



City of Takoma Park

Fiscal Year 2024 Proposed Budget

July 1, 2023 – June 30, 2024

City Council FY24 Budget Questions-continued (4)

1. Please describe what the proposed Sustainability budget benchmark study would involve. (Gibson)

The Benchmark Study was removed from the FY24 proposed budget. It is denoted as a 2% cost reduction of \$60,000. Originally the Benchmark Study was included at \$65K, but with the reduction of \$60, the remaining \$5K was added to the Single-Family energy efficiency grants bringing it from \$5K to \$10K.

2. What percent increase in Stormwater Fees would be needed to add funding adequate for a \$15,000 pilot project? (Gibson)

Based on initial rough calculations using the total impervious area billed in the City, an increase of \$0.50 to the Stormwater Utility fee would generate an additional \$15,000. The current fee is \$25 per 500 sqft of impervious surface per property.

That said, \$15,000 is a fairly small amount for a pilot program. It would be helpful to understand the purpose of the pilot program - is it for rebates? Is it to create a stormwater treatment facility? Is it funding for outreach? Depending on what the intention of the pilot program is, it may impact staffing.

3. Please list the economic development service contracts and their scope of work. (Gibson)

Through the Economic Development division, the City is proposing to enter into 5-6 service contracts in Fiscal Year 2024. The contract recipients and their respective corridors are:

- Old Takoma Business Association: Takoma Main Street
- Takoma-Langley Crossroads Development Authority: Takoma-Langley Crossroads
- Long Branch Business League: Long Branch/Flower Avenue
- Crossroads Community Food Network: Emerging/Non-Brick & Mortar Food Businesses
- To Be Identified: New Hampshire Avenue
- *Takoma Park Farmers Market (see footnote)^[1]*

Under the terms of the economic development service contracts, each entity is required to provide the following scope:

- Ongoing Business Support: Assistance to businesses currently located or looking to locate within the corridor, including but not limited to technical assistance on day-to-day operations, site selection, guidance of governmental regulations, access to capital, etc.;
- Business & Property Database: Maintain an up-to-date database of all businesses and commercially-zoned properties within the corridor;
- Corridor Marketing, Promotion, & Events: Promotion of the entire corridor and individual businesses through online media and a regular event calendar.

Economic Development Service Contract partners are critical to the ongoing health and desirability of Takoma Park's commercial districts. In a region with increasingly high rents and business costs, the wrap-around technical assistance, access to capital, and marketing services provided by these partners are essential in attracting and retaining the diverse set of small businesses that the Council and residents have identified as core to the identity of Takoma Park.

City funding for economic development service contracts also leverages additional funding for local businesses that is not attainable by the City directly. For example, City funding to OTBA has leveraged nearly six times the additional funding from other sources to businesses and public projects over the last three years.

[1] The City also has a service contract with the Takoma Park Farmers Market. In resolutions authorizing the temporary closure of the Laurel Avenue Streeter, Council requested staff identify funds to defray new lease costs for the Takoma Park Farmers Market with the loss of their traditional space on the public right-of-way on Laurel Avenue. This contract is unique and does not contain the same scope of work outlined for the other contract recipients.

4. Is the FY23 budget on "regular" revenues? (Small)

The City's General Fund revenue shows a slight increase from FY19 to FY23. Compared to FY19, the year before the pandemic, the estimated revenue of FY23 increased by \$2.4M or 8.2%. See the revenue totals in the attached General Fund Summary table.

5. Are you tracking a shortfall through this fiscal year? (Small)

Based on the projected revenues and expenditures from January 2023 there is a deficit of \$6.9M. The \$6.9M includes an estimated \$5M expense for the Library Redevelopment

Project. The Library expense is paid for using bond funds and not the City's reserve funds and should therefore be deducted from the \$6.9M figure. The remaining \$1.9M will be paid for with the City's reserves.

The actual reduction in the City's reserve balance is likely less than \$1.9M, however, an additional comprehensive analysis of the status of City's projects and programs would be necessary to provide a more current figure – figures become more accurate as the City approaches the end of the fiscal year. As a point of historical reference, reductions in the reserve balance between 2016 and 2021 have ranged from \$27,257 to \$135,993.

6. Notwithstanding that the ARPA money is commingled with it, is the revenue back online prior to the pandemic? (Small)

In the Proposed Budget of FY24, the total General Fund revenue is estimated to be \$29.3 million which is \$1.5 million or 5.29% higher than FY23 Projected Budget.

The largest increase would be in Taxes and Utilities Fees which is an increase of \$1.8 million or 9.29% from the FY23 Budget. With the exception of Use of Money, all other revenues show a slight decrease.

In Charges for Services, the revenue decrease in the Recreation Programs is mainly due to a lack of programming space for Camps and Aftercare during the Community Center construction in FY24.

General Fund Summary

General Fund Summary

		Audited FY19	Audited FY20	Audited FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change Proj FY22-23	% Change Proj FY22-23
Revenues	Taxes and utility fees	17,485,510	17,834,681	18,320,304	18,473,270	18,433,675	20,041,695	1,608,020	9%
	Licenses and permits	84,908	66,942	88,799	104,500	78,104	86,104	8,000	10%
	Fines and forfeitures	195,802	174,189	170,636	176,000	178,000	181,000	3,000	2%
	Use of money and property	330,940	345,338	25,274	5,240	(38,500)	(29,000)	9,500	(25%)
	Charges for service	1,228,834	980,290	461,223	808,331	836,691	1,017,370	180,679	22%
	Intergovernmental	6,213,141	6,322,336	6,366,173	7,464,933	7,894,049	6,479,949	(1,414,100)	(18%)
	Miscellaneous	194,199	163,187	61,324	63,000	63,000	61,000	(2,000)	(3%)
	Total Revenues	25,733,334	25,886,963	25,493,733	27,095,274	27,445,019	27,838,118	393,099	1%
Expenditures	General Government	3,056,001	3,009,773	3,440,444	4,517,856	4,225,564	4,185,223	(40,341)	(1%)
	Police	7,917,412	8,385,135	8,407,906	9,599,513	8,675,677	8,570,486	(105,191)	(1%)
	Public Works	5,073,497	4,941,626	4,675,978	6,191,705	6,120,424	5,641,139	(479,285)	(8%)
	Recreation	1,907,344	1,768,952	1,239,885	2,106,055	2,023,411	2,164,526	141,115	7%
	Housing and Community Development	1,454,808	1,683,213	1,573,904	2,274,317	1,738,359	2,576,737	838,378	48%
	Communications	507,869	529,330	559,155	771,497	758,621	754,332	(4,289)	(1%)
	Library	1,319,114	1,317,662	1,274,197	1,422,064	1,424,232	1,401,556	(22,676)	(2%)
	Inter-Departmental	1,400,240	1,157,120	1,897,265	1,734,917	1,250,083	1,292,091	42,008	3%
	Capital Outlay**	3,463,316	2,555,994	2,633,828	8,053,244	3,241,825	7,492,950	4,251,125	131%
	Debt Service	919,868	916,403	742,990	871,460	871,460	740,712	(130,748)	(15%)
	Total Expenditures	27,019,468	26,265,208	26,445,552	37,542,628	30,329,657	34,819,752	4,490,096	15%
Excess (deficiency) of revenues over expenditures		(1,286,134)	(378,245)	(951,819)	(10,447,354)	(2,884,638)	(6,981,634)	(4,096,997)	142%
Other Financing Sources (Uses)	Bond proceeds	-	-	-	-	-	-	-	-
	Capital lease	-	-	-	-	-	-	-	-
	Sale of property	-	-	-	-	-	-	-	-
	Operating transfers in (out)	(41,718)	-	-	(65,000)	(65,000)	-	-	-
	Total Other Financing Sources (Uses)	(41,718)	-	-	(65,000)	(65,000)	-	-	-
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses		(1,327,852)	(378,245)	(951,819)	(10,512,354)	(2,949,638)	(6,981,634)	(4,096,997)	139%
Fund Balance	Beginning of year	22,070,110	20,742,258	20,364,013	19,412,194	19,412,194	16,462,557	(2,949,637)	(15%)
	End of year	20,742,258	20,364,013	19,412,194	8,899,840	16,462,557	9,480,923	(6,981,634)	(42%)

7. In addition to the impact on median home value, is it possible to estimate the impact on 25% and 75% valued houses? (in regards to the proposed tax increase) (Dyballa)

We picked one sample home (25%) at a market value of \$470,000 and an assessable value of \$463,000, the impact of the proposed tax increase is \$241.28 per year.

Another sample of home value (75%) at \$1 million with an assessable value of \$942,000, the annual tax increase for Takoma Park Property Tax is \$491.

See the attached spreadsheet (in the Appendix) with Single Family Home at Median, 25%, and 75% value.

8. Specific to Revenues: Income Tax- Basis for \$4M estimate and not higher? (Dyballa)

Income Tax estimates are provided by the State. However, the City typically uses the ten year average for actual Income Tax revenues received to estimate the number for the proposed budget. Income Tax revenue fluctuates with the economy. The City's conservative approach is meant to account for the inherent economic variability.

9. City fees: What fees are increased and by how much; which ones (if any) did you consider and reject; which ones are still being or will be considered? (Dyballa)

- a. **Rental Licensing Fees:** Rental Licensing Fees increase annually by the CIP. The City's current annual rental licensing fees (\$124/unit) far exceed surrounding jurisdictions (Montgomery County has a variety of fee structures, but most fall in the \$60/unit range). We are reviewing the rental licensing structure to ensure that the program remains as close to revenue neutral as possible (i.e. that licensing fees and other revenue can cover the cost of the City's inspection contract with DHCA).
- b. **Multifamily Refuse Fees** The fee was previously \$143 for each unit after the first unit (6-unit building charged for 5 units). In FY15, the City updated the Code and intended to increase the refuse collection fee annually by the CPI. Regulations for that adjustment were finalized this year. So, for FY24 the fee will be increased by the CPI - which is calculated by the Housing Department to be 7.2%
- c. **Outdoor Permit Fees:** The fee was reinstated in FY23 after being waived during the height of the pandemic. Housing and Community Development will explore increasing the Outdoor Dining Permit Fee structure in Fiscal Year 2024. Per the Administrative Regulations, the City may adjust the Dining Permit Fee structure to account for annual CPI-U adjustments. It does not appear these adjustments have been made since the COVID-19 emergency suspension of dining fees. Staff still need to confirm how much an appropriate one-year increase would be, but instituting back adjustments could increase the fee by approximately 15%.
- d. **Recreation Fees:** Recreation fees were increased in the Fall of 2022. Classes

and program fees were increased by 10% and the department began to realize the increase in FY23. Camps and Aftercare programs were increased in February 2023; however, the Department will not realize the increase until FY24. Camps were increased by 5% and all childcare programs (before and aftercare) were increased by \$200.

10. Please send the Equipment Replacement Reserve (ERR) Spreadsheet once available.

Located in the Appendix, Item #4

11. Committee stipends - Nearly half of FY23 proposed- details on actual use? (Dyballa)

Board, committee, and commission stipend information as of April 26, 2023:

There are 88 current board, committee, and commission members

- 22 - members did not submit the stipend selection form
- 14 - opted in but did not submit required forms
- 34 - opted in and we received forms
- 16 - opted out
- 2 - YC member opted to receive SSL hours

\$6,120 paid or encumbered in FY23 to date. We expect the payments will total \$12,000 - \$15,000 for FY23.

12. Licenses & Permits- Basis for proposed being so much lower? (Dyballa)

The City has not adjusted the permit fees for many years, therefore the revenue remains low. The rental license fee adjustment is usually proposed by the Housing and Community Development Manager based on the change of CPI.

License fee adjustment memo located in Appendix, Item #2

Please see the following information about the details of the License and Permit Fee.

The FY24 Prelim revenue is \$10k lower than the FY23 Projected primarily due to the reduction of the Junction Land License.

As of May 1, the total License and Fees collected is \$44,070 which is half of the Adopted estimates.

Licenses and Permits						Audit	Adjusted	YTD	Project	Prelim
	17	18	19	20	21	22	23	23	23	24
Driveway Permit 0001-32200	5065	3,163	3,907	3,606	4,530	4,621	4,500	1,520	4,500	4,600
Trader License 0001-32300	16621	15,863	19,514	5,580	14,439	5,248	16,000	1,029	5,200	6,500
Takoma Junction Land Lic 0001-32400	21844	22,128	10,000	12,446	10,000	10,000	10,000	-	10,000	
Tree Permits 0001-32500	13490	15,660	19,920	20,819	26,905	20,820	23,000	16,780	23,000	23,000
Parking Permits 0001-32600	12698	11,491	11,963	4,887	13,322	11,793	13,000	5,137	11,500	12,000
Telecomm License 0001-32700	0	39,208	19,604	19,604	19,604	19,604	19,604	19,604	19,604	19,604
	69,718	107,513	84,908	66,942	88,800	72,085	86,104	44,070	73,804	65,704

13. Current and recent past workload of code enforcement, impact of going from 3 to 2, and then from 2 to 1, enforcement staff. Work that will not get done with these cuts. Impact on education and outreach for city environmental laws (Safe Grow etc), Recent years of staffing levels, any FTE changes with the move from Police to HCD, and what the current budget proposes (reduction from 3 to 2 FTE). I would support a close council look at the code, advised by staff, to consider what changes might better reflect our community's values. (Dyballa)

The goal of the Code Enforcement Division is to educate the public and enforce the City's code to preserve residential and commercial infrastructure. The Code Enforcement Division currently consists of two (2) full-time staff members, a reduction from prior fiscal years, when the division had three (3) full-time positions. The division is responsible for implementing multiple portions of the City's Municipal Code related to property condition and environmental codes, including:

- Chapter 6.12 Property Maintenance Code [1]
- Chapter 8.16 Sale of Food & Drink (Polystyrene Ban)
- Chapter 8.48 Disposable Plastic Bags
- Chapter 8.52 Plastic Beverage Straws and Stirrers
- Chapter 10 Trash and Recycling Collections
- Chapter 12.08 Prohibitions on Maintaining Undesirable Vegetation
- Chapter 14.12 Noise Control
- Chapter 14.28 Restricted Lawn Care Pesticides (Safe Grow Act)
- Chapter 15.04 Animal Control Regulations

To implement the code as currently written, Code Enforcement staff conduct regular inspections of all properties in the City under their purview (homeownership, commercial, and group homes). Under the current structure, staff attempt to inspect every property on average twice per month. Staff also recognize that code enforcement can be a sensitive topic and attempt to work with property owners to fix issues or find alternative solutions prior to the issuance of a citation.

Before receiving any citation or action, property owners receive both a courtesy notice and a notice of violation. In 2022, out of 416 courtesy notices identified by staff, only 44 had to be cited, as staff works to obtain compliance without relying on the court system. Staff welcome the opportunity to share more details on enforcement process and impacts.

