	33,177	33,005	36,592	36,592
ELEM 30 PROFESSIONAL SERVICES							
2010-520.30-13	ADMINISTRATIVE	1,093	4,345	0	6,763	5,000	5,000
2010-520.30-39	TRANSLATION SERVICES	1,030	55	1,253	0	500	500
*	PROFESSIONAL SERVICES	2,123	4,400	1,253	6,763	5,500	5,500
ELEM 36 SPECIAL SERVICES							
2010-520.36-10	PRINTING	3,488	4,425	3,392	2,424	4,000	4,000
*	SPECIAL SERVICES	3,488	4,425	3,392	2,424	4,000	4,000
ELEM 38 SPECIAL EVENTS							
2010-520.38-50	UM NEW STUDENT ORIENTATN	728	0	0	0	0	0
*	SPECIAL EVENTS	728	0	0	0	0	0
ELEM 40 REPAIR & MAINTENANCE							

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 20 PUBLIC SERVICES							
DIV 10 ADMINISTRATION							
SUB 0 PUBLIC SERVICES							
ELEM 40 REPAIR & MAINTENANCE							
2010-520.40-10	OFFICE EQUIPMENT	89	178	300	248	300	300
2010-520.40-11	BUILDINGS & GROUNDS	5,785	2,652	600	598	600	600
2010-520.40-13	TOOLS & EQUIPMENT	0	0	250	0	250	250
2010-520.40-25	HVAC REPAIRS	1,844	328	500	824	500	500
*	REPAIR & MAINTENANCE	7,718	3,158	1,650	1,670	1,650	1,650
ELEM 45 MAINTENANCE CONTRACT							
2010-520.45-16	BUILDING SERVICES	121	277	280	307	280	280
2010-520.45-22	SECURITY ALARM MONITORING	734	839	270	371	288	288
2010-520.45-23	PEST CONTROL	528	504	564	616	720	720
*	MAINTENANCE CONTRACT	1,383	1,620	1,114	1,294	1,288	1,288
ELEM 47 CLOTHING & UNIFORMS							
2010-520.47-10	CLOTHING & UNIFORMS	1,183	640	650	211	650	650
*	CLOTHING & UNIFORMS	1,183	640	650	211	650	650
ELEM 48 RENTAL							
2010-520.48-20	COPIERS	3,556	3,444	3,300	3,425	3,300	3,300
*	RENTAL	3,556	3,444	3,300	3,425	3,300	3,300
ELEM 60 SUPPLIES							
2010-520.60-10	GENERAL SUPPLIES	1,199	4,511	2,450	2,733	2,450	2,450
2010-520.60-11	MEETING REFRESHMENTS	549	979	500	368	500	500
*	SUPPLIES	1,748	5,490	2,950	3,101	2,950	2,950
ELEM 61 OFFICE SUPPLIES							
2010-520.61-10	OFFICE SUPPLIES	2,079	1,256	1,600	1,449	1,600	1,600
*	OFFICE SUPPLIES	2,079	1,256	1,600	1,449	1,600	1,600
ELEM 62 POSTAGE							
2010-520.62-10	POSTAGE	27	43	0	0	0	0
*	POSTAGE	27	43	0	0	0	0
ELEM 65 UTILITIES							
2010-520.65-10	ELECTRICITY	3,490	5,895	6,000	6,681	6,000	6,000
*	UTILITIES	3,490	5,895	6,000	6,681	6,000	6,000
ELEM 66 TELEPHONE & COMMUNICATION							
2010-520.66-10	TELEPHONE	4,288	4,811	3,600	4,832	3,600	3,600
2010-520.66-12	CELLULAR PHONE	613	711	600	588	600	600
*	TELEPHONE & COMMUNICATION	4,901	5,522	4,200	5,420	4,200	4,200
ELEM 67 DUES & PUBLICATIONS							

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 20 PUBLIC SERVICES							
DIV 10 ADMINISTRATION							
SUB 0 PUBLIC SERVICES							
ELEM 67 DUES & PUBLICATIONS							
2010-520.67-10	DUES	210	340	835	158	835	835
2010-520.67-20	PUBLICATIONS & BOOKS	285	168	350	264	350	350
*	DUES & PUBLICATIONS	495	508	1,185	422	1,185	1,185
ELEM 69 MISCELLANEOUS CHARGE							
2010-520.69-10	MISCELLANEOUS	296	290	400	308	400	400
*	MISCELLANEOUS CHARGE	296	290	400	308	400	400
ELEM 93 OFFICE EQUIPMENT							
2010-520.93-20	OFFICE FURNITURE	235	1,643	0	191	711	711
*	OFFICE EQUIPMENT	235	1,643	0	191	711	711
**	ADMINISTRATION	150,708	187,218	191,236	191,084	227,534	227,534

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	FY2007 ACTUAL	FY2008		FY2009 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	91%	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
	FY06	FY07	FY08	FY09
Director of Public Services	0.75	1.00	1.00	1.00
Office Specialist III	0.35	0.35	0.35	0.35
Administrative Assistant	0.00	0.00	0.00	0.45
Budget Total	1.10	1.35	1.35	1.80

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 1,400 Local meetings (CEZOA, MBOA, IPI) 300 CCFS Off-Campus Housing conference @ Providence 1,800 Staff training – department wide 1,500	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		300	
40-11 Buildings & Grounds	Electrical and plumbing repairs	600	
40-13 Tools & Equipment		250	
40-25 HVAC Repairs		500	
45 <u>Maintenance Contract</u> 45-16 Building Services	Fire extinguisher inspection and service 75 Other services 205	280	
45-22 Security Alarm Monitoring		288	
45-23 Pest Control	Monthly charge of \$60	720	
47 <u>Clothing & Uniforms</u> 47-10 Clothing & Uniforms	Work clothing for administration staff 500 Safety shoes, 1 @ \$150 150	650	
48 <u>Rental</u> 48-20 Copiers	Copier lease @ \$275 monthly	3,300	

PROGRAM NAME/NUMBER

Public Services Administration/2010

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 2010	
Element/Object	Details	Total	
60	<u>Supplies</u> 60-10 General Supplies 60-11 Meeting Refreshments	Based on current usage 1,700 Promotional materials for UM students 750	2,450 500
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 66-12 Cellular Phone	Based on current usage Monthly service @ \$50, 1 phone	3,600 600
67	<u>Dues & Publications</u> 67-10 Dues 67-20 Publications & Books	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	835 350
69	<u>Miscellaneous Charge</u> 69-10 Miscellaneous		400
93	<u>Office Equipment</u> 93-20 Office Furniture		711

Capital Outlay: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 20 PUBLIC SERVICES							
DIV 11 PARKING ENFORCEMENT							
SUB 0 PUBLIC SERVICES							
ELEM 10 PAYROLL-WAGES							
2011-520.10-01	SALARY	58,495	61,228	64,836	64,634	68,451	68,451
2011-520.10-02	HOURLY	340,685	358,512	396,553	398,734	400,649	400,649
2011-520.10-03	OVERTIME	7,008	6,061	8,000	10,896	8,000	8,000
2011-520.10-10	SHIFT DIFFERENTIAL-NIGHTS	5,129	5,563	7,040	6,233	7,000	7,000
*	PAYROLL-WAGES	411,317	431,364	476,429	480,497	484,100	484,100
ELEM 11 FRINGE BENEFITS							
2011-520.11-10	FICA	30,984	31,849	35,115	35,606	35,926	35,926
2011-520.11-12	HEALTH INSURANCE	38,389	43,132	46,547	43,823	49,808	49,808
2011-520.11-13	DENTAL INSURANCE	2,635	2,918	2,770	2,715	3,269	3,269
2011-520.11-14	LIFE INSURANCE	1,326	1,396	1,503	1,393	1,376	1,376
2011-520.11-15	VISION INSURANCE	897	1,893	1,901	1,760	1,719	1,719
2011-520.11-17	457 CITY MATCH CONTRIBUTN	2,958	3,118	5,320	5,654	6,361	6,361
2011-520.11-18	RETIREMENT	26,142	27,094	30,111	30,210	29,465	29,465
2011-520.11-21	WORKERS COMPENSATION INS	16,001	20,080	22,389	21,179	18,609	18,609
2011-520.11-22	LONG TERM DISABILITY INS	1,758	2,119	2,273	1,965	1,650	1,650
*	FRINGE BENEFITS	121,090	133,599	147,929	144,305	148,183	148,183
ELEM 12 TRAVEL & TRAINING							
2011-520.12-10	NON TRAINING TRAVEL	0	20	0	0	0	0
2011-520.12-11	TRAVEL & TRAINING	3,501	2,196	3,300	2,343	5,600	5,600
*	TRAVEL & TRAINING	3,501	2,216	3,300	2,343	5,600	5,600
ELEM 20 OVERHEAD							
2011-520.20-10	INSURANCE	4,039	4,175	4,552	4,552	5,053	5,053
2011-520.20-11	AUTOMOTIVE	28,998	32,161	33,958	33,958	35,628	35,628
2011-520.20-12	POSTAGE	2,226	2,106	2,280	2,322	2,340	2,340
2011-520.20-13	UTILITIES	5,523	5,391	6,376	6,377	8,311	8,311
2011-520.20-14	TELEPHONE	3,360	3,080	3,164	3,164	3,164	3,164
2011-520.20-15	INFORMATION SYSTEMS	88,898	86,088	94,207	94,207	102,474	102,474
2011-520.20-16	BUILDING MAINTENANCE	4,637	5,338	5,074	5,074	5,552	5,552
2011-520.20-17	COPIER	1,512	1,321	1,643	1,114	1,643	1,643
*	OVERHEAD	139,193	139,660	151,254	150,768	164,165	164,165
ELEM 30 PROFESSIONAL SERVICES							
2011-520.30-40	PKG TKTS HEARING OFFICER	7,825	5,013	9,000	5,738	7,000	7,000
2011-520.30-65	INTERPRETER SERVICES	0	0	316	0	316	316
*	PROFESSIONAL SERVICES	7,825	5,013	9,316	5,738	7,316	7,316
ELEM 36 SPECIAL SERVICES							
2011-520.36-10	PRINTING	13,998	11,950	11,400	18,475	14,000	14,000
2011-520.36-13	MVA SERVICES	168	192	600	493	675	675
*	SPECIAL SERVICES	14,166	12,142	12,000	18,968	14,675	14,675

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 20 PUBLIC SERVICES							
DIV 11 PARKING ENFORCEMENT							
SUB 0 PUBLIC SERVICES							
ELEM 36 SPECIAL SERVICES							
2011-520.40-13	TOOLS & EQUIPMENT	15,319	5,276	8,300	6,491	7,000	7,000
2011-520.40-22	MOBILE & PORTABLE RADIOS	805	1,255	980	1,153	1,073	1,073
*	REPAIR & MAINTENANCE	16,124	6,531	9,280	7,644	8,073	8,073
ELEM 47 CLOTHING & UNIFORMS							
2011-520.47-10	CLOTHING & UNIFORMS	5,739	5,559	7,590	7,808	7,720	7,720
*	CLOTHING & UNIFORMS	5,739	5,559	7,590	7,808	7,720	7,720
ELEM 60 SUPPLIES							
2011-520.60-10	GENERAL SUPPLIES	5,696	6,857	6,940	5,986	6,940	6,940
*	SUPPLIES	5,696	6,857	6,940	5,986	6,940	6,940
ELEM 61 OFFICE SUPPLIES							
2011-520.61-10	OFFICE SUPPLIES	491	1,227	1,400	758	1,500	1,500
*	OFFICE SUPPLIES	491	1,227	1,400	758	1,500	1,500
ELEM 62 POSTAGE							
2011-520.62-10	POSTAGE	158	617	600	663	600	600
*	POSTAGE	158	617	600	663	600	600
ELEM 66 TELEPHONE & COMMUNICATION							
2011-520.66-12	CELLULAR PHONE	367	389	600	382	600	600
*	TELEPHONE & COMMUNICATION	367	389	600	382	600	600
ELEM 67 DUES & PUBLICATIONS							
2011-520.67-10	DUES	755	765	805	788	830	830
2011-520.67-20	PUBLICATIONS & BOOKS	32	0	150	0	150	150
*	DUES & PUBLICATIONS	787	765	955	788	980	980
ELEM 92 MACHINERY & EQUIPMENT							
2011-520.92-20	EQUIPMENT	0	0	0	1,793	0	0
2011-520.92-45	HANDHELD TICKET WRITERS	0	4,700	0	0	0	0
*	MACHINERY & EQUIPMENT	0	4,700	0	1,793	0	0
ELEM 97 COMMUNICATIONS EQUIPMENT							
2011-520.97-20	RADIO EQUIPMENT	0	510	0	0	0	0
*	COMMUNICATIONS EQUIPMENT	0	510	0	0	0	0
**	PARKING ENFORCEMENT	726,454	751,149	827,593	828,441	850,452	850,452

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. Parking meters in the City total 616 and are patrolled by parking enforcement officers between the hours of 8:00 a.m. and 10:00 p.m. Monday through Saturday. 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	FY2007 ACTUAL	FY2008		FY2009 TARGET
			TARGET	ACTUAL	
1. To apply parking enforcement actions in a fair and consistent manner	Percent of tickets issued without written complaint	97%	98%	96%	95%
	Percent of tickets voided due to officer error	<2%	<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	99%	99%	97%	97%
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
	FY06	FY07	FY08	FY09
Parking Enforcement Manager	0.00	0.00	1.00	1.00
Parking Enforcement Supervisor	1.00	1.00	0.00	0.00
Parking Enf. Field Operations Supervisor	0.00	0.00	1.00	1.00
Asst. Parking Enforcement Supervisor	1.00	1.00	0.00	0.00
Parking Enforcement Officer II	5.75	5.00	5.00	6.00
Parking Enforcement Officer I	0.25	1.00	1.50	0.50
Information Systems Technician I	0.00	0.00	1.00	0.00
Computer Technician	1.00	1.00	0.00	0.00
Fiscal Support Specialist II	0.70	0.70	0.70	0.70
Office Specialist II	0.00	0.00	0.00	1.00
Budget Total	9.70	9.70	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 @ Denver, 2 attendees @ \$2,300 4,600 Local training seminars, 8 @ \$125 1,000	5,600	
30 <u>Professional Services</u> 30-40 Parking Tickets Hearing Officer	Estimated 5.4 hours per week @ \$25 per hour	7,000	
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	14,000	
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 3,200 Replacement of parking meter housings, coin boxes and mechanisms, as needed (estimate 12-15 per year) 3,800	7,000	
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 Winter and spring jackets, 8 @ \$150 1,200 Shoes, 8 @ \$140 1,120 Umbrellas, 8 @ \$20 160		

PROGRAM NAME/NUMBER

Parking Enforcement/2011

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 2011	
Element/Object		Details	Total
		Hats and gloves 300 Badges, name bars, collar pins 940	7,720
60	<u>Supplies</u> 60-10 General	Batteries for portable radios, flashlights and handheld ticket writers 1,200 Batteries for parking meters, 700 (7 cases) @ \$8.20 each (all meter batteries are replaced at least once per year) 5,740	6,940
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 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 20 PUBLIC SERVICES							
DIV 12 CODE ENFORCEMENT							
SUB 0 PUBLIC SERVICES							
ELEM 10 PAYROLL-WAGES							
2012-520.10-01	SALARY	71,274	74,936	75,544	75,337	77,810	77,810
2012-520.10-02	HOURLY	305,139	348,286	381,475	367,603	395,716	395,716
2012-520.10-03	OVERTIME	19,718	20,375	20,000	25,711	35,000	35,000
2012-520.10-10	SHIFT DIFFERENTIAL-NIGHTS	567	552	1,000	448	1,000	1,000
*	PAYROLL-WAGES	396,698	444,149	478,019	469,099	509,526	509,526
ELEM 11 FRINGE BENEFITS							
2012-520.11-10	FICA	29,625	32,626	34,686	34,460	37,428	37,428
2012-520.11-12	HEALTH INSURANCE	34,185	51,932	61,039	64,433	66,763	66,763
2012-520.11-13	DENTAL INSURANCE	2,931	4,021	4,220	4,318	4,609	4,609
2012-520.11-14	LIFE INSURANCE	1,194	1,293	1,444	1,346	1,346	1,346
2012-520.11-15	VISION INSURANCE	742	1,636	1,587	1,756	1,649	1,649
2012-520.11-17	457 CITY MATCH CONTRIBUTN	3,580	3,180	7,847	7,692	7,821	7,821
2012-520.11-18	RETIREMENT	21,764	24,259	29,385	27,351	32,287	32,287
2012-520.11-21	WORKERS COMPENSATION INS	16,208	18,359	19,736	18,177	16,511	16,511
2012-520.11-22	LONG TERM DISABILITY INS	1,577	1,950	2,191	1,891	1,616	1,616
*	FRINGE BENEFITS	111,806	139,256	162,135	161,424	170,030	170,030
ELEM 12 TRAVEL & TRAINING							
2012-520.12-10	NON TRAINING TRAVEL	0	2	0	0	0	0
2012-520.12-11	TRAVEL & TRAINING	11,180	8,007	12,550	8,969	13,550	13,550
*	TRAVEL & TRAINING	11,180	8,009	12,550	8,969	13,550	13,550
ELEM 20 OVERHEAD							
2012-520.20-10	INSURANCE	4,039	4,175	4,552	4,552	5,053	5,053
2012-520.20-11	AUTOMOTIVE	34,797	38,593	40,749	40,749	42,753	42,753
2012-520.20-12	POSTAGE	9,439	11,555	9,405	14,308	11,112	11,112
2012-520.20-15	INFORMATION SYSTEMS	71,118	68,870	85,235	85,235	92,715	92,715
2012-520.20-17	COPIER	124	43	205	145	205	205
*	OVERHEAD	119,517	123,236	140,146	144,989	151,838	151,838
ELEM 25 GRANTS & ASSISTANCE							
2012-520.25-36	RENTAL EQUIPMENT COUPONS	0	0	1,500	0	0	0
*	GRANTS & ASSISTANCE	0	0	1,500	0	0	0
ELEM 30 PROFESSIONAL SERVICES							
2012-520.30-13	ADMINISTRATIVE	2,054	1,290	2,000	270	1,000	1,000
*	PROFESSIONAL SERVICES	2,054	1,290	2,000	270	1,000	1,000
ELEM 36 SPECIAL SERVICES							
2012-520.36-10	PRINTING	3,481	4,100	3,550	5,916	4,000	4,000
2012-520.36-36	CODE ENFORCMENT ABATEMENTS	14,894-	0	1,000	0	1,000	1,000
*	SPECIAL SERVICES	11,413-	4,100	4,550	5,916	5,000	5,000

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 20 PUBLIC SERVICES							
DIV 12 CODE ENFORCEMENT							
SUB 0 PUBLIC SERVICES							
ELEM 36 SPECIAL SERVICES							
2012-520.40-13	TOOLS & EQUIPMENT	859	0	1,035	0	450	450
2012-520.40-22	MOBILE & PORTABLE RADIOS	290	0	0	0	0	0
*	REPAIR & MAINTENANCE	1,149	0	1,035	0	450	450
ELEM 47 CLOTHING & UNIFORMS							
2012-520.47-10	CLOTHING & UNIFORMS	4,786	4,859	4,800	4,700	4,800	4,800
*	CLOTHING & UNIFORMS	4,786	4,859	4,800	4,700	4,800	4,800
ELEM 48 RENTAL							
2012-520.48-60	BUILDINGS	1,649	2,042	2,112	2,112	2,112	2,112
*	RENTAL	1,649	2,042	2,112	2,112	2,112	2,112
ELEM 60 SUPPLIES							
2012-520.60-10	GENERAL SUPPLIES	1,590	1,760	1,000	1,086	1,000	1,000
2012-520.60-60	SAFETY SUPPLIES	426	0	500	198	500	500
*	SUPPLIES	2,016	1,760	1,500	1,284	1,500	1,500
ELEM 61 OFFICE SUPPLIES							
2012-520.61-10	OFFICE SUPPLIES	2,547	2,878	2,942	3,589	2,942	2,942
*	OFFICE SUPPLIES	2,547	2,878	2,942	3,589	2,942	2,942
ELEM 62 POSTAGE							
2012-520.62-10	POSTAGE	30	0	0	0	0	0
*	POSTAGE	30	0	0	0	0	0
ELEM 66 TELEPHONE & COMMUNICATION							
2012-520.66-10	TELEPHONE	87	119	360	240	360	360
2012-520.66-12	CELLULAR PHONE	2,280	3,097	3,600	3,105	3,600	3,600
*	TELEPHONE & COMMUNICATION	2,367	3,216	3,960	3,345	3,960	3,960
ELEM 67 DUES & PUBLICATIONS							
2012-520.67-10	DUES	495	1,095	700	660	700	700
2012-520.67-20	PUBLICATIONS & BOOKS	379	67	675	972	775	775
*	DUES & PUBLICATIONS	874	1,162	1,375	1,632	1,475	1,475
ELEM 69 MISCELLANEOUS CHARGE							
2012-520.69-10	MISCELLANEOUS	70	0	0	25	0	0
*	MISCELLANEOUS CHARGE	70	0	0	25	0	0
ELEM 92 MACHINERY & EQUIPMENT							
2012-520.92-20	EQUIPMENT	0	2,550	0	0	0	0
2012-520.92-40	PHOTOGRAPHIC EQUIPMENT	0	503	500	0	500	500

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 20 PUBLIC SERVICES							
DIV 12 CODE ENFORCEMENT							
SUB 0 PUBLIC SERVICES							
ELEM 92 MACHINERY & EQUIPMENT							
*	MACHINERY & EQUIPMENT	0	3,053	500	0	500	500
ELEM 93 OFFICE EQUIPMENT							
2012-520.93-10	OFFICE EQUIPMENT	719	267	0	213	0	0
*	OFFICE EQUIPMENT	719	267	0	213	0	0
ELEM 98 COMPUTER HDWE & SOFTWARE							
2012-520.98-10	COMPUTER HARDWARE	19,267	0	0	0	0	0
*	COMPUTER HDWE & SOFTWARE	19,267	0	0	0	0	0
**	CODE ENFORCEMENT	665,316	739,277	819,124	807,567	868,683	868,683

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	FY2007 ACTUAL	FY2008		FY2009 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	No survey	55%	52%	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%	60%	60%	65%
	Percent of citations overturned in court	15%	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	85%	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
	FY06	FY07	FY08	FY09
Code Enforcement Manager	0.00	0.00	1.00	1.00
Code Enforcement Supervisor	1.00	1.00	0.00	0.00
Code Enforcement Officer III	0.00	0.00	0.00	1.00
Code Enforcement Officer II	5.00	6.00	3.00	2.00
Code Enforcement Officer I	0.00	0.00	3.00	3.00
Office Specialist III	0.05	0.05	0.05	0.00
Office Specialist II	1.00	1.00	1.00	1.00
Office Specialist I	0.50	1.00	1.00	1.00
Code Enforcement Admin. Assistant	1.00	0.00	0.00	0.00
Administrative Assistant	0.00	1.00	1.00	1.00
Budget Total	8.55	10.05	10.05	10.00

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 AACE conference @ Portland, OR, 2 attendees @ \$1,800 3,600 CEZOA state conference, 7 @ \$450 3,150 MML code enforcement conference, 7 @ \$250 1,750 Administrative support training – clerical, 4 @ \$250 1,000 CEO continuing education, 7 @ \$100 700 Noise control certification training, 2 @ \$800 1,600 Noise control recertification, 2 @ \$450 900	13,550	
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	

PROGRAM NAME/NUMBER

Code Enforcement/2012

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 2012	
Element/Object		Details	Total
48	<u>Rental</u> 48-60 Buildings	Storage space rental, Code Enforcement archive files @ \$176 monthly	2,112
60	<u>Supplies</u> 60-10 General Supplies	Smoke detector giveaway program 500 Other supplies 500	1,000
	60-60 Safety Supplies		500
61	<u>Office Supplies</u> 61-10 Office Supplies	Computer paper, copier paper, office supplies	2,942
66	<u>Telephone & Communications</u> 66-10 Telephone	Noise control telephone	360
	66-12 Cellular Phone	Monthly service @ \$50, 6 phones	3,600
67	<u>Dues & Publications</u> 67-10 Dues	Code Enforcement & Zoning Officials Association (CEZOA), 6 @ \$25 150 American Association for Code Enforcement (AACE), 6 @ \$75 450 Maryland Building Officials Association, 4 @ \$25 100	700
	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 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 20 PUBLIC SERVICES							
DIV 13 ANIMAL CONTROL							
SUB 0 PUBLIC SERVICES							
ELEM 10 PAYROLL-WAGES							
2013-520.10-02	HOURLY	22,953	30,594	33,451	34,725	36,783	36,783
2013-520.10-03	OVERTIME	1,934	6,373	3,000	3,045	5,000	5,000
2013-520.10-10	SHIFT DIFFERENTIAL-NIGHTS	0	0	100	0	100	100
*	PAYROLL-WAGES	24,887	36,967	36,551	37,770	41,883	41,883
ELEM 11 FRINGE BENEFITS							
2013-520.11-10	FICA	1,951	2,757	2,771	2,816	3,124	3,124
2013-520.11-12	HEALTH INSURANCE	2,408	3,412	3,580	3,653	3,867	3,867
2013-520.11-13	DENTAL INSURANCE	107	134	135	139	149	149
2013-520.11-14	LIFE INSURANCE	74	103	113	113	111	111
2013-520.11-15	VISION INSURANCE	71	155	156	151	141	141
2013-520.11-17	457 CITY MATCH CONTRIBUTN	2	0	0	0	0	0
2013-520.11-18	RETIREMENT	98	1,859	2,376	2,457	2,723	2,723
2013-520.11-21	WORKERS COMPENSATION INS	1,362	2,327	2,347	2,316	2,107	2,107
2013-520.11-22	LONG TERM DISABILITY INS	98	156	171	160	134	134
*	FRINGE BENEFITS	6,171	10,903	11,649	11,805	12,356	12,356
ELEM 12 TRAVEL & TRAINING							
2013-520.12-11	TRAVEL & TRAINING	2,575	3,421	3,195	1,243	2,300	2,300
*	TRAVEL & TRAINING	2,575	3,421	3,195	1,243	2,300	2,300
ELEM 20 OVERHEAD							
2013-520.20-10	INSURANCE	1,346	1,392	1,517	1,517	1,684	1,684
2013-520.20-11	AUTOMOTIVE	11,599	12,864	13,583	13,583	14,251	14,251
2013-520.20-12	POSTAGE	242	88	285	127	293	293
*	OVERHEAD	13,187	14,344	15,385	15,227	16,228	16,228
ELEM 30 PROFESSIONAL SERVICES							
2013-520.30-13	ADMINISTRATIVE	440	0	0	0	0	0
2013-520.30-30	VETERINARY SERVICES	652	4,644	1,452	5,818	1,452	1,452
*	PROFESSIONAL SERVICES	1,092	4,644	1,452	5,818	1,452	1,452
ELEM 34 CONTRACTUAL SERVICES							
2013-520.34-69	RAT CONTROL	7,170	10,305	20,000	16,480	20,000	20,000
*	CONTRACTUAL SERVICES	7,170	10,305	20,000	16,480	20,000	20,000
ELEM 36 SPECIAL SERVICES							
2013-520.36-10	PRINTING	320	0	250	46	250	250
*	SPECIAL SERVICES	320	0	250	46	250	250
ELEM 40 REPAIR & MAINTENANCE							
2013-520.40-11	BUILDINGS & GROUNDS	0	228	1,000	1,600	1,350	1,350
2013-520.40-22	MOBILE & PORTABLE RADIOS	290	0	0	0	0	0

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 20 PUBLIC SERVICES							
DIV 13 ANIMAL CONTROL							
SUB 0 PUBLIC SERVICES							
ELEM 40 REPAIR & MAINTENANCE							
*	REPAIR & MAINTENANCE	290	228	1,000	1,600	1,350	1,350
ELEM 42 CLEANING SERVICE							
	2013-520.42-10 BUILDING	0	0	250	0	250	250
	2013-520.42-12 TOOLS & EQUIPMENT	125	0	0	0	0	0
*	CLEANING SERVICE	125	0	250	0	250	250
ELEM 47 CLOTHING & UNIFORMS							
	2013-520.47-10 CLOTHING & UNIFORMS	1,197	400	1,000	1,321	1,000	1,000
*	CLOTHING & UNIFORMS	1,197	400	1,000	1,321	1,000	1,000
ELEM 60 SUPPLIES							
	2013-520.60-10 GENERAL SUPPLIES	855	2,285	2,250	2,001	2,250	2,250
*	SUPPLIES	855	2,285	2,250	2,001	2,250	2,250
ELEM 61 OFFICE SUPPLIES							
	2013-520.61-10 OFFICE SUPPLIES	39	83	100	34	100	100
*	OFFICE SUPPLIES	39	83	100	34	100	100
ELEM 66 TELEPHONE & COMMUNICATION							
	2013-520.66-12 CELLULAR PHONE	366	448	600	500	600	600
*	TELEPHONE & COMMUNICATION	366	448	600	500	600	600
ELEM 67 DUES & PUBLICATIONS							
	2013-520.67-10 DUES	0	25	275	325	200	200
	2013-520.67-20 PUBLICATIONS & BOOKS	138	290	25	0	0	0
*	DUES & PUBLICATIONS	138	315	300	325	200	200
ELEM 69 MISCELLANEOUS CHARGE							
	2013-520.69-10 MISCELLANEOUS	0	0	0	61	0	0
*	MISCELLANEOUS CHARGE	0	0	0	61	0	0
ELEM 95 SITE & BLDG IMPROVEMENTS							
	2013-520.95-20 BUILDINGS	1,350	578	0	0	0	0
*	SITE & BLDG IMPROVEMENTS	1,350	578	0	0	0	0
**	ANIMAL CONTROL	59,762	84,921	93,982	94,231	100,219	100,219

PROGRAM NAME/NUMBER

Animal Control/2013

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	FY2007 ACTUAL	FY2008		FY2009 TARGET
			TARGET	ACTUAL	
1. Reduce problems with stray or nuisance animals by enforcing animal control ordinances • License all dogs and cats to aid in the prevention of rabies	Percent of residents rating animal control services as good or better	No survey	65%	53%	65%
	Percent of captured dogs and cats that are licensed	3%	25%	5%	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
	FY06	FY07	FY08	FY09
Animal Control Officer III	1.00	0.00	0.00	0.00
Animal Control Officer II	0.00	0.00	1.00	1.00
Animal Control Officer I	0.00	1.00	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 1,800 PAWS conference 500	2,300
30	<u>Professional Services</u> 30-30 Veterinary Services	For humane care of impounded animals	1,452
34	<u>Contractual Services</u> 34-69 Rat Control	5th 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 Winter coat, 1 @ \$90 90 Fall/spring jacket, 1 @ \$75 75 Personal protective equipment 185	1,000
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

PROGRAM NAME/NUMBER

Animal Control/2013

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 2013	
	Element/Object	Details	Total
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	MWCOG Animal Services Committee 100 Humane Society, PAWS 100	200

Capital Outlay: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 20 PUBLIC SERVICES							
DIV 14 RECREATION							
SUB 0 PUBLIC SERVICES							
ELEM 10 PAYROLL-WAGES							
2014-520.10-02	HOURLY	9,758	10,726	12,717	8,353	11,355	11,355
2014-520.10-03	OVERTIME	2,406	2,267	2,500	1,967	3,500	3,500
*	PAYROLL-WAGES	12,164	12,993	15,217	10,320	14,855	14,855
ELEM 11 FRINGE BENEFITS							
2014-520.11-10	FICA	937	952	1,147	748	1,083	1,083
2014-520.11-12	HEALTH INSURANCE	279	2,284	2,550	2,214	2,754	2,754
2014-520.11-13	DENTAL INSURANCE	18	81	65	52	141	141
2014-520.11-14	LIFE INSURANCE	34	36	39	26	34	34
2014-520.11-15	VISION INSURANCE	23	3	0	3	42	42
2014-520.11-17	457 CITY MATCH CONTRIBUTN	141	162	156	122	156	156
2014-520.11-18	RETIREMENT	810	847	903	620	228	228
2014-520.11-21	WORKERS COMPENSATION INS	501	69	52	51	29	29
2014-520.11-22	LONG TERM DISABILITY INS	45	54	58	39	41	41
*	FRINGE BENEFITS	2,788	4,488	4,970	3,875	4,508	4,508
ELEM 30 PROFESSIONAL SERVICES							
2014-520.30-13	ADMINISTRATIVE	1,255	784	0	1,918	2,000	2,000
*	PROFESSIONAL SERVICES	1,255	784	0	1,918	2,000	2,000
ELEM 36 SPECIAL SERVICES							
2014-520.36-10	PRINTING	206	0	1,021	0	1,021	1,021
*	SPECIAL SERVICES	206	0	1,021	0	1,021	1,021
ELEM 38 SPECIAL EVENTS							
2014-520.38-10	FIREWORKS	21,079	26,464	32,000	26,693	31,000	31,000
2014-520.38-42	FALL FESTIVAL	5,315	6,603	5,000	1,478	5,000	5,000
2014-520.38-56	SENIOR EVENTS	800	400	1,300	830	1,000	1,000
2014-520.38-59	SPRING FESTIVAL	0	0	0	0	4,000	4,000
2014-520.38-60	TERP TROT	1,325	1,508	1,400	1,785	1,700	1,700
2014-520.38-61	DOWNTOWN EVENTS	5,240	3,645	4,000	1,883	0	0
2014-520.38-99	OTHER	7,088	4,582	6,880	7,370	6,000	6,000
*	SPECIAL EVENTS	40,847	43,202	50,580	40,039	48,700	48,700
ELEM 47 CLOTHING & UNIFORMS							
2014-520.47-10	CLOTHING & UNIFORMS	367	34	0	0	0	0
*	CLOTHING & UNIFORMS	367	34	0	0	0	0
ELEM 60 SUPPLIES							
2014-520.60-10	GENERAL SUPPLIES	1,935	2,371	800	1,402	1,000	1,000
*	SUPPLIES	1,935	2,371	800	1,402	1,000	1,000
ELEM 61 OFFICE SUPPLIES							

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 20 PUBLIC SERVICES							
DIV 14 RECREATION							
SUB 0 PUBLIC SERVICES							
ELEM 61 OFFICE SUPPLIES							
2014-520.61-10	OFFICE SUPPLIES	0	0	200	34	200	200
*	OFFICE SUPPLIES	0	0	200	34	200	200
ELEM 67 DUES & PUBLICATIONS							
2014-520.67-10	DUES	225	225	0	0	0	0
*	DUES & PUBLICATIONS	225	225	0	0	0	0
**	RECREATION	59,787	64,097	72,788	57,588	72,284	72,284

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	FY2007 ACTUAL	FY2008		FY2009 TARGET
			TARGET	ACTUAL	
1. To promote community spirit and identity by coordinating special events	Total estimated attendance at sponsored events	30,000	35,000	35,000	40,000

PROGRAM NAME/NUMBER

Recreation/2014

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY06	FY07	FY08	FY09
Office Specialist III	0.00	0.30	0.30	0.30
Recreation Assistant	0.05	0.05	0.05	0.00
Budget Total	0.05	0.35	0.35	0.30

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)	31,000	
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	Office Supplies 61-10 Office Supplies	Copier paper, office supplies	200

Capital Outlay: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 20 PUBLIC SERVICES							
DIV 16 RENT STABILIZATION							
SUB 0 PUBLIC SERVICES							
ELEM 10 PAYROLL-WAGES							
2016-520.10-02	HOURLY	10,852	20,296	19,731	19,901	2,083	2,083
2016-520.10-03	OVERTIME	368	172	500	0	0	0
2016-520.10-06	STIPEND	0	2,100	5,040	240	2,520	2,520
*	PAYROLL-WAGES	11,220	22,568	25,271	20,141	4,603	4,603
ELEM 11 FRINGE BENEFITS							
2016-520.11-10	FICA	757	1,361	1,609	1,178	317	317
2016-520.11-12	HEALTH INSURANCE	916	1,706	1,679	1,827	193	193
2016-520.11-13	DENTAL INSURANCE	72	124	217	111	12	12
2016-520.11-14	LIFE INSURANCE	5	0	0	0	0	0
2016-520.11-15	VISION INSURANCE	11	0	0	0	0	0
2016-520.11-17	457 CITY MATCH CONTRIBUTN	234	520	521	520	52	52
2016-520.11-18	RETIREMENT	222	1,330	1,316	1,294	135	135
2016-520.11-21	WORKERS COMPENSATION INS	33	71	90	64	9	9
2016-520.11-22	LONG TERM DISABILITY INS	7	0	0	0	0	0
*	FRINGE BENEFITS	2,257	5,112	5,432	4,994	718	718
ELEM 20 OVERHEAD							
2016-520.20-12	POSTAGE	1,945	345	1,710	4	878	878
2016-520.20-17	COPIER	256	166	413	25	205	205
*	OVERHEAD	2,201	511	2,123	29	1,083	1,083
ELEM 32 LEGAL SERVICES							
2016-520.32-19	RENT STABILIZATION	11,322	17,205	15,000	377	1,500	1,500
*	LEGAL SERVICES	11,322	17,205	15,000	377	1,500	1,500
ELEM 36 SPECIAL SERVICES							
2016-520.36-10	PRINTING	196	244	0	93	200	200
*	SPECIAL SERVICES	196	244	0	93	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	227	27	0	12	250	250
*	OFFICE SUPPLIES	227	27	0	12	250	250
ELEM 93 OFFICE EQUIPMENT							
2016-520.93-20	OFFICE FURNITURE	737	0	0	0	0	0
*	OFFICE EQUIPMENT	737	0	0	0	0	0

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 20	PUBLIC SERVICES						
DIV 16	RENT STABILIZATION						
SUB 0	PUBLIC SERVICES						
ELEM 93	OFFICE EQUIPMENT						
**	RENT STABILIZATION	28,160	45,667	48,426	25,646	8,954	8,954

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	FY2007 ACTUAL	FY2008		FY2009 TARGET
			TARGET	ACTUAL	
Ensure compliance with Rent Stabilization ordinance	Percentage of regulated properties that comply with required reporting	75%	99%	75%*	99%

* Due to litigation related to the rent stabilization ordinance, some property owners are not complying with this regulation.

