

# FISCAL YEAR 2016

## 2nd Quarter Report

October 1 - December 31, 2015



# Admin

**(includes HR, Finance, IT)**

- Kicked off new proposal-driven technology investment strategy which resulted in 56 staff generated proposals for review and evaluation by the Technology Steering Committee.
- Launched new mobile service request and reporting application called My TkPk.
- Hosted 2nd Annual Lifelong Takoma Day which engaged over 200 participants and nearly 50 volunteers who shared resources, enjoyed health screenings, lunch, art activities, workshops on variety of topics, music and a community conversation. This year's event was a collaborative effort with the Lifelong Takoma Program, Difference Makers, Village of Takoma Park, and Montgomery College.
- Developed new electronic system for making and tracking legal requests to the City Attorney's Office.
- Launched "Got Ideas?" campaign to solicit feedback from City staff about ways to increase efficiency and effectiveness in our operations and improve our work environment.
- Continued maintenance of City-wide Project Directory, including adding new projects as requested by Council.

# Communications

- Launched the new *takomaparkmd.gov*. The initial launch was, for the most part, problem free and is the culmination of over a year of work that touched every single department. The new *takomaparkmd.gov* represents a \$35,000+ investment in our digital infrastructure.
  - Due to the new site structure, web analytics will not be available this quarter. The Media Specialist is evaluating a different approach to presenting web data and insights.
- Social media continues to show constant growth and FY16 Q2 was our “best ever.” We had several posts and continue to see strong contributions from staff in various departments – notably from the Arts Intern and Recreation staff.

# Housing & Community Development

- Completed two storefront projects under the CDBG Façade Easement program: Scissors and Comb (7009 Carroll) received \$6,000 for exterior painting; Natra's Tea Room (720 Erie) was awarded \$4,000 for new windows and an entrance door. Applications continue to be accepted.
- Surveys were completed by community residents (244 respondents) and Old Takoma business owners (45 respondents) in preparation for the upcoming parking study.
- Installed bike repair stations at the Community Center and along Sligo Creek Trail, providing bicyclists with the tools needed to repair flat tires and make numerous other repairs.
- Held Walk to School Day on October 7 with over 2,000 students at five schools participating in this annual event.

# Housing & Community Development

- Held the 10<sup>th</sup> annual Holiday Art Sale, featuring 32 artists and crafters on December 12. With over 300 shoppers, returning vendors rated it as one of the more successful sales held.
- Mailed 418 rental housing license renewal notices to Takoma Park landlords.
- Distributed information on the process of reporting property maintenance code violations to 439 tenants in advance of their respective building's annual rental housing licensing inspection.
- Capacity Building organizers met with the residents of 636 Houston Court on two occasions, assisting them in reporting needed building repairs to their landlord.

# Library

- The Lukmire Partnership presented the most recent concept design for Library renovation and expansion to the Mayor and Council.
- The Library celebrated its 80<sup>th</sup> birthday on December 16.
- As a member of the 2016 Caldecott Award Committee, Karen MacPherson, held a three-month Caldecott unit with two classes of third graders at TPES. The kids studied the nominees for the year's best picture book in the context of the actual award criteria, and voted on their favorites.
- Nine noted authors and illustrators of children's books gave Library programs during the quarter, through our partnership with Politics and Prose bookstore.
- The Friends of the Library held book-sales in October and December. Together they netted approximately \$3,000 for the Friends.
- Friends of the Library Reading Group discussions included a four-part discussion series on George Eliot's "Daniel Deronda" with a reception and introductory lecture by Dr. William Cohen at Historic Takoma, and a discussion of "Claire of the Sea Light" by Edwidge Danticat.
- Sunday afternoon MOOC discussions included "The American South; Its Stories, Music and Art" (Univ. of N.C. at Chapel Hill), followed by "Ancient Egypt: a History in Six Objects" (Univ. of Manchester). The discussions are organized and facilitated by staff members Rebecca Brown and Patti Mallin.



# Public Works

- Traffic calming projects were completed in the 7700 block of Garland Ave, as was ADA sidewalk work. Traffic calming on Boston Avenue was begun with speed hump installation.
- Contracts for new sidewalk design for Lincoln Avenue and Cherry Avenue were authorized and survey work and design development got underway.
- Finance office renovation was completed, work was largely done by in-house staff.
- Additional facility renovation planning included final designs for the IT Server room and initial concept design development for the Police level.
- Leaf collection citywide took place from Nov 16 through Dec 18.

# Recreation

- Monster Bash was held on Saturday, October 31, 2015; there were approximately 550 participants (not counting dogs).
- Added a new ceramic art class for youth ages 4-9.
- Held Winter Break Camp from December 28-31, 2015.
- Teen Charm School Etiquette Dinner was held December 12<sup>th</sup>. There was a total of 8 teens that participated in the 8 week program.
- Vice Cain was hired as the new Facility Manager at the Takoma Park Recreation Center.

