

Introduced by: Councilmember Seamens

First Reading: May 8, 2019
Second Reading: May 15, 2019

**CITY OF TAKOMA PARK, MARYLAND
ORDINANCE NO. 2019-13**

**AN ORDINANCE APPROVING AND ADOPTING THE BUDGET FOR FISCAL YEAR 2020,
BEGINNING JULY 1, 2019 AND ENDING JUNE 30, 2020**

WHEREAS, in accordance with Article VIII of the Charter of the City of Takoma Park, the City Manager submitted a recommended budget for Fiscal Year 2020 to the City Council for its review and consideration; and,

WHEREAS, the Charter of the City of Takoma Park requires the conduct of at least one public hearing prior to adoption of the budget; and,

WHEREAS, the City Council held said hearing and received public comment on the City Manager's recommended budget on April 10, 2019; and,

WHEREAS, in the interest of obtaining additional public comment following its deliberations on the City Manager's recommended budget, the City Council held a second public hearing on April 24, 2019; and,

WHEREAS, after considering the recommended budget submitted by the City Manager and the comments made at the aforementioned public hearing, the City Council has determined its priorities relative to the delivery of municipal services for Fiscal Year 2020; and,

WHEREAS, it is the policy of the City Council to set the level of the General Fund Unassigned Fund reserve at 17% of the General Fund revenue, which would be equivalent to \$4.3 million; and,

WHEREAS, in the FY 2020 budget, the General Fund unassigned reserve is projected to be \$3.1 million; however that level is determined to be acceptable due to the inclusion in the budget of the restricted bond reserve of \$5.9 million; and

WHEREAS, the City Council maintains its commitment to a General Fund Unassigned Fund Balance of 17% of the General Fund revenue. As identified in Resolution 2018-24, the Council recognizes that this may require a "phase-in" period to help mitigate impacts on the local property tax rate and/or City programs and initiatives; and

WHEREAS, the Council will continue to work toward reaching a level of 17% in future budgets, with a goal of doing so within a three year period from the point at which the balance falls below the minimum.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND:

SECTION 1. The budget adopted hereto and by reference made a part hereof is hereby adopted for the year commencing on July 1, 2019 and ending June 30, 2020.

SECTION 2. The following amounts are hereby appropriated by fund:

Fund	Fiscal Year 2020 Appropriation
General Fund	\$ 29,361,165
Special Revenue Fund	3,431,071
Speed Camera Fund	1,153,018
GRAND TOTAL	\$ 33,945,254

SECTION 3. Use of the following fund balance amount is hereby authorized to supplement other fund revenues and financing sources:

Fund	Fiscal Year 2020 Appropriation
Special Revenue Fund	\$25,860
General Fund	\$3,787,556

SECTION 4. In accordance with Section 803 of the Charter of the City of Takoma Park, a general contingency account in the amount of \$127,868 has been included in the Non-Departmental budget unit of the General Fund.

SECTION 5. A five-year Capital Improvement Program for Fiscal Year 2020 through Fiscal Year 2024 has been developed as part of the budget and is attached hereto and incorporated herein by reference.

SECTION 6. The City Council hereby authorizes the transfer of \$650,000 from the General Fund unreserved fund balance to the Equipment Replacement Reserve.

SECTION 7. The City Council hereby authorizes the transfer of \$210,000 from the General Fund unreserved fund balance to the Housing Reserve.

SECTION 8. It is hereby acknowledged that the City Council, in its capacity as the Stormwater Management Board, approved a Stormwater Management Fund budget for Fiscal Year 2020 by Ordinance No. 2019-12.

SECTION 10. Should any section of this Ordinance be determined to be invalid, such invalidity shall not affect any other sections.

SECTION 11. This Ordinance shall be effective July 1, 2019.

Adopted this 15th day of May, 2019 by roll-call vote as follows:

AYES: Stewart, Dyballa, Kostiuk, Seamens, Smith, Searcy
 NAYS: Kovar
 ABSTAIN: None
 ABSENT: None

FY20 RECONCILIATION ITEMS

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General Fund Revenues	\$25,970,116
Revenue decrease due to Tax rate decrease fr 0.556 to 0.5397	-\$396,507
Revised Revenues	<u>\$25,573,609</u>

General Fund Expenditures	\$29,758,028
<i>Reductions</i>	
Decrease Personnel and Health Benefit Savings	-\$308,700
Eliminate Council Retreat Facilitator	-\$5,000
Eliminate County Lobbyist	-\$18,000
Reduce I Can Shine Bike Camp (minus grant amount)	-\$12,800
Reduce Contribution to Police Pension in excess of Actuarial Rec	-\$49,000
Reduce Neighborhood Commercial District Improvements (half)	-\$50,000
Combine Independence Day and Celebrate Takoma	-\$12,000
Reduce Council Conferences (\$30,000 budgeted)	-\$10,000
Reduce Staff Conferences (\$83,375 budgeted for all staff)	-\$10,000
Reduce Commemoration Commission Plaques (from \$12,000)	-\$8,000
Reduce Public Art	-\$25,000
Reduce third floor renovation budget (FMR)	-\$50,000
Eliminate Council Conference Room furniture	-\$5,000
Reduce Folk Festival Funding (\$20,000 budgeted)	-\$2,500
General Contingency Expenditure decrease	-\$1,983
<i>Increases</i>	
Increase OTBA and TLCDA back to FY19 funding level	\$8,500
Increase Sustainability Contract budget	\$15,000
Increase hours for Sustainability Intern	\$8,120
Add Rec Center Public Engagement Consultant	\$75,000
Increase Community Grants funding	\$20,000
Funding for supplemental tax credits (income based)	\$22,500
Increase Economic Development Intern position to fulltime	\$22,000
Revised Expenditures	<u>\$29,361,165</u>

Proposed General Fund Unassigned Fund Balance	\$3,142,365
Revenue decrease	-\$396,507
Expenditure decrease	\$396,863
3rd Floor renovation reduction in FMR	-\$50,000
Revised General Fund Unassigned Fund Balance	<u>\$3,092,721</u>