2022 Code Enforcement Data	
Courtesy Notices Issued	416
Notices of Violation	145
Citations	44
Court Cases	9

Proposed cuts would impact HCD's ability to ensure fair and equitable compliance with the existing Takoma Park Municipal Code. The loss of funding will greatly impact the division's ability to enforce code in an equitable manner, as one staff member would be unable to regularly inspect properties throughout the City. Code Enforcement personnel have to enforce the entire code when conducting inspections; cutting the Code Enforcement budget will not allow staff to only focus on 'high-priority' code issues. Instead, it will likely lead to less time for staff to conduct ongoing inspections of all issues. These are also services that cannot be filled by the County or outside vendors without a sizable new cost for the City. It should also be noted that neither the Takoma Park Organizational Assessment nor the Reimaging Public Safety Task Force recommended additional reductions in Code Enforcement.

HCD welcomes a broader conversation around the code and any requested modifications, but is concerned about how budget and staffing cuts prior to that conversation will impact our ability to deliver equitable, high-quality work as required by the Code.

14. Bike Improvements grant matches: what do these funds leverage, and are these grants received or expected, and dollar amounts lost to the city if these are cut. (Dyballa)

The reconciliation list includes several proposed cuts to City matches for outside grant funding, including:

- Metropolitan Branch Trail City Match
- Maple Avenue Connectivity City Match
- New Hampshire Ave Bikeways City Match

In each of these instances, the City match is a grant requirement in order to leverage over four (4) times the amount of outside funding. Without these matches, which total \$161,350, the City would be giving up \$657,500 in external funding. Foregoing these funds may jeopardize the City's eligibility for future funding from these sources. In addition, these projects have

cross-jurisdictional connections with DC, M-NCPPC, Montgomery County, and Prince George's County stakeholders, which will be impacted.

A summary of these projects is included below:

- **Metropolitan Branch Trail:** Staff is applying for grant funds to continue the work that was undertaken with a COG-Transportation Land-Use Connection grant for the Met Branch Trail, a priority project for MWCOG and the County. The existing grant will result in 30% design plans, which then makes the project eligible for larger grants. Available sources of grant money to complete design and implementation require an 80/20 match. These funds are included in the Fiscal Year 2024 budget in anticipation of a grant award, thus a budget amendment would not be required at a later day, nor would the project be delayed to a future budget year.
- **Maple Avenue Connectivity:** The City and the State of Maryland have entered into an MOU for the Kim Lamphier Bike program grant funds. The multi-year project is a total of \$380,000: \$304,000 in grant funds and \$76,000 City match. The contract for services with RK&K is scheduled for a Council work session on May 10 and voting session for single reading ordinance on May 17. Without the City match, the project cannot move forward and may result in losing the grant funds.
- **New Hampshire Avenue Bikeways:** The goal of this multi-year project is to create a two-directional bikeway on south-bound New Hampshire Avenue. This project is currently divided into three parts: Section A (Holton Ln to Auburn Ave), Section B (Auburn Ave to Poplar Ave), and Section D (Poplar Ave to Kansas Ave NE). The City has been advancing this project through grant funds since 2013. Over the past decade, the City has leveraged City funds of approximately \$300,000 for \$1.382 million in grant funds for the New Hampshire Avenue Bikeways, totaling \$1,682,750.
- **Design Section A – 100%:** This grant, expected to be completed in FY 2024, will complete design and construction documents for Section A, from Holton Lane to Auburn Avenue. The total project is \$591,000, with \$473,000 in grant funds and \$118,293 in City matching funds. The Fiscal Year 2024 budget includes \$246,250 – 80% (\$197,500) in grant funds and 20% (\$49,350) in City funds.
- **Design Section B – 100%:** This grant, expected to be completed in Fiscal Year 2024, will complete design and construction documents for Section B, from Auburn Avenue to Poplar Avenue. The total project is \$318,000 with \$254,000 in grant funds and \$64,000 in City matching funds. The Fiscal Year 2024 budget includes \$70,000 – 80% (56,000) in grant funds and 20% (\$14,000) in City funds.
- **Design Section D – 100%:** This grant will complete design and construction documents for Section D, from Auburn Avenue to Poplar Avenue. The Fiscal Year 2024 budget includes \$50,000 – 80% (40,000) in grant funds and 20% (\$10,000) in City funds.

15. The City has currently proposed to remove small business grants from the budget, where can I still find any level of funding that might still be in the budget to support business development, technical assistance and small business grants that are outside of Old Takoma and/or outside of the Langley Park Business District (such as the Flower Corridor up towards Arliss station)? (Honzak)

Small businesses are supported directly and indirectly in the Fiscal Year 2024 Budget through two lines specifically:

- **Neighborhood Commercial Corridors:** Currently, the City primarily offers direct financial assistance to small businesses through the Business Investment Grant (BIG) under the Neighborhood Commercial Corridors line item. Released in 2022, the BIG provides reimbursable, one-to-one matching grants of up to \$10,000 to local businesses looking to locate or expand within Takoma Park. The program is only for capital expenses related to fit-out and must be tied to an expansion metric of some kind (new business opening, expanding square footage, expanded business services, expanded employee count, etc.). To date, the City has made 8 BIG awards for approximately \$60,000. Additionally, the City retains a small amount (\$50,000) of facade grant funds to leverage large commercial property investments.
- **Economic Development Service Contracts:** Through the Economic Development division, the City is proposing to enter into 4-5 economic development service contracts in Fiscal Year 2024. The contract recipients and their respective corridors are:
 - Old Takoma Business Association: Takoma Main Street
 - Takoma-Langley Crossroads Development Authority: Takoma-Langley Crossroads
 - Long Branch Business League: Long Branch/Flower Avenue
 - Crossroads Community Food Network: Emerging/Non-Brick & Mortar Food Businesses
 - To Be Identified: New Hampshire Avenue ^[1]

The Fiscal Year 2024 budget anticipates an increase to the contract amount for the Long Branch Business League to increase equity around commercial corridors. Under the terms of the economic development service contracts, each entity is required to provide the following scope:

- **Ongoing Business Support:** Assistance to businesses currently located or looking to locate within the corridor, including but not limited to technical assistance on day-to-day operations, site selection, guidance of governmental regulations, access to capital, etc.;
 - **Business & Property Database:** Maintain an up-to-date database of all businesses and commercially-zoned properties within the corridor;
 - **Corridor Marketing, Promotion, & Events:** Promotion of the entire corridor and individual businesses through online media and a regular event calendar.
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^[1] The City also has a service contract with the Takoma Park Farmers Market. In resolutions authorizing the temporary closure of the Laurel Avenue Streetery, Council requested staff identify funds to defray new lease costs for the Takoma Park Farmers Market with the loss of their traditional space on the public right-of-way on Laurel Avenue.

16. Does the City have any development ideas in the works about the corner of Flower & Piney Branch/Manna & Beijing Delight buildings? I had the impression that there might be some internal discussion, and I would like to know if anything is being considered as we enter budget season.

The City continues to work with private property owners at the corner of Flower and Piney Branch to discuss the development potential of these parcels. Any City investment in future Fiscal Year 2024 development of these parcels would likely come from outside grant funding, not City general funds.

17. Language Translation Support for meetings such as public safety, or other documents- is this embedded in the budget for things like public safety meetings or other non-police community meetings?

There is \$5,000 in the Council budget for interpretation or translation. Additionally, there is an amount in the Communications budget, out of the Cable Grant.

18. Why is there a recommended 466.67% increase in overtime for the Police Communication Specialist for 2024? I recommend budgeting 5K instead of 17K. (Page 90) (Fulcher)

The referenced overtime is holiday overtime. Holiday overtime is provided when dispatchers work on a holiday. In previous years, the amount was improperly applied to the general overtime budget line. In the FY24 budget, the overtime was corrected to accurately reflect where the overtime was coming from. There is a corresponding decrease to the general overtime line for police communications.

19. Have we budgeted for any increases in salaries that AFSCME is currently requesting? (Fulcher)

AFSCME negotiations are ongoing. The proposed budget includes a 2% increase in wages. The 2% wage increase from FY23 is \$420,000. A 4.7% increase is about \$798,000. City staff will need some additional time to determine other percentage totals.

20. The following are requests that tie to Sustainability and climate- please provide:
- a) Summary of program's focus, and work that will not get done if the program is eliminated.
 - b) Program funding history over the past few years, including any grants received.
 - c) Recent reports or presentations to council on the focus of the program.
 - d) Impact on other city programs and goals (such as housing, equity).
(Dyballa)

Please review the Sustainability and Climate Action presentation from January 2023 for an overview of these answers: https://documents.takomaparkmd.gov/government/city-council/agendas/2023/supplemental-documents/Sustainability-and-Climate-Action-in-Takoma-Park_presentation-20230125r.pdf.

All of the documents associated with the Sustainability presentation can be found here: https://takomaparkmd.gov/meeting_agendas/city-council-meeting-agenda-wednesday-january-25-2023/.

The City's reserve policy can be found here:

<https://documents.takomaparkmd.gov/government/finance/RESERVE%20POLICY%20-Adopted%2007.2019.pdf>. The policy states "Projects that may be funded include the purchase of existing housing, rehabilitation or repair of existing housing, demolition of unsafe structures, land acquisition, construction of new housing, down payment assistance, subsidies for mixed-income and mixed-use developments, and predevelopment activities". There are no projects that fit this description currently in the proposed budget.

Located in the Appendix: Sustainability and Climate Action in Takoma Park, Item #5
Agenda for Sustainability Presentation, Item #6
HCD Council Memorandum from April 28, 2023, Item #7

21. Specific Sidewalk in Budget- Domer Ave (Honzak)

- a. I believe I have received a few different lists of sidewalks that are next in line on the prioritization list. Could you kindly direct me to that/those documents, and help me see where this particular sidewalk is on the list of priority? Is that sidewalk slated for FY24 capital improvement or ARPA dollars or it is farther down on the list?

Information about some of the plans related to new sidewalks can be found in the Capital Improvement section of the budget book - pg. 246. The Domer Avenue sidewalk project is planned to be funded through the Community Development Block Grant program and is not included in that list, but included in the reference in HCD on pg. 249 - CDBG Neighborhood Improvements.

For Domer Ave sidewalks, the City issued an RFP for the construction and bids are due May 5. Once a contractor selection has been made, the City will follow through with the

County CDBG office to schedule the work.

b. I am very interested in seeing the sidewalk proceed, if it seems reasonable. Thus, if capital or ARPA capital cuts are made, I specifically wanted to see at what total dollar value threshold for FY24 that sidewalk would likely be cut.

The cost estimate for Domer Ave sidewalk is \$141K. The CDBG allocation is \$132K. The expectation would be for the funds needed above the CDBG dollars to come from the New Sidewalks funding in the CIP (currently listed under ARPA). We will have a better idea after May 5 as to what the bid prices are - it could be more or less than the estimate.

22. What would the salary be if the Sustainability Manager position was instead lowered to one of a Sustainability Coordinator or Specialist? (Fulcher)

The job description and expectations for the Sustainability Manager position are currently graded at the Manager level. We would need to revise the job description to lower the salary. None of the salary is coming from grants at this time. The current job description requires a potential candidate with a depth of subject matter experience, a high level of knowledge in the field and the ability to self-manage and promote City programs and activities. Ideally the candidate would have a graduate level degree and substantial experience in community outreach, grant management, program development and implementation and knowledge of State and Federal programs that support climate change and GHG mitigation.

23. Is any part of the Sustainability Manager's salary or operating budget coming through grants? (Fulcher)

None of the salary is coming from grants at this time.

24. Are we currently tracking the success rate of trees that are planted through the tree program? (Fulcher)

The Tree Takoma program is provided to City residents through Casey Trees. The Urban Forest Manager is not involved in the application review, site visits or eventual planting. That is all included within the per tree price. The trees planted have a one-year warranty. Typically, any issues with survivability show up within the first year. The City does track survivability of new trees in the public space. We expect residents who receive a tree placed on private property will let us know if they do not survive.

The previous City tree planting on private property was done through our bulk buy program which required significant staff time. In FY23 that transitioned to Tree Takoma with a competitive process for awarding a contract. The City selected Casey Trees. To date, the work performed by Casey Trees has been exemplary and we are quite happy

with the quality of their program and tree stock.

25. How many vacant positions do we currently have, and what would be the impact on the budget if we put them on hold for 6-12 months? (Searcy)

See Appendix- Vacancy Savings FY23-24, Item #8

26. With WAH truly empty, when does that property start paying property taxes?

Tax exemption is based on use, not based on ownership. If the use is related to the religious status of an organization, the property is tax exempt (such as schools and hospitals). If the property is no longer used for a religious purpose, then it becomes taxable.

A column has been added for the Takoma Park Special tax, which is the City's stormwater fee.

The second part to the question is understanding fully what Adventist's actual short-term uses for the site are and how SDAT views those. The City has reached out for clarification from Adventist and will report back.

See Appendix- Washington Adventist Hospital Parcels-2023, Item #9

27. Please list those programs that the city provides and the County also provides that we are not being reimbursed for. For example, Stormwater. Code Enforcement? (Gibson)

The City receives reimbursement from the County for having a full-service Police Department and Crossing Guards, conducting Road Maintenance, and managing its Park Maintenance. The reimbursement is determined by the County based on their estimate of what the County would spend on servicing the City's residents. The level of service provided by the City in many cases exceeds that which would be provided by the County, therefore the reimbursement only covers a portion of the City's expense. In theory, all general government services could be performed by the County with varying degrees of service level changes.

Revenue from the County:

- In Lieu of Police: \$4,020,520
- In Lieu of Roads Maintenance: \$804,806
- In Lieu of Parks Maintenance: \$93,942
- In Lieu of Crossing Guard \$214,017

28. A list of all City Fees was requested.

See Appendix- City Fees, Item #10. This is not a complete list.