# Police Department

[to come]



# **FISCAL YEAR 2016**

# **FINANCIAL REPORT**

*FOR THE SIX MONTHS ENDED*

*DECEMBER 31, 2015*

THE CITY OF  
TAKOMA PARK



# ***EXECUTIVE SUMMARY***

## **General Fund Revenues**

The General Fund is the chief operating fund of City of Takoma Park and supports the regular day-to-day activities of the City, such as police protection, street and park maintenance, and general administrative functions. The General Fund's activities are supported primarily from two sources: taxes and utility fees and intergovernmental revenues.

Certain General Fund revenues are cyclical in nature. For example, property tax receipts and tax duplication payments are received during a certain period of time during the year. Other revenue sources are received on a monthly basis and, as a result, are more evenly distributed throughout the fiscal year.

As of December 31, 2015, General Fund revenues totaled \$12,893,650 or 58% of the Fiscal Year 2016 budgeted amount. Explanations are provided for revenue categories where collections were less than 50% of the budgeted amount or where significant variances were noted.

The largest single source of revenue for the City's general operations is real property taxes. Total collections as of December 31, 2015 were \$6,839,989 approximately 60% of budgeted amount. The City usually collects the majority of the real property taxes in October and January. In October, the City received \$5.25 million.

The City received \$121,844 or 34% in personal property tax revenues and received \$12,462 or 6% of revenues related to Railroad and Public Utilities. We are expecting Public Utilities collection from county for about \$54,000 during the third quarter. The second quarter payment for Admission and Amusement taxes and Highway tax were not received until January of 2016. These revenues are not disbursed in a consistent manner, and payments are expected to be received later in the fiscal year.

Income Taxes are another major source of operating revenues for the City. By December 31, 2015, the City received income tax revenues totaling \$1,044,343 or 39% of budgeted amount. Due to the timing of payments, most of the income tax revenues will be collected later in the fiscal year.

Charges for services collections were \$637,007, or 54% of budgeted amount as of December 31, 2015. The most significant variance in service charge pertains to Library Fines and Fees and Mulch Sales which totaling 36% and 28% of budgeted amount respectively. Mulch Sales are expected to increase in spring 2016.

The total intergovernmental revenue collections for the second quarter totaled \$3,772,623 or 66% of the budget. Revenues related to support for the Takoma/Langley Recreation Center, and cable fees were delayed in the second quarter. The first and second quarter payments for State

& County Project, Library Aid and Police Rebate were not received in 2015. These revenues are collected by the County and remitted on a quarterly basis to the City. Payments to the City may take a few months.

### **Stormwater Management Fund**

Revenues for the Stormwater Management Fund as of December 31, 2015 totaled \$376,828 or 64% of the budgeted amount.

Fund expenditures totaled \$148,772 or 22% of the budgeted amount.

### **Speed Camera Fund**

As of December 31, 2015, fines collected for the Speed Camera Fund totaled \$825,887 or 46% of the budgeted amount.

Fund expenditures totaled \$775,696 or 41% of the budgeted amount.

### **Special Revenue Fund**

The Special Revenue Fund revenues totaled \$506,561 or about 17% of the budgeted amount as of December 31, 2015. Grant reimbursements are prepared on a quarterly basis. Grant reimbursements may not be received for several months, pending the review and approval of the grantor.

Fund expenditures totaled \$252,018 or 10% of the budgeted amount.

