



CITY OF NEW CARROLLTON



FY 2012 ADOPTED BUDGET

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CITY OF NEW CARROLLTON
 FISCAL YEAR 2012
 ADOPTED BUDGET
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FISCAL YEAR 2012
ADOPTED BUDGET
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CITY of NEW CARROLLTON

6016 PRINCESS GARDEN PARKWAY • NEW CARROLLTON, MARYLAND 20784-2898
(301) 459-6100 FAX (301) 459-8172

June 14, 2011

Dear Residents:

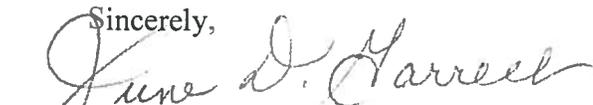
The New Carrollton City Council worked closely with the Mayor and the Administration in reviewing the budget, making some line item adjustments where we felt it was necessary, and finally accepting the Fiscal Year 2012 Budget. The budget is a “no frills” budget, reflecting the national economic downturn which continues into its fourth year. The budget is balanced and enables us to maintain essential services.

Items of interest to residents include:

- a) The real property tax rate remains at \$.50 per \$100 of assessed value.
- b) Funding of only essential capital purchases.
- c) Contingency Reserve of \$130,000 and Operating Reserve of \$250,000.
- d) Speed camera revenue to fund public safety projects and improvements.
- e) Anticipated bond proceeds of \$2,100,000 to continue the street repair program, jeopardized by loss of Highway User Revenues.
- f) A 3% Cost of Living Allowance (COLA) for all city employees, who have sacrificed all raises and COLA's for the three previous years.
- g) Residents can expect to receive a decrease in their County real property taxes of \$.1415/ \$100 of assessed value through our City Police Department's increased role in public safety with 24/7 patrols.

This budget reflects the best efforts of the Mayor, City Council, and the City's staff; and our residents will continue to receive the exceptional level of services that have afforded us our reputation as a great place to live.

Sincerely,


June Garrett
Chairperson, City Council

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March 29, 2010

Honorable Chairman and Members of the City Council:

The Proposed Fiscal Year 2012 City Budget is herewith submitted for your review and approval.

The City of New Carrollton's Proposed FY 2012 Budget is balanced, maintaining the current Real Property Tax rate of \$.50/\$100 of assessed value, and thanks to an unexpected increase in our property assessments, I am able to provide a 3% cost of living allowance for all city employees, their first such increase in 3 years. In the face of the continuing downturn in our economy, however, I have to continue freezing employees' salaries and merit raises, and curtailing travel and training. I am keeping capital purchases to a bare minimum, and I'm prepared to introduce some contingency measures to curtail gasoline usage should the cost continue to escalate. All of these measures are necessary in order to offset continuing revenue shortfalls, rising energy and personnel costs and the increased costs of goods and services so that I can continue my commitment to provide the highest quality of municipal services for our residents, including our twice-weekly rear-door trash removal service.

Continuing my commitment to provide the highest degree of security for our residents, especially during these troubled times, I'm happy to report that funding will allow our police department to continue to provide 24/7 citywide patrol coverage for the upcoming fiscal year. I am also happy to report that the Speed Camera Program has been extremely successful since its inception in November, 2009, slowing traffic in our city school zones. In addition, revenues from the program have helped offset public safety costs and have contributed to several valuable public safety projects including the purchase of an incident report writing, document management software program which will save officers time, reduce paper usage and ultimately reduce costs; and for FY 2012, funding for an electronic building security system to provide a safe work environment for our Municipal Building visitors and employees.

I will continue with one Parking Enforcement Officer, augmented by the Animal Control Officer who will also write parking tickets when not involved in animal control activities. The Animal Control Officer has been responding to a number of calls for service and is providing a valuable service for our residents.

My budget is funding a Contingency Reserve of \$130,000 and an Operating Reserve of \$250,000. In addition, a "Rainy Day Fund" totaling \$476,000 has been created from the proceeds of the sale of permanent cell tower easements, to deal with any dire emergencies that may arise.

Again, I would like to thank the City employees for their patience and understanding and, along with the committee members and members of the City Council, for their rational budgetary recommendations. I strongly recommend that the City Council favorably move upon the attached budget document.

Sincerely,


Andrew C. Hanko
Mayor

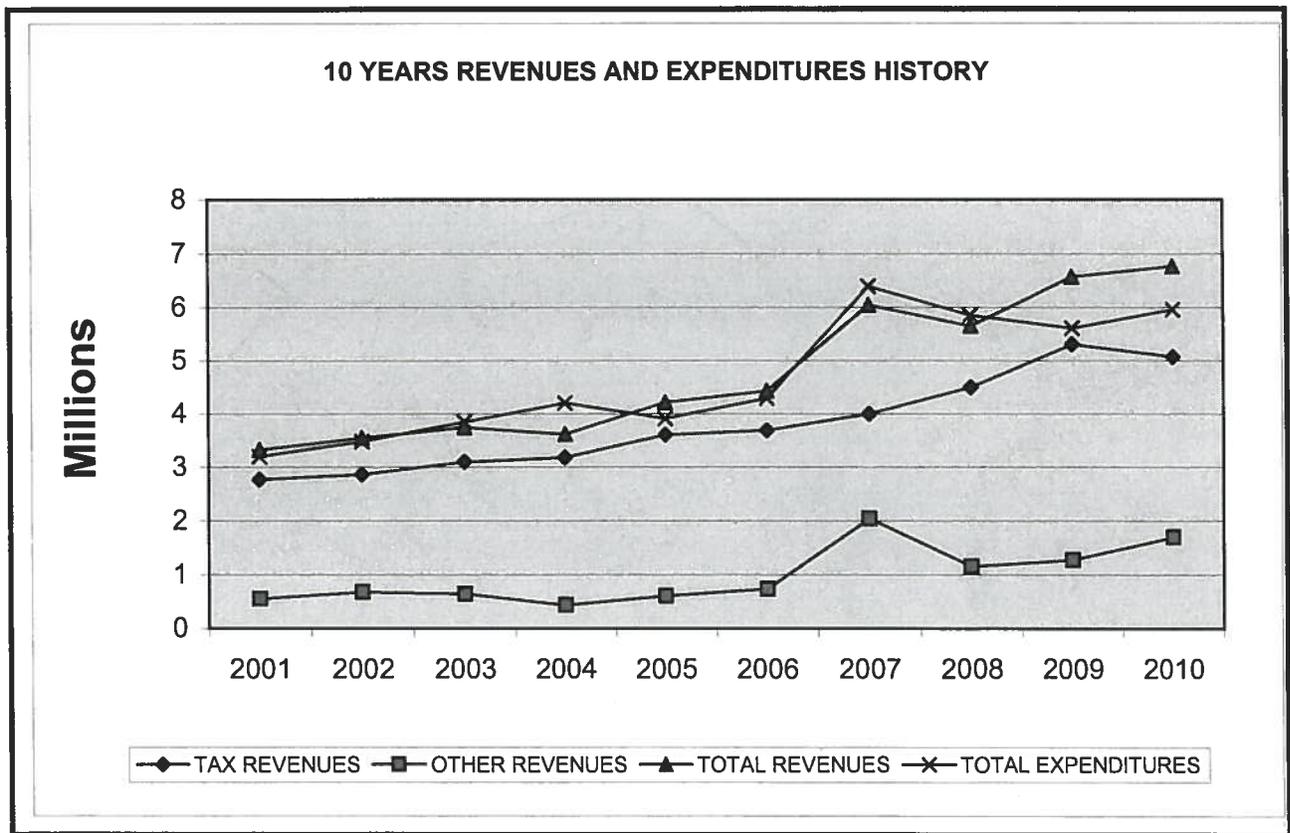
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INCOME & APPROPRIATIONS:

FOR FY 2012 BUDGET WITH

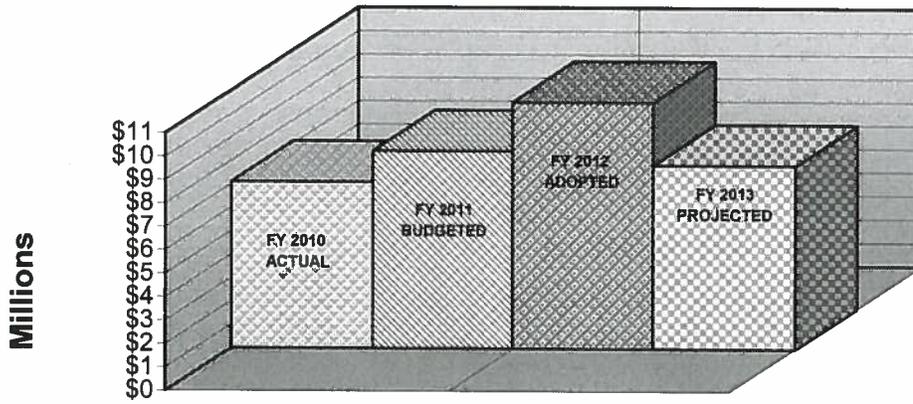
FUND BALANCE SUMMARY

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.



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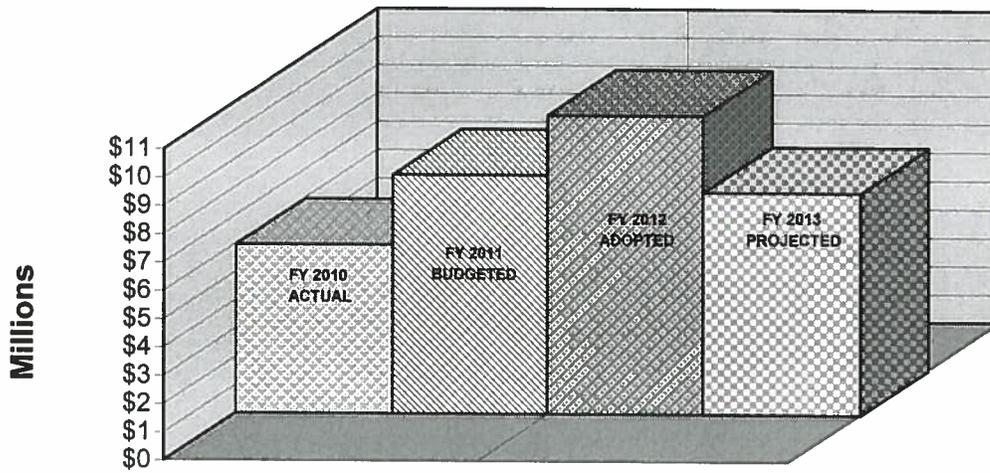
REVENUES AND RESOURCES



Legend for Revenues and Resources:

- FY 2010 ACTUAL
- FY 2011 BUDGETED
- FY 2012 ADOPTED
- FY 2013 PROJECTED

APPROPRIATIONS AND RESERVES



Legend for Appropriations and Reserves:

- FY 2010 ACTUAL
- FY 2011 BUDGETED
- FY 2012 ADOPTED
- FY 2013 PROJECTED

F.Y. 2012 BUDGET
SUMMARY OF ESTIMATED INCOME AND
APPROPRIATED EXPENDITURES

ACCOUNT NUMBER	DESCRIPTION	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2012 ADOPTED	FY 2013 PROJECTED	FY 2012 CHANGE
<u>REVENUES AND RESOURCES</u>						
GENERAL FUND						
Real Property		\$3,814,783	\$4,177,192	\$4,165,765	\$3,507,260	-0.27%
Personal Property & Utilities		298,309	368,400	329,500	336,800	-10.56%
Interest & Penalties		11,881	10,500	11,500	10,500	9.52%
Business Taxes		1,178	2,500	1,500	2,500	-40.00%
State Shared Taxes		834,187	589,000	584,000	705,000	-0.85%
County Shared Taxes		106,014	89,487	95,487	95,987	6.70%
Licenses and Permits		187,186	295,700	168,100	172,050	-43.15%
Grants		167,992	231,850	86,000	192,000	-62.91%
Revenues from Other Agencies		79,624	60,000	76,000	75,000	26.67%
Service Fees & Charges		360,043	502,500	578,700	583,250	15.16%
Fines & Forfeitures		961,576	939,500	745,500	827,133	-20.65%
Other Revenues		92,927	93,000	81,450	91,297	-12.42%
Other Financing Sources		175,000	325,000	2,450,000	150,000	653.85%
Contingency Reserve		0	130,000	130,000	130,000	0.00%
Prior Year Surplus		0	361,000	778,000	705,000	115.51%
Operating Reserve Carryover		0	250,000	250,000	250,000	0.00%
Total Revenues & Resources		\$7,090,700	\$8,425,629	\$10,531,502	\$7,833,777	24.99%
<u>APPROPRIATIONS AND RESERVES</u>						
GENERAL FUND						
Personnel Costs		\$3,585,735	\$4,402,459	\$4,812,365	\$4,904,672	9.31%
Operating Costs		1,606,997	2,072,009	1,916,100	1,975,750	-7.52%
Capital Costs		358,261	788,850	2,582,000	175,500	227.31%
Debt Service (Principle & Interest)		399,622	424,036	544,944	394,455	28.51%
Judgments & Losses		0	400	400	400	0.00%
Contingency Reserve Carryover		0	130,000	130,000	130,000	0.00%
Operating Reserve Carryover		0	250,000	250,000	250,000	0.00%
Operating Reserve Other			355,875	293,693	0	-17.47%
Weinbach Scholarship Grant		4,000	2,000	2,000	3,000	0.00%
Total Appropriations & Reserves		\$5,954,615	\$8,425,629	\$10,531,502	\$7,833,777	24.99%

**F.Y. 2012 CURRENT EXPENSE BUDGET
EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION**

ACCOUNT NUMBER	DESCRIPTION	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2012 ADOPTED	FY 2013 PROJECTED	FY 2012 CHANGE
<u>PERSONNEL</u>						
	General Government	\$974,612	\$1,110,084	\$1,200,900	\$1,216,899	8.18%
	Public Safety	1,070,506	1,526,046	1,668,562	1,739,315	9.34%
	Public Works	1,540,617	1,766,329	1,942,903	1,948,458	10.00%
	Sub-Total	\$3,585,735	\$4,402,459	\$4,812,365	\$4,904,672	9.31%
<u>OPERATIONS</u>						
	General Government	\$574,783	\$718,347	\$650,850	\$688,150	-9.40%
	Public Safety	249,701	360,792	328,250	330,800	-9.02%
	Public Works	782,513	992,870	937,000	956,800	-5.63%
	Sub-Total	\$1,606,997	\$2,072,009	\$1,916,100	\$1,975,750	-7.52%
<u>CAPITAL</u>						
	General Government	\$65,457	\$152,000	\$298,500	\$95,500	96.38%
	Public Safety	143,051	297,350	2,500	0	-99.16%
	Public Works	149,753	339,500	2,281,000	80,000	571.87%
	Sub-Total	\$358,261	\$788,850	\$2,582,000	\$175,500	227.31%
	<u>TOTAL PROGRAM EXPENDITURES</u>	\$5,550,993	\$7,263,318	\$9,310,465	\$7,055,922	28.18%
<u>OTHER</u>						
	Debt Service	\$399,622	\$424,036	\$544,944	\$394,455	28.51%
	Judgments & Losses	0	400	400	400	0.00%
	Contingency Reserve Carryover	0	130,000	130,000	130,000	0.00%
	Operating Reserve	0	250,000	250,000	250,000	0.00%
	Operating Reserve-Other		355,875	293,693	0	-17.47%
	Weinbach Scholarship Grant	4,000	2,000	2,000	3,000	0.00%
	Sub-Total	\$403,622	\$1,162,311	\$1,221,037	\$777,855	5.05%
	<u>TOTAL EXPENSES & RESERVES</u>	\$5,954,615	\$8,425,629	\$10,531,502	\$7,833,777	24.99%

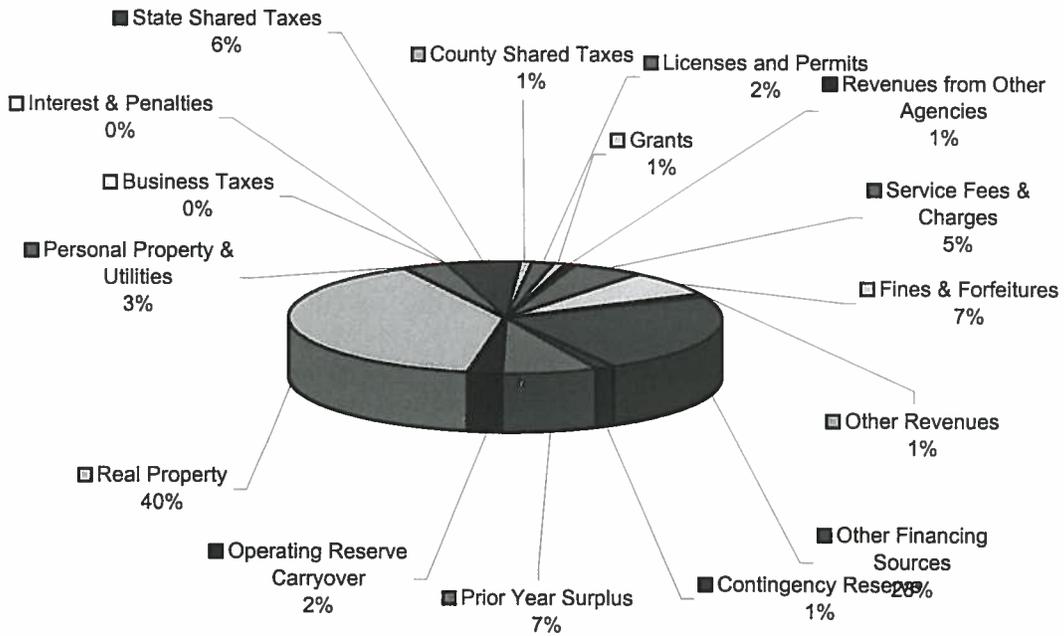
FUND BALANCE SUMMARY
RESERVED AND UNRESERVED

DESCRIPTION	AS OF 02/28/10	AS OF 02/28/11
RESERVED FUND BALANCE:		
Encumbrances	\$0	\$0
Weinbach Scholarship	47,257	47,352
UNRESERVED FUND BALANCE:		
Designated for Prepaid Items	0	0
Designated for Accrued Vacation	126,029	126,029
Designated for Vehicles	97,000	0
Designated for Cable TV Equipment	117,078	168,603
Designated for Street & Sidewalk Repair	615,646	790,646
Designated for Operating Reserve	600,000	904,500
Designated for Global Signal Proceeds	326,964	475,785
Contingency Reserve Carryover	51,400	130,000
Operating Reserve-Real Property	300,000	300,000
Operating Reserve-Speed Camera	0	417,100
Undesignated, Unappropriated Fund Balance	710,533	767,977
<u>TOTAL UNENCUMBERED FUND BALANCE</u>	\$2,991,907	\$4,127,992

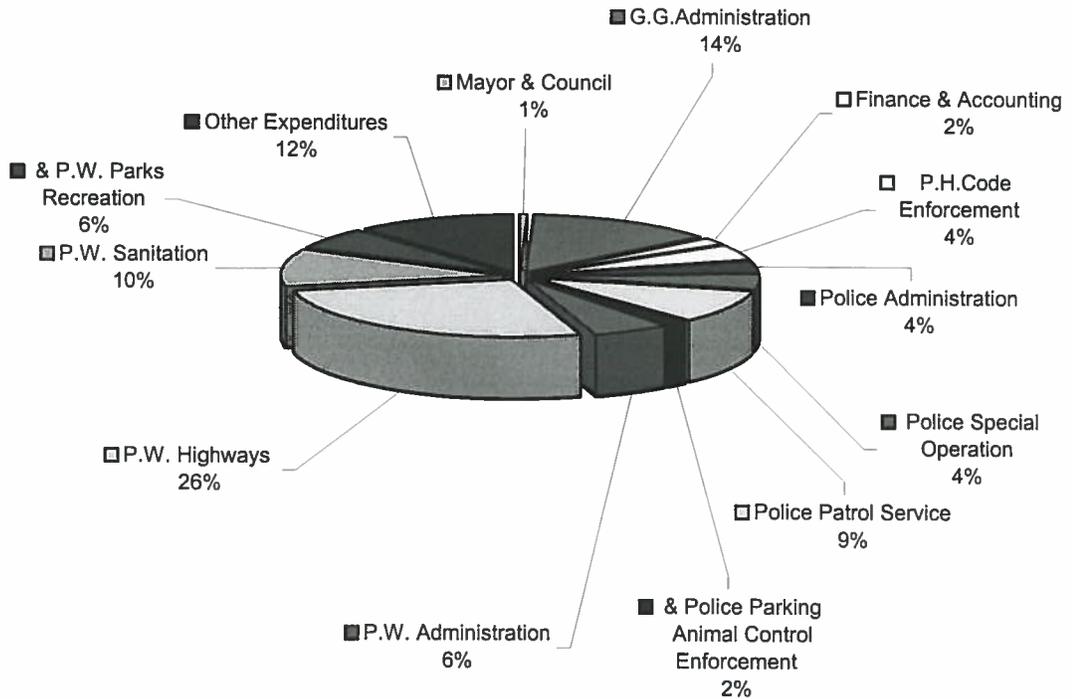
FUND BALANCE EXPLANATIONS:

1. ENCUMBRANCES: Commitments related to unperformed contracts for goods and services.
2. FUND BALANCE:
 - a. Reserved Fund Balance - An account used to earmark a portion of the fund balance to indicate that it is not appropriated for expenditures and is used to earmark a portion of fund equity as legally segregated for a specific future use.
 - b. Unreserved Fund Balance:
 - Designation of Fund Balance - Portion of the fund balance identified by management to reflect tentative plans or commitments of governmental resources.
 - Undesignated Fund Balance- Portion of the fund balance which has not been designated or reserved.
3. PRIOR YEAR SURPLUS: This source of funds comes from the prior year's excess revenues over expenditures to support the current year's budget. It creates a source of revenues to fund current expenditures for which current operating revenues are not sufficient.
4. OPERATING RESERVE CARRYOVER: Presently, \$250,000 is budgeted as a revenue and expenditure for operating reserve carryover.

WHERE FUNDS COME FROM
\$10,531,502



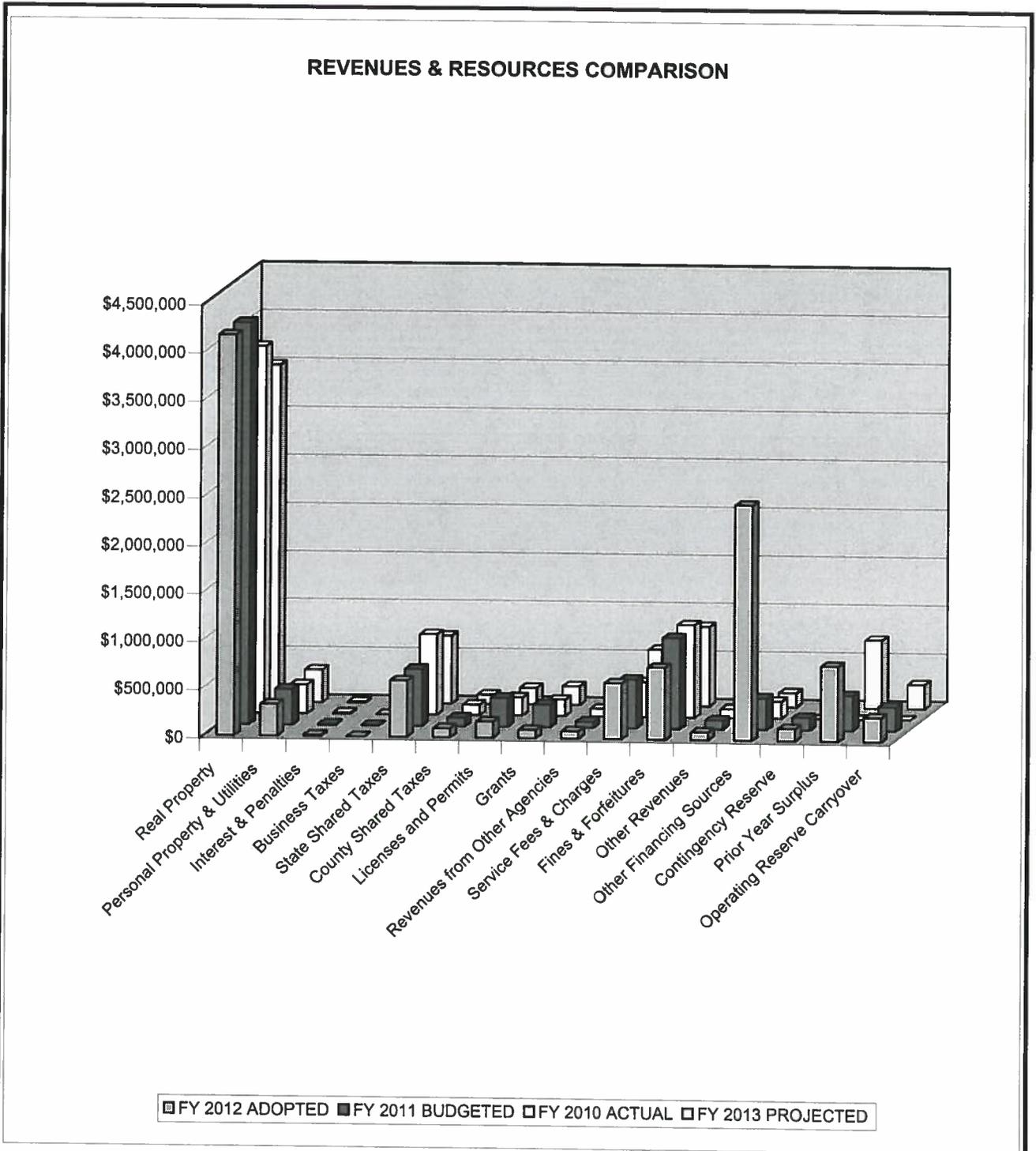
WHERE FUNDS GO
10,531,502



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FY 2012 BUDGET

REVENUES AND RESOURCES



Note: There are 15 different categories of revenues including appropriated surpluses.

F.Y. 2012 CURRENT EXPENSE BUDGET
REVENUES AND RESOURCES

GENERAL PROPERTY TAXES

- 01-1000-30100** **Real Property:** Levied upon the assessed value of all real estate within the City.
- 01-1000-30150** **Bus. Real Property - Public Safety:** An additional real property tax rate of 15 cents per \$100 value of all real property levied on businesses to enhance public safety in the business area.
- 01-1000-30200** **Personal Property - Businesses:** Levied upon the assessed value of all inventory, stock and personal business assets of incorporated and unincorporated businesses.
- 01-1000-30250** **Personal Property - Public Safety:** An additional assessment of 15 cents per \$100 value of all business personal property assessment to enhance public safety in the business area.
- 01-1000-30300** **Property of Railroads & Public Utilities:** Levied upon the inventory and domestic shares of railroads and public utilities within the City.
- 01-1000-30510** **Penalties / Interest:** Interest income from past due General Property Taxes.

BUSINESS TAXES

- 01-1000-30650** **Admissions & Amusements:** Levied at a rate of 4 1/4% 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.

STATE SHARED TAXES

- 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 registrations in the City to the total vehicle registrations in the County. This year's revenue is again based on 7,307 registered vehicles and 22.79 miles of roadway in the City of New Carrollton. Distribution is made monthly.
- 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 bulky trash collection service included in the landfill fees paid by the City.

Revenues Continued

- 01-1000-31650 Hotel / Motel Tax:** This distribution equals 25% of the 5% room tax collected by Prince George's County.
- 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 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.
- 01-1000-32210 Verizon Cable Franchise Fees:** Five percent (5%) of 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.
- 01-1000-32300 Tower Franchise Fees:** Proceeds from an agreement with Nextel for the lease of tower space at the City's Sports Park. Distributions are made monthly.
- 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.
- 01-1000-32330 Tower Company Easement Purchase:** Sale price represents the easement of land at 7500 Good Luck Road, New Carrollton to TCO Assets Land L.L.C for the cell phone tower.
- 01-1000-32400 Building Permit Fees:** Fees charged to issue building construction and repair permits.

F.Y. 2012 BUDGET
REVENUE AND RESOURCE
COMPARISON WITH PRIOR YEARS

ACCOUNT NUMBER	DESCRIPTION	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2012 ADOPTED	FY 2013 PROJECTED	FY 2012 CHANGE
<u>GENERAL PROPERTY TAXES</u>						
01-1000-30100	Real Property	\$3,764,094	\$4,085,592	\$4,085,592	\$3,440,760	0.00%
01-1000-30150	Bus. Real Property - Public Safety	50,689	91,600	80,173	66,500	-12.47%
01-1000-30200	Personal Property - Businesses	233,147	309,000	265,000	275,000	-14.24%
01-1000-30250	Personal Property - Public Safety	20,556	16,400	20,500	16,800	25.00%
01-1000-30300	Property of Railroads & Public Utilities	44,606	43,000	44,000	45,000	2.33%
01-1000-30510	Penalties / Interest	11,881	10,500	11,500	10,500	9.52%
	Sub-Total	\$4,124,973	\$4,556,092	\$4,506,765	\$3,854,560	-1.08%
<u>BUSINESS TAXES</u>						
01-1000-30650	Admissions & Amusements	\$1,178	\$2,500	\$1,500	\$2,500	-40.00%
	Sub-Total	\$1,178	\$2,500	\$1,500	\$2,500	-40.00%
<u>STATE SHARED TAXES</u>						
01-1000-31610	Highway User & Motor Vehicle Tax	\$40,300	\$14,000	\$14,000	\$30,000	0.00%
01-1000-31620	Income Taxes	793,887	575,000	570,000	675,000	-0.87%
	Sub-Total	\$834,187	\$589,000	\$584,000	\$705,000	-0.85%
<u>COUNTY SHARED TAXES</u>						
01-1000-31630	P.G. County Disposal Fee Rebate	\$33,468	\$33,467	\$33,467	\$33,467	0.00%
01-1000-31650	Hotel / Motel Tax	72,507	56,000	62,000	62,500	10.71%
01-1000-31700	Payment in Lieu of Bank Stocks	\$39	20	20	20	0.00%
	Sub-Total	\$106,014	\$89,487	\$95,487	\$95,987	6.70%
<u>LICENSES AND PERMITS</u>						
01-1000-32100	State Traders & Peddlers	\$11,546	\$8,500	\$9,500	\$10,750	11.76%
01-1000-32150	City Business License	11,005	11,000	11,000	11,500	0.00%
01-1000-32200	XFinity Franchise Fees	88,732	79,500	90,500	90,500	13.84%
01-1000-32210	Verizon Cable Franchise Fees	47,998	35,600	45,000	47,000	26.40%
01-1000-32300	Tower Franchise Fees	13,200	0	0	0	0.00%
01-1000-32310	Verizon Property Lease	7,200	7,200	7,200	7,200	0.00%
01-1000-32320	Cricket Communication Franchise Fees	4,800	2,400	2,400	2,400	100.00%
01-1000-32330	Tower Company Easement Purchase	0	148,000	0	0	-100.00%
01-1000-32400	Building Permit Fees	2,705	3,500	2,500	2,700	-28.57%
	Sub-Total	\$187,186	\$295,700	\$168,100	\$172,050	-43.15%

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.
- 01-1000-33800** **Safe Routes to School Grant:** A grant received from the State of Maryland to maintain and repair the street and sidewalk near the school.
- 01-1000-35310** **School Bus Grant:** A grant received from State of Maryland to provide safety environment at school bus stop.
- 01-1000-35400** **Energy Efficiency & Conservation Grant:** A grant received from State of Maryland to replace energy efficient windows and doors of the municipal building.

REVENUE FROM OTHER AGENCIES

- 01-1000-35600** **Cable TV Equip. Support Grant-Comcast:** Revenue from Comcast for improved audio/video equipment for the Public Access Channel and I-Net.
- 01-1000-35620** **Cable TV Equip. Support Grant-Verizon:** Revenue from Verizon for improved audio/video equipment for the Public Access Channel and I-Net.

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.
- 01-1000-35840** **General Service Fees:** Sale of maps, directories, and photocopying fees.
- 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 SERVICES

- 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 report 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 fee for a one year license is \$200.00 for a single family home and \$100.00 for a multifamily dwelling unit.

REVENUES CONTINUED

SERVICE CHARGES - SANITATION SERVICE

- 01-1000-35920** **Property Clean up & Liens:** Revenues received from these aspects of Code Enforcement activities include reimbursements to the City from citizens for property cleanups. Sometimes payment will come via the County if the property owner has paid off the lien on this property.
- 01-1000-36000** **Trash Pick up Service Fees:** An assessment of \$100.00 per single family residential dwelling and \$50.00 per condominium for costs as associated with trash pick up twice a week.
- 01-1000-36010** **Recycling Fees:** An assessment of \$19.00 per single family residential dwelling for costs associated with the curbside recycling program.

