

CITY OF NEW CARROLLTON



FY 2018

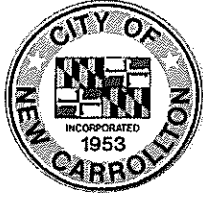
**PROPOSED
BUDGET**

CITY OF NEW CARROLLTON
 FISCAL YEAR 2018
 PROPOSED BUDGET
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March 31, 2017

Honorable Chairman and Members of the City Council:

I hereby submit for your review and consideration my proposed Fiscal Year 2018 City Budget. The City has much to look forward to in the next fiscal year, our community continues to grow and has become a desirable place for business and new residents to locate. I am proud to present a healthy and balanced budget.

Budgetary Trends

It is my proposal in this budget to use the Real Property tax rate of \$0.6652, this budget does not reflect a tax rate increase on personal property tax. With costs of goods and services going up each year, the constant yield tax rate was not sufficient for the City's financial needs at the anticipated level. It is year three of the triennial tax assessments and the estimated accessible base increased 5%.

City property owners receive a tax differential on their Prince George's County tax rate, a reduction in the County 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 \$0.0971 for real property and \$0.2284 for personal property for fiscal year 2018.

As the State recommends that personal property tax be set at 2.5 times the real property tax rate, for the FY 2018 budget I am proposing an increase in the business personal property tax rate to the State allowed 2.5 times the personal property rate, we are now using a factor of 1.5. That increase would raise the business personal property rate from \$1.00 to \$1.66 per \$100 of assessed value and provide important revenues for increasing City costs. Note that the City of New Carrollton is the only jurisdiction within Prince George's County using a multiplier this far below the State allowed 2.5 times. An overwhelming majority of our peer communities in Prince George's County and across the state are using the full 2.5 ratio allowed by the State of Maryland.

This Year's Budget Opportunities

In an effort to increase development efforts in the City, I am continuing to fund Economic Development activities led by the Assistant City Administrative Officer for FY 2018. Previously in FY 2017 the department relied almost fully on grant funds to support economic development staff. In an effort to acknowledge our successes and opportunities, I have allocated an appropriate amount of funding for this department.

FY 2018 Proposed Budget Highlights

The projected total revenues are \$9,523,377. The FY 2018 operating revenues (excluding the allocation of reserves and appropriations) represent an increase of approximately \$907,846 (or 11%) over the FY 2017 adopted budget operating revenues. Projected highway user tax revenue is expected to be \$71,373. The Governor is making an increased effort to restore highway user revenues to pre-2008 levels and has allocated for a one-time grant of \$196,276, bringing the total highway user revenue to \$267,650.

Total General Fund expenditures of \$10,203,377 represents a balanced FY 2018 budget. The budget includes \$350,000 for streets, and \$50,000 for sidewalks. I am also recommending the City contribute \$65,000 to a new Four Cities street sweeper.

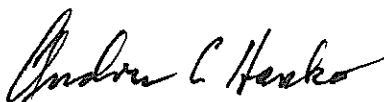
It is my pleasure to announce that my Administration's Proposed Budget includes a one and a half percent (1.5%) Cost of Living Adjustment (COLA) for all City employees as well as a 2.5% step increase; well-deserved after holding down expenses and working to incorporate new ideas and programs. The City participates in a local government health cooperative along with other municipality and county governments. This cooperative provides the City better control over its health care expenses by implementing a quasi-self-funded health insurance program. For FY 2018, the anticipated insurance rates for the City are to rise 6.6%, or an increase of \$58,948. The City is continuing to implement a wellness program and educate its employees to help combat the rising premium costs.

Anticipating the results of the City Compensation Study, I have added a \$250,000 line item that will be allocated to one time staff compensation "bumps" as recommended by the compensation study to bring City employee pay scales closer to market rates. This is important to ensure that we keep the high quality staff we have here in the City.

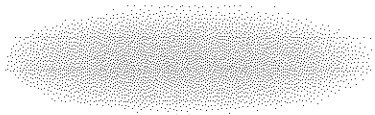
For FY 2018, my Administration is proposing to add one new Administrative staff position. This new administrative position will support both the CAO/ACAO and HR departments. Key functions will be media/communications, grant funding and supporting the Human Resources department. I believe the addition of this person is needed to increase Administrative Department staff efficiency and provide greater support to City and resident demand. The New Carrollton Police Department is adding a part-time administrative assistant position that will support the Chief of Police.

Finally, I would like to thank the City's staff, committees, and City Council for their budget input. I recommend that the City Council move favorably upon the attached budget document.

Sincerely,

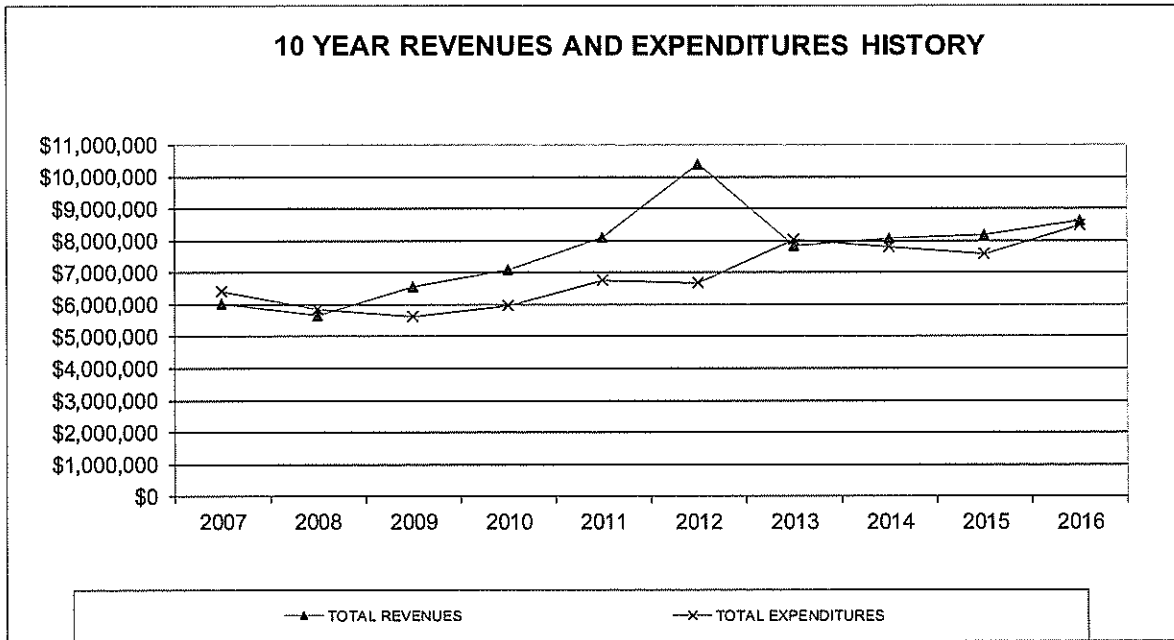


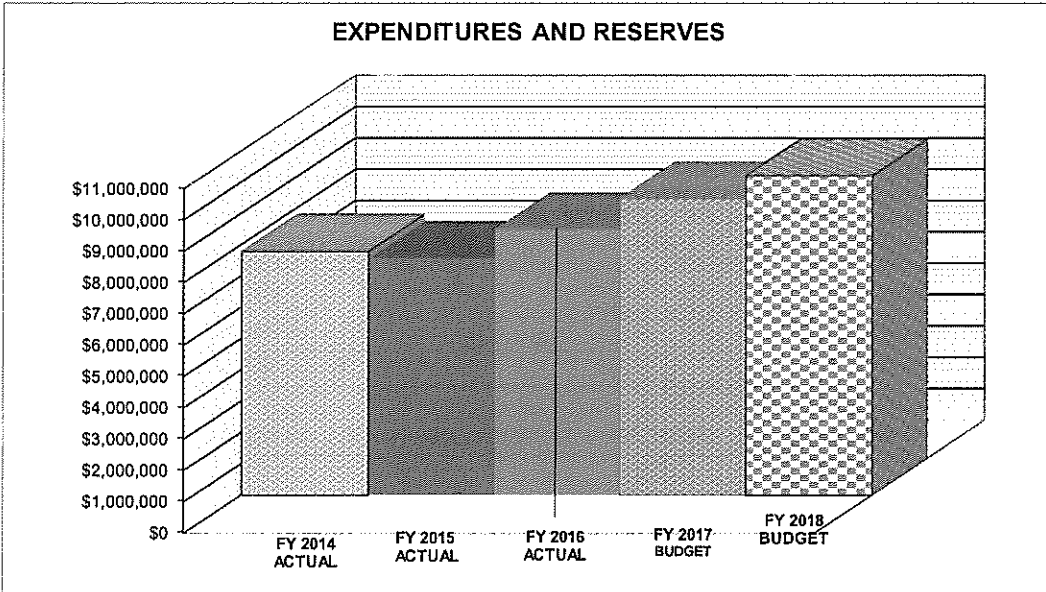
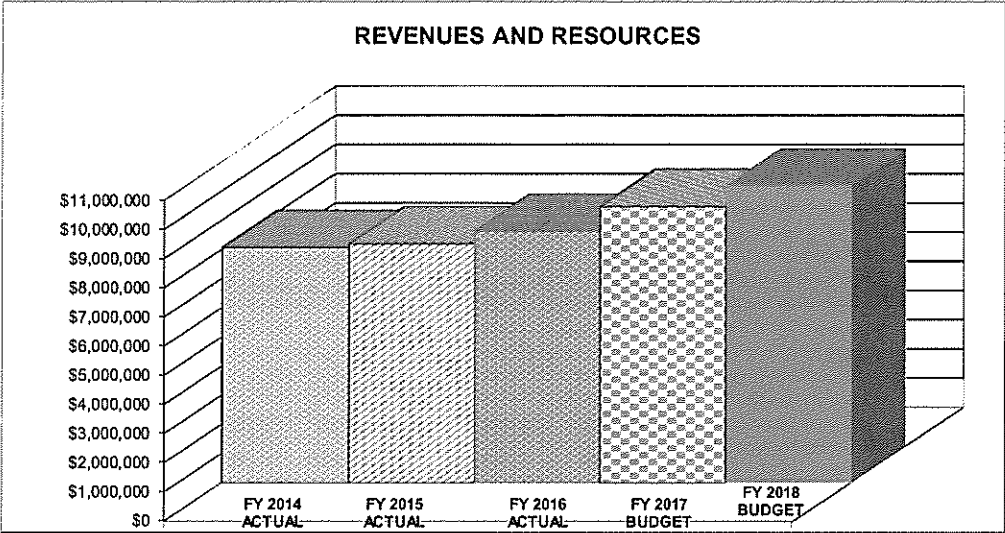
Andrew C. Hanko
Mayor



FY 2018 OPERATING BUDGET SUMMARY

The following provides both a summary and detail for revenues, expenditures and fund balances. Included is a ten-year summary graph showing the City's revenue and expenditure history.





CITY OF NEW CARROLLTON, MARYLAND
FY 2018 BUDGET
Comparative Operating Budget Summary - General Fund

DESCRIPTION	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	BUDGET
	ACTUAL	ACTUAL	ACTUAL	BUDGET	Proposed	FY 2018-2017 PCT CHG
REVENUES AND RESOURCES						
Real Property	\$4,610,128	\$4,664,678	\$4,668,992	\$5,027,677	\$5,228,806	4%
Personal Property & Utilities	341,124	348,457	342,297	386,525	686,603	78%
Interest & Penalties	13,307	11,558	15,700	9,744	9,000	-8%
Business Taxes	1,515	1,795	1,468	1,588	1,500	-5%
State Shared Taxes-Highway User Revenue	199,449	221,853	253,550	269,028	267,650	-1%
State Shared Taxes - Income Taxes	869,426	907,333	987,785	876,253	986,473	13%
County Shared Taxes	103,752	119,220	160,374	109,977	133,487	21%
TAX REVENUES	6,138,701	6,274,894	6,430,166	6,680,792	7,313,519	9%
Licenses and Permits	221,166	248,727	253,672	225,505	233,780	4%
Grants	330,769	288,091	241,955	185,752	156,000	-16%
Revenues from Other Agencies-Cable TV	110,539	120,315	121,945	110,000	121,000	10%
Service Fees & Charges	594,632	693,188	677,208	717,738	695,438	-3%
Fines & Forfeitures	525,601	527,283	793,987	631,100	936,000	48%
Other Revenues	145,978	42,019	122,486	64,644	67,640	5%
OTHER REVENUES	1,928,685	1,919,623	2,211,253	1,934,739	2,209,858	14%
OPERATING REVENUES	8,067,386	8,194,517	8,641,419	8,615,531	9,523,377	11%
Contingency Reserve				130,000	130,000	0%
Appropriated Fund Balances				577,730	400,000	-31%
Operating Reserve Carryover				150,000	150,000	0%
RESERVES AND APPROPRIATIONS	0	0	0	857,730	680,000	-21%
TOTAL REVENUE AND RESOURCES	\$8,067,386	\$8,194,517	\$8,641,419	\$9,473,261	\$10,203,377	8%

CITY OF NEW CARROLLTON, MARYLAND
FY 2018 BUDGET
Comparative Operating Budget Summary - General Fund

DESCRIPTION	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	BUDGET
	ACTUAL	ACTUAL	ACTUAL	BUDGET	Proposed	FY 2018-2017 PCT CHG
<u>EXPENDITURES AND RESERVES</u>						
General Government	\$1,284,888	\$1,243,484	\$1,234,049	\$1,382,311	\$1,772,654	28%
Public Safety	1,787,518	1,899,631	2,159,887	2,224,347	2,413,131	8%
Public Works	1,657,319	1,606,625	1,859,666	2,065,083	2,318,839	12%
PERSONNEL COSTS	4,729,724	4,749,740	5,253,602	5,671,741	6,504,624	15%
General Government	631,220	574,593	565,866	805,318	814,351	1%
Public Safety	328,404	353,261	535,973	498,650	667,700	34%
Public Works	928,627	962,663	948,410	1,093,630	1,106,930	1%
OPERATIONS COSTS	1,888,251	1,890,517	2,050,249	2,397,598	2,588,981	8%
General Government	87,018	198,729	38,714	223,600	80,044	-64%
Public Safety	95,098	164,281	323,002	7,500	6,500	-13%
Public Works	602,620	230,910	525,128	655,778	517,000	-21%
CAPITAL COSTS	784,736	593,920	886,844	886,878	603,544	-32%
PROGRAM EXPENDITURES	7,402,711	7,234,177	8,190,695	8,956,217	9,697,149	8%
Debt Service (Principal & Interest)	376,573	333,719	294,241	235,044	223,228	-5%
TOTAL DEBT SERVICE	376,573	333,719	294,241	235,044	223,228	-5%
Contingency Reserve Carryover				130,000	130,000	0%
Operating Reserve Carryover				150,000	150,000	0%
Other Use of Appropriations	5,674	2,000	2,000	2,000	3,000	50%
TOTAL USE OF APPROPRIATIONS	5,674	2,000	2,000	282,000	283,000	0%
TOTAL EXPENDITURES AND RESERVES	7,784,958	7,569,896	8,486,936	9,473,261	10,203,377	8%
Surplus (Deficit)	\$282,428	\$624,621	\$154,483	\$0	\$0	
Fund Balance, Beginning of Year	8,965,017	9,247,445	9,872,066	10,026,549	10,026,549	
Fund Balance, End of Year	\$9,247,445	\$9,872,066	\$10,026,549	\$10,026,549	\$10,026,549	

**FY 2018 BUDGET
FUND BALANCE SUMMARY
RESTRICTED AND ASSIGNED**

DESCRIPTION	AS OF 02/28/16	AS OF 2/29/2017
RESTRICTED FUND BALANCE:		
Encumbrances		
Weinbach Scholarship	43,733	39,920
Public Safety	87,139	336,460
Street Improvements	785,948	718,309
Designated for Cable TV Equipment	372,019	487,708
ASSIGNED FUND BALANCE:		
Designated for Street Work	601,736	643,876
Designated for Sidewalk Work	486,100	134,372
Designated for Bridge Work	112,310	112,310
Designated for Capital Outlay	612,447	134,072
Designated for Accrued Vacation	178,180	214,520
Designated for Vehicles & Equipment	80,449	80,993
Designated for Operating Reserve	250,000	250,000
Designated for Global Signal Proceeds	477,435	477,435
Designated Contingency Reserve Carryover	130,000	130,000
Designated Operating Reserve-Real Property	468,500	468,500
Designated for NARD Incentive Fund	1,000,000	574,500
Designated for Appropriation		390,153
UNASSIGNED FUND BALANCE		
Undesignated, Unappropriated Fund Balance	4,186,068	4,833,414
TOTAL FUND BALANCE	\$9,872,064	\$10,026,541

FUND BALANCE EXPLANATIONS:

1. **RESTRICTED FUND BALANCE:** Restrictions and limitations imposed by governments, creditors and grantors.
2. **ASSIGNED FUND BALANCE:** Intended use is established by Management and approved by the Mayor and Council designated for that purpose or by the official designated for that purpose.
3. **UNASSIGNED FUND BALANCE:** This source of funds comes from the prior year's excess revenues over expenditures excluding the restricted and assigned fund balances. It can be used for any operating use in future with the approval of council.

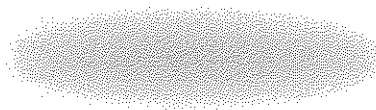
**WHERE FUNDS COME FROM
FY 2018 BUDGET**

Real Estate	51.2%
Personal Property	6.7%
Interest & Penalties	0.1%
Business Taxes	0.0%
State Highway User Revenues	2.6%
State Income Taxes	9.7%
County Shared Taxes	1.3%
TOTAL TAXES	<u>71.7%</u>
Licenses & Permits	2.3%
Grants	1.5%
Revenues from Other Agencies - Cable TV	1.2%
Service Fees and Charges	6.8%
Fines & Forfeitures	9.2%
Other Revenues	0.7%
TOTAL OTHER REVENUES	<u>21.7%</u>
RESERVES AND APPROPRIATIONS	<u>6.7%</u>
TOTAL REVENUES	<u>100.0%</u>

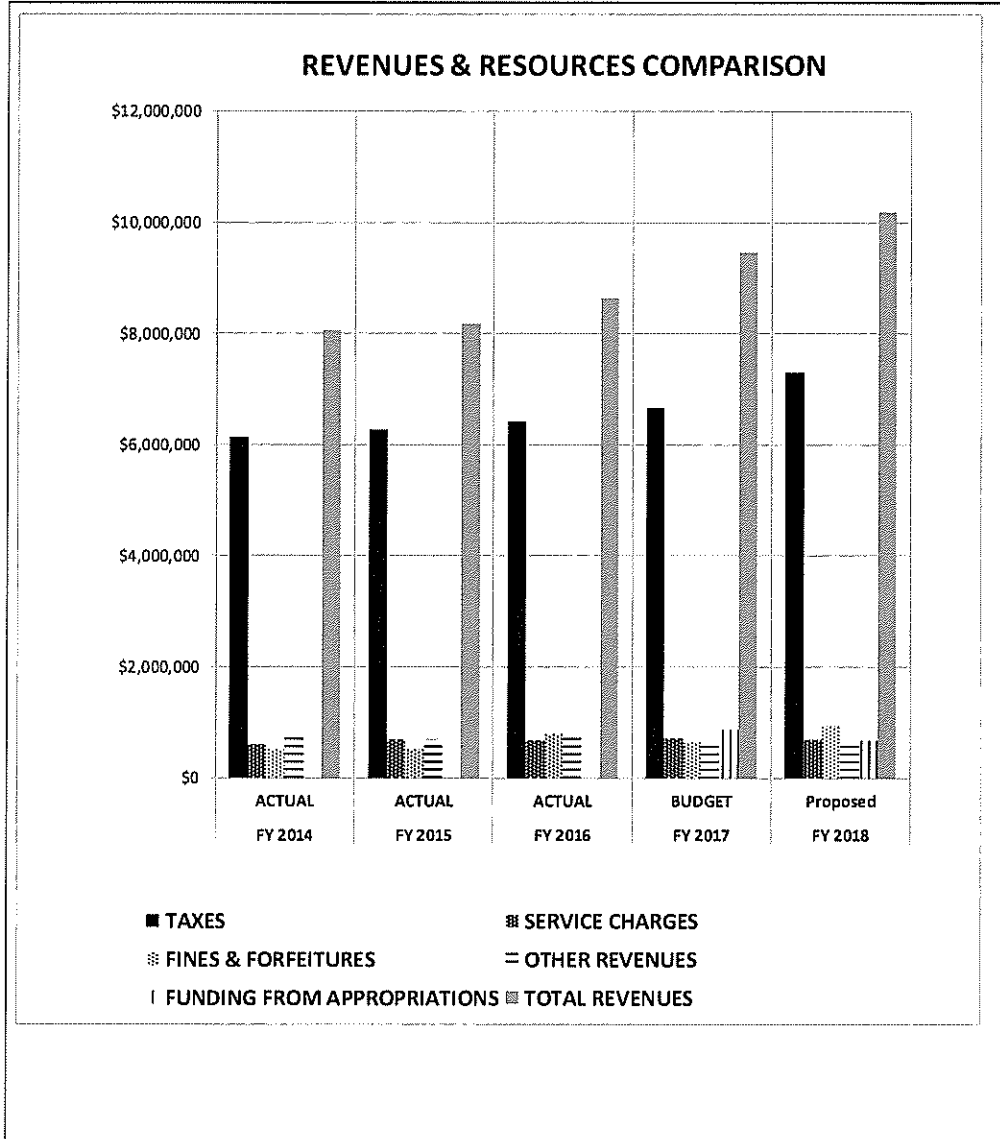
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**WHERE FUNDS GO
FY 2018 BUDGET**

Mayor & Council	0.9%
General Government Administration	17.3%
Economic Development	0.3%
Finance & Accounting	3.3%
Code Enforcement	4.3%
TOTAL GENERAL GOVERNMENT	<u>26.1%</u>
Police Administration	11.2%
Police Special Operations	2.2%
Police Patrol	14.7%
Police Parking & Animal Control	2.1%
TOTAL POLICE	<u>30.3%</u>
Public Works Administration	10.8%
Public Works Highways	9.6%
Public Works Sanitation	10.2%
Public Works Parks & Recreation	8.0%
TOTAL PUBLIC WORKS	<u>38.6%</u>
Debt Service	2.2%
Other Expenditures	0.0%
TOTAL OTHER	<u>2.2%</u>
RESERVES & APPROPRIATIONS	<u>2.8%</u>
TOTAL EXPENDITURES & RESERVES	<u>100.0%</u>



FY 2018 BUDGET REVENUES AND RESOURCES



**FY 2018 BUDGET
REVENUE AND RESOURCES
TAXES, LICENSES AND PERMITS**

ACCOUNT NUMBER	DESCRIPTION	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	BUDGET
		ACTUAL	ACTUAL	ACTUAL	BUDGET	Proposed	FY 2018-2017 PCT CHG
<u>GENERAL PROPERTY TAXES</u>							
01-1000-30100	Real Property	\$4,382,715	\$4,436,674	\$4,439,558	\$4,730,852	\$4,988,806	5%
01-1000-30150	Real Property - Public Safety	227,413	228,004	229,434	296,825	240,000	-19%
01-1000-30200	Personal Property - Businesses	253,404	261,448	254,358	294,338	540,475	84%
01-1000-30250	Personal Property - Public Safety	38,411	39,332	38,194	42,187	53,000	26%
01-1000-30300	Property of Railroads & Public Utilities	49,309	47,677	49,745	50,000	93,128	86%
01-1000-30510	Penalties / Interest	13,307	11,558	15,700	9,744	9,000	-8%
TOTAL GENERAL PROPERTY TAXES		\$4,964,559	\$5,024,693	\$5,026,989	\$5,423,946	\$5,924,409	9%
<u>STATE SHARED TAXES</u>							
01-1000-30650	Admissions & Amusements	1,515	1,795	1,468	1,588	1,500	-6%
01-1000-31610	Highway User & Motor Vehicle Tax	199,449	221,853	253,550	269,028	267,650	-1%
01-1000-31620	Income Taxes	869,426	907,333	987,785	876,253	986,473	13%
TOTAL STATE SHARED TAXES		\$1,070,390	\$1,130,981	\$1,242,803	\$1,146,869	\$1,255,623	9%
<u>COUNTY SHARED TAXES</u>							
01-1000-31630	P.G. County Disposal Fee Rebate	33,468	33,468	33,468	33,467	33,468	0%
01-1000-31650	Hotel / Motel Tax	70,265	85,733	126,887	76,490	100,000	31%
01-1000-31700	Payment in Lieu of Bank Stocks	19	19	19	20	19	-5%
TOTAL COUNTY SHARED TAXES		\$103,752	\$119,220	\$160,374	\$109,977	\$133,487	21%
TOTAL TAXES		\$6,138,701	\$6,274,894	\$6,430,166	\$6,680,792	\$7,313,519	9%
<u>LICENSES AND PERMITS</u>							
01-1000-32100	State Traders & Peddlers	8,132	10,783	9,243	9,900	9,500	-4%
01-1000-32150	City Business License	18,500	22,750	10,390	15,913	10,500	-34%
01-1000-32200	XFINITY Franchise Fees	95,315	106,607	107,083	99,347	108,000	10%
01-1000-32210	Verizon Cable Franchise Fees	83,884	88,602	90,716	83,745	90,000	7%
01-1000-32310	Verizon Property Lease	8,280	8,280	8,280	7,800	8,280	6%
01-1000-32320	Cricket Communication Franchise Fees	4,800	4,800	14,800	4,800	0	-100%
01-1000-32400	Building Permit Fees	2,255	6,905	13,160	5,000	7,500	50%
TOTAL LICENSES AND PERMITS		\$221,166	\$248,727	\$253,672	\$225,505	\$233,780	4%

**FY 2018 BUDGET
REVENUE AND RESOURCES
TAXES, LICENSES AND PERMITS**

GENERAL PROPERTY TAXES

- 01-1000-30100** **Real Property:** Levied upon the assessed value of all real estate within the City.
- 01-1000-30150** **Real Property - Public Safety Taxing District:** An additional real property tax assessed on designated Public Safety Districts as described in Ch. 105 (Taxation) of the New Carrollton City Code. The purpose is to enhance public safety services in those districts.
- 01-1000-30200** **Personal Property - Businesses:** Levied upon the assessed value of all furniture, fixtures, office equipment, inventory, stock, and personal business assets of incorporated and unincorporated businesses.
- 01-1000-30250** **Personal Property - Public Safety Taxing District:** An additional personal property tax assessed on designated Public Safety Districts as described in Ch. 105 (Taxation) of the New Carrollton City Code. The purpose is to enhance public safety services in those districts.
- 01-1000-30300** **Property Public Utilities:** Levied upon the inventory and domestic shares of public utilities within the City.
- 01-1000-30510** **Penalties / Interest:** Interest income from past due General Property Taxes.

STATE SHARED TAXES

- 01-1000-30650** **Admissions & Amusements:** Levied at a rate of 4.25% for swimming pools, 10% for motion picture theaters and coin-operated amusement devices, and 6% for all other entertainment, and on amusement activities for which an entrance fee is charged. Distribution is made quarterly.
- 01-1000-31610** **Highway User & Motor Vehicle Tax:** 17.5% of the tax receipts on motor fuel and vehicle registrations are distributed to the counties and municipalities. The County receives one-half in the same ratio that its road mileage bears to the total road mileage in the State, and one-half based on the ratio of vehicles in the County to the total number of vehicles in the state. The City then receives a percentage based on the ratio of mileage of City streets to the total mileage of all streets in the County, and also a percentage based on the ratio of vehicle

Revenues Continued

registrations in the City to the total vehicle registrations in the County. This year's revenue is based on 8,170 registered vehicles and 22.79 miles of roadway in the City of New Carrollton. Distribution is made monthly, and a one-time grant amount.

01-1000-31620 **Income Taxes:** The State Comptroller is required to annually certify the amount of the State Income Tax liability of the residents of each municipality and special taxing district and to return 8.5% of the total for each jurisdiction to the respective governments. Distribution is made quarterly.

COUNTY SHARED TAXES

01-1000-31630 **P.G. County Disposal Fee Rebate:** Prorated distribution to municipalities, based on the City's population, for the cost of Prince George's County's bulk trash collection service included in the landfill fees paid by the City.

01-1000-31650 **Hotel / Motel Tax:** This distribution equals 50% of the 5% room tax collected by Prince George's County on hotels located within the city.

01-1000-31700 **Payment in Lieu of Bank Stocks:** A tax on shares of stock of banks and finance corporations doing business in the State. When a financial institution subject to this tax was located in a municipality, the proceeds were divided between the county and municipality. This tax was discontinued as of July 1, 1968. The state, however, compensated the counties for their loss of revenue. The counties, in turn were required to make an annual grant to each municipality equal to the amount they received through the tax in the 1968 fiscal year. Distribution is on annual basis.

LICENSES AND PERMITS

01-1000-32100 **State Traders & Peddlers:** Receipts from license fees paid to the State by businesses operating within the City. Ninety-two percent (92%) of the fees are, in turn, distributed to the City. Distribution is made several times during the year with the bulk of revenues received by municipalities in May of each year.

01-1000-32150 **City Business License:** From annual license fees paid to the City by each business operating in the City.

01-1000-32200 **XFINITY Franchise Fees:** Five percent (5%) of annual gross subscriber charges received by the Cable Television Franchisee (Comcast) from municipal residents are returned to the City in accordance with the provisions of the City Franchise Agreement. Distribution is made quarterly.

Revenues Continued

- 01-1000-32210** **Verizon Cable Franchise Fees:** Five percent (5%) of annual gross subscriber charges received by the Cable Television Franchisee (Verizon) from municipal residents are returned to the City in accordance with the provisions of the City Franchise Agreement. Distribution is made quarterly.
- 01-1000-32310** **Verizon Property Lease:** Proceeds from an agreement with Verizon for the lease of property at \$600 a month.
- 01-1000-32320** **Cricket Communication Franchise Fees:** Franchise fees agreed with Cricket Communication (contract canceled 2015).
- 01-1000-32400** **Building Permit Fees:** Fees charged to issue building construction and repair permits.