GENERAL FUND REVENUES

FOR THE SIX MONTHS ENDED

DECEMBER 31, 2015

<b>REVENUES BY SOURCE:</b>	<b>Budgeted FY 2016</b>	<b>Actual To Date</b>	<b>Uncollected Revenue</b>	<b>% Collected</b>
<b>Taxes and Utility Fees</b>				
Real Property	11,371,340	6,839,989	4,531,351	60.15%
Personal Property	353,500	121,844	231,656	34.47%
RR and Public Utilities	196,250	12,462	183,788	6.35%
Penalties and Interest	30,000	28,832	1,168	96.11%
Admission and Amusement	135,000	29,774	105,226	22.05%
Additions and Abatements	-35,000	-6,746	-28,254	19.27%
Highway	341,665	10,849	330,816	3.18%
Income Tax	2,700,000	1,044,343	1,655,657	38.68%
<b>Total--Taxes and Utility Fees</b>	<b>15,092,755</b>	<b>8,081,347</b>	<b>7,011,408</b>	<b>53.54%</b>
<b>Licenses and Permits</b>	<b>57,104</b>	<b>29,157</b>	<b>27,947</b>	<b>51.06%</b>
<b>Fines and Forfeitures</b>	<b>215,500</b>	<b>249,671</b>	<b>-34,171</b>	<b>115.86%</b>
<b>Use of Money and Property</b>	<b>15,000</b>	<b>13,117</b>	<b>1,883</b>	<b>87.45%</b>
<b>Charges for Services</b>				
Inspection Fees	320,740	219,666	101,074	68.49%
Public Parking Facilities	95,000	55,494	39,506	58.41%
Waste Collection & Disposal Charges	70,700	47,190	23,510	66.75%
Recreation Programs and Services	560,000	257,102	302,898	45.91%
Library Fines and Fees	35,500	12,900	22,600	36.34%
Passport Services	45,000	34,850	10,150	77.44%
Copying	100	-	100	0.00%
Advertising--Bus Shelters	6,000	-	6,000	0.00%
Farmer's Market	5,600	-	5,600	0.00%
Recyclable Sales	3,000	-	3,000	0.00%
Mulch Sales	20,000	5,545	14,455	27.73%
Telephone Commissions	15	-	15	0.00%
Special Trash Pickup	10,000	4,260	5,740	42.60%
<b>Total--Charges for Services</b>	<b>1,171,655</b>	<b>637,007</b>	<b>534,648</b>	<b>54.37%</b>
<b>Intergovernmental Revenues</b>				
Police Protection (State)	431,752	100,111	331,641	23.19%
State & County Projects	187,000	-	187,000	0.00%
Bank Share Tax	5,643	5,643	-	100.00%
Library Aid	149,624	-	149,624	0.00%
Police Rebate	945,540	-	945,540	0.00%

*GENERAL FUND REVENUES-Continue*

<b>REVENUES BY SOURCE:</b>				
<i>In Lieu of Police</i>	2,515,147	2,515,147	-	100.00%
<i>In Lieu of Roads Maintenance</i>	743,199	743,199	-	100.00%
<i>In Lieu of Parks Maintenance</i>	72,913	72,913	-	100.00%
<i>In Lieu of Crossing Guard</i>	182,384	182,384	-	100.00%
<i>Takoma/Langley Rec. Agreement</i>	87,650	21,913	65,737	25.00%
<i>Hotel Motel Tax</i>	104,000	50,351	53,649	48.41%
<i>Cable Franchise Fees</i>	245,000	61,831	183,169	25.24%
<i>Cable—Operating</i>	77,000	19,131	57,869	24.85%
<b>Total--Intergovernmental Revenues</b>	<b>5,746,852</b>	<b>3,772,623</b>	<b>1,974,229</b>	<b>65.65%</b>
<b>Miscellaneous</b>				
<i>Tree Fund</i>	25,000	25,000	-	100.00%
<i>Sales of Impounded Property</i>	1,000	154	846	15.40%
<i>Other</i>	25,000	44,793	-19,793	179.17%
<i>Insurance Claims</i>	-	34,470	-34,470	0.00%
<i>Administrative Fees--Parking</i>	4,000	3,915	85	97.88%
<i>Federal Grant</i>	2,000	-	2,000	0.00%
<i>Donations</i>	3,000	2,000	1,000	66.67%
<b>Total--Miscellaneous</b>	<b>60,000</b>	<b>110,332</b>	<b>-50,332</b>	<b>183.89%</b>
<b>Total Operating Revenues</b>	<b>22,358,866</b>	<b>12,893,254</b>	<b>9,465,612</b>	<b>57.67%</b>
<i>Sale of City Property</i>	5,000	396	4,604	7.92%
<b>Total Revenues</b>	<b>22,363,866</b>	<b>12,893,650</b>	<b>9,470,216</b>	<b>57.65%</b>

