



# Recommended Budget FY 2020

## Budget Details

April 8, 2019



# Overview

- Personnel Overview
- Departmental and Non-Departmental Summaries
- General Government
- Public Works and Stormwater
- Recreation
- Housing & Community Development
- Communications
- Library
- Police
- Capital
- Next Steps

# Personnel Overview

Staffing Summary by Department or Fund	Actual FY15	Actual FY16	Actual FY17	Actual FY18	Adopted FY19	Proposed FY20
General Government	17.50	17.50	17.25	16.75	17.75	17.75
Police	59.47	59.47	62.64	62.95	64.95	65.45
Public Works	34.85	35.85	35.85	36.10	36.10	36.10
Recreation	19.89	19.89	19.87	19.34	20.53	21.03
Housing and Community Development	9.75	9.83	8.51	8.38	9.50	10.13
Communications	4.35	5.62	5.75	5.75	5.75	5.50
Library	10.90	11.12	11.13	11.13	11.13	11.13
Stormwater Management	1.15	1.15	1.15	1.15	1.15	1.15
Special Revenue	-	-	-	-	-	-
Speed Camera	3.00	3.00	3.00	3.00	3.00	3.00
<b>Total Full-Time Equivalents</b>	<b>160.86</b>	<b>163.23</b>	<b>165.15</b>	<b>164.55</b>	<b>169.86</b>	<b>171.24</b>

- The increase in FTEs reflects budgeted adjustments in hours for existing positions, rather than creation of any new positions.
- About 100 FTEs are funded through tax dollars (if you net out costs for positions that are offset by special revenues such as tax duplication payments, cable franchise revenues, stormwater fees, etc.)

# General Fund Summary

Fiscal Year	FY16 Actual	FY17 Actual	FY18 Actual	FY19 Estimated	FY20 Proposed	% Change FY16-20
<b>General Fund Expenditures</b>	\$24,507,546	\$23,287,590	\$24,464,414	\$29,419,261	\$29,754,586	21.41%
<b>General Fund Revenues</b>	\$23,941,482	\$24,213,442	\$24,369,567	\$25,430,642	\$25,970,116	8.47%
<b>Property Tax Revenues</b>	\$11,516,876	\$11,998,604	\$12,094,212	\$12,652,357	\$13,525,018	17.44%
<b>Personnel</b>	\$15,782,379	\$16,110,080	\$16,460,099	\$17,810,771	\$18,535,361	17.44%
<b>Operating</b>	\$5,039,283	\$4,737,035	\$4,938,055	\$5,811,269	\$5,648,177	12.08%
<b>Capital Outlay</b>	\$1,783,457	\$2,065,455	\$2,112,856	\$4,766,987	\$4,358,915	144.41%
<b>Debt Service</b>	\$1,902,426	\$359,898	\$982,447	\$919,915	\$917,728	-51.76%

# General Fund Expenditures

<b>EXPENDITURES</b>	<b>Audited FY16</b>	<b>Audited FY17</b>	<b>Audited FY18</b>	<b>Adopted FY19</b>	<b>Estimated FY19</b>	<b>Proposed FY20</b>
<b>General Government</b>	3,053,281	2,873,202	2,905,388	3,340,164	3,167,411	3,341,322
<b>Police</b>	7,246,838	7,552,140	7,685,288	8,509,949	8,298,977	8,605,010
<b>Public Works</b>	4,618,791	4,580,093	4,738,309	5,248,059	5,217,858	5,158,540
<b>Recreation</b>	1,582,574	1,723,755	1,748,827	1,988,550	1,973,660	2,066,972
<b>Housing and Community Development</b>	1,517,686	1,257,609	1,329,781	1,735,702	1,629,199	1,780,433
<b>Communications</b>	500,162	489,911	512,517	565,800	507,441	543,612
<b>Library</b>	1,181,498	1,217,410	1,270,738	1,372,720	1,410,730	1,334,070
<b>Non-Departmental</b>	1,120,833	1,168,117	1,220,628	1,874,104	1,527,083	1,651,426
<b>Capital Outlay</b>	1,783,457	2,065,455	2,070,491	5,304,508	4,766,987	4,358,915
<b>Debt Service</b>	1,902,426	359,898	982,447	919,915	919,915	917,728
<b>Total Expenditures</b>	<b>24,507,546</b>	<b>23,287,590</b>	<b>24,464,414</b>	<b>30,859,471</b>	<b>29,419,261</b>	<b>29,758,028</b>