29. Why is there a 100% increase in proposed spending for HCD on Special Events & Programs for 2024? I will recommend 30K instead of the proposed 45K. (Page 194) (Fulcher)

The Special Events & Programs line in the Planning & Development Service division is utilized for the division's pedestrian and transit safety projects, including Safe Routes to School programming. Due to staffing shortages in Fiscal Year 2023, the division underspent its originally requested budget. In Fiscal Year 2024, with a fully staffed division, HCD anticipates implementing the following projects from this budget line:

- **\$16,000** - Infrastructure pilot pop-ups to test proposed new infrastructure projects on Jackson & Hammond Ave (Ward 6 green space expansion); Laurel Ave (street closure), Maple Ave (Connectivity Project recommendations), includes materials and funds for high-quality, multilingual community engagement
- **\$15,000** - Pedestrian Safety Improvements on Grant Ave, including street markings, new crosswalks, traffic calming measures, and signage as part of a School Zone implementation process
- **\$10,000*** - Flower Ave Gateway Pedestrian Improvements that leverage MCDOT efforts to add improved crossings at Flower/Piney Branch as part of their Flower Ave bikeways project
- **\$4,000*** - Safe Routes to School Incentives to support in-school activities like Walk and Bike to School Day programming, and Back to School Night educational outreach; funds also provide some amount of the SRTS Grant match

30. When we eliminated the commercial inventory tax, was the plan to implement another tax on commercial business? How does the taxation rate in Takoma Park compare to the rates of DC and Montgomery County? (Fulcher)

HCD currently has no plans to propose an additional tax on commercial businesses. Currently, commercial properties are taxed at the same rate as residential property within the City (total tax rate: 1.64). In addition to these taxes, businesses within the Takoma-Langley Crossroads Development Authority pay an additional per square foot surcharge on top of their taxes.

In 2016, HCD conducted an in-depth analysis of the City's personal property tax (PPT). The findings indicated that PPT was infrequently used by comparable jurisdictions, poorly administered and enforced by the State, inequitably impacted retail businesses with inventory, and served as a major disincentive for local small businesses to locate in the City. Based on these findings, Council decided to eliminate the PPT.

HCD believes that startup costs for new small businesses in the City already represent a barrier to entry and would be disinclined to propose any additional increases to the commercial property tax. Additional taxes would be passed through to commercial businesses

via rent increases when commercial rent for almost all corridors in the City remain high. Existing HCD small business programming already focuses on defraying these types of startup costs for new and existing businesses.

31. How often does a tax rate increase get passed onto renters by landlords applying for a rent increase? (Fulcher)

Under the City's Rent Stabilization Law, landlords are only allowed to increase rent by the City's annual rent stabilization allowance. Under rent stabilization, landlords are allowed to apply for a Fair Return Petition, which allows for an increase in rents beyond the rent stabilization allowance to maintain a fair net operating income.

Fair Return Petitions are processed by the Commission on Landlord Tenant Affairs (COLTA). Increases in annual property taxes can be considered as part of a Fair Return Petition, but the COLTA analysis does not make a distinction between expense types; it reviews all the submitted materials around annual operating expenses and amortized capital expenditures to determine the allowable rent increase under a Petition.

It is difficult in the short-term for staff to predict the impact of any tax rate increases on Fair Return Petitions, but does not anticipate that tax burden alone would increase submissions from the two (2) received to date over the past 12 months. However, it is possible that the CPI-U index allowance for the upcoming year may not fully reflect changes in maintenance, utility, and other costs for the operation of smaller rental properties in the City.

32. What is the cost for adding a Grants Specialist? (Fulcher)

The Fiscal Year 2024 budget does not add a new Grant Coordinator position. In Fiscal Year 2023 and prior, the 0.50 FTE Grants Coordinator existed in the Housing Division. Beginning in Fiscal Year 2024, the position will be moved into HCD Admin to address grant administration for the entire Department.

33. Please provide more detail on the proposed uses under Bike Improvements in CIP. (Fulcher)

The \$40,000 requested in the Fiscal Year 2024 CIP budget for Bike Improvements is an annual request for maintenance and investment in the City's bikeways network. Traditionally, these investments include infrastructure such as bike racks, sharrows, bike lanes, bike repair stations, and signage. While much of the maintenance needs are identified throughout the year, in Fiscal Year 2024, the Planning & Development Services division has tentatively identified the following projects:

- **\$5,000** - Bikeways Maintenance, including replacement sharrows and lane markings on Cedar Ave,
- **\$21,500** - Flower Ave & Grant Ave Intersection/Sligo Trail Crossing Improvements (identified as a priority from our Bike Safety Roundtable conversations)

- **\$7,000** - Bike rack concrete footer pouring for 34 already-purchased racks at eleven public park and commercial center locations in all six wards
- **\$5,000** - Capital Bikeshare Relocation (during Library Reconstruction)
- **\$1,500** - Public bike repair station maintenance

Appendix:

1) General Fund
Summaries
FY23 & FY24

Fund Summaries

General Fund Summary

General Fund Summary

		Audited FY19	Audited FY20	Audited FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change Pro FY22-23	% Change Proj FY22-23
	Taxes and utility fees	17,485,510	17,834,681	18,320,304	18,473,270	18,433,675	20,041,695	1,608,020	9%
	Licenses and permits	84,908	66,942	88,799	104,500	78,104	86,104	8,000	10%
	Fines and forfeitures	195,802	174,189	170,636	176,000	178,000	181,000	3,000	2%
	Use of money and property	330,940	345,338	25,274	5,240	(38,500)	(29,000)	9,500	(25%)
	Charges for service	1,228,834	980,290	461,223	808,331	836,691	1,017,370	180,679	22%
	Intergovernmental	6,213,141	6,322,336	6,366,173	7,464,933	7,894,049	6,479,949	(1,414,100)	(18%)
	Miscellaneous		163,187	61,324	63,000	63,000	61,000	(2,000)	(3%)
	Total Revenues	25,733,334	25,886,963	25,493,733	27,095,274	27,445,019	27,838,118	393,099	1%
	General Government	3,056,001	3,009,773	3,440,444	4,517,856	4,225,564	4,185,223	(40,341)	(1%)
	Police	7,917,412	8,385,135	8,407,906	9,599,513	8,675,677	8,570,486	(105,191)	(1%)
	Public Works	5,073,497	4,941,626	4,675,978	6,191,705	6,120,424	5,641,139	(479,285)	(8%)
	Recreation	1,907,344	1,768,952	1,239,885	2,106,055	2,023,411	2,164,526	141,115	7%
	Housing and Community Development	1,454,808	1,683,213	1,573,904	2,274,317	1,738,359	2,576,737	838,378	48%
	Communications								
	Library	1,319,114	1,317,662	1,274,197	1,422,064	1,424,232	1,401,556	(22,676)	(2%)
	Inter-Departmental	1,400,240	1,157,120	1,897,265	1,734,917	1,250,083	1,292,091	42,008	3%
	Capital Outlay	3,463,316	2,555,994	2,633,828	8,053,244	3,241,825	7,492,950	4,251,125	131%
	Debt Service	919,868	916,403	742,990	871,460	871,460	740,712	(130,748)	(15%)
	Total Expenditures	27,019,468	26,265,208	26,445,552	37,542,628	30,329,657	34,819,752	4,490,096	15%
	Excess (deficiency) of revenues over expenditures	(1,286,134)	(378,245)	(951,819)	(10,447,354)	(2,884,638)	(6,981,634)	(4,096,997)	142%
	Bond proceeds	-	-	-	-	-	-	-	
	Capital lease	-	-	-	-	-	-	-	
	Sale of property	-	-	-	-	-	-	-	
	Other Financing Sources (Uses)	(41,718)	-	-	(65,000)	(65,000)	-	-	
	Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	(1,327,852)	(378,245)	(951,819)	(10,512,354)	(2,949,638)	(6,981,634)	(4,096,997)	139%
	Beginning of year	22,070,110	20,742,258	20,364,013	19,412,194	19,412,194	16,462,557	(2,949,637)	(15%)
	Fund Balance End of year	20,742,258	20,364,013	19,412,194	8,899,840	16,462,557	9,480,923	(6,981,634)	(42%)

****Note:** In Fiscal Year 2023, out of the total Capital Outlay of \$7.5 million, \$5 million is budgeted for the Library Construction which is partially funded by 2017 Series Bond designated to the restricted bond.

General Fund Summary

	Audited	Audited	Adjusted	Projected	Proposed	Change(\$)	Change(%)
	FY.23-	FY21	FY22	FY23	FY23	Proj. FY23 -	Proj.
	FY.23-	FY21	FY22	FY23	FY23	FY24	Elig
REVENUES							
Taxes and utility fees	18,320,304	19,067,714	11,231,815	11,371,485	21,170,925	1,791,440	9.29%
Licenses and permits	88,799	72,085	86,104	73,804	65,704	(8,100)	(10.98%)
Fines and forfeitures	170,636	140,273	181,000	164,000	164,000		0.00%
Use of money and property	25,274	(22,261)	216,000	245,000	250,000	5,000	2.04%
Charges for service	461,223	776,884	1,017,370	1,162,787	1,021,272	(141,515)	(12.17%)
Intergovernmental	6,366,173	7,800,039	6,479,949	6,542,122	6,412,948	(129,374)	(1.98%)
Miscellaneous	61,324	133,771	109,000	300,691	250,000	(50,691)	(16.86%)
Total Revenues	25,493,733	27,968,505	27,329,238	27,860,089	29,334,849	1,474,760	5.29%
EXPENDITURES							
General Government	3,440,444	3,777,077	4,503,700	4,254,555	4,499,537	244,982	5.76%
Police	8,407,906	8,520,321	8,748,579	8,794,617	9,291,721	505,104	5.74%
Public Works	4,675,978	5,419,604	6,345,111	5,836,563	5,904,370	67,807	1.16%
Retirement	1,239,885	1,871,810	2,086,381	2,015,404	1,159,020	133,616	6.60%
Housing and Community Development	1,573,904	1,475,306	2,688,201	1,061,577	2,656,382	594,805	28.85%
Communications	559,155	683,625	799,712	800,275	810,181	20,706	2.51%
Library	1,274,197	1,316,273	1,439,062	1,429,194	1,491,232	62,038	4.34%
Inter-Departmental	1,897,265	1,170,784	1,358,181	1,149,700	1,351,934	210,234	18.29%
Capital Outlay**	2,633,828	1,883,864	7,921,778	7,627,483	3,237,107	(4,389,576)	(57.55%)
Debt Service	742,990	891,309	740,712	740,712	741,663	951	0.13%
Total Expenditures	26,445,552	27,009,973	36,631,497	34,720,080	32,170,747	(2,549,333)	(7.34%)
Excess (deficiency) of revenues over expenditure	(951,819)	958,532	(9,302,259)	(6,859,991)	(2,835,898)	4,024,093	(58.66%)
OTHER FINANCING SOURCES (USES)							
Sale of property		18,34		-	-	-	-
Operating transfers in (out)	-	(65,000)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	(46,657)	-	-	-	-	-
Excess (deficiency) of revenues and other financing sources over expenditure and other financing uses	(951,819)	911,875	(9,302,259)	(6,859,991)	(2,835,898)	4,024,093	(58.66%)
FUND BALANCE							
Beginning of year (\$)	20,364,013	19,412,194	20,324,069	20,324,069	13,464,078	(6,859,991)	(33.75%)
End of year (\$)	19,412,194	20,324,069	11,021,810	13,464,078	10,628,180	(2,835,898)	(21.06%)

**Note: In Fiscal Year 2024, out of the total Capital Outlay of \$3.3 million, \$1 million is budgeted for the Library Construction which is funded partially by 2017 Series Bond.

2) 2023 License Fee Memo

City of Takoma Park

Housing and Community Development Department

Main Office 301-891-7119
Fax 301-270-4568
www.takomaparkmd.gov



7500 Maple Avenue
Takoma Park, MD 20912

MEMORANDUM

To: Susan Cheung, Director, Finance
From: Devin McNally, Housing
Manager
Cc: David Eubanks, Director, Housing and Community
Development Re: Rental License Fee - 2023
Date: October 24, 2022

Takoma Park Code Chapter 6.08.30 outlines the license fee schedule, billing, and increases. The relevant sections of the Code are provided below.

6.08.030 License fees.

A. Each owner of a rental facility shall pay an annual rental housing license fee per rental unit in the rental facility for an annual rental housing license, a biennial rental housing license fee per rental unit in the rental facility for a biennial rental housing license or a six-month rental housing license fee per rental unit for a temporary rental housing license.

B. Rental housing license fees shall be due and payable 30 calendar days after billing. License fees are nonrefundable and are not prorated in the event that a license is issued after January 1st of a calendar year or the number of rental units in a rental facility decreases during a calendar year.

C. License Fee Increases.

I. Effective on January 1st of each year all license fees shall increase by an amount equal to the percent change in the Consumer Price Index ("CPI-U"), or any successor or replacement to this CPI, rounded to the nearest dollar. All annual computations shall be based on the prior nonrounded figures; only the fee charged shall be rounded. The percent change in the CPI-U shall be computed for the 12-month period ending in September of each year from the average CPI-U for the 12-month period ending in September of the previous year. If there is no increase in the CPI-U, then the license fee shall remain the same.

2023 Rental License Fee Calculation

CPI-U for September 2022	299.27
CPI-U for September 2021	280.93
Percentage Increase	6.53%
Current License Fee (per unit)	\$116.00
Fee Increase	\$7.57
2023 License Fee (per unit)	\$124.00

3) Single Family Tax Rate 10 Year

City of Takoma Park

Single Family Home with Market Value at \$650,000 in 2023 Median Home Value

Assessable Value at \$430,000

Address: 6806 New Hampshire Ave

Fiscal Year	Levy Year	Assessable Value	Assessable Rate Chang	% Change	Tax Rate	Tax Rate Change	Annual Tax Payment	Annual Tax Payment Change	Percentage Change	
FY 2015	Ly 2014	315,600.00			0.57		1,798.92			
FY 2016	Ly 2015	315,600.00	-	-	0.585	0.015	1,846.26	47.34	2.6%	
FY 2017	Ly 2016	349,000.00	33,400.00	10.58%	0.5675	-0.0175	1,980.58	134.32	7.3%	
FY 2018	Ly 2017	382,400.00	33,400.00	9.57%	0.5348	-0.0327	2,045.08	64.50	3.3%	
FY 2019	Ly 2018	415,800.00	33,400.00	8.73%	0.5291	-0.0057	2,200.00	154.92	7.6%	
FY 2020	Ly 2019	384,000.00	(31,800.00)	-7.65%	0.5397	0.0106	2,072.45	(127.55)	-5.8%	
FY 2021	Ly 2020	384,000.00	-	0.00%	0.5397	0	2,072.45	-		
FY 2022	Ly 2021	384,000.00	-	0.00%	0.5397	0	2,072.45	-		
FY 2023	Ly 2022	411,167.00	27,167.00	7.07%	0.5397	0	2,219.07	146.62	7.1%	
FY 2024	Ly 2023	428,024.85	16,857.85	4.10%	0.5705	0.0308	2,441.88	222.81	10.0%	Compare to FY23
FY 2024	Ly 2023	428,024.85	-	4.10%	0.5397	0	2,310.05	90.98	4.1%	Compare to FY23
FY 2024	Ly 2023	428,024.85	-	4.10%	0.5183	-0.0214	2,218.45	-		Compare to FY23