**F.Y. 2012 BUDGET
REVENUE AND RESOURCE
COMPARISON WITH PRIOR YEARS**

ACCOUNT NUMBER	DESCRIPTION	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2012 ADOPTED	FY 2013 PROJECTED	FY 2012 CHANGE
<u>INTERGOVERNMENTAL GRANTS</u>						
01-1000-33700	State Aid for Police Protection	\$107,256	\$81,000	\$86,000	\$82,000	6.17%
01-1000-33710	Crime Control & Prevention Grant	60,736	49,350	0	110,000	-100.00%
01-1000-33800	Safe Routes to School Grant	0	24,500	0	0	-100.00%
01-1000-35310	School Bus Grant	0	5,000	0	0	-100.00%
01-1000-35400	Energy Efficiency & Conservation Grant	0	72,000	0	0	-100.00%
	Sub-Total	\$167,992	\$231,850	\$86,000	\$192,000	-62.91%
<u>REVENUE FROM OTHER AGENCIES</u>						
01-1000-35600	Cable TV Equip. Support Grant-Comcast	\$52,097	\$43,000	\$47,000	\$48,000	9.30%
01-1000-35620	Cable TV Equip. Support Grant-Verizon	27,527	17,000	29,000	27,000	70.59%
	Sub-Total	\$79,624	\$60,000	\$76,000	\$75,000	26.67%
<u>SERVICE CHARGES - GENERAL GOVERNMENT</u>						
01-1000-35810	Advertising Fees	\$5,642	\$2,500	\$3,500	\$2,100	40.00%
01-1000-35820	Municipal Center Room Rent	1,850	1,500	1,600	2,250	6.67%
01-1000-35840	General Service Fees	0	500	500	500	0.00%
01-1000-35845	Board of Appeals Fees	400	1,100	400	400	-63.64%
<u>SERVICE CHARGES - POLICE SERVICES</u>						
01-1000-35850	Fingerprint Fees	\$985	\$1,100	\$1,100	\$1,200	0.00%
01-1000-35860	Special Police Service Fees	48,955	7,500	25,500	14,500	240.00%
<u>SERVICE CHARGES - CODE ENFORCEMENT</u>						
01-1000-35910	Rental Property Inspection	\$200,165	\$184,700	\$186,500	\$202,000	0.97%
01-1000-35920	Property Clean up & Liens	59,446	36,500	37,000	37,700	1.37%
<u>SERVICE CHARGES - SANITATION SERVICE</u>						
01-1000-36000	Trash Pick up Service Fees	\$0	\$224,500	\$280,000	\$280,000	24.72%
01-1000-36010	Recycling Fees	42,600	42,600	42,600	42,600	0.00%
	Sub-Total	\$360,043	\$502,500	\$578,700	\$583,250	15.16%

FINES AND FORFEITURES

- 01-1000-36110 Municipal Infractions:** Revenues received from the Code Enforcement & Police Department violation citations. These are separate from property cleaning and towing revenues.
- 01-1000-36150 Red-Light Camera:** Revenues received from red-light camera at traffic intersections.
- 01-1000-36155 Speed Camera:** Revenues from speed cameras placed at school zones.
- 01-1000-36160 Vehicle Control Fines & Towing:** Income from the release of impounded vehicles from towing as result of Code Enforcement & Police department efforts related to unauthorized or non-complaint motor vehicles. Also, revenue received as a result of non-moving violation citations written by Code Enforcement & Police Department.

INTEREST AND DIVIDENDS

- 01-1000-36260 Interest Earned on Investments:** Income and dividends from investing municipal funds in interest bearing Federally guaranteed securities.

OTHER REVENUES

- 01-1000-36280 Municipal Center Lease - P.G. County:** Pro rata charges paid under lease agreement for the operation and maintenance of the section of the Municipal Center that is occupied by the Prince George's County Building Permit Division.
- 01-1000-36300 Scrap Metal & Paper:** Scrap metal and newspaper recycling revenues.
- 01-1000-36320 Seized Revenues:** Cash or other assets seized from residents doing illegal activities in the City.
- 01-1000-36325 TIF & Bond Counsel:** Funds for bond counseling and financial advising provided by Metro view Developers.
- 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.
- 01-1000-36370 Pension Rebate:** Rebate from overpayment into State Retirement Pension Fund in previous years.
- 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.

Revenues Continued

OTHER FINANCING SOURCESS

- 01-1000-36700 Bond Proceeds – Street Repair:** Local Government Infrastructure Bond, maturing in year 2031, issued in August 2011 for the improvement of street.
- 01-1000-36720 Loan Proceeds – PNC Bank:** Funds borrowed on five-year Master Lease Purchase Agreement from PNC Bank. This line of credit is to be utilized for the lease purchase of capital equipment.

APPROPRIATED SURPLUSES

- 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.
- 01-1000-36840 Contingency Reserve:** Funds reserved for expenditures in the fiscal year to spend in the event of emergency situations.
- 01-1000-36850 Undesignated Prior Year Surplus:** Represents that portion of unencumbered fund balance that will be used to support the current budget.
- 01-1000-36900 Operating Reserve Carryover:** Carryover of Fiscal year 2010 Reserve Fund as established by Chapter 1, Article V of the City's Code of Ordinances, 1997 Edition. Funds to be spent in last 3 months of the fiscal year.

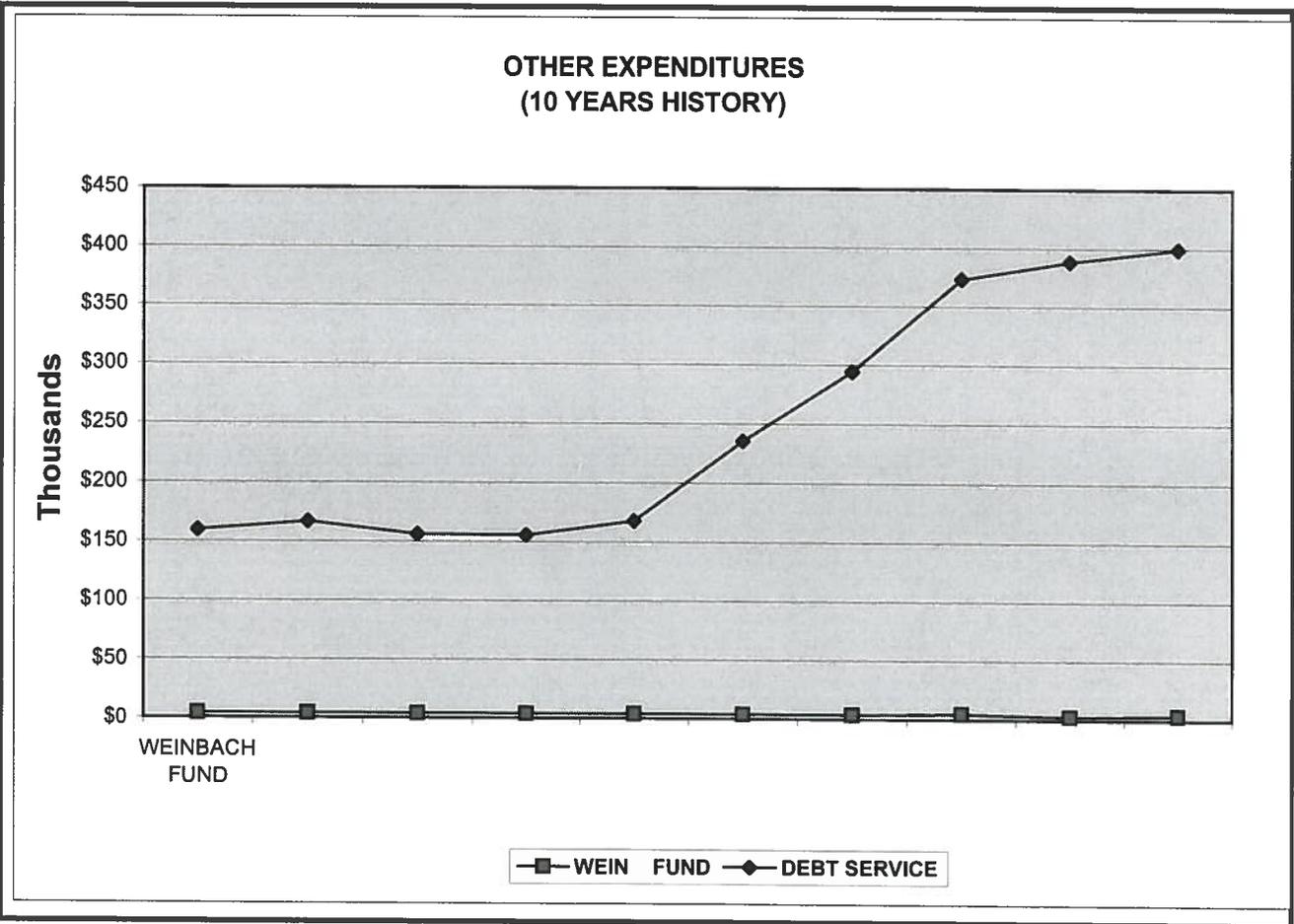
F.Y. 2012 BUDGET
REVENUE AND RESOURCE
COMPARISON WITH PRIOR YEARS

ACCOUNT NUMBER	DESCRIPTION	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2012 ADOPTED	FY 2013 PROJECTED	FY 2012 CHANGE
<u>FINES AND FORFEITURES</u>						
01-1000-36110	Municipal Infractions	\$3,060	\$2,500	\$2,500	\$5,133	0.00%
01-1000-36150	Red-light Camera	9,548	0	1,000	500	100.00%
01-1000-36155	Speed Camera	723,200	750,000	550,000	600,000	-26.67%
01-1000-36160	Vehicle Control Fines & Towing	225,768	187,000	192,000	221,500	2.67%
	Sub-Total	\$961,576	\$939,500	\$745,500	\$827,133	-20.65%
<u>INTEREST AND DIVIDENDS</u>						
01-1000-36260	Interest Earned on Investments	\$8,330	\$10,500	\$8,000	\$12,000	-23.81%
	Sub-Total	\$8,330	\$10,500	\$8,000	\$12,000	-23.81%
<u>OTHER REVENUES</u>						
01-1000-36280	Municipal Center Lease - P.G. County	\$0	\$0	\$0	\$0	0.00%
01-1000-36300	Scrap Metal & Paper	3,332	2,500	2,750	2,797	10.00%
01-1000-36320	Seized Revenues	495	2,500	500	3,500	-80.00%
01-1000-36325	TIF & Bond Counsel	0	0	0	0	0.00%
01-1000-36350	Right-of-Way Fees	16,140	16,000	16,000	16,000	0.00%
01-1000-36370	Pension Rebate	34,456	33,000	33,200	33,500	0.61%
01-1000-36400	Miscellaneous Revenues	30,174	26,500	20,500	21,500	-22.64%
01-1000-36600	Weinbach Scholarship Grant	0	2,000	500	2,000	-75.00%
	Sub-Total	\$84,597	\$82,500	\$73,450	\$79,297	-10.97%
<u>OTHER FINANCING SOURCES</u>						
01-1000-36700	Bond Proceeds-Street Repair	\$0	\$0	\$2,100,000	\$0	100.00%
01-1000-36720	Loan Proceeds - PNC Bank	175,000	325,000	350,000	150,000	7.69%
	Sub-Total	\$175,000	\$325,000	\$2,450,000	\$150,000	653.85%
<u>APPROPRIATED SURPLUSES</u>						
01-1000-36810	Designated for Street Repair	\$0	\$0	\$0	\$0	0.00%
01-1000-36820	Designated for Bridge Repair	0	0	0	0	0.00%
01-1000-36830	Designated for Sidewalk Repair	0	0	0	0	0.00%
01-1000-36840	Contingency Reserve		130,000	130,000	130,000	0.00%
01-1000-36850	Undesignated Prior Year Surplus	0	361,000	778,000	705,000	115.51%
01-1000-36900	Operating Reserve Carryover	0	250,000	250,000	250,000	0.00%
	Sub-Total	\$0	\$741,000	\$1,158,000	\$1,085,000	56.28%
TOTAL FUNDS AVAILABLE		\$7,090,700	\$8,425,629	\$10,531,502	\$7,833,777	24.99%

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**OTHER EXPENDITURES:
NON-DEPARTMENTAL
EXPENDITURES**

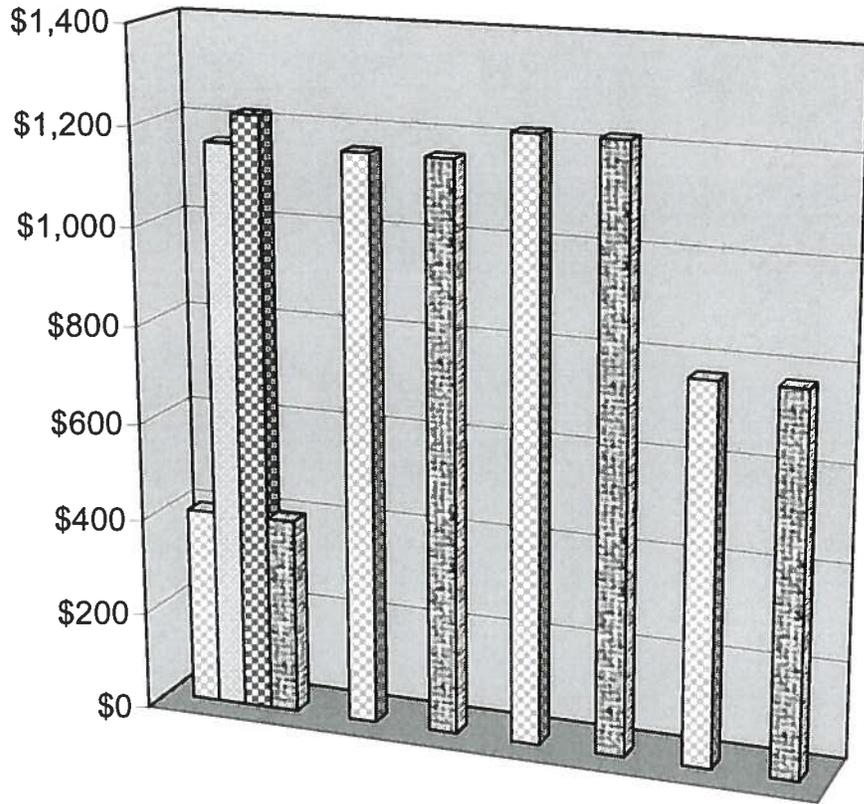
These expenditures are not part of a departmental operational budget and are accounted for separately.



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OTHER EXPENDITURES

Thousands



□ FY 2010 ACTUAL □ FY 2011 BUDGETED □ FY 2012 ADOPTED □ FY 2013 PROJECTED

F.Y. 2012 BUDGET

NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

OTHER EXPENSES

Miscellaneous

- 01-4510-60110 **Debt Serv. - P.W. Facility Principal:** Bonds for the Public Works Facility were refinanced in 1998 at a rate of 4.41%. The Facility will be paid off in 2011.
- 01-4510-60120 **Debt Serv. - Street & Bridge Principal:** Bonds for one million dollars issued for the improvement and replacement of bridges and streets at 4.33%. Matures in year 2025.
- 01-4510-60130 **Debt Serv. – Street Work Principal:** Bonds for two million dollars issued for the improvement of City streets at a rate of 4.25%. The bond will be fully paid 2031.
- 01-4510-60510 **Debt Serv. - P.W. Facility Interest:** Interest payable at a rate of 4.41% until FY 2011.
- 01-4510-60520 **Debt Serv. - Street & Bridge Interest:** Interest payable at 4.33% for the streets and bridges work.
- 01-4510-60530 **Debt Serv. – Street Work Bond Interest:** Interest payable at 4.25% for the street improvement.
- 01-4510-61000 **Debt Serv. – Bond Issuing Cost:** Cost involved in the issuance of two million bond for the improvement of the City 's street.
- 01-4510-61110 **Debt Serv. - Vehicle Loan Principal FY 2005:** Annual debt service for repayment of funds that provided for the lease purchase of one light truck and three Salt Spreaders for Public Works and a vehicle for Code Enforcement.
- 01-4510-61115 **Debt Serv. - Vehicle Loan Principal FY 2006:** Purchase of vehicles for Public Works worth \$122,000.
- 01-4510-61120 **Debt Serv. – Vehicle Loan Principal FY 2007:** Annual principal for vehicles purchased on a lease for Public Works department in FY 2007.
- 01-4510-61130 **Debt Serv. - Vehicle Loan Principal FY 2008:** Annual principal repayment of loan \$300,000 borrowed from National City, L.L.C for the purchase of vehicles and equipment at the rate of 4.30%.
- 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%.

OTHER EXPENSES
Miscellaneous (continued)

- 01-4510-61510 **Debt Serv. - Vehicle Loan Interest FY 2005:** Interest paid at 4.33% for Public Works Equipment and at 4.61% for the Code Enforcement car. Repayment for both will be complete in FY 2010.
- 01-4510-61515 **Debt Serv. - Vehicle Loan Interest FY 2006:** Interest payable on vehicles purchased in FY 2006.
- 01-4510-61520 **Debt Serv. - Vehicle Loan Interest FY 2007:** Annual interest payment for vehicles purchased on lease for Public Works department in FY 2007.
- 01-4510-61530 **Debt Serv. - Vehicle Loan Interest FY 2008:** Annual interest payment of loan \$300,000 borrowed from National City, L.L.C for the purchase of vehicles and equipment at the rate of 4.30%.
- 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%.
- 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%.
- 01-4520-62100 **Contingency Reserve Carryover:** Funds reserved for expenditures in the fiscal year to spend in the event of emergency situations.
- 01-4520-62120 **Operating Reserve:** Carryover of Fiscal Year 2010 Reserve Funds as established by Chapter 1, Article V of the City's Code of Ordinances, 1997 Edition. Funds to be spent in last 3 months of fiscal year..
- 01-4520-62122 **Operating Reserve-Real Property Tax:** Estimated real property tax revenue excess set aside for expenditures, in the event of any shortage incurred during the year.
- 01-4520-62125 **Operating Reserve-Speed Camera:** Estimated speed camera revenue excess set aside for public safety projects, in the event of any shortage occurred during the year.
- 01-4520-62150 **Judgments and Losses:** Reserves allocated for uninsured losses.
- 01-4520-62200 **Weinbach Scholarship Grant:** Scholarships awarded to New Carrollton Scholars.

F.Y. 2012 BUDGET
EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION
FUNCTION- OTHER
ACTIVITY - MISCELLANEOUS

ACCOUNT NUMBER	DESCRIPTION	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2012 ADOPTED	FY 2013 PROJECTED	FY 2012 CHANGE
<u>OTHER EXPENSES</u>						
01-4510-60110	Debt Serv. - P.W. Facility Principal	\$81,704	\$87,255	\$0	\$0	-100.00%
01-4510-60120	Debt Serv. - Street & Bridge Principal	39,000	40,500	42,000	43,500	3.70%
01-4510-60130	Debt Serv. - Street Work Principal	0	0	70,000	50,000	100.00%
01-4510-60510	Debt Serv. - P.W. Facility Interest	10,390	5,450	0	0	-100.00%
01-4510-60520	Debt Serv. - Street & Bridge Interest	36,845	35,306	33,630	31,850	-4.75%
01-4510-60530	Debt Serv. - Street Work Bond Interest	0	0	81,000	35,000	100.00%
01-4510-61000	Debt Serv. - Bond Issuing Cost	0	0	25,000	0	100.00%
01-4510-61110	Debt Serv. - Vehicle Loan Principal FY 2005	13,479	0	0	0	0.00%
01-4510-61115	Debt Serv. - Vehicle Loan Principal FY 2006	23,238	18,120	0	0	-100.00%
01-4510-61120	Debt Serv. - Vehicle Loan Principal FY 2007	41,402	43,425	7,500	0	-82.73%
01-4510-61130	Debt Serv. - Vehicle Loan Principal FY 2008	60,542	63,250	66,100	5,635	4.51%
01-4510-61135	Debt Serv. - Vehicle Loan Principal FY 2009	37,696	39,600	41,600	43,640	5.05%
01-4510-61140	Debt Serv. - Vehicle Loan Principal FY 2010	29,536	33,500	34,850	36,250	4.03%
01-4510-61145	Debt Serv.- Vehicle Loan Principal FY 2011	0	36,000	62,800	64,325	74.44%
01-4510-61150	Debt Serv. - Vehicle Loan Principal FY 2012	0	0	54,000	64,000	100.00%
01-4510-61510	Debt Serv. - Vehicle Loan Interest FY 2005	229	0	0	0	0.00%
01-4510-61515	Debt Serv. - Vehicle Loan Interest FY 2006	1,370	340	0	0	-100.00%
01-4510-61520	Debt Serv. - Vehicle Loan Interest FY 2007	3,497	1,500	45	0	-97.00%
01-4510-61530	Debt Serv. - Vehicle Loan Interest FY 2008	7,322	4,640	1,850	25	-60.13%
01-4510-61535	Debt Serv. - Vehicle Loan Interest FY 2009	7,474	5,600	3,650	1,550	-34.82%
01-4510-61540	Debt Serv. - Vehicle Loan Interest FY 2010	5,898	5,200	3,750	2,450	-27.88%
01-4510-61545	Debt Serv. - Vehicle Loan Interest FY 2011		4,350	6,300	4,730	44.83%
01-4510-61550	Debt Serv. - Vehicle Loan Interest FY 2012			10,869	11,500	100.00%
01-4520-62100	Contingency Reserve Carryover	0	130,000	130,000	130,000	0.00%
01-4520-62120	Operating Reserve	0	250,000	250,000	250,000	0.00%
01-4520-62122	Operating Reserve-Real Property Tax	0	271,150	28,414	0	-89.52%
01-4520-62125	Operating Reserve-Speed Camera	0	84,725	265,279	0	213.11%
01-4520-62150	Judgements and Losses	0	400	400	400	0.00%
01-4520-62200	Weinbach Scholarship Grant	4,000	2,000	2,000	3,000	0.00%
TOTAL MISCELLANEOUS EXPENSES		\$403,622	\$1,162,311	\$1,221,037	\$777,855	5.05%

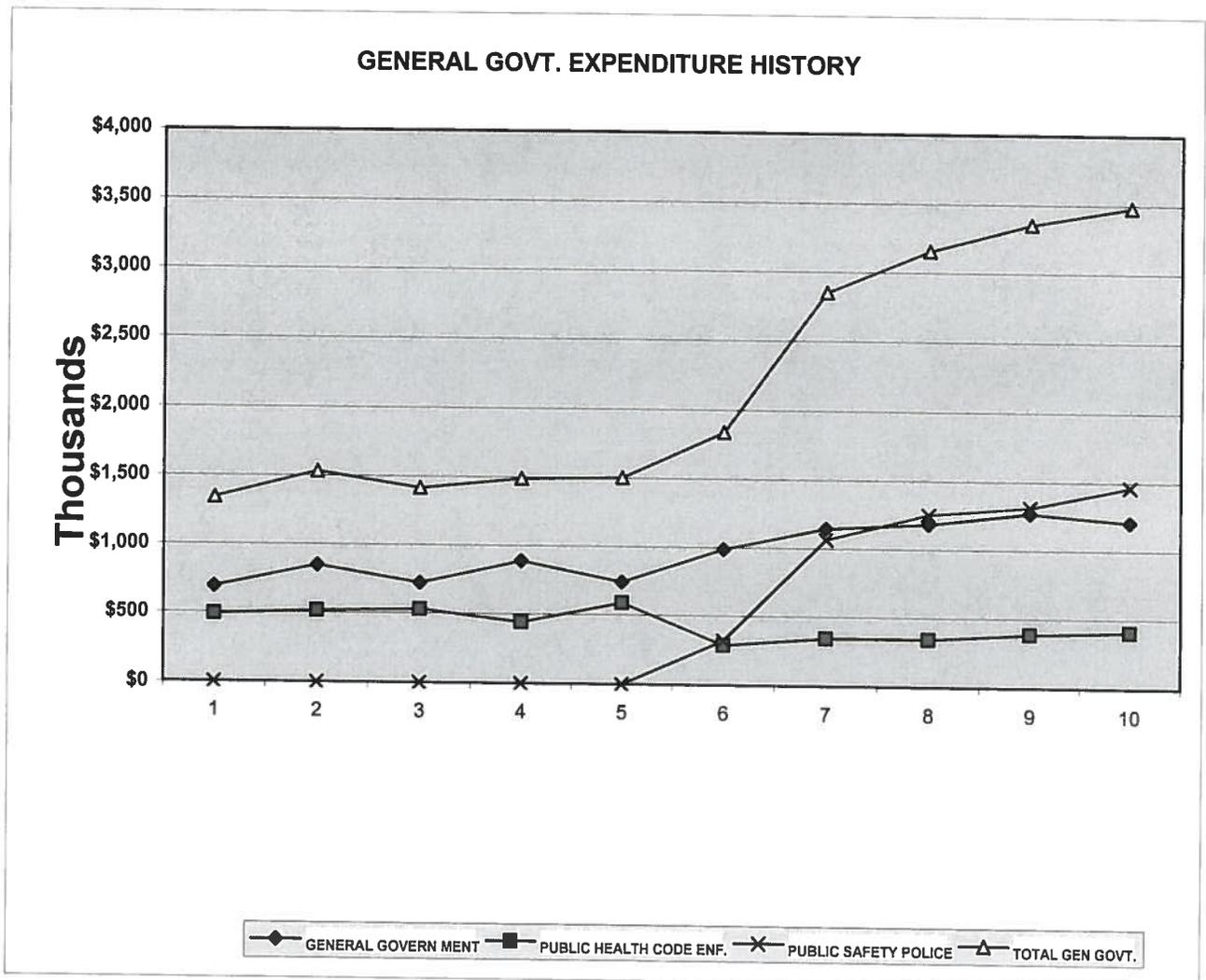
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GENERAL GOVERNMENT:

DEPARTMENTAL

EXPENDITURES

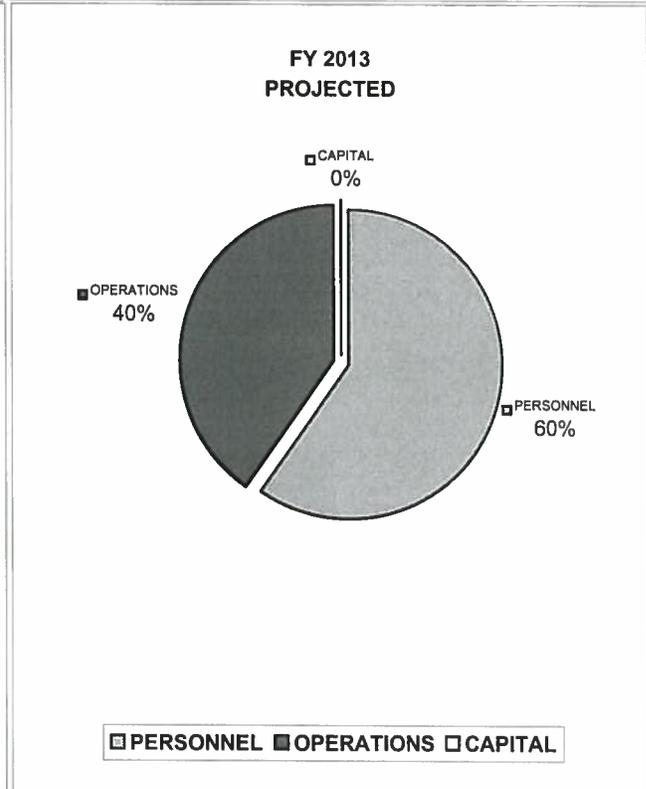
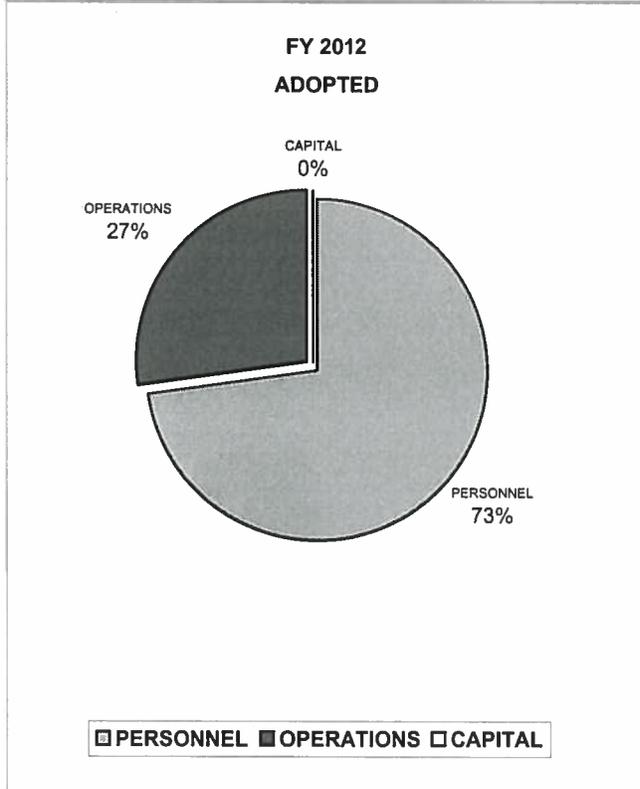
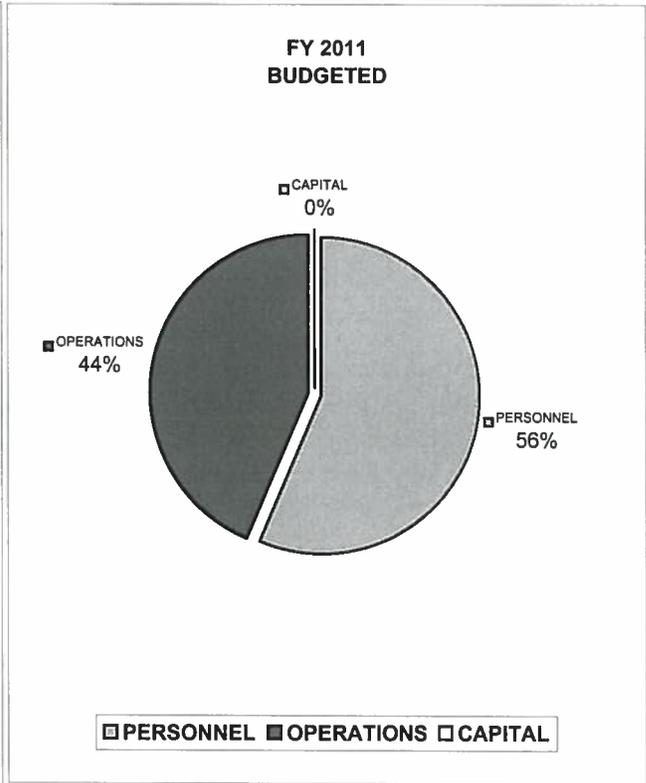
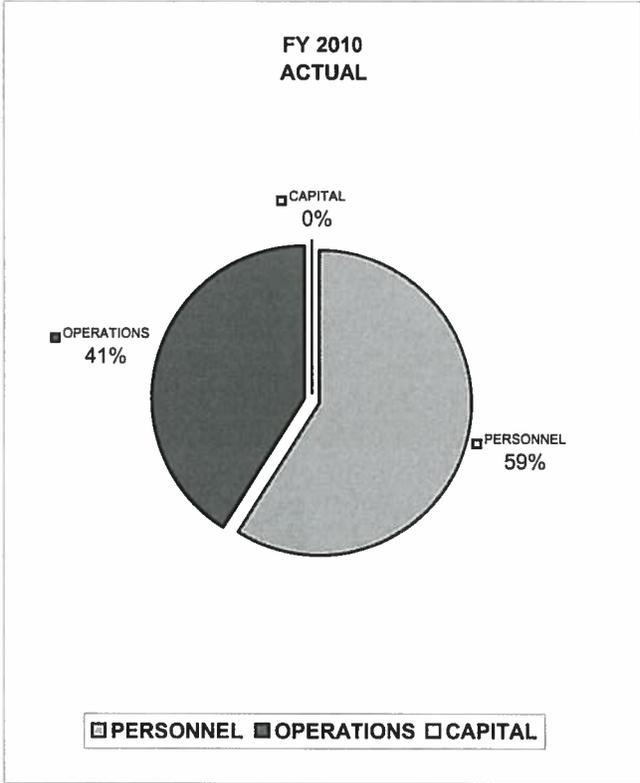
The General Government Department is responsible for accounting functions, Code Enforcement, Police Services, transporting those requiring assistance, and interfacing with the State and County administratively.



**GENERAL GOVERNMENT
MAYOR AND COUNCIL**

MISSION STATEMENT: The mission of the City Mayor 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 Council is to establish laws, regulations and policies which balance the diverse needs and interests of the city residents.

MAYOR & COUNCIL



NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

PERSONNEL EXPENSES

General Government - Mayor and Council

01-1110-45000 **Mayor:** Annual salary for Mayor.