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
	FY06	FY07	FY08	FY09
Administrative Assistant	0.00	0.50	0.50	0.05
Budget Total	0.00	0.50	0.50	0.05

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 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 20 PUBLIC SERVICES							
DIV 20 PUBLIC SAFETY							
SUB 0 PUBLIC SERVICES							
ELEM 10 PAYROLL-WAGES							
2020-520.10-01	SALARY	20,156	0	0	0	0	0
2020-520.10-02	HOURLY	155,002	0	0	0	13,247	13,247
2020-520.10-03	OVERTIME	950	592	150	356	5,000	5,000
*	PAYROLL-WAGES	176,108	592	150	356	18,247	18,247
ELEM 11 FRINGE BENEFITS							
2020-520.11-10	FICA	13,499	44	11	27	1,333	1,333
2020-520.11-12	HEALTH INSURANCE	492	55	0	32	3,213	3,213
2020-520.11-13	DENTAL INSURANCE	80	4	0	2	165	165
2020-520.11-14	LIFE INSURANCE	98	1	0	0	40	40
2020-520.11-15	VISION INSURANCE	54	3	0	2	49	49
2020-520.11-17	457 CITY MATCH CONTRIBUTN	256	5	0	7	182	182
2020-520.11-18	RETIREMENT	2,040	39	10	23	325	325
2020-520.11-21	WORKERS COMPENSATION INS	8,954	39	0	18	35	35
2020-520.11-22	LONG TERM DISABILITY INS	130	2	0	0	48	48
*	FRINGE BENEFITS	25,603	192	21	111	5,390	5,390
ELEM 12 TRAVEL & TRAINING							
2020-520.12-10	NON TRAINING TRAVEL	8,098	0	0	0	0	0
2020-520.12-11	TRAVEL & TRAINING	3,578	841	1,850	147	1,850	1,850
*	TRAVEL & TRAINING	11,676	841	1,850	147	1,850	1,850
ELEM 30 PROFESSIONAL SERVICES							
2020-520.30-13	ADMINISTRATIVE	50	202	100	0	100	100
*	PROFESSIONAL SERVICES	50	202	100	0	100	100
ELEM 36 SPECIAL SERVICES							
2020-520.36-10	PRINTING	3,442	478	500	25	500	1,000
*	SPECIAL SERVICES	3,442	478	500	25	500	1,000
ELEM 38 SPECIAL EVENTS							
2020-520.38-62	NATIONAL NIGHT OUT	308	234	1,400	438	1,400	1,400
*	SPECIAL EVENTS	308	234	1,400	438	1,400	1,400
ELEM 40 REPAIR & MAINTENANCE							
2020-520.40-13	TOOLS & EQUIPMENT	0	0	0	410	0	0
*	REPAIR & MAINTENANCE	0	0	0	410	0	0
ELEM 50 INSURANCE							
2020-520.50-10	LIABILITY INSURANCE	1,512	0	0	0	0	0
*	INSURANCE	1,512	0	0	0	0	0
ELEM 60 SUPPLIES							

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 20 PUBLIC SERVICES							
DIV 20 PUBLIC SAFETY							
SUB 0 PUBLIC SERVICES							
ELEM 60 SUPPLIES							
2020-520.60-10	GENERAL SUPPLIES	1,539	59	0	200	0	0
2020-520.60-11	MEETING REFRESHMENTS	136	0	0	0	0	0
2020-520.60-60	SAFETY SUPPLIES	488	0	1,000	0	1,000	1,000
*	SUPPLIES	2,163	59	1,000	200	1,000	1,000
ELEM 61 OFFICE SUPPLIES							
2020-520.61-10	OFFICE SUPPLIES	45	0	0	0	0	0
*	OFFICE SUPPLIES	45	0	0	0	0	0
ELEM 66 TELEPHONE & COMMUNICATION							
2020-520.66-10	TELEPHONE	0	78	0	0	0	0
2020-520.66-12	CELLULAR PHONE	122	3,090	4,860	5,126	4,860	4,860
*	TELEPHONE & COMMUNICATION	122	3,168	4,860	5,126	4,860	4,860
ELEM 92 MACHINERY & EQUIPMENT							
2020-520.92-20	EQUIPMENT	6,990	0	0	0	0	0
2020-520.92-46	BICYCLE EQUIPMENT	9,632	0	0	0	0	0
*	MACHINERY & EQUIPMENT	16,622	0	0	0	0	0
ELEM 93 OFFICE EQUIPMENT							
2020-520.93-20	OFFICE FURNITURE	4,400	0	0	0	0	0
*	OFFICE EQUIPMENT	4,400	0	0	0	0	0
ELEM 97 COMMUNICATIONS EQUIPMENT							
2020-520.97-20	RADIO EQUIPMENT	2,087	0	0	0	0	0
*	COMMUNICATIONS EQUIPMENT	2,087	0	0	0	0	0
**	PUBLIC SAFETY	244,138	5,766	9,881	6,813	33,347	33,847

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. Contract police expenditures, budgeted in this program for fiscal years 2005 and 2006, were transferred to a new program for FY2007, entitled Contract Police (program 2030).

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2007 ACTUAL	FY2008		FY2009 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 is budgeted in this program.

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY06	FY07	FY08	FY09
Director of Public Services	0.25	0.00	0.00	0.00
Office Specialist III	0.30	0.00	0.00	0.35
Police Officer-Supervisor	0.25	0.00	0.00	0.00
Police Officer	2.33	0.00	0.00	0.00
Budget Total	3.13	0.00	0.00	0.35

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 2020	
Element/Object	Details	Total	
12 <u>Travel & Training</u> 12-11 Travel & Training	Public safety training	1,850	
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	Speed display mobile units	0	
60 <u>Supplies</u> 60-10 General Supplies 60-60 Safety Supplies	Speed display mobile units	0	
	Replenishment of supplies, homeland security trailer	1,000	
66 <u>Telephone & Communications</u> 66-12 Cellular Phone	UM OIT and cellular phone charges, 11 PERT ("blue light") public safety telephones	4,860	

Capital Outlay: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 20 PUBLIC SERVICES							
DIV 30 CONTRACT POLICE							
SUB 0 PUBLIC SERVICES							
ELEM 10 PAYROLL-WAGES							
2030-520.10-02	HOURLY	0	259,936	449,046	421,726	442,974	442,974
2030-520.10-03	OVERTIME	0	4,259	5,000	3,505	0	0
*	PAYROLL-WAGES	0	264,195	454,046	425,231	442,974	442,974
ELEM 11 FRINGE BENEFITS							
2030-520.11-10	FICA	0	20,352	34,718	32,487	33,887	33,887
2030-520.11-12	HEALTH INSURANCE	0	2,272	2,550	2,356	0	0
2030-520.11-13	DENTAL INSURANCE	0	87	65	50	0	0
2030-520.11-14	LIFE INSURANCE	0	34	39	28	0	0
2030-520.11-17	457 CITY MATCH CONTRIBUTN	0	144	156	118	0	0
2030-520.11-18	RETIREMENT	0	741	1,065	647	0	0
2030-520.11-21	WORKERS COMPENSATION INS	0	16,792	28,937	26,006	23,213	23,213
2030-520.11-22	LONG TERM DISABILITY INS	0	51	58	42	0	0
*	FRINGE BENEFITS	0	40,473	67,588	61,734	57,100	57,100
ELEM 12 TRAVEL & TRAINING							
2030-520.12-10	NON TRAINING TRAVEL	0	13,050	14,000	20,716	14,000	14,000
*	TRAVEL & TRAINING	0	13,050	14,000	20,716	14,000	14,000
ELEM 30 PROFESSIONAL SERVICES							
2030-520.30-13	ADMINISTRATIVE	0	0	0	725	0	0
2030-520.30-70	PUBLIC SAFETY STUDY	0	61,067	0	16	0	0
*	PROFESSIONAL SERVICES	0	61,067	0	741	0	0
ELEM 34 CONTRACTUAL SERVICES							
2030-520.34-34	POLICE SERVICES CONTRACT	0	0	0	0	500,000	500,000
*	CONTRACTUAL SERVICES	0	0	0	0	500,000	500,000
ELEM 36 SPECIAL SERVICES							
2030-520.36-10	PRINTING	0	1,088	2,000	371	2,000	2,000
*	SPECIAL SERVICES	0	1,088	2,000	371	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	0	2,706	5,384	2,286	5,384	5,384
*	INSURANCE	0	2,706	5,384	2,286	5,384	5,384
ELEM 54 PHYSICAL EXAMS							
2030-520.54-10	PHYSICAL EXAMS	0	0	0	24	0	0
*	PHYSICAL EXAMS	0	0	0	24	0	0

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 20 PUBLIC SERVICES							
DIV 30 CONTRACT POLICE							
SUB 0 PUBLIC SERVICES							
ELEM 54 PHYSICAL EXAMS							
2030-520.60-10	GENERAL SUPPLIES	0	955	1,000	2,248	1,000	1,000
*	SUPPLIES	0	955	1,000	2,248	1,000	1,000
ELEM 61 OFFICE SUPPLIES							
2030-520.61-10	OFFICE SUPPLIES	0	0	500	0	500	500
*	OFFICE SUPPLIES	0	0	500	0	500	500
ELEM 62 POSTAGE							
2030-520.62-10	POSTAGE	0	25	0	3	0	0
*	POSTAGE	0	25	0	3	0	0
ELEM 92 MACHINERY & EQUIPMENT							
2030-520.92-46	BICYCLE EQUIPMENT	0	0	5,000	3,334	5,000	5,000
*	MACHINERY & EQUIPMENT	0	0	5,000	3,334	5,000	5,000
ELEM 97 COMMUNICATIONS EQUIPMENT							
2030-520.97-20	RADIO EQUIPMENT	0	1,240	0	0	1,000	1,000
*	COMMUNICATIONS EQUIPMENT	0	1,240	0	0	1,000	1,000
**	CONTRACT POLICE	0	384,799	549,768	516,688	1,029,208	1,029,208
***	PUBLIC SERVICES	1,934,325	2,262,894	2,612,798	2,528,058	3,190,681	3,191,181

PROGRAM NAME/NUMBER

Contract Police/2030

DESCRIPTION: Supplemental police services, under contract with Prince George's County police officers, were added in FY2005 in the amount of \$120,000 (including wages, fringe benefits, liability insurance, mileage and administrative support) to enhance safety and security for City residents. Contract police expenditures were budgeted in Public Services program 2020 for fiscal years 2005 and 2006. Contract police services were increased to \$250,000 for FY2006 through a \$0.005 increase in the real property tax rate, and increased to \$500,000 for FY2007 and FY2008. The FY2009 budget anticipates the availability of additional, full-time, contract police officers from the Prince George's County Police Department, costing an additional \$500,000, for a total of \$1,000,000.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2007 ACTUAL	FY2008		FY2009 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	No survey	80%	77%	No survey
	Percent of residents who feel safe in commercial areas	No survey	70%	74%	No survey

PROGRAM NAME/NUMBER

Contract Police/2030

PERSONNEL EXPENDITURES: For FY2009, administrative support for the Contract Police program has been transferred to Public Safety, program 2020.

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY06	FY07	FY08	FY09
Office Specialist III	0.00	0.30	0.30	0.00
Police Officer-Supervisor	0.00	0.25	0.25	0.25
Police Officer-Sergeant	0.00	0.00	0.00	0.25
Police Officer	0.00	4.52	4.52	4.27
Budget Total	0.00	5.07	5.07	4.77

OPERATING EXPENDITURES: For FY2009, 3 full-time police officers, under a contract with Prince George's County, would supplement the existing part-time contract police officers, at an additional cost of \$500,000.

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 2020	
Element/Object	Details	Total	
12 Travel & Training 12-10 Non Training Travel	Mileage reimbursement to police agencies for vehicle use by contract police officers (rate varies per contract); estimated mileage	14,000	
34 Contractual Services 34-34 Police Services Contract	Contract with Prince George's County for 3 full-time police officers (contract details are yet to be determined)	500,000	
36 Special Services 36-10 Printing	Activity forms	2,000	
40 Repair & Maintenance 40-13 Tools & Equipment	Calibration/certification of radar units	250	
50 Insurance 50-10 Liability Insurance	Liability insurance for contract police officers 3,088 Supplemental vehicle insurance 2,296	5,384	
60 Supplies 60-10 General Supplies	Cruiser signs, etc.	1,000	
61 Office Supplies 61-10 Office Supplies		500	
92 Machinery & Equipment 92-46 Bicycle Equipment	3 police bicycles and related equipment for contract police officers	5,000	
97 Communications Equipment 97-20 Radio Equipment	City radios for additional officers on assignments	1,000	

PROGRAM NAME/NUMBER

Contract Police/2030

Capital Outlay: Bicycle Equipment includes 3 police bicycles for contract police officers (\$5,000).
Radio Equipment includes City radios for additional officers on assignments (\$1,000).

PLANNING,
COMMUNITY &
ECONOMIC
DEVELOPMENT

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 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	16,997	18,224	19,306	19,051	25,845	25,845
3010-530.10-02	HOURLY	10,159	12,650	12,676	12,643	13,383	13,383
3010-530.10-03	OVERTIME	0	0	0	88	0	0
*	PAYROLL-WAGES	27,156	30,874	31,982	31,782	39,228	39,228
ELEM 11 FRINGE BENEFITS							
3010-530.11-10	FICA	2,088	2,168	2,305	2,306	2,886	2,886
3010-530.11-12	HEALTH INSURANCE	2,012	2,193	2,380	2,439	2,672	2,672
3010-530.11-13	DENTAL INSURANCE	147	155	157	161	171	171
3010-530.11-14	LIFE INSURANCE	93	99	108	101	119	119
3010-530.11-15	VISION INSURANCE	43	85	85	82	77	77
3010-530.11-17	457 CITY MATCH CONTRIBUTN	235	250	652	651	717	717
3010-530.11-18	RETIREMENT	1,862	1,962	2,085	2,069	2,563	2,563
3010-530.11-21	WORKERS COMPENSATION INS	80	99	116	107	83	83
3010-530.11-22	LONG TERM DISABILITY INS	123	150	163	143	143	143
*	FRINGE BENEFITS	6,683	7,161	8,051	8,059	9,431	9,431
ELEM 12 TRAVEL & TRAINING							
3010-530.12-10	NON TRAINING TRAVEL	990	1,630	1,000	1,338	1,200	1,200
3010-530.12-11	TRAVEL & TRAINING	5,663	4,208	5,700	5,755	7,340	7,340
*	TRAVEL & TRAINING	6,653	5,838	6,700	7,093	8,540	8,540
ELEM 20 OVERHEAD							
3010-530.20-10	INSURANCE	2,693	2,783	3,034	3,035	3,369	3,369
3010-530.20-12	POSTAGE	2,573	2,617	2,565	1,736	3,218	3,218
3010-530.20-13	UTILITIES	8,468	8,266	9,778	9,778	12,744	12,744
3010-530.20-14	TELEPHONE	3,840	3,520	3,616	3,616	3,616	3,616
3010-530.20-15	INFORMATION SYSTEMS	13,335	12,913	8,972	8,972	9,759	9,759
3010-530.20-16	BUILDING MAINTENANCE	9,275	10,676	12,685	12,685	13,879	13,879
3010-530.20-17	COPIER	884	764	2,463	676	1,848	1,848
*	OVERHEAD	41,068	41,539	43,113	40,498	48,433	48,433
ELEM 30 PROFESSIONAL SERVICES							
3010-530.30-16	APPRAISALS	0	750	0	0	0	0
*	PROFESSIONAL SERVICES	0	750	0	0	0	0
ELEM 36 SPECIAL SERVICES							
3010-530.36-10	PRINTING	842	512	300	119	300	300
*	SPECIAL SERVICES	842	512	300	119	300	300
ELEM 60 SUPPLIES							
3010-530.60-10	GENERAL SUPPLIES	210	16	300	22	300	300
3010-530.60-11	MEETING REFRESHMENTS	96	32	0	0	0	0

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 30 PLANNING, COMM & ECON DEV							
DIV 10 ADMINISTRATION							
SUB 0 PLANNING, COMM & ECON DEV							
ELEM 60 SUPPLIES							
*	SUPPLIES	306	48	300	22	300	300
ELEM 61 OFFICE SUPPLIES							
	3010-530.61-10 OFFICE SUPPLIES	648	1,070	1,500	1,509	1,500	1,500
*	OFFICE SUPPLIES	648	1,070	1,500	1,509	1,500	1,500
ELEM 62 POSTAGE							
	3010-530.62-10 POSTAGE	116	18	200	162	200	200
*	POSTAGE	116	18	200	162	200	200
ELEM 66 TELEPHONE & COMMUNICATION							
	3010-530.66-12 CELLULAR PHONE	484	480	483	480	480	480
*	TELEPHONE & COMMUNICATION	484	480	483	480	480	480
ELEM 67 DUES & PUBLICATIONS							
	3010-530.67-10 DUES	1,857	1,837	1,955	2,078	2,160	2,160
	3010-530.67-20 PUBLICATIONS & BOOKS	991	1,325	1,000	1,380	1,000	1,000
*	DUES & PUBLICATIONS	2,848	3,162	2,955	3,458	3,160	3,160
ELEM 69 MISCELLANEOUS CHARGE							
	3010-530.69-10 MISCELLANEOUS	15	74	0	0	0	0
*	MISCELLANEOUS CHARGE	15	74	0	0	0	0
**	ADMINISTRATION	86,819	91,526	95,584	93,182	111,572	111,572

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	FY2007 ACTUAL	FY2008		FY2009 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
	FY06	FY07	FY08	FY09
Director of Planning	0.20	0.20	0.20	0.20
Senior Planner	0.00	0.00	0.00	0.10
Administrative Assistant	0.00	0.25	0.25	0.25
Office Specialist III	0.25	0.00	0.00	0.00
Budget Total	0.45	0.45	0.45	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 @ Minneapolis, 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 50% tuition reimbursement for Administrative Assistant 500 APA CD-ROM training packages 300	7,340
36	<u>Special Services</u> 36-10 Printing	Outside printing	300
60	<u>General Supplies</u> 60-10 General Supplies	Drafting supplies, etc.	300
61	<u>Office Supplies</u> 61-10 Office Supplies		1,500
62	<u>Postage</u> 62-10 Postage	UPS and FedEx 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) 225 National Trust for Historic Preservation 150 Planning Advisory Service 695	

PROGRAM NAME/NUMBER

Planning Administration/3010

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 3010	
Element/Object	Details		Total
67-20 Publications & Books	Congress for the New Urbanism	185	2,160
	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 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 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	64,627	63,435	68,831	68,740	71,844	71,844
3011-530.10-02	HOURLY	6,522	7,119	7,606	7,584	8,030	8,030
*	PAYROLL-WAGES	71,149	70,554	76,437	76,324	79,874	79,874
ELEM 11 FRINGE BENEFITS							
3011-530.11-10	FICA	5,187	5,350	5,671	5,671	5,947	5,947
3011-530.11-12	HEALTH INSURANCE	3,983	4,409	4,748	4,834	5,040	5,040
3011-530.11-13	DENTAL INSURANCE	259	267	254	260	278	278
3011-530.11-14	LIFE INSURANCE	227	240	258	246	242	242
3011-530.11-15	VISION INSURANCE	113	105	85	150	140	140
3011-530.11-17	457 CITY MATCH CONTRIBUTN	653	693	1,773	1,768	1,740	1,740
3011-530.11-18	RETIREMENT	4,196	4,723	5,004	4,997	5,224	5,224
3011-530.11-21	WORKERS COMPENSATION INS	195	238	277	248	169	169
3011-530.11-22	LONG TERM DISABILITY INS	301	361	389	346	291	291
*	FRINGE BENEFITS	15,114	16,386	18,459	18,520	19,071	19,071
ELEM 30 PROFESSIONAL SERVICES							
3011-530.30-11	DESIGN & ENGINEERING	0	4,719	0	0	0	0
3011-530.30-13	ADMINISTRATIVE	0	0	0	1,000	0	0
3011-530.30-15	CONSULTING	35,000	38	0	0	5,000	5,000
3011-530.30-16	APPRAISALS	0	0	0	2,600	0	0
*	PROFESSIONAL SERVICES	35,000	4,757	0	3,600	5,000	5,000
ELEM 36 SPECIAL SERVICES							
3011-530.36-10	PRINTING	0	0	500	0	0	0
3011-530.36-21	COURIER SERVICES	0	0	0	21	200	200
*	SPECIAL SERVICES	0	0	500	21	200	200
ELEM 60 SUPPLIES							
3011-530.60-10	GENERAL SUPPLIES	0	112	500	90	0	0
3011-530.60-11	MEETING REFRESHMENTS	610	313	300	241	0	0
*	SUPPLIES	610	425	800	331	0	0
**	COMMUNITY DEVELOPMENT	121,873	92,122	96,196	98,796	104,145	104,145

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 Area 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	FY2007 ACTUAL	FY2008		FY2009 TARGET
			TARGET	ACTUAL	
1. Acquire funding from state and federal grant sources to improve the vitality and livability of the community • Prepare and submit Community Development Block Grant (CDBG), Community Legacy, Community Parks & Playgrounds, Maryland Heritage Area 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 percentage of grants awarded:				
	Comm. Dev. Block Grant	\$150,000	\$120,000	\$106,818	\$100,000
	Community Legacy	150,000	150,000	25,000	150,000
	Comm. Pks. & Playgrounds	146,000	0	0	147,825
	MD Heritage Area Authority	22,000	85,500	20,000	50,000
	Program Open Space	638,793	396,000	396,000	87,000
	Recreational Trails	16,000	50,000	8,000	50,000
	Transp. Enhancement Prog.	0	200,000	200,000	300,000
	Anacostia Trails Hrtge. Area	0	30,000	3,000	3,000
	EDI/HUD	New	New	New	459,620
	Historic Properties Grant	New	New	New	50,000
	TOTALS				
		\$1,122,793	\$1,004,500	\$758,818	\$1,397,445
		62%	100%	76%	100%
2. Implement special projects for community development • Neighborhood improvement plans • New Neighbors Home Ownership Assistance Program • Pattern Book for College Park neighborhoods	Periodic status reports will be provided for these ongoing projects				

PROGRAM NAME/NUMBER

Community Development/3011

• Revitalization projects for Downtown					
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PROGRAM NAME/NUMBER

Community Development/3011

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY06	FY07	FY08	FY09
Director of Planning	0.20	0.20	0.20	0.20
Senior Planner	0.00	0.00	0.00	0.40
Planner	0.90	0.90	0.90	0.45
Administrative Assistant	0.00	0.15	0.15	0.15
Office Specialist III	0.15	0.00	0.00	0.00
Budget Total	1.25	1.25	1.25	1.20

OPERATING EXPENDITURES

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 3011	
Element/Object	Details	Total	
30 Professional Services 30-15 Consulting	As needed	5,000	
36 Special Services 36-21 Courier Services		200	

Capital Outlay: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 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	62,889	64,994	68,831	68,740	71,844	71,844
3012-530.10-02	HOURLY	6,522	7,119	7,606	7,584	8,030	8,030
*	PAYROLL-WAGES	69,411	72,113	76,437	76,324	79,874	79,874
ELEM 11 FRINGE BENEFITS							
3012-530.11-10	FICA	5,187	5,350	5,671	5,671	5,947	5,947
3012-530.11-12	HEALTH INSURANCE	3,983	4,409	4,748	4,834	5,040	5,040
3012-530.11-13	DENTAL INSURANCE	259	267	254	260	278	278
3012-530.11-14	LIFE INSURANCE	227	240	258	246	242	242
3012-530.11-15	VISION INSURANCE	113	105	85	150	140	140
3012-530.11-17	457 CITY MATCH CONTRIBUTN	653	693	1,773	1,768	1,740	1,740
3012-530.11-18	RETIREMENT	4,196	4,723	5,004	4,997	5,224	5,224
3012-530.11-21	WORKERS COMPENSATION INS	195	238	277	248	169	169
3012-530.11-22	LONG TERM DISABILITY INS	301	361	389	346	291	291
*	FRINGE BENEFITS	15,114	16,386	18,459	18,520	19,071	19,071
ELEM 30 PROFESSIONAL SERVICES							
3012-530.30-15	CONSULTING	0	4,250-	0	0	0	0
*	PROFESSIONAL SERVICES	0	4,250-	0	0	0	0
ELEM 36 SPECIAL SERVICES							
3012-530.36-10	PRINTING	1,044	158	600	90	200	200
*	SPECIAL SERVICES	1,044	158	600	90	200	200
ELEM 60 SUPPLIES							
3012-530.60-10	GENERAL SUPPLIES	199	80	500	10-	2,500	2,500
*	SUPPLIES	199	80	500	10-	2,500	2,500
ELEM 61 OFFICE SUPPLIES							
3012-530.61-10	OFFICE SUPPLIES	476	0	0	0	0	0
*	OFFICE SUPPLIES	476	0	0	0	0	0
ELEM 67 DUES & PUBLICATIONS							
3012-530.67-20	PUBLICATIONS & BOOKS	65	0	0	0	0	0
*	DUES & PUBLICATIONS	65	0	0	0	0	0
**	PLANNING AND ZONING	86,309	84,487	95,996	94,924	101,645	101,645

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	FY2007 ACTUAL	FY2008		FY2009 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	40	35	23	20
	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 ● Prepare a form-based urban design plan for the Route 1 corridor ● Work with M-NCPPC on Route 1 Sector Plan revision 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
	FY06	FY07	FY08	FY09
Director of Planning	0.20	0.20	0.20	0.20
Senior Planner	0.00	0.00	0.00	0.40
Planner	0.90	0.90	0.90	0.45
Administrative Assistant	0.00	0.15	0.15	0.15
Office Specialist III	0.15	0.00	0.00	0.00
Budget Total	1.25	1.25	1.25	1.20

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 3012	
Element/Object	Details	Total	
36 <u>Special Services</u> 36-10 Printing	Includes cost of reducing and duplicating site plans and drawings	200	
60 <u>Supplies</u> 60-10 General Supplies	Purchase of plans and maps from M-NCPPC, including recorded subdivision plats	2,500	

Capital Outlay: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 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	27,729	28,615	30,312	30,094	32,283	32,283
3013-530.10-02	HOURLY	13,044	14,238	15,212	15,171	16,060	16,060
3013-530.10-06	STIPEND	3,250	2,750	7,560	3,350	5,040	5,040
*	PAYROLL-WAGES	44,023	45,603	53,084	48,615	53,383	53,383
ELEM 11 FRINGE BENEFITS							
3013-530.11-10	FICA	3,266	3,374	3,909	3,589	3,949	3,949
3013-530.11-12	HEALTH INSURANCE	2,450	2,685	2,906	2,963	3,131	3,131
3013-530.11-13	DENTAL INSURANCE	172	180	178	183	195	195
3013-530.11-14	LIFE INSURANCE	133	142	154	145	147	147
3013-530.11-15	VISION INSURANCE	65	89	85	97	91	91
3013-530.11-17	457 CITY MATCH CONTRIBUTN	365	386	939	936	939	939
3013-530.11-18	RETIREMENT	2,585	2,798	2,972	2,955	3,155	3,155
3013-530.11-21	WORKERS COMPENSATION INS	124	151	192	159	113	113
3013-530.11-22	LONG TERM DISABILITY INS	176	214	232	204	176	176
*	FRINGE BENEFITS	9,336	10,019	11,567	11,231	11,896	11,896
ELEM 12 TRAVEL & TRAINING							
3013-530.12-11	TRAVEL & TRAINING	435	130	435	0	500	500
*	TRAVEL & TRAINING	435	130	435	0	500	500
ELEM 60 SUPPLIES							
3013-530.60-10	GENERAL SUPPLIES	44	105	100	0	100	100
3013-530.60-11	MEETING REFRESHMENTS	111	114	200	0	200	200
*	SUPPLIES	155	219	300	0	300	300
ELEM 61 OFFICE SUPPLIES							
3013-530.61-10	OFFICE SUPPLIES	0	18	0	0	0	0
*	OFFICE SUPPLIES	0	18	0	0	0	0
ELEM 67 DUES & PUBLICATIONS							
3013-530.67-10	DUES	0	250	250	250	250	250
3013-530.67-20	PUBLICATIONS & BOOKS	154	248	500	246	500	500
*	DUES & PUBLICATIONS	154	498	750	496	750	750
**	ADVISORY PLANNING COMM	54,103	56,487	66,136	60,342	66,829	66,829

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	FY2007 ACTUAL	FY2008		FY2009 TARGET
			TARGET	ACTUAL	
1. Administer the zoning appeals and departures process in a fair and timely manner	Number of applications appealed by applicants	0	0	2	0
	Percent of decisions accepted by Mayor & Council	100%	100%	50%	100%
2. Hear and decide fire code appeals	Number of fire code appeals heard	11	15	1	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
	FY06	FY07	FY08	FY09
Director of Planning	0.20	0.20	0.20	0.20
Senior Planner	0.00	0.00	0.00	0.10
Planner	0.20	0.20	0.20	0.10
Administrative Assistant	0.00	0.30	0.30	0.30
Office Specialist III	0.30	0.00	0.00	0.00
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		100
	60-11 Meeting Refreshments		200
67	<u>Dues & Publications</u> 67-10 Dues	Maryland Citizen Planners Association	250
	67-20 Publications & Books	Planning Commissioner's Journal 125 Planning Commissioner's Guide: Welcome to the Planning Commission 100 Other publications 275	500

Capital Outlay: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 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	68,260	47,475	63,457	62,332	66,781	66,781
3014-530.10-02	HOURLY	6,521	7,119	7,606	7,585	8,030	8,030
*	PAYROLL-WAGES	74,781	54,594	71,063	69,917	74,811	74,811
ELEM 11 FRINGE BENEFITS							
3014-530.11-10	FICA	5,310	4,191	5,210	5,146	5,517	5,517
3014-530.11-12	HEALTH INSURANCE	5,368	4,673	6,351	6,479	6,859	6,859
3014-530.11-13	DENTAL INSURANCE	396	317	373	382	408	408
3014-530.11-14	LIFE INSURANCE	242	178	239	228	226	226
3014-530.11-15	VISION INSURANCE	128	189	241	233	217	217
3014-530.11-17	457 CITY MATCH CONTRIBUTN	705	218	600	598	600	600
3014-530.11-18	RETIREMENT	4,720	1,882	4,625	3,577	4,869	4,869
3014-530.11-21	WORKERS COMPENSATION INS	202	188	256	226	157	157
3014-530.11-22	LONG TERM DISABILITY INS	317	269	362	319	273	273
*	FRINGE BENEFITS	17,388	12,105	18,257	17,188	19,126	19,126
ELEM 12 TRAVEL & TRAINING							
3014-530.12-10	NON TRAINING TRAVEL	250	0	300	0	100	100
3014-530.12-11	TRAVEL & TRAINING	2,454	205	2,800	365	2,800	2,800
*	TRAVEL & TRAINING	2,704	205	3,100	365	2,900	2,900
ELEM 25 GRANTS & ASSISTANCE							
3014-530.25-10	CITY-UNIV PARTNERSHIP	50,000	50,000	25,000	25,000	25,000	25,000
*	GRANTS & ASSISTANCE	50,000	50,000	25,000	25,000	25,000	25,000
ELEM 30 PROFESSIONAL SERVICES							
3014-530.30-15	CONSULTING	7,938	24,055	15,000	15,380	15,000	15,000
*	PROFESSIONAL SERVICES	7,938	24,055	15,000	15,380	15,000	15,000
ELEM 36 SPECIAL SERVICES							
3014-530.36-10	PRINTING	7,499	65	7,500	223	0	0
3014-530.36-35	MATCHING FUNDS	20,000	4,000	25,000	250	25,000	25,000
3014-530.36-99	OTHER	307	542	0	0	0	2,000
*	SPECIAL SERVICES	27,806	4,607	32,500	473	25,000	27,000
ELEM 60 SUPPLIES							
3014-530.60-11	MEETING REFRESHMENTS	96	1,224	1,600	1,398	3,000	3,000
3014-530.60-40	SIGNS	0	585	0	0	0	0
*	SUPPLIES	96	1,809	1,600	1,398	3,000	3,000
ELEM 67 DUES & PUBLICATIONS							
3014-530.67-10	DUES	821	620	1,050	300	700	700
3014-530.67-20	PUBLICATIONS & BOOKS	502	600	779	563	740	740

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 30	PLANNING, COMM & ECON DEV						
DIV 14	ECONOMIC DEVELOPMENT						
SUB 0	PLANNING, COMM & ECON DEV						
ELEM 67	DUES & PUBLICATIONS						
*	DUES & PUBLICATIONS	1,323	1,220	1,829	863	1,440	1,440
ELEM 92	MACHINERY & EQUIPMENT						
3014-530.92-50	VIDEO EQUIPMENT	0	458	0	0	0	0
*	MACHINERY & EQUIPMENT	0	458	0	0	0	0
**	ECONOMIC DEVELOPMENT	182,036	149,053	168,349	130,584	166,277	168,277
***	PLANNING, COMM & ECON DEV	531,140	473,675	522,261	477,828	550,468	552,468