Stormwater Management Fund Revenues	\$713,000
Revised Revenues	\$713,000

Stormwater Management Fund Expenditures	\$742,313
Revised Expenditures	\$742,313

Special Revenue Funds Revenues	\$3,405,211
Revised Revenues	\$3,405,211

Special Revenue Funds Expenditures	\$3,431,071
Revised Expenditures	\$3,431,071

Speed Camera Fund Revenues	\$1,278,000
Revised Revenues	\$1,278,000

Speed Camera Fund Expenditures	\$1,169,518
Decrease Personnel savings	-\$15,500
Decrease Police Retirement Contribution	-\$1,000
Revised Expenditures	\$1,153,018

Combined Statement of Revenues, Expenditures, and Changes in Fund Balance - All Governmental Funds For the Fiscal Year Beginning July 1, 2019

	<u>General Fund</u>	<u>Stormwater Management Fund</u>	<u>Special Revenue Funds</u>	<u>Speed Camera Fund</u>	<u>Total</u>
FY 2020 Revenues	25,573,609	713,000	3,405,211	1,278,000	30,969,820
FY 2020 Expenditures	29,361,165	742,313	3,431,071	1,153,018	34,687,567
Excess (deficiency) of revenues over expenditures	(3,787,556)	(29,313)	(25,860)	124,982	(3,717,747)
Other Financing Sources (Uses)					
Bond proceeds	-	-	-	-	-
Operating transfers in (out)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	(3,787,556)	(29,313)	(25,860)	124,982	(3,717,747)
Fund Balance					
Beginning of year	18,081,491	160,447	3,063,869	777,205	22,083,012
End of year	14,293,935	131,134	3,038,009	902,187	18,365,265

General Fund Revenues

<u>REVENUES BY SOURCE</u>	<u>Audited FY16</u>	<u>Audited FY17</u>	<u>Audited FY18</u>	<u>Adopted FY19</u>	<u>Estimated FY19</u>	<u>Adopted FY20</u>
Taxes and Utility Fees						
Real Property	11,516,876	11,998,604	12,094,212	12,652,357	12,652,357	13,128,511
Personal Property	375,018	410,678	404,640	420,000	420,000	100,000
RR and Public Utilities	220,552	221,706	230,185	240,000	240,000	242,134
Penalties and Interest	64,336	122,844	37,561	40,000	28,000	30,000
Admission and Amusement	134,062	136,238	127,029	134,000	130,000	130,000
Additions and Abatements	(8,713)	(49,620)	(46,782)	(48,000)	(48,000)	(48,000)
Highway	346,015	345,873	360,336	366,500	464,802	495,471
Income Tax	3,494,273	3,171,194	3,303,938	3,400,000	3,400,000	3,388,000
Total--Taxes and Utility Fees	16,142,419	16,357,517	16,511,119	17,204,857	17,287,159	17,466,116
Licenses and Permits	87,315	69,718	107,513	73,604	76,804	76,804
Fines and Forfeitures	482,986	372,451	253,980	310,000	220,000	220,000
Use of Money and Property	53,214	24,935	126,545	75,000	295,334	242,400
Charges for Services						
Inspection Fees	318,668	325,162	325,942	333,595	333,595	306,674
Public Parking Facilities	104,123	101,616	107,907	95,000	100,000	200,000
Waste Collection & Disposal Charges	69,011	61,827	64,592	69,000	69,000	65,000
Recreation Programs and Services	495,384	558,363	565,872	504,400	547,457	583,535
Library Fines and Fees	26,121	23,869	16,457	17,000	20,000	20,000
Passport Services	81,613	80,670	59,860	56,000	59,000	56,000
EV Charger	-	-	4,797	-	7,500	10,000
Telephone Commissions	-	26	18	30	20	20
Special Trash Pickup	8,435	9,425	10,467	8,500	8,500	9,500
Recyclable Sales	238	532	184	500	200	200
Mulch Sales	22,755	20,566	21,827	22,000	22,000	22,000
Advertising--Bus Shelters	9,873	9,347	4,617	9,000	4,600	4,600
Farmer's Market	5,559	5,720	5,720	5,772	5,772	5,824
Total--Charges for Services	1,141,780	1,197,123	1,188,260	1,120,797	1,177,644	1,283,353
Intergovernmental Revenues						
Police Protection (State)	401,570	451,694	457,251	415,436	455,000	442,995
State & County Projects	181,797	46,059	10,595	162,000	162,000	86,491
Bank Share Tax	5,643	5,643	5,643	5,643	5,643	5,643
Montgomery County	-	-	-	-	-	-
Library Aid	154,498	166,169	168,704	164,000	164,000	188,329
Police Rebate	930,658	945,118	1,013,685	1,028,000	1,028,000	1,126,765
In Lieu of Police	2,515,147	2,515,147	2,515,147	2,515,147	2,515,147	2,515,147
In Lieu of Roads Maintenance	743,199	743,199	743,199	743,199	743,199	743,199
In Lieu of Parks Maintenance	72,913	72,913	72,913	72,913	72,913	72,913
In Lieu of Crossing Guard	182,384	182,384	182,384	182,384	182,384	182,384
Takoma/Langley Rec. Agreement	85,020	87,650	85,020	85,020	85,020	85,020
Hotel Motel Tax	118,598	133,500	121,430	118,000	118,000	120,000
Cable Franchise Fees	250,290	258,639	244,920	228,000	228,000	221,000
Cable--Operating	177,043	476,739	450,138	429,000	429,000	417,000
Chesapeake Bay Trust Grant	-	-	-	-	-	-
Total--Intergovernmental Revenues	5,818,760	6,084,854	6,071,029	6,148,742	6,188,306	6,206,886

General Fund Revenues

(continued)

