

# The City of Takoma Park



## FY10 Adopted Budget

July 1, 2009 to June 30, 2010

# Acknowledgements

This budget could not have been developed without the leadership of the City Council, the work of the City of Takoma Park's Management Team, and the efforts of those involved in publishing the budget document. The individuals listed below played an integral role in its preparation:

## **Takoma Park City Council**

Bruce R. Williams, Mayor  
Josh Wright, Councilmember Ward One  
Colleen Clay, Councilmember Ward Two  
Dan Robinson, Councilmember Ward Three  
Terry J. Seamens, Councilmember Ward Four  
Reuben Snipper, Councilmember Ward Five  
Doug Barry, Councilmember Ward Six

## **City Manager**

Barbara B. Matthews

## **Deputy City Manager**

Suzanne Ludlow

## **Management Team**

Ellen Arnold-Robbins, Library Director  
Daryl Braithwaite, Director of Public Works  
Yovonda Brooks, Director of Finance  
Jessie Carpenter, City Clerk  
Abel Castillo, Information Systems Manager  
Sara Daines, Director of Housing and Community Development  
Debra Haiduven, Director of Recreation  
Karen Hampton, Human Resources Manager  
Lonni Moffet, Communications Manager  
Ronald Ricucci, Chief of Police

## **Budget Document Preparation**

Patrick Rittenhouse, Communications Assistant  
Miranda Shephard, Financial/Budget Specialist  
Peggy Washington, Executive Assistant

# City of Takoma Park

Office of the City Manager

Telephone: 301.891.7100

Fax: 301.270.8794

Email: [BarbaraM@takomagov.org](mailto:BarbaraM@takomagov.org)



7500 Maple Avenue  
Takoma Park, MD 20912

Barbara B. Matthews, City Manager

April 6, 2009

Honorable City Councilmembers:

I am pleased to present for your review and consideration the proposed budget for the City of Takoma Park for Fiscal Year (FY) 2010. The City's annual budget determines the manner in which services will be delivered to the community during the coming year, and its adoption is the most important action that the City Council takes each year.

The FY 2010 budget accounts for the City's financial activities through five primary funds or fiscal entities. They are the General Fund, the Stormwater Management Fund, the Special Revenue Funds (comprised of several sub-funds), the Community Center Fund, and the newly created Speed Camera Fund.

The General Fund accounts for the day-to-day operational activities of the City, such as police protection, snow removal, and general administration. The City is responsible for providing stormwater management services within its corporate boundaries; revenue and expenditure activities related to this function are tracked through the Stormwater Management Fund. The Special Revenue Fund is utilized to account for projects financed with grants, including those from federal, state, and county agencies. The Community Center Fund was established in FY 2003 to account for revenue and expenditure activity attributable to initial construction of the facility and subsequent phases. The Speed Camera Fund was established in FY 2009 to track financial transactions associated with the City's speed camera program, which went into effect on April 1, 2009.

In preparing the proposed budget, staff relied on the draft Strategic Plan for guidance. The Plan focuses on the three general policy areas, as described below:

Sustainability – Work in partnership with City residents, community organizations, non-profits, the business community, and other governmental agencies to ensure a Takoma Park that is financially, environmentally, and economically sustainable for the City and its residents.

Livable Community – Work in partnership with City residents, community organizations, non-profits, the business community, and other governmental agencies to build and maintain a livable community that is vibrant, healthy, and safe, with convenient transportation for all of its residents.

Engaged, Responsive, and Service-Oriented Government – Ensure the delivery of high quality City services by engaging City residents, community organizations, non-profits, the business community, and other governmental agencies to understand the community's needs; being responsive to those needs; and measuring progress at meeting those needs.

Consistent with the Council's desire to be a sustainable community, the proposed budget for FY 2010 was

crafted to ensure the City's continued financial stability. The budget is predicated on the following financial principles:

- Maintenance of adequate financial reserves to address timing differences in the City's receipt of monies and to avoid any disruption in services caused by a decline in a significant revenue source; and,
- Maintenance of Takoma Park's infrastructure and the City's vehicle and equipment fleet, both now and in the future; and,
- Use of reserve funds to fund only non-recurring initiatives or capital projects.

Given current economic conditions and the uncertainty surrounding the future of some revenue sources, departments were asked to submit essentially "status quo" budget requests. While the proposed budget for FY 2010 budget provides for a continuation of the high level of service historically provided by the City, it does not reflect a significant expansion of service in any operational area.

### **Major Budgetary and Financial Issues**

#### Economic Climate

The City's budget and overall financial condition are affected by both regional and national economic conditions. The decline of the housing market in the region and the downturn in the overall economy have resulted in significant budget deficits for the State of Maryland and Montgomery County.

The financial difficulties of the State and the County will directly impact the City in several ways in FY 2010. The Federal Reserve's interest rate cuts have resulted in a significant decrease in the City's investment revenues. Receipts of Highway User Revenues will also be much lower compared to prior years. Funding for grant programs that the City has historically relied on to fund many community improvements is uncertain.

The downturn in the stock market has impacted the Police Employees' Retirement Plan. While the Plan's investment portfolio suffered less severe losses than its benchmarks, the value of the Plan's assets have declined considerably over the past year. Similar losses will likely impact the City's contribution rate to the State Retirement Plan in future years.

#### Property Assessments and Taxes

Real property in the State of Maryland is reassessed on a triennial basis. FY 2010 will be the third year of the phase in of assessed values established in 2006. According to the Maryland Department of Assessments and Taxation, the City's assessable real property base (net) is estimated to increase by approximately \$163.4 million or 9.8 percent from the prior year.

The State Homestead Property Tax Credit limits the increase in taxable assessments each year to ten percent for property owners that meet certain criteria. Technically, the Homestead Credit does not limit the market value of the property as determined by the Department of Assessments and Taxation but limits the increase on the amount to be taxed to no more than ten percent.

Recognizing that increasing assessments pose a hardship for property owners, the City Council has made a concerted effort in recent years to reduce the real property tax rate to lessen the impact. In FY 2006, the City Council reduced the real property tax rate from \$0.66 per \$100 of assessed valuation to \$0.63. The rate was lowered again in FY 2007 to \$0.61 per \$100 of assessed valuation and to \$0.605 in FY 2009.



As a local government in Maryland, Takoma Park has few options to generate revenues. Like other municipalities in the State, the City relies heavily on property taxes to fund its operations. The proposed budget for FY 2010 is predicated on the continuation of the \$0.605 rate. In FY 2010, tax receipts from real property are projected to account for about 53.6% of total General Fund revenues.

The recommended budget for FY 2010 provides \$160,000 for the City's local supplement to the State Homeowner Property Tax Credit Program. This program allows credits against the homeowner's property tax bill if the property taxes exceed a fixed percentage of the person's gross income. In other words, it sets a limit on the amount of property taxes any homeowner must pay based upon his/her income. Since September 2005, the City has provided a local supplement of 50% to provide tax relief to low- and moderate-income and other homeowners who qualify for the State credit. In recent years, about 165 households benefited from this tax relief.

All real property in Takoma Park will be reassessed next year, with the new values impacting the FY 2011 budget. It is unclear at this time how the decline in the regional housing market will impact Takoma Park. Should the City see a modest or no increase in assessed values, the City will face difficult choices relative to service delivery in the years to come. In FY 2010, the City Council may wish to undertake a community engagement process to discuss service delivery issues in the event that this comes to pass.

### Tax Duplication

Tax duplication payments from Montgomery County constitute the second largest source of the City's operating revenues. Commonly referred to as "rebates," these payments are intended to compensate Takoma Park for taxes paid to Montgomery County for services provided by the City of Takoma Park.

The Tax and Service Duplication Issues (TASDI) Committee was appointed by the City Council in the fall of 2004 to review and to provide recommendations concerning the payments the City receives from Montgomery County. The TASDI Committee recommended that Takoma Park negotiate a more accurate and fair rebate from Montgomery County for services provided by the City.

Working in conjunction with other municipalities in Montgomery County, the City was successful in securing a commitment from County Executive Isiah Leggett to review the current methodology used to calculate municipal tax duplication payments. The work of the County/Municipal Revenue Sharing Task Force got underway in May 2007. The Task Force is expected to submit its final report later this year.

Pending completion of the Task Force's work, the County Executive's proposed budget holds all municipal tax duplication payments at the same level as the prior year. The City will receive approximately \$3.0 million in tax duplication payments, which equates to approximately 15% of General Fund revenues.

### Major Facility Projects

The proposed FY 2010 budget includes continued funding for significant enhancements to two City facilities. They are the upgrade of the Council Chambers/Auditorium and the design and renovation of the Public Works facility.

During FY 2008, the City undertook a feasibility study to explore the possible renovation of the Council Chambers/Auditorium for use as both a venue for the performing arts and a meeting space for official City proceedings. The City Council approved a conceptual design during FY 2008, and an architectural firm was retained in FY 2009 to refine it and to develop construction documents. Construction is expected to get underway this spring, with completion of construction in late 2009. The project is being financed through a combination of federal and state funds and an anticipated contribution from Washington Adventist Hospital. Project costs are reflected in the Community Center Fund.

There are several policy issues associated with the use of the renovated space that warrant Council review in the near future. These issues include, but are not limited to, the hours of operation of the Community Center, rental rates for use of the Council Chambers/Auditorium, acceptance of admission fees for performances, and sale of merchandise.

The Public Works facility project is accounted for in the Capital Outlay section of the General Fund and will entail renovation of the existing facility to meet the current operational needs of the department. The current structure is a cinder block building that is poorly insulated and does not provide adequate storage to accommodate the current fleet. There are also problems with site drainage.

The renovation of the Public Works facility was expected to get underway in FY 2009. However, it was slowed down due to the downturn in the economy and the resulting impact on the bond market.

On April 6, 2009, staff will seek the Council's approval to retain an architectural firm to design the new Public Works facility. Architectural fees in the amount of \$257,000 for design and construction administration services will be paid for out of the General Fund. Pending completion of the design process, the City does not have a solid estimate of construction costs. For budgetary purposes, a projection of \$2.0 million has been assumed to be financed through the issuance of \$1.5 million in general obligation funds and the use of reserve monies in the amount of \$500,000. It is anticipated that the timing and structure of the issuance will provide for the first debt service payment to be made in FY 2011. To minimize interest costs, staff's preliminary recommendation is a ten-year issue. The annual debt service payment will depend on interest rates in effect at the time of the issuance and the term of the bond issue. Based on information provided by the State of Maryland Local Government Infrastructure Program, the associated annual debt service payment will likely be in the range of \$180,000.

#### Staffing and Personnel Costs

As a service industry, the majority of the City's operational costs are personnel-related. Staffing costs carry forward into future years; as wage rates and benefit costs increase, the impact on the City's operating budget is compounded over time. As a result, the City has been very cautious about adding new positions and has instead looked for ways to realign staffing as vacancies have occurred. The City's FTE count has remained relatively constant over the years.

As required by Resolution 2007-52, which set forth a policy regarding the usage of part-time staffing and contractual labor, I have evaluated the manner in which City services are provided. Given the operational requirements of the City, I do not believe that the City's utilization of non-benefited employees and contractual labor could be significantly reduced or eliminated in FY 2010.

In FY 2008, the City undertook a classification and compensation study. Slavin Management, the consultant retained by the City to conduct the study, presented its findings to the City Council on March 9, 2009. On average, the City's positions were found to be approximately three percent below market. Staff is scheduled to present revised pay ordinances to the Council in May 2009 in order to implement the recommendations of Slavin Management. FY 2010 would represent the first full year of implementation of the new system.

The City's compensation plan, approved by the Council and implemented in FY 2000, provides for a market adjustment to be implemented on July 1<sup>st</sup> of each year. The market adjustment is the annual percent of change in the Department of Labor Wage and Salaries Employment Cost Index for State and Local Government as of the end of December. The December 2008 index reflects an increase of 3.1%.

The proposed budget assumes an 11% increase in the cost of employee health insurance. Because savings were achieved in FY 2009 through the aggregation of several of the City's insurances, the impact of the anticipated increase is negligible from the prior year's budget.

The base contribution rate for the State Retirement Plan is expected to slightly decrease in FY 2010; the Plan covers civilian employees working 20 hours or more per week. Assuming no last minute change in the base contribution rate, the City's cost will be approximately \$49,000 less in FY 2010.

Worker's compensation insurance costs will increase by \$103,330 or about 45%. This significant rate of increase is largely attributable to one high cost claim.

In meeting with the various City departments during the preparation of this budget, it was clear that several of them would benefit from additional staffing. This is particularly true in the case of the Public Works Department, which needs more managerial and administrative resources to advance the Council's environmental and sustainability priorities. Given the uncertainty of the economy and the compounding financial effect of increasing personnel, I approached the addition of staff in a cautious manner.

The hours of the Police Department Evidence Manager were adjusted mid-year in FY 2009 to address an increase in the volume of evidence being processed; this change resulted in an increase of 0.30 FTE. Additionally, the hours of the Recreation Coordinator for Senior Services were adjusted in FY 2009 by 0.25 FTE to provide a higher level of service.

For FY 2010, the Recreation Department has eliminated a full-time Recreation Coordinator position; it plans to utilize part-time staff in varying capacities to meet its programming needs. Part-time staffing hours increased in the budgets of Recreation and Communications in anticipation of the use of the renovated Auditorium. It is anticipated that the volume of transactions associated with the City's newly implemented speed camera program will require additional staffing resources in FY 2010; the proposed budget assumes 1.0 FTE being hired for this purpose.

The proposed budget does not include funding for an additional position in the Public Works Department in spite of the clear need for additional managerial and administrative support. I would like to request that this matter be reviewed mid-year, once additional information about the City's assessable base and other revenue sources is available.

#### Police Employees' Retirement Plan

The City of Takoma Park Police Employees' Retirement Plan covers sworn police officers who are employed on a regular full-time basis. Plan provisions include retirement, disability, and death benefits to plan members and their beneficiaries. Cost of living adjustments are provided annually as prescribed by the City Code.

Contributions to the Plan made by the City are based on an actuarially determined rate. Police officers contribute seven percent of salaries to the Plan. Administrative costs are financed through investment earnings.

Since its inception in 2001, the Plan has experienced a higher than expected rate of disability awards. The impact of these awards has resulted in a steadily increasing City contribution rate to the Plan.

On March 6, 2008, the Retirement Plan Committee recommended that the City Council adopt changes to the Plan's normal retirement benefit and line-of-duty disability benefit. The proposed Plan amendment has not been submitted to the City Council for its consideration to allow for the required discussion and negotiation with Local 400 of the United Food and Commercial Workers International Union, the bargaining unit that represents some sworn police officers.

In accordance with the contract between the City and Local 400, the parties have met many times over the past year to discuss how to provide retirement benefits to the City's sworn police personnel. Those

discussions have focused on the modified version of the Plan endorsed by the Retirement Plan Committee and the State Law Enforcement Officer Plan System (LEOPS).

As of the date of this transmittal message, staff's discussions with Local 400 are continuing. While LEOPS offers enhanced benefits in some areas, the overall financial impact to the City will likely be higher than continuing the current plan, with the modifications recommended by the Retirement Plan Committee. This is due, in part, to the City's continued financial obligation to provide benefits to those who have retired, including the significant number of those who have left the City's employment for disability reasons. The current State contribution rate for LEOPS is also likely to increase as a result of investment performance over the past year.

In FY 2009, the City contributed 31%, which was more than the actuarially calculated rate, in order to help reduce the unfunded liability more quickly. The FY 2010 budget reflects a contribution rate of 34.70% as established by the July 1, 2008 actuarial valuation. The financial impact of the higher rate is projected to be approximately \$131,000.

### **Bridge Repairs**

Within the City of Takoma Park there are two road bridges over Sligo Creek. One bridge is on Maple Avenue, and the other is on Flower Avenue.

Under the current arrangement between the County and municipalities, Takoma Park is responsible for the two bridges within its boundaries. The current tax duplication formula for road maintenance provides minimal funding (several thousand dollars in the most recent calculation) to address routine maintenance such as painting.

Montgomery County inspects each bridge in the County on a biannual basis. As the ranking of bridges falls, the bridges that Montgomery County is responsible for are placed on the Capital Improvement Program (CIP), anticipating the need for repair or replacement. A bridge must have a Bridge Sufficiency Rating (BSR) equal to or less than 80 to be eligible for federal funds for major rehabilitation and equal to or less than 50 to be eligible for federal funds for total replacement. It has been determined through the County bridge inspection process that both of the bridges in Takoma Park have low BSRs and should eventually be repaired or replaced.

Based on the most recent bridge inspections, the City Engineer has identified approximately \$335,000 in maintenance repairs that are needed at this time. County Councilmembers Valerie Ervin and Marc Elrich have proposed to their colleagues that the County provide matching funds of up to 50% of the total repair cost, with funding for the Maple Avenue Bridge as the highest priority. The FY 2010 budget assumes that the County provides matching funds in the amount of \$168,000.

It should be noted that the City is pursuing federal funding associated with the American Recovery and Reinvestment Act of 2009 for the maintenance repairs needed at this time. Should the City be successful in this effort, then neither City nor County funding may be required.

### **Equipment Replacement Reserve**

In accordance with the City Charter, certain monies are set aside for the scheduled replacement of vehicles and equipment. These funds are accounted for in the Equipment Replacement Reserve.

On an annual basis, staff conducts a thorough analysis of all of the City's fixed assets over \$5,000 to identify those items to be funded out of the Equipment Replacement Reserve. The most recent analysis indicates that the City should ideally be contributing approximately \$1.5 million to the Equipment Replacement Reserve on an annual basis. The high contribution amount is partially attributable to inadequate funding of the

Equipment Replacement Reserve in prior years and the increase in the police fleet due to the expansion of the City's take-home car program.

During my tenure as City Manager, a concerted effort has been made in recent years to identify those items to be funded out of the Equipment Replacement Reserve and to make an appropriate contribution to it on an annual basis. The proposed budget for FY 2010 recommends a contribution of \$750,000, an increase of \$250,000 from the prior year. While this amount is below the ideal funding level, I believe it strikes an appropriate balance given other City needs and fiscal constraints.

### **Budget Overview**

As noted earlier in this transmittal message, the proposed budget for FY 2010 accounts for the City's financial activities through five primary funds or fiscal entities. They are the General Fund, the Stormwater Management Fund, the Special Revenue Funds (comprised of several sub-funds), the Community Center Fund, and the Speed Camera Fund.

Combined expenditures for all funds for FY 2010 equal \$28,309,748. Combined revenues for all funds total \$26,956,084. The variance between expenditures and revenues is made up by the use of fund balance, including monies set aside in the Equipment Replacement Reserve and cable equipment capital grant funds, and the receipt of \$1.5 million in bond proceeds for the Public Works facility renovation.

The following table summarizes proposed expenditures for FY 2010 by fund. Budgeted and estimated expenditures for FY 2009 are provided for comparative purposes.

<b>Fund</b>	<b>Budgeted FY 2009</b>	<b>Estimated FY 2009</b>	<b>Proposed FY 2010</b>
General	\$21,289,771	\$19,517,337	\$23,111,398
Stormwater Management	405,651	547,510	357,428
Special Revenue	1,795,984	1,284,723	1,471,422
Community Center	1,200,000	361,000	1,085,000
Speed Camera	0	619,375	2,284,500
<b>Total Expenditures</b>	<b>\$24,691,406</b>	<b>\$22,329,945</b>	<b>\$28,309,748</b>

The variance between FY 2009 and FY 2010 expenditures is primarily attributable to increased personnel costs, the design and renovation of the Public Works facility, and the renovation of the Council Chambers/Auditorium. Further detail on each fund is provided below.

### **General Fund**

The majority of City spending is accounted for in the General Fund. Departmental activities reflected in General Fund expenditures include the following:

- General Government
- Police
- Public Works
- Recreation
- Housing and Community Development
- Communications
- Library

In addition to the aforementioned operational activities of the City, the General Fund also provides for certain expenditures that are not related to a particular department. These costs, classified as "non-departmental" for budgetary purposes, include general liability and other insurance coverage and the City's local supplement to the State Homeowner's Property Tax Credit.

The General Fund provides for principal and interest payments on the City's outstanding debt obligations. These obligations, which were incurred as a result of long or short-term borrowing or lease financing, are accounted for in the debt service division of the General Fund.

The majority of the City's capital expenditures are recorded in the General Fund. These expenditures include the purchase of vehicles and equipment and the cost of infrastructure projects, such as street improvements. Grant-funded and Community Center related projects are accounted for in the Special Revenue Funds and Community Center Fund, respectively. In FY 2010, certain capital expenditures will be paid for out of the Speed Camera Fund.

#### General Fund Revenues

The following table summarizes projected General Fund revenues for FY 2010 by source. Budgeted and estimated revenues for FY 2009 are provided for comparative purposes.

<b>Revenue Source</b>	<b>Budgeted FY 2009</b>	<b>Estimated FY 2009</b>	<b>Proposed FY 2010</b>
Taxes and utility fees	\$13,180,290	\$13,391,521	\$14,473,092
Licenses and permits	58,954	64,104	61,854
Fines and forfeitures	231,500	178,000	182,658
Use of money and property	330,000	195,000	190,000
Charges for service	887,180	988,205	774,164
Intergovernmental	4,680,404	4,802,044	4,878,176
Miscellaneous	102,885	84,896	52,000
<b>Total Revenues</b>	<b>\$19,471,213</b>	<b>\$19,703,770</b>	<b>\$20,611,944</b>

As mentioned earlier in this transmittal message, Takoma Park relies heavily on property taxes to fund its operations. Tax receipts from real property make up approximately 54% of projected FY 2010 General Fund revenues.

Income taxes are another major source of operating revenues for the City. In accordance with Maryland law, municipalities within Montgomery County receive 17 percent of County income tax collected within the municipality. For the past few years, the City has experienced steady growth in revenues from this source. Minimal growth was anticipated in FY 2009 as result of the General Assembly's approval of an increase in the income tax personal exemption, decreasing taxable income on which local income taxes are based. Notwithstanding the increased exemption, the City's income tax receipts are projected to equal those received in FY 2008. Because of the downturn in the economy, no growth in income taxes has been projected for FY 2010. This source is anticipated to provide \$2.4 million, which equates to 11.6% of total General Fund revenues.

Investment revenues, referred to above as use of money and property, have been adjusted in light of lower interest rates. Speed camera revenues, accounted for in FY 2009 under fines and forfeitures, are now reflected in the newly created Speed Camera Fund. Miscellaneous receipts are lower due to the closure of the temporary day laborer site and termination of the associated County subsidy; additionally, the City received a one-time payment of approximately \$30,000 in FY 2009 when it contracted with a new copier vendor.

#### General Fund Expenditures

The proposed budget includes General Fund expenditures in the approximate amount of \$23.1 million. The following table summarizes proposed expenditures for FY 2010 by department or budget unit. Budgeted and estimated expenditures for FY 2009 are provided for comparative purposes.

<b>Department/ Budget Unit</b>	<b>Budgeted FY 2009</b>	<b>Estimated FY 2009</b>	<b>Proposed FY 2010</b>
General Government	\$ 2,466,239	\$ 2,281,107	\$ 2,532,288
Police	5,757,575	5,550,096	6,137,802
Public Works	3,977,590	3,742,475	4,079,013
Recreation	1,342,068	1,149,815	1,443,593
Housing & Community Development	1,561,011	1,342,596	1,396,423
Communications	429,047	394,643	436,842
Library	982,220	955,448	1,012,841
Non-Departmental	1,826,027	1,457,786	2,137,485
Capital Outlay	1,943,578	1,653,955	3,045,443
Debt Service	1,004,416	989,416	889,668
<b>Total Expenditures</b>	<b>\$21,289,771</b>	<b>\$19,517,337</b>	<b>\$23,111,398</b>

Proposed fund expenditures are up by approximately \$1.82 million compared to budgeted expenditures for FY 2009. The components of the variance are described in more detail below.

- Personnel costs are up by \$873,389, an increase of 7.0%. As mentioned earlier in this transmittal message, the anticipated cost of worker's compensation insurance will be \$103,330 higher in FY 2010, accounting for 12% of the rise in personnel costs. About 15% of the variance in personnel costs is attributable to increased costs for the Police Employees' Retirement Plan, resulting from the increased contribution rate and higher employee salaries.
- Supplies are down by \$40,555. The primary reason for the decrease is lower costs for clothing in the Police Department. In FY 2009, the department transitioned to a new style of uniform and outfitted each employee with a certain number of clothing articles. As a result, higher costs were reflected in the supplies category rather than personnel costs. In FY 2010, the department will be providing clothing allowances, resulting in lower costs in the supply line item.
- Services and charges will decrease by \$138,581 for several reasons. In FY 2009, funding was included in the Police Department operating budget for the Safe Takoma initiative. The cost of the City's contract with Montgomery County for the inspection of rental properties will be less in FY 2010. Additionally, the City will not be providing funding for the temporary day laborer site as it has in prior years; a permanent facility opened in Prince George's County in late 2008. Reduced funding for the Crossroads Farmer's Market as well as lower contractual costs in other areas also played a role.
- Miscellaneous expenditures are down by \$287,616. A significant amount of funding was included in the FY 2009 budget for unspecified affordable housing initiatives. In light of the significant contribution that the City Council has made to the preservation of affordable housing over the years through the approval of Payment in Lieu of Taxes (PILOT) agreements, a lesser amount has been allocated in the Housing and Community Development Department in FY 2010. Debt service payments have decreased by \$114,748; the variance is primarily attributable to the payoff of the Pine-crest infrastructure loan and lower debt service costs for police radio equipment. Grant funding for certain organizations and projects—Historic Takoma, the Mosaic Project, and the Community Indicators Project—did not carry forward into FY 2010.
- Capital costs will increase by \$1,101,865. The primary cause of the variance is the funding allocated for the renovation of the Public Works facility.
- The contribution to the Equipment Replacement Reserve will increase by \$250,000.



- The amount of the unappropriated reserve is up by \$63,125.

Certain General Fund projects/initiatives that I would like to call to your attention are described below:

- In keeping with the Council's sustainability goal, additional funding in the amount of \$15,000 has been included in the Public Works operating budget to increase the City's purchase of wind power from 25% to 50%.
- Funding in the amount of \$50,000 is included in the Housing and Community Development Department budget for the preservation and creation of affordable housing.
- The Housing and Community Development Department budget includes \$30,000 to support the work of Main Street Takoma and \$10,000 to advance the progress of the Crossroads Farmer's Market.
- Funding in the amount of \$40,000 is included in the General Government budget for continuation of the Resident Survey process, which was first undertaken in FY 2008.
- The Non-Departmental budgetary unit includes \$20,000 for the Small Community Grant Program. The City Council established the program to work in partnership with the community to help achieve the prioritized goals set forth in the Strategic Plan.

#### General Fund Fund Balance

Fund balance represents the accumulation of the difference between actual revenues and expenditures. The source and timing of revenues, as well as the stability of revenue sources, dictate the level of fund balance necessary to avoid cash shortages in normal day-to-day operations.

The General Fund is anticipated to begin FY 2010 with a fund balance of \$8.05 million. Approximately 23% of this amount is set aside for specific purposes and is not available for general operations of the City. These purposes include the Equipment Replacement Reserve, the Emergency Reserve, and monies received from WSSC for future street work.

The proposed budget for FY 2010 contemplates the expenditure of approximately \$1.24 million in fund balance monies. About 34% of this amount (\$431,324) represents the anticipated expenditure of Equipment Replacement Reserve funds. An operating transfer in the amount of \$240,892 will be made from the General Fund to the Special Revenue Funds. The balance of fund balance monies will be used for non-recurring expenditures, including \$757,000 towards the design and renovation of the Public Works facility.

As of June 30, 2010, the General Fund is projected to have a fund balance of \$6.80 million. Included in this amount are the monies designated for the Equipment Replacement Reserve and the Emergency Reserve, as well as funds received from WSSC for future street work. Combined, these restricted funds are projected to total approximately 32 percent of the year-end total General Fund fund balance.

In accordance with the Charter of the City of Takoma Park, the FY 2010 budget includes two contingency accounts. Combined, these accounts equal 2.5 percent of budgeted revenues and are budgeted in the non-departmental unit of the General Fund. For the purpose of projecting the fund balance as of June 30, 2010, I have assumed expenditure of the full amount of the contingency accounts during the fiscal year. If no contingency monies are expended, the projected fund balance would increase by approximately \$515,299.

#### **Stormwater Management Fund**

The City is responsible for providing stormwater management services within its corporate boundaries.

These services, which are directed by the Public Works Department, include the construction and the maintenance and repair of storm drains, inlets, channels, and ditches. Additionally, the City ensures compliance with state and federal requirements for erosion and pollution control associated with stormwater run-off. Revenue and expenditure activities related to these functions are accounted for in the Stormwater Management Fund.

Almost all fund revenues are derived from stormwater management fees paid by property owners in the City. Other Stormwater Management Fund revenues are derived from permit fees, late fees, interest charges, and investment earnings.

All property owners in the City pay a fee that is based on the amount of impervious surface on the property. Each single-family residential dwelling unit is billed at a flat rate equal to the average amount of impervious surface on a single-family lot (1,228 square feet). The proposed budget for FY 2010 assumes no change in the base rate of \$48, which was implemented in FY 2007.

The budget reflects total Stormwater Management Fund expenditures of \$357,428. Of this amount, \$100,000 is allocated for capital projects. Fund expenditures also include 50 percent of the personnel cost of the City Engineer, who directs the City's stormwater management activities, and 25 percent of the cost of an administrative employee.

### **Special Revenue Funds**

The City has historically pursued federal, state, and county grants to advance community priorities while keeping taxes as low as possible. Over the years, these grants have provided funding for a variety of purposes, including law enforcement, community revitalization, park development, and infrastructure improvements. The City utilizes Special Revenue Funds to account for revenue and expenditure activity attributable to the specific project funded by each grant.