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	FY2007 ACTUAL	FY2008		FY2009 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. • Write and distribute a 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	12	5	14	10
	Number of new approved commercial development projects	4	3	3	2
	Number of new approved residential development projects	11	3	2	3
	Number of projects that are mixed-use	1	5	3	2
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 to address visibility, access, lack of identity, façade and sign 	Periodic status reports will be provided for these ongoing projects				

PROGRAM NAME/NUMBER

Economic Development/3014

improvements					
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	4 67	2 25	1 100	3 100
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 	Percent of coordinator's time spent on partnerships	15%	25%	35%	25%

PROGRAM NAME/NUMBER

Economic Development/3014

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY06	FY07	FY08	FY09
Director of Planning	0.20	0.20	0.20	0.20
Economic Development Planner	1.00	1.00	1.00	1.00
Administrative Assistant	0.00	0.15	0.15	0.15
Office Specialist III	0.15	0.00	0.00	0.00
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 ULI real estate trends workshop, local MEDA and APA events 1,300	2,800
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
30	<u>Professional Services</u> 30-15 Consulting	Web site design consultation for economic development page on City website 10,000 Stipend for graduate student intern 5,000	15,000
36	<u>Special Services</u> 36-35 Matching Funds	Funds for matching grant opportunities	25,000
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 Maryland Economic Development Association (MEDA) 150 International Economic Development Council (IEDC) 325	700
	67-20 Publications & Books	Washington Business Journal 100 Smith Travel Research Hotel Report..... 400 Downtown Idea Exchange 240	740

Capital Outlay: None

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COMMUNITY
RESOURCES

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 40 COMMUNITY RESOURCES							
DIV 10 ADMINISTRATION							
SUB 0 COMMUNITY RESOURCES							
ELEM 10 PAYROLL-WAGES							
4010-540.10-01	SALARY	48,946	55,631	58,194	56,594	59,940	59,940
4010-540.10-02	HOURLY	20,762	25,494	34,755	29,255	30,022	30,022
4010-540.10-03	OVERTIME	4,049	4,183	3,000	2,445	4,000	4,000
*	PAYROLL-WAGES	73,757	85,308	95,949	88,294	93,962	93,962
ELEM 11 FRINGE BENEFITS							
4010-540.11-10	FICA	5,583	6,073	7,008	6,449	6,704	6,704
4010-540.11-12	HEALTH INSURANCE	6,818	10,372	10,888	11,754	12,393	12,393
4010-540.11-13	DENTAL INSURANCE	504	741	717	735	785	785
4010-540.11-14	LIFE INSURANCE	242	271	289	274	272	272
4010-540.11-15	VISION INSURANCE	112	137	93	209	190	190
4010-540.11-17	457 CITY MATCH CONTRIBUTN	519	398	1,564	1,582	1,564	1,564
4010-540.11-18	RETIREMENT	4,260	4,448	5,744	5,620	6,108	6,108
4010-540.11-21	WORKERS COMPENSATION INS	347	3,881	4,446	3,815	3,210	3,210
4010-540.11-22	LONG TERM DISABILITY INS	320	409	435	386	328	328
*	FRINGE BENEFITS	18,705	26,730	31,184	30,824	31,554	31,554
ELEM 12 TRAVEL & TRAINING							
4010-540.12-10	NON TRAINING TRAVEL	2,321	1,921	1,200	2,027	2,100	2,100
4010-540.12-11	TRAVEL & TRAINING	3,135	3,471	2,600	6,251	3,600	3,600
*	TRAVEL & TRAINING	5,456	5,392	3,800	8,278	5,700	5,700
ELEM 20 OVERHEAD							
4010-540.20-10	INSURANCE	5,385	5,566	6,070	6,070	6,737	6,737
4010-540.20-12	POSTAGE	108	67	285	22	293	293
4010-540.20-15	INFORMATION SYSTEMS	53,339	51,653	44,861	44,861	48,797	48,797
4010-540.20-16	BUILDING MAINTENANCE	32,461	37,366	50,741	50,741	55,516	55,516
4010-540.20-17	COPIER	17	14	0	17	0	0
*	OVERHEAD	91,310	94,666	101,957	101,711	111,343	111,343
ELEM 30 PROFESSIONAL SERVICES							
4010-540.30-13	ADMINISTRATIVE	14,785	8,787	9,000	7,760	9,800	9,800
4010-540.30-15	CONSULTING	0	1,000	0	0	0	0
4010-540.30-46	MEDIATION SERVICES	0	0	5,000	0	2,000	2,000
*	PROFESSIONAL SERVICES	14,785	9,787	14,000	7,760	11,800	11,800
ELEM 34 CONTRACTUAL SERVICES							
4010-540.34-72	BLDG COVERAGE-AFTER HOURS	1,200	1,200	1,320	1,210	1,380	1,380
*	CONTRACTUAL SERVICES	1,200	1,200	1,320	1,210	1,380	1,380
ELEM 36 SPECIAL SERVICES							
4010-540.36-10	PRINTING	2,280	2,702	840	3,054	2,000	2,000
4010-540.36-11	CLASSIFIED ADVERTISING	0	0	0	655	0	0

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 40 COMMUNITY RESOURCES							
DIV 10 ADMINISTRATION							
SUB 0 COMMUNITY RESOURCES							
ELEM 36 SPECIAL SERVICES							
*	SPECIAL SERVICES	2,280	2,702	840	3,709	2,000	2,000
ELEM 38 SPECIAL EVENTS							
	4010-540.38-15 HOLIDAY EVENTS	1,348	1,317	1,500	2,538	1,500	1,500
	4010-540.38-66 FAMILY SUMMIT	0	0	3,100	3,184	3,100	3,100
*	SPECIAL EVENTS	1,348	1,317	4,600	5,722	4,600	4,600
ELEM 40 REPAIR & MAINTENANCE							
	4010-540.40-10 OFFICE EQUIPMENT	530	150	600	745	600	600
	4010-540.40-11 BUILDINGS & GROUNDS	29,744	2,430	7,500	2,324	7,500	7,500
	4010-540.40-15 TELEPHONE SYSTEMS	220	0	0	0	0	0
	4010-540.40-25 HVAC REPAIRS	5,439	2,754	4,000	0	2,000	2,000
	4010-540.40-40 AUDIO-VISUAL EQ SERVICE	390	1,189	0	0	0	0
*	REPAIR & MAINTENANCE	36,323	6,523	12,100	3,069	10,100	10,100
ELEM 42 CLEANING SERVICE							
	4010-540.42-10 BUILDING	748	0	500	0	500	500
*	CLEANING SERVICE	748	0	500	0	500	500
ELEM 45 MAINTENANCE CONTRACT							
	4010-540.45-16 BUILDING SERVICES	2,919	6,369	7,660	6,373	8,370	8,370
	4010-540.45-22 SECURITY ALARM MONITORING	948	948	1,000	1,108	1,100	1,100
	4010-540.45-23 PEST CONTROL	660	684	780	711	800	800
*	MAINTENANCE CONTRACT	4,527	8,001	9,440	8,192	10,270	10,270
ELEM 47 CLOTHING & UNIFORMS							
	4010-540.47-10 CLOTHING & UNIFORMS	0	50	60	66	60	60
*	CLOTHING & UNIFORMS	0	50	60	66	60	60
ELEM 48 RENTAL							
	4010-540.48-20 COPIERS	3,556	3,444	3,300	3,425	3,300	3,300
*	RENTAL	3,556	3,444	3,300	3,425	3,300	3,300
ELEM 52 AWARDS & GIFTS							
	4010-540.52-10 AWARDS & GIFTS	0	0	0	152	0	0
*	AWARDS & GIFTS	0	0	0	152	0	0
ELEM 60 SUPPLIES							
	4010-540.60-10 GENERAL SUPPLIES	3,905	5,011	3,000	3,745	3,000	3,000
	4010-540.60-11 MEETING REFRESHMENTS	1,003	1,649	1,260	414	1,260	1,260
*	SUPPLIES	4,908	6,660	4,260	4,159	4,260	4,260
ELEM 61 OFFICE SUPPLIES							

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 40 COMMUNITY RESOURCES							
DIV 10 ADMINISTRATION							
SUB 0 COMMUNITY RESOURCES							
ELEM 61 OFFICE SUPPLIES							
4010-540.61-10	OFFICE SUPPLIES	2,279	3,328	2,600	4,158	2,800	2,800
*	OFFICE SUPPLIES	2,279	3,328	2,600	4,158	2,800	2,800
ELEM 62 POSTAGE							
4010-540.62-10	POSTAGE	756	610	700	430	600	600
*	POSTAGE	756	610	700	430	600	600
ELEM 65 UTILITIES							
4010-540.65-10	ELECTRICITY	5,852	8,481	8,000	9,559	11,000	11,000
4010-540.65-11	NATURAL GAS	2,946	3,467	2,250	4,464	3,200	3,200
4010-540.65-13	WATER & SEWER	385	477	350	487	500	500
*	UTILITIES	9,183	12,425	10,600	14,510	14,700	14,700
ELEM 66 TELEPHONE & COMMUNICATION							
4010-540.66-10	TELEPHONE	8,015	8,323	7,000	6,348	8,000	8,000
4010-540.66-12	CELLULAR PHONE	701	983	600	744	600	600
*	TELEPHONE & COMMUNICATION	8,716	9,306	7,600	7,092	8,600	8,600
ELEM 67 DUES & PUBLICATIONS							
4010-540.67-10	DUES	2,520	1,460	1,600	2,100	1,600	1,600
4010-540.67-20	PUBLICATIONS & BOOKS	724	638	500	1,450	500	500
*	DUES & PUBLICATIONS	3,244	2,098	2,100	3,550	2,100	2,100
ELEM 69 MISCELLANEOUS CHARGE							
4010-540.69-10	MISCELLANEOUS	838	1,666	600	1,093	600	600
*	MISCELLANEOUS CHARGE	838	1,666	600	1,093	600	600
ELEM 92 MACHINERY & EQUIPMENT							
4010-540.92-20	EQUIPMENT	400	0	0	0	0	0
*	MACHINERY & EQUIPMENT	400	0	0	0	0	0
ELEM 93 OFFICE EQUIPMENT							
4010-540.93-10	OFFICE EQUIPMENT	0	800	0	0	0	0
*	OFFICE EQUIPMENT	0	800	0	0	0	0
**	ADMINISTRATION	284,319	282,013	307,510	297,404	320,229	320,229

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 Week activities, the Job Connection, and Babysitting Corps; 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; and participate in family-related issues at county and state level.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2007 ACTUAL	FY2008		FY2009 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)	57%	>=51%	64%	>=51%

PROGRAM NAME/NUMBER

Community Resources Administration/4010

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY06	FY07	FY08	FY09
Director of Community Resources	0.60	0.60	0.60	0.60
Administrative Assistant	0.00	0.00	0.00	0.75
Office Specialist III	0.75	0.75	0.75	0.00
Bus Driver	0.25	0.25	0.25	0.00
Budget Total	1.60	1.60	1.60	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..... 1,400 Administrative seminars 700 Local Spanish immersion program for Director 1,500	3,600
30	<u>Professional Services</u> 30-13 Administrative	Coverage for annual and sick leave 1,800 Evening receptionist, 3 evenings per week 8,000	9,800
	30-46 Mediation Services	As needed	2,000
34	<u>Contractual Services</u> 34-72 Building Coverage-After Hours	Building coverage, after-hours meetings	1,380
36	<u>Special Services</u> 36-10 Printing	Brochures, letterhead, envelopes, forms, flyers to College Park households	2,000
38	<u>Special Events</u> 38-15 Holiday Events	Halloween Thing, Spring Egg Hunt	1,500
	38-66 Family Summit	Facilitator 1,000 Printing of materials 1,160 Meeting refreshments 740 Postage 100 Office supplies 100	3,100
40	<u>Repair & Maintenance</u> 40-10 Office Equipment		600
	40-11 Buildings & Grounds	Building repairs	7,500

PROGRAM NAME/NUMBER

Community Resources Administration/4010

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 4010	
Element/Object		Details	Total
	40-25 HVAC Repairs	Repairs not covered by maintenance contract	2,000
42	<u>Cleaning Service</u> 42-10 Building	Window cleaning	500
45	<u>Maintenance Contracts</u> 45-16 Building Services	HVAC maintenance contract 3,000 Tile maintenance contract 3,000 Fire extinguisher service 100 Sprinkler system testing and recharge 920 Carpet cleaning contract 1,350	8,370
	45-22 Security Alarm Monitoring	Burglar alarm system 600 Fire alarm system 500	1,100
	45-23 Pest Control		800
47	<u>Clothing & Uniforms</u> 47-10 Clothing & Uniforms	City seal polo shirts for staff	60
48	<u>Rental</u> 48-20 Copiers	Copier lease @ \$275 monthly	3,300
52	<u>Awards & Gifts</u> 52-10 Awards & Gifts	Interns, Lakeland Stars, as needed	0
60	<u>Supplies</u> 60-10 General Supplies	Special event materials, photo finishing, presentation materials, promotional items	3,000
	60-11 Meeting Refreshments		1,260
61	<u>Office Supplies</u> 61-10 Office Supplies		2,800
62	<u>Postage</u> 62-10 Postage		600
65	<u>Utilities</u> 65-10 Electricity	Based on current usage	11,000
	65-11 Natural Gas	Based on current usage	3,200
	65-13 Water & Sewer	Based on current usage	500
66	<u>Telephone & Communications</u> 66-10 Telephone	Based on current usage	8,000
	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	

PROGRAM NAME/NUMBER

Community Resources Administration/4010

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 4010	
Element/Object		Details	Total
		Maryland Children Action Network/ Advocates for Children & Youth 150 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 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 40 COMMUNITY RESOURCES							
DIV 11 CLINICAL SERVICES							
SUB 0 COMMUNITY RESOURCES							
ELEM 10 PAYROLL-WAGES							
4011-540.10-01	SALARY	143,016	174,739	214,035	205,976	256,095	256,095
4011-540.10-02	HOURLY	7,053	8,434	9,058	9,031	10,007	10,007
4011-540.10-03	OVERTIME	166	226	200	78	200	200
*	PAYROLL-WAGES	150,235	183,399	223,293	215,085	266,302	266,302
ELEM 11 FRINGE BENEFITS							
4011-540.11-10	FICA	11,255	13,549	16,448	15,864	19,632	19,632
4011-540.11-12	HEALTH INSURANCE	7,201	7,804	13,566	8,674	10,313	10,313
4011-540.11-13	DENTAL INSURANCE	540	706	907	632	772	772
4011-540.11-14	LIFE INSURANCE	190	329	520	319	337	337
4011-540.11-15	VISION INSURANCE	75	58	284	214	233	233
4011-540.11-17	457 CITY MATCH CONTRIBUTN	858	1,105	1,955	1,860	1,955	1,955
4011-540.11-18	RETIREMENT	6,614	8,395	11,466	11,165	15,811	15,811
4011-540.11-21	WORKERS COMPENSATION INS	6,982	11,790	14,235	13,134	13,500	13,500
4011-540.11-22	LONG TERM DISABILITY INS	254	499	783	455	406	406
*	FRINGE BENEFITS	33,969	44,235	60,164	52,317	62,959	62,959
ELEM 12 TRAVEL & TRAINING							
4011-540.12-10	NON TRAINING TRAVEL	47	0	200	255	200	200
4011-540.12-11	TRAVEL & TRAINING	7,339	8,600	5,356	11,901	6,856	6,856
*	TRAVEL & TRAINING	7,386	8,600	5,556	12,156	7,056	7,056
ELEM 30 PROFESSIONAL SERVICES							
4011-540.30-13	ADMINISTRATIVE	0	0	0	3,840	0	0
4011-540.30-15	CONSULTING	14,427	4,375	4,218	4,298	4,500	4,500
*	PROFESSIONAL SERVICES	14,427	4,375	4,218	8,138	4,500	4,500
ELEM 34 CONTRACTUAL SERVICES							
4011-540.34-60	CHILD CARE COSTS	786	328	600	750	600	600
*	CONTRACTUAL SERVICES	786	328	600	750	600	600
ELEM 38 SPECIAL EVENTS							
4011-540.38-35	STUDENT EVENTS	1,550	1,600	1,600	1,595	1,600	1,600
*	SPECIAL EVENTS	1,550	1,600	1,600	1,595	1,600	1,600
ELEM 40 REPAIR & MAINTENANCE							
4011-540.40-40	AUDIO-VISUAL EQ SERVICE	0	0	1,000	0	1,000	1,000
*	REPAIR & MAINTENANCE	0	0	1,000	0	1,000	1,000
ELEM 50 INSURANCE							
4011-540.50-10	LIABILITY INSURANCE	634	866	1,420	716	1,420	1,420
*	INSURANCE	634	866	1,420	716	1,420	1,420

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 40 COMMUNITY RESOURCES							
DIV 11 CLINICAL SERVICES							
SUB 0 COMMUNITY RESOURCES							
ELEM 60 SUPPLIES							
ELEM 60 SUPPLIES							
4011-540.60-10	GENERAL SUPPLIES	1,761	1,539	1,900	1,136	1,700	1,700
4011-540.60-11	MEETING REFRESHMENTS	822	658	400	874	500	500
*	SUPPLIES	2,583	2,197	2,300	2,010	2,200	2,200
ELEM 61 OFFICE SUPPLIES							
4011-540.61-10	OFFICE SUPPLIES	0	0	0	64	0	0
*	OFFICE SUPPLIES	0	0	0	64	0	0
ELEM 62 POSTAGE							
4011-540.62-10	POSTAGE	0	22	0	0	0	0
*	POSTAGE	0	22	0	0	0	0
ELEM 67 DUES & PUBLICATIONS							
4011-540.67-10	DUES	993	1,337	1,900	1,132	1,900	1,900
4011-540.67-20	PUBLICATIONS & BOOKS	1,079	1,266	610	585	500	500
*	DUES & PUBLICATIONS	2,072	2,603	2,510	1,717	2,400	2,400
ELEM 69 MISCELLANEOUS CHARGE							
4011-540.69-10	MISCELLANEOUS	30	0	0	169	0	0
*	MISCELLANEOUS CHARGE	30	0	0	169	0	0
ELEM 92 MACHINERY & EQUIPMENT							
4011-540.92-50	VIDEO EQUIPMENT	350	0	0	0	0	0
*	MACHINERY & EQUIPMENT	350	0	0	0	0	0
**	CLINICAL SERVICES	214,022	248,225	302,661	294,717	350,037	350,037

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 including meetings with school counselors. 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	FY2007 ACTUAL	FY2008		FY2009 TARGET
			TARGET	ACTUAL	
1. Strengthen the ability of families to function through counseling	Number of families served	104	>=75	107	>=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	2,357	1,500	2,237	1,500
	Percent of workshop and group participants satisfied with services	100%	80%	100%	80%

PROGRAM NAME/NUMBER

Clinical Services/4011

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY06	FY07	FY08	FY09
Director of Community Resources	0.30	0.30	0.30	0.30
Administrative Assistant	0.00	0.00	0.00	0.25
Office Specialist III	0.25	0.25	0.25	0.00
Clinical Supervisor	1.00	1.00	1.00	1.00
Family Therapist	2.00	2.00	2.50	3.13
Budget Total	3.55	3.55	4.05	4.68

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 4011
Element/Object	Details		Total
12 <u>Travel & Training</u> 12-10 Non-Training Travel	Staff mileage reimbursement		200
12-11 Travel & Training	Play Therapy conference @ Dallas, 2 attendees: Travel 800 Accommodations 2,050 Registration fees 1,250 National Institute for Relationship Enhancement 1,230 Clinical training 1,526		6,856
30 <u>Professional Services</u> 30-15 Consulting	Clinical consultation, 23.7 weeks x 2 hours @ \$95/hour		4,500
34 <u>Contractual Services</u> 34-60 Child Care Costs	2 10-week groups @ \$30/session		600
38 <u>Special Events</u> 38-35 Student Events	Co-sponsor of school assembly events at College Park schools		1,600
40 <u>Repair & Maintenance</u> 40-40 Audio-Visual Equipment Service	Video equipment service, as needed		1,000
50 <u>Insurance</u> 50-10 Liability Insurance	MSW professional insurance, 4 @ \$300 1,200 ACA professional insurance 220		1,420
60 <u>Supplies</u> 60-10 General Supplies	Supplies for playroom and children's waiting area 1,200 Videotapes 500		1,700
60-11 Meeting Refreshments	Refreshments for clinical training for outside agencies		500

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..... 140 Maryland Board of Social Work Examiners 350 National Association of Social Work, 4 @ \$200 800 American Counseling Association, 1 @ \$160 160 Association of Play Therapy 450	1,900
	67-20 Publications & Books	Family Therapy Networker 60 STEP Parenting books and materials, clinical books 440	500

Capital Outlay: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 40 COMMUNITY RESOURCES							
DIV 12 SENIORS PROGRAM							
SUB 0 COMMUNITY RESOURCES							
ELEM 10 PAYROLL-WAGES							
4012-540.10-01	SALARY	64,315	67,598	68,800	68,371	70,864	70,864
4012-540.10-02	HOURLY	56,507	59,900	68,059	70,517	65,450	65,450
4012-540.10-03	OVERTIME	848	1,257	1,000	2,034	1,000	1,000
*	PAYROLL-WAGES	121,670	128,755	137,859	140,922	137,314	137,314
ELEM 11 FRINGE BENEFITS							
4012-540.11-10	FICA	8,782	9,314	9,913	10,156	9,827	9,827
4012-540.11-12	HEALTH INSURANCE	10,345	11,290	12,003	13,108	13,204	13,204
4012-540.11-13	DENTAL INSURANCE	523	524	501	563	550	550
4012-540.11-14	LIFE INSURANCE	337	344	375	376	351	351
4012-540.11-15	VISION INSURANCE	190	318	327	313	295	295
4012-540.11-17	457 CITY MATCH CONTRIBUTN	1,582	1,593	1,825	1,919	1,825	1,825
4012-540.11-18	RETIREMENT	7,780	8,395	8,567	8,673	8,925	8,925
4012-540.11-21	WORKERS COMPENSATION INS	5,983	8,551	9,078	8,769	7,178	7,178
4012-540.11-22	LONG TERM DISABILITY INS	444	523	565	528	420	420
*	FRINGE BENEFITS	35,966	40,852	43,154	44,405	42,575	42,575
ELEM 12 TRAVEL & TRAINING							
4012-540.12-10	NON TRAINING TRAVEL	335	430	450	635	500	500
4012-540.12-11	TRAVEL & TRAINING	2,353	3,128	2,000	2,773	2,220	2,220
*	TRAVEL & TRAINING	2,688	3,558	2,450	3,408	2,720	2,720
ELEM 20 OVERHEAD							
4012-540.20-11	AUTOMOTIVE	23,198	25,728	27,166	27,166	28,502	28,502
*	OVERHEAD	23,198	25,728	27,166	27,166	28,502	28,502
ELEM 30 PROFESSIONAL SERVICES							
4012-540.30-13	ADMINISTRATIVE	0	0	0	703	0	0
4012-540.30-65	INTERPRETER SERVICES	0	0	0	40	0	0
*	PROFESSIONAL SERVICES	0	0	0	743	0	0
ELEM 34 CONTRACTUAL SERVICES							
4012-540.34-65	CONTRACT BUS DRIVER	6,148	3,405	3,000	2,873	3,200	3,200
*	CONTRACTUAL SERVICES	6,148	3,405	3,000	2,873	3,200	3,200
ELEM 36 SPECIAL SERVICES							
4012-540.36-10	PRINTING	430	255	600	523	650	650
*	SPECIAL SERVICES	430	255	600	523	650	650
ELEM 38 SPECIAL EVENTS							
4012-540.38-12	SENIOR TRIPS	14,451	11,568	12,000	14,986	12,500	12,500
*	SPECIAL EVENTS	14,451	11,568	12,000	14,986	12,500	12,500

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 40 COMMUNITY RESOURCES							
DIV 12 SENIORS PROGRAM							
SUB 0 COMMUNITY RESOURCES							
ELEM 40 REPAIR & MAINTENANCE							
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	158	218	225	190	225	225
4012-540.45-15	OFFICE EQUIPMENT	0	0	0	0	400	400
4012-540.45-23	PEST CONTROL	0	316	350	342	0	0
*	MAINTENANCE CONTRACT	158	534	575	532	625	625
ELEM 47 CLOTHING & UNIFORMS							
4012-540.47-10	CLOTHING & UNIFORMS	94	845	100	360	100	100
*	CLOTHING & UNIFORMS	94	845	100	360	100	100
ELEM 60 SUPPLIES							
4012-540.60-10	GENERAL SUPPLIES	520	1,530	700	1,673	500	500
4012-540.60-11	MEETING REFRESHMENTS	2,628	2,696	2,400	3,132	2,600	2,600
*	SUPPLIES	3,148	4,226	3,100	4,805	3,100	3,100
ELEM 61 OFFICE SUPPLIES							
4012-540.61-10	OFFICE SUPPLIES	429	919	600	734	600	600
*	OFFICE SUPPLIES	429	919	600	734	600	600
ELEM 62 POSTAGE							
4012-540.62-10	POSTAGE	285	242	150	167	150	150
*	POSTAGE	285	242	150	167	150	150
ELEM 66 TELEPHONE & COMMUNICATION							
4012-540.66-10	TELEPHONE	0	14	0	0	0	0
4012-540.66-12	CELLULAR PHONE	1,114	1,041	1,200	900	1,100	1,100
4012-540.66-14	INTERNET	120	0	0	0	0	0
*	TELEPHONE & COMMUNICATION	1,234	1,055	1,200	900	1,100	1,100
ELEM 67 DUES & PUBLICATIONS							
4012-540.67-20	PUBLICATIONS & BOOKS	109	309	100	72	100	100
*	DUES & PUBLICATIONS	109	309	100	72	100	100
ELEM 69 MISCELLANEOUS CHARGE							
4012-540.69-10	MISCELLANEOUS	48	301	100	811	100	100
*	MISCELLANEOUS CHARGE	48	301	100	811	100	100
ELEM 93 OFFICE EQUIPMENT							
4012-540.93-20	OFFICE FURNITURE	0	198	0	0	0	0

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 40	COMMUNITY RESOURCES						
DIV 12	SENIORS PROGRAM						
SUB 0	COMMUNITY RESOURCES						
ELEM 93	OFFICE EQUIPMENT						
*	OFFICE EQUIPMENT	0	198	0	0	0	0
**	SENIORS PROGRAM	210,056	222,750	232,354	243,407	233,536	233,536
***	COMMUNITY RESOURCES	708,397	752,988	842,525	835,528	903,802	903,802

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	FY2007 ACTUAL	FY2008		FY2009 TARGET
			TARGET	ACTUAL	
1. Enhance the quality of life for seniors through off-site excursions	Number of participants in excursions	369	345	345	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	2,506	2,200	2,211	2,300
	Number of seniors assisted with transportation	3,651	3,400	3,420	3,450
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
	FY06	FY07	FY08	FY09
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	1.20	1.00
Budget Total	2.80	2.80	2.80	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	500
	12-11 Travel & Training	Staff training	2,220
30	<u>Professional Services</u> 30-65 Interpreter Services	As needed	0
34	<u>Contractual Services</u> 34-65 Contract Bus Driver	Use of contract driver to fill in during staff absences, cover special events and outings	3,200
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 \$15-30 per trip). Trips are scheduled on a calendar year basis; the 2008 scheduled trips (all of which are subsidized) are: Spirit of Washington lunch cruise, April; "Abraham and Sarah" play/buffet and trip to farmers' market, May; Patriot steamboat cruise, St. Michaels, June; Charles Town Races & Slots with bag lunch, July; "Sound of Music" dinner theatre, Lancaster PA, August; Maryland Seafood Festival, Sandy Point, September; guided tour of Harmony Hall and Washington DC highlights, October; Toby's Dinner Theatre, Baltimore, December 10,000 Subsidies to wheelchair-bound residents to attend M-NCPPC senior trips (Attick Towers 4, Spellman House 4, City at large 4) 2,500	12,500

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> 45-12 Copiers	Copier maintenance, Spellman House office	225
	45-23 Pest Control		400
47	<u>Clothing & Uniforms</u> 47-10 Clothing & Uniforms	City seal polo shirts for staff members	100
60	<u>General Supplies</u> 60-10 General Supplies	Cups and paper goods for weekly coffee gatherings	500
	60-11 Meeting Refreshments	Coffee and pastries for weekly coffee and monthly trip gathering	2,600
61	<u>Office Supplies</u> 61-10 Office Supplies		600
62	<u>Postage</u> 62-10 Postage		150
66	<u>Telephone & Communications</u> 66-12 Cellular Phone	3 cell phones, staff and senior bus	1,100
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 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 10 ADMINISTRATION							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5010-550.10-01	SALARY	179,629	239,487	253,909	251,770	266,633	266,633
5010-550.10-02	HOURLY	114,330	90,204	87,192	92,718	90,990	90,990
5010-550.10-03	OVERTIME	3,962	1,373	3,500	2,418	3,000	3,000
*	PAYROLL-WAGES	297,921	331,064	344,601	346,906	360,623	360,623
ELEM 11 FRINGE BENEFITS							
5010-550.11-10	PICA	22,933	24,354	25,043	25,679	26,293	26,293
5010-550.11-12	HEALTH INSURANCE	32,597	35,565	36,680	37,274	37,250	37,250
5010-550.11-13	DENTAL INSURANCE	1,304	1,413	1,212	1,771	1,800	1,800
5010-550.11-14	LIFE INSURANCE	962	1,075	1,137	1,104	1,072	1,072
5010-550.11-15	VISION INSURANCE	526	703	560	981	852	852
5010-550.11-17	457 CITY MATCH CONTRIBUTN	2,088	2,111	3,937	3,974	3,937	3,937
5010-550.11-18	RETIREMENT	16,052	20,897	22,503	23,088	23,543	23,543
5010-550.11-21	WORKERS COMPENSATION INS	10,197	7,112	7,528	7,062	6,012	6,012
5010-550.11-22	LONG TERM DISABILITY INS	1,272	1,624	1,714	1,557	1,287	1,287
*	FRINGE BENEFITS	87,931	94,854	100,314	102,490	102,046	102,046
ELEM 12 TRAVEL & TRAINING							
5010-550.12-10	NON TRAINING TRAVEL	0	64	112	140	112	112
5010-550.12-11	TRAVEL & TRAINING	2,788	6,920	7,375	9,604	7,782	7,782
*	TRAVEL & TRAINING	2,788	6,984	7,487	9,744	7,894	7,894
ELEM 20 OVERHEAD							
5010-550.20-10	INSURANCE	21,540	22,265	24,278	24,278	26,950	26,950
5010-550.20-11	AUTOMOTIVE	28,998	32,161	33,958	33,958	35,628	35,628
5010-550.20-12	POSTAGE	196	146	285	222	293	293
5010-550.20-15	INFORMATION SYSTEMS	57,784	55,957	58,320	58,319	63,436	63,436
5010-550.20-16	BUILDING MAINTENANCE	21,641	35,587	55,816	55,815	61,066	61,066
5010-550.20-17	COPIER	23	2	0	2	0	0
*	OVERHEAD	130,182	146,118	172,657	172,594	187,373	187,373
ELEM 30 PROFESSIONAL SERVICES							
5010-550.30-13	ADMINISTRATIVE	0	134	800	0	0	0
5010-550.30-39	TRANSLATION SERVICES	615	45	1,000	39	750	750
*	PROFESSIONAL SERVICES	615	179	1,800	39	750	750
ELEM 34 CONTRACTUAL SERVICES							
5010-550.34-17	TEMP MANPOWER-OTHER	1,992	2,296	2,400	2,283	2,500	2,500
5010-550.34-75	MOSQUITO CONTROL	1,175	1,396	2,000	1,623	2,000	2,000
*	CONTRACTUAL SERVICES	3,167	3,692	4,400	3,906	4,500	4,500
ELEM 36 SPECIAL SERVICES							
5010-550.36-10	PRINTING	4,124	7,004	8,500	4,131	8,500	8,500

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 10 ADMINISTRATION							
SUB 0 PUBLIC WORKS							
ELEM 36 SPECIAL SERVICES							
5010-550.36-11	CLASSIFIED ADVERTISING	2,463	1,420	5,250	3,590	3,600	3,600
5010-550.36-99	OTHER	237	433	0	0	0	0
*	SPECIAL SERVICES	6,824	8,857	13,750	7,721	12,100	12,100
ELEM 38 SPECIAL EVENTS							
5010-550.38-45	VOLUNTEER PROGRAMS	808	1,577	1,000	95	750	750
5010-550.38-67	SAFETY BREAKFAST	899	736	1,200	1,380	1,200	1,200
*	SPECIAL EVENTS	1,707	2,313	2,200	1,475	1,950	1,950
ELEM 40 REPAIR & MAINTENANCE							
5010-550.40-10	OFFICE EQUIPMENT	0	0	300	249	300	300
5010-550.40-11	BUILDINGS & GROUNDS	0	68	0	0	0	0
*	REPAIR & MAINTENANCE	0	68	300	249	300	300
ELEM 47 CLOTHING & UNIFORMS							
5010-550.47-10	CLOTHING & UNIFORMS	25,625	22,959	35,500	28,100	36,760	36,760
*	CLOTHING & UNIFORMS	25,625	22,959	35,500	28,100	36,760	36,760
ELEM 48 RENTAL							
5010-550.48-20	COPIERS	3,556	3,444	3,300	3,425	3,300	3,300
5010-550.48-60	BUILDINGS	2,400	2,400	2,400	2,400	2,400	2,400
*	RENTAL	5,956	5,844	5,700	5,825	5,700	5,700
ELEM 52 AWARDS & GIFTS							
5010-550.52-10	AWARDS & GIFTS	0	309	400	237	400	400
*	AWARDS & GIFTS	0	309	400	237	400	400
ELEM 53 CDL LICENSING FEE							
5010-550.53-10	CDL LICENSING FEE	252	217	570	271	380	380
*	CDL LICENSING FEE	252	217	570	271	380	380
ELEM 60 SUPPLIES							
5010-550.60-10	GENERAL SUPPLIES	2,701	4,052	3,000	3,014	3,000	3,000
5010-550.60-11	MEETING REFRESHMENTS	433	635	480	852	480	480
*	SUPPLIES	3,134	4,687	3,480	3,866	3,480	3,480
ELEM 61 OFFICE SUPPLIES							
5010-550.61-10	OFFICE SUPPLIES	2,401	3,215	2,000	3,323	3,000	3,000
*	OFFICE SUPPLIES	2,401	3,215	2,000	3,323	3,000	3,000
ELEM 62 POSTAGE							
5010-550.62-10	POSTAGE	26	22	0	14	0	0
*	POSTAGE	26	22	0	14	0	0

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 10 ADMINISTRATION							
SUB 0 PUBLIC WORKS							
ELEM 62 POSTAGE							
5010-550.66-10	TELEPHONE	5,830	6,135	7,500	6,176	7,000	7,000
5010-550.66-11	PAGER	155	147	140	151	0	0
5010-550.66-12	CELLULAR PHONE	2,676	2,924	2,904	1,927	3,500	3,500
5010-550.66-13	WIRELESS RADIO	6,773	7,635	7,600	10,085	7,600	7,600
5010-550.66-20	CABLE TV SERVICE	139	124	135	0	0	0
*	TELEPHONE & COMMUNICATION	15,573	16,965	18,279	18,339	18,100	18,100
ELEM 67 DUES & PUBLICATIONS							
5010-550.67-10	DUES	841	1,204	1,010	952	855	855
5010-550.67-20	PUBLICATIONS & BOOKS	316	350	285	769	380	380
*	DUES & PUBLICATIONS	1,157	1,554	1,295	1,721	1,235	1,235
ELEM 93 OFFICE EQUIPMENT							
5010-550.93-10	OFFICE EQUIPMENT	814	0	0	0	0	0
*	OFFICE EQUIPMENT	814	0	0	0	0	0
ELEM 97 COMMUNICATIONS EQUIPMENT							
5010-550.97-20	RADIO EQUIPMENT	2,720	3,957	4,000	1,420	4,000	4,000
*	COMMUNICATIONS EQUIPMENT	2,720	3,957	4,000	1,420	4,000	4,000
**	ADMINISTRATION	588,793	653,858	718,733	708,240	750,591	750,591

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	FY2007 ACTUAL	FY2008		FY2009 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)	78%	80%	69%	75%
2. Provide responsive service to residents	Percent of residents rating Public Works services as good or better	No survey	80%	69%	No survey

PROGRAM NAME/NUMBER

Public Works Administration/5010

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY06	FY07	FY08	FY09
Director of Public Works	1.00	1.00	1.00	1.00
Deputy Director of Public Works	1.00	1.00	1.00	1.00
Public Works Supervisor	0.95	0.95	0.95	0.95
Office Specialist III	1.00	1.00	1.00	1.00
Office Specialist II	1.00	0.00	0.00	0.00
Admin. Asst./Recycling Coordinator	0.00	1.00	1.00	1.00
Dispatch/Administrative Clerk	0.90	0.90	0.90	0.90
Budget Total	5.85	5.85	5.85	5.85

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5010	
Element/Object	Details	Total	
12	<u>Travel & Training</u> 12-10 Non-Training Travel 12-11 Travel & Training	Staff mileage reimbursement APWA annual conference, 2 attendees @ \$2,000 4,000 MML annual conference, 2 attendees @ \$1,400 2,800 Travel for training, 360 miles 182 Managerial development training (various), 6 attendees 800	112 7,782
30	<u>Professional Services</u> 30-39 Translation Services	Translate departmental public information documents into other languages	750
34	<u>Contractual Services</u> 34-17 Temporary Manpower 34-75 Mosquito Control	Assemble and distribute resident packets State mosquito control services: including larviciding, adult surveillance and possible spraying	2,500 2,000
36	<u>Special Services</u> 36-10 Printing 36-11 Classified Advertising	Departmental forms, door hangers and work orders 4,400 Specification packets, plans, maps, residential information packages 600 Public Works handbooks for residents, including plastic delivery bags 3,500 Newspaper advertising of RFP's, estimate 3 @ \$1,200	8,500 3,600
38	<u>Special Events</u> 38-45 Volunteer Programs	Supplies for participation in events (Maryland Day, stream cleanups, etc.)	750

PROGRAM NAME/NUMBER

Public Works Administration/5010

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5010	
	Element/Object	Details	Total
	38-67 Safety Breakfast		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 @ \$8/week 19,970 Mats @ \$35/week 1,820 Rental return losses 300 Rain suits, 40 @ \$90 3,600 Safety shoes @ \$170 per employee 8,500 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	36,760
48	<u>Rental</u> 48-20 Copiers	Copier lease @ \$275 monthly	3,300
	48-60 Building	Space lease for repeaters, former UMPD radio system	2,400
52	<u>Awards & Gifts</u> 52-10 Awards & Gifts		400
53	<u>CDL Licensing Fee</u> 53-10 CDL Licensing Fee	CDL license renewals, 4 @ \$50 200 New CDL requests, 2 @ \$90 180	380
60	<u>Supplies</u> 60-10 General Supplies	Paper goods and supplies 1,500 Rental of 4 water coolers, water and cups 1,500	3,000
	60-11 Meeting Refreshments	Various meetings	480
61	<u>Office Supplies</u> 61-10 Office Supplies	Paper and office supplies	3,000
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, 4 phones + 1 allowance	2,900
	66-13 Wireless Radio	Radio system maintenance contract	7,600
67	<u>Dues & Publications</u> 67-10 Dues	MML Public Works Officials Association (PWOA) 150 American Public Works Association (APWA) 705	855
	67-20 Publications & Books	MML directories 60 Fleet Management magazine 195	

PROGRAM NAME/NUMBER

Public Works Administration/5010

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5010	
Element/Object		Details	Total
		Other publications	125 380
97	<u>Communications Equipment</u> 97-20 Radio Equipment	Replacement mobile and/or portable radios, 5 @ \$800	4,000

Capital Outlay: Radio Equipment includes 5 replacement radios, mobile or portable (\$4,000).