Single Family Home with Market Value at \$470,000 in 2023

Home Value at 25 Percentile

Assessable Value at \$463,000

Address: 105 Sheridan Ave

Fiscal Year	Levy Year	Assessable Value	Assessable Rate Chang	% Change	Tax Rate	Tax Rate Change	Annual Tax Payment	Annual Tax Payment Change	Percentage Change	
FY 2015	Ly 2014	352,500.00			0.57		2,009.25			
FY 2016	Ly 2015	352,500.00	-	-	0.585	0.015	2,062.13	52.88	2.6%	
FY 2017	Ly 2016	375,000.00	22,500.00	6.38%	0.5675	-0.0175	2,128.13	66.00	3.2%	
FY 2018	Ly 2017	397,500.00	22,500.00	6.00%	0.5348	-0.0327	2,125.83	(2.30)	-0.1%	
FY 2019	Ly 2018	420,000.00	22,500.00	5.66%	0.5291	-0.0057	2,222.22	96.39	4.5%	
FY 2020	Ly 2019	424,367.00	4,367.00	1.04%	0.5397	0.0106	2,290.31	68.09	3.1%	
FY 2021	Ly 2020	428,733.00	4,366.00	1.03%	0.5397	0	2,313.87	23.56	1.0%	
FY 2022	Ly 2021	433,100.00	4,367.00	1.02%	0.5397	0	2,337.44	23.57	1.0%	
FY 2023	Ly 2022	445,233.00	12,133.00	2.80%	0.5397	0	2,402.92	65.48	2.8%	
FY 2024	Ly 2023	463,487.55	18,254.55	4.10%	0.5705	0.0308	2,644.20	241.28	10.0%	Compare to FY23
FY 2024	Ly 2023	463,487.55	-	4.10%	0.5397	0	2,501.44	98.52	4.1%	Compare to FY23
FY 2024	Ly 2023	463,487.55	-	4.10%	0.5183	-0.0214	2,402.26	-		Compare to FY23

Single Family Home with Market Value at \$1 million in 2023 Home Value at 75 Percentile
Assessable Value at \$943,000
Address: 7304 Flower Avenue

Fiscal Year	Levy Year	Assessable Value	Assessable Rate Chang	% Change	Tax Rate	Tax Rate Change	Annual Tax Payment	Annual Tax Payment Change	Percentage Change	
FY 2015	Ly 2014	433,167.00			0.57		2,469.00			
FY 2016	Ly 2015	448,000.00	14,833.00	0.03	0.585	0.015	2,620.80	151.80	6.1%	
FY 2017	Ly 2016	449,867.00	1,867.00	0.42%	0.5675	-0.0175	2,553.00	(67.80)	-2.6%	
FY 2018	Ly 2017	451,733.00	1,866.00	0.41%	0.5348	-0.0327	2,415.87	(137.13)	-5.4%	
FY 2019	Ly 2018	453,600.00	1,867.00	0.41%	0.5291	-0.0057	2,400.00	(15.87)	-0.7%	
FY 2020	Ly 2019	473,767.00	20,167.00	4.45%	0.5397	0.0106	2,556.92	156.92	6.5%	
FY 2021	Ly 2020	493,933.00	20,166.00	4.26%	0.5397	0	2,665.76	108.84	4.3%	
FY 2022	Ly 2021	835,900.00	341,967.00	69.23%	0.5397	0	4,511.35	1,845.59	69.2%	
FY 2023	Ly 2022	905,700.00	69,800.00	8.35%	0.5397	0	4,888.06	376.71	8.4%	
FY 2024	Ly 2023	942,833.70	37,133.70	4.10%	0.5705	0.0308	5,378.87	490.81	10.0%	Compare to FY23
FY 2024	Ly 2023	942,833.70	-	4.10%	0.5397	0	5,088.47	200.41	4.1%	Compare to FY23
FY 2024	Ly 2023	942,833.70	-	4.10%	0.5183	-0.0214	4,886.71	-		Compare to FY23

4) Equipment Replacement Reserve Spreadsheet (ERR)

EQUIPMENT REPLACEMENT RESERVE - FY22 Actual Year End
Inflation Factor 3.00%
Interest Rate 0.02%

Adjusted Replacement Year/Status		Most Recent Purchase		Future Replacement			Cost	Beginning Balance	Adj. to Balance	Annual Contribution(3)	Net Current Yr Contrib.	Interest(2)	Reserve Act Funds Expended(1)	Ending Balance
		Description Item	Acquisition Cost	Total Yr.	Life	Year-FY								
On Hold	PWE	Sidewalk Sweeper	19,475	2003	7	2010	23,952	13,498	-13,501	0	0	3		0
FY22														
Moved from FY21	IT	Upgrade Network Switches pt 2					40,000	29,658	-2,322	0	0		27,336	0
Moved from FY23	IT	Server Infrastructure	77,036	2018	5	2023	74,194	64,375	-9,912	0	0		54,463	0
Moved from FY21	PV	Police Veh #288	47,157	2013	8	2021	64,000	51,290	-28,600	0	0		22,690	0
	PV	Police Veh #293	39,322	2014	8	2022	64,000	50,470	-27,780	0	0		22,690	0
	PV	Police Veh #294	39,322	2014	8	2022	64,000	50,470	-27,780	0	0		22,690	0
	PV	Police Veh #295	39,322	2014	8	2022	64,000	50,470	-27,780	0	0		22,690	0
Moved from FY19	PV	Police Veh #300 - Pilot	47,157	2014	8	2022	64,000	50,603		18,433	18,433		69,036	0
	PWE	Leaf Box 4	4,000	2009	10	2019	5,376	5,095	-5,095	0	0		0	0
Moved from FY20	PWE	Leaf Box 5	4,000	2012	10	2022	6,935	6,332	-6,332	0	0		0	0
	PWE	Riding Mower 1	9,835	2010	10	2020	15,680	13,578		2,052	2,052		15,630	0
	PWE	Leaf Vacuum #1068	17,200	2012	10	2022	52,965	36,460		16,504	16,504		52,965	0
	PWE	Loader	128,397	2007	15	2022	124,896	124,896		1	1		124,897	0
	PWE	Street Sweeper	185,000	2011	11	2022	240,985	0		funded by Storm Water Fee			0	0
Moved from FY21	PWE	Vehicle Lift 2	6,000	2003	19	2022	5,445	5,445		1,445	1,445		6,890	0
Moved from FY21	PWE	Leaf Box 6	4,000	2011	10	2021	5,376	4,873	-4,873	0	0		0	0
Moved from FY21	PWE	Leaf vacuum #1067	16,900	2011	10	2021	49,000	36,154		8,942	8,942		45,096	0
Moved from FY21	PWE	Truck Tire Changer	12,152	2009	12	2021	17,326	15,966	-601	0	0		15,365	0
	PWV	Pickup truck #244	22,829	2008	13	2021	31,227	24,617		6,610	6,610		31,227	0
FY23														
Moved from FY21	IT	Server Infrastructure	77,036	2018	5	2023	10,000	3,204	2,322	3,235	3,235	1		8,763
	IT	Smartboard Refresh				2023	10,000	9,613		0	0	2		9,614
Moved from FY21	PE	Body Cameras and Tazers	30,000	2016	5	2021	34,778	29,572		1,947	1,947	7		31,526
Moved from FY21	PV	Police Veh #288	47,157	2013	8	2021	42,000	0	28,600	5,943	5,943	1		34,544
Moved from FY22	PV	Police Veh #293	39,322	2014	8	2022	42,000	0	27,780	6,357	6,357	1		34,138
Moved from FY22	PV	Police Veh #294	39,322	2014	8	2022	42,000	0	27,780	6,357	6,357	1		34,138
Moved from FY22	PV	Police Veh #295	39,322	2014	8	2022	42,000	0	27,780	6,357	6,357	1		34,138
Newly added	PV	Police Veh New			8	2023	42,000	0		20,384	20,384	5		20,389
	PV	Police veh #301	36,001	2015	8	2023	66,700	39,549		12,402	12,402	12		51,962
	PV	Police veh #302	36,001	2015	8	2023	66,700	39,549		12,402	12,402	12		51,962
	PV	Police veh #303	36,001	2015	8	2023	66,700	39,549		12,402	12,402	12		51,962
	PV	Police veh #314	36,001	2015	8	2023	66,700	43,907		10,202	10,202	12		54,120
	PV	Police veh #322	36,542	2015	8	2023	48,000	45,042		552	552	10		45,605
	PV	Police veh #329	36,542	2015	8	2023	66,700	39,600		12,376	12,376	12		51,988
Moved from FY20	PV	Police veh #336	36,542	2015	8	2023	66,700	39,600		12,376	12,376	12		51,988
	PWE	Fuel Dispensing Software	35,000	2014	6	2020	18,000	18,000		0	0	4		18,004
	PWE	Aerial Lift Trailer	31,091	2008	15	2023	48,439	42,596		2,000	2,000	10		44,607

EQUIPMENT REPLACEMENT RESERVE - FY22 Actual Year End

Inflation Factor3.00%

Interest Rate0.02%

Adjusted Replacement Year/Status		Most Recent Purchase		Future Replacement			Cost	Beginning Balance	Adj. to Balance	Annual Contribution(3)	Net		Reserve	Ending Balance
		Description	Acquisition	Total		Year-FY					Current Yr	Interest(2)	Act Funds	
				Yr.	Life									
		Item	Cost											
Newly added Moved from FY22 Newly added FY24	PWE	Hook Lift Trailer	58,467	2010	13	2023	85,861	69,067	-69,082	0	0	15		0
	PWV	Electric Street Sweeper			11	2023	249,985	0	82,583	121,328	121,328	27		203,938
	PWV	Pickup truck #260	30,976	2009	13	2022	44,567	39,167		1,853	1,853	9		41,029
	RE	Eliptical					6,600	1,923		2,232	2,232	1		4,156
Newly added Moved from FY22 Moved from FY21 Moved from FY20 Moved from FY22	IT	Smartboard Refresh				2024	3,200	5,948		0	0	1		5,949
	PV	Police veh #299	22,691	2014	10	2024	36,600	29,969		1,536	1,536	7		31,513
	PV	Police veh #313	35,470	2016	8	2024	50,760	32,824		5,102	5,102	8		37,935
	PV	Police veh #311	33,397	2016	8	2024	70,000	31,918		11,574	11,574	10		43,501
	PV	Police veh #307	50,937	2016	8	2024	70,000	40,412		8,686	8,686	11		49,109
	PV	Police veh #308	50,937	2016	8	2024	70,000	39,593		8,965	8,965	11		48,568
	PV	Police veh #309	50,937	2016	8	2024	70,000	40,411		8,687	8,687	11		49,108
	PV	Police veh #310	50,937	2016	8	2024	70,000	41,091		8,455	8,455	11		49,557
	PV	Police Veh #333	50,937	2016	8	2024	70,000	41,091		8,455	8,455	11		49,557
	PV	Police Veh #334	50,937	2016	8	2024	70,000	40,411		8,687	8,687	11		49,108
	PWE	Walk Behind Mower			10	2024	12,000	0		3,844	3,844	1		3,845
	PWE	Roll Off Trailer	58,476	2010	12	2022	83,373	67,989		3,595	3,595	16		71,600
	PWV	PW Admin Car - 262	22,859	2009	12	2021	45,000	27,924		4,923	4,923	7		32,854
	PWV	Trash Truck #272	214,683	2011	13	2024	315,269	216,322		27,456	27,456	54		243,832
	PWV	Trash Truck #271	214,682	2011	13	2024	315,268	216,321		27,456	27,456	54		243,831
	RV	Recreation Bus - large 242	53,207	2007	13	2020	140,000	73,849		19,743	19,743	21		93,613
	RV	Recreation Bus small 268	44,000	2010	12	2022	120,000	51,773		20,841	20,841	16		72,630
	RE	Treadmill 1	6,789	2019	5	2024	7,338	2,977		1,339	1,339	1		4,316
FY25														
Moved from FY22 Moved from FY22 Newly added Moved from FY20	IT	Close Circuit TV & Vid Surveill	39,000	2018	4	2022	45,212	25,696		4,138	4,138	7		29,841
	IT	Surveillance for PW/REC/Heffner	25,000	2017	5	2022	40,575	31,091		1,646	1,646	7		32,745
	IT	Smartboard Refresh			3	2025	63,000	11,871	9,912	11,929	11,929	5		33,717
	IT	Upgrade Network Switches			8	2025	53,000	9,987		10,036	10,036	4		20,027
	PE	Storage Shelves	20,000	2010	15	2025	31,159	19,423		2,411	2,411	5		21,839
	PV	Police Veh #312	41,282	2017	8	2025	73,000	29,145		9,860	9,860	9		39,014
	PV	Police Veh #323	41,282	2017	8	2025	73,000	23,562		11,298	11,298	8		34,867
	PV	Police Veh #324	41,282	2017	8	2025	73,000	23,504		11,312	11,312	8		34,825
	PV	Police Veh #325	41,282	2017	8	2025	73,000	23,504		11,312	11,312	8		34,825
	PV	Police Veh #326	41,282	2017	8	2025	73,000	23,562		11,298	11,298	8		34,867
	PV	Police Veh #327	41,282	2017	8	2025	73,000	23,562		11,298	11,298	8		34,867
	PV	Police Veh #328	41,283	2017	8	2025	73,000	23,562		11,298	11,298	8		34,867
	PE	Body Cameras and Tazers	30,000		5	2025	34,778	16,296		4,077	4,077	5		20,377
	PWE	Crackfilling machine	28,950	2003	17	2020	45,000	43,721		1,269	1,269	10		45,000

EQUIPMENT REPLACEMENT RESERVE - FY22 Actual Year End
Inflation Factor 3.00%
Interest Rate 0.02%