In FY 2010, the City will receive funding from a variety of entities, including the Governor's Office of Crime Control and Prevention, the Community Development Block Grant Program, and the State Highway Administration. The proposed budget for FY 2010 reflects total Special Revenue Funds expenditures of \$1,471,422. Projects to be funded with grant monies during the fiscal year include the following:

- Collaborative Supervision and Focused Enforcement (CSAFE) Program in the Takoma/Langley Crossroads
- Educational programming to enhance the safety of children coming to and from school
- Purchase of audio-visual equipment as part of the renovation of the Council Chambers/Auditorium
- Provision of gap financing for the acquisition, demolition, renovation, or construction of affordable housing
- Various efforts to enhance the appearance and functionality of the New Hampshire Avenue corridor
- Streetscape improvements on Maple Avenue, from Philadelphia Avenue to Sligo Creek Parkway.

As noted earlier in this transmittal message, it is anticipated that Montgomery County will provide a grant to fund some of the cost of the maintenance repairs to the Flower Avenue Bridge and the Maple Avenue Bridge. The assumed amount of the grant is \$168,000.

An operating transfer in the amount of \$240,892 from the General Fund to the Special Revenue Funds will be made to supplement the grant funds that the City will receive. Of this amount, \$20,000 represents the

required 25% matching contribution for Program Open Space monies. The City's share of the maintenance repairs to its two bridges accounts for \$167,826. The remainder will supplement Community Legacy funds and pay for bank charges.

Fund revenues will exceed expenditures by approximately \$49,610. The difference between revenues and expenditures is due to the receipt of more cable grant monies than will be expended in FY 2010.

### **Community Center Fund**

The Community Center Fund was established in FY 2003 to account for revenue and expenditure activity attributable to construction of the facility. Prior to its establishment, expenditures were accounted for in the Special Revenue Funds.

In the spring of 2009, renovation of the Council Chambers/Auditorium will get underway, with construction continuing into FY 2010. The balance of the project is anticipated to be \$1.085 million. As noted earlier in this transmittal message, the project will be financed through a combination of federal and state funds and an anticipated contribution in the amount of \$150,000 from Washington Adventist Hospital.

### **Speed Camera Fund**

The Speed Camera Fund was established in FY 2009 to account for financial transactions related to the City's speed camera program. The goal of the program is to reduce speeding in an effort to prevent accidents and reduce injuries and fatalities.

In FY 2009, two cameras were installed on New Hampshire Avenue. Two cameras were also installed in the 500 block of Ethan Allen Avenue.

By State law, program revenues are restricted and cannot be used to fund general City operations. They may be used for purposes that improve public safety.

The City's speed camera program went into effort on April 1, 2009. In accordance with the goal of the program, it is anticipated that the number of violations noted during the testing and warning period will decline once fines are imposed. In FY 2010, it is anticipated that 7,500 citations will be paid per month, generating gross revenues of approximately \$3.6 million.

Because of the uncertainty surrounding program revenues, I have taken a conservative approach in projecting fund expenditures for FY 2010. An initial fund budget of \$2.28 million is proposed. Fund expenditures will include the contractually required payment to ACS State and Local Solutions, Inc., the firm that the City retained for installation of the speed cameras. Funding in the amount of \$500,000 is allocated for the design and installation of sidewalks. Neighborhood traffic calming projects are budgeted at \$100,000. Other fund expenditures will include 1.0 FTE for program staffing, an anticipated contractual payment in the amount of \$30,000 to Montgomery County for its staffing costs associated with the speed camera program, and \$100,000 for unidentified capital projects.

It should be noted that there have been recent attempts at the State level to further restrict or take away altogether speed camera revenues. Staff is continuing to monitor these developments as the legislative session draws to a close.

### **Acknowledgements**

The preparation of the proposed budget is a significant undertaking by the Management Team and other staff members. It is truly a team effort, and I wish to take this opportunity to express my appreciation to all who played a role in the development of this budget. I would like to particularly acknowledge the contribution of

Director of Finance Yovonda Brooks, Human Resources Manager Karen Hampton, Budget/Financial Specialist Miranda Shephard, Office Assistant Marisol Oquendo, and Executive Assistant Peggye Washington.

The staff and I look forward to working with the City Council to finalize a budget for FY 2010 that meets the expectations of the Takoma Park community.

Sincerely,

Barbara B. Matthews  
City Manager

## Changes from the Proposed to the Adopted FY10 Budget General Fund

<b>Proposed Revenue Total - City Manager's Proposed Budget</b>	<b>20,611,944</b>
Taxes and Utility Fees	
Reduction: Real Property	(456,700)
Reduction: Personal Property	(14,250)
Reduction: Railroad and Public Utilities	(6,060)
Reduction: Highway user revenues	(57,382)
<b>Adopted Revenue Total - Revised</b>	<b>20,077,552</b>

<b>Proposed Expenditure Total - City Manager's Proposed Budget</b>	<b>23,111,398</b>
General Government	
Addition: Carryover of FY 2009 funds for Historic Takoma, Inc., archive project	5,000
Police	
Addition: Vehicle maintenance and fuel costs	175,000
Deletion: Anticipated police officer vacancy; return to authorized staffing of 41	(93,500)
Deletion: Vacant crossing guard position	(19,555)
Public Works	
Deletion: Vehicle and maintenance costs for Police Department	(175,000)
Addition: Increase wind power purchase from proposed 50% to 100%	30,000
Housing and Community Development	
Deletion: Affordable housing programming	(50,000)
Addition: Carryover of FY 2009 funds for training for rent stabilization program software	4,280
Addition: Carryover of FY 2009 funds for structure demolition	40,000
Capital Outlay	
Addition: Paving of Palmer Lane	25,000
Addition: Carryover of FY 2009 funding for Park Avenue parking lot enhancement	26,800
Addition: Carryover of FY 2009 funding for Neighborhood Commercial District improvements	30,000
Addition: Carryover of FY 2009 funding for Gateway Signage	20,000
Addition: Carryover of FY 2009 funding for BY Morrison column repair	6,000
Addition: Carryover of FY 2009 funds for public art installation	10,000
Addition: Carryover of FY 2009 funds for rent stabilization program software	30,510
Addition: Carryover of FY 2009 funds for Hook and Lift vehicle	60,000
Addition: Carryover of FY 2009 funds for Public Works facility renovation	20,000
Non-Departmental	
Addition: Community Indicators Project	25,000
Addition: Folk Festival financial support	5,000
Addition: Emergency Services Funding	15,000
Addition: PBES Pool operation	10,000
Reduction: General contingency account	(2,672)
Deletion: Unappropriated reserve	(412,239)
<b>Adopted Expenditure Total - Revised</b>	<b>22,896,022</b>

## Changes from the Proposed to the Adopted FY10 Budget Special Revenue Funds

<b>Proposed Revenue Total - City Manager's Proposed Budget</b>	<b>1,280,140</b>
Intergovernmental	
Addition: ARRA/Byrne Justice Assistance Grant	57,471
Addition: ARRA funding for Green Roof project	70,000
<b>Adopted Revenue Total - Revised</b>	<b>1,407,611</b>

<b>Proposed Expenditure Total - City Manager's Proposed Budget</b>	<b>1,471,422</b>
Police	
Addition: ARRA/Byrne Justice Assistance Grant funded initiatives	57,471
Capital Outlay	
Addition: Green Roof project	70,000
<b>Adopted Expenditure Total - Revised</b>	<b>1,598,893</b>

## Changes from the Proposed to the Adopted FY10 Budget Community Center Fund

<b>Proposed Revenue Total - City Manager's Proposed Budget</b>	<b>1,085,000</b>
Intergovernmental	
Addition: Funding for Auditorium renovation	165,000
<b>Adopted Expenditure Total - Revised</b>	<b>1,250,000</b>

<b>Proposed Expenditure Total - City Manager's Proposed Budget</b>	<b>1,085,000</b>
Capital Outlay	
Addition: Carryover of FY 2009 funds for Auditorium renovation	165,000
<b>Adopted Expenditure Total - Revised</b>	<b>1,250,000</b>



## Changes from the Proposed to the Adopted FY10 Budget Stormwater Management Fund

<b>Proposed Revenue Total - City Manager's Proposed Budget</b>	<b>379,000</b>
Intergovernmental	
Addition: Federal stimulus grant for Linden Avenue project	160,000
<b>Adopted Revenue Total - Revised</b>	<b>539,000</b>

<b>Proposed Expenditure Total - City Manager's Proposed Budget</b>	<b>357,428</b>
Capital Outlay	
Addition: Linden Avenue project	160,000
<b>Adopted Expenditure Total - Revised</b>	<b>517,428</b>

# Budget Development Process

## **General Information**

The fiscal year for the City begins on July 1 and ends on June 30. The fiscal year constitutes the tax year, the budget year, and the accounting year and is known by the calendar year in which it ends.

The City Charter requires the City Manager to submit a recommended budget to the City Council. In addition to the operating budget, a five-year Capital Improvement Plan (CIP) is presented for the Council's review.

Before adopting the budget, the Council must hold at least one public hearing. The Council may add new items and may increase or decrease the total expenditures recommended by the City Manager. The budget is adopted in the form of an ordinance.

Budgetary control is maintained at the fund level. The City Manager may reallocate expenditures within the budget adopted by the Council, subject to such restrictions as the Council shall impose by ordinance. Changes in the total appropriation level for any given fund are enacted by the Council through a budget amendment ordinance.

## **FY 2010 Budget**

In February 2009, the City Manager met with the management team to review mid-year expenditure reports for FY09 and to discuss CIP and personnel requirements for FY10. The Director of Finance provided initial revenue projections to the City Manager.

During March 2009, the City Manager met with the management team to review their FY10 operating budget requests. The Director of Finance provided final revenue projections to the City Manager. In late March, the City Manager finalized her recommended budget for FY10.

The City Manager presented her recommended operating budget for FY10 and the CIP for FY10 – FY14 to the Council on April 6, 2009. Prior to commencing its deliberations regarding the City Manager's proposed budget, the Council held an initial public hearing on April 13, 2009.

Following the public hearing, the Council conducted a series of worksessions to discuss budgetary matters. The worksessions were held on April 20, 23, 27, 30 and May 4, 7, and 11. A second public hearing was held on May 11, 2009.

The Council approved the budget on May 26, 2009 and adopted several associated ordinances that set the property tax and stormwater fee rates and established compensation rates for most City employees.

The adopted budget for FY10 took effect on July 1, 2009.

# FY 2010 Budget at a Glance

- Total revenues (all funds) of \$26,874,163.
- Total expenditures (all funds) of \$28,546,843.
- Total General Fund revenues of \$20,077,552.
- Total General Fund expenditures of \$22,896,022.
- Assessable real property base (net) projected to increase by approximately \$163.4 million or 9.8 percent from FY09.
- Reduction of real property tax rate from \$0.605 to \$0.58 per \$100 of assessed valuation. Real property tax revenues increase by \$614,108 compared to FY09 budgeted revenues.
- Tax duplication payments unchanged from FY09 level. Final report of Joint County-Municipal Task Force, which is reviewing the current methodology used to calculate the payments, is in the process of being drafted.
- Addition of 1.0 FTE for Speed Camera Fund, as well as part-time hours in Recreation and Communications associated with Auditorium renovation. Elimination of full-time position in Recreation Department; part-time staffing will be utilized to meet programming needs. Elimination of one police officer position; the department is in an "overhire" situation at this time. Elimination of one vacant crossing guard position; post will be manned by other Police Department staff.
- Increase in worker's compensation insurance cost of \$103,330.
- Increased cost for Police Employees' Retirement Plan due to higher actuarial contribution rate and employee salaries. Financial impact of approximately \$131,000.
- Funding in the amount of \$2.28 million for design and renovation of the Public Works facility. Of this amount, \$1.5 million is to be financed through the issuance of general obligation bonds. First debt service payment to be made in FY11.
- Funding in the amount of \$1.25 million for the renovation of the Auditorium. Project to be financed through a combination of federal and state funds and an anticipated contribution from Washington Adventist Hospital.
- Contribution of \$750,000 to the Equipment Replacement Reserve.
- Anticipated General Fund expenditures of \$193,358 for street improvements.
- Projected expenditure of \$335,826 for maintenance repairs to the two bridges within the City limits. Anticipated grant of \$168,000 from Montgomery County.
- Additional funding to increase City's purchase of wind power from 25 to 100 percent.
- Continued financial support for Main Street Takoma, the Crossroads Farmer's Market, and the Community Indicators Project.
- Funding to conduct second survey of City residents.
- Allocation of \$20,000 for the Small Community Grant Program.
- Expenditures of \$517,428 for the construction, maintenance and repair of storm drains, inlets, channels, and ditches.
- Various grant-funded projects in the amount of \$1,598,893 accounted for in the Special Revenue Funds.
- Anticipated expenditure of \$2,284,500 from speed camera revenues.
- Expenditures from speed camera revenues include payment to program contractor, sidewalk design and installation, installation of neighborhood traffic calming measures, and program staffing.

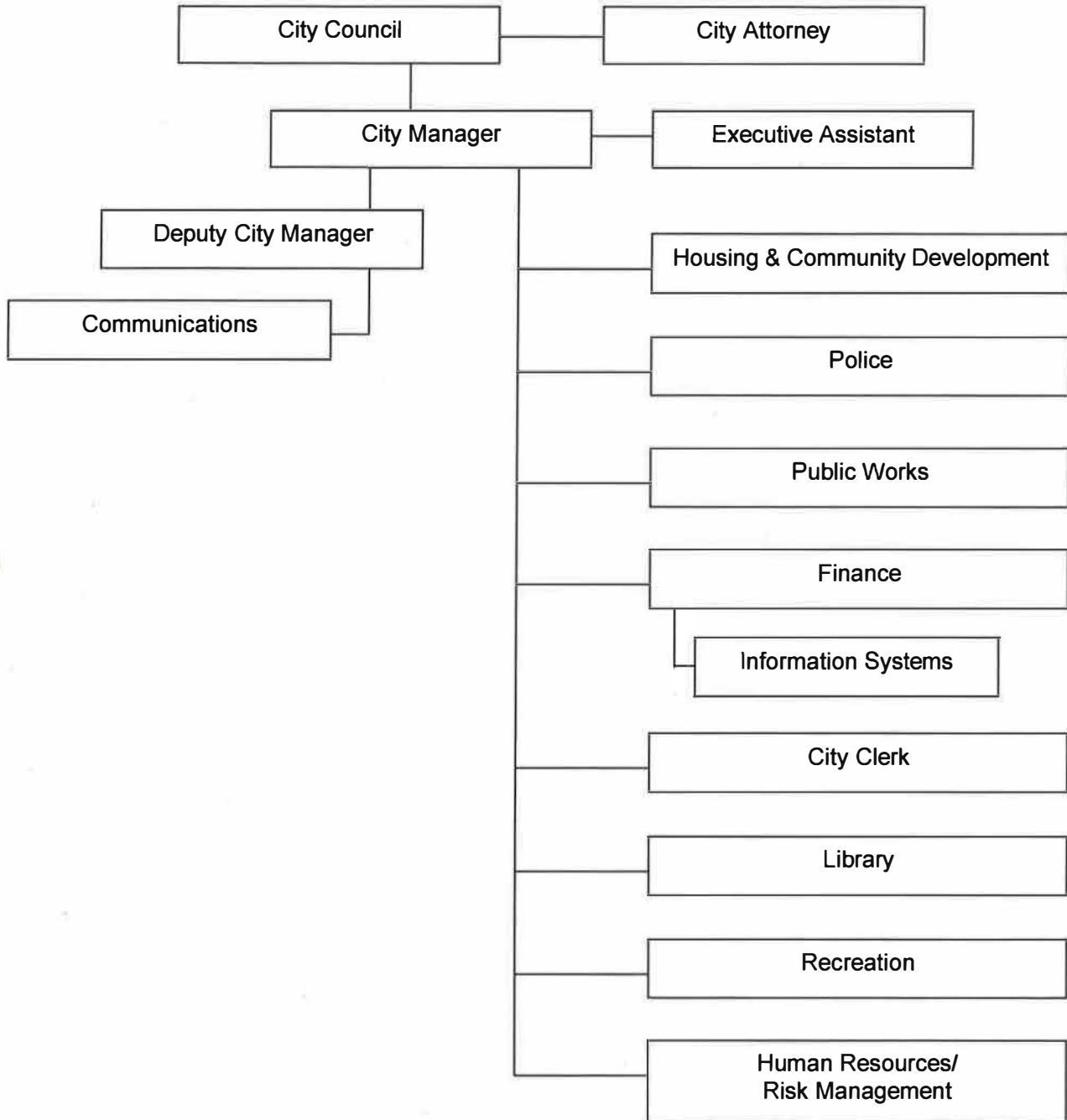
## Full-Time Equivalents (FTEs) Personnel Schedule

Staffing Summary by Department or Fund	Actual FY06	Actual FY07	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
General Government	15.00	16.00	18.00	18.00	18.00	18.00
Police	57.47	58.98	60.50	61.17	60.87	59.69
Public Works	32.54	32.83	32.63	32.63	32.63	32.63
Recreation	19.23	19.90	20.45	19.82	20.07	19.57
Housing and Community Development	8.81	9.50	9.50	9.50	9.50	10.25
Communications	3.00	3.00	3.00	3.00	3.00	3.00
Library	9.50	9.50	9.50	9.50	9.50	9.50
Stormwater Management	0.75	0.75	0.75	0.75	0.75	0.75
Community Center	1.00	0.00	0.00	0.00	0.00	0.00
Speed Camera	0.00	0.00	0.00	0.00	0.00	1.00
<b>Total</b>	<b>147.30</b>	<b>150.46</b>	<b>154.33</b>	<b>154.37</b>	<b>154.32</b>	<b>154.39</b>

# Organizational Chart

## The City of Takoma Park, Maryland

### Residents of Takoma Park



# Financial Structure Overview

The FY10 budget accounts for the City's financial activities through five primary funds or fiscal entities. They are the General Fund, the Stormwater Management Fund, the Special Revenue Funds (comprised of several sub-funds), the Community Center Fund, and the Speed Camera Fund. These funds are described in more detail below.

## **General Fund**

The General Fund is the general operating fund of the City. Fund expenditures include basic City services, such as police protection, street maintenance, and recreation. Administrative services, such as human resources and financial management, are also accounted for in the General Fund.

The General Fund is adopted on a basis consistent with Generally Accepted Accounting Principles (GAAP). This requires that the modified accrual method of accounting be used to record revenues and expenditures. Revenues are recognized when subject to accrual (i.e., when they become measurable and available). "Measurable" means that the amount of the transaction can be determined, and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities for the same period. Revenues subject to accrual are property taxes and investment income. User charges, fines and forfeitures, permits, and miscellaneous revenues are not subject to accrual because generally they are not measurable until received in cash.

A key element of the budget is the projected ending fund balance. The fund balance represents the unappropriated accumulation of the difference between actual revenues and expenditures. The source and timing of revenues dictate the level of fund balance necessary to avoid cash shortages in normal day-to-day operations. The City recognizes the need to establish and to maintain adequate reserves to avoid any disruption in services caused by a decline in a significant revenue source and to address timing differences in the receipt of monies.

## **Stormwater Management Fund**

The City is responsible for providing stormwater management services. These services, which are directed by the Public Works Department, include the construction, maintenance and repair of storm drains, inlets, channels, and ditches. Additionally, the City ensures compliance with state and federal requirements for erosion and pollution control associated with stormwater run-off. The Stormwater Management Fund accounts for revenue and expenditure activity related to stormwater management.

## **Special Revenue Funds**

The City receives a variety of grants that provide funding for law enforcement, community revitalization, parks development, and infrastructure improvements. The City utilizes Special Revenue Funds to account for revenue and expenditure activity attributable to the specific projects funded by these grants. Some grants require a funding match, which is reflected as an operating transfer from the General Fund to the Special Revenue Funds.

## **Community Center Fund**

The Community Center Fund was established in FY03 to account for revenue and expenditure activity attributable to initial construction of the facility and subsequent phases. Prior to its establishment, expenditures were reflected in the Special Revenue Funds.

# Financial Structure Overview

## **Speed Camera Fund**

The Speed Camera Fund was established in FY09 to account for financial transactions related to the City's speed camera program. The goal of the program is to reduce speeding in an effort to prevent accidents and reduce injuries and fatalities.

By State law, program revenues are restricted and cannot be used to fund general City operations. They may be used for purposes that improve public safety.

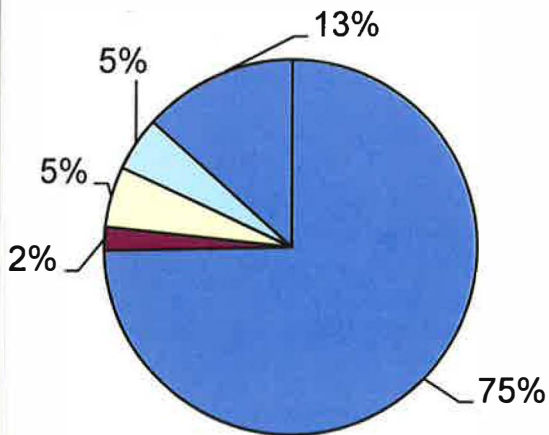


# Combined Statement of Revenues, Expenditures, and Changes in Fund Balance - All Governmental Funds For the Fiscal Year Beginning July 1, 2009

	<u>General Fund</u>	<u>Stormwater Management Fund</u>	<u>Special Revenue Funds</u>	<u>Community Center Fund</u>	<u>Speed Camera Fund</u>	<u>Total</u>
FY 2010 Revenues	20,077,552	539,000	1,407,611	1,250,000	3,600,000	26,874,163
FY 2010 Expenditures	22,896,022	517,428	1,598,893	1,250,000	2,284,500	28,546,843
Excess (deficiency) of revenues over expenditures	(2,818,470)	21,572	(191,282)	-	1,315,500	(1,672,680)
Other Financing Sources (Uses)						
Bond proceeds	1,500,000	-	-	-	-	1,500,000
Operating transfers in (out)	(240,892)	-	240,892	-	-	-
Total Other Financing Sources (Uses)	1,259,108	-	240,892	-	-	1,500,000
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	(1,559,362)	21,572	49,610	-	1,315,500	(172,680)
Fund Balance						
Beginning of year	8,090,732	294,102	643,079	-	371,414	9,399,327
End of year	6,531,370	315,674	692,689	-	1,686,914	9,226,647

# FY10 Budget Combined Revenues by Fund

TOTAL	\$26,874,163
General Fund	\$20,077,552
Stormwater Management Fund	\$539,000
Special Revenue Funds	\$1,407,611
Community Center Fund	\$1,250,000
Speed Camera Fund	\$3,600,000



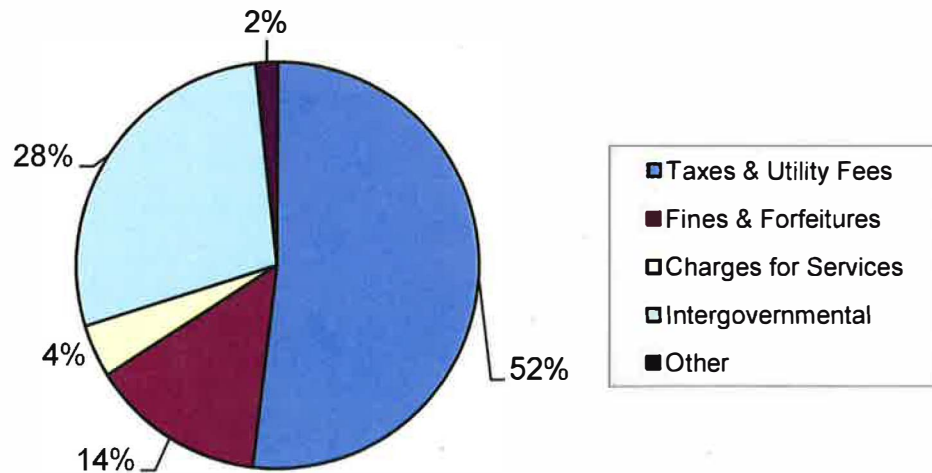
- General Fund
- Stormwater Management Fund
- Special Revenue Funds
- Community Center Fund
- Speed Camera Fund

# FY10 Budget

## Combined Revenues by Type

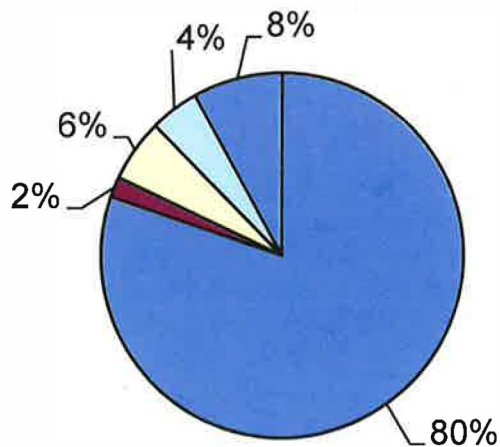
### All Funds

<b>TOTAL</b>	<b>\$26,874,163</b>
Taxes & Utility Fees	\$13,938,700
Fines & Forfeitures	\$3,782,658
Charges for Services	\$1,136,164
Intergovernmental	\$7,545,787
Other	\$470,854



## FY10 Budget Combined Expenditures by Fund

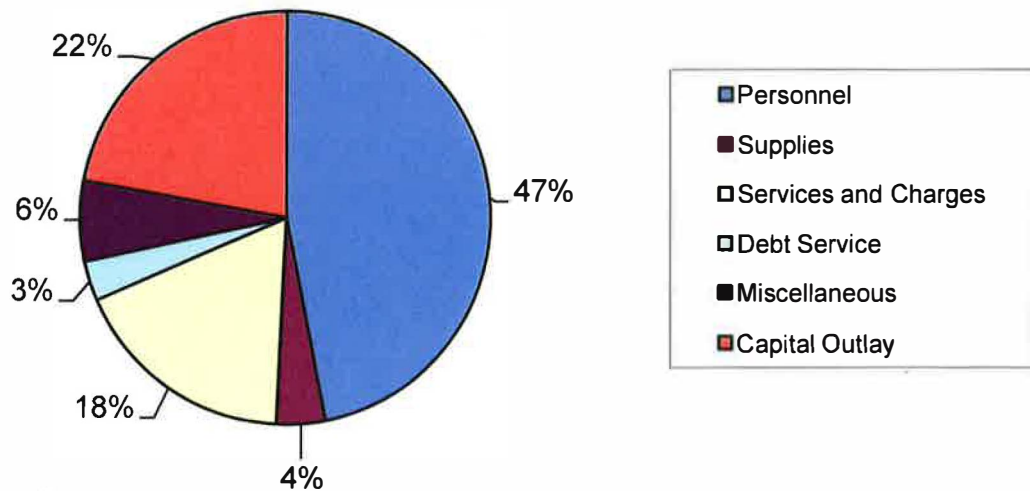
<b>TOTAL</b>	<b>\$28,546,843</b>
General Fund	\$22,896,022
Stormwater Management Fund	\$517,428
Special Revenue Funds	\$1,598,893
Speed Camera Fund	\$1,250,000
Speed Camera Fund	\$2,284,500



- General Fund
- Stormwater Management Fund
- Special Revenue Funds
- Speed Camera Fund
- Speed Camera Fund

# FY10 Budget All Funds Combined Expenditures by Type

<b>TOTAL</b>	<b>\$28,546,843</b>
Personnel	\$13,400,162
Supplies	\$1,093,922
Services and Charges	\$5,063,313
Debt Service	\$889,668
Miscellaneous	\$1,796,025
Capital Outlay	\$6,303,753



# General Fund Summary

	<u>Audited FY06</u>	<u>Audited FY07</u>	<u>Audited FY08</u>	<u>Adopted FY09</u>	<u>Estimated FY09</u>	<u>Adopted FY10</u>
<b><u>REVENUES</u></b>						
Taxes and utility fees	10,306,405	11,486,637	12,573,318	13,180,290	13,391,521	13,938,700
Licenses and permits	62,415	104,597	45,470	58,954	64,104	61,854
Fines and forfeitures	190,287	181,219	213,197	231,500	178,000	182,658
Use of money and property	184,748	359,342	353,747	330,000	195,000	190,000
Charges for service	725,102	797,462	831,249	887,180	988,205	774,164
Intergovernmental	4,543,682	4,567,120	4,762,643	4,680,404	4,802,044	4,878,176
Miscellaneous	247,158	105,953	157,676	102,885	84,896	52,000
<b>Total Revenues</b>	<b>16,259,797</b>	<b>17,602,330</b>	<b>18,937,300</b>	<b>19,471,213</b>	<b>19,703,770</b>	<b>20,077,552</b>
<b><u>EXPENDITURES</u></b>						
General Government	1,746,817	1,962,228	2,235,526	2,466,239	2,276,107	2,537,288
Police	4,536,969	4,850,419	5,349,349	5,757,575	5,550,096	6,199,747
Public Works	3,374,145	3,409,998	3,611,130	3,977,590	3,742,475	3,934,013
Recreation	930,602	964,469	1,074,624	1,342,068	1,149,815	1,443,593
Housing and Community Development	978,292	1,124,538	1,277,216	1,561,011	1,298,316	1,390,703
Communications	347,211	334,112	368,580	429,047	394,643	436,842
Library	806,369	833,470	881,541	982,220	955,448	1,012,841
Non-Departmental	395,025	551,936	759,351	1,826,027	1,417,786	1,777,574
Capital Outlay	1,643,140	1,587,298	931,837	1,943,578	1,450,645	3,273,753
Debt Service	862,505	983,926	1,170,718	1,004,416	989,416	889,668
<b>Total Expenditures</b>	<b>15,621,075</b>	<b>16,602,394</b>	<b>17,659,872</b>	<b>21,289,771</b>	<b>19,224,747</b>	<b>22,896,022</b>
<b>Excess (deficiency) of revenues over expenditures</b>	<b>638,722</b>	<b>999,936</b>	<b>1,277,428</b>	<b>(1,818,558)</b>	<b>479,023</b>	<b>(2,818,470)</b>
<b><u>OTHER FINANCING SOURCES (USES)</u></b>						
Bond proceeds	0	0	0	0	0	1,500,000
Capital lease	0	525,888	220,029	0	0	0
Sale of property	157,951	0	109,276	0	0	0
Operating transfers in (out)	(801,268)	(1,656)	(61,668)	(354,586)	(338,020)	(240,892)
<b>Total Other Financing Sources (Uses)</b>	<b>(643,317)</b>	<b>524,232</b>	<b>267,637</b>	<b>(354,586)</b>	<b>(338,020)</b>	<b>1,259,108</b>
<b>Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses</b>	<b>(4,595)</b>	<b>1,524,168</b>	<b>1,545,065</b>	<b>(2,173,144)</b>	<b>141,003</b>	<b>(1,559,362)</b>
<b><u>FUND BALANCE</u></b>						
Beginning of year	4,885,091	4,880,496	6,404,664	7,949,729	7,949,729	8,090,732
<b>End of year</b>	<b>4,880,496</b>	<b>6,404,664</b>	<b>7,949,729</b>	<b>5,776,585</b>	<b>8,090,732</b>	<b>6,531,370</b>

**Note:** Over the years reflected above, the audit classification of certain revenues changed. For comparative purposes, the audited and budgeted figures shown above have been classified in the same manner as reflected in the FY08 audit.

