

WKSSES 6/1
CITY OF TAKOMA PARK, MARYLAND
MAYOR AND COUNCIL WORKSESSION
June 1, 1981

Councilmembers present:

Mayor Abbott
Councilmember Garcia
Councilmember Holland
Councilmember Patrick
Councilmember Ramsey
Councilmember Ricks
Councilmember Saloma
Councilmember Weisman
City Administrator Gilsdorf

The meeting was called to order by Mayor Abbott at 7:45 P.M.

1. Preliminary Subdivision Plan No. 1-81083 (Westmoreland and Carroll Avenues). The property owner of this location, John Disalvatore, appeared before the Mayor and Council and answered questions concerning the Plan. After hearing the comments presented, Councilmembers decided to wait until the Park & Planning Commission made their study of the lot before considering it further.
2. Redistricting. Mayor Abbott urged Councilmembers to develop their redistricting plan prior to the deadline of the City Newsletter, so it can be included for the July issue.
3. Loose Ends on the 81/82 Budget. The Mayor and Council discussed the budget, with the following major changes being made: 1) elimination of the Animal Warden position for a one year trial basis; 2) to seek the full 4% gross rental from Takoma Towers; and 3) to increase the registration fee for all multi-family units to at least \$24.00. In other budget related matters, it was the consensus of the Council to increase the Corporation Counsel retainer, allocate additional funds for COLTA, Library and Recreation Departments, and to retain a \$500 fund in the Mayor and Council Expense account for use for the City's centennial.

There being no further business to discuss, the meeting adjourned at 12:45 A.M.

APPROVED _____

Sam A. Abbott
Mayor

ATTEST _____

Herbert W. Gilsdorf
City Administrator

THE CITY OF TAKOMA PARK, MARYLAND

Regular Meeting of the Mayor and City Council
June 8, 1981

AGENDA

CALL TO ORDER: Mayor Abbott
ROLL CALL: Councilmember Garcia
Councilmember Holland
Councilmember Patrick
Councilmember Ramsey
Councilmember Ricks
Councilmember Saloma
Councilmember Weisman

PLEDGE

READING AND APPROVAL OF THE MINUTES OF THE MAY 11, 1981 REGULAR COUNCIL MEETING

READING AND APPROVAL OF THE MINUTES OF THE MAY 18, 1981 SPECIAL COUNCIL MEETING

MAYOR ABBOTT'S COMMENTS AND PRESENTATIONS:

- 1. Presentation of Buddy Poppy Proclamation
- 2. Mayor Abbott's comments

ADDITIONAL AGENDA ITEMS

CITIZENS' REMARKS

ITEMS FOR COUNCIL CONSIDERATION: City Administrator Gilsdorf

- 1. Communications
- 2. Administrative Reports and Recommendations for Council Action:
 - (1) Proposed ordinance revising rental dwelling registration and inspection fee schedule, effective January 1, 1982
 - (2) Proposed ordinance revising multi-family refuse collection fee schedule, effective July 1, 1981
 - (3) Proposed ordinance setting City Tax Rate for FY 1981-82 for all real public property, and all corporate tangible property within City
 - (4) Proposed ordinance approving City Pay Scale Plan for FY 1981-82
 - (5) Approval of Proposed Use of Federal Revenue Sharing Funds, FY 1981-82
 - (6) Proposed ordinance adopting Fiscal Year 1981-82 City Budget
 - (7) Second reading of an ordinance authorizing installation of a stop sign on Park Avenue at Spruce Avenue
 - (8) First reading of a proposed ordinance repealing Ordinance 2544, and authorizing removal of stop signs and crosswalk midway in the 7200 block of Maple Avenue
 - (9) Second reading of an ordinance declaring the structure at 7106 Sycamore Avenue to be a nuisance and ordering abatement within prescribed time
 - (10) Second reading of an ordinance declaring structure at 7511 Carroll Ave. to be a nuisance and ordering abatement with the prescribed period
 - (11) Second reading of an ordinance declaring structure at 6761 Eastern Ave. to be a nuisance and ordering abatement within prescribed period
 - (12) Proposed ordinance awarding bids on playground equipment, using Community Development Block Grant Funds
 - (13) Authorization to solicit bids on air handler for Public Works spray booth, using Federal Revenue Sharing Funds

THE CITY OF TAKOMA PARK, MARYLAND

Regular Meeting of the Mayor and City Council

June 8, 1981

City Officials Present:

Mayor Abbott	City Administrator Gilsdorf
Councilmember Garcia	Asst. City Administrator Shaffer
Councilmember Holland	City Clerk Pusti
Councilmember Patrick	Administrative Asst. Tyree
Councilmember Ramsey	Police Chief Carter
Councilmember Ricks	Public Works Director Robbins
Councilmember Saloma	Recreation Director Ziegler
Councilmember Weisman	Corporation Counsel Gingerich

The Mayor and Council of Takoma Park met on June 8, 1981, at 8:05 P.M., in the Council Chamber, 7500 Maple Avenue, Takoma Park, Maryland. Following the pledge, motions were made and duly seconded to approve the minutes of the Council meeting held May 11, 1981, and the minutes of the Special Council meeting held on May 18, 1981; when the motions were put to a vote, they were approved unanimously by the Council.

MAYOR ABBOTT'S COMMENTS AND PRESENTATIONS

Mayor Abbott presented a Proclamation to Ralph Johnson, Commander of VFW Post #350, declaring the month of May 1981 as Buddy Poppy Month; beginning the annual fund-raising campaign, the proceeds of which are used for the benefit of disabled and needy veterans and the widows and orphans of deceased veterans.

Regarding the Fiscal Year 1982 budget, Mayor Abbott noted that information on the administratively prepared budget was published in the City Newsletter and also there have been two public hearings held on the departmental budgets to allow maximum citizen input. The City can expect further reductions in revenue usually received from federal, state and county agencies and are bearing the full brunt of the financial crunch, with residential and business property taxes as their main source of revenue. The key to lowering the tax rate would be to have an equitable solution to the Double Taxation issue--an issue which will be the main goal of the Maryland Municipal League's Legislative Action Committee for next year. Stated that he felt the Council needed a longer period of time for budget considerations and that with the City election next year falling at the same time as the budget preparation, will make it more difficult. Mayor Abbott stated that the Council has agreed to consider the recommendation of the Longbranch-Sligo Citizens' Association to form a citizen budget committee; that this item will be taken up at a later date.

Mayor Abbott said that he has received several complaints regarding the length of Council meetings; stated that he did not wish to limit citizens' comments at the meetings, but would rely on the self-discipline of each speaker not to reiterate comments made by others, to be brief and to the point; that he hoped he would not have to set limits in the future if this policy is not respected.

CITIZENS' REMARKS

1. Lynne Bradley, 8112 Flower Avenue: made a report on the status of the work of the CATV Committee, saying that the time has come when the Mayor and Council must make a policy decision regarding the type of franchise desired, since deadlines are drawing near. She requested that some type of forum or hearing be set by the Mayor and Council at an early date.

2. Herman Williams, 7667 Maple Avenue: agreed to retype and submit to the Mayor and Council for their consideration a landlord security deposit ordinance from New Jersey. Councilmember Ricks suggested that, in the event the City takes over the functions of Montgomery County's Office of Landlord/Tenant Affairs, a task force be formed to look at such programs.

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3. Rino Aldrighetti, 7213 Central Avenue: objected to the increase in Legal Counsel's retainer and expense items as contained in the amended budget without a prior public hearing. Members of the Council explained that additional funds are needed to cover the increased workload of the Corporation Counsel, particularly that generated from the work of the City's Landlord-Tenant Commission, Montgomery County's suit vis-a-vis Firemen's retirement, and a general increase in litigation. Mr. Aldrighetti made various suggestions--a contract, keeping a day sheet, etc.

4. Karl Kessler, Barcelona Nut Company, representative of Takoma Park Businessmen's Association: objected to the large increase in the Corporate Personal Property Tax assessed to businesses, saying that the business community is opposed to the increase; suggested that the tax is unfair; that businesses should be taxed on the volume of business as opposed to inventory on hand.

5. Ron Wylie, 7618 Glenside Court: recommended that there be a written agreement/contract between the City and the Corporation Counsel; that it would be in the best interests of both parties.

6. Carlos Stewart, 7710 Maple Avenue: questioned where the Council is in their deliberations on ward redistricting. Councilmember Garcia stated that the Council would be discussing this issue at the next worksession. Mayor Abbott stated that the Council should come up with a plan at that worksession. If that occurs, it would be published in the July Newsletter; if not, the Council would have to prepare an article explaining cancellation of the July 13 public hearing.

7. Alan Magan, 514 Albany Avenue: stated that the City should have been more explicit as to the amount of the tax increase in the Newsletter article; suggested citizen committees for each department budget, instead of one committee.

8. Tom Gagliardo, 8120 Roanoke Avenue: suggested that the Corporation Counsel prepare status reports on legal cases involving the City for the Newsletter and that he also give reports at each Council meeting; that Corporation Counsel's retainer be based on actual useage. Mayor Abbott pointed out the problems of publicity regarding legal matters.

9. Ron Albaugh, 7202 Central Avenue: stated that the budget planning process should have more citizen input; noted that the title of the businessmen's report on the Carroll Avenue commercial area was misleading; stated that the Council had given themselves too short a period of time for developing a redistricting plan that may be included in the July issue of the Newsletter.

10. Jean Craig, 7129 Carroll Avenue: stated that landlords are being caught in the middle by the Council's increase in refuse and registration fees, while at the same time limiting rent increases to 10%; suggested increasing that limit.

ITEMS FOR COUNCIL CONSIDERATION

Communications

1. The City Administrator announced that the Police Department Administrative Office would have the following special hours for residents to obtain the Parking Permit stickers: June 15-21, 8:00 A.M. to 5:00 P.M., Monday through Friday, and on Saturday, June 20, from 9:00 A.M. to 1:00 P.M.

2. Rino Aldrighetti, Vice President, Longbranch-Sligo Citizens' Association. The City Administrator reported on a resolution submitted by the Association pertaining to the establishment of a citizen committee to work on the City's budget.