01-1110-45100 **Council:** Annual salary for Council.

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:** An employee benefit.

F.Y. 2012 CURRENT EXPENSE BUDGET

EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION

FUNCTION - GENERAL GOVERNMENT

ACTIVITY - MAYOR AND COUNCIL

ACCOUNT NUMBER	DESCRIPTION	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2012 ADOPTED	FY 2013 PROJECTED	FY 2012 CHANGE
<u>PERSONNEL EXPENSES</u>						
01-1110-45000	Mayor	\$7,200	\$7,200	\$7,200	\$7,200	0.00%
01-1110-45100	Council	24,000	24,000	24,000	24,000	0.00%
01-1110-46300	F.I.C.A.	2,387	2,387	2,387	2,387	0.00%
01-1110-47000	Worker's Compensation	254	450	450	450	0.00%
01-1110-48000	Retirement / Pension	1,741	4,492	4,492	4,495	0.00%
Total Personnel Expenses		\$35,582	\$38,529	\$38,529	\$38,532	0.00%
<u>POSITIONS</u>						
<u>General Government</u>						
	Mayor	1	1	1	1	
	Council Members	5	5	5	5	
Total Executive & Legislative Positions		6	6	6	6	

NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

OPERATING EXPENSES

General Government - Mayor and Council

- 01-1110-50400 Advertising:** Cost of publication of legal notices, help-wanted ads, etc.
- 01-1110-52500 Computer Supplies:** Ribbons, paper, memory expansions, additional processing capability, cables, connectors, computer hardware, cords, etc.
- 01-1110-52520 Office Supplies & Printing:** Stationery, miscellaneous office supplies and materials necessary for the operations of the General Government.
- 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 court attendance expenses, mileage, parking, tolls and accommodations, etc.
- 01-1110-54010 Telephones:** Monthly expense incurred in the use of office telephones including long distance calls.
- 01-1110-54020 Cell Phones:** Monthly expense incurred in the use of cell phones including long distance calls.
- 01-1110-54080 Postage:** Postage for all correspondence.
- 01-1110-54300 Fire Department Grant:** Annual grant to West Lanham Hills VFD/Rescue Squad.
- 01-1110-54310 Transformation Foundation:** Annual grant to Transformation Foundation, Inc., an organization that provides programs for young people counseling against drugs and criminal activities.
- 01-1110-54600 Recycling Committee:** Expenditures to assist the Recycling Committee in promoting recycling, e.g., banners, and flyers.
- 01-1110-54610 Education Committee:** Funds for the operation of the City's Education Committee.
- 01-1110-54620 Welcome Committee:** Cost of supplies to provide welcome packages for new residents.
- 01-1110-54660 Weinbach Scholarship Committee:** Funds for the operation of Weinbach Scholarship Committee. The cost in connection with the fund collection will be recovered when the collection received from the committee.

F.Y. 2012 CURRENT EXPENSE BUDGET

EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION

FUNCTION - GENERAL GOVERNMENT

ACTIVITY - MAYOR AND COUNCIL

ACCOUNT NUMBER	DESCRIPTION	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2012 ADOPTED	FY 2013 PROJECTED	FY 2012 CHANGE
<u>OPERATING EXPENSES</u>						
01-1110-50400	Advertising	\$0	\$1,200	\$0	\$0	-100.00%
01-1110-52500	Computer Supplies	0	500	500	500	0.00%
01-1110-52520	Office Supplies & Printing	0	500	500	500	0.00%
01-1110-53510	Dues & Subscriptions	239	1,077	500	500	-53.57%
01-1110-53540	Travel & Meetings	16,634	16,500	7,000	18,500	-57.58%
01-1110-54010	Telephones	0	0	0	0	0.00%
01-1110-54020	Cell Phones	0	0	0	0	0.00%
01-1110-54080	Postage	0	0	0	0	0.00%
01-1110-54300	Fire Department Grant	5,000	5,000	5,000	5,000	0.00%
01-1110-54310	Transformation Foundation	2,500	2,500	0	0	-100.00%
01-1110-54600	Recycling Committee	0	0	0	0	0.00%
01-1110-54610	Education Committee	0	0	0	0	0.00%
01-1110-54620	Welcome Committee	423	1,000	500	500	-50.00%
01-1110-54660	Weinbach Scholarship Committee	0	1,500	500	500	-66.67%
Total Operating Expenses		\$24,796	\$29,777	\$14,500	\$26,000	-51.30%

FY 2012

NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

CAPITAL EXPENSES

General Government - Mayor and Council

F.Y. 2012 CURRENT EXPENSE BUDGET

EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION

FUNCTION - GENERAL GOVERNMENT

ACTIVITY - MAYOR AND COUNCIL

ACCOUNT NUMBER	DESCRIPTION	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2012 ADOPTED	FY 2013 PROJECTED	FY 2012 CHANGE
	<u>CAPITAL OUTLAY</u>					
		\$0	\$0	\$0	\$0	
	Total Capital Expenses	\$0	\$0	\$0	\$0	0%
TOTAL MAYOR & COUNCIL		\$60,378	\$68,306	\$53,029	\$64,532	-22.37%

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**GENERAL GOVERNMENT - ADMINISTRATION
GENERAL MANAGEMENT:**

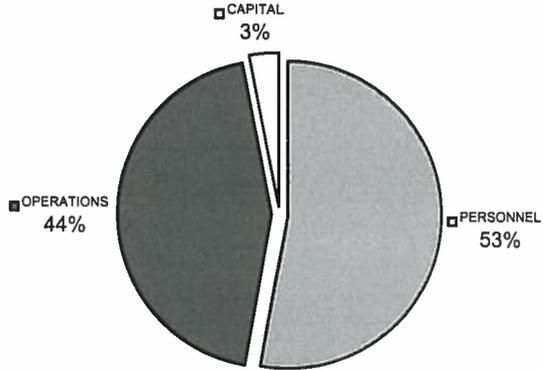
MISSION STATEMENT: To plan, manage and administer a wide range of activities in the General Government area. These activities include community relations and general government management. In the area of community relations, the administration interacts with citizens and handles citizens' complaints and concerns, schedules the van for senior citizens and handicapped persons, schedules the use of the Multi-Purpose Room, administers the numerous City parks and ball fields, and produces the monthly City Newsletter. In the management of the general government area, the administration records and keeps the official minutes of City Council meetings, develops the annual budget, administers the benefits for City Employees, handles accounts receivable/payable and the general ledger, and handles miscellaneous billings for property taxes. The administration also manages the computer system and works on a variety of special projects. The administration serves the public, the Mayor, and the City Council as capably and efficiently as possible. Ensure public services are delivered efficiently and cost effectively.

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.

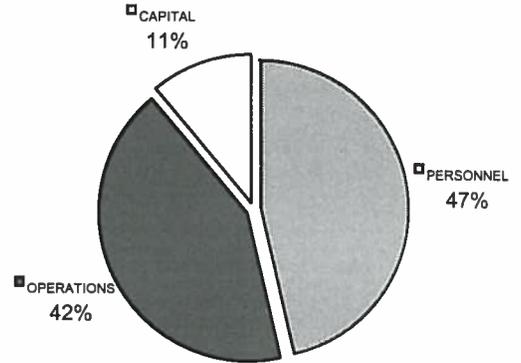
GENERAL GOVERNMENT ADMINISTRATION

**FY 2010
ACTUAL**



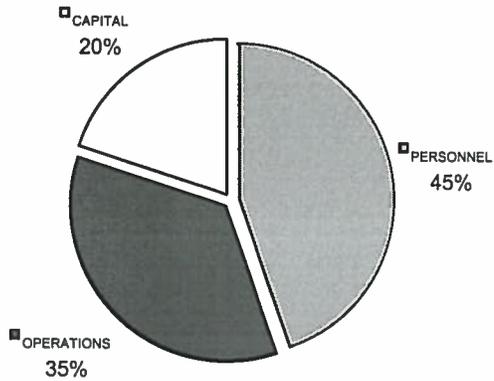
■ PERSONNEL ■ OPERATIONS □ CAPITAL

**FY 2011
BUDGETED**



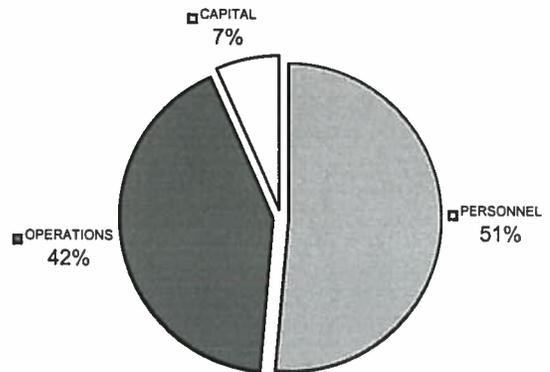
■ PERSONNEL ■ OPERATIONS □ CAPITAL

**FY 2012
ADOPTED**



■ PERSONNEL ■ OPERATIONS □ CAPITAL

**FY 2013
PROJECTED**



■ PERSONNEL ■ OPERATIONS □ CAPITAL

NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

PERSONNEL EXPENSES

General Government

- 01-1510-45200** **Administrative Officer:** Annual salary.
- 01-1510-45250** **Treasurer:** Annual compensation.
- 01-1510-45400** **Employee Services:** Salaries and accruals of Asst. Administrative Officer, City Clerk, Janitors, two part time security personnel, senior van driver, secretarial and clerical employees.
- 01-1510-46100** **Performance Bonuses:** Provides bonuses to employees as determined by the Mayor.
- 01-1510-46300** **F.I.C.A.:** Federal Insurance Contribution Act.
- 01-1510-46500** **Health & Life Insurance:** Provides group health, dental, life and disability insurance for employees.
- 01-1510-46600** **Health Insurance - Connect Your Care:** Reimbursement of health insurance deductible.
- 01-1510-46700** **Employee Assistance Program:** This program provides substance abuse counseling, financial counseling, family relationship counseling and a wide range of services.
- 01-1510-47000** **Worker's Compensation:** Provides care for employees injured on the job.
- 01-1510-48000** **Retirement / Pension:** An employee benefit.

F.Y. 2012 CURRENT EXPENSE BUDGET

EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION

FUNCTION - GENERAL GOVERNMENT

ACTIVITY - ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2012 ADOPTED	FY 2013 PROJECTED	FY 2012 CHANGE
<u>PERSONNEL EXPENSES</u>						
01-1510-45200	Administrative Officer	\$80,150	\$80,150	\$82,555	\$86,683	3.00%
01-1510-45250	Treasurer	1,800	1,800	1,800	1,800	0.00%
01-1510-45400	Employee Services	282,625	318,250	319,278	328,856	0.32%
01-1510-46100	Performance Bonuses	0	0	0	0	0.00%
01-1510-46300	F.I.C.A.	28,058	30,615	30,878	31,926	0.86%
01-1510-46500	Health & Life Insurance	35,536	42,450	76,050	64,500	79.15%
01-1510-46600	Health Insurance - Connect Your Care	49,040	87,000	72,000	75,000	-17.24%
01-1510-46700	Employee Assistance Program	3,030	3,500	3,500	3,500	0.00%
01-1510-47000	Worker's Compensation	7,046	7,447	10,962	11,230	47.21%
01-1510-48000	Retirement/Pension	22,852	30,546	44,644	44,000	46.15%
Total Personnel Expenses		\$510,137	\$601,758	\$641,667	\$647,495	6.63%

POSITIONS

Full -Time

Administrative Officer	1	1	1	1
Asst. Administrative Officer	1	1	1	1
City Clerk	1	1	1	1
Administrative Assistant	1	1	1	1
Janitor	1	2	2	2
Total Full -Time	5	6	6	6

Part-Time

City Treasurer	1	1	1	1
Evening Security	2	2	3	3
Recording Secretary	1	1	1	1
Secretary	1	1	1	1
Intern	1	1	0	0
Senior Van Driver	1	1	1	1
Cable TV Operators	5	5	5	5
Total Part - Time	12	12	12	12
<u>Total Gen. Govt. Admin. Positions</u>	17	18	18	18

NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

OPERATING EXPENSES

General Government

- 01-1510-50200 **Computer & IT Support:** Payments for the use of proprietary accounting software and professional technical assistance for the City's main computer system and the networking of the computer lab at the Hanko Building.
- 01-1510-50220 **Website Services:** Includes continued upgrade and maintenance of web hosting services for the City's website.
- 01-1510-50300 **Legal Services:** Fees for the City Attorney's legal counsel and related costs.
- 01-1510-50320 **Engineering Services:** Fees paid to engineering firms for consulting, planning and engineering.
- 01-1510-50400 **Advertising:** Cost of publication of legal notices, help-wanted ads, etc.
- 01-1510-50430 **Cable Television Operations:** Supplies, parts and service fees for equipment operators for City Council meetings, updating of the character generator and supplies to run cable related meetings.
- 01-1510-50450 **City Newsletter:** Printing and postage of the New Carrollton News.
- 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 City in the event of claims for bodily injuries and property damages due to auto accident.
- 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 Maint. & Repair:** Maintenance and repair of office equipment such as copier machine, typewriter, etc.

GENERAL GOVERNMENT EXPENSE CONTINUED

- 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 to entertain the employees.
- 01-1510-52520** **Office Supplies & Printing:** Stationery, miscellaneous office supplies and materials necessary for the operations of the General Government.
- 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:** Job related training seminars to develop staff capabilities, including computer training for Access, Excel, Word and non-computer related training Also books, video tapes and other miscellaneous learning materials.
- 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.
- 01-1510-53560** **Employee Gifts - Special Occasions:** Turkey/ham, gift certificates, employment anniversaries, retirement functions, etc.
- 01-1510-53570** **Uniforms:** Costs of uniform items necessary during the discharge of duties.
- 01-1510-54010** **Telephones:** Monthly expense incurred in the use of office telephones including long distance calls.
- 01-1510-54020** **Cell Phones:** Monthly 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 facilities.
- 01-1510-54060** **Utility - Natural Gas:** Gas use to maintain the day to day operations of City facilities.
- 01-1510-54070** **Utility - Water:** Water use to maintain the day to day operations of the City.

F.Y. 2012 CURRENT EXPENSE BUDGET

EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION

FUNCTION - GENERAL GOVERNMENT

ACTIVITY - ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2012 ADOPTED	FY 2013 PROJECTED	FY 2012 CHANGE
<u>OPERATING EXPENSES</u>						
01-1510-50200	Computer & IT Support	\$35,044	\$41,500	\$40,000	\$35,000	-3.61%
01-1510-50220	Website Services	5,904	4,950	6,500	5,000	31.31%
01-1510-50300	Legal Services	36,203	32,000	25,000	25,400	-21.88%
01-1510-50320	Engineering Services	0	2,000	2,000	2,500	0.00%
01-1510-50400	Advertising	11,299	7,000	11,500	15,000	64.29%
01-1510-50430	Cable Television Operations	578	500	500	500	0.00%
01-1510-50450	City Newsletter	27,410	30,500	30,500	33,500	0.00%
01-1510-50460	HVAC System Cleaning	2,500	2,500	2,500	2,500	0.00%
01-1510-50700	General Liability Insurance	40,632	39,000	43,000	45,000	10.26%
01-1510-50710	Auto Insurance	60,684	64,500	69,500	71,500	7.75%
01-1510-50720	Public Officials Liability & Bonding	9,000	9,500	9,500	9,750	0.00%
01-1510-50750	Equipment Maintenance Contracts	5,107	11,500	16,500	12,500	43.48%
01-1510-50760	Office Equipment Maintenance Contracts	3,082	6,500	4,000	7,500	-38.46%
01-1510-52100	Building Maintenance & Repair	33,717	66,500	34,000	32,500	-48.87%
01-1510-52110	Office Equipment Maint. & Repair	677	1,750	1,000	1,800	0.00%
01-1510-52130	Vehicle Operations & Maintenance	1,469	3,500	3,500	4,500	0.00%
01-1510-52140	Vehicle Gasoline Use	1,028	1,750	2,250	1,800	28.57%
01-1510-52500	Computer Supplies	2,637	9,500	5,500	6,750	-42.11%
01-1510-52510	Pantry Supplies	5,807	6,500	5,000	6,000	-23.08%
01-1510-52520	Office Supplies & Printing	15,769	15,200	15,200	12,500	0.00%
01-1510-52550	Janitorial Supplies	3,894	8,500	8,500	9,500	0.00%
01-1510-53510	Dues & Subscriptions	13,326	18,000	17,000	18,500	-5.56%
01-1510-53520	Employee Training	55	1,500	1,500	3,000	0.00%
01-1510-53540	Travel & Meetings	2,841	2,000	2,000	5,000	0.00%
01-1510-53550	Employee Substance Testing & Physicals	370	500	500	500	0.00%
01-1510-53560	Employee Gifts -Special Occasions	5,353	7,000	7,500	10,000	7.14%
01-1510-53570	Uniforms	932	1,000	1,000	1,500	0.00%
01-1510-54010	Telephones	8,021	13,000	11,000	11,000	-15.38%
01-1510-54020	Cell Phones	3,398	4,800	4,800	4,800	0.00%
01-1510-54050	Utility -Electricity	31,423	34,000	35,000	32,500	2.94%
01-1510-54060	Utility - Natural Gas	10,162	15,500	14,500	18,500	-6.45%
01-1510-54070	Utility - Water	7,688	8,500	8,500	11,500	0.00%

(Continued)

GENERAL GOVERNMENT EXPENSE CONTINUED

- 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 Hanko Building:** Heating, cooling, water, gas and electric for the Hanko Building. Also includes funds for repairs or any improvements.
- 01-1510-54420 Annexation:** Costs related to legal, surveying, and engineering fees for potential annexations of property into the City.
- 01-1510-54430 Election:** Voting machine rental, election ads, annual compensation for members of Board of Elections, clerk-hire allowance, office supplies, printing, and expenses for any special elections.
- 01-1510-54445 Community Promotion:** Participation in general community activities and programs, including Christmas tree lighting, seasonal decorations, school safety patrol recognition, Scout clean-up awards, citizen and organization recognition awards, Community Day, National Night Out, youth programs, etc.
- 01-1510-54470 Ordinance Recodification:** Ongoing reorganization and enhancement of the City's existing Code of Ordinances through a private firm to clarify local laws. This includes printing and annual revisions.
- 01-1510-54480 General Code DVD:** For City Clerk to do in-house code and charter searches.
- 01-1510-54550 Miscellaneous:** Expenditures that cannot be logically classified under other categories.

F.Y. 2012 CURRENT EXPENSE BUDGET

EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION

FUNCTION - GENERAL GOVERNMENT

ACTIVITY - ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2012 ADOPTED	FY 2013 PROJECTED	FY 2012 CHANGE
<u>OPERATING EXPENSES</u>						
01-1510-54080	Postage Meter & Courier Services	\$6,165	\$10,500	\$8,500	\$11,500	-19.05%
01-1510-54150	Upkeep of Hanco Building	6,387	15,000	15,000	15,500	0.00%
01-1510-54420	Annexation	0	2,500	2,500	3,200	0.00%
01-1510-54430	Election	6,747	9,500	7,000	7,000	-26.32%
01-1510-54445	Community Promotion	16,896	26,000	22,000	23,000	-15.38%
01-1510-54470	Ordinance Recodification	4,441	6,200	6,200	6,500	0.00%
01-1510-54480	General Code DVD	542	1,500	1,500	1,500	0.00%
01-1510-54550	Miscellaneous	1,302	9,500	1,500	1,500	-84.21%
Total Operating Expenses		\$428,490	\$551,650	\$503,450	\$527,500	-8.74%

NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

CAPITAL EXPENSES

General Government

- 01-1510-57010 Building Improvements:** Replacement of municipal building's with new energy saving windows. Fund received as grant from State of Maryland.
- 01-1510-57120 Vehicle-Call-A-Bus:** A small transportation bus to provide ride for senior citizens. Bus received from P.G. County at a lower price of \$3500.
- 01-1510-58050 Furniture & Fixtures:** Purchase of new office furniture.
- 01-1510-58100 Computers:** Purchase of new computers and continued upgrade and maintenance of the Municipal Center's computer system.
- 01-1510-58200 Heating & Air Conditioning Municipal Center:** Repair Municipal Center Heating and Air Conditioning System.
- 01-1510-58250 Cable TV Equipment Grant:** Replacement of cable TV equipment.
- 01-1510-58800 Capital Purchase Reserve:** Amount reserved for the purchase of undetermined capital items.

F.Y. 2012 CURRENT EXPENSE BUDGET

EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION

FUNCTION - GENERAL GOVERNMENT

ACTIVITY - ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2012 ADOPTED	FY 2013 PROJECTED	FY 2012 CHANGE
<u>CAPITAL OUTLAY</u>						
01-1510-57010	Building Improvements	\$0	\$72,000	\$0	\$0	-100.00%
01-1510-57120	Vehicle-Call-A-Bus	0	3,500	0	0	-100.00%
01-1510-58050	Furniture & Fixtures	2,093	3,000	4,000	4,500	33.33%
01-1510-58100	Computers	4,085	7,000	7,000	5,000	0.00%
01-1510-58200	Heating & Air Conditioning Municipal Center	0	0	0	0	0.00%
01-1510-58250	Cable TV Equipment Grant	22,767	60,000	76,000	76,000	26.67%
01-1510-58800	Capital Purchase Reserve	0	0	200,000	0	-100.00%
	Total Capital Expenses	\$28,945	\$145,500	\$287,000	\$85,500	97.25%
TOTAL GENERAL GOVERNMENT ADMINISTRATION		\$967,572	\$1,298,908	\$1,432,117	\$1,260,495	10.26%

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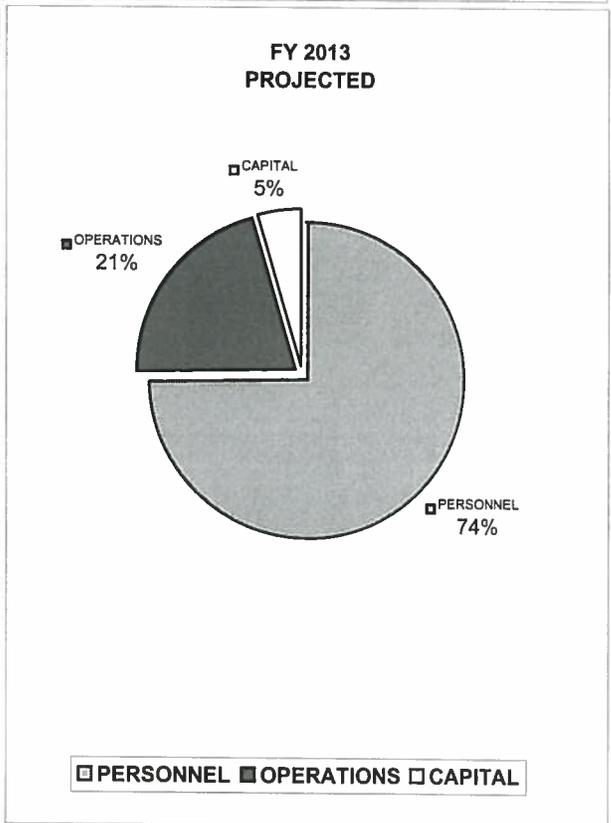
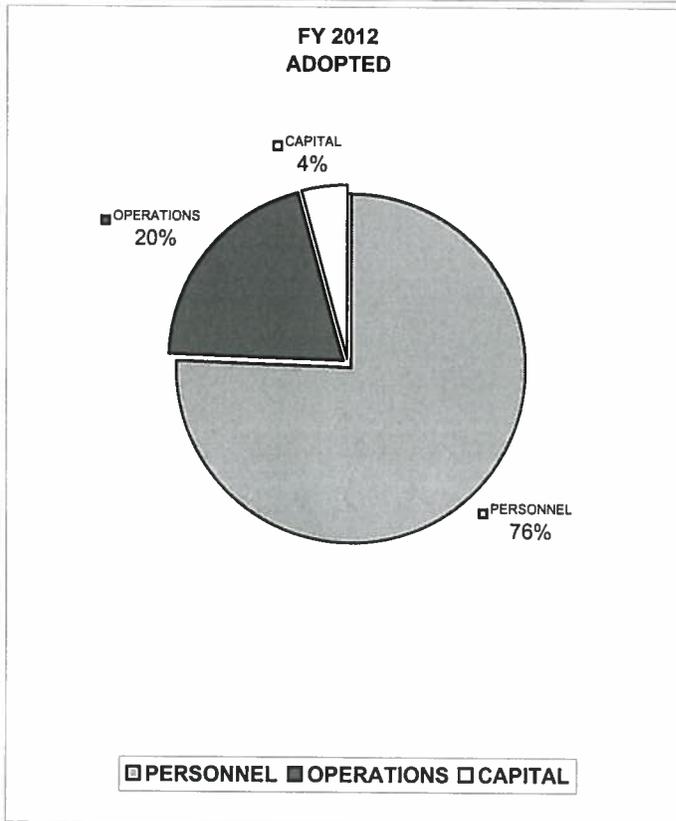
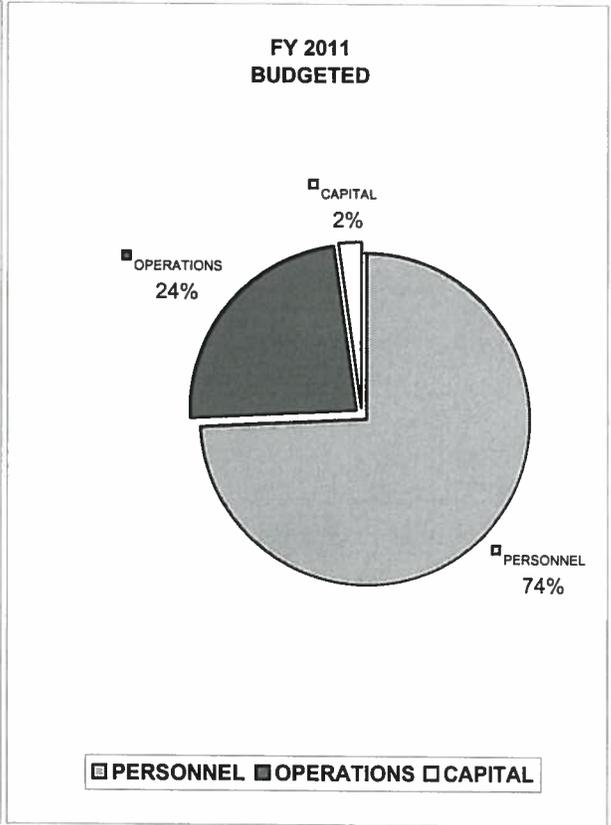
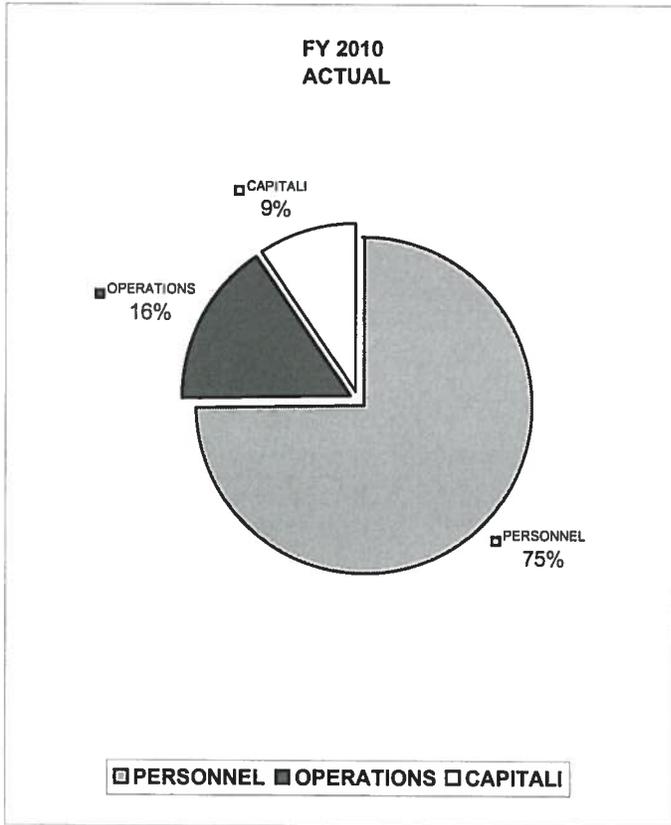
**GENERAL GOVERNMENT
FINANCIAL ADMINISTRATION
FINANCE AND ACCOUNTING**

MISSION STATEMENT: The mission of the Office of Finance and Accounting is dedicated to professionalism in maximizing available resources and in delivering creative and innovative financial resources 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.

FINANCE ADMINISTRATION



NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

PERSONNEL EXPENSES

Financial Administration - Finance and Accounting

- 01-2010-45400 Employee Services:** Annual compensation and accruals appropriated for employee services.
- 01-2010-46300 F.I.C.A.:** Federal Insurance Contribution Act.
- 01-2010-46500 Health & Life Insurance:** Provides group health, dental and life insurance for employees.
- 01-2010-47000 Worker's Compensation:** Provides care for employees injured on the job.
- 01-2010-48000 Retirement / Pension:** An employee benefit.

F.Y. 2012 CURRENT EXPENSE BUDGET

EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION

FUNCTION - FINANCIAL ADMINISTRATION

ACTIVITY - FINANCE AND ACCOUNTING

ACCOUNT NUMBER	DESCRIPTION	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2012 ADOPTED	FY 2013 PROJECTED	FY 2012 CHANGE
<u>PERSONNEL EXPENSES</u>						
01-2010-45400	Employee Services	111,286	107,018	113,917	119,613	6.45%
01-2010-46300	F.I.C.A.	8,420	8,179	10,206	9,150	24.79%
01-2010-46500	Health & Life Insurance	6,861	11,900	19,300	19,500	62.18%
01-2010-47000	Worker's Compensation	333	473	600	685	26.76%
01-2010-48000	Retirement / Pension	7,629	10,042	14,390	14,500	43.30%
Total Personnel Expenses		\$134,529	\$137,612	\$158,413	\$163,448	15.12%

POSITIONS

Full-Time

Chief Financial Officer	1	1	1	1
Accounting Clerks	0	0	1	1
Total Full-Time	1	1	2	2

Part-Time

Accounting Clerks	1	1	0	0
Total Part-Time	1	1	0	0
<u>Total Accounting Positions</u>	2	2	2	2

NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

OPERATING EXPENSES

Financial Administration - Finance and Accounting

- 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.
- 01-2010-50470 **Payroll Services:** Fee for providing payroll checks processing and filing federal and state taxes.
- 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 and materials necessary for the operations of the finance office.
- 01-2010-53130 **Small Equipment:** Small equipment needed for accounting 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:** Job related training seminars to develop staff capabilities, including computer training for Access, Excel, Word and non-computer related training. Also books, video tapes and miscellaneous learning materials.
- 01-2010-53540 **Travel & Meetings:** Expenses incurred by accounting employees, 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.
- 01-2010-54010 **Telephone:** Monthly telephone charges and other repair or maintenance costs of telephones in the accounting office.
- 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:** Fees for maintaining the City's checking accounts with banks.
- 01-2010-54550 **Miscellaneous:** Expenditures that cannot be logically classified under other categories.

F.Y. 2012 CURRENT EXPENSE BUDGET

EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION

FUNCTION - FINANCIAL ADMINISTRATION

ACTIVITY - FINANCE & ACCOUNTING

ACCOUNT NUMBER	DESCRIPTION	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2012 ADOPTED	FY 2013 PROJECTED	FY 2012 CHANGE
<u>OPERATING EXPENSES</u>						
01-2010-50110	Auditing Services	\$15,750	\$16,500	\$16,500	\$17,000	0.00%
01-2010-50200	Computer Support	3,144	10,000	10,500	10,500	5.00%
01-2010-50470	Payroll Services	0	0	0	0	0.00%
01-2010-52500	Computer Supplies	1,463	2,700	2,500	2,600	-7.41%
01-2010-52520	Office Supplies & Printing	2,016	3,100	3,000	3,500	-3.23%
01-2010-53130	Small Equipment	0	750	500	500	-33.33%
01-2010-53510	Dues & Subscriptions	385	1,000	1,000	1,000	0.00%
01-2010-53520	Employee Training	1,123	1,500	1,500	2,500	0.00%
01-2010-53540	Travel & Meetings	0	500	500	500	0.00%
01-2010-54010	Telephone	1,741	2,500	2,500	2,500	0.00%
01-2010-54400	Credit Card Service Fees	1,987	3,000	2,000	2,500	-33.33%
01-2010-54410	Bank Service Fees	387	770	500	800	-35.06%
01-2010-54550	Miscellaneous	598	1,500	1,000	1,500	-33.33%
Total Operating Expenses		\$28,594	\$43,820	\$42,000	\$45,400	-4.15%

NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

CAPITAL EXPENSES

Financial Administration - Finance and Accounting

01-2010-58100 **Computers:** To replace the existing computer.