## General Fund Fund Balance Projection Detail

	<u>As Of</u> <u>July 1, 2008</u>	<u>Additions</u>	<u>Deletions</u>	<u>As Of</u> <u>June 30, 2009</u>	<u>Additions</u>	<u>Deletions</u>	<u>As Of</u> <u>June 30, 2010</u>
Emergency Reserve	361,955	0	0	361,955	0	0	361,955
Equipment Replacement Reserve	1,266,746	500,000	466,705	1,300,041	750,000	491,324	1,558,717
WSSC Contribution for Future Street Work	43,337	220,000	0	263,337	0	0	263,337
Total Reserved Fund Balance	1,672,038	720,000	466,705	1,925,333	750,000	491,324	2,184,009
Total Unreserved Fund Balance	6,277,691	0	112,292	6,165,399	0	1,818,038	4,347,361
<b>Total Fund Balance</b>	<b>7,949,729</b>			<b>8,090,732</b>			<b>6,531,370</b>



# General Fund Revenues

<b>REVENUES BY SOURCE</b>	<b>Audited FY06</b>	<b>Audited FY07</b>	<b>Audited FY08</b>	<b>Adopted FY09</b>	<b>Estimated FY09</b>	<b>Adopted FY10</b>
<b>Taxes and Utility Fees</b>						
Real Property	7,369,473	8,232,645	9,032,239	9,981,478	9,968,786	10,595,586
Personal Property	323,626	371,731	395,786	343,520	320,000	300,350
RR and Public Utilities	167,041	163,895	154,629	153,520	153,520	147,940
Penalties and Interest	10,325	78,387	47,447	25,000	25,000	25,000
Admission and Amusement	486	420	102	300	300	400
Additions and Abatements	(58,142)	18,071	(2,221)	-	(1,139)	-
Highway	588,812	605,141	585,784	601,472	525,054	469,424
Income Tax	1,904,784	2,016,347	2,359,552	2,075,000	2,400,000	2,400,000
<b>Total--Taxes and Utility Fees</b>	<b>10,306,405</b>	<b>11,486,637</b>	<b>12,573,318</b>	<b>13,180,290</b>	<b>13,391,521</b>	<b>13,938,700</b>
<b>Licenses and Permits</b>	<b>62,415</b>	<b>104,597</b>	<b>45,470</b>	<b>58,954</b>	<b>64,104</b>	<b>61,854</b>
<b>Fines and Forfeitures</b>	<b>190,287</b>	<b>181,219</b>	<b>213,197</b>	<b>231,500</b>	<b>178,000</b>	<b>182,658</b>
<b>Use of Money and Property</b>	<b>184,748</b>	<b>359,342</b>	<b>353,747</b>	<b>330,000</b>	<b>195,000</b>	<b>190,000</b>
<b>Charges for Services</b>						
Inspection Fees	289,416	280,468	317,141	297,500	305,370	299,672
Public Parking Facilities	32,027	21,665	21,171	26,000	28,000	26,000
Waste Collection & Disposal Charges	53,316	68,580	70,581	61,000	62,905	65,000
Recreation Programs and Services	236,740	306,631	254,547	262,000	257,250	270,500
Library Fines and Fees	13,169	16,044	20,106	15,000	22,000	22,000
Passport Services	29,904	35,982	28,339	21,000	19,000	21,000
WSSC	19,754	-	42,828	140,000	220,000	-
Copying	323	3,237	5,033	4,000	1,000	1,000
Telephone Commissions	173	-	-	-	-	-
Special Trash Pickup	9,186	8,461	8,417	8,000	8,000	10,000
Parking Lot Lease--County	-	-	8,000	12,000	12,000	12,000
Recyclable Sales	10,868	12,456	8,763	6,000	13,000	6,000
Mulch Sales	22,158	19,315	24,750	20,000	20,000	20,000
Advertising--Bus Shelters	4,948	19,943	16,621	10,000	15,000	16,000
Farmer's Market	3,120	4,680	4,952	4,680	4,680	4,992
<b>Total--Charges for Services</b>	<b>725,102</b>	<b>797,462</b>	<b>831,249</b>	<b>887,180</b>	<b>988,205</b>	<b>774,164</b>
<b>Intergovernmental Revenues</b>						
Police Protection (State)	479,340	403,947	408,564	410,000	410,000	412,000
Bank Share Tax	5,643	5,643	5,643	5,643	5,643	5,643
Library Aid	103,573	110,492	114,430	112,630	127,000	132,830
Police Rebate	564,669	630,408	717,308	705,570	799,000	854,920
In Lieu of Police	2,322,023	2,322,023	2,322,023	2,322,023	2,322,023	2,322,023
In Lieu of Roads Maintenance	430,079	442,624	442,624	442,624	442,624	442,624
In Lieu of Parks Maintenance	71,670	72,229	72,229	72,229	72,229	72,229
In Lieu of Crossing Guard	130,435	163,193	163,193	163,193	163,193	163,193
Takoma/Langley Rec. Agreement	100,000	100,000	125,000	125,000	125,000	125,000
Hotel Motel Tax	87,725	85,423	91,757	85,000	85,000	85,000
Cable Franchise Fees	188,497	168,686	235,272	170,031	183,000	193,300
Cable--Operating	60,028	62,452	64,600	66,461	67,332	69,414
<b>Total--Intergovernmental Revenues</b>	<b>4,543,682</b>	<b>4,567,120</b>	<b>4,762,643</b>	<b>4,680,404</b>	<b>4,802,044</b>	<b>4,878,176</b>

## General Fund Revenues

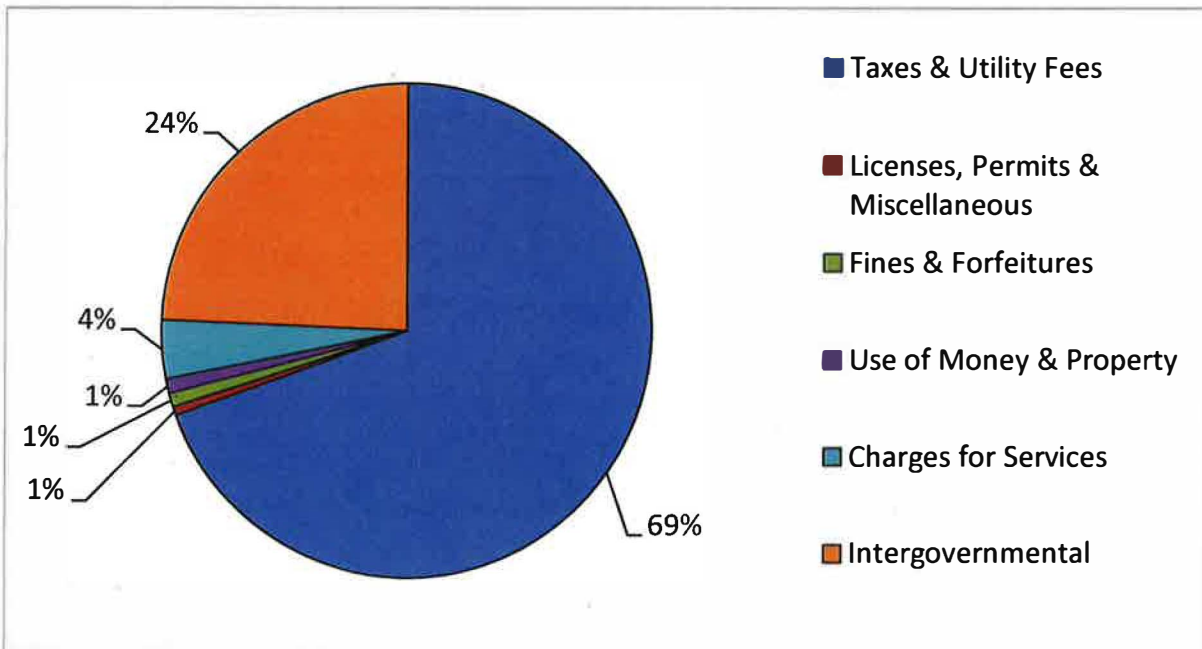
(continued)

<u>REVENUES BY SOURCE</u>	<u>Audited FY06</u>	<u>Audited FY07</u>	<u>Audited FY08</u>	<u>Adopted FY09</u>	<u>Estimated FY09</u>	<u>Adopted FY10</u>
<b>Miscellaneous</b>						
Tree Fund	15,000	-	20,000	10,000	10,000	10,000
Sales of Impounded Equipment	-	-	442	-	2,000	700
Other	30,996	26,592	39,544	64,385	48,500	30,000
Insurance Claims	43,270	13,043	6,216	3,000	300	-
Takoma Langley Crossroads	3,334	-	-	-	-	-
Day Laborer Site	39,000	39,000	70,000	15,000	15,000	-
Takoma Foundation Grant	112,947	-	-	-	-	-
Administrative Fees--Parking	2,476	10,878	3,885	6,000	3,500	3,800
Federal Grant	-	3,276	6,764	-	1,196	3,000
Sale of City Property	-	12,494	-	4,000	4,000	4,000
Donations	135	670	10,825	500	400	500
<b>Total--Miscellaneous</b>	<b>247,158</b>	<b>105,953</b>	<b>157,676</b>	<b>102,885</b>	<b>84,896</b>	<b>52,000</b>
<b>Total General Fund Revenues</b>	<b>16,259,797</b>	<b>17,602,330</b>	<b>18,937,300</b>	<b>19,471,213</b>	<b>19,703,770</b>	<b>20,077,552</b>

*Note: Over the years reflected above, the audit classification of certain revenues changed. For comparative purposes, the audited and budgeted figures shown above have been classified in the same manner as reflected in the FY08 audit.*

# FY10 Budget General Fund Revenues by Type

<b>TOTAL</b>	<b>\$20,077,552</b>
Taxes & Utility Fees	\$13,938,700
Licenses, Permits & Miscellaneous	\$113,854
Fines & Forfeitures	\$182,658
Use of Money & Property	\$190,000
Charges for Services	\$774,164
Intergovernmental	\$4,878,176

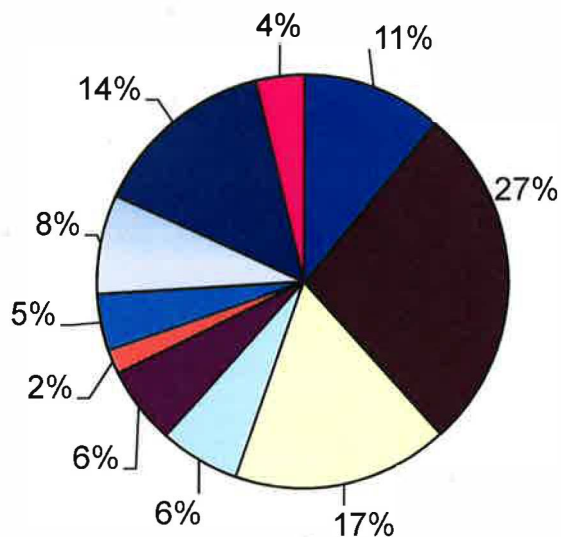


# FY10 Budget General Fund Expenditures by Department

TOTAL EXPENDITURES

\$22,896,022

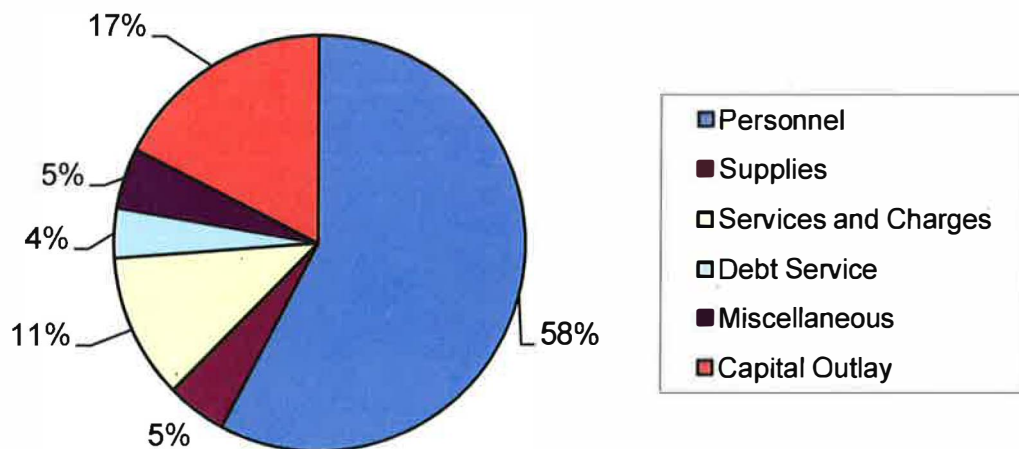
General Government	\$2,537,288
Police	\$6,199,747
Public Works	\$3,934,013
Recreation	\$1,443,593
Housing and Community Development	\$1,390,703
Communications	\$436,842
Library	\$1,012,841
Non-Departmental	\$1,777,574
Capital Outlay	\$3,273,753
Debt Service	\$889,668



- General Government
- Police
- Public Works
- Recreation
- Housing and Community Development
- Communications
- Library
- Non-Departmental
- Capital Outlay
- Debt Service

# FY10 Budget General Fund Expenditures by Type

TOTAL	\$22,896,022
Personnel	\$13,225,734
Supplies	\$1,090,922
Services and Charges	\$2,585,512
Debt Service	\$889,668
Miscellaneous	\$1,080,433
Capital Outlay	\$4,023,753



# Stormwater Management Fund

	<u>Audited FY06</u>	<u>Audited FY07</u>	<u>Audited FY08</u>	<u>Adopted FY09</u>	<u>Estimated FY09</u>	<u>Adopted FY10</u>
<b><u>REVENUES</u></b>						
Taxes and utility fees	-	-	-	-	-	-
Licenses and permits	-	-	-	-	-	-
Fines and forfeitures	-	-	-	-	-	-
Use of money and property	-	-	-	-	-	-
Charges for service	251,194	367,134	374,101	360,000	361,166	362,000
Intergovernmental	-	-	-	-	-	160,000
Miscellaneous	30,049	12,564	21,053	5,000	17,000	17,000
Total Revenues	281,243	379,698	395,154	365,000	378,166	539,000
<b><u>EXPENDITURES</u></b>						
Public Works	106,581	206,766	251,424	258,651	257,510	257,428
Capital outlay	89,606	91,296	73,360	147,000	130,000	260,000
Total Expenditures	196,187	298,062	324,784	405,651	387,510	517,428
Excess (deficiency) of revenues over expenditures	85,056	81,636	70,370	(40,651)	(9,344)	21,572
<b><u>OTHER FINANCING SOURCES (USES)</u></b>						
Loan proceeds	-	-	-	-	-	-
Operating transfers in (out)	-	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-	-
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	85,056	81,636	70,370	(40,651)	(9,344)	21,572
<b><u>FUND BALANCE</u></b>						
Beginning of year	66,384	151,440	233,076	303,446	303,446	294,102
End of year	151,440	233,076	303,446	262,795	294,102	315,674

*Note: Over the years reflected above, the audit classification of certain revenues changed. For comparative purposes, the audited and budgeted figures shown above have been classified in the same manner as reflected in the FY08 audit.*

# FY10 Budget

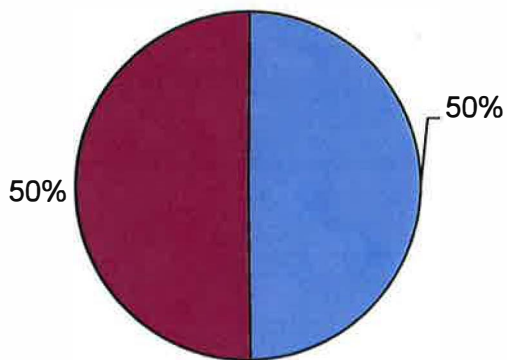
## Stormwater Management Fund

### Expenditures by Department

TOTAL EXPENDITURES	\$517,428
--------------------	-----------

Public Works	\$257,428
--------------	-----------

Capital Outlay	\$260,000
----------------	-----------



■ Public Works ■ Capital Outlay

# Special Revenue Funds Summary

	<u>Audited FY06</u>	<u>Audited FY07</u>	<u>Audited FY08</u>	<u>Adopted FY09</u>	<u>Estimated FY09</u>	<u>Adopted FY10</u>
<b><u>REVENUES</u></b>						
Taxes and utility fees	-	-	-	-	-	-
Licenses and permits	-	-	-	-	-	-
Fines and forfeitures	-	-	-	-	-	-
Use of money and property	-	-	-	-	-	-
Charges for service	-	-	-	-	-	-
Intergovernmental	1,110,068	518,552	507,515	1,669,575	1,322,225	1,407,611
Miscellaneous	-	-	-	-	-	-
Total Revenues	1,110,068	518,552	507,515	1,669,575	1,322,225	1,407,611
<b><u>EXPENDITURES</u></b>						
General Government	261,644	24,424	17,614	150,500	103,500	200,500
Police	122,497	187,249	181,741	152,447	144,761	208,392
Public Works	0	148,461	88,031	571,395	505,295	545,326
Housing and Community Development	24,955	65,373	27,914	696,274	315,799	489,675
Recreation	45,672	28,798	29,624	19,286	19,286	85,000
Capital outlay	636,925	7,208	119,134	206,082	126,082	70,000
Total Expenditures	1,091,693	461,513	464,058	1,795,984	1,214,723	1,598,893
Excess (deficiency) of revenues over expenditures	18,375	57,039	43,457	(126,409)	107,502	(191,282)
<b><u>OTHER FINANCING SOURCES (USES)</u></b>						
Loan proceeds	-	-	-	-	-	-
Operating transfers in (out)	1,821	1,656	36,843	104,586	88,020	240,892
Total Other Financing Sources (Uses)	1,821	1,656	36,843	104,586	88,020	240,892
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	20,196	58,695	80,300	(21,823)	195,522	49,610
<b><u>FUND BALANCE</u></b>						
Beginning of year	288,366	308,562	367,257	447,557	447,557	643,079
End of year	308,562	367,257	447,557	425,734	643,079	692,689

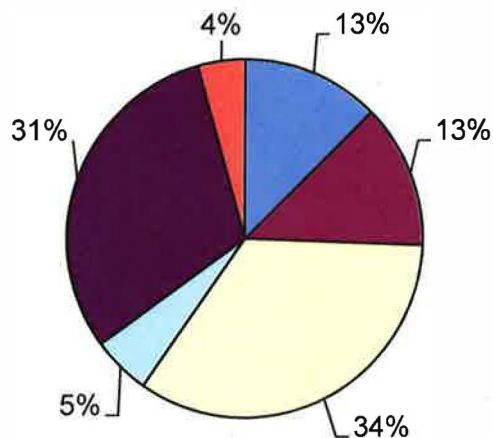


# FY10 Budget Special Revenue Funds Expenditures by Department

## TOTAL EXPENDITURES

\$1,598,893

General Government	\$200,500
Police	\$208,392
Public Works	\$545,326
Recreation	\$85,000
Housing & Community Development	\$489,675
Capital Outlay	\$70,000



- General Government
- Police
- Public Works
- Recreation
- Housing & Community Development
- Capital Outlay

# Community Center Fund Summary

	<u>Audited FY06</u>	<u>Audited FY07</u>	<u>Audited FY08</u>	<u>Adopted FY09</u>	<u>Estimated FY09</u>	<u>Adopted FY10</u>
<b><u>REVENUES</u></b>						
Taxes and utility fees	-	-	-	-	-	-
Licenses and permits	-	-	-	-	-	-
Fines and forfeitures	-	-	-	-	-	-
Use of money and property	-	-	-	-	-	-
Charges for service	-	-	-	-	-	-
Intergovernmental	591,414	389,510	520	-	140,000	1,100,000
Miscellaneous	-	-	-	-	-	150,000
Total Revenues	591,414	389,510	520	-	140,000	1,250,000
<b><u>EXPENDITURES</u></b>						
General Government	69,741	-	-	-	56,000	-
Capital Outlay	1,687,605	343,349	71,506	250,000	140,000	1,250,000
Total Expenditures	1,757,346	343,349	71,506	250,000	196,000	1,250,000
Excess (deficiency) of revenues over expenditures	(1,165,932)	46,161	(70,986)	250,000	(56,000)	0
<b><u>OTHER FINANCING SOURCES (USES)</u></b>						
Bond proceeds	-	-	-	-	-	-
Operating transfers in (out)	799,447	-	24,825	250,000	56,000	-
Total Other Financing Sources (Uses)	799,447	-	24,825	250,000	56,000	-
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	(366,485)	46,161	(46,161)	-	-	-
<b><u>FUND BALANCE</u></b>						
Beginning of year	366,485	-	46,161	-	-	-
End of year	-	46,161	-	-	-	-

# Speed Camera Fund

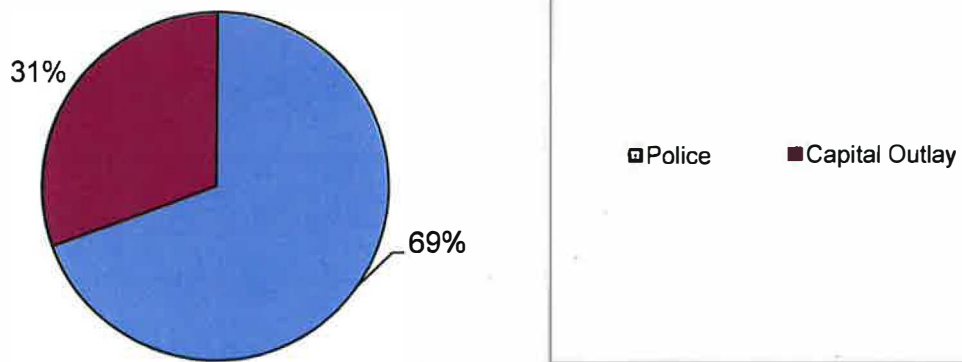
	<u>Audited FY06</u>	<u>Audited FY07</u>	<u>Audited FY08</u>	<u>Adopted FY09</u>	<u>Estimated FY09</u>	<u>Adopted FY10</u>
<b><u>REVENUES</u></b>						
Taxes and utility fees	-	-	-	-	-	-
Licenses and permits	-	-	-	-	-	-
Fines and forfeitures	-	-	-	500,000	620,321	3,600,000
Use of money and property	-	-	-	-	-	-
Charges for service	-	-	-	-	-	-
Intergovernmental	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-
Total Revenues	-	-	-	500,000	620,321	3,600,000
<b><u>EXPENDITURES</u></b>						
Police	-	-	-	206,395	248,907	1,584,500
Capital Outlay	-	-	-	-	-	700,000
Total Expenditures	-	-	-	206,395	248,907	2,284,500
Excess (deficiency) of revenues over expenditures	-	-	-	293,605	371,414	1,315,500
<b><u>OTHER FINANCING SOURCES (USES)</u></b>						
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	-	-	-	293,605	371,414	1,315,500
<b><u>FUND BALANCE</u></b>						
Beginning of year	-	-	-	-	-	371,414
End of year	-	-	-	293,605	371,414	1,686,914

# FY10 Budget Speed Camera Fund Expenditures by Department

TOTAL EXPENDITURES	\$2,284,500
--------------------	-------------

Police	\$1,584,500
--------	-------------

Capital Outlay	\$700,000
----------------	-----------



**TAKOMA PARK ORDINANCE NO. 2009-28**

**AN ORDINANCE APPROVING AND ADOPTING THE BUDGET FOR FISCAL YEAR 2010,  
BEGINNING JULY 1, 2009 AND ENDING JUNE 30, 2010**

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 2010 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 13, 2009; 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 2010; 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 May 11, 2009.

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, 2009 and ending June 30, 2010.

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

<b>Fund</b>	<b>Fiscal Year 2010 Appropriation</b>
General Fund	22,896,022
Special Revenue Funds	1,598,893
Community Center Fund	1,250,000
Speed Camera Fund	2,284,500
<b>GRAND TOTAL</b>	<b>\$28,029,415</b>

SECTION 3. The following operating transfers are hereby authorized in accordance with the exhibits attached hereto and incorporated herein by reference:

<b>Operating Transfer From</b>	<b>To</b>	<b>Amount of Transfer</b>
General Fund	Special Revenue Funds	\$240,892

SECTION 4. Use of the following fund balance amount is hereby authorized to supplement other fund revenues and financing sources:

<b>Fund</b>	<b>Fiscal Year 2010 Appropriation</b>
General Fund	\$1,559,362

SECTION 5. In accordance with Section 803 of the Charter of the City of Takoma Park, a general contingency account in the amount of \$100,388 has been included in the Non-Departmental budget unit of the General Fund.

SECTION 6. A five-year Capital Improvement Program for Fiscal Year 2010 through Fiscal Year 2014 has been developed as part of the budget and is attached hereto and incorporated herein by reference.

SECTION 7. 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 2010 by Ordinance No. 2009-27.

SECTION 8. Should any section of this Ordinance be determined to be invalid, such invalidity shall not affect any other sections.

SECTION 9. This Ordinance shall be effective July 1, 2009.

Adopted this 26th day of May, 2009 by roll-call vote as follows:

AYES: Williams, Barry, Clay, Robinson, Snipper  
NAYS: Seamens, Wright  
ABSTAIN: None  
ABSENT: None

**TAKOMA PARK ORDINANCE NO. 2009-26**

**AN ORDINANCE ESTABLISHING THE TAX RATES FOR FISCAL YEAR 2010, BEGINNING  
JULY 1, 2009 AND ENDING JUNE 30, 2010**

WHEREAS, in accordance with Section 6-303 of the Tax Property Article of the Annotated Code of Maryland, the City Council is charged with the establishment of a municipal corporation tax rate on or before the first day of July of each year; and,

WHEREAS, a public hearing must be held prior to the establishment of said tax rate if the rate will exceed the constant yield tax rate as calculated by the Maryland Department of Assessments and Taxation; and,

WHEREAS, the proposed tax rate for Fiscal Year 2010 will exceed the constant yield tax rate; and,

WHEREAS, the required public hearing was held on April 13, 2009.

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

SECTION 1. Section 7.16.020 of Chapter 7.16, "Real and Personal Property", of the City of Takoma Park Code is amended to read as follows:

"Section 7.16.020. Annual tax levy on real and personal property.

Effective July 1, 2009, all real and personal property which is subject to taxation by the City shall be subject to a tax on the assessed value of such real and personal property as such value is determined by the State Department of Assessments and Taxation, at the rate of:

Real Property	\$0.58 per \$100 of assessed valuation
Personal Property	\$1.45 per \$100 of assessed valuation
Railroad and Public Utilities	\$1.45 per \$100 of assessed valuation"

SECTION 2. This Ordinance shall be effective July 1, 2009.

Adopted this 26th day of May, 2009, by roll-call vote as follows:

AYES:	Williams, Barry, Clay, Robinson, Snipper
NAYS:	Seamens, Wright
ABSTAIN:	None
ABSENT:	None

Introduced by: Councilmember Clay

First Reading: May 18, 2009  
Second Reading: May 26, 2009

**TAKOMA PARK ORDINANCE NO. 2009-27**

**AN ORDINANCE APPROVING AND ADOPTING THE STORMWATER MANAGEMENT  
BUDGET FOR FISCAL YEAR 2009, BEGINNING JULY 1, 2009  
AND ENDING JUNE 30, 2010**

- WHEREAS, Section 1101 of the Charter of the City of Takoma Park designates the City Council as the Stormwater Management Board for Takoma Park with all of the powers associated therewith; and,
- WHEREAS, Section 4-204(d), Environment Article and Article 29, Section 3-205(l) of the Annotated Code of Maryland authorizes the adoption of a system of charges for stormwater management programs by the City; and,
- WHEREAS, Section 1006 of the Charter of the City of Takoma Park empowers the Stormwater Management Board to charge and to collect stormwater utility fees and user charges to pay for stormwater management activities in the City; and,
- WHEREAS, the Stormwater Management Board desires to maintain a Stormwater Management Fund for the collection and payment of revenues and expenditures as it deems necessary to provide for the construction, maintenance, operations, and repair of the stormwater management system in the City.

NOW, THEREFORE, BE IT ORDAINED BY THE STORMWATER MANAGEMENT BOARD OF THE CITY OF TAKOMA PARK, MARYLAND:

- SECTION 1. For Fiscal Year 2010, a Stormwater Management fee shall be imposed on real property in the City in an amount sufficient to fund the Stormwater Management expenditures established by this Ordinance. The base rate for the Stormwater Management fee shall be \$48.00.
- SECTION 2. A Stormwater Management Fund shall be maintained into which shall be deposited:
- a) All the receipts and revenues from user charges and utility fees imposed by the City to pay for stormwater management
  - b) All charges, fees, fees-in-lieu, grants, and other contributions received from any person or governmental entity in connection with stormwater management activities or programs.
- SECTION 3. The budget adopted hereto and by reference made a part hereof is hereby adopted for the fiscal year beginning July 1, 2009 and ending June 30, 2010. Said budget provides for an appropriation in the amount of \$517,428 for stormwater management activities.