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 11 SOLID WASTE MANAGEMENT							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5011-550.10-02	HOURLY	247,337	275,803	273,225	276,487	281,327	281,327
5011-550.10-03	OVERTIME	3,927	3,976	10,500	7,547	9,000	9,000
5011-550.10-07	AUTOMATED TRUCK INCENTIVE	2,122	2,112	2,500	2,256	2,500	2,500
*	PAYROLL-WAGES	253,386	281,891	286,225	286,290	292,827	292,827
ELEM 11 FRINGE BENEFITS							
5011-550.11-10	FICA	18,618	20,471	21,252	21,148	21,692	21,692
5011-550.11-12	HEALTH INSURANCE	34,776	34,416	27,237	31,598	29,279	29,279
5011-550.11-13	DENTAL INSURANCE	1,345	1,304	1,210	1,311	1,292	1,292
5011-550.11-14	LIFE INSURANCE	765	897	919	925	855	855
5011-550.11-15	VISION INSURANCE	584	279	140	481	408	408
5011-550.11-17	457 CITY MATCH CONTRIBUTN	2,204	2,329	3,989	4,833	4,484	4,484
5011-550.11-18	RETIREMENT	11,668	15,375	18,726	18,271	19,143	19,143
5011-550.11-21	WORKERS COMPENSATION INS	13,352	18,570	18,782	17,991	15,273	15,273
5011-550.11-22	LONG TERM DISABILITY INS	1,014	1,360	1,393	1,295	1,026	1,026
*	FRINGE BENEFITS	84,326	95,001	93,648	97,853	93,452	93,452
ELEM 12 TRAVEL & TRAINING							
5011-550.12-11	TRAVEL & TRAINING	929	19	500	0	2,000	2,000
*	TRAVEL & TRAINING	929	19	500	0	2,000	2,000
ELEM 20 OVERHEAD							
5011-550.20-11	AUTOMOTIVE	173,985	192,963	196,956	196,956	206,635	206,635
*	OVERHEAD	173,985	192,963	196,956	196,956	206,635	206,635
ELEM 34 CONTRACTUAL SERVICES							
5011-550.34-11	TEMP MANPOWER-SOLID WASTE	9,205	880	4,200	2,097	3,500	3,500
5011-550.34-20	TIPPING FEES	301,124	286,446	303,470	251,825	347,660	347,660
*	CONTRACTUAL SERVICES	310,329	287,326	307,670	253,922	351,160	351,160
ELEM 36 SPECIAL SERVICES							
5011-550.36-10	PRINTING	300	288	400	288	400	400
*	SPECIAL SERVICES	300	288	400	288	400	400
ELEM 60 SUPPLIES							
5011-550.60-10	GENERAL SUPPLIES	261	237	250	294	250	250
5011-550.60-45	TOTERS & CONTAINERS	22,414	21,816	25,500	22,454	23,000	23,000
*	SUPPLIES	22,675	22,053	25,750	22,748	23,250	23,250
**	SOLID WASTE MANAGEMENT	845,930	879,541	911,149	858,057	969,724	969,724

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

DESCRIPTION: This program manages the collection and disposal of all 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 on 4 Saturdays in late September-early October for drop off of household refuse.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2007 ACTUAL	FY2008		FY2009 TARGET
			TARGET	ACTUAL	
1. Provide reliable, quality refuse service	Percent of pickups accomplished on scheduled day	99%	99%	99%	99%
	Number of complaints received	<5	<9	8	<10
	Percent of residents rating services as good or better	No survey	85%	88%	No survey
	Cost per ton of solid waste (including regular trash, special trash pick-up, tires, building materials, non-recyclable white goods) *	\$142.59	<\$146.00	\$157.27	<\$160.00

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

* Potential County landfill tipping fee increase impacts projected cost per ton for refuse collection and disposal.

PROGRAM NAME/NUMBER

Solid Waste Management/5011

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY06	FY07	FY08	FY09
Crew Chief	0.95	0.95	0.95	0.95
Motor Equipment Operator II	0.80	0.90	0.90	0.70
Motor Equipment Operator I	3.25	2.80	2.80	2.85
Laborer/Driver	1.60	0.95	0.00	0.00
Laborer	0.80	1.90	2.95	2.95
Budget Total	7.40	7.50	7.60	7.45

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5011	
Element/Object	Details	Total	
12 Travel & Training 12-11 Travel & Training	Waste Expo @ Las Vegas, 1 @ \$2,000	2,000	
34 Contractual Services 34-11 Temporary Manpower - Solid Waste 34-20 Tipping Fees	Temporary manpower used in the collection of solid waste, 250 hours @ \$14.00 per hour Refuse, 5,750 tons @ \$59 per ton 339,250 Building materials, 70 tons @ \$58 per ton 4,060 Tires, 8 tons @ \$175 per ton 1,400 Refrigerators, freezers, air conditioners; 50 tons @ \$59 per ton 2,950	3,500 347,660	
36 Special Services 36-10 Printing	Community education materials	400	
60 Supplies 60-10 General Supplies 60-45 Refuse Containers	Brooms, pitch forks and shovels Hardware and replacement parts for carts 500 Mobile carts, 450 @ \$50 22,500	250 23,000	

Capital Outlay: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 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	161,463	125,681	224,794	142,612	211,215	211,215
5012-550.10-03	OVERTIME	921	415	2,500	628	1,250	1,250
*	PAYROLL-WAGES	162,384	126,096	227,294	143,240	212,465	212,465
ELEM 11 FRINGE BENEFITS							
5012-550.11-10	FICA	11,975	9,381	16,701	10,471	15,595	15,595
5012-550.11-12	HEALTH INSURANCE	20,356	18,294	45,774	24,162	33,840	33,840
5012-550.11-13	DENTAL INSURANCE	1,260	1,027	1,994	1,211	1,462	1,462
5012-550.11-14	LIFE INSURANCE	512	407	759	464	643	643
5012-550.11-15	VISION INSURANCE	408	168	47	324	377	377
5012-550.11-17	457 CITY MATCH CONTRIBUTN	1,791	1,358	3,415	3,045	3,546	3,546
5012-550.11-18	RETIREMENT	7,453	6,819	11,281	8,134	10,983	10,983
5012-550.11-21	WORKERS COMPENSATION INS	8,449	8,496	15,033	9,078	11,122	11,122
5012-550.11-22	LONG TERM DISABILITY INS	674	617	1,145	654	770	770
*	FRINGE BENEFITS	52,878	46,567	96,149	57,543	78,338	78,338
ELEM 20 OVERHEAD							
5012-550.20-11	AUTOMOTIVE	28,998	32,161	33,958	33,958	35,628	35,628
*	OVERHEAD	28,998	32,161	33,958	33,958	35,628	35,628
ELEM 34 CONTRACTUAL SERVICES							
5012-550.34-15	TEMP MANPOWER-LEAF	24,178	33,935	35,280	33,318	35,280	35,280
5012-550.34-16	TEMP MANPOWER-GRASS	199	660	2,688	1,478	2,688	2,688
5012-550.34-17	TEMP MANPOWER-OTHER	330	413	0	0	0	0
*	CONTRACTUAL SERVICES	24,707	35,008	37,968	34,796	37,968	37,968
ELEM 36 SPECIAL SERVICES							
5012-550.36-10	PRINTING	0	0	0	0	300	300
*	SPECIAL SERVICES	0	0	0	0	300	300
ELEM 60 SUPPLIES							
5012-550.60-10	GENERAL SUPPLIES	1,656	971	1,200	623	1,000	1,000
5012-550.60-40	SIGNS	463	1,350	1,100	0	1,000	1,000
*	SUPPLIES	2,119	2,321	2,300	623	2,000	2,000
**	LEAF AND GRASS COLLECTION	271,086	242,153	397,669	270,160	366,699	366,699

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 curbside prior to collection date; 4) Four-man crews operate leaf machines to collect leaves; 5) Leaves are transported to the Public Works compost yard for composting. Inclement weather may adversely affect these operations. The grass clipping and yard waste collection program operates January through October 31; paper-bagged grass clippings and yard waste are collected curbside on regular refuse collection days and added to leaves at the Public Works yard for composting.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2007 ACTUAL	FY2008		FY2009 TARGET
			TARGET	ACTUAL	
1. Provide reliable, quality leaf and grass collection services* *Note: Depends on weather conditions and compliance with automobile parking restrictions	Percent of collections completed on schedule	100%	90%	100%	100%
	Percent of residents rating leaf and grass collection as good or better	No survey	75%	75%	No survey
	Number of complaints received	<5	<22	3	<10

CONDITIONS: Automobiles parked on the street on collection days and inclement weather 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
	FY06	FY07	FY08	FY09
Crew Chief	0.65	0.75	0.75	0.75
Supply Clerk	0.20	0.20	0.20	0.14
Horticulturist	0.00	0.00	0.20	0.00
Motor Equipment Operator II+A	0.00	0.00	0.02	0.00
Motor Equipment Operator II	1.00	0.03	0.00	0.00
Motor Equipment Operator I+A	0.00	0.00	1.70	1.76
Motor Equipment Operator I	3.35	2.80	1.68	0.88
Laborer/Driver	0.80	1.49	0.00	0.00
Laborer	2.75	0.97	1.82	1.91
Lead Groundskeeper	0.20	0.20	0.00	0.20
Budget Total	8.95	6.44	6.37	5.64

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 @ \$14.00 per hour	35,280
	34-16 Temp Manpower -- Grass	Grass collection, 24 hours per week for 8 weeks, contract labor @ \$14.00 per hour	2,688
36	<u>Special Services</u>		
	36-10 Printing	Door hangers, leaf 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 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 13 STREET CLEANING							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5013-550.10-02	HOURLY	25,517	22,946	12,050	14,798	24,242	24,242
5013-550.10-03	OVERTIME	102	122	0	36	0	0
*	PAYROLL-WAGES	25,619	23,068	12,050	14,834	24,242	24,242
ELEM 11 FRINGE BENEFITS							
5013-550.11-10	FICA	1,899	1,684	866	1,076	1,735	1,735
5013-550.11-12	HEALTH INSURANCE	3,229	3,680	2,618	3,067	6,006	6,006
5013-550.11-13	DENTAL INSURANCE	119	130	84	102	174	174
5013-550.11-14	LIFE INSURANCE	79	74	41	45	73	73
5013-550.11-15	VISION INSURANCE	45	0	0	1	49	49
5013-550.11-17	457 CITY MATCH CONTRIBUTN	287	277	271	335	459	459
5013-550.11-18	RETIREMENT	1,660	1,502	783	966	841	841
5013-550.11-21	WORKERS COMPENSATION INS	1,329	1,534	795	941	1,270	1,270
5013-550.11-22	LONG TERM DISABILITY INS	106	111	61	63	88	88
*	FRINGE BENEFITS	8,753	8,992	5,519	6,596	10,695	10,695
ELEM 20 OVERHEAD							
5013-550.20-11	AUTOMOTIVE	17,399	19,296	20,375	20,375	21,377	21,377
*	OVERHEAD	17,399	19,296	20,375	20,375	21,377	21,377
ELEM 34 CONTRACTUAL SERVICES							
5013-550.34-17	TEMP MANPOWER-OTHER	0	0	0	0	6,000	6,000
5013-550.34-20	TIPPING FEES	0	1,712	6,000	5,573	6,000	6,000
*	CONTRACTUAL SERVICES	0	1,712	6,000	5,573	12,000	12,000
ELEM 36 SPECIAL SERVICES							
5013-550.36-10	PRINTING	0	0	1,000	0	1,000	1,000
5013-550.36-50	SWEEPER SHARED MAINT	6,062	12,443	17,000	20,817	17,000	17,000
*	SPECIAL SERVICES	6,062	12,443	18,000	20,817	18,000	18,000
ELEM 60 SUPPLIES							
5013-550.60-10	GENERAL SUPPLIES	188	38	250	11	250	250
5013-550.60-40	SIGNS	530	675	1,100	0	1,000	1,000
*	SUPPLIES	718	713	1,350	11	1,250	1,250
ELEM 92 MACHINERY & EQUIPMENT							
5013-550.92-20	EQUIPMENT	0	4,995	0	0	400	400
*	MACHINERY & EQUIPMENT	0	4,995	0	0	400	400
**	STREET CLEANING	58,551	71,219	63,294	68,206	87,964	87,964

PROGRAM NAME/NUMBER

Street Cleaning/5013

DESCRIPTION: 110 miles of City-maintained streets will be swept 4 to 5 times annually with the shared "Four Cities" street sweeper; a City of Greenbelt employee operates the "Four Cities" sweeper. 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	FY2007 ACTUAL	FY2008		FY2009 TARGET
			TARGET	ACTUAL	
1. Maintain street cleanliness through scheduled sweeping * * Note: Resident compliance with parking requirements will affect cleaning	Number of citywide sweeps completed	5	5-6	4	5-6
	Percent of residents rating street cleaning as good or better	No survey	70%	65%	No survey
2. Maintain downtown metered lots with regularly scheduled sweeping	Number of sweeps completed in downtown, high impact areas	190	140	189	160

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
	FY06	FY07	FY08	FY09
Crew Chief	0.05	0.01	0.01	0.01
Motor Equipment Operator II	0.40	0.15	0.00	0.00
Motor Equipment Operator I+A	0.00	0.00	0.25	0.25
Motor Equipment Operator I	0.00	0.05	0.00	0.35
Budget Total	0.45	0.21	0.26	0.61

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 cracks between roadway and gutter	6,000
	34-20 Tipping Fees	10 containers of street sweeping residue @ \$600	6,000
36	<u>Special Services</u> 36-10 Printing	Public awareness materials	1,000
	36-50 Sweeper Shared Maint.	City's estimated proportionate share of "Four Cities" street sweeper costs: Maintenance costs 5,000 Labor costs for operator 12,000	17,000
60	<u>Supplies</u> 60-10 General Supplies		250
	60-40 Signs	Street sweeping signs	1,000
92	<u>Machinery & Equipment</u> 92-20 Equipment	Back pack blower	400

Capital Outlay: Equipment includes a back pack blower to remove debris collected in corners during street sweeping (\$400).

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 14 SIGNAGE							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5014-550.10-02	HOURLY	69,233	86,158	116,454	104,683	117,073	117,073
5014-550.10-03	OVERTIME	66	70	500	207	400	400
*	PAYROLL-WAGES	69,299	86,228	116,954	104,890	117,473	117,473
ELEM 11 FRINGE BENEFITS							
5014-550.11-10	FICA	5,258	6,365	8,598	7,697	8,595	8,595
5014-550.11-12	HEALTH INSURANCE	6,170	9,755	16,631	13,674	15,972	15,972
5014-550.11-13	DENTAL INSURANCE	450	433	518	528	593	593
5014-550.11-14	LIFE INSURANCE	201	270	394	337	355	355
5014-550.11-15	VISION INSURANCE	134	138	154	217	178	178
5014-550.11-17	457 CITY MATCH CONTRIBUTN	831	1,067	3,744	4,414	4,651	4,651
5014-550.11-18	RETIREMENT	4,363	5,579	7,430	6,776	7,636	7,636
5014-550.11-21	WORKERS COMPENSATION INS	3,561	5,700	7,763	6,571	6,156	6,156
5014-550.11-22	LONG TERM DISABILITY INS	268	407	594	474	427	427
*	FRINGE BENEFITS	21,236	29,714	45,826	40,688	44,563	44,563
ELEM 20 OVERHEAD							
5014-550.20-11	AUTOMOTIVE	5,799	6,432	6,792	6,792	7,126	7,126
*	OVERHEAD	5,799	6,432	6,792	6,792	7,126	7,126
ELEM 48 RENTAL							
5014-550.48-11	TOOLS & EQUIPMENT	0	0	0	189	0	0
*	RENTAL	0	0	0	189	0	0
ELEM 60 SUPPLIES							
5014-550.60-10	GENERAL SUPPLIES	109	242	200	428	200	200
5014-550.60-15	SMALL TOOLS	308	822	400	33	400	400
5014-550.60-40	SIGNS	26,892	25,271	20,715	18,013	22,055	22,055
*	SUPPLIES	27,309	26,335	21,315	18,474	22,655	22,655
ELEM 92 MACHINERY & EQUIPMENT							
5014-550.92-20	EQUIPMENT	0	1,666	0	0	0	0
*	MACHINERY & EQUIPMENT	0	1,666	0	0	0	0
**	SIGNAGE	123,643	150,375	190,887	171,033	191,817	191,817

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 CCAR, an automated work order system. Engineering and the City Council approve the installation of new traffic control signs. Public Services advise 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	FY2007 ACTUAL	FY2008		FY2009 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	78%	80%	81%	80%
2. Street name signs inspected quarterly	Percent of inspections completed on time	New	New	100%	100%

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY06	FY07	FY08	FY09
Crew Chief	0.05	0.06	0.07	0.05
Supply Clerk	0.65	0.65	0.65	0.65
Motor Equipment Operator III	0.00	0.00	0.00	0.92
Motor Equipment Operator II+A	0.00	0.00	0.92	0.00
Motor Equipment Operator II	0.35	0.75	0.00	0.00
Motor Equipment Operator I+A	0.00	0.00	0.67	0.57
Motor Equipment Operator I	0.35	0.62	0.10	0.10
Laborer/Driver	0.15	0.10	0.00	0.00
Laborer	0.15	0.01	0.01	0.00
Budget Total	1.70	2.19	2.42	2.29

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 5014
	Element/Object	Details	Total
34	Contractual Services 34-17 Temp. Manpower - Other	Temporary manpower used to cover vacancies and leave	0
60	Supplies 60-10 General Supplies	Sakrete	200
	60-15 Small Tools	Hand tools, wrenches, sockets, etc.	400
	60-40 Signs	Sign poles, 40 @ \$30 1,200 Street name signs, 225 @ \$26 5,850 Traffic control signs, including stop signs 4,355 Parking control signs 1,800 Specialty signs 1,850 Hardware – nuts, bolts, caps, tees 1,350 Speed hump signs, 40 @ \$45 1,800 U-channels, 150 @ \$19 2,850 Public awareness, seasonal signs 1,000	22,055

Capital Outlay: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 15 STREET MAINTENANCE							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5015-550.10-02	HOURLY	2,540	5,453	2,021	24,912	16,515	16,515
5015-550.10-03	OVERTIME	34	2	0	5	0	0
*	PAYROLL-WAGES	2,574	5,455	2,021	24,917	16,515	16,515
ELEM 11 FRINGE BENEFITS							
5015-550.11-10	FICA	193	385	147	1,728	1,084	1,084
5015-550.11-12	HEALTH INSURANCE	379	1,128	439	5,937	5,386	5,386
5015-550.11-13	DENTAL INSURANCE	32	86	21	448	352	352
5015-550.11-14	LIFE INSURANCE	9	18	7	70	51	51
5015-550.11-15	VISION INSURANCE	7	30	0	183	154	154
5015-550.11-17	457 CITY MATCH CONTRIBUTN	35	52	26	220	31	31
5015-550.11-18	RETIREMENT	151	287	89	1,323	1,073	1,073
5015-550.11-21	WORKERS COMPENSATION INS	137	365	134	1,583	866	866
5015-550.11-22	LONG TERM DISABILITY INS	12	28	10	100	60	60
*	FRINGE BENEFITS	955	2,379	873	11,592	9,057	9,057
ELEM 20 OVERHEAD							
5015-550.20-11	AUTOMOTIVE	11,599	12,864	6,792	6,792	7,126	7,126
*	OVERHEAD	11,599	12,864	6,792	6,792	7,126	7,126
ELEM 34 CONTRACTUAL SERVICES							
5015-550.34-38	STRIPING	34,410	25,687	35,574	15,104	29,174	29,174
5015-550.34-78	WEED CONTROL	0	0	22,000	2,355	0	0
*	CONTRACTUAL SERVICES	34,410	25,687	57,574	17,459	29,174	29,174
ELEM 36 SPECIAL SERVICES							
5015-550.36-35	MATCHING FUNDS	0	0	35,000	0	0	0
*	SPECIAL SERVICES	0	0	35,000	0	0	0
ELEM 60 SUPPLIES							
5015-550.60-10	GENERAL SUPPLIES	1,051	976	3,200	12,580	7,000	7,000
*	SUPPLIES	1,051	976	3,200	12,580	7,000	7,000
ELEM 92 MACHINERY & EQUIPMENT							
5015-550.92-20	EQUIPMENT	0	4,860	0	0	0	0
*	MACHINERY & EQUIPMENT	0	4,860	0	0	0	0
**	STREET MAINTENANCE	50,589	52,221	105,460	73,340	68,872	68,872

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	FY2007 ACTUAL	FY2008		FY2009 TARGET
			TARGET	ACTUAL	
1. Maintain line and traffic control striping on City streets	Percent of line and traffic control striping completed at least annually	75%	85%	100%	85%
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	86%	75%	89%	75%

PROGRAM NAME/NUMBER

Street Maintenance/5015

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY06	FY07	FY08	FY09
Crew Chief	0.05	0.01	0.01	0.01
Motor Equipment Operator II	0.05	0.00	0.00	0.00
Motor Equipment Operator I+A	0.00	0.00	0.02	0.03
Motor Equipment Operator I	0.00	0.02	0.01	0.40
Laborer	0.05	0.01	0.02	0.01
Budget Total	0.15	0.04	0.06	0.45

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, 365 @ \$20 7,300 Driveway hash-outs, 64 @ \$8 512 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 @ \$0.20/LF 800 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 Black-out, 500 LF @ \$0.15/LF 75 Speed humps, 102 @ \$30 3,060	29,174
60	<u>Supplies</u> 60-10 General Supplies	Traffic paint, pothole patch	7,000

Capital Outlay: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 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	1,894	2,051	2,400	0	0	0
5016-550.10-02	HOURLY	132	413	0	196	988	988
5016-550.10-03	OVERTIME	0	0	0	2	0	0
*	PAYROLL-WAGES	2,026	2,464	2,400	198	988	988
ELEM 11 FRINGE BENEFITS							
5016-550.11-10	FICA	155	178	171	16	75	75
5016-550.11-12	HEALTH INSURANCE	71	188	213	5	49	49
5016-550.11-13	DENTAL INSURANCE	6	6	7	2	5	5
5016-550.11-14	LIFE INSURANCE	6	9	8	1	3	3
5016-550.11-15	VISION INSURANCE	3	1	0	0	0	0
5016-550.11-17	457 CITY MATCH CONTRIBUTN	18	26	26	3	31	31
5016-550.11-18	RETIREMENT	9	79	156	0	65	65
5016-550.11-21	WORKERS COMPENSATION INS	110	168	158	12	52	52
5016-550.11-22	LONG TERM DISABILITY INS	8	13	12	1	4	4
*	FRINGE BENEFITS	386	668	751	40	284	284
ELEM 34 CONTRACTUAL SERVICES							
5016-550.34-71	CONTRACT MOWING	37,455	42,170	42,711	42,170	46,100	46,100
5016-550.34-76	CONTRACT R-O-W MAINT	0	0	4,200	3,350	0	0
*	CONTRACTUAL SERVICES	37,455	42,170	46,911	45,520	46,100	46,100
**	TURF & RIGHT OF WAY MAINT	39,867	45,302	50,062	45,758	47,372	47,372

PROGRAM NAME/NUMBER**Turf & Right of Way Maintenance/5016**

DESCRIPTION: This program, which runs from April through October, supervises the contract mowing services performed by a private contractor.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2007 ACTUAL	FY2008		FY2009 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	4	<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:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY06	FY07	FY08	FY09
Horticulturist	0.05	0.05	0.05	0.00
Motor Equipment Operator III	0.00	0.00	0.00	0.01
Landscape Foreman	0.00	0.00	0.00	0.01
Budget Total	0.05	0.05	0.05	0.02

OPERATING EXPENDITURES: Since fiscal year 2004, maintenance of all turf and right-of-way 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.	46,100

Capital Outlay: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 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	3,033	0	3,126	3,126
5017-550.10-02	HOURLY	1,771	11,222	47,685	7,044	51,460	51,460
5017-550.10-03	OVERTIME	18,601	19,151	42,500	6,263	32,000	32,000
*	PAYROLL-WAGES	20,372	30,373	93,218	13,307	86,586	86,586
ELEM 11 FRINGE BENEFITS							
5017-550.11-10	FICA	1,511	2,242	6,960	994	6,429	6,429
5017-550.11-12	HEALTH INSURANCE	2,668	3,714	8,205	1,052	8,336	8,336
5017-550.11-13	DENTAL INSURANCE	115	178	284	54	368	368
5017-550.11-14	LIFE INSURANCE	76	117	170	19	165	165
5017-550.11-15	VISION INSURANCE	57	38	73	25	145	145
5017-550.11-17	457 CITY MATCH CONTRIBUTN	166	285	839	283	1,031	1,031
5017-550.11-18	RETIREMENT	1,158	1,856	5,766	735	5,442	5,442
5017-550.11-21	WORKERS COMPENSATION INS	803	1,819	4,946	852	3,755	3,755
5017-550.11-22	LONG TERM DISABILITY INS	99	177	257	28	198	198
*	FRINGE BENEFITS	6,653	10,426	27,500	4,042	25,869	25,869
ELEM 12 TRAVEL & TRAINING							
5017-550.12-11	TRAVEL & TRAINING	1,029	759	4,375	3,274	4,600	4,600
*	TRAVEL & TRAINING	1,029	759	4,375	3,274	4,600	4,600
ELEM 20 OVERHEAD							
5017-550.20-11	AUTOMOTIVE OVERHEAD	11,599	12,864	13,583	13,583	14,251	14,251
*	OVERHEAD	11,599	12,864	13,583	13,583	14,251	14,251
ELEM 34 CONTRACTUAL SERVICES							
5017-550.34-17	TEMP MANPOWER-OTHER	0	110	0	0	0	0
5017-550.34-70	CONTRACT PLOWING	0	0	5,500	0	5,500	5,500
*	CONTRACTUAL SERVICES	0	110	5,500	0	5,500	5,500
ELEM 60 SUPPLIES							
5017-550.60-10	GENERAL SUPPLIES	1,217	1,312	3,700	394	3,700	3,700
5017-550.60-12	ROAD SALT	7,644	29,688	31,300	12,027	36,800	36,800
*	SUPPLIES	8,861	31,000	35,000	12,421	40,500	40,500
ELEM 92 MACHINERY & EQUIPMENT							
5017-550.92-20	EQUIPMENT	13,228	0	0	0	0	0
*	MACHINERY & EQUIPMENT	13,228	0	0	0	0	0
**	SNOW AND ICE CONTROL	61,742	85,532	179,176	46,627	177,306	177,306

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	FY2007 ACTUAL	FY2008		FY2009 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%	80%
	Percent of residents rating snow removal as good or better	No survey	80%	78%	No survey

CONDITIONS: Equipment failure, duration of event 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
	FY06	FY07	FY08	FY09
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	0.00	0.05
Motor Equipment Operator II+A	0.00	0.00	0.05	0.00
Motor Equipment Operator II	0.15	0.10	0.05	0.05
Motor Equipment Operator I+A	0.00	0.00	0.20	0.20
Motor Equipment Operator I	0.55	0.50	0.35	0.35
Laborer/Driver	0.15	0.15	0.00	0.00
Laborer	0.12	0.20	0.13	0.10
Dispatch/Administrative Clerk	0.10	0.10	0.10	0.10
Landscape Foreman	0.00	0.00	0.00	0.04
Lead Groundskeeper	0.05	0.05	0.05	0.05
Groundskeeper	0.01	0.01	0.05	0.05
Grounds Laborer/Driver	0.01	0.02	0.05	0.06
Budget Total	1.34	1.33	1.23	1.25

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) 1,000 APWA snow conference, 2 attendees @ \$1,800 3,600	4,600	
34	Contractual Services 34-70 Contract Plowing	Contract plowing of parking lots and side streets, as needed, to supplement City crews	5,500	
60	Supplies 60-10 General Supplies	Meal money 3,400 Snow shovels, ice chippers 300	3,700	
	60-12 Road Salt	Road salt, 500 tons @ \$62.00/ton (MWCOG price) 31,000 Magnesium chloride solution, 4,500 gallons @ \$1.00/gallon 4,500 Sidewalk deicer 1,300	36,800	

Capital Outlay: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 18 PUBLIC WORKS BUILDINGS							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5018-550.10-02	HOURLY	6,186	10,420	868	11,224	267	267
5018-550.10-03	OVERTIME	670	883	2,200	678	1,750	1,750
5018-550.10-08	SHIFT DIFFERENTIAL-SAT WK	0	1	0	0	0	0
*	PAYROLL-WAGES	6,856	11,304	3,068	11,902	2,017	2,017
ELEM 11 FRINGE BENEFITS							
5018-550.11-10	FICA	499	811	229	849	154	154
5018-550.11-12	HEALTH INSURANCE	1,694	2,839	169	3,209	43	43
5018-550.11-13	DENTAL INSURANCE	76	135	10	125	2	2
5018-550.11-14	LIFE INSURANCE	21	38	3	38	1	1
5018-550.11-15	VISION INSURANCE	17	5	0	5	0	0
5018-550.11-17	457 CITY MATCH CONTRIBUTN	85	145	5	145	0	0
5018-550.11-18	RETIREMENT	416	724	200	770	131	131
5018-550.11-21	WORKERS COMPENSATION INS	351	750	155	745	75	75
5018-550.11-22	LONG TERM DISABILITY INS	27	58	4	53	1	1
*	FRINGE BENEFITS	3,186	5,505	775	5,939	407	407
ELEM 20 OVERHEAD							
5018-550.20-11	AUTOMOTIVE	5,799	6,432	0	0	0	0
*	OVERHEAD	5,799	6,432	0	0	0	0
ELEM 34 CONTRACTUAL SERVICES							
5018-550.34-17	TEMP MANPOWER-OTHER	110	110	0	0	0	0
5018-550.34-50	SCHEDULED MAINTENANCE	8,748	8,826	9,000	4,769	9,000	9,000
*	CONTRACTUAL SERVICES	8,858	8,936	9,000	4,769	9,000	9,000
ELEM 38 SPECIAL EVENTS							
5018-550.38-55	VETERANS MEMORIAL EVENTS	625	843	950	1,038	1,000	1,000
*	SPECIAL EVENTS	625	843	950	1,038	1,000	1,000
ELEM 40 REPAIR & MAINTENANCE							
5018-550.40-11	BUILDINGS & GROUNDS	18,598	9,666	22,225	12,016	16,425	16,425
5018-550.40-25	HVAC REPAIRS	1,301	1,705	2,100	1,227	5,100	5,100
*	REPAIR & MAINTENANCE	19,899	11,371	24,325	13,243	21,525	21,525
ELEM 45 MAINTENANCE CONTRACT							
5018-550.45-16	BUILDING SERVICES	800	816	855	532	855	855
5018-550.45-22	SECURITY ALARM MONITORING	812	773	810	792	870	870
5018-550.45-23	PEST CONTROL	1,924	1,857	1,790	1,869	3,400	3,400
*	MAINTENANCE CONTRACT	3,536	3,446	3,455	3,193	5,125	5,125
ELEM 60 SUPPLIES							
5018-550.60-10	GENERAL SUPPLIES	6,167	3,250	2,250	2,162	2,000	2,000

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 18 PUBLIC WORKS BUILDINGS							
SUB 0 PUBLIC WORKS							
ELEM 60 SUPPLIES							
5018-550.60-15	SMALL TOOLS	0	1,283	1,000	0	0	0
*	SUPPLIES	6,167	4,533	3,250	2,162	2,000	2,000
ELEM 65 UTILITIES							
5018-550.65-10	ELECTRICITY	0	0	0	0	16,900	16,900
5018-550.65-11	NATURAL GAS	0	0	0	0	2,790	2,790
*	UTILITIES	0	0	0	0	19,690	19,690
ELEM 92 MACHINERY & EQUIPMENT							
5018-550.92-20	EQUIPMENT	0	2,591	0	0	0	0
5018-550.92-50	VIDEO EQUIPMENT	5,318	2,322	0	0	0	0
*	MACHINERY & EQUIPMENT	5,318	4,913	0	0	0	0
ELEM 93 OFFICE EQUIPMENT							
5018-550.93-20	OFFICE FURNITURE	2,847	1,702	2,500	748	2,500	2,500
*	OFFICE EQUIPMENT	2,847	1,702	2,500	748	2,500	2,500
ELEM 95 SITE & BLDG IMPROVEMENTS							
5018-550.95-20	BUILDINGS	2,750	0	0	0	0	0
*	SITE & BLDG IMPROVEMENTS	2,750	0	0	0	0	0
**	PUBLIC WORKS BUILDINGS	65,841	58,985	47,323	42,994	63,264	63,264

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	FY2007 ACTUAL	FY2008		FY2009 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	87%	88%	82%	85%
• Inspect facilities at least quarterly	Percent of inspections completed on schedule	100%	100%	100%	100%
2. Reduce unscheduled maintenance costs through effective preventive maintenance	Percent of maintenance costs that are unscheduled	11%	<15%	3.5%	<15%
• Develop preventive maintenance schedule					

PROGRAM NAME/NUMBER

Public Works Buildings/5018

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY06	FY07	FY08	FY09
Motor Equipment Operator II	0.05	0.00	0.00	0.00
Motor Equipment Operator I	0.25	0.01	0.01	0.00
Laborer/Driver	0.00	0.05	0.00	0.00
Grounds Laborer/Driver	0.00	0.02	0.00	0.00
Laborer	0.05	0.05	0.02	0.01
Custodial Worker	0.20	1.00	0.00	0.00
Facilities Maintenance Worker	0.00	0.33	0.00	0.00
Budget Total	0.55	1.46	0.03	0.01

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5018	
Element/Object	Details	Total	
34	<u>Contractual Services</u> 34-17 Temp. Manpower - Other 34-50 Scheduled Maintenance	Temporary manpower used to cover vacancies and leave Berwyn overpass, Veterans Memorial and Calvert Road underpass 7,000 Miscellaneous repairs as needed 2,000	0 9,000
38	<u>Special Events</u> 38-55 Veterans Memorial Events	Barricade rental for parades, Veterans Memorial events 500 Sound system and operator, 2 events @ Veterans Memorial 500	 1,000
40	<u>Repair & Maintenance</u> 40-11 Building & Grounds Maint. 40-25 HVAC Repairs	Electrical repairs, 40 hours @ \$70 2,800 Plumbing repairs, 25 hours @ \$65 1,625 Carpentry repairs, 20 hours @ \$50 1,000 Roofing repairs, 70 hours @ \$90 6,300 General repairs 2,000 Emergency generator maintenance 1,500 Gas pump repairs 1,200 30 hours @ \$70 2,100 Replace 1 heat pump for modular building 3,000	 16,425 5,100
45	<u>Maintenance Contract</u> 45-16 Building Services 45-22 Security Alarm Monitoring 45-23 Pest Control	Fire extinguisher inspection service \$288 per building Pest control service @ \$125 per month 1,500 Termite contract 1,900	 855 870 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	16,900
	65-11 Natural Gas	Davis Hall	2,790
93	<u>Office Equipment</u> 93-20 Office Furniture	Replacement furniture and file cabinets	2,500

Capital Outlay: Office Equipment includes replacement furniture and file cabinets (\$2,500).