**FY 2018 BUDGET
REVENUE AND RESOURCE
GRANTS FROM GOVERNMENT AND OTHER AGENCIES AND SERVICE CHARGES**

ACCOUNT NUMBER	DESCRIPTION	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	BUDGET
		ACTUAL	ACTUAL	ACTUAL	BUDGET	Proposed	FY 2018-2017 PCT CHG
<u>INTERGOVERNMENTAL GRANTS</u>							
01-1000-33700	State Aid for Police Protection	\$129,099	\$135,966	\$138,417	\$120,000	\$140,000	17%
01-1000-33710	Crime Control & Prevention Grant	25,931	39,784	-1,215			
01-1000-33720	Community Policing Service Grant	70,285	29,258	45,636	63,752	16,000	-75%
01-1000-33730	Maryland State Highway Safety Grant			6,643	2,000	0	-100%
01-1000-35310	School Bus Grant	4,000	4,000	4,000			
01-1000-35325	Comm Dev Block Grant, Econ Develop		24,610	46,390			
01-1000-35330	CP&P: Frenchman's Creek Grant	92,718	51,037				
01-1000-35335	CP&P: Dog Park Grant						
01-1000-35340	Other Miscellaneous Grants	8,736	3,436	2,084	0		
TOTAL INTERGOVERNMENTAL GRANTS		\$330,769	\$288,091	\$241,955	\$185,752	\$156,000	-16%
<u>REVENUE FROM OTHER AGENCIES</u>							
01-1000-35600	Cable TV Equip. Support Grant-Comcast	57,189	63,964	64,250	58,000	64,000	10%
01-1000-35620	Cable TV Equip. Support Grant-Verizon	53,350	56,351	57,695	52,000	57,000	10%
01-1000-35630	Light Employee Training Grant						
TOTAL REVENUE FROM OTHER AGENCIES		\$110,539	\$120,315	\$121,945	\$110,000	\$121,000	10%
<u>SERVICE CHARGES - GENERAL GOVERNMENT</u>							
01-1000-35810	Advertising Fees	7,572	5,461	4,202	3,800	3,800	0%
01-1000-35820	Municipal Center Room Rent	2,885	8,211	1,153	5,000	1,000	-80%
01-1000-35845	Board of Appeals Fees	400	460	0	300	0	-100%
<u>SERVICE CHARGES - POLICE SERVICES</u>							
01-1000-35850	Fingerprint Fees						
01-1000-35860	Special Police Service Fees	40,455	28,866	21,691	30,000	25,000	-17%
<u>SERVICE CHARGES - CODE ENFORCEMENT</u>							
01-1000-35910	Rental Property Inspection	216,700	284,150	279,825	300,000	300,000	0%
01-1000-35920	Property Clean up & Lions	14,953	702	6,559	15,000	2,000	-87%
<u>SERVICE CHARGES - SANITATION SERVICE</u>							
01-1000-36000	Trash Pick up Service Fees	269,050	311,638	311,638	311,638	311,638	0%
01-1000-36010	Recycling Fees	42,617	53,700	52,140	52,000	52,000	0%
TOTAL SERVICE CHARGES		\$594,632	\$693,188	\$677,208	\$717,738	\$695,438	-3%

**FY 2018 BUDGET
REVENUE AND RESOURCE
GRANTS FROM GOVERNMENT AND OTHER AGENCIES AND SERVICE CHARGES**

INTERGOVERNMENTAL GRANTS

- 01-1000-33700** **State Aid for Police Protection:** Funds from general revenues of the State based upon the ratio of the City's expenditures for police services in relation to the total expenditures for police services provided by the Prince George's County Police Department and all other municipal departments in the County. Distribution is made quarterly. Estimates provided by the Maryland State Police.
- 01-1000-33710** **Crime Control & Prevention Grant:** A grant received from the State of Maryland to purchase police equipment.
- 01-1000-33720** **Community Policing Service Grant:** A grant in the amount of \$191,255.46 received from the State of Maryland to pay for one police officer for three years starting in FY 2016.
- 01-1000-33730** **Maryland State Highway Safety Grant:** A grant received from State of Maryland to provide Law Enforcement Overtime for DUI, Occupant Protection and Aggressive Driving.
- 01-1000-35310** **School Bus Grant:** A grant received from State of Maryland to provide safety environment at school bus stop.
- 01-1000-35325** **Community Dev Block Grant, Econ Develop:** A grant received from HUD to fund affordable housing, anti-poverty programs, and infrastructure development.
- 01-1000-35330** **Community Parks and Playgrounds: Frenchman's Creek Grant:** A grant received from the Department of Natural resources for the renewal and development of Frenchman's Creek Playground area.
- 01-1000-35340** **Other Miscellaneous Grants:** miscellaneous grants.

REVENUES FROM OTHER AGENCIES

- 01-1000-35600** **Cable TV Equip. Support Grant-Comcast:** Three percent (3%) of Gross Revenues from subscribers within the City. Capital grant to the City per the 1999 Jones (aka Comcast) Cable Franchise Agreement; shall be used by the City exclusively for PEG capital costs, including but not limited to, capital costs for studio facilities, studio and portable production equipment, editing equipment, program playback equipment, I-Net equipment, and dark fiber.

Revenues Continued

- 01-1000-35620** **Cable TV Equip. Support Grant-Verizon:** Three percent (3%) of Gross Revenues from subscribers within the City. Capital grant to the City per the 2006 Verizon Maryland Inc. Cable Franchise Agreement; shall be used by the City exclusively for studio facilities, studio and portable production equipment, editing equipment and program playback equipment, I-Net equipment or capacity, computers, dark fiber, and other costs associated with the PEG/I-Net (including I-Net maintenance costs), or any other PEG or I-Net item eligible for capital treatment or otherwise not classified as Franchise Fee under Applicable Law.
- 01-1000-35630** **LGIT Employee Training Grant:** A grant received from Local Government Insurance Trust for training purposes.

SERVICE CHARGES - GENERAL GOVERNMENT

- 01-1000-35810** **Advertising Fees:** Income received from advertising in the City newsletter, on bus shelters, etc.
- 01-1000-35820** **Municipal Center Room Rent:** Revenues received from renting out the municipal center rooms.
- 01-1000-35845** **Board of Appeals Fees:** Fees for hearing resident’s requests for departures from County zoning and certain design standards.

SERVICE CHARGES - POLICE SERVICE

- 01-1000-35850** **Fingerprint Fees:** Fees charged for finger printing.
- 01-1000-35860** **Special Police Service Fees:** Fees charged to provide special police services such as vehicle release, accident reports, and speed flagging fees.

SERVICE CHARGES – CODE ENFORCEMENT

- 01-1000-35910** **Rental Property Inspection:** Revenues derived from rental property licenses and the inspections of the rental dwelling units. The fees are adopted by resolution of the Council as part of a separate Fee Schedule.
- 01-1000-35920** **Property Clean-up & Liens:** Revenues received from City property abatements which are a result of City code violations. Sometimes payment will come via the County if the property owner has paid off the lien on this property.

Revenues Continued

SERVICE CHARGES – SANITATION SERVICES

01-1000-36000 **Trash Pick-up Service Fees:** An assessed fee, with the purpose of recovering costs associated with City trash removal. The fee is set as part of a Fee Schedule adopted annually, during the budget process, by resolution of the Council.

01-1000-36010 **Recycling Fees:** An assessed fee, with the purpose of recovering costs associated with City provided recycling services. The fee is set as part of a Fee Schedule adopted annually, during the budget process, by resolution of the Council.

**FY 2018 BUDGET
REVENUE AND RESOURCE
OTHER REVENUES, FINANCING AND FUND DESIGNATIONS**

ACCOUNT NUMBER	DESCRIPTION	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	BUDGET
		ACTUAL	ACTUAL	ACTUAL	BUDGET	Proposed	FY 2018-2017 PCT CHG
<u>FINES AND FORFEITURES</u>							
01-1000-36110	Municipal Infractions	\$470	\$1,200	\$405	\$1,100	\$1,000	-9%
01-1000-36150	Red Light Camera			70,270		360,000	100%
01-1000-36155	Speed Camera	141,536	155,910	424,351	250,000	275,000	10%
01-1000-36160	Vehicle Control Fines & Towing	383,595	370,173	298,961	380,000	300,000	-21%
TOTAL FINES AND FORFEITURES		\$525,601	\$527,283	\$793,987	\$631,100	\$936,000	48%
<u>INTEREST AND DIVIDENDS</u>							
01-1000-36280	Interest Earned on Investments	5,787	14,716	13,730	4,236	19,000	349%
01-1000-36261	Unrealized loss/Gain in Market Value		-6,355	33,151			
01-1000-36270	Interest Earned on Fidelity		-5,141	31,905	10,000	30,000	200%
TOTAL INTEREST AND DIVIDENDS		\$5,787	\$3,220	\$78,786	\$14,236	\$49,000	244%
<u>OTHER REVENUES</u>							
01-1000-36300	Scrap Metal & Paper	3,558	2,478	1,229	2,000	1,000	-50%
01-1000-36320	Seized Revenues	2,420	59	923	1,768	1,000	-43%
01-1000-36350	Right-of-Way Fees	16,140	16,140	16,140	16,140	16,140	0%
01-1000-36370	Pension Rebate	41,881					
01-1000-36400	Miscellaneous Revenues	70,738	19,622	24,908	30,000		-100%
01-1000-36600	Weinbach Scholarship Grant	5,454	500	500	500	500	0%
TOTAL OTHER REVENUES		\$140,191	\$38,799	\$43,700	\$50,408	\$18,640	-63%
<u>OTHER FINANCING SOURCES</u>							
TOTAL OTHER FINANCING SOURCES		\$0	\$0	\$0	\$0	\$0	
<u>APPROPRIATED FUND BALANCES</u>							
01-1000-36750	Designated for Speed Camera						
01-1000-36760	Designated for Cable TV Equipment Grant						
01-1000-36790	Designated for Vehicle Purchase						
01-1000-36810	Designated for Street Repair				145,893	350,000	140%
01-1000-36820	Designated for Bridge Repair						
01-1000-36830	Designated for Sidewalk Repair				41,684	50,000	20%
01-1000-36835	Capital Budget Appropriation						
01-1000-36840	Contingency Reserve				130,000	130,000	0%
01-1000-36850	Undesignated Fund Balance Transfer				390,153		-100%
01-1000-36900	Operating Reserve Carryover				150,000	150,000	0%
TOTAL FUNDING FROM APPROPRIATIONS		\$0	\$0	\$0	\$857,730	\$680,000	-21%
TOTAL REVENUES AND RESOURCES		\$8,067,386	\$8,194,517	\$8,641,419	\$9,473,261	\$10,203,377	8%

FY 2018 BUDGET

REVENUE AND RESOURCE

OTHER REVENUES, FINANCING AND FUND DESIGNATIONS

FINES AND FORFEITURES

- 01-1000-36110** **Municipal Infractions:** Revenues received from the Code Enforcement & Police Department violation citations. These are separate from property abatement and towing revenues.
- 01-1000-36150** **Red Light Camera:** Automated Public Safety Enforcement Program Revenues from violations for failing to obey a traffic control device specifically a red light signal.
- 01-1000-36155** **Speed Camera:** Automated Public Safety Enforcement Program Revenues from violations for failing to obey a properly marked speed limit control device specifically located in school zones.
- 01-1000-36160** **Vehicle Control Fines & Towing:** Income from the release of impounded vehicles from towing as result of Police Department efforts related to unauthorized or non-compliant motor vehicles. Also, revenue received as a result of non-moving violation citations written by Police Department and Parking Enforcement.

INTEREST AND DIVIDENDS

- 01-1000-36260** **Interest Earned on Investments:** Income and dividends from investing municipal funds in interest bearing federally guaranteed securities.
- 01-1000-36261** **Unrealized Loss/Gain in Market Value:** Unrealized gains and unrealized losses on the Certificate of Deposit (CD) accounts with Fidelity profits or losses, the actual gain or loss is not determined until the position is closed.
- 01-1000-36270** **Interest Earned on Fidelity:** Income and dividends from investing municipal funds in interest bearing, Certificate of Deposit (CD) accounts with Fidelity.

OTHER REVENUES

- 01-1000-36300** **Scrap Metal & Paper:** Scrap metal and comingled paper recycling revenues.
- 01-1000-36320** **Seized Revenues:** Cash or other assets seized from residents doing illegal activities in the City.
- 01-1000-36350** **Right-of-Way Fees:** Income received annually from Verizon for use of the City-Owned right-of-way in which communication cable has been buried.

Revenues Continued

- 01-1000-36370** **Pension Rebate:** Rebate from overpayment into State Retirement Pension Fund in previous years. This amount is calculated by the state after payments have been reconciled.
- 01-1000-36400** **Miscellaneous Revenues:** Revenues from sources not otherwise classified.
- 01-1000-36600** **Weinbach Scholarship Grant:** Proceeds received from annual fund-raisers and individual donations used to provide college scholarship assistance to deserving youth of the City.

OTHER FINANCING SOURCES

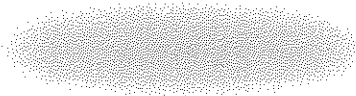
None at this time

APPROPRIATED FUND BALANCES

- 01-1000-36750** **Designated for Speed Camera:** Funds designated during prior years for Speed Camera. Used for Public Safety purposes only.
- 01-1000-36760** **Designated for Cable TV Equipment Grant:** Funds designated during prior years for improved audio/video equipment for the Public Access Channel and I-Net.
- 01-1000-36790** **Designated for Vehicle Purchase:** Funds designated during prior years for Vehicle purchases.
- 01-1000-36810** **Designated for Street Repair:** Funds designated during prior years for street repairs.
- 01-1000-36820** **Designated for Bridge Repair:** Funds designated during prior years for bridge repairs.
- 01-1000-36830** **Designated for Sidewalk Repair:** Funds designated during prior years for sidewalk repairs.
- 01-1000-36835** **Capital Budget Appropriation:** Funds designated during prior years for Capital purchases.
- 01-1000-36840** **Contingency Reserve:** Funds reserved for expenditures in the fiscal year to spend in the event of urgent situations.
- 01-1000-36850** **Undesignated Fund Balance Transfer:** Represents that portion of unencumbered fund balance that will be used to support the current budget.
- 01-1000-36900** **Operating Reserve Carryover:** Each annual budget shall include, as part of the total expenditure appropriations, an operating reserve which shall be in the

Revenues Continued

amount of not less than one hundred fifty thousand dollars (\$150,000.).
[Amended 4-2-1997 by Ord. No. 97-01]

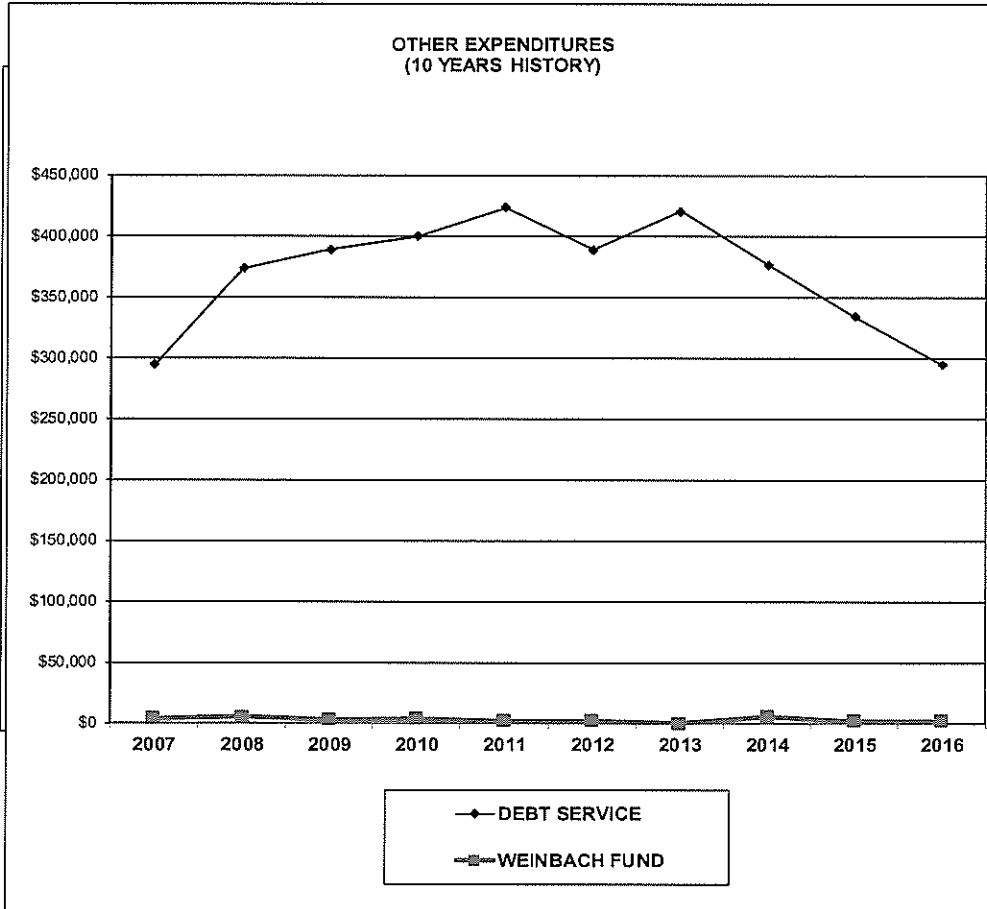


OTHER EXPENDITURES:

NON-DEPARTMENTAL

EXPENDITURES

These expenditures are not part of a departmental operational budget and are accounted for separately.



**FY 2018 BUDGET
DEBT SERVICE AND FUND DESIGNATIONS**

ACCOUNT NUMBER	DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 Proposed	BUDGET
							FY 2018-2017 PCT CHG
<u>OTHER EXPENSES</u>							
01-4510-60120	Debt Serv. - Street & Bridge Principal	\$45,000	\$47,000	\$60,572	\$85,000	\$98,730	16%
01-4510-60130	Debt Serv. - Street Work Principal	70,626	72,297	74,270	76,166	78,105	3%
01-4510-60520	Debt Serv. - Street & Bridge Interest	30,013	28,123	18,570	13,419	12,730	-5%
01-4510-60530	Debt Serv. - Street Work Bond Interest	41,147	39,476	37,503	35,607	33,663	-5%
01-4510-61135	Debt Serv. - Vehicle Loan Principal FY 2009	7,483					
01-4510-61140	Debt Serv. - Vehicle Loan Principal FY 2010	37,700	3,212				
01-4510-61145	Debt Serv. - Vehicle Loan Principal FY 2011	65,878	67,083	28,597			
01-4510-61150	Debt Serv. - Vehicle Loan Principal FY 2012	69,374	70,640	72,941	24,723		-100%
01-4510-61535	Debt Serv. - Vehicle Loan Interest FY 2009	47					
01-4510-61540	Debt Serv. - Vehicle Loan Interest FY 2010	956	10				
01-4510-61545	Debt Serv. - Vehicle Loan Interest FY 2011	3,165	1,960	172			
01-4510-61550	Debt Serv. - Vehicle Loan Interest FY 2012	5,184	3,918	1,616	129		-100%
TOTAL DEBT SERVICE		376,573	333,719	294,241	235,044	223,228	-5%
01-4520-62100	Contingency Reserve Carryover				130,000	130,000	0%
01-4520-62120	Operating Reserve				150,000	150,000	0%
01-4520-62125	Operating Reserve-Speed Camera				8,700		-100%
01-4521-62200	Weinbach Scholarship Grant		3,000	2,000	2,000	3,000	50%
01-4521-62210	Weinbach Operation & Maintenance		2,674				
TOTAL USE OF APPROPRIATIONS		0	5,674	2,000	290,700	283,000	-3%
TOTAL DEBT SERVICE AND USE OF APPROPRIATIONS		\$376,573	\$339,393	\$296,241	\$525,744	\$506,228	-4%

**FY 2018 BUDGET
EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION
NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS**

OTHER EXPENSES

Debt Service

01-4510-60120	Debt Serv. - Street & Bridge Principal: Bonds for \$1,000,000 issued for the improvement and replacement of bridges and streets at 4.33%. Matures in year 2025. Refunded \$600,000 in 2015 at 1.93% maturing in 2022.
01-4510-60130	Debt Serv. – Street Work Principal: Bonds for \$1,750,000 issued for the improvement of City streets at a rate of 2.52%. The bond will be fully paid 2032.
01-4510-60520	Debt Serv. - Street & Bridge Interest: Interest payable at 4.33% for the streets and bridges work debt. Refunded \$600,000 in 2015 at 1.93% maturing in 2022.
01-4510-60530	Debt Serv. – Street Work Bond Interest: Interest payable at 2.52% for the street improvement.
01-4510-61135	Debt Serv. - Vehicle Loan Principal FY 2009: Annual principal repayment of loan \$200,000 borrowed from National City, L.L.C for the purchase of vehicles and equipment at the rate of 4.30%.
01-4510-61140	Debt Serv. - Vehicle Loan Principal FY 2010: Annual principal repayment of loan \$175,000 borrowed from Commercial Bank for the purchase of vehicles and equipment at the rate of 6%.
01-4510-61145	Debt Serv. - Vehicle Loan Principal FY 2011: Annual principal repayment of loan \$325,000 borrowed from PNC Bank for the purchase of vehicles and equipment at the rate of 2.40%.
01-4510-61150	Debt Serv. - Vehicle Loan Principal FY 2012: Annual principal repayment of loan \$325,000 borrowed from PNC Bank for the purchase of vehicles and equipment at the rate of 2.40%.
01-4510-61535	Debt Serv. - Vehicle Loan Interest FY 2009: Annual interest payment of loan \$200,000 borrowed from National City, L.L.C for the purchase of vehicles and equipment at the rate of 4.30%.
01-4510-61540	Debt Serv. - Vehicle Loan Interest FY 2010: Annual interest payment of loan \$175,000 borrowed from a commercial Bank for the purchase of vehicles and equipment at the rate of 6%.

OTHER EXPENSES (continued)

- 01-4510-61545** **Debt Serv. - Vehicle Loan Interest FY 2011:** Annual interest payment of loan \$325,000 borrowed from a commercial Bank for the purchase of vehicles and equipment at the rate of 2.40%.
- 01-4510-61550** **Debt Serv. - Vehicle Loan Interest FY 2012:** Annual interest payment of loan \$325,000 borrowed from a commercial Bank for the purchase of vehicles and equipment at the rate of 2.40%.

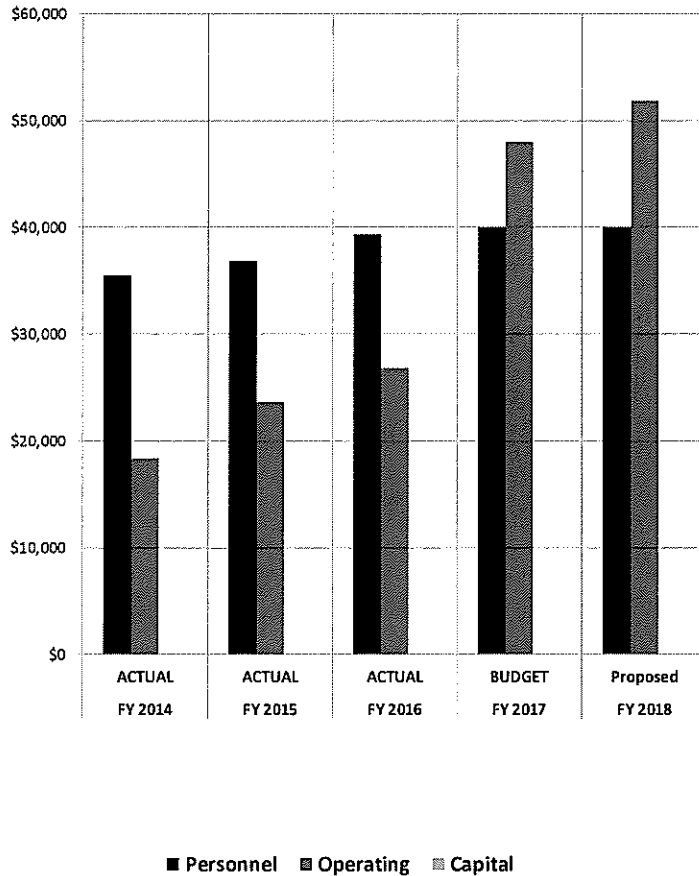
Appropriations

- 01-4520-62100** **Contingency Reserve Carryover:** Funds reserved for expenditures in the fiscal year to spend in the event of urgent situations.
- 01-4520-62120** **Operating Reserve:** Each annual budget shall include, as part of the total expenditure appropriations, an operating reserve which shall be in the amount of not less than one hundred fifty thousand dollars (\$150,000). [Amended 4-2-1997 by Ord. No. 97-01]
- 01-4520-62125** **Operating Reserve-Speed Camera:** Estimated speed camera revenue excess set aside for public safety projects, in the event of any shortage occurring during the year.
- 01-4521-62200** **Weinbach Scholarship Grant:** Scholarships awarded to New Carrollton Scholars.
- 01-4521-62210** **Weinbach Operations & Maintenance:** Funds used to carry out the fund raising and administration for the actual grant fund.

GENERAL GOVERNMENT: MAYOR AND COUNCIL

MISSION STATEMENT: The mission of the Mayor's office is to provide the administrative leadership to ensure that the citizens and residents of the City of New Carrollton are served in a professional, efficient, and ethical manner. The mission of the City Council is to establish laws, regulations and policies which balance the diverse needs and interests of the city residents.

SUMMARY OF EXPENDITURES



**FY 2018 BUDGET
EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION**

FUNCTION - GENERAL GOVERNMENT

ACTIVITY - MAYOR AND COUNCIL

ACCOUNT NUMBER	DESCRIPTION	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	BUDGET
		ACTUAL	ACTUAL	ACTUAL	BUDGET	Proposed	FY 2018-2017 PCT CHG
<u>PERSONNEL EXPENSES</u>							
01-1110-45000	Mayor	\$7,200	\$7,200	\$7,200	\$7,200	\$7,200	0%
01-1110-45100	Council	22,400	24,000	24,000	24,000	24,000	0%
01-1110-45250	Treasurer			3,000	3,000	3,000	0%
01-1110-46300	F.I.C.A.	2,264	2,387	2,559	2,616	2,616	0%
01-1110-47000	Worker's Compensation	289	266	200	292	400	37%
01-1110-48000	Retirement / Pension	3,400	2,947	2,361	2,868	2,737	-5%
Total Personnel Expenses		\$35,553	\$36,800	\$39,320	\$39,976	\$39,953	0%

POSITIONS

General Government

Mayor	1	1	1	1	1
Council Members	5	5	5	5	5
Treasurer	0	0	1	1	1
Total Executive & Legislative Posi	6	6	7	7	7

**FY 2018 BUDGET
EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION**

NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

FUNCTION - GENERAL GOVERNMENT

**ACTIVITY - MAYOR AND COUNCIL
PERSONNEL EXPENSES**

01-1110-45000	Mayor: Annual salary for Mayor.
01-1110-45100	Council: Annual salary for Council members.
01-1110-45250	Treasurer: Annual salary for Treasurer. (Moved from the Administration Budget FY 2016.)
01-1110-46300	F.I.C.A.: Federal Insurance Contribution Act.
01-1110-47000	Worker's Compensation: Provides care for employees injured on the job.
01-1110-48000	Retirement / Pension: State Retirement and Pension System.

**FY 2018 BUDGET
EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION**

FUNCTION - GENERAL GOVERNMENT

ACTIVITY - MAYOR AND COUNCIL

ACCOUNT NUMBER	DESCRIPTION	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	BUDGET
		ACTUAL	ACTUAL	ACTUAL	BUDGET	Proposed	FY 2018-2017 PCT CHG
<u>OPERATING EXPENSES</u>							
01-1110-52520	Office Supplies & Printing	\$537	\$137	\$176	\$700	\$500	-29%
01-1110-53510	Dues & Subscriptions	495	570	275	355	300	-15%
01-1110-53540	Travel & Meetings	11,640	12,888	14,684	20,500	22,600	10%
01-1110-54020	Cell Phones	413	1,173	1,439	1,200	1,200	0%
01-1110-54300	Fire Department Grant	5,000	5,000		7,000	7,000	0%
01-1110-54310	Youth Activities Grant		3,842	5,663	10,000	10,000	0%
01-1110-54320	Boys & Girls Club Grant			4,540	7,500	7,500	0%
01-1110-54445	Community Promotion					2,000	100%
01-1110-54620	Welcome Committee	299	55	37	750	750	0%
Total Operating Expenses		\$18,384	\$23,665	\$26,814	\$48,005	\$51,850	8%

FY 2018 BUDGET
EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION
NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

FUNCTION - GENERAL GOVERNMENT

ACTIVITY - MAYOR AND COUNCIL
OPERATING EXPENSES

01-1110-52520	Office Supplies & Printing: Stationery, miscellaneous office supplies and materials necessary for the operations of the Mayor and Council.
01-1110-53510	Dues & Subscriptions: Membership in various associations and subscriptions for magazines and journals that can enhance the employees' skills.
01-1110-53540	Travel & Meetings: Expenses incurred by Mayor & Council while on official City business including the annual Mayor-Council retreat; mileage, parking, tolls, and accommodations.
01-1110-54010	Telephones: Monthly expense incurred in the use of office telephones including long distance calls. (Consolidated under Administration starting FY 2016.)
01-1110-54020	Cell Phones: City provided cell phone cost for Mayor.
01-1110-54300	Fire Department Grant: Annual grant to West Lanham Hills VFD/Rescue Squad.
01-1110-54310	Youth Activities Grant: Annual grant designated for expenditures to benefit youth activity programs.
01-1110-54320	Boys and Girls Club Grant: Annual reimbursable grant designated for expenditures to benefit the Boys and Girls Club of New Carrollton.
01-1110-54445	Community Promotion: Mayor and Council directed funding for events and activities that benefit the New Carrollton community.
01-1110-54450	Neighborhood Watch: Funding for operating citywide program to diminish crime.
01-1110-54620	Welcome Committee: Cost of supplies to provide welcome packages for new residents.

**FY 2018 BUDGET
EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION**

FUNCTION - GENERAL GOVERNMENT

ACTIVITY - MAYOR AND COUNCIL

ACCOUNT NUMBER	DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 Proposed	BUDGET FY 2018-2017 PCT CHG
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CAPITAL OUTLAY

	Total Capital Expenses	\$0	\$0	\$0	\$0	\$0	
	TOTAL MAYOR & COUNCIL	\$53,937	\$60,465	\$66,134	\$87,981	\$91,803	4%

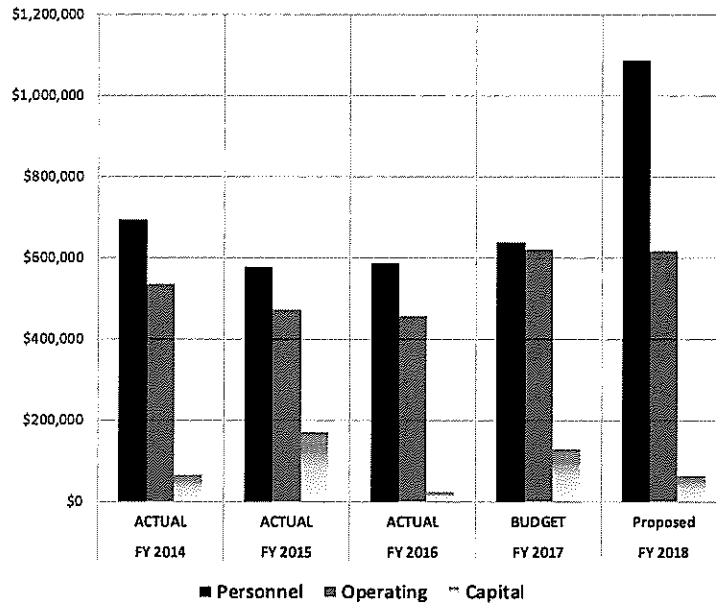
GENERAL GOVERNMENT: ADMINISTRATION

MISSION STATEMENT: The Mayor's Administration carries out the day-to-day administrative tasks of the City. With guidance from the Mayor, the Administration implements policies, handles all City financial matters, deals with all matters of personnel, and ensures that the City's operations are running efficiently and effectively in a professional manner. The Administration plans the future direction of the City and prepares the necessary resources. The Administration interprets the legislation and policy enacted by the Council into the rules and regulations of the City.

PROGRAM GOALS:

1. To continue serving the public, the Mayor and the City Council as capably and efficiently as possible.
2. To enforce the health and safety codes and ordinances of the City of New Carrollton in a thorough, unbiased and efficient manner.
3. To provide the public with timely, relevant information via a multitude of mediums.