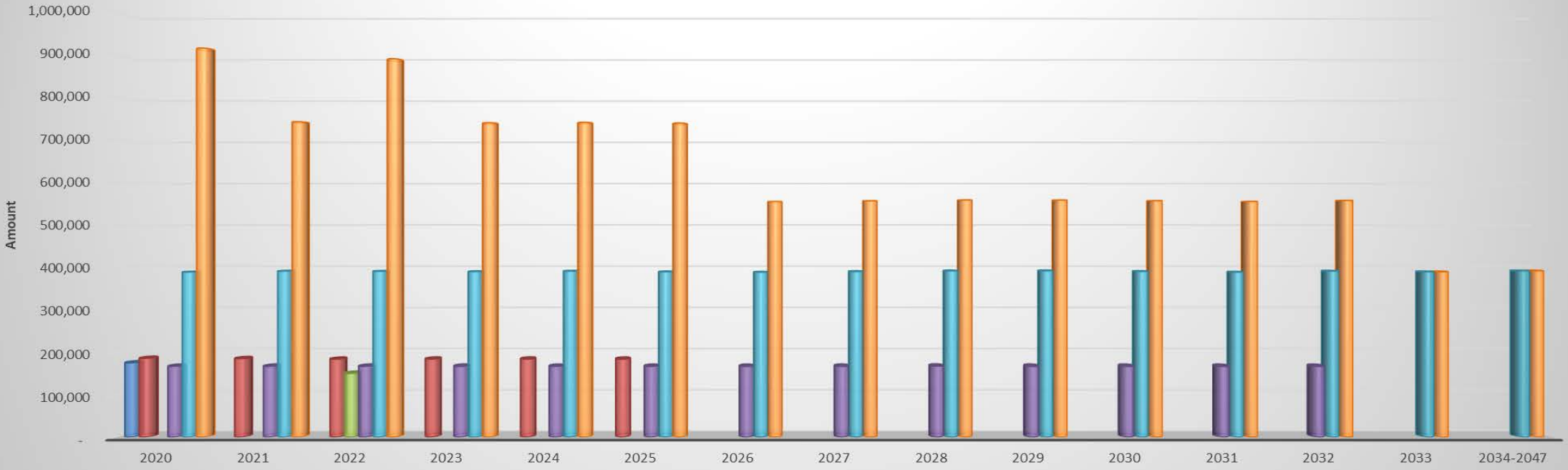
# Non-Departmental

EXPENDITURES BY DIVISION	Audited FY16	Audited FY17	Audited FY18	Adopted FY19	Estimated FY19	Proposed FY20
<b>Non-Departmental</b>						
Workers Compensation	536,664	689,084	544,349	595,000	595,000	595,000
Other Fringe Benefits	51,109	33,452	57,021	55,000	56,000	75,875
Recognition Non-Cash	8,199	21,910	15,413	20,000	20,000	15,000
Safety and Wellness	400	-	1,172	3,000	1,500	3,000
Training	12,507	7,297	4,477	16,000	6,000	6,000
Tuition Reimbursement	36,724	25,742	29,659	35,000	20,000	15,000
Litigation Hearing	-	-	2,500	900	1,200	1,200
Emergency Supplies	-	2,317	-	-	-	20,000
General Insurance	134,743	141,050	119,114	150,800	129,861	148,500
General Contingency	-	-	-	124,682	-	126,579
Community Festivals	10,000	7,500	17,867	30,000	20,000	30,000
Fourth of July Expenses	16,500	8,500	25,000	25,000	25,000	25,000
Bad Debt Expense	(4,000)	-	-	227,523	244,823	-
Art Commission	10,019	16,571	10,926	16,200	12,700	-
Grants	191,616	62,521	157,345	115,000	115,000	115,000
Partnership Program	-	5,000	83,531	110,000	110,000	110,000
Housing Fund Expenditures	-	-	20,000	200,000	20,000	210,000
Tax Rebate Program	116,351	147,172	132,253	150,000	150,000	152,000
<b>Total Non-Departmental</b>	<b>1,120,833</b>	<b>1,168,117</b>	<b>1,220,628</b>	<b>1,874,104</b>	<b>1,527,083</b>	<b>1,651,426</b>



