



Photo by Maurice Belanger

FISCAL YEAR 2017

Budget Work Session • April 25, 2016

Agenda

1. Personnel Schedule
2. Non-departmental
3. General Government
4. Police
5. Public Works
6. Recreation
7. Housing & Community Development
8. Communications
9. Library
10. Stormwater
11. Speed Camera



Personnel Schedule

Staffing Summary	Actual FY12	Actual FY13	Actual FY14	Actual FY15	Adopted FY 16	Proposed FY 17
General Govt	16.5	16.88	16.95	17.50	17.50	17.25
Police	54.99	55.09	58.83	59.47	59.47	62.64
Public Works	32.25	32.85	32.85	34.85	35.85	35.85
Recreation	17.79	17.73	19.76	19.89	19.89	19.87
HCD	9.38	10.66	10.66	9.75	9.63	8.51
Communications	2.00	2.00	4.00	4.35	5.62	5.75
Library	8.78	9.00	10.16	10.9	11.12	11.13
Stormwater	0.75	1.15	1.15	1.15	1.15	1.15
Special Revenue	1.16	0.40	0.19	-	-	-
Speed Camera	4.13	6.26	3.00	3.00	3.00	3.00
Total FTES	147.73	152.02	157.55	160.86	163.23	165.15

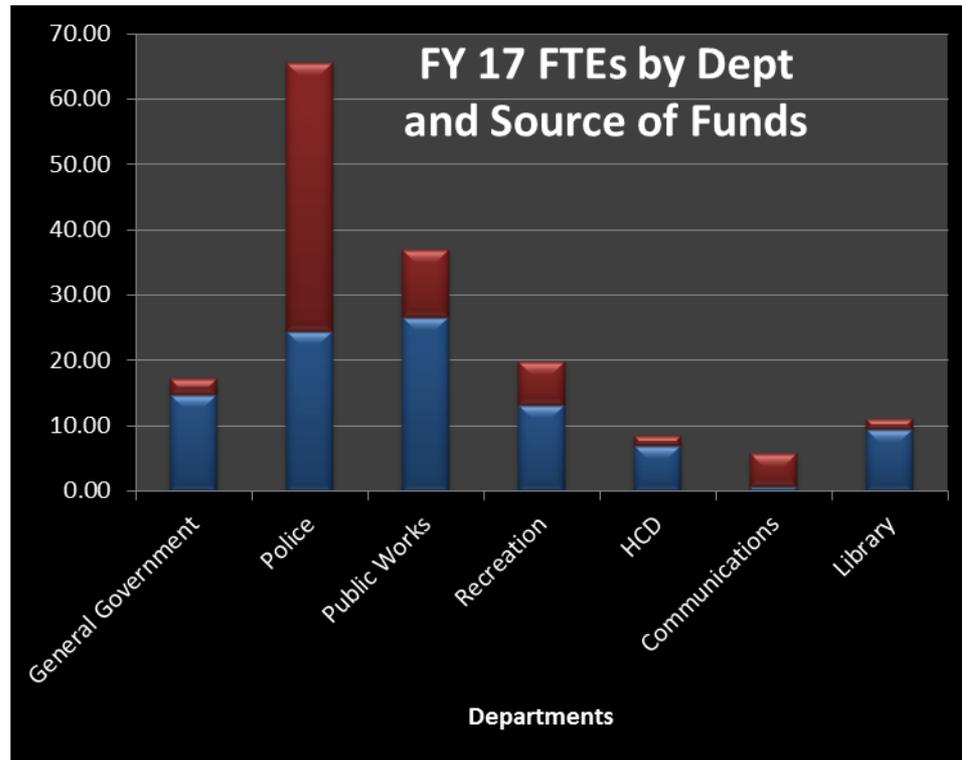


Tax Funded FTEs

Staffing Summary	Actual FY15	Adopted FY 16	Proposed FY 17	% of Total FY17
General Govt	13.35	17.18	14.79	85.74%
Police	19.93	22.57	24.53	37.37%
Public Works	25.03	26.48	26.63	71.97%
Recreation	11.82	12.66	13.20	66.43%
HCD	7.70	7.81	7.00	82.26%
Communications	0.75	2.40	0.75	13.04%
Library	9.17	9.47	9.45	84.91%
Total	87.75	98.57	96.35	58.34%



Source of Funding for FTEs



Blue represents Takoma Park tax-funded portion of Departmental FTEs



Non-Departmental

Non-Departmental	Adopted FY16	Estimated FY16	Proposed FY17
General Fund	1,336,809	1,302,907	1,519,457
Division Total	1,336,809	1,302,907	1,519,457