ADMINISTRATIVE REPORTS AND RECOMMENDATIONS FOR COUNCIL ACTION

1. Ordinance revising rental dwelling registration and inspection fee schedule, effective January 1, 1982. Upon motion by Councilmember Garcia, duly seconded, the ordinance below was adopted by roll call vote as follows: AYE: Councilmembers Garcia, Holland, Patrick, Ramsey, Ricks, Saloma and Weisman. NAY: None. EXCUSED: None. Prior to the vote, the following comments and observations were made: Councilmember Ricks opposed the magnitude of the fee increase, saying it would present an opportunity for a pass-through increase to those who could least afford it, the tenants. Councilmember Garcia contrasted the proposed fee and the services provided with that of Montgomery County, indicating that the City provides more for a lesser amount. Councilmember Holland and Councilmember Saloma supported the increase, saying it was only fair that those who benefit from the increased level of tenant services should bear the cost; and not the other taxpayers. Councilmember Weisman's calculations showed that, even with the increase, the homeowners were still subsidizing tenant programs to some extent. Mayor Abbott stated his support for the ordinance. Herman Williams said that the tenants would gladly bear a pass-through rental increase; that they want to pay their way.

ORDINANCE NO. 2571

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND

SECTION 1. WHEREAS, rental housing registration and inspection fees have not been adjusted since 1978; AND

SECTION 2. WHEREAS, the costs incurred by the City in maintaining a housing inspection program greatly exceeds the revenues received from registration fees.

SECTION 3. THEREFORE THAT Subsection (a)(2) of Sec. 6-107, Chapter 6, "Housing," of the Code of Takoma Park, Maryland, 1972, as amended, be hereby amended to read as follows:

Sec. 6-107. Registration and inspection fees.

(a) Each application filed under this Division shall be accompanied by the following registration and inspection fees:

(2) In the case of rental dwelling units, single-family and multiple-family occupied, other than owner-occupied units:

(A) One or more units: Twenty-Four Dollars (\$24.00) per unit.

SECTION 4. FURTHER THAT this ordinance shall become effective on January 1, 1982.

2. Ordinance revising multi-family refuse collection fee schedule, effective July 1, 1981. Mrs. Craig asked if it were the feeling of the Council that they would like to be rid of apartments. She was assured that this was not the case and Councilmember Ramsey said the question was whether or not apartments should be subsidized. Upon motion by Councilmember Garcia, duly seconded, the following ordinance was adopted by roll call vote as follows: AYE: Councilmembers Garcia, Holland, Patrick, Ramsey, Ricks, Saloma and Weisman. NAY: None. EXCUSED: None.

ORDINANCE NO. 2572

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF TAKOMA PARK,
MARYLAND

SECTION 1. THAT the multi-family refuse fee schedule has not been adjusted since 1975; AND

SECTION 2. THAT owing to increased costs to the City, the Mayor and Council deem it necessary to increase the refuse collection fees for multi-family dwelling units as reflected in the schedule below.

SECTION 3. THEREFORE THAT Sec. 10-15 of Chapter 10, "Refuse," of the Code of Takoma Park, Maryland, 1972, as amended, be amended to read as follows:

Sec. 10-15. Multi-family unit refuse fee schedule.

(a) The fees for collection and disposal of refuse placed for collection at ground level outside the dwelling in a position easily accessible to the refuse collector or at any point as may be designated by the Director of Public Works and not more than one hundred (100) feet distant from the side of the street or alley from which the collection is to be made not more than twice each week shall be as follows:

(1) There shall be no fee for the first unit in each multiple-family dwelling:

(2) Dwellings not in excess of six (6) units or families: Fifty-Three Dollars (\$53.00) per year per family or unit for each of the first five (5) units or families in excess of one (1) unit or family.

(3) Dwellings not in excess of eleven (11) units or families: Two Hundred Sixty-Three Dollars (\$263) per year for the first five (5) units or families in excess of one (1) unit or family, plus Thirty-Eight Dollars (\$38.00) per unit or family for each of those in excess of six (6) units or families.

(4) Dwellings in excess of eleven (11) units or families: Four Hundred Fifty Dollars (\$450) per year for the first ten (10) units or families in excess of one (1) unit or family, plus Twenty-Six Dollars (\$26.00) per year per unit or family for each of those in excess of eleven (11) units or families; AND

SECTION 4. THAT this ordinance and the fee schedule enumerated herein shall become effective on July 1, 1981, and the City Treasurer is hereby authorized to bill and collect such refuse collection fees on all covered multi-family dwellings registered in the City.

3. Ordinance setting City Tax Rate for FY-1981-82 for all real and public property, and all corporate tangible property. Councilmember Garcia moved the ordinance with Councilmember Saloma seconding. Councilmember Ramsey moved that the ordinance be amended by increasing the tax rate one (1) cent for the purpose of providing \$10,000 to reinstate the Animal Warden in the budget with the proviso that the Warden be available for quick response. He noted that the service provided by the Animal Warden is not available through the Counties and that the budget had not reduced this service, but had eliminated it altogether. Councilmember Weisman seconded the motion, saying that he did not like the precedent of going back to the counties. The City Administrator pointed out that \$10,000 would be inadequate for a private contractor and that the cost for providing the desired service

under the aegis of the City Government would exceed the amount proposed by at least two and a half times. After further debate, Councilmember Ramsey's motion was put to a vote and was defeated on a 5:2 vote. Councilmember Ramsey then moved that the ordinance be amended by increasing the tax rate by two (2) cents to provide for a reserve. The motion was seconded by Councilmember Holland for discussion purposes. Following a brief discussion, a vote was taken and the motion was defeated on a 6:1 vote. The Mayor and members of the Council then addressed the main motion with the following points being made: Mayor Abbott felt the proposed tax rate was an absolute necessity in view of the fact that the counties do not pass on a fair share of monies received by double taxation of municipal residents; that if that is not corrected, the question ultimately will be whether or not to maintain a municipality; that a change in the date of elections would permit more time to help bring about the needed changes. Councilmember Saloma indicated that the Mayor's suggestions vis-a-vis the budget had all been accommodated: elimination of car allowance, raising Takoma Tower's in-lieu payment and elimination of the Animal Warden. After further discussion, the ordinance below was adopted by roll call vote as follows: AYE: Councilmembers Garcia, Holland, Patrick, Ramsey, Ricks, Saloma, Weisman. NAY: None. EXCUSED: None.

ORDINANCE NO. 2573

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND

SECTION 1. THAT, in accordance with Sec. 1.9 of the Charter of Takoma Park, Maryland, 1972, as amended, a general tax rate for Fiscal Year 1981-82 of ONE DOLLAR AND FIFTY-SEVEN CENTS (\$1.57) on each ONE HUNDRED DOLLARS (\$100) assessed valuation be and is hereby levied and approved, and the City Treasurer is authorized to collect taxes on the basis of the \$1.57 tax rate on all assessable real and public property, and on all corporate tangible property, located within the boundaries of the City of Takoma Park, Maryland, and to proceed to advertise for sale such delinquent properties that may be in arrears on the date specified by law; AND

SECTION 2. THAT the taxes collected from the aforementioned tax levy are for the purpose of any and all general expenses of the City of Takoma Park for the Fiscal Year beginning July 1, 1981 and ending on June 30, 1982.

4. Ordinance approving City Pay Scale Plan for FY-1981-82. Upon motion by Councilmember Ricks, seconded by Councilmember Patrick, the ordinance below was adopted by roll call vote as follows: AYE: Councilmembers Garcia, Holland, Patrick Ramsey, Ricks, Saloma and Weisman. NAY: None. EXCUSED: None.

ORDINANCE NO. 2574

(ATTACHMENT A)

5. Approval of Proposed Use of Federal Revenue Sharing Funds, FY 1981-82. Upon motion by Councilmember Holland, duly seconded by Councilmember Saloma, the proposed use plan (as shown in Attachment B) was unanimously approved by the Council.

6. Ordinance adopting Fiscal Year 1981-82 City Budget. The City Budget for FY 1981-82 was adopted by roll call vote following a motion by Councilmember Holland, duly seconded by Councilmember Ricks. The

vote was recorded as follows: AYE: Councilmembers Garcia, Holland, Patrick, Ramsey, Ricks, Saloma and Weisman. NAY: None. EXCUSED: None. Prior to adoption of the ordinance, it was pointed out by Councilmember Ramsey and Mayor Abbott that even though funds are included in the budget for continuation of the Landlord-Tenant Commission and for assuming some of the work now handled by the Montgomery County Commission, the decision has not yet been made; that funds have been provided in the event those decisions are made.

ORDINANCE NO. 2575

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND

SECTION 1. THAT in accordance with Sec. 1.14 of the Charter of Takoma Park, Maryland, 1972, as amended, the budget for 1981-82 is hereby approved and adopted for the fiscal year beginning July 1, 1981, said budget providing estimated revenues of THREE MILLION, TWO HUNDRED NINETY-ONE THOUSAND, FIVE HUNDRED EIGHTY-SEVEN DOLLARS (\$3,291,587), less five per cent (5%) Charter Emergency Reserve Fund of ONE HUNDRED SIXTY-FOUR THOUSAND, FIVE HUNDRED SEVENTY-NINE DOLLARS (\$164,579), and appropriations of THREE MILLION, TWO HUNDRED NINETY-ONE THOUSAND, FIVE HUNDRED EIGHTY-SEVEN DOLLARS (\$3,291,587); AND

SECTION 2. THAT the City Treasurer is hereby authorized to compute salaries for all City employees in accordance with past practices as related to various departments and disburse accordingly; to pay all rentals on the first of each month and all bills monthly, discounting such bills as possible; AND

SECTION 3. THAT all Capital Outlay items be expressly authorized by the Council with the exception of items costing less than FIVE HUNDRED DOLLARS (\$500), funds for which shall be properly authorized; AND

SECTION 4. THAT the City Treasurer be hereby authorized to transfer funds to the 1981-82 budget as follows:

Unappropriated funds \$164,579

(NOTE: The budget is a separate document available in the City Office.)

7. Ordinance authorizing installation of a stop sign on Park Avenue at Spruce Avenue. Upon motion by Councilmember Holland, seconded by Councilmember Weisman, the ordinance below was adopted by roll call vote, as follows: AYE: Councilmembers Garcia, Holland, Patrick, Ramsey, Ricks, Saloma and Weisman. NAY: None. EXCUSED: None.