# Debt Service

Debt Service 2020-2047



	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034-2047
PW Bond	175,049														
Community 2015	185,630	184,952	183,624	183,815	183,835	183,741									
Community Legacy loan			150,000												
Transportation Bond	166,804	166,854	166,853	166,840	166,736	166,587	166,598	166,770	167,112	166,750	166,767	166,646	166,693		
Library Bond 30 years	388,923	391,184	390,832	390,056	391,092	389,555	388,580	390,180	391,783	391,942	390,419	388,758	391,201	389,513	391,697
Annual Bond Payment	916,405	742,990	891,309	740,711	741,663	739,883	555,178	556,950	558,895	558,692	557,186	555,404	557,894	389,513	391,697

# Budget Highlights – General Government

- Funds for **Racial Equity Training** for a group of boards, commissions, and committee members; staff to participate in regional cohort
- Funds for Councilmember and staff conferences and association memberships (increase in MWCOG by about \$10,000 for Regional Public Safety Fund)
- Continued funding for **legislative advocacy** at State and County levels; Montgomery College Scholarships; City Attorney/legal services; third-party financial audits
- New funds (\$20,000) for **enterprise content management system**
- No new FTEs





# Budget Highlights – Police

Source of Funds	Actual FY18	Adopted FY19	Estimated FY19	Proposed FY20
Police Protection (State)	457,251	415,436	455,000	442,995
County Police Rebate	1,013,685	1,028,000	1,028,000	1,126,765
In Lieu of Police	2,515,147	2,515,147	2,515,147	2,515,147
In Lieu of Crossing Guard	182,384	182,384	182,384	182,384
Summons and Fines	243,290	300,000	210,000	210,000
Public Parking Facilities	107,907	95,000	100,000	200,000
Parking Permits	11,491	10,000	11,000	11,000
Parking Administrative Fees	3,625	6,000	4,000	4,000
Municipal Infractions	10,691	10,000	10,000	10,000
Subtotal	4,545,469	4,561,967	4,515,531	4,702,291
General Fund	3,139,819	3,947,982	3,783,446	3,902,719
Department Total	7,685,288	8,509,949	8,298,977	8,605,010



# Budget Highlights – Police

- Continue to develop and hone programs that improve trust and cooperation with the community to improve the quality of life for all residents. The focus of these programs is **outreach** and **education** with underrepresented residents and youth groups.
- Collaborate with the County and other municipalities to prepare for emergencies, through the use of training, grants and **Mutual Aid Agreements**.
- Staffing increases by **.5 FTE** due as a half-time Parking Enforcement Officer position is increased to fulltime. We expect that the revenues realized through increased enforcement will more than offset the additional costs associated with the position.



# Budget Highlights – Public Works

- Community Center **construction** – Police lobby/dispatch area improvements, atrium fill-in, third floor improvements
- Takoma Branch **stream restoration**; **bioretention** facilities at Grant & Holly and Lincoln & Hancock; inlet and pipe work at Manor Circle and Carroll
- Revise the **Sustainable Energy Action Plan** to include resiliency and new goals
- Implement new Administrative Regs associated with cell tower ordinance
- **Flower Avenue Green Street** Project
- **Library** detailed design and construction planning



# Budget Highlights – Recreation

- Enhance program offerings, especially those geared toward **youth and seniors** (volleyball, pickleball, competitive gaming, success fairs, etc.)
- Develop **partnerships** to enhance service delivery to the residents of Takoma Park; establish new partnerships to utilize the many talents of Takoma Park residents and organizations.
- Work with the Recreation Committee, Friends of the Takoma Park Recreation Center and community members to develop a vision for the **Recreation Center** that includes physical structure, programming and partnerships.
- Host **special events** such as the Monster Bash, Egg Hunt, Celebrate Takoma, outdoor movies, and sports programs
- Expand marketing materials (for select programs) in Spanish, Amharic and French in order to increase participation.
- Implement the FlexReg module within the existing registration software to streamline registration for staff and the end-user.