01-2010-58110 **Accounting Software:** To upgrade existing software.

F.Y. 2012 CURRENT EXPENSE BUDGET

EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION

FUNCTION - FINANCE ADMINISTRATION

ACTIVITY - FINANCE AND ACCOUNTING

ACCOUNT NUMBER	DESCRIPTION	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2012 ADOPTED	FY 2013 PROJECTED	FY 2012 CHANGE
<u>CAPITAL OUTLAY</u>						
01-2010-58100	Computers	\$0	\$2,500	\$2,500	\$2,500	0.00%
01-2010-58110	Accounting Software	17,104	1,500	6,500	7,500	333.33%
	Total Capital Expenses	\$17,104	\$4,000	\$9,000	\$10,000	125.00%
TOTAL FINANCE & ADMINISTRATION		\$180,227	\$185,432	\$209,413	\$218,848	12.93%

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**GENERAL GOVT. - PUBLIC HEALTH
CODE ENFORCEMENT SERVICES**

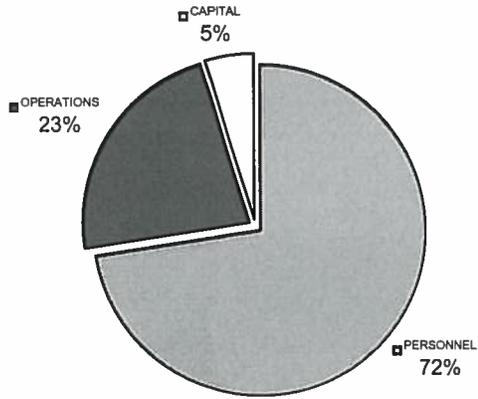
MISSION STATEMENT: Prohibit nuisances and disturbing elements which may affect the health and welfare of any person within the City of New Carrollton. To monitor the construction of buildings and the maintenance thereof, and the use of property.

PROGRAM GOALS:

1. 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.

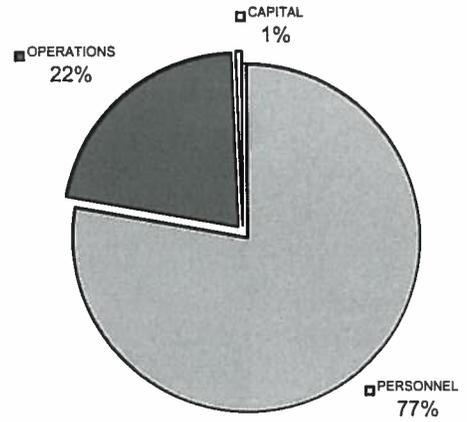
PUBLIC HEALTH AND CODE ENFORCEMENT

**FY 2010
ACTUAL**



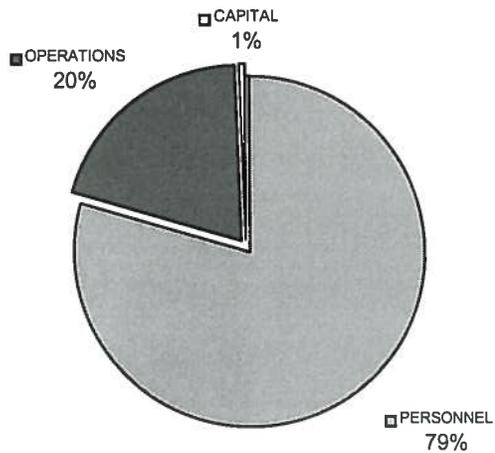
■ PERSONNEL ■ OPERATIONS □ CAPITAL

**FY 2011
BUDGETED**



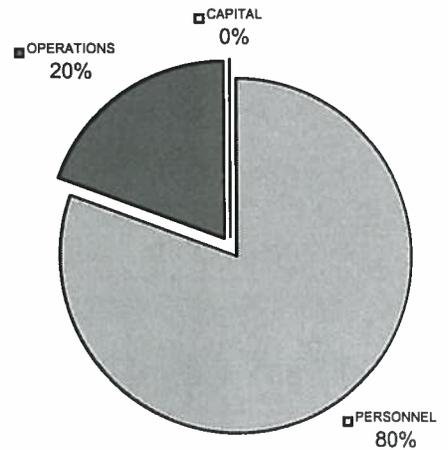
■ PERSONNEL ■ OPERATIONS □ CAPITAL

**FY 2012
ADOPTED**



■ PERSONNEL ■ OPERATIONS □ CAPITAL

**FY 2013
PROJECTED**



■ PERSONNEL ■ OPERATIONS □ CAPITAL

NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

PERSONNEL EXPENSES

Public Health-Code Enforcement

- 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, dental and life insurance for employees.
- 01-2510-47000** **Worker's Compensation:** Provides care for employees injured on the job.
- 01-2510-48000** **Retirement / Pension:** An employee benefit.

F.Y. 2012 CURRENT EXPENSE BUDGET

EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION

FUNCTION - PUBLIC HEALTH

ACTIVITY - CODE ENFORCEMENT

ACCOUNT NUMBER	DESCRIPTION	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2012 ADOPTED	FY 2013 PROJECTED	FY 2012 CHANGE
<u>PERSONNEL EXPENSES</u>						
01-2510-45400	Employee Services	\$217,999	\$234,652	\$249,537	\$262,014	6.34%
01-2510-45650	Overtime	0	1,500	1,500	1,500	0.00%
01-2510-46300	F.I.C.A.	16,913	18,945	19,204	20,159	1.37%
01-2510-46500	Health & Life Insurance	30,397	33,650	44,950	35,750	33.58%
01-2510-47000	Worker's Compensation	11,953	18,462	19,567	19,500	5.99%
01-2510-48000	Retirement / Pension	17,102	24,976	27,533	28,500	10.24%
Total Personnel Expenses		\$294,364	\$332,185	\$362,291	\$367,423	9.06%

POSITIONS

Full-Time

Code Enforcement Director	1	1	1	1
Code Enforcement Officer(s)	2	3	3	3
Code Enforcement Admin. Asst.	0	1	1	1
Total Full-Time	3	5	5	5
Part-Time	1	0	0	0
Total Part-Time	1	0	0	0
<u>Total Code Enforcement Positions</u>	4	5	5	5

NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

OPERATING EXPENSES

Public Health-Code Enforcement

- 01-2510-50820** **Property Clean-up:** Payments to vendors such as Marty Mows who assist the City to obtain code compliance when violation notices have not been compiled with.
- 01-2510-52130** **Vehicle Operation & Maintenance:** Maintenance, operation, painting, repair, 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 & Animal Control:** For mosquito control service under contract with Prince George's County and the State of Maryland. Also for animal traps or pest control.
- 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 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.
- 01-2510-53130** **Small Tools:** Small equipment needed for code enforcement.
- 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 seminars to develop staff capabilities, including computer training.
- 01-2510-53540** **Travel & Meetings:** Expenses incurred by employees while on official City business, including court attendance expenses, mileage, parking, tolls and accommodations, etc.
- 01-2510-53550** **Employee Substance Testing & Physicals:** Provides for random testing to detect substance abuse and pre-employment physicals.
- 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.

OPERATING EXPENSES

Code Enforcement (Continued)

- 01-2510-54020 Cell Phones:** Monthly expenses incurred in the use of cell phones including long distance calls.
- 01-2510-54550 Miscellaneous:** Expenditures that can not be logically classified under other categories.

F.Y. 2012 CURRENT EXPENSE BUDGET

EXPENDITURES BY OBJECT AND PROGRAM CLASSIFICATION

FUNCTION - PUBLIC HEALTH

ACTIVITY - CODE ENFORCEMENT

ACCOUNT NUMBER	DESCRIPTION	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2012 ADOPTED	FY 2013 PROJECTED	FY 2012 CHANGE
<u>OPERATING EXPENSES</u>						
01-2510-50820	Property Clean-Up	\$62,291	\$41,500	\$40,500	\$37,000	-2.41%
01-2510-52130	Vehicle Operation & Maintenance	362	5,750	5,750	6,000	0.00%
01-2510-52140	Vehicle Gasoline Use	9,395	10,400	12,400	10,500	19.23%
01-2510-52190	Insect & Animal Control	344	1,500	1,000	1,000	-33.33%
01-2510-52500	Computer Supplies	501	4,500	4,500	3,500	0.00%
01-2510-52520	Office Supplies & Printing	5,802	6,500	6,500	6,750	0.00%
01-2510-52530	Field Supplies	1,225	2,500	2,000	2,500	-20.00%
01-2510-52540	Signs, Notices & Permits	754	3,200	2,500	3,500	-21.88%
01-2510-53130	Small Tools	0	500	500	500	0.00%
01-2510-53510	Dues & Subscriptions	844	1,000	1,000	1,700	0.00%
01-2510-53520	Employee Training	310	2,000	2,000	2,500	0.00%
01-2510-53540	Travel & Meetings	3,201	2,000	2,000	2,500	0.00%
01-2510-53550	Employee Substance Testing & Physicals	105	750	750	300	0.00%
01-2510-53570	Uniforms	1,385	1,500	1,500	1,500	0.00%
01-2510-54010	Telephones	2,408	2,500	2,500	2,500	0.00%
01-2510-54020	Cell Phones	3,652	6,500	5,000	6,500	-23.08%
01-2510-54550	Miscellaneous	324	500	500	500	0.00%
Total Operating Expenses		\$92,903	\$93,100	\$90,900	\$89,250	-2.36%

FY 2012

NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

CAPITAL EXPENSES

Public Health - Code Enforcement

01-2510-57100 Vehicle: To replace old existing Code Enforcement vehicle.

01-2510-58100 Computers: Computer replacement.

F.Y. 2012 CURRENT EXPENSE BUDGET

EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION

FUNCTION - PUBLIC HEALTH

ACTIVITY - CODE ENFORCEMENT

ACCOUNT NUMBER	DESCRIPTION	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2012 ADOPTED	FY 2013 PROJECTED	FY 2012 CHANGE
<u>CAPITAL OUTLAY</u>						
01-2510-57100	Vehicle	\$16,268	\$0	\$0	\$0	0.00%
01-2510-58100	Computers	3,140	2,500	2,500	0	0.00%
Total Capital Expenses		\$19,408	\$2,500	\$2,500	\$0	0.00%
TOTAL PUBLIC HEALTH - CODE ENFORCEMENT		\$406,675	\$427,785	\$455,691	\$456,673	6.52%

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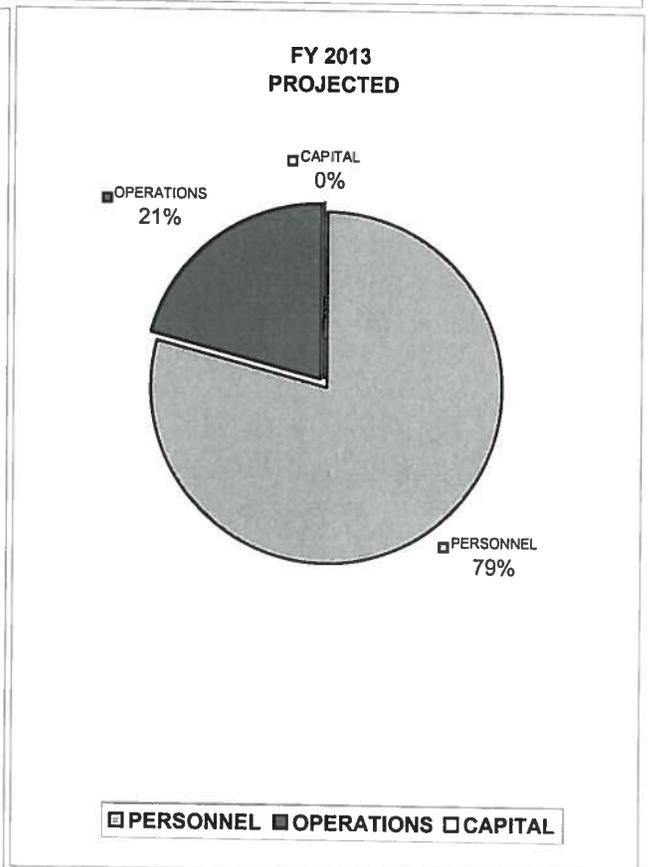
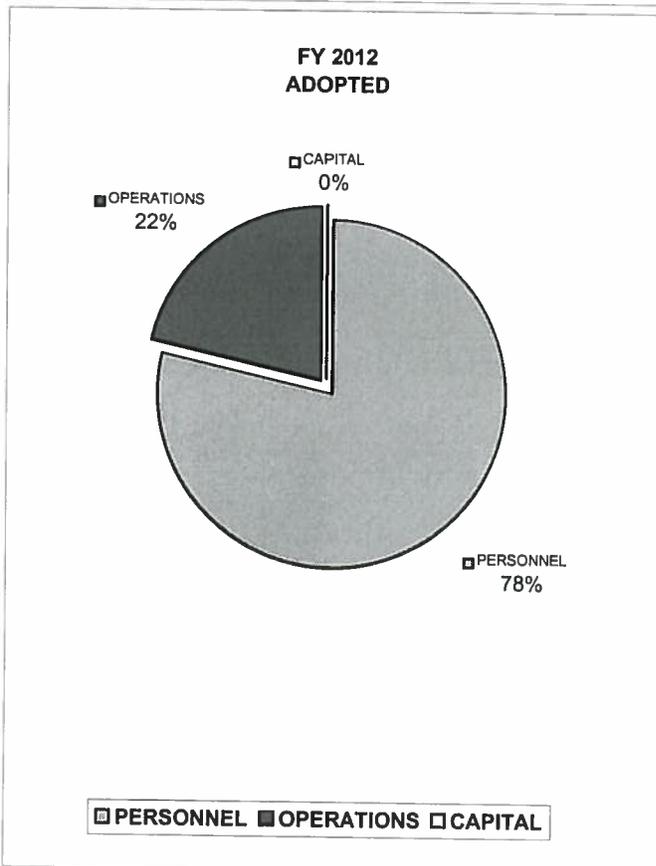
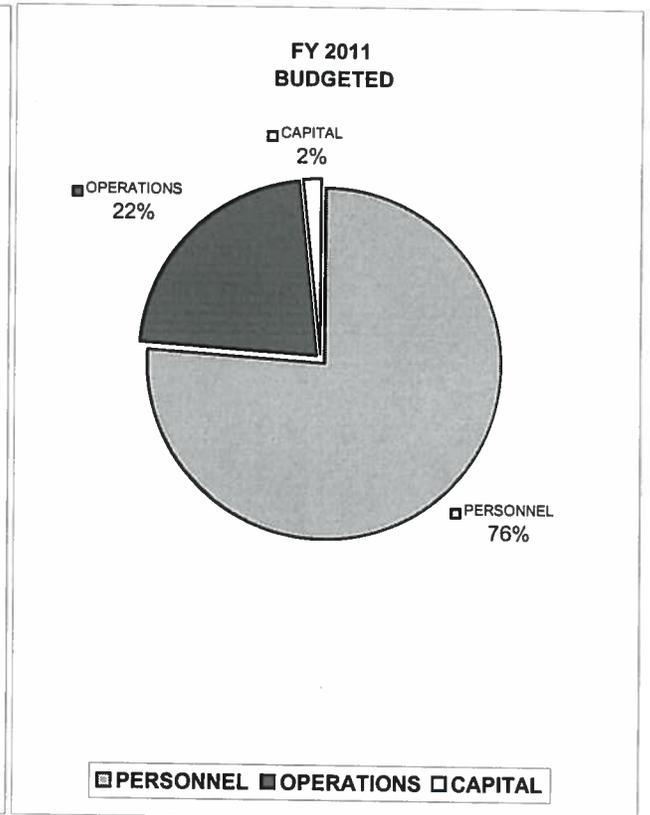
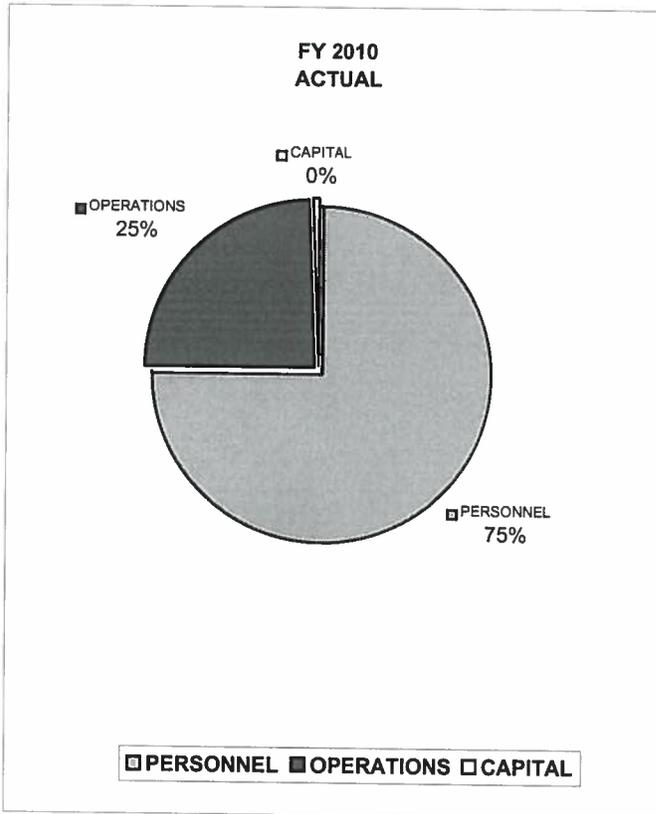
**PUBLIC SAFETY
POLICE ADMINISTRATION**

MISSION STATEMENT: To protect and serve the residents and businesses of the City of New Carrollton by enforcing laws that control the wide range of crimes within the community; to provide a safe environment and quality of life consistent with the values of the community.

PROGRAM GOALS:

1. To enforce the safety codes 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 departments under the police administration.

PUBLIC SAFETY POLICE ADMINISTRATION



NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

PERSONNEL EXPENSES

Public Safety - Police Administration

- 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, dental and life insurance for employees.
- 01-3010-47000 **Worker's Compensation**: Provides care for employees injured on the job.
- 01-3010-48000 **Retirement / Pension**: An employee benefit.

F.Y. 2012 CURRENT EXPENSE BUDGET

EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION

FUNCTION - PUBLIC SAFETY

ACTIVITY - POLICE ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2012 ADOPTED	FY 2013 PROJECTED	FY 2012 CHANGE
<u>PERSONNEL EXPENSES</u>						
01-3010-45300	Police Chief	\$73,195	\$73,195	\$75,391	\$79,161	3.00%
01-3010-45400	Employee Services	85,044	117,797	132,114	136,077	12.15%
01-3010-45650	Overtime - Employee Services	285	1,500	1,000	1,500	-33.33%
01-3010-46300	F.I.C.A.	17,081	14,723	17,442	16,580	18.47%
01-3010-46500	Health & Life Insurance	16,646	28,050	30,400	34,500	8.38%
01-3010-47000	Worker's Compensation	6,363	11,983	14,095	12,900	17.62%
01-3010-48000	Retirement / Pension	8,273	19,758	25,140	26,300	27.24%
Total Personnel Expenses		\$206,887	\$267,006	\$295,582	\$307,018	10.70%

POSITIONS

Full -Time

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

Part-Time

Administrative Asst.	1	1	0	0
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Total Police Admin. Positions

	3	4	4	4
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NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

OPERATING EXPENSES

Public Safety - Police Service

- 01-3010-52110 **Office Equipment Maint. & Repair:** Maintenance, operation and repair of office equipment.
- 01-3010-52130 **Vehicle Operation & Maintenance:** Maintenance, operation, painting, repairs, 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 to entertain the employees.
- 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.
- 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, including computer training.
- 01-3010-53540 **Travel & Meetings:** Expenses incurred by employees while on official City business, including court attendance expenses, mileage, parking, tolls and accommodations, etc.
- 01-3010-53550 **Employee Substance Testing & Physicals:** Provides for random testing to detect substance abuse and pre-employment physicals.
- 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 including long distance calls.
- 01-3010-54080 **Postage Meter & Courier Services:** Cost of mailing using postage meter stamps and the use of courier service to deliver important letters and packets.
- 01-3010-54450 **Neighborhood Watch:** Funding for operating city-wide program to diminish crime through citizen exchange information.

PUBLIC SAFETY POLICE ADMINISTRATION EXPENSES CONTINUED

- 01-3010-54495 Vehicle Control Fine - Service Fees:** Service fees incurred for the collection of unpaid vehicle control fine.
- 01-3010-54497 Red-light Camera-Service Fees:** Commission incurred for the collection of each red-light camera ticket at the rate of \$35.
- 01-3010-54550 Miscellaneous:** Expenditures that can not be logically classified under other categories.

F.Y. 2012 CURRENT EXPENSE BUDGET

EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION

FUNCTION - PUBLIC SAFETY

ACTIVITY - POLICE ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2012 ADOPTED	FY 2013 PROJECTED	FY 2012 CHANGE
<u>OPERATING EXPENSES</u>						
01-3010-52110	Office Equipment Maint. & Repair	\$576	\$1,000	\$1,000	\$1,000	0.00%
01-3010-52130	Vehicle Operation & Maintenance	3,891	5,500	5,500	5,250	0.00%
01-3010-52140	Vehicle Gasoline Use	6,400	6,500	7,500	9,500	15.38%
01-3010-52500	Computer Supplies	857	2,000	2,000	2,200	0.00%
01-3010-52510	Pantry Supplies	0	0	3,000	3,000	100.00%
01-3010-52520	Office Supplies & Printing	4,559	5,500	5,500	6,500	0.00%
01-3010-53130	Small Equipment	1,961	1,750	1,750	1,800	0.00%
01-3010-53510	Dues & Subscriptions	250	1,200	1,200	1,500	0.00%
01-3010-53520	Employee Training	1,383	1,500	1,750	2,500	16.67%
01-3010-53540	Travel & Meetings	2,899	3,750	2,750	3,000	-26.67%
01-3010-53550	Employee Substance Testing & Physicals	1,500	1,500	1,500	1,500	0.00%
01-3010-53570	Uniforms	1,483	2,750	3,500	2,800	27.27%
01-3010-54010	Telephones	1,675	2,500	2,500	2,500	0.00%
01-3010-54020	Cell Phones	3,318	3,500	3,500	3,500	0.00%
01-3010-54080	Postage Meter & Courier Services	190	1,000	1,000	1,000	0.00%
01-3010-54450	Neighborhood Watch	0	1,500	2,500	2,500	66.67%
01-3010-54495	Vehicle Control Fine - Service Fees	29,554	31,200	32,500	29,500	4.17%
01-3010-54497	Red-light Camera - Service Fees	6,978	4,500	1,200	1,000	-73.33%
01-3010-54550	Miscellaneous	252	500	500	500	0.00%
Total Operating Expenses		\$67,726	\$77,650	\$80,650	\$81,050	3.86%

NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

CAPITAL EXPENSES

Public Safety- Police Service

01-3010-57100 Vehicles: Purchase of vehicles for the police force.

01-3010-58000 Furniture & Fixtures: Purchase of new office furniture.

01-3010-58100 Computers: Computer Replacement.

F.Y. 2012 CURRENT EXPENSE BUDGET

EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION

FUNCTION - PUBLIC SAFETY

ACTIVITY - POLICE ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2012 ADOPTED	FY 2013 PROJECTED	FY 2012 CHANGE
<u>CAPITAL OUTLAY</u>						
01-3010-57100	Vehicles	\$0	\$0	\$0	\$0	0.00%
01-3010-58000	Furniture & Fixtures	1,164	3,500	0	0	-100.00%
01-3010-58100	Computers	0	2,500	0	0	100.00%
	Total Capital Expenses	\$1,164	\$6,000	\$0	\$0	-100.00%
TOTAL POLICE ADMINISTRATION		\$275,777	\$350,656	\$376,232	\$388,068	7.29%

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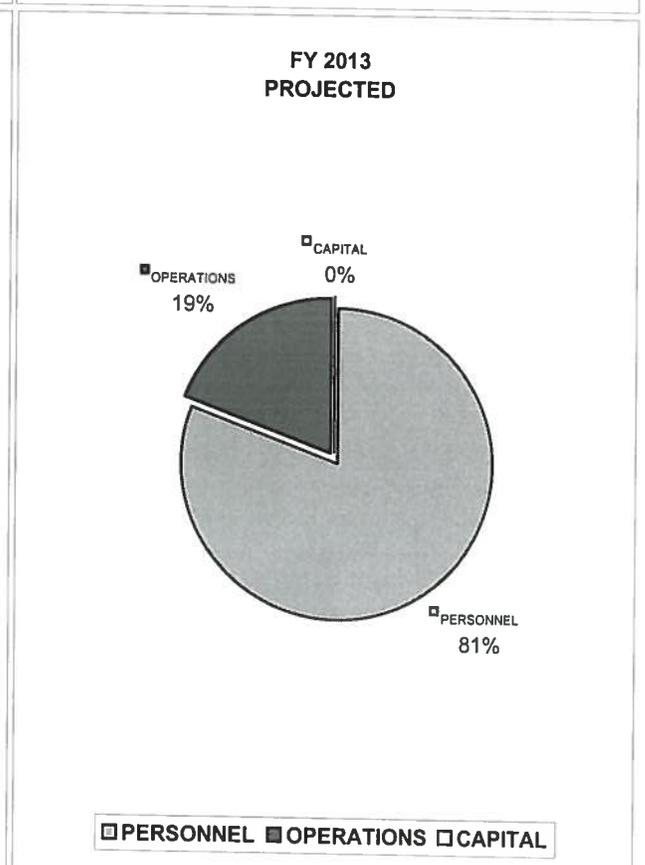
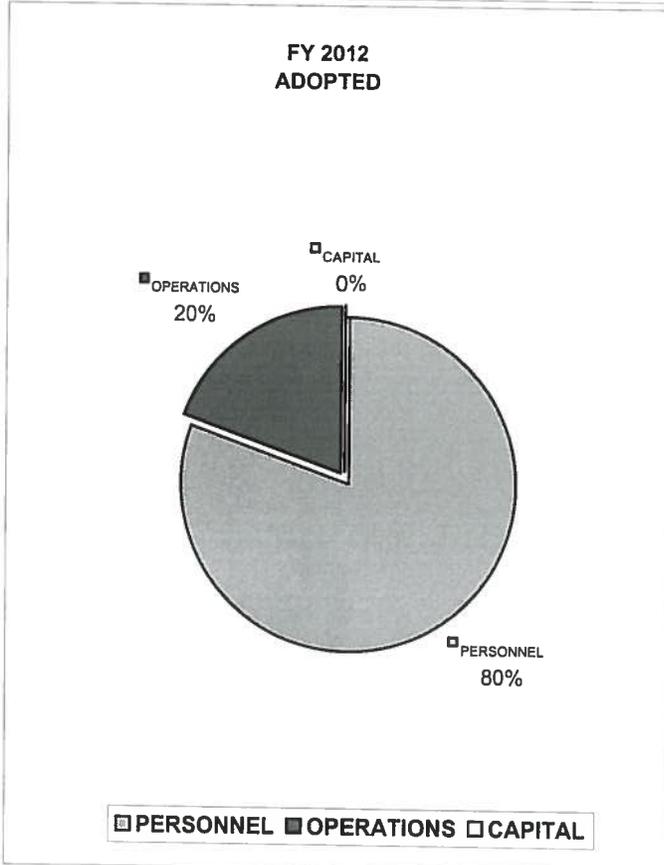
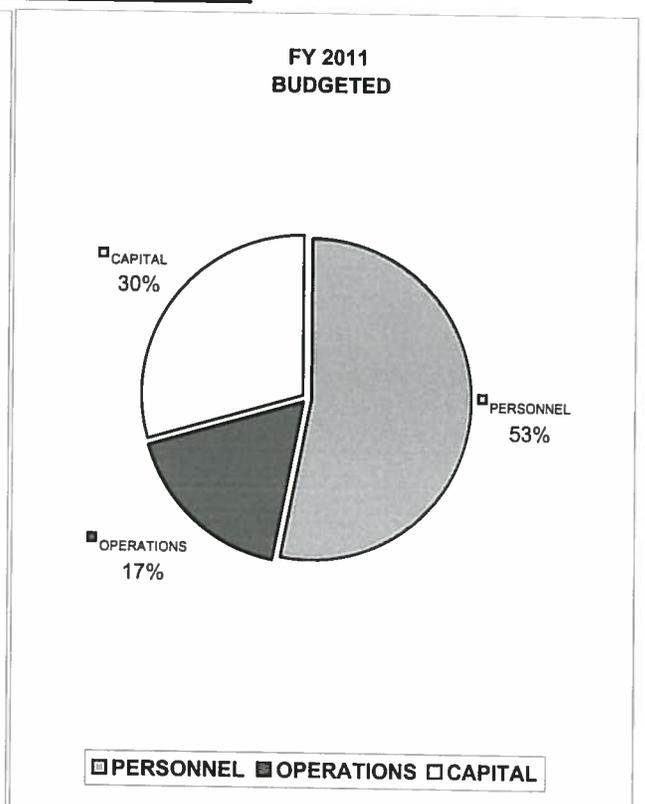
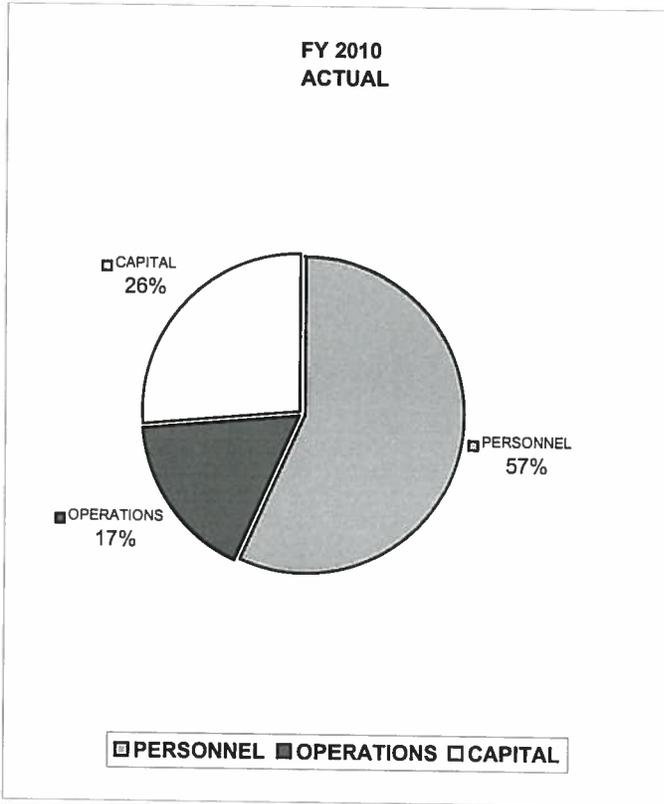
**PUBLIC SAFETY
SPEED CAMERAS**

MISSION STATEMENT: To protect students attending the City's five(5) schools by enforcing speed limits in school zones with portable speed cameras, in accordance with Chapter 500(Senate Bill 277) effective October 1, 2009.

PROGRAM GOALS:

1. To protect and ensure the safety of school children who attend city schools through traffic control in and around the schools.
2. To reduce speeding in school zones by enforcing the speed limit laws in the school zones throughout the city in a through and efficient manner.

PUBLIC SAFETY POLICE -SPEED CAMERAS



NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

PERSONNEL EXPENSES

Public Safety - Police Speed Cameras

- 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, dental and life insurance for employees.
- 01-3030-47000 **Worker's Compensation:** Provides care for employees injured on the job.
- 01-3030-48000 **Retirement / Pension:** An employee benefit.