<u>REVENUES BY SOURCE</u>	<u>Audited FY16</u>	<u>Audited FY17</u>	<u>Audited FY18</u>	<u>Adopted FY19</u>	<u>Estimated FY19</u>	<u>Adopted FY20</u>
Miscellaneous						
Tree Fund	25,000	25,000	25,000	25,000	25,000	25,000
Sales of Impounded Property	615	1,200	-	1,000	-	-
Other Miscellaneous	112,852	30,666	17,002	30,000	28,000	27,875
Insurance Claims	40,037	(1,027)	20,787	500	2,500	2,500
Administrative Fees--Parking	7,980	5,663	3,625	6,000	4,000	4,000
Federal Grant	4,278	-	3,200	-	7,836	5,675
Sale of City Property	22,196	30,082	40,400	12,000	12,000	12,000
Donations	2,050	15,260	1,107	103,630	106,059	1,000
Total--Miscellaneous	215,008	106,844	111,121	178,130	185,395	78,050
Total General Fund Revenues	23,941,482	24,213,442	24,369,567	25,111,130	25,430,642	25,573,609

General Fund Summary-Expenditures

	Audited <u>FY16</u>	Audited <u>FY17</u>	Audited <u>FY18</u>	Adopted <u>FY19</u>	Estimated <u>FY19</u>	Adopted <u>FY20</u>
General Government						
1110 Legislative						
Personnel Expenses	113,946	103,572	109,428	112,500	114,300	114,000
Other Operating Expenses	81,296	68,269	90,129	129,115	111,515	97,558
Total	195,242	171,841	199,557	241,615	225,815	211,558
1120 City Administration						
Personnel Expenses	610,747	534,077	529,662	553,590	554,590	565,890
Other Operating Expenses	151,429	105,461	94,274	158,250	148,357	101,368
Total	762,176	639,538	623,936	711,840	702,947	667,258
1130 Finance						
Personnel Expenses	542,598	501,186	516,013	538,680	547,372	562,680
Other Operating Expenses	93,879	92,131	73,979	113,800	87,101	90,900
Total	636,477	593,317	589,992	652,480	634,473	653,580
1140 Legal						
Personnel Expenses	-	-	-	-	-	-
Other Operating Expenses	263,590	260,233	212,731	233,750	213,750	233,700
Total	263,590	260,233	212,731	233,750	213,750	233,700
1150 Information System						
Personnel Expenses	342,583	351,248	376,275	397,120	406,135	444,620
Other Operating Expenses	273,244	255,811	220,060	257,562	254,080	223,956
Total	615,827	607,059	596,335	654,682	660,215	668,576
1160 Human Resources						
Personnel Expenses	270,023	277,403	310,565	392,150	371,590	391,120
Other Operating Expenses	43,279	36,641	83,047	147,400	87,805	140,950
Total	313,302	314,044	393,612	539,550	459,395	532,070
1170 City Clerk						
Personnel Expenses	247,068	260,774	269,223	280,120	249,560	299,090
Other Operating Expenses	19,599	26,396	20,002	26,127	21,256	24,040
Total	266,667	287,170	289,225	306,247	270,816	323,130
Total General Government	3,053,281	2,873,202	2,905,387	3,340,164	3,167,411	3,289,872
Police						
2100 Office of Chief						
Personnel Expenses	343,423	400,677	299,351	422,090	509,840	641,120
Other Operating Expenses	297,206	314,989	268,516	276,870	296,885	250,489
Total	640,629	715,666	567,867	698,960	806,725	891,609
2200 Communications						
Personnel Expenses	523,970	524,096	432,884	574,920	530,710	575,570
Other Operating Expenses	29,445	21,980	38,841	29,640	29,640	33,000
Total	553,415	546,076	471,725	604,560	560,350	608,570
2300 Operations/Patrol						
Personnel Expenses	3,752,748	3,515,466	3,741,419	4,054,465	3,811,720	3,922,830
Other Operating Expenses	134,642	123,530	179,374	163,693	151,698	145,808
Total	3,887,390	3,638,996	3,920,793	4,218,158	3,963,418	4,068,638

General Fund Summary-Expenditures

	Audited <u>FY16</u>	Audited <u>FY17</u>	Audited <u>FY18</u>	Adopted <u>FY19</u>	Estimated <u>FY19</u>	Adopted <u>FY20</u>
2400 CID Investigations						
Personnel Expenses	1,375,493	1,525,514	1,550,660	1,616,130	1,471,880	981,300
Other Operating Expenses	40,496	40,317	49,284	64,647	72,105	72,250
Total	<u>1,415,989</u>	<u>1,565,831</u>	<u>1,599,944</u>	<u>1,680,777</u>	<u>1,543,985</u>	<u>1,053,550</u>
2500 Administration						
Personnel Expenses	654,826	675,695	691,648	723,700	837,089	1,031,299
Other Operating Expenses	94,589	85,242	107,090	110,224	109,849	108,594
Total	<u>749,415</u>	<u>760,937</u>	<u>798,738</u>	<u>833,924</u>	<u>946,938</u>	<u>1,139,893</u>
2600 Neighborhood Services						
Personnel Expenses	-	309,512	312,900	363,250	367,241	411,550
Other Operating Expenses	-	15,122	13,321	110,320	110,320	110,500
Total	<u>-</u>	<u>324,634</u>	<u>326,221</u>	<u>473,570</u>	<u>477,561</u>	<u>522,050</u>
Total Police	7,246,838	7,552,140	7,685,288	8,509,949	8,298,977	8,284,310
Public Works						
3100 Administration						
Personnel Expenses	369,726	375,022	378,440	410,430	427,430	251,160
Other Operating Expenses	152,915	124,577	122,814	360,139	311,600	66,600
Total	<u>522,641</u>	<u>499,599</u>	<u>501,254</u>	<u>770,569</u>	<u>739,030</u>	<u>317,760</u>
3200 Building Maintenance						
Personnel Expenses	407,318	423,822	452,857	479,230	506,710	487,330
Other Operating Expenses	388,971	403,286	382,419	406,100	364,150	388,900
Total	<u>796,289</u>	<u>827,108</u>	<u>835,276</u>	<u>885,330</u>	<u>870,860</u>	<u>876,230</u>
3300 Equipment Maintenance						
Personnel Expenses	267,991	273,371	285,162	302,171	299,380	314,840
Other Operating Expenses	189,238	214,967	188,226	200,775	220,990	214,515
Total	<u>457,229</u>	<u>488,338</u>	<u>473,388</u>	<u>502,946</u>	<u>520,370</u>	<u>529,355</u>
3400 Right of Way						
Personnel Expenses	646,141	643,932	660,387	742,169	746,170	656,060
Other Operating Expenses	411,781	352,645	409,179	397,085	397,200	306,272
Total	<u>1,057,922</u>	<u>996,577</u>	<u>1,069,566</u>	<u>1,139,254</u>	<u>1,143,370</u>	<u>962,332</u>
3500 Solid Waste						
Personnel Expenses	694,054	713,057	733,411	722,300	770,770	748,935
Other Operating Expenses	327,921	277,072	319,728	301,022	327,950	343,775
Total	<u>1,021,975</u>	<u>990,129</u>	<u>1,053,139</u>	<u>1,023,322</u>	<u>1,098,720</u>	<u>1,092,710</u>
3600 Sustainability						
Personnel Expenses	-	-	-	-	-	164,060
Other Operating Expenses	-	-	-	-	-	199,075
Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>363,135</u>
3700 Vegetation Management						
Personnel Expenses	228,618	261,666	233,193	272,158	190,960	397,240
Other Operating Expenses	24,666	30,820	25,173	29,000	18,500	29,000
Total	<u>253,284</u>	<u>292,486</u>	<u>258,366</u>	<u>301,158</u>	<u>209,460</u>	<u>426,240</u>