ORDINANCE NO. 2576

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND

SECTION 1. THAT all traffic on Park Avenue travelling in a southerly direction shall come to a complete stop at its intersection with Spruce Avenue; AND

SECTION 2. THAT the Director of Public Works is hereby authorized and instructed to erect a STOP sign at the appropriate location; AND

SECTION 3. THAT this ordinance shall become effective upon completion of the signing; AND

SECTION 4. THAT the penalty for violation of this ordinance shall be as prescribed in Sec. 1-17(a) of the Code of Takoma Park, Maryland, 1972, as amended.

8. First reading of a proposed ordinance repealing Ordinance No. 2544, and authorizing removal of stop signs and crosswalk midway in the 7200 block of Maple Avenue. Steve Melov, 7302 Maple Avenue, urged the Council to dispense with the first reading and adopt the ordinance at that time. Mayor Abbott noted that he had been insistent on putting them up and now urged their removal in the same manner. Following further discussion along this line, Councilmember Ricks moved, with Councilmember Saloma seconding, and Council concurring, that the ordinance below be accepted for first reading:

PROPOSED ORDINANCE

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND

SECTION 1. THAT Ordinance No. 2544, adopted December 8, 1980, installing stop signs and a cross-walk midway in the 7200 block of Maple Avenue, be hereby repealed; AND

SECTION 2. THAT the Director of Public Works is hereby authorized to remove the said signs and cross-walk; AND

SECTION 3. THAT this ordinance shall become effective upon removal of the signing and cross-walk.

9. Second reading of an ordinance declaring structure at 7106 Sycamore Avenue to be a nuisance and ordering abatement within prescribed time. Upon motion by Councilmember Holland, seconded by Councilmember Weisman, the ordinance below was adopted by roll call vote as follows: AYE: Councilmembers Garcia, Holland, Patrick, Ramsey, Ricks, Saloma and Weisman. NAY: None. EXCUSED: None. During the course of the discussion, the City Administrator reported that some repairs are being made and he assumed the owner would request that the building not be razed. He said that an inspection would be made at the end of the 30 day period to ascertain the extent of compliance. Mayor Abbott stated that the owner should be supplied with a complete list of the existing violations.

ORDINANCE NO. 2577

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND

SECTION 1. THAT WHEREAS on April 27, 1981, Ordinance No. 2564 was adopted by the Mayor and Council authorizing legal proceedings for condemnation of the building located at 7106 Sycamore Avenue, situated on Lot 14, Block 21, B. F. Gilbert Subdivision within the City of Takoma Park, Maryland, recorded in the Land Records of Montgomery County, Liber 4574, Folio 723, and Tax Record a/c #1064850, Samuel Karkenny; AND

SECTION 2. THAT a Public Hearing was held on May 18, 1981, as prescribed by law, and that the owner or a representative of his choice was given opportunity at that time to show cause why the building should not be declared a nuisance. Minutes of such Hearing being recorded in Minute Book Volume No. 45.

SECTION 3. THEREFORE, the Mayor and Council hereby declare the building located at 7106 Sycamore Avenue to be a nuisance; AND

SECTION 4. THAT in accordance with Chapter 6, Article 6 (formerly Article 7), Section 6-71 of the Code of Takoma Park, Maryland, 1972, as amended, the owner, Samuel Karkenny, is hereby ordered to abate code violations PM-301.1 (formerly H-502.0), PM-302.4.5 (formerly H-323.4), and PM-303.3 (formerly H-337.0) and to restore the building to a habitable condition or demolish the building and remove all debris within a period of thirty (30) days from May 26, 1981.

10. Second reading of an ordinance declaring the structure at 7511 Carroll Avenue to be a nuisance and ordering abatement within pre-scribed period. Following a motion by Councilmember Ricks, duly seconded by Councilmember Patrick, the ordinance below was adopted by roll call with the vote being recorded as follows: AYE: Councilmembers Garcia, Holland, Patrick, Ramsey, Ricks, Saloma and Weisman. NAY: None. EXCUSED: None.

ORDINANCE NO. 2578

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND

SECTION 1. THAT WHEREAS on April 27, 1981, Ordinance No. 2563 was adopted by the Mayor and Council authorizing legal proceedings for condemnation of the building located at 7511 Carroll Avenue, situated on Lot 36, Block 37, B. F. Gilbert Subdivision within the City of Takoma Park, Maryland, recorded in the Land Records of Montgomery County, Liber 4587, Folio 761, and in Tax Record a/c #1074472, Leola S. Quarles; AND

SECTION 2. THAT a Public Hearing was held on May 18, 1981, as prescribed by law, and that the owner or a representative of his choice was given opportunity at that time to show cause why the building should not be declared a nuisance. Minutes of such Hearing being recorded in Minute Book Volume No. 45.

SECTION 3. THEREFORE, the Mayor and Council hereby declare the building located at 7511 Carroll Avenue to be a nuisance; AND

SECTION 4. THAT in accordance with Chapter 6, Article 6 (formerly Article 7), Section 6-71 of the Code of Takoma Park, Maryland, 1972, as amended, the owner, Leola S. Quarles, is hereby ordered to abate code violations PM-302.3.3 (formerly H-321.3), PM-303.2 (formerly H-321.1), PM-303.3 (formerly H-337.0), PM-303.8 (formerly H-322.1), PM-602.3 (formerly H-414.1), PM-704.2 (formerly H-410.1), and PM-801.2 (formerly H-502.0) and to restore the building to a habitable condition or demolish the building and remove all debris within a period of thirty (30) days from May 26, 1981.

11. Second reading of an ordinance declaring structure at 6761 Eastern Avenue to be a nuisance and ordering abatement within prescribed period. Upon motion by Councilmember Ricks, seconded by Councilmember Patrick, the ordinance below was adopted by roll call vote as follows: AYE: Councilmembers Garcia, Holland, Patrick, Ramsey, Ricks, Saloma and Weisman. NAY: None. EXCUSED: None.

ORDINANCE NO. 2579

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND

- SECTION 1. THAT WHEREAS on April 27, 1981, Ordinance No. 2565 was adopted by the Mayor and Council authorizing legal proceedings for condemnation of the building located at 6761 Eastern Avenue, situated on Lot 16, Block 17, Pinecrest Subdivision within the City of Takoma Park, Maryland, recorded in the Land Records of Montgomery County, Liber 2202, Folio 77, and in Tax Record a/c #1059168, William Lee Brock; AND
- SECTION 2. THAT a Public Hearing was held on May 18, 1981, as prescribed by law, and that the owner or a representative of his choice was given opportunity at that time to show cause why the building should not be declared a nuisance. Minutes of such Hearing being recorded in Minute Book Volume No. 45.
- SECTION 3. THEREFORE, the Mayor and Council hereby declare the building located at 6761 Eastern Avenue to be a nuisance; AND
- SECTION 4. THAT in accordance with Chapter 6, Article 6 (formerly Article 7), Section 6-71 of the Code of Takoma Park, Maryland, 1972, as amended, the owner, William Lee Brock, is hereby ordered to abate code violations PM-302.2 (formerly H-321.3), PM-302.3.2 (formerly H-321.2), PM-303.2 (formerly H-321.1), PM-303.3 (formerly H-337.0), PM-801.2 (formerly H-502.0), and PM-801.3 (formerly H-503.0), and to restore the building to a habitable condition or demolish the building and remove all debris within a period of thirty (30) days from May 26, 1981.

12. Ordinance awarding bid on playground equipment, using Community Development Block Grant Funds. Upon motion by Councilmember Ricks, seconded by Councilmember Holland, the ordinance below was adopted by roll call vote as follows: AYE: Councilmembers Garcia, Holland, Patrick, Ramsey, Ricks, Saloma and Weisman. NAY: None. EXCUSED: None.

ORDINANCE NO. 2580

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND

- SECTION 1. THAT the Takoma Park Community Development Block Grant program for FY-81 set aside funds for the purchase of certain playground equipment; AND
- SECTION 2. THAT bids were solicited from qualified dealers and advertised in newspapers of local circulation, with bids having been publicly opened at 3:00 PM, May 29, 1981, for five bids received; AND

SECTION 3. THAT two bids were received which met all specification requirements, one including installation and one excluding installation costs; AND

SECTION 4. THAT it is deemed that it is in the best interest of the City to accept the bid excluding installation costs, thus permitting City forces to perform that task at a lower cost.

SECTION 5. THEREFORE THAT the bid of Guy Bitting, Inc. for Game Time, Inc., Harrisburg, Penna., in the total amount of EIGHTEEN THOUSAND, TWO HUNDRED FORTY-FOUR DOLLARS (\$18,244), excluding installation and including a discount of \$758.39, is hereby accepted for the following items:

1 Mod "U" Log Multi-deck Platform, Game Time #5308	\$ 1,447.39
1 10' Spiral Slide pkg. for 8' Deck, Game Time #5325	2,858.98
1 Climbing Pole for 6' Deck, Game Time #5291	58.29
1 Spiral Slide, Game Time #6508	2,155.71
1 Clear Span Octoganal Shelter Game Time #2832	10,033.23
1 Backhoe Digger, Game Time #6199	166.18
2 Family sized grills, Game Time #49	396.12
1 Buck-A-Bout, Game Time #240	980.01
3 8' bolted straight leg benches, Game Time #885	340.08
2 Saddle Mate Pony, Game Time #5079	358.02
2 Enclosure Package for multi-deck platform, Game Time #5386	73.82
4 4' Access for 6' high deck, Game Time #5387	134.56
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	Total \$19,002.39
	Discount 758.39
	Net Price \$18,244.00

13. Authorization to solicit bids on air handler for Public Works spray booth, using Federal Revenue Sharing Funds. Upon motion by Councilmember Ricks, seconded by Councilmember Weisman, the Council gave authorization to solicit bids for the above-noted air handler, using Revenue Sharing Funds earmarked for Fiscal Year 1980-81.

There being no further business to come before the Mayor and Council, the meeting adjourned at 11:40 P.M., to reconvene on Monday, July 13, 1981, at 8:00 P.M.

ORDINANCE # 2574

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND

SECTION 1. WHEREAS, Section 2-67 of Article 5, entitled Personnel, of the City of Takoma Park Code, 1972, as amended, provides that pay scales may be altered by the Mayor and Council to reflect employee cost-of-living needs; AND

SECTION 2. THAT Section 8 of Ordinance No. 1400, and subsequent amendments thereto, known as the Pay Scale Plan for the City of Takoma Park, has been reviewed; AND

SECTION 3. THEREFORE THAT Section 8 be revised to provide a new salary scale in accordance with the schedule below, to be effective July 1, 1981.