SECTION 4. Stormwater management projects that are declared to be of an emergency nature as defined by the City Council in accordance with the Charter of the City of Takoma Park may be funded through the Emergency Reserve or other monies as designated by the City Council.

SECTION 5. Should any section of this Ordinance be determined to be invalid, such invalidity shall not affect any other sections.

SECTION 6. This Ordinance shall be effective July 1, 2009.

Adopted by roll-call vote this 26th day of May, 2009 as follows:

AYES:	Williams, Barry, Clay, Robinson, Seamens, Snipper, Wright
NAYS:	None
ABSENT:	None
ABSTAIN:	None

Introduced by: Councilmember Snipper

First Reading: June 8, 2009

Second Reading: June 22, 2009

CITY OF TAKOMA PARK, MARYLAND

ORDINANCE NO. 2009-33

An Ordinance to Adopt a Pay Scale for Staff Covered by the  
Collective Bargaining Agreement with AFSCME

WHEREAS, the pay scale for staff covered by the collective bargaining agreement with AFSCME for FY 10 is tied to the Position Classification Schedule as approved by the City Manager in accordance with Article 4, Section 4.04.140 through 4.04.220 of the City Code as modified by Ordinance 1999-29 or as modified herein; and

WHEREAS, the City has ratified a Collective Bargaining Agreement with AFSCME, Local 3399, which provides for a market adjustment to be effective July 1, 2009; and

WHEREAS, the Department of Labor Wage and Salaries Employment Cost Index for State and Local Government as of December 2008 shows an annual market increase for wages of 3.1%.

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF TAKOMA PARK MARYLAND THAT the attached pay scale is adopted for staff covered by the AFSCME, Local 3399 collective bargaining agreement for the Fiscal Year beginning July 1, 2009 and ending June 30, 2010, and will remain in effect until amended or repealed by the City Council.

Adopted this 22nd day of June, 2009 by roll call vote as follows:

AYES: Williams, Robinson, Seamens, Snipper, Wright  
NAYS: None  
ABSTAIN: None  
ABSENT: Clay

General Pay Scale - FY10  
for staff covered by a Collective Bargaining Agreement with AFSCME  
Effective July 1, 2009

Ordinance 2009 - 33

General Annual Pay Scale					
Grade	Step1	Step 2	Step 3	Mkt	Max
21	\$27,837	\$28,868	\$29,899	\$30,930	\$38,663
22	\$28,950	\$30,023	\$31,095	\$32,167	\$40,209
23	\$30,688	\$31,824	\$32,961	\$34,097	\$42,622
24	\$32,529	\$33,734	\$34,938	\$36,143	\$45,179
25	\$34,480	\$35,758	\$37,035	\$38,312	\$47,890
26	\$36,549	\$37,903	\$39,257	\$40,610	\$50,763
27	\$38,742	\$40,177	\$41,612	\$43,047	\$53,809
28	\$41,067	\$42,588	\$44,109	\$45,630	\$57,037
29	\$43,531	\$45,143	\$46,755	\$48,368	\$60,459
30	\$46,143	\$47,852	\$49,561	\$51,270	\$64,087
31	\$48,911	\$50,723	\$52,534	\$54,346	\$67,932
32	\$51,846	\$53,766	\$55,686	\$57,607	\$72,008
33	\$54,957	\$56,992	\$59,028	\$61,063	\$76,329
34	\$58,804	\$60,982	\$63,159	\$65,337	\$81,672
35	\$62,920	\$65,250	\$67,581	\$69,911	\$87,389
36	\$67,324	\$69,818	\$72,311	\$74,805	\$93,506

General Hourly Pay Scale					
Grade	Step1	Step 2	Step 3	Mkt	Max
21	\$13.38	\$13.88	\$14.37	\$14.87	\$18.59
22	\$13.92	\$14.43	\$14.95	\$15.47	\$19.33
23	\$14.75	\$15.30	\$15.85	\$16.39	\$20.49
24	\$15.64	\$16.22	\$16.80	\$17.38	\$21.72
25	\$16.58	\$17.19	\$17.81	\$18.42	\$23.02
26	\$17.57	\$18.22	\$18.87	\$19.52	\$24.41
27	\$18.63	\$19.32	\$20.01	\$20.70	\$25.87
28	\$19.74	\$20.47	\$21.21	\$21.94	\$27.42
29	\$20.93	\$21.70	\$22.48	\$23.25	\$29.07
30	\$22.18	\$23.01	\$23.83	\$24.65	\$30.81
31	\$23.52	\$24.39	\$25.26	\$26.13	\$32.66
32	\$24.93	\$25.85	\$26.77	\$27.70	\$34.62
33	\$26.42	\$27.40	\$28.38	\$29.36	\$36.70
34	\$28.27	\$29.32	\$30.37	\$31.41	\$39.27
35	\$30.25	\$31.37	\$32.49	\$33.61	\$42.01
36	\$32.37	\$33.57	\$34.77	\$35.96	\$44.95

Labor and Trades Pay Scale - FY10  
for staff covered by a Collective Bargaining Agreement with AFSCME  
Effective July 1, 2009

Ordinance 2009 -33

**Labor & Trades**  
Annual Pay Scale

Grade	Step1	Step 2	Step 3	Mkt	Max
22	\$28,997	\$30,071	\$31,145	\$32,219	\$40,273
23	\$30,447	\$31,574	\$32,702	\$33,830	\$42,287
24	\$31,969	\$33,153	\$34,337	\$35,521	\$44,401
25	\$33,568	\$34,811	\$36,054	\$37,297	\$46,622
26	\$35,246	\$36,551	\$37,857	\$39,162	\$48,953
27	\$37,008	\$38,379	\$39,750	\$41,120	\$51,400
28	\$38,859	\$40,298	\$41,737	\$43,176	\$53,970
29	\$40,802	\$42,313	\$43,824	\$45,335	\$56,669
30	\$42,842	\$44,428	\$46,015	\$47,602	\$59,502
31	\$44,984	\$46,650	\$48,316	\$49,982	\$62,477
32	\$47,233	\$48,982	\$50,732	\$52,481	\$65,601
33	\$49,594	\$51,431	\$53,268	\$55,105	\$68,881
34	\$52,074	\$54,003	\$55,932	\$57,860	\$72,325
35	\$54,678	\$56,703	\$58,728	\$60,753	\$75,942
36	\$57,412	\$59,538	\$61,665	\$63,791	\$79,739

**Labor & Trades**  
Hourly Pay Scale

Grade	Step1	Step 2	Step 3	Mkt	Max
22	\$13.94	\$14.46	\$14.97	\$15.49	\$19.36
23	\$14.64	\$15.18	\$15.72	\$16.26	\$20.33
24	\$15.37	\$15.94	\$16.51	\$17.08	\$21.35
25	\$16.14	\$16.74	\$17.33	\$17.93	\$22.41
26	\$16.95	\$17.57	\$18.20	\$18.83	\$23.53
27	\$17.79	\$18.45	\$19.11	\$19.77	\$24.71
28	\$18.68	\$19.37	\$20.07	\$20.76	\$25.95
29	\$19.62	\$20.34	\$21.07	\$21.80	\$27.24
30	\$20.60	\$21.36	\$22.12	\$22.89	\$28.61
31	\$21.63	\$22.43	\$23.23	\$24.03	\$30.04
32	\$22.71	\$23.55	\$24.39	\$25.23	\$31.54
33	\$23.84	\$24.73	\$25.61	\$26.49	\$33.12
34	\$25.04	\$25.96	\$26.89	\$27.82	\$34.77
35	\$26.29	\$27.26	\$28.23	\$29.21	\$36.51
36	\$27.60	\$28.62	\$29.65	\$30.67	\$38.34

Introduced by: Councilmember Clay

First Reading: June 8, 2009

Second Reading: June 22, 2009

CITY OF TAKOMA PARK, MARYLAND

ORDINANCE NO. 2009-34

An Ordinance to Adopt a Pay Scale for Staff not covered by a  
Collective Bargaining Agreement

WHEREAS, the pay scale for staff not covered by a collective bargaining agreement for FY 10 is tied to the Position Classification Schedule as approved by the City Manager in accordance with Article 4, Section 4.04.140 through 4.04.220 of the City Code as modified by Ordinance 1999-29 or as modified herein; AND

WHEREAS, the City provides for a market adjustment for staff not covered by a collective bargaining agreement to be effective July 1, 2009; AND

WHEREAS, the Department of Labor Wage and Salaries Employment Cost Index for State and Local Government as of December 2008 shows an annual market increase for wages of 3.1%.

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF TAKOMA PARK MARYLAND THAT the attached pay scale is adopted for staff not covered by a collective bargaining agreement for the Fiscal Year beginning July 1, 2009 and ending June 30, 2010, and will remain in effect until amended or repealed by the City Council.

Adopted this 22nd day of June, 2009 by roll call vote as follows:

AYES: Williams, Robinson, Seamens, Snipper, Wright

NAYS: None

ABSTAIN: None

ABSENT: Clay

General Pay Scale - FY10  
for staff not covered by a Collective Bargaining Agreement  
Effective July 1, 2009

General Annual Pay Scale					
Grade	Step1	Step 2	Step 3	Mkt	Max
21	\$27,837	\$28,868	\$29,899	\$30,930	\$38,663
22	\$28,950	\$30,023	\$31,095	\$32,167	\$40,209
23	\$30,688	\$31,824	\$32,961	\$34,097	\$42,622
24	\$32,529	\$33,734	\$34,938	\$36,143	\$45,179
25	\$34,480	\$35,758	\$37,035	\$38,312	\$47,890
26	\$36,549	\$37,903	\$39,257	\$40,610	\$50,763
27	\$38,742	\$40,177	\$41,612	\$43,047	\$53,809
28	\$41,067	\$42,588	\$44,109	\$45,630	\$57,037
29	\$43,531	\$45,143	\$46,755	\$48,368	\$60,459
30	\$46,143	\$47,852	\$49,561	\$51,270	\$64,087
31	\$48,911	\$50,723	\$52,534	\$54,346	\$67,932
32	\$51,846	\$53,766	\$55,686	\$57,607	\$72,008
33	\$54,957	\$56,992	\$59,028	\$61,063	\$76,329
34	\$58,804	\$60,982	\$63,159	\$65,337	\$81,672
35	\$62,920	\$65,250	\$67,581	\$69,911	\$87,389
36	\$67,324	\$69,818	\$72,311	\$74,805	\$93,506
37	\$72,037	\$74,705	\$77,373	\$80,041	\$100,051
38	\$77,080	\$79,934	\$82,789	\$85,644	\$107,055
39	\$82,475	\$85,530	\$88,584	\$91,639	\$114,549
40	\$88,248	\$91,517	\$94,785	\$98,054	\$122,567
41	\$94,426	\$97,923	\$101,420	\$104,918	\$131,147
42	\$101,036	\$104,778	\$108,520	\$112,262	\$140,327

Ordinance 2009 - 34

General Hourly Pay Scale					
Grade	Step1	Step 2	Step 3	Mkt	Max
21	\$13.38	\$13.88	\$14.37	\$14.87	\$18.59
22	\$13.92	\$14.43	\$14.95	\$15.47	\$19.33
23	\$14.75	\$15.30	\$15.85	\$16.39	\$20.49
24	\$15.64	\$16.22	\$16.80	\$17.38	\$21.72
25	\$16.58	\$17.19	\$17.81	\$18.42	\$23.02
26	\$17.57	\$18.22	\$18.87	\$19.52	\$24.41
27	\$18.63	\$19.32	\$20.01	\$20.70	\$25.87
28	\$19.74	\$20.47	\$21.21	\$21.94	\$27.42
29	\$20.93	\$21.70	\$22.48	\$23.25	\$29.07
30	\$22.18	\$23.01	\$23.83	\$24.65	\$30.81
31	\$23.52	\$24.39	\$25.26	\$26.13	\$32.66
32	\$24.93	\$25.85	\$26.77	\$27.70	\$34.62
33	\$26.42	\$27.40	\$28.38	\$29.36	\$36.70
34	\$28.27	\$29.32	\$30.37	\$31.41	\$39.27
35	\$30.25	\$31.37	\$32.49	\$33.61	\$42.01
36	\$32.37	\$33.57	\$34.77	\$35.96	\$44.95
37	\$34.63	\$35.92	\$37.20	\$38.48	\$48.10
38	\$37.06	\$38.43	\$39.80	\$41.17	\$51.47
39	\$39.65	\$41.12	\$42.59	\$44.06	\$55.07
40	\$42.43	\$44.00	\$45.57	\$47.14	\$58.93
41	\$45.40	\$47.08	\$48.76	\$50.44	\$63.05
42	\$48.57	\$50.37	\$52.17	\$53.97	\$67.46

General Labor and Trades Pay Scale - FY10  
for staff not covered by a Collective Bargaining Agreement  
Effective July 1, 2009

Ordinance 2009 - 34

**Labor & Trades**  
Annual Pay Scale

Grade	Step1	Step 2	Step 3	Mkt	Max
22	\$28,997	\$30,071	\$31,145	\$32,219	\$40,273
23	\$30,447	\$31,574	\$32,702	\$33,830	\$42,287
24	\$31,969	\$33,153	\$34,337	\$35,521	\$44,401
25	\$33,568	\$34,811	\$36,054	\$37,297	\$46,622
26	\$35,246	\$36,551	\$37,857	\$39,162	\$48,953
27	\$37,008	\$38,379	\$39,750	\$41,120	\$51,400
28	\$38,859	\$40,298	\$41,737	\$43,176	\$53,970
29	\$40,802	\$42,313	\$43,824	\$45,335	\$56,669
30	\$42,842	\$44,428	\$46,015	\$47,602	\$59,502
31	\$44,984	\$46,650	\$48,316	\$49,982	\$62,477
32	\$47,233	\$48,982	\$50,732	\$52,481	\$65,601
33	\$49,594	\$51,431	\$53,268	\$55,105	\$68,881
34	\$52,074	\$54,003	\$55,932	\$57,860	\$72,325
35	\$54,678	\$56,703	\$58,728	\$60,753	\$75,942
36	\$57,412	\$59,538	\$61,665	\$63,791	\$79,739

**Labor & Trades**  
Hourly Pay Scale

Grade	Step1	Step 2	Step 3	Mkt	Max
22	\$13.94	\$14.46	\$14.97	\$15.49	\$19.36
23	\$14.64	\$15.18	\$15.72	\$16.26	\$20.33
24	\$15.37	\$15.94	\$16.51	\$17.08	\$21.35
25	\$16.14	\$16.74	\$17.33	\$17.93	\$22.41
26	\$16.95	\$17.57	\$18.20	\$18.83	\$23.53
27	\$17.79	\$18.45	\$19.11	\$19.77	\$24.71
28	\$18.68	\$19.37	\$20.07	\$20.76	\$25.95
29	\$19.62	\$20.34	\$21.07	\$21.80	\$27.24
30	\$20.60	\$21.36	\$22.12	\$22.89	\$28.61
31	\$21.63	\$22.43	\$23.23	\$24.03	\$30.04
32	\$22.71	\$23.55	\$24.39	\$25.23	\$31.54
33	\$23.84	\$24.73	\$25.61	\$26.49	\$33.12
34	\$25.04	\$25.96	\$26.89	\$27.82	\$34.77
35	\$26.29	\$27.26	\$28.23	\$29.21	\$36.51
36	\$27.60	\$28.62	\$29.65	\$30.67	\$38.34

Introduced by: Councilmember Clay

First Reading: June 8, 2009

Second Reading: June 22, 2009

CITY OF TAKOMA PARK, MARYLAND

ORDINANCE NO. 2009-35

An Ordinance to Adopt a Pay Scale For Police Officers for FY 10

WHEREAS, the pay scale for police officers for FY 10 is tied to the Position Classification Schedule as approved by the City Manager in accordance with Article 4, Section 4.04.140 through 4.04.220 of the City Code as modified by Ordinance 1999-29 or as modified herein; and,

WHEREAS, the police pay scale covers officers at the rank of lieutenant and below, some of whom are represented by UFCW Local 400; and

WHEREAS, the City has ratified a Collective Bargaining Agreement with UFCW Local 400, which provides for a market adjustment to be effective July 1, 2009; and,

WHEREAS, the Department of Labor Wage and Salaries Employment Cost Index for State and Local Government as of December 2008 shows an annual market increase for wages of 3.1%.

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF TAKOMA PARK MARYLAND THAT the attached pay scale is adopted for the City's Police Officers at the rank of lieutenant or below for the Fiscal Year beginning July 1, 2009 and ending June 30, 2010, and will remain in effect until amended or repealed by the City Council.

Adopted this 22nd day of June, 2009 by roll call vote as follows:

AYES:	Williams, Robinson, Seamens, Snipper, Wright
NAYS:	None
ABSTAIN:	None
ABSENT:	Clay



Police Pay Scale - FY10  
Effective July 1, 2009

**Police  
Annual  
Pay Scale**

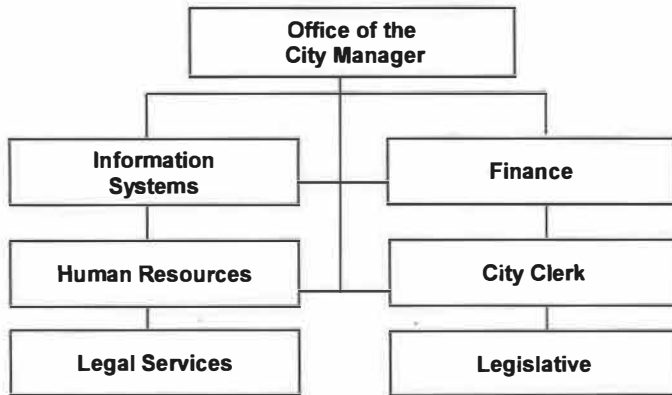
Grade	Step1	Step 2	Step 3	Mkt	Max
1	\$41,106	\$42,628	\$44,151	\$45,673	\$57,092
2	\$47,946	\$49,722	\$51,498	\$53,273	\$66,592
4	\$51,782	\$53,700	\$55,617	\$57,535	\$71,919
5	\$55,924	\$57,995	\$60,067	\$62,138	\$77,673
6	\$62,635	\$64,955	\$67,275	\$69,595	\$86,993
7	\$75,162	\$77,946	\$80,730	\$83,513	\$104,392

Ordinance 2009-35

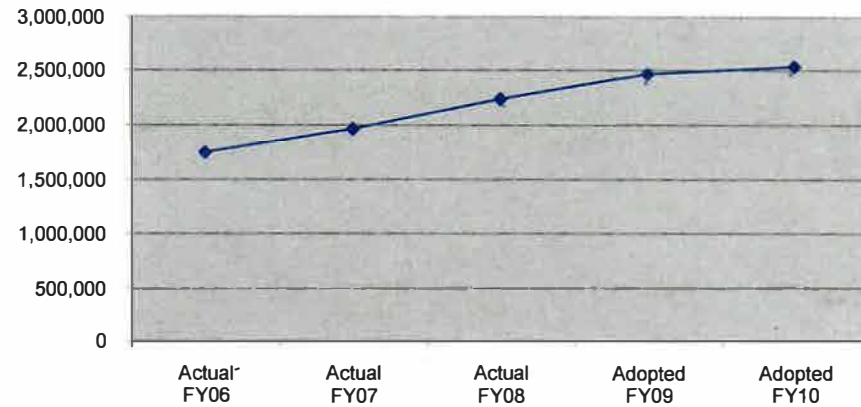
**Police  
Hourly  
Pay Scale**

Grade	Step1	Step 2	Step 3	Mkt	Max
1	\$19.76	\$20.49	\$21.23	\$21.96	\$27.45
2	\$23.05	\$23.90	\$24.76	\$25.61	\$32.02
4	\$24.90	\$25.82	\$26.74	\$27.66	\$34.58
5	\$26.89	\$27.88	\$28.88	\$29.87	\$37.34
6	\$30.11	\$31.23	\$32.34	\$33.46	\$41.82
7	\$36.14	\$37.47	\$38.81	\$40.15	\$50.19

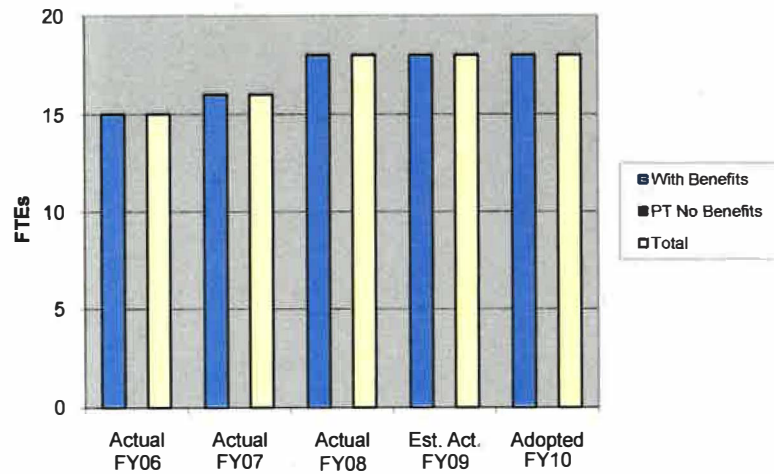
# General Government



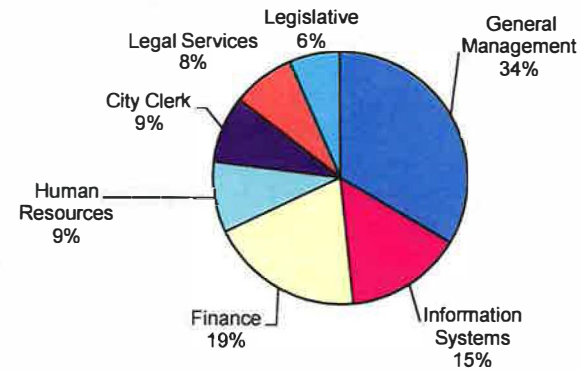
**Expenditure History**



**Staffing Trend (FTEs)**



**Budget by Division**



# General Government

## Department Summary

Dept. Expenditures by Division	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Legislative	104,471	143,084	126,334	162,584
General Management	853,614	835,014	792,031	851,289
Finance	398,354	478,970	448,058	494,878
Legal Services	213,650	202,150	192,150	202,150
Information Systems	307,802	368,769	343,714	377,081
Human Resources	182,675	217,596	182,637	230,383
City Clerk	174,960	220,656	191,183	218,923
<b>Department Total</b>	<b>2,235,526</b>	<b>2,466,239</b>	<b>2,276,107</b>	<b>2,537,288</b>

Dept. Expenditures by Type	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Wages	1,156,634	1,254,580	1,221,435	1,318,279
Fringe Benefits	353,595	419,883	358,244	424,009
Overtime	3,404	9,500	3,300	9,500
Contractual Labor	9,168	5,000	4,000	4,000
<b>Personnel Subtotal</b>	<b>1,522,801</b>	<b>1,688,963</b>	<b>1,586,979</b>	<b>1,755,788</b>
Supplies	27,337	49,300	41,280	44,200
Services and Charges	527,363	548,326	508,878	557,650
Miscellaneous	158,025	179,650	138,970	179,650
<b>Department Total</b>	<b>2,235,526</b>	<b>2,466,239</b>	<b>2,276,107</b>	<b>2,537,288</b>

Source of Funds	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Passport Service	28,339	21,000	19,000	21,000
Investment Earnings	353,747	330,000	195,000	190,000
<b>Subtotal</b>	<b>382,086</b>	<b>351,000</b>	<b>214,000</b>	<b>211,000</b>
General Fund	1,853,440	2,115,239	2,062,107	2,326,288
<b>Department Total</b>	<b>2,235,526</b>	<b>2,466,239</b>	<b>2,276,107</b>	<b>2,537,288</b>

Staffing Summary by Division (FTEs)	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
General Management	6.00	6.00	6.00	6.00
Finance	5.00	5.00	5.00	5.00
Information Systems	3.00	3.00	3.00	3.00
Human Resources	2.00	2.00	2.00	2.00
City Clerk	2.00	2.00	2.00	2.00
<b>Department Total</b>	<b>18.00</b>	<b>18.00</b>	<b>18.00</b>	<b>18.00</b>

# General Government

## Department Summary

### Department Overview:

The General Government Department is comprised of the elected branch of the City government and support staff to the City Council, including the Office of the City Manager, the City Attorney, and the City Clerk. Expenditures for internal service divisions that provide support to all City departments are also included in the General Government Department.

These functions are accounted for in seven divisions. They are Legislative, General Management, Finance, City Clerk, Legal Services, Human Resources, and Information Systems.

### Adopted to Estimated Actual FY09:

- Departmental expenditures are expected to be \$190,132 less than budget.
- The variance is primarily attributable to staffing vacancies during the year and less than anticipated contractual costs for Human Resources and City Clerk.

### FY10 Budget Highlights:

- Departmental expenditures are \$71,049 higher — an increase of 2.9 percent — compared to budgeted expenditures for FY09.
- Departmental FTEs remain unchanged.
- Approximately 69 percent of departmental expenditures are personnel related.
- Personnel costs are up by \$66,825 compared to budgeted expenditures for FY09.
- Approximately 22 percent of departmental expenditures are services and charges. This category includes the City's cost

for legal services and other contractual expenditures, including the annual financial audit and computer hardware and software maintenance fees.

- Services and charges are up by \$9,324 compared to budgeted expenditures for FY09.
- Approximately seven percent of departmental expenditures are categorized as miscellaneous. The majority of this expense is attributable to the cost of association dues.



# General Government

## Division – Legislative

### Division Purpose:

Accounts for salary and fringe benefits costs of the seven members of the City Council, as well as other expenses related to the activities of the Council, including election costs.

### Adopted to Estimated Actual FY09:

- Division expenditures are expected to be \$16,750 less than budget.
- The variance is primarily attributable to lower than anticipated costs for City Council meeting expenses and attendance at conferences and conventions.

### FY10 Budget Highlights:

- Division expenditures are \$19,500 higher — an increase of 13.6 percent — compared to budgeted expenditures for FY09. Division expenditures include costs related to the November 2009 City election (\$12,000).
- Approximately 48 percent of division expenditures are personnel related. Members of the City Council are appointed officials and are therefore not reflected in the City's FTE count.
- Services and charges account for about 18 percent of division expenditures. This category includes the cost of cell phones (personal digital assistants) for the City Council (\$7,500) and contractual lobbying assistance (\$20,000). The contractual assistance will continue to supplement staff resources in addressing legislative matters of concern to the City.
- Approximately 34 percent of division expenditures are categorized as miscellaneous. This category includes conference expenses (\$15,000), election expenses (\$12,000) and costs associated with City Council meetings, special meetings, dinners, and Walking Council Meetings (\$10,000).

Division Expenditures	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Legislative	104,471	143,084	126,334	162,584
<b>Division Total</b>	<b>104,471</b>	<b>143,084</b>	<b>126,334</b>	<b>162,584</b>

Division Expenditures by Type	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Wages	62,127	73,000	73,000	73,000
Fringe Benefits	4,754	5,584	5,584	5,584
Overtime	-	-	-	-
<b>Personnel Subtotal</b>	<b>66,881</b>	<b>78,584</b>	<b>78,584</b>	<b>78,584</b>
Supplies	331	500	250	500
Services and Charges	1,871	19,000	18,500	29,000
Miscellaneous	35,388	45,000	29,000	54,500
<b>Division Total</b>	<b>104,471</b>	<b>143,084</b>	<b>126,334</b>	<b>162,584</b>

# General Government

## Division Summary – General Management

Division Expenditures	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
General Management	853,614	835,014	792,031	851,289
<b>Division Total</b>	<b>853,614</b>	<b>835,014</b>	<b>792,031</b>	<b>851,289</b>

Division Expenditures by Type	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Wages	517,727	478,297	468,931	492,992
Fringe Benefits	162,633	151,791	140,521	163,547
Overtime	86	1,000	-	1,000
Contractual Labor	7,895	5,000	4,000	4,000
<b>Personnel Subtotal</b>	<b>688,341</b>	<b>636,088</b>	<b>613,452</b>	<b>661,539</b>
Supplies	15,804	22,500	19,000	19,000
Services and Charges	75,256	98,626	96,800	97,550
Miscellaneous	74,213	77,800	62,779	73,200
<b>Division Total</b>	<b>853,614</b>	<b>835,014</b>	<b>792,031</b>	<b>851,289</b>

Staffing Summary by Position Type	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
FTEs with benefits	6.00	6.00	6.00	6.00
FTEs without benefits	-	-	-	-
<b>Total Division FTEs</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>

Position Title	Adopted FY09	Adopted FY10
City Manager	1.00	1.00
Deputy City Manager	1.00	1.00
Management Assistant	1.00	1.00
Executive Assistant	1.00	1.00
Administrative Assistant I	2.00	2.00
<b>Division Total</b>	<b>6.00</b>	<b>6.00</b>



# General Government

## Division – General Management

### Division Purpose:

Oversees the daily operations of the City. Provides professional recommendations to the City Council. Implements the policies and strategic objectives of the City Council. Responds to inquiries from City residents and others. Communicates with other governments and agencies.

### Adopted to Estimated Actual FY09:

- Division expenditures are expected to be \$42,983 less than budget.

### FY10 Budget Highlights:

- Division expenditures are \$16,275 higher — an increase of 1.9 percent — compared to budgeted expenditures for FY09.
- The budgetary increase is attributable to increase in personnel costs.
- Division FTEs remain unchanged.
- Approximately 78 percent of division expenditures are personnel related.
- Services and charges account for 11.5 percent of division expenditures. This category includes telephone and cell phone charges (\$17,600), copying/printing costs (\$14,300), and contractual costs of \$55,000.
- Approximately eight percent of division expenditures are categorized as miscellaneous. Association dues, including those for the Maryland Municipal League and the International City/County Management Association total \$45,000.