- Expenditures are 13.7% more than FY16; 48% more than FY15
 - Variance due to increase in insurance premiums and general contingency provision
- Workers Compensation increased from \$566,000 (FY16 budget) to \$720,000 (proposed FY17 budget)



General Government



General Government

Dept. Expenditures by Division	Actual FY15	Adopted FY16	Estimated FY16	Proposed FY17
Legislative	183,770	207,750	190,300	211,230
General Management	700,350	801,275	762,825	722,620
Finance	547,604	702,050	668,119	615,380
Legal Services	226,013	275,100	283,100	298,100
Information Systems	581,348	669,950	655,740	657,552
Human Resources	358,123	331,450	322,900	312,505
City Clerk	244,592	295,850	281,590	309,000
Department Total	2,841,800	3,283,425	3,164,574	3,126,387

- \$20,000 for County lobbying assistance
- Two Information Systems FTEs paid by Cable Operating Grant



General Government

Staffing Summary	Actual FY15	Adopted FY16	Proposed FY17
General Management	4.00	4.00	3.50
Finance	5.50	5.50	5.50
Information Systems	3.50	3.50	3.50
Human Resources	2.00	2.00	2.00
City Clerk	2.50	2.50	2.75
Total FTEs	7.50	17.50	17.25



Police



Police

Staffing Summary	Actual FY15	Adopted FY16	Proposed FY17
Office of the Chief	3.00	3.00	3.00
Communications	7.00	7.00	7.00
Operations	28.50	30.50	29.00
Criminal Investigations	13.80	11.80	11.80
Administrative Services	7.17	7.17	7.34
Neighborhood Services	-	-	4.50
Total FTEs	59.47	59.47	62.64

- Expenditures increased by \$710,643 (10%) from FY16
 - Variance primarily due to addition of Neighborhood Services Division, including transfer of two code enforcement officers from HCD (\$532,050)
 - Addition of 1 FTE for Environmental Code Enforcement and Education (\$150,000)
 - Slightly increased hours for Crossing Guards



Police

Source of Funds	Adopted FY16	Estimated FY16	Proposed FY17
Police Protection (State)	431,752	431,000	437,295
County Police Rebate	945,540	945,000	986,340
In Lieu of Police	2,515,147	2,515,147	2,515,147
In Lieu of Crossing Guard	182,384	182,384	182,384
Summons and Fines	200,000	490,000	500,000
Municipal Infractions	-	-	5,000
Public Parking Facilities	95,000	95,000	95,000
Parking Permits	12,500	10,000	10,000
Parking Administrative Fees	4,000	5,000	5,500
Subtotal	4,386,323	4,673,531	4,736,666
General Fund	2,684,117	2,370,618	3,049,408
Department Total	7,070,440	7,044,149	7,786,074

- 52.9% of funding is from County (47.3%) and State (5.6%)



Public Works



Public Works

Staffing Summary	Actual FY15	Adopted FY16	Proposed FY17
Administration	3.00	3.00	3.00
Building Maintenance	6.00	6.00	6.00
Equipment Maintenance	3.00	3.00	3.00
Right-of-Way Maintenance	8.00	8.00	8.00
Solid Waste Management	9.00	10.00	10.00
Gardens	3.00	3.00	3.00
Urban Forest	1.00	1.00	1.00
City Engineer	1.85	1.85	1.85
Total FTEs	34.85	35.85	35.85



Public Works

Source of Funds	Adopted FY16	Estimated FY16	Proposed FY17
Highway User Revenue	341,665	300,000	364,752
In Lieu of Road Maintenance	743,199	743,199	743,199
Waste Collection Charges	70,700	70,700	71,000
Recyclable Sales	3,000	250	3,000
Mulch Sales	20,000	22,000	22,000
Special Trash Pickup	10,000	8,100	8,000
Excavation/Driveway Permits	3,000	3,100	3,000
Tree Permits	12,000	9,500	10,000
Tree Fund	25,000	25,000	25,000
Subtotal	1,228,564	1,181,849	1,249,951
General Fund	3,474,044	3,442,650	3,610,219
Department Total	4,702,608	4,624,499	4,860,170

- 22.8 % from County (15.3%) and State HUR (7.5%)



Recreation



Recreation

Staffing Summary	Actual FY15	Adopted FY16	Proposed FY17
Administration	2.40	2.40	2.40
Recreation Center	3.71	3.71	3.71
Community Programs	2.21	2.21	2.21
Athletic Fields & Facilities	0.10	0.10	0.10
Camps	2.42	2.42	1.90
Before and After School Programs	2.31	2.31	1.81
Community Center	6.74	6.74	7.74
Total FTEs	19.89	19.89	19.87