POLICE DEPARTMENT:		A	B	C	D	E	F	G	H	I	J	L-1	L-2
Crossing Guard	6	2,649	2,890	3,133									
Clerk/Dispatcher	9	11,617	12,059	12,517	12,993	13,486	13,999	14,530	15,083	15,656	16,251	17,063	17,916
Parking Enforcement Officer	10	12,174	12,637	13,117	13,615	14,133	14,670	15,228	15,806	16,407	17,031	17,881	18,776
Private	16	16,156	16,770	17,408	18,069	18,756	19,469	20,209	20,977	21,774	22,601	23,731	24,918
Private First Class	17	16,942	17,585	18,253	18,947	19,668	20,415	21,191	21,996	22,832	23,700	24,885	26,129
Corporal	18	17,767	18,442	19,143	19,870	20,626	21,409	22,223	23,067	23,944	24,854	26,096	27,401
Sergeant	20	19,592	20,337	21,110	21,912	22,745	23,609	24,506	25,437	26,404	27,407	28,778	30,217
Lieutenant	23	22,684	23,546	24,441	25,370	26,334	27,335	28,374	29,452	30,571	31,732	33,319	34,985
PUBLIC WORKS DEPARTMENT:													
Custodial Worker	6	10,101	10,485	10,883	11,297	11,726	12,172	12,634	13,114	13,613	14,129	14,836	15,578
Mechanic's Helper	7	10,582	10,984	11,401	11,835	12,284	12,751	13,236	13,739	14,261	14,803	15,543	16,320
Laborer	7	10,582	10,984	11,401	11,835	12,284	12,751	13,236	13,739	14,261	14,803	15,543	16,320
Assistant Driver	8	11,087	11,508	11,945	12,398	12,870	13,359	13,867	14,364	14,942	15,510	16,285	17,100

PUBLIC WORKS DEPARTMENT, CON'T.		A	B	C	D	E	F	G	H	I	J	L-1	L-2
Driver Foreman	9	11,617	12,059	12,517	12,993	13,486	13,999	14,530	15,083	15,656	16,251	17,063	17,916
Equipment Operator I	9	11,617	12,059	12,517	12,993	13,486	13,999	14,530	15,083	15,656	16,251	17,063	17,916
Equipment Operator II	10	12,174	12,637	13,117	13,615	14,133	14,670	15,228	15,806	16,407	17,031	17,881	18,776
Equipment Operator III	11	12,761	13,246	13,749	14,272	14,814	15,377	15,961	16,568	17,197	17,850	18,743	19,680
Parks Foreman	11	12,761	13,246	13,749	14,272	14,814	15,377	15,961	16,568	17,197	17,850	18,743	19,680
Mechanic	14	14,699	15,258	15,837	16,439	17,064	17,712	18,385	19,084	19,809	20,561	21,589	22,668
Public Works Coordinator	18	17,767	18,442	19,143	19,870	20,626	21,409	22,223	23,067	23,944	24,854	26,096	27,401
Building Maintenance Supervisor	18	17,767	18,442	19,143	19,870	20,626	21,409	22,223	23,067	23,944	24,854	26,096	27,401
Auto Equipment Supervisor	18	17,767	18,442	19,143	19,870	20,626	21,409	22,223	23,067	23,944	24,854	26,096	27,401
Sanitation Supervisor	18	17,767	18,442	19,143	19,870	20,626	21,409	22,223	23,067	23,944	24,854	26,096	27,401
Streets Supervisor	20	19,592	20,337	21,110	21,912	22,745	23,609	24,506	25,437	26,404	27,407	28,778	30,217
CODE ENFORCEMENT:													
Code Enforcement Officer I	16	16,156	16,770	17,408	18,069	18,756	19,469	20,209	20,977	21,774	22,601	23,731	24,918
Code Enforcement Officer II	17	16,942	17,585	18,253	18,947	19,668	20,415	21,191	21,996	22,832	23,700	24,885	26,129
RECREATION DEPARTMENT:													
Recreation Attendant	1	8,015	8,320	8,636	8,964	9,305	9,658	10,025	10,406	10,801	11,212	11,772	12,151
Recreation Aide	6	10,101	10,485	10,883	11,297	11,726	12,172	12,634	13,114	13,613	14,129	14,836	15,578
Recreation Counselor	9	11,617	12,059	12,517	12,993	13,486	13,999	14,530	15,083	15,656	16,251	17,063	17,916
Recreation Supervisor	12	13,375	13,883	14,411	14,958	15,527	16,117	16,729	17,365	18,025	18,710	19,645	20,627

LIBRARY DEPARTMENT

		A	B	C	D	E	F	G	H		L-1	L-2	
Library Assistant	8	11,087	11,508	11,945	12,398	12,870	13,359	13,867	14,394	14,942	15,510	16,285	17,100
Librarian	14	14,699	15,258	15,837	16,439	17,064	17,712	18,385	19,084	19,809	20,561	21,589	22,668
Assistant Library Director	18	17,767	18,442	19,143	19,870	20,676	21,409	22,223	23,067	23,944	24,854	26,096	27,401
ADMINISTRATIVE STAFF:													
Clerk/Typist	7	10,582	10,984	11,401	11,835	12,284	12,751	13,236	13,739	14,261	14,803	15,543	16,320
Secretary	9	11,617	12,054	12,517	12,993	13,486	13,999	14,530	15,083	15,656	16,251	17,063	17,916
Administrative Aide I	10	12,174	12,637	13,117	13,615	14,133	14,670	15,228	15,806	16,407	17,031	17,881	18,776
Accounting Clerk I	10	12,174	12,637	13,117	13,615	14,133	14,670	15,228	15,806	16,407	17,031	17,881	18,776
Administrative Aide II	11	12,761	13,246	13,749	14,272	14,814	15,377	15,961	16,568	17,197	17,850	18,743	19,680
Accounting Clerk II	11	12,761	13,246	13,749	14,272	14,814	15,377	15,961	16,568	17,197	17,850	18,743	19,680
Accounting Supervisor	14	14,699	15,258	15,837	16,439	17,064	17,712	18,384	19,084	19,809	20,561	21,589	22,668
Landlord-Tenant Coordinator	18	17,767	18,442	19,143	19,870	20,626	21,409	22,223	23,067	23,944	24,854	26,096	27,401
City Clerk	18	17,767	18,442	19,143	19,870	20,626	21,409	22,223	23,067	23,944	24,854	26,096	27,401
Recreation Director	18	17,767	18,442	19,143	19,870	20,626	21,409	22,223	23,067	23,944	24,854	26,096	27,401
Library Director	21	20,572	21,354	22,165	23,007	23,882	24,789	25,731	26,709	27,724	28,776	30,215	31,726
Assistant City Administrator Dir. of Community Development	24	23,817	24,722	25,661	26,637	27,649	28,699	29,790	30,922	32,097	33,318	34,983	36,732
Public Works Director	25	25,006	25,956	26,943	27,966	29,029	30,132	31,277	32,466	33,699	34,980	36,729	38,565
Police Chief	25	25,006	25,956	26,943	27,966	29,029	30,132	31,277	32,466	33,699	34,980	36,729	38,565
City Administrator	29	30,398	31,553	32,752	33,997	35,289	36,630	38,021	39,466	40,966	42,522	44,648	46,880

ATTACHMENT B

Regular Council Meeting minutes
June 8, 1981PROPOSED USE OF GENERAL REVENUE SHARING FUNDS

Fiscal Year 1981-82

General Revenue Sharing are funds that are provided by the Federal government based on the City's population, residents' income, and total tax effort. Takoma Park anticipates receiving \$86,000 in the next entitlement period. Below is the Proposed Budget for General Revenue Sharing Funds. Included in the Proposed Budget is an additional \$6,000 which the City was allocated in the previous entitlement period, but which remained unbudgeted. Therefore, the total of General Revenue Sharing funds comes to \$92,000.

Proposed Use Schedule

Police Department Operations	\$50,000
Code Enforcement Operations	20,000
Library Operations	<u>22,000</u>
TOTAL	<u>\$92,000</u>

STATEMENT OF REVENUE SOURCES, RESOURCES AND ENCUMBRANCES

	ADOPTED BUDGET	ACTUAL BUDGET
General Fund		
1.000 - Local	\$1,204,240	\$1,204,240
2.000 - State	400,000	400,000
3.000 - Licenses and Permits	17,381	17,381
4.000 - Revenue from Other Agencies	20,872	20,872
5.000 - Service Charges for Current Services	74,342	74,342
6.000 - Fines and Forfeitures	62,500	62,500
7.000 - Miscellaneous Revenue	60,000	60,000
TOTAL GENERAL FUND (100)	\$1,849,335	\$1,849,335
Less: Contingency Fund (100)	100,000	100,000
NEW FUND (100)	100,000	100,000
TOTAL AVAILABLE FOR APPROPRIATION	\$1,849,335	\$1,849,335

CITY OF TAKOMA PARK, MARYLAND

ANNUAL BUDGET*

Fiscal Year 1981-82

As Adopted by the Mayor and Council

June 8, 1981

*Includes Proposed Use of Federal Revenue Sharing

SUMMARY OF REVENUE ANALYSIS, RESERVES AND ASSESSMENTS

CODE NO	REVENUE SOURCE	1980-81 ADOPTED BUDGET	1981-82 ADOPTED BUDGET
1.0	Taxes--Local	\$1,564,248	\$1,953,544
1.5	Taxes--State Shared	466,696	473,540
2.0	Licenses and Permits	7,350	8,350
3.0	Revenue from Other Agencies	556,870	603,077
4.0	Service Charges for Current Services	74,533	155,876
5.0	Fines and Forfeitures	65,500	63,500
6.0	Miscellaneous Revenues	65,000	33,700
		<u>\$2,800,197</u>	<u>\$3,291,587</u>
	Less: Emergency Fund (5%)	<u>140,010</u>	<u>164,579</u>
	NEW FUNDS AVAILABLE	\$2,660,187	\$3,127,008
	Add: Anticipated FY 1980-81 Surplus	79,290	-
	Unappropriated Surplus	55,000	-
	Unappropriated Reserve Fund	126,499	-
	Unappropriated Funds	<u>-</u>	<u>164,579</u>
	TOTAL FUNDS AVAILABLE FOR APPROPRIATION	<u>\$2,920,976</u>	<u>\$3,291,587</u>