General Fund Summary-Expenditures

	Audited <u>FY16</u>	Audited <u>FY17</u>	Audited <u>FY18</u>	Adopted <u>FY19</u>	Estimated <u>FY19</u>	Adopted <u>FY20</u>
3800 Urban Forest						
Personnel Expenses	92,874	52,779	112,083	110,460	117,920	117,480
Other Operating Expenses	70,607	153,553	108,665	175,500	170,200	148,850
Total	163,481	206,332	220,748	285,960	288,120	266,330
3900 City Engineer						
Personnel Expenses	201,897	203,995	206,808	222,020	230,427	228,018
Other Operating Expenses	144,073	75,529	119,764	117,500	117,501	100,950
Total	345,970	279,524	326,572	339,520	347,928	328,968
Total Public Works	4,618,791	4,580,093	4,738,309	5,248,059	5,217,858	5,163,060
Recreation						
4100 Administration						
Personnel Expenses	273,982	252,235	276,351	457,620	465,020	474,120
Other Operating Expenses	119,368	159,541	70,438	94,350	86,804	104,353
Total	393,350	411,776	346,789	551,970	551,824	578,473
4200 Outreach						
Personnel Expenses	-	855	28,395	246,182	220,845	239,420
Other Operating Expenses	-	-	1,076	55,000	49,900	60,000
Total	-	855	29,471	301,182	270,745	299,420
4300 Recreation Center						
Personnel Expenses	160,678	180,935	210,948	148,180	150,650	152,204
Other Operating Expenses	35,112	30,654	39,955	38,200	37,600	39,700
Total	195,790	211,589	250,903	186,380	188,250	191,904
4400 Community Programs						
Personnel Expenses	90,235	121,730	118,292	168,178	160,961	173,860
Other Operating Expenses	48,160	65,054	65,025	61,450	60,500	71,675
Total	138,395	186,784	183,317	229,628	221,461	245,535
4500 Facilities and Athletic Fields						
Personnel Expenses	10,304	10,489	14,764	-	-	-
Other Operating Expenses	43,330	51,688	46,033	84,500	83,000	77,700
Total	53,634	62,177	60,797	84,500	83,000	77,700
4600 Camps						
Personnel Expenses	86,313	85,170	76,451	76,380	74,715	78,530
Other Operating Expenses	15,134	40,859	40,285	51,600	50,900	53,100
Total	101,447	126,029	116,736	127,980	125,615	131,630
4700 After School Programs						
Personnel Expenses	96,524	100,002	91,854	113,650	111,355	114,200
Other Operating Expenses	9,003	9,941	7,107	12,850	11,800	8,350
Total	105,527	109,943	98,961	126,500	123,155	122,550
4800 Community Center						
Personnel Expenses	459,788	493,415	528,204	245,010	279,110	282,860
Other Operating Expenses	134,643	121,188	133,649	135,400	130,500	132,400
Total	594,431	614,603	661,853	380,410	409,610	415,260
Total Recreation	1,582,574	1,723,755	1,748,827	1,988,550	1,973,660	2,062,472

General Fund Summary-Expenditures

	Audited <u>FY16</u>	Audited <u>FY17</u>	Audited <u>FY18</u>	Adopted <u>FY19</u>	Estimated <u>FY19</u>	Adopted <u>FY20</u>
Housing and Community Development						-
5100 Code Enforcement						
Personnel Expenses	238,434	-	-	-	-	-
Other Operating Expenses	262,592	-	-	-	-	-
Total	501,026	-	-	-	-	-
5200 landlord & Tenant						
Personnel Expenses	84,182	-	-	-	-	-
Other Operating Expenses	2,095	-	-	-	-	-
Total	86,277	-	-	-	-	-
5300 Rent Stabilization						
Personnel Expenses	108,228	-	-	-	-	-
Other Operating Expenses	8,105	-	-	-	-	-
Total	116,333	-	-	-	-	-
5400 Planning						
Personnel Expenses	300,032	231,610	236,749	287,120	301,120	311,150
Other Operating Expenses	118,649	112,837	174,493	111,800	99,100	83,100
Total	418,681	344,447	411,242	398,920	400,220	394,250
5500 HCD Administration						
Personnel Expenses	124,433	240,920	271,859	279,450	276,085	117,000
Other Operating Expenses	31,276	40,823	35,871	68,304	61,304	66,880
Total	155,709	281,743	307,730	347,754	337,389	183,880
5600 Economic Development						
Personnel Expenses	-	-	-	111,854	64,976	177,160
Other Operating Expenses	-	-	-	113,600	108,700	203,700
Total	-	-	-	225,454	173,676	380,860
5700 Arts & Humanities						
Personnel Expenses	-	-	-	-	-	61,540
Other Operating Expenses	-	-	-	-	-	12,470
Total	-	-	-	-	-	74,010
5800 Housing & Community Services						
Personnel Expenses	93,740	342,121	318,867	440,010	402,510	479,480
Other Operating Expenses	145,920	289,298	291,942	323,564	315,404	355,203
Total	239,660	631,419	610,809	763,574	717,914	834,683
Total Housing & Community	1,517,686	1,257,609	1,329,781	1,735,702	1,629,199	1,867,683