Adjusted Replacement		Most Recent Purchase		Future Replacement				Beginning	Adj. to	Annual	Net Current Yr	Reserve Act Funds	Ending		
		Description	Acquisition	Total		Year-FY								Cost	
		Item	Cost	Yr.	Life										
Year/Status								Balance	Balance	Contribution(3)	Contrib.	Interest(2)	Expended(1)	Balance	
	PWE	Regular Tire Changer	7,295	2010	15	2025	11,365	6,240	601	1,097	1,097	2		7,939	
FY26															
Moved from FY23 Moved from FY23 Moved from FY25 Moved from FY19 Moved from FY22	APV	Admin Pool Car - 298	19,070	2014	12	2026	27,200	13,938		2,225	2,225	4		16,167	
	CDV	Code Car - 269	25,030	2011	15	2026	38,996	19,614		3,267	3,267	5		22,886	
	IT	Gvrnmnt Services Fin Software	68,908	2016	10	2026	92,607	69,502		2,990	2,990	16		72,508	
	PV	Police Veh #332	44,848	2020	6	2026	76,000	7,083		12,844	12,844	4		19,932	
	PV	Police Veh #333	36,469	2018	8	2026	76,000	15,506		11,092	11,092	6		26,604	
	PV	Police Veh #334	36,469	2018	8	2026	76,000	13,282		11,555	11,555	6		24,843	
	PV	Police Veh #335	36,469	2019	7	2026	76,000	12,011		11,819	11,819	5		23,836	
	PV	Police Veh #337	36,469	2019	7	2026	76,000	12,086		11,804	11,804	5		23,895	
	PWE	Genisys Master Diagnostic	3,259	2016	10	2026	4,380	2,748		254	254	1		3,002	
	PWE	Leaf Box 1	5,033	2016	10	2026	9,000	5,604	5,095	0	0	1		10,700	
	PWE	leaf vacuum #1074	26,405	2016	10	2026	35,486	13,649		3,846	3,846	4		17,499	
	PWE	Stationary Steam Cleaner	23,138	2016	10	2026	31,096	20,071		1,683	1,683	5		21,759	
	PWE	Transmission Fluid Exchanger	4,990	2013	10	2023	6,706	5,523		115	115	1		5,638	
	PWE	Vehicle Lift 1	9,865	2011	12	2023	14,065	10,607		443	443	2		11,053	
	PWV	Dump Truck # 318	62,560	2016	10	2026	84,075	32,844		9,007	9,007	9		41,861	
	PWV	Dump Truck #317	62,560	2016	10	2026	84,075	32,948		8,986	8,986	9		41,943	
	PWV	Pickup Truck #283	30,306	2013	13	2026	44,505	22,910		3,619	3,619	6		26,535	
	PWV	Bldg Mnt Van Veh #285	21,518	2013	13	2026	31,600	16,919		1,295	1,295	4		18,219	
	RE	Rec Programming Software					2019	60,000	50,188		0	0	11		50,199
	RE	Arcade Game - Game Room					2022	6,500	6,500		0	0	1		6,502
	RE	Treadmill 2	6,100	2021	5	2026	7,072	6,297			0	0	1		6,298
FY27															
Newly added	BM	Com Center Rear First Flr Roof	41,257	2007	20	2027	74,515	34,566			0	8		34,574	
	BM	Front Elevator Upgrade		2007	20	2027	100,000	44,358			0	10		44,368	
	BM	Salt Dome Cover	29,560	2017	10	2027	39,726	14,659			0	3		14,662	
	IT	Servers Infrastructure	74,194	2022	5	2027	86,011	9,854			0	2		9,856	
	IT	Door Security & ID Software	34,778	2022	5	2027	40,317	4,619			0	1		4,620	
	IT	Upgrade Network Switches	78,200	2019	8	2027	99,061	57,631			0	13		57,644	
	PV	Police Veh #338	43,707	2018	8	2026	80,000	14,727			0	3		14,731	
	PV	Police Veh #339	43,707	2018	8	2026	80,000	8,901			0	2		8,903	
	PV	Police Veh #340	43,707	2019	8	2027	80,000	13,498			0	3		13,501	
	PV	Police Veh #341	43,707	2019	8	2027	80,000	5,363			0	1		5,365	
	PV	Police Veh #342	43,707	2019	8	2027	80,000	5,363			0	1		5,365	
	PV	Police Van			8	8	60,000	0			0	0		0	
	PWE	Chipper	36,698	2012	15	2027	57,174	20,738			0	5		20,743	
	PWE	Leaf Box 2	5,375	2017	10	2027	9,500	1,120	6,332		0	0		7,452	

EQUIPMENT REPLACEMENT RESERVE - FY22 Actual Year End

Inflation Factor3.00%

Interest Rate0.02%

Adjusted Replacement Year/Status		Most Recent Purchase		Future Replacement			Cost	Beginning Balance	Adj. to Balance	Annual Contribution(3)	Net Current Yr Contrib.	Interest(2)	Reserve Act Funds Expended(1)	Ending Balance
		Description	Acquisition	Total		Year-FY								
		Item	Cost	Yr.	Life									
Moved from FY24 Newly added Newly added Moved from FY28	PWE	Leaf Grinder	154,500	2012	15	2027	240,706	104,045			0	23		104,068
	PWE	leaf vacuum #1076	27,500	2017	10	2027	60,000	9,983			0	2		9,985
	PWE	Riding Mower 2	10,663	2017	10	2027	18,000	3,737			0	1		3,737
	PWE	Vehicle Exhaust System	16,951	1990	34	2024	41,000	35,423			0	8		35,431
	PWE	Community Center rear 1st Floor roof				2027	74,515				0			0
	PWE	Front Elevator Upgrade				2027	100,000				0			0
	PWV	Dump truck-small #245/330	70,320	2017	10	2027	94,504	0			0	0		0
	RE	Arcade Game - Game Room	17,389	2022	5	2027	20,159	6,288			0	1		6,289
FY28														
Moved from FY26	BM	Chamber & Old 3rd Floor Roof	50,684	2008	20	2028	91,541	30,396			0	7		30,402
	Cb	Media Lab Equipment	52,167	2021	5	2026	60,476	7,999			0	2		8,001
Newly added	IT	Smartboard Refresh	63,000	2025	3	2028	63,000				0	0		0
	PE	Body Cameras and Tazers	32,154	2023	5	2028	37,275	5,332			0	1		5,334
1/2 ERR 1/2 SWF	PE	License Plate Reader			5	2028	13,400	0			0	0		0
	PV	Police Veh #345	44,878	2020	8	2028	84,000	0			0	0		0
Newly added	PV	Police Veh #346	44,848	2021	7	2028	84,000	0			0	0		0
	PWE	Truck Scale	4,995	2018	10	2028	6,713	606			0	0		607
	PWE	Leaf Box 3	5,376	2018	10	2028	7,225	4,298	4,873		0	1		9,172
	PWE	Leaf vacuum #1061	31,830	2018	10	2028	42,777	0			0	0		0
	PWE	Mechanic Tool Box 1	6,500	2018	10	2028	8,735	6,693			0	1		6,695
	PWE	Third Floor Renovation(IT and Cable)				2028	91,541				0			0
	PWV	PW Engineer Car - 284	26,167	2013	15	2028	40,767	14,055			0	3		14,058
	RE	Pool Table	5,487	2018	10	2028	7,374	666			0	0		666
FY29	PV	Police Veh #354	61,536	2020	8	2028	84,000	0			0	0		0
	PV	Police Veh #355	61,536	2020	8	2028	84,000	0			0	0		0
	IT	Close Circuit TV & Vid Surveill	45,212	2025	4	2029	50,887				0	0		0
	PV	Police Veh #356	61,536	2020	8	2028	84,000	0			0	0		0
	PV	Police Veh #357	51,817	2020	8	2028	84,000	0			0	0		0
	PV	Police Veh #358	49,021	2021	8	2029	84,000	0			0	0		0
	PV	Police Veh #359	49,021	2021	8	2029	84,000	0			0	0		0
	PWE	Leaf Box 4	5,376	2019	10	2029	7,225	0			0	0		0
	PWE	Fuel Dispensing Software	18,000	2023	6	2029	21,493	6,325			0	1		6,326
	PWV	Dump Truck - lrg #216/332	137,975	2018	11	2029	190,990	38,792			0	9		38,801
	PWV	Dump Truck -lrg #215/331	137,975	2017	12	2029	196,719	39,956			0	9		39,965
	PWV	Dump truck - #259	79,197	2019	10	2029	106,434	0			0	0		0
	PWV	Recycling Truck #261	228,907	2019	10	2029	307,632	0			0	0		0
	PWV	Shop Van #297	20,746	2014	15	2029	32,322	11,952			0	3		11,955

EQUIPMENT REPLACEMENT RESERVE - FY22 Actual Year End
Inflation Factor 3.00%
Interest Rate 0.02%

Adjusted Replacement Year/Status		Most Recent Purchase		Future Replacement			Cost	Beginning Balance	Adj. to Balance	Annual Contribution(3)	Net Current Yr Contrib.	Interest(2)	Reserve Act Funds Expended(1)	Ending Balance
		Description	Acquisition	Total	Yr.	Life								
		Item	Cost			Year-FY								
FY30	RE	Treadmill 1	7,338	2024	5	2029	7,338				0	0		0
	IT	Surveillance PW/Rec/Heffner	47,038	2025	5	2030	54,530	11,895			0	3		11,898
	IT	Upgrade Network Switches	75,000	2022	8	2030	95,008	95,021			0	21		95,042
	PE	Body Cameras and Tazers	34,778	2025	5	2030	40,317				0	0		0
	PV	Police Veh #292	59,737	2022	8	2030	84,000	0			0	0		0
	PV	Police Veh #293	49,812	2022	8	2030	84,000	0			0	0		0
	PV	Police Veh #294	49,812	2022	8	2030	84,000	0			0	0		0
	PV	Police Veh #295	49,812	2022	8	2030	84,000	0			0	0		0
	PV	Police Veh #296	49,812	2022	8	2030	84,000	0			0	0		0
	PV	Police Veh #300	69,000	2022	8	2030	87,407	0			0	0		0
	PWE	Amco Brake Lathe	8,094	2010	20	2030	14,619	6,404			0	1		6,406
	PWE	Hotbox	27,100	2015	15	2030	42,221	9,604			0	2		9,606
	PWE	Leaf Box 5	5,376	2020	10	2030	7,225	0			0	0		0
	PWE	Leaf vacuum #1066	35,408	2020	10	2030	47,585	38,430			0	9		38,439
	PWE	Mechanic Tool Box 2	6,600	2020	10	2030	8,870	0			0	0		0
	PWE	PW Emergency Generator	15,536	2010	20	2030	28,060	8,015			0	2		8,017
	PWE	Riding Mower 1	13,200	2020	10	2030	17,740	13,998			0	3		14,001
	PWV	Dump truck - #259	76,610	2020	10	2030	102,957	0			0	0		0
FY31														
								0				0		0
	BM	Boiler - Public Works	64,560	2011	20	2031	116,603	31,041			0	7		31,048
	BM	PW Roof Adm, San, ROW2	174,732	2011	20	2031	315,585	62,263			0	14		62,277
	PV	Police Veh #301	66,700	2023	8	2031	84,494	0			0	0		0
	PV	Police Veh #302	66,700	2023	8	2031	84,494	0			0	0		0
	PV	Police Veh #303	66,700	2023	8	2031	84,494	0			0	0		0
	PV	Police Veh #304	66,700	2023	8	2031	84,494	0			0	0		0
	PV	Police Veh #305	66,700	2023	8	2031	84,494	0			0	0		0
	PV	Police Veh #306	66,700	2023	8	2031	84,494	0			0	0		0
	PV	Police Veh #307	66,700	2023	8	2031	84,494	0			0	0		0
	PWE	Decorative Street Lights 7100	20,000	2006	25	2031	41,876	9,455			0	2		9,457
	PWE	Leaf Box 6	5,376	2021	10	2031	7,225	0			0	0		0
	PWE	Leaf vacuum #1067	30,000	2021	10	2031	40,317	0			0	0		0
	RE	Treadmill 2	7,072	2026	5	2031	8,198				0	0		0
FY32														
	BM	Chiller/condnsr - Admin/Lib	197,000	2012	20	2032	355,804	63,629			0	14		63,643
	PV	Police Transit Van #315	33,799	2024	8	2032	42,816	0			0	0		0
	PV	Police Truck #322	48,000	2024	8	2032	60,805	0			0	0		0

EQUIPMENT REPLACEMENT RESERVE - FY22 Actual Year End	
Inflation Factor	3.00%
Interest Rate	0.02%

Adjusted Replacement		Most Recent Purchase		Future Replacement				Beginning	Adj. to	Annual	Net		Reserve	Ending
		Description	Acquisition	Total							Current Yr	Interest(2)		
Year/Status		Item	Cost	Yr.	Life	Year-FY	Cost	Balance	Balance	Contribution(3)	Contrib.		Expended(1)	Balance
	PV	Police Van #313	42,306	2024	8	2032	53,592	0			0	0		0
	PV	Police Veh #308	64,525	2024	8	2032	81,738	0			0	0		0
	PV	Police Veh #309	64,525	2024	8	2032	81,738	0			0	0		0
	PV	Police Veh #310	64,525	2024	8	2032	81,738	0			0	0		0
	PV	Police Veh #311	64,525	2024	8	2032	81,738	0			0	0		0
	PV	Police Veh #312	64,525	2024	8	2032	81,738	0			0	0		0
	PV	Police Veh #314	64,525	2024	8	2032	81,738	0			0	0		0
	PV	Police Veh #316	64,525	2024	8	2032	81,738	0			0	0		0
	PWE	Leaf vacuum #1068	30,000	2022	10	2032	40,317	0			0	0		0
	PWE	PW Gates	22,000	2012	20	2032	39,734	8,270			0	2		8,272
	PWE	Street Sweeper	249,985	2022	10	2032	335,959	0				0		0
	PWV	Trash Truck #222	228,907	2019	13	2032	336,158	0			0	0		0
	PWE	Skidsteer	20,900	2020	12	2032	29,798	5,407			0	1		5,408
FY33														
	BM	AHU #11	13,000	2013	20	2033	23,479	4,565			0	1		4,566
	BM	Municipal Bldg Boiler	51,825	2008	25	2033	108,510	13,278			0	3		13,281
	PE	License Plate Reader	13,400	2028	5	2033	15,534	0			0	0		0
	PWE	Decorative Street Lights - Tak Junct	36,368	2008	25	2033	76,147	5,833			0	1		5,834
	PWE	Transmission Fluid Exchanger	6,706	2023	10	2033	9,012	0			0	0		0
	RE	Scoreboard	8,636	2018	15	2033	13,455	0			0	0		0
	APV	Admin Pool Car - #243	33,555	2020	13	2033	49,277	1,421			0	0		1,422
	PWV	Pick Up Truck #223	33,783	2020	13	2033	49,611	0			0	0		0
	PWV	Pick Up Truck #241	38,674	2020	13	2033	56,794	0			0	0		0
FY34														
	BM	AHU #1 (Police)	16,216	2014	20	2034	29,288	3,335			0	1		3,335
	PV	Parking Enf Van #299	30,495	2024	10	2034	40,983	0			0	0		0
	PWE	Large Air Compressor	14,500	2014	20	2034	26,189	4,034			0	1		4,035
	PWE	Oil Containment Center	8,312	2014	20	2034	15,012	2,836			0	1		2,837
	PWE	Truck Tire Changer	17,326	2022	12	2034	24,703	0			0	0		0
	PWE	Roll Off Trailer	83,373	2022	12	2034	118,870	0			0	0		0
	PWE	Walk Behind Mower	12,000	2024	10	2024	16,127	0			0	0		0
	PWV	Pickup truck #244	33,525	2021	13	2034	49,233	0			0	0		0
FY35														
	BM	AHU #2 Police	18,000	2015	20	2035	32,510	1,011			0	0		1,011
	LE	Integrated Library System	13,274	2015	20	2035	23,974	13,092			0	3		13,095
	PWE	Vehicle Lift 1	14,065	2023	12	2035	20,053	0			0	0		0
	PWV	Pickup truck #260	45,489	2022	13	2035	66,802	0			0	0		0
FY36														