TAX RATE: \$1.57 per \$100 assessable base

ASSESSABLE BASE

	1980-81	1981-82
MONTGOMERY COUNTY:		
Real Property	\$ 61,561,000	\$ 65,011,090
Railroad and Public Utilities	5,241,795	4,914,008
Corporate Personal Property	1,291,632	1,247,095
PRINCE GEORGE'S COUNTY:		
Real Property	44,528,490	47,218,410
Railroad and Public Utilities	1,887,902	1,772,130
Corporate Personal Property	<u>3,198,455</u>	<u>3,944,587</u>
	<u>\$117,709,274</u>	<u>\$124,107,320</u>

CODE NO	REVENUE DETAIL	1980-81 ADOPTED BUDGET	1981-82 ADOPTED BUDGET
<u>TAXES-LOCAL</u>			
1.11	Real Property, Montgomery Co.	\$ 815,683	\$1,020,674
1.12	Real Property, Pr. George's Co.	590,003	741,329
1.13	Railroad & Public Utilities	94,468	104,972
1.14	Corporate Personal Property	59,494	81,509
1.2	Penalties & Interest-Delinquent	4,000	4,460
1.52	Admission and Amusement	600	600
	TOTAL TAXES-LOCAL	<u>\$1,564,248</u>	<u>\$1,953,544</u>
<u>TAXES-STATE SHARED</u>			
1.61	Franchise Tax	\$ 500	\$ 500
1.63	Horse Racing	10,000	10,000
1.65	Highway	150,888	146,957
1.4	Income Taxes	305,308	316,083
	TOTAL TAXES-STATE SHARED	<u>\$ 466,696</u>	<u>\$ 473,540</u>
<u>LICENSES AND PERMITS</u>			
2.11	Street Privileges and Permits	\$ 1,100	\$ 1,100
2.191	Excavation and Driveway Permits	250	250
2.23	Traders Licenses	5,500	6,500
2.24	Occupational	500	500
	TOTAL LICENSES AND PERMITS	<u>\$ 7,350</u>	<u>\$ 8,350</u>
<u>REVENUE FROM OTHER AGENCIES</u>			
3.108	Urban Development & Assistance	\$ 124,000	\$ 75,443
3.109	Revenue Sharing Funds	34,428	92,000
3.303	Police Protection	131,500	129,000
3.501	Bank Share Tax	6,550	6,550
3.5091	Montgomery County-Library Aid	30,000	28,000
3.5092	Montgomery County-In Lieu of Police	85,000	85,000
3.5093	Montgomery County-Refuse Disposal Credit	4,500	7,918
3.5094	Mont.& Pr.George's Co.-Tax Differential	115,012	153,000
3.5095	Mont.& Pr.George's Co.-CETA Program	17,000	-
3.5096	Refuse Disposal Reimbursement	-	7,286
3.701	Mont.Co.Rev. Auth.-In Lieu of Taxes	8,880	18,880
	TOTAL REVENUE FROM OTHER AGENCIES	<u>\$ 556,870</u>	<u>\$ 603,077</u>

CODE NO	REVENUE DETAIL	1980-81 ADOPTED BUDGET	1981-82 ADOPTED BUDGET
<u>SERVICE CHARGES FOR CURRENT SERVICES</u>			
4.102	Fines-Library	\$ 2,400	\$ 3,000
4.1091	Local Cards	440	550
4.1092	Non-resident Cards	500	400
4.1093	Telephone Booth	80	80
4.24	Protective Inspection Fees	34,783	96,000
4.291	Animal Warden Fees	30	30
4.33	Public Parking Facilities	3,300	4,000
4.43	Waste Collection & Disposal Charges	<u>33,000</u>	<u>51,816</u>
TOTAL SERVICE CHARGES FOR CURRENT SVCS.		<u>\$ 74,533</u>	<u>\$ 155,876</u>
<u>FINES AND FORFEITURES</u>			
5.91	Parking Meter Violations	\$ 2,500	\$ 2,500
5.92	Summons and Forfeitures	63,000	60,000
5.93	Municipal Infractions	<u>---</u>	<u>1,000</u>
TOTAL FINES AND FORFEITURES		<u>\$ 65,500</u>	<u>\$ 63,500</u>
<u>MISCELLANEOUS REVENUES</u>			
6.1	Interest and Dividends	\$ 60,800	\$ 30,000
6.91	Sales of Impounded Property	2,000	1,500
6.92	Xerox	1,200	1,200
6.93	Cash Discount Earned	500	500
6.94	Miscellaneous-Other	400	400
6.95	Miscellaneous-City Maps	<u>100</u>	<u>100</u>
TOTAL MISCELLANEOUS REVENUES		<u>\$ 65,000</u>	<u>\$ 33,700</u>

SUMMARY OF APPROPRIATIONS

CODE NO	ACCOUNT NAME	1980-81	ADOPTED BUDGET 1981-82		
		ADOPTED	OPERATING EXPENSE	PERSONAL SERVICES	TOTAL
10.0	Government Administration	\$ 291,876	\$ 98,800	\$ 236,265	\$ 335,065
11.1	Police Department	821,269	50,880	816,696	867,576
11.4	Code Enforcement	71,640	2,305	74,620	76,925
11.5	Animal Warden	7,000	--	--	--
10.9	Government Buildings	129,461	72,436	65,919	138,355
12.1	Public Works-Office	47,497	5,658	46,828	52,486
12.39	Public Works-Repair Shop	175,849	152,260	55,052	207,312
12.4	Public Works-Sanitation	325,078	109,520	259,314	368,834
12.5	Public Works-Streets	294,949	133,557	185,240	318,797
18.3	Public Works-Parks	76,734	9,908	74,643	84,551
18.1	Recreation Department	100,134	11,775	89,323	101,09
19.1	Library Department	163,359	30,570	149,157	179,72
24.9	Debt Service	64,030	81,270	--	81,270
26.2	Miscellaneous	<u>352,352</u>	<u>96,055</u>	<u>383,536</u>	<u>479,591</u>
	TOTAL	<u>\$2,921,228</u>	<u>\$854,994</u>	<u>\$2,436,593</u>	<u>\$3,291,587</u>

ADMINISTRATIVE OFFICE
PROGRAM ANALYSIS

The objective of ~~the City Administrator's Office is to provide overall management direction for the City staff and to provide the Mayor and Council with information to make policy decisions.~~

As the chief administrative officer, the City Administrator is responsible for the day-to-day operations of the City government and for implementing all policy decisions established by the Mayor and Council. In addition, he is charged with overseeing the activities of all departments and is responsible for ensuring that the laws and ordinances of the City and the policies of the Mayor and Council are being carried out in an efficient and equitable fashion.

Also under the aegis of the City Administrator are the areas of personnel and fiscal management, community development and other federal programs, records management, City elections, community liaison, and support services for the Mayor and Council and various Council-appointed citizen committees. The Administrator is assisted by staff members who have expertise in their primary work roles, as well as the flexibility to assume responsibility for another functional area if necessary, or to take on a special assignment when the occasion arises. Most wear several hats. For example, the Assistant City Administrator not only serves as the deputy administrator, but is also the Director of Community Development and has a special role in the budgetary and financial affairs of the City.

Another separate but related function of the City Administrator is that of advisor to the Mayor and Council. He assists them in their role as policy makers. This is accomplished by keeping them abreast of problem areas, the needs and desires of the community as they are made known to him, and by making recommendations on matters which require Council action. He, in cooperation with the Corporation Counsel, keeps the Mayor and Council informed of any changes in federal, regional, state and local policies which may impact on the City or require changes in City laws.

During the past four years, the City government has assumed the additional responsibility of administering some \$2,000,000 in Community Development Block Grant funds, without a significant increase in staff. This has been achieved by the exercise of sound fiscal policies and the extraordinary efforts of City employees.

The Commission on Landlord and Tenant Affairs (COLTA) was established in Fiscal Year 80-81. It has played an important role in enforcing the City's rent stabilization ordinance and has served as an intermediary for landlords and tenants. The Commission is continuing to expand, as it strives to meet the needs of landlords and tenants in Takoma Park.

CODE NO	APPROPRIATIONS	1980-81 ADOPTED BUDGET	1981-82 ADOPTED BUDGET
<u>GOVERNMENT ADMINISTRATION</u>			
10.111	Mayor and Council Salaries	\$ 15,000	\$ 15,000
10.112	Mayor and Council Expense	7,500	8,000
10.113	Mayor and Council Contingency	--	500
10.391	Salaries-City Administrator & Staff	120,608	105,068
10.3921	Office Supplies-City Administrator	1,200	2,000
10.3922	Telephone and Telegraph	2,600	2,600
10.3923	Contingent Fund-City Administrator	2,500	1,500
10.3924	Car Allowance-City Administrator	1,020	--
10.3925	Maintenance-Office Machines	200	150
10.3926	Postage	2,000	2,000
10.3927	Car Allowance-Asst. City Administrator	1,020	--
10.3928	Publications	1,000	600
10.3929	Car Allowance-Administrative Asst.	1,020	--
10.3930	Car Allowance-City Clerk & Assistants	1,020	--
10.3931	COLTA	5,000	44,973
10.491	Election Expense	--	8,000
10.511	Salaries-Treasurer & Staff	61,388	66,224
10.5121	Office Supplies	1,250	1,250
10.5122	Telephone and Telegraph	1,300	1,300
10.5123	Printing Tax Bills	700	600
10.5124	Contingent Fund	50	250
10.5125	Collection Expense	200	150
10.5126	Maintenance-Office Machines	200	200
10.5127	Office Equipment-Lease	4,500	4,500
10.5129	Postage	2,000	2,000
10.542	Independent Auditing	9,000	10,000
10.611	Retainer-Legal Counsel	20,000	25,000
10.6921	Codification of City Laws	1,200	1,000
10.6922	Legal Counsel Expense	1,000	4,000
10.10121	Advertising, Notices, etc.	1,200	1,200
10.10122	City Newsletter	18,000	18,000
10.10321	Association Dues	<u>8,200</u>	<u>9,000</u>
	TOTAL GOVERNMENT ADMINISTRATION	<u>\$291,876</u>	<u>\$335,065</u>

GOVERNMENT ADMINISTRATION--ACCOUNT EXPLANATIONS

- 0.3924, All car allowances have been eliminated in an effort to better
0.3927, utilize revenue in Fiscal Year 81-82. Employees will be reimbursed
0.3929, on a per mile basis for use of their car for City business.
0.3930
- 10.3931 The Commission on Landlord and Tenant Affairs (COLTA) was estab-
lished in Fiscal Year 80-81. Its primary function was to ensure
enforcement of the City's rentstabilization.ordinance. This account
includes funds for a full-time clerk to the Commission and for a
half-time secretary. The Fiscal Year 81-82 budget proposes ex-
panding the role of the Commission to reviewing and handling other
landlord-tenant conflicts. Previously, Takoma Park contracted with
the Montgomery County Office of Landlord-Tenant Affairs to handle
these matters.
- 10.491 Elections will be held in Fiscal Year 81-82.