General Fund Summary-Expenditures

	Audited <u>FY16</u>	Audited <u>FY17</u>	Audited <u>FY18</u>	Adopted <u>FY19</u>	Estimated <u>FY19</u>	Adopted <u>FY20</u>
Communications						
6000 Communications						
Personnel Expenses	359,596	347,668	385,329	422,980	378,360	404,420
Other Operating Expenses	140,566	142,243	127,188	142,820	129,081	135,192
Total	500,162	489,911	512,517	565,800	507,441	539,612
Total Communications	500,162	489,911	512,517	565,800	507,441	539,612
Library						
7000 Library						-
Personnel Expenses	942774	961787	1002972	1071980	1112980	1066480
Other Operating Expenses	155,138	160,420	170,640	199,050	191,900	162,840
Total	1,097,912	1,122,207	1,173,612	1,271,030	1,304,880	1,229,320
7200 Computer Center						
Personnel Expenses	79,319	91,743	95,325	96,090	99,290	98,290
Other Operating Expenses	4,267	3,460	1,801	5,600	6,560	5,460
Total	83,586	95,203	97,126	101,690	105,850	103,750
Total Library	1,181,498	1,217,410	1,270,738	1,372,720	1,410,730	1,333,070
All Departmental						
Personnel Total	15,194,606	15,387,544	15,858,729	17,454,337	17,159,771	17,536,906
Operating Exp Total	4,506,224	4,306,576	4,332,118	5,306,607	5,045,505	5,003,173
Total Departmental	19,700,830	19,694,120	20,190,847	22,760,944	22,205,276	22,540,079
Non-Departmental						
Workers Compensation	536,664	689,084	544,349	595,000	595,000	595,000
Other Fringe Benefits	51,109	33,452	57,021	55,000	56,000	75,875
Recognition Non-Cash	8,199	21,910	15,413	20,000	20,000	15,000
Safety and Wellness	400	-	1,172	3,000	1,500	3,000
Training	12,507	7,297	4,477	16,000	6,000	6,000
Tuition Reimbursement	36,724	25,742	29,659	35,000	20,000	15,000
Litigation Hearing	-	-	2,500	900	1,200	1,200
Emergency Supplies	-	2,317	-	-	-	20,000
General Insurance	134,743	141,050	119,114	150,800	129,861	148,500
General Contingency	-	-	-	124,682	-	127,868
Community Festivals	10,000	7,500	17,867	30,000	20,000	27,500
Fourth of July Exp	16,500	8,500	25,000	25,000	25,000	13,000
Bad Debt Expense	(4,000)	-	-	227,523	244,823	-
Art Commision	10,019	16,571	10,926	16,200	12,700	-
Grants	191,616	62,521	157,345	115,000	115,000	135,000
Partnership Program	-	5,000	83,531	110,000	110,000	110,000
Housing Fund Expenditures	-	-	20,000	200,000	20,000	210,000
Tax Rebate Program	116,351	147,172	132,253	150,000	150,000	152,000
Supplemental Tax Credit	-	-	-	-	-	22,500
Total Non-Departmental	1,120,833	1,168,117	1,220,628	1,874,104	1,527,083	1,677,443

General Fund Summary-Expenditures

	<u>Audited</u> <u>FY16</u>	<u>Audited</u> <u>FY17</u>	<u>Audited</u> <u>FY18</u>	<u>Adopted</u> <u>FY19</u>	<u>Estimated</u> <u>FY19</u>	<u>Adopted</u> <u>FY20</u>
Capital Outlay	1,783,457	2,065,455	2,070,491	5,304,508	4,766,987	4,225,915
Debt Service	1,902,426	359,898	982,447	919,915	919,915	917,728
Transfer to SRF	27,108	80,034	58,180	-	-	-
General Fund Total Expenditures	24,534,654	23,367,624	24,522,593	30,859,471	29,419,261	29,361,165

Note: The variances in the total expenditures between the General Fund Expenditures and General Fund Summary are due to the inter-fund transfer amounts.

Special Revenue Funds Summary

	<u>Audited FY16</u>	<u>Audited FY17</u>	<u>Audited FY18</u>	<u>Adopted FY19</u>	<u>Estimated FY19</u>	<u>Adopted FY20</u>
<u>REVENUES</u>						
Taxes and utility fees	-	-	-	-	-	-
Licenses and permits	-	-	-	-	-	-
Fines and forfeitures	-	-	-	-	-	-
Use of money and property	-	-	-	-	-	-
Charges for service	-	-	-	-	-	-
Intergovernmental	1,224,944	769,233	969,584	3,479,392	2,993,782	3,347,741
Miscellaneous	37,750	35,626	32,915	70,000	95,574	57,470
Total Revenues	1,262,694	804,859	1,002,499	3,549,392	3,089,356	3,405,211
<u>EXPENDITURES</u>						
General Government	248,301	198,754	327,724	30,100	-	36,300
Police	18,096	-	-	-	-	-
Public Works	186,207	55,625	1,128	25,000	25,000	-
Housing and Community Development	212,417	82,169	121,089	50,828	70,574	57,470
Recreation	6,750	146	-	-	-	-
Capital outlay	107,469	518,884	925,914	3,496,564	3,009,282	3,337,301
Total Expenditures	779,240	855,578	1,375,855	3,602,492	3,104,856	3,431,071
Excess (deficiency) of revenues over expenditures	483,454	(50,719)	(373,356)	(53,100)	(15,500)	(25,860)
<u>OTHER FINANCING SOURCES (USES)</u>						
Operating transfers in (out)	27,108	80,035	58,180	-	-	-
Total Other Financing Sources (Uses)	27,108	80,035	58,180	-	-	-
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	510,562	29,316	(315,176)	(53,100)	(15,500)	(25,860)
<u>FUND BALANCE</u>						
Beginning of year	2,854,667	3,365,229	3,394,545	3,079,369	3,079,369	3,063,869
End of year	3,365,229	3,394,545	3,079,369	3,026,269	3,063,869	3,038,009