EQUIPMENT REPLACEMENT RESERVE - FY22 Actual Year End
Inflation Factor 3.00%
Interest Rate 0.02%

Adjusted Replacement Year/Status		Most Recent Purchase		Future Replacement			Cost	Beginning Balance	Adj. to Balance	Annual Contribution(3)	Net		Reserve		Ending Balance
		Description	Acquisition	Total		Year-FY					Current Yr	Interest(2)	Act Funds		
				Yr.	Life									Contrib.	
		Item	Cost	Yr.	Life	Year-FY									
FY37	BM	RTU#3 Dance room	4,975	2016	20	2036	8,985	1,009			0	0		1,009	
	PWE	Asphalt Miller/Paver	149,705	2024	12	2036	213,444	93,910			0	21		93,931	
	PWE	Genisys Master Diagnostic	4,380	2026	10	2036	5,886	0			0	0		0	
	PWE	Leaf Box 1	6,764	2026	10	2036	9,090	0			0	0		0	
	PWE	leaf vacuum #1074	35,486	2026	10	2036	47,690	0			0	0		0	
	PWE	Stationary Steam Cleaner	31,096	2026	10	2036	41,790	0			0	0		0	
	PWV	Dump Truck # 318	84,075	2026	10	2036	112,990	0			0	0		0	
	PWV	Dump Truck #317	84,075	2026	10	2036	112,990	0			0	0		0	
	PWV	Hook Lift Trailer	85,861	2023	13	2036	126,090	0			0	0		0	
	PWV	PW Admin Car - 262	32,591	2021	15	2036	50,776	0			0	0		0	
	RE	Rec Programming Software	60,000	2026	10	2036	80,635	0				0		0	
	RV	Recreation Bus small 268	62,733	2024	12	2036	89,442	0			0	0		0	
FY38	APV	Admin Pool Wagon - 286	40,469	2025	12	2037	57,699	0			0	0		0	
	BM	HVAC controls - Admin/Lib	108,399	2017	20	2037	195,781	1,017			0	0		1,017	
	PWE	leaf vacuum #1076	37,630	2027	10	2037	50,572	0			0	0		0	
	PWE	Loader	200,038	2022	15	2037	311,653	0			0	0		0	
	PWE	Vehicle Lift 2	11,000	2022	15	2037	17,138	0			0	0		0	
	PWV	Bldg Mnt Van	30,680	2025	12	2037	43,742	0			0	0		0	
	PWV	Trash Truck #272	315,269	2024	13	2037	462,983	0			0	0		0	
	PWV	Trash Truck #271	315,268	2024	13	2037	462,982	0			0	0		0	
	RV	Recreation Bus large 242	78,000	2024	13	2037	114,546	0			0	0		0	
FY39	APV	Admin Pool Car - 298	27,189	2026	12	2038	38,765	0			0	0		0	
	PWE	Aerial Lift Trailer	48,439	2023	15	2038	75,466	0			0	0		0	
	PWE	Backhoe	100,616	2018	20	2038	181,724	0			0	0		0	
FY40	PWE	Leak Detection Veder Root	10,750	2014	25	2039	22,508	695			0	0		695	
	PWE	Shop Compressor	9,900	2009	30	2039	24,030	4,407			0	1		4,408	
	PWV	Pickup Truck #283	44,505	2026	13	2039	65,357	0			0	0		0	
FY41	PE	Storage Shelves	31,159	2025	15	2040	48,545	0			0	0		0	
	PWE	Miller Mig Welder	9,772	2020	20	2040	17,649	9,109			0	2		9,111	
	PWE	Regular Tire Changer	11,365	2025	15	2040	17,706	0			0	0		0	
	BM	Rear Elevator Upgrade	198,345	2020	20	2040	358,233	7,957			0	2		7,959	
							0						0		
	CDV	Code Car - 269	38,996	2026	15	2041	60,754	0			0	0		0	
	PWV	Dump Truck - lrg #332	190,990	2029	12	2041	272,306	0			0	0		0	

EQUIPMENT REPLACEMENT RESERVE - FY22 Actual Year End
Inflation Factor 3.00%
Interest Rate 0.02%

Adjusted Replacement Year/Status		Most Recent Purchase		Future Replacement			Cost	Beginning Balance	Adj. to Balance	Annual Contribution(3)	Net Current Yr Contrib.	Interest(2)	Reserve Act Funds Expended(1)	Ending Balance
		Description Item	Acquisition Cost	Total Yr.	Life	Year-FY								
FY42	PWV	Dump Truck -lrg #331	196,719	2029	12	2041	280,474	0			0	0		0
								0						0
FY43	PWE	Chipper	57,174	2027	15	2042	89,075	0			0	0		0
	PWE	Crackfilling Machine	45,000	2025	17	2042	74,378	0			0	0		0
	PWE	Leaf Grinder	240,706	2027	15	2042	375,012	0			0	0		0
								0						0
FY44	PWV	PW Engineer Car - 284	40,767	2028	15	2043	63,514	0			0	0		0
								0						0
FY45	PWE	Fuel Tanks, pumps, leak detect'	230,000	2014	30	2044	558,270	16,223			0	4		16,227
	PWV	Shop Van #297	32,322	2029	15	2044	50,357	0			0	0		0
								0						0
FY46	PWE	Hotbox	42,221	2030	15	2045	65,779	0			0	0		0
								0						0
FY47	BM	Fan Coil Units (Recreation)	22,415	2016	30	2046	54,407	2,596			0	1		2,596
FY48	BM	Com Center Rear First Flr Roof	74,515	2027	20	2047	134,582	0			0	0		0
	BM	Front Elevator Upgrade	100,000	2027	20	2047	180,611	0			0	0		0
FY49	BM	AHU #11	23,479	2033	15	2048	36,580	0			0	0		0
	BM	Chamber & Old 3rd Floor Roof	91,541	2028	20	2048	165,333	0			0	0		0
	PWE	Old Town Dec St Lights	50,000	2018	30	2048	121,363	0			0	0		0
	BM	Shop & ROW Overhead Doors	20,952	2020	28	2048	47,937	10,775			0	2		10,778
FY50	BM	AHU #1 (Police)	29,288	2034	15	2049	45,630	0			0	0		0
FY51	BM	AHU #2 Police	32,510	2035	15	2050	50,650	0			0	0		0
	PWE	Amco Brake Lathe	14,619	2030	20	2050	26,404	0			0	0		0
	PWE	PW Emergency Generator	28,060	2030	20	2050	50,679	0			0	0		0
	PWE	Vehicle Exhaust System	41,000	2020	30	2050	99,518	0			0	0		0
FY52	BM	Boiler - Public Works	116,603	2031	20	2051	210,598	0			0	0		0
	BM	PW Roof Adm, San, ROW2	315,585	2031	20	2051	569,982	0			0	0		0
	PWE	Decorative Street Lights 7100	41,876	2031	20	2051	75,633	0			0	0		0
FY53	BM	Chiller/condnsr - Admin/Lib	355,804	2032	20	2052	642,622	0			0	0		0
	PWE	PW Gates	39,734	2032	20	2052	71,764	0			0	0		0
	BM	Municipal Bldg Boiler	108,510	2033	20	2053	195,981	0			0	0		0

EQUIPMENT REPLACEMENT RESERVE - FY22 Actual Year End
Inflation Factor 3.00%
Interest Rate 0.02%

Adjusted Replacement Year/Status		Most Recent Purchase		Future Replacement			Cost	Beginning Balance	Adj. to Balance	Annual Contribution(3)	Net Current Yr Contrib.	Interest(2)	Reserve Act Funds Expended(1)	Ending Balance
		Description	Acquisition	Total		Year-FY								
		Item	Cost	Yr.	Life									
FY54	PWE	Decorative Street Lights - Tak Junct	76,147	2033	20	2053	137,530	0			0	0		0
FY55	PWE	Large Air Compressor	26,189	2034	20	2054	47,300	0			0	0		0
	PWE	Oil Containment Center	15,012	2034	20	2054	27,113	0			0	0		0
FY56	BM	emergency generator MB rear	58,254	2025	30	2055	141,398	0			0	0		0
	LE	Integrated Library System	23,974	2035	20	2055	43,300	0			0	0		0
FY59	BM	RTU#3 Dance room	8,985	2036	20	2056	16,228	0			0	0		0
FY61	PWE	Leak Detection Veder Root	22,508	2039	20	2059	40,652				0			
FY69	PWE	Vehicle Exhaust System	41,000	2027	34	2061	112,008	0			0	0		0
FY71	PWE	Shop Compressor	24,030	2039	30	2069	58,327	0			0	0		0
FY74	BM	Fan Coil Units (Recreation)	54,407	2046	25	2071	113,916	0			0	0		0
	PWE	Fuel Tanks, pumps, leak detect'	558,270	2044	30	2074	1,355,068	0			0	0		0
24,419,255							4,054,454.80	0.00	700,000.00	700,000.00	907.30	533,663.90	4,221,698.20	
							Beginning Balance		Annual Contribution		Interest	Expended	Balance	
							4,054,454.80		700,000.00		907.30	533,663.90	4,221,698.20	
							0.00		(0.00)		(0.00)	0.00	(0.00)	

5) Sustainability and Climate Presentation

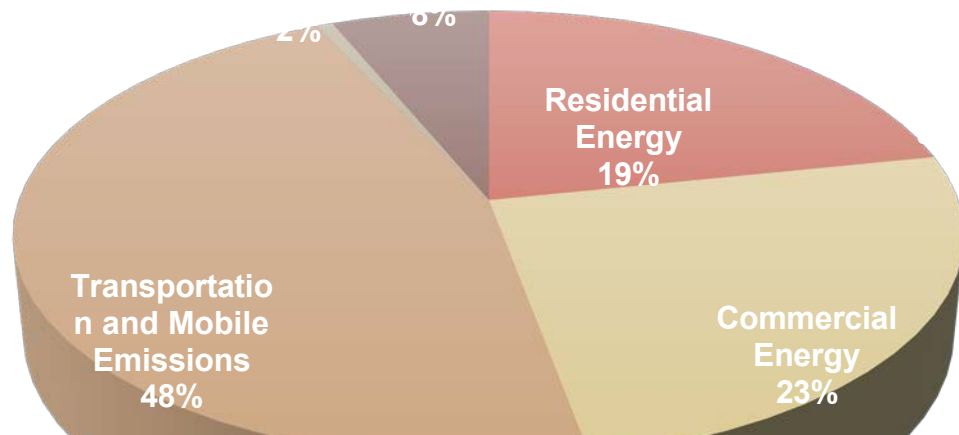


Sustainability & Climate Action in Takoma Park

Update to City Council

January 25, 2023

Daryl Braithwaite, Public Works Director



- 1,978 MTCO₂

waste and
water

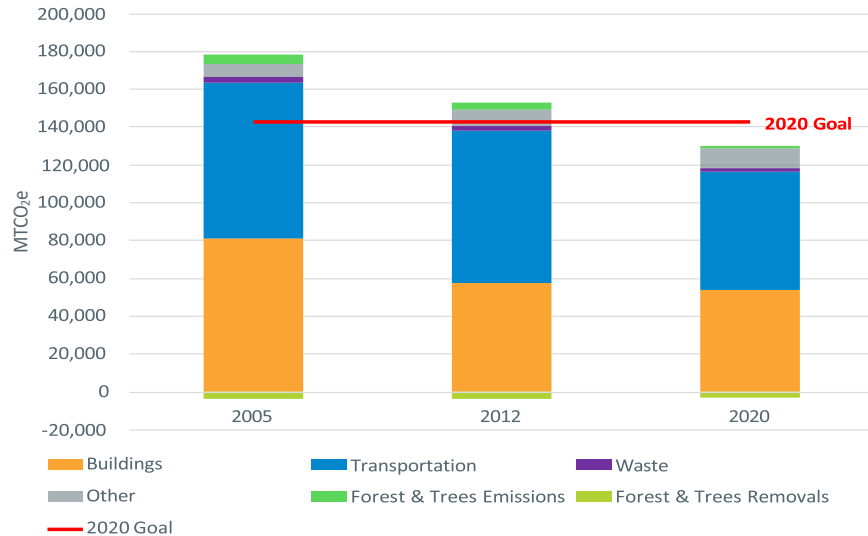
- (1,889) MTCO₂ trees & forestation

2020 emissions data

GHG Emissions Over Time 2005 - 2020

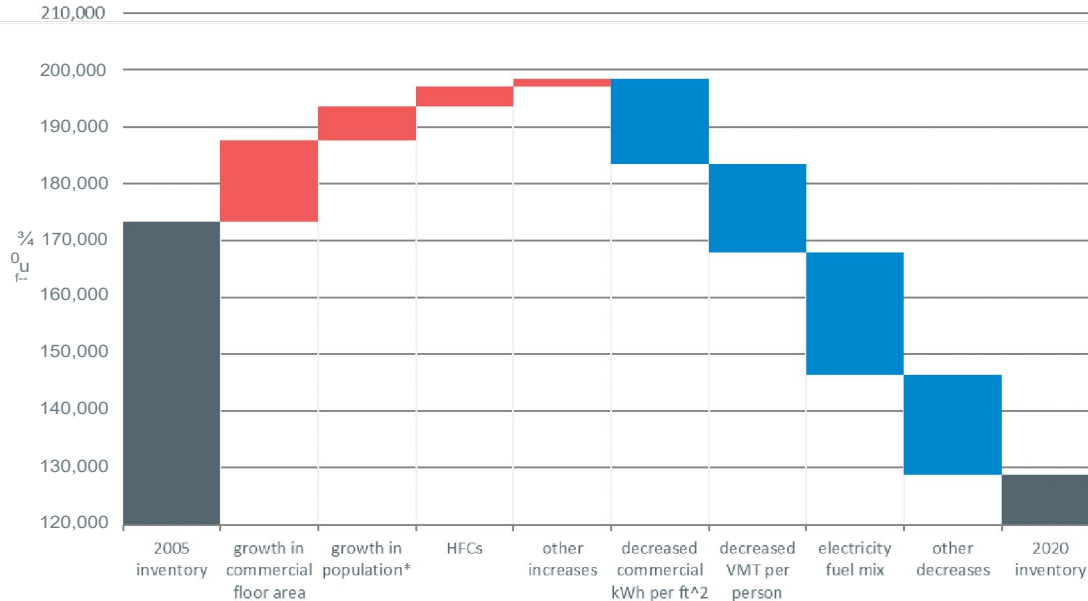
GREENHOUSE GAS TRENDS CHART - TAKOMA PARK

Takoma Park greenhouse gas emissions decreased by **27%** from 2005 - 2020.