### Management Objectives:

- Assist the City Council with the establishment of goals and priorities.
- Implement the policy directives of the City Council with special emphasis on strategic planning. Provide periodic progress reports to the City Council.
- Maintain effective, timely, and equitable communication with all members of the City Council.
- Manage the City government in accordance with the parameters of the City's operating and capital budget. Provide quarterly financial reports to the City Council.
- Promote the interests of the City with other levels of government.
- Ensure that the City is prepared for unanticipated emergencies.
- Explore health insurance cost reduction options with representatives of the two City bargaining units prior to next contract renewal period.
- Coordinate a second residents' survey to help monitor perceptions of City services and quality of life issues.

# General Government

## Division Summary –Finance

Division Expenditures	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Finance	398,354	478,970	448,058	494,878
<b>Division Total</b>	<b>398,354</b>	<b>478,970</b>	<b>448,058</b>	<b>494,878</b>

Division Expenditures by Type	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Wages	238,396	280,645	283,488	306,680
Fringe Benefits	66,834	95,025	74,885	86,498
Overtime	-	3,000	-	3,000
<b>Personnel Subtotal</b>	<b>305,230</b>	<b>378,670</b>	<b>358,373</b>	<b>396,178</b>
Supplies	3,321	7,500	4,630	5,300
Services and Charges	86,327	82,500	81,550	86,200
Miscellaneous	3,476	10,300	3,505	7,200
<b>Division Total</b>	<b>398,354</b>	<b>478,970</b>	<b>448,058</b>	<b>494,878</b>

Staffing Summary by Position Type (FTEs)	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
FTEs with benefits	5.00	5.00	5.00	5.00
FTEs without benefits	-	-	-	-
<b>Total Division</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>

Position Title	Adopted FY09	Adopted FY10
Director of Finance	1.00	1.00
Senior Account Clerk	1.00	1.00
Account Clerk II	2.00	2.00
Finance/Budget Specialist	1.00	1.00
<b>Division Total FTEs</b>	<b>5.00</b>	<b>5.00</b>



# General Government

## Division – Finance

### Division Purpose:

Assists the departments of the City government in meeting their service objectives by allocating and tracking the organization's financial resources, processing financial transactions and payroll, and providing information and analysis as a basis of decision making. Bills and collects certain revenue sources and provides assistance to taxpayers and other customers. Safeguards and invests City funds.

### Adopted to Estimated Actual FY09:

- Division expenditures are expected to be \$30,912 less than budget.
- The variance is primarily attributable to lower than anticipated fringe benefit costs and training costs.

### FY10 Budget Highlights:

- Division expenditures are \$15,908 higher — an increase of 3.3 percent — compared to budgeted expenditures for FY09.
- The majority of the budgetary increase is attributable to personnel costs.
- Division FTEs remain unchanged.
- Approximately 80 percent of division expenditures are personnel related.
- Other major division expenditures include contractual costs, such as the annual financial audit, and bank charges. Together, these areas account for \$74,000, or about 15 percent, of division expenditures.

### Management Objectives:

- Comply with Generally Accepted Accounting Principles.

- Receive an unqualified audit opinion on financial statements.
- Monitor cash flow needs to maximize investment income.
- Obtain Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association of the United States and Canada.
- Ensure the timely, accurate, and equitable collection of all revenues due to the City.
- Support the City Council, City Manager, and City departments through recommendations on resource allocation, fiscal policy, and efficient operations.

### Performance/Workload Measures:

Measurement	Actual FY07	Actual FY08	Estimated FY09	Projected FY10
Receive an unqualified audit opinion	Yes	Yes	Yes	Yes
Obtain Certificate of Achievement for Excellence in Financial Reporting	Yes	Yes	Yes	Yes
Percentage of employees on payroll direct deposit	73.3%	76.2%	77%	78.0%
Number of payroll checks and direct deposits	4,843	4,947	5,018	5,000
Number of accounts payable checks issued	4,114	3,500	3,100	3,400
Number of stormwater bills issued	3,867	3,882	4,153	4,200
Number of rental license bills issued	456	406	391	400
Number of refuse bills issued	239	230	239	240

# General Government

## Division – Legal

### Division Purpose:

Accounts for the cost of legal services. The City Attorney is appointed by the City Council and serves as the primary legal advisor to the City Council, the City Manager, City staff, and City boards and commissions. The City Attorney's Office also represents the City in litigation and hearings and prosecutes violations of the City Code.

### Adopted to Estimated Actual FY09:

- Division expenditures are expected to be \$10,000 less than budget.

### FY10 Budget Highlights:

- Division expenditures did not change from the budgeted expenditures for FY09.
- The services of Silber, Perlman, Sigman, and Tilev, PA are provided under a contractual arrangement. The City Attorney is therefore not reflected in the City's FTE count.
- In accordance with the contractual arrangement with Silber, Perlman, Sigman, and Tilev, PA, the City pays certain association dues and conference expenses for the City Attorney. These costs, categorized as miscellaneous, total one percent of division expenditures.

### Management Objectives:

- Continue to monitor legislative initiatives or court cases that may impact the City of Takoma Park.
- Review, in conjunction with the City Manager, the current process for addressing code enforcement concerns, with the goal of processing municipal infractions in a more expeditious fashion or identifying an alternative way of gaining compliance.

- Work with the City Manager and the City Clerk to resolve any outstanding Code issues and to identify opportunities where the language in the City Code can be made clearer and more understandable to the general public.

Division Expenditures	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Legal	213,650	202,150	192,150	202,150
<b>Division Total</b>	<b>213,650</b>	<b>202,150</b>	<b>192,150</b>	<b>202,150</b>

Division Expenditures by Type	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Wages	-	-	-	-
Fringe Benefits	-	-	-	-
Overtime	-	-	-	-
<b>Personnel Subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Supplies	-	-	-	-
Services and Charges	211,720	200,000	190,000	200,000
Miscellaneous	1,930	2,150	2,150	2,150
<b>Division Total</b>	<b>213,650</b>	<b>202,150</b>	<b>192,150</b>	<b>202,150</b>

# General Government

## Division Summary – Information Systems

Division Expenditures	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Information Systems	307,802	368,769	343,714	377,081
<b>Division Total</b>	<b>307,802</b>	<b>368,769</b>	<b>343,714</b>	<b>377,081</b>

Division Expenditures by Type	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Wages	138,378	176,798	168,879	187,964
Fringe Benefits	53,762	86,571	66,135	80,417
Overtime	616	2,000	1,700	2,000
<b>Personnel Subtotal</b>	<b>192,756</b>	<b>265,369</b>	<b>236,714</b>	<b>270,381</b>
Supplies	3,358	4,300	4,300	7,400
Services and Charges	107,412	94,400	99,300	96,400
Miscellaneous	4,276	4,700	3,400	2,900
<b>Division Total</b>	<b>307,802</b>	<b>368,769</b>	<b>343,714</b>	<b>377,081</b>

Staffing Summary by Position Type (FTEs)	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
FTEs with benefits	3.00	3.00	3.00	3.00
FTEs without benefits	-	-	-	-
<b>Division Total</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

Position Title	Adopted FY09	Adopted FY10
Information Technology Manager	1.00	1.00
Information Technology Specialist	2.00	2.00
<b>Total Division FTEs</b>	<b>3.00</b>	<b>3.00</b>

# General Government

## Division – Information Systems

### Division Purpose:

Responsible for the proper maintenance and operation of all City operated information system resources, including computers, telephone, and voice-mail systems.

### Adopted to Estimated Actual FY09:

- Division expenditures are expected to be \$25,055 less than budget. This is attributable to lower than anticipated personnel cost.

### FY10 Budget Highlights:

- Division expenditures are \$8,312 higher — an increase of 2.3 percent — compared to budgeted expenditures for FY09.
- The majority of the budgetary increase is attributable personnel costs.
- Division FTEs remain unchanged.
- Approximated 72 percent of division expenditures are personnel related.
- The other major division expenditure is computer hardware and software maintenance charges. This accounts for \$68,000 or 18 percent of division expenditures.

### Management Objectives:

- Manage and maintain City network to ensure maximum availability. Maintain backups of critical software and data.
- Examine options for off-site storage of critical City software applications and data files. Select best solution for enhancing City's continuity of service capabilities.

- Perform network security assessment to include a vulnerability scan and penetration tests.
- Continue offering in-house computer training to ensure all staff is familiar with software packages used by the City.
- Replace City's personal computers each fiscal year as they reach four years of usage.

### Performance/Workload Measures:

Measurement	Actual FY08	Estimated FY09	Projected FY10
Number of digital phones supported	160	165	165
Number of cell phones supported	69	70	71
Number of voice mail boxes supported	190	195	195
Number of phone system moves, adds, and changes	98	100	110
Number of computers supported	145	150	155
Number of laptop computers supported	21	20	20
Number of printers and copiers	62	59	55
Number of Help Desk calls	397	400	450

# General Government

## Division Summary – Human Resources

Division Expenditures	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Human Resources	182,675	217,596	182,637	230,383
<b>Division Total</b>	<b>182,675</b>	<b>217,596</b>	<b>182,637</b>	<b>230,383</b>

Division Expenditures by Type	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Wages	83,717	122,616	107,474	128,626
Fringe Benefits	21,720	29,530	28,930	36,307
Overtime	82	1,000	600	1,000
Contractual Labor	1,273	-	-	-
<b>Personnel Subtotal</b>	<b>106,792</b>	<b>153,146</b>	<b>137,004</b>	<b>165,933</b>
Supplies	2,289	7,100	6,800	7,100
Services and Charges	36,676	25,600	8,528	25,600
Miscellaneous	36,918	31,750	30,305	31,750
<b>Division Total</b>	<b>182,675</b>	<b>217,596</b>	<b>182,637</b>	<b>230,383</b>

Staffing Summary by Position Type (FTEs)	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
FTEs with benefits	2.00	2.00	2.00	2.00
FTEs without benefits	-	-	-	-
<b>Division Total</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

Position Title	Adopted FY09	Adopted FY10
Human Resources Manager	1.00	1.00
Human Resources Analyst	1.00	1.00
<b>Total Division FTEs</b>	<b>2.00</b>	<b>2.00</b>

# General Government

## Division – Human Resources

### Division Purpose:

Responsible for developing and recommending personnel policies. Compiles and publishes personnel regulations. Administers the City's training and risk management programs.

### Adopted to Estimated Actual FY09:

- Division expenditures are expected to be \$34,959 less than budget.
- The variance is primarily attributable to lower than anticipated personnel and contractual costs.

### FY10 Budget Highlights:

- Division expenditures are \$12,787 higher — an increase of 5.9 percent — compared to budgeted expenditures for FY09.
- The majority of the budgetary increase is attributable to funding personnel costs.
- Approximately 72 percent of division expenditures are personnel related.
- Services and charges represent about 11 percent of division expenditures. This category includes the cost of the revising employment policies and other contractual services.
- Approximately 14 percent of division expenditures are categorized as miscellaneous. This includes the cost of job announcements, background checks, and other employee recruitment costs.

### Management Objectives:

- Administer new on-line performance management system.
- Develop an Employee Training Program to enhance Customer Service.
- Refine employment policies.
- Implement second phase of Intranet system.
  - policies
  - class specifications
  - on-line enrollment

### Performance/Workload Measures:

Measurement	Actual FY08	Estimated FY09	Projected FY10
Number of employees participating in customer service training	N/A	100	50
Number of employees participating in diversity training	N/A	100	100
Number of employees participating in defensive driving training	28	20	20
Number of employees participating in City-sponsored Spanish language classes	15	13	10



# General Government

## Division Summary – City Clerk

Division Expenditures	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
City Clerk	174,960	220,656	191,183	218,923
<b>Division Total</b>	<b>174,960</b>	<b>220,656</b>	<b>191,183</b>	<b>218,923</b>

Division Expenditures by Type	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Wages	116,288	123,224	119,663	129,017
Fringe Benefits	43,891	51,382	42,189	51,656
Overtime	2,620	2,500	1,000	2,500
Contractual Labor	-	-	-	-
<b>Personnel Subtotal</b>	<b>162,799</b>	<b>177,106</b>	<b>162,852</b>	<b>183,173</b>
Supplies	2,235	7,400	6,300	4,900
Services and Charges	8,102	28,200	14,200	22,900
Miscellaneous	1,824	7,950	7,831	7,950
<b>Division Total</b>	<b>174,960</b>	<b>220,656</b>	<b>191,183</b>	<b>218,923</b>

Staffing Summary by Position Type (FTEs)	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
FTEs with benefits	2.00	2.00	2.00	2.00
FTEs without benefits	-	-	-	-
<b>Division Total</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

Position Title	Adopted FY09	Adopted FY10
City Clerk	1.00	1.00
Assistant City Clerk	1.00	1.00
<b>Total Division FTEs</b>	<b>2.00</b>	<b>2.00</b>

# General Government

## Division – City Clerk

### Division Purpose:

Responsible for managing the preparation of Council meeting agendas and recording Council minutes. Manages and protects official records of the City and ensures proper codification of ordinances. Serves as election administrator for all City elections. Responds to inquiries from City residents and others concerning City policies, procedures, and records. Performs a variety of general administrative services.

### Adopted to Estimated Actual FY09:

- Division expenditures are expected to be \$29,473 less than budget.
- The variance is primarily attributable to lower than anticipated costs for personnel and contractual services.

### FY10 Budget Highlights:

- Division expenditures are \$1,733 lower — a decrease of 0.8 percent — compared to budgeted expenditures for FY09.
- The majority of the budgetary decrease is attributable to lower contractual services.
- Division FTEs remain unchanged.
- Approximately 84 percent of departmental expenditures are personnel related.

### Management Objectives:

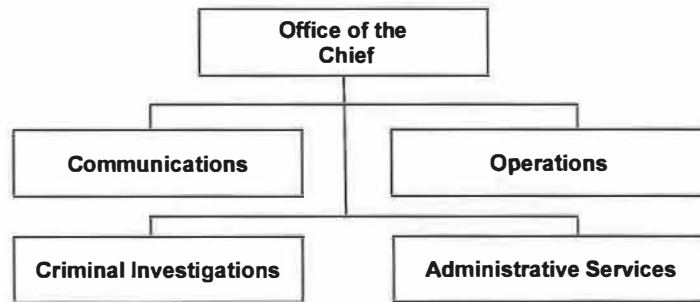
- Plan and administer the November 2009 City election in coordination with the Takoma Park Board of Elections. Non-personnel election expenses are included in the Legislative budget.
- Obtain final approval of all remaining City records and retention schedules from the State Archivist and conduct five-year review of schedules.
- Increase the online availability of information related to activities and records monitored and maintained by the Clerk's Office

### Performance/Workload Measures:

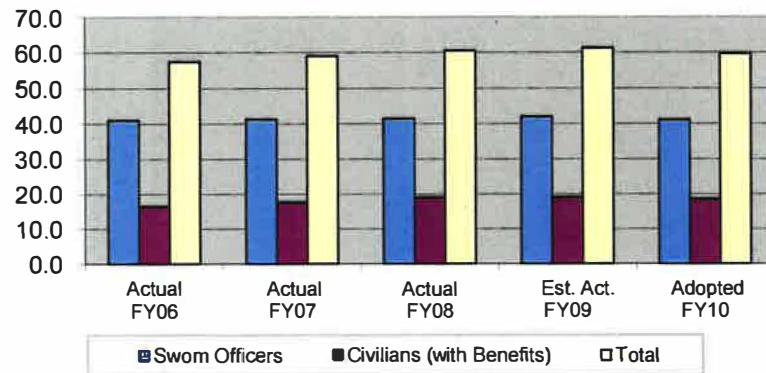
Measurement	Actual FY08	Estimated FY09	Projected FY10
Number of candidates for office processed	8	-	10
Percentage of voter turnout * 11/07 and 11/09 Elections	*10.3%	No election	*20%
Number of Council meetings supported	36	42	44
Number of other meetings supported	26	25	28



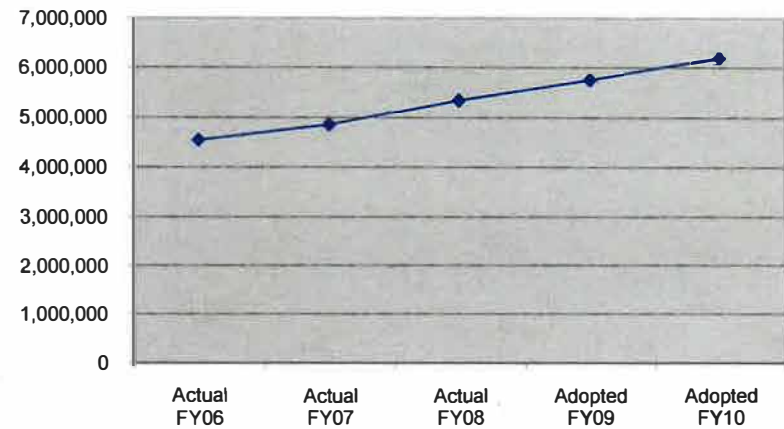
# Police



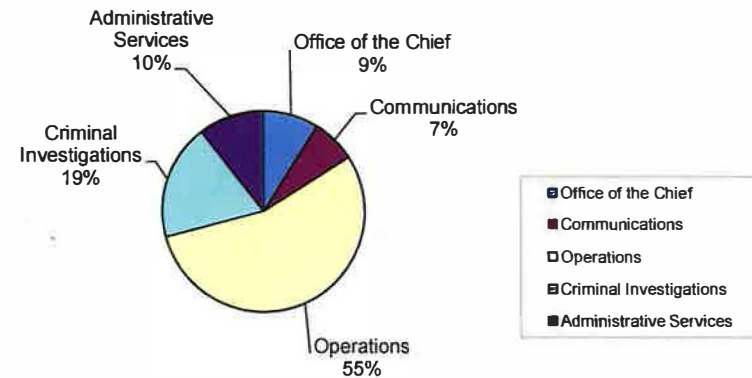
**Staffing Trend (FTEs)**



**Expenditure History**



**BUDGET BY DIVISION**



# Police

## Department Summary

Dept. Expenditures by Division	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Office of the Chief	572,862	654,923	606,880	546,210
Communications	389,923	416,410	332,019	441,096
Operations	2,985,137	2,989,944	3,053,721	3,403,817
Criminal Investigations	807,515	1,038,911	964,678	1,159,237
Administrative Services	593,912	657,387	592,798	649,387
<b>Department Total</b>	<b>5,349,349</b>	<b>5,757,575</b>	<b>5,550,096</b>	<b>6,199,747</b>

Dept. Expenditures by Type	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Wages	3,223,606	3,373,145	3,289,869	3,478,524
Car and Clothing Allowances	64,253	54,640	46,483	86,355
Fringe Benefits	1,395,443	1,538,162	1,466,443	1,754,668
Overtime	216,662	240,500	244,000	228,000
Overtime--Training	43,858	43,500	43,868	43,500
Overtime--Holiday	11,568	20,250	12,610	20,500
Night Differential	48,390	52,000	49,783	68,000
Employee Recognition	364	-	365	-
<b>Personnel Subtotal</b>	<b>5,004,144</b>	<b>5,322,197</b>	<b>5,153,421</b>	<b>5,679,547</b>
Supplies	74,738	120,200	122,800	268,500
Services and Charges	183,930	223,478	199,875	167,000
Miscellaneous	86,537	91,700	74,000	84,700
<b>Department Total</b>	<b>5,349,349</b>	<b>5,757,575</b>	<b>5,550,096</b>	<b>6,199,747</b>

Source of Funds	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Police Protection (State)	408,564	410,000	410,000	412,000
Police Rebate	717,308	705,570	799,000	854,920
In Lieu of Police	2,322,023	2,322,023	2,322,023	2,322,023
In Lieu of Crossing Guard	163,193	163,193	163,193	163,193
Summons and Fines	206,697	220,000	175,000	180,000
Public Parking Facilities	21,171	26,000	28,000	26,000
Parking Permits	8,561	8,000	8,000	8,500
Parking Administrative Fees	3,885	6,000	3,500	3,800
<b>Subtotal</b>	<b>3,851,402</b>	<b>3,860,786</b>	<b>3,908,716</b>	<b>3,970,436</b>
General Fund	1,497,947	1,896,789	1,641,380	2,229,311
<b>Department Total</b>	<b>5,349,349</b>	<b>5,757,575</b>	<b>5,550,096</b>	<b>6,199,747</b>

Staffing Summary by Division (FTEs)	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Office of the Chief	3.50	3.50	3.38	3.38
Communications	6.00	6.00	6.00	6.00
Operations	33.00	33.00	32.00	31.20
Criminal Investigations	10.00	10.00	11.00	11.00
Administrative Services	8.00	8.67	8.49	8.11
<b>Department Total</b>	<b>60.50</b>	<b>61.17</b>	<b>60.87</b>	<b>59.69</b>

# Police

## Department Summary

### Department Overview:

The Takoma Park Police Department protects residents, businesses, visitors, and property and promotes community safety. It also ensures the safe and orderly movement of traffic.

These functions are accounted for in five divisions. They are the Office of the Chief, Communications, Operations, Criminal Investigations, and Administrative Services.

### Adopted to Estimated Actual FY09:

- Department expenditures are expected to be \$207,479 less than budget.
- The variance is primarily attributable to lower personnel costs.

### FY10 Budget Highlights:

- Departmental expenditures are \$442,172 higher — an increase of 7.7 percent — compared to budgeted expenditures for FY09.
- Departmental FTEs, adjusted mid-year in FY09, decrease by 1.48.
- Approximately 92 percent of departmental expenditures are personnel related.
- Personnel costs are up by \$357,350 compared to budgeted expenditures for FY09.
- The City's contribution rate to the Police Employees' Retirement Plan increased from 31.0 percent to 34.7 percent based on the July 2008 actuarial valuation. The Plan has experienced a higher than anticipated rate of disability, resulting in an increasing contribution rate over the years.

- Services and charges account for about three percent of departmental expenditures. Expenditures accounted for in this category include the contractual costs for parking ticket processing and parking meter collection, which have an associated combined cost of about \$50,000. Telephone and cell phone charges total \$40,000.



# Police

## Division Summary – Office of the Chief

Division Expenditures	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Office of the Chief	572,862	654,923	606,880	546,210
<b>Division Total</b>	<b>572,862</b>	<b>654,923</b>	<b>606,880</b>	<b>546,210</b>

Division Expenditures by Type	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Wages	279,671	313,640	290,343	295,380
Car and Clothing Allowances	1,300	1,600	1,525	1,450
Fringe Benefits	95,414	112,660	107,273	106,680
Overtime	-	500	-	-
Overtime – Training	-	-	-	-
Employee Recognition	364	-	364	-
<b>Personnel Subtotal</b>	<b>376,749</b>	<b>428,400</b>	<b>399,505</b>	<b>403,510</b>
Supplies	26,100	44,700	48,300	19,500
Services and Charges	93,225	104,123	95,075	50,500
Miscellaneous	76,788	77,700	64,000	72,700
<b>Division Total</b>	<b>572,862</b>	<b>654,923</b>	<b>606,880</b>	<b>546,210</b>

Staffing Summary by Position Type (FTEs)	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
FTEs with benefits	3.50	3.50	3.38	3.38
FTEs without benefits	-	-	-	-
<b>Division Total</b>	<b>3.50</b>	<b>3.50</b>	<b>3.38</b>	<b>3.38</b>

Position Title	Adopted FY09	Adopted FY10
Chief of Police	1.00	1.00
Police Captain	1.00	1.00
PIO/Executive Assistant	1.00	0.88
Accreditation Manager	0.50	0.50
<b>Division Total FTEs</b>	<b>3.50</b>	<b>3.38</b>

# Police

## Division – Office of the Chief

### Division Purpose:

Oversees and directs the activities of the department. Ensures effective management of all levels of police services provided to the community. Develops plans of action for emergency situations. Responsible for the department's public information function.

### Adopted to Estimated Actual FY09:

- Division expenditures are expected to be \$48,043 less than budget.
- The variances is attributable to lower costs related to personnel, contractual services, and accreditation.

### FY10 Budget Highlights:

- Division expenditures are \$108,713 lower — a decrease of 16.6 percent — compared to budgeted expenditures for FY09.
- The majority of the variance is attributable to a reduction in the costs of contractual services and uniform. The decrease in contractual services is due to the completion of the Safe Takoma initiative.
- Division FTEs decrease by 0.12.
- Approximately 74 percent of division expenditures are personnel related.
- Services and charges account for about nine percent of division expenditures and include the contractual costs for parking ticket processing and parking meter collections, which have an associated combined cost of \$50,000.

- Approximately 13 percent of division expenditures are categorized as miscellaneous. This includes the cost of departmental training (\$20,000).

### Management Objectives:

- Continue to update the City Emergency Operations Plan.
- Continue to partner with the County and other municipalities in emergency preparedness planning, drills, training and grant applications.
- Continue the conduct Joint Criminal Investigations with other agencies and share crime analysis data.
- Continue the process of obtaining agency accreditations.
- Reduce crime through the continued sharing of information and the education of residents as to the steps they can take to protect themselves and their property.

### Uniform Crime Report (UCR) Part I Crime:

Crime	Calendar Year			
	2005	2006	2007	2008
Homicide	-	5	1	-
Rape	6	2	6	4
Robbery	66	88	83	80
Aggravated Assault	17	26	41	38
Personal Crime (Total)	89	121	131	122
Burglary	144	115	147	135
Larceny	462	424	426	383
Motor Vehicle Theft	180	131	128	99
Property Crime (Total)	786	670	701	617
<b>UCR Part I Total</b>	<b>875</b>	<b>791</b>	<b>832</b>	<b>739</b>



# Police

## Division Summary – Communications

Division Expenditures	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Communications	389,923	416,410	332,019	441,096
<b>Division Total</b>	<b>389,923</b>	<b>416,410</b>	<b>332,019</b>	<b>441,096</b>

Division Expenditures by Type	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Wages	260,452	263,439	215,707	261,508
Car and Clothing Allowances	2,640	2,880	1,720	2,880
Fringe Benefits	91,946	103,141	73,894	110,708
Overtime	13,882	11,000	15,000	11,000
Overtime--Training	192	1,000	217	1,000
Overtime--Holiday	-	2,250	1,721	4,500
Night Differential	112	8,000	60	13,500
<b>Personnel Subtotal</b>	<b>369,224</b>	<b>391,710</b>	<b>308,319</b>	<b>405,096</b>
Supplies	2,114	2,000	1,000	2,000
Services and Charges	18,585	22,700	22,700	34,000
Miscellaneous	-	-	-	-
<b>Division Total</b>	<b>389,923</b>	<b>416,410</b>	<b>332,019</b>	<b>441,096</b>

Staffing Summary by Position Type (FTEs)	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
FTEs with benefits	6.00	6.00	6.00	6.00
FTEs without benefits	-	-	-	-
<b>Division Total</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>	<b>6.00</b>

Position Title	Adopted FY09	Adopted FY10
Senior Police Dispatcher	1.00	1.00
Police Dispatcher	5.00	5.00
<b>Division Total FTEs</b>	<b>6.00</b>	<b>6.00</b>

# Police

## Division: Communications

### Division Purpose:

Provides continuous police communications and dispatch duties by answering telephones, sending police officers to calls for service, assisting walk-up customers, and accessing national, state, and local databases.

### Adopted to Estimated Actual FY09:

- Division expenditures are expected to be \$84,391 less than budget.
- The variance is attributable to lower personnel costs.

### FY10 Budget Highlights:

- Division expenditures are \$24,686 higher — an increase of 5.9 percent — compared to budgeted expenditures for FY09.
- The budgetary increase is attributable to increased costs for personnel and police radio systems.
- Division FTEs remain unchanged.
- Approximately 92 percent of division expenditures are personnel related.
- Services and charges represent about eight percent of division expenditures. This category includes the cost of the modems for the in-car computer systems (\$34,000).

### Management Objectives:

- Continue change over to Montgomery County RMS.
- Revise communications manual to include new procedures and protocols.
- Establish new protocol for alert system.
- Continue training and hiring of Dispatch trainees.
- Re-establish P-MARS system.
- Establish a plan for moving communication centers during an emergency.

### Performance/Workload Measures:

Measurement	Calendar 2007	Calendar 2008	Projected 2009
Number of calls for service dispatched	18,622	21,483	24,500

# Police

## Division Summary – Operations

Division Expenditures	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Operations	2,985,137	2,989,944	3,053,721	3,403,817
<b>Division Total</b>	<b>2,985,137</b>	<b>2,989,944</b>	<b>3,053,721</b>	<b>3,403,817</b>

Division Expenditures by Type	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Wages	1,822,435	1,819,750	1,820,923	1,893,469
Car and Clothing Allowances	49,913	36,680	32,001	64,255
Fringe Benefits	868,716	849,514	917,797	1,037,843
Overtime	134,693	150,000	150,000	145,000
Overtime--Training	42,823	40,000	42,000	40,000
Overtime--Holiday	4,483	9,000	8,000	9,000
Night Differential	40,703	39,000	38,000	42,000
<b>Personnel Subtotal</b>	<b>2,963,766</b>	<b>2,943,944</b>	<b>3,008,721</b>	<b>3,231,567</b>
Supplies	19,547	39,500	39,500	165,750
Services and Charges	1,174	5,000	4,000	5,000
Miscellaneous	650	1,500	1,500	1,500
<b>Division Total</b>	<b>2,985,137</b>	<b>2,989,944</b>	<b>3,053,721</b>	<b>3,403,817</b>

Staffing Summary by Position Type (FTEs)	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
FTEs with benefits	33.00	33.00	32.00	31.20
FTEs without benefits	-	-	-	-
<b>Division Total</b>	<b>33.00</b>	<b>33.00</b>	<b>32.00</b>	<b>31.20</b>

Position Title	Adopted FY09	Adopted FY10
Police Captain	1.00	0.00
Police Lieutenant	0.00	1.00
Police Sergeant	5.00	5.00
Police Private	26.00	24.20
Nuisance Control Specialist	1.00	1.00
<b>Division Total FTEs</b>	<b>33.00</b>	<b>31.20</b>



# Police

## Division: Operations

### Division Purpose:

Provides 24-hour uniformed patrol services. Responds to calls for service, conducts preliminary investigations, arrests offenders, provides K-9 support, and handles motor vehicle investigations and general traffic enforcement. Utilizing the services of a civilian employee, responds to nuisance abatement concerns, such as noise, animal, and parking issues.