Note: At June 30, 2020 ending fund reserve restricted for cable equipment purchases is \$3,010,316 and other Capital Improvement Project is \$27,693.

Speed Camera Fund Summary

	<u>Audited FY16</u>	<u>Audited FY17</u>	<u>Audited FY18</u>	<u>Adopted FY19</u>	<u>Estimated FY19</u>	<u>Adopted FY20</u>
<u>REVENUES</u>						
Taxes and utility fees	-	-	-	-	-	-
Licenses and permits	-	-	-	-	-	-
Fines and forfeitures	1,561,395	1,463,521	1,227,061	1,300,000	1,250,000	1,250,000
Use of money and property	5,052	12,992	17,933	16,600	28,000	28,000
Charges for service	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-
Total Revenues	1,566,447	1,476,513	1,244,994	1,316,600	1,278,000	1,278,000
<u>EXPENDITURES</u>						
Police	1,146,461	1,122,286	1,114,353	1,118,718	1,051,758	1,070,018
Capital Outlay	667,575	-	74,415	266,896	259,818	83,000
Total Expenditures	1,814,036	1,122,286	1,188,768	1,385,614	1,311,576	1,153,018
Excess (deficiency) of revenues over expenditures	(247,589)	354,227	56,226	(69,014)	(33,576)	124,982
<u>OTHER FINANCING SOURCES (USES)</u>						
Bond proceeds	-	-	-	-	-	-
Operating transfers in (out)	-	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-	-
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	(247,589)	354,227	56,226	(69,014)	(33,576)	124,982
<u>FUND BALANCE</u>						
Beginning of year	647,917	400,328	754,555	810,781	810,781	777,205
End of year	400,328	754,555	810,781	741,767	777,205	902,187

Fund Balance is restricted for Public Safety Purposes, including Police Equipment in the the Capital Improvement Plan designated as funded by the Speed Camera Fund.

CAPITAL IMPROVEMENT PROGRAM - FISCAL YEARS 2020 - 2024							
EQUIPMENT	Priority	FY 20	FY 21	FY 22	FY 23	FY 24	
Police - Vehicles							
Police Cars	ERR	I					
Police Patrol Cars - (#278, 281, 282) (\$44,848/car)	ERR	I	\$ 134,544				
Police Patrol Car (#289)	ERR	I	\$ 44,848				
Police Patrol Cars - (#291, 287, 288) (\$51,734/car)	ERR	I		\$ 155,202			
Police Patrol Cars - (#293, 294, 295, 296) (\$50,416/car)	ERR	I			\$ 201,664		
Police SUVs - (#292, 300) (\$50,416/car)	ERR	I			\$ 100,832		
Police Patrol Cars - (#301, 302, 303, 304, 305, 306, 307) (\$45,898/car)	ERR	I				\$ 321,286	
Parking Enforcement Van (#299)	ERR	III				\$ 30,500	
Police K-9 Patrol Car (#337)	ERR	I				\$ 46,500	
Police Patrol Cars - (#308, 309, 310, 311, 312, 314, 316) (\$64,500/car)	ERR	I				\$ 451,500	
Police Small Van (#313)	ERR	III				\$ 42,300	
Police Transit Van (#315)	ERR	III				\$ 33,800	
Police Truck (#322)	ERR	III				\$ 45,000	
Police - Equipment							
Camera Trailer	SCF	III	\$ 33,000				
Field Radio Equipment	SCF	III	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	
Mobile Computers	SCF	III	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	
In-car Camera Systems Replacement	SCF	III					
Refit of Property Room Storage Systems	SCF	IV					
Body Camera & Taser Replacement	ERR	II		\$ 34,778			
Public Works - Vehicle							
Recycling Truck (#261)	ERR	II					
Trash Truck (#222)	ERR	II					
Dump Truck (#259)	ERR	II	\$ 80,000				
Pick Up Truck (#223)	ERR	III	\$ 35,100				
Pick Up Truck (#241)	ERR	III	\$ 32,000				
Admin Vehicle (#262)	ERR	III		\$ 32,591			
Pick Up Truck (#244)	ERR	III		\$ 33,525			
Pick Up Truck (#260)	ERR	III			\$ 45,489		
Street Sweeper	ERR	III			\$ 256,083		
Trash Truck Replacement (#271 & 272) (\$315,000/truck)	ERR	I				\$ 630,000	
Public Works - Equipment							
Leaf Box (1 of 7)	ERR	III	\$ 5,376	\$ 5,376	\$ 5,376		
Crackfilling Machine	ERR	III	\$ 45,000				
Leaf Collection Vacuums	ERR	III	\$ 30,000	\$ 30,000	\$ 30,000		
Mechanic Tool Box 1 & 2	ERR	III	\$ 6,600				
Miller Mig Welder	ERR	III	\$ 9,772				
Replace Riding Mower	ERR	III	\$ 13,200				
Skidsteer	ERR	III	\$ 29,000				
Truck Tire Changer	ERR	III		\$ 17,326			