SUMMARY OF EXPENDITURES



**FY 2018 BUDGET
EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION**

FUNCTION - GENERAL GOVERNMENT

ACTIVITY - ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	BUDGET
		ACTUAL	ACTUAL	ACTUAL	BUDGET	Proposed	FY 2018-2017 PCT CHG
<u>PERSONNEL EXPENSES</u>							
01-1510-45200	Administrative Officer	\$75,758	\$90,875	\$104,036	\$110,000	\$115,000	5%
01-1510-45210	Acting Administrative Officer	2,774					
01-1510-45250	Treasurer	3,000	3,000				
01-1510-45400	Employee Services	335,176	324,993	328,409	343,892	482,920	40%
01-1510-45401	Internal Equity Adjustment					250,000	100%
01-1510-45525	Cable TV Operators		6,183	4,694	6,778	8,320	23%
01-1510-45650	Overtime - Employee Services	141	770	286	1,000	2,000	100%
01-1510-46300	F.I.C.A.	32,502	31,993	32,894	35,356	65,655	86%
01-1510-46500	Health & Life Insurance	39,971	80,429	77,133	91,113	104,387	15%
01-1510-46600	Health Insurance - Previous Plan	159,722					
01-1510-46700	Employee Assistance Program	3,500	4,030	5,335			
01-1510-47000	Worker's Compensation	7,420	3,998	3,682	3,861	4,608	19%
01-1510-48000	Retirement/Pension	33,523	30,140	30,118	40,411	50,000	24%
01-1510-48010	Life and LTD				4,728	2,831	-40%
	Total Personnel Expenses	\$693,487	\$576,411	\$586,587	\$637,139	\$1,085,721	70%

POSITIONS

Full-Time

Administrative Officer	0	1	1	1	1
Acting Administrative Officer	1	0	0	0	0
Human Resource Coordinator	0	1	1	1	1
Asst. Administrative Officer	1	1	1	1	1
City Clerk	1	1	1	1	1
Administrative Assistant	1	1	1	1	2
Janitor	2	2	2	2	2
Total Full -Time	6	7	7	7	8

Part-Time

City Treasurer	1	1	1	0	0
Evening Security	2	1	1	1	1
Recording Secretary	1	1	1	0	0
Senior Van Driver	1	1	0	0	0
Cable TV Operators	5	5	3	3	3
Human Resources Intern/ Parks	0	0	0	1	0
Total Part - Time	10	9	6	5	4
<u>Total Gen. Govt. Admin. Positions</u>	16	16	13	12	12

**FY 2018 BUDGET
EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION
NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS**

FUNCTION - GENERAL GOVERNMENT

**ACTIVITY – ADMINISTRATION
PERSONNEL EXPENSES**

01-1510-45200	Administrative Officer: Annual salary.
01-1510-45210	Acting Administrative Officer: Annual salary allocated to Acting Administrative Officer.
01-1510-45250	Treasurer: Annual compensation (Moved to Mayor & Council FY 2016).
01-1510-45400	Employee Services: Salaries and accruals Administration Office Personnel.
01-1510-45401	Internal Equity Adjustment: Employee Salary and Benefit adjustments that arise from the compensation study.
01-1510-45525	Cable TV Operators: Annual salary for part-time government TV crew. Expenses paid from Cable TV Equipment Grant revenue source.
01-1510-45650	Overtime: Funds available for work performed beyond regular work week for Administration.
01-1510-46300	F.I.C.A.: Federal Insurance Contribution Act.
01-1510-46500	Health & Life Insurance: Provides group health and dental insurance for employees. (Life insurance moved to Life and LTD FY 2017.)
01-1510-46600	Health Insurance Previous Plan: City paid deductible under an HRA insurance plan.
01-1510-46700	Employee Assistance Program: This program provides substance abuse counseling, financial counseling, family relationship counseling and a wide range of services (Moved to Human Resources Department FY 2017).
01-1510-47000	Worker's Compensation: Provides care for employees injured on the job.
01-1510-48000	Retirement / Pension: State Retirement and Pension System.
01-1510-48010	Life and LTD: Provides life insurance and long term disability for employees.

**FY 2018 BUDGET
EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION**

FUNCTION - GENERAL GOVERNMENT

ACTIVITY - ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 BUDGET	BUDGET	
						FY 2018 Proposed	FY 2018-2017 PCT CHG
<u>OPERATING EXPENSES</u>							
<u>G.G. Admin</u>							
01-1510-50200	Computer & IT Support	\$41,710	\$48,036	\$48,757	\$50,000	\$50,000	0%
01-1510-50220	Website & E-Mail Services	6,417	6,171	5,520	7,000	10,000	43%
01-1510-50300	Legal Services	75,523	51,754	41,086	51,500	50,000	-3%
01-1510-50320	Engineering Services	1,904	4,020	7,170	5,000	6,500	30%
01-1510-50325	Consulting Services	13,780			1,000	1,500	50%
01-1510-50330	Temporary Office Support				16,000	6,000	-63%
01-1510-50400	Advertising	10,078	4,482	8,500	7,000	7,000	0%
01-1510-50430	Cable Television Operations	100	22,673	12,250	55,000	55,000	0%
01-1510-50440	I-Net Operating Cost					12,875	100%
01-1510-50450	City Newsletter	31,933	36,246	23,616	38,000	38,000	0%
01-1510-50460	HVAC System Cleaning		664				
01-1510-50700	General Liability Insurance	8,000	11,543	10,715	11,342	12,000	6%
01-1510-50710	Auto Insurance	6,753	3,922	4,302	4,600	6,000	30%
01-1510-50720	Public Officials Liability & Bonding	11,943	13,943	16,160	20,000	23,000	15%
01-1510-50750	Equipment Maintenance Contracts	12,284	12,203	16,110	18,000	18,000	0%
01-1510-50760	Office Equip Maintenance Contracts	3,826	4,575	4,553	10,800	8,000	-26%
01-1510-52100	Building Maintenance & Repair	90,932	52,793	46,048	71,000	65,224	-8%
01-1510-52110	Office Equipment Maint. & Repair	1,130		581	1,000	1,000	0%
01-1510-52130	Vehicle Operations & Maintenance	1,584	3,327	451	2,600	2,500	-4%
01-1510-52140	Vehicle Gasoline Use	2,798	3,651	1,577	2,500	2,500	0%
01-1510-52500	Computer Supplies	3,230	2,290	90	3,500	2,500	-29%
01-1510-52510	Pantry Supplies	4,277	3,466	3,871	4,700	4,700	0%
01-1510-52520	Office Supplies & Printing	13,738	12,048	11,440	15,000	15,000	0%
01-1510-52550	Janitorial Supplies	9,419	5,371	7,377	9,500	7,000	-26%
01-1510-53510	Dues & Subscriptions	14,596	13,653	12,088	15,500	15,500	0%
01-1510-53520	Employee Training	1,850	5,428	3,006	7,000	2,500	-64%
01-1510-53540	Travel & Meetings	4,452	6,041	7,803	6,000	8,500	42%
01-1510-53550	Empl Substance Testing & Physicals	1,040	922				
01-1510-53560	Employee Gifts -Special Occasions	7,407	7,652	0	1,500	1,500	0%
01-1510-53570	Uniforms	2,223	1,748	1,605			
01-1510-54010	Telephones	6,987	5,173	12,335	7,060	15,000	112%
01-1510-54020	Cell Phones	3,481	4,603	5,657	5,000	3,000	-40%
01-1510-54050	Utility -Electricity	26,050	28,789	28,929	29,000	29,000	0%
01-1510-54060	Utility - Natural Gas	10,791	10,021	6,923	10,000	10,000	0%
01-1510-54070	Utility - Water	4,942	8,347	10,937	7,000	9,000	29%
01-1510-54080	Postage Meter & Courier Services	10,413	5,742	2,811	5,000	5,000	0%
01-1510-54150	Upkeep of Hanko Building	13,489	15,114	17,350	19,303	10,000	-48%
01-1510-54160	Upkeep of Robert Frost Elm (Boys&Girls)			128			
01-1510-54420	Economic Dev. /Annexation	35,890	13,917				
01-1510-54430	Election	2,649	11,263	11,370	17,000	15,000	-12%
01-1510-54445	Community Promotion	20,332	13,381	14,357	21,000	22,000	5%
01-1510-54470	Ordinance Recodification	5,914	5,748	3,398	6,500	6,500	0%
01-1510-54480	General Code DVD	343	317				
01-1510-54550	Miscellaneous	10,484	10,067	12,026	10,500	5,000	-52%
	SUBTOTAL G.G. ADMIN	\$534,692	\$471,104	\$420,897	\$572,405	\$561,799	-2%

FY 2018 BUDGET
EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION
NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

FUNCTION - GENERAL GOVERNMENT

ACTIVITY – ADMINISTRATION

OPERATING EXPENSES

01-1510-50200	Computer & IT Support: Funds allocated for contract IT support and software licenses.
01-1510-50220	Website & E-Mail Services: Funds allocated for the City's website and email services.
01-1510-50300	Legal Services: Fees for the City's legal counsel and related costs.
01-1510-50320	Engineering Services: Fees paid to engineering firms for consulting, planning and engineering.
01-1510-50325	Consulting Services: Fees paid to consultants for services provided during the year.
01-1510-50330	Temporary Office Support: Fees to have temporary staff during busy times and vacations.
01-1510-50400	Advertising: Cost of publication of legal notices, etc.
01-1510-50430	Cable Television Operations: Supplies, parts and service fees for equipment operators for City Council meetings, I-Net related equipment, updating of the character generator and supplies to run cable related meetings. Must use designated revenue sources first (Cable TV Equipment Support Grant-Comcast).
01-1510-50440	I-Net Operating Cost: Costs associated with the operating cost portion of the I-Net annual fee.
01-1510-50450	City Newsletter: Printing and postage of the City's distributed newsletter.
01-1510-50460	HVAC System Cleaning: To clean all ten outflow units located on the roof of the Municipal Center and to disinfect heating and air conditioning systems.
01-1510-50700	General Liability Insurance: General insurance mainly covers the City's buildings, inventories, etc.
01-1510-50710	Auto Insurance: Policies protecting the City in the event of claims for bodily injuries and property damages due to auto accidents.

General Government Operating Expense Continued

- 01-1510-50720** **Public Officials Liability & Bonding:** Includes bonds for storm water management, employee dishonesty, City Treasurer, and professional liability insurance for elected officials and staff.
- 01-1510-50750** **Equipment Maintenance Contracts:** Costs associated with maintenance agreement for air conditioning and facility environmental systems.
- 01-1510-50760** **Office Equipment Maintenance Contracts:** Costs associated with maintenance, repair, and leasing of the copy machine, postage meter; etc.
- 01-1510-52100** **Building Maintenance & Repair:** Any costs associated with repairs such as labor, supplies, and maintenance materials to keep the buildings in good condition (interior or exterior painting, pest control, electrical work, plumbing, heating repair, ventilation, air conditioning, etc.)
- 01-1510-52110** **Office Equipment Maintenance & Repair:** Maintenance and repair of office equipment such as copier machine, typewriter, etc.
- 01-1510-52130** **Vehicle Operations & Maintenance:** Maintenance, operation, painting, repair, parts such as; tires, batteries, and labor for General Government vehicles.
- 01-1510-52140** **Vehicle Gasoline Use:** Gasoline, diesel, and oil cost incurred for general government vehicles.
- 01-1510-52500** **Computer Supplies:** Ribbons, paper, memory expansions, additional processing capability, cables, connectors, computer hardware, cords, etc.
- 01-1510-52510** **Pantry Supplies:** Cost associated with purchase of sugar, coffee, tea, water and other supplies for the Administration break room.
- 01-1510-52520** **Office Supplies & Printing:** Stationery, miscellaneous office supplies and materials necessary for the operations of the Administration offices.
- 01-1510-52550** **Janitorial Supplies:** Cost associated with purchase of cleaning supplies, bath tissues, soaps, etc.
- 01-1510-53510** **Dues & Subscriptions:** City of New Carrollton membership in Maryland Municipal League, membership in P.G. County Municipal Association, Govt. Finance Officers Association, the International City Managers' Association, and other related organizations.
- 01-1510-53520** **Employee Training:** Funds allocated for staff professional development.

General Government Operating Expense Continued

- 01-1510-53540** **Travel & Meetings:** Expenses incurred by City Officials, employees, or committee members while on official City business, including attendance at meetings, seminars, and the annual MML convention. Auto mileage, registration fees, meals, parking, tolls, and accommodations are examples of reimbursable expenses.
- 01-1510-53550** **Employee Substance Testing & Physicals:** Provides for random testing to detect substance abuse and pre-employment physicals. (Consolidated under Human Resources starting FY 2016.)
- 01-1510-53560** **Employee Gifts - Special Occasions:** Funds allocated for employee gifts for special occasions such as bereavement, employment anniversaries, retirement functions, etc. for Administration Department.
- 01-1510-53570** **Uniforms:** Costs of uniform items necessary during the discharge of duties.
- 01-1510-54010** **Telephones:** Expense incurred in the use of office telephones in the Municipal Building, Admin and NCPD, including long distance calls.
- 01-1510-54020** **Cell Phones:** Expense incurred in the use of cell phones including long distance calls.
- 01-1510-54050** **Utility - Electricity:** Electricity used to maintain the day to day operations of City Municipal building.
- 01-1510-54060** **Utility - Natural Gas:** Gas used to maintain the day to day operations of City Municipal building.
- 01-1510-54070** **Utility – Water:** Water used to maintain the day to day operation of the City Municipal building.
- 01-1510-54080** **Postage Meter & Courier Services:** Postage for all correspondence using the postage meter and the fee of courier services for the next day delivery of important letters and packets.
- 01-1510-54150** **Upkeep of Hanco Building:** Heating, cooling, water, gas and electric for the Hanco Building. Also includes TV/internet/phone and funds for repairs or any improvements.
- 01-1510-54160** **Upkeep of Robert Frost Elm (Boys & Girls):** Plumbing repairs for Robert Frost bathroom.

General Government Operating Expense Continued

- 01-1510-54420** **Economic Dev./Annexation:** Costs related to legal, surveying, and engineering fees for potential annexations of property into the City and expenses related to economic development activities.
- 01-1510-54430** **Election:** Voting machine rental, election ads, annual compensation for members of Board of Elections, election clerk-hire allowance, office supplies, printing, and expenses for any special elections.
- 01-1510-54445** **Community Promotion:** Funds allocated for City sponsored community promotion events. These include the annual Community Day, Easter Egg Hunt, Halloween party, and other such events that directly benefit the residents.
- 01-1510-54470** **Ordinance Recodification:** Ongoing reorganization and enhancement of the City's existing Code of Ordinances through a private firm to update the publication of local laws. This includes printing and annual revisions.
- 01-1510-54480** **General Code DVD:** For the City Clerk to do in-house code and charter searches.
- 01-1510-54550** **Miscellaneous:** Expenditures that cannot be logically classified under other categories.

**FY 2018 BUDGET
EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION**

FUNCTION - GENERAL GOVERNMENT

ACTIVITY - ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 Proposed	BUDGET
							FY 2018-2017 PCT CHG
<u>OPERATING EXPENSES</u>							
<u>Human Resources</u>							
01-1530-46700	Employee Assistance Program				\$5,500	\$5,700	4%
01-1530-46710	Flexible Spending Account				1,075	1,195	11%
01-1530-46730	Education Reimbursements				10,000	10,000	0%
01-1530-50400	Recruiting			5,225	2,500	2,750	10%
01-1530-50200	Computer & IT Support					5,000	100%
01-1530-52520	Office Supplies and Printing				750	750	0%
01-1530-53510	Dues & Subscriptions			1,262	750	750	0%
01-1530-53520	Employee Training			3,539	4,000	3,000	-25%
01-1530-53540	Travel & Meetings			535	750	4,000	433%
01-1530-53560	Employee Gifts/Spec Occasions			15,434	13,000	11,500	-12%
01-1530-53580	Pre-Employment Screenings			1,537	1,308	1,350	3%
01-1530-53590	Post-Employment Screenings			3,258	4,380	4,380	0%
01-1530-53600	Wellness Programs			3,442	4,850	5,000	3%
	SUBTOTAL HUMAN RESOURCES	\$0	\$0	\$34,232	\$48,863	\$55,375	13%
	Total Operating Expenses	\$534,692	\$471,104	\$455,129	\$621,268	\$617,174	-1%

FY 2018 BUDGET
EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION
NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

FUNCTION - GENERAL GOVERNMENT

ACTIVITY - ADMINISTRATION

Human Resources Operating

- 01-1530-46700** **Employee Assistance Program:** This program provides substance abuse counseling, financial counseling, family relationship counseling and a wide range of services (Moved to Human Resources Department FY 2017).
- 01-1530-46710** **Flexible Spending Account:** Administrative fee Flexible Spending Accounts (savings account that helps employee pay for items that aren't covered on medical, dental, or vision plan).
- 01-1530-46730** **Education Reimbursements:** This program provides educational assistance based on the City's policy.
- 01-1530-50400** **Recruiting:** Cost associated of publication of help wanted ads.
- 01-1530-50200** **Computer & IT Support:** Funds allocated for IT support and software licenses.
- 01-1530-52520** **Office Supplies & Printing:** Stationery, miscellaneous office supplies, outside printing, and materials necessary for the operations of HR.
- 01-1530-53510** **Dues & Subscriptions:** Memberships in various associations and subscriptions for magazines and journals that can enhance the employee's skills.
- 01-1530-53520** **Employee Training:** Funds allocated for city-wide employee training, such as workplace harassment and supervisory training, also professional development for HR.
- 01-1530-53540** **Travel & Meetings:** Expenses incurred for attendance at meetings, seminars, and the annual conventions. Auto mileage, registration fees, meals, parking, tolls, and accommodations are examples of reimbursable expenses.
- 01-1530-53560** **Employee Gifts - Special Occasions:** Funds allocated for employee gifts for special occasions such as bereavement, employment anniversaries, retirement functions, etc.
- 01-1530-53580** **Pre-Employment Screenings:** Costs of background checks and drug testing necessary for hiring.

General Government – Human Resources Operating Expense Continued

01-1530-53590 **Post-Employment Screenings:** Cost of current employee testing.

01-1530-53600 **Wellness Programs:** Cost for employer to have activities or policies in place to support healthy behavior and/or improve health outcomes.

**FY 2018 BUDGET
EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION**

FUNCTION - GENERAL GOVERNMENT

ACTIVITY - ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 BUDGET	BUDGET	
						FY 2018 Proposed	FY 2018-2017 PCT CHG
<u>CAPITAL OUTLAY</u>							
<u>Human Resources</u>							
01-1530-58110	Software				\$3,600		-100%
01-1530-58340	Compensation Study				32,000		-100%
SUBTOTAL HUMAN RESOURCES		\$0	\$0	\$0	\$35,600	\$0	-100%

**FY 2018 BUDGET
EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION
NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS**

FUNCTION - GENERAL GOVERNMENT

ACTIVITY - ADMINISTRATION

Human Resources Capital Expenses

- | | |
|----------------------|---|
| 01-1530-58110 | Software: Employee and New Applicant tracking system |
| 01-1530-58340 | Compensation Study: Outside Company to study our job classifications, benefits, and pay and make recommendations on if the City needs to make changes. |

**FY 2018 BUDGET
EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION**

FUNCTION - GENERAL GOVERNMENT

ACTIVITY - ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 BUDGET	BUDGET	
						FY 2018 Proposed	FY 2018-2017 PCT CHG
<u>CAPITAL OUTLAY</u>							
01-1510-57020	City Hall Entrance Sign	3,033					
01-1510-57100	Vehicle-Car		23,113		0	-	
01-1510-58050	Furniture & Fixtures	17,711		2,000	2,500	2,000	-20%
01-1510-58100	Computers & Office Equipment			4,427	5,000	-	-100%
01-1510-58102	Building Maint Equipment				5,000	5,000	100%
01-1510-58120	Website				30,000	-	100%
01-1510-58220	Generator & Trailer	3,200					
01-1510-58250	Cable TV Equipment Grant	30,496	22,885	16,058	50,000	57,044	14%
01-1510-58300	New Telephone System	10,700					
01-1510-58320	Municipal Center Alarm		26,349				
01-1510-58340	Municipal Center Building Assessment		97,342	1,482			
SUBTOTAL G.G. ADMIN		\$65,140	\$169,689	\$23,967	\$92,500	\$64,044	-31%
Total Capital Expenses		\$65,140	\$169,689	\$23,967	\$128,100	\$64,044	-50%
TOTAL GENERAL GOVERNMENT ADMINISTRATION		\$1,293,319	\$1,217,204	\$1,065,683	\$1,386,507	\$1,766,939	27%

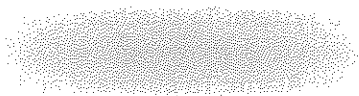
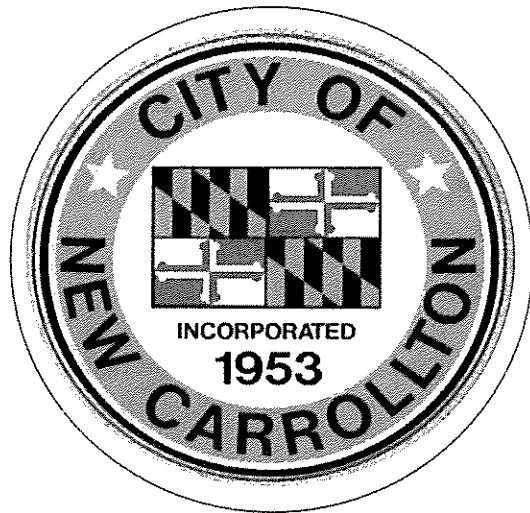
**FY 2018 BUDGET
EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION
NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS**

FUNCTION - GENERAL GOVERNMENT

ACTIVITY – ADMINISTRATION

Capital Expenses

01-1510-57020	City Hall Entrance Sign: Replacement of the Municipal Center entrance sign.
01-1510-57100	Vehicle-Car: Purchase of a car(s) for the Administration Department.
01-1510-58050	Furniture & Fixtures: Purchase of new office furniture.
01-1510-58100	Computers & Office Equipment: Purchase of new computers, continued upgrades, and Maintenance of the Municipal Center’s computer system.
01-1510-58102	Building Maintenance Equipment: Equipment used for upkeep of and maintenance of the Municipal Center.
01-1510-58120	Website: Design and Create a more informative and user friendly website.
01-1510-58220	Generator & Trailer: Purchase and installation of used generator with trailer to produce electricity in the event of electrical problem.
01-1510-58250	Cable TV Equipment Grant: Funds allocated for expenses related to the Comcast/Verizon Cable TV Equipment grant revenues.
01-1510-58300	New Telephone System: To purchase and replace the old telephone system.
01-1510-58320	Municipal Center Alarm: To purchase and replace fire alarm system.
01-1510-58340	Municipal Center Building Needs Analysis: Funds allocated to do a needs analysis study on the municipal center.



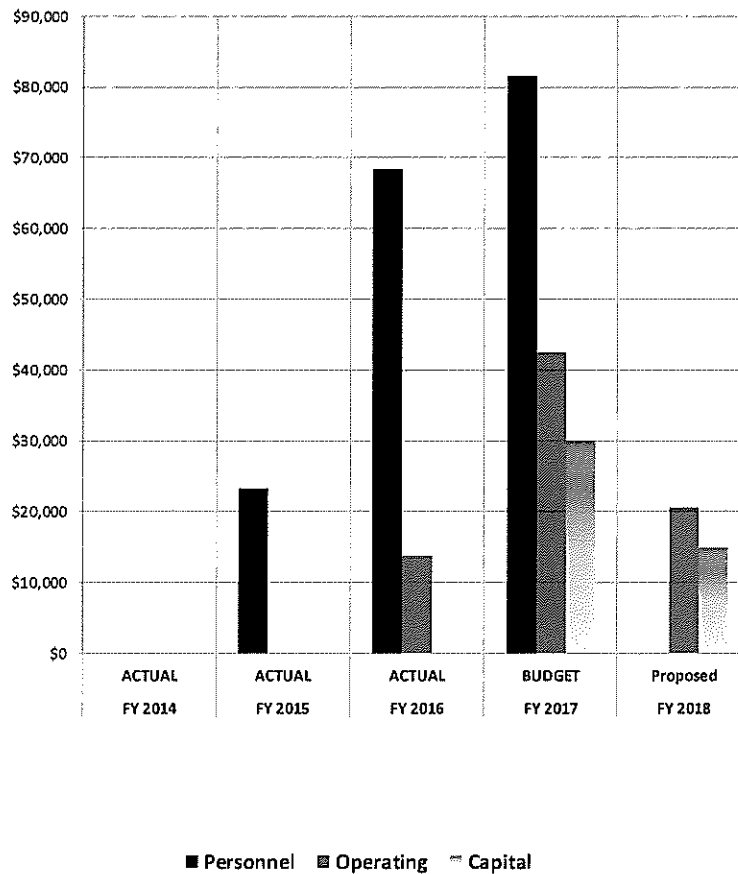
GENERAL GOVERNMENT: ECONOMIC DEVELOPMENT

MISSION STATEMENT: The Mission of the Economic Development Department is to promote the City of New Carrollton as a great place to live, work and do business.

PROGRAM GOALS:

1. Diversify the tax base via Economic Development incentives.
2. Encourage new businesses to consider New Carrollton.
3. Encourage existing businesses to expand their operations within the city limits.

SUMMARY OF EXPENDITURES



**FY 2018 BUDGET
EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION**

FUNCTION - GENERAL GOVERNMENT

ACTIVITY - ECONOMIC DEVELOPMENT

ACCOUNT NUMBER	DESCRIPTION	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	BUDGET
		ACTUAL	ACTUAL	ACTUAL	BUDGET	Proposed	FY 2018-2017 PCT.CHG
<u>PERSONNEL EXPENSES</u>							
01-1520-45400	Employee Services		\$22,309	\$54,061	\$55,000		-100%
01-1520-46300	F.I.C.A.		1,644	3,911	3,940		-100%
01-1520-46500	Health & Life Insurance		-654	9,681	16,643		-100%
01-1520-47000	Worker's Compensation			718	1,232		-100%
01-1520-48000	Retirement/Pension				4,265		-100%
01-1520-48010	Life and LTD				510		-100%
	Total Personnel Expenses		\$0	\$23,299	\$68,371	\$81,590	\$0 -100%

POSITIONS

Full -Time

Economic Development Coordinator	0	1	1	1	0
<u>Total Econ. Development Positions</u>	0	1	1	1	0

**FY 2018 BUDGET
EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION
NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS**

FUNCTION - GENERAL GOVERNMENT

**ACTIVITY - ECONOMIC DEVELOPMENT
PERSONNEL EXPENSES**

01-1520-45400	Employee Services: Salaries for Economic Development Coordinator
01-1520-46300	F.I.C.A.: Federal Insurance Contribution Act.
01-1520-46500	Health & Life Insurance: Provides group health and dental insurance for employees. (Life insurance moved to Life and LTD FY 2017.)
01-1520-47000	Worker's Compensation: Provides care for employees injured on the job.
01-1520-48000	Retirement / Pension: State Retirement and Pension System.
01-1520-48010	Life and LTD: Provides life insurance and long term disability for employees.

**FY 2018 BUDGET
EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION**

FUNCTION - GENERAL GOVERNMENT

ACTIVITY - ECONOMIC DEVELOPMENT

ACCOUNT NUMBER	DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 BUDGET	BUDGET	
						FY 2018 Proposed	FY 2018-2017 PCT.CHG
<u>OPERATING EXPENSES</u>							
01-1520-50325	Consulting Services (Contracted Services)				\$3,000		-100%
01-1520-50340	Neighborhood Design Center			500		1,500	100%
01-1520-50400	Advertising (Marketing & Promotion)				15,000	7,500	-50%
01-1520-50820	Landscaping Service Fees						
01-1520-52530	Market Study Supplies		101	917		-	
01-1510-53510	Dues & Subscription					2,000	100%
01-1520-53520	Employee Training (Professional Development)				4,000	2,000	-50%
01-1520-53540	Travel and Meetings			99	9,000	4,500	-50%
01-1520-54420	Economic Development (Non-Grant)		75	12,342		-	
01-1520-54445	Community Promotion				11,500	3,000	-74%
	Total Operating Expenses	\$0	\$176	\$13,858	\$42,500	\$20,500	-52%

FY 2018 BUDGET
EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION
NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

FUNCTION - GENERAL GOVERNMENT

ACTIVITY - ECONOMIC DEVELOPMENT
OPERATING EXPENSES

- 01-1520-50325** **Consulting Services (Contracted Services):** Expenses to pay for professional graphic design services (including professional stock photography) of economic development marketing materials.
- 01-1520-50340** **Neighborhood Design Center:** Expenses for pro bono work of planning and design of Community.
- 01-1520-50400** **Advertising (Marketing & Promotion):** Expenses to pay for design, distribution and media buys to generate investment interest and opportunities in New Carrollton.
- 01-1520-50820** **Landscaping Service Fees:** Landscaping expenses for new areas of development.
- 01-1520-52530** **Market Study Supplies:** Expenses for gathering of facts, data, observations, and trends for locations of development.
- 01-1520-53510** **Dues & Subscription:** Membership in various associations (including ICSC, MEDA and IEDC) and subscriptions for magazines and journals that can enhance the employees' skills.
- 01-1520-53520** **Employee Training (Professional Development):** Expenses to pay for employee training.
- 01-1520-53540** **Travel and Meetings:** Expenses to pay for attendance at economic development-related events, panels, workshops, annual International Commercial Shopping Center conference and booth, special events and partnerships is neighboring municipalities and county agencies.
- 01-1520-54420** **Economic Development (Non-Grant):** Economic Development expenses that are not covered by CDBG funds such as conferences, business development, branding materials, and the Economic Development website cost.
- 01-1520-54445** **Community Promotion:** Expenses to pay for events sponsorships for advertisements in industry publications, support special events and promotions in the commercial district intended to attract shoppers and visitors to New Carrollton (e.g., annual website hosting fee, production and printing of materials, promotions, prizes, outreach, etc.).

FUNCTION - GENERAL GOVERNMENT

ACTIVITY - ECONOMIC DEVELOPMENT

ACCOUNT NUMBER	DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 BUDGET	BUDGET	
						FY 2018 Proposed	FY 2018-2017 PCT CHG
<u>CAPITAL OUTLAY</u>							
01-1520-58190	Banners				\$ 30,000	\$ 15,000	-50%
	Total Capital Expenses	\$0	\$0	\$0	\$30,000	\$15,000	-50%
TOTAL G.G. ECONOMIC DEVELOPMENT		\$0	\$23,475	\$82,229	\$154,090	\$35,500	-77%

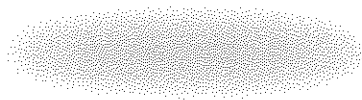
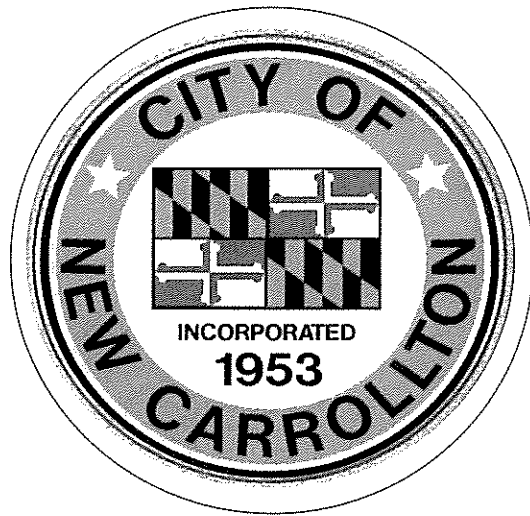
**FY 2018 BUDGET
EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION
NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS**

FUNCTION - GENERAL GOVERNMENT

ACTIVITY - ECONOMIC DEVELOPMENT

CAPITAL EXPENSES

01-1520-58190 **Banners:** Expenses to complete the design, purchase, production and installation of the banners supporting commercial areas of the City and economic development related events.



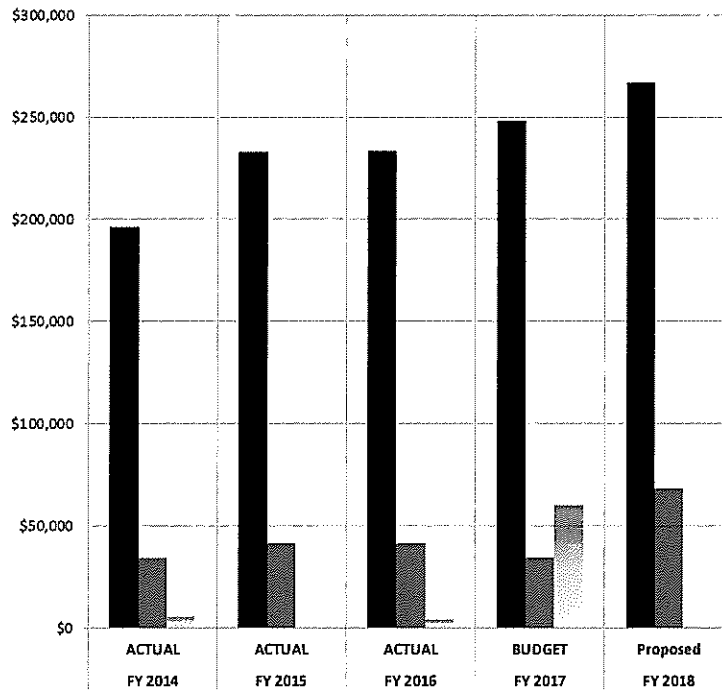
GENERAL GOVERNMENT: OFFICE OF FINANCE AND ACCOUNTING

MISSION STATEMENT: The mission of the Office of Finance and Accounting is to maximize resources and deliver creative and innovative financial policies to maintain citizen confidence and ensure cost-effective benefits.