# Budget Highlights – Recreation

- The Proposed Budget includes slight fee increases for some Recreation programs and classes.
- The fee for Aftercare was increased five years ago; others haven't increased in over 10 years.
- In addition to what's included in the table, we are proposing to increase the fees for classes and camps by 10%, and charges for facilities rentals between \$10-20.
- The total budgeted increase in revenues is about \$99,000.

PROGRAM	Average Participants	Current Price	Current Revenue	Proposed Increase	New Participant Price	New Program Revenue	Difference (Current Revenue vs. New Revenue)
<b>CHILDCARE</b>							
Morning Addition	10	\$ 1,300.00	\$ 13,000.00	\$ 200.00	\$ 1,500.00	\$ 15,000.00	\$ 2,000.00
Afternoon Addition	20	\$ 2,100.00	\$ 42,000.00	\$ 200.00	\$ 2,300.00	\$ 46,000.00	\$ 4,000.00
MA/AA Combo	40	\$ 2,850.00	\$ 114,000.00	\$ 200.00	\$ 3,050.00	\$ 122,000.00	\$ 8,000.00
After the Bell	20	\$ 1,250.00	\$ 25,000.00	\$ 200.00	\$ 1,450.00	\$ 29,000.00	\$ 4,000.00
<b>SPORTS</b>							
Tball	72	\$ 60.00	\$ 4,320.00	\$ 10.00	\$ 70.00	\$ 5,040.00	\$ 720.00
Softball Teams	4	\$ 545.00	\$ 2,180.00	\$ 100.00	\$ 645.00	\$ 2,580.00	\$ 400.00
Yes league	101	\$ 25.00	\$ 2,525.00	\$ 10.00	\$ 35.00	\$ 3,535.00	\$ 1,010.00
Adult Summer Bball Teams	8	\$ 200.00	\$ 1,600.00	\$ 100.00	\$ 300.00	\$ 2,400.00	\$ 800.00
Winter Basketball	650	\$ 70.00	\$ 45,500.00	\$ 10.00	\$ 80.00	\$ 52,000.00	\$ 6,500.00
Futsal	70	\$ 60.00	\$ 4,200.00	\$ 10.00	\$ 70.00	\$ 4,900.00	\$ 700.00

# Budget Highlights – HCD

- Advance housing and economic development goals as determined by Council through the implementation of the Housing and Economic Development Strategic Plan.
- Encourage the preservation and development of a diverse range of quality and **affordable housing** for all.
- Provide support for **tenant** and housing associations.
- Facilitate the redevelopment of the **Takoma Junction** site.
- Complete **Public Land and Open Space Management Plan** for Council consideration.
- Facilitate completion of **bikeway improvements** on Ethan Allen and New Hampshire Ave.
- Assist in exploration of **Vision Zero** initiative
- Monitor and assist in the planning and promotion of the **2020 Census**.



# Budget Highlights – HCD

- Facilitate transition of ownership of the **Takoma Park Recreation Center** to the City.
- Advocate for the repurposing of the **Washington Adventist Hospital** campus for future healthcare, education, recreational and/or housing uses.
- Monitor and coordinate contracts for services with **business associations/authorities**.
- Advocate for bi-county focus on **New Hampshire improvements**.
- Facilitate **ongoing cultural arts programming**; increase in part-time hours for Arts Coordinator position – from 0.5 to .63 FTE.