**GENERAL FUND EXPENDITURES**

**FOR THE SIX MONTHS ENDED**

**DECEMBER 31, 2015**

<b>EXPENDITURES BY DEPARTMENT:</b>	<b>Budgeted FY 2016</b>	<b>Expenditures To Date</b>	<b>Available Balance</b>	<b>% Expended</b>
<b>General Government</b>				
Legislative	207,750	96,993	110,757	46.69%
General Management	786,275	411,071	375,204	52.28%
Finance	701,150	377,100	324,050	53.78%
Legal	273,100	104,116	168,984	38.12%
Information Systems	669,950	352,171	317,779	52.57%
Human Resources	314,450	181,568	132,882	57.74%
City Clerk	294,500	138,819	155,681	47.14%
<b>Total--General Government</b>	<b>3,247,175</b>	<b>1,661,838</b>	<b>1,585,337</b>	<b>51.18%</b>
<b>Public Safety</b>				
Office of the Chief	534,130	334,456	199,674	62.62%
Communications	578,900	273,433	305,467	47.23%
Operations	3,787,910	1,446,672	2,341,238	38.19%
Support Services	1,406,780	574,230	832,550	40.82%
Administrative Services	707,970	363,227	344,743	51.31%
<b>Total--Public Safety</b>	<b>7,015,690</b>	<b>2,992,018</b>	<b>4,023,672</b>	<b>42.65%</b>
<b>Public Works</b>				
Administration	559,125	241,679	317,446	43.22%
Building Maintenance	888,700	370,301	518,399	41.67%
Equipment Maintenance	492,000	231,003	260,997	46.95%
Right-of-Way	1,052,550	418,174	634,376	39.73%
Solid Waste Management	888,708	457,566	431,142	51.49%
Gardens	233,275	123,930	109,345	53.13%
Urban Forest	262,900	69,061	193,839	26.27%
City Engineer	322,200	140,058	182,142	43.47%
<b>Total--Public Works</b>	<b>4,699,458</b>	<b>2,051,772</b>	<b>2,647,686</b>	<b>43.66%</b>
<b>Recreation</b>				
Administration	403,485	205,129	198,356	50.84%
TP Recreation Center	246,550	89,068	157,482	36.13%
Community Programs	200,813	55,913	144,900	27.84%
Athletic Fields/Facilities	55,000	16,722	38,278	30.40%
Camps	119,310	56,278	63,032	47.17%
Before/After School Programs	139,007	51,217	87,790	36.84%
Community Center	615,340	249,382	365,958	40.53%
<b>Total--Recreation</b>	<b>1,779,505</b>	<b>723,709</b>	<b>1,055,796</b>	<b>40.67%</b>

GENERAL FUND EXPENDITURES-Continue

<b>EXPENDITURES BY DEPARTMENT:</b>	<b>Budgeted FY 2016</b>	<b>Expenditures To Date</b>	<b>Available Balance</b>	<b>% Expended</b>
<b>Housing &amp; Comm. Development</b>				
Code Enforcement	511,335	246,699	264,636	48.25%
Landlord-Tenant	95,850	52,584	43,266	54.86%
Administration	185,075	67,841	117,234	36.66%
Rent Stabilization	139,500	60,374	79,126	43.28%
Community Development	484,200	202,714	281,486	41.87%
Affordable Housing	272,700	131,192	141,508	48.11%
<b>Total--Housing &amp; Comm. Dev.</b>	<b>1,688,660</b>	<b>761,404</b>	<b>927,256</b>	<b>45.09%</b>
<b>Communications</b>				
	<b>553,050</b>	<b>241,398</b>	<b>311,652</b>	<b>43.65%</b>
<b>Library</b>				
Library	1,145,780	553,291	592,489	48.29%
Computer Learning Center	94,800	40,362	54,438	42.58%
<b>Total--Library</b>	<b>1,240,580</b>	<b>593,653</b>	<b>646,927</b>	<b>47.85%</b>
<b>Debt Service</b>				
	<b>376,800</b>	<b>20,581</b>	<b>356,219</b>	<b>5.46%</b>
<b>Non-Departmental</b>				
	<b>1,329,809</b>	<b>813,713</b>	<b>516,096</b>	<b>61.19%</b>
<b>Capital Outlay</b>				
	<b>2,661,654</b>	<b>523,528</b>	<b>2,138,126</b>	<b>19.67%</b>
<b>Total Expenditures</b>	<b>24,592,381</b>	<b>10,383,615</b>	<b>14,208,767</b>	<b>42.22%</b>

**OTHER FUNDS REVENUES**  
**FOR THE SIX MONTHS ENDED**  
**DECEMBER 31, 2015**

<b>REVENUES BY FUNDS</b>	<b>Budgeted FY 2015</b>	<b>Actual To Date</b>	<b>Uncollected Revenue</b>	<b>% Collected</b>
<b>Special Revenue Fund</b>	<b>2,992,768</b>	<b>506,561</b>	<b>2,486,207</b>	<b>16.93%</b>
<b>Stormwater Management Fund</b>	<b>588,750</b>	<b>376,828</b>	<b>211,922</b>	<b>64.00%</b>
<b>Speed Camera Fund</b>	<b>1,801,200</b>	<b>825,887</b>	<b>975,313</b>	<b>45.85%</b>

**OTHER FUNDS EXPENDITURES**  
**FOR THE SIX MONTHS ENDED**  
**DECEMBER 31, 2015**

<b>EXPENDITURES BY FUNDS</b>	<b>Budgeted FY 2015</b>	<b>Expenditures To Date</b>	<b>Available Balance</b>	<b>% Expended</b>
<b>Special Revenue Fund</b>	<b>2,569,057</b>	<b>252,018</b>	<b>2,317,039</b>	<b>9.81%</b>
<b>Stormwater Management Fund</b>	<b>684,750</b>	<b>148,772</b>	<b>535,978</b>	<b>21.73%</b>
<b>Speed Camera Fund</b>	<b>1,912,010</b>	<b>775,696</b>	<b>1,136,314</b>	<b>40.57%</b>