Recreation

Source of Funds	Actual FY16	Estimated FY16	Proposed FY17
Takoma/Langley Rec Agrmt	87,650	85,020	85,020
Program/Service Charges	560,000	544,615	554,200
Subtotal	647,650	629,635	639,220
General Fund	1,133,655	1,048,947	1,265,666
Department Total	1,781,305	1,678,582	1,904,886

- 29% of funding is from program registration and rental fees



Housing & Community Development



Housing & Community Development

Staffing Summary	Actual FY15	Adopted FY16	Proposed FY17
Administration	1.25	1.50	2.13
Code Enforcement	3.02	2.90	-
Landlord-Tenant	1.05	0.87	-
Rent Stabilization	0.95	1.13	-
Planning & Development Services	2.58	2.33	2.38
Housing & Community Services	0.90	0.90	4.00
Total FTEs	9.75	9.63	8.51

- Consolidating divisions from six to three: Administration, Planning and Housing



Housing & Community Development

Source of Funds	Adopted FY16	Estimated FY16	Proposed FY17
Inspection Fees	320,740	320,500	311,000
Municipal Infraction Fees	5,500	1,000	-
Subtotal	326,240	321,500	311,000
General Fund	1,403,255	1,326,447	1,442,884
Department Total	1,729,495	1,647,947	1,753,884



Communications



Communications

Staffing Summary (Position Type)	Actual FY15	Adopted FY16	Proposed FY17
FTEs with benefits	4.35	4.00	4.00
FTEs without benefits	-	1.62	1.75
Division Total	4.35	5.62	5.75

- Five FTEs paid by cable operating grants
- Cable related operating revenues are proposed to increase by \$378,452 in FY17 due to new operating agreement with Montgomery County



Communications

Source of Funds	Adopted FY16	Estimated FY16	Proposed FY17
Cable Franchise Fees	245,000	245,000	242,718
Cable Operating Grant	77,000	77,000	457,734
Subtotal	322,000	322,000	700,452
General Fund	241,500	226,920	-100,992
Department Total	563,500	548,920	599,460

- 55.7% of combined operating costs of Communication and Information Systems (\$1,257,012) is paid for by cable funds (\$700,452)



Library



Library

Staffing Summary	Actual FY15	Adopted FY16	Proposed FY17
Library	9.52	9.74	9.75
Computer Learning Center	1.38	1.38	1.38
Total FTEs	10.9	11.12	11.13

Source of Funds	Adopted FY16	Estimated FY16	Proposed FY17
Library Aid from County	149,624	149,000	158,225
Library Fines and Fees	35,500	35,500	35,500
Subtotal	185,124	184,500	193,725
General Fund	1,059,506	1,013,830	1,088,079
Department Total	1,244,630	1,198,330	1,281,804

- 12.3% of costs paid by County Library Payment



Stormwater

Staffing Summary	Actual FY15	Adopted FY16	Proposed FY17
FTEs with benefits	1.15	1.15	1.15
FTEs without benefits	-	-	-
Fund Total	1.15	1.15	1.15

Fund Revenues	Adopted FY16	Estimated FY16	Proposed FY17
Stormwater Management	420,000	421,440	420,000
National Fish & Wildlife	168,750	-	168,750
Fund Total	588,750	421,440	588,750



Speed Camera

Staffing Summary	Adopted FY16	Proposed FY17
FTEs with benefits	3.00	3.00
FTEs without benefits	-	-
Fund Total	3.00	3.00

Fund Revenues	Adopted FY16	Estimated FY16	Proposed FY17
Speed Camera Fund	1,801,200	1,402,500	1,302,500
Fund Total	1,801,200	1,402,500	1,302,500



Budget Schedule

- Wednesday, April 6 – City Manager’s Presentation
- Monday, April 11 – Budget Work Session on Capital Budget
- **Wednesday, April 13 – Public Hearing**
- Monday, April 18 – Budget Work Session on Programs Advancing Council Goals
- Monday, April 25 – Budget Work Session on Departmental and Non-Departmental Budgets; Budget Reconciliation Discussion
- **Wednesday, April 27 – Public Hearing** on Constant Yield Tax Rate and on Proposed Budget
- Wednesday, May 4 – Final Budget Reconciliation
- Wednesday, May 11 – First Reading of Budget Ordinances
- Wednesday, May 18 – Second Reading of Budget Ordinances



Questions?

Contact:

Suzanne Ludlow

SuzanneL@takomaparkmd.gov

301-891-7229