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 19 FACILITIES & GROUND MAINT							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5019-550.10-01	SALARY	7,576	8,199	9,599	0	0	0
5019-550.10-02	HOURLY	62,576	58,210	77,013	58,028	75,470	75,470
5019-550.10-03	OVERTIME	64	23	0	222	0	0
*	PAYROLL-WAGES	70,216	66,432	86,612	58,250	75,470	75,470
ELEM 11 FRINGE BENEFITS							
5019-550.11-10	FICA	4,919	4,776	6,357	4,257	5,469	5,469
5019-550.11-12	HEALTH INSURANCE	18,645	14,069	14,955	11,535	16,033	16,033
5019-550.11-13	DENTAL INSURANCE	907	1,044	1,065	1,024	1,084	1,084
5019-550.11-14	LIFE INSURANCE	230	212	289	168	230	230
5019-550.11-15	VISION INSURANCE	198	101	191	88	157	157
5019-550.11-17	457 CITY MATCH CONTRIBUTN	361	888	1,426	1,001	1,431	1,431
5019-550.11-18	RETIREMENT	2,532	2,498	5,253	2,545	3,219	3,219
5019-550.11-21	WORKERS COMPENSATION INS	3,536	4,431	5,784	3,660	3,970	3,970
5019-550.11-22	LONG TERM DISABILITY INS	304	319	441	235	275	275
*	FRINGE BENEFITS	31,632	28,338	35,761	24,513	31,868	31,868
ELEM 12 TRAVEL & TRAINING							
5019-550.12-11	TRAVEL & TRAINING	0	59	200	100	200	200
*	TRAVEL & TRAINING	0	59	200	100	200	200
ELEM 20 OVERHEAD							
5019-550.20-11	AUTOMOTIVE	0	0	13,583	13,583	14,251	14,251
*	OVERHEAD	0	0	13,583	13,583	14,251	14,251
ELEM 34 CONTRACTUAL SERVICES							
5019-550.34-17	TEMP MANPOWER-OTHER	3,936	2,090	1,680	2,228	2,000	2,000
*	CONTRACTUAL SERVICES	3,936	2,090	1,680	2,228	2,000	2,000
ELEM 40 REPAIR & MAINTENANCE							
5019-550.40-11	BUILDINGS & GROUNDS	23,655	17,416	26,560	16,866	26,400	26,400
5019-550.40-13	TOOLS & EQUIPMENT	498	554	800	600	700	700
*	REPAIR & MAINTENANCE	24,153	17,970	27,360	17,466	27,100	27,100
ELEM 48 RENTAL							
5019-550.48-11	TOOLS & EQUIPMENT	0	54	500	74	300	300
*	RENTAL	0	54	500	74	300	300
ELEM 60 SUPPLIES							
5019-550.60-10	GENERAL SUPPLIES	858	1,102	1,400	1,012	1,000	1,000
5019-550.60-13	GROUNDS & FIELD SUPPLIES	2,446	4,474	8,000	6,890	8,000	8,000
*	SUPPLIES	3,304	5,576	9,400	7,902	9,000	9,000

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 19 FACILITIES & GROUNDS MAINT							
SUB 0 PUBLIC WORKS							
ELEM 65 UTILITIES							
ELEM 65 UTILITIES							
5019-550.65-10	ELECTRICITY	4,656	5,404	5,775	4,535	5,775	5,775
5019-550.65-13	WATER & SEWER	5,300	3,117	5,000	5,235	6,000	6,000
*	UTILITIES	9,956	8,521	10,775	9,770	11,775	11,775
ELEM 92 MACHINERY & EQUIPMENT							
5019-550.92-20	EQUIPMENT	650	600	0	0	900	900
*	MACHINERY & EQUIPMENT	650	600	0	0	900	900
**	FACILITIES & GROUNDS MAINT	143,847	129,640	185,871	133,886	172,864	172,864

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	FY2007 ACTUAL	FY2008		FY2009 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	No survey	65%	70%	No survey
• Inspect all facilities and fields at least 4 times per year	Percent of inspections of facilities and fields completed on schedule	100%	100%	100%	100%
• Visually inspect tot lots twice per month	Percent of inspections of tot lots completed on schedule	100%	90%	100%	90%

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
	FY06	FY07	FY08	FY09
Crew Chief	0.05	0.01	0.01	0.01
Horticulturist	0.20	0.20	0.20	0.00
Motor Equipment Operator III	0.00	0.00	0.00	0.01
Motor Equipment Operator II	0.05	0.00	0.00	0.00
Motor Equipment Operator I+A	0.00	0.00	0.02	0.01
Motor Equipment Operator I	0.10	0.06	0.01	0.01
Landscape Foreman	0.00	0.00	0.00	0.20
Laborer/Driver	0.05	0.00	0.00	0.00
Laborer	2.03	0.97	2.23	1.90
Lead Groundskeeper	0.01	0.01	0.01	0.01
Grounds Laborer/Driver	0.00	0.97	0.00	0.09
Budget Total	2.49	2.22	2.48	2.24

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 5019
Element/Object	Details	Total	
12 Travel & Training 12-11 Travel & Training	Staff training	200	
34 Contractual Services 34-17 Temp. Manpower – Other	Temporary manpower used to cover vacancies and leave	2,000	
40 Repair & Maintenance 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 2,500 Stripe athletic fields at Duvall Field, Calvert Road School for football and soccer, 16 times @ \$350 5,600 Tot lot repair parts 3,000 Tot lot wood replacement materials 5,600 Lomax fountain repairs 600	26,400	
40-13 Tools & Equipment	Mower blades, repairs	700	
48 Rental 48-11 Tools & Equipment	Power seeder	300	
60 Supplies 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	5,775
	65-13 Water & Sewer	Water for Duvall Field and blockhouse	6,000
92	<u>Machinery & Equipment</u>		
	92-20 Equipment	Back pack blower, weedeater	900

Capital Outlay: Equipment includes a replacement blower and weedeater (\$900).

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 20 TREE & LANDSCAPE MAINT.							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5020-550.10-01	SALARY	28,226	30,340	35,515	4,345	0	0
5020-550.10-02	HOURLY	72,277	69,335	92,276	117,482	142,212	142,212
5020-550.10-03	OVERTIME	715	1,390	1,500	922	1,500	1,500
*	PAYROLL-WAGES	101,218	101,065	129,291	122,749	143,712	143,712
ELEM 11 FRINGE BENEFITS							
5020-550.11-10	FICA	7,467	7,286	9,364	8,622	10,520	10,520
5020-550.11-12	HEALTH INSURANCE	14,861	14,020	22,407	18,417	23,789	23,789
5020-550.11-13	DENTAL INSURANCE	765	636	844	1,232	1,875	1,875
5020-550.11-14	LIFE INSURANCE	329	302	428	346	433	433
5020-550.11-15	VISION INSURANCE	243	302	340	421	488	488
5020-550.11-17	457 CITY MATCH CONTRIBUTN	1,398	1,216	1,523	1,530	1,629	1,629
5020-550.11-18	RETIREMENT	4,622	4,401	5,486	4,483	7,591	7,591
5020-550.11-21	WORKERS COMPENSATION INS	5,433	6,759	8,521	7,320	7,604	7,604
5020-550.11-22	LONG TERM DISABILITY INS	434	456	651	476	519	519
*	FRINGE BENEFITS	35,552	35,378	49,564	42,847	54,448	54,448
ELEM 12 TRAVEL & TRAINING							
5020-550.12-11	TRAVEL & TRAINING	611	437	800	497	600	600
*	TRAVEL & TRAINING	611	437	800	497	600	600
ELEM 20 OVERHEAD							
5020-550.20-11	AUTOMOTIVE OVERHEAD	17,399	19,296	20,375	20,375	21,377	21,377
*	OVERHEAD	17,399	19,296	20,375	20,375	21,377	21,377
ELEM 34 CONTRACTUAL SERVICES							
5020-550.34-17	TEMP MANPOWER-OTHER	3,850	5,170	1,100	2,269	2,450	2,450
5020-550.34-40	TREE MAINTENANCE	49,885	41,080	67,300	55,239	70,300	70,300
5020-550.34-45	TREE INSTALLATIONS	2,095	6,330	7,200	0	7,500	7,500
5020-550.34-74	TREE INVENTORY	0	0	1,200	1,165	680	680
*	CONTRACTUAL SERVICES	55,830	52,580	76,800	58,673	80,930	80,930
ELEM 40 REPAIR & MAINTENANCE							
5020-550.40-13	TOOLS & EQUIPMENT	1,771	1,216	1,500	387	1,200	1,200
*	REPAIR & MAINTENANCE	1,771	1,216	1,500	387	1,200	1,200
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	1,707	1,495	1,200	1,045	1,200	1,200
5020-550.60-13	GROUNDS & FIELD SUPPLIES	1,099	1,208	1,000	305	1,000	1,000

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 20 TREE & LANDSCAPE MAINT.							
SUB 0 PUBLIC WORKS							
ELEM 60 SUPPLIES							
5020-550.60-15	SMALL TOOLS	265	310	300	615	300	300
5020-550.60-50	TREES, SHRUBS & FLOWERS	9,572	6,251	12,200	13,598	14,700	14,700
*	SUPPLIES	12,643	9,264	14,700	15,563	17,200	17,200
ELEM 61 OFFICE SUPPLIES							
5020-550.61-10	OFFICE SUPPLIES	41	98	300	0	300	300
*	OFFICE SUPPLIES	41	98	300	0	300	300
ELEM 65 UTILITIES							
5020-550.65-13	WATER & SEWER	0	0	0	0	2,600	2,600
*	UTILITIES	0	0	0	0	2,600	2,600
ELEM 67 DUES & PUBLICATIONS							
5020-550.67-10	DUES	425	425	650	265	500	500
5020-550.67-20	PUBLICATIONS & BOOKS	0	0	150	0	150	150
*	DUES & PUBLICATIONS	425	425	800	265	650	650
ELEM 92 MACHINERY & EQUIPMENT							
5020-550.92-20	EQUIPMENT	0	0	900	932	600	600
*	MACHINERY & EQUIPMENT	0	0	900	932	600	600
ELEM 98 COMPUTER HDWE & SOFTWARE							
5020-550.98-10	COMPUTER HARDWARE	0	0	0	0	1,000	1,000
5020-550.98-20	COMPUTER SOFTWARE	0	0	0	0	400	400
*	COMPUTER HDWE & SOFTWARE	0	0	0	0	1,400	1,400
**	TREE & LANDSCAPE MAINT.	225,490	219,759	295,530	262,288	325,517	325,517

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 also 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 all of our 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	FY2007 ACTUAL	FY2008		FY2009 TARGET
			TARGET	ACTUAL	
1. Maintain the City's trees, shrubs and ground cover in good condition ● Inspect all landscape areas at least twice per year ● Complete planned landscaping, turf renovation and pruning ● Provide at least 2 seasonal plantings for beds	Percent of residents rating the City's tree maintenance, landscaping and planting in public areas as good or better	No survey	70%	68%	No survey
	Percent of inspections completed on schedule	100%	100%	100%	100%
	Percent of planned landscaping, turf renovation and pruning completed as scheduled	90%	90%	100%	90%
	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
	FY06	FY07	FY08	FY09
Horticulturist	0.69	0.74	0.74	0.00
Landscape Foreman	0.00	0.00	0.00	0.70
Lead Groundskeeper	0.30	0.30	0.30	0.30
Groundskeeper	0.94	0.94	0.94	0.94
Grounds Laborer/Driver	0.94	1.94	0.94	1.84
Laborer	0.00	0.00	0.75	0.09
Budget Total	2.87	3.92	3.67	3.87

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 34-40 Tree Maintenance 34-45 Tree Installations 34-74 Tree Inventory	Temporary manpower, 175 hours @ \$14 Tree maintenance 60,000 Stump grinding 4,500 Pesticide applications 800 Gypsy moth egg mass survey and spraying – Maryland Department of Agriculture 5,000 New tree installations Support 40 hours @ \$17	2,450 70,300 7,500 680
40	<u>Repair & Maintenance</u> 40-13 Tools & Equipment	Equipment repair, blade and chain sharpening	1,200
48	<u>Rental</u> 48-11 Tools & Equipment		500
60	<u>Supplies</u> 60-10 General Supplies 60-13 Grounds & Field Supplies 60-15 Small Tools 60-50 Trees, Shrubs & Flowers	Two-cycle oil, chains, blades, etc. Pesticides, herbicides, fertilizer Rakes, shovels, pruners, etc. Seasonal flowers 8,700 Arbor, Earth, community service days 500 Replacement of trees city-wide 3,000	1,200 1,000 300 12,200

PROGRAM NAME/NUMBER

Tree and Landscape Maintenance/5020

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5020	
	Element/Object	Details	Total
		Plantings city-wide	2,500
			14,700
61	<u>Office Supplies</u> 61-10 Office Supplies		300
65	<u>Utilities</u> 65-13 Water & Sewer	City-wide plant watering	2,600
67	<u>Dues & Publications</u> 67-10 Dues	Professional Grounds Maintenance Society (PGMS) 400 Society of Municipal Arborists	500
	67-20 Publications & Books		150
92	<u>Machinery & Equipment</u> 92-20 Equipment	Pole saw	600
98	<u>Computers & Software</u> 98-10 Hardware	Tablet PC for tree inventory, other uses	1,000
	98-20 Software	ArcPad software for tablet PC	400

Capital Outlay: Equipment includes a replacement pole saw (\$600). Computers & Software includes a tablet PC and related software for tree inventory and other uses (\$1,400).

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 21 ENGINEERING SERVICES							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5021-550.10-01	SALARY	78,923	82,618	85,382	85,148	91,066	91,066
5021-550.10-02	HOURLY	638	13,913	23,250	22,711	24,062	24,062
5021-550.10-03	OVERTIME	180	336	0	0	0	0
*	PAYROLL-WAGES	79,741	96,867	108,632	107,859	115,128	115,128
ELEM 11 FRINGE BENEFITS							
5021-550.11-10	FICA	6,123	7,431	8,335	7,953	8,482	8,482
5021-550.11-12	HEALTH INSURANCE	1,032	1,029	1,011	6,837	6,967	6,967
5021-550.11-13	DENTAL INSURANCE	738	780	783	990	1,048	1,048
5021-550.11-14	LIFE INSURANCE	266	280	287	279	275	275
5021-550.11-15	VISION INSURANCE	94	158	156	316	318	318
5021-550.11-17	457 CITY MATCH CONTRIBUTN	531	830	1,173	2,560	2,607	2,607
5021-550.11-18	RETIREMENT	5,250	5,497	7,127	5,659	5,985	5,985
5021-550.11-21	WORKERS COMPENSATION INS	4,280	6,539	7,236	6,850	6,086	6,086
5021-550.11-22	LONG TERM DISABILITY INS	351	421	435	392	332	332
*	FRINGE BENEFITS	18,665	22,965	26,543	31,836	32,100	32,100
ELEM 12 TRAVEL & TRAINING							
5021-550.12-10	NON TRAINING TRAVEL	10	13	223	0	223	223
5021-550.12-11	TRAVEL & TRAINING	1,350	3,269	4,090	1,960	4,090	4,090
*	TRAVEL & TRAINING	1,360	3,282	4,313	1,960	4,313	4,313
ELEM 20 OVERHEAD							
5021-550.20-11	AUTOMOTIVE	5,799	6,432	6,792	6,792	7,126	7,126
*	OVERHEAD	5,799	6,432	6,792	6,792	7,126	7,126
ELEM 30 PROFESSIONAL SERVICES							
5021-550.30-11	DESIGN & ENGINEERING	32,345	224	12,000	0	12,000	12,000
5021-550.30-13	ADMINISTRATIVE	11,072	0	0	0	0	0
5021-550.30-15	CONSULTING	900	0	3,000	3,070	3,000	3,000
5021-550.30-20	SURVEYING	1,676	5,892	8,500	1,700	8,500	8,500
*	PROFESSIONAL SERVICES	45,993	6,116	23,500	4,770	23,500	23,500
ELEM 60 SUPPLIES							
5021-550.60-10	GENERAL SUPPLIES	8	1,181	500	130	500	500
*	SUPPLIES	8	1,181	500	130	500	500
ELEM 61 OFFICE SUPPLIES							
5021-550.61-10	OFFICE SUPPLIES	41	227	200	181	200	200
*	OFFICE SUPPLIES	41	227	200	181	200	200
ELEM 66 TELEPHONE & COMMUNICATION							
5021-550.66-12	CELLULAR PHONE	0	0	600	0	600	600

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 21 ENGINEERING SERVICES							
SUB 0 PUBLIC WORKS							
ELEM 66 TELEPHONE & COMMUNICATION							
*	TELEPHONE & COMMUNICATION	0	0	600	0	600	600
ELEM 67 DUES & PUBLICATIONS							
	5021-550.67-10 DUES	806	760	760	740	770	770
	5021-550.67-20 PUBLICATIONS & BOOKS	0	63	400	174	400	400
*	DUES & PUBLICATIONS	806	823	1,160	914	1,170	1,170
ELEM 96 STREET IMPROVEMENT							
	5021-550.96-30 LIGHTING	13,449	12,932	15,000	4,989	15,000	15,000
*	STREET IMPROVEMENT	13,449	12,932	15,000	4,989	15,000	15,000
**	ENGINEERING SERVICES	165,862	150,825	187,240	159,431	199,637	199,637

PROGRAM NAME/NUMBER**Engineering Services/5021**

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	FY2007 ACTUAL	FY2008		FY2009 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	No survey	60%	57%	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
	FY06	FY07	FY08	FY09
Civil Engineer III	0.00	0.00	0.00	1.00
Civil Engineer II	1.00	1.00	1.00	0.00
Engineering Technician I	0.00	0.75	0.75	0.75
Budget Total	1.00	1.75	1.75	1.75

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	Engineering design services as needed 6,000 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 15)	15,000

Capital Outlay: Lighting includes new streetlights (\$15,000) that may be proposed for various locations.

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 22 STREETScape MAINTENANCE							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5022-550.10-01	SALARY	379	409	480	0	0	0
5022-550.10-02	HOURLY	3,695	2,411	2,737	2,655	5,004	5,004
5022-550.10-03	OVERTIME	27	12	0	10	0	0
*	PAYROLL-WAGES	4,101	2,832	3,217	2,665	5,004	5,004
ELEM 11 FRINGE BENEFITS							
5022-550.11-10	FICA	294	199	228	189	370	370
5022-550.11-12	HEALTH INSURANCE	1,000	618	808	749	914	914
5022-550.11-13	DENTAL INSURANCE	50	28	30	27	50	50
5022-550.11-14	LIFE INSURANCE	16	9	11	8	15	15
5022-550.11-15	VISION INSURANCE	10	8	2	3	4	4
5022-550.11-17	457 CITY MATCH CONTRIBUTN	60	41	42	32	57	57
5022-550.11-18	RETIREMENT	220	164	192	159	309	309
5022-550.11-21	WORKERS COMPENSATION INS	230	188	212	167	265	265
5022-550.11-22	LONG TERM DISABILITY INS	22	13	16	12	18	18
*	FRINGE BENEFITS	1,902	1,268	1,541	1,346	2,002	2,002
ELEM 40 REPAIR & MAINTENANCE							
5022-550.40-11	BUILDINGS & GROUNDS	0	1,176	1,500	684	1,500	1,500
5022-550.40-30	STREETScape LIGHTING	2,886	3,529	5,000	2,720	5,000	5,000
*	REPAIR & MAINTENANCE	2,886	4,705	6,500	3,404	6,500	6,500
ELEM 96 STREET IMPROVEMENT							
5022-550.96-10	CONCRETE	4,965	31,635	35,000	31,814	48,000	48,000
*	STREET IMPROVEMENT	4,965	31,635	35,000	31,814	48,000	48,000
**	STREETScape MAINTENANCE	13,854	40,440	46,258	39,229	61,506	61,506

PROGRAM NAME/NUMBER

Streetscape Maintenance/5022

DESCRIPTION: This program maintains pavers and pedestrian lighting on Calvert Road, U. S. Route 1, Knox Road, College Avenue and Berwyn Road in order to showcase the business district aesthetics. In these streetscapes, employees weed plantings, repair light fixtures and replace light bulbs.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2007 ACTUAL	FY2008		FY2009 TARGET
			TARGET	ACTUAL	
1. Maintain designated streetscape areas in an attractive and well-maintained condition	Percent of downtown businesses rating street-scape appearance and maintenance as acceptable or better, based on DCPMA member survey	25%*	60%	46%	50%
● Inspect pedestrian lighting areas at least 3 times per year	Percent of inspections completed on schedule	100%	100%	100%	100%

* Based on 4 responses to DCPMA member survey, April 2007

PROGRAM NAME/NUMBER

Streetscape Maintenance/5022

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY06	FY07	FY08	FY09
Horticulturist	0.01	0.01	0.01	0.00
Landscape Foreman	0.00	0.00	0.00	0.05
Laborer/Driver	0.05	0.00	0.00	0.00
Facilities Maintenance Worker	0.00	0.00	0.05	0.05
Groundskeeper	0.05	0.05	0.01	0.01
Grounds Laborer/Driver	0.05	0.05	0.01	0.01
Budget Total	0.16	0.11	0.08	0.12

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 5022
	Element/Object	Details	Total
34	<u>Contractual Services</u> 34-17 Temp. Manpower - Other	Temporary manpower used to cover vacancies and leave	0
40	<u>Repair & Maintenance</u> 40-11 Buildings & Grounds	Repair of benches, decorative street name poles, etc.	1,500
	40-30 Streetscape Lighting	Maintenance of streetscape lighting	5,000
96	<u>Street Improvement</u> 96-10 Concrete	Brick paver panel replacement, various locations on east side of U. S. Route 1 between College Avenue and Knox Road	48,000

Capital Outlay: Concrete includes brick paver panel replacement at various locations on U. S. Route 1 (\$48,000).

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 23 LITTER & GRAFFITI CONTROL							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5023-550.10-02	HOURLY	105,199	118,233	106,239	128,870	111,878	111,878
5023-550.10-03	OVERTIME	9,967	15,170	31,763	15,702	25,000	25,000
5023-550.10-08	SHIFT DIFFERENTIAL-SAT WK	1,700	3,034	3,500	4,163	3,500	3,500
*	PAYROLL-WAGES	116,866	136,437	141,502	148,735	140,378	140,378
ELEM 11 FRINGE BENEFITS							
5023-550.11-10	FICA	9,619	10,133	10,711	11,101	10,607	10,607
5023-550.11-12	HEALTH INSURANCE	11,071	13,891	9,558	16,423	10,500	10,500
5023-550.11-13	DENTAL INSURANCE	1,158	1,311	1,050	1,470	1,126	1,126
5023-550.11-14	LIFE INSURANCE	399	410	356	455	341	341
5023-550.11-15	VISION INSURANCE	327	247	154	366	147	147
5023-550.11-17	457 CITY MATCH CONTRIBUTN	1,564	2,003	2,659	3,843	3,388	3,388
5023-550.11-18	RETIREMENT	8,120	8,287	9,266	9,090	9,190	9,190
5023-550.11-21	WORKERS COMPENSATION INS	6,477	8,960	8,711	9,273	6,973	6,973
5023-550.11-22	LONG TERM DISABILITY INS	530	620	542	631	408	408
*	FRINGE BENEFITS	39,265	45,862	43,007	52,652	42,680	42,680
ELEM 20 OVERHEAD							
5023-550.20-11	AUTOMOTIVE	5,799	6,432	6,792	6,792	7,126	7,126
*	OVERHEAD	5,799	6,432	6,792	6,792	7,126	7,126
ELEM 34 CONTRACTUAL SERVICES							
5023-550.34-14	LITTER COLLECTION	0	0	0	289	0	0
5023-550.34-35	PARKING LOT MAINTENANCE	5,280	0	0	0	0	0
*	CONTRACTUAL SERVICES	5,280	0	0	289	0	0
ELEM 60 SUPPLIES							
5023-550.60-10	GENERAL SUPPLIES	3,882	5,089	4,000	8,777	5,000	5,000
*	SUPPLIES	3,882	5,089	4,000	8,777	5,000	5,000
**	LITTER & GRAFFITI CONTROL	171,092	193,820	195,301	217,245	195,184	195,184

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

DESCRIPTION: This program collects and disposes of litter and removes graffiti. Litter crews remove 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 on Saturdays 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	FY2007 ACTUAL	FY2008		FY2009 TARGET
			TARGET	ACTUAL	
1. To maintain downtown areas litter-free through regular litter and trash pick-up ● Remove trash 7 times per week	Percent of downtown businesses rating litter control as acceptable or better, based on DCPMA member survey	0%*	50%	46%	50%
	Percent of residents satisfied with the cleanliness of downtown areas	No survey	50%	51%	No survey
	Percent of pickups accomplished on scheduled day	100%	99%	100%	99%
2. To maintain City property free of graffiti ● Remove graffiti within 10 working days of reporting to Public Works	Number of graffiti incidents reported	10	10	21	10
	Percent of graffiti work orders completed within 10 working days	100%	95%	68%	85%

* Based on 4 responses to DCPMA survey, April 2007

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

PERSONNEL EXPENDITURES: Beginning in FY2008, includes overtime for litter removal in the downtown business district and on City property and rights-of-way.

Authorized Positions in Full Time Equivalent (FTE's)	ACTUAL			ESTIMATED
	FY06	FY07	FY08	FY09
Crew Chief	0.05	0.05	0.05	0.07
Supply Clerk	0.00	0.00	0.00	0.02
Motor Equipment Operator I	0.35	0.00	0.00	0.01
Laborer/Driver	0.15	0.00	0.00	0.00
Laborer	2.15	2.94	3.07	3.02
Budget Total	2.70	2.99	3.12	3.12

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 Supplies 60-10 General Supplies	Litter receptacles, graffiti remover, pokers, brooms, trash bags, etc.	5,000	

Capital Outlay: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 24 PARKING LOT MAINTENANCE							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5024-550.10-02	HOURLY	11,063	14,348	11,306	11,034	14,331	14,331
5024-550.10-03	OVERTIME	74	10	0	20	0	0
*	PAYROLL-WAGES	11,137	14,358	11,306	11,054	14,331	14,331
ELEM 11 FRINGE BENEFITS							
5024-550.11-10	FICA	852	1,062	830	807	1,043	1,043
5024-550.11-12	HEALTH INSURANCE	835	1,953	2,368	1,907	2,518	2,518
5024-550.11-13	DENTAL INSURANCE	68	87	60	60	83	83
5024-550.11-14	LIFE INSURANCE	34	49	38	36	44	44
5024-550.11-15	VISION INSURANCE	19	33	36	38	37	37
5024-550.11-17	457 CITY MATCH CONTRIBUTN	131	169	474	508	553	553
5024-550.11-18	RETIREMENT	672	887	703	679	911	911
5024-550.11-21	WORKERS COMPENSATION INS	710	959	756	695	751	751
5024-550.11-22	LONG TERM DISABILITY INS	46	74	58	51	52	52
*	FRINGE BENEFITS	3,367	5,273	5,323	4,781	5,992	5,992
ELEM 20 OVERHEAD							
5024-550.20-11	AUTOMOTIVE	23,198	25,728	20,375	20,375	21,377	21,377
*	OVERHEAD	23,198	25,728	20,375	20,375	21,377	21,377
ELEM 34 CONTRACTUAL SERVICES							
5024-550.34-38	STRIPING	1,525	6,048	5,015	3,622	5,520	5,520
*	CONTRACTUAL SERVICES	1,525	6,048	5,015	3,622	5,520	5,520
ELEM 60 SUPPLIES							
5024-550.60-10	GENERAL SUPPLIES	2,174	2,624	2,125	524	1,425	1,425
5024-550.60-15	SMALL TOOLS	0	43	50	0	50	50
*	SUPPLIES	2,174	2,667	2,175	524	1,475	1,475
**	PARKING LOT MAINTENANCE	41,401	54,074	44,194	40,356	48,695	48,695

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	FY2007 ACTUAL	FY2008		FY2009 TARGET
			TARGET	ACTUAL	
1. Maintain City parking lots in a clean condition • Repaint all lines annually	Percent of line inventory repainted annually	75%	100%	100%	100%

PROGRAM NAME/NUMBER

Parking Lot Maintenance/5024

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY06	FY07	FY08	FY09
Crew Chief	0.05	0.05	0.05	0.05
Supply Clerk	0.15	0.15	0.15	0.15
Motor Equipment Operator III	0.00	0.00	0.00	0.01
Motor Equipment Operator II+A	0.00	0.00	0.01	0.00
Motor Equipment Operator I+A	0.00	0.00	0.02	0.08
Motor Equipment Operator I	0.00	0.02	0.02	0.02
Budget Total	0.20	0.22	0.25	0.31

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5024	
Element/Object	Details	Total	
34	<u>Contractual Services</u>		
	34-17 Temp. Manpower - Other	Temporary manpower used to cover vacancies and leave	0
	34-38 Striping	Parking lot striping: Maryland Book Exchange lot605 Bagel Place lot125 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 lot850 City Hall lot325 Duvall Field lot400 Duvall Field auxiliary lot125 Davis Hall lot400 Calvert Road School lots400 Youth & Family Services lot350 St. Andrew's Episcopal Church lot315	5,520
60	<u>Supplies</u>		
	60-10 General Supplies	Bumper blocks, 20 @ \$35700 Parking meter posts, 15 @ \$15225 Sakrete and U-channel500	1,425
	60-15 Small Tools		50

Capital Outlay: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 25 RECYCLING							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5025-550.10-02	HOURLY	231,918	233,693	221,593	243,371	239,497	239,497
5025-550.10-03	OVERTIME	1,333	1,459	1,500	358	1,500	1,500
*	PAYROLL-WAGES	233,251	235,152	223,093	243,729	240,997	240,997
ELEM 11 FRINGE BENEFITS							
5025-550.11-10	FICA	17,250	17,230	16,254	17,768	17,556	17,556
5025-550.11-12	HEALTH INSURANCE	31,562	30,371	32,725	39,281	38,321	38,321
5025-550.11-13	DENTAL INSURANCE	1,550	1,501	1,296	1,500	1,188	1,188
5025-550.11-14	LIFE INSURANCE	743	747	748	809	729	729
5025-550.11-15	VISION INSURANCE	539	452	676	505	475	475
5025-550.11-17	457 CITY MATCH CONTRIBUTN	2,853	2,699	4,278	5,408	5,235	5,235
5025-550.11-18	RETIREMENT	13,579	14,434	12,901	14,609	13,971	13,971
5025-550.11-21	WORKERS COMPENSATION INS	12,306	15,684	13,087	15,308	12,664	12,664
5025-550.11-22	LONG TERM DISABILITY INS	985	1,129	1,129	1,109	873	873
*	FRINGE BENEFITS	81,367	84,247	83,094	96,297	91,012	91,012
ELEM 12 TRAVEL & TRAINING							
5025-550.12-11	TRAVEL & TRAINING	650	942	600	815	600	600
*	TRAVEL & TRAINING	650	942	600	815	600	600
ELEM 20 OVERHEAD							
5025-550.20-11	AUTOMOTIVE	127,589	141,506	149,412	149,415	156,761	156,761
*	OVERHEAD	127,589	141,506	149,412	149,415	156,761	156,761
ELEM 34 CONTRACTUAL SERVICES							
5025-550.34-12	TEMP MANPOWER-CURE RECYCL	2,123	1,320	4,060	1,389	3,150	3,150
5025-550.34-13	TEMP MANPOWER-BRUSH	1,212	550	2,100	1,217	2,100	2,100
5025-550.34-20	TIPPING FEES	7,035-	1,987-	12,900	2,046	1,900	1,900
*	CONTRACTUAL SERVICES	3,700-	117-	19,060	4,652	7,150	7,150
ELEM 36 SPECIAL SERVICES							
5025-550.36-10	PRINTING	0	0	2,600	3,811	3,000	3,000
*	SPECIAL SERVICES	0	0	2,600	3,811	3,000	3,000
ELEM 48 RENTAL							
5025-550.48-50	TUB GRINDER	6,447	11,545	10,000	6,339	10,000	10,000
*	RENTAL	6,447	11,545	10,000	6,339	10,000	10,000
ELEM 60 SUPPLIES							
5025-550.60-10	GENERAL SUPPLIES	1,860	347	150	83	150	150
5025-550.60-15	SMALL TOOLS	200	215	0	0	0	0
5025-550.60-45	TOTERS & CONTAINERS	7,137	930-	59,960	68,323	95,779	95,779
*	SUPPLIES	9,197	368-	60,110	68,406	95,929	95,929

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 25 RECYCLING							
SUB 0 PUBLIC WORKS							
ELEM 60 SUPPLIES							
5025-550.67-10	DUES	0	0	0	0	235	235
*	DUES & PUBLICATIONS	0	0	0	0	235	235
ELEM 92 MACHINERY & EQUIPMENT							
5025-550.92-20	EQUIPMENT	0	0	0	941-	0	0
*	MACHINERY & EQUIPMENT	0	0	0	941-	0	0
**	RECYCLING	454,801	472,907	547,969	572,523	605,684	605,684

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 to residents.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2007 ACTUAL	FY2008		FY2009 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	No survey	85%	87%	No survey
	Number of complaints received	<5	<14	4	<14
2. Increase residential participation in recycling	Tons of commingles, mixed paper, white goods, scrap metals recycled (electronics added in FY2008)	1,279	1,300	1,246	1,500
	Cubic yards of brush recycled	1,834	2,100	1,570	1,900
	Dollar value of woodchip-related revenue (includes sales of product and delivery charges)	New	New	\$4,952	\$10,000
	Cost per ton for recycling (including paper, commingles, white goods, scrap metals) *	\$237.58	<\$240.00	\$255.44	<\$290.00

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

* Increase in cost per ton for recycling reflects purchases of single stream recycling carts.