F.Y. 2012 CURRENT EXPENSE BUDGET

EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION

FUNCTION - PUBLIC SAFETY

ACTIVITY - POLICE SPEED CAMERAS

ACCOUNT NUMBER	DESCRIPTION	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2012 ADOPTED	FY 2013 PROJECTED	FY 2012 CHANGE
<u>PERSONNEL EXPENSES</u>						
01-3030-45400	Employee Services	\$128,336	\$254,917	\$251,243	\$263,805	-1.44%
01-3030-45650	Overtime - Police Officers	1,994	6,600	7,600	11,200	15.15%
01-3030-46300	F.I.C.A.	4,794	18,716	19,801	21,038	5.80%
01-3030-46500	Health & Life Insurance	17,048	37,920	46,400	48,500	22.36%
01-3030-47000	Workman Compensation	8,765	14,887	19,157	16,200	28.68%
01-3030-48000	Retirement / Pension	12,776	24,748	27,969	26,500	13.02%
	Total Personnel Expenses	\$173,713	\$357,788	\$372,170	\$387,243	4.02%

POSITIONS

Full-Time

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

Part-Time

Accounting Clerk		1	1	1
Administrative Asst.		1	1	1

<u>Total Police Service Positions</u>	1	6	6	7
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NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

OPERATING EXPENSES

Public Safety - Police Speed Cameras

- 01-3030-50200 **Computer & IT Support:** Professional and technical assistance for the City's police main computer system and the networking of the computer for the speed camera system.
- 01-3030-50325 **Consulting Services:** Professional consulting fee paid to discuss concerns regarding police department internal controls.
- 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 machine, typewriter, etc.
- 01-3030-52130 **Vehicle Operation & Maintenance:** Maintenance, operation, painting, repair, parts such as tires, batteries and labor for police department vehicles.
- 01-3030-52140 **Vehicle Gasoline Use:** Gasoline, diesel, and oil cost incurred.
- 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 and first aid kits.
- 01-3030-53140 **Weapons:** Costs of weapons such as long guns, hand guns, rifles, and tasers.
- 01-3030-53510 **Dues & Subscriptions:** Membership in various associations that can enhance the police force skills.
- 01-3030-53520 **Employee Training:** Job related training seminars to develop staff capabilities, including computer training.
- 01-3030-53540 **Travel & Meetings:** Expenses incurred by employees while on official City business, including court attendance expenses, mileage, parking, tolls and accommodations, etc.
- 01-3030-53550 **Employee Substance Testing & Physicals:** Provides for random testing to detect substance abuse and pre-employment physicals.
- 01-3030-53570 **Uniforms:** Costs of uniform items necessary during the discharge of duties.
- 01-3030-54010 **Telephones:** Monthly expenses incurred in the use of office telephones including long distance calls.
- 01-3030-54020 **Cell Phones:** Monthly expenses incurred in the use of cell phones including long distance calls.

F.Y. 2012 CURRENT EXPENSE BUDGET

EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION

FUNCTION - PUBLIC SAFETY

ACTIVITY - POLICE SPEED CAMERAS

ACCOUNT NUMBER	DESCRIPTION	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2012 ADOPTED	FY 2013 PROJECTED	FY 2012 CHANGE
<u>OPERATING EXPENSES</u>						
01-3030-50200	Computer & IT Support	\$1,500	\$5,500	\$5,500	\$5,500	0.00%
01-3030-50325	Consulting Services	0	11,000	4,500	5,000	-59.09%
01-3030-50700	General Liability Insurance	3200	3,500	3,500	3,750	0.00%
01-3030-50710	Auto Insurance	4450	6,500	6,500	6,700	0.00%
01-3030-50720	Public Officials Liability & Bonding	2200	2,500	2,500	3,000	0.00%
01-3030-52110	Office Equipment Maint. & Repair	5,400	8,500	8,500	8,700	0.00%
01-3030-52130	Vehicle Operation & Maintenance	5,464	14,500	8,500	8,750	-41.38%
01-3030-52140	Vehicle Gasoline Use	4,969	9,250	10,250	11,000	10.81%
01-3030-52520	Office Supplies & Printing	4,276	9,500	9,500	9,700	0.00%
01-3030-52530	Field Supplies	2,160	3,200	3,200	3,500	0.00%
01-3030-53140	Weapons	2,400	10,000	3,000	1,750	-70.00%
01-3030-53510	Dues & Subscriptions	810	1,250	1,250	1,250	0.00%
01-3030-53520	Employee Training	3,450	4,500	4,500	4,500	0.00%
01-3030-53540	Travel & Meetings	1,100	3,250	3,250	3,500	0.00%
01-3030-53550	Employee Substance Testing & Physicals	750	2,500	2,500	2,750	0.00%
01-3030-53570	Uniforms	5,750	14,500	7,500	6,750	-48.28%
01-3030-54010	Telephones	1,640	2,500	2,500	2,500	0.00%
01-3030-54020	Cell Phones	2,450	3,600	3,600	3,600	0.00%
Total Operating Expenses		\$51,969	\$116,050	\$90,550	\$92,200	-21.97%

NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

CAPITAL EXPENSES

Public Safety - Police Speed Cameras

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 vehicles for the police force.

01-3030-57360 Vehicle Equipment: Equipment for the police cars.

01-3030-58100 Computers & Software: Purchase of new computers and software upgrade of the police department.

F.Y. 2012 CURRENT EXPENSE BUDGET

EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION

FUNCTION - PUBLIC SAFETY

ACTIVITY - POLICE SPEED CAMERAS

ACCOUNT NUMBER	DESCRIPTION	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2012 ADOPTED	FY 2013 PROJECTED	FY 2012 CHANGE
<u>CAPITAL OUTLAY</u>						
01-3030-57010	Building Security System	\$0	\$0	\$0	\$0	0.00%
01-3030-57100	Vehicles	80,417	81,000	0	0	-100.00%
01-3030-57360	Vehicle Equipment	0	90,000	0	0	-100.00%
01-3030-58100	Computers & Software		28000.00	0	0	-100.00%
	Total Capital Expenses	\$80,417	\$199,000	\$0	\$0	-100.00%
TOTAL POLICE SPECIAL OPERATION		\$306,099	\$672,838	\$462,720	\$479,443	-31.23%

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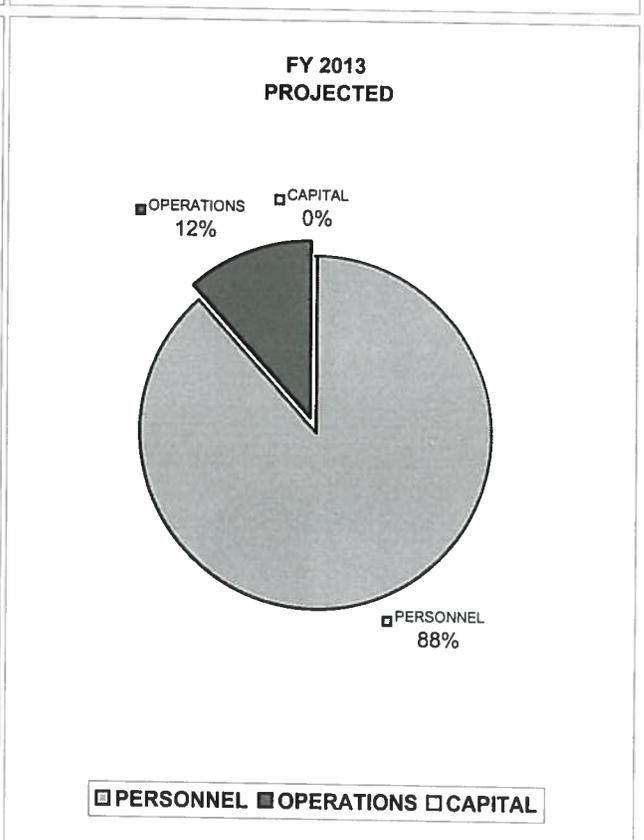
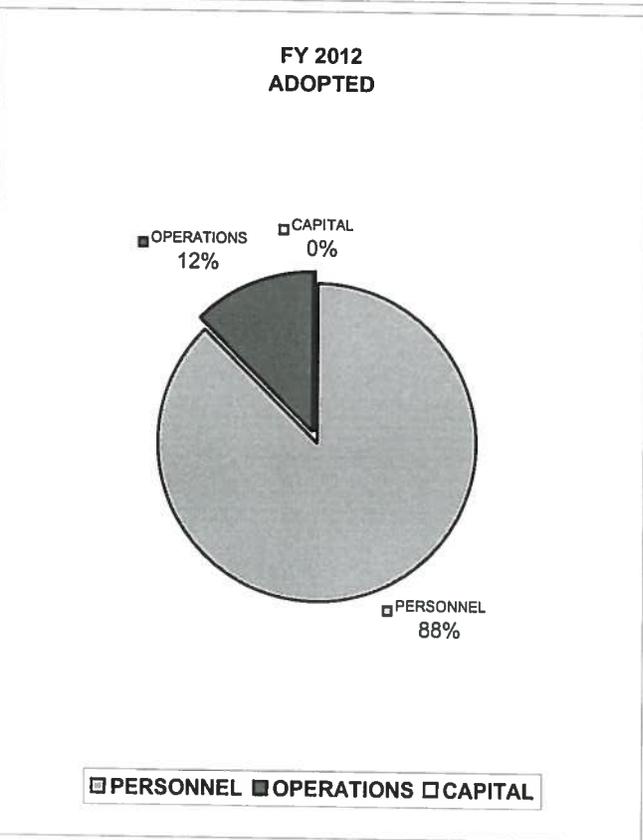
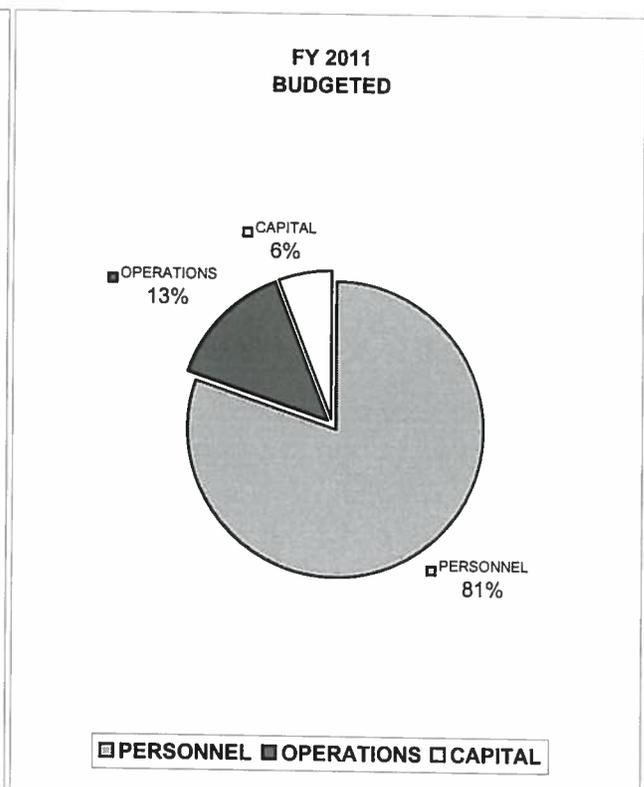
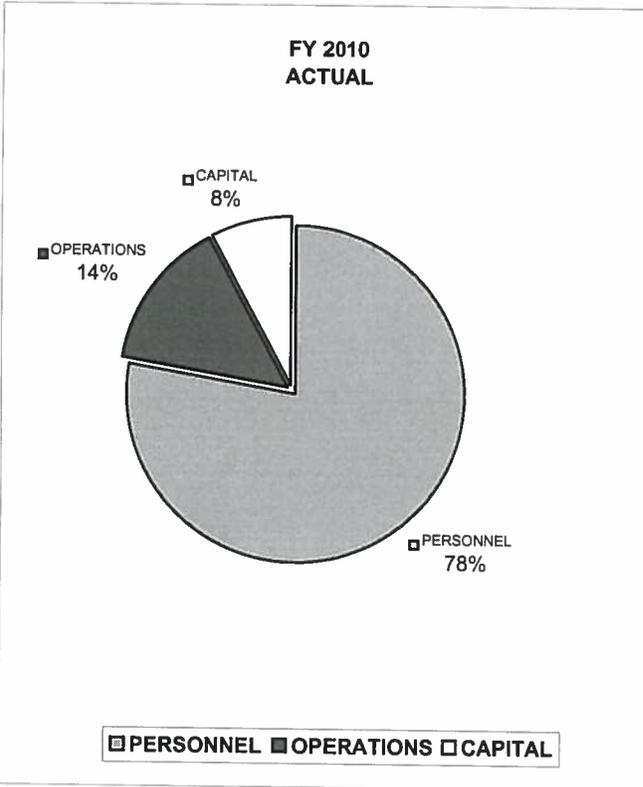
**PUBLIC SAFETY
POLICE PATROL SERVICE**

MISSION STATEMENT: To protect and serve the residents and businesses of the City of New Carrollton by enforcing laws that control the wide range of crimes within the community; to provide a safe environment and quality of life consistent with the values of the community.

PROGRAM GOALS:

1. To enforce the safety codes 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.

PUBLIC SAFETY POLICE -PATROL SERVICE



NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

PERSONNEL EXPENSES

Public Safety - Police Patrol

- 01-3040-45400 Employee Services:** Annual compensation and accruals appropriated for employee services.
- 01-3040-45133 Employee Services-State Grant:** Annual compensation and accruals appropriated for police officers hired on state grant.
- 01-3040-45650 Overtime - Police Officers:** Funds available for work performed beyond the regular work week for Police Officers.
- 01-3040-45151 Overtime-State Grant:** Funds available from state grant for work performed beyond the regular work hours.
- 01-3040-45680 Court Appearance - Overtime:** Funds available for appearing before the court beyond the regular working hours.
- 01-3040-46120 School Bus Grant:** Grant available to pay and protect the safety of school children.
- 01-3040-46300 F.I.C.A.:** Federal Insurance Contribution Act.
- 01-3040-46500 Health & Life Insurance:** Provides group health, dental and life insurance for employees.
- 01-3040-47000 Worker's Compensation:** Provides care for employees injured on the job.
- 01-3040-48000 Retirement / Pension:** An employee benefit.

F.Y. 2012 CURRENT EXPENSE BUDGET

EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION

FUNCTION - PUBLIC SAFETY

ACTIVITY - POLICE PATROL

ACCOUNT NUMBER	DESCRIPTION	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2012 ADOPTED	FY 2013 PROJECTED	FY 2012 CHANGE
<u>PERSONNEL EXPENSES</u>						
01-3040-45400	Employee Services	\$447,901	\$524,693	\$564,677	\$581,616	7.62%
01-3040-45133	Employee Services-State Grant	0	0	0	0	0.00%
01-3040-45650	Overtime - Police Officers	18,774	29,250	27,750	38,500	-5.13%
01-3040-45151	Overtime - State Grant	0	0	0	0	0.00%
01-3040-45680	Court Appearance - Overtime	6,837	6,750	8,500	7,200	25.93%
01-3040-46120	School Bus Grant	0	5,000	0	0	-100.00%
01-3040-46300	F.I.C.A.	35,614	42,358	45,971	47,990	8.53%
01-3040-46500	Health & Life Insurance	44,311	78,150	91,250	92,500	16.76%
01-3040-47000	Worker's Compensation	25,106	40,448	63,097	48,500	56.00%
01-3040-48000	Retirement / Pension	27,917	54,053	62,541	68,500	15.70%
Total Personnel Expenses		\$606,460	\$780,702	\$863,786	\$884,806	10.64%

POSITIONS

Full-Time

Police Lieutenant	0	1	1	1
Police Sergeant	1	2	2	2
Police Corporal	1	2	2	2
Private First Class Officers	0	2	3	3
Police Officers	4	2	3	3
<u>Total Police Service Positions</u>	6	9	11	11

NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

OPERATING EXPENSES

Public Safety - Police Patrol

- 01-3040-52130 **Vehicle Operation & Maintenance:** Maintenance, operation, painting, repair, parts such as tires, batteries and labor for police department vehicles.
- 01-3040-52140 **Vehicle Gasoline Use:** Gasoline, diesel, and oil cost incurred for police vehicles.
- 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.
- 01-3040-53140 **Weapons:** Cost of weapons such as long guns, hand guns, rifles, radars and tasers.
- 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, including computer training.
- 01-3040-53540 **Travel & Meetings:** Expenses incurred by employees while on official City business, including court attendance expenses, mileage, parking, tolls and accommodations, etc.
- 01-3040-53550 **Employee Substance Testing & Physicals:** Provides for random testing to detect substance abuse and pre-employment physicals.
- 01-3040-53570 **Uniforms:** Costs of uniform items necessary during the discharge of duties.
- 01-3040-54010 **Telephones:** Monthly expenses incurred in the use of office telephones including long distance calls.
- 01-3040-54020 **Cell Phones:** Monthly expenses incurred in the use of cell phones including long distance calls.
- 01-3040-54550 **Miscellaneous:** Expenditures that can not be logically classified under other categories.

F.Y. 2012 CURRENT EXPENSE BUDGET

EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION

FUNCTION - PUBLIC SAFETY

ACTIVITY - POLICE PATROL

ACCOUNT NUMBER	DESCRIPTION	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2012 ADOPTED	FY 2013 PROJECTED	FY 2012 CHANGE
<u>OPERATING EXPENSES</u>						
01-3040-52130	Vehicle Operation & Maintenance	\$23,252	\$22,000	\$18,500	\$17,200	-15.91%
01-3040-52140	Vehicle Gasoline Use	28,263	36,500	38,500	33,500	5.48%
01-3040-52520	Office Supplies & Printing	3,903	10,900	6,500	8,500	-40.37%
01-3040-52530	Field Supplies	7,097	6,750	7,000	7,500	3.70%
01-3040-53130	Small Equipment	2,393	1,500	2,500	1,250	66.67%
01-3040-53140	Weapons	4,213	3,000	4,000	3,200	33.33%
01-3040-53180	Car to Car Radios	5,275	3,500	0	0	-100.00%
01-3040-53520	Employee Training	2,741	5,500	5,500	8,500	0.00%
01-3040-53540	Travel & Meetings	2,064	2,500	3,500	4,500	40.00%
01-3040-53550	Employee Substance Testing & Physicals	6,263	5,250	7,500	4,800	42.86%
01-3040-53570	Uniforms	11,273	19,500	10,500	10,200	-46.15%
01-3040-54010	Telephones	2,513	2,500	2,800	2,500	12.00%
01-3040-54020	Cell Phones	12,437	11,500	12,750	11,750	10.87%
01-3040-54550	Miscellaneous	1,170	2,000	2,500	2,500	25.00%
Total Operating Expenses		\$112,857	\$132,900	\$122,050	\$115,900	-8.16%

NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

CAPITAL EXPENSES

Public Safety - Police Patrol

01-3040-57100 Vehicles - Car: Purchase of one car for the police force.

01-3040-57360 Vehicle Equipment: Equipment for the police cars.

01-3040-58100 Computers: Computer Replacement.

01-3040-58150 Police Interoperability Radios: Purchase of interoperability radios with a state sponsored grant.

F.Y. 2012 CURRENT EXPENSE BUDGET

EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION

FUNCTION - PUBLIC SAFETY

ACTIVITY - POLICE PATROL

ACCOUNT NUMBER	DESCRIPTION	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2012 ADOPTED	FY 2013 PROJECTED	FY 2012 CHANGE
<u>CAPITAL OUTLAY</u>						
01-3040-57100	Vehicles - Car	\$0	\$0	\$0	\$0	0.00%
01-3040-57360	Vehicle Equipment	0	3,000	0	0	-100.00%
01-3040-58100	Computers	0	5,000	0	0	-100.00%
01-3040-58150	Police Interoperability Radios	61,470	49,350	0	0	-100.00%
Total Capital Expenses		\$61,470	\$57,350	\$0	\$0	-100.00%
TOTAL POLICE PATROL SERVICE		\$780,787	\$970,952	\$985,836	\$1,000,706	1.53%

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**PUBLIC SAFETY
PARKING AND ANIMAL CONTROL ENFORCEMENT**

MISSION STATEMENT- Parking Enforcement: To eliminate parking violations within the City of New Carrollton by enforcing laws that controls the wide range of infractions within the community; to provide a safe environment and quality of life consistent with the values of the community.

PROGRAM GOALS:

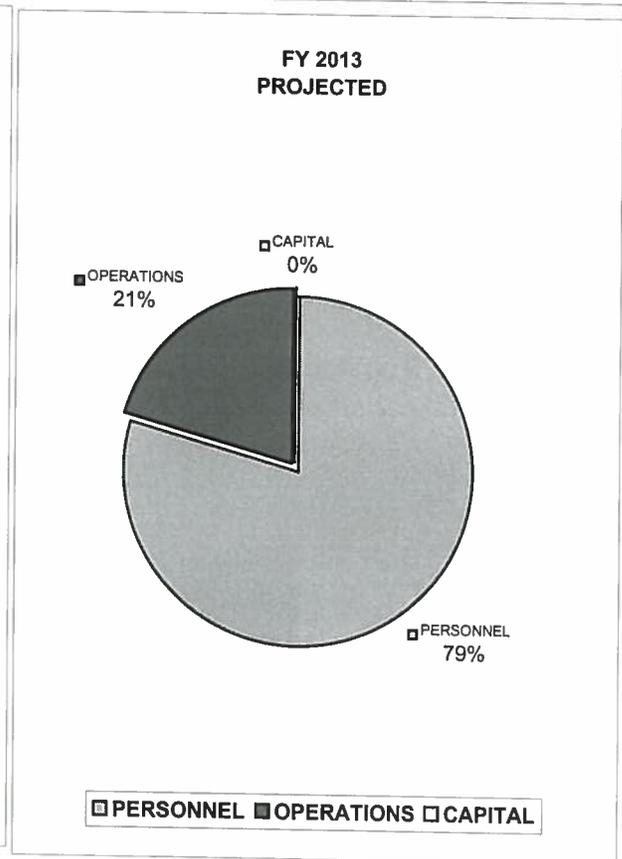
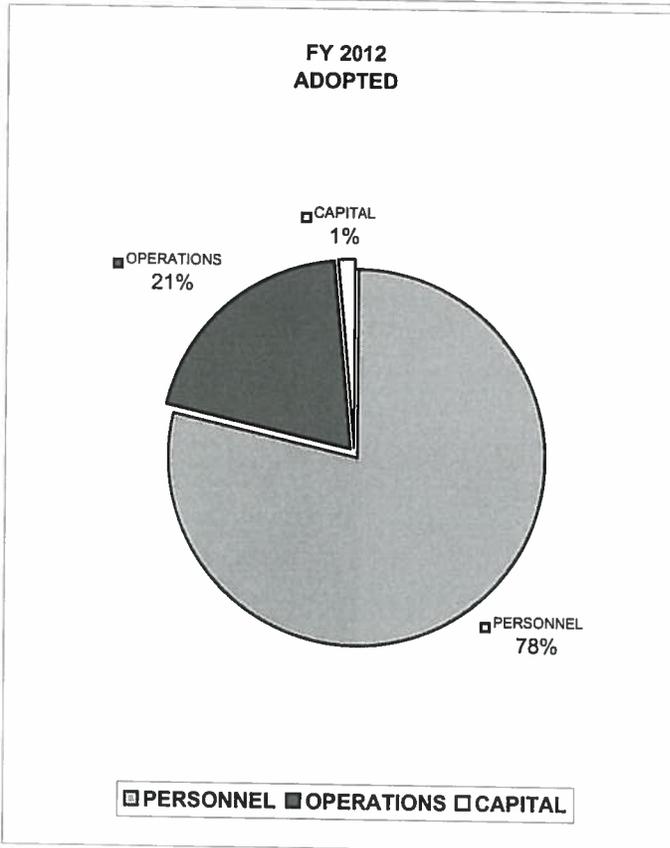
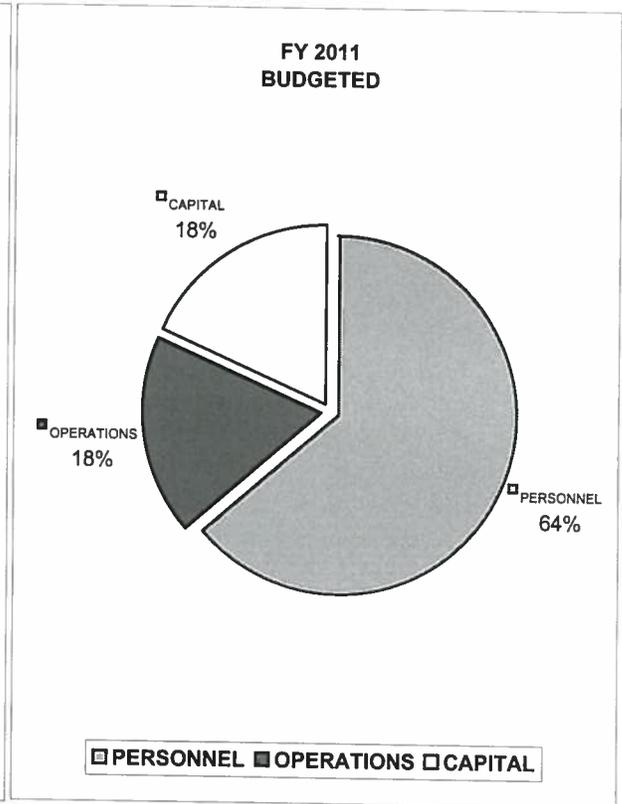
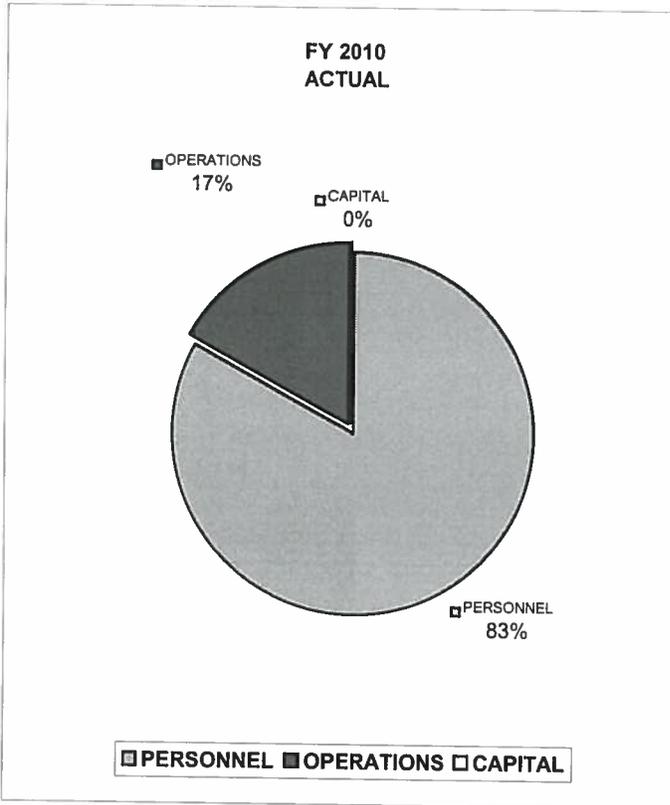
1. To enforce parking codes and ordinances of the City of New Carrollton, Prince George's County and the State of Maryland in a thorough and efficient manner.

MISSION STATEMENT- Animal control: Enforce city animal control ordinance by patrolling assigned areas; capture and impound dead, sick, injured, stray or trapped domestic and non-domestic animals. Respond to and investigate complaints from public regarding animals.

PROGRAM GOALS:

Enforce animal control ordinance to assure the safety, and health of citizens and animals in the city.

PUBLIC SAFETY-PARKING & ANIMAL CONTROL ENFORCEMENT



NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

PERSONNEL EXPENSES

Public Safety - Parking & Animal Control Enforcement

- 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, dental and life insurance for employees.
- 01-3050-47000 Worker's Compensation:** Provides care for employees injured on the job.
- 01-3050-48000 Retirement / Pension:** An employee benefit.

F.Y. 2012 CURRENT EXPENSE BUDGET

EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION

FUNCTION - PUBLIC SAFETY

ACTIVITY - PARKING & ANIMAL CONTROL ENFORCEMENT

ACCOUNT NUMBER	DESCRIPTION	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2012 ADOPTED	FY 2013 PROJECTED	FY 2012 CHANGE
<u>PERSONNEL EXPENSES</u>						
01-3050-45400	Employee Services	\$64,273	\$84,921	\$90,101	\$94,605	6.10%
01-3050-45650	Overtime	201	1,200	1,200	1,200	0.00%
01-3050-46300	F.I.C.A.	4,677	6,588	6,985	7,328	6.03%
01-3050-46500	Health & Life Insurance	7,083	12,600	19,300	33,050	53.17%
01-3050-47000	Worker's Compensation	1,244	7,055	9,587	10,910	35.89%
01-3050-48000	Retirement / Pension	5,968	8,186	9,851	13,155	20.34%
Total Personnel Expenses		\$83,446	\$120,550	\$137,024	\$160,248	13.67%

POSITIONS

Full-Time

Parking Enf. Officer	0	2	1	1
Animal Control Officer	0	0	1	1
Total Police Service Positions	0	2	2	2

NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

OPERATING EXPENSES

Public Safety - Parking & Animal Control Enforcement

- 01-3050-52130 Vehicle Operation & Maintenance:** Maintenance, operation, painting, repair, parts such as tires, batteries and labor for parking enforcement department vehicles.
- 01-3050-52140 Vehicle Gasoline Use:** Gasoline, diesel, and oil cost incurred for police vehicles.
- 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 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 and pre-employment physicals.
- 01-3050-53570 Uniforms:** Costs of uniform items necessary during the discharge of duties.
- 01-3050-54010 Telephones:** Monthly expenses incurred in the use of office telephones including long distance calls.
- 01-3050-54020 Cell Phones:** Monthly expenses incurred in the use of cell phones including long distance calls.

F.Y. 2012 CURRENT EXPENSE BUDGET

EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION

FUNCTION - PUBLIC SAFETY

ACTIVITY - PARKING & ANIMAL CONTROL ENFORCEMENT

ACCOUNT NUMBER	DESCRIPTION	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2012 ADOPTED	FY 2013 PROJECTED	FY 2012 CHANGE
<u>OPERATING EXPENSES</u>						
01-3050-52130	Vehicle Operation & Maintenance	\$4,052	\$7,100	\$7,100	\$8,750	0.00%
01-3050-52140	Vehicle Gasoline Use	6,006	9,500	10,500	12,950	10.53%
01-3050-52520	Office Supplies & Printing	268	3,700	3,700	4,000	0.00%
01-3050-52530	Field Supplies	1,951	3,942	4,500	4,750	14.16%
01-3050-53520	Employee Training	0	750	1,000	1,000	33.33%
01-3050-53550	Employee Substance Testing & Physicals	800	1,250	1,000	1,000	-20.00%
01-3050-53570	Uniforms	1,964	4,250	3,500	3,700	-17.65%
01-3050-54010	Telephones	380	750	750	1,250	0.00%
01-3050-54020	Cell Phones	1,728	2,950	2,950	4,250	0.00%
Total Operating Expenses		\$17,149	\$34,192	\$35,000	\$41,650	2.36%

NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

CAPITAL EXPENSES

Public Safety - Parking & Animal Control Enforcement

01-3050-57100 Vehicles: Purchase of one car for the parking enforcement officer.

01-3050-57360 Vehicle Equipment: Purchase of equipment for the parking enforcement car.

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

F.Y. 2012 CURRENT EXPENSE BUDGET

EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION

FUNCTION - PUBLIC SAFETY

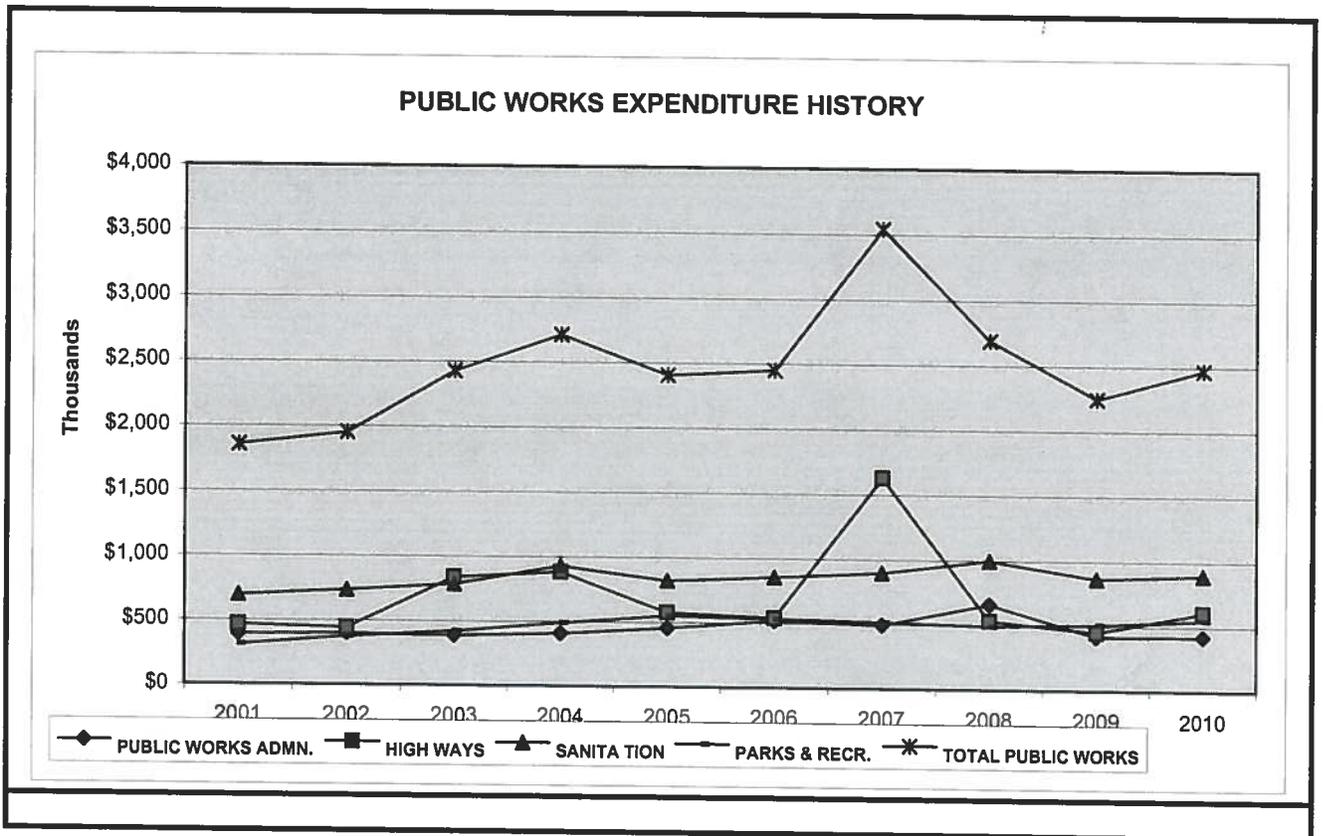
ACTIVITY - PARKING & ANIMAL CONTROL ENFORCEMENT

ACCOUNT NUMBER	DESCRIPTION	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2012 ADOPTED	FY 2013 PROJECTED	FY 2012 CHANGE
<u>CAPITAL OUTLAY</u>						
01-3050-57100	Vehicles	\$0	\$35,000	\$0	\$0	-100.00%
01-3050-57360	Vehicle Equipment	0	0	0	0	0.00%
01-3050-58100	Computers	0	0	2,500	0	100.00%
Total Capital Expenses		\$0	\$35,000	\$2,500	\$0	-92.86%
TOTAL PARKING & ANIMAL CONTROL ENFORCEMENT		\$100,595	\$189,742	\$174,524	\$201,898	-8.02%
TOTAL POLICE DEPARTMENT		\$1,463,258	\$2,184,188	\$1,999,312	\$2,070,115	

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PUBLIC WORKS: DEPARTMENTAL EXPENDITURES

The Public Works Department provides collection of solid waste and recyclables for all single family homes. In addition, the department provides maintenance for City streets and City parks, and maintains all City vehicles and utility equipment.