Emission Reductions have decreased by 27% since 2005

Source of Increases & Decreases



Emission Increases:

- ◆ Growth in commercial space
- ◆ Increase in population
- ◆ Increase in hydrofluorocarbons

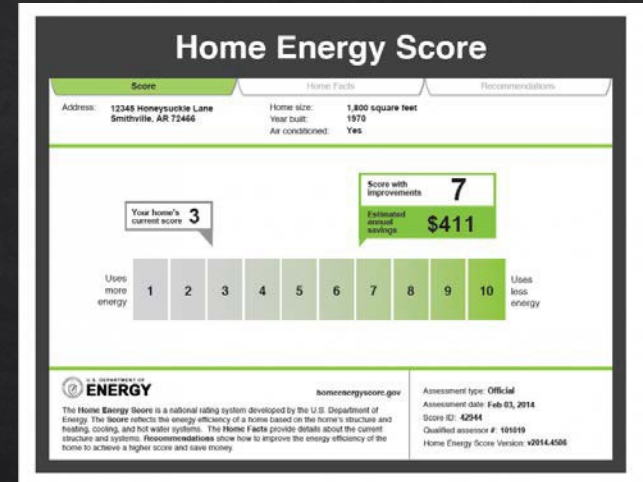
Emission Decreases

- ◆ Cleaner electricity grid
- ◆ Reduced miles travels (pandemic)
- ◆ Decreased commercial electricity intensity

- City of Takoma Park: Net Zero by 2035
- Montgomery County: 100% reduction of ghg emissions by 2035
- Maryland State: 50% reduction by 2030 (2006 baseline)
- MWCOG regional goal: 50% reduction by 2030 and 80% by 2050
(2005 baseline)

- **Priority: Buildings**

- Building Energy Performance Standards (BEPS) approved by Montgomery County. It will cover buildings 25,000 sq. feet and above.
- ACEEE has provided technical analysis to Takoma Park on implementing BEPS for buildings 10,000 – 25,000 sq. feet (45 buildings – 27 MF, 9 retail, 5 office, 2 religious, 1 healthcare, 1 warehouse)
- University of Maryland Environmental Analysis class evaluated Home Energy Labeling Policy for the City.
- Voluntary benchmarking will be offered to all Takoma Park businesses and multifamily buildings eligible for EnergyStar Portfolio Manager

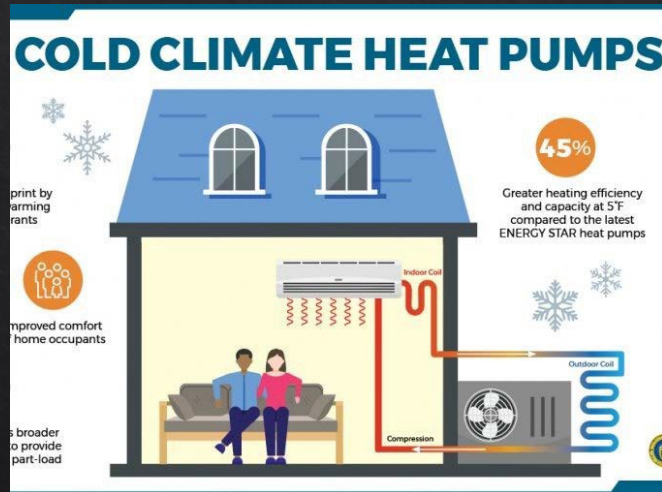


- **Priority: Transportation**

- City allows for curbside charging equipment
- Bus shelter improvements
- Fleet Transition Plan – all electric city fleet by 2035
 - Reviews available EV equivalents to current fleet
 - No new fossil fuel-powered vehicles purchased after 2028
 - Some replacements could be postponed in anticipation of new EV models becoming available
 - Installing charging infrastructure will be essential to making this transition
 - Grants for charging infrastructure may be available, vehicle grants unlikely



- **Priority: Renewable Energy and Toward a Fossil Fuel-Free Community**
 - Research on legal options and incentives for electrification
 - Comprehensive “Electrification Roadmap” being developed
 - Development of comprehensive electrification education & outreach campaign
 - Montgomery County pursuing Community Choice Energy for 100% renewable electricity; existing state renewable portfolio standard will be 50% by 2030
 - Montgomery County pursuing gas powered lawn care equipment ban
 - Capital Area Solar Co-op will include EV charging



Takoma Park Electrification Grants

FY23

- FY23 Electrification and Energy Efficiency Grants through ARPA, focused on Multi-Family Buildings
- 20 grants awarded, 32 applications received
- Total amount of the requests were over \$800,000
- Total budget was \$500,000



What's Next?

- County implementation of Building Energy Performance Standards (BEPS), gas powered lawn care equipment ban, and other program initiatives like Building Decarbonization - all-electric building standards
- City to consider a voluntary benchmarking program for smaller buildings (under 25K gsf) not covered by County regulation
- Montgomery County Residential Electrification Incentive Pilot Program - Take the Pledge!! <https://www.montgomerycountymd.gov/reen/energy/electrification.html>
Automatically notified of grant opportunities.
- Electrification Incentive Program RFP responses under review. Will provide technical assistance and incentives. Market rate program. Anticipate a Summer roll-out
- City electrification outreach and education campaign for the County Green Bank and incentive program above
- Consideration of the Fossil Fuel Non-proliferation Treaty, prohibition of purchasing fossil fuel-powered equipment

Additional Points of Interest

- ◆ Tree Takoma Casey Tree Partnership - oversubscribed for FY23, possible addition of funds to expand program - <https://takomaparkmd.gov/government/public-works/urban-forestry/city-tree-programs/tree-takoma-free-trees-for-private-properties/>
- ◆ Battery Recycling Drop-Off - <https://takomaparkmd.gov/public-notice/battery-recycling-drop-off-now-available/>
- ◆ Food Waste and Yard Waste collection programs may be able to be combined
- ◆ Stormwater Resiliency Study - <https://takomaparkmd.gov/government/public-works/stormwater-management-program/stormwater-resiliency-study/>
- ◆ Police patrol vehicle replacement going hybrid in FY23
- ◆ PW fleet – new EV Sweeper, first hybrid pickup truck, EV mower
- ◆ PW hand tools and equipment – All electric blowers, converting chain saws, and related tools
- ◆ Sustainability Grant for Circle Woods invasives removal and native plant restoration, community outreach will be planned
- ◆ New Hampshire Avenue Bikeway project – in design, grant funded - <https://takomaparkmd.gov/government/housing-and-community-development/planning-and-community-development/new-ave-bikeway/>
- ◆ New sidewalk construction – Approved: Hopewell, Kentland Larch, Domer Ave; In design – Belford Place

6) Agenda for Sustainability and Climate Action



Takoma Park City Council Meeting – January 25, 2023

Agenda Item 3

Presentation

Update on Sustainability and Climate Action in Takoma Park

Recommended Council Action

Receive presentation

Context with Key Issues

Recent Activities:

1. Electrification and Energy Efficiency Grants program in FY22. The City received 90 applications and awarded 44 grants with a total budget of \$285,000.

- 10 multifamily grants awarded (\$70,000)
- 8 business grants awarded (\$120,000)
- 26 single-family home grants awarded (\$95,000)

2. FY 23 ARPA Electrification and Energy Efficiency Grants, in collaboration with Housing and Community Developments Multi-Family Building Improvements Grants

- 20 grants awarded for a total of \$500,000
- | <u>Breakdown by Ward:</u> | <u>Breakdown by # of Units in the Building:</u> |
|---------------------------|---|
| Ward 1 – 1 | 2 - 4 unit - 14 |
| Ward 2 – 0 | 5-6 unit - 4 |
| Ward 3 – 2 | 12 unit - 1 |
| Ward 4 – 1 | 28 unit - 1 |
| Ward 5 - 10 | |
| Ward 6 – 6 | |

Updated Green House Gas Inventory completed for Takoma Park by MWCOG. Report compares emissions from 2005 through 2020. Summary attached.

Participation in the Rocky Mountain Institute Electrification Cohort to develop a comprehensive electrification outreach and education campaign. Takoma Park is working with Montgomery County on the campaign. Part of this work includes reaching out to area contractors to identify BIPOC-owned businesses that can offer residents and businesses electrification and high-efficiency weatherization. Contractors will be encouraged to work with the Montgomery County Greenbank to become a recommended contractor.

3. Key Montgomery County updates:

- The Building Energy Performance Standard passed in April. Regulations expected by end of 2023. Information sheet attached.

- Gas powered lawn care equipment ban is expected to be introduced to County Council. City staff has not yet received a draft of the law. It is expected to be an amendment to the noise ordinance.
- Montgomery County issued an RFP for electrification contractors to act as an electrification general contractor. Project requires setting up a call center to answer questions and provide guidance. The County will offer rebates for approved work. There will also be a set aside for programs to support Low and Moderate Income property owners.

Planned Programs:

- Development of a City fleet transition plan to all-electric by 2035.
- Development of a comprehensive Electrification Roadmap for Takoma Park to cover all sectors, including transportation, residential buildings, and commercial buildings.
 - Development of a voluntary benchmarking program for smaller businesses and multifamily buildings in the city (not covered by the new County law), possibly using a cooperative purchase agreement via MWCOG contracts to expedite the process.

Future consideration:

- Signing on to the Fossil Fuel Non-Proliferation Treaty. Los Angeles, Sydney, Barcelona, and more have signed on.
- Council consideration of a policy to not purchase fossil fuel-based equipment, with exceptions.

Council Priority

Environmentally Sustainable Community. Goal: Climate Change Mitigation: Work towards net-zero greenhouse gas emissions by 2035.

Strategies:

- Prioritize and accelerate policies and programs that implement the 2020 Climate Emergency Response Framework strategies for buildings, transportation, renewable energy, and a fossil fuel-free community.
- Coordinate and advocate for climate change mitigation resiliency and sustainability with county, state, region and federal governments.
- Integrate City climate goals and strategies with other City policies and programs such as urban forest, housing, economic development, and Vision Zero transportation goals.

Environmental Considerations

Greenhouse gas emissions, sustainability, energy efficiency.

Fiscal Considerations

The City has committed to being net zero by 2035. This can be achieved through purchasing offsets, which at current ghg emissions levels would cost at minimum about \$757,000 per year (\$5 per metric ton, 151,435 MTCO₂ per year).

With the electricity grid expected to deliver 100% renewable electricity in the next 5 years through Community Choice Energy, focusing on electrification will greatly reduce the need to purchase offsets in 2035 and beyond in order to meet the net zero goal.

Racial Equity Considerations

Grants programs are including applications in four languages, and assistance is available for all income levels. Research and outreach is being conducted to ensure proposed climate mitigation strategies meet the needs of residents who are low-income, immigrants and/or elderly.

Attachments and Links

- GHG Inventory 2005 – 2020 Summary Factsheet, provided by MWCOG
- Montgomery County Building Performance Standard Fact Sheet
- 2020 Climate Emergency Response Framework Resolution
- Excerpts from Resilience and Adaptation Memo produced by the Cadmus Group for Takoma Park in 2019 listing recommended strategies

7) HCD Council Memorandum



City of Takoma Park

Department of Housing & Community Development

COUNCIL MEMORANDUM

DATE: April 28, 2023

TO: Mayor & City Council, City of Takoma Park

CC: David Eubanks, Acting Deputy City Manager

FROM: Ira Kowler, Acting Director, Housing & Community Development

SUBJECT: Proposed Fiscal Year 2024 Budget Reconciliation Items

Mayor and City Council--

The Housing & Community Development (HCD) Department has conducted a thorough review of the proposed reconciliation items from the Mayor & City Council as of April 27, 2023. This memo is an attempt to provide additional context to the current status and potential impacts of various proposed items within HCD's overview. HCD staff welcomes the opportunity to continue a conversation on these items and any other potential budget changes Council members may be considering.

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[Various Code Enforcement Service Cuts](#) – pg.2

[Various Cuts to City CIP Grant Matches](#) – pg.3

[Public Space Management Plan Implementation](#) – pg.5

[Bike Improvements](#) – pg.5

[Neighborhood Commercial Center Program](#) – pg.6

[Economic Development Specialist](#) – pg.6



Department of Housing & Community Development

Item: Various Code Enforcement Services Cuts

Weblink: [Takoma Park Code Enforcement Page](#)

Council Priorities: Environmentally Sustainable Community; Engaged, Responsive, Service-Oriented Government; Community Development for an Improved & Equitable Quality of Life

The goal of the Code Enforcement Division is to educate the public and enforce the City's code to preserve residential and commercial infrastructure. The Code Enforcement Division currently consists of two (2) full-time staff members, a reduction from prior fiscal years, when the division had three (3) full-time positions. The division is responsible for implementing multiple portions of the City's Municipal Code related to property condition and environmental codes, including:

- Chapter 6.12 Property Maintenance Code¹
- Chapter 8.16 Sale of Food & Drink (Polystyrene Ban)
- Chapter 8.48 Disposable Plastic Bags
- Chapter 8.52 Plastic Beverage Straws and Stirrers
- Chapter 10 Trash and Recycling Collections
- Chapter 12.08 Prohibitions on Maintaining Undesirable Vegetation
- Chapter 14.12 Noise Control
- Chapter 14.28 Restricted Lawn Care Pesticides (Safe Grow Act)
- Chapter 15.04 Animal Control Regulations

To implement the code as currently written, Code Enforcement staff conduct regular inspections of all properties in the City under their purview (homeownership, commercial, and group homes). Under the current structure, staff attempt to inspect every property on average twice per month. Staff also recognize that code enforcement can be a sensitive topic and attempt to work with property owners to fix issues or find alternative solutions prior to the issuance of a citation. Before receiving any citation or action, property owners receive both a courtesy notice and a notice of violation. In 2022, out of 416 courtesy notices identified by staff, only 44 had to be cited, as staff works to obtain compliance without relying on the court system. Staff welcome the opportunity to share more details on enforcement process and impacts.

Proposed cuts would impact HCD's ability to ensure fair and equitable compliance with the existing Takoma Park Municipal Code. **The loss of funding will greatly impact the division's ability to enforce code in an equitable manner, as one staff member would be unable to regularly inspect properties throughout the City. Code Enforcement personnel have to enforce the entire code when conducting inspections; cutting the Code Enforcement budget will not allow staff to only focus on 'high-priority' code issues.** Instead, it will likely lead to less time for staff to conduct ongoing inspections of all issues. These are also services that cannot be filled by the County or outside vendors without a sizable new cost for the City. It should also be noted that neither the Takoma Park Organizational Assessment nor the Reimaging Public Safety Task Force recommended additional reductions in Code Enforcement. HCD welcomes a broader conversation around the code and any requested modifications, but is concerned about how budget and staffing cuts prior to that conversation will impact our ability to deliver equitable, high-quality work as required by the Code.