POLICE DEPARTMENT
PROGRAM ANALYSIS

Your Takoma Park Police Department was established at the turn of the century to serve the law enforcement needs of a growing city. The people, the community, and technology have changed significantly. But the foundation upon which the police department was established still stands--the foundation of public service.

The department uses the most modern patrol techniques to reduce response time to calls for service and increase police visibility. The Bureau of Criminal Investigation conducts follow-up investigations on a wide range of offenses.

Crime Prevention has assumed greater importance in recent years. This vital function is the responsibility of our crime prevention unit. Security Surveys, public education meetings and project "Theft Guard," are all part of our crime reduction program.

The training and education of our City officers is equal to or greater than any municipal police agency in the state. Nearly twenty-five percent of the police officers are university graduates, and forty percent have two or more years of college level education.

Our training program has been significantly improved over the past year. Special training has been provided to department personnel in hostage negotiations, crime prevention techniques, criminal law, and other critical subjects. A series of in-service training classes will be held at the Municipal Building for City police personnel and officers from other departments in the state. This advanced training will include topics related to serving the needs of our elderly and human relations.

Communications personnel are on duty twenty-four hours a day to receive complaints and dispatch police units in response to citizens' requests. Our communications section handled 47,624 telephone calls during 1980, with courteous efficiency. They operate a computer terminal which connects our agency with every other major police department in the United States. This provides ready access to important crime solving information.

The administrative services unit provides important record maintenance and other services required to support the line officers. Summons and warrant control, accident statistics, abandoned auto removal, central report control, and other functions make this small but vital unit an integral component of the total police effort.

We provide school crossing guards to help ensure the safety of our children as they walk to and return from school. A police officer assigned as the school coordinator provides a vital link to the children of Takoma Park. The coordinator counsels troubled youths, oversees the safety patrol program, and functions as a liaison between the department and school officials.

The police department was very busy in 1980. Police officers handled 2,352 calls for service during the past year. Three hundred and forty-six arrests were made of persons charged with criminal offenses ranging from disorderly conduct to homicide. While virtually every jurisdiction experienced rise of reported indexed crime, Takoma Park enjoyed a two percent reduction.

Traffic law enforcement plays an important role in making our community safer. Traffic accidents reported to police totaled 496. This is a 6.2 percent reduction from 1979. One hundred and sixty-eight abandoned autos were removed from our City streets and private property in 1980.

Goals for 1981/82, include the reduction of indexed crime, more efficient utilization of resources, and the expansion of our neighborhood watch.

Crime is not only a police problem--it is a community problem. To reduce the incidence of lawlessness we must act in concert. A community problem must be solved by community action.

CODE NO	APPROPRIATIONS	1980-81 ADOPTED BUDGET	1981-82 BUDGET
<u>POLICE DEPARTMENT</u>			
11.111	Salaries	\$734,049	\$783,036
11.1121	Contingent Fund	800	500
11.1122	Membership Dues	175	175
11.1123	Car Allowance-Chief	1,020	-
11.1124	Recruitment Processing	550	400
11.11241	Bicycle Registration Materials	150	-
11.1125	Maintenance-Office Machines	225	225
11.1126	Publications	1,000	400
11.1127	Postage	1,120	300
11.1222	Burglary Hot Line	180	-
11.1224	Office Supplies	2,150	2,300
11.1225	Detective Supplies	1,000	1,200
11.1226	Expendable Supplies	1,600	1,850
11.12261	Motor Vehicle Flagging Program	2,400	2,400
11.1227	Court Expense of Transporting Prisoners	300	300
11.1228	Clothing Allowance-Police	10,800	10,800
11.1229	Rain Equipment	300	300
11.12210	Photographic Expense	2,400	2,400
11.131	Salaries-Crossing Guards	31,900	33,660
11.1322	Clothing Expense-Crossing Guards and Clerical	1,400	1,400
11.1323	Boots, Badges, Hardware, Holsters, etc.	450	450
11.1324	Safety Patrol Dinner	200	200
11.1326	Removal of Junk Vehicles	900	900
11.1421	Ammunition	700	750
11.1522	Car Washing	400	200
11.1522	Service Radio	4,200	4,850
11.1523	Telephone and Telegraph	11,700	9,380
11.1526	MILES	9,200	9,200
	TOTAL POLICE DEPARTMENT	<u>\$821,269</u>	<u>\$867,576</u>

POLICE DEPARTMENT--ACCOUNT EXPLANATIONS

- 1.111 The increase in salaries is due to the fact that the Concentrated Crime Reduction Team (CCR) and the Parking Meter Maintenance Patrol salaries are being included in the total Police Department Administrative salaries. The CCR was previously funded by an LEAA grant. The function of the CCR has been incorporated within the entire Police Department and is funded by City revenues. Therefore, salaries of the CCR Team have been combined with all Police Department salaries.
- 11.1121 This account was reduced in an effort to better utilize revenue. Funds in this account are expended for feeding prisoners, range details, narcotic cases, informants, refreshments for narcotic and robbery seminars, Region IV Board meetings and other emergency contingencies which arise during the year.
- 11.1122 Dues paid to International Chiefs of Police, Maryland Chiefs of Police, National Police Officers' Association, International Police, American Federation of Police, and police professional publications.
- 11.1123 All car allowances have been eliminated in an effort to save money in FY 81-82. Employees will be reimbursed for the use of their car for City business on a per mile basis.
- 1.1124 These funds are expended for application forms, physicals, blood work, credit bureau expenses, examinations and postage for background investigations.
- 11.11241 Funds not needed in FY 81-82. Bicycle Registration takes place every other year.
- 11.1126 This account was established as a result of the elimination of the publications account under Concentrated Crime Reduction Team.
- 11.1127 This account for general postage was established as a result of the elimination of the postage account under Concentrated Crime Reduction.
- 11.1225 This account is for processing, ID equipment, evidence jackets, film, cassette tape, investigative aids, Identi-kit rental.
- 11.1226 This account is for blood alcohol kits, fingerprinting materials, evidence bags, germicidal spray, first aid equipment, and automotive flares.
- 11.12261 This program gives the Police Department the ability to automatically process unpaid tickets, resulting in approximately \$20,000 in collected fines. Columbia Union College has provided the City with use of its computer for nominal charges.

POLICE DEPARTMENT - ACCOUNT EXPLANATIONS (continued)

- 1.1523 This account was reduced to more closely reflect the actual expenditures in previous fiscal years. One hundred eighty dollars (\$180) of this account is for the burglary hotline, previously listed under the Concentrated Crime Reduction Team division of the budget.
- 11.1526 The Maryland Interagency Law Enforcement System computer terminal gives our department the capability to instantly obtain information relative to motor vehicle registrations, wanted persons, stolen property, missing persons, and further, gives us the ability to send and receive teletypes to and from locations throughout the United States, and to talk station to station to other police agencies. The majority of costs are absorbed by the State of Maryland for the many users throughout the State. Our responsibility includes machine leasing cost, line charges, as well as paper and ribbon products.

CODE ENFORCEMENT DIVISION
PROGRAM ANALYSIS

The Code Enforcement Division, in an effort to maintain and improve upon the existing housing stock in Takoma Park, strives to insure that minimum standards of health and safety are maintained in the City's dwelling units. Through our rehabilitation loan/grant program, we attempt to provide qualified residents with the financial means to bring their dwelling unit up to code requirements.

We regularly inspect the 4,100 registered rental units in Takoma Park. On each inspection we examine the condition, maintenance and supply of utilities of each unit. In Fiscal Year 80-81, these inspections revealed 330 violations, 262 of these were abated within the allowable time period given, 60 were corrected after a second notice and eight were referred to the Corporation Counsel for prosecution.

In conjunction with the volunteer Takoma Park Community Improvement Board (CIB), this Division tries to ensure that the exterior appearance of single-family, owner-occupied units is in accord with code requirements. This effort has been successful in improving the exterior appearance of the City's housing stock.

During Fiscal Year 80-81, approximately 48 loans and grants were awarded for the purpose of rehabilitating owner-occupied, single-family homes. The City has also expanded the use of state home rehabilitation funds. The Housing Rehabilitation program has been very instrumental in upgrading homes in the City. Through this program and with regular, efficient code inspections, this Division will continue to maintain and improve upon the existing housing stock in Fiscal Year 81-82.

By effectively implementing the City's municipal infraction program, adopted in 1981 for use in housing code violations, the Code Enforcement Division expects to have even greater compliance with code requirements in Fiscal Year 81-82. Municipal Infraction makes housing code violations civil rather than criminal offenses, thus facilitating our effort to upgrade the existing housing stock in Takoma Park. Code Enforcement has effectively implemented this program with no additional personnel.