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY06	FY07	FY08	FY09
Crew Chief	0.95	0.96	0.95	0.95
Motor Equipment Operator II	0.00	0.01	0.00	0.20
Motor Equipment Operator I+A	0.00	0.00	0.97	0.94
Motor Equipment Operator I	3.30	3.81	1.90	1.92
Laborer/Driver	1.05	0.01	0.00	0.00
Laborer	0.90	1.00	2.00	2.01
Lead Groundskeeper	0.01	0.01	0.01	0.01
Budget Total	6.21	5.80	5.83	6.03

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	Staff training	600
34	<u>Contractual Services</u> 34-12 Temporary Manpower – Curbside Recycling	Temporary manpower used in the collection of mixed paper and commingles, 225 hours @ \$14 per hour	3,150
	34-13 Temporary Manpower – Brush	Temporary manpower used in the collection of brush, 150 hours @ \$14 per hour	2,100
	34-20 Tipping Fees	Televisions, 12,500 pounds @ \$0.08/lb. 1,000 Oversized stumps, logs, etc. 900	1,900
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, etc.	150
	60-45 Recycling Containers	2,178 wheeled 65-gallon recycling containers @ \$43.70 (final phase of conversion to single stream recycling) 95,179 5-gallon buckets 600	95,779
67	<u>Dues & Publications</u> 67-10 Dues	Maryland Recyclers Coalition	235

PROGRAM NAME/NUMBER

Recycling/5025

Capital Outlay: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 26 SAFETY SERVICES							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5026-550.10-01	SALARY	47,504	50,922	52,693	52,512	55,631	55,631
*	PAYROLL-WAGES	47,504	50,922	52,693	52,512	55,631	55,631
ELEM 11 FRINGE BENEFITS							
5026-550.11-10	FICA	3,561	3,813	3,935	3,927	4,230	4,230
5026-550.11-12	HEALTH INSURANCE	3,593	3,916	4,250	4,337	4,774	4,774
5026-550.11-13	DENTAL INSURANCE	249	249	217	222	243	243
5026-550.11-14	LIFE INSURANCE	156	163	178	168	172	172
5026-550.11-15	VISION INSURANCE	94	155	156	151	145	145
5026-550.11-17	457 CITY MATCH CONTRIBUTN	522	600	1,043	2,600	2,659	2,659
5026-550.11-18	RETIREMENT	3,088	3,310	3,425	3,413	3,677	3,677
5026-550.11-21	WORKERS COMPENSATION INS	2,536	3,403	3,477	3,306	2,964	2,964
5026-550.11-22	LONG TERM DISABILITY INS	205	247	269	236	206	206
*	FRINGE BENEFITS	14,004	15,856	16,950	18,360	19,070	19,070
ELEM 12 TRAVEL & TRAINING							
5026-550.12-11	TRAVEL & TRAINING	2,436	1,806	3,300	2,244	3,000	3,000
*	TRAVEL & TRAINING	2,436	1,806	3,300	2,244	3,000	3,000
ELEM 52 AWARDS & GIFTS							
5026-550.52-10	AWARDS & GIFTS	400	398	400	400	500	500
*	AWARDS & GIFTS	400	398	400	400	500	500
ELEM 54 PHYSICAL EXAMS							
5026-550.54-10	PHYSICAL EXAMS	0	0	3,935	3,288	4,715	4,715
*	PHYSICAL EXAMS	0	0	3,935	3,288	4,715	4,715
ELEM 60 SUPPLIES							
5026-550.60-10	GENERAL SUPPLIES	220	65	400	192	400	400
5026-550.60-11	MEETING REFRESHMENTS	161	32	0	0	0	0
5026-550.60-60	SAFETY SUPPLIES	4,406	4,247	4,180	3,742	5,930	5,930
*	SUPPLIES	4,787	4,344	4,580	3,934	6,330	6,330
ELEM 61 OFFICE SUPPLIES							
5026-550.61-10	OFFICE SUPPLIES	0	0	0	117	0	0
*	OFFICE SUPPLIES	0	0	0	117	0	0
ELEM 67 DUES & PUBLICATIONS							
5026-550.67-10	DUES	100	0	100	100	100	100
5026-550.67-20	PUBLICATIONS & BOOKS	727	2,138	1,100	1,032	1,100	1,100
*	DUES & PUBLICATIONS	827	2,138	1,200	1,132	1,200	1,200
**	SAFETY SERVICES	69,958	75,464	83,058	81,987	90,446	90,446

PROGRAM NAME/NUMBER

Safety Services/5026

DESCRIPTION: This is a pro-active program 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	FY2007 ACTUAL	FY2008		FY2009 TARGET
			TARGET	ACTUAL	
1. Maintain a safe, accident-free work environment	Number days lost citywide due to work-related injuries or accidents (based on 225 working days per employee)	11	<20	9	<20

PROGRAM NAME/NUMBER

Safety Services/5026

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY06	FY07	FY08	FY09
Safety Officer	1.00	1.00	1.00	1.00
Supply Clerk	0.00	0.00	0.00	0.02
Budget Total	1.00	1.00	1.00	1.02

OPERATING EXPENDITURES: For FY2008, CDL physical exams, hepatitis shots and hearing exams have been 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	Safety Committee, Accident Review Board, etc.		400
60-60 Safety Supplies	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, 10 @ \$25 250 Towels, 4 cases @ \$55 220 Eye wash station 1,750		5,930
67 <u>Dues & Publications</u> 67-10 Dues	Maryland Public Employees Safety Association		100
67-20 Publications & Books	Top Health (distributed to all employees monthly) 550 Safety newsletters 250		

PROGRAM NAME/NUMBER

Safety Services/5026

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5026
Element/Object	Details	Total
	Training videos	300
		1,100

Capital Outlay: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 28 BUILDING MAINTENANCE							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5028-550.10-02	HOURLY	92,910	107,928	132,621	119,805	140,311	140,311
5028-550.10-03	OVERTIME	1,375	457	1,200	634	1,200	1,200
*	PAYROLL-WAGES	94,285	108,385	133,821	120,439	141,511	141,511
ELEM 11 FRINGE BENEFITS							
5028-550.11-10	FICA	6,808	7,899	9,561	8,765	10,194	10,194
5028-550.11-12	HEALTH INSURANCE	18,122	22,793	29,974	27,103	32,555	32,555
5028-550.11-13	DENTAL INSURANCE	1,313	1,570	1,735	1,634	1,902	1,902
5028-550.11-14	LIFE INSURANCE	278	362	445	384	424	424
5028-550.11-15	VISION INSURANCE	260	826	851	795	773	773
5028-550.11-17	457 CITY MATCH CONTRIBUTN	1,238	1,359	2,060	2,396	2,633	2,633
5028-550.11-18	RETIREMENT	4,727	5,556	8,698	7,908	9,198	9,198
5028-550.11-21	WORKERS COMPENSATION INS	4,874	7,270	8,805	7,626	7,394	7,394
5028-550.11-22	LONG TERM DISABILITY INS	365	550	676	538	512	512
*	FRINGE BENEFITS	37,985	48,185	62,805	57,149	65,585	65,585
ELEM 12 TRAVEL & TRAINING							
5028-550.12-11	TRAVEL & TRAINING	0	0	950	119	950	950
*	TRAVEL & TRAINING	0	0	950	119	950	950
ELEM 20 OVERHEAD							
5028-550.20-11	AUTOMOTIVE	0	0	13,583	13,583	14,251	14,251
5028-550.20-16	BUILDING MAINTENANCE	154,576-	177,935-	253,705-	253,705-	277,578-	277,578-
*	OVERHEAD	154,576-	177,935-	240,122-	240,122-	263,327-	263,327-
ELEM 40 REPAIR & MAINTENANCE							
5028-550.40-11	BUILDINGS & GROUNDS	8,551	23,149	8,450	4,074	24,950	24,950
5028-550.40-25	HVAC REPAIRS	794	2,245	2,555	1,411	2,555	2,555
*	REPAIR & MAINTENANCE	9,345	25,394	11,005	5,485	27,505	27,505
ELEM 45 MAINTENANCE CONTRACT							
5028-550.45-16	BUILDING SERVICES	8,459	8,251	9,115	8,484	6,820	6,820
5028-550.45-22	SECURITY ALARM MONITORING	948	948	971	948	1,020	1,020
5028-550.45-23	PEST CONTROL	1,833	1,858	3,984	3,659	2,004	2,004
*	MAINTENANCE CONTRACT	11,240	11,057	14,070	13,091	9,844	9,844
ELEM 48 RENTAL							
5028-550.48-60	BUILDINGS	1,740	1,456	1,512	1,590	1,668	1,668
*	RENTAL	1,740	1,456	1,512	1,590	1,668	1,668
ELEM 60 SUPPLIES							
5028-550.60-10	GENERAL SUPPLIES	7,680	10,497	4,000	2,977	4,000	4,000
5028-550.60-15	SMALL TOOLS	0	2,060	1,500	553	1,200	1,200

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 28 BUILDING MAINTENANCE							
SUB 0 PUBLIC WORKS							
ELEM 60 SUPPLIES							
5028-550.60-30	CLEANING SUPPLIES	0	0	7,250	9,288	7,300	7,300
*	SUPPLIES	7,680	12,557	12,750	12,818	12,500	12,500
ELEM 65 UTILITIES							
5028-550.65-10	ELECTRICITY	493	606	685	511	790	790
5028-550.65-11	NATURAL GAS	1,839	1,966	1,600	1,630	1,900	1,900
5028-550.65-13	WATER & SEWER	177	254	300	120	450	450
*	UTILITIES	2,509	2,826	2,585	2,261	3,140	3,140
ELEM 66 TELEPHONE & COMMUNICATION							
5028-550.66-10	TELEPHONE	539	552	624	575	624	624
*	TELEPHONE & COMMUNICATION	539	552	624	575	624	624
ELEM 67 DUES & PUBLICATIONS							
5028-550.67-20	PUBLICATIONS & BOOKS	0	0	0	67	0	0
*	DUES & PUBLICATIONS	0	0	0	67	0	0
ELEM 92 MACHINERY & EQUIPMENT							
5028-550.92-20	EQUIPMENT	0	0	0	330	0	0
*	MACHINERY & EQUIPMENT	0	0	0	330	0	0
ELEM 93 OFFICE EQUIPMENT							
5028-550.93-20	OFFICE FURNITURE	0	500	0	2,295	0	0
*	OFFICE EQUIPMENT	0	500	0	2,295	0	0
**	BUILDING MAINTENANCE	10,747	32,977	0	23,903-	0	0

PROGRAM NAME/NUMBER

Building Maintenance/5028

DESCRIPTION: 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. 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	FY2007 ACTUAL	FY2008		FY2009 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 at least quarterly	2	2	4	4
	Percent of facilities rated in good or better condition by City employees responding to employee survey	New	New	84%	84%
	Percent of maintenance costs that are unscheduled	4%	<5%	3%	<5%

PROGRAM NAME/NUMBER

Building Maintenance/5028

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY06	FY07	FY08	FY09
Custodial Supervisor	1.00	1.00	1.00	1.00
Custodial Worker	1.80	1.00	2.00	2.00
Facilities Maintenance Worker	0.00	0.67	0.95	0.95
Supply Clerk	0.00	0.00	0.00	0.02
Budget Total	2.80	2.67	3.95	3.97

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
34	<u>Contractual Services</u> 34-17 Temp. Manpower – Other	Temporary manpower used to cover vacancies and leave	0
40	<u>Repair & Maintenance</u> 40-11 Buildings & Grounds	City Hall, Old Parish House: Electrical repairs, 50 hours @ \$70 3,500 Plumbing repairs, 30 hours @ \$65 1,950 Roof repairs, Old Parish House 15,000 General repairs 3,000 Modifications to table storage cabinet, Old Parish House 1,500	24,950
	40-25 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 1,000	6,820
	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	

PROGRAM NAME/NUMBER

Building Maintenance/5028

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 5028	
Element/Object		Details	Total
		Pest control – Old Parish House @ \$64 monthly 768	2,004
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	7,300
65	<u>Utilities</u> 65-10 Electricity	Old Parish House, estimate based on current usage	790
	65-11 Natural Gas	Old Parish House	1,900
	65-13 Water & Sewer	Old Parish House	450
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 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 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	0	1,232	0	0	0	0
*	CONTRACTUAL SERVICES	0	1,232	0	0	0	0
ELEM 40 REPAIR & MAINTENANCE							
5029-550.40-11	BUILDINGS & GROUNDS	0	0	4,000	2,708	4,000	4,000
*	REPAIR & MAINTENANCE	0	0	4,000	2,708	4,000	4,000
ELEM 65 UTILITIES							
5029-550.65-10	ELECTRICITY	0	0	4,000	4,350	4,000	4,000
5029-550.65-11	NATURAL GAS	0	0	10,000	4,768	8,000	8,000
5029-550.65-13	WATER & SEWER	0	0	3,000	2,576	4,500	4,500
*	UTILITIES	0	0	17,000	11,694	16,500	16,500
**	CALVERT ROAD SCHOOL MAINT	0	1,232	21,000	14,402	20,500	20,500

PROGRAM NAME/NUMBER

Calvert Road School Maintenance/5029

DESCRIPTION: This program maintains the Calvert Road School property 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	FY2007 ACTUAL	FY2008		FY2009 TARGET
			TARGET	ACTUAL	
1. Monitor and evaluate the condition of Calvert Road School	Inspect facility at least quarterly	New	New	4	4

PROGRAM NAME/NUMBER

Calvert Road School Maintenance/5029

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY06	FY07	FY08	FY09
Budget Total	0.00	0.00	0.00	0.00

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA			PROGRAM NUMBER: 5029
Element/Object	Details		Total
40	Repair & Maintenance 40-11 Building & Grounds	General repairs	4,000
65	Utilities		
	65-10 Electricity	Estimated	4,000
	65-11 Natural Gas	Estimated	8,000
	65-13 Water & Sewer	Field irrigation, Public Services offices	4,500

Capital Outlay: None

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 30 CENTRAL GARAGE							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5030-550.10-02	HOURLY	146,007	152,933	161,369	162,292	167,715	167,715
5030-550.10-03	OVERTIME	4,215	6,684	2,000	4,183	4,000	4,000
*	PAYROLL-WAGES	150,222	159,617	163,369	166,475	171,715	171,715
ELEM 11 FRINGE BENEFITS							
5030-550.11-10	FICA	11,096	11,789	12,074	12,197	12,723	12,723
5030-550.11-12	HEALTH INSURANCE	23,170	25,173	28,118	27,267	30,368	30,368
5030-550.11-13	DENTAL INSURANCE	1,022	1,029	1,012	1,139	1,106	1,106
5030-550.11-14	LIFE INSURANCE	471	489	544	484	508	508
5030-550.11-15	VISION INSURANCE	289	875	900	834	813	813
5030-550.11-17	457 CITY MATCH CONTRIBUTN	1,017	1,074	1,564	3,032	3,129	3,129
5030-550.11-18	RETIREMENT	9,818	10,450	10,619	10,828	11,162	11,162
5030-550.11-21	WORKERS COMPENSATION INS	7,931	10,493	10,737	10,212	8,929	8,929
5030-550.11-22	LONG TERM DISABILITY INS	624	743	822	684	612	612
*	FRINGE BENEFITS	55,438	62,115	66,390	66,677	69,350	69,350
ELEM 12 TRAVEL & TRAINING							
5030-550.12-11	TRAVEL & TRAINING	1,500	14	1,500	567	1,500	1,500
*	TRAVEL & TRAINING	1,500	14	1,500	567	1,500	1,500
ELEM 20 OVERHEAD							
5030-550.20-10	INSURANCE	57,890	59,837	65,248	65,248	72,426	72,426
5030-550.20-11	AUTOMOTIVE	579,950-	643,212-	679,157-	679,157-	712,551-	712,551-
*	OVERHEAD	522,060-	583,375-	613,909-	613,909-	640,125-	640,125-
ELEM 36 SPECIAL SERVICES							
5030-550.36-10	PRINTING	0	0	0	116	0	0
5030-550.36-20	TOWING SERVICE	1,038	2,190	2,000	3,225	2,500	2,500
*	SPECIAL SERVICES	1,038	2,190	2,000	3,341	2,500	2,500
ELEM 40 REPAIR & MAINTENANCE							
5030-550.40-11	BUILDINGS & GROUNDS	951	2,806	3,500	3,995	3,500	3,500
5030-550.40-45	WELDING SERVICES	7,920	13,828	8,000	9,240	9,000	9,000
*	REPAIR & MAINTENANCE	8,871	16,634	11,500	13,235	12,500	12,500
ELEM 41 VEHICLE REPAIR & MAINT							
5030-550.41-10	INSIDE	72,066	52,632	68,000	54,171	63,000	63,000
5030-550.41-11	OUTSIDE	77,920	84,081	70,650	89,342	70,750	70,750
5030-550.41-20	TIRES	19,602	14,626	18,600	17,424	18,600	18,600
*	VEHICLE REPAIR & MAINT	169,588	151,339	157,250	160,937	152,350	152,350
ELEM 45 MAINTENANCE CONTRACT							
5030-550.45-16	BUILDING SERVICES	2,224	1,240	2,500	1,850	3,750	3,750

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 30 CENTRAL GARAGE							
SUB 0 PUBLIC WORKS							
ELEM 45 MAINTENANCE CONTRACT							
*	MAINTENANCE CONTRACT	2,224	1,240	2,500	1,850	3,750	3,750
ELEM 60 SUPPLIES							
	5030-550.60-10 GENERAL SUPPLIES	0	0	0	19	0	0
	5030-550.60-14 MAINTENANCE SUPPLIES	95	496	500	0	500	500
	5030-550.60-15 SMALL TOOLS	2,703	1,772	3,500	2,729	3,000	3,000
	5030-550.60-70 CENTRAL GARAGE	8,460	6,602	7,150	6,342	7,150	7,150
*	SUPPLIES	11,258	8,870	11,150	9,090	10,650	10,650
ELEM 62 POSTAGE							
	5030-550.62-10 POSTAGE	0	0	0	24	50	50
*	POSTAGE	0	0	0	24	50	50
ELEM 64 FUEL							
	5030-550.64-10 GASOLINE	35,678	40,773	37,000	54,650	51,000	51,000
	5030-550.64-11 DIESEL	81,812	81,520	90,000	118,039	108,500	108,500
	5030-550.64-12 OTHER ADDITIVES	8,762	9,503	10,000	11,816	10,000	10,000
*	FUEL	126,252	131,796	137,000	184,505	169,500	169,500
ELEM 65 UTILITIES							
	5030-550.65-10 ELECTRICITY	27,649	36,400	36,750	37,260	25,350	25,350
	5030-550.65-11 NATURAL GAS	16,428	18,278	18,150	17,587	17,160	17,160
	5030-550.65-13 WATER & SEWER	2,190	1,777	3,000	2,288	1,900	1,900
*	UTILITIES	46,267	56,455	57,900	57,135	44,410	44,410
ELEM 69 MISCELLANEOUS CHARGE							
	5030-550.69-10 MISCELLANEOUS	932	1,186	650	393	650	650
*	MISCELLANEOUS CHARGE	932	1,186	650	393	650	650
ELEM 91 HEAVY AUTO EQUIPMENT							
	5030-550.91-10 HEAVY AUTO EQUIPMENT	0	12,170	0	0	0	0
*	HEAVY AUTO EQUIPMENT	0	12,170	0	0	0	0
ELEM 92 MACHINERY & EQUIPMENT							
	5030-550.92-20 EQUIPMENT	578	5,870	2,700	6,872	1,200	1,200
*	MACHINERY & EQUIPMENT	578	5,870	2,700	6,872	1,200	1,200
**	CENTRAL GARAGE	52,108	26,121	0	57,192	0	0

PROGRAM NAME/NUMBER

Central Garage/5030

DESCRIPTION: The City's central garage provides maintenance for a fleet of approximately 106 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	FY2007 ACTUAL	FY2008		FY2009 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	90%	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
	FY06	FY07	FY08	FY09
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	1,500	
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 10,000 Open body truck parts 9,000 Leaf machine parts 9,000 Off road equipment (front end loader, bobcat, etc.) 6,000 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	63,000	
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 5,400 Equipment, tractors, etc. 8,600 Sedans and pick-up trucks 4,600	18,600
45	<u>Maintenance Contract</u> 45-16 Building Services	Pump oil grit separator, truck wash	3,750
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 1,000 Solvent and service for part cleaning and tool machine 2,850 Cleaning solution - pressure washer, truck wash, floor 1,500 Assorted fasteners 500 Hand soap with pumice 225 Fire extinguishers 5 @ \$75 375	7,150
62	<u>Postage</u> 62-10 Postage	Returns of auto parts	50
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	10,000
65	<u>Utilities</u> 65-10 Electricity	Public Works garage buildings	25,350
	65-11 Natural Gas	Public Works garage buildings	17,160
	65-13 Water & Sewer	All Public Works buildings	1,900
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 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 40 STREET LIGHTING							
SUB 0 PUBLIC WORKS							
ELEM 40 REPAIR & MAINTENANCE							
5040-550.40-31	STREETLIGHT REPAIRS	0	473	600	1,085	800	800
*	REPAIR & MAINTENANCE	0	473	600	1,085	800	800
ELEM 65 UTILITIES							
5040-550.65-10	ELECTRICITY	173,519	224,737	235,000	220,008	235,000	235,000
*	UTILITIES	173,519	224,737	235,000	220,008	235,000	235,000
**	STREET LIGHTING	173,519	225,210	235,600	221,093	235,800	235,800

PROGRAM NAME/NUMBER

Street Lighting/5040

DESCRIPTION: This program provides street lighting, outdoor building lighting and park lighting for City facilities that meets the Prince George's County lighting standard. Pepco currently provides replacement and repair of Pepco streetlights. Costs for this replacement service are paid as part of overhead expenses for electricity by the City. Conversion of streetlights to lower-wattage, higher-illumination lamps is complete.

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2007 ACTUAL	FY2008		FY2009 TARGET
			TARGET	ACTUAL	
1. Improve vehicular, pedestrian and bicyclist safety by providing street lighting	Percent of residents rating street lighting as good or better	No survey	70%	66%	No survey
	Report all outages to Pepco within 2 business days	New	New	100%	100%

PROGRAM NAME/NUMBER

Street Lighting/5040

PERSONNEL EXPENDITURES:

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY06	FY07	FY08	FY09
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 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 50 PUBLIC WORKS							
DIV 50 COMPOST YARD OPERATIONS							
SUB 0 PUBLIC WORKS							
ELEM 10 PAYROLL-WAGES							
5050-550.10-01	SALARY	947	0	0	0	0	0
5050-550.10-02	HOURLY	47,389	47,639	32,176	53,332	33,780	33,780
5050-550.10-03	OVERTIME	1,750	374	2,750	230	2,500	2,500
*	PAYROLL-WAGES	50,086	48,013	34,926	53,562	36,280	36,280
ELEM 11 FRINGE BENEFITS							
5050-550.11-10	FICA	3,778	3,592	2,651	4,015	2,749	2,749
5050-550.11-12	HEALTH INSURANCE	4,958	4,518	2,718	6,430	3,030	3,030
5050-550.11-13	DENTAL INSURANCE	175	167	57	242	113	113
5050-550.11-14	LIFE INSURANCE	166	151	109	166	103	103
5050-550.11-15	VISION INSURANCE	112	47	8	81	34	34
5050-550.11-17	457 CITY MATCH CONTRIBUTN	542	471	355	827	482	482
5050-550.11-18	RETIREMENT	2,965	2,953	2,302	3,340	2,306	2,306
5050-550.11-21	WORKERS COMPENSATION INS	2,706	3,190	2,276	3,317	1,883	1,883
5050-550.11-22	LONG TERM DISABILITY INS	220	228	164	228	123	123
*	FRINGE BENEFITS	15,622	15,317	10,640	18,646	10,823	10,823
ELEM 12 TRAVEL & TRAINING							
5050-550.12-11	TRAVEL & TRAINING	0	0	500	0	250	250
*	TRAVEL & TRAINING	0	0	500	0	250	250
ELEM 20 OVERHEAD							
5050-550.20-11	AUTOMOTIVE OVERHEAD	11,599	12,864	13,583	13,583	14,251	14,251
*	OVERHEAD	11,599	12,864	13,583	13,583	14,251	14,251
ELEM 36 SPECIAL SERVICES							
5050-550.36-43	REGISTRATION FEES	286	0	350	333	350	350
*	SPECIAL SERVICES	286	0	350	333	350	350
ELEM 48 RENTAL							
5050-550.48-11	TOOLS & EQUIPMENT	400	400	750	405	600	600
5050-550.48-48	FRONT END LOADER	0	5,683	0	250	0	0
5050-550.48-55	SCREENING EQUIPMENT	19,078	18,600	20,000	17,700	20,000	20,000
*	RENTAL	19,478	24,683	20,750	18,355	20,600	20,600
ELEM 60 SUPPLIES							
5050-550.60-10	GENERAL SUPPLIES	533	385	600	730	600	600
*	SUPPLIES	533	385	600	730	600	600
**	COMPOST YARD OPERATIONS	97,604	101,262	81,349	105,209	83,154	83,154
***	PUBLIC WORKS	3,726,325	3,962,917	4,587,123	4,165,353	4,762,596	4,762,596

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	FY2007 ACTUAL	FY2008		FY2009 TARGET
			TARGET	ACTUAL	
1. Compost residential vegetative yard waste generated by residents and Public Works	Tons of vegetative waste processed (Note 1)	2,682	2,400	2,306	2,400
	Dollars in tipping fees saved	\$67,047	\$60,000	\$57,650*	\$60,000
2. Generate revenues from sales	Dollar value of compost-related revenues (includes sales of product, tipping fees collected and delivery charges)	\$50,301	\$45,000	\$69,230	\$45,000

* Average weight of bags reduced from 50 to 40 pounds

Note 1: Material is collected via curbside leaf collection and scheduled yard waste collection days.

PROGRAM NAME/NUMBER**Compost Yard Operations/5050****PERSONNEL EXPENDITURES:**

Authorized Positions in Full Time Equivalents (FTE's)	ACTUAL			ESTIMATED
	FY06	FY07	FY08	FY09
Horticulturist	0.05	0.00	0.00	0.00
Motor Equipment Operator II	0.15	0.06	0.05	0.05
Motor Equipment Operator I+A	0.00	0.00	0.15	0.16
Motor Equipment Operator I	0.50	0.31	0.12	0.11
Lead Groundskeeper	0.43	0.43	0.43	0.43
Laborer/Driver	0.00	0.20	0.00	0.00
Budget Total	1.13	1.00	0.75	0.75

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 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
	DEPT 65 CONTINGENCY						
	DIV 10 CONTINGENCY						
	SUB 0 GENERAL GOVERNMENT						
	ELEM 85 CONTINGENCY						
6510-510.85-10	CONTINGENCY	13,000	0	10,000	0	20,000	20,000
*	CONTINGENCY	13,000	0	10,000	0	20,000	20,000
**	CONTINGENCY	13,000	0	10,000	0	20,000	20,000
***	CONTINGENCY	13,000	0	10,000	0	20,000	20,000

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
	FY06	FY07	FY08	FY09
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		20,000	

Capital Outlay: None

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DEBT SERVICE

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 90 DEBT SERVICE							
DIV 10 ADMINISTRATION							
SUB 0 DEBT SERVICE							
ELEM 70 PRINCIPAL							
9010-580.70-12	SUNTRUST BK-MSTR LEASE #1	159,524	150,934	0	0	0	0
9010-580.70-20	BANK OF AMER-CITY HALL DV	41,587	44,269	47,584	47,068	50,419	50,419
*	PRINCIPAL	201,111	195,203	47,584	47,068	50,419	50,419
ELEM 72 INTEREST							
9010-580.72-12	SUNTRUST BK-MSTR LEASE #1	8,826	2,542	0	0	0	0
9010-580.72-20	BANK OF AMER-CITY HALL DV	25,676	22,994	19,680	20,194	16,845	16,845
*	INTEREST	34,502	25,536	19,680	20,194	16,845	16,845
**	ADMINISTRATION	235,613	220,739	67,264	67,262	67,264	67,264
***	DEBT SERVICE	235,613	220,739	67,264	67,262	67,264	67,264

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).