PROGRAM GOALS:

Make the City's audited financial records available to the public to enhance and improve citizen knowledge, understanding, and interactivity. Also, to produce quality financial records of the City by improving the daily operations and enhance the agency's management focus and quality of revenue projections and reporting.

SUMMARY OF EXPENDITURES



■ Personnel ▨ Operating ● Capital

**FY 2018 BUDGET
EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION**

FUNCTION - FINANCIAL ADMINISTRATION

ACTIVITY - FINANCE AND ACCOUNTING

ACCOUNT NUMBER	DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 BUDGET	BUDGET	
						FY 2018 Proposed	FY 2018-2017 PCT CHG
<u>PERSONNEL EXPENSES</u>							
01-2010-45400	Employee Services	\$156,567	\$179,547	\$176,470	\$181,690	\$187,960	3%
01-2010-45650	Overtime - Employee Services		\$1,662	370	1,000	1,000	0%
01-2010-46300	F.I.C.A.	11,939	13,408	12,778	13,899	14,455	4%
01-2010-46500	Health & Life Insurance	14,689	22,745	30,991	34,235	45,674	33%
01-2010-47000	Worker's Compensation	486	415	473	432	522	21%
01-2010-48000	Retirement / Pension	12,555	15,119	12,372	14,964	15,037	0%
01-2010-48010	Life and LTD				1,750	1,930	10%
	Total Personnel Expenses	\$196,236	\$232,896	\$233,454	\$247,970	\$266,578	8%

POSITIONS

Full-Time

Director of Finance & Accounting	1	1	1	1	1
Staff Accountant	0	1	1	1	1
Accounting Clerk	0	1	1	1	1
Total Full-Time	1	3	3	3	3

Part-Time

Accounting Clerks	1	0	0	0	0
Total Part-Time	1	0	0	0	0
Total Accounting Positions	2	3	3	3	3

**FY 2018 BUDGET
EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION
NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS**

FUNCTION - FINANCIAL ADMINISTRATION

**ACTIVITY - FINANCE AND ACCOUNTING
PERSONNEL EXPENSES**

01-2010-45400	Employee Services: Annual compensation and accruals appropriated for employee services.
01-2010-45650	Overtime-Employee Services: Funds available for work performed beyond the regular work week.
01-2010-46300	F.I.C.A.: Federal Insurance Contribution Act.
01-2010-46500	Health & Life Insurance: Provides group health, and dental insurance for employees. (Life insurance moved to Life and LTD FY 2017.)
01-2010-47000	Worker's Compensation: Provides care for employees injured on the job.
01-2010-48000	Retirement / Pension: State Retirement and Pension System.
01-2010-48010	Life and LTD: Provides life insurance, and long term disability for employees.

**FY 2018 BUDGET
EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION**

FUNCTION - FINANCIAL ADMINISTRATION

ACTIVITY - FINANCE & ACCOUNTING

ACCOUNT NUMBER	DESCRIPTION	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	BUDGET
		ACTUAL	ACTUAL	ACTUAL	BUDGET	Proposed	FY 2018-2017 PCT CHG
<u>OPERATING EXPENSES</u>							
01-2010-50110	Auditing Services	\$18,479	\$18,856	\$22,749	\$20,000	\$22,000	10%
01-2010-50200	Computer Support	5,250	6,406	5,023	1,000	26,000	2500%
01-2010-52500	Computer Supplies	309	405	0	962	1,000	4%
01-2010-52520	Office Supplies & Printing	2,481	4,737	4,382	3,000	5,000	67%
01-2010-53510	Dues & Subscriptions	804	983	514	900	900	0%
01-2010-53520	Employee Training	2,000	5,241	4,384	4,000	4,000	0%
01-2010-53540	Travel & Meetings	982	786	1,789	2,500	5,502	120%
01-2010-54010	Telephone	1,889	1,589				
01-2010-54020	Cell Phones		345				
01-2010-54400	Credit Card Service Fees	1,467	1,230	1,975	2,000	2,000	0%
01-2010-54410	Bank Service Fees			424		1,125	100%
01-2010-54550	Miscellaneous	590	932	381	583	500	-14%
	Total Operating Expenses	\$34,251	\$41,510	\$41,621	\$34,945	\$68,027	95%

**FY 2018 BUDGET
EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION
NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS**

FUNCTION - FINANCIAL ADMINISTRATION

ACTIVITY - FINANCE AND ACCOUNTING

Operating Expenses

- 01-2010-50110** **Auditing Services:** Annual audit of City financial records by independent accounting firm, as required by State Law.
- 01-2010-50200** **Computer Support:** Payments for the use of proprietary accounting software and for professional technical assistance, including AccuFund.
- 01-2010-52500** **Computer Supplies:** Ribbons, paper, memory expansions, additional processing capability, cables, connectors, computer hardware, cords, etc.
- 01-2010-52520** **Office Supplies & Printing:** Stationery, miscellaneous office supplies, outside printing, and materials necessary for the operations of the finance office.
- 01-2010-53510** **Dues & Subscriptions:** Membership in various associations and subscriptions for magazines and journals that can enhance the employees' skills.
- 01-2010-53520** **Employee Training:** Professional development.
- 01-2010-53540** **Travel & Meetings:** Expenses incurred by accounting employees, while on official City business, including attendance at meetings, seminars, and the regional and annual GFOA conventions. Auto mileage, registration fees, meals, parking, tolls, and accommodations are examples of reimbursable expenses.
- 01-2010-54010** **Telephone:** Monthly telephone charges and other repair or maintenance costs of telephones in the accounting office. (Consolidated under Administration starting FY 2016.)
- 01-2010-54020** **Cell Phones:** Monthly expense incurred in the use of cell phones including long distance calls (eliminated).
- 01-2010-54400** **Credit Card Service Fees:** Monthly fees and commissions incurred for receiving revenues from residents and businesses through credit card payments.
- 01-2010-54410** **Bank Service Fees:** Administration fees for loan payments and bank accounts.
- 01-2010-54550** **Miscellaneous:** Expenditures that cannot be logically classified under other categories.

**FY 2018 BUDGET
EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION**

FUNCTION - FINANCE ADMINISTRATION

ACTIVITY - FINANCE AND ACCOUNTING

ACCOUNT NUMBER	DESCRIPTION	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	BUDGET
		ACTUAL	ACTUAL	ACTUAL	BUDGET	Proposed	FY 2018-2017 PCT CHG
<u>CAPITAL OUTLAY</u>							
01-2010-58050	Furniture & Fixtures			\$2,699	\$1,000	\$1,000	0%
01-2010-58100	Computers	2,492		1,378	1,000		-100%
01-2010-58110	Software	3,095			58,000		-100%
	Total Capital Expenses	\$5,587	\$0	\$4,077	\$60,000	\$1,000	-98%
TOTAL FINANCE & ADMINISTRATION		\$236,074	\$274,406	\$279,152	\$342,915	\$335,605	-2%

**FY 2018 BUDGET
EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION
NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS**

FUNCTION - FINANCIAL ADMINISTRATION

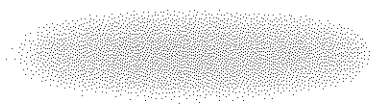
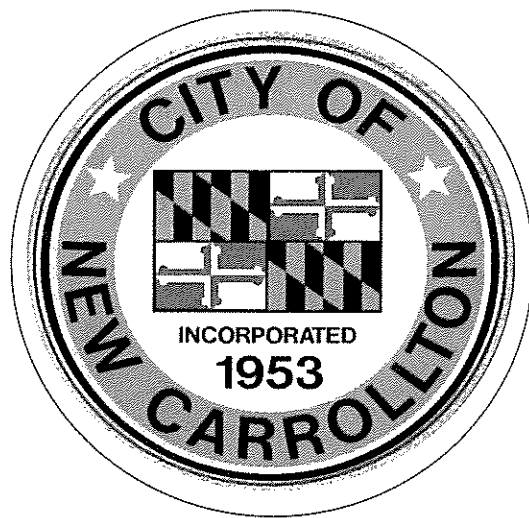
ACTIVITY - FINANCE AND ACCOUNTING

Capital Outlay

01-2010-58050 Furniture & Fixtures: Purchase of new office furniture.

01-2010-58100 Computers: Computer Replacement.

01-2010-58110 Software: New Accounting and Payroll Software.



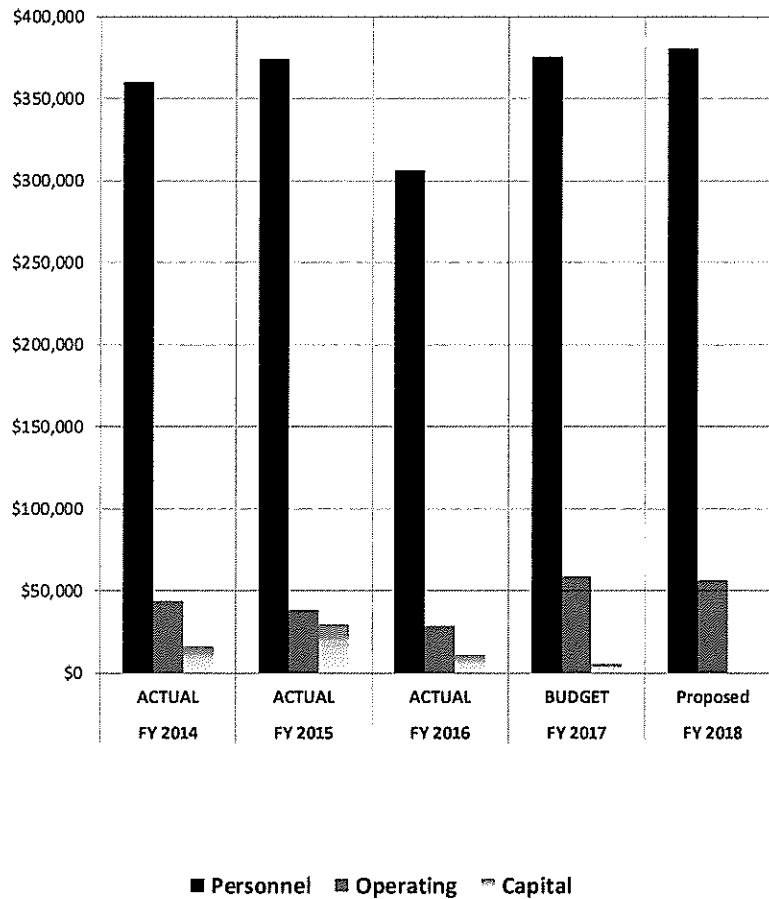
GENERAL GOVERNMENT: CODE ENFORCEMENT SERVICES

MISSION STATEMENT: Prohibit nuisances and disturbing elements which may affect the health and welfare of any person within the City of New Carrollton. To monitor the construction of buildings and the maintenance thereof, and the use of property.

PROGRAM GOALS:

To enforce the health and safety codes and ordinances of the City of New Carrollton in a thorough and efficient manner, related to concerns such as chipping and flaking paint on City houses, oversized vehicles, unregistered vehicles, rental housing inspections, building permits, deteriorating structures such as fences and sheds, tall grass and weeds, etc.

SUMMARY OF EXPENDITURES



**FY 2018 BUDGET
EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION**

FUNCTION -GENERAL GOVERNMENT

ACTIVITY - CODE ENFORCEMENT

ACCOUNT NUMBER	DESCRIPTION	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	BUDGET
		ACTUAL	ACTUAL	ACTUAL	BUDGET	Proposed	FY 2018-2017 PCT CHG
PERSONNEL EXPENSES							
01-2510-45400	Employee Services	\$262,267	\$263,906	\$217,049	\$273,557	\$271,168	-1%
01-2510-45650	Overtime		767	1,122	1,500	1,500	0%
01-2510-46300	F.I.C.A.	19,729	19,163	16,559	20,912	20,859	0%
01-2510-46500	Health & Life Insurance	40,195	57,748	44,128	51,843	53,905	4%
01-2510-47000	Worker's Compensation	11,245	9,025	8,022	8,045	9,000	12%
01-2510-48000	Retirement / Pension	26,176	23,469	19,437	17,063	21,693	27%
01-2510-48010	Life and LTD				2,716	2,277	-16%
Total Personnel Expenses		\$359,612	\$374,078	\$306,317	\$375,636	\$380,402	1%

POSITIONS

Full-Time

Code Enforcement Director	1	1	1	1	1
Asst. Code Enforcement Director	1	1	1	0	0
Code Enforcement Officer(s)	2	2	2	3	3
Code Enforcement Admin. Asst.	1	1	1	1	1
Total Full-Time	5	5	5	5	5

Part-Time

Code Enforcement Officer	1	1	1	1	1
Total Part-Time	1	1	1	1	1
Total Code Enforcement Positions	6	6	6	6	6

**FY 2018 BUDGET
EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION
NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS**

FUNCTION - GENERAL GOVERNMENT

**ACTIVITY - CODE ENFORCEMENT
PERSONNEL EXPENSES**

01-2510-45400	Employee Services: Salaries and accruals of Code Enforcement Officers and the Code Enforcement Administrative Assistant.
01-2510-45650	Overtime: Overtime appropriated to Code Enforcement Employees.
01-2510-46300	F.I.C.A.: Federal Insurance Contribution Act.
01-2510-46500	Health & Life Insurance: Provides group health and dental insurance for employees. (Life insurance moved to Life and LTD FY 2017.)
01-2510-47000	Worker's Compensation: Provides care for employees injured on the job.
01-2510-48000	Retirement / Pension: State Retirement and Pension System.
01-2510-48010	Life and LTD: Provides life insurance and long term disability for employees.

**FY 2018 BUDGET
EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION**

FUNCTION - GENERAL GOVERNMENT

ACTIVITY - CODE ENFORCEMENT

ACCOUNT NUMBER	DESCRIPTION	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	BUDGET
		ACTUAL	ACTUAL	ACTUAL	BUDGET	Proposed	FY 2018-2017 PCT CHG
<u>OPERATING EXPENSES</u>							
01-2510-50200	Computer Support					\$10,000	100%
01-2510-50820	Property Clean-Up	13,365	9,111	11,252	22,000	15,000	-32%
01-2510-52130	Vehicle Operation & Maintenance	3,503	1,517	2,021	4,000	4,000	0%
01-2510-52140	Vehicle Gasoline Use	12,038	7,390	1,242	13,000	8,000	-38%
01-2510-52190	Insect & Mosquito Control	475	1,569	669	1,600	1,600	0%
01-2510-52500	Computer Supplies	1,011	1,344	0	500	500	0%
01-2510-52520	Office Supplies & Printing	3,689	4,916	3,272	5,000	5,000	0%
01-2510-52530	Field Supplies	1,371	1,048	508	1,400	1,000	-29%
01-2510-52540	Signs, Notices & Permits		1,180	416	700	700	0%
01-2510-53510	Dues & Subscriptions	390	390	555	700	600	-14%
01-2510-53520	Employee Training		692	569	2,500	2,500	0%
01-2510-53540	Travel & Meetings	978	882	1,758	1,400	1,400	0%
01-2510-53550	Empl Substance Testing & Physicals	573	226				
01-2510-53570	Uniforms	1,276	1,062	1,262	1,300	2,000	54%
01-2510-54010	Telephones	1,337	2,384				
01-2510-54020	Cell Phones	3,808	4,021	4,799	4,000	4,000	0%
01-2510-54550	Miscellaneous	79	406	121	500	500	0%
Total Operating Expenses		\$43,893	\$38,138	\$28,444	\$58,600	\$56,800	-3%

FY 2018 BUDGET
EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION
NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

FUNCTION - GENERAL GOVERNMENT

ACTIVITY - CODE ENFORCEMENT

Operating Expenses

01-2510-50200	Computer Support & Software License: Payments for the use of software license and for professional technical assistance.
01-2510-50820	Property Clean-up: Funds allocated for code violation abatements.
01-2510-52130	Vehicle Operation & Maintenance: Maintenance, operation, painting, repair, and parts such as; tires, batteries, and labor for Code Enforcement Department vehicles.
01-2510-52140	Vehicle Gasoline Use: Gasoline, diesel, and oil cost incurred for Code Enforcement vehicles.
01-2510-52190	Insect & Mosquito Control: For mosquito control service under contract with Prince George's County and the State of Maryland.
01-2510-52500	Computer Supplies: Ribbons, paper, memory expansions, additional processing capability, cables, connectors, computer hardware, cords, etc.
01-2510-52520	Office Supplies & Printing: Stationery, miscellaneous office supplies, outside printing, and materials necessary for the operations of the Code Enforcement's assigned responsibilities.
01-2510-52530	Field Supplies: Traffic supplies such as cones, vests, flares, fire extinguishers, and first aid kits.
01-2510-52540	Signs, Notices & Permits: Violation notices, door hangers, etc.
01-2510-53510	Dues & Subscriptions: Membership in various associations and subscriptions for magazines and journals that can enhance the employees' skills.
01-2510-53520	Employee Training: Job related training and professional development.
01-2510-53540	Travel & Meetings: Expenses incurred by employees while on official City business; including court attendance expenses, mileage, parking, tolls, accommodations, etc.

General Government Operating Expense Continued

- 01-2510-53550** **Employee Substance Testing & Physicals:** Provides for random testing to detect substance abuse and pre-employment physicals. (Consolidated under Human Resources starting FY 2016.)
- 01-2510-53570** **Uniforms:** Costs of uniform items necessary during the discharge of duties.
- 01-2510-54010** **Telephones:** Monthly expense incurred in the use of office telephones including long distance calls. (Consolidated under Administration starting FY 2016.)
- 01-2510-54020** **Cell Phones:** Monthly expenses incurred in the use of departmental cell phones.
- 01-2510-54550** **Miscellaneous:** Expenditures that cannot be logically classified under other categories.

**FY 2018 BUDGET
EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION**

FUNCTION - GENERAL GOVERNMENT

ACTIVITY - CODE ENFORCEMENT

ACCOUNT NUMBER	DESCRIPTION	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	BUDGET
		ACTUAL	ACTUAL	ACTUAL	BUDGET	Proposed	FY 2018-2017 PCT CHG
<u>CAPITAL OUTLAY</u>							
01-2510-57100	Vehicle	\$16,291					
01-2510-58100	Computers		5,808	10,670	1,500	0	-100%
01-2510-58110	Code Enforcement Software		23,232		4,000	0	-100%
	Total Capital Expenses	\$16,291	\$29,040	\$10,670	\$5,500	\$0	-100%
TOTAL PUBLIC HEALTH - CODE ENFORCEMENT		\$419,796	\$441,256	\$345,431	\$439,736	\$437,202	-1%

**FY 2018 BUDGET
EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION
NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS**

FUNCTION - GENERAL GOVERNMENT

ACTIVITY - CODE ENFORCEMENT

CAPITAL EXPENSES

01-2510-57100	Vehicle: To replace old existing Code Enforcement vehicle.
01-2510-58100	Computers: Computer replacement.
01-2510-58110	Code Enforcement Software: To purchase new Code Enforcement Software.

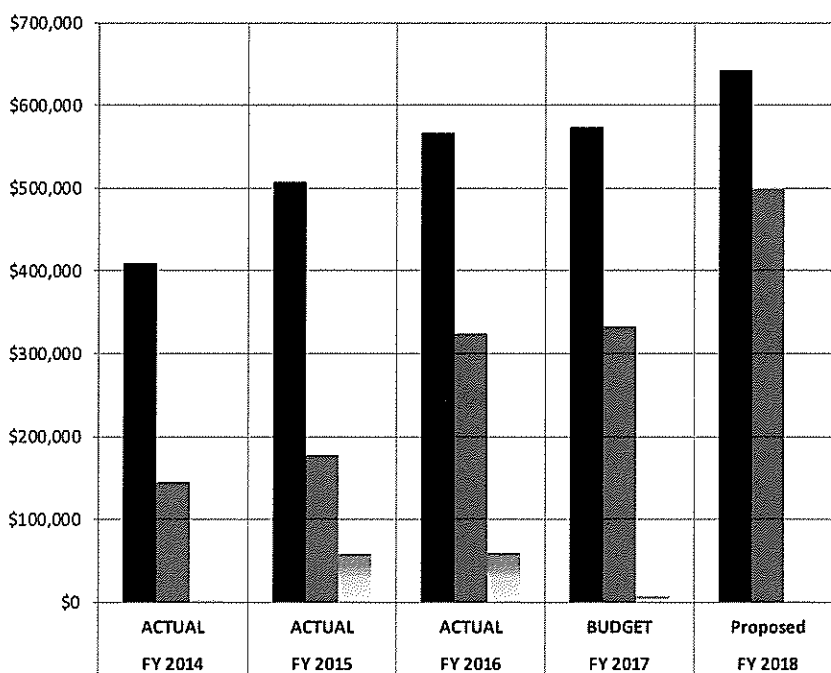
PUBLIC SAFETY POLICE ADMINISTRATION

MISSION STATEMENT: The Police Administration is responsible for the oversight of all aspects of the Operations of New Carrollton Police Department including the Patrol Division, Support Services Division and the Investigative Section. Police Administration is responsible for personnel training, Department computer systems, computer software, Department forms, general orders, special orders, budget preparation and grant management. The Administration operates the Department's Property section and has direct supervision over Records Management and building security surveillance. The Administration maintains and manages staff services necessary to engage in these activities.

PROGRAM GOALS:

1. To enforce all laws, and ordinances of the City of New Carrollton, Prince George's County, and the State of Maryland in a thorough and efficient manner.
2. To assist Code Enforcement in the performance of their duties and give directions to different Police Divisions and sections under the Police Administration.

SUMMARY OF EXPENDITURES



■ Personnel ■ Operating ▨ Capital

**FY 2018 BUDGET
EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION**

FUNCTION - PUBLIC SAFETY

ACTIVITY - POLICE ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 Proposed	BUDGET
							FY 2018-2017 PCT CHG
<u>PERSONNEL EXPENSES</u>							
01-3010-45300	Police Chief	\$79,493	\$89,667	\$99,686	\$92,359	\$96,100	4%
01-3010-45400	Employee Services	225,127	276,106	294,508	303,354	335,262	11%
01-3010-45650	Overtime - Employee Services	2,632	4,241	7,721	5,000	8,000	60%
01-3010-46300	F.I.C.A.	23,056	27,593	29,530	30,196	33,611	11%
01-3010-46500	Health & Life Insurance	32,448	56,810	81,644	87,873	107,810	23%
01-3010-47000	Worker's Compensation	17,843	20,678	22,888	18,938	24,000	27%
01-3010-48000	Retirement / Pension	29,130	32,597	30,809	32,274	34,509	7%
01-3010-48010	Life and LTD				3,679	4,000	9%
	Total Personnel Expenses	\$409,728	\$507,692	\$566,786	\$573,673	\$643,292	12%

POSITIONS

Full -Time

Police Chief	1	1	1	1	1
Police Captain	0	1	1	1	1
Police Lieutenant	0	0	0	0	0
Police Sergeant-C.I.D	1	1	1	1	1
Administrative Asst.	2	3	3	3	3

Part-Time

Admin Asst for Chief				1	1
Admin Asst- Red Light Camera					0.5
Property Officer	0	1	1	0	0
Total Police Admin. Positions	4	7	7	7	7.5

**EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION
NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS**

FUNCTION - PUBLIC SAFETY

**ACTIVITY - POLICE ADMINISTRATION
PERSONNEL EXPENSES**

01-3010-45300	Police Chief: Annual salary.
01-3010-45400	Employee Services: Salaries and accruals of Administrative Employees.
01-3010-45650	Overtime - Employees Services: Funds available for work performed beyond regular work week for Administrative Employees.
01-3010-46300	F.I.C.A.: Federal Insurance Contribution Act.
01-3010-46500	Health & Life Insurance: Provides group health and dental insurance for employees. (Life Insurance moved to Life and LTD FY 2017.)
01-3010-47000	Worker's Compensation: Provides care for employees injured on the job.
01-3010-48000	Retirement / Pension: State Retirement and Pension System.
01-3010-48010	Life and LTD: Provides life insurance and long term disability for employees.

**FY 2018 BUDGET
EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION**

FUNCTION - PUBLIC SAFETY

ACTIVITY - POLICE ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 BUDGET	BUDGET	
						FY 2018 Proposed	FY 2018-2017 PCT CHG
<u>OPERATING EXPENSES</u>							
01-3010-50200	Computer & IT Support					\$10,505	100%
01-3010-50210	Police Radars/Calibration/Maint					820	100%
01-3010-50700	General Liability Insurance	25,291	28,672	32,841	35,000	37,000	6%
01-3010-50710	Auto Insurance	22,545	19,500	21,948	24,000	24,000	0%
01-3010-52100	Building Maintenance & Repair		17,934	8,577	10,000		-100%
01-3010-52110	Office Equipment Maint. & Repair	1,534	745	307	2,500	2,500	0%
01-3010-52130	Vehicle Operation & Maintenance	6,009	7,574	50,444	43,000	43,000	0%
01-3010-52140	Vehicle Gasoline Use	9,284	8,716	52,471	60,000	60,000	0%
01-3010-52500	Computer Supplies	1,522	712	1,236	2,000	2,000	0%
01-3010-52510	Pantry Supplies	2,118	1,618	2,747	3,000	3,000	0%
01-3010-52520	Office Supplies & Printing	2,757	4,270	10,431	8,000	8,000	0%
01-3010-53130	Small Equipment	651	1,365				
01-3010-53510	Dues & Subscriptions	1,366	1,470	885	2,000	3,000	50%
01-3010-53520	Employee Training	514	1,823	2,701	4,000	35,000	775%
01-3010-53540	Travel & Meetings	2,436	4,247	3,823	4,000	4,000	0%
01-3010-53550	Pre-Employment and Mental Wellness	982	226		8,600	8,600	0%
01-3010-53570	Uniforms	2,803	1,169	19,048	30,000	30,000	0%
01-3010-54010	Telephones	1,514	1,589	2,774	7,800		-100%
01-3010-54020	Cell Phones	5,443	10,156	20,895	34,000	30,000	-12%
01-3010-54080	Courier Services	1,763	1,256	559	2,000	2,500	25%
01-3010-54445	Community Promotion		8,859	14,753	15,000	15,000	0%
01-3010-54450	Neighborhood Watch				2,000	2,000	0%
01-3010-54495	Vehicle Control Fine - Service Fees	53,958	53,554	44,843	30,000	30,000	0%
01-3010-54497	Red Light Camera Service Fees			28,736		145,800	100%
01-3010-54550	Miscellaneous	1,895	1,942	3,452	5,000	2,500	-50%
Total Operating Expenses		\$144,385	\$177,397	\$323,471	\$331,900	\$499,225	50%

**FY 2018 BUDGET
EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION
NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS**

FUNCTION - PUBLIC SAFETY

ACTIVITY - POLICE ADMINISTRATION

Operating Expenses

01-3010-50200	Computer & IT Support: Payments for the use of software licenses and for professional technical assistance.
01-3010-50210	Police Radars/Calibration Maint: Police radars require maintenance and annual calibration per Maryland law.
01-3010-50700	General Liability Insurance: General insurance covers City's Police Officer's liability and buildings.
01-3010-50710	Auto Insurance: Policies protecting City in the event of claims for bodily injuries and property damages due to auto accident.
01-3010-52100	Building Maintenance & Repair: Any costs associated with repairs such as labor, supplies, and maintenance materials to upkeep the buildings in good condition (Interior or exterior painting, pest control, electrical work, plumbing, heating repair, ventilation, air condition repair, etc.).
01-3010-52110	Office Equipment Maint. & Repair: Maintenance, operation, and repair of office equipment.
01-3010-52130	Vehicle Operation & Maintenance: Maintenance, operation, painting, repairs, and parts such as; tires, batteries, and labor for police department vehicles.
01-3010-52140	Vehicle Gasoline Use: Gasoline, diesel, and oil cost incurred for operating police vehicles.
01-3010-52500	Computer Supplies: Ribbons, paper, memory expansions, additional processing capability, cables, connectors, computer hardware, cords, etc.
01-3010-52510	Pantry Supplies: Cost associated with purchase of sugar, coffee, tea, water, and other supplies for the Police Department break room.
01-3010-52520	Office Supplies & Printing: Stationery, miscellaneous office supplies, and materials necessary for the operations of the Police Administration.
01-3010-53130	Small Equipment: Small equipment needed for the Police Force.

Public Safety Operating Expense Continued

- 01-3010-53510** **Dues & Subscriptions:** Memberships in various associations and subscriptions for magazines and journals that can enhance the employee's skills.
- 01-3010-53520** **Employee Training:** Job related training seminars to develop staff capabilities and funds allocated for staff professional development.
- 01-3010-53540** **Travel & Meetings:** Expenses incurred by employees while on official City business; including court attendance expenses, mileage, parking, tolls, accommodations, etc.
- 01-3010-53550** **Pre-Employment and Mental Wellness:** Provides pre-employment physicals and psychological testing. (Random and pre-employment substance testing consolidated under Human Resources starting FY 2016.)
- 01-3010-53570** **Uniforms:** Costs of uniform items necessary during the discharge of duties.
- 01-3010-54010** **Telephones:** Monthly expenses incurred in the use of office telephones including long distance calls.
- 01-3010-54020** **Cell Phones:** Monthly expenses incurred in the use of cell phones.
- 01-3010-54080** **Courier Services:** Cost of courier service to deliver important letters and packets.
- 01-3010-54445** **Community Promotion:** National Night Out, Santa with a badge, and NCPD Awards Banquet.
- 01-3010-54450** **Neighborhood Watch:** Expenses incurred with organizing citizens to prevent crime and vandalism prevention.
- 01-3010-54495** **Vehicle Control Fine - Service Fees:** This expenditure is an offset by revenues described in Vehicle Control Fine and Towing, due to the service fees paid to the collection agency at 14% of the collection.
- 01-3010-54497** **Red Light Camera Service Fees:** Fee charged by Optotraffic for Red Light Camera System.
- 01-3010-54550** **Miscellaneous:** Expenditures that cannot be logically classified under other categories.