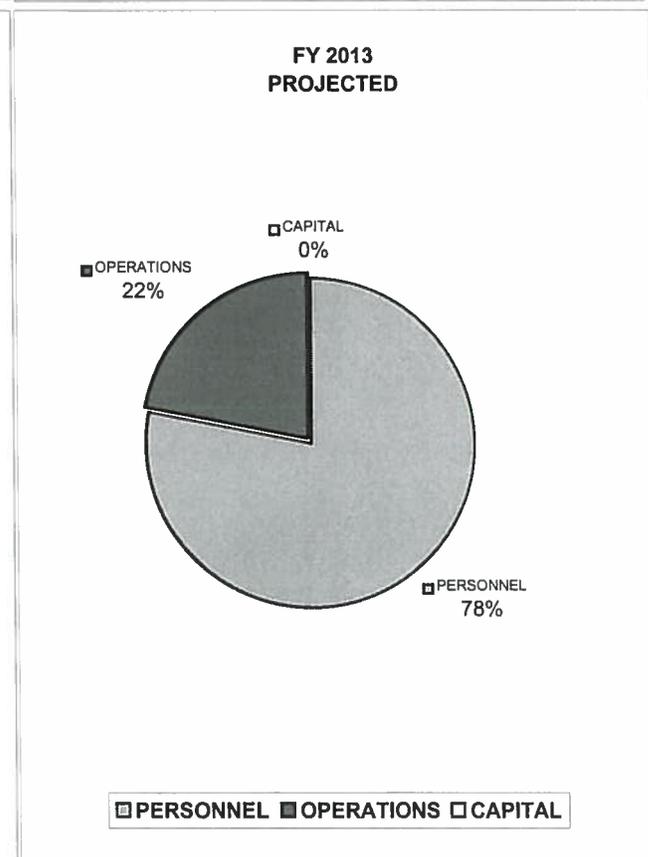
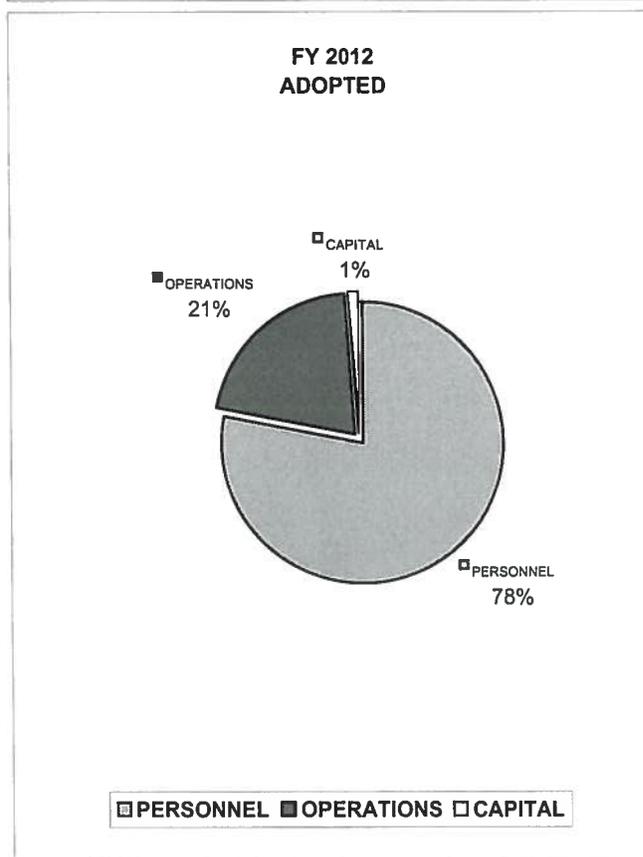
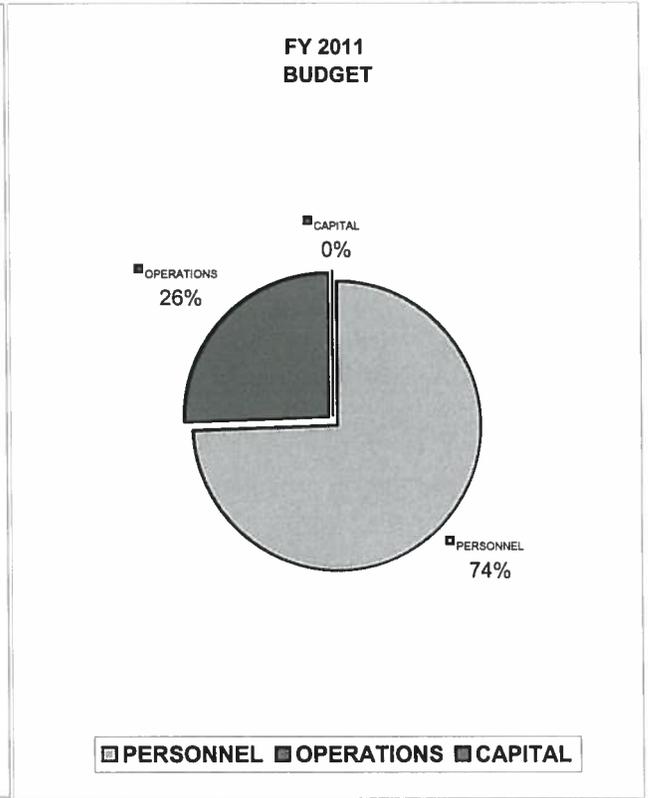
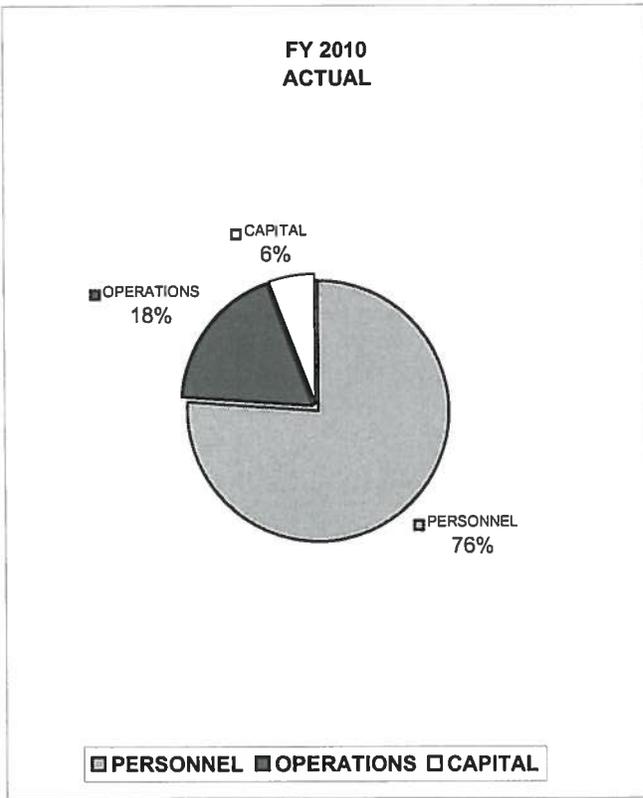
**PUBLIC WORKS ADMINISTRATION
GENERAL MANAGEMENT:**

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: maintaining records on personnel, 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.

PUBLIC WORKS - ADMINISTRATION



NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

PERSONNEL EXPENSES

Public Works Department

- 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 life insurance for employees.
- 01-3510-47000 **Worker's Compensation:** Provides care for employees injured on the job.
- 01-3510-48000 **Retirement / Pension:** An employee benefit.

F.Y. 2012 CURRENT EXPENSE BUDGET

EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION

FUNCTION - PUBLIC WORKS

ACTIVITY - ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2012 ADOPTED	FY 2013 PROJECTED	FY 2012 CHANGE
<u>PERSONNEL EXPENSES</u>						
01-3510-45300	P.W. Director	\$72,550	\$72,550	\$74,727	\$76,183	3.00%
01-3510-45400	Employee Services	172,074	210,918	254,076	247,120	20.46%
01-3510-45650	Overtime	906	2,500	3,500	3,500	40.00%
01-3510-46300	F.I.C.A.	17,313	24,095	25,421	25,000	5.50%
01-3510-46500	Health & Life Insurance	27,252	39,300	41,300	40,200	5.09%
01-3510-47000	Worker's Compensation	13,604	22,775	24,955	24,850	9.57%
01-3510-48000	Retirement / Pension	18,306	32,699	37,392	33,780	14.35%
Total Personnel Expenses		\$322,005	\$404,837	\$461,371	\$450,633	13.96%

POSITIONS

Full-Time

Public Works Director	1	1	1	1
Assistant Director	1	1	1	1
Fleet Manager	1	1	1	1
Mechanic	1	1	1	1
Adm. Assistant	1	1	1	1
Custodian	1	1	1	1
Total P.W. Administration Positions	6	6	6	6

NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

OPERATING EXPENSES - ADMINISTRATION

Public Works Department

- 01-3510-50750 Equipment Maint. Contracts:** Costs associated with the maintenance agreements of air conditioning and facility environmental systems.
- 01-3510-51000 Preventive Vehicle Repair & Maint. Contract:** Preventive maintenance and repair program contracted with private vendor for all City vehicles. 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 typewriter, etc.
- 01-3510-52130 Vehicle Operation & Maintenance:** Maintenance, operation, painting, repair, parts such as tires, batteries and labor for public works administration vehicles.
- 01-3510-52140 Vehicle Gasoline Use:** Gasoline, diesel, and oil cost incurred for Administration 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.
- 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.
- 01-3510-53540 Travel & Meetings:** Expenses incurred by employees while on official City business, including attendance at meetings, seminars, mileage, parking, tolls and accommodations, etc.
- 01-3510-53550 Employee Substance Testing & Physicals:** Provides for random testing to detect substance abuse and pre-employment physicals.

OPERATING EXPENSES CONTINUED

OPERATING EXPENSES

Public Works Administration (Continued)

- 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 including long distance calls.
- 01-3510-54020** **Cell Phones:** Monthly expenses incurred in the use of cell phones including long distance calls.
- 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 can not be logically classified under other categories.

F.Y. 2012 CURRENT EXPENSE BUDGET

EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION

FUNCTION - PUBLIC WORKS

ACTIVITY - ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2012 ADOPTED	FY 2013 PROJECTED	FY 2012 CHANGE
<u>OPERATING EXPENSES</u>						
01-3510-50750	Equipment Maint. Contracts	\$4,750	\$5,500	\$7,500	\$8,500	36.36%
01-3510-51000	Preventive Vehicle Repair & Maint. Contract	21,286	31,500	28,500	28,500	-9.52%
01-3510-52100	Building Maintenance & Repair	5,402	14,500	14,500	14,500	0.00%
01-3510-52110	Office Equipment Maint. & Repair	2,474	2,500	2,500	2,500	0.00%
01-3510-52130	Vehicle Operation & Maintenance	2,344	4,300	2,300	2,300	-46.51%
01-3510-52140	Vehicle Gasoline Use	2,005	2,500	4,000	2,500	60.00%
01-3510-52500	Computer Supplies	1,251	3,000	2,000	2,000	-33.33%
01-3510-52510	Pantry Supplies	2,850	5,000	4,000	4,000	-20.00%
01-3510-52520	Office Supplies & Printing	1,042	9,500	5,500	5,500	-42.11%
01-3510-52550	Janitorial Supplies	1,811	5,750	4,500	5,200	-21.74%
01-3510-53120	Safety Supplies	239	3,000	1,500	2,000	-50.00%
01-3510-53510	Dues & Subscriptions	684	1,000	1,000	1,000	0.00%
01-3510-53540	Travel & Meetings	1,647	1,500	1,500	1,500	0.00%
01-3510-53550	Employee Substance Testing & Physicals	519	2,000	600	500	-70.00%
01-3510-53570	Uniforms	2,546	3,500	3,500	3,100	0.00%
01-3510-54010	Telephones	2,554	5,000	3,500	4,000	-30.00%
01-3510-54020	Cell Phones	2,640	4,200	4,500	4,500	7.14%
01-3510-54050	Utility - Electricity	8,706	16,200	14,000	14,000	-13.58%
01-3510-54060	Utility - Natural Gas	11,007	14,500	13,500	13,700	-6.90%
01-3510-54070	Utility - Water	1,490	4,000	4,000	6,200	0.00%
01-3510-54550	Miscellaneous	203	1,000	1,000	1,000	0.00%
Total Operating Expenses		\$77,450	\$139,950	\$123,900	\$127,000	-11.47%

NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

CAPITAL OUTLAY - ADMINISTRATION

Public Works Department

- 01-3510-57100 Vehicles:** Purchase of one pick-up truck for the Public Works Administration.
- 01-3510-57150 Utility Truck:** To replace a 1982 Ford utility truck used by the mechanics for road service. To be paid over a five year period.
- 01-3510-57250 Vehicle Lift:** Purchase of one vehicle lift to replace the existing one.
- 01-3510-57400 Natural Gas Generator:** To purchase and install a new gas generator.
- 01-3510-58000 Furniture:** To purchase office furniture.
- 01-3510-58200 Diagnostic Scanner:** To purchase a new diagnostic scanner to check the City vehicles' engines.
- 01-3510-58320 Fuel Tracking System:** To purchase a new fuel tracking system.

F.Y. 2012 CURRENT EXPENSE BUDGET

EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION

FUNCTION - PUBLIC WORKS

ACTIVITY - ADMINISTRATION

ACCOUNT NUMBER	DESCRIPTION	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2012 ADOPTED	FY 2013 PROJECTED	FY 2012 CHANGE
<u>CAPITAL OUTLAY</u>						
01-3510-57100	Vehicles	\$0	\$0	\$0	\$0	0.00%
01-3510-57150	Utility Truck	0	0	0	0	0.00%
01-3510-57250	Vehicle Lift	0	0	0	0	0.00%
01-3510-57400	Natural Gas Generator	11,560	0	0	0	0.00%
01-3510-58000	Furniture	0	0	0	0	0.00%
01-3510-58200	Diagnostic Scanner	0	0	6,000	0	100.00%
01-3510-58320	Fuel Tracking System	11,910	0	0	0	0.00%
	Total Capital Expenses	\$23,470	\$0	\$6,000	\$0	100.00%
TOTAL PUBLIC WORKS ADMINISTRATION		\$422,925	\$544,787	\$591,271	\$577,633	8.53%

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**PUBLIC WORKS - HIGHWAYS:
INFRASTRUCTURE MANAGEMENT:**

MISSION STATEMENT: The City embarked on a program fifteen years ago 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.

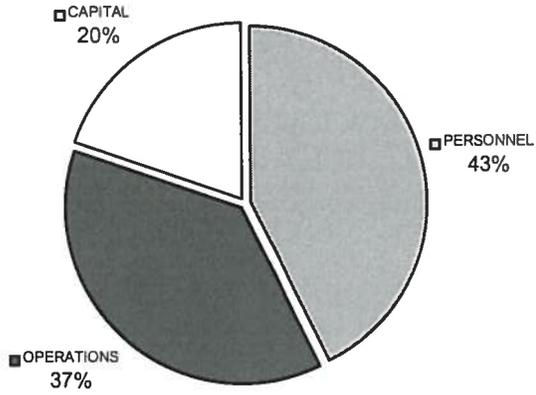
PROGRAM GOALS:

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

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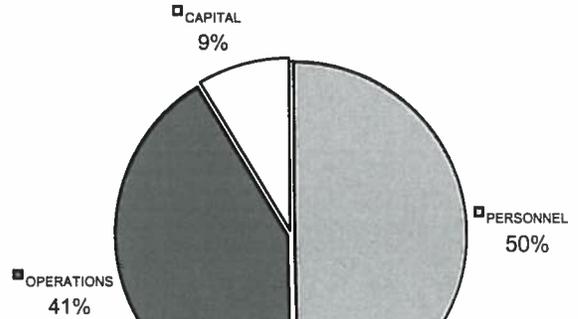
PUBLIC WORKS - HIGHWAYS:

**FY 2010
ACTUAL**



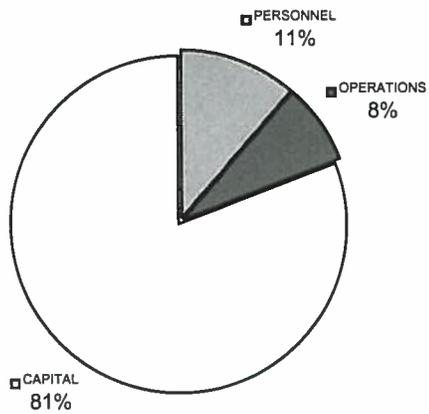
■ PERSONNEL ■ OPERATIONS □ CAPITAL

**FY 2011
BUDGETED**



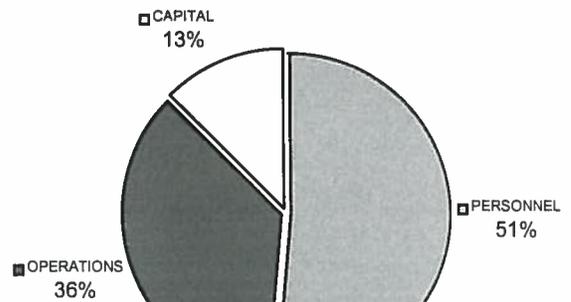
■ PERSONNEL ■ OPERATIONS □ CAPITAL

**FY 2012
ADOPTED**



■ PERSONNEL ■ OPERATIONS □ CAPITAL

**FY 2013
PROJECTED**



■ PERSONNEL ■ OPERATIONS □ CAPITAL

NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

PERSONNEL EXPENSES - HIGHWAYS

Public Works Department

- 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, dental and life insurance for employees
- 01-3610-47000 Worker's Compensation:** Provides care for employees injured on the job.
- 01-3610-48000 Retirement / Pension:** An employee benefit.

F.Y. 2012 CURRENT EXPENSE BUDGET

EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION

FUNCTION - PUBLIC WORKS

ACTIVITY - HIGHWAYS

ACCOUNT NUMBER	DESCRIPTION	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2012 ADOPTED	FY 2013 PROJECTED	FY 2012 CHANGE
<u>PERSONNEL EXPENSES</u>						
01-3610-45400	Employee Services	\$147,074	\$176,145	\$199,648	\$209,630	13.34%
01-3610-45650	Overtime	4,027	3,500	3,500	3,500	0.00%
01-3610-45670	Snow Removal O.T.	43,948	15,000	15,000	15,600	0.00%
01-3610-46300	F.I.C.A.	14,656	16,344	16,688	17,498	2.10%
01-3610-46500	Health & Life Insurance	27,099	39,650	40,950	40,250	3.28%
01-3610-47000	Worker's Compensation	11,889	17,600	18,508	18,520	5.16%
01-3610-48000	Retirement / Pension	11,636	20,091	22,458	21,250	11.78%
Total Personnel Expenses		\$260,329	\$288,330	\$316,752	\$326,248	9.86%

POSITIONS

Full-Time

Maint. Superintendent	1	1	1	1
Maint. Equip. Operator	1	1	1	1
Maint. Driver Welder	1	1	1	1
Maint. Driver/Lab	1	1	1	1
Maint. Laborer	1	1	1	1
<u>Total P.W. Highways Positions</u>	5	5	5	5

NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

OPERATING EXPENSES - HIGHWAYS

Public Works Department

- 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.
- 01-3610-52140 **Vehicle Gasoline Use:** Gasoline, diesel, and oil cost incurred for highway vehicles.
- 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.
- 01-3610-53550 **Employee Substance Testing & Physicals:** Provides for random testing to detect substance abuse and pre-employment physicals.
- 01-3610-53570 **Uniforms:** Costs associated with the uniform rental and cleaning, rain gear, helmets, shoes, and gloves, etc.
- 01-3610-54120 **Shared Street Sweeper:** Repair & Maintenance cost of shared sweeper with Four Cities.

F.Y. 2012 CURRENT EXPENSE BUDGET

EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION

FUNCTION - PUBLIC WORKS

ACTIVITY - HIGHWAYS

ACCOUNT NUMBER	DESCRIPTION	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2012 ADOPTED	FY 2013 PROJECTED	FY 2012 CHANGE
<u>OPERATING EXPENSES</u>						
01-3610-50600	Engineering Services	\$0	\$1,500	\$1,500	\$1,500	0.00%
01-3610-51110	Landfill Fees	3,650	5,200	5,200	5,500	0.00%
01-3610-51210	Street Lighting	99,644	109,000	114,000	115,000	4.59%
01-3610-51215	Street Light Improvements	0	2,000	1,500	2,000	-25.00%
01-3610-52130	Vehicle Operation & Maintenance	17,925	22,200	14,200	16,500	-36.04%
01-3610-52140	Vehicle Gasoline Use	23,095	30,320	28,500	24,500	-6.00%
01-3610-52150	Small Operating Equipment & Parts	854	1,200	1,000	1,500	-16.67%
01-3610-52180	Equipment Rental	750	1,000	1,000	1,000	0.00%
01-3610-52560	Traffic Safety Supplies	3,508	3,500	3,500	3,700	0.00%
01-3610-53000	Street & Storm Drain Maint. Materials	5,197	10,500	8,500	9,500	-19.05%
01-3610-53100	Snow Removal Supplies	51,442	18,200	12,500	19,500	-31.32%
01-3610-53130	Small Tools	25	1,200	500	500	-58.33%
01-3610-53550	Employee Substance Testing & Physicals	365	1,700	1,500	1,500	-11.76%
01-3610-53570	Uniforms	3,565	4,000	4,000	4,000	0.00%
01-3610-54120	Shared Street Sweeper	16,936	31,500	23,000	23,000	-26.98%
Total Operating Expenses		\$226,956	\$243,020	\$220,400	\$229,200	-9.31%

NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

CAPITAL OUTLAY- HIGHWAYS

Public Works Department

- 01-3610-57100** **Dump Truck:** Purchase of one new dump truck.
- 01-3610-57300** **Leaf Boxes:** Purchase of three leaf boxes.
- 01-3610-57400** **Snow Plows:** Purchase of snow plows.
- 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.

F.Y. 2012 CURRENT EXPENSE BUDGET

EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION

FUNCTION - PUBLIC WORKS

ACTIVITY - HIGHWAYS

ACCOUNT NUMBER	DESCRIPTION	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2012 ADOPTED	FY 2013 PROJECTED	FY 2012 CHANGE
<u>CAPITAL OUTLAY</u>						
01-3610-57100	Dump Truck	\$110,753	\$0	\$88,000	\$80,000	100.00%
01-3610-57300	Leaf Boxes	0	0	35,000	0	100.00%
01-3610-57400	Snow Plows	0	0	27,000	0	100.00%
01-3610-58500	Street Repairs	8,016	24,500	2,100,000	0	8471.43%
01-3610-58520	Sidewalk Repairs	0	0	0	0	0.00%
01-3610-58530	Bridge Repairs	1,914	25,000	25,000	0	0.00%
Total Capital Expenses		\$120,683	\$49,500	\$2,275,000	\$80,000	4495.96%
TOTAL PUBLIC WORKS HIGHWAYS		\$607,968	\$580,850	\$2,812,152	\$635,448	384.14%

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**PUBLIC WORKS - SANITATION
SOLID WASTE MANAGEMENT:**

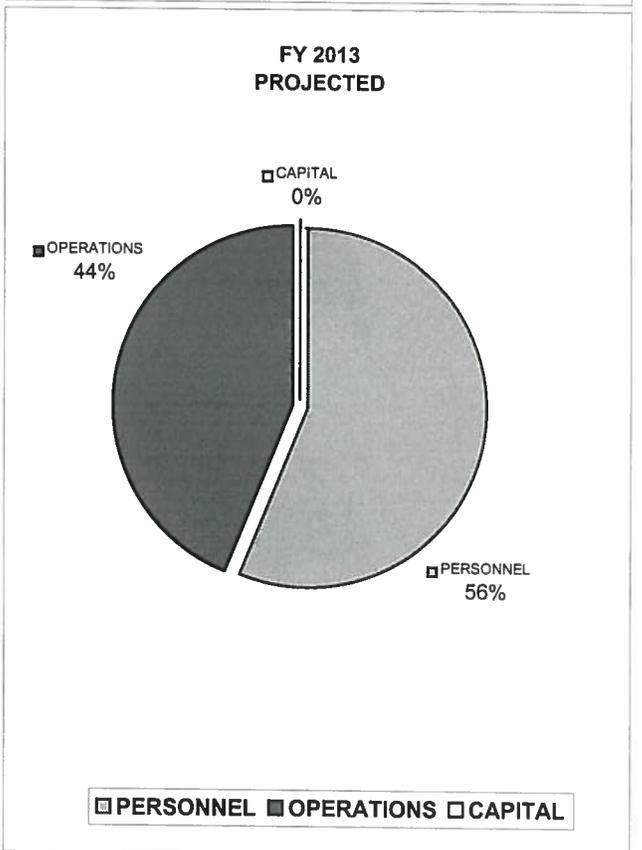
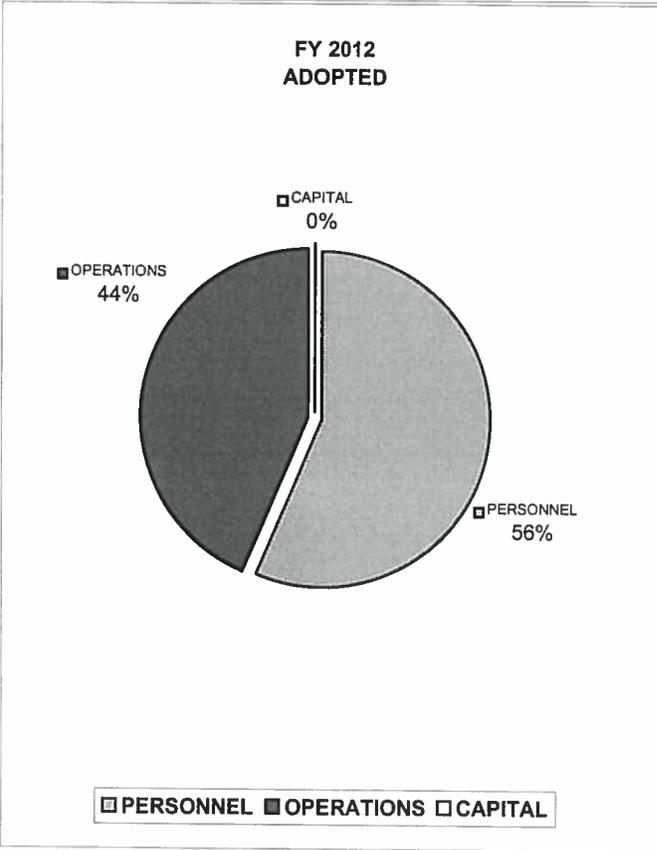
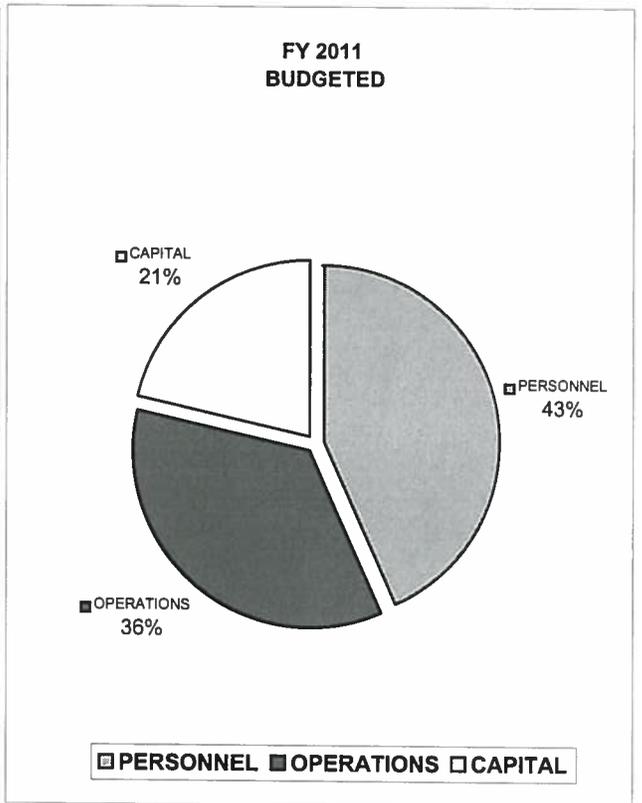
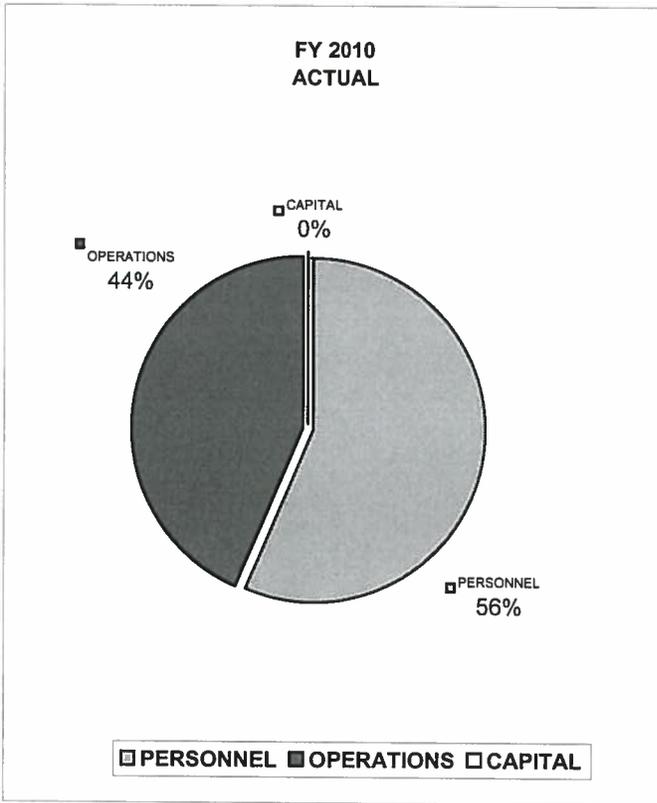
MISSION STATEMENT: Collect, transport, and dispose of all solid waste generated in the City. Collections are on Mondays/Thursdays and Tuesdays/Fridays with each house receiving two collections a week. Wednesdays are used to provide bulky collections once a week except on holidays. Computers are used 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 Fridays. Residents can drop off paper at Public Works for recycling five days a week.

PROGRAM GOAL:

1. Improve participation in curbside recycling.

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PUBLIC WORKS - SANITATION



NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

PERSONNEL EXPENSES - SANITATION

Public Works Department

- 01-3710-45400 **Employee Services:** Salaries and accruals paid to public works employees.
- 01-3710-45650 **Overtime:** Compensation for overtime.
- 01-3710-46300 **F.I.C.A.:** Federal Insurance Contribution Act.
- 01-3710-46500 **Health & Life Insurance:** Provides group health and life insurance for employees.
- 01-3710-47000 **Worker's Compensation:** Provides care for employees injured on the job.
- 01-3710-48000 **Retirement / Pension:** An employee benefit.