# Budget Highlights – Library

- Undertake **outreach** measures in underserved parts of the City – to include issuing Library cards, checking out materials, conducting children’s programs geared toward **literacy**, and demonstrating new digital resources.
- Continue to develop, refine and support plans and preparations for **new Library space**, to include temporary relocation of Library programs, services and collections. (We received another \$150,000 bond for Library construction!)
- Continue reviewing and evaluating Library collections, and refining their contents in terms of what is most relevant in a 21st Century public library serving the Takoma Park community.
- Utilize Computer Learning Center to conduct workshops in underserved parts of the City on **digital resources**; provide one-on-one assistance in updating older windows laptops, or setting up apps on phones or iPads.





# Budget Highlights – Communications

- Continue improvements to content and usability of the City's **website**.
- Collaborate with City departments and local organizations to inform **social media** users, **TV viewers**, and readers of the monthly Newsletter of the services, local issues, and events provided by the City.
- Protect the City's interests in **franchise negotiations** with telecommunications providers and in related negotiations with Montgomery County and ensure adequate funding for capital and operating expenses related to the City's cable television services.
- Continue to **increase non-English programming** and written materials to inform residents of City services.



# Racial Equity Work

The budget includes funds to continue our work on racial equity through:

- Implementation of the Housing and Economic Development strategic plan to expand access to affordable housing, assistance to small businesses.
- Community grants and partnerships that primarily benefit people (especially youth) of color.
- Racial equity training for staff and members of Council appointed boards and committees.
- Improved community policing.
- The Flower Avenue Green Street and Library Renovation projects.
- Various other programs geared toward providing opportunities and assistance to people of color.



# Community Grants/Partnerships/Assistance

- **Community grants:** \$60,000 (up from \$40,000 in FY19)
- **Community Partnership Program:** \$110,000
  - Farmers Market - \$20,000
  - Food Pantry/Food Distribution - \$15,000
  - Summer Enrichment Program (Lunch and Learn) - \$45,000
  - Community Play Events - \$10,000
  - Teen Mentoring Program - \$20,000
- **Emergency assistance services:** \$30,000
- **Emergency tree removal grants:** \$25,000
- **Community events**, including Independence Day (\$25,000 for event, ~\$17,000 in overtime for Police and PW staff); Folk Festival (\$20,000), Celebrate Takoma (\$12,000), Misc. festival support (\$10,000)
- **Commemoration Commission:** \$12,000
- **Tax Rebate Program (supplement to State program):** \$152,000



# Special Capital Projects

## Flower Avenue Green Street – should be completed in FY 20!

Flower Avenue Green Street Project - Total FY20  
Cost \$4,150,181

FY 20

City Fund	Bond	\$ 1,000,000
City Match	GF	\$ 164,975
Montgomery County	SRF	\$ 200,000
National Fish & Wildlife Federation Grant	SW	
SHA	GF	\$ 23,405
TAP	SRF	\$ 728,231
WSSC	SRF	\$ 1,774,220
CDBG	SRF	\$ 259,350



# Special Capital Projects

## Library Renovation and Expansion - \$800,000 in FY20

Library Detail Design, Relocation, &  
Construction – Total FY20 Cost \$800,000

		FY20	FY21	FY22
<i>City Fund</i>	Bond	\$ 800,000	\$ 4,000,000	\$ 2,100,000
<i>State Grant</i>	SRF			
<i>City Fund</i>	GF			\$ 400,000



We have received a total of \$300,000 in bond bill funds from the state to help offset the costs of this project.

# Budget Schedule

- ✓ April 3: Presentation of Recommended Budget
- ✓ April 8: Budget Open House and Work Session on Recommended Budget
- April 10: Budget Public Hearing
- April 15: Budget Open House and Work Session on Options for Service and Program Reductions
- April 22: Work Session – discuss reconciliation items
- April 24: Budget and Constant Yield Tax Rate Public Hearings
- April 29: Tentative Work Session
- May 8: First Reading Ordinance adopting FY 20 Budget and Tax Rate
- May 15: Second Reading Ordinance adopting FY 20 Budget and Tax Rate

# Next Steps

- Next week's Budget Work Session will focus on the costs of individual programs and services, and provide Council with an opportunity to discuss potential budget reduction options.