**FY 2018 BUDGET
EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION**

FUNCTION - PUBLIC SAFETY

ACTIVITY - POLICE ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 Proposed	BUDGET FY 2018-2017 PCT CHG
<u>CAPITAL OUTLAY</u>							
01-3010-57100	Vehicles		\$9,363	\$24,456	\$0		
01-3010-58000	Furniture & Fixtures				2,500	1,500	-40%
01-3010-58100	Computers	790	24,514	2,994	5,000		-100%
01-3010-58120	Body Camera	1,629		15,443			
01-3010-58130	Live Scan Finger Print System		23,793				
01-3010-58140	Highway Message Trailer			16,500			
	Total Capital Expenses	\$2,419	\$57,670	\$59,393	\$7,500	\$1,500	-80%
TOTAL POLICE ADMINISTRATION		\$556,532	\$742,759	\$949,650	\$913,073	\$1,144,017	25%

**FY 2018 BUDGET
EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION
NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS**

FUNCTION - PUBLIC SAFETY

ACTIVITY - POLICE ADMINISTRATION

CAPITAL EXPENSES

- | | |
|----------------------|---|
| 01-3010-57100 | Vehicles: Purchase of vehicle(s) for the police force. |
| 01-3010-58000 | Furniture & Fixtures: Furniture Replacement or Repair. |
| 01-3010-58100 | Computers: Computer Replacement. |
| 01-3010-58120 | Body Cameras: Purchase of new body cameras for the police officers. |
| 01-3010-58130 | Live Scan Finger Print System: Purchase of a new system to do electronic fingerprinting. |
| 01-3010-58140 | Highway Message Trailer: Mobile highway message sign for use during emergencies or other important situations. |

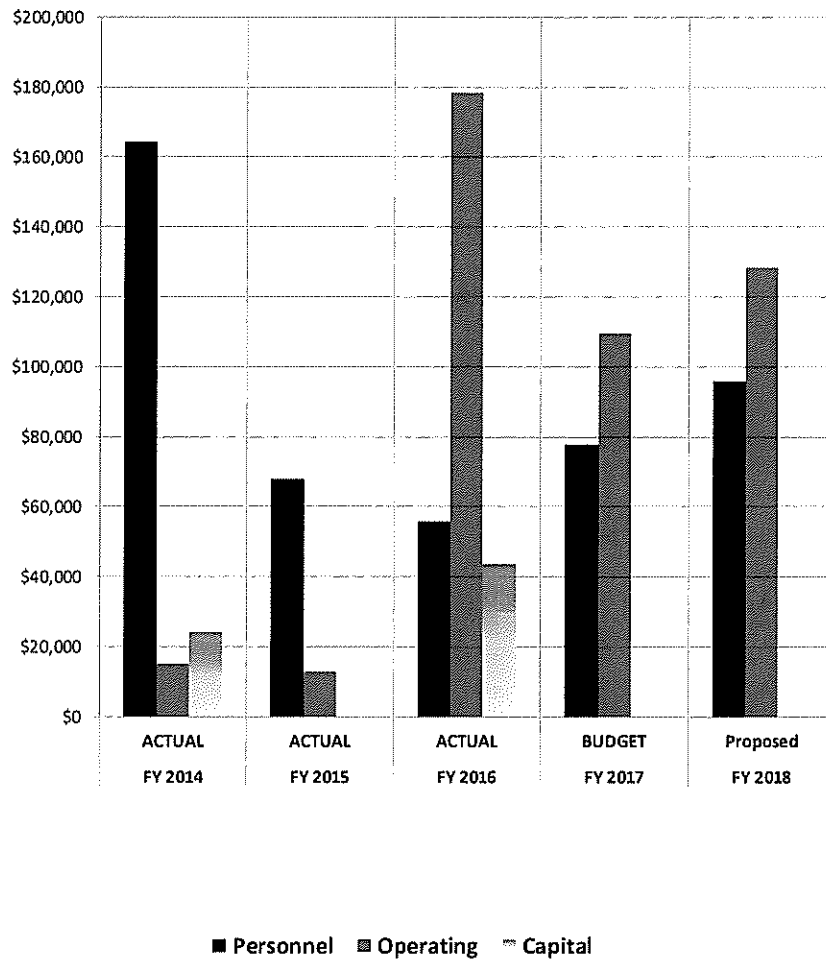
PUBLIC SAFETY SPEED CAMERAS

MISSION STATEMENT: To protect students attending the City's five (5) schools through the use of automated speed enforcement devices by enforcing speed limits in school zones. This is accomplished in accordance with Transportation Article 21-809 of the Maryland Annotated Code

PROGRAM GOALS:

The fundamental goal underlying the use of ASE (Automated Speed Enforcement) systems in school zones are to increase driver awareness of speed-related crashes and to encourage a change in driver behavior.

SUMMARY OF EXPENDITURES



**FY 2018 BUDGET
EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION**

FUNCTION - PUBLIC SAFETY

ACTIVITY - POLICE SPEED CAMERAS

ACCOUNT NUMBER	DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 BUDGET	BUDGET	
						FY 2018 Proposed	FY 2018-2017 PCT CHG
<u>PERSONNEL EXPENSES</u>							
01-3030-45400	Employee Services	\$117,396	\$46,233	\$28,971	\$48,425	\$49,862	3%
01-3030-45650	Overtime - Police Officers	454				10,000	100%
01-3030-46300	F.I.C.A.	8,703	3,493	2,063	3,666	4,579	25%
01-3030-46500	Health & Life Insurance	15,417	11,073	16,713	17,394	22,172	27%
01-3030-47000	Worker's Compensation	11,154	4,083	4,632	3,912	4,770	22%
01-3030-48000	Retirement / Pension	11,276	3,140	3,352	3,969	4,000	1%
01-3030-48010	Life and LTD				449	541	20%
	Total Personnel Expenses	\$164,401	\$68,022	\$55,731	\$77,815	\$95,924	23%

POSITIONS

Full-Time

Police Captain	1	0	0	0	0
Police Officers (C.P.L)	0	1	1	1	1
Police Officers	2	0	0	0	0
Administrative Asst.	1	1	0	0	0

Part-Time

Accounting Clerk	1	0	0	0	0
Administrative Asst.	1	0	0	0	0

<u>Total Police Service Positions</u>	6	2	1	1	1
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**FY 2018 BUDGET
EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION
NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS**

FUNCTION - PUBLIC SAFETY

ACTIVITY - POLICE SPEED CAMERAS

Personnel Expenses

01-3030-45400	Employee Services: Annual compensation and accruals appropriated for employee services.
01-3030-45650	Overtime - Police Officers: Funds available for work performed beyond the regular work.
01-3030-46300	F.I.C.A.: Federal Insurance Contribution Act.
01-3030-46500	Health & Life Insurance: Provides group health and dental insurance for employees. (Life insurance moved to Life and LTD FY 2017.)
01-3030-47000	Worker's Compensation: Provides care for employees injured on the job.
01-3030-48000	Retirement / Pension: State Retirement and Pension System.
01-3030-48010	Life and LTD: Provides life insurance and long term disability for employees.

**FY 2018 BUDGET
EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION**

FUNCTION - PUBLIC SAFETY

ACTIVITY - POLICE SPEED CAMERAS

ACCOUNT NUMBER		FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	BUDGET
		ACTUAL	ACTUAL	ACTUAL	BUDGET	Proposed	FY 2018-2017 PCT CHG
<u>OPERATING EXPENSES</u>							
01-3030-50200	Computer & IT Support	\$2,400	\$2,717	\$1,357	\$2,500	\$3,500	40%
01-3030-50300	Legal Services		2,500	5,004	5,000		-100%
01-3030-50700	General Liability Insurance						
01-3030-50710	Auto Insurance						
01-3030-50720	Public Officials Liability & Bonding						
01-3030-52110	Office Equipment Maint. & Repair						
01-3030-52130	Vehicle Operation & Maintenance	(12)				5,000	100%
01-3030-52140	Vehicle Gasoline Use	6,651	3,582			3,500	100%
01-3030-52520	Office Supplies & Printing					2,500	100%
01-3030-52530	Field Supplies		700	103	1,000	1,000	0%
01-3030-53510	Dues & Subscriptions						
01-3030-53550	Employee Substance Testing & Pr	270					
01-3030-53570	Uniforms	1,518	261			900	100%
01-3030-54010	Telephones	792	860				
01-3030-54020	Cell Phones	3,579	2,372			700	100%
01-3030-54495	Speed Camera Vendor Fee			171,954	101,250	111,375	10%
	Total Operating Expenses	\$15,198	\$12,992	\$178,418	\$109,750	\$128,475	17%

FY 2018 BUDGET
EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION
NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

FUNCTION - PUBLIC SAFETY

ACTIVITY - POLICE SPEED CAMERAS

Operating Expenses

- 01-3030-50200** **Computer & IT Support:** Professional and technical assistance for the City's Police Department's main computer system and the networking of the computer for the speed camera system.
- 01-3030-50300** **Legal Services:** Funds allocated for City legal expenses involving police officer disciplinary matters.
- 01-3030-50700** **General Liability Insurance:** General insurance mainly covers the City's buildings, inventories, etc.
- 01-3030-50710** **Auto Insurance:** Policies protecting City in the event of claims for bodily injuries and property damages due to auto accident.
- 01-3030-50720** **Public Officials Liability & Bonding:** Includes employee dishonesty, and professional liability insurance for officials and staff.
- 01-3030-52110** **Office Equipment Maint. & Repair:** Maintenance and repair of office equipment such as copier machines, printers, etc.
- 01-3030-52130** **Vehicle Operation & Maintenance:** Maintenance, operation, painting, repair, and parts such as; tires, batteries, and labor for police department vehicles. (Consolidated under Public Safety Administration starting FY 2016.)
- 01-3030-52140** **Vehicle Gasoline Use:** Gasoline, diesel, and oil cost incurred. (Consolidated under Public Safety Administration starting FY 2016.)
- 01-3030-52520** **Office Supplies & Printing:** Stationery, miscellaneous office supplies and materials necessary for the operations of the Police Speed Cameras Department.
- 01-3030-52530** **Field Supplies:** Traffic supplies such as cones, vests, flares, fire extinguishers, first aid kits, Defibrillators, and Other Operating Equipment as needed (i.e. Ammunition, Etc.) .
- 01-3030-53510** **Dues & Subscriptions:** Membership in various associations that can enhance the police force skills.

Public Safety Operating Expense Continued

- 01-3030-53550** **Employee Substance Testing & Physicals:** Provides for random testing to detect substance abuse and pre-employment physicals. (Consolidated under Human Resources starting FY 2016.)
- 01-3030-53570** **Uniforms:** Costs of uniform items necessary during the discharge of duties to include repair and replacement as needed.
- 01-3030-54010** **Telephones:** Monthly expenses incurred in the use of office telephones including long distance calls. (Consolidated under Police Administration starting FY 2016.)
- 01-3030-54020** **Cell Phones:** Monthly expenses incurred in the use of cell phones including long distance calls.
- 01-3030-54495** **Speed Camera Vendor Fee:** Fee charged by Optotraffic for Speed Camera System.

**FY 2018 BUDGET
EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION**

FUNCTION - PUBLIC SAFETY

ACTIVITY - POLICE SPEED CAMERAS

ACCOUNT NUMBER		FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 Proposed	BUDGET FY 2018-2017 PCT CHG
<u>CAPITAL OUTLAY</u>							
01-3030-57010	Building Security System	\$12,147					
01-3030-57100	Vehicles			25,000			
01-3030-57360	Vehicle Equipment			7,652			
01-3030-57370	Motorola Vehicle Radios						
01-3030-57380	Defibrillators	12,000					
01-3030-57390	Phasers			10,935			
	Total Capital Expenses	\$24,147	\$0	\$43,587	\$0	\$0	
TOTAL POLICE SPECIAL OPERATION		\$203,746	\$81,014	\$277,736	\$187,565	\$224,399	20%

**FY 2018 BUDGET
EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION
NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS**

FUNCTION - PUBLIC SAFETY

**ACTIVITY - POLICE SPEED CAMERAS
CAPITAL EXPENSES**

- | | |
|----------------------|---|
| 01-3030-57010 | Building Security System: Purchase and install security cameras to protect the government building, equipment and employees. |
| 01-3030-57100 | Vehicles: Purchase of vehicle(s) for the police force. |
| 01-3030-57360 | Vehicle Equipment: Equipment for the police cars. |
| 01-3030-57370 | Motorola Vehicle Radios: Purchase of radio equipment from Motorola for the police cars. |
| 01-3030-57380 | Defibrillators: Purchase of new defibrillators. |
| 01-3030-57390 | Phazzers: Purchase of new Phazzers. |

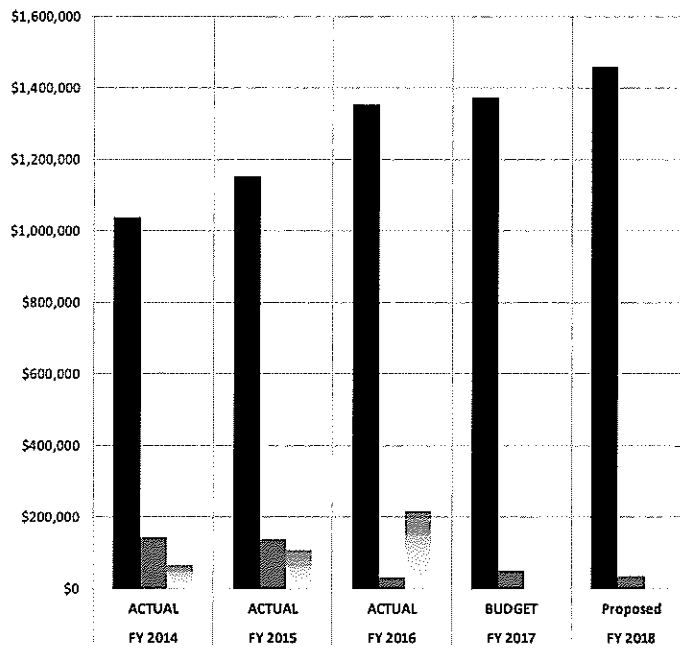
PUBLIC SAFETY POLICE PATROL SERVICE

MISSION STATEMENT: The New Carrollton Police Department has the duty and power to enforce ordinances of the city, state and federal laws for the purpose of protecting persons, and property and for the preservation of the peace of the community. To these ends the Department engages in preventive patrol, criminal investigations, crime prevention, enforcement of traffic laws, parking ordinances, and animal control

PROGRAM GOALS:

1. To enhance the public safety of the citizens in the City of New Carrollton, Prince George's County and the State of Maryland through the enforcement of City, State, and Federal Laws, ordinances, and codes.
2. To assist Code Enforcement in the performance of their duties

SUMMARY OF EXPENDITURES



■ Personnel ■ Operating ■ Capital

**FY 2018 BUDGET
EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION**

FUNCTION - PUBLIC SAFETY

ACTIVITY - POLICE PATROL

ACCOUNT NUMBER	DESCRIPTION	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	BUDGET
		ACTUAL	ACTUAL	ACTUAL	BUDGET	Proposed	FY 2018-2017 PCT CHG
<u>PERSONNEL EXPENSES</u>							
01-3040-45400	Employee Services	\$651,320	\$703,960	\$877,952	\$847,465	\$924,583	9%
01-3040-45410	Employee Services-State Grant	48,299	47,488	33,773	44,412		-100%
01-3040-45650	Overtime - Police Officers	34,497	34,049	66,653	70,000	70,000	0%
01-3040-45680	Court Appearance - Overtime	6,719	5,881	3,162			
01-3040-46000	Appreciation Award					7,500	100%
01-3040-46120	School Bus Grant	4,300	3,900	3,700			
01-3040-46130	Crime Control Prevention Grant	5,937	4,955	4,924			
01-3040-46300	F.I.C.A.	56,162	59,153	73,624	73,125	76,659	5%
01-3040-46500	Health & Life Insurance	90,651	159,757	155,617	184,392	208,625	13%
01-3040-47000	Worker's Compensation	70,119	72,173	85,091	71,990	90,000	25%
01-3040-48000	Retirement / Pension	69,334	60,012	49,615	73,033	74,000	1%
01-3040-48010	Life and LTD				8,555	9,300	9%
Total Personnel Expenses		\$1,037,336	\$1,151,328	\$1,354,111	\$1,372,972	\$1,460,667	6%

POSITIONS

Full-Time

Police Lieutenant	2	2	2	2	2
Police Sergeant	3	4	4	4	4
Police Corporal	1	4	4	4	4
Private First Class Officers	5	3	6	6	6
Police Officers	2	1	0	1	1
Total Police Service Positions	13	14	16	17	17

**FY 2018 BUDGET
EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION
NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS**

FUNCTION - PUBLIC SAFETY

ACTIVITY - POLICE PATROL

Personnel Expenses

01-3040-45400	Employee Services: Annual compensation and accruals appropriated for employee services.
01-3040-45410	Employee Services-State Grant: Annual compensation and accruals appropriated for Police Officers hired on state grant.
01-3040-45650	Overtime - Police Officers: Funds allocated for Police Officer overtime.
01-3040-45680	Court Appearance - Overtime: Funds allocated for Police Officers who have to attend court beyond the regular working hours.
01-3040-46000	Appreciation Award: Acknowledgment of achievement of Officers, other City employees as well residents/business stakeholders.
01-3040-46120	School Bus Grant: Grant available to pay Officers' salaries for enforcement of safety around school buses and the boarding and unloading school children.
01-3040-46130	Maryland Highway Safety Grant: Grant available to prevent the driving under the influence of drugs and alcohol.
01-3040-46300	F.I.C.A.: Federal Insurance Contribution Act.
01-3040-46500	Health & Life Insurance: Provides group health and dental insurance for employees. (Life insurance moved to Life and LTD FY 2017.)
01-3040-47000	Worker's Compensation: Provides care for employees injured on the job.
01-3040-48000	Retirement / Pension: State Retirement and Pension System.
01-3040-48010	Life and LTD: Provides life insurance and long term disability for employees.

**FY 2018 BUDGET
EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION**

FUNCTION - PUBLIC SAFETY

ACTIVITY - POLICE PATROL

ACCOUNT NUMBER	DESCRIPTION	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	BUDGET
		ACTUAL	ACTUAL	ACTUAL	BUDGET	Proposed	FY 2018-2017 PCT CHG
<u>OPERATING EXPENSES</u>							
01-3040-50710	Auto Insurance		\$1,008				
01-3040-52130	Vehicle Operation & Maintenance	27,960	26,398	-2,845			
01-3040-52140	Vehicle Gasoline Use	39,223	40,299				
01-3040-52520	Office Supplies & Printing	4,204	5,318				
01-3040-52530	Field Supplies	6,808	3,278	7,713	10,000	10,000	0%
01-3040-53130	Small Equipment	4,000	1,700	3,820	8,000	10,000	25%
01-3040-53140	Weapons	7,435	7,613	6,758	10,000	10,000	0%
01-3040-53180	Car to Car Radios					3,500	100%
01-3040-53520	Employee Training	10,434	15,571	13,800	20,000		-100%
01-3040-53540	Travel & Meetings	206		190			
01-3040-53550	Employee Substance Testing & Physic	5,969	2,095				
01-3040-53570	Uniforms	17,186	15,276				
01-3040-54010	Telephones	2,500	3,179				
01-3040-54020	Cell Phones	15,250	13,910				
01-3040-54550	Miscellaneous	3,412	2,459	3,891	5,000	2,500	-50%
	Total Operating Expenses	\$144,587	\$138,104	\$33,327	\$53,000	\$36,000	-32%

**FY 2018 BUDGET
EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION
NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS**

FUNCTION - PUBLIC SAFETY

ACTIVITY - POLICE PATROL

Operating Expenses

01-3040-50710	Auto Insurance: Policies protecting City in the event of claims for bodily injuries and property damages due to auto accident.
01-3040-52130	Vehicle Operation & Maintenance: Maintenance, operation, painting, repair, and parts such as; tires, batteries, and labor for police department vehicles. (Consolidated under Public Safety Administration starting FY 2016.)
01-3040-52140	Vehicle Gasoline Use: Gasoline, diesel, and oil cost incurred for police vehicles. (Consolidated under Public Safety Administration starting FY 2016.)
01-3040-52520	Office Supplies & Printing: Stationery, miscellaneous office supplies, and materials necessary for the operations of the Police Department.
01-3040-52530	Field Supplies: Traffic supplies such as cones, vests, flares, fire extinguishers, and first aid kits.
01-3040-53130	Small Equipment: Small equipment needed for police force, including practice targets.
01-3040-53140	Weapons: Cost of weapons such as long guns, hand guns, rifles, and ammunition.
01-3040-53180	Car to Car Radios: Cost of car to car radios for police officers on duty.
01-3040-53520	Employee Training: Job related training seminars to develop staff capabilities and professional development.
01-3040-53540	Travel & Meetings: Expenses incurred by employees while on official City business; including court attendance expenses, mileage, parking, tolls, accommodations, etc.
01-3040-53550	Employee Substance Testing & Physicals: Provides for random testing to detect substance abuse. (Consolidated under Human Resources starting FY 2016.)
01-3040-53570	Uniforms: Costs of uniform items necessary during the discharge of duties (Consolidated under Police Administration starting FY 2017).

Public Safety Operating Expense Continued

- 01-3040-54010** **Telephones:** Monthly expenses incurred in the use of office telephones including long distance calls. (Consolidated under Police Administration starting FY 2016.)

- 01-3040-54020** **Cell Phones:** Monthly expenses incurred in the use of cell phones including long distance calls.

- 01-3040-54550** **Miscellaneous:** Expenditures that cannot be logically classified under other categories.

**FY 2018 BUDGET
EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION**

FUNCTION - PUBLIC SAFETY

ACTIVITY - POLICE PATROL

ACCOUNT NUMBER	DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 BUDGET	BUDGET	
						FY 2018 Proposed	FY 2018-2017 PCT CHG
CAPITAL OUTLAY							
01-3040-57100	Vehicles - Car	\$24,024	\$78,465	\$100,000			
01-3040-57360	Vehicle Equipment		5,089	41,556			
01-3040-58100	Computers & In Car Computers	23,182	3,378	23,563			
01-3040-58110	Police Body Cameras & Scanners	8,029	6,125	3,365		5,000	100%
01-3040-58150	Police Radars & Radios	11,098	13,554	17,221			
01-3040-58180	License Plate Reader			32,000			
	Total Capital Expenses	\$66,333	\$106,611	\$217,705	\$0	\$5,000	100%
TOTAL POLICE PATROL SERVICE		\$1,248,256	\$1,396,043	\$1,605,143	\$1,425,972	\$1,501,667	5%

**FY 2018 BUDGET
EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION
NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS**

FUNCTION - PUBLIC SAFETY

ACTIVITY - POLICE PATROL

CAPITAL EXPENSES

01-3040-57100	Vehicles - Car: Purchase of vehicle(s) for the police force.
01-3040-57360	Vehicle Equipment: New Equipment/or replacement of damaged equipment for the police cars.
01-3040-58100	Computers & In Car Computers: Computer Replacement.
01-3040-58110	Police Body Cameras & Scanners: Purchase of new/or replacement of damaged Body Cameras and Scanners resulting from Police duties.
01-3040-58150	Police Radars and Radios: Purchase of new/or replacement of damaged radars and radios.
01-3040-58180	License Plate Reader: Purchase/or replacement of damaged License Plate Reader(s).

**PUBLIC SAFETY
PARKING AND ANIMAL CONTROL ENFORCEMENT**

MISSION STATEMENT- Parking Enforcement: Parking Enforcement Officers are responsible for patrolling the City on foot and by vehicle to enforce motor vehicle parking regulations. They issue warnings or citations for illegal parking by entering information into a hand-held computer, and direct vehicular and pedestrian traffic at a specific intersections or other specified locations when needed.

PROGRAM GOALS:

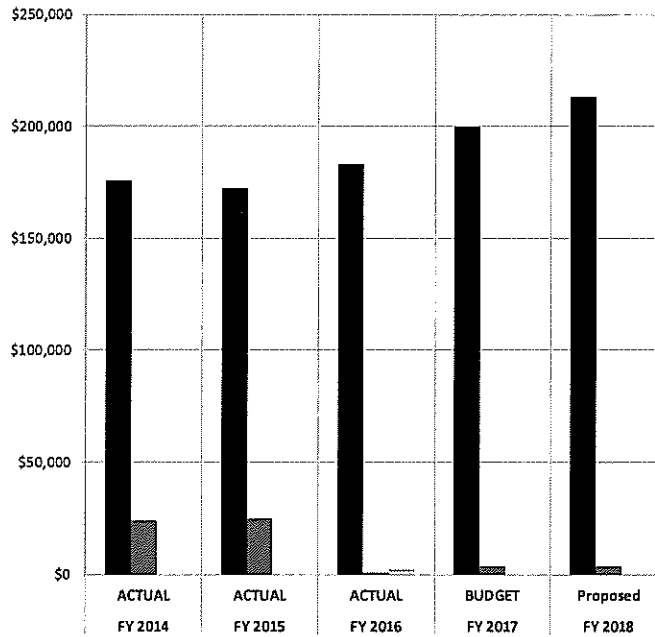
To enforce parking codes and ordinances of the City of New Carrollton, Prince George's County, and the State of Maryland in a thorough and efficient manner.

MISSION STATEMENT- The Animal Control Section is responsible for the enforcement of City Ordinances, County, and State Laws pertaining to animals and serves as the contact point for the public in regards to animal problems and issues. The Animal Control Section strives to insure the protection, health, and safety of animals and the public through education and if necessary, enforcement of regulations.

PROGRAM GOALS:

Enforce Animal Control Ordinance to assure the safety, and health of citizens and animals in the City.

SUMMARY OF EXPENDITURES



■ Personnel ■ Operating ■ Capital

**FY 2018 BUDGET
EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION**

FUNCTION - PUBLIC SAFETY

ACTIVITY - PARKING & ANIMAL CONTROL ENFORCEMENT

ACCOUNT NUMBER	DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 Proposed	BUDGET
							FY 2018-2017 PCT CHG
<u>PERSONNEL EXPENSES</u>							
01-3050-45400	Employee Services	\$125,093	\$123,431	\$128,325	\$131,536	\$135,784	3%
01-3050-45650	Overtime	795	1,283	758	2,000	4,500	125%
01-3050-46300	F.I.C.A.	8,956	8,894	9,224	10,407	10,732	3%
01-3050-46500	Health & Life Insurance	22,110	26,292	30,476	33,205	44,345	34%
01-3050-47000	Worker's Compensation	6,706	5,104	5,305	10,656	5,544	-48%
01-3050-48000	Retirement / Pension	12,393	7,585	9,171	10,810	10,863	0%
01-3050-48010	Life and LTD				1,273	1,480	16%
Total Personnel Expenses		\$176,053	\$172,589	\$183,259	\$199,887	\$213,248	7%

POSITIONS

Full-Time

Parking Enf. Officer	2	2	2	2	1.5
Animal Control Officer	1	1	1	1	1

Part Time

<u>Total Police Service Positions</u>	3	3	3	3	2.5
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**FY 2018 BUDGET
EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION
NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS**

FUNCTION - PUBLIC SAFETY

**ACTIVITY - PARKING & ANIMAL CONTROL
ENFORCEMENT**

Personnel Expenses

- | | |
|----------------------|---|
| 01-3050-45400 | Employee Services: Annual compensation and accruals appropriated for employee services. |
| 01-3050-45650 | Overtime: Funds available for work performed beyond the regular work. |
| 01-3050-46300 | F.I.C.A.: Federal Insurance Contribution Act. |
| 01-3050-46500 | Health & Life Insurance: Provides group health and dental insurance for employees. (Life insurance moved to Life and LTD FY 2017.) |
| 01-3050-47000 | Worker's Compensation: Provides care for employees injured on the job. |
| 01-3050-48000 | Retirement / Pension: State Retirement and Pension System. |
| 01-3050-48010 | Life and LTD: Provides life insurance and long term disability for employees. |

**FY 2018 BUDGET
EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION**

FUNCTION - PUBLIC SAFETY

ACTIVITY - PARKING & ANIMAL CONTROL ENFORCEMENT

ACCOUNT NUMBER	DESCRIPTION	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	BUDGET
		ACTUAL	ACTUAL	ACTUAL	BUDGET	Proposed	FY 2018-2017 PCT CHG
<u>OPERATING EXPENSES</u>							
01-3050-52130	Vehicle Operation & Maint	\$5,395	\$3,974				
01-3050-52140	Vehicle Gasoline Use	10,206	11,626				
01-3050-52520	Office Supplies & Printing	528	18				
01-3050-52530	Field Supplies	2,809	2,994	757	4,000	4,000	0%
01-3050-53520	Employee Training						
01-3050-53550	Empl Substance Test & Physical	259	106				
01-3050-53570	Uniforms	1,486	1,957				
01-3050-54010	Telephones	877	1,524				
01-3050-54020	Cell Phones	2,674	2,569				
Total Operating Expenses		\$24,234	\$24,768	\$757	\$4,000	\$4,000	0%

**FY 2018 BUDGET
EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION
NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS**

FUNCTION - PUBLIC SAFETY

**ACTIVITY - PARKING & ANIMAL CONTROL
ENFORCEMENT**

Operating Expenses

- 01-3050-52130** **Vehicle Operation & Maintenance:** Maintenance, operation, painting, repair, and parts such as; tires, batteries, and labor for parking enforcement department vehicles. (Consolidated under Public Safety Administration starting FY 2016.)
- 01-3050-52140** **Vehicle Gasoline Use:** Gasoline, diesel, and oil cost incurred for police vehicles. (Consolidated under Public Safety Administration starting FY 2016.)
- 01-3050-52520** **Office Supplies & Printing:** Stationery, miscellaneous office supplies, and materials necessary for the operations of the parking enforcement department.
- 01-3050-52530** **Field Supplies:** Traffic supplies such as cones, vests, flares, fire extinguishers, cages, traps, bait, food, and first aid kits.
- 01-3050-53520** **Employee Training:** Job related training seminars to develop staff capabilities, including computer training.
- 01-3050-53550** **Employee Substance Testing & Physicals:** Provides for random testing to detect substance abuse. (Consolidated under Human Resources starting FY 2016.)
- 01-3050-53570** **Uniforms:** Costs of uniform items necessary during the discharge of duties (Consolidated under Police Administration starting FY 2016.)
- 01-3050-54010** **Telephones:** Monthly expenses incurred in the use of office telephones including long distance calls. (Consolidated under Police Administration starting FY 2016.)
- 01-3050-54020** **Cell Phones:** Monthly expenses incurred in the use of cell phones including long distance calls.

**FY 2018 BUDGET
EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION**

FUNCTION - PUBLIC SAFETY

ACTIVITY - PARKING & ANIMAL CONTROL ENFORCEMENT

ACCOUNT NUMBER	DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 BUDGET	BUDGET	
						FY 2018 Proposed	FY 2018-2017 PCT.CHG
<u>CAPITAL OUTLAY</u>							
01-3050-58100	Computers	\$2,199		\$2,317			
	Total Capital Expenses	\$2,199	\$0	\$2,317	\$0	\$0	
TOTAL PARKING & ANIMAL CONTROL ENFORCEMENT		\$202,486	\$197,357	\$186,333	\$203,887	\$217,248	7%

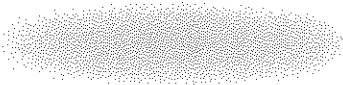
**FY 2018 BUDGET
EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION
NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS**

FUNCTION - PUBLIC SAFETY

**ACTIVITY - PARKING & ANIMAL CONTROL
ENFORCEMENT**

Capital Expenses

01-3050-58100 Computers: Purchase of computer(s) for parking enforcement officer.



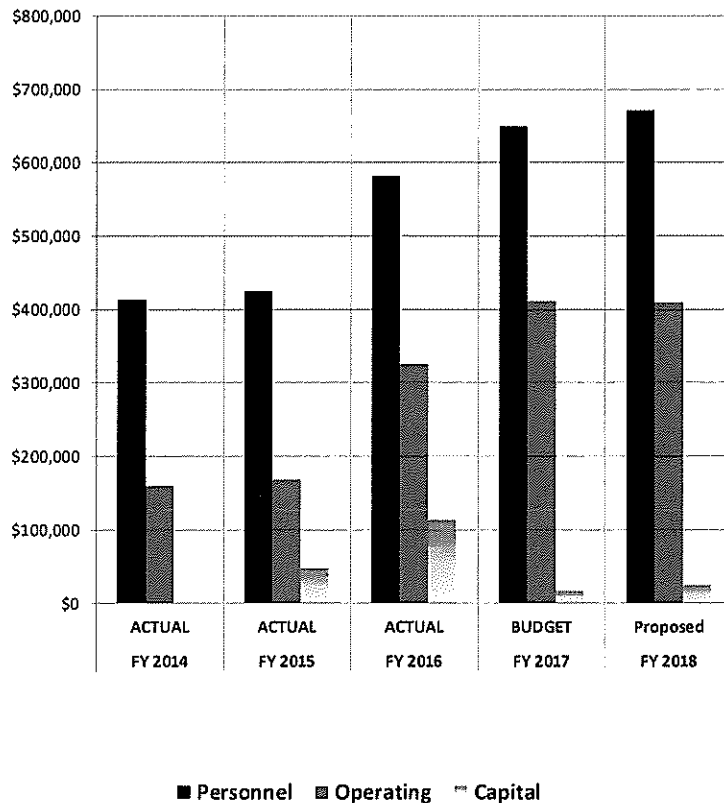
PUBLIC WORKS ADMINISTRATION GENERAL MANAGEMENT:

MISSION STATEMENT: To plan, manage, and administer all activities in the department to effect the most efficient and economical operation in all functions the department performs. This includes: equipment, and work volumes; responding to citizen concerns in a timely manner; coordinating with County and State programs, e.g., recycling, solid waste, and urban forestry. In addition, develop training opportunities for employees so they can stay abreast of technological advances and service delivery methods. Fleet maintenance continues to be proactive to ensure equipment downtime does not interfere with City services. This is achieved through an intense preventative maintenance program that is contracted out to a private vendor.