### Adopted to Estimated Actual FY09:

- Division expenditures are expected to be \$63,777 more than budget.
- The variance is attributable to increased fringe benefit costs.

### FY10 Budget Highlights:

- Division expenditures are \$413,873 higher — an increase of 13.8 percent — compared to budgeted expenditures for FY09.
- The budgetary increase is attributable to personnel costs and vehicle fuel and maintenance costs.
- Division FTEs decrease by 1.8.
- One sworn officer will be eliminated during FY10.
- Approximately 95 percent of division expenditures are personnel related.

### Management Objectives:

- Maintain the current level of visibility and security throughout the City.
- Continued emphasis and increased hours on walking and bicycle patrols.
- Continue emphasis on DUI arrests through planned DUI details.
- Manage the use of our vehicles to obtain better mileage.
- Purchase and study the use of Hybrid vehicles as police vehicles.
- Study and develop an information-based system for citizens to make reports.

### Performance/Workload Measures:

Measurement	Calendar 2007	Calendar 2008	Projected 2009
Hours of bike patrol	176	692	100
Hours of foot patrol	3,529	2,997	3,300
Number of DUI arrests	34	43	50
Number of criminal and warrant arrests	329	418	400
Number of calls for service handled	14,363	16,048	15,000
Number of traffic stops	4,259	5,433	5,300

# Police

## Division Summary – Criminal Investigations

Division Expenditures	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Criminal Investigations	807,515	1,038,911	964,678	1,159,237
<b>Division Total</b>	<b>807,515</b>	<b>1,038,911</b>	<b>964,678</b>	<b>1,159,237</b>

Division Expenditures by Type	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Wages	507,669	624,747	632,711	678,073
Car and Clothing Allowances	6,500	6,400	7,217	13,050
Fringe Benefits	210,821	317,764	237,150	337,614
Overtime	58,364	65,000	65,000	65,000
Overtime--Training	612	1,000	1,000	1,000
Overtime--Holiday	7,085	9,000	2,500	7,000
Night Differential	7,575	5,000	11,600	12,500
<b>Personnel Subtotal</b>	<b>798,626</b>	<b>1,028,911</b>	<b>957,178</b>	<b>1,114,237</b>
Supplies	7,391	7,500	7,500	42,500
Services and Charges	-	500	-	500
Miscellaneous	1,498	2,000	-	2,000
<b>Division Total</b>	<b>807,515</b>	<b>1,038,911</b>	<b>964,678</b>	<b>1,159,237</b>

Staffing by Position Type (FTEs)	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
FTEs with benefits	10.00	10.00	11.00	11.00
FTEs without benefits	-	-	-	-
<b>Division Total</b>	<b>10.00</b>	<b>10.00</b>	<b>11.00</b>	<b>11.00</b>

Position Title	Adopted FY09	Adopted FY10
Police Lieutenant	1.00	1.00
Police Sergeant	1.00	2.00
Police Private	6.00	6.00
Victim/Witness Coordinator	1.00	1.00
Crime Analyst	1.00	1.00
<b>Division Total FTEs</b>	<b>10.00</b>	<b>11.00</b>

# Police

## Division: Criminal Investigations

### Division Purpose:

Conducts investigations regarding serious crimes, such as homicide, rape, robbery, burglary, aggravated assault, theft, auto theft, and narcotic violations. Utilizing the services of a civilian employee provides support and assistance to victims and witnesses of crimes.

### Adopted to Estimated Actual FY09:

- Division expenditures are expected to be \$74,233 less than budget.
- The variance is attributable to lower than anticipated personnel costs.

### FY10 Budget Highlights:

- Division expenditures are \$120,326 higher — an increase of 11.6 percent — compared to budgeted expenditures for FY09.
- The budgetary increase is attributable to personnel costs and vehicle fuel and maintenance costs.
- Division FTEs increase by 1.0 as a result of the transfer of a sworn officer from the Operations Division during FY09.
- Approximately 96 percent of division expenditures are personnel related.

### Management Objectives:

- Increase arrests by Tactical Enforcement Unit and Criminal Investigations section.
- Continue use and training of crime scene technicians.
- Establish and implement protocols for the new evidence bay.

- Continue to assign and monitor cases in a timely manner.
- Control overtime expenditures to the extent practicable through the management and scheduling of personnel.

### Performance/Workload Measures:

Measurement	Calendar 2007	Calendar 2008	Projected 2009
Number of cases assigned	370	324	350
Number of cases closed	102	119	150
Number of cases exceptionally cleared	21	34	40
Closure/clearance percentage	33	47	49
Number of search warrants obtained	9	15	18
Number of arrest warrants obtained	35	43	75
Number of victims contacted by phone, letter or in person by the Victim Assistance Coordinator	940	872	950
Number of court room accompaniments by Victim Assistance Coordinator	35	33	35

# Police

## Division Summary – Administrative Services

Division Expenditures	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Administrative Services	593,912	657,387	592,798	649,387
<b>Division Total</b>	<b>593,912</b>	<b>657,387</b>	<b>592,798</b>	<b>649,387</b>

Division Expenditures by Type	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Wages	353,378	351,569	330,185	350,094
Car and Clothing Allowances	3,900	7,080	4,020	4,720
Fringe Benefits	128,544	155,083	130,330	161,823
Overtime	9,725	14,000	14,000	7,000
Overtime--Training	231	1,500	650	1,500
Overtime--Holiday	-	-	389	-
Night Differential	-	-	123	-
<b>Personnel Subtotal</b>	<b>495,778</b>	<b>529,232</b>	<b>479,697</b>	<b>525,137</b>
Supplies	19,585	26,500	26,500	38,750
Services and Charges	70,949	91,155	78,100	77,000
Miscellaneous	7,600	10,500	8,501	8,500
<b>Division Total</b>	<b>593,912</b>	<b>657,387</b>	<b>592,798</b>	<b>649,387</b>

Staffing Summary by Position Type (FTEs)	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
FTEs with benefits	8.00	8.67	8.49	8.11
FTEs without benefits	-	-	-	-
<b>Division Total</b>	<b>8.00</b>	<b>8.67</b>	<b>8.49</b>	<b>8.11</b>

Position Title	Adopted FY09	Adopted FY10
Administrative Services Manager	1.00	1.00
Police Warrants Security Specialist	1.00	1.00
Administrative Assistant III	1.00	1.00
Administrative Assistant II	1.00	1.00
Administrative Assistant II	1.00	1.00
Crossing Guard	2.69	2.31
Parking Enforcement Officer	0.48	0.00
Police Evidence Specialist	0.50	0.80
<b>Division Total FTEs</b>	<b>8.67</b>	<b>8.11</b>

# Police

## Division: Administrative Services

### Division Purpose:

Responsible for evidence/property management, records management, parking enforcement, crossing guards, records validations, and maintenance of supplies.

### Adopted to Estimated Actual FY09:

- Division expenditures are expected to be \$64,589 less than budget.
- The variance is primarily attributable to lower anticipated personnel costs.

### FY10 Budget Highlights:

- Division expenditures are \$8,000 lower — a decrease of 1.2 percent — compared to budgeted expenditures for FY09.
- The budgetary decrease is primarily attributable to lower personnel costs.
- Division FTEs decrease by 0.56 due to the elimination of a crossing guard position. The post will be covered by other departmental personnel.
- Approximately 81 percent of division expenditures are personnel related.
- Services and charges represent about 12 percent of division expenditures. This category includes telephone, printing, and copying charges.
- Approximately six percent of division expenditures are categorized as supplies. This category includes \$12,250 for vehicle fuel and maintenance costs.

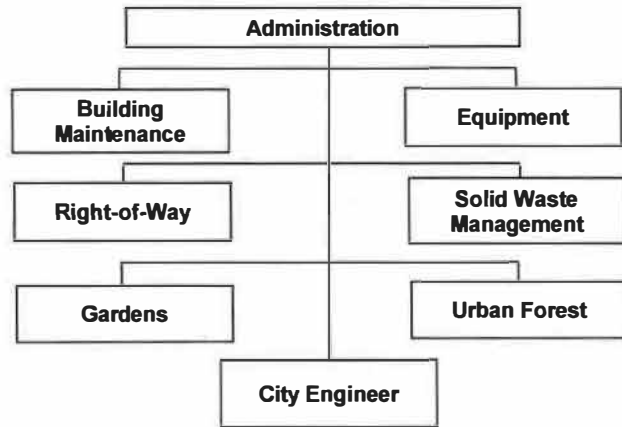
### Management Objectives:

- Continue the purging of evidence so that evidence rooms will meet CALEA accreditation standards.
- Establish towing partnership with the County.
- Hire and train new Administrative Assistant I and reduce work backlog resulting from position vacancy.
- Develop a program for the appropriate use of volunteers in the Police Department.

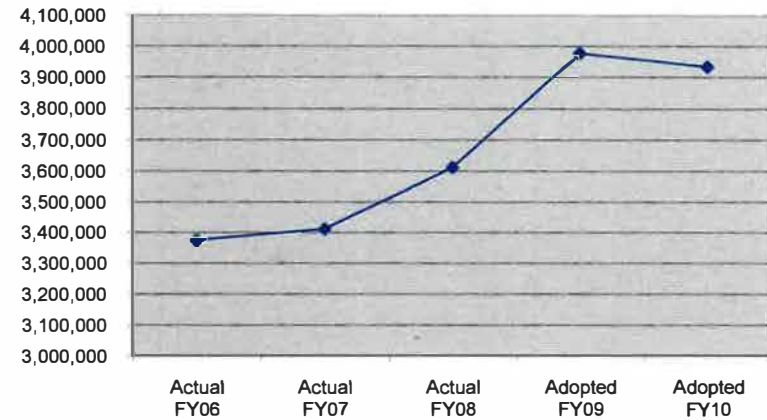
### Performance/Workload Measures:

Measurement	Calendar 2007	Calendar 2008	Projected 2009
Number of reports reviewed and entered into records management system	2,970	2,991	3,000
Number of warrants received and processed	372	440	500
Number of NCIC validations performed	1,052	1,109	1,200
Number of parking tickets processed	3,357	3,665	3,865

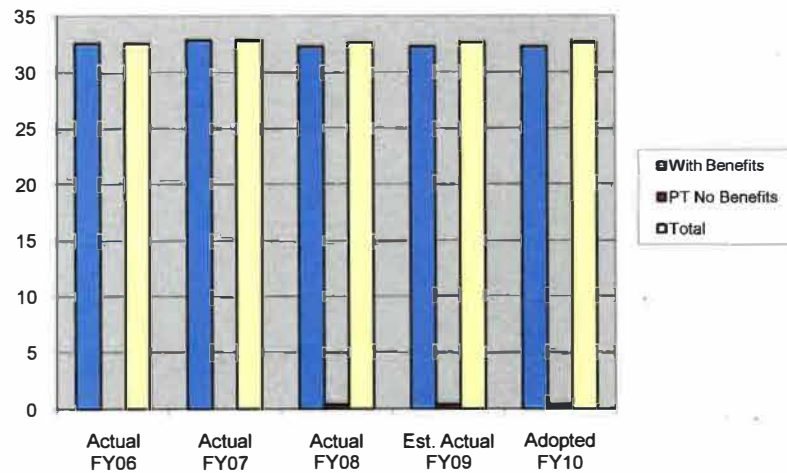
# Public Works



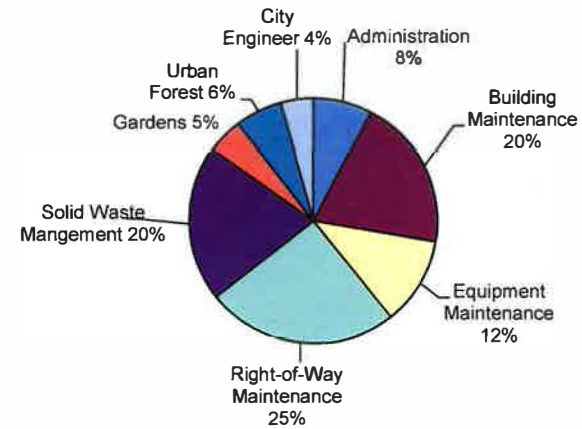
**Expenditure History**



**Staffing Trend (FTEs)**



**Budget by Division**





# Public Works

## Department Summary

Dept. Expenditures by Division	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Administration	265,425	282,903	266,637	301,323
Building Maintenance	655,830	752,159	719,165	787,753
Equipment Maintenance	650,460	639,635	610,945	458,503
Right-of-Way Maintenance	844,549	936,305	855,637	985,780
Solid Waste Management	692,968	782,524	714,466	803,655
Gardens	161,209	180,707	172,648	186,011
Urban Forest	202,107	238,212	241,847	242,767
City Engineer	138,582	165,145	161,130	168,221
<b>Department Total</b>	<b>3,611,130</b>	<b>3,977,590</b>	<b>3,742,475</b>	<b>3,934,013</b>

Dept. Expenditures by Type	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Wages	1,344,497	1,480,696	1,355,761	1,510,939
Fringe Benefits	480,681	569,128	469,378	622,144
Overtime	49,183	64,250	55,811	64,250
Contractual Labor	149,322	103,900	167,520	105,640
<b>Personnel Subtotal</b>	<b>2,023,683</b>	<b>2,217,974</b>	<b>2,048,470</b>	<b>2,302,973</b>
Supplies	728,819	757,400	750,648	574,400
Services and Charges	611,772	732,726	690,677	793,950
Miscellaneous	246,856	269,490	252,680	262,690
<b>Department Total</b>	<b>3,611,130</b>	<b>3,977,590</b>	<b>3,742,475</b>	<b>3,934,013</b>

Source of Funds	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Highway User Fees	585,784	601,472	525,054	469,424
In Lieu of Road Maintenance	442,624	442,624	442,624	442,624
Waste Collection Charges	70,581	61,000	62,905	65,000
Recyclable Sales	8,763	6,000	13,000	6,000
Mulch Sales	24,750	20,000	20,000	20,000
Special Trash Pickup	8,417	8,000	8,000	10,000
Excavation/Driveway Permits	1,625	1,500	1,500	1,500
Tree Permits	3,925	3,000	3,000	3,000
Tree Fund	20,000	10,000	10,000	10,000
<b>Subtotal</b>	<b>1,166,469</b>	<b>1,153,596</b>	<b>1,086,083</b>	<b>1,027,548</b>
General Fund	2,444,661	2,823,994	2,656,392	2,906,465
<b>Department Total</b>	<b>3,611,130</b>	<b>3,977,590</b>	<b>3,742,475</b>	<b>3,934,013</b>

Staffing Summary by Division (FTEs)	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Administration	2.50	2.50	2.50	2.50
Building Maintenance	6.38	6.38	6.38	6.38
Equipment Maintenance	3.00	3.00	3.00	3.00
Right-of-Way Maintenance	8.00	8.00	8.00	8.00
Solid Waste Management	9.00	9.00	9.00	9.00
Gardens	2.00	2.00	2.00	2.00
Urban Forest	1.00	1.00	1.00	1.00
City Engineer	0.75	0.75	0.75	0.75
<b>Department Total</b>	<b>32.63</b>	<b>32.63</b>	<b>32.63</b>	<b>32.63</b>

# Public Works

## Department Summary

### Department Overview:

The Public Works Department is responsible for the maintenance of City-owned roads, buildings, stormwater management systems, gardens, parks, vehicles, and equipment. The department also provides solid waste collection and recycling services to single-family residential properties in the City and in the various business districts.

These functions are accounted for in eight divisions. They are Administration, Building Maintenance, Equipment Maintenance, Right-of-Way Maintenance, Solid Waste Management, Gardens, Urban Forest, and City Engineer.

### Adopted to Estimated Actual FY09:

- Departmental expenditures are expected to be \$235,115 lower than budget.
- The variances are primarily attributable to lower than anticipated costs for personnel and contractual services.

### FY10 Budget Highlights:

- Departmental expenditures are \$43,577 lower — a decrease of 1.1 percent — compared to budgeted expenditures for FY09.
- Departmental FTEs remain unchanged.
- Approximately 59 percent of departmental expenditures are personnel related.
- Personnel costs are up by \$84,999 compared to budgeted expenditures for FY09.
- Approximately 15 percent of departmental expenditures are supplies. This category includes gasoline, diesel, snow removal materials, and items necessary for leaf collection.

- Services and charges account for about twenty percent of departmental expenditures. Expenditures accounted for in this category include utility costs for City facilities and street lighting costs; combined, these items total \$459,000. Other expenditures include contractual costs such as engineering services and specialized building maintenance work.
- Miscellaneous expenditures total approximately seven percent of departmental expenditures. The vast majority of these expenditures are for solid waste tipping fees, which total \$219,000.





# Public Works

## Division Summary – Administration

Division Expenditures	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Administration	265,425	282,903	266,637	301,323
<b>Division Total</b>	<b>265,425</b>	<b>282,903</b>	<b>266,637</b>	<b>301,323</b>

Division Expenditures by Type	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Wages	139,915	152,861	151,346	162,230
Fringe Benefits	60,085	59,666	55,068	72,393
Overtime	44	250	44	250
Contractual Labor	5,261	500	-	500
<b>Personnel Subtotal</b>	<b>205,305</b>	<b>213,277</b>	<b>206,458</b>	<b>235,373</b>
Supplies	8,684	8,800	7,500	8,800
Services and Charges	41,427	50,026	46,464	49,150
Miscellaneous	10,009	10,800	6,215	8,000
<b>Division Total</b>	<b>265,425</b>	<b>282,903</b>	<b>266,637</b>	<b>301,323</b>

Staffing Summary by Position Type (FTEs)	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
FTEs with benefits	2.50	2.50	2.50	2.50
FTEs without benefits	-	-	-	-
<b>Division Total</b>	<b>2.50</b>	<b>2.50</b>	<b>2.50</b>	<b>2.50</b>

Position Title	Adopted FY09	Adopted FY10
Director of Public Works	1.00	1.00
Administrative Assistant II	1.50	1.50
<b>Division Total FTEs</b>	<b>2.50</b>	<b>2.50</b>

# Public Works

## Division – Administration

### Division Purpose:

Oversees the operations of all departmental divisions. Provides coordination between the divisions and with other City departments.

### Adopted to Estimated Actual FY09:

- Division expenditures are expected to be \$16,266 less than budget.
- The variance is primarily attributable to lower than projected fringe expenses and reductions in some planned office expenses.

### FY10 Budget Highlights:

- Division expenditures are \$18,420 higher — an increase of 6.5 percent — compared to budgeted expenditures for FY09.
- The budgetary increase is attributable to personnel costs.
- Division FTEs remain unchanged.
- Approximately 78 percent of division expenditures are personnel related.
- Other major division expenditures include the cost of telephone service, copying, radio charges, and office supplies.

### Management Objectives:

- Ensure that the office is appropriately staffed during all hours of operation to provide timely and quality customer service to callers and walk-in customers.
- Oversee the implementation of My TKPK as it relates to service requests for public works related areas.

- Oversee the design process and construction for the Public Works Facility renovation.
- Manage the processing of permit applications for driveway aprons, use of the right-of-way, tree removal, tree protection, and stormwater management for construction. Implement the online application submission for City permits once it becomes available.
- Schedule mulch deliveries and bulk refuse collection. Implement the online scheduling for bulk collection and mulch delivery once it becomes available.
- Implement the credit card and online payment system for permits, mulch delivery and bulk trash collection once it becomes available.
- Process error-free payroll on a bi-weekly basis in accordance with the deadline established by the Finance Department.
- Record requisitions of purchases and assist departmental divisions in the processing of invoices to ensure that they are paid on time and that they are posted to the appropriate budgetary line item.
- Review alternative work schedules for Department employees to identify if it could significantly reduce energy use and/or the environmental footprint of Department activities as well as provide wider range of hours of operation to enhance customer service.
- Review Public Works related information on the City website to ensure that it is up to date and informative.

### Performance/Workload Measures:

Measurement	Actual FY08	Estimated FY09	Projected FY10
Permits processed	86	35	30

Note: Includes driveway apron and use of right of way permits only. Stormwater, tree removal, and tree protection permits are listed in related budgets.

# Public Works

## Division Summary – Building Maintenance

Division Expenditures	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Building Maintenance	655,830	752,159	719,165	<b>787,753</b>
<b>Division Total</b>	<b>655,830</b>	<b>752,159</b>	<b>719,165</b>	<b>787,753</b>

Division Expenditures by Type	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Wages	262,568	262,209	265,414	<b>277,791</b>
Fringe Benefits	81,292	91,710	84,314	<b>97,362</b>
Overtime	1,824	5,000	4,000	<b>5,000</b>
Contractual Labor	9,851	2,240	20,000	<b>4,000</b>
<b>Personnel Subtotal</b>	<b>355,535</b>	<b>361,159</b>	<b>373,728</b>	<b>384,153</b>
Supplies	54,657	56,000	59,443	<b>56,000</b>
Services and Charges	244,741	332,000	284,794	<b>345,600</b>
Miscellaneous	897	3,000	1,200	<b>2,000</b>
<b>Division Total</b>	<b>655,830</b>	<b>752,159</b>	<b>719,165</b>	<b>787,753</b>

Staffing Summary by Position Type (FTEs)	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
FTEs with benefits	6.00	6.00	6.00	6.00
FTEs without benefits	.38	0.38	0.38	0.38
<b>Division Total</b>	<b>6.38</b>	<b>6.38</b>	<b>6.38</b>	<b>6.38</b>

Position Title	Adopted FY09	Adopted FY10
Facility Maintenance Supervisor	1.00	1.00
Building Maintenance Specialist	1.00	1.00
Custodial Crew Leader	1.00	1.00
Custodian	3.38	3.38
<b>Division Total FTEs</b>	<b>6.38</b>	<b>6.38</b>

# Public Works

## Division – Building Maintenance

### Division Purpose:

Responsible for maintaining City facilities, which include the Community Center, the Takoma Park Library, the Takoma Park Recreation Center, the Heffner Community Center, the Public Works Complex, and the Thomas Siegler Carriage House.

### Adopted to Estimated Actual FY09:

- Division expenditures are expected to be \$32,994 less than budget.
- The variance is primarily attributable to lower than anticipated fringe costs and a reduction in expenditures related to service contracts, sub contractor costs, and building electricity use.

### FY10 Budget Highlights:

- Division expenditures are \$35,594 higher — an increase of 4.7 percent — compared to budgeted expenditures for FY09.
- Division FTEs remain unchanged.
- Approximately 49 percent of division expenditures are personnel related.
- Utility costs for the various City-owned facilities total \$231,500 or about 29 percent of division expenditures. Services and charges also include the cost of specialized repair and maintenance work performed by contractors.

### Management Objectives:

- Provide daily cleaning of all office spaces and public use area, Monday through Friday. Ensure that City facilities are well maintained and provide attractive appearance.

- Provide weekend cleaning of public use areas, the Police Department, and off-site facilities (Heffner and New Hampshire Avenue Recreation Center).
- Ensure that all vinyl floors and carpeted areas are kept clean and receive annual treatment to maintain a professional appearance and reduce the potential for accidents and injuries.
- Provide annual painting of hallways, lobby areas, and community rooms.
- Maintain all building equipment (lighting, plumbing, heating, and cooling) in a manner that meets the needs of building users. Respond to routine requests for service within 24 hours and as soon as practicable for emergency calls.
- Enhance energy efficiency when replacing components of HVAC or lighting systems.
- Evaluate building utility use to explore potential energy efficiency programs to reduce use. Review utility invoices to ensure expenditures are accurate.

### Performance/Workload Measures:

Measurement	Actual FY08	Estimated FY09	Estimated FY10
Expenditures for Facility Maintenance by Contractor	\$95,157	\$117,000	\$110,000
Expenditures for Facility Maintenance In-House (not including salary)	\$53,400	\$54,000	\$50,000
Staff Hours dedicated to cleaning/week	179	179	179

# Public Works

## Division Summary – Equipment Maintenance

Division Expenditures	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Equipment Maintenance	650,460	639,635	610,945	458,503
<b>Division Total</b>	<b>650,460</b>	<b>639,635</b>	<b>610,945</b>	<b>458,503</b>

Division Expenditures by Type	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Wages	175,802	182,019	181,760	189,186
Fringe Benefits	52,338	59,676	52,684	61,477
Overtime	5,735	5,000	4,000	5,000
<b>Personnel Subtotal</b>	<b>233,875</b>	<b>246,695</b>	<b>238,444</b>	<b>255,663</b>
Supplies	405,461	378,100	362,761	189,600
Services and Charges	10,408	11,600	8,000	10,000
Miscellaneous	716	3,240	1,740	3,240
<b>Division Total</b>	<b>650,460</b>	<b>639,635</b>	<b>610,945</b>	<b>458,503</b>

Staffing Summary by Position Type (FTEs)	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
FTEs with benefits	3.00	3.00	3.00	3.00
FTEs without benefits	-	-	-	-
<b>Division Total</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

Position Title	Adopted FY09	Adopted FY10
Vehicle Maintenance Supervisor	1.00	1.00
Mechanic	2.00	2.00
<b>Division Total FTEs</b>	<b>3.00</b>	<b>3.00</b>

# Public Works

## Division – Equipment Maintenance

### Division Purpose:

Responsible for maintaining cars, vans, light trucks, heavy duty trucks, and other specialized motorized equipment (leaf vacuum machines, loader, skid steer, and snow plows and spreaders).

### Adopted to Estimated Actual FY09:

- Division expenditures are expected to be \$28,690 lower than budget.
- The variance is primarily attributable to lower than anticipated costs for fringe, diesel and outside repair of City vehicles.

### FY10 Budget Highlights:

- Division expenditures are \$181,132 lower — a decrease of 28.3 percent — compared to budgeted expenditures for FY09. Vehicle fuel and maintenance are budgeted in the Police Department for FY10.
- Division FTEs remain unchanged.
- Approximately 56 percent of division expenditures are personnel related.
- Gasoline and diesel costs total \$104,000 or about 23 percent of division expenditures.
- Repair and maintenance materials and outside labor and parts total \$66,600, or about 15 percent of division expenditures.

### Management Objectives:

- Ensure that at least 90 percent of the City's fleet is operational at all times.
- Return calls for service are less than two percent.
- Provide preventative maintenance services in accordance with the manufacturer's recommended schedules.
- Track mileage and maintenance costs to ensure that vehicles are scheduled for replacement in accordance with the City's Vehicle Replacement Policy.
- Track fuel use by vehicle to determine miles per gallon experience of City's fleet.
- Maintain refueling station in a manner that meets all federal and state requirements.
- Review availability and cost of alternatively fueled vehicles that could be used in the City's fleet; make recommendations to the City Manager regarding options as current fleet vehicles are scheduled for replacement.

### Performance/Workload Measures:

Measurement	Actual FY08	Estimated FY09	Projected FY10
Number of vehicles maintained	77	80	80
Number of vehicles purchased	7	11	8
Pieces of equipment purchased	2	2	3
Number of vehicle/ equipment work orders	1127	1130	1150
Number of preventative maintenance performed	189	200	210



# Public Works

## Division Summary – Right-of-Way Maintenance

Division Expenditures	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Right-of-Way Maintenance	844,549	936,305	855,637	985,780
<b>Division Total</b>	<b>844,549</b>	<b>936,305</b>	<b>855,637</b>	<b>985,780</b>

Division Expenditures by Type	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Wages	285,533	322,032	275,970	317,979
Fringe Benefits	117,710	140,953	104,600	154,801
Overtime	15,859	20,000	16,000	20,000
Contractual Labor	43,439	47,520	47,520	47,500
<b>Personnel Subtotal</b>	<b>462,541</b>	<b>530,505</b>	<b>444,090</b>	<b>540,280</b>
Supplies	118,205	155,500	153,574	155,500
Services and Charges	243,674	229,800	241,373	269,500
Miscellaneous	20,129	20,500	16,600	20,500
<b>Division Total</b>	<b>844,549</b>	<b>936,305</b>	<b>855,637</b>	<b>985,780</b>

Staffing Summary by Position Type (FTEs)	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
FTEs with benefits	8.00	8.00	8.00	8.00
FTEs without benefits	-	-	-	-
<b>Division Total</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>

Position Title	Adopted FY09	Adopted FY10
Right-of-Way Maintenance Supervisor	1.00	1.00
Right-of-Way Crew Leader	2.00	2.00
Equipment Operator	1.00	1.00
Right-of-Way Maintenance Technician	4.00	4.00
<b>Division Total FTEs</b>	<b>8.00</b>	<b>8.00</b>

# Public Works

## Division – Right-of-Way Maintenance

### Division Purpose:

Responsible for storm debris removal, leaf collection, snow removal, pothole repairs, park and playground maintenance, street sign maintenance, sidewalk and street cleaning, preventative roadway crack filling, and streetscape repairs.

### Adopted to Estimated Actual FY09:

- Division expenditures are expected to be \$80,668 less than budget.
- The variance is attributable to staffing vacancies during the year, resulting in lower than anticipated personnel costs.

### FY10 Budget Highlights:

- Division expenditures are \$49,475 higher — an increase of 5.3 percent — compared to budgeted expenditures for FY09.
- The variance is primarily attributable to fringe costs and streetlighting costs.
- Division FTEs remain unchanged.
- Approximately 55 percent of division expenditures are personnel related.
- Approximately 16 percent of division expenditures are related to supplies. Primary cost centers are leaf collection (\$58,000), parks (\$42,000), and snow removal materials (\$30,000).
- Subcontract services and utility charges account for approximately 27 percent of division expenditures. This category includes the electrical costs for streetlights, which total \$227,500.

### Management Objectives:

- Operate a Citywide leaf collection program over a seven-week period that provides at least two collections for every street.
- Ensure that crews are dispatched and on the street as soon as snow is on the road surface. Provide two travelable lanes on each primary street over a 12-hour shift for a snowfall of six inches and one travelable lane over a 12-hour shift for a snowfall of six to 12 inches.
- Maintain all roadway markings and crosswalks, repainting on a schedule of no less than two times per year.
- Respond to pothole reports or emergency requests within 24 hours of receipt.
- Respond to all non-emergency service requests within two weeks of receipt.
- Deliver mulch upon request once a week from March through October or end of supply.
- Clean public right-of-ways, parks, and playgrounds once a week.
- Provide street sweeping at least two times per month for residential streets and three times per month in commercial areas from March through October.