GOALS & PERFORMANCE MEASURES:

GOALS AND PLANNED ACCOMPLISHMENTS	PERFORMANCE MEASURES				
	EFFECTIVENESS MEASURES	FY2007 ACTUAL	FY2008		FY2009 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
	FY06	FY07	FY08	FY09
Budget Total	0.00	0.00	0.00	0.00

OPERATING EXPENDITURES:

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 9010	
Element/Object	Details	Total	
70 Principal 70-20 Bank of America- City Hall Development Refunding Note	Blended monthly payments on 13-year note	50,419	
72 Interest 72-20 Bank of America- City Hall Development Refunding Note	Blended monthly payments on 13-year note	16,845	

Capital Outlay: None

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INTERFUND
TRANSFERS

CITY OF COLLEGE PARK
 EXPENDITURE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
DEPT 92 INTERFUND TRANSFER							
DIV 10 ADMINISTRATION							
SUB 0 OTHER							
ELEM 99 INTERFUND TRANSFERS							
9210-590.99-10	OPERATING CASH TRANSFERS	780,300	2,821,048	992,552	992,552	990,335	990,335
*	INTERFUND TRANSFERS	780,300	2,821,048	992,552	992,552	990,335	990,335
**	ADMINISTRATION	780,300	2,821,048	992,552	992,552	990,335	990,335
***	INTERFUND TRANSFER	780,300	2,821,048	992,552	992,552	990,335	990,335
****	GENERAL FUND	9,857,430	12,413,320	11,849,538	11,178,576	12,793,290	12,812,290
		9,857,430	12,413,320	11,849,538	11,178,576	12,793,290	12,812,290

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
	FY06	FY07	FY08	FY09
Budget Total	0.00	0.00	0.00	0.00

OPERATING EXPENDITURES

EXPENDITURE SUPPORT DATA		PROGRAM NUMBER: 9210	
Element/Object	Details		Total
99 Interfund Transfers			
99-10 Operating Cash Transfer to Capital Projects Fund	Facilities Capital Reserve (project 991013)	25,000	
	Fire Department Capital Equipment Grants (project 012006)	24,000	
	Guardrail Replacement (project 085001)	20,000	
	Master Meter Program (project 042010)	40,000	
	Neighborhood Improvements (project 053008)	10,000	
	Pavement Management Plan (project 045008) (FY09 plan \$550,000 less use of prior year unexpended funds \$100,000)	450,000	
	Public Parking Garage (project 033002) – debt service on bond anticipation notes (BANs)	90,000	
	Vehicle Replacement (project 925061) – debt service on Master Lease #2	331,335	990,335

Capital Outlay: None

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PARKING DEBT
SERVICE FUND

CITY OF COLLEGE PARK
 REVENUE BUDGET WORKSHEET
 FOR FISCAL YEAR 2009

ACCOUNT DESCRIPTION	FY 2006 ACTUAL	FY 2007 ACTUAL	FY 2008 ADJUSTED BUDGET	FY 2008 Y-T-D ACTUAL	FY 2009 CITY MGR REQUEST	FY 2009 ADOPTED BUDGET
BASIC 34 CHARGES FOR SERVICES SUB 3 HIGHWAYS AND STREETS						
343.20 PARKING METER REVENUE	0	0	212,500	185,855	205,000	205,000
* HIGHWAYS AND STREETS	0	0	212,500	185,855	205,000	205,000
** CHARGES FOR SERVICES	0	0	212,500	185,855	205,000	205,000
*** PARKING DEBT SERVICE FUND	0	0	212,500	185,855	205,000	205,000
	0	0	212,500	185,855	205,000	205,000

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.	205,000

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

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Capital Project Summary

Schedule of Expenditures by Project by Year								
Project Number	Project Name	Total	Thru FY08	FY09	FY10	FY11	FY12	Past FY12
025002	Calvert Road School Renovations	118,800			118,800			
093001	Community Legacy Loan Repymts.	1,085,000				210,000		875,000
083003	Downtown Streetlights #2	246,000		60,000	93,000	93,000		
081005	Downtown TIF Evaluations	60,000		60,000				
053007	Duvall Field Renovation	2,179,238	23,408	364,048	895,191	896,591		
081004	East Campus Development	50,000		50,000				
991013	Facilities Capital Reserve	275,000	73,281					201,719
012006	Fire Department Capital Equipment	207,000	183,000	24,000				
073008	Form-Based Code	90,000		90,000				
073004	Future Access Intersections with U. S. Route 1	20,025,000 *		25,000	TBD	TBD	TBD	TBD
041012	Gateway Signs	84,000	23,355	60,645				
085001	Guardrail Replacement	120,000	19,180	20,820	20,000	20,000	20,000	20,000
063002	Homeownership Grant Program	100,000	47,500	52,500				
055003	IKEA Medians	25,000		25,000				
011004	Institutional Network (I-Net)/P.E.G.	1,495,165	195,600	18,349	18,349	18,349	18,349	1,226,169
053009	Lackawanna Streetscape	309,879	39,892	35,000	234,987			
042010	Master Meter Program	200,000		40,000	80,000	80,000		
053008	Neighborhood Improvements	73,363		30,000	21,682	21,681		
041003	New City Hall	7,600,000			600,000	7,000,000		
083002	New Sidewalk Construction	229,360		12,500	21,000	195,860		
073007	Pattern Books for Neighborhoods	50,000		50,000				
045008	Pavement Management Plan	2,750,000		550,000	550,000	550,000	550,000	550,000
963028	Program Open Space Acquisition Projects	938,848	5,000	350,000	583,848			
005002	Property Acquisitions	425,000	412,451		12,549			
033002	Public Parking Garage	11,011,769	2,168,525	8,843,244				
072001	Public Safety Phones #3	52,000		52,000				
015002	Public Works Facility Improvements	54,030	44,030	10,000				
045010	Rhode Island Avenue (Old Town) Road Improvements	517,561	68,680	448,881				
073005	Rhode Island Avenue Service Road Improvements	1,112,270	2,270	80,000	530,000	500,000		
065001	Skate Spot	250,000		250,000				
035003	Trolley Trail Bank Landscaping	50,000	50,000					

Capital Project Summary

Schedule of Expenditures by Project by Year (continued)								
Project Number	Project Name	Total	Thru FY08	FY09	FY10	FY11	FY12	Past FY12
073006	U. S. Route 1 Improvements	120,000,000 *		TBD	TBD	TBD	TBD	TBD
925061	Vehicle Replacement Program	6,387,209	1,545,969	532,735	1,556,835	1,098,835	699,835	953,000
	Subtotal	<u>178,171,492</u>						
	LESS: Totals not allocated to specific fiscal years* (TBD)	(140,000,000)						
	Total Expenditures	<u>38,171,492</u>	<u>4,902,141</u>	<u>12,134,722</u>	<u>5,336,241</u>	<u>10,684,316</u>	<u>1,288,184</u>	<u>3,825,888</u>

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Capital Project Summary

Schedule of Expenditures by Account by Year

<u>Account</u>	<u>Account Name</u>	<u>Total</u>	<u>Thru FY08</u>	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>Past FY12</u>
25	Grants & Assistance	307,000	230,500	76,500				
30	Professional Services	2,138,414	555,254	635,373	775,087	162,700	5,000	5,000
32	Legal	218,748	173,748	45,000				
34	Contractual Services	27,937	27,937					
36	Special Services	120,793	27,797	23,949	21,849	21,849	21,849	3,500
45	Maintenance Contract	5,657	5,657					
60	Supplies	1,295	1,295					
62	Postage	13	13					
70-72	Debt Service	2,831,675	331,335	421,335	331,335	541,335	331,335	875,000
74	Administrative Fee	11,250	11,250					
90	Automobiles & Light Trucks	720,900	91,000	101,400	30,000	226,500	150,000	122,000
91	Medium Duty Trucks	1,165,000	145,000	100,000	200,000	70,000	80,000	570,000
91	Heavy Duty Trucks	2,163,634	778,634		870,000	290,000		225,000
92	Machinery & Equipment	2,097,159	214,990	35,000	195,500	251,000	138,500	1,262,169
94	Land	3,013,050	2,079,202	350,000	583,848			
95	Buildings, Site & Bldg. Improvemts.	20,156,876	126,118	9,719,345	1,746,122	8,363,572		201,719
96	Street Improvement	3,056,860	19,180	574,820	582,500	757,360	561,500	561,500
97	Communications Equipment	52,000		52,000				
98	Computer Equipment	83,231	83,231					
	Total Expenditures	<u>38,171,492</u>	<u>4,902,141</u>	<u>12,134,722</u>	<u>5,336,241</u>	<u>10,684,316</u>	<u>1,288,184</u>	<u>3,825,888</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 FY08	FY09	FY10	FY11	FY12	Past FY12
City Funding:							
Unrestricted C.I.P. Reserve	5,447,020	3,462,680	990,335	331,335	331,335	331,335	
Restricted C.I.P. Reserve	50,000	50,000					
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>5,745,850</u>	<u>3,761,510</u>	<u>990,335</u>	<u>331,335</u>	<u>331,335</u>	<u>331,335</u>	<u>0</u>
Debt Financing:							
Community Legacy loan	875,000	875,000					
Proceeds-Master Lease #2	1,500,000	1,214,634	201,400	83,966			
Bond Anticipation Notes (BANs)	9,300,000	9,300,000					
<i>Subtotal</i>	<u>11,675,000</u>	<u>11,389,634</u>	<u>201,400</u>	<u>83,966</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	1,485,165	865,165	155,000	155,000	155,000	155,000	
Verizon-Capital Equipt. grant	10,000	10,000					
Program Open Space (POS)	1,843,354	1,756,570	86,784				
Transportation Enhancement Program (TEP) grant	200,000	200,000					
Community Development Block Grant (CDBG)	106,800	106,800					
Maryland Heritage Area Authority (MHAA) grant	32,000	20,000	12,000				
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	300,000		300,000				

Capital Project Summary

Schedule of Funding Sources by Source by Year (continued)

Source Name	Total	Thru FY08	FY09	FY10	FY11	FY12	Past FY12
Comm. Parks & Playgrounds grant	293,825	146,000	147,825				
<i>Subtotal</i>	<u>4,581,144</u>	<u>3,364,535</u>	<u>751,609</u>	<u>155,000</u>	<u>155,000</u>	<u>155,000</u>	<u>0</u>
Other Funding:							
Downtown College Park Management Authority (DCPMA)	11,000	11,000					
<i>Subtotal</i>	<u>11,000</u>	<u>11,000</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					
Southwind Prop. (Gateway Signs)	15,000	15,000					
C P Roadside II (IKEA Medians)	25,000	25,000					
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				
<i>Subtotal</i>	<u>1,320,786</u>	<u>1,260,786</u>	<u>60,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Assessment Project:							
Assessment project	317,561	317,561					
<i>Subtotal</i>	<u>317,561</u>	<u>317,561</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>24,226,341</u>	<u>20,680,026</u>	<u>2,003,344</u>	<u>570,301</u>	<u>486,335</u>	<u>486,335</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 06/30/08	Transfers to the C.I.P. provided in FY2009 Budget	Projected Reserve Balance as of 07/01/08	Planned Reserve Utilization in Fiscal Year			
					FY09	FY10	FY11	Past FY11
Fund 301 - Unrestricted								
025002	Calvert Road School Renovations	0		0				
093001	Community Legacy Loan Repymts.	0		0				
083003	Downtown Streetlights #2	40,000		40,000	40,000			
081005	Downtown TIF Evaluations	0		0				
081004	East Campus Development	0		0				
991013	Facilities Capital Reserve	176,719	25,000	201,719				201,719
012006	Fire Department Capital Equipment	0	24,000	24,000	24,000			
073008	Form-Based Code	90,000		90,000	90,000			
073004	Future Access Intersections with U. S. Route 1	25,000		25,000	25,000			
041012	Gateway Signs	42,465		42,465	42,465			
085001	Guardrail Replacement	820	20,000	20,820	20,820			
063002	Homeownership Grant Program	52,500		52,500	52,500			
055003	IKEA Medians	0		0				
011004	Institutional Network (I-Net)/P.E.G.	0		0				
053009	Lackawanna Streetscape	10,108		10,108	10,108			
042010	Master Meter Program	0	40,000	40,000	40,000			
053008	Neighborhood Improvements	51,363	10,000	61,363	12,500	48,863		
041003	New City Hall	0		0				
083002	New Sidewalk Construction	15,000		15,000	12,500	2,500		
073007	Pattern Books for Neighborhoods	50,000		50,000	50,000			
045008	Pavement Management Plan	100,000	450,000	550,000	550,000			
005002	Property Acquisitions	0		0				
033002	Public Parking Garage	0	90,000	90,000	90,000			
072001	Public Safety Phones #3	52,000		52,000	52,000			
015002	Public Works Facility Improvements	10,000		10,000	10,000			
045010	Rhode Island Avenue (Old Town) Road Improvements	0		0				

Capital Project Summary

Schedule of Capital Project Fund Reserves (continued)

Project Number	Project Name	Estimated Reserve Balance as of 06/30/08	Transfers to the C.I.P. provided in FY2009 Budget	Projected Reserve Balance as of 07/01/08	Planned Reserve Utilization in Fiscal Year			
					FY09	FY10	FY11	Past FY11
073005	Rhode Island Avenue Service Road Improvements	0		0				
065001	Skate Spot	0		0				
035003	Trolley Trail Bank Landscaping	0		0				
073006	U. S. Route 1 Improvements	0		0				
925061	Vehicle Replacement Program	0	331,335	331,335	331,335			
Total Unrestricted C.I.P.		715,975	990,335	1,706,310	1,453,228	51,363	0	201,719
<u>Fund 302 - Restricted</u>								
053007	Duvall Field Renovation	26,592		26,592	26,592			
963028	Program Open Space Acquisition Projects	0		0				
Total Restricted C.I.P.		26,592	0	26,592	26,592	0	0	0
GRAND TOTALS - ALL CAPITAL PROJECT FUNDS		742,567	990,335	1,732,902	1,479,820	51,363	0	201,719

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	General government	Public services	Planning and development
		Licenses and permits	Intergovernmental grants	Investment revenue	Miscellaneous					
1998	\$ 645,720	\$ -	\$ 122,661	\$ -	\$ -	\$ 122,661	\$ -	\$ -	\$ -	
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	-	70,429	
2003	914,350	95,531	608,426	3,988	-	707,945	13,802	21,000	40,393	
2004	1,066,586	105,042	20,395	358	-	125,795	44,879	25,000	112,360	
2005	856,005	131,090	178,245	-	-	309,335	15,781	15,000	146,790	
2006	721,261	151,245	467,902	-	21,595	640,742	17,028	123,062	195,739	
2007	813,952	163,102	692,355	1,591	96,000	953,048	53,393	24,987	117,700	

Expenditures					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	
\$ -	\$ -	\$ -	\$ 709,701	\$ 709,701	\$ 42,308	\$ 366,000	\$ 12,000	\$ 454,988
-	-	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)
47,072	-	130,355	636,417	903,081	769,500	489,839	-	914,350
52,754	-	284,036	634,495	1,046,480	-	490,771	-	1,066,586
75,013	-	189,606	866,371	1,313,229	12	976,841	-	856,005
63,977	-	-	988,109	1,229,657	-	785,578	-	721,261
632,202	-	-	360,320	1,328,351	-	780,300	-	813,952
33,322	-	12,750	3,147,279	3,389,431	2,010,000	2,821,048	-	3,208,617

Capital Project Summary - Calvert Road School Renovations

Name: Calvert Road School Renovations
Number: 025002
Department: Administration
Life: Unknown
Project Manager: Joseph L. Nagro, City Manager

First Fiscal Year Appropriated: Unknown
Estimated Completion Date: Unknown
Percent Completed: 0%
Estimated Total Project Cost: Unknown

Description

This project would fund renovations and improvements to the Calvert Road School. Funding consists of \$118,800, the proceeds of an escrow account under the former lease to Friends Community School, which expired in July 2007.

Schedule of Expenditures

[301-8010-570-]								
Account	Account Name	Total	Thru FY08	FY09	FY10	FY11	FY12	Past FY12
30-11	Design & Engineering	118,800			118,800			
95-10	Site Improvements	0				TBD		
Total Expenditures		<u>118,800</u>	<u>0</u>	<u>0</u>	<u>118,800</u>	<u>0</u>	<u>0</u>	<u>0</u>

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY08	FY09	FY10	FY11	FY12	Past FY12
301	Unrestricted C.I.P. Reserve	0	0	0				
301	Lease Escrow-Friends Comm. School	118,800	118,800					
301	Funding not yet determined	0				TBD		
Total Funding Sources		<u>118,800</u>	<u>118,800</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					
Lease Escrow-Friends Comm. School	118,800	118,800						
Funding not yet determined	0					TBD		
Less amount expended/ encumbered thru FY08	(0)	(0)						
Remaining appropriations	<u>118,800</u>	<u>118,800</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Status

The funding in this project has been allocated as a match for the \$100,000 FY04 State Bond in New City Hall (project 041003).

Future uses of this site have not been determined.

Impact on Operating Budget

The City's lease with Friends Community School ended in July 2007. Operating expenditures for this site are budgeted in Public Works-Calvert Road School Maintenance, program 5029.

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	26402	FY2004	02/21/07	118,761.74	12/31/10
Downtown Streetlights #1	26402	FY2004	05/15/07	91,238.26	12/31/10
7308 Yale Avenue Property Acquisition	33901	FY2005	10/05/06	150,000.00	12/31/15
Design of Public Parking Garage	44401	FY2006	05/15/07	150,000.00	12/31/25
7306 Yale Avenue Property Acquisition	57001	FY2007	07/24/07	150,000.00	12/31/20
Total				<u>1,085,000.00</u>	

Schedule of Expenditures

[301-8010-570-]								
<u>Account</u>	<u>Account Name</u>	<u>Total</u>	<u>Thru FY08</u>	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>Past FY12</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>0</u>	<u>210,000</u>	<u>0</u>	<u>875,000</u>

Schedule of Funding Sources

<u>Fund</u>	<u>Source Name</u>	<u>Total</u>	<u>Thru FY08</u>	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>Past FY12</u>
301	Unrestricted C.I.P. Reserve	0	0	0				
301	Funding not yet determined	1,085,000				210,000		875,000
Total Funding Sources		<u>1,085,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>210,000</u>	<u>0</u>	<u>875,000</u>

Project Fund Balance

Unrestricted C.I.P. Reserve	0	0	0					
Funding not yet determined	1,085,000					210,000		875,000
Less amount expended/ encumbered thru FY08	(0)	(0)						
Remaining appropriations	<u>1,085,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>210,000</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:	FY11
Department: Planning, Community & Economic Development	Percent Completed:	0%
Life: 4 years	Estimated Total Project Cost:	\$246,000
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 south side of College Avenue.

Schedule of Expenditures

[301-8010-570-]								
Account	Account Name	Total	Thru FY08	FY09	FY10	FY11	FY12	Past FY12
30-11	Design & Engineering	30,000		30,000				
36-10	Printing	0		0				
36-11	Classified Advertising	2,100		2,100				
95-10	Site Improvements	213,900		27,900	93,000	93,000		
Total Expenditures		<u>246,000</u>	<u>0</u>	<u>60,000</u>	<u>93,000</u>	<u>93,000</u>	<u>0</u>	<u>0</u>

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY08	FY09	FY10	FY11	FY12	Past FY12
301	Unrestricted C.I.P. Reserve	40,000	40,000	0				
301	MD Heritage Area Auth. grant	20,000	20,000					
301	Funding not yet determined	186,000			93,000	93,000		
Total Funding Sources		<u>246,000</u>	<u>60,000</u>	<u>0</u>	<u>93,000</u>	<u>93,000</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	0					
Funding not yet determined	186,000				93,000	93,000		
Less amount expended/ encumbered thru FY08	(0)	(0)						
Remaining appropriations	<u>246,000</u>	<u>60,000</u>	<u>0</u>	<u>93,000</u>	<u>93,000</u>	<u>0</u>	<u>0</u>	

Status

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

Impact on Operating Budget

Operating budget impact to be determined

Capital Project Summary - Downtown TIF Evaluations

Name: Downtown TIF Evaluations	First Fiscal Year Appropriated:	FY08
Number: 081005	Estimated Completion Date:	FY09
Department: Planning, Community & Economic Development	Percent Completed:	5%
Life: 1 year	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 FY08	FY09	FY10	FY11	FY12	Past FY12
30-51	Financial Advisor	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

Fund	Source Name	Total	Thru FY08	FY09	FY10	FY11	FY12	Past FY12
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>0</u>	<u>50,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Project Fund Balance

Community Legacy grant	25,000	0	25,000					
College Park City-University Ptshp.	25,000		25,000					
Less amount expended/ encumbered thru FY08	(0)	(0)						
Remaining appropriations	<u>50,000</u>	<u>0</u>	<u>50,000</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 - Duvall Field Renovation

Name: Duvall Field Renovation	First Fiscal Year Appropriated: FY06
Number: 053007	Estimated Completion Date: FY11
Department: Planning, Community & Economic Development	Percent Completed: 10%
Life: 5 years	Estimated Total Project Cost: \$2,179,238
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 FY08	FY09	FY10	FY11	FY12	Past FY12
30-11	Design & Engineering	93,631	23,408	70,223				
30-35	Construction Management	14,000			6,300	7,700		
95-10	Site Improvements	2,071,607		293,825	888,891	888,891		
Total Expenditures		2,179,238	23,408	364,048	895,191	896,591	0	0

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY08	FY09	FY10	FY11	FY12	Past FY12
302	Restricted C.I.P. Reserve	50,000	50,000	0				
302	Program Open Space (POS)	904,506	861,114	43,392				
302	Comm. Parks & Playgrounds grant	293,825	146,000	147,825				
302	Developer Contribution	855,907	855,907					
302	State Bond	75,000	75,000					
Total Funding Sources		2,179,238	1,988,021	191,217	0	0	0	0

Project Fund Balance

Restricted C.I.P. Reserve	50,000	50,000	0					
Program Open Space (POS)	904,506	861,114	43,392					
Comm. Parks & Playgrounds grant	293,825	146,000	147,825					
Developer Contribution	855,907	855,907						
State Bond	75,000	75,000						
Less amount expended/ encumbered thru FY08	(23,408)	(23,408)						
Remaining appropriations	2,155,830	1,964,613	191,217	0	0	0	0	0

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.

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: FY09

Department: Administration

Percent Completed: 20%

Life: 1 year

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 FY08	FY09	FY10	FY11	FY12	Past FY12
30-51	Financial Advisor	60,000		60,000				
Total Expenditures		<u>60,000</u>	<u>0</u>	<u>60,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY08	FY09	FY10	FY11	FY12	Past FY12
301	Developer Contribution	60,000		60,000				
Total Funding Sources		<u>60,000</u>	<u>0</u>	<u>60,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Project Fund Balance

Developer Contribution	60,000	0	60,000					
Less amount expended/ encumbered thru FY08	(0)	(0)						
Remaining appropriations	<u>60,000</u>	<u>0</u>	<u>60,000</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
Number: 991013
Department: Finance
Life: Ongoing
Project Manager: Stephen Groh, Director of Finance

First Fiscal Year Appropriated: FY99
Estimated Completion Date: Ongoing
Percent Completed: Ongoing
Estimated Total Project Cost: Ongoing

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-]								
Account	Account Name	Total	Thru FY08	FY09	FY10	FY11	FY12	Past FY12
95-20	Building Improvements	275,000	73,281					201,719
Total Expenditures		<u>275,000</u>	<u>73,281</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>201,719</u>

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY08	FY09	FY10	FY11	FY12	Past FY12
301	Unrestricted C.I.P. Reserve	275,000	250,000	25,000				
Total Funding Sources		<u>275,000</u>	<u>250,000</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	275,000	250,000	25,000				
Less amount expended/ encumbered thru FY08	(73,281)	(73,281)					
Remaining appropriation	<u>201,719</u>	<u>176,719</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Status

No anticipated use of this reserve for FY2009

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 FY2009, grant awards are limited to \$8,000 per fire company; 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-]								
Account	Account Name	Total	Thru FY08	FY09	FY10	FY11	FY12	Past FY12
25-40	Fire Dept. Capital Equipt. Grants	207,000	183,000	24,000				
Total Expenditures		<u>207,000</u>	<u>183,000</u>	<u>24,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY08	FY09	FY10	FY11	FY12	Past FY12
301	Unrestricted C.I.P. Reserve	207,000	183,000	24,000				
Total Funding Sources		<u>207,000</u>	<u>183,000</u>	<u>24,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Project Fund Balance

Unrestricted C.I.P. Reserve	207,000	183,000	24,000					
Less amount expended/ encumbered thru FY08	<u>(183,000)</u>	<u>(183,000)</u>						
Remaining appropriations	<u>24,000</u>	<u>0</u>	<u>24,000</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 - Form-Based Code

Name: Form-Based Code	First Fiscal Year Appropriated: FY07
Number: 073008	Estimated Completion Date: FY09
Department: Planning, Community & Economic Development	Percent Completed: 0%
Life: 2 years	Estimated Total Project Cost: \$90,000
Project Manager: Terry A. Schum, Director of Planning, Community & Economic Development	

Description

This project will engage the services of a consultant to lead a revisioning process within the U. S. Route 1 Development District Overlay Zone (DDOZ). The product should be a redevelopment and urban design plan that can be implemented through Prince George's County's planned Route 1 Sector Plan amendment.

Schedule of Expenditures

[301-8010-570-]								
Account	Account Name	Total	Thru FY08	FY09	FY10	FY11	FY12	Past FY12
30-15	Consulting	90,000		90,000				
Total Expenditures		<u>90,000</u>	<u>0</u>	<u>90,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY08	FY09	FY10	FY11	FY12	Past FY12
301	Unrestricted C.I.P. Reserve	90,000	90,000	0				
Total Funding Sources		<u>90,000</u>	<u>90,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Project Fund Balance

Unrestricted C.I.P. Reserve	90,000	90,000	0					
Less amount expended/ encumbered thru FY08	(0)	(0)						
Remaining appropriations	<u>90,000</u>	<u>90,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Status

Impact on Operating Budget

No operating budget impact as this is a planning initiative.

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 FY08	FY09	FY10	FY11	FY12	Past FY12
32	Legal	25,000		25,000				
30-35	Construction Management	0		TBD	TBD	TBD	TBD	TBD
95-10	Site Improvements	20,000,000		TBD	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 FY08	FY09	FY10	FY11	FY12	Past FY12
301	Unrestricted C.I.P. Reserve	25,000	25,000	0				
301	Developer Contribution	0		TBD	TBD	TBD	TBD	TBD
Total Funding Sources		<u>25,000</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	0		TBD	TBD	TBD	TBD	TBD	TBD
Less amount expended/ encumbered thru FY08	(0)	(0)						
Remaining appropriations	<u>25,000</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 - Gateway Signs

Name: Gateway Signs	First Fiscal Year Appropriated:	FY04
Number: 041012	Estimated Completion Date:	FY09
Department: Administration	Percent Completed:	50%
Life: 5 years	Estimated Total Project Cost:	\$84,000
Project Manager: Terry A. Schum, Director of Planning, Community & Economic Development		

Description

This project provides for the design and installation of 1 gateway sign and 10 pole-mounted signs at entrance points to the City.

Schedule of Expenditures

[301-8010-570-]								
Account	Account Name	Total	Thru FY08	FY09	FY10	FY11	FY12	Past FY12
30-11	Design & Engineering	23,355	23,355					
95-10	Site Improvements	60,645		60,645				
Total Expenditures		<u>84,000</u>	<u>23,355</u>	<u>60,645</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY08	FY09	FY10	FY11	FY12	Past FY12
301	Unrestricted C.I.P. Reserve	69,000	69,000	0				
301	Developer Contribution	15,000	15,000					
Total Funding Sources		<u>84,000</u>	<u>84,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Project Fund Balance

Unrestricted C.I.P. Reserve	69,000	69,000	0					
Developer Contribution	15,000	15,000						
Less amount expended/ encumbered thru FY08	(23,355)	(23,355)						
Remaining appropriations	<u>60,645</u>	<u>60,645</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Status

Permit applications have been filed with State Highway Administration (SHA) for sign installation in their right-of-way. Installation is pending. Developer contribution will be from Southwind Properties (7-11 at Rhode Island Avenue and Greenbelt Road).

Impact on Operating Budget

Maintenance to be performed by Public Works. Operating budget impact, covering replacement of vandalized signs, is estimated at \$1,700 annually.

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: \$120,000
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 FY08	FY09	FY10	FY11	FY12	Past FY12
96-50	Guardrail	120,000	19,180	20,820	20,000	20,000	20,000	20,000
Total Expenditures		<u>120,000</u>	<u>19,180</u>	<u>20,820</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 FY08	FY09	FY10	FY11	FY12	Past FY12
301	Unrestricted C.I.P. Reserve	40,000	20,000	20,000				
301	Funding not yet determined	80,000			20,000	20,000	20,000	20,000
Total Funding Sources		<u>120,000</u>	<u>20,000</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	40,000	20,000	20,000					
Funding not yet determined	80,000				20,000	20,000	20,000	20,000
Less amount expended/ encumbered thru FY08	(19,180)	(19,180)						
Remaining appropriations	<u>100,820</u>	<u>820</u>	<u>20,000</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

FY09 funding should cover metal guardrails at approximately 6-7 locations.

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

Capital Project Summary - Homeownership Grant Program

Name: Homeownership Grant Program
Number: 063002
Department: Planning, Community & Economic Development
Life: Ongoing
Project Manager: Dorothy Friedman, Planner

First Fiscal Year Appropriated: FY06
Estimated Completion Date: Ongoing
Percent Completed: Ongoing
Estimated Total Project Cost: Ongoing

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 \$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.

Schedule of Expenditures

[301-8010-570-]								
Account	Account Name	Total	Thru FY08	FY09	FY10	FY11	FY12	Past FY12
25-34	Homeownership Grants	100,000	47,500	52,500				
Total Expenditures		<u>100,000</u>	<u>47,500</u>	<u>52,500</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY08	FY09	FY10	FY11	FY12	Past FY12
301	Unrestricted C.I.P. Reserve	100,000	100,000	0				
Total Funding Sources		<u>100,000</u>	<u>100,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Project Fund Balance

Unrestricted C.I.P. Reserve	100,000	100,000	0					
Less amount expended/ encumbered thru FY08	(47,500)	(47,500)						
Remaining appropriations	<u>52,500</u>	<u>52,500</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Status

To date, 8 grants have been awarded. Marketing to real estate agents and major employers continues.

Impact on Operating Budget

No operating budget impact

Capital Project Summary - IKEA Medians

Name: IKEA Medians	First Fiscal Year Appropriated:	FY05
Number: 055003	Estimated Completion Date:	FY09
Department: Public Works	Percent Completed:	25%
Life: 3 years	Estimated Total Project Cost:	\$25,000
Project Manager: Brenda L. Alexander, Deputy Director of Public Works		

Description

This project provides funding for landscaping of a Route 1 median adjacent to the IKEA entrance, included as part of the conceptual site plan for the College Park Roadside II mixed-use development. A draft landscaping plan was recorded with the IKEA annexation agreement. The City participated with State Highway Administration (SHA) in the design of this partnership planting project.

FY2005 City funding of \$55,000 was replaced by a commitment of up to \$55,000 from College Park Roadside II. The landscaping plan approved by State Highway Administration is budgeted at \$25,000. Following a 1-year warranty, the City will be responsible for maintenance of the plantings.

Schedule of Expenditures

[301-8010-570-]								
Account	Account Name	Total	Thru FY08	FY09	FY10	FY11	FY12	Past FY12
95-10	Site Improvements	25,000		25,000				
Total Expenditures		<u>25,000</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 FY08	FY09	FY10	FY11	FY12	Past FY12
301	Unrestricted C.I.P. Reserve	0	0	0				
301	Developer Contribution	25,000		25,000				
Total Funding Sources		<u>25,000</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	0	0	0					
Developer Contribution	25,000		25,000					
Less amount expended/ encumbered thru FY08	(0)	(0)						
Remaining appropriations	<u>25,000</u>	<u>0</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Status

Landscape plan has been approved by State Highway Administration. Installation will be completed in summer 2008.

Impact on Operating Budget

Once median landscaping is completed, future maintenance will be performed by the City in accordance with the SHA cooperative planting agreement.

New landscaping plantings (seasonal flower rotations, weeding, mulching) are estimated to cost an additional \$2,500 annually.

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 FY08	FY09	FY10	FY11	FY12	Past FY12
30-14	Management Support	40,539	40,539					
34-73	Cabling	27,937	27,937					
36-63	PGINCCC I-Net Pro-Rata Share	95,748	22,352	18,349	18,349	18,349	18,349	Unknown
45-11	Computer Hardware Maintenance	5,657	5,657					
60-20	Computer Supplies	894	894					
92	Equipment	1,226,169						1,226,169
92-50	Video Equipment	10,820	10,820					
92-60	Audio Equipment	4,170	4,170					
98-10	Computer Hardware	81,518	81,518					
98-20	Computer Software	1,713	1,713					
Total Expenditures		<u>1,495,165</u>	<u>195,600</u>	<u>18,349</u>	<u>18,349</u>	<u>18,349</u>	<u>18,349</u>	<u>1,226,169</u>

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY08	FY09	FY10	FY11	FY12	Past FY12
301	Unrestricted C.I.P. Reserve	0	0	0				
301	Comcast-Capital Equipment grant	1,485,165	865,165	155,000	155,000	155,000	155,000	Unknown
301	Verizon-Capital Equipment grant	10,000	10,000					
Total Funding Sources		<u>1,495,165</u>	<u>875,165</u>	<u>155,000</u>	<u>155,000</u>	<u>155,000</u>	<u>155,000</u>	<u>0</u>

Project Fund Balance

Unrestricted C.I.P. Reserve	0	0	0					
Comcast-Capital Equipment grant	1,485,165	865,165	155,000	155,000	155,000	155,000	155,000	Unknown
Verizon-Capital Equipment grant	10,000	10,000						
Less amount expended/ encumbered thru FY08	(195,600)	(195,600)						
Remaining appropriations	<u>1,299,565</u>	<u>679,565</u>	<u>155,000</u>	<u>155,000</u>	<u>155,000</u>	<u>155,000</u>	<u>155,000</u>	<u>0</u>

Status

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

Beginning in FY08, the City will pay 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 49% of that payment is allocable to capital and may be paid from P.E.G. funds; the remaining 51% 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: FY10
Department: Planning, Community & Economic Development	Percent Completed: 15%
Life: 4 years	Estimated Total Project Cost: \$309,879
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 FY08	FY09	FY10	FY11	FY12	Past FY12
30-11	Design & Engineering	74,879	39,879	35,000				
30-35	Construction Management	14,987			14,987			
62-10	Postage	13	13					
95-10	Site Improvements	220,000			220,000			
Total Expenditures		<u>309,879</u>	<u>39,892</u>	<u>35,000</u>	<u>234,987</u>	<u>0</u>	<u>0</u>	<u>0</u>

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY08	FY09	FY10	FY11	FY12	Past FY12
301	Unrestricted C.I.P. Reserve	50,000	50,000	0				
301	County Special Appropriations grant	10,000	10,000					
301	Developer Contribution	249,879	249,879					
Total Funding Sources		<u>309,879</u>	<u>309,879</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					
County Special Appropriations grant	10,000	10,000						
Developer Contribution	249,879	249,879						
Less amount expended/ encumbered thru FY08	(39,892)	(39,892)						
Remaining appropriations	<u>269,987</u>	<u>269,987</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Status

Conceptual design has been completed. Electrical engineering for streetlights is proposed in FY2009. Funding for construction is contingent upon receipt of Greenbelt Station developer contribution.

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:

\$200,000

Project Manager: James C. Miller, Parking Enforcement Manager

Description

This project will replace parking meters in downtown parking lots with "Pay and Display" units, capable of accepting coin, currency and debit/credit cards. FY2009 funding would cover 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. Future phases of this project would replace meters in other parking lots. These machines would ease the ongoing maintenance issues associated with older parking meters currently in service. 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-]								
Account	Account Name	Total	Thru FY08	FY09	FY10	FY11	FY12	Past FY12
92-10	Machinery	175,000		35,000	70,000	70,000		
95-10	Site Improvements	25,000		5,000	10,000	10,000		
Total Expenditures		<u>200,000</u>	<u>0</u>	<u>40,000</u>	<u>80,000</u>	<u>80,000</u>	<u>0</u>	<u>0</u>

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY08	FY09	FY10	FY11	FY12	Past FY12
301	Unrestricted C.I.P. Reserve	40,000	0	40,000				
301	Funding not yet determined	160,000			80,000	80,000		
Total Funding Sources		<u>200,000</u>	<u>0</u>	<u>40,000</u>	<u>80,000</u>	<u>80,000</u>	<u>0</u>	<u>0</u>

Project Fund Balance

Unrestricted C.I.P. Reserve	40,000	0	40,000					
Funding not yet determined	160,000				80,000	80,000		
Less amount expended/ encumbered thru FY08	(0)	(0)						
Remaining appropriations	<u>200,000</u>	<u>0</u>	<u>40,000</u>	<u>80,000</u>	<u>80,000</u>	<u>0</u>	<u>0</u>	

Status

Purchase and installation of 2 machines in the City Hall parking lot is scheduled for summer 2008.

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 mixed-use devices is expected to reduce future maintenance requirements.

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.

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:	\$73,363
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 will begin in Berwyn in FY2009.

Schedule of Expenditures

[301-8010-570-]								
Account	Account Name	Total	Thru FY08	FY09	FY10	FY11	FY12	Past FY12
30-11	Design & Engineering	0						
95-10	Site Improvements	73,363		30,000	21,682	21,681		
Total Expenditures		<u>73,363</u>	<u>0</u>	<u>30,000</u>	<u>21,682</u>	<u>21,681</u>	<u>0</u>	<u>0</u>

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY08	FY09	FY10	FY11	FY12	Past FY12
301	Unrestricted C.I.P. Reserve	61,363	51,363	10,000				
301	MD Heritage Area Auth. grant	12,000		12,000				
Total Funding Sources		<u>73,363</u>	<u>51,363</u>	<u>22,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Project Fund Balance

Unrestricted C.I.P. Reserve	61,363	51,363	10,000					
MD Heritage Area Auth. grant	12,000		12,000					
Less amount expended/ encumbered thru FY08	(0)	(0)						
Remaining appropriations	<u>73,363</u>	<u>51,363</u>	<u>22,000</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 are currently being designed and will be fabricated and installed in Hollywood, Old Town, Berwyn and Calvert Hills. MHAA grants totaling \$12,000 have been requested for these signs. A \$3,500 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:	\$7,600,000
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 funding in Calvert Road School Renovations (project 025002) 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 FY08	FY09	FY10	FY11	FY12	Past FY12
30-11	Design & Engineering	600,000			600,000			
30-35	Construction Management	150,000				150,000		
95-20	Buildings	6,850,000				6,850,000		
Total Expenditures		<u>7,600,000</u>	<u>0</u>	<u>0</u>	<u>600,000</u>	<u>7,000,000</u>	<u>0</u>	<u>0</u>

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY08	FY09	FY10	FY11	FY12	Past FY12
301	Unrestricted C.I.P. Reserve	0	0	0				
301	State Bond	500,000	500,000					
301	Funding not yet determined	7,100,000			100,000	7,000,000		
Total Funding Sources		<u>7,600,000</u>	<u>500,000</u>	<u>0</u>	<u>100,000</u>	<u>7,000,000</u>	<u>0</u>	<u>0</u>

Project Fund Balance

Unrestricted C.I.P. Reserve	0	0	0					
State Bond	500,000	500,000						
Funding not yet determined	7,100,000				100,000	7,000,000		
Less amount expended/ encumbered thru FY08	(0)	(0)						
Remaining appropriations	<u>7,600,000</u>	<u>500,000</u>	<u>0</u>	<u>0</u>	<u>100,000</u>	<u>7,000,000</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.

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: FY11
Department: Planning, Community & Economic Development	Percent Completed: 0%
Life: 4 years	Estimated Total Project Cost: \$229,360
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:

FY09	North side of Berwyn Road from U. S. Route 1 to 48th Avenue	12,500
FY10	Edgewood Road	21,000
FY11	North College Park to include the following, in order:	
	Cherokee Street	21,000
	Muskogee Street from Rhode Island Avenue to 49th Avenue	14,000
	Hollywood Road	91,000
	Fox Street	69,860
		<u>195,860</u>
Total		<u>229,360</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 FY08	FY09	FY10	FY11	FY12	Past FY12
96-10	Concrete	229,360	0	12,500	21,000	195,860		
	Total Expenditures	<u>229,360</u>	<u>0</u>	<u>12,500</u>	<u>21,000</u>	<u>195,860</u>	<u>0</u>	<u>0</u>

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY08	FY09	FY10	FY11	FY12	Past FY12
301	Unrestricted C.I.P. Reserve	15,000	15,000	0				
301	Funding not yet determined	214,360			18,500	195,860		
	Total Funding Sources	<u>229,360</u>	<u>15,000</u>	<u>0</u>	<u>18,500</u>	<u>195,860</u>	<u>0</u>	<u>0</u>

Project Fund Balance

Unrestricted C.I.P. Reserve	15,000	15,000	0					
Funding not yet determined	214,360			18,500	195,860			
Less amount expended/ encumbered thru FY08	(0)	(0)						
Remaining appropriations	<u>229,360</u>	<u>15,000</u>	<u>0</u>	<u>18,500</u>	<u>195,860</u>	<u>0</u>	<u>0</u>	<u>0</u>

Status

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 FY09 phase will include relocation of a fence on private property.