CODE NO	APPROPRIATIONS	1980-81 ADOPTED BUDGET	1981-82 BUDGET
<u>CODE ENFORCEMENT</u>			
11.411	Salaries	\$69,370	\$74,620
11.4121	Office Supplies	100	500
11.4122	Contingent Fund	800	150
11.4123	Printing	50	50
11.4124	Postage	200	275
11.4125	Photo Supplies	300	300
11.4126	Telephone	700	900
11.4127	Association Dues	<u>120</u>	<u>130</u>
TOTAL CODE ENFORCEMENT		<u>\$71,640</u>	<u>\$ 76,925</u>

CODE ENFORCEMENT--ACCOUNT EXPLANATIONS

- 11.4121 This increase is due to the fact that code enforcement's office supplies account has been underfunded in the past.
- 11.4122 This account was reduced in an effort to better utilize funds.
- 11.4123 This account covers violation forms, public notices, etc.
- 11.4124 This increase reflects the increase in the cost of stamps and an increase in the number of letters mailed as a result of instituting municipal infractions.
- 11.4125 This account is for occasional pictures taken during inspections as evidence of code violations.
- 11.4126 This increase reflects the additional cost of telephone usage.

PUBLIC WORKS DEPARTMENT
PROGRAM ANALYSIS

The main objectives of the Takoma Park Department of Public Works are to maintain community services which are essential to the physical well-being of the City and to promote and ensure sanitary living conditions for Takoma Park residents. Primary functions include street repair and maintenance, landscaping of parks, maintenance of municipal buildings and equipment used by the City, and refuse collection.

Through increased construction capability in Fiscal Year 80-81, we were able to reconstruct two streets, Philadelphia and Colby Avenues, and install 3,000 feet of curb and gutter and 1,500 feet of sidewalk, all without an increase in equipment or personnel. In Fiscal Year 81-82, Public Works will continue to utilize its construction capabilities in these areas, as well as continue other existing maintenance programs, e.g., pot hole repair, painting crosswalks, street sanitation, and tree removal.

In Fiscal Year 80-81, our sanitation division collected nearly 5,000 tons of refuse from approximately 4,000 City residences. Each house receives two regular garbage pick-ups per week, resulting in approximately 8,000 stops per week, with a special refuse collection on Wednesday. Average per-household cost of regular pick-up service in Takoma Park continues to remain at or below the costs of pick-up service in most jurisdictions in the surrounding areas.

Recognizing that vehicle and equipment maintenance is vital to the operations of the City, we strive to operate an effective and efficient maintenance program. The Public Works repair shop maintains trash trucks, police cruisers, light and heavy trucks and several cars, as well as support type equipment. During Fiscal Year 80-81, the repair shop rebuilt the bodies of seven trucks and two cars. This effort will allow the City to use these vehicles for an additional five or more years. An electrical circuit which was designed in Fiscal Year 79-80 has been successful in drastically reducing brake wear in police cruisers. This circuit assists police during high speed chases by preventing or reducing brake fade, thus reducing the chance of an accident. Each City vehicle is maintained through a preventive maintenance program, thus enabling us to discover minor problems before serious ones develop.

Public Works began using Municipal Infraction in 1979. This was done in an attempt to more effectively eliminate visual pollution problems. Municipal Infraction makes certain code violations civil rather than criminal offenses, and thus increases the probability of code compliance. Public Works has effectively implemented this program with no additional personnel.

CODE NO	APPROPRIATIONS	1980-81 ADOPTED BUDGET	1981-82 BUDGET
<u>GOVERNMENT BUILDINGS</u>			
10.921	Salaries-Maintenance & Custodial	\$ 62,041	\$ 65,919
10.9121	Repair Materials	5,200	5,564
10.9122	Subcontract Work	4,400	4,700
10.9123	Custodial Supplies	7,000	7,000
10.9124	Uniform Rental/Laundry/Clothing	1,000	1,070
10.9125	Electricity	38,000	42,282
10.9126	Gas for Heat and Water	10,000	10,000
10.9127	Water	<u>1,820</u>	<u>1,820</u>
	TOTAL GOVERNMENT BUILDINGS	<u>\$129,461</u>	<u>\$138,355</u>

GOVERNMENT BUILDINGS-ACCOUNT EXPLANATIONS

- 10.9121 All materials used for plumbing, carpentry, electrical and maintenance support of public buildings, expenses for parts, oil, etc., for the operation of the elevator are purchased from this account. The increase in this account is due to anticipated repairs that will need to be made to City buildings since they are older.
- 10.9122 Services for maintenance of air-conditioning units, heating units, pest control, elevator, and major plumbing or electrical work are funded by this account. This account also includes funds for maintenance of the control system (boiler room).
- 10.9125 The increase is due to increases in the cost of electricity.
- 10.9126 Gas for heat and water used in public buildings is paid from this account.

CODE NO	APPROPRIATIONS	1980-81 ADOPTED BUDGET	1981-82 BUDGET
<u>PUBLIC WORKS-OFFICE</u>			
12.101	Salaries	\$42,852	\$46,828
12.1021	Office Supplies	750	800
12.1022	Dues	50	60
12.1023	Telephone	3,000	3,000
12.1024	Municipal Infractions	-	900
12.1025	Contingent Fund	430	460
12.1026	Maintenance-Office Machines	90	96
12.1027	Postage	125	135
12.1028	Printing	100	107
12.1029	Radio Maintenance	100	100
	TOTAL PUBLIC WORKS-OFFICE	<u>\$47,497</u>	<u>\$52,486</u>

PUBLIC WORKS-OFFICE--ACCOUNT EXPLANATIONS

- 12.1024 This account is for the cost involved in implementing the municipal infraction program. These costs include: printing various notices, mailing, court costs, etc.
- 12.1025 This account is for unexpected emergencies.
- 12.1028 Miscellaneous printing is paid from this account.
- 12.1029 Covers radio maintenance and parts as needed.

CODE NO	APPROPRIATIONS	1980-81 ADOPTED BUDGET	1981-82 BUDGET
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PUBLIC WORKS-REPAIR SHOP

12.391	Salaries and Labor	\$ 52,199	\$ 55,052
12.3921	Outside Labor and Parts	14,000	14,000
12.3922	Gas, Oil and Grease	59,500	88,000
12.3923	Auto Parts	40,000	40,000
12.3924	Tires, Tubes and Batteries	8,000	8,560
12.3925	Shop Equipment Repair	1,000	500
12.3926	Uniform Rental/Laundry/Clothing	750	800
12.3927	Wipers, Fender Covers	400	400
TOTAL PUBLIC WORKS-REPAIR SHOP		<u>\$175,849</u>	<u>\$207,312</u>

PUBLIC WORKS-REPAIR SHOP--ACCOUNT EXPLANATIONS

- 12.3921 Replacement parts furnished in connection with labor utilized outside of Public Works capability are purchased with these funds.
- 12.3922 This increase is due to the inflationary increases in the price of gas, oil and grease.
- 12.3923 Parts used on Public Works vehicles (except Street Department) and other department vehicles which are repaired in the shop are purchased from this account.
- 12.3925 Repairs to drills, chain falls, jacks, etc., used in the vehicle shop are paid from this account. The Public Works Department is implementing a tool development program over the next several years. These tools are needed to support the City's preventive maintenance program for its vehicles and equipment. This will extend the life of vehicles and equipment and save the City money. Funds have been reduced for FY 81-82 because they are limited.

CODE NO	APPROPRIATIONS	1980-81	1981-82
		ADOPTED BUDGET	BUDGET
<u>PUBLIC WORKS-SANITATION</u>			
12,411	Salaries and Labor	\$262,178	\$259,314
12.432	Refuse Disposal Fee	54,000	100,000
12.4322	Supplies-Burlap, etc.	4,000	4,280
12.4323	Uniform Rental/Laundry/Clothing	<u>4,900</u>	<u>5,240</u>
	TOTAL PUBLIC WORKS-SANITATION	<u>\$325,078</u>	<u>\$368,834</u>

PUBLIC WORKS-SANITATION-ACCOUNT EXPLANATIONS

- 12.411 This account has been reduced because of a reduction in overtime budgeted.
- 12.432 This account is for payment of landfill charges at Prince George's and Montgomery County landfills. The increase is due to an announced increase in the dump fees charged by the Counties. Montgomery County is raising their dump fee from \$14 per ton to \$23 per ton, a 64% increase. Prince George's County is increasing its dump fee from \$9.00 per ton to \$11.50 per ton.
- 12.4322 This account is for burlaps used by Sanitation men.

CODE NO	APPROPRIATIONS	1980-81 ADOPTED BUDGET	1981-82 BUDGET
<u>PUBLIC WORKS-STREETS</u>			
12.511	Salaries	\$174,649	\$185,240
12.5221	Road Materials	32,000	34,240
12.5222	Road Equipment Repair	4,000	4,280
12.5223	Uniform Rental/Laundry/Clothing	3,400	3,640
12.5224	Equipment Rental	2,200	2,354
12.5225	Small Tools and Supplies	600	642
12.5226	Subcontracts	1,800	1,926
12.5227	Street Lights	75,000	85,075
12.5228	Parking Meter Parts	<u>1,300</u>	<u>1,400</u>
	TOTAL PUBLIC WORKS-STREETS	<u>\$294,949</u>	<u>\$318,797</u>

PUBLIC WORKS-STREETS-ACCOUNT EXPLANATIONS

- 12.5221 Materials for small street repairs, including sidewalk replacement, are paid from this account. The increase in the proposed expenditure is reflective of the increase in the price of concrete, asphalt and for supplies used for the removal of snow.
- 12.5222 Repairs on road equipment for the Street Department are made from this account. As evidence for the State of Maryland, a separate account is required when making claims for rebate.
- 12.5224 Backhoe and/or crane rental for digging trenches and taking up curbs and gutters is paid from this account.
- 12.5225 Saws, hammers, drills, rakes and other small tools are purchased from this account.
- 12.5226 This account pays for the cutting and trimming of trees.
- 12.5227 All electricity and work necessary for maintaining our street lights are paid from this account. The increase in expenditures reflects the increase in the cost of electricity.

CODE NO	APPROPRIATIONS	1980-81 ADOPTED BUDGET	1981-82 BUDGET
<u>PUBLIC WORKS-PARKS</u>			
18.321	Salaries	\$64,836	\$74,643
18.3221	Parks Supplies	8,100	7,000
18.3227	Uniform Rental/Laundry/Clothing	1,500	1,600
18.3228	Tools	428	458
18.3229	Car Allowance-Parks Supervisor	1,020	--
18.3421	Street Lights-Parks and Special	<u>850</u>	<u>850</u>
TOTAL PUBLIC WORKS-PARKS		<u>\$76,734</u>	<u>\$84,551</u>

PUBLIC WORKS-PARKS-ACCOUNT EXPLANATIONS

- 18.3221 Fertilizers, seeds and other park supplies are purchased from this account.
- 18.3228 Miscellaneous small tools are purchased from this account.