F.Y. 2012 CURRENT EXPENSE BUDGET

EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION

FUNCTION - PUBLIC WORKS

ACTIVITY - SANITATION

ACCOUNT NUMBER	DESCRIPTION	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2012 ADOPTED	FY 2013 PROJECTED	FY 2012 CHANGE
<u>PERSONNEL EXPENSES</u>						
01-3710-45400	Employee Services	\$359,106	\$388,383	\$404,513	\$424,739	4.15%
01-3710-45650	Overtime	223	3,500	3,500	3,750	0.00%
01-3710-46300	F.I.C.A.	26,332	29,979	31,213	32,779	4.12%
01-3710-46500	Health & Life Insurance	63,768	81,650	95,250	82,600	16.66%
01-3710-47000	Worker's Compensation	22,064	33,109	34,876	37,268	5.34%
01-3710-48000	Retirement / Pension	33,592	47,516	52,153	49,500	9.76%
Total Personnel Expenses		\$505,085	\$584,137	\$621,505	\$630,636	6.40%

POSITIONS

Full-Time

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

NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

OPERATING EXPENSES - SANITATION

Public Works Department

- 01-3710-50500 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 Prince George's County for recycling materials dropped off by City vehicles.
- 01-3710-52130 Vehicle Operation & Maintenance:** Maintenance, operation, painting, repair and parts such as tires, batteries and labor for public works sanitation vehicles.
- 01-3710-52140 Vehicle Gasoline Use:** Gasoline, diesel, and oil cost incurred for sanitation vehicles.
- 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.
- 01-3710-53570 Uniforms:** Costs of uniform rental and cleaning, rain gear, helmets, shoes, gloves, etc.
- 01-3710-54550 Miscellaneous:** Expenditures that can not be logically classified under other categories.

F.Y. 2012 CURRENT EXPENSE BUDGET

EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION

FUNCTION - PUBLIC WORKS

ACTIVITY - SANITATION

ACCOUNT NUMBER	DESCRIPTION	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2012 ADOPTED	FY 2013 PROJECTED	FY 2012 CHANGE
<u>OPERATING EXPENSES</u>						
01-3710-50500	Refuse Collection Contract	\$80,407	\$96,000	\$100,000	\$102,000	4.17%
01-3710-50550	Recycling Contract	39,063	47,000	57,000	58,000	21.28%
01-3710-51100	Landfill Fees - County	186,292	214,500	224,500	229,500	4.66%
01-3710-51115	Compost Fees	16,096	27,500	22,500	24,500	-18.18%
01-3710-52130	Vehicle Operation & Maintenance	30,478	32,500	23,500	26,600	-27.69%
01-3710-52140	Vehicle Gasoline Use	24,514	33,500	32,500	29,500	-2.99%
01-3710-52180	Equipment Rental	0	1,000	500	500	-50.00%
01-3710-52210	Equipment Maintenance & Repair	131	3,500	1,500	1,500	-57.14%
01-3710-52570	Sanitation Supplies	7,296	10,000	10,000	11,000	0.00%
01-3710-53130	Small Tools	0	1,000	500	500	-50.00%
01-3710-53520	Employee Training	175	1,000	500	500	-50.00%
01-3710-53550	Employee Substance Testing & Physicals	565	2,600	2,500	2,500	-3.85%
01-3710-53570	Uniforms	4,478	5,200	5,200	5,200	0.00%
01-3710-54550	Miscellaneous	15	1,000	1,000	1,000	0.00%
Total Operating Expenses		\$389,510	\$476,300	\$481,700	\$492,800	1.13%

NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

CAPITAL EXPENSES - SANITATION

Public Works Department

01-3710-57200 Refuse Truck: Purchase of a new twenty-five cubic yard refuse truck. This truck replaced a 1985 Ford barrel refuse truck. This truck was purchased via the Master Lease Purchase Agreement.

F.Y. 2012 CURRENT EXPENSE BUDGET

EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION

FUNCTION - PUBLIC WORKS

ACTIVITY - SANITATION

ACCOUNT NUMBER	DESCRIPTION	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2012 ADOPTED	FY 2013 PROJECTED	FY 2012 CHANGE
	<u>CAPITAL OUTLAY</u>					
01-3710-57200	Refuse Truck	\$0	\$290,000	\$0	\$0	0.00%
	Total Capital Expenses	\$0	\$290,000	\$0	\$0	0.00%
TOTAL PUBLIC WORKS SANITATION		\$894,595	\$1,350,437	\$1,103,205	\$1,123,436	-18.31%

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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:**

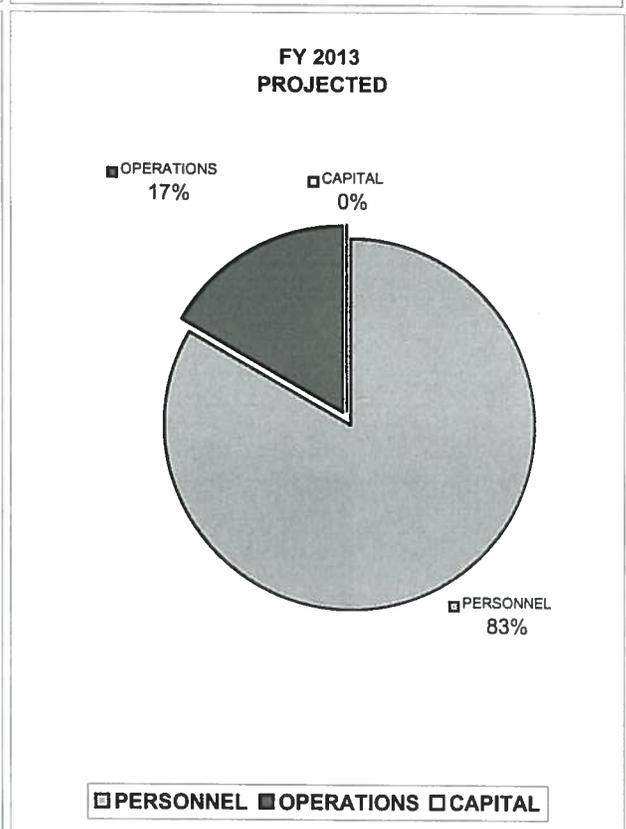
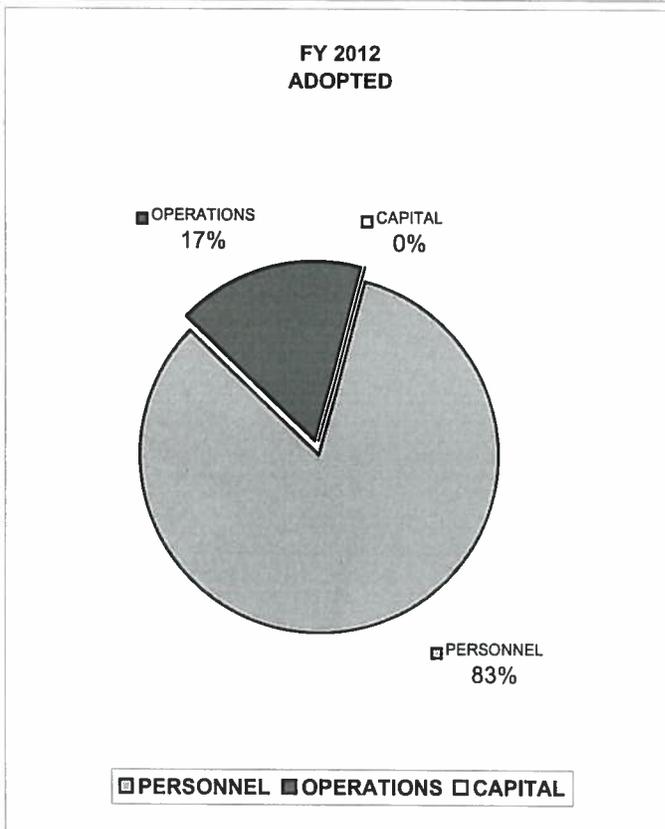
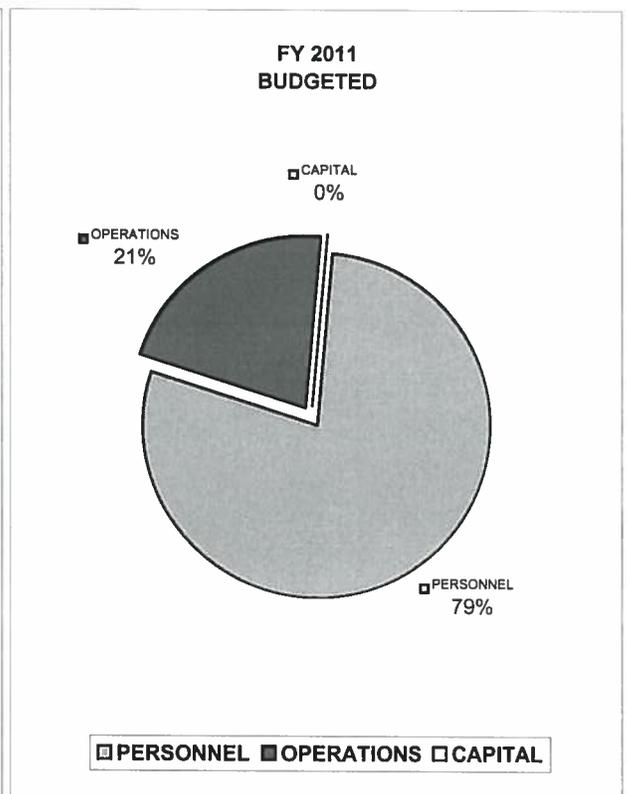
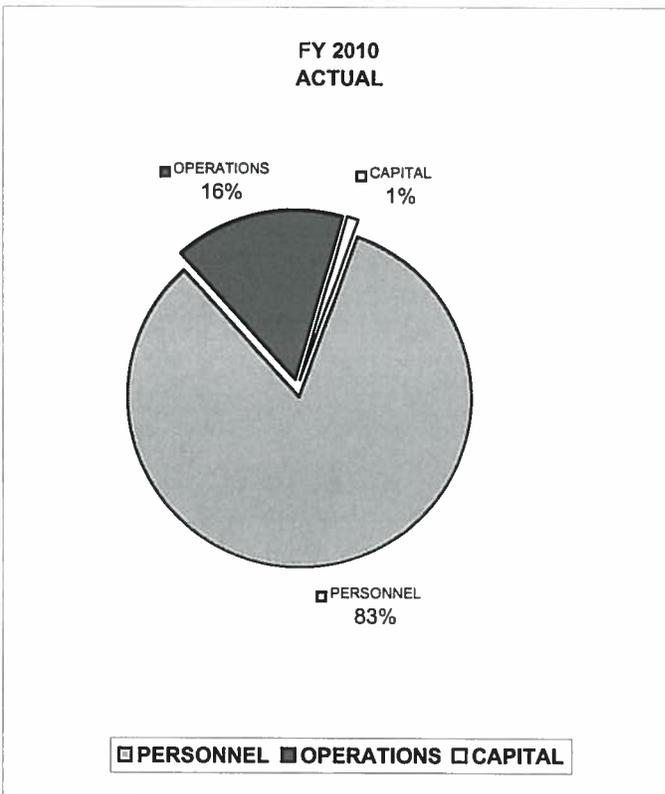
MISSION STATEMENT: The City has forty acres of turf in which five athletic fields and four tot lots are situated. In addition there is a general purpose park and Vita Course. Athletic fields are mowed weekly and the City entrances and the Municipal Center are also mowed weekly. Carrollton Parkway, Powhatan 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.

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PUBLIC WORKS - PARKS & RECREATION



NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

PERSONNEL EXPENSES - PARKS & RECREATION

Public Works Department

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: Provide group health and life insurance for employees.

01-3810-47000 Worker's Compensation: Provides care for employees injured on the job.

01-3810-48000 Retirement / Pension: An employee benefit.

F.Y. 2012 CURRENT EXPENSE BUDGET

EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION

FUNCTION - PUBLIC WORKS

ACTIVITY - PARKS & RECREATION

ACCOUNT NUMBER	DESCRIPTION	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2012 ADOPTED	FY 2013 PROJECTED	FY 2012 CHANGE
<u>PERSONNEL EXPENSES</u>						
01-3810-45400	Employee Services	\$322,687	\$334,698	\$348,335	\$365,752	4.07%
01-3810-45650	Overtime	2,938	2,500	2,500	2,100	0.00%
01-3810-46300	F.I.C.A.	24,468	25,796	26,839	28,141	4.04%
01-3810-46500	Health & Life Insurance	63,614	62,100	95,900	76,500	54.43%
01-3810-47000	Worker's Compensation	20,287	28,324	30,000	31,634	5.92%
01-3810-48000	Retirement / Pension	19,204	35,607	39,701	36,814	11.50%
Total Personnel Expenses		\$453,198	\$489,025	\$543,275	\$540,941	11.09%

POSITIONS

Full-Time

Superintendent/Horticulturist	1	1	1	1
Line Clearing Arborist	1	1	1	1
Park Crew Chiefs	2	2	2	2
Park Laborers	5	5	5	5
Tree Laborer	1	1	1	1
Total P.W. Parks & Rec. Positions	10	10	10	10

NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

OPERATING EXPENSES - PARKS & RECREATION

Public Works Department

- 01-3810-51130 Sports Park Contractual:** Costs associated with services to maintain lights, sprinkler systems, and various utilities at sports park.
- 01-3810-52130 Vehicle Operation & Maintenance:** Maintenance, operation, painting, repair and parts such as tires, batteries and labor for public works park department vehicles.
- 01-3810-52140 Vehicle Gasoline Use:** Gasoline, diesel, and oil cost incurred by park & recreation vehicles.
- 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.
- 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.
- 01-3810-53570 Uniforms:** Costs of uniform items necessary during the discharge of duties such as shoes, gloves, etc.
- 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.
- 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.

F.Y. 2012 CURRENT EXPENSE BUDGET

EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION

FUNCTION - PUBLIC WORKS

ACTIVITY - PARKS & RECREATION

ACCOUNT NUMBER	DESCRIPTION	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2012 ADOPTED	FY 2013 PROJECTED	FY 2012 CHANGE
<u>OPERATING EXPENSES</u>						
01-3810-51130	Sports Park Contractual	\$4,935	\$5,000	\$5,000	\$5,000	0.00%
01-3810-52130	Vehicle Operation & Maintenance	16,703	28,500	18,500	19,500	-35.09%
01-3810-52140	Vehicle Gasoline Use	22,876	34,500	32,500	30,500	-5.80%
01-3810-52160	Playground Equipment Maintenance	0	8,600	6,500	2,600	-24.42%
01-3810-52180	Equipment Rental	792	1,000	1,000	1,000	0.00%
01-3810-52210	Operating Equipment Repair & Maintenance	1,437	1,500	1,500	1,500	0.00%
01-3810-53130	Small Tools	1,200	1,000	1,000	1,200	0.00%
01-3810-53550	Employee Substance Testing & Physicals	1,095	2,000	1,500	1,500	-25.00%
01-3810-53570	Uniforms	5,820	6,500	5,500	6,500	-15.38%
01-3810-54250	Parks, Fields & Tree Maintenance	27,139	28,000	28,000	28,500	0.00%
01-3810-54260	Curb Trees	2,143	2,500	2,500	2,500	0.00%
01-3810-54270	Community Garden	4,457	7,000	0	0	-100.00%
01-3810-54310	Recreation - Boys' & Girls' Club	0	7,500	7,500	7,500	0.00%
Total Operating Expenses		\$88,597	\$133,600	\$111,000	\$107,800	-16.92%

NARRATIVE DESCRIPTION OF EXPENDITURE ACCOUNTS

CAPITAL EXPENSES - PARKS & RECREATION

Public Works Department

- 01-3810-57380 Mowers:** Purchase of new lawn mowers.
- 01-3810-58350 Fence:** To replace park fence.
- 01-3810-58360 Scoreboard - Beckett Field:** Purchase of scoreboard for Beckett Field.
- 01-3810-58370 Beckett Field Irrigation & Lights:** To purchase and install irrigation equipment and lights in Beckett Field.
- 01-3810-58380 Turner Field Irrigation & Lights:** To purchase and install irrigation equipment and lights in Turner Field.
- 01-3810-58400 Recreation Building Design:** Engineering fees for the design of parks recreation building.

F.Y. 2012 CURRENT EXPENSE BUDGET

EXPENDITURE BY OBJECT AND PROGRAM CLASSIFICATION

FUNCTION - PUBLIC WORKS

ACTIVITY - PARKS & RECREATION

ACCOUNT NUMBER	DESCRIPTION	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2012 ADOPTED	FY 2013 PROJECTED	FY 2012 CHANGE
<u>CAPITAL OUTLAY</u>						
01-3810-57380	Mowers	\$5,600	\$0	\$0	\$0	0.00%
01-3810-58350	Fence	0	0	0	0	0.00%
01-3810-58360	Scoreboard - Beckett Field	0	0	0	0	0.00%
01-3810-58370	Beckett Field Irrigation & Lights	0	0	0	0	0.00%
01-3810-58380	Turner Field Irrigation & Lights	0	0	0	0	0.00%
01-3810-58400	Recreation Building Design	0	0	0	0	0.00%
	Total Capital Expenses	\$5,600	\$0	\$0	\$0	0.00%
TOTAL PUBLIC WORKS PARKS & RECREATION		\$547,395	\$622,625	\$654,275	\$648,741	5.08%
TOTAL PUBLIC WORKS		\$2,472,883	\$3,098,699	\$5,160,903	\$2,985,259	66.55%
TOTAL EXPENDITURE		\$5,550,993	\$7,263,318	\$9,310,465	\$7,055,922	28.18%
OTHER EXPENSES		\$403,622	\$1,162,311	\$1,221,037	\$777,855	5.05%
TOTAL GOVERNMENT EXPENDITURE		\$5,954,615	\$8,425,629	\$10,531,502	\$7,833,777	24.99%

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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.



ORDINANCE NO.12-01

To determine the funds required to carry out the operating programs and to provide for capital improvements of the City of New Carrollton, Maryland, for the twelve month period beginning July 1, 2011 and ending June 30, 2012; to estimate the revenues to be received during the period from sources other than from local taxes; to establish the tax rate to be levied upon the taxable property within the City; to fund the balance of the operating and capital requirements; and to appropriate the funds necessary to carry out these programs effectively and to service the outstanding debts of the City.

BE IT ENACTED AND ORDAINED by the City Council of New Carrollton, Maryland that the following ordinance shall be enacted and entitled as Chapter CE-12 of the New Carrollton City Ordinances under the heading of "Current Expense Budget for the City of New Carrollton, Maryland for fiscal year 2012."

Section 1. Definitions. For the purposes of this ordinance, the following terms shall apply:

- a. Line Item Account- the classification of an expenditure according to a description of the article to be purchased or the service to be obtained.
- b. Program Classification Account- The distribution of the expenditure for each line item account to one or more of the following functional categories:
 - (1) Mayor and Council, (2) General Government Administration,
 - (3) Financial Administration, (4) Public Health Code Enforcement,
 - (5) Public Safety Police Administration, (6) Public Safety Police Speed Cameras, (7) Public Safety Police Patrol, (8) Public Safety Parking & Animal Control Enforcement, (9) Public Works Administration, (10) Public Works Highways, (11) Public Works Sanitation, (12) Public Works Parks & Recreation, (13) Other.

Section 2. That from and out of the monies and balances known to be in the General Fund of the City of New Carrollton, Maryland, and from all monies anticipated to come into said fund during the twelve month period ending June 30, 2012, there shall be and hereby are appropriated to the several line item accounts the sums listed as proposed expenditures on pages 20-145 of the F.Y.2012 budget document, entitled "F.Y. 2012 Current Expense Budget – Expenditures by Object and Program Classification." In no case shall actual expenditures exceed the amount appropriated to an item account. However, actual expenditures may exceed the amount designated for a program classification account included within a line item account by a maximum of fifteen

percent (15%), but only in those cases where the total appropriation for the line item account has been distributed to more than one program classification account within the same line item account. In the expenditure of said appropriations, the Mayor shall be guided by the narrative explanation of expenditure accounts of the F.Y.2012 budget document, which are hereby attached to and specifically made a part of the ordinance.

Section 3. Estimated property and non-property tax revenues, and reserve, and the revenue requirement from all taxes provided for herein for the twelve month period ending June 30, 2012, shall be and hereby are established as set forth on pages 9-18 of the F.Y.2012 budget document, which shall be attached to and specifically made a part of this ordinance.

Section 4. A tax of \$0.50 per \$100.00 of full value assessments shall be levied upon all taxable real properties within the City to provide a portion of the balance of the revenues required during Fiscal Year 2012 to meet the total amount of appropriated expenditures as established by Section 2 of this ordinance.

Section 5. A Tax of \$1.00 per \$100.00 of full value assessments shall be levied upon all franchises, upon all taxable operating and personal property of public utilities and railroads within the City, and upon all tangible personal property within the corporate limits of the City or personal property which may have a situs in the City by reason of the residence of the owner therein and which is subject to taxation for municipal purposes which shall include shares of domestic corporations, stocks in business of manufacturing or commercial business, inventory, manufacturing property and automobile inventory. The assessed valuation for the tangible personal property, including inventory, referenced herein, shall be as determined by the Maryland State Department of Assessments & Taxation in its normal course of assessments. Taxes levied herein shall provide a portion of the balance of the revenues required during Fiscal Year 2012 to meet the total amount of appropriated expenditures as established by Section 2 of this ordinance.

Section 6. A Special Public Safety ad-valorem tax of \$.15 per \$100.00 of full value real property assessment and \$.15 per \$100.00 of tangible personal property assessment shall be levied upon all business real and personal properties except home occupations and daycare centers. Taxes levied herein shall provide a portion of the appropriated expenditures to enhance public safety within the special taxing district.

Section 7. A Trash Removal Service Fee of \$100.00 per annum for single- family households and \$50.00 per annum for condominiums has been imposed to help offset the rising cost of twice-weekly trash removal within the city.

Section 8. Any Transfer of funds between appropriations or other changes to the budget shall be done by amendment to the ordinance in public session of the City Council of the City of New Carrollton and shall require a super majority vote of the full Council for passage.

Section 9. All revenues over profits discovered as a result of the annual audit of the FY 2010 Financial statements will be used to increase the City's fund balance, or will be designated for use by the City Council.

Section 10. The executive shall consult with the City Council regarding applications for County, State, and Federal grants, which may be applied for during Fiscal Year 2012, and the executive shall review all grant programs, which are specified herein, with the City Council. No grant application will be formally submitted to the County, State, or Federal government without the expressed approval of the City Council.

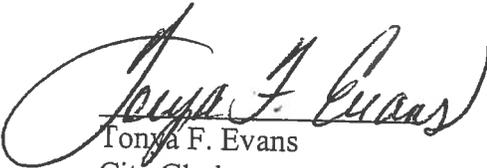
Section 11. When determined by the executive that funds appropriated by the City Council cannot be expended during the fiscal year ending June 30, 2012, because of unusual conditions or circumstances, the executive shall notify the City Council of the reasons giving rise to this determination. After this disclosure to the City Council, the Council at its discretion may issue policy guidance, which shall be binding on the executive.

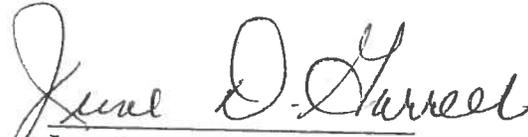
Section 12. If any section or part of a section of this ordinance is determined to be invalid, such invalidity shall not affect the remainder of said section or the remainder of this ordinance.

APPROVED, ADOPTED, AND ENACTED ON THIS 15th DAY OF June 2011.



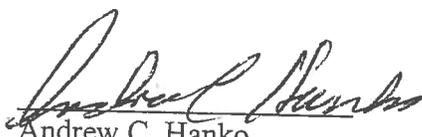
ATTEST:


Tonya F. Evans
City Clerk


June D. Garrett
Chairperson, City Council

Date: 6-15-11

APPROVED:


Andrew C. Hanko
Mayor

Date: June 15, 2011

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**GENERAL:
STATISTICAL & SUPPORT
INFORMATION**

Appendixes **A** thru **F** contain statistical information with graphs depicting various trends over a ten year-period.

Appendix **G** provides expenditure information into FY 2008.

Appendix **H** provides tax rates adopted by the other County Municipalities for FY 2008.

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

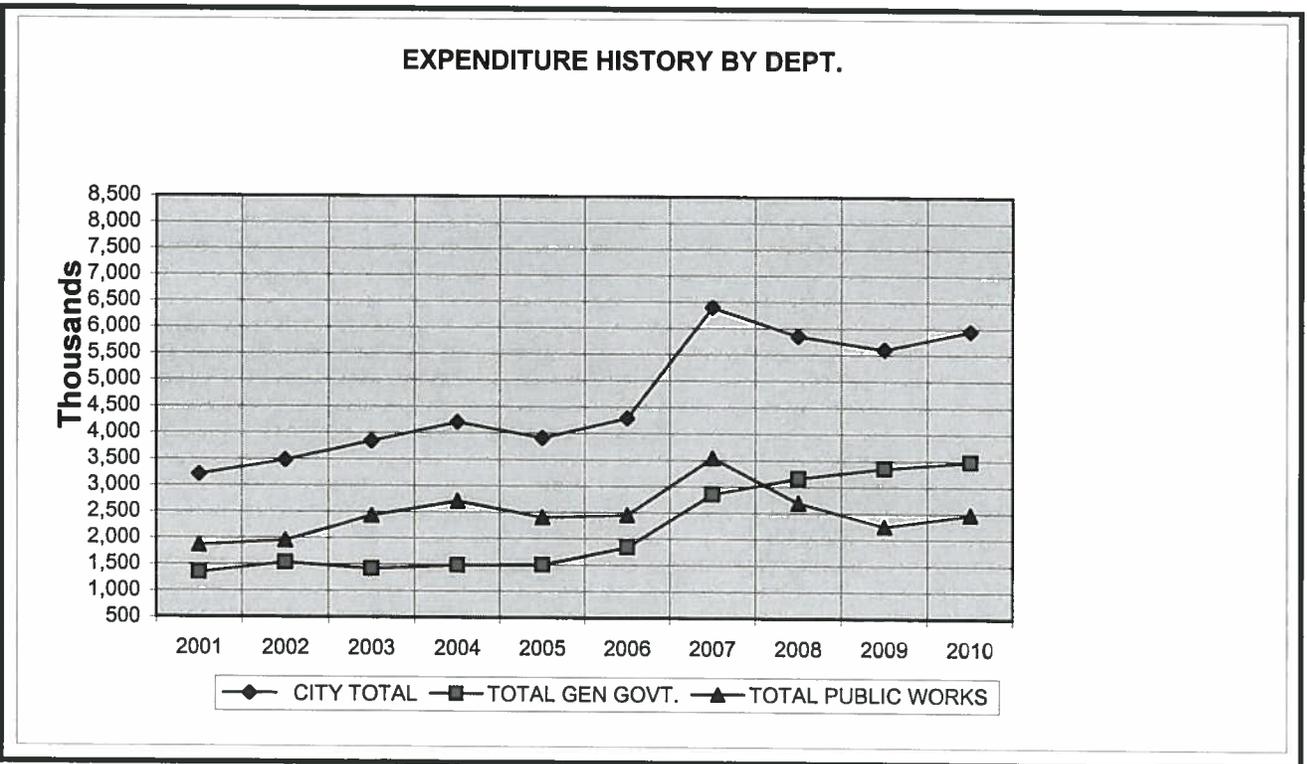
APPENDIX G - EXPENDITURES BY CATEGORY FY 2008 THRU 2011

APPENDIX H - CURRENT REAL PROPERTY TAX RATES FOR MUNICIPALITIES IN PRINCE GEORGES COUNTY

CITY OF NEW CARROLLTON, MARYLAND

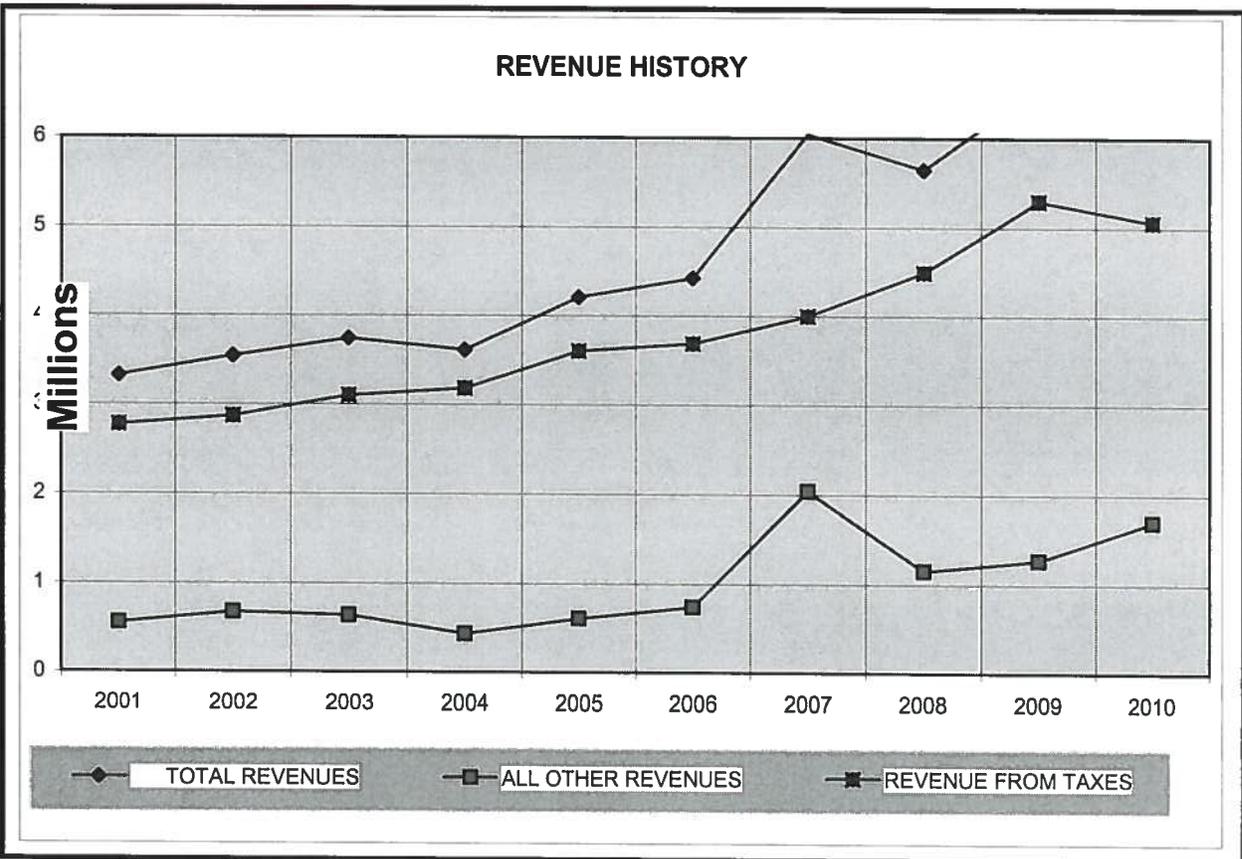
**GENERAL FUND
GENERAL GOVERNMENT EXPENDITURES BY FUNCTION
LAST TEN FISCAL YEARS**

FISCAL YEAR	PUBLIC WORKS				TOTAL PUBLIC WORKS	GENERAL GOVERNMENT	PUBLIC HEALTH CODE ENF.	PUBLIC SAFETY POLICE	WEIN FUND	DEBT SERVICE	TOTAL	
	ADMN.	HIGH WAYS	SANITATION	PARKS & RECR.							GEN GOVT.	CITY TOTAL
2001	390,367	464,673	693,675	309,286	1,858,001	689,573	489,174	0	4,000	159,558	1,342,305	3,200,306
2002	397,614	441,994	735,710	374,281	1,949,599	847,275	513,961	0	4,000	166,718	1,531,954	3,481,553
2003	385,149	838,577	784,093	421,136	2,428,955	723,579	530,552	0	4,000	155,997	1,414,128	3,843,083
2004	408,525	883,110	929,461	489,704	2,710,800	887,675	441,499	0	4,000	155,610	1,488,784	4,199,584
2005	454,346	576,717	822,693	551,232	2,404,988	739,685	589,299	0	4,000	167,801	1,500,785	3,905,773
2006	519,863	541,045	856,134	534,057	2,451,099	987,121	288,796	320,984	4,000	235,541	1,836,442	4,287,541
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



**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
2001	2,769,471	11,553		109,353	77,221	355,754	553,881	3,323,352
2002	2,867,686	20,096		253,480	37,191	365,635	676,402	3,544,088
2003	3,098,757	14,326		175,035	22,800	428,922	641,083	3,739,840
2004	3,179,591	15,002		123,212	9,882	285,196	433,292	3,612,883
2005	3,801,819	198,101		101,147	25,096	285,196	609,540	4,211,359
2006	3,886,490	180,398	122,000	66,129	66,271	306,203	741,001	4,427,491
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	0	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		247,616	8,330	1,257,215	1,700,347	6,766,700



APPENDIX B

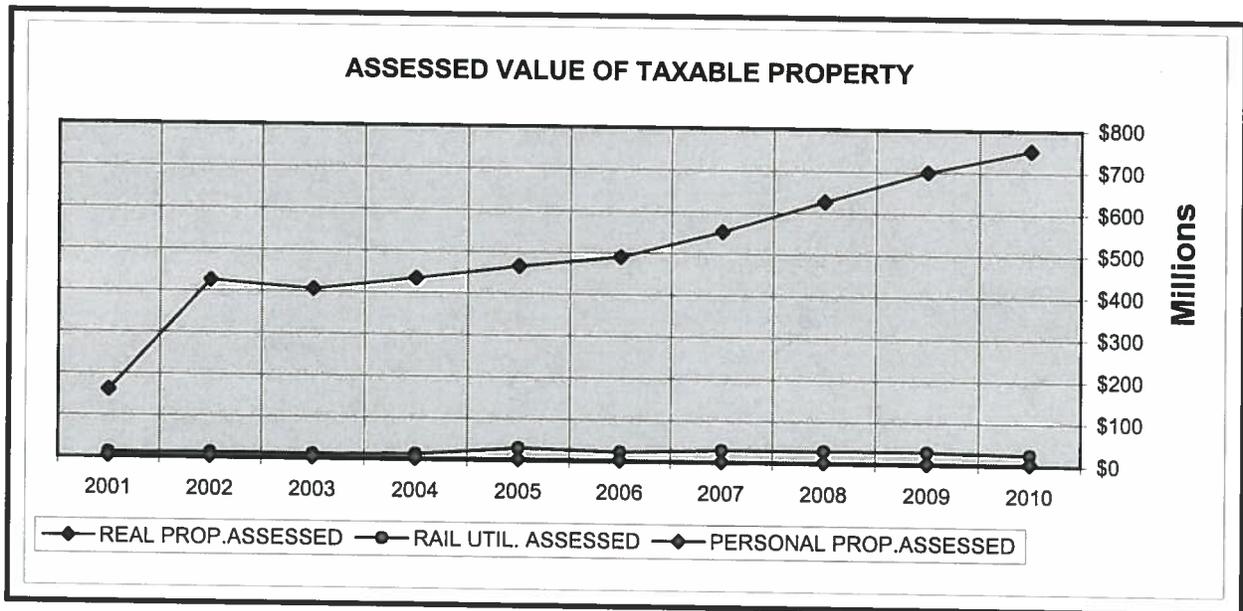
**CITY OF NEW CARROLLTON, MARYLAND
 ASSESSED AND ESTIMATED ACTUAL VALUE OF TAXABLE PROPERTY
 LAST TEN FISCAL YEARS**

FISCAL YEAR	REAL PROPERTY		PERSONAL PROPERTY		RAILROADS & PUBLIC UTILITY PROPERTIES		TOTALS	
	ASSESSED VALUE	ESTIMATED RETAIL VALUE	ASSESSED VALUE	ESTIMATED RETAIL VALUE	ASSESSED VALUE	ESTIMATED RETAIL VALUE	ASSESSED VALUE	ESTIMATED RETAIL VALUE
	2001	\$160,700,638	\$321,401,277	\$12,390,638	\$24,781,277	\$4,619,787	\$9,239,574	\$177,711,063
2002	\$424,747,708	\$424,747,718	\$13,614,149	\$27,228,198	\$5,076,170	\$10,152,340	\$443,438,027	\$462,128,256
2003	\$406,425,750	\$406,425,750	\$12,389,149	\$24,778,298	\$4,829,255	\$9,658,510	\$423,644,154	\$440,862,558
2004	\$434,515,644	\$434,515,644	\$14,075,290	\$28,150,580	\$4,792,800	\$9,585,600	\$453,383,734	\$472,251,824
2005	\$464,943,333	\$464,943,333	\$31,150,212	\$62,300,424	\$4,720,957	\$9,441,914	\$500,814,502	\$536,685,671
2006	\$489,790,250	\$489,790,250	\$24,495,090	\$48,990,180	\$4,688,730	\$9,377,460	\$518,974,070	\$548,157,890
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	\$62,135,319	\$4,469,362	\$8,938,723	\$662,174,578	\$697,711,598
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

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.