PROGRAM GOALS:

1. Continue improving automated records management.
2. Continue with an intense preventative maintenance program.

SUMMARY OF EXPENDITURES



**FY 2018 BUDGET
EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION**

FUNCTION - PUBLIC WORKS

ACTIVITY - ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 BUDGET	BUDGET	
						FY 2018 Proposed	FY 2018-2017 PCT.CHG
<u>PERSONNEL EXPENSES</u>							
01-3510-45300	P.W. Director	\$93,630	\$80,664	\$85,364	\$86,553	\$91,000	5%
01-3510-45400	Employee Services	213,915	227,743	327,885	365,537	362,067	-1%
01-3510-45650	Overtime	2,092	3,597	1,504	5,120	5,000	-2%
01-3510-46300	F.I.C.A.	23,069	22,800	31,005	34,747	35,042	1%
01-3510-46500	Health & Life Insurance	38,872	54,274	99,124	105,112	123,000	17%
01-3510-47000	Worker's Compensation	13,220	9,967	12,298	12,359	13,770	11%
01-3510-48000	Retirement / Pension	29,178	25,466	25,486	36,305	36,245	0%
01-3510-48010	Life and LTD				4,324	4,868	13%
Total Personnel Expenses		\$413,977	\$424,511	\$582,666	\$650,057	\$670,992	3%

POSITIONS

Full-Time

Public Works Director	1	1	1	1	1
Assistant Director	1	1	1	1	1
Senior Mechanic	1	1	1	1	1
Mechanic	1	1	2	2	2
Office Manager	1	1	1	1	1
Receptionist	0	0	1	1	1
Bus Driver	0	0	1	1	1
Custodian	1	1	1	1	1
Total P.W. Admin Positions	6	6	9	9	9

**FY 2018 BUDGET
EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION
NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS**

FUNCTION - PUBLIC WORKS

**ACTIVITY - ADMINISTRATION
PERSONNEL EXPENSES**

01-3510-45300	P.W. Director: Annual salary.
01-3510-45400	Employee Services: Salaries and accruals paid to public works Administrative Employees.
01-3510-45650	Overtime: Compensation for overtime.
01-3510-46300	F.I.C.A.: Federal Insurance Contribution Act.
01-3510-46500	Health & Life Insurance: Provides group health and dental insurance for employees. (Life insurance moved to Life and LTD FY 2017.)
01-3510-47000	Worker's Compensation: Provides care for employees injured on the job.
01-3510-48000	Retirement / Pension: State Retirement and Pension System.
01-3510-48010	Life and LTD: Provides life insurance and long term disability for employees.

**FY 2018 BUDGET
EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION**

FUNCTION - PUBLIC WORKS

ACTIVITY - ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	BUDGET
		ACTUAL	ACTUAL	ACTUAL	BUDGET	Proposed	FY 2018-2017 PCT CHG
OPERATING EXPENSES							
01-3510-50200	Computer & IT Support					\$5,000	100%
01-3510-50700	General Liability Insurance	7,400	9,204	10,300	11,000	12,000	9%
01-3510-50710	Auto Insurance	23,955	22,824	23,424	25,000	27,000	8%
01-3510-50750	Equipment Maint. Contracts	10,434	7,578	5,700	18,500	25,000	35%
01-3510-51000	Preventive Vehicle Repair & Maint.	22,910	30,276	23,101	30,000	30,000	0%
01-3510-52100	Building Maintenance & Repair	12,582	16,194	21,643	17,500	17,500	0%
01-3510-52110	Office Equipment Maint. & Repair	3,146	996	1,123	2,500	2,500	0%
01-3510-52130	Vehicle Operation & Maintenance	8,204	10,501	101,567	110,000	100,000	-9%
01-3510-52140	Vehicle Gasoline Use	5,500	9,975	49,009	95,000	80,000	-16%
01-3510-52500	Computer Supplies	1,517	860	783	2,000	1,500	-25%
01-3510-52510	Pantry Supplies	3,776	2,764	2,675	3,000	3,000	0%
01-3510-52520	Office Supplies & Printing	7,828	7,185	6,897	7,000	7,000	0%
01-3510-52550	Janitorial Supplies	4,738	4,525	4,928	5,000	5,000	0%
01-3510-53120	Safety Supplies	1,938	2,281	1,817	2,500	2,500	0%
01-3510-53510	Dues & Subscriptions	1,225	723	1,207	1,500	1,500	0%
01-3510-53520	Employee Training	3,390	1,655	3,182	5,000	5,000	0%
01-3510-53540	Travel & Meetings	1,476	2,221	3,521	2,500	6,000	140%
01-3510-53550	Employee Physicals DOT	781	975		2,000	1,000	-50%
01-3510-53560	Employee Gifts/Spec Occasions			2,874	3,000	3,000	0%
01-3510-53570	Uniforms	4,568	5,273	29,784	30,000	30,000	0%
01-3510-54010	Telephones	1,908	43	2,451	2,000	2,500	25%
01-3510-54020	Cell Phones	6,366	6,643	2,592	6,500	4,000	-38%
01-3510-54050	Utility - Electricity	9,054	12,885	9,625	14,000	14,000	0%
01-3510-54060	Utility - Natural Gas	11,386	11,261	8,313	10,000	10,000	0%
01-3510-54070	Utility - Water	4,776	1,311	7,711	5,500	12,500	127%
01-3510-54550	Miscellaneous	1,418	1,445	1,671	1,750	2,000	14%
	Total Operating Expenses	\$160,276	\$169,598	\$325,898	\$412,750	\$409,500	-1%

FY 2018 BUDGET
EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION
NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

FUNCTION - PUBLIC WORKS

ACTIVITY - ADMINISTRATION

Operating Expenses

01-3510-50200	Computer & IT Support: Payments for the use of software license and for professional technical assistance.
01-3510-50700	General Liability Insurance: General Insurance mainly covers the City's buildings, inventories, etc.
01-3510-50710	Auto Insurance: Policies protecting City in the event of claims for bodily injuries and property damages due to accident.
01-3510-50750	Equipment Maint. Contracts: Costs associated with contracted facility maintenance agreements.
01-3510-51000	Preventive Vehicle Repair & Maint. Contract: Preventive maintenance and repair program contracted with private vendor for all City trucks and equipment. Allowed an increase of 3% for petroleum product prices.
01-3510-52100	Building Maintenance & Repair: Any costs associated with repairs such as labor, supplies, and maintenance materials to upkeep the buildings in good condition (Interior or exterior painting, pest control, electrical work, plumbing, heating repair, ventilation, air condition repair, etc.).
01-3510-52110	Office Equipment Maint. & Repair: Maintenance, operation and repair of office equipment such as the copier machine and printers, etc.
01-3510-52130	Vehicle Operation & Maintenance: Maintenance, operation, painting, repair, and parts such as; tires, batteries, and labor for Public Works vehicles.
01-3510-52140	Vehicle Gasoline Use: Gasoline, diesel, and oil cost incurred for Public Works vehicles.
01-3510-52500	Computer Supplies: Ribbons, paper, memory expansions, additional processing capability, cables, connectors, computer hardware, cords, etc.
01-3510-52510	Pantry Supplies: Cost associated with purchase of sugar, coffee, tea, water, and other supplies for the employees.
01-3510-52520	Office Supplies & Printing: Stationery, miscellaneous office supplies, and materials necessary for the operations of the Public Works Administration.

Public Works Operating Expense Continued

- 01-3510-52550** **Janitorial Supplies:** Cost associated with the purchase of cleaning supplies, bath tissues, soaps, etc.
- 01-3510-53120** **Safety Supplies:** For use in ongoing safety programs. Additional funding was included for coats and blankets to be used by employees during snow emergencies.
- 01-3510-53510** **Dues & Subscriptions:** Professional dues, various subscriptions for APWA, Nurseryman, Ground Maintenance, etc.
- 01-3510-53520** **Employee Training:** Job related training seminars to develop employee's capabilities and professional development.
- 01-3510-53540** **Travel & Meetings:** Expenses incurred by employees while on official City business; including attendance at meetings, seminars, mileage, parking, tolls, accommodations, etc.
- 01-3510-53550** **Employee Physicals DOT:** Provides Department of Transportation physicals. (Random and pre-employment substance testing consolidated under Human Resources starting FY 2016.)
- 01-3510-53560** **Employee Gifts/Spec Occasions:** Gift certificates, employment anniversaries, retirement celebrations, and bereavement sympathies.
- 01-3510-53570** **Uniforms:** Costs of uniform items necessary during the discharge of duties.
- 01-3510-54010** **Telephones:** Monthly expenses incurred in the use of office telephones.
- 01-3510-54020** **Cell Phones:** Monthly expenses incurred in the use of cell phones.
- 01-3510-54050** **Utility - Electricity:** Electricity use to maintain the day to day operation of the P.W. Facilities.
- 01-3510-54060** **Utility - Natural Gas:** Gas use to maintain the day to day operations of the P.W. Facilities.
- 01-3510-54070** **Utility - Water:** Water use to maintain the day to day operations of the P.W. Administration.
- 01-3510-54550** **Miscellaneous:** Expenditures that cannot be logically classified under other categories.

**FY 2018 BUDGET
EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION**

FUNCTION - PUBLIC WORKS

ACTIVITY - ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 BUDGET	BUDGET	
						FY 2018 Proposed	FY 2018-2017 PCT CHG
<u>CAPITAL OUTLAY</u>							
01-3510-57010	Building Security System		\$7,233	\$17,000			
01-3510-57011	Building Improvements					25,000	100%
01-3510-57100	Vehicles		37,663				
01-3510-57400	Natural Gas Generator			60,559			
01-3510-57410	Water Heater			2,016			
01-3510-57420	Shop Heater			5,103			
01-3510-57430	Air Compressor			182			
01-3510-57441	Fuel Pump				12,578		-100%
01-3510-58000	Furniture			15,372			
01-3510-58100	Computers	2,090	3,427	6,857			
01-3510-58110	Software				4,200		-100%
01-3510-58300	Telephone System			7,071			
	Total Capital Expenses	\$2,090	\$48,323	\$114,160	\$16,778	\$25,000	49%
TOTAL PUBLIC WORKS ADMINISTRATION		\$576,343	\$642,432	\$1,022,724	\$1,079,585	\$1,105,492	2%

**FY 2018 BUDGET
EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION
NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS**

FUNCTION - PUBLIC WORKS

ACTIVITY - ADMINISTRATION

Capital Expenses

01-3510-57010	Building Security System: Funds allocated for the purchase of a video security system for building.
01-3510-57011	Building Improvements: Upkeep and maintenance of the PW facility.
01-3510-57100	Vehicles: Purchase of one pick-up truck for the Public Works Administration.
01-3510-57410	Water Heater: To replace water heater.
01-3510-57420	Shop Heater: Purchase of shop heater.
01-3510-57430	Air Compressor: To purchase an air compressor.
01-3510-57441	Fuel Pump: To purchase new Fuel Pump.
01-3510-58000	Furniture: To purchase new office furniture.
01-3510-58100	Computers: To purchase an office computer to replace the old one
01-3510-58110	Software: To purchase software for Facility Dude.
01-3510-58300	Telephone System: To purchase a new telephone system.

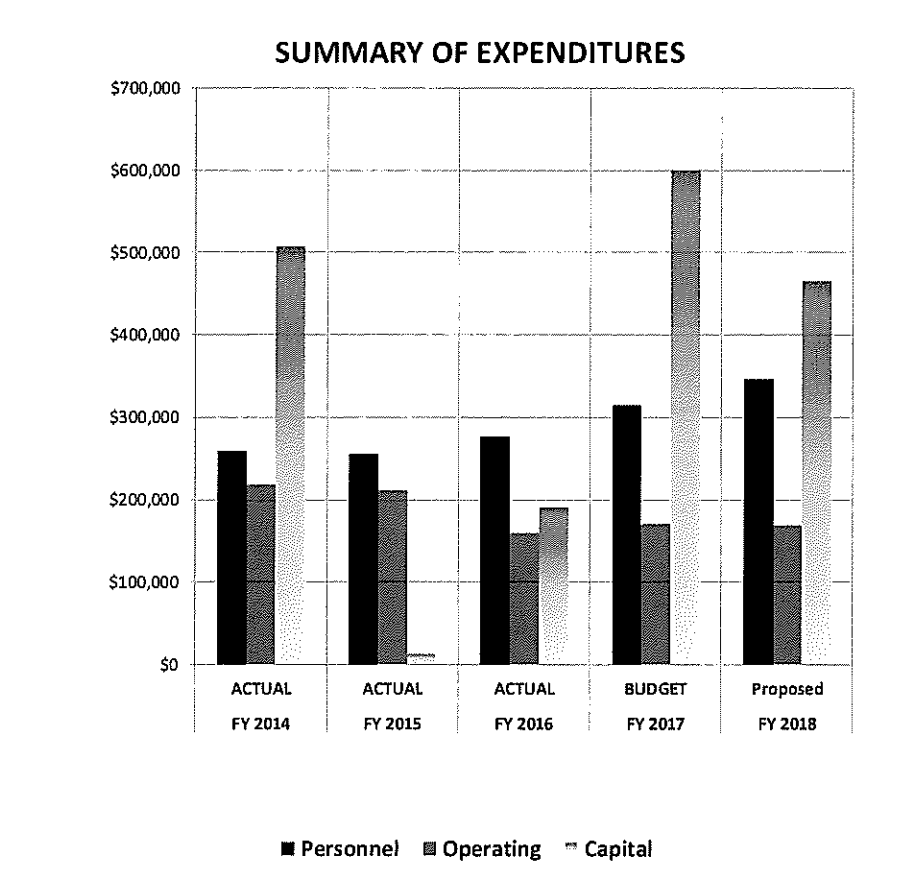
PUBLIC WORKS - HIGHWAYS: INFRASTRUCTURE MANAGEMENT:

MISSION STATEMENT: The City embarked on a program in 1990 to ensure the infrastructure would be maintained. Selection of streets for reconstruction is based on deterioration.

Deterioration is determined through inspections, and with a computer program, streets are ranked in order of repair need. To obtain optimal volume pricing, streets are repaired every three years while sidewalks are usually done annually. Public Works personnel are used to ensure problem areas are repaired and kept safe. Safety includes: maintaining traffic signs, installing drainage improvements, keeping bridges in good condition, and providing snow and ice removal.

PROGRAM GOALS:

1. Continue reconstructing City streets and sidewalks.
2. Continue to provide maintenance and safety for infrastructure.



**FY 2018 BUDGET
EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION**

FUNCTION - PUBLIC WORKS

ACTIVITY - HIGHWAYS

ACCOUNT NUMBER	DESCRIPTION	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	BUDGET
		ACTUAL	ACTUAL	ACTUAL	BUDGET	Proposed	FY 2018-2017 PCT CHG
<u>PERSONNEL EXPENSES</u>							
01-3610-45400	Employee Services	\$149,482	\$151,110	\$154,182	\$194,152	\$205,008	6%
01-3610-45650	Overtime	1,892	2,115	499	3,000	3,000	0%
01-3610-45670	Snow Removal O.T.	33,910	19,180	39,622	20,000	20,000	0%
01-3610-46300	F.I.C.A.	13,153	12,340	13,936	16,536	17,443	5%
01-3610-46500	Health & Life Insurance	37,958	51,069	51,077	60,733	76,078	25%
01-3610-47000	Worker's Compensation	7,844	5,844	6,183	5,372	6,552	22%
01-3610-48000	Retirement / Pension	15,282	13,285	11,097	13,011	16,400	26%
01-3610-48010	Life and LTD				1,531	1,778	16%
Total Personnel Expenses		\$259,522	\$254,943	\$276,596	\$314,335	\$346,259	10%

POSITIONS

Full-Time

Maint. Superintendent	1	1	1	1	1
Maint. Equip. Operator	1	1	1	1	1
Maint Equip. Welder	1	1	0	0	0
Maint. Driver Concrete	0	0	1	1	1
Maint. Driver/Lab	1	1	1	1	1
Maint. Laborer	1	1	1	1	1
Total P.W. Highways Positions	5	5	5	5	5

**FY 2018 BUDGET
EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION
NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS**

FUNCTION - PUBLIC WORKS

**ACTIVITY – HIGHWAY
PERSONNEL EXPENSES**

01-3610-45400	Employee Services: Salaries and accruals paid to public works employees.
01-3610-45650	Overtime: Compensation for overtime.
01-3610-45670	Snow Removal O.T.: Funds available for work performed beyond the regular work in winter season.
01-3610-46300	F.I.C.A.: Federal Insurance Contribution Act.
01-3610-46500	Health & Life Insurance: Provides group health and dental insurance for employees. (Life insurance moved to Life and LTD FY 2017.)
01-3610-47000	Worker's Compensation: Provides care for employees injured on the job.
01-3610-48000	Retirement / Pension: State Retirement and Pension System.
01-3610-48010	Life and LTD: Provides life insurance and long term disability for employees.

**FY 2018 BUDGET
EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION**

FUNCTION - PUBLIC WORKS

ACTIVITY - HIGHWAYS

ACCOUNT NUMBER	DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 BUDGET	BUDGET	
						FY 2018 Proposed	FY 2018-2017 PCT CHG
<u>OPERATING EXPENSES</u>							
01-3610-50600	Engineering Services				\$5,000		-100%
01-3610-51110	Landfill Fees	2,917	5,018	7,981	5,500	5,500	0%
01-3610-51210	Street Lighting	104,441	96,031	103,785	100,000	100,000	0%
01-3610-51215	Street Light Improvements	4,538			5,000	5,000	0%
01-3610-52130	Vehicle Operation & Maintenance	22,592	48,838				
01-3610-52140	Vehicle Gasoline Use	32,047	20,200				
01-3610-52150	Small Operating Equipment & Parts	373	756	491	1,000	1,000	0%
01-3610-52180	Equipment Rental	351	50	1,053	1,000	1,000	0%
01-3610-52560	Traffic Safety Supplies	1,501	4,600	2,524	5,000	3,000	-40%
01-3610-53000	Street & Storm Drain Maint. Materi:	7,447	7,581	8,611	8,500	8,500	0%
01-3610-53100	Snow Removal Supplies	18,473	13,098	12,003	15,000	15,000	0%
01-3610-53130	Small Tools	263	488	428	500	750	50%
01-3610-53550	Employee Substance Testing & Ph	1,485	1,031				
01-3610-53570	Uniforms	3,699	4,445				
01-3610-54120	Shared Street Sweeper	18,598	9,778	23,922	25,000	30,000	20%
Total Operating Expenses		\$218,725	\$211,914	\$160,798	\$171,500	\$169,750	-1%

**FY 2018 BUDGET
EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION
NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS**

FUNCTION - PUBLIC WORKS

ACTIVITY – HIGHWAYS

OPERATING EXPENSES

01-3610-50600	Engineering Services: Professional consultation, project design, inspection, and other engineering services as required.
01-3610-51110	Landfill Fees: Disposal of rubble from street and side walk repairs.
01-3610-51210	Street Lighting: An annual energy charge for City street lights, parking lots, and other public areas. Also, pays for all new street lights. Increase in estimation is due to the energy rate change.
01-3610-51215	Street Light Improvements: To improve and to add street lights by PEPCO where deemed necessary.
01-3610-52130	Vehicle Operation & Maintenance: Maintenance, operation, painting, repair, parts such as tires, batteries, and labor for public works highway vehicles. (Consolidated under Public Works Administration starting FY 2016.)
01-3610-52140	Vehicle Gasoline Use: Gasoline, diesel, and oil cost incurred for highway vehicles. (Consolidated under Public Works Administration starting FY 2016.)
01-3610-52150	Small Operating Equipment & Parts: Cost of any small machines or equipment used in the daily operation of the City Street Department such as drills, saws, gauges, and other small operating equipment.
01-3610-52180	Equipment Rental: Equipment or machines rented to maintain the City's streets as needed.
01-3610-52560	Traffic Safety Supplies: Signs, materials, paint, barricades, and other traffic control materials and devices.
01-3610-53000	Street & Storm Drain Maint. Materials: Concrete, asphalt, sand, gravel, top-soil, sod, and other materials used in the repair and maintenance of streets, sidewalks, curbs, storm drain systems and storm drainage channels.
01-3610-53100	Snow Removal Supplies: Cost of sand and salt.
01-3610-53130	Small Tools: Equipment necessary in the discharge of duties.

Public Works Operating Expense Continued

- 01-3610-53550** **Employee Substance Testing & Physicals:** Provides for random testing to detect substance abuse and pre-employment physicals. (Consolidated under Human Resources starting FY 2016.)

- 01-3610-53570** **Uniforms:** Costs associated with the uniform rental, cleaning, rain gear, helmets, shoes, gloves, etc. (Consolidated under Public Works Administration starting FY 2016.)

- 01-3610-54120** **Shared Street Sweeper:** Operation, Repair & Maintenance cost of shared sweeper with Four Cities.

**FY 2018 BUDGET
EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION**

FUNCTION - PUBLIC WORKS

ACTIVITY - HIGHWAYS

ACCOUNT NUMBER	DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 BUDGET	BUDGET	
						FY 2018 Proposed	FY 2018-2017 PCT CHG
<u>CAPITAL OUTLAY</u>							
01-3610-57100	Dump Truck	\$34,292	\$14,210		\$150,000		-100%
01-3610-57120	Vehicle-Street Sweeper					65,000	100%
01-3610-57150	Vehicle-Pickup Truck						
01-3610-57160	Chipper						
01-3610-57300	Leaf Boxes						
01-3610-57381	Backhoe			95,243			
01-3610-57400	Snow Plows						
01-3610-57450	Salt Spreaders	15,641					
01-3610-58150	Radios	4,853					
01-3610-58500	Street Repairs	453,026			350,000	350,000	0%
01-3610-58520	Sidewalk Repairs			95,044	100,000	50,000	-50%
01-3610-58530	Bridge Repairs						
	Total Capital Expenses	\$507,812	\$14,210	\$190,287	\$600,000	\$465,000	-23%
TOTAL PUBLIC WORKS HIGHWAYS		\$986,059	\$481,067	\$627,681	\$1,085,835	\$981,009	-10%

**FY 2018 BUDGET
EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION
NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS**

FUNCTION - PUBLIC WORKS

ACTIVITY – HIGHWAYS

CAPITAL OUTLAY

01-3610-57100	Dump Truck: Purchase of one new dump truck.
01-3610-57120	Vehicle-Street Sweeper: Purchase of a street sweeper in collaboration with four other cities by paying 25% of the total cost.
01-3610-57150	Vehicle-Pickup Truck: Purchase of one new Pick-up Truck.
01-3610-57160	Chipper: Purchase of one Chipper.
01-3610-57300	Leaf Boxes: Purchase of three leaf boxes.
01-3610-57381	Backhoe: Purchase of a mechanical loader and excavator that draws toward itself a bucket attached to a hinged boom.
01-3610-57400	Snow Plows: Purchase of snow plows.
01-3610-57450	Salt Spreaders: Purchase of salt spreaders.
01-3610-58150	Radios: Purchase of radios for the use of public works employees.
01-3610-58500	Street Repairs: Funding for street repairs by private contractors.
01-3610-58520	Sidewalk Repairs: Funding for sidewalk repairs by private contractors.
01-3610-58530	Bridge Repairs: Funding for bridge repairs by private contractors.

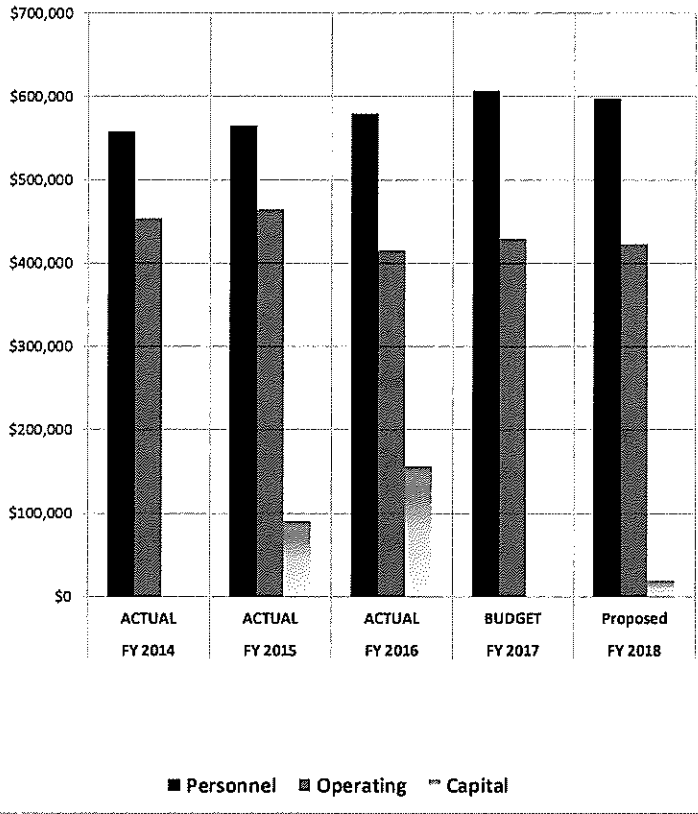
PUBLIC WORKS - SANITATION SOLID WASTE MANAGEMENT:

MISSION STATEMENT: Collect, transport, and dispose of all solid waste generated in the City. Collections are on Mondays/Thursdays and Tuesdays/Fridays with each house receiving two collections a week. Wednesdays are used to provide bulky collections once a week except on holidays. Computers are used to route refuse trucks for collecting bulky items, refrigerators and tires. For environmental reasons, tires and refrigerators are taken to a County facility for recycling, and metals are sold for scrap. On Thursdays and Fridays, compost is collected by Public Works personnel and recycled at the County compost facility. Co-mingled materials and paper are collected and recycled via contract on Thursdays and Fridays.

PROGRAM GOAL:

1. Improve participation in curbside recycling.

SUMMARY OF EXPENDITURES



**FY 2018 BUDGET
EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION**

FUNCTION - PUBLIC WORKS

ACTIVITY - SANITATION

ACCOUNT NUMBER	DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 BUDGET	BUDGET	
						FY 2018 Proposed	FY 2018-2017 PCT CHG
<u>PERSONNEL EXPENSES</u>							
01-3710-45400	Employee Services	\$374,054	\$366,923	\$381,051	\$395,094	\$378,820	-4%
01-3710-45650	Overtime	2,432	1,807	1,758	3,117	3,000	-4%
01-3710-46000	Appreciation Award	500	2,500				
01-3710-46300	F.I.C.A.	27,296	26,873	28,128	30,387	29,209	-4%
01-3710-46500	Health & Life Insurance	87,738	114,333	121,426	125,968	134,335	7%
01-3710-47000	Worker's Compensation	22,270	17,812	18,106	13,474	17,568	30%
01-3710-48000	Retirement / Pension	43,640	34,585	29,375	34,858	30,305	-13%
01-3710-48010	Life and LTD				3,896	4,080	5%
	Total Personnel Expenses	\$557,930	\$564,833	\$579,844	\$606,794	\$597,317	-2%

POSITIONS

Full-Time

Sanitation Supervisor	1	1	1	1	1
Sanitation Crew Chiefs	3	3	3	3	3
Refuse Collectors	6	6	6	6	6
Litter Patrol	1	1	1	1	1
Total P.W. Sanitation Positions	11	11	11	11	11

**FY 2018 BUDGET
EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION
NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS**

FUNCTION - PUBLIC WORKS

**ACTIVITY – SANITATION
PERSONNEL EXPENSES**

01-3710-45400	Employee Services: Salaries and accruals paid to public works employees.
01-3710-45650	Overtime: Compensation for overtime.
01-3710-46000	Appreciation Award: Monetary awards for work anniversaries.
01-3710-46300	F.I.C.A.: Federal Insurance Contribution Act.
01-3710-46500	Health & Life Insurance: Provides group health, and dental insurance for employees. (Life insurance moved to Life and LTD FY 2017.)
01-3710-47000	Worker's Compensation: Provides care for employees injured on the job.
01-3710-48000	Retirement / Pension: State Retirement and Pension System.
01-3710-48010	Life and LTD: Provides life insurance, and long term disability for employees.

**FY 2018 BUDGET
EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION**

FUNCTION - PUBLIC WORKS

ACTIVITY - SANITATION

ACCOUNT NUMBER	DESCRIPTION	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	BUDGET
		ACTUAL	ACTUAL	ACTUAL	BUDGET	Proposed	FY 2018-2017 PCT.CHG
<u>OPERATING EXPENSES</u>							
01-3710-50500	Refuse Collection Contract	\$104,873	\$114,839	\$123,294	\$130,000	\$130,000	0%
01-3710-50550	Recycling Contract	74,880	76,992	82,011	74,880	74,880	0%
01-3710-51100	Landfill Fees - County	194,151	190,267	196,654	200,000	200,000	0%
01-3710-51115	Compost Fees	11,613	13,281	11,369	17,500	15,000	-14%
01-3710-52130	Vehicle Operation & Maintenance	32,784	36,927				
01-3710-52140	Vehicle Gasoline Use	24,181	19,567				
01-3710-52180	Equipment Rental				500		-100%
01-3710-52510	Pantry Supplies			301			
01-3710-52210	Equipment Maintenance & Repair	43					
01-3710-52570	Sanitation Supplies	1,318	2,953	1,318	5,000	3,000	-40%
01-3710-53130	Small Tools	65					
01-3710-53520	Employee Training						
01-3710-53550	Employee Substance Testing & Phy:	1,929	959				
01-3710-53570	Uniforms	6,922	7,543				
01-3710-54550	Miscellaneous	228	961	360	1,000	800	-20%
	Total Operating Expenses	\$452,987	\$464,289	\$415,307	\$428,880	\$423,680	-1%

**FY 2018 BUDGET
EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION
NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS**

FUNCTION - PUBLIC WORKS

ACTIVITY – SANITATION

Operating Expenses

01-3710-50500	Condominium Refuse Collection Contract: Annual cost for refuse collection in multi-family dwelling units, which have a condominium form of ownership under Maryland Law. (Frenchman's Creek and Carrollton Gardens)
01-3710-50550	Recycling Contract: Fees associated with the weekly collection of curbside recyclables for single family homes paid for by user fees.
01-3710-51100	Landfill Fees - County: Disposal of refuse based on actual cost.
01-3710-51115	Compost Fees: Charges assessed by the City of College Park for recycling yard waste materials dropped off by New Carrollton.
01-3710-52130	Vehicle Operation & Maintenance: Maintenance, operation, painting, repair, and parts such as; tires, batteries, and labor for public works sanitation vehicles. (Consolidated under Public Works Administration starting FY 2016.)
01-3710-52140	Vehicle Gasoline Use: Gasoline, diesel, and oil cost incurred for sanitation vehicles. (Consolidated under Public Works Administration starting FY 2016.)
01-3710-52180	Equipment Rental: Equipment or machines rented to maintain the City's sanitary condition.
01-3710-52210	Equipment Maintenance & Repair: Cost of labor and supplies to repair and maintain the sanitation equipment.
01-3710-52570	Sanitation Supplies: Refuse barrels, recycling bins, and other items used for refuse collection.
01-3710-53130	Small Tools: Tools for maintaining City streets, trucks, etc.
01-3710-53520	Employee Training: Funds allocated to educate the Sanitation employees about safety needs.
01-3710-53550	Employee Substance Testing & Physicals: Provides for random testing to detect substance abuse and for pre-employment physicals. (Consolidated under Human Resources starting FY 2016.)

Public Works Operating Expense Continued

- 01-3710-53570** **Uniforms:** Costs of uniform rental, cleaning, rain gear, helmets, shoes, gloves, etc. (Consolidated under Public Works Administration starting FY 2016.)
- 01-3710-54550** **Miscellaneous:** Expenditures that cannot be logically classified under other categories.