CAPITAL IMPROVEMENT PROGRAM - FISCAL YEARS 2020 - 2024						
Loader	ERR	III			\$ 200,038	
Roll-Off Trailer	ERR	III			\$ 83,373	
Vehicle Lift 2	ERR	III			\$ 11,000	
Aerial Lift	ERR	III				\$ 48,439
Hook Lift Trailer	ERR	III				\$ 85,861
Transmission Fuel Exchanger	ERR	III				\$ 6,706
Vehicle Lift 1	ERR	III				\$ 14,065
Asphalt Miller/Pave	ERR	III				\$ 149,705
Vehicle Bay Exhaust System	ERR	III				\$ 41,000

CAPITAL IMPROVEMENT PROGRAM - FISCAL YEARS 2020 - 2024

EQUIPMENT	Priority	FY 20	FY 21	FY 22	FY 23	FY 24
Recreation - Vehicle						
Recreation Bus Large(#242)	ERR	II	\$ 78,136			
Recreation Bus (SAB)(#268)	ERR	II			\$ 62,733	
Recreation - Equipment						
Treadmills	ERR	III		\$ 6,100		\$ 7,338
Active Arcade Game - Game Room	ERR	IV			\$ 15,000	
Departmental - Vehicles						
Admin Pool Car (#243) Electric?	ERR	III	\$ 36,000			
SUBTOTAL - EQUIPMENT			\$ 662,576	\$ 364,898	\$ 1,061,588	\$ 526,357
INFORMATION & COMMUNICATION TECHNOLOGY						
Information Technology						
Closed Circuit TV & Video Surveillance FOR Community Center	ERR	II			\$ 45,212	
Microsoft Office 2016 Licenses	GF	I				
Next Generation Firewall	GF	I				
Phone System Replacement	GF	I	\$ 25,000			
Surveillance for PW/REC/Heffner	GF	II			\$ 40,575	
Upgrade Network Switches	ERR	I		\$ 28,500		
Millennium Door Security & ID Software	ERR	II			\$ 34,778	
Servers A & B	ERR	II			\$ 74,194	
Public Works						
Fuel Dispensing Software & Equipment	ERR	III		\$ 35,000		
Recreation						
Rec Programming Software - ActiveNetwork	ERR	II				\$ 51,069
Administration/Communications (City TV)						
Auditorium Digital Video & Touch Panel System	SRF	I				
Digital Signage	SRF	I				
Auditorium Camera System	SRF	III		\$ 120,000		
Auditorium Lighting	SRF	I	\$ 20,500			
Control Room Switcher	SRF	I	\$ 15,000			
Council Dais	SRF	II	\$ 25,000			
CableTV 13 Editing & Playback Servers	SRF	III		\$ 50,000		
Media Lab Equipment	SRF	III		\$ 52,167		
Library						
Useful Hardware, Software, & Support	ERR	I		\$ 45,600		

CAPITAL IMPROVEMENT PROGRAM - FISCAL YEARS 2020 - 2024							
SUBTOTAL - TECHNOLOGY			\$ 85,500	\$ 331,267	\$ 194,759	\$ -	\$ 51,069

CAPITAL IMPROVEMENT PROGRAM - FISCAL YEARS 2020 - 2024								
STREETS AND SIDEWALKS		Priority	FY20	FY21	FY22	FY23	FY 24	
PW	ADA Sidewalk Retrofit - Total FY19 Cost \$400,000							
	City Sidewalks	GF	II	\$ 250,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
	CDBG	SRF	II					
	SHA Sidewalks	GF	II	\$ 250,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
HCD	Bike Improvements	GF	III	\$ 25,000	\$ 15,000	\$ 15,000	\$ 20,000	\$ 20,000
HCD	Bus Shelter Improvements	GF	III	\$ 15,000	\$ 15,000	\$ 20,000	\$ 20,000	\$ 25,000
	Decorative Street Light	ERR	II					
PW	Ethan Allen Gateway Streetscape - Total FY19 Cost \$1,256,162							
	City Fund	Bond	II					
	City Match	GF	II					
	MD Bikeway	SRF	II					
	TAP	SRF	II					
PW	Flower Avenue Green Street Project - Total FY19 Cost \$5,418,955							
	City Fund	Bond	II	\$ 1,000,000				
	City Match	GF	II	\$ 164,975				
	Montgomery County	SRF	II	\$ 200,000				
	National Fish & Wildlife Federation Grant	SW	II					
	SHA	GF	II	\$ 23,045				
	TAP	SRF	II	\$ 728,231				
	WSSC	SRF	II	\$ 1,774,220				
	CDBG	SRF	II	\$ 259,350				
PW	Lincoln Ave Project SRTS	SRF	I					
HCD	Neighborhood Commercial Center Improvements	GF	III	\$ 50,000		\$ 150,000		\$ 175,000
HCD	New Hampshire Ave Bikeway Design - Total Project \$300,000							
	City Fund	GF	III	\$ 45,000				
	Grant	SRF	III	\$ 190,000				
PW	New Sidewalk Design/Construction & Traffic Calming	GF	II	\$ 250,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
HCD	Public Art	GF	IV	\$ 20,000	\$ 50,000	\$ 55,000	\$ 60,000	\$ 60,000
PW	Street Light Upgrade	GF	III	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
PW	Street Rehabilitation	GF	II	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
	Takoma Junction Area Traffic Study	GF						
HCD	Takoma Park Economic Development Project							
	City Fund	GF	III		\$ 175,000	\$ 175,000		
	Housing Fund Reserve Expenditures	GF	III		\$ 500,000			
HCD	Public Land Management Plan Implementation	GF	IV	\$ 25,000	\$ 30,000	\$ 30,000	\$ 35,000	\$ 35,000
SUBTOTAL -STREETS				\$ 5,789,821	\$ 2,605,000	\$ 2,265,000	\$ 1,955,000	\$ 2,135,000

CAPITAL IMPROVEMENT PROGRAM - FISCAL YEARS 2020 - 2024

PARKS		Priority	FY20	FY21	FY22	FY23	FY 24
Dorothy Woods	GF	I					
Spring Park Improvements - Basketball Court	GF	III					
SUBTOTAL - PARKS			\$ -	\$ -	\$ -	\$ -	