Impact on Operating Budget

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

Capital Project Summary - Pattern Books for Neighborhoods

Name: Pattern Books for Neighborhoods	First Fiscal Year Appropriated: FY07
Number: 073007	Estimated Completion Date: FY09
Department: Planning, Community & Economic Development	Percent Completed: 0%
Life: 2 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-]								
Account	Account Name	Total	Thru FY08	FY09	FY10	FY11	FY12	Past FY12
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

Fund	Source Name	Total	Thru FY08	FY09	FY10	FY11	FY12	Past FY12
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 FY08	(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) is being advertised 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
Number: 045008
Department: Public Works
Life: Ongoing
Project Manager: Steven E. Halpern, City Engineer

First Fiscal Year Appropriated: FY04
Estimated Completion Date: Ongoing
Percent Completed: Ongoing
Estimated Total Project Cost: Ongoing

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 FY2009 Pavement Management Plan as presented to Mayor & Council.

Schedule of Expenditures

[301-8010-570-]								
Account	Account Name	Total	Thru FY08	FY09	FY10	FY11	FY12	Past FY12
30-35	Construction Management	25,000		5,000	5,000	5,000	5,000	5,000
36-10	Printing	7,500		1,500	1,500	1,500	1,500	1,500
36-11	Classified Advertising	10,000		2,000	2,000	2,000	2,000	2,000
96-10	Concrete	1,125,000		225,000	225,000	225,000	225,000	225,000
96-20	Pavement	1,582,500		316,500	316,500	316,500	316,500	316,500
Total Expenditures		<u>2,750,000</u>	<u>0</u>	<u>550,000</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 FY08	FY09	FY10	FY11	FY12	Past FY12
301	Unrestricted C.I.P. Reserve	550,000	100,000	450,000				
301	Utility Reimbursements	0	0					
301	Funding not yet determined	2,200,000			550,000	550,000	550,000	550,000
Total Funding Sources		<u>2,750,000</u>	<u>100,000</u>	<u>450,000</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	550,000	100,000	450,000				
Utility Reimbursements	0	0					
Funding not yet determined	2,200,000			550,000	550,000	550,000	550,000
Less amount expended/ encumbered in FY08	0	0					
Remaining appropriations	<u>2,750,000</u>	<u>100,000</u>	<u>450,000</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 FY2009 Pavement Management Plan:
 Nantucket Road, west of Rhode Island Avenue
 Muskogee Street, east of Rhode Island Avenue
 49th Place, between Lackawanna Street and Muskogee Street
 49th Avenue, between Iroquois Street and Lackawanna Street
 Iroquois Street, west of Rhode Island Avenue
 Erie Street, west of Baltimore Avenue

Concrete work is scheduled for July 2008; asphalt work is scheduled for September 2008. The FY2009 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 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 FY08	FY09	FY10	FY11	FY12	Past FY12
30-16	Appraisals	5,000	5,000					
94-10	Land	933,848		350,000	583,848			
Total Expenditures		<u>938,848</u>	<u>5,000</u>	<u>350,000</u>	<u>583,848</u>	<u>0</u>	<u>0</u>	<u>0</u>

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY08	FY09	FY10	FY11	FY12	Past FY12
302	Restricted C.I.P. Reserve	0	0	0				
302	Program Open Space (POS)	938,848	895,456	43,392				
Total Funding Sources		<u>938,848</u>	<u>895,456</u>	<u>43,392</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	895,456	43,392					
Less amount expended/ encumbered thru FY08	(5,000)	(5,000)						
Remaining appropriations	<u>933,848</u>	<u>890,456</u>	<u>43,392</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.

Impact on Operating Budget

Maintenance is dependent on the future disposition of any property acquired. No operating budget impact at this time.

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-]								
<u>Account</u>	<u>Account Name</u>	<u>Total</u>	<u>Thru FY08</u>	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>Past FY12</u>
94-10	Land	402,451	402,451					
95-10	Site Improvements	22,549	10,000		12,549			
Total Expenditures		<u>425,000</u>	<u>412,451</u>	<u>0</u>	<u>12,549</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 FY08</u>	<u>FY09</u>	<u>FY10</u>	<u>FY11</u>	<u>FY12</u>	<u>Past FY12</u>
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 FY08	(412,451)	(412,451)	0					
Remaining appropriations	<u>12,549</u>	<u>12,549</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Status

Impact on Operating Budget

An MOU between the City and the developer of 8800 Baltimore Avenue calls for the sale of the site. Notice of Intent to File a DSP has been filed for a mixed-use student housing project.

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: FY09
Department: Planning, Community & Economic Development	Percent Completed: 25%
Life: 8 years	Estimated Total Project Cost: \$11,011,769
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 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., Birmingham, AL.

Schedule of Expenditures

[301-8010-570-]								
Account	Account Name	Total	Thru FY08	FY09	FY10	FY11	FY12	Past FY12
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	2,300	2,300					
30-35	Construction Management	115,000	31,350	83,650				
30-51	Financial Advisor	35,000	17,500	17,500				
32-22	Legal	138,058	138,058					
32-40	Bond Counsel	55,690	35,690	20,000				
36-11	Classified Advertising	2,755	2,755					
72-29	Interest-Bond Anticipation Notes	90,000		90,000				
74-10	Administrative Fee	11,250	11,250					
94-10	Land	1,676,751	1,676,751					
95-20	Buildings	8,632,094		8,632,094				
Total Expenditures		11,011,769	2,168,525	8,843,244	0	0	0	0

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY08	FY09	FY10	FY11	FY12	Past FY12
301	Unrestricted C.I.P. Reserve	2,055,982	1,965,982	90,000				
301	Parking Enterprise Fund transfer	96,000	96,000					
301	Downtown College Park Mgmt. Auth.	11,000	11,000					
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		12,319,782	11,929,782	390,000	0	0	0	0

Project Fund Balance

Unrestricted C.I.P. Reserve	2,055,982	1,965,982	90,000					
Parking Enterprise Fund transfer	96,000	96,000						
Downtown College Park Mgmt. Auth.	11,000	11,000						
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 FY08	(2,168,525)	(2,168,525)						
Remaining appropriations	10,151,257	9,761,257	390,000	0	0	0	0	0

Status

Mayor & Council has authorized the issuance of bond anticipation notes (BANs) not to exceed \$9,300,000. The BANs, once issued, will be 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 City is waiting for permits to be issued by Prince George's County. Estimated completion date is spring 2008. 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:	FY09
Department: Public Services	Percent Completed:	0%
Life: 2 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
2. Pierce and Rhode Island Avenues near the College Park Trolley Trail
3. Berwyn Road at the Trolley Trail
4. Paint Branch Parkway and Rhode Island Avenue at the Trolley Trail and sound barrier wall

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 FY08	FY09	FY10	FY11	FY12	Past FY12
97-10	Telephone Systems	52,000		52,000				
Total Expenditures		<u>52,000</u>	<u>0</u>	<u>52,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY08	FY09	FY10	FY11	FY12	Past FY12
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 FY08	(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

Installation is projected for fall 2008.

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: 0%
Life: 9 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 FY08	FY09	FY10	FY11	FY12	Past FY12
30-11	Design & Engineering	54,030	44,030	10,000	TBD			
30-35	Construction Management	0				TBD		
95-20	Buildings	0				TBD		
Total Expenditures		<u>54,030</u>	<u>44,030</u>	<u>10,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY08	FY09	FY10	FY11	FY12	Past FY12
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	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	TBD		
Less amount expended/ encumbered thru FY08	(44,030)	(44,030)						
Remaining appropriations	<u>10,000</u>	<u>10,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Status

Concept design contract to be awarded in spring 2008. Draft master plan to be submitted to Mayor & Council in fall 2008.

Impact on Operating Budget

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
 Number: 045010
 Department: Public Works
 Life: 6 years
 Project Manager: Steven E. Halpern, City Engineer

First Fiscal Year Appropriated: FY04
 Estimated Completion Date: FY10
 Percent Completed: 25%
 Estimated Total Project Cost: \$517,561

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.

Schedule of Expenditures

[301-8010-570-]								
Account	Account Name	Total	Thru FY08	FY09	FY10	FY11	FY12	Past FY12
30-11	Design & Engineering	66,146	66,146					
30-35	Construction Management	24,000		24,000				
36-10	Printing	209	209					
36-30	Permit Fees	2,325	2,325					
95-10	Site Improvements	424,881		424,881				
Total Expenditures		<u>517,561</u>	<u>68,680</u>	<u>448,881</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY08	FY09	FY10	FY11	FY12	Past FY12
301	Unrestricted C.I.P. Reserve	0	0	0				
301	Transp. Enhancement Prog. grant	200,000	200,000					
301	Assessment Project	317,561	317,561					
Total Funding Sources		<u>517,561</u>	<u>517,561</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					
Transp. Enhancement Prog. grant	200,000	200,000	0					
Assessment Project	317,561	317,561	0					
Less amount expended/ encumbered thru FY08	(68,680)	(68,680)						
Remaining appropriations	<u>448,881</u>	<u>448,881</u>	<u>0</u>	<u>0</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 2008. Construction is scheduled to begin in spring 2009.

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: FY11
Department: Planning, Community & Economic Development	Percent Completed: 0%
Life: 4 years	Estimated Total Project Cost: \$1,112,270
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 FY08	FY09	FY10	FY11	FY12	Past FY12
30-11	Design & Engineering	82,150	2,150	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>1,112,270</u>	<u>2,270</u>	<u>80,000</u>	<u>530,000</u>	<u>500,000</u>	<u>0</u>	<u>0</u>

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY08	FY09	FY10	FY11	FY12	Past FY12
301	Unrestricted C.I.P. Reserve	0	0	0				
301	Developer Contribution	115,000	115,000					
301	Funding not yet determined	997,270			497,270	500,000		
Total Funding Sources		<u>1,112,270</u>	<u>115,000</u>	<u>0</u>	<u>497,270</u>	<u>500,000</u>	<u>0</u>	<u>0</u>

Project Fund Balance

Unrestricted C.I.P. Reserve	0	0	0					
Developer Contribution	115,000	115,000						
Funding not yet determined	997,270				497,270	500,000		
Less amount expended/ encumbered thru FY08	(2,270)	(2,270)						
Remaining appropriations	<u>1,110,000</u>	<u>112,730</u>	<u>0</u>	<u>497,270</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 - Skate Spot

Name: Skate Spot	First Fiscal Year Appropriated:	N/A
Number: 065001	Estimated Completion Date:	Undetermined
Department: Public Works	Percent Completed:	5%
Life: Undetermined	Estimated Total Project Cost:	\$250,000
Project Manager: Sara Imhulse, Assistant to the City 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 FY08	FY09	FY10	FY11	FY12	Past FY12
30-11	Design & Engineering	30,000		30,000				
95-10	Site Improvements	220,000		220,000				
Total Expenditures		<u>250,000</u>	<u>0</u>	<u>250,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY08	FY09	FY10	FY11	FY12	Past FY12
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 FY08	(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

An MOU is under review by M-NCPPC.
A \$250,000 County Special Appropriations Grant was received in 2006.

Impact on Operating Budget

If facility is built at Sunnyside Neighborhood Park as anticipated, all future maintenance will be borne by M-NCPPC.

Capital Project Summary - Trolley Trail Bank Landscaping

Name: Trolley Trail Bank Landscaping	First Fiscal Year Appropriated:	FY03
Number: 035003	Estimated Completion Date:	FY08
Department: Public Works	Percent Completed:	70%
Life: 5 years	Estimated Total Project Cost:	\$50,000
Project Manager: Brenda L. Alexander, Deputy Director of Public Works		

Description

This project would provide landscaping improvements to stabilize the banks along the College Park Trolley Trail between Berwyn House Road and Patuxent Avenue. Landscaping improvements would include ground cover, bulbs, shrubs and trees.

Schedule of Expenditures

[301-8010-570-]								
Account	Account Name	Total	Thru FY08	FY09	FY10	FY11	FY12	Past FY12
30-11	Design & Engineering	1,326	1,326					
30-40	Tree Maintenance	5,400	5,400					
36-10	Printing	36	36					
60-50	Trees, Shrubs & Flowers	401	401					
95-10	Site Improvements	42,837	42,837					
Total Expenditures		<u>50,000</u>	<u>50,000</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 FY08	FY09	FY10	FY11	FY12	Past FY12
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 FY08	(50,000)	(50,000)						
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

Project should be completed in spring 2008.

Impact on Operating Budget

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

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 FY08	FY09	FY10	FY11	FY12	Past FY12
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 FY08	FY09	FY10	FY11	FY12	Past FY12
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		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>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Project Fund Balance

Assessment Project	44,000,000		TBD	TBD	TBD	TBD	TBD	TBD
State Highway Administration (SHA)	31,000,000		TBD	TBD	TBD	TBD	TBD	TBD
Developer Contribution	44,000,000		TBD	TBD	TBD	TBD	TBD	TBD
Funding not yet determined	1,000,000		TBD	TBD	TBD	TBD	TBD	TBD
Less amount expended/ encumbered thru FY08	(0)	(0)						
Remaining appropriations	<u>120,000,000</u>	<u>0</u>	<u>0</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.

Impact on Operating Budget

No operating budget impact as U. S. Route 1 is a State-maintained road.

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Capital Project Summary - Vehicle Replacement Program

Name: Vehicle Replacement Program
 Number: 925061
 Department: Public Works
 Life: Ongoing
 Project Manager: Robert T. Stumpff, Director of Public Works

First Fiscal Year Appropriated: FY92
 Estimated Completion Date: Ongoing
 Percent Completed: Ongoing
 Estimated Total Project Cost: Ongoing

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 FY08	FY09	FY10	FY11	FY12	Past FY12
70-13	Principal-Master Lease #2	1,500,000	276,645	287,859	299,527	311,668	324,301	
72-13	Interest-Master Lease #2	156,675	54,690	43,476	31,808	19,667	7,034	
90	Autos & Light Trucks	720,900	91,000	101,400	30,000	226,500	150,000	122,000
91	Medium Duty Trucks	1,165,000	145,000	100,000	200,000	70,000	80,000	570,000
91	Heavy Duty Trucks	2,163,634	778,634	0	870,000	290,000	0	225,000
92	Machinery & Equipment	681,000	200,000	0	125,500	181,000	138,500	36,000
Total Expenditures		6,387,209	1,545,969	532,735	1,556,835	1,098,835	699,835	953,000

Schedule of Funding Sources

Fund	Source Name	Total	Thru FY08	FY09	FY10	FY11	FY12	Past FY12
301	Unrestricted C.I.P. Reserve	1,656,675	331,335	331,335	331,335	331,335	331,335	
301	Proceeds-Master Lease #2	1,500,000	1,214,634	201,400	83,966			
301	Funding not yet determined	3,230,534			1,141,534	767,500	368,500	953,000
Total Funding Sources		6,387,209	1,545,969	532,735	1,556,835	1,098,835	699,835	953,000

Project Fund Balance

Unrestricted C.I.P. Reserve	1,656,675	331,335	331,335	331,335	331,335	331,335	331,335	
Proceeds-Master Lease #2	1,500,000	1,214,634	201,400	83,966				
Funding not yet determined	3,230,534			1,141,534	767,500	368,500	953,000	
Less amount expended/ encumbered thru FY08	<u>(1,545,969)</u>	<u>(1,545,969)</u>						
Remaining appropriations	4,841,240	0	532,735	1,556,835	1,098,835	699,835	953,000	

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 increased 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 FY12
			FY08	FY09	FY10	FY11	FY12	
90 - Automobiles & Light Trucks								
005	00 Ford Explorer 4x4	22,845				22,000		
006	04 Chevrolet Tahoe 4x4	29,452				22,000		
007	06 Chevrolet Trailblazer	19,949						24,000
026	03 Ford 138 Econoline Van (Animal Ctl)	26,090					31,000	
027	06 Chevrolet Savanna Cargo Van	13,828						16,000
040	98 Chevrolet Pickup	16,239	29,500					
041	98 Chevrolet Diesel Crew Cab Pickup	27,781		36,500				
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
103	01 Chevrolet Lumina	14,529				18,500		
237	98 Chevrolet Cavalier	12,001	13,000					
238	98 Chevrolet Cavalier	12,001	13,000					
239	98 Chevrolet Cavalier (a)	12,001						
240	00 Chevrolet Cavalier	11,091		15,000				
241	00 Chevrolet Cavalier	11,091	13,000					
242	01 Chevrolet Cavalier	10,921		15,000				
243	01 Chevrolet Cavalier	10,921		15,000				
244	03 Chevrolet Cavalier	10,118			15,000			
245	03 Chevrolet Cavalier	10,118			15,000			
246	04 Chevrolet Cavalier	10,063				15,000		
247	04 Chevrolet Cavalier	10,063				15,000		
248	04 Chevrolet Cavalier	10,063				15,000		
249	04 Chevrolet Cavalier	10,063				15,000		
250	05 Chevrolet Cobalt	10,728					15,000	
251	05 Toyota Prius (hybrid)	19,583					25,000	
252	06 Chevrolet Cobalt	10,848						15,000
253	06 Chevrolet Cobalt	10,848						15,000
	08 Chevrolet Express Cargo Van (a)		22,500					
	08 Chevrolet Trailblazer (b)			19,900				
Total Autos & Light Trucks		<u>559,822</u>	<u>91,000</u>	<u>101,400</u>	<u>30,000</u>	<u>226,500</u>	<u>150,000</u>	<u>122,000</u>

Notes:

(a) Cargo Van will be assigned to custodial staff to replace vehicle 239 (98 Chevrolet Cavalier).

(b) Trailblazer will be assigned to City Engineer and also used by Deputy Director of Public Works during inclement weather.

**Capital Project Summary - Vehicle Replacement Program
Schedule of Vehicle Replacement (continued)**

Vehicle Number	Description	Original Cost	Estimated Replacement Cost					Past FY12
			FY08	FY09	FY10	FY11	FY12	
91 - Medium Duty Trucks								
121	00 Chevrolet 3500 10-pass. Bus (w/ wc lift)	County						
122	03 Ford E-450 Supreme 21-pass. Bus	49,455					80,000	
300	91 GMC Top Kick Open Body	42,998			100,000			
306	90 GMC Top Kick Dump Truck	45,619				70,000		
307	90 GMC Top Kick Dump Truck	35,369	55,000					
330	91 GMC Top Kick Open Body	42,998			100,000			
336	82 Ford 7000 Open Body (to be sold)	28,224						
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	46,386		100,000				
365	93 GMC 3500/Tymco Streetsweeper	50,760	90,000					
Total Medium Duty Trucks		824,804	145,000	100,000	200,000	70,000	80,000	570,000
91 - Heavy Duty Trucks								
326	91 GMC/Heil Refuse Truck (to be sold)	75,900						
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			
341	00 Int'l/Labrie Comingle Truck (to be sold)	118,499						
342	01 Volvo/Labrie 31yd ASL Refuse Truck	191,000						
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						225,000
501	08 Crane Carrier/McNeilus 32yd RL Refuse Truck		257,062					
502	08 Crane Carrier/McNeilus 32yd RL Refuse Truck		257,062					
503	08 Autocar/Labrie 33yd ASL Refuse Truck		264,510					
Total Heavy Duty Trucks		997,266	778,634	0	870,000	290,000	0	225,000
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 Front End Loader	40,485						
373	77 Ford Tractor	7,555					25,000	
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 Front End Loader	82,573	200,000					
433	97 John Deere 455 Tractor-Mower	8,900						
434	98 John Deere 455 Tractor-Mower	8,949			13,500			
436	98 ODB SCL800 Leaf Vacuum	23,965			36,000			
437	00 ODB SCL800 Leaf Vacuum	23,379				36,000		
439	01 ODB SCL800 Leaf Vacuum	25,916					36,000	
447	06 ODB SCL800 Leaf Vacuum	34,048						36,000
Total Machinery & Equipment		463,850	200,000	0	125,500	181,000	138,500	36,000
GRAND TOTAL		2,845,742	1,214,634	201,400	1,225,500	767,500	368,500	953,000

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STATISTICAL
SECTION

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CITY OF COLLEGE PARK, MARYLAND

**General Fund - Statistical Summary
Fiscal Years 1988 - 2007**

<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>
1988	\$ 0.550	\$ 0.550	\$ 4,541,474	22.14%
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%

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.

	<u>Operating expenditures</u>	<u>Surplus/ (deficit) after transfers</u>	<u>Undesignated reserve balance at fiscal year end</u>	<u>Reserve balance as percentage of next fiscal year's expenditure budget (Goal = 25%)</u>
\$	3,808,085	\$ 774,645	\$ 1,833,933	28.64%
	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	23.67%

CITY OF COLLEGE PARK, MARYLAND

**Fund Balance Summary
Last Ten Fiscal Years**

<u>Fiscal year</u>	<u>Fund balance, beginning of fiscal year</u>	<u>Operating revenues</u>	<u>Operating expenditures</u>
1998	\$ 2,598,989	\$ 6,583,120	\$ 6,049,512
1999	2,778,597	7,175,737	6,707,208
2000	2,761,207	7,925,257	7,188,809
2001	3,011,632 ¹	8,206,595	7,963,668
2002	3,324,474	8,425,339	7,862,662
2003	3,397,312	8,839,777	8,387,816
2004	3,358,502	8,905,991	8,251,475
2005	3,036,177	9,773,782	8,733,736
2006	3,416,862	11,053,754	9,077,070
2007	4,613,246	11,113,418	9,595,276

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

<u>Other sources</u>	<u>Other uses</u>	<u>Adjustments</u>	<u>Fund balance, end of fiscal year</u>
\$ 12,000	\$ 366,000	\$	\$ 2,778,597
32,000	517,919		2,761,207
	358,394		3,139,261
600,000 ²	530,086		3,324,473
	489,839		3,397,312
	490,771		3,358,502
	976,841		3,036,177
	785,578	126,217 ³	3,416,862
	780,300		4,613,246
	2,821,048		3,310,340

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>
1998	\$ 2,324,653	\$ 941,943	\$ 329,257	\$ 604,870	\$ 206,065	\$ 256,144	\$ 106,596
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

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>
\$	475,630	\$ 1,045,212	\$ 166,000	\$ 126,750	\$ 6,583,120	\$ -	\$ 12,000	\$ 6,595,120
	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

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>
1998	\$ 865,128	\$ 334,295	\$ 922,810	\$ 278,437	\$ 3,154,243	\$ 409,262
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

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>
\$ -	\$ 85,337	\$ -	\$ 6,049,512	\$ 366,000	\$ 6,415,512
-	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

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	General government	Public services
		Licenses and permits	Intergovernmental grants	Charges for services	Investment revenue	Miscellaneous			
1998	\$ 645,720	\$ -	\$ 122,661	\$ -	\$ -	\$ -	\$ 122,661	\$ -	\$ -
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

Planning and development	Expenditures					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	
\$ -	\$ -	\$ -	\$ -	\$ 709,701	\$ 709,701	\$ 42,308	\$ 366,000	\$ 12,000	\$ 454,988
-	-	-	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	0	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

CITY OF COLLEGE PARK, MARYLAND

**General Fund Property Tax Revenues by Source
Last Ten Fiscal Years**

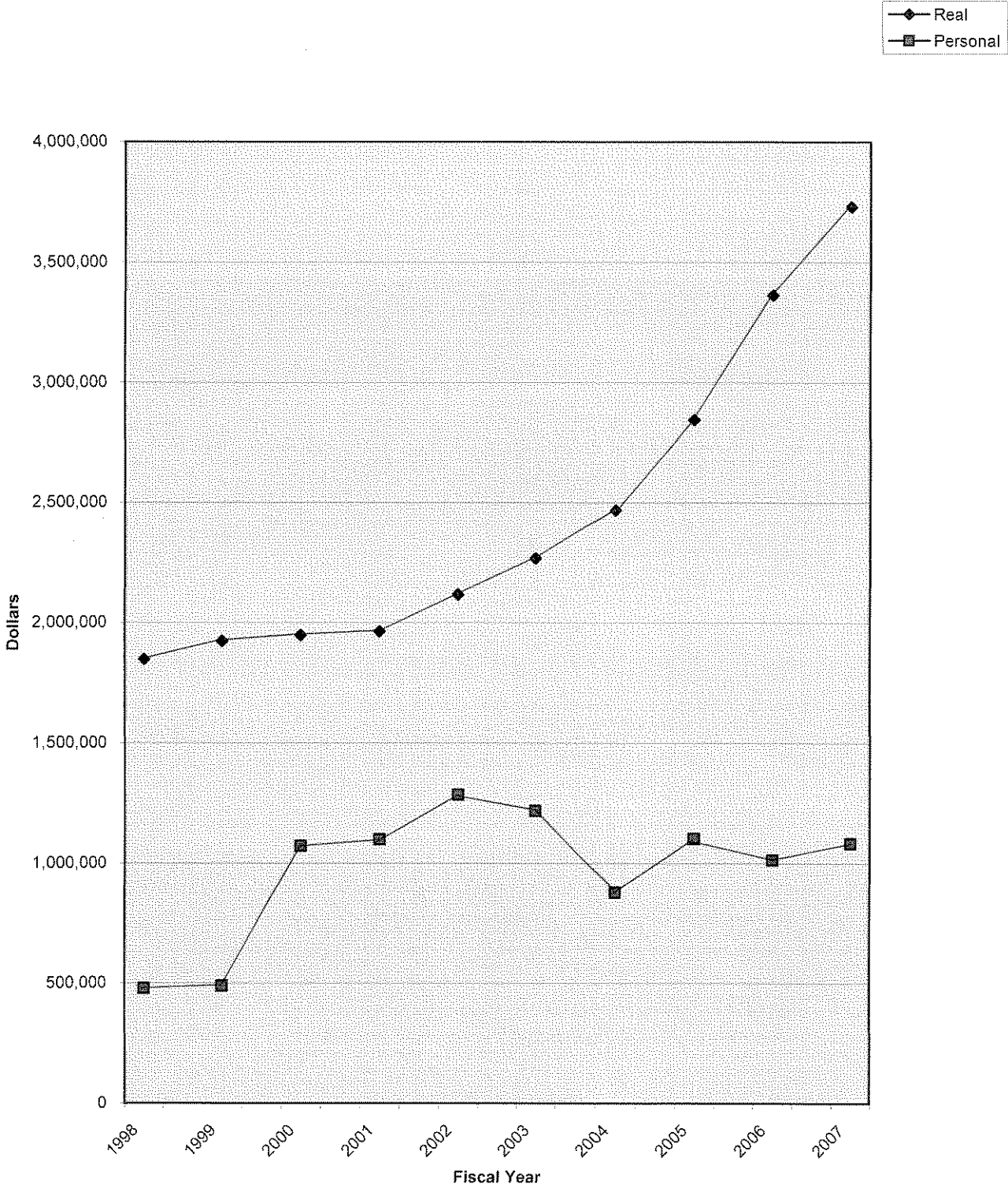
Fiscal year	Real property taxes	Personal property taxes	Total property taxes
1998	\$ 1,846,978	\$ 477,675	\$ 2,324,653
1999	1,923,280	488,148	2,411,428
2000	1,947,837	1,072,122 ¹	3,019,959
2001	1,963,357	1,099,739	3,063,096
2002	2,117,005	1,284,669	3,401,674
2003	2,267,304	1,217,934	3,485,238
2004	2,466,987	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

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>
1998	\$ 2,368,214	\$ 2,307,467	97.43%	\$ 17,186	\$ 2,324,653
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

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>
98.16%	\$ 29,421	1.24%
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%

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
1998	1999	\$ 323,449,910	\$ 808,666,820	\$ 89,112,690	\$ 89,112,690
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

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	
\$ 412,562,600	\$ 897,779,510	45.95%
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%

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
1999	\$ 0.5700	\$ 0.6100	\$ 0.0650	\$ 0.1350	\$ 2.4000	\$ (0.1650)	\$ 0.0140	\$ 0.2100	\$ 3.8390
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

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 \$3.5 Million
June 30, 2007
(amounts expressed in thousands)

Taxpayer	Type of business	Fiscal year 2007 full value assessment			Percentage of total assessed valuation
		Real (RP)	Personal (PP)	Total	
University View Partners, LLC	Real estate	\$ 60,424	\$ 1,559	\$ 61,983	4.44%
The Washington Post Company (RP) / WP Company, LLC (PP)	Printing	24,139	27,791	51,930	3.72%
IKEA Property, inc. (RP) / IKEA Maryland, LLC (PP)	Retail	34,954	6,319	41,273	2.96%
Richard S. Gatti, et al	Real estate	32,515	-	32,515	2.33%
Jefferson at College Park, LP (RP) / Wynfield Park Apartments, LP (PP)	Real estate	31,090	94	31,184	2.24%
Potomac Electric Power Company	Utility	-	18,364	18,364	1.32%
Riverdale FDA, LLC	Real estate	14,332	-	14,332	1.03%
College Park Shopping Center Limited Partnership	Real estate	11,768	-	11,768	0.84%
CPHH, LLC (RP) / Imported Cars of Maryland (PP)	Automotive	3,068	7,705	10,773	0.77%
Precision Products Group, Inc.	Manufacturing	3,999	5,677	9,676	0.69%
New Spellman House Associates, LLC	Real estate	8,986	264	9,250	0.66%
Collmar, LLC	Hotel	6,696	1,405	8,101	0.58%
Eastern Diversified Properties, Inc. (RP) / College Park Motor Cars (PP)	Automotive	2,431	4,882	7,313	0.52%
University House at Berwyn, LP	Real estate	6,797	56	6,853	0.49%
Jordan-Kitt Music, Inc.	Retail	1,398	5,267	6,665	0.48%
North Carolina Hospitality Group, Inc.	Hotel	5,900	436	6,336	0.45%
State of Maryland (leased)	Real estate	5,683	-	5,683	0.41%
Jaykishan Hospitality Group, LLC	Hotel	5,399	227	5,626	0.40%
Crown Real Properties LC (RP) / Norman Motor Company (PP)	Automotive	1,897	3,629	5,526	0.40%
BLK Real Estate, LLC (RP) / Queenstown Motor Company (PP)	Automotive	2,376	3,055	5,431	0.39%
Home Depot U.S.A., Inc.	Retail	-	5,414	5,414	0.39%
Baltimore Boulevard Associates Ltd. Ptshp.	Real estate	5,381	1	5,382	0.39%
Verizon - Maryland	Utility	-	5,310	5,310	0.38%
Elmer F. Sealing (RP) / Second Hotel Associates LP (PP)	Hotel	4,558	287	4,845	0.35%
Royal Hospitality Inc.	Hotel	4,499	93	4,592	0.33%
College Park Hospitality Group, LLC	Hotel	4,411	120	4,531	0.32%
Washington Gas Light Company	Utility	-	4,235	4,235	0.30%
NSHE College Park, LLC	Retail	4,144	-	4,144	0.30%
Catherine L. Kidwell, et al	Real estate	3,625	-	3,625	0.26%
Campus Village Shopping Center JV	Real estate	3,579	-	3,579	0.26%
Barnes & Noble College Bookstore	Retail	-	3,568	3,568	0.26%
Robert M. Watkins, Jr.	Real estate	3,536	-	3,536	0.25%
James A., Robert J. & Mary Chaney (RP) / Nebraska Book Company (PP)	Retail	2,502	1,007	3,509	0.25%
Total		\$ 300,087	\$ 106,765	\$ 406,852	29.17%

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>
1998	\$ 1,284	\$ 2,694
1999	643	1,174
2000	1,287	1,930
2001	1,287	1,287
2002	-	-
2003	-	-
2004	-	-
2005	-	-
2006	-	-
2007	-	-

Note: Special assessments collections includes prepayments and delinquencies.

CITY OF COLLEGE PARK, MARYLAND

**Computation of Direct and Overlapping Bonded Debt
June 30, 2007
(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>2,353</u>	100.000%	\$ <u>2,353</u>
Subtotal	<u>2,353</u>		<u>2,353</u>
Overlapping Debt (Note 1):			
Prince George's County:			
Direct Debt	759,189	2.509%	19,049
Washington Suburban Sanitary Commission	2,055	2.509%	52
Maryland-National Capital Park and Planning Commission	<u>106,590</u>	2.509%	<u>2,674</u>
Subtotal	<u>867,834</u>		<u>21,775</u>
Total Direct and Overlapping Debt	\$ <u><u>870,187</u></u>		\$ <u><u>24,128</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 \$56,657,777,942 and the City real property assessment of \$1,421,579,302. The City does not have any self-supporting debt at June 30, 2007.

CITY OF COLLEGE PARK, MARYLAND

**Computation of Legal Debt Margin
June 30, 2008**

	<u>General Obligation</u>	<u>Total Debt</u>
Total real property taxable assessment as of June 30, 2008 (FY2008 assessment)	\$ 1,727,303,428	\$ 1,727,303,428
Allowable debt limit percentage per City Charter, Article C7-4	<u>5%</u>	<u>10%</u>
City debt limit	\$ 86,365,171	172,730,343
Outstanding debt as of June 30, 2007	<u>1,355,372</u>	<u>2,578,652</u>
Available debt margin	\$ <u>85,009,799</u>	\$ <u>170,151,691</u>

CITY OF COLLEGE PARK, MARYLAND

**Debt Service Requirements
June 30, 2008**

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>Interest</u>	<u>Principal</u>	
2009	\$ 295,563	\$ 16,845	\$ 50,418	\$ 245,145
2010	245,145	13,638	53,625	191,520
2011	191,520	10,230	57,033	134,487
2012	134,487	6,620	60,643	73,844
2013	73,844	2,747	64,516	9,328
2014	9,328	66	9,328	0
<u>Totals</u>		\$ 50,146	\$ 295,563	

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>Interest</u>	<u>Principal</u>	
2009	\$ 1,223,280	\$ 43,476	\$ 287,859	\$ 935,421
2010	935,421	31,808	299,527	635,894
2011	635,894	19,667	311,668	324,226
2012	324,226	7,034	324,226	0
<u>Totals</u>		\$ 101,985	\$ 1,223,280	

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
1998	218,714	589,953	497,490	1,306,157
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

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

<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>	
9	565	10	670	161,615
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

CITY OF COLLEGE PARK, MARYLAND

**Miscellaneous Statistics
June 30, 2008**

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, 2008

Authorized full-time equivalent employees

	FY2008 <u>Adopted Budget</u>	FY2009 <u>Adopted Budget</u>
Merit	104.70	104.88
Nonclassified	<u>5.82</u>	<u>5.77</u>
Total	<u>110.52</u>	<u>110.65</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 36,014 as of fall 2007 enrollment, consisting of 25,857 undergraduate and 10,157 graduate students; and a faculty (excluding graduate teaching assistants) of 3,752 and staff of 4,829.

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, FY2009 or FY09 is the fiscal year beginning on July 1, 2008 and ending on June 30, 2009.

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 FY2009 (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 2009, the City's projected tax differential is 1.5 cents for real property and 3.8 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 FY2009 adopted 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.