**FY 2018 BUDGET
EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION**

FUNCTION - PUBLIC WORKS

ACTIVITY - SANITATION

ACCOUNT NUMBER	DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 BUDGET	BUDGET	
						FY 2018 Proposed	FY 2018-2017 PCT CHG
<u>CAPITAL OUTLAY</u>							
01-3710-57140	Packer		\$90,791	\$156,843			
01-3710-57150	Vehicle-Pickup Truck					20,000	100%
	Total Capital Expenses	\$0	\$90,791	\$156,843	\$0	\$20,000	100%
TOTAL PUBLIC WORKS SANITATION		\$1,010,917	\$1,119,913	\$1,151,994	\$1,035,674	\$1,040,997	1%

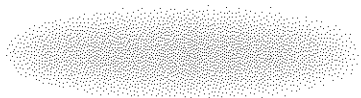
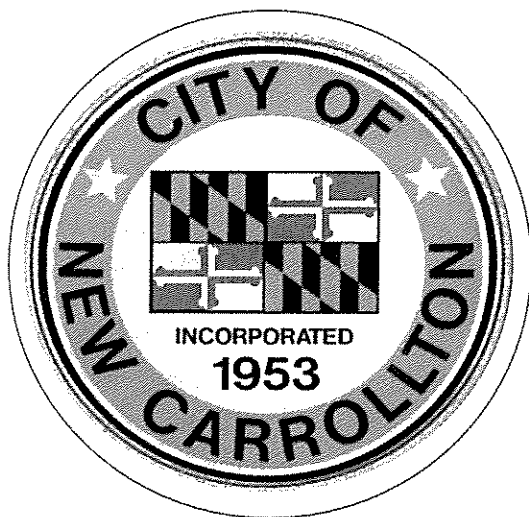
**FY 2018 BUDGET
EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION
NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS**

FUNCTION - PUBLIC WORKS

ACTIVITY – SANITATION

Capital Expenses

01-3710-57140	Packer: Purchase of a new packer a.k.a. trash truck.
01-3710-57150	Vehicle-Pickup Truck: Purchase of a new four wheel pickup truck for litter patrol.



PUBLIC WORKS - PARKS & RECREATION:
HORTICULTURAL MANAGEMENT:

MISSION STATEMENT: To maintain the ornamental appearance of the City at a level of excellence that the City has enjoyed for decades. The City has received numerous beautification awards over the years attesting to this accomplishment. In the fall, ornamental beds are tilled and various bulbs are planted which are then over planted with cold tolerant flowers. During the spring, the bulbs are removed and given to City residents. Also, at this time the beds are tilled and planted with annual flowers. During early fall, other flowers may be used if the summer months have proven unkind to the flowers planted. In late fall, the planting cycle starts over.

PROGRAM GOALS:

1. To maintain the ornamental appearance at a level of excellence
2. To continue to strive to win additional beautification awards.

PUBLIC WORKS - PARKS & RECREATION:
URBAN FORESTRY MANAGEMENT:

MISSION STATEMENT: To maintain the ornamental value of street trees to sustain the character of the neighborhoods. This is accomplished by planting trees annually, trimming and removing storm damaged trees, and by watering trees recently planted. Trees are trimmed by Public Works personnel under the supervision of a certified arborist. A tree inventory database has been developed where the condition of all trees have been entered. Work schedules are developed through queries. When the opportunity presents itself, Public Works personnel assist in community planting activities, e.g., tree dedications and Arbor Day projects.

PROGRAM GOALS:

1. To obtain a healthy and beautiful urban forest.

PUBLIC WORKS - PARKS & RECREATION:
TURF & PARKS MANAGEMENT:

MISSION STATEMENT: The City has forty acres of turf in which five athletic fields and four tot lots are situated. In addition there is a general purpose park and Vita Course. Athletic fields are mowed weekly and the City entrances and the Municipal Center are also mowed weekly. Carrollton Parkway, Powhatan Street, and Westbrook Drive ditch banks and the Bicentennial and Veterans' Parks are mowed every two weeks. During the fall and spring, all turf areas are fertilized and limed. In addition, during the summer, Westbrook Drive, Carrollton Parkway, 85th Avenue, Powhatan Street and part of Lamont Drive are edged. During the winter months soil tests are made at each park and sent to the University of Maryland for analysis. Major repairs to park furniture are usually done during the winter months.

PROGRAM GOALS:

1. Continue to improve the working relationship between field-users and the City.
2. To sustain present maintenance practices.

**FY 2018 BUDGET
EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION**

FUNCTION - PUBLIC WORKS

ACTIVITY - PARKS & RECREATION

ACCOUNT NUMBER	DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 Proposed	BUDGET
							FY 2018-2017 PCT CHG
<u>PERSONNEL EXPENSES</u>							
01-3810-45400	Employee Services	\$286,310	\$247,159	\$278,472	\$330,394	\$500,000	51%
01-3810-45650	Overtime	1,134	3,212	1,224	2,708	3,000	11%
01-3810-46300	F.I.C.A.	22,702	17,606	19,863	25,406	38,480	51%
01-3810-46500	Health & Life Insurance	56,224	58,398	93,911	93,749	105,132	12%
01-3810-47000	Worker's Compensation	24,479	10,417	11,675	11,263	13,212	17%
01-3810-48000	Retirement / Pension	35,041	25,546	15,415	27,279	39,921	46%
01-3810-48010	Life and LTD				3,098	4,526	46%
Total Personnel Expenses		\$425,890	\$362,338	\$420,560	\$493,897	\$704,271	43%

POSITIONS

Full-Time

Parks Supervisor	1	1	1	1	1
Line Clearing Arborist	1	1	1	1	1
Park Crew Chiefs	2	2	2	2	2
Park Laborers	5	5	5	5	5
Tree Laborer	1	1	0	0	0
Total P.W. Parks & Rec. Positions	10	10	9	9	9

**FY 2018 BUDGET
EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION
NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS**

FUNCTION - PUBLIC WORKS

ACTIVITY – PARKS & RECREATION

PERSONNEL EXPENSES - PARKS & RECREATION

01-3810-45400	Employee Services: Salaries and accruals paid to Parks & Recreation employees.
01-3810-45650	Overtime: Compensation for overtime.
01-3810-46300	F.I.C.A.: Federal Insurance Contribution Act.
01-3810-46500	Health & Life Insurance: Provides group health and dental insurance for employees. (Life insurance moved to Life and LTD FY 2017.)
01-3810-47000	Worker's Compensation: Provides care for employees injured on the job.
01-3810-48000	Retirement / Pension: State Retirement and Pension System.
01-3810-48010	Life and LTD: Provides life insurance and long term disability for employees.

**FY 2018 BUDGET
EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION**

FUNCTION - PUBLIC WORKS

ACTIVITY - PARKS & RECREATION

ACCOUNT NUMBER	DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 BUDGET	BUDGET	
						FY 2018 Proposed	FY 2018-2017 PCT CHG
OPERATING EXPENSES							
01-3810-50330	Temporary Laborer Support					\$20,000	100%
01-3810-51130	Parks Contractual	1,710	1,850	4,485	16,500	22,500	36%
01-3810-52130	Vehicle Operation & Maintenance	20,921	26,750				
01-3810-52140	Vehicle Gasoline Use	35,348	22,873				
01-3810-52160	Playground Equipment Maintenance	2,185	3,641	3,513	4,500	4,500	0%
01-3810-52180	Equipment Rental	742	2,787	9,058	9,000	10,000	11%
01-3810-52210	Operating Equip Repair & Maintenance	2,453	5,205	2,405	6,000	5,000	-17%
01-3810-53130	Small Tools	988	1,626	1,977	2,000	2,000	0%
01-3810-53550	Empl Substance Testing & Physicals	1,738	626				
01-3810-53570	Uniforms	6,886	6,979				
01-3810-54250	Parks, Fields & Tree Maintenance	20,116	28,743	23,069	30,000	30,000	0%
01-3810-54260	Curb Trees	3,468	7,256	480	10,000	7,500	-25%
01-3810-54270	Community Garden	84	1,016	1,420	2,500	2,500	0%
01-3810-54310	Recreation - Boys' & Girls' Club		7,510				
Total Operating Expenses		\$96,639	\$116,862	\$46,407	\$80,500	\$104,000	29%

**FY 2018 BUDGET
EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION
NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS**

FUNCTION - PUBLIC WORKS

ACTIVITY – PARKS & RECREATION

OPERATING EXPENSES - PARKS & RECREATION

01-3810-50330	Temporary Laborer Support: Fees to have temporary Laborer staff.
01-3810-51130	Parks Contractual: Costs associated with services and contracts to maintain lights, sprinkler systems, and various items at the parks.
01-3810-52130	Vehicle Operation & Maintenance: Maintenance, operation, painting, repair, and parts such as; tires, batteries, and labor for public works park department vehicles. (Consolidated under Public Works Administration starting FY 2016.)
01-3810-52140	Vehicle Gasoline Use: Gasoline, diesel, and oil cost incurred by park & recreation vehicles. (Consolidated under Public Works Administration starting FY 2016.)
01-3810-52160	Playground Equipment Maintenance: Replacement parts, paint, etc. to keep equipment operable and safe.
01-3810-52180	Equipment Rental: Equipment or machines rented to maintain the City's parks condition including Porta pots.
01-3810-52210	Operating Equipment Repair & Maintenance: Cost of any small machines or equipment used in the daily operation of the City, such as lawn mowers.
01-3810-53130	Small Tools: Small tools acquisition including Fall leaf collection rakes.
01-3810-53550	Employee Substance Testing & Physicals: Provides for random testing to detect substance abuse and pre-employment physicals. (Consolidated under Human Resources starting FY 2016.)
01-3810-53570	Uniforms: Costs of uniform items necessary during the discharge of duties such as shoes, gloves, etc. (Consolidated under Public Works Administration starting FY 2016.)
01-3810-54250	Parks, Fields & Tree Maintenance: Plants, supplies and materials used on ball fields, parks, playgrounds, curb trees and City owned land.
01-3810-54260	Curb Trees: Replacement of trees that are damaged or dead.

Public Works Operating Expense Continued

01-3810-54270 **Community Garden:** The City's Community Garden is part of the City's parks system available to City residents to lease. The City is responsible for maintaining the community garden.

01-3810-54310 **Recreation - Boys' & Girls' Club:** Funding for gym rental and field maintenance costs. (Consolidated under Mayor starting FY 2016.)

**FY 2018 BUDGET
EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION**

FUNCTION - PUBLIC WORKS

ACTIVITY - PARKS & RECREATION

ACCOUNT NUMBER	DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 BUDGET	BUDGET	
						FY 2018 Proposed	FY 2018-2017 PCT CHG
<u>CAPITAL OUTLAY</u>							
01-3810-57380	Mowers			\$12,461		\$7,000	100%
01-3810-57382	Slashbuster Stump Grinder			25,450			
01-3810-57440	Leaf Vacuum			25,927			
01-3810-58370	Beckett Field Irrigation & Lights	92,718	53,924				
01-3810-58375	Bicentennial Retaining Wall		780				
01-3810-58395	Community Dog Park		22,882				
01-3810-58396	Beckett Field				14,000		-100%
01-3810-58397	Frenchman's Creek				25,000		-100%
	Total Capital Expenses	\$92,718	\$77,586	\$63,838	\$39,000	\$7,000	-82%
<hr/>							
TOTAL PUBLIC WORKS PARKS & RECREATION		\$615,247	\$556,786	\$530,805	\$613,397	\$815,271	33%

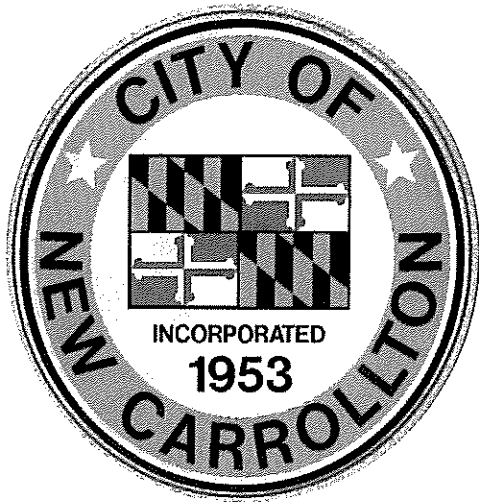
**FY 2018 BUDGET
EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION
NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS**

FUNCTION - PUBLIC WORKS

ACTIVITY – PARKS & RECREATION

Capital Expenses

01-3810-57380	Mowers: Purchase of new mowers.
01-3810-57382	Slashbuster Stump Grinder: Purchase of stump grinder that grinds below soil level by digging, raking and trenching with the double heel rack. Unit attaches to backhoe.
01-3810-57440	Leaf Vacuum: Purchase of a leaf vacuum trailer for leaf collection in the Fall.
01-3810-58370	Beckett Field Irrigation & Lights: To purchase and install irrigation equipment and lights in Beckett Field. Revenue for project is derived from a state bond bill.
01-3810-58375	Bicentennial Retaining Wall: Funds for engineering and construction, replacing the retaining wall at Bicentennial Park
01-3810-58395	Community Dog Park: Grant funded, dog park construction at West Field.
01-3810-58396	Beckett Field: Improvements to Beckett Field.
01-3810-58397	Frenchman's Creek: Improvements to Frenchman's Creek.



**GENERAL:
STATISTICAL & SUPPORT
INFORMATION**

APPENDIX A - EXPENDITURES BY FUNCTION FOR THE LAST TEN YEARS

APPENDIX B - REVENUES BY SOURCE FOR THE LAST TEN YEARS

APPENDIX C - ASSESSED AND ESTIMATED ACTUAL VALUE OF TAXABLE PROPERTY FOR THE LAST TEN YEARS

APPENDIX D - PROPERTY TAX RATES - DIRECT AND OVERLAPPING GOVERNMENT FOR LAST TEN YEARS

APPENDIX E - COST PER SINGLE FAMILY HOME FOR CITY SERVICES FOR LAST TEN YEARS

APPENDIX F - COST PER CAPITA FOR CITY SERVICES FOR LAST TEN YEARS

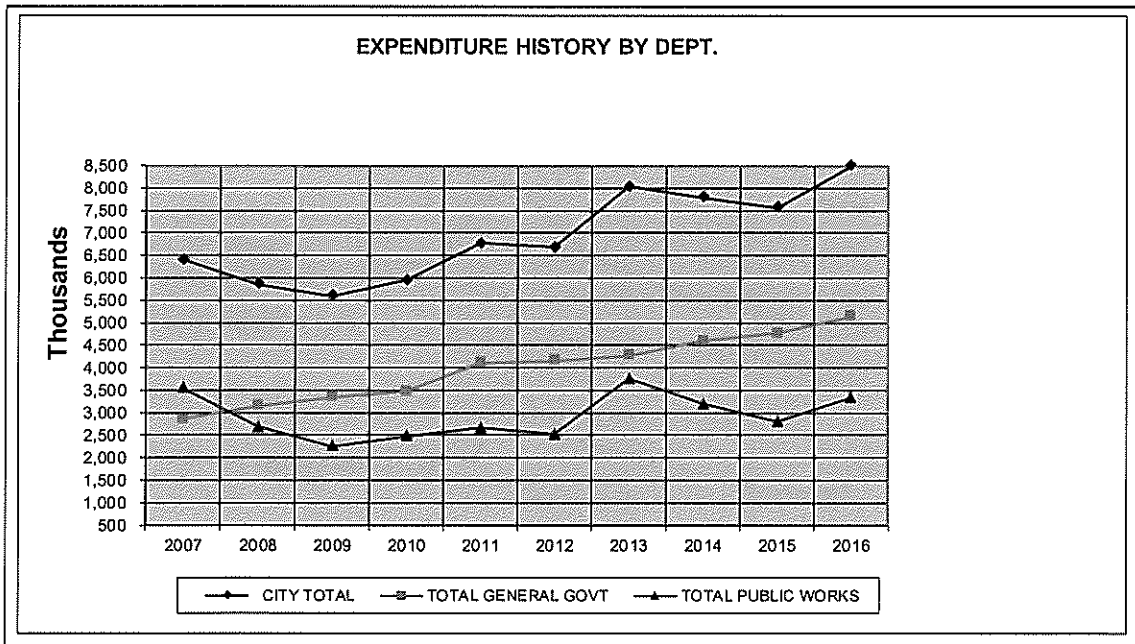
APPENDIX G - EXPENDITURES BY CATEGORY FY 2014 THRU 2018

APPENDIX H - CURRENT REAL PROPERTY TAX RATES FOR MUNICIPALITIES IN PRINCE GEORGE'S COUNTY

CITY OF NEW CARROLLTON, MARYLAND

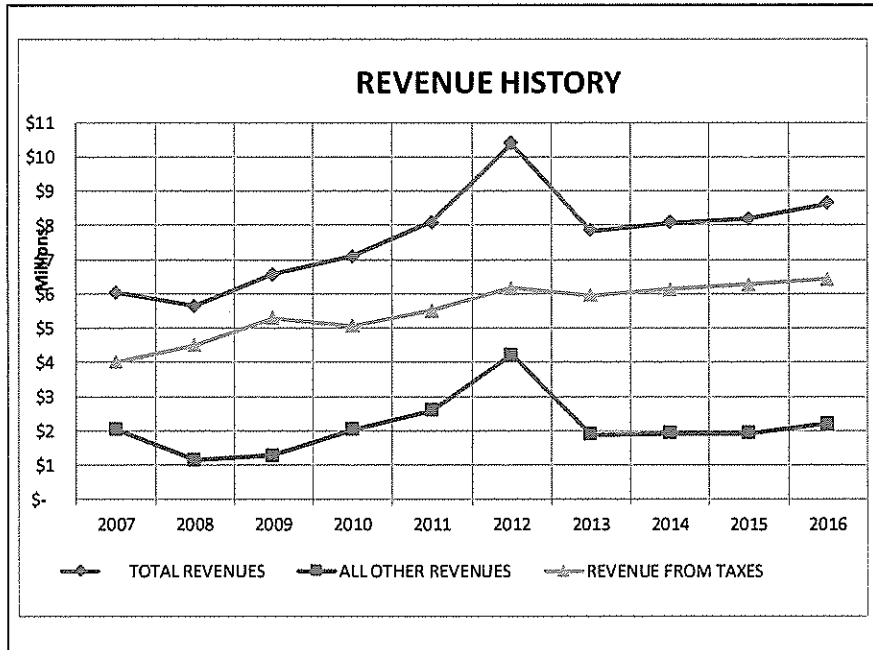
**GENERAL FUND
GENERAL GOVERNMENT EXPENDITURES BY FUNCTION
LAST TEN FISCAL YEARS**

FISCAL YEAR	PUBLIC WORKS				TOTAL PUBLIC WORKS	GENERAL GOVT	PUBLIC HEALTH CODE ENF	PUBLIC SAFETY POLICE	WEN-BACH FUND	DEBT SERVICE	TOTAL GENERAL GOVT	CITY TOTAL
	ADMIN	HIGH WAYS	SANITA TION	PARKS & RECR								
2007	494,787	1,631,938	898,678	517,448	3,542,851	1,144,988	344,321	1,063,486	4,000	294,587	2,851,382	6,394,233
2008	661,146	533,728	999,670	495,607	2,690,151	1,184,113	343,358	1,253,475	5,000	373,430	3,159,376	5,849,527
2009	419,104	452,021	866,299	511,344	2,248,768	1,266,977	385,779	1,311,350	3,000	388,673	3,355,779	5,604,547
2010	422,925	607,968	894,595	547,397	2,472,885	1,208,177	406,675	1,463,257	4,000	399,621	3,481,730	5,954,615
2011	468,079	409,173	1,233,123	543,569	2,653,944	1,361,955	366,084	1,957,957	2,000	423,661	4,111,657	6,765,601
2012	465,722	357,989	972,501	721,194	2,517,406	1,336,976	397,513	2,042,737	2,000	388,990	4,168,216	6,685,622
2013	517,807	1,646,879	1,029,277	567,222	3,761,185	1,307,637	399,299	2,143,502	0	420,196	4,270,634	8,031,819
2014	576,343	986,059	1,010,917	615,247	3,188,566	1,583,330	419,796	2,211,020	5,674	376,573	4,586,392	7,784,958
2015	642,432	481,067	1,119,919	556,786	2,800,204	1,575,550	441,256	2,417,173	2,000	333,718	4,769,697	7,569,901
2016	1,022,723	627,682	1,151,994	530,806	3,333,205	1,493,197	345,432	3,018,865	2,000	294,241	5,153,735	8,486,940



**CITY OF NEW CARROLLTON, MARYLAND
GENERAL FUND
GENERAL GOVERNMENT REVENUES BY SOURCES
LAST TEN FISCAL YEARS**

FISCAL YEAR	REVENUE FROM TAXES	LICENSES AND PERMITS	LOAN PROCEEDS	INTER GOVT	INTEREST AND DIVIDENDS	OTHER REVENUES	TOTAL OTHER REVENUES	TOTAL REVENUES
2007	\$ 3,999,419	\$ 495,001	\$ 564,234	\$ 259,786	\$ 109,399	\$ 614,420	\$ 2,042,840	\$ 6,042,259
2008	4,494,435	160,198		192,730	83,841	716,774	1,153,543	5,647,978
2009	5,301,025	165,567	200,000	82,985	38,074	785,309	1,271,935	6,572,960
2010	5,066,353	187,186	175,000	247,616	8,330	1,406,215	2,024,347	7,090,700
2011	5,508,728	338,940	325,000	254,575	8,216	1,654,862	2,581,593	8,090,321
2012	6,169,959	198,170	2,100,000	368,344	6,754	1,541,015	4,214,283	10,384,242
2013	5,950,030	206,567		266,109	10,941	1,411,857	1,895,474	7,845,504
2014	6,138,701	221,166		441,308	5,787	1,260,424	1,928,685	8,067,386
2015	6,274,894	248,727		408,406	3,220	1,259,270	1,919,623	8,194,517
2016	6,430,166	253,671		363,900	78,786	1,514,895	2,211,252	8,641,418



APPENDIX B

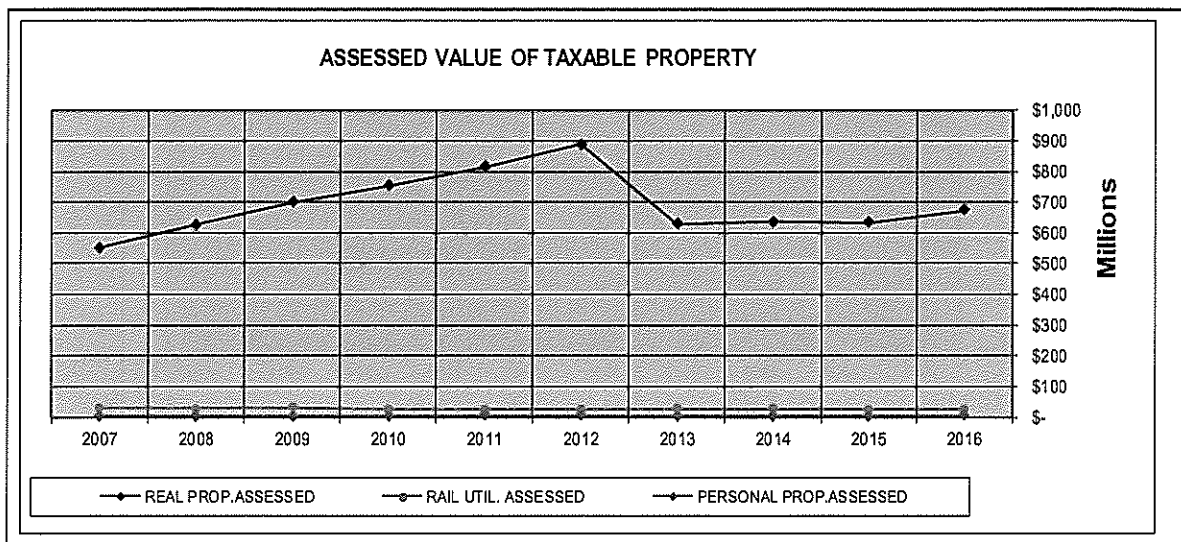
**CITY OF NEW CARROLLTON, MARYLAND
 ASSESSED AND ESTIMATED ACTUAL VALUE OF TAXABLE PROPERTY
 LAST TEN FISCAL YEARS**

FISCAL YEAR	REAL PROPERTY		PERSONAL PROPERTY		RAILROADS & PUBLIC UTILITY PROPERTIES		TOTALS	
	ASSESSED	ESTIMATED	ASSESSED	ESTIMATED	ASSESSED	ESTIMATED	ASSESSED	ESTIMATED
	VALUE	RETAIL VALUE	VALUE	RETAIL VALUE	VALUE	RETAIL VALUE	VALUE	RETAIL VALUE
2007	\$ 552,380,358	\$ 552,380,358	\$ 30,108,723	\$ 60,217,446	\$ 4,162,872	\$ 8,325,744	\$ 586,651,953	\$ 620,923,548
2008	626,637,556	626,637,556	31,067,660	62,135,320	4,469,362	8,938,724	662,174,578	697,711,600
2009	699,764,200	699,764,200	31,472,000	62,944,000	4,137,700	8,275,400	735,373,900	770,983,600
2010	752,818,800	752,818,800	26,298,410	52,596,820	4,928,180	9,856,360	784,045,390	815,271,980
2011	815,192,400	815,192,400	25,449,900	50,899,800	4,973,950	9,947,900	845,616,250	876,040,100
2012	887,723,800	887,723,800	25,742,940	51,485,880	4,978,280	9,956,560	918,445,020	949,166,240
2013	629,055,993	629,055,993	28,028,700	56,057,400	4,820,150	9,640,300	661,904,843	694,753,693
2014	635,398,911	635,398,911	27,406,740	54,813,480	4,930,940	9,861,880	667,736,591	700,074,271
2015	632,743,916	632,743,916	25,892,270	51,784,540	4,725,550	9,451,100	663,361,736	693,979,556
2016	672,724,363	672,724,363	25,691,810	51,383,620	4,974,510	9,949,020	703,390,683	734,057,003

SOURCE - PRINCE GEORGE'S COUNTY ASSESSMENTS OFFICE

NOTES - Property owned by the City, other governments, churches and schools is exempt, and no estimated value is included.

- the City began taxing business personal property of corporations during the fiscal year 1989.

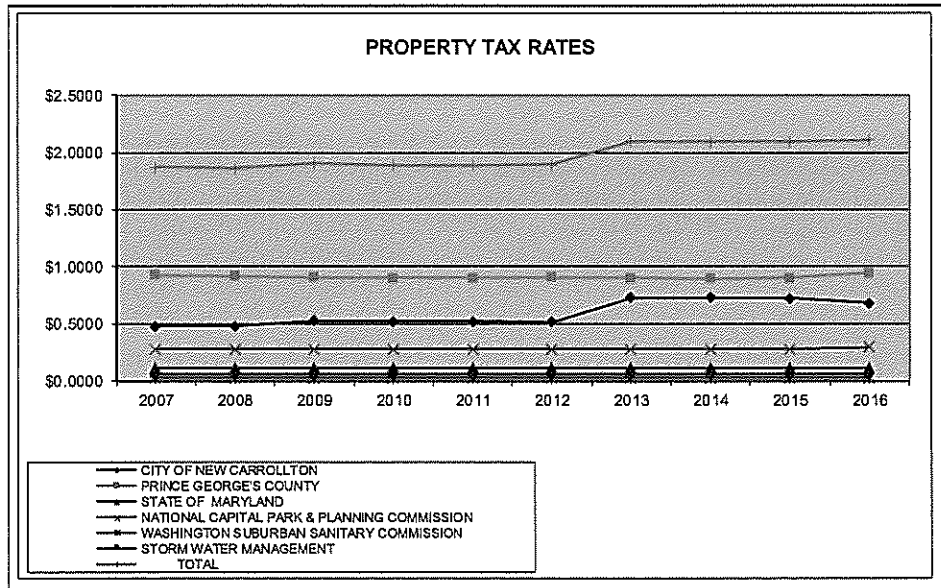


APPENDIX C

**CITY OF NEW CARROLLTON, MARYLAND
PROPERTY TAX RATES
DIRECT & OVERLAPING GOVERNMENTS
(PER \$100 OF ASSESSED VALUE)
LAST TEN FISCAL YEARS**

FISCAL YEAR	CITY OF NEW CARROLLTON	PRINCE GEORGE'S COUNTY	STATE OF MARYLAND	MARYLAND NATIONAL CAPITAL PARK & PLANNING COMMISSION	WASHINGTON SUBURBAN SANITARY COMMISSION	STORM WATER MANAGEMENT	TOTAL
2007	\$0.4786	\$0.9245	\$0.1120	\$0.2790	\$0.0260	\$0.0540	1.8741
2008	0.4762	0.9149	0.1120	0.2790	0.0260	0.0540	1.8621
2009	0.5242	0.9066	0.1120	0.2790	0.0260	0.0540	1.9018
2010	0.5199	0.8996	0.1120	0.2790	0.0260	0.0540	1.8905
2011	0.5180	0.8998	0.1120	0.2790	0.0260	0.0540	1.8888
2012	0.5167	0.9054	0.1120	0.2790	0.0260	0.0540	1.8931
2013	0.7278	0.9028	0.1120	0.2790	0.0260	0.0540	2.1016
2014	0.7260	0.8971	0.1120	0.2790	0.0260	0.0540	2.0941
2015	0.7194	0.9019	0.1120	0.2790	0.0260	0.0540	2.0923
2016	0.6798	0.9451	0.1120	0.2940	0.0260	0.0540	2.1109

SOURCE: Prince George's County Department of Finance for Prince George's County, State of Maryland. Maryland-National Capital Parks & Planning Commission, Washington Suburban Sanitary Commission. City of New Carrollton from City records.

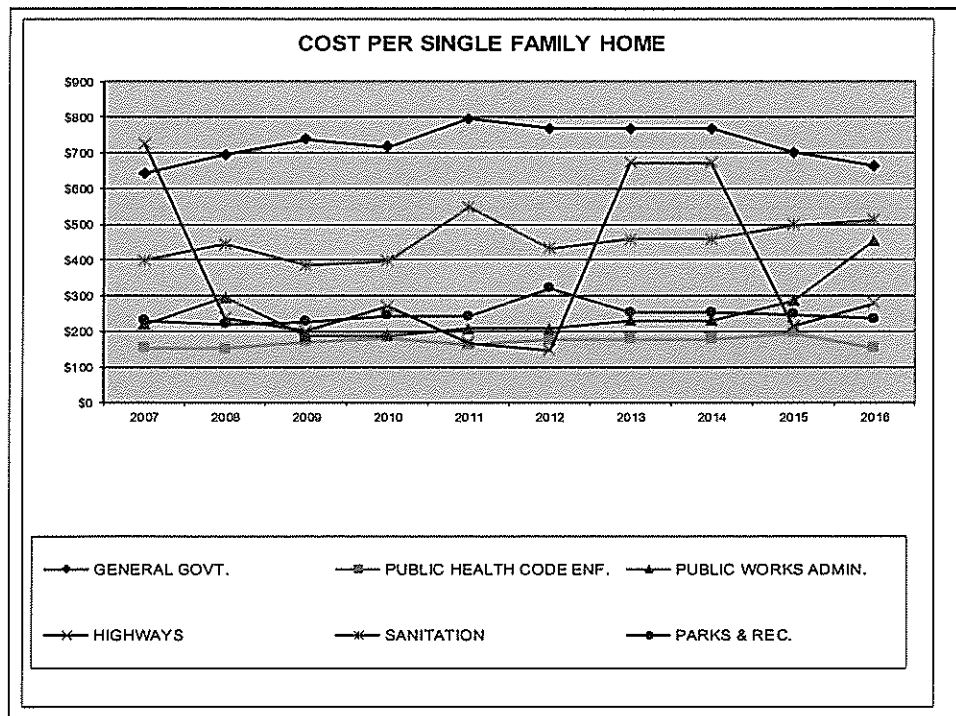


**CITY OF NEW CARROLLTON, MARYLAND
COST PER SINGLE FAMILY HOME
LAST TEN FISCAL YEARS**

FISCAL YEAR	GENERAL GOVT.	PUBLIC HEALTH CODE ENF.	PULIC SAFETY POLICE	GENERAL GOVT. TOTAL	PUBLIC WORKS ADMIN.	HIGHWAYS	SANITATION	PARKS & REC.	PUBLIC WORKS TOTAL	COST PER SINGLE HOME
2007	\$642	\$153	\$473	\$795	\$220	\$726	\$400	\$230	\$1,575	\$2,370
2008	\$695	\$153	\$557	\$1,405	\$294	\$237	\$444	\$220	\$1,196	\$2,601
2009	\$738	\$172	\$583	\$1,492	\$186	\$201	\$385	\$227	\$1,000	\$2,492
2010	\$717	\$181	\$651	\$1,548	\$188	\$270	\$398	\$243	\$1,100	\$2,648
2011	\$795	\$163	\$871	\$1,828	\$208	\$167	\$548	\$242	\$1,165	\$2,993
2012	\$768	\$177	\$908	\$1,853	\$207	\$146	\$432	\$321	\$1,106	\$2,960
2013	\$768	\$178	\$953	\$1,899	\$230	\$672	\$458	\$252	\$1,613	\$3,511
2014	\$768	\$178	\$953	\$1,899	\$230	\$672	\$458	\$252	\$1,613	\$3,511
2015	\$701	\$196	\$1,075	\$1,972	\$286	\$214	\$498	\$248	\$1,246	\$3,218
2016	\$664	\$154	\$1,342	\$2,160	\$455	\$279	\$512	\$236	\$1,482	\$3,642

NOTES: Condominium container cost has been excluded from the Sanitation cost.