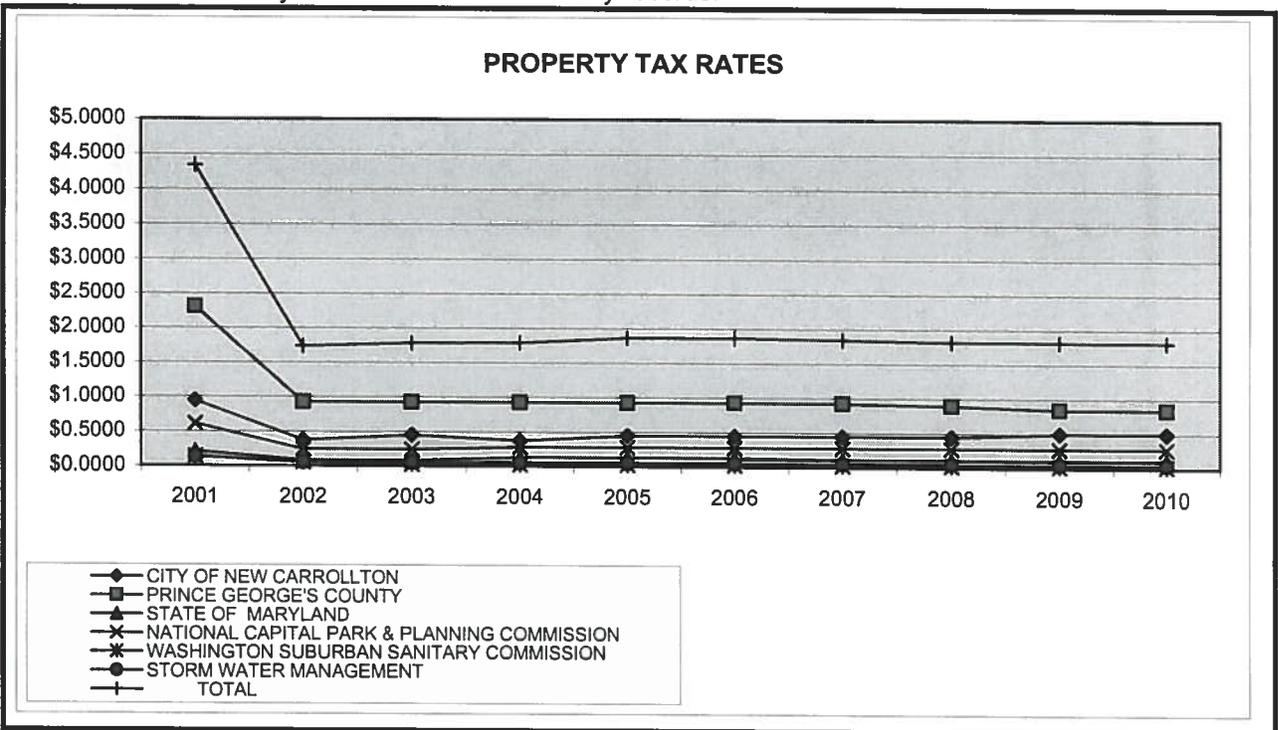


APPENDIX C

**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
2001	\$0.9400	\$2.3100	\$0.2100	\$0.6100	\$0.1350	\$0.1350	\$4.3400
2002	\$0.3760	\$0.9246	\$0.0840	\$0.2440	\$0.0540	\$0.0540	\$1.7366
2003	\$0.4500	\$0.9246	\$0.0840	\$0.2440	\$0.0260	\$0.0540	\$1.7826
2004	\$0.3760	\$0.9246	\$0.1320	\$0.2790	\$0.0260	\$0.0540	\$1.7916
2005	\$0.4500	\$0.9237	\$0.1320	\$0.2790	\$0.0260	\$0.0540	\$1.8647
2006	\$0.4500	\$0.9261	\$0.1320	\$0.2790	\$0.0260	\$0.0540	\$1.8671
2007	\$0.4500	\$0.9245	\$0.1120	\$0.2790	\$0.0260	\$0.0540	\$1.8455
2008	\$0.4500	\$0.8970	\$0.1120	\$0.2790	\$0.0260	\$0.0540	\$1.8180
2009	\$0.5000	\$0.8460	\$0.1120	\$0.2790	\$0.0260	\$0.0540	\$1.8170
2010	\$0.5000	\$0.8420	\$0.1120	\$0.2790	\$0.0260	\$0.0540	\$1.8130

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.



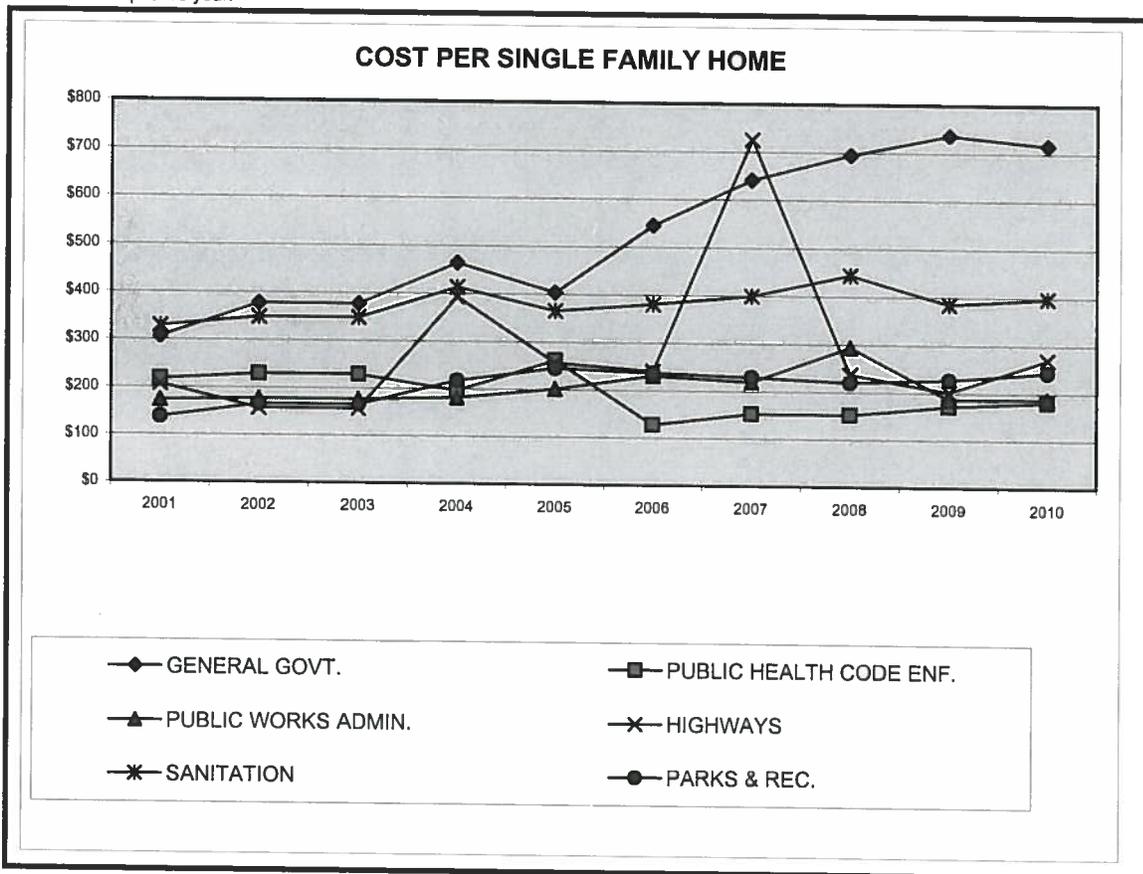
APPENDIX D

**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
2001	\$307	\$218		\$525	\$174	\$207	\$329	\$138	\$848	\$1,373
2002	\$377	\$229		\$606	\$177	\$157	\$348	\$166	\$848	\$1,454
2003	\$377	\$229		\$606	\$177	\$157	\$348	\$166	\$848	\$1,454
2004	\$464	\$196		\$660	\$182	\$393	\$413	\$218	\$1,205	\$1,866
2005	\$404	\$262		\$666	\$202	\$256	\$366	\$245	\$1,069	\$1,735
2006	\$545	\$128	\$143	\$674	\$231	\$241	\$381	\$237	\$1,090	\$1,764
2007	\$642	\$153	\$473	\$1,268	\$220	\$726	\$400	\$230	\$1,575	\$2,843
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

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.



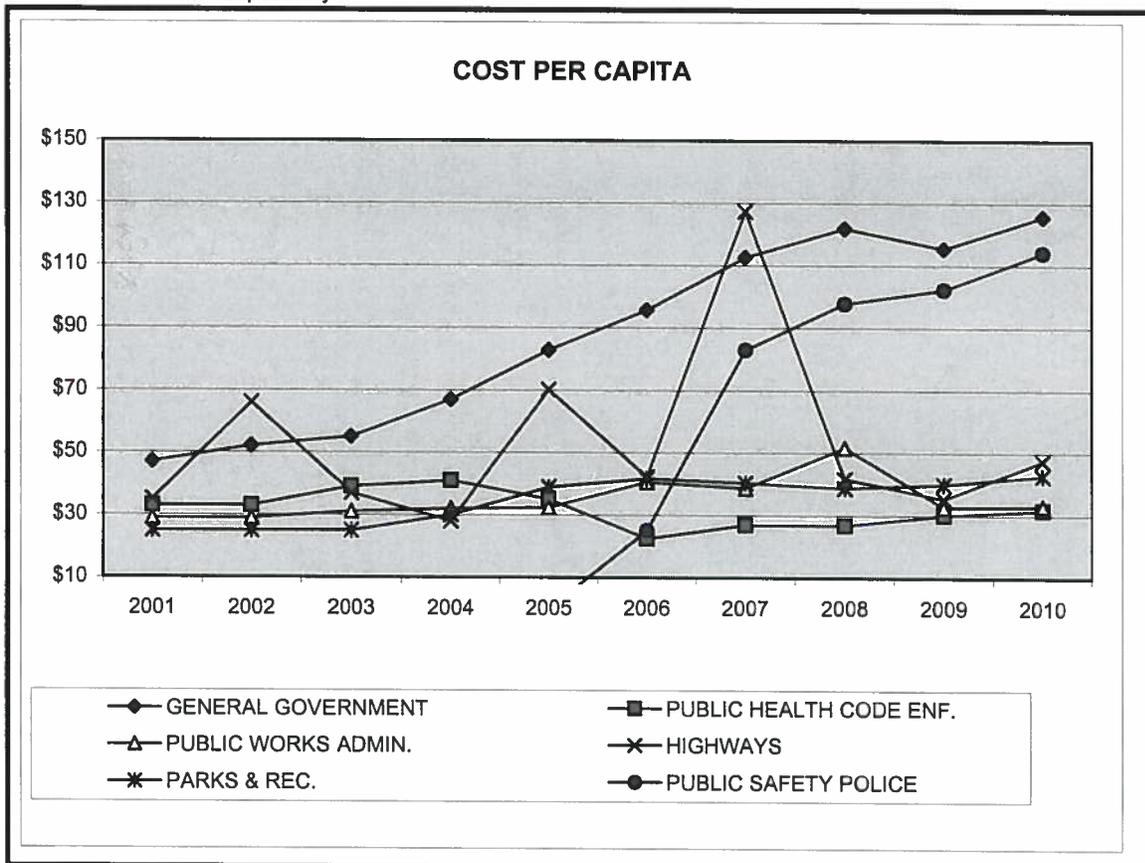
CONDO REFUSE COLLECTION COST EXCLUDED.

APPENDIX E

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

FISCAL YEAR	GENERAL GOVERNMENT	PUBLIC HEALTH CODE ENF.	PUBLIC SAFETY POLICE	GENERAL GOVERN. TOTAL	PUBLIC WORKS ADMIN.	HIGHWAYS	SANITATION	PARKS & REC.	PUBLIC WORKS TOTAL	TOTAL COST PER CAPITA
2001	\$47	\$33	\$0	\$80	\$29	\$35	\$53	\$25	\$142	\$222
2002	52	33	0	85	29	66	52	25	172	257
2003	55	39	0	94	31	37	55	25	148	242
2004	67	41	0	108	32	28	58	30	148	256
2005	83	35	0	118	32	70	74	39	215	333
2006	96	23	25	118	41	42	67	42	191	309
2007	113	27	83	237	39	127	70	40	276	514
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

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



APPENDIX F

FY 2012

CITY OF NEW CARROLLTON, MARYLAND
EXPENDITURES BY CATEGORY

CATEGORY	FY 2010 ACTUAL	FY 2011 BUDGETED	FY 2012 ADOPTED	FY 2013 PROJECTED
GENERAL GOVERNMENT				
<u>Mayor & Council</u>				
Personnel	\$35,582	\$38,529	\$38,529	\$38,532
Operations	\$24,796	\$29,777	\$14,500	\$26,000
Capital	\$0	\$0	\$0	\$0
Sub-Total	\$60,378	\$68,306	\$53,029	\$64,532
<u>G.G.Administration</u>				
Personnel	\$510,137	\$601,758	\$641,667	\$647,495
Operations	\$428,490	\$551,650	\$503,450	\$527,500
Capital	\$28,945	\$145,500	\$287,000	\$85,500
Sub-Total	\$967,572	\$1,298,908	\$1,432,117	\$1,260,495
<u>Finance & Accounting</u>				
Personnel	\$134,529	\$137,612	\$158,413	\$163,448
Operations	\$28,594	\$43,820	\$42,000	\$45,400
Capital	\$17,104	\$4,000	\$9,000	\$10,000
Sub-Total	\$180,227	\$185,432	\$209,413	\$218,848
<u>P.H.Code Enforcement</u>				
Personnel	\$294,364	\$332,185	\$362,291	\$367,423
Operations	\$92,903	\$93,100	\$90,900	\$89,250
Capital	\$19,408	\$2,500	\$2,500	\$0
Sub-Total	\$406,675	\$427,785	\$455,691	\$456,673
TOTAL GENERAL GOVERNMENT				
	\$1,614,852	\$1,980,431	\$2,150,250	\$2,000,548
PUBLIC SAFETY				
<u>Police Administration</u>				
Personnel	\$206,887	\$267,006	\$295,582	\$307,018
Operations	\$67,726	\$77,650	\$80,650	\$81,050
Capital	\$1,164	\$6,000	\$0	\$0
Sub-Total	\$275,777	\$350,656	\$376,232	\$388,068

(continued)

APPENDIX G

**CITY OF NEW CARROLLTON, MARYLAND
EXPENDITURES BY CATEGORY**

<u>Police Special Operation</u>				
Personnel	\$173,713	\$357,788	\$372,170	\$387,243
Operations	\$51,969	\$116,050	\$90,550	\$92,200
Capital	\$80,417	\$199,000	\$0	\$0
Sub-Total	\$306,099	\$672,838	\$462,720	\$479,443
<u>Police Patrol Service</u>				
Personnel	\$606,460	\$780,702	\$863,786	\$884,806
Operations	\$112,857	\$132,900	\$122,050	\$115,900
Capital	\$61,470	\$57,350	\$0	\$0
Sub-Total	\$780,787	\$970,952	\$985,836	\$1,000,706
<u>Police Parking & Animal Control Enforcement</u>				
Personnel	\$83,446	\$120,550	\$137,024	\$160,248
Operations	\$17,149	\$34,192	\$35,000	\$41,650
Capital	\$0	\$35,000	\$2,500	\$0
Sub-Total	\$100,595	\$189,742	\$174,524	\$201,898
TOTAL PUBLIC SAFETY				
	\$1,463,258	\$2,184,188	\$1,999,312	\$2,070,115
<u>PUBLIC WORKS</u>				
<u>P.W. Administration</u>				
Personnel	\$322,005	\$404,837	\$461,371	\$450,633
Operations	\$77,450	\$139,950	\$123,900	\$127,000
Capital	\$23,470	\$0	\$6,000	\$0
Sub-Total	\$422,925	\$544,787	\$591,271	\$577,633
<u>P.W. Highways</u>				
Personnel	\$260,329	\$288,330	\$316,752	\$326,248
Operations	\$226,956	\$243,020	\$220,400	\$229,200
Capital	\$120,683	\$49,500	\$2,275,000	\$80,000
Sub-Total	\$607,968	\$580,850	\$2,812,152	\$635,448
<u>P.W. Sanitation</u>				
Personnel	\$505,085	\$584,137	\$621,505	\$630,636
Operations	\$389,510	\$476,300	\$481,700	\$492,800
Capital	\$0	\$290,000	\$0	\$0
Sub-Total	\$894,595	\$1,350,437	\$1,103,205	\$1,123,436

(continued)

APPENDIX G

**CITY OF NEW CARROLLTON, MARYLAND
EXPENDITURES BY CATEGORY**

<u>P.W. Parks & Recreation</u>				
Personnel	\$453,198	\$489,025	\$543,275	\$540,941
Operations	\$88,597	\$133,600	\$111,000	\$107,800
Capital	\$5,600	\$0	\$0	\$0
Sub-Total	<u>\$547,395</u>	<u>\$622,625</u>	<u>\$654,275</u>	<u>\$648,741</u>
TOTAL PUBLIC WORKS	<u>\$2,472,883</u>	<u>\$3,098,699</u>	<u>\$5,160,903</u>	<u>\$2,985,259</u>
 <u>Other Expenditures</u>				
TOTAL MISCELLANEOUS	<u>\$403,622</u>	<u>\$1,162,311</u>	<u>\$1,221,037</u>	<u>\$777,855</u>
TOTAL EXPENDITURES	<u>\$5,954,615</u>	<u>\$8,425,629</u>	<u>\$10,531,502</u>	<u>\$7,833,777</u>

APPENDIX G

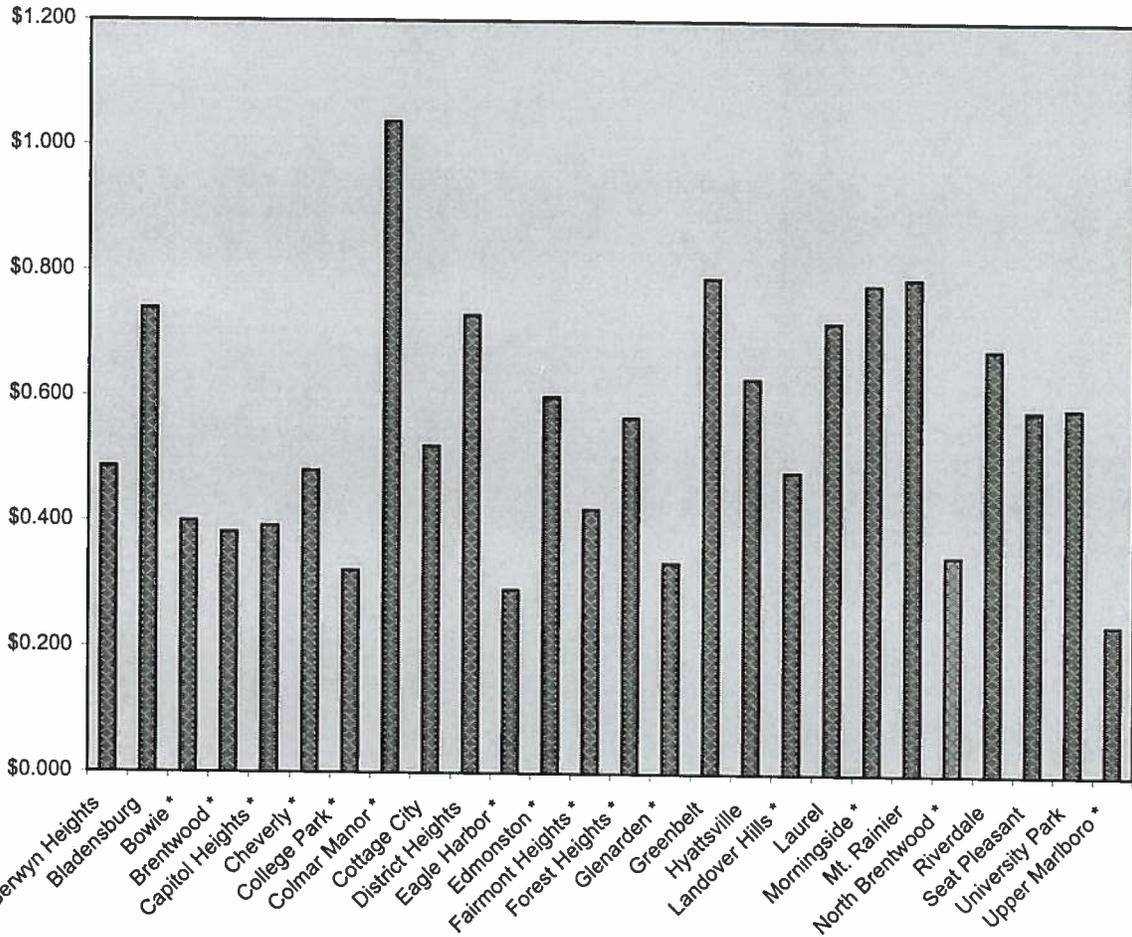
CURRENT REAL PROPERTY TAX RATES OF
MUNICIPALITIES IN PRINCE GEORGE'S COUNTY
(FOR THE TAXABLE YEAR ENDING JUNE 30, 2011)
COST PER \$100 OF ASSESSED VALUE (ALPHA ORDER)

Municipal property taxes in Prince George's County range from \$0.24 to \$0.800 per \$100 of assessed valuation. The City of New Carrollton's tax rate is sixteenth out of twenty-seven County municipalities. The average rate \$0.502

MUNICIPALITY	POPULATION	TAX RATE PER \$100	+OVER () UNDER THE AVG.
NEW CARROLLTON	12135	\$0.500	(\$0.051)
Berwyn Heights	3123	\$0.486	(\$0.014)
Bladensburg	9148	\$0.740	\$0.240
Bowie *	54727	\$0.400	(\$0.100)
Brentwood *	3046	\$0.382	(\$0.118)
Capitol Heights *	4337	\$0.392	(\$0.108)
Cheverly *	6173	\$0.480	(\$0.020)
College Park *	30413	\$0.322	(\$0.178)
Colmar Manor *	1404	\$1.038	\$0.538
Cottage City	1305	\$0.520	\$0.020
District Heights	5837	\$0.730	\$0.230
Eagle Harbor *	63	\$0.292	(\$0.208)
Edmonston *	959	\$0.600	\$0.100
Fairmont Heights *	1494	\$0.420	(\$0.080)
Forest Heights *	2447	\$0.567	\$0.067
Glenarden *	6000	\$0.336	(\$0.164)
Greenbelt	23068	\$0.790	\$0.290
Hyattsville	14733	\$0.630	\$0.130
Landover Hills *	1687	\$0.480	(\$0.020)
Laurel	25115	\$0.720	\$0.220
Morningside *	2015	\$0.780	\$0.280
Mt. Rainier	8080	\$0.790	\$0.290
North Brentwood *	517	\$0.347	(\$0.153)
Riverdale	6956	\$0.677	\$0.177
Seat Pleasant	4542	\$0.580	\$0.080
University Park	2548	\$0.584	\$0.084
Upper Marlboro *	631	\$0.240	(\$0.260)
Average Tax Rate		\$0.551	\$0.051

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 2011
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, 2011)
COST PER \$100 OF ASSESSED VALUE (NUMERICAL ORDER)**

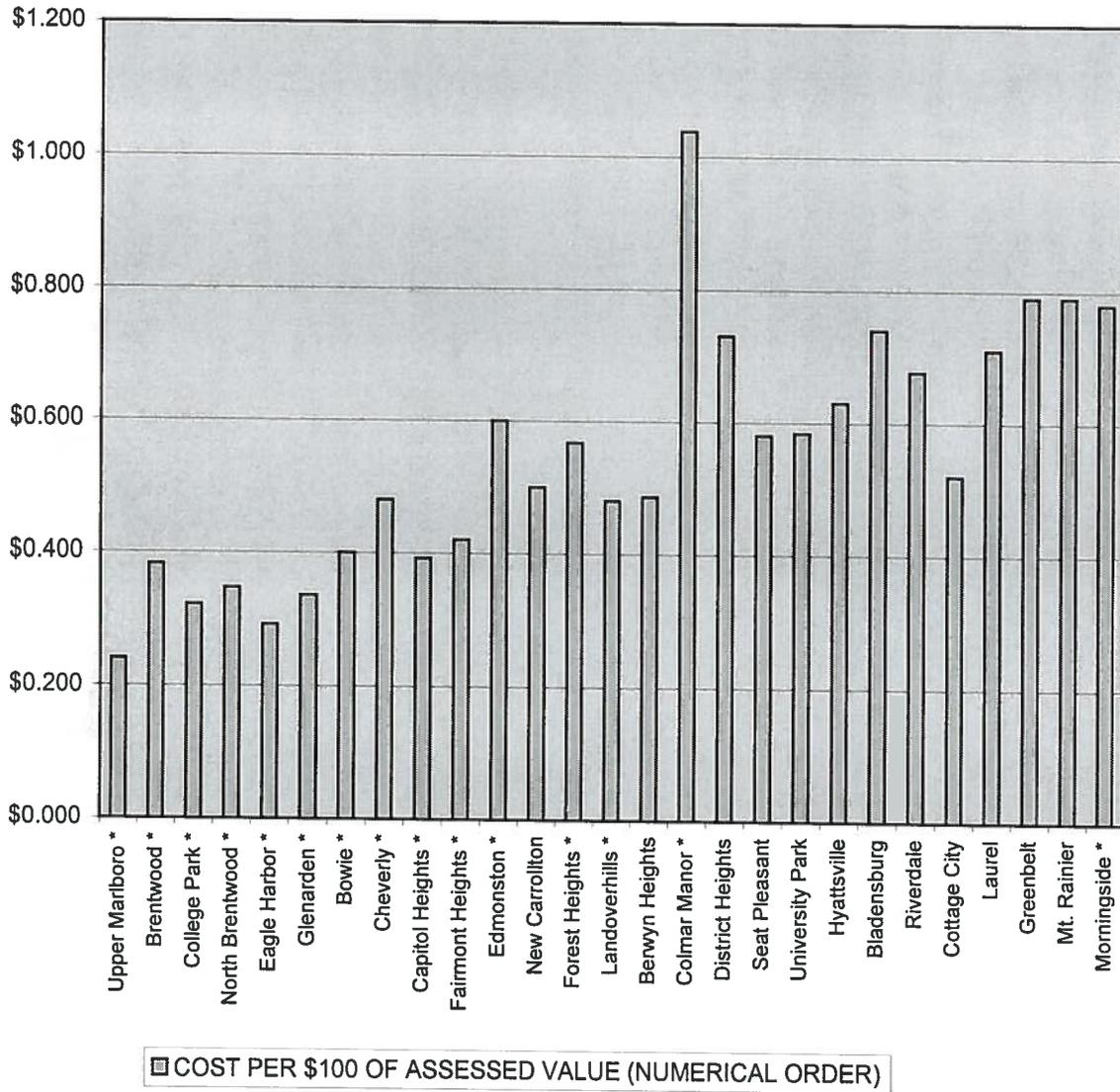
Municipal property taxes in Prince Georges's County range from \$0.24 to \$0.807 per \$100 of assessed valuation. The City of New Carrollton's tax rate is sixteenth out of twenty-seven County municipalities. The average rate \$0.502

MUNICIPALITY	POPULATION	TAX RATE PER \$100	+OVER () UNDER THE AVG.
NEW CARROLLTON	12135	\$0.500	(\$0.049)
Upper Marlboro *	631	\$0.240	(\$0.260)
Brentwood *	3046	\$0.382	(\$0.118)
College Park *	30413	\$0.322	(\$0.178)
North Brentwood *	517	\$0.347	(\$0.153)
Eagle Harbor *	63	\$0.292	(\$0.208)
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Hyattsville	14733	\$0.630	\$0.130
Bladensburg	9148	\$0.740	\$0.240
Riverdale	6956	\$0.677	\$0.177
Cottage City	1305	\$0.520	\$0.020
Laurel	25115	\$0.710	\$0.210
Greenbelt	23068	\$0.790	\$0.290
Mt. Rainier	8080	\$0.790	\$0.290
Morningside *	2015	\$0.780	\$0.280
Average Tax Rate		\$0.549	\$0.049

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

APPENDIX H

FY 2011
MUNICIPAL TAX RATES



APPENDIX H (PART-2)

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