¹ Please note this is the only section of the code that directly adopts a majority of the Montgomery County Code.



Department of Housing & Community Development

Item: Various Cuts to City CIP Grant Matches

Weblink: [Metropolitan Branch Trail](#), [Maple Avenue Connectivity](#), [New Hampshire Avenue Bikeways](#)

Council Priorities: Advancing a Community of Belonging; Environmentally Sustainable Community; Community Development for an Improved & Equitable Quality of Life

The reconciliation list includes several proposed cuts to City matches for outside grant funding, including:

- Metropolitan Branch Trail City Match
- Maple Avenue Connectivity City Match
- New Hampshire Ave Bikeways City Match

In each of these instances, the City match is a grant requirement in order to leverage over four (4) times the amount of outside funding. Without these matches, which total \$161,350, the City would be giving up \$657,500 in external funding. Foregoing these funds may jeopardize the City's eligibility for future funding from these sources. In addition, these projects have cross-jurisdictional connections with DC, M-NCPPC, Montgomery County, and Prince George's County stakeholders, which will be impacted.

A summary of these projects is included below:

- Metropolitan Branch Trail: Staff is applying for grant funds to continue the work that was undertaken with a COG-Transportation Land-Use Connection grant for the Met Branch Trail, a priority project for MWCOG and the County. The existing grant will result in 30% design plans, which then makes the project eligible for larger grants. Available sources of grant money to complete design and implementation require an 80/20 match. These funds are included in the Fiscal Year 2024 budget in anticipation of a grant award, thus a budget amendment would not be required at a later day, nor would the project be delayed to a future budget year.
- Maple Avenue Connectivity: The City and the State of Maryland have entered into an MOU for the Kim Lamphier Bike program grant funds. The multi-year project is a total of \$380,000: \$304,000 in grant funds and \$76,000 City match. The contract for services with RK&K is scheduled for a Council work session on May 10 and voting session for single reading ordinance on May 17. Without the City match, the project cannot move forward and may result in losing the grant funds.
- New Hampshire Avenue Bikeways: The goal of this multi-year project is to create a two-directional bikeway on south-bound New Hampshire Avenue. This project is currently divided into three parts: Section A (Holton Ln to Auburn Ave), Section B (Auburn Ave to Poplar Ave), and Section D (Poplar Ave to Kansas Ave NE). The City has been advancing this project through grant funds since 2013. Over the past decade, the City has leveraged City funds of approximately \$300,000 for \$1.382 million in grant funds for the New Hampshire Avenue Bikeways, totaling \$1,682,750.
 - Design Section A – 100%: This grant, expected to be completed in FY 2024, will complete design and construction documents for Section A, from Holton Lane to Auburn Avenue. The total project is \$591,000, with \$473,000 in grant funds and



City of Takoma Park

Department of Housing & Community Development

\$118,293 in City matching funds. The Fiscal Year 2024 budget includes \$246,250 – 80% (\$197,500) in grant funds and 20% (\$49,350) in City funds.

- Design Section B – 100%: This grant, expected to be completed in Fiscal Year 2024, will complete design and construction documents for Section B, from Auburn Avenue to Poplar Avenue. The total project is \$318,000 with \$254,000 in grant funds and \$64,000 in City matching funds. The Fiscal Year 2024 budget includes \$70,000 – 80% (56,000) in grant funds and 20% (\$14,000) in City funds.
- Design Section D – 100%: This grant will complete design and construction documents for Section D, from Auburn Avenue to Poplar Avenue. The Fiscal Year 2024 budget includes \$50,000 – 80% (40,000) in grant funds and 20% (\$10,000) in City funds.



City of Takoma Park

Department of Housing & Community Development

Item: Public Space Management Plan Implementation

Weblink: [Public Space Management Plan](#)

Council Priorities: Advancing a Community of Belonging; Environmentally Sustainable Community; Community Development for an Improved & Equitable Quality of Life

The Public Space Management Plan has been a multi-year effort, leading to the hiring of a consultant to finish the development of the plan, expected to come before Council in June 2023. The Fiscal Year 2024 budget includes \$30,000 to implement recommendations regarding the maintenance, upgrading, and repurposing of public space to more equitably meet the needs of the Takoma Park community. This funding is intended to support projects such as the development of an updated strategy for the renovation of citywide playgrounds, the development of an updated Citywide GIS database to better track and plan for infrastructure investments, and the identification and development of new green spaces in underinvested wards of the City. Additionally, these funds might be used for several new public space projects proposed by Council during reconciliation. **The Public Space Management Plan Implementation item is the primary funding source for actual implementation and maintenance of public space improvements.**

Item: Bike Improvements

Weblink: [Takoma Park Bikeways Program](#)

Council Priorities: Advancing a Community of Belonging; Environmentally Sustainable Community; Community Development for an Improved & Equitable Quality of Life

The FY2024 budget includes \$40,000 for maintaining and expanding the bike infrastructure in the City such as bike racks, sharrows, bike lanes, repair stations and signage. Specifically, this funding supports the installation of secure bike racks in all six (6) wards and supports the enhancements of a number of the City's designated on-street bike routes, which currently lack any markings and safety measures beyond signage. Bike infrastructure is part of the City's climate resilience efforts and race equity considerations. **Other bike-related funding in the Fiscal Year 2024 budget is design-related; the Bike Improvements item is the primary funding source for actual implementation and maintenance of bike infrastructure.**



Department of Housing & Community Development

Item: Neighborhood Commercial Center Program

Weblink: [TKPK Business Investment Grant \(BIG\)](#)

Council Priorities: Advancing a Community of Belonging; Environmentally Sustainable Community; Community Development for an Improved & Equitable Quality of Life

The City utilized Neighborhood Commercial Center programming to assist new, diverse entrepreneurs to successfully start a business within Takoma Park's commercial corridors. Due to the high costs of commercial rents in most of the City's commercial districts, HCD has prioritized access to capital to defray start-up and expansion costs. Currently, the City implements funding through the Business Investment Grant (BIG). Released in 2022, the BIG provides reimbursable, one-to-one matching grants of up to \$10,000 to local businesses looking to locate or expand within Takoma Park. The program is only for capital expenses related to fit-out and must be tied to an expansion metric of some kind (new business opening, expanding square footage, expanded business services, expanded employee count, etc.). To date, the City has made 8 BIG awards for approximately \$60,000. **Outside of the remaining Small Business Support funds within the Fiscal Year 2024 budget (\$36,200), the Neighborhood Commercial Center program is the City's only source of direct capital for local small businesses.**

Item: Economic Development Specialist

Weblink: [Economic Development Page](#)

Council Priorities: Advancing a Community of Belonging; Environmentally Sustainable Community; Community Development for an Improved & Equitable Quality of Life

The Fiscal Year 2024 budget proposes the addition of an Economic Development Specialist position. Currently, the Economic Development division consists solely of a full-time Manager position (note that the Manager is currently also serving as the Acting HCD Director). The division has several primary responsibilities, including technical assistance for businesses and property owners, as well as the creation of programs, projects, and policies that assist with wealth and revenue generation for the City and its residents. While the City's economic development service contracts assist with outreach to businesses in the City's traditional commercial corridors, the division recognizes that current staffing limits our ability to provide one-on-one support to businesses outside of those corridors, including at-home or non-brick and mortar businesses or businesses operating outside of well-established business association corridors. **The lack of an Economic Development Specialist will greatly impact the division's ability to conduct outreach to these businesses and property owners and promote and market all local businesses.**

8) Vacancy Savings

FY24 Vacancy Savings

Vacancy savings from 6 month hiring freeze (7/1/23 - 12/31/23)

Position	Annual Salary	Annual Fringe	Salary for 6 months	Fringe for 6 months	Total savings for 6 months
Policy & Data Analyst	\$90,090.68	\$42,504.40	\$45,045.34	\$21,252.20	\$66,297.54
1120 - City Manager's Office					\$66,297.54
HR Coordinator	\$71,943.34	\$39,568.34	\$35,971.67	\$19,784.17	\$55,755.84
1160 - Human Resources					\$55,755.84
Crossing Guard	\$14,577.15	\$16,369.93	\$7,288.58	\$8,184.96	\$15,473.54
Crossing Guard	\$14,577.15	\$16,381.93	\$7,288.58	\$8,190.96	\$15,479.54
Crossing Guard	\$7,288.58	\$557.58	\$3,644.29	\$278.79	\$3,923.08
2500 - Administrative Services					\$34,876.16
Sergeant	\$97,857.12	\$48,654.35	\$48,928.56	\$24,327.17	\$73,255.74
0060 - Speed Camera Fund					\$73,255.74
Building Maintenance Specialist	\$64,290.38	\$45,334.32	\$32,145.19	\$22,667.16	\$54,812.35
Custodian	\$46,877.22	\$19,298.27	\$23,438.61	\$9,649.14	\$33,087.74
Custodian	\$43,514.27	\$42,046.86	\$21,757.14	\$21,023.43	\$42,780.57
3200 - Building Maintenance					\$130,680.66
Sanitation Supervisor	\$77,308.69	\$41,978.19	\$38,654.34	\$20,989.10	\$24,292.41
3500 - Sanitation					\$24,292.41
Sustainability Manager	\$113,567.19	\$55,530.12	\$56,783.59	\$27,765.06	\$84,548.65
3600 - Sustainability					\$84,548.65
Special Projects Coordinator	\$35,440.07	\$19,706.98	\$17,720.03	\$9,853.49	\$27,573.52
Planning Intern	\$39,520.00	\$3,023.28	\$19,760.00	\$1,511.64	\$21,271.64
5400 - Planning & Community Development					\$48,845.16
Grants Coordinator	\$36,269.62	\$15,648.45	\$18,134.81	\$7,824.23	\$25,959.03
5500 - HCD Administration					\$25,959.03
Economic Development Specialist	\$64,822.88	\$38,489.99	\$32,411.44	\$19,245.00	\$51,656.43
5600 - Economic Development					\$51,656.43
Licensing Specialist	\$67,504.90	\$38,873.73	\$33,752.45	\$19,436.86	\$53,189.31
5800 - Housing					\$53,189.31
Total:					\$442,724.61 \$241,983.36 \$649,356.94

9)Washington Adventist Hospital Parcels 2023

Washington Adventist Hospital Property Information

Owner	Acct. No.	Sq Ft	Area of Campus	Real Prop Tax	SDAT property assessment phased in as			2019 Assessments	2023 Assessments	TP Special Tax 2023
					Land	Improvemnts	Total			
ADVENTIST HEALTHCARE INC	13-01080143	171,190	grassy area by Maplewood	N	8,662,200	0	8,662,200	9,095,300	9,095,300	525
ADVENTIST HEALTHCARE MID-ATL CORP	13-01080256	618,831	N360 - main campus	N	12,098,100	36,445,700	48,543,800	50,972,500	50,975,567	16,750
WASHINGTON SANITARIUM & HOSP INC	13-02320924	69,696	P401	N	3,526,600	0	3,526,600	3,702,900	3,702,900	2,425
ADVENTIST HEALTHCARE MIDATLANTIC CORP	13-03434354	6,285	N291	N	195,100	0	195,100	204,800	204,800	325
ADVENTIST HEALTHCARE MIDATLANTIC CORP	13-03434365	9,917	N355 - road	N	307,900	0	307,900	323,200	323,200	700
	TOTAL	875,919			24,789,900	36,445,700	61,235,600	64,298,700	64,301,767	20,725
	TOTAL ACRES	20.11								
CONDO BUILDING at 7610 CARROLL										
ADVENTIST MGMNT SVCS INC	13 02502373	1,010	condo office - 7610 Carroll, #410	Y			870,000	638,000		

10) City Fees

FY22

Department:	Fee Purpose:	Fee:	Applications rec.	Recently changed?
Police	Residential Parking Permit	\$12.50/ 1 yr		
		\$20.00/ 2 yr		
	Commercial Parking Permit	\$15.00/ 1 yr		
	Police Report fee	\$10.00/ report		
Public Works	Driveway Apron	\$50.00	6	
	Dumpster or Storage pod in ROW	\$40.00	54	
	Utility Permit-all except WSSC (exempt)	\$50.00	30	
	Work in Right of Way (ROW)	\$50.00	7	
	Mulch fee:			
	3- yard City Resident	\$55.00		
	10-yard City Resident	\$75.00		
	3- yard Non-resident	\$75.00		
	10-yard Non-resident	\$115.00		
	Tree Removal:		398	
	dead trees	\$25.00		
	live trees	\$50.00		
	Tree Impact Assessment	\$50.00	144	
	Tree Protection Plan	\$50.00	41	
	Small Cell Facility	\$1,000.00	0	
	Curbside EV Charger	no fee	1	
	Stormwater Permits:			
	<u>Concept or Site Development</u>		7	
	Single Family	\$50.00		
	Multi-Family (under 21 units)	\$10/unit min of \$50		
	Commercial/Industrial/Multi-Family	(+21 \$0.05/sq ft of imp. Area units) min \$250, max \$500		
	<u>Final Construction</u>		5	
	Single Family	\$500.00		
	Multi-Family	\$100/unit min \$500		
	Commercial/Industrial/Multi-Family	(+21 10% of system units) construction costs		
HCD	Rental Licensing (Annual)	\$124.00/unit		
	Group Home Registration	\$50.00/home		
	Rental License Transfer	\$75.00/transfer		
	Vacant Property Registration	\$200.00 /yr		
	Fixed Location Vendor Permit (food truck):			
	Application/Renewal Fee	\$75.00 /yr		
	Outdoor Café Permits*:			
	Initial Processing Fee	\$145.00		
	Renewal Processing Fee	\$90.00		
	90-day Permit Fee	\$100.00		
	180-day Permit Fee	\$225.00		
	365-day Permit Fee	\$450.00		
	Monthly Lease Fee	\$0.60/ sq ft		
	Over 100 unique fees- please see online catalog for majority:			
	https://takomaparkmd.gov/government/recreation/classes-and-programs/			
Recreation				

*Outdoor Café Permit fees were suspended as part of the COVID-19 emergency response and will be reinstituted in 2023. Outdoor Café Permit fees also have not received a CPI-U update since 2018 as outlined in City Code/Administrative Regulations and will likely increase in Fiscal Year 2024.

City Services	Passport Fee	\$35.00
	Notary Fee	\$4.00
Library	Non-resident fee for library card	\$6