FACILITIES		Priority	FY20	FY21	FY22	FY23	FY 24
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Community Center							
Air Handler Replacement #5, 6, & 8 - Community Center 2nd Floor	FMR	I	\$ 50,000				
Atrium Floor Construction with Police Space Renovation	FMR	I					
Azalea Room Floor	FMR	I					
Chiller Water Pump	ERR	III					
Commemorative Plaques and Signage	GF	III	\$ 4,000				
HVAC Control System	ERR	III					
HCD Office Renovation	FMR	IV					
HCD Storage Project	FMR	IV	\$ 10,000				
HR Lactation Station	GF						
HR Furniture Installation	GF						
Install Duct Heater in Auditorium	FMR	IV					
Pedestrian Bridge Refurbishment	FMR	II					
Police Department Renovation	SCF	I					
Replace Carpet - Third Floor & Hydrangea Room	FMR	III					
Replace Council Conference Room Floor	FMR	III					
Replace Windows - Teen Room & Dance Room	FMR	III					
Rear Elevator Upgrade	ERR	II					
Staff Lounge Improvements	FMR						
Epoxy Coat Walkway and LL Parking area	FMR	III	\$ 10,000				
Third Floor Renovation (IT and Cable)							
City Fund	FMR	I	\$ 75,000				
Cable Grant	SRF	I	\$ 125,000				
Lobby Doors	FMR	IV		\$ 11,000			
Police Department Construction	GF	II				\$ 1,250,000	\$ 1,250,000

Heffner Community Center							
Install Exterior Foyer	FMR	IV					

Library							
Library Detail Design, Relocation, & Construction							
City Fund	Bond	I	\$ 800,000	\$ 4,000,000	\$ 2,100,000		
State Grant	SRF	I					
City Fund	GF	I			\$ 400,000		

Public Works							
Replacement of Overhead Doors Mechanic Shop & ROW	ERR	III	\$ 34,319				

CAPITAL IMPROVEMENT PROGRAM - FISCAL YEARS 2020 - 2024						
SUBTOTAL-FACILITIES			\$ 1,108,319	\$ 4,011,000	\$ 2,500,000	\$ 1,250,000

CAPITAL IMPROVEMENT PROGRAM - FISCAL YEARS 2020 - 2024							
STORMWATER MANAGEMENT		Priority	FY20	FY21	FY22	FY23	FY 24
Devonshire Ave & Glazewood Ave Bio Retention Facility	SW	III					
Glenside & Jaskson replaced by Larch and Lincoln Bioretention Facility	SW	III					
Takoma Branch Stream Restoration - Design	SW	III					
Grant & Holly replaced by Greenwood Ave Inlet and Pipe	SW	III					
Grant Ave and Holly Ave Bioretention Facility	SW	III	\$ 30,000				
Manor Circle and Carroll Avenue Inlet and Pipe	SW	II	\$ 35,000				
Parkview Towers Bioretention Facility (Lincoln & Hancock Ave)	SW	III	\$ 55,000				
Takoma Branch Stream Restoration - Construction	SW	III	\$ 110,000	\$ 150,000			
Sligo Mill Dead End Erosion Control	SW	III		\$ 50,000			
13th and Hillwood Manor Playground	SW	III			\$ 55,000		
Cockerille Ave Pipe Realignment	SW	III			\$ 45,000		
Glenside Dr and Carroll Ave	SW	III			\$ 40,000		
Jefferson Ave Bioretention Facility	SW	III			\$ 45,000		
Albany and Baltimore Ave Stormwater Treatment Facility	SW	III				\$ 70,000	
Houston Ave Stormwater Treatment Facility	SW	III				\$ 80,000	
Parkview Apts Front Lot Bioretention Facility	SW	III				\$ 45,000	
Essex Parking Lot at Maple	SW	III					\$ 45,000
Flower Ave and Cherry Ave Outfall Stabilization	SW	III					\$ 40,000
Franklin Apt Bio-Swale	SW	III					\$ 65,000
Gude Ave and Poplar Ave Erosion Control and Bioretention Facility	SW	III					\$ 40,000
SUBTOTAL - STORMWATER MANAGEMENT			\$ 230,000	\$ 200,000	\$ 185,000	\$ 195,000	\$ 190,000

			FY20	FY21	FY22	FY23	FY 24
CIP Total – Items funded by Equipment Replacement Reserve	ERR		\$ 613,895	\$ 423,998	\$ 1,165,772	\$ 476,357	\$ 1,528,712
CIP Total – Items funded by Facility Maintenance Reserve	FMR		\$ 145,000	\$ 11,000	\$ -	\$ -	\$ -
CIP Total – Items funded by General Fund – Capital Outlay	GF		\$ 1,667,020	\$ 2,605,000	\$ 2,705,575	\$ 3,205,000	\$ 3,385,000
CIP Total – Items funded by General Fund – Bond	Bond		\$ 1,800,000	\$ 4,000,000	\$ 2,100,000	\$ -	\$ -
CIP Total – Items funded Through General Fund Operating Transfer to SRF	GF Transfer SRF						
CIP Total – Items funded Through Speed Camera Program Fund	SCF		\$ 83,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
CIP Total – Items funded by Special Revenue Funds	SRF		\$ 3,337,301	\$ 222,167	\$ -	\$ -	\$ -
CIP Total Stormwater Fund	SW		\$ 230,000	\$ 200,000	\$ 185,000	\$ 195,000	\$ 190,000
CIP GRAND TOTAL			\$ 7,876,216	\$ 7,512,165	\$ 6,206,347	\$ 3,926,357	\$ 5,153,712

Legend

GF – General Fund
 ERR – Equipment Replacement Reserve
 FMR – Facility Maintenance Reserve
 SRF – Special Revenue Fund
 SCF – Speed Camera Fund
 SW – Stormwater Fund

Priority Level

I- Imperative
 II-Essential
 III-Important
 IV-Desirable