### Performance/Workload Measures:

Measurement	Actual FY08	Estimated FY09	Projected FY10
Tons of leaves collected	2,100	2,100	2,100
Number of mulch sales	248	250	250
# of streets receiving preventative maintenance	10	29	20
# of streets sweeping cycles annually	12	18	24



# Public Works

## Division Summary – Solid Waste Management

	Actual	Adopted	Estimated	Adopted
Division Expenditures	FY08	FY09	FY09	FY10
Solid Waste Management	692,968	782,524	714,466	803,655
<b>Division Total</b>	<b>692,968</b>	<b>782,524</b>	<b>714,466</b>	<b>803,655</b>

Division Expenditures by Type	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Wages	287,513	336,385	273,905	332,703
Fringe Benefits	112,937	149,399	106,014	165,312
Overtime	21,411	30,000	29,000	30,000
Contractual Labor	44,524	8,640	52,000	8,640
<b>Personnel Subtotal</b>	<b>466,385</b>	<b>524,424</b>	<b>460,919</b>	<b>536,655</b>
Supplies	8,608	12,000	11,000	7,500
Services and Charges	4,510	18,100	19,500	34,500
Miscellaneous	213,465	228,000	223,047	225,000
<b>Division Total</b>	<b>692,968</b>	<b>782,524</b>	<b>714,466</b>	<b>803,655</b>

Staffing Summary by Position Type (FTEs)	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
FTEs with benefits	9.00	9.00	9.00	9.00
FTEs without benefits	-	-	-	-
<b>Division Total</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>

Position Title	Adopted FY09	Adopted FY10
Solid Waste Supervisor	1.00	1.00
Sanitation Driver	3.00	3.00
Sanitation Technician II	1.00	1.00
Sanitation Technician I	4.00	4.00
<b>Division Total FTEs</b>	<b>9.00</b>	<b>9.00</b>

# Public Works

## Division – Solid Waste Management

### Division Purpose:

Responsible for collection of trash, recyclables, and yard waste on a weekly basis and bulk pick-up upon request. Provides snowplow drivers during snow emergencies.

### Adopted to Estimated Actual FY09:

- Division expenditures are expected to be \$68,058 less than budget.
- The variance is attributable to staffing vacancies during the year, resulting in lower than anticipated personnel costs.

### FY10 Budget Highlights:

- Division expenditures are \$21,131 higher — an increase of 2.7 percent — compared to budgeted expenditures for FY09.
- The variance is primarily attributable to personnel costs and increased recycling processing costs.
- Division FTEs remain unchanged.
- Approximately 67 percent of division expenditures are personnel related.
- Approximately 31 percent of division expenditures are for disposal and/or processing of materials including \$219,000 for solid waste tipping fees and \$30,000 for recycling expenses.

### Management Objectives:

- Provide once a week collection of refuse and recycling at curbside.
- Provide collection services for residents who are handicapped or elderly.

- Provide collection of yard waste on Mondays, except for weeks where a holiday falls on a Monday.
- Provide collection of heavy or large furniture items as scheduled on a fee basis.
- Provide recycling containers at no cost to all households that receive City collection services.
- Provide collection of refuse and recycling at City parks and public receptacles three times a week during spring, summer, and fall and two times a week during the winter months.
- Provide for expanded recycling opportunities as markets become available.
- Promote drop-off for additional recyclable items including electronics and computers, CFL light bulbs, and motor oil and antifreeze at the Public Works Facility

### Performance/Workload Measures:

Measurement	Actual FY08	Estimated FY09	Projected FY10
Tons of trash	3,900	3,800	3,800
Tons of paper recycled	1,026	1,015	1,050
Tons of commingled recycling	500	500	500
Tons of yard waste collected	200	300	250
# of ROW containers serviced	80	111	115

# Public Works

## Division Summary – Gardens

Division Expenditures	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Gardens	161,209	180,707	172,648	186,011
<b>Division Total</b>	<b>161,209</b>	<b>180,707</b>	<b>172,648</b>	<b>186,011</b>

Division Expenditures by Type	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Wages	70,381	79,389	76,502	83,420
Fringe Benefits	24,049	27,868	24,036	29,141
Overtime	2,253	3,000	1,500	3,000
Contractual Labor	46,247	45,000	48,000	45,000
<b>Personnel Subtotal</b>	<b>142,930</b>	<b>155,257</b>	<b>150,038</b>	<b>160,561</b>
Supplies	16,317	21,000	21,000	21,000
Services and Charges	1,962	3,200	860	3,200
Miscellaneous	-	1,250	750	1,250
<b>Division Total</b>	<b>161,209</b>	<b>180,707</b>	<b>172,648</b>	<b>186,011</b>

Staffing Summary by Position Type (FTEs)	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
FTEs with benefits	2.00	2.00	2.00	2.00
FTEs without benefits	-	-	-	-
<b>Division Total</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

Position Title	Adopted FY09	Adopted FY10
City Gardener	1.00	1.00
Garden Maintenance Technician	1.00	1.00
<b>Division Total FTEs</b>	<b>2.00</b>	<b>2.00</b>

# Public Works

## Division – Gardens

### Division Purpose:

Responsible for the maintenance of the City's public gardens and planted right of way's that add to the beauty of Takoma Park's neighborhoods.

### Adopted to Estimated Actual FY09:

- Division expenditures are expected to be \$8,059 less than budget.
- The variance is attributable to lower personnel cost, less than anticipated watering cost and lower uniform and training expenditures.

### FY10 Budget Highlights:

- Division expenditures are \$5,304 higher — an increase of 3.0 percent — compared to budgeted expenditures for FY09.
- The variance is attributable to personnel costs.
- Division FTEs remain unchanged.
- Approximately 86 percent of division expenditures are personnel related.

### Management Objectives:

- Provide weeding and mulching of all City gardens and planted right-of-ways at least three times per year.
- Plan and install new gardens in public space as requested, contingent on available funding.
- Replace planting in established gardens as needed and funding allows.

- Improve the appearance of the rear of the Community Center through enhanced planting beds.

### Performance/Workload Measures:

Measurement	Actual FY08	Estimated FY09	Projected FY10
# of new gardens created	6	4	4
# of existing gardens enhanced	4	4	4

### Note:

**New garden installations** planned for Memorial Park, Grant Avenue entrance of Community Center, Jackson Boyd Playground, and Albany Avenue Triangle.

**Enhanced garden planting** scheduled for Democratic and Republic Gardens, Heffner Park, Metro Bike Trail, Iris and Daylilly Garden, and Lower Portal.

# Public Works

## Division Summary – Urban Forest

Division Expenditures	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Urban Forest	202,107	238,212	241,847	242,767
<b>Division Total</b>	<b>202,107</b>	<b>238,212</b>	<b>241,847</b>	<b>242,767</b>

Division Expenditures by Type	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Wages	60,892	71,859	67,837	71,877
Fringe Benefits	17,236	18,653	16,988	18,190
Overtime	2,013	1,000	1,223	1,000
<b>Personnel Subtotal</b>	<b>80,141</b>	<b>91,512</b>	<b>86,048</b>	<b>91,067</b>
Supplies	116,890	111,000	120,370	136,000
Services and Charges	3,436	33,000	32,300	13,000
Miscellaneous	1,640	2,700	3,129	2,700
<b>Division Total</b>	<b>202,107</b>	<b>238,212</b>	<b>241,847</b>	<b>242,767</b>

Staffing Summary by Position Type (FTEs)	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
FTEs with benefits	1.00	1.00	1.00	1.00
FTEs without benefits	-	-	-	-
<b>Division Total</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

Position Title	Adopted FY09	Adopted FY10
City Arborist	1.00	1.00
<b>Division Total FTEs</b>	<b>1.00</b>	<b>1.00</b>

# Public Works

## Division – Urban Forest

### Division Purpose:

Responsible for managing the City's urban forest. Enforces Takoma Park's tree ordinance. Division is overseen by a licensed arborist.

### Adopted to Estimated Actual FY09:

- Division expenditures are expected to be \$3,635 more than budget.
- The variance is attributable to the purchase of more trees than were reflected in the budget amount.

### FY10 Budget Highlights:

- Division expenditures are \$4,555 higher — an increase of 1.9 percent — compared to budgeted expenditures for FY09.
- The variance is attributable to an increase in tree planting expenditures and a reduction of contractor services for invasives removal.
- Division FTEs remain unchanged.
- Approximately 38 percent of division expenditures are personnel related.
- About 54 percent of division expenditures are related to tree maintenance and tree planting (\$132,000).

### Management Objectives:

- Enforce the provisions of the City's tree ordinance.
- Conduct site visit within three work days of receipt of a tree removal application.

- Promote tree planting and care on private property through the annual Arbor Day celebration and annual wholesale tree purchase.
- Plant trees in City right-of-way twice a year based on annual budget allocation.
- Review the Tree Ordinance to identify methods to enhance and encourage protection and planting of trees

### Performance/Workload Measures:

Measurement	Actual FY08	Estimated FY09	Projected FY10
Number of trees removed by permit	-	41	60
Number of undesirable species trees removed by permit	-	32	30
Number of tree protection plan permits	-	30	40
Waivers issued by City Arborist	-	170	200
Number of permit denials	-	50	35
Number of trees planted in the Right of Way	56	70	60
Number of bulk buy trees planted in private property	38	44	40
# of municipal infraction citations issued.	11	2	10

# Public Works

## Division Summary – City Engineer

Division Expenditures	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
City Engineer	138,582	165,145	161,130	168,221
<b>Division Total</b>	<b>138,582</b>	<b>165,145</b>	<b>161,130</b>	<b>168,221</b>

Division Expenditures by Type	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Wages	61,893	73,942	63,027	75,753
Fringe Benefits	15,034	21,203	25,672	23,468
Overtime	44	-	44	-
<b>Personnel Subtotal</b>	<b>76,971</b>	<b>95,145</b>	<b>88,743</b>	<b>99,221</b>
Supplies	-	-	-	-
Services and Charges	61,611	70,000	72,387	69,000
Miscellaneous	-	-	-	-
<b>Division Total</b>	<b>138,582</b>	<b>165,145</b>	<b>161,130</b>	<b>168,221</b>

Staffing Summary by Position Type (FTEs)	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
FTEs with benefits	0.75	0.75	0.75	0.75
FTEs without benefits	-	-	-	-
<b>Division Total</b>	<b>0.75</b>	<b>0.75</b>	<b>0.75</b>	<b>0.75</b>

Position Title	Adopted FY09	Adopted FY10
City Engineer	0.50	0.50
Administrative Assistant II	0.25	0.25
<b>Division Total FTEs</b>	<b>0.75</b>	<b>0.75</b>



# Public Works

## Division – City Engineer

### Division Purpose:

Manages and directs all paving operations and stormwater management activities. Provides engineering support to other City departments.

### Adopted to Estimated Actual FY09:

- Division expenditures are expected to be \$4,015 less than budget.
- The variance is primarily attributable to lower than anticipated intern costs.

### FY10 Budget Highlights:

- Division expenditures are \$3,076 higher — an increase of 1.9 percent — compared to budgeted expenditures for FY09.
- The variance is attributable to personnel costs.
- Division FTEs remain unchanged.
- Approximately 59 percent of division expenditures are personnel related. One-half of the City Engineer's salary and benefit costs are charged to the Stormwater Management Fund.
- About 41 percent of division expenditures are related to services and charges, specifically contractual engineering and other professional work.

### Management Objectives:

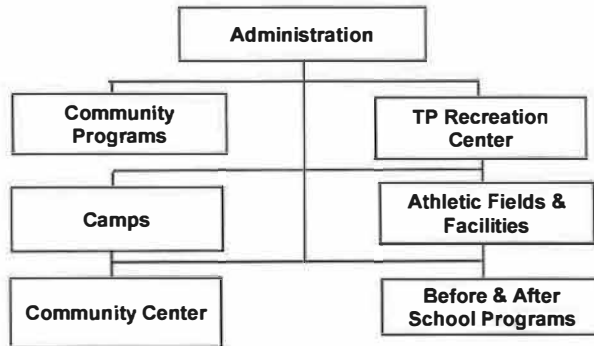
- Oversee street restoration program based on funding allocation. Provide 72 hours' public notice prior to commencement of construction.

- Coordinate City street work with area utilities.
- Maintain record of necessary repairs to City streets, curbs, gutters, and sidewalks. Schedule repairs at least twice a year, contingent on available funding.
- Implement sidewalk improvement program as directed by the Council.
- Evaluate City Code to determine what changes can be made to improve the work of utility companies in the City right-of-way.
- Provide civil engineering support to other City departments as necessary.

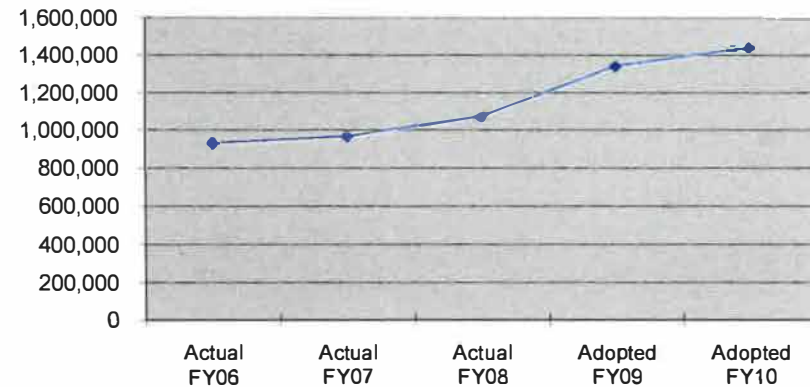
### Performance/Workload Measures:

Measurement	Actual FY08	Estimated FY09	Projected FY10
Miles of road resurfaced	0.63	0.44	0.45
Linear feet of curb/gutter replaced	584	2,433	1,500
Square yards of sidewalk repaired	332	441	500
Square feet of brick sidewalks installed	176	124	120
Square footage of porous concrete installed	-	320	500

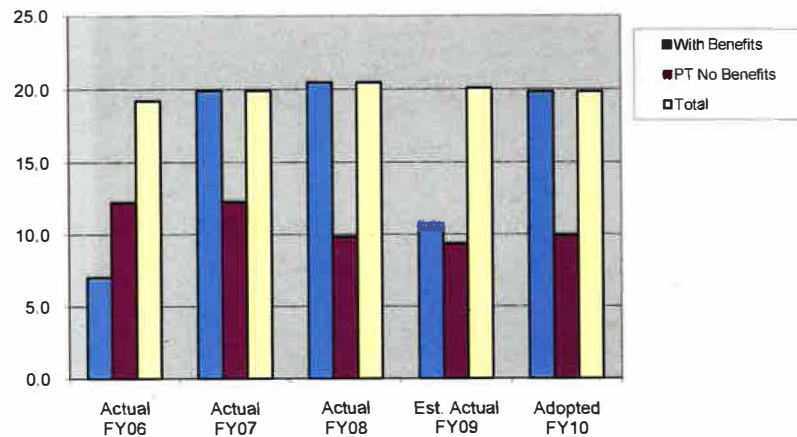
# Recreation



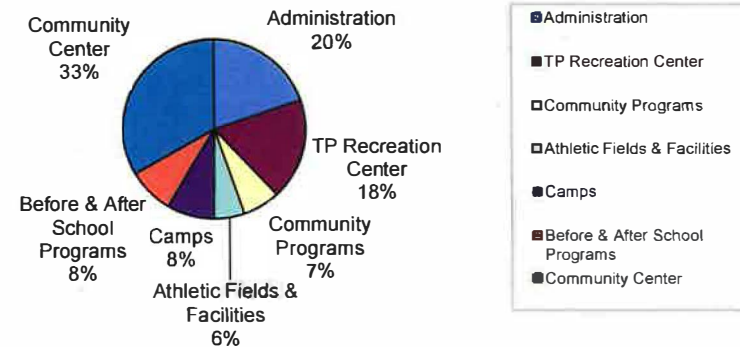
## EXPENDITURE HISTORY



## Staffing Trend (FTEs)



## BUDGET BY DIVISION



# Recreation

## Department Summary

Dept. Expenditures by Division	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Administration	217,308	256,488	243,188	285,150
Takoma Park Recreation Center	169,035	219,647	185,190	264,836
Community Programs	91,786	112,559	73,518	95,460
Athletic Fields and Facilities	64,441	78,230	69,047	78,176
Camps	81,650	114,346	91,665	121,401
Before and After School Programs	102,534	116,297	115,784	117,909
Community Center	347,870	444,501	371,423	480,661
<b>Department Total</b>	<b>1,074,624</b>	<b>1,342,068</b>	<b>1,149,815</b>	<b>1,443,593</b>

Dept. Expenditures by Type	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Wages	652,848	756,925	684,296	841,566
Fringe Benefits	183,912	253,600	169,560	263,327
Overtime	2,891	6,200	2,750	6,900
<b>Personnel Subtotal</b>	<b>839,651</b>	<b>1,016,725</b>	<b>856,606</b>	<b>1,111,793</b>
Supplies	24,737	30,100	27,333	30,100
Services and Charges	152,429	206,085	188,567	213,400
Miscellaneous	57,807	89,158	77,309	88,300
<b>Department Total</b>	<b>1,074,624</b>	<b>1,342,068</b>	<b>1,149,815</b>	<b>1,443,593</b>

Source of Funds	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Takoma/Langlely Recreation Agreement	125,000	125,000	125,000	125,000
Program/Service Charges	254,547	262,000	257,250	270,500
<b>Subtotal</b>	<b>379,547</b>	<b>387,000</b>	<b>382,250</b>	<b>395,500</b>
General Fund	695,077	955,068	767,565	1,048,093
<b>Department Total</b>	<b>1,074,624</b>	<b>1,342,068</b>	<b>1,149,815</b>	<b>1,443,593</b>

Staffing Summary by Division (FTEs)	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Administration	2.63	2.63	2.63	2.63
Takoma Park Recreation Center	4.99	4.09	4.09	4.29
Community Programs	1.40	1.40	1.40	0.95
Athletic Fields and Facilities	0.25	0.25	0.25	0.20
Camps	2.14	2.14	2.14	2.14
Before & After School Programs	2.21	2.21	2.21	2.06
Community Center	6.83	7.10	7.35	7.30
<b>Department Total</b>	<b>20.45</b>	<b>19.82</b>	<b>20.07</b>	<b>19.57</b>

# Recreation

## Department Summary

### Department Overview:

The Recreation Department is responsible for developing and providing creative, diversified, and safe programs and services that attract participants of all ages and for delivering those services and programs in an effective and efficient manner. Staff works in collaboration with youth, seniors, and others to identify new programs and services in which they might be interested.

These functions are accounted for in seven divisions. They are Administration, Takoma Park Recreation Center, Community Programs, Athletic Fields/Facilities, Camps, Before- and After-School Programs, and Community Center.

### Adopted to Estimated Actual FY09:

- Departmental expenditures are expected to be \$192,253 less than budget.
- The variance is primarily attributable to staffing vacancies during the year, resulting in less than anticipated personnel costs.

### FY10 Budget Highlights:

- Departmental expenditures are \$101,525 higher — an increase of 7.6 percent — compared to budgeted expenditures for FY09.
- Departmental FTEs decrease 0.25.
- Approximately 77 percent of departmental expenditures are personnel related.
- Personnel costs are up by \$95,068 compared to budgeted expenditures for FY09.

- Services and charges account for about 15 percent of departmental expenditures. Expenditures accounted for in this category include contractual costs for field maintenance (\$40,000), program instruction (\$58,000), and rental of school facilities (\$15,000).
- Miscellaneous expenditures represent approximately six percent of departmental expenditures. This category includes the cost of training and certain programmatic expenses, including transportation for trips.



# Recreation

## Division Summary – Administration

Division Expenditures	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Administration	217,308	256,488	243,188	285,150
<b>Division Total</b>	<b>217,308</b>	<b>256,488</b>	<b>243,188</b>	<b>285,150</b>

Staffing Summary by Position Type (FTEs)	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
FTEs with benefits	2.25	2.25	2.25	2.25
FTEs without benefits	0.38	0.38	0.38	0.38
<b>Division Total</b>	<b>2.63</b>	<b>2.63</b>	<b>2.63</b>	<b>2.63</b>

Division Expenditures by Type	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Wages	140,298	158,367	148,909	168,949
Fringe Benefits	43,220	51,021	45,970	56,751
Overtime	308	2,500	500	2,500
<b>Personnel Subtotal</b>	<b>183,826</b>	<b>211,888</b>	<b>195,379</b>	<b>228,200</b>
Supplies	6,118	6,300	4,847	6,300
Services and Charges	19,956	28,300	32,211	40,650
Miscellaneous	7,408	10,000	10,751	10,000
<b>Division Total</b>	<b>217,308</b>	<b>256,488</b>	<b>243,188</b>	<b>285,150</b>

Position Title	Adopted FY09	Adopted FY10
Recreation Director	0.70	0.70
Assistant Recreation Director	0.40	0.45
Recreation Supervisor II	0.15	0.10
Administrative Assistant II	1.00	1.00
Temporary Staff	0.38	0.38
<b>Division Total FTEs</b>	<b>2.63</b>	<b>2.63</b>



# Recreation

## Division – Administration

### Division Purpose:

Responsible for the oversight of all departmental functions. Establishes departmental goals. Prepares and monitors departmental budget.

### Adopted to Estimated Actual FY09:

- Division expenditures are expected to be \$13,300 less than budget.
- The variance is primarily attributable to staffing vacancies during the year, resulting in lower than anticipated personnel costs.

### FY10 Budget Highlights:

- Division expenditures are \$28,662 higher — an increase of 11.2 percent — compared to budgeted expenditures for FY09.
- The variance is primarily attributable to personnel costs and service charges related to newly implemented registration system. Division FTEs remain unchanged.
- Approximately 80 percent of division expenditures are personnel related.
- Services and charges represent about 14 percent of division expenditures. This category includes such expenses as telephone service, postage, advertising, and the printing of the program brochure.
- Charges categorized as miscellaneous account for about four percent of division expenditures. This category includes expenses such as staff training, conferences and association dues.

### Management Objectives:

- Develop new partnerships to improve service delivery to the residents of Takoma Park.
- Implement staff training that is goal oriented and specific to maximize the performance of all employees.
- Utilize new recreation registration software to analyze user data and assess department performance.
- Refine Emergency Action Plan for all recreation department programs.
- Initiate program to track volunteer hours.

# Recreation

## Division Summary – Takoma Park Recreation Center

Division Expenditures	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Takoma Park Rec Center	169,035	219,647	185,190	264,836
<b>Division Total</b>	<b>169,035</b>	<b>219,647</b>	<b>185,190</b>	<b>264,836</b>

Division Expenditures by Type	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Wages	117,529	139,086	130,485	169,417
Fringe Benefits	30,011	47,161	27,255	61,969
Overtime	385	1,000	350	1,000
<b>Personnel Subtotal</b>	<b>147,925</b>	<b>187,247</b>	<b>158,090</b>	<b>232,386</b>
Supplies	7,413	3,500	3,300	3,500
Services and Charges	12,216	21,300	18,800	21,350
Miscellaneous	1,481	7,600	5,000	7,600
<b>Division Total</b>	<b>169,035</b>	<b>219,647</b>	<b>185,190</b>	<b>264,836</b>

Staffing Summary by Position Type (FTEs)	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
FTEs with benefits	1.60	1.45	1.45	1.65
FTEs without benefits	3.39	2.64	2.64	2.64
<b>Total Division</b>	<b>4.99</b>	<b>4.09</b>	<b>4.09</b>	<b>4.29</b>

Position Title	Adopted FY09	Adopted FY10
Recreation Director	0.10	0.10
Assistant Recreation Director	0.25	0.35
Recreation Supervisor II	0.10	0.20
Recreation Supervisor I	1.00	1.00
Seasonal Staff	2.64	2.64
<b>Division Total FTEs</b>	<b>4.09</b>	<b>4.29</b>



# Recreation

## Division – Takoma Park Recreation Center

### Division Purpose:

Operates the Takoma Park Recreation Center located on New Hampshire Avenue. The building is owned by the Maryland-National Park and Planning Commission and operated by the Montgomery County Recreation Department. The County subcontracts the operation of the facility to the City of Takoma Park, for which the City receives an operating grant.

### Adopted to Estimated Actual FY09:

- Division expenditures are expected to be \$34,457 less than budget.
- The variance is primarily attributable to less than anticipated personnel costs.

### FY10 Budget Highlights:

- Division expenditures are \$45,189 higher — an increase of 20.6 percent — compared to budgeted expenditures for FY09.
- The variance is primarily attributable to increased personnel costs.
- Division FTEs increase 0.20.
- Approximately 88 percent of division expenditures are personnel related.
- Services and charges represent about eight percent of division expenditures. This category includes the cost of contractors who conduct programs at Takoma Park Recreation Center and telephone costs for the facility.
- Charges categorized as Miscellaneous account for about three percent of division expenditures. This classification includes certain programmatic costs such as teen trips and programs and expenditures for department sponsored special events

### Management Objectives:

- Continue physical improvements for the Center in collaboration with the Maryland-National Capital Park and Planning Commission.
- Increase program offerings for youth and adults by adding four new programs.
- Develop partnerships with the local business community for teen or other program support.
- Provide shuttle service between the Recreation Center and Community Center twice a month for special teen events.
- Develop one new special event for community participation.

### Performance/Workload Measures:

Measurement	Actual FY08	Estimated FY09	Projected FY10
Number of new programs	2	2	4
Number of new business partnerships established	-	1	2
Number of bus shuttle trips between TPRC and TPCC	-	16	24
Number of new special events established	-	-	1

# Recreation

## Division Summary – Community Programs

Division Expenditures	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Community Programs	91,786	112,559	73,518	95,460
<b>Division Total</b>	<b>91,786</b>	<b>112,559</b>	<b>73,518</b>	<b>95,460</b>

Division Expenditures by Type	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Wages	45,615	45,586	24,940	41,646
Fringe Benefits	23,181	23,515	10,320	12,114
Overtime	423	1,200	500	1,200
<b>Personnel Subtotal</b>	<b>69,219</b>	<b>70,301</b>	<b>35,760</b>	<b>54,960</b>
Supplies	2,473	3,000	3,000	3,000
Services and Charges	2,202	4,000	2,500	4,000
Miscellaneous	17,892	35,258	32,258	33,500
<b>Division Total</b>	<b>91,786</b>	<b>112,559</b>	<b>73,518</b>	<b>95,460</b>

Staffing Summary by Position Type (FTEs)	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
FTEs with benefits	1.40	1.40	1.40	0.95
FTEs without benefits	-	-	-	-
<b>Division Total</b>	<b>1.40</b>	<b>1.40</b>	<b>1.40</b>	<b>0.95</b>

Position Title	Adopted FY09	Adopted FY10
Recreation Coordinator I	1.00	0.50
Recreation Manager	0.20	0.20
Recreation Supervisor II	0.20	0.25
<b>Division Total FTEs</b>	<b>1.40</b>	<b>0.95</b>

# Recreation

## Division – Community Programs

### Division Purpose:

Encompasses a variety of sports activities/programs, trips and special events held throughout the year.

### Adopted to Estimated Actual FY09:

- Division expenditures are expected to be \$39,041 less than budget.
- The variance is primarily attributable to a staffing vacancy during the year, resulting in lower than anticipated personnel costs including fringe benefits.

### FY10 Budget Highlights:

- Division expenditures are \$17,099 lower — a decrease of 15 percent — compared to budgeted expenditures for FY09.
- The variance is primarily attributable to reduced personnel costs.
- Division FTEs decrease by 0.45, in part due to changing a full-time staff position to a part-time position.
- Approximately 58 percent of division expenditures are personnel related.
- Charges categorized as miscellaneous account for about 35 percent of division expenditures. This classification includes certain programmatic costs such as transportation and entry fees. Expenditures for department-sponsored special events such as the Halloween Parade and the Egg Hunt, sports programs, and Fun Days are also accounted for in this category.

### Management Objectives:

- Incorporate the pilot winter basketball program into annual program budget.
- Enhance community involvement by offering special outdoor events such as Touch a Truck, International Day of Play, Movies on the Lawn, and holiday events.
- Implement the Hershey Track and Field event in Takoma Park.
- Increase youth participation in the summer Y.E.S. basketball league and T-Ball program by 30 percent.

### Performance/Workload Measures:

Measurement	Actual FY08	Estimated FY09	Projected FY10
Number of new outdoor recreation programs	4	2	N/A
Number of new adult recreation programs	4	4	N/A
Number of new sports programs	N/A	4	2
Hershey Track and Field Event	N/A	N/A	Yes
Y.E.S Participation	41	80	104
T-Ball Participation	42	50	65

# Recreation

## Division Summary – Athletic Fields & Facilities

Division Expenditures	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Athletic Fields and Facilities	64,441	78,230	69,047	78,176
<b>Division Total</b>	<b>64,441</b>	<b>78,230</b>	<b>69,047</b>	<b>78,176</b>

Division Expenditures by Type	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Wages	11,970	8,184	5,776	12,584
Fringe Benefits	4,915	7,961	1,186	3,592
Overtime	-	-	-	-
<b>Personnel Subtotal</b>	<b>16,885</b>	<b>16,145</b>	<b>6,962</b>	<b>16,176</b>
Supplies (Contracts)	-	-	-	-
Services and Charges	47,556	62,085	62,085	62,000
Miscellaneous	-	-	-	-
<b>Division Total</b>	<b>64,441</b>	<b>78,230</b>	<b>69,047</b>	<b>78,176</b>

Staffing Summary by Position Type (FTEs)	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
FTEs with benefits	0.25	0.25	0.25	0.20
FTEs without benefits	-	-	-	-
<b>Division Total</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>	<b>0.20</b>

Position Title	Adopted FY09	Adopted FY10
Recreation Manager	0.25	0.20
<b>Division Total FTEs</b>	<b>0.25</b>	<b>0.20</b>

# Recreation

## Division – Athletic Fields and Facilities

### Division Purpose:

Oversees maintenance of athletic fields and facilities, including Lee Jordan Field and Ed Wilhelm Field. The fields are maintained and permitted by the City in accordance with the agreement between the City and Montgomery County Public Schools (Lee Jordan) and Maryland-National Park and Planning Commission (Ed Wilhelm). Payment for the department's rental and use of school facilities are accounted for in this division.