RECREATION DEPARTMENT
PROGRAM ANALYSIS

In an effort to provide for and encourage recreational pursuits, the Recreation Department of the City of Takoma Park strives to provide improved recreational services and to introduce new and innovative programs for the community. Our programs are conducted on the premise that recreational activities are important in promoting the overall morale and physical well-being of the residents of any community.

In Fiscal Year 80-81 we had approximately 8,000 individuals participating in special events alone. Special events included: Karate, a Community Fair, an Easter Egg Hunt, a Photography Show, Tennis Tournaments and many others. Over 60 dedicated volunteers in the community and our hard working fieldwork students, helped to make these events possible.

Last year we had 562 persons register for classes in tennis, yoga, reupholstering, holiday workshop, CPR, quilting, cake decorating, slimnastics, photography, karate, leaded stained glass, gymnastics, baton, dance and ceramics. Volleyball, arts and crafts, roller skating and drop-in gyms were part of our after-school and yearly evening gym programs. We had approximately 4,500 children participate in after-school programs, 6,400 adults in open gyms and volleyball, and 5,200 children and adults in roller skating.

Co-sponsored summer playground programs with Montgomery and Prince George's Counties Recreation Departments had a registration of 467 and total participation of approximately 14,000. The programs included trips, swimming, arts and crafts, drama, cookouts, tournaments, family nights, early bird breakfasts, nature walks, and many other activities.

The Takoma Park Recreation Department sponsors the Azalea City Quilters, Takoma Park Community Singers, Antique Seminar Group and the Takoma Park Band. We are actively involved with the Takoma Park Independence Day Committee, the Sister City Committee, the House and Garden Tour, and some local civic and service organizations. We also contribute to and help coordinate the City Newsletter and issue all permits for City parks and buildings.

The Department staff, which consists of three full-time and twelve part-time persons, is presently planning for an active Fiscal Year 81-82. We welcome the suggestions of residents and encourage their enthusiastic participation in recreational activities.

CODE NO	APPROPRIATIONS	1980-81 ADOPTED BUDGET	1981-82 ADOPTED BUDGET
<u>RECREATION DEPARTMENT</u>			
18.111	Salaries	\$ 86,004	\$ 89,323
18.1121	Office Supplies	775	775
18.1122	Telephone	1,500	1,600
18.1123	Maintenance-Office Machines	325	350
18.1124	Contingent Fund	1,000	500
18.1126	Postage	450	550
18.1221	Gym-Expendable Supplies	225	225
18.1222	Special Community Programs	2,500	2,750
18.1224	Equipment Maintenance	535	575
18.1321	Playground-Expendable Supplies	1,800	1,800
18.1323	Car Allowance-Summer Counselors	200	200
18.1324	Car Allowance-Recreation Supervisor	1,020	-
18.191	Fourth of July	3,150	2,150
18.192	Photo Supplies	650	300
TOTAL RECREATION DEPARTMENT		<u>\$100,134</u>	<u>\$101,098</u>

RECREATION DEPARTMENT-ACCOUNT EXPLANATIONS

- 18.111 The realigning of some programs and personnel has resulted in substantial salary savings while not jeopardizing programs.
- 18.1124 Attendance at conference, previously funded from this account, will no longer be paid for by the City. Thus, the reduction in this account.
- 18.1221 This account provides funds for expendable supplies at the Gym, mainly sports equipment.
- 18.1222 This account is to provide funds for special community programs such as: Halloween, Christmas and Tennis Tournament expenses, Recreation Festival, Easter egg hunt and party, special entertainment, etc.
- 18.1324 All car allowances have been eliminated in an effort to save money in Fiscal Year 81-82. Employees will be reimbursed for the use of their car on a per mile basis when driven for City business.
- 18.191 This account was first increased for the Bicentennial year celebration. It is felt that it will be possible to get by with a \$1,000 reduction in Fiscal Year 81-82.
- 18.192 A reduction in this account is possible without affecting delivery of programs.

LIBRARY DEPARTMENT
PROGRAM ANALYSIS

For many years the Library of Takoma Park has served the informational and recreational reading needs of the community. We have modified our services over the years to meet the special library needs of the residents of Takoma Park. Our services vary from a full telephone reference service, to special programs for pre-schoolers. Our book collection of 50,000 volumes (1700 reference books), augmented by over 150 periodical and newspaper subscriptions, ranges from collections on horticulture and gardening, to sources on Maryland and Takoma Park history. Our acquisitions policy is flexible enough to allow us to meet the diverse needs of our residents. For instance, we have a growing large-print book collection, and we often draw on the resources of the Maryland State Library for the Physically Handicapped.

The Library is staffed and operative from 9 AM - 9 PM weekdays and from 10 AM - 5 PM Saturday (68 hours). During these hours we answer approximately 10,000 reference questions and assist about 50,000 patrons in selecting reading materials. We are open to the public 48 hours a week. The morning hours are spent performing tasks best done when the library is not fully staffed or open to the public, e.g., having school class visits, reshelving materials, resetting the charge machines, adding new materials to the public catalog, updating records, etc.

The proximity of many schools in Takoma Park makes children's services especially important in the library. Approximately 25 public school, nursery and day care center classes visit each month for stories, finger-plays and readers' aid services. Pre-schoolers have special programs during the school year with stories, films and penny theater. The children's librarian prepares and distributes booklists and other promotional items on a regular basis. Also, there are a number of services provided for children outside of school hours. These include a summer story-hour program with films and penny theater for pre-school and elementary children, and a summer reading club for middle school students. We also have a summer film and book talk group for upper elementary and junior high school students.

In conclusion, the Library is a multi-purpose information center which is an integral part of the community. Along with our other services, we distribute voter registration forms, bus schedules, income tax forms, community information brochures, and pamphlets for the consumer on a wide variety of subjects. We maintain listings of current job applications for the counties. In short, we strive to meet all the informational needs of the residents of Takoma Park in the most cost-effective and efficient way.

CODE NO	APPROPRIATIONS	1980-81 ADOPTED BUDGET	1981-82 BUDGET
<u>LIBRARY DEPARTMENT</u>			
19.101	Salaries	\$134,245	\$149,157
19.1021	Adult Books	12,875	14,000
19.1022	Children's Books	5,200	5,700
19.1023	Periodicals, Magazines	2,500	2,500
19.1024	Records	1,454	1,400
19.1025	Bindings	785	785
19.1026	Supplies and Materials	3,750	3,400
19.1027	Display Materials	130	130
19.1028	Service Rentals	220	280
19.1029	Telephone	750	800
19.10210	Postage	500	500
19.10212	Contingent Fund	100	100
19.10213	American Library Association	500	325
19.10215	Maintenance-Office Machines	200	500
19.10216	Microfilming Shelf list Cards	150	150
TOTAL LIBRARY DEPARTMENT		<u>\$163,359</u>	<u>\$179,727</u>

LIBRARY DEPARTMENT-ACCOUNT EXPLANATIONS

- 19.1021. The reduction in these accounts were necessitated because of the
19.1022. limit in the amount of funds the City has. The reduction in purchases will be compensated by perserving the present stock of books and by an increase in City efforts for recovering overdue books.
- 19.1025 Provides for rebinding of books which are worn and also for the binding of outstanding new paperbacks to extend their usefulness.
- 19.1026 This account includes all supplies for operation of the Library such as borrower's cards, book jackets, book cards and pockets, overdue notices, etc.

ODE NO	APPROPRIATIONS	1980-81 ADOPTED BUDGET	1981-82 BUDGET
<u>DEBT SERVICE</u>			
24.9031	Interest on Building Debt	\$ 14,030	\$ 11,270
24.9033	Principal Payment on Building Debt	<u>50,000</u>	<u>70,000</u>
	TOTAL DEBT SERVICE	<u>\$ 64,030</u>	<u>\$ 81,270</u>
<u>MISCELLANEOUS</u>			
26.2021	Social Security	\$ 73,502	\$133,614
26.2022	General Retirement Fund	107,000	147,000
26.3021	Group Hospitalization	39,000	51,422
26.3022	Workman's Compensation	42,000	47,000
26.3023	Group Life Insurance	9,500	9,500
26.9021	Treasurer's Office Fidelity Bonds	1,200	1,200
26.9022	Municipal Building & Contents (Fire Ins.)	7,000	8,000
26.9023	Motor Vehicles-Comprehensive & Fire	4,000	4,000
26.9024	Special Contractors Insurance Policy	150	155
26.9025	Motor Vehicles-General Liability Ins.	31,000	31,000
26.9026	City Property-Streets, Sidewalks, Liab.	16,000	24,000
26.9027	Excess Liability Umbrella Insurance	8,500	8,800
26.9028	Police Professional Liab. Insurance	8,500	8,900
26.9029	Education Training	5,000	-
26.9030	Mileage	-	<u>5,000</u>
	TOTAL MISCELLANEOUS	<u>\$352,352</u>	<u>\$479,591</u>

DEBT SERVICE AND MISCELLANEOUS-ACCOUNT EXPLANATIONS

- 24.9031 This reduction is due to the fact that interest paid on bonds sold for the financing of construction of the Municipal Building continues to decrease each year.
- 24.2021 This increase is the result of increases in the employers contribution to Social Security.
- 26.3021 The increase is due to announced increases by the City's carrier.
- 26.9029 This account has been eliminated in an effort to reduce expenditures.
- 26.9030 This account was created to cover the costs of paying employees for the use of their car for City business. This account is necessary since car allowances have been eliminated.

PROPOSED USE OF GENERAL REVENUE SHARING FUNDS

Fiscal Year 1981-82

General Revenue Sharing are funds that are provided by the Federal government based on the City's population, residents' income, and total tax effort. Takoma Park anticipates receiving \$86,000 in the next entitlement period. Below is the Proposed Budget for General Revenue Sharing Funds. Included in the Proposed Budget is an additional \$6,000 which the City was allocated in the previous entitlement period, but which remained unbudgeted. Therefore, the total of General Revenue Sharing funds comes to \$92,000.

Proposed Use Schedule

Police Department Operations	\$50,000
Code Enforcement Operations	20,000
Library Operations	<u>22,000</u>
TOTAL	<u>\$92,000</u>