Number of single family homes were taken from the Comprehensive Annual Financial Report to compute cost for each respective year.



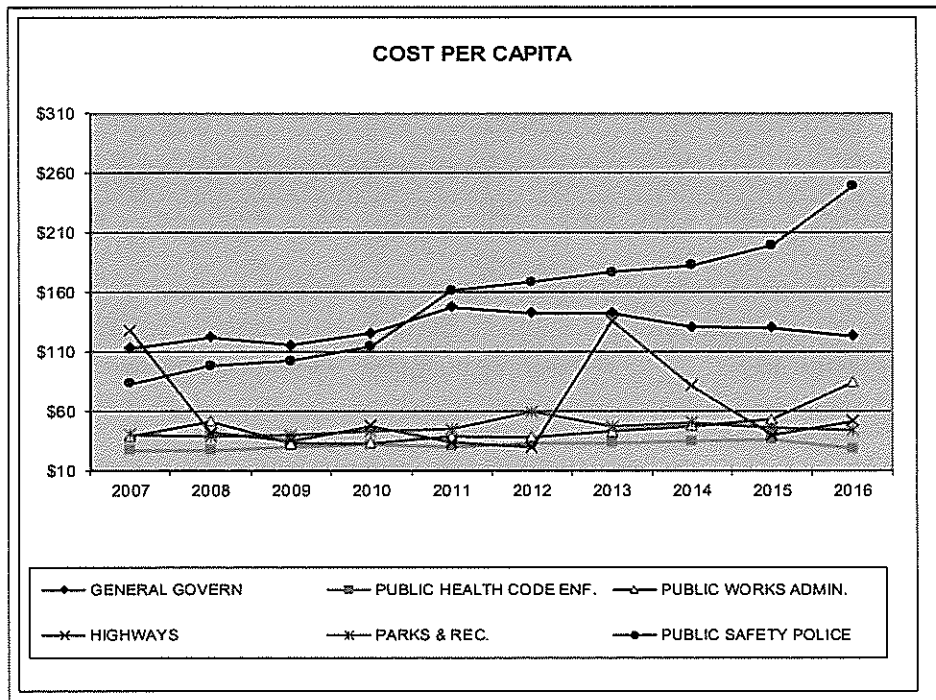
CONDO REFUSE COLLECTION COST EXCLUDED.

APPENDIX E

**CITY OF NEW CARROLLTON, MARYLAND
COST PER CAPITA
LAST TEN FISCAL YEARS**

FISCAL YEAR	GENERAL GOVERN	PUBLIC HEALTH CODE ENF.	PUBLIC SAFETY POLICE	GENERAL GOVERN TOTAL	PUBLIC WORKS ADMIN.	HIGHWAYS	SANITATION	PARKS & REC.	PUBLIC WORKS TOTAL	TOTAL COST PER CAPITA
2007	\$ 113	\$ 27	\$ 83	\$ 222	\$ 39	\$ 127	\$ 70	\$ 40	\$ 276	\$ 499
2008	122	27	98	246	52	42	78	39	210	456
2009	115	30	102	248	33	35	68	40	175	423
2010	126	32	114	272	33	47	70	43	193	465
2011	147	30	161	339	39	34	102	45	219	558
2012	142	33	168	343	38	30	80	59	207	551
2013	142	33	177	352	43	136	85	47	310	662
2014	130	35	182	347	47	81	83	51	263	610
2015	130	36	199	365	53	40	92	46	231	610
2016	123	28	249	400	84	52	95	44	275	675

NOTES: Per capita numbers used in the calculation were taken from the Comprehensive Annual Financial Report to compute cost for each respective year.



**FY 2018 BUDGET
CITY OF NEW CARROLLTON, MARYLAND
EXPENDITURES BY CATEGORY**

CATEGORY	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 Proposed
GENERAL GOVERNMENT					
<u>Mayor & Council</u>					
Personnel	\$35,553	\$36,800	\$39,320	\$39,976	\$39,953
Operations	18,384	23,665	26,814	48,005	51,850
Capital	-	-	-	-	-
Sub-Total	53,937	60,465	66,134	87,981	91,803
<u>G.G.Administration</u>					
Personnel	693,487	576,411	586,587	637,139	1,085,721
Operations	534,692	471,104	455,129	621,268	617,174
Capital	65,140	169,689	23,967	92,500	64,044
Sub-Total	1,293,319	1,217,204	1,065,683	1,350,907	1,766,939
<u>Economic Development</u>					
Personnel	-	23,299	68,371	81,590	-
Operations	-	176	13,858	42,500	20,500
Capital	-	-	-	30,000	15,000
Sub-Total	-	23,475	82,229	154,090	35,500
<u>Finance & Accounting</u>					
Personnel	196,236	232,896	233,454	247,970	266,578
Operations	34,251	41,510	41,621	34,945	68,027
Capital	5,587	-	4,077	60,000	1,000
Sub-Total	236,074	274,406	279,152	342,915	335,605
<u>P.H.Code Enforcement</u>					
Personnel	359,612	374,078	306,317	375,636	380,402
Operations	43,893	38,138	28,444	58,600	56,800
Capital	16,291	29,040	10,670	5,500	-
Sub-Total	419,796	441,256	345,431	439,736	437,202
TOTAL GENERAL GOVERNMENT	2,003,126	2,016,806	1,838,629	2,375,629	2,667,049
PUBLIC SAFETY					
<u>Police Administration</u>					
Personnel	409,728	507,692	566,786	573,673	643,292
Operations	144,385	177,397	323,471	331,900	499,225
Capital	2,419	57,670	59,393	7,500	1,500
Sub-Total	556,532	742,759	949,650	913,073	1,144,017
<u>Police Special Operation</u>					
Personnel	164,401	68,022	55,731	77,815	95,924
Operations	15,198	12,992	178,418	109,750	128,475
Capital	24,147	-	43,587	-	-
Sub-Total	203,746	81,014	277,736	187,565	224,399

**FY 2018 BUDGET
CITY OF NEW CARROLLTON, MARYLAND
EXPENDITURES BY CATEGORY**

CATEGORY	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 Proposed
<u>Police Patrol Service</u>					
Personnel	\$1,037,336	\$1,151,328	\$1,354,111	\$1,372,972	\$1,460,667
Operations	144,587	138,104	33,327	53,000	36,000
Capital	66,333	106,611	217,705	-	5,000
Sub-Total	1,248,256	1,396,043	1,605,143	1,425,972	1,501,667
<u>Police Parking & Animal Control Enforcement</u>					
Personnel	176,053	172,589	183,259	199,887	213,248
Operations	24,234	24,768	757	4,000	4,000
Capital	2,199	-	2,317	-	-
Sub-Total	202,486	197,357	186,333	203,887	217,248
TOTAL PUBLIC SAFETY	2,211,020	2,417,173	3,018,862	2,730,497	3,087,331
<u>PUBLIC WORKS</u>					
<u>P.W. Administration</u>					
Personnel	413,977	424,511	582,666	650,057	670,992
Operations	160,276	169,598	325,898	412,750	409,500
Capital	2,090	48,323	114,160	16,778	25,000
Sub-Total	576,343	642,432	1,022,724	1,079,585	1,105,492
<u>P.W. Highways</u>					
Personnel	259,522	254,943	276,596	314,335	346,259
Operations	218,725	211,914	160,798	171,500	169,750
Capital	507,812	14,210	190,287	600,000	465,000
Sub-Total	986,059	481,067	627,681	1,085,835	981,009
<u>P.W. Sanitation</u>					
Personnel	557,930	564,833	579,844	606,794	597,317
Operations	452,987	464,289	415,307	428,880	423,680
Capital	-	90,791	156,843	-	20,000
Sub-Total	1,010,917	1,119,913	1,151,994	1,035,674	1,040,997
<u>P.W. Parks & Recreation</u>					
Personnel	425,890	362,338	420,560	493,897	704,271
Operations	96,639	116,862	46,407	80,500	104,000
Capital	92,718	77,586	63,838	39,000	7,000
Sub-Total	615,247	556,786	530,805	613,397	815,271
TOTAL PUBLIC WORKS	3,188,566	2,800,198	3,333,204	3,814,491	3,942,769
<u>Other Expenditures</u>					
TOTAL MISCELLANEOUS	376,573	339,393	296,241	525,744	506,228
TOTAL EXPENDITURES	\$7,779,284	\$7,573,570	\$8,486,936	\$9,446,361	\$10,203,377

APPENDIX G

CURRENT REAL PROPERTY TAX RATES OF
MUNICIPALITIES IN PRINCE GEORGE'S COUNTY
(FOR THE TAXABLE YEAR BEGINNING JULY 1, 2016)
COST PER \$100 OF ASSESSED VALUE (ALPHA ORDER)

Municipal property taxes in Prince George's County range from \$0.24 to \$1.227 per \$100 of assessed valuation. The City of New Carrollton's tax rate is 20th out of twenty-seven County municipalities. The average rate \$0.60.

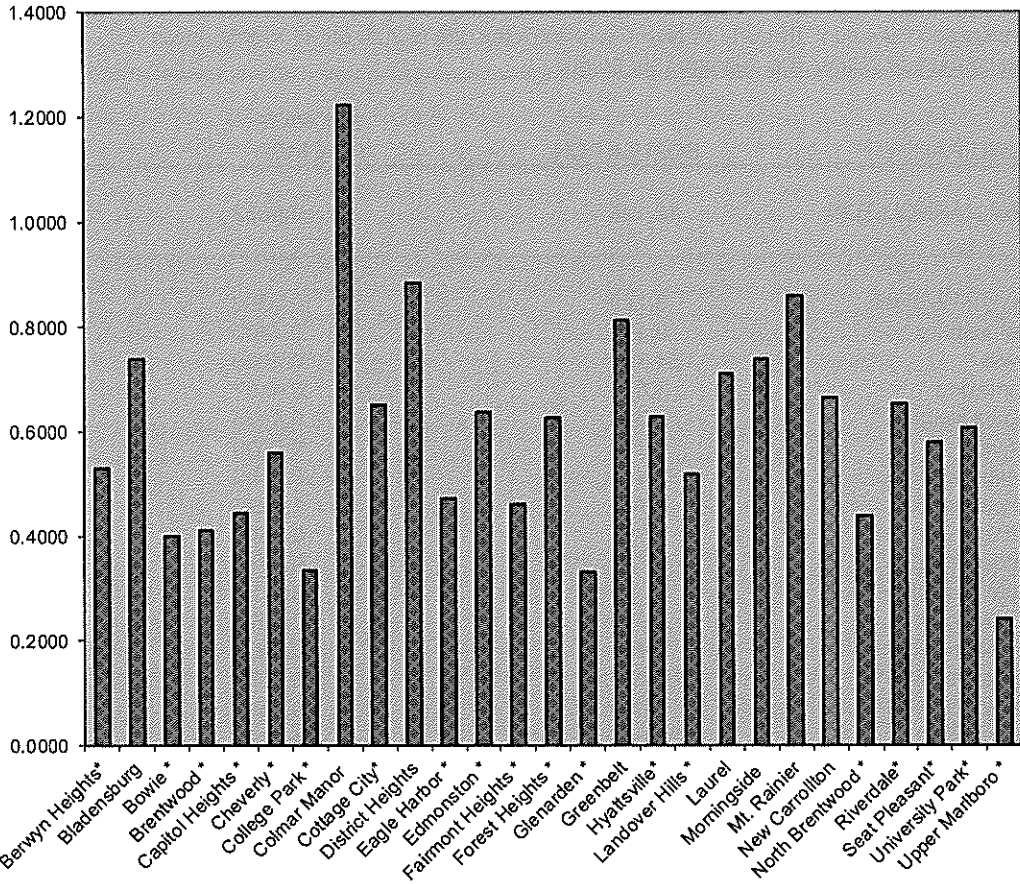
MUNICIPALITY	POPULATION	TAX RATE PER \$100	+OVER () UNDER THE AVG.
NEW CARROLLTON	12,135	0.6652	\$0.067
Berwyn Heights*	3,123	0.5300	(\$0.069)
Bladensburg	9,148	0.7400	\$0.141
Bowie *	54,727	0.4000	(\$0.199)
Brentwood *	3,046	0.4107	(\$0.188)
Capitol Heights *	4,337	0.4455	(\$0.153)
Cheverly *	6,173	0.5600	(\$0.039)
College Park *	30,413	0.3350	(\$0.264)
Colmar Manor	1,404	1.2227	\$0.624
Cottage City*	1,305	0.6500	\$0.051
District Heights	5,837	0.8840	\$0.285
Eagle Harbor *	63	0.4727	(\$0.126)
Edmonston *	959	0.6379	\$0.039
Fairmont Heights *	1,494	0.4600	(\$0.139)
Forest Heights *	2,447	0.6248	\$0.026
Glenarden *	6,000	0.3310	(\$0.268)
Greenbelt	23,068	0.8125	\$0.214
Hyattsville*	14,733	0.6300	\$0.031
Landover Hills *	1,687	0.5200	(\$0.079)
Laurel	25,115	0.7100	\$0.111
Morningside	2,015	0.7400	\$0.141
Mt. Rainier	8,080	0.8600	\$0.261
New Carrollton	12,135	0.6652	\$0.067
North Brentwood *	517	0.4400	(\$0.159)
Riverdale*	6,956	0.6540	\$0.055
Seat Pleasant*	4,542	0.5800	(\$0.019)
University Park*	2,548	0.6077	\$0.009
Upper Marlboro *	631	0.2400	(\$0.359)
	Mean Tax Rate	0.5987	\$0.000
	Median Tax Rate	0.6077	

NOTE: Population taken from U.S. Census, Year 2010.

Tax rates obtained from Prince George's County office of Finance.

* Tax rates equal to or lower than New Carrollton's

FY 2017
MUNICIPAL TAX RATES



COST PER \$100 ASSESSED VALUE(ALPHA ORDER)

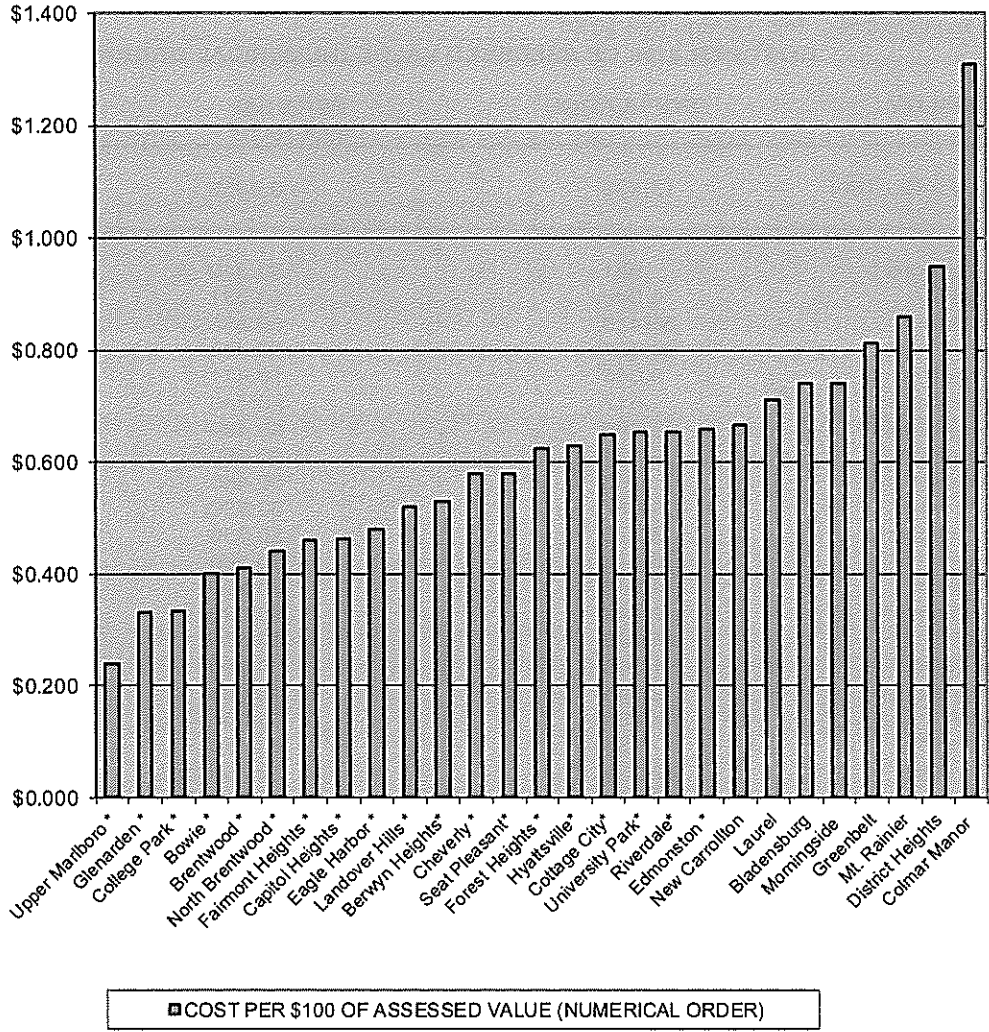
CURRENT REAL PROPERTY TAX RATES OF
MUNICIPALITIES IN PRINCE GEORGES COUNTY
(FOR THE TAXABLE YEAR ENDING JUNE 30, 2016)
COST PER \$100 OF ASSESSED VALUE (NUMERICAL ORDER)

Municipal property taxes in Prince George's County range from \$0.24 to \$1.031 per \$100 of assessed valuation. The City of New Carrollton's tax rate is 20th out of twenty-seven County municipalities. The average rate \$0.61

COST PER \$100 OF ASSESSED VALUE (NUMERICAL ORDER)			
MUNICIPALITY	POPULATION	PER \$100 TAX RATE	+OVER THE AVG. () UNDER
NEW CARROLLTON	12,135	0.6652	\$0.057
Upper Marlboro *	631	\$0.240	(\$0.368)
Glenarden *	6,000	\$0.331	(\$0.277)
College Park *	30,413	\$0.335	(\$0.273)
Bowie *	54,727	\$0.400	(\$0.208)
Brentwood *	3,046	\$0.411	(\$0.198)
North Brentwood *	517	\$0.440	(\$0.168)
Fairmont Heights *	1,494	\$0.460	(\$0.148)
Capitol Heights *	4,337	\$0.462	(\$0.147)
Eagle Harbor *	63	\$0.480	(\$0.128)
Landover Hills *	1,687	\$0.520	(\$0.088)
Berwyn Heights*	3,123	\$0.530	(\$0.078)
Cheverly *	6,173	\$0.580	(\$0.028)
Seat Pleasant*	4,542	\$0.580	(\$0.028)
Forest Heights *	2,447	\$0.625	\$0.016
Hyattsville*	14,733	\$0.630	\$0.022
Cottage City*	1,305	\$0.650	\$0.042
University Park*	2,548	\$0.653	\$0.045
Riverdale*	6,956	\$0.654	\$0.046
Edmonston *	959	\$0.660	\$0.052
New Carrollton	12,135	\$0.665	\$0.057
Laurel	25,115	\$0.710	\$0.102
Bladensburg	9,148	\$0.740	\$0.132
Morningside	2,015	\$0.740	\$0.132
Greenbelt	23,068	\$0.813	\$0.204
Mt. Rainier	8,080	\$0.860	\$0.252
District Heights	5,837	\$0.949	\$0.340
Colmar Manor	1,404	\$1.310	\$0.702
	Mean Tax Rate	0.6084	\$0.000
	Median Tax Rate	0.6248	

NOTE: Population taken from U.S. Census, 2010
Tax rates obtained from Prince George's County office of Finance.
* Tax rates equal to or lower than New Carrollton's

**FY 2016
MUNICIPAL TAX RATES**



CITY OF NEW CARROLLTON
PUBLIC SAFETY DEPARTMENT
SPECIAL TAXING DISTRICT - ENHANCED POLICE SERVICES

	FY 14 ACTUAL		FY 15 Actual		FY 16 Actual		FY 17 ADOPTED B		FY 18 PROPOSED BUDGET	
	APART	COMM	APART	COMM	APART	COMM	APART	COMM	APART	COMM
Revenues										
Business Real Property - Public Safety	128,229	227,413	136,704	228,004	90,557	229,434	144,000	240,000	95,084	240,000
Personal Property - Public Safety	38,411	39,332	39,332	38,194	138,877	38,194	53,000	53,000	53,000	53,000
TOTAL REVENUES	166,640	266,745	176,036	266,198	229,434	266,628	197,000	293,000	148,084	293,000
Expenses										
Lieutenant (1/2 time of one)	19,278	32,130	19,762	32,937	20,355	33,925	20,966	34,943	21,804	36,340
Shift sergeants (1/3 time of four)	44,064	73,440	44,066	73,493	13,570	42,588	17,546	43,866	27,372	45,620
Police Officers (two and 1/2 full time) FY 2017	55,080	36,720	51,742	34,484	25,553	17,035	66,517	44,843	67,264	44,843
Investigator (1/3 time of one)	11,220	7,480	9,306	6,204	6,517	16,282	10,069	6,713	10,472	17,453
Admin Assistant (one full time)	21,420	14,280	25,122	16,748	25,871	44,118	26,647	17,765	27,713	18,475
Office manager (1/2 time of one)	12,240	8,160	14,240	9,493	14,664	25,173	15,104	10,069	15,708	18,475
Parking Office (one full time)	24,480	16,320	24,511	16,340	16,831	42,078	26,004	17,336	27,044	26,180
Grant Funded Officer (1/4 time of one) FY 2017	19,380	19,380	19,380	19,380	10,780	10,780	11,103	11,103	6,726	11,211
Property Officer (1/2 time of one)	207,162	332,350	208,158	334,010	183,987	299,458	209,481	341,750	215,651	351,721
TOTAL SALARIES	500,000	650,000	500,000	650,000	500,000	650,000	500,000	650,000	500,000	650,000
FICA	15,491	9,361	15,565	9,411	13,768	8,634	15,665	9,890	16,125	10,175
Health & Life Insurance	25,004	15,110	25,124	15,190	22,206	22,392	25,285	15,963	26,028	16,423
Workers' Compensation	19,340	31,028	19,433	31,183	17,177	27,957	19,558	12,347	20,133	12,703
Retirement/Pension	19,124	11,557	19,216	11,618	16,984	27,644	19,339	12,209	17,252	10,886
TOTAL PERSONNEL COSTS	285,120	459,023	287,496	461,316	254,112	413,534	289,338	472,006	295,190	481,446
Vehicles operations and maintenance	10,066	16,776	9,866	16,444	10,083	10,734	10,265	684	10,470	684
Vehicle gasoline use	14,120	23,534	14,509	24,179	14,798	15,784	15,084	1,006	15,395	1,006
Office supplies and printing	1,513	1,009	1,914	1,276	1,953	2,083	1,992	133	2,032	133
Field supplies	2,451	1,634	1,180	787	1,204	80	1,228	82	1,252	82
Small equipment	1,440	960	612	408	624	42	666	42	649	42
Small weapons	2,677	1,784	2,741	1,827	2,785	2,982	2,851	190	2,908	190
Car to Car Radios	3,756	2,504	5,606	3,737	5,718	6,099	5,832	389	5,949	389
Employee training	74	49	-	-	-	-	-	-	-	-
Travel and meetings	2,149	1,433	754	503	769	821	785	52	800	52
Employee substance testing and physicals	6,187	4,125	5,499	3,666	5,609	374	5,722	381	5,836	381
Uniforms	900	600	1,144	763	1,167	1,245	1,191	79	1,214	79
Telephones	5,490	3,660	5,008	3,338	5,108	341	5,210	347	5,314	347
Cell phones	1,228	819	885	590	903	963	921	61	939	61
Miscellaneous	52,051	34,701	48,717	33,145	50,712	54,093	51,726	3,443	52,761	3,443
TOTAL OPERATIONS	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Vehicles										
Vehicle Equipment			1,278	1,222	2,500					
Computers & In car Radios										
Radio			818	782	1,600					
Phasers			2,097	2,003	4,100					
License Plate Reader										
Body Cameras										
TOTAL CAPITAL	338,172	207,603	339,310	208,968	548,279	304,824	162,863	467,687	341,064	186,117
TOTAL EXPENSES	(209,942)	(70,009)	(202,606)	(78,336)	(280,942)	(126,729)	(197,064)	(37,117)	(252,866)	8,212
Net Revenue / (Net Cost to City)										

**CITY OF NEW CARROLLTON
CAPITAL OUTLAY
FY 2018 BUDGET**

ACCOUNT NUMBER	DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 Proposed
GENERAL GOVERNMENT						
<u>G.G. Administration</u>						
01-1510-57020	City Hall Entrance Sign	\$3,033				
01-1510-57100	Vehicle-Car		23,113			
01-1510-58050	Furniture & Fixtures	17,711		2,000	2,500	2,000
01-1510-58100	Computers			4,427	5,000	
01-1510-58102	Building Maint Equipment				5,000	5,000
01-1510-58120	Website				30,000	30,000
01-1510-58220	Generator & Trailer	3,200				
01-1510-58250	Cable TV Equipment Grant	30,496	22,885	16,058	50,000	57,044
01-1510-58300	New Telephone System	10,700				
01-1510-58320	Municipal Center Alarm		26,349			
01-1510-58340	Municipal Center Building Assessment		97,342	1,482		
01-1530-58110	Software				3,600	
01-1530-58340	Compensation Study				32,000	
Sub -Total		65,140	169,689	23,967	128,100	94,044
<u>Economic Development</u>						
01-1520-58190	Banners				\$30,000	\$15,000
Sub -Total		0	0	0	30,000	15,000
<u>Finance & Accounting</u>						
01-2010-58050	Furniture & Fixtures			\$2,699	\$1,000	\$1,000
01-2010-58100	Computers	2,492		1,378	1,000	
01-2010-58110	Software	3,095			58,000	
Sub -Total		5,587	0	1,378	60,000	1,000
<u>Code Enforcement</u>						
01-2510-57100	Vehicle	\$16,291				
01-2510-58100	Computers		5,808	10,670	1,500	
01-2510-58110	Code Enforcement Software		23,232		4,000	
Sub -Total		\$16,291	\$29,040	\$10,670	\$5,500	\$0
TOTAL GENERAL GOVERNMENT		\$87,018	\$198,729	\$36,015	\$193,600	\$110,044
PUBLIC SAFETY						
<u>Police Administration</u>						
01-3010-57100	Vehicles		\$9,363	\$24,456		
01-3010-58000	Furniture & Fixtures				2,500	1,500
01-3010-58100	Computers	790	24,514	2,994	5,000	
01-3010-58120	Body Camera	1,629		15,443		
01-3010-58130	Live Scan Finger Print System		23,793			
01-3010-58140	Highway Message Trailer			16,500		
Sub -Total		\$2,419	\$57,670	\$59,393	\$7,500	\$1,500
<u>Police Speed Camera</u>						
01-3030-57010	Building Security System	\$12,146				
01-3030-57100	Vehicles			25,000		
01-3030-57360	Vehicle Equipment			7,652		
01-3030-57370	Motorola Vehicle Radios					
01-3030-57380	Defibrillators	12,000				
01-3030-57390	Phasers			10,935		
Sub -Total		\$24,146	\$0	\$43,587	\$0	\$0

**CITY OF NEW CARROLLTON
CAPITAL OUTLAY
FY 2018 BUDGET**

ACCOUNT NUMBER	DESCRIPTION	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ACTUAL	FY 2017 BUDGET	FY 2018 Proposed
<u>Police Patrol</u>						
01-3040-57100	Vehicles - Car	\$24,024	\$78,465	\$100,000		
01-3040-57360	Vehicle Equipment		5,089	41,556		
01-3040-58100	Computers & In Car Compl	23,182	3,378	23,563		
01-3040-58110	Police Body Cameras & Sc	8,029	6,125	3,365		5,000
01-3040-58150	Police Radars & Radlos	11,098	13,554	17,221		
01-3040-58180	License Plate Reader			32,000		
Sub -Total		\$86,333	\$106,611	\$217,705	\$0	\$5,000
<u>PARKING & ANIMAL CONTROL ENFORCEMENT</u>						
01-3050-58100	Computers	\$2,199	\$2,317			
Sub -Total		\$2,199	\$2,317	\$0	\$0	\$0
TOTAL PUBLIC SAFETY		\$95,097	\$166,598	\$320,685	\$7,500	\$6,500
<u>PUBLIC WORKS</u>						
<u>Public Works Administration</u>						
01-3510-57010	Building Security System		\$7,233	\$17,000		
01-3510-57011	Building Improvements					25,000
01-3510-57100	Vehicles		37,663			
01-3510-57400	Natural Gas Generator			60,559		
01-3510-57410	Water Heater			2,016		
01-3510-57420	Shop Heater			5,103		
01-3510-57430	Air Compressor			182		
01-3510-57441	Fuel Pump				12,578	
01-3510-58000	Furniture			15,372		
01-3510-58100	Computers	\$2,090	3,427	6,857		
01-3510-58110	Software				4,200	
01-3510-58300	Telephone System			7,071		
Sub -Total		\$2,090	\$48,323	\$114,160	\$16,778	\$25,000
<u>Highways</u>						
01-3610-57100	Dump Truck	\$34,292	\$14,210		\$150,000	
01-3610-57120	Vehicle-Street Sweeper					65,000
01-3610-57150	Vehicle-Pickup Truck					
01-3610-57160	Chippor					
01-3610-57300	Leaf Boxes					
01-3610-57381	Backhoe			95,243		
01-3610-57400	Snow Plows					
01-3610-57450	Salt Spreaders	15,641				
01-3610-58150	Radios	4,853				
01-3610-58500	Street Repairs	453,026			350,000	350,000
01-3610-58520	Sidewalk Repairs			95,044	100,000	50,000
01-3610-58530	Bridge Repairs					
Sub -Total		\$507,812	\$14,210	\$190,287	\$600,000	\$465,000
<u>Sanitation</u>						
01-3710-57140	Packer		\$90,791	\$156,843		
01-3710-57150	Vehicle-Pickup Truck					20,000
Sub -Total		\$0	\$90,791	\$156,843	\$0	\$20,000
<u>PARKS & RECREATION</u>						
01-3810-57100	Vehicles					
01-3810-57380	Mowers			\$12,461		\$7,500
01-3810-57382	Slashbuster Stump Grinder			\$25,450		
01-3810-57440	Leaf Vacuum			25,927		
01-3810-58370	Beckett Field Irrigation & Li	\$92,718	53,924			
01-3810-58375	Bicentennial Retaining Wall		780			
01-3810-58395	Community Dog Park		22,882			
01-3810-58396	Beckett Field				14,000	
01-3810-58397	Frechman's Creek				25,000	
Sub -Total		\$92,718	\$77,586	\$63,838	\$39,000	\$7,500
TOTAL PUBLIC WORKS		\$602,620	\$230,910	\$525,128	\$655,778	\$517,500
TOTAL CAPITAL OUTLAY		\$784,735	\$596,237	\$881,828	\$856,878	\$634,044

**ORDINANCE:
TO ADOPT
THE BUDGET**

To make this document legal and binding, it must be voted on and approved by the City Council in ordinance form. The ordinance by which this is accomplished is contained herein.