### Adopted to Estimated Actual FY09:

- Division expenditures are expected to be \$9,183 less than budget.
- The variance is attributable to staff vacancy.

### FY10 Budget Highlights:

- No significant variance compared to budgeted expenditures for FY09.
- Division FTEs decrease 0.05.
- Approximately 21 percent of division expenditures are personnel related.
- Services and charges represent about 79 percent of division expenditures. This category includes the contractual cost for maintaining Lee Jordan Field and Ed Wilhelm Field (\$40,000).
- Services and charges also include the monies paid to the Interagency Coordinating Board for the rental of school facilities for City-provided recreational programs (\$15,000).

### Management Objectives:

- Coordinate with Maryland National Park and Planning Commission to finalize design of the skate park located at the Takoma-Piney Branch Local Park. Recruit community members for Youth Corps, a community based committee for the marketing, maintenance and operation of the new skate park.
- Incorporate Jeque Park renovation into annual turf maintenance program.
- Coordinate with sports leagues and schools to assist in relocation caused by renovation of Piney Branch Park. Park will be closed for 18 months or more.
- Continue successful maintenance program for Lee Jordan field. Suspend operations on Ed Wilhelm due to construction.

### Performance/Workload Measures:

Measurement	Actual FY08	Estimated FY09	Projected FY10
Number of seeding applications	4	4	4
Number of youth involved in skate park design and Youth Corps.	N/A	4	12

# Recreation

## Division Summary – Camps

Division Expenditures	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Camps	81,650	114,346	91,665	121,401
<b>Division Total</b>	<b>81,650</b>	<b>114,346</b>	<b>91,665</b>	<b>121,401</b>

Division Expenditures by Type	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Wages	43,121	62,246	55,067	66,946
Fringe Benefits	8,606	15,300	8,798	17,155
Overtime	359	-	200	500
<b>Personnel Subtotal</b>	<b>52,086</b>	<b>77,546</b>	<b>64,065</b>	<b>84,601</b>
Supplies	1,179	2,000	2,000	2,000
Services and Charges	14,287	20,200	15,000	20,200
Miscellaneous	14,098	14,600	10,600	14,600
<b>Division Total</b>	<b>81,650</b>	<b>114,346</b>	<b>91,665</b>	<b>121,401</b>

Staffing Summary by Position Type (FTEs)	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
FTEs with benefits	0.47	0.47	0.47	0.47
FTEs without benefits	1.67	1.67	1.67	1.67
<b>Division Total</b>	<b>2.14</b>	<b>2.14</b>	<b>2.14</b>	<b>2.14</b>

Position Title	Adopted FY09	Adopted FY10
Assistant Recreation Director	0.05	0.05
Recreation Supervisor II	0.20	0.20
Recreation Supervisor I	0.22	0.22
Seasonal Staff	1.67	1.67
<b>Division Total FTEs</b>	<b>2.14</b>	<b>2.14</b>



# Recreation

## Division – Camps

### Division Purpose:

Develops programming for summer and Spring Break camps and oversees their operation. There are three summer camps: Extreme Horizons Camp is oriented towards the difficult to reach age group in grades 6 through 8. Recess Camp is located at the Takoma Park Recreation Center and Camp Takoma at the Community Center.

### Adopted to Estimated Actual FY09:

- Division expenditures are expected to be \$22,681 less than budget.
- The variance is attributable to less than anticipated personnel and contractual costs.

### FY10 Budget Highlights:

- Division expenditures are \$7,055 higher — an increase of 6.2 percent — compared to budgeted expenditures for FY09.
- The variance is primarily attributable to personnel costs.
- Division FTEs remain unchanged.
- Approximately 70 percent of division expenditures are personnel related.
- Services and charges represent about 17 percent of division expenditures. This category includes contractual costs for special programs and transportation.
- Expenditures categorized as miscellaneous account for approximately 12 percent of division expenditures. This category includes certain programmatic costs such as staff training and entry fees.

### Management Objectives:

- Conduct a Counselor-in-Training program for youth in grades 9 and 10 who are not yet old enough to serve as a counselor. Those in the Counselor-in-Training will assist in the day-to-day operations of the City's summer camp programs.
- Refine electronic evaluation tools to improve participation rate of evaluators.
- Increase customer satisfaction rating of the City's summer and Spring Break camps.
- Develop and implement new summer specialty camps.

### Performance/Workload Measures:

Measurement	Actual FY08	Estimated FY09	Projected FY10
Number of participants in Counselor in Training Program	6	6	8
Percentage of favorable ratings for Spring Break Camp	70	75	75
Percentage of evaluations returned for Spring Break Camp	25	30	35
Percentage of favorable ratings for Summer Camp	70	75	75
Percentage of evaluations returned for Summer Camp	10	20	30
Implement new summer specialty Camps	-	2	4



# Recreation

## Division Summary – Before & After School Programs

Division Expenditures	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Before and After School Programs	102,534	116,297	115,784	117,909
<b>Division Total</b>	<b>102,534</b>	<b>116,297</b>	<b>115,784</b>	<b>117,909</b>

Division Expenditures by Type	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Wages	68,928	75,184	76,677	75,793
Fringe Benefits	21,068	28,813	25,957	29,616
Overtime	486		200	200
<b>Personnel Subtotal</b>	<b>90,482</b>	<b>103,997</b>	<b>102,834</b>	<b>105,609</b>
Supplies	4,464	5,300	5,300	5,300
Services and Charges	7,125	6,400	7,050	6,400
Miscellaneous	463	600	600	600
<b>Division Total</b>	<b>102,534</b>	<b>116,297</b>	<b>115,784</b>	<b>117,909</b>

Staffing Summary by Position Type (FTEs)	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
FTEs with benefits	1.01	1.01	1.01	0.86
FTEs without benefits	1.20	1.20	1.20	1.20
<b>Division Total</b>	<b>2.21</b>	<b>2.21</b>	<b>2.21</b>	<b>2.06</b>

Position Title	Adopted FY09	Adopted FY10
Assistant Recreation Director	0.10	0.05
Recreation Supervisor II	0.25	0.15
Recreation Supervisor I	0.66	0.66
Seasonal Staff	1.20	1.20
<b>Division Total FTEs</b>	<b>2.21</b>	<b>2.06</b>

# Recreation

## Division – Before & After School Programs

### Division Purpose:

Develops leisure interests for those in grades K-5. After-school programs are conducted at both the Takoma Park Community Center and the Takoma Park Recreation Center. The before-school program, which was initiated in FY07, is offered at the Takoma Park Community Center.

### Adopted to Estimated Actual FY09:

- No significant variances from budgeted expenditures.

### FY10 Budget Highlights:

- Division expenditures are \$1,612 higher — an increase of 1.5 percent — compared to budgeted expenditures for FY09.
- The variance attributable to increased personnel costs.
- Division FTEs decrease by 0.15.
- Approximately 90 percent of division expenditures are personnel related.

### Management Objectives:

- Ensure that all after-school program staff receives at least six hours of training per year.
- Increase customer satisfaction with the before- and after-school care programs by receiving 70 percent or better favorable ratings.
- Include a healthy lifestyles curriculum in the after-school care program.
- Explore feasibility of obtaining childcare license from the state.

- Obtain staff certifications that are essential in acquiring the state childcare license.
- Refine electronic evaluation tools to improve participation rate of evaluators.

### Performance/Workload Measures:

Measurement	Actual FY08	Estimated FY09	Projected FY10
Percentage of staff receiving six hours of training	100	100	100
Percentage of evaluations returned	25	30	35
Healthy lifestyle curriculum	No	Yes	Yes
Foreign language component	No	No	N/A
Percentage of favorable ratings for Before/After Care	70	75	75
Obtain staff certifications for state childcare license.	-	1	2

# Recreation

## Division Summary – Takoma Park Community Center

Division Expenditures	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Community Center	347,870	444,501	371,423	480,661
<b>Division Total</b>	<b>347,870</b>	<b>444,501</b>	<b>371,423</b>	<b>480,661</b>

Division Expenditures by Type	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Wages	225,387	268,272	242,442	306,231
Fringe Benefits	52,910	79,829	50,074	82,130
Overtime	929	1,500	1,000	1,500
<b>Personnel Subtotal</b>	<b>279,226</b>	<b>349,601</b>	<b>293,516</b>	<b>389,861</b>
Supplies	3,090	10,000	8,885	10,000
Services and Charges	49,089	63,800	50,922	58,800
Miscellaneous	16,465	21,100	18,100	22,000
<b>Division Total</b>	<b>347,870</b>	<b>444,501</b>	<b>371,423</b>	<b>480,661</b>

Staffing Summary by Position Type (FTEs)	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
FTEs with benefits	3.65	3.65	3.90	4.00
FTEs without benefits	3.18	3.45	3.45	3.30
<b>Division Total</b>	<b>6.83</b>	<b>7.10</b>	<b>7.35</b>	<b>7.30</b>

Position Title	Adopted FY09	Adopted FY10
Recreation Director	0.20	0.20
Assistant Recreation Director	0.20	0.10
Recreation Manager	0.40	0.60
Recreation Supervisor II	1.10	1.10
Recreation Coordinator I	1.00	1.00
Recreation Coordinator II	0.75	1.00
Part-Time Staff	3.45	3.30
<b>Division Total FTEs</b>	<b>7.10</b>	<b>7.30</b>

# Recreation

## Division – Takoma Park Community Center

### Division Purpose:

Oversees staffing, operations, and programming of the Takoma Park Community Center. Includes programming for senior citizens, youth activities held in the Game Room and Teen Room, and reception desk operations. Costs related to class offerings, previously accounted for in Administration, are reflected in this division as contractors.

### Adopted to Estimated Actual FY09:

- Division expenditures are expected to be \$73,078 less than budget.
- The variance is attributable to staffing vacancies during the year, resulting in less than anticipated personnel costs.

### FY10 Budget Highlights:

- Division expenditures are \$36,160 higher — an increase of 8.1 percent — compared to budgeted expenditures for FY09.
- The variance is primarily attributable to increased personnel costs.
- Division FTEs increase by 0.20.
- Approximately 81 percent of division expenditures are personnel related.
- Services and charges represent about 12 percent of division expenditures. This category includes the cost of contractors who conduct programs at the Takoma Park Community Center (\$58,000).
- Charges categorized as miscellaneous account for about five percent of division expenditures. This classification includes programmatic costs for special events, senior and teen programs.

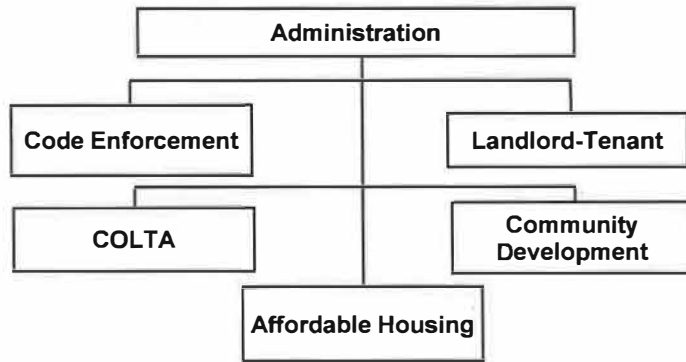
### Management Objectives:

- Provide meaningful service learning opportunities for young people to obtain their required hours for graduation.
- Increase the quality and number of family, toddler and teen programs.
- Develop teen mentoring program and enroll 15 youth.
- Refine electronic evaluation tools to improve participation rate of evaluators.
- Improve physical appearance of the Community Center level by introducing art, plants and sitting areas.

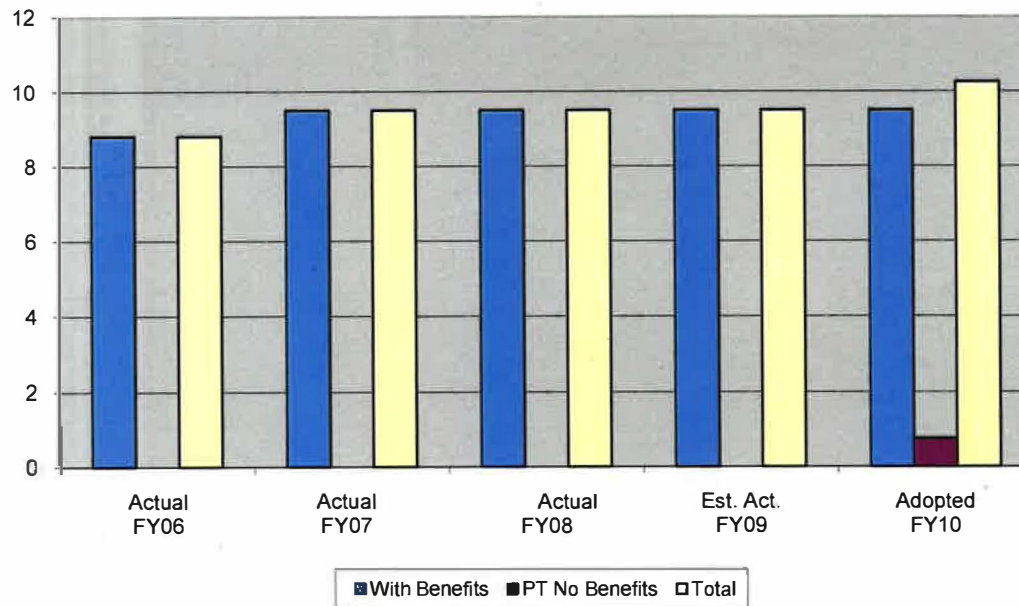
### Performance/Workload Measures:

Measurement	Actual FY08	Estimated FY09	Projected FY10
Number of service learning hours recorded	320	500	650
Number of family programs	10	11	16
Number of toddler programs	8	24	30
Number of teen programs/trips	70	75	100
Percentage of evaluations returned for Senior Programs	-	30	40
Percentage of favorable ratings for Senior Programs	-	80	90

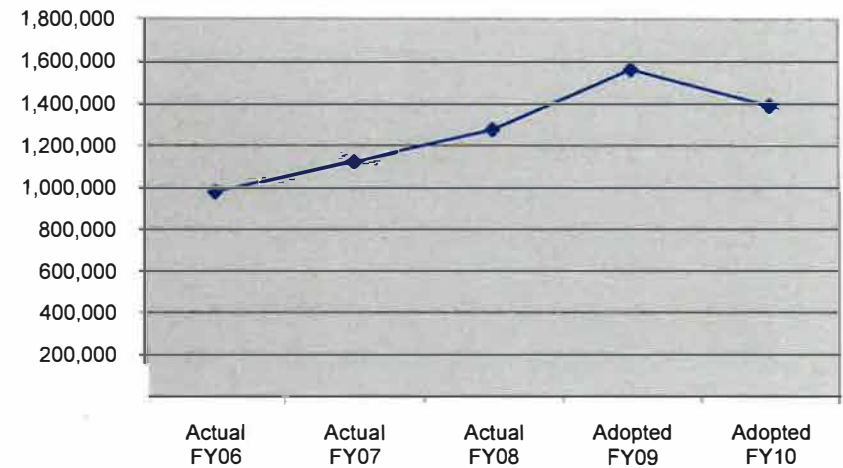
# Housing and Community Development



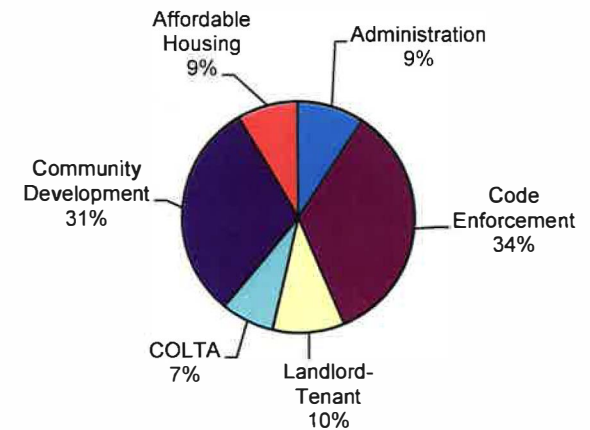
Staffing Trend (FTEs)



Expenditure History



Budget by Division



# Housing and Community Development

## Department Summary

Dept. Expenditures by Division	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Administration	112,224	127,223	102,246	129,762
Code Enforcement	352,764	448,497	386,054	477,486
Landlord-Tenant	126,852	138,874	131,837	139,314
COLTA	90,715	133,718	119,258	102,785
Community Development	497,289	467,870	437,703	423,815
Affordable Housing	97,372	244,829	121,218	117,541
<b>Department Total</b>	<b>1,277,216</b>	<b>1,561,011</b>	<b>1,298,316</b>	<b>1,390,703</b>

Dept. Expenditures by Type	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Wages	565,056	609,798	582,086	651,096
Fringe Benefits	179,515	201,437	167,108	188,722
Overtime	6,981	8,100	7,600	8,100
Contractual Labor	6,979	3,200	-	-
<b>Personnel Subtotal</b>	<b>758,531</b>	<b>822,535</b>	<b>756,794</b>	<b>847,918</b>
Supplies	7,307	21,600	19,855	20,250
Services and Charges	461,641	545,356	475,875	485,280
Miscellaneous	49,737	171,520	45,792	37,255
<b>Department Total</b>	<b>1,277,216</b>	<b>1,561,011</b>	<b>1,298,316</b>	<b>1,390,703</b>

Source of Funds	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Inspection Fees	317,141	297,500	305,370	299,672
Municipal Infraction Fees	6,500	6,500	3,000	2,658
<b>Subtotal</b>	<b>323,641</b>	<b>304,000</b>	<b>308,370</b>	<b>302,330</b>
General Fund	953,575	1,257,011	989,946	1,088,373
<b>Department Total</b>	<b>1,277,216</b>	<b>1,561,011</b>	<b>1,298,316</b>	<b>1,390,703</b>

Staffing Summary by Division (FTEs)	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Administration	0.90	0.90	0.90	0.90
Code Enforcement	3.00	3.00	3.00	3.00
Landlord-Tenant	1.60	1.60	1.60	1.60
COLTA	0.80	0.80	0.80	0.80
Community Development	2.60	2.60	2.60	3.35
Affordable Housing	0.60	0.60	0.60	0.60
<b>Department Total</b>	<b>9.50</b>	<b>9.50</b>	<b>9.50</b>	<b>10.25</b>



# Housing and Community Development

## Department Summary

### Department Overview:

The Housing and Community Development Department is responsible for programming in the areas of housing, economic development, code enforcement, and neighborhood revitalization. Administrative and technical support is provided to the City Council, neighborhood organizations, business associations, and advisory boards and commissions.

These functions are accounted for in six divisions. They are Administration, Code Enforcement, Landlord-Tenant Office, Commission on Landlord and Tenant Affairs, Community Development, and Affordable Housing.

### Adopted to Estimated Actual FY09:

- Departmental expenditures are expected to be \$262,695 less than budget.
- The variance is primarily attributable to staffing vacancies during the year, resulting in less than anticipated personnel costs, and unexpended funds set aside for the Tenant Opportunity to Purchase Revolving Loan Fund and a delay in the implementation of the City's Affordable Housing Plan.

### FY10 Budget Highlights:

- Departmental expenditures are 170,308 lower — a decrease of 10.9 percent — compared to budgeted expenditures for FY09.
- Departmental FTEs increase 0.75.
- Approximately 61 percent of departmental expenditures are personnel related.

- Personnel costs are up by \$25,383 compared to budgeted expenditures for FY09.
- Professional Services account for about 35 percent of departmental expenditures. Expenditures accounted for in this category include contractual costs for rental housing inspection services provided by Montgomery County, review of requested rent increases, and tenant assistance/organizing. The operating subsidy for the Old Takoma Main Street and the Crossroads Farmer Market are also included in this category.
- Miscellaneous expenditures represent approximately three percent of departmental expenditures. This category includes the cost of anticipated affordable housing programming.





# Housing and Community Development

## Division Summary – Administration

Division Expenditures	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Administration	112,224	127,223	102,246	129,762
<b>Division Total</b>	<b>112,224</b>	<b>127,223</b>	<b>102,246</b>	<b>129,762</b>

Division Expenditures by Type	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Wages	55,534	58,184	39,106	60,629
Fringe Benefits	19,937	18,183	17,200	17,733
Overtime	-	-	-	-
<b>Personnel Subtotal</b>	<b>75,471</b>	<b>76,367</b>	<b>56,306</b>	<b>78,362</b>
Supplies	6,649	9,800	9,000	11,200
Services and Charges	27,652	37,056	35,440	38,900
Miscellaneous	2,452	4,000	1,500	1,300
<b>Division Total</b>	<b>112,224</b>	<b>127,223</b>	<b>102,246</b>	<b>129,762</b>

Staffing Summary by Position Type (FTEs)	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
FTEs with benefits	0.90	0.90	0.90	0.90
FTEs without benefits	-	-	-	-
<b>Division Total</b>	<b>0.90</b>	<b>0.90</b>	<b>0.90</b>	<b>0.90</b>

Position Title	Adopted FY09	Adopted FY10
Director of Housing & Comm. Development	0.40	0.40
Administrative Assistant II	0.50	0.50
<b>Division Total FTEs</b>	<b>0.90</b>	<b>0.90</b>

# Housing and Community Development

## Division – Administration

### Division Purpose:

Responsible for the oversight of all departmental functions. Establishes departmental goals. Prepares and monitors departmental budget.

### Adopted to Estimated Actual FY09:

- Division expenditures are expected to be \$24,977 less than budget.
- The variance is attributable to lower than anticipated personnel costs.

### FY10 Budget Highlights:

- Division expenditures are \$2,539 higher — an increase of 2.0 percent — compared to budgeted expenditures for FY09.
- The budgetary increase is primarily attributable to personnel and supply costs.
- Division FTEs remain unchanged.
- Approximately 61 percent of division expenditures are personnel related.
- Services and charges represent about 30 percent of division expenditures. This category includes copier lease costs, telephone charges, and postage costs.

### Management Objectives:

- Prioritize and direct departmental activities to further the goals and objectives of the Council's Strategic Plan.

- Ensure programming and special projects have adequate staffing and budgetary resources.
- Coordinate appropriate staffing of Council-appointed statutory committees and advisory boards.
- Expand communication efforts to effectively inform the community of programming offered by the Department.

### Performance/Workload Measures:

Measurement	Calendar Year		
	2007	2008	2009
Number of Departmental Staff Meetings	10	9	10
Number of Special Revenue Fund Projects Managed	5	13	17
Number of Statutory Committees, Advisory Boards, Commissions Supported	4	5	5

# Housing and Community Development

## Division Summary – Code Enforcement

Division Expenditures	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Code Enforcement	352,764	448,497	386,054	477,486
<b>Division Total</b>	<b>352,764</b>	<b>448,497</b>	<b>386,054</b>	<b>477,486</b>

Division Expenditures by Type	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Wages	113,061	136,741	133,172	147,261
Fringe Benefits	41,851	54,756	42,257	54,040
Overtime	51	1,500	1,000	1,500
Contractual Labor	6,979	-	-	-
<b>Personnel Subtotal</b>	<b>161,942</b>	<b>192,997</b>	<b>176,429</b>	<b>202,801</b>
Supplies	658	1,300	355	1,050
Services and Charges	188,798	250,350	205,870	267,630
Miscellaneous	1,366	3,850	3,400	6,005
<b>Division Total</b>	<b>352,764</b>	<b>448,497</b>	<b>386,054</b>	<b>477,486</b>

Staffing Summary by Position Type (FTEs)	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
FTEs with benefits	3.00	3.00	3.00	3.00
FTEs without benefits	-	-	-	-
<b>Division Total</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

Position Title	Adopted FY09	Adopted FY10
Code Enforcement Supervisor	1.00	1.00
Code Enforcement Inspector	1.00	1.00
Administrative Assistant II	1.00	1.00
<b>Division Total FTEs</b>	<b>3.00</b>	<b>3.00</b>

# Housing and Community Development

## Division – Code Enforcement

### Division Purpose:

Provides for the inspection of residential and commercial properties, the target area inspection program, the licensing of rental housing facilities, and the Landlord Certification Program.

### Adopted to Estimated Actual FY09:

- Division expenditures are expected to be \$62,443 less than budget.
- The variance is attributable to staffing vacancies during the year, resulting in lower than anticipated personnel costs and contract costs.

### FY10 Budget Highlights:

- Division expenditures are \$28,989 higher — an increase of 6.5 percent — compared to budgeted expenditures for FY09.
- The budgetary increase is primarily attributable to personnel costs and the carryover of FY09 funding for structure demolition.
- Division FTEs remain unchanged.
- Approximately 42 percent of division expenditures are personnel related.
- Services and charges represent 56 percent of division expenditures. This category includes the cost of the City's contract with Montgomery County for the inspection of rental properties (\$177,930). Funding in the amount of \$80,000 is also included for the continuation of the "clean and lien" program initiated in FY09 which provides for the implementation of court ordered abatement activities and the undertaking of general neighborhood clean-up efforts.

### Management Objectives:

- Ensure timely and appropriate inspection and licensing of rental housing properties.
- Provide effective, timely, and proactive enforcement of the Property Maintenance Code and the abatement of identified code violations
- Continue proactive code enforcement program designed to identify both developing and serious – but often unreported– property maintenance code violations.

### Performance/Workload Measures:

Measurement	Calendar Year		
	2007	2008	2009
<b>Rental Housing Licensing Program</b>			
Rental Licenses - Issued	195	277	335
Rental Licenses - Discontinued	63	56	45
Rental Units - Inspected	2,280	3,200	3,051
Landlord Certification - Seminars	9	11	12
Landlord Certification - Exams	16	18	20
Landlord Certificates - Issued	112	147	122
Notices of Violation Issued	N/A	189	200
Municipal Citations Issued	N/A	28	30
<b>Property Maintenance Code Enforcement</b>			
Courtesy Notices Issued	N/A	674	700
Nuisance Complaints Received	N/A	242	200
Complaint Cases – Opened	108	186	160
Complaint Cases – Closed	56	121	160
Notices of Violation Issued	N/A	107	110
Municipal Citations Issued	N/A	8	9
Handbills / Flyers Removed	N/A	275	350

# Housing and Community Development

## Division Summary – Landlord-Tenant

Division Expenditures	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Landlord-Tenant	126,852	138,874	131,837	139,314
<b>Division Total</b>	<b>126,852</b>	<b>138,874</b>	<b>131,837</b>	<b>139,314</b>

Division Expenditures by Type	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Wages	91,545	95,148	91,594	99,267
Fringe Benefits	31,600	32,131	31,033	32,977
Overtime	1,347	1,400	1,400	1,400
<b>Personnel Subtotal</b>	<b>124,492</b>	<b>128,679</b>	<b>124,027</b>	<b>133,644</b>
Supplies	-	-	-	-
Services and Charges	660	2,050	2,190	50
Miscellaneous	1,700	8,145	5,620	5,620
<b>Division Total</b>	<b>126,852</b>	<b>138,874</b>	<b>131,837</b>	<b>139,314</b>

Staffing Summary by Position Type (FTEs)	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
FTEs with benefits	1.60	1.60	1.60	1.60
FTEs without benefits	-	-	-	-
<b>Division Total</b>	<b>1.60</b>	<b>1.60</b>	<b>1.60</b>	<b>1.60</b>

Position Title	Adopted FY09	Adopted FY10
Affordable Housing Manager	0.25	0.25
Landlord/Tenant Mediation Specialist	0.65	0.65
Housing Specialist	0.70	0.70
<b>Division Total FTEs</b>	<b>1.60</b>	<b>1.60</b>

# Housing and Community Development

## Division – Landlord-Tenant Office

### Division Purpose:

Investigates and resolves disputes between landlords and tenants, as well as complaints filed with the Commission on Landlord-Tenant Affairs. Administers the rent stabilization program. Undertakes a variety of educational and outreach programs targeted to tenants residing in Takoma Park.

### Adopted to Estimated Actual FY09:

- Division expenditures are expected to be \$7,037 under budget.

### FY10 Budget Highlights:

- Division expenditures are \$440 higher — an increase of less than one percent — compared to budgeted expenditures for FY09.
- Division FTEs remain unchanged.
- Approximately 96 percent of division expenditures are personnel related.

### Management Objectives:

- Mediate landlord and tenant disputes in an unbiased and professional manner.
- Complete review and revision of administrative regulations related to the landlord tenant ordinance and programming provided by the Division.
- Continue tenant education and outreach programming.

### Performance/Workload Measures:

Measurement	Calendar Year		
	2007	2008	2009
Client Contacts	2,491	2,537	2,500
Landlord Certification Seminars	9	11	12
Newsletter columns, articles, announcements	11	11	11
Tenant Rights Workshops	N/A	3	4
Credit Checks Conducted	N/A	26	25
Emergency Storage Requests	N/A	7	8
Municipal Citations Issued	N/A	21	85



# Housing and Community Development

## Division Summary – Commission on Landlord and Tenant Affairs

Division Expenditures	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
COLTA	90,715	133,718	119,258	102,785
<b>Division Total</b>	<b>90,715</b>	<b>133,718</b>	<b>119,258</b>	<b>102,785</b>

Division Expenditures by Type	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Wages	46,714	48,048	48,449	50,053
Fringe Benefits	15,070	15,545	13,812	15,802
Overtime	-	-	-	-
<b>Personnel Subtotal</b>	<b>61,784</b>	<b>63,593</b>	<b>62,261</b>	<b>65,855</b>
Supplies	-	-	-	-
Services and Charges	28,153	69,200	56,375	31,500
Miscellaneous	778	925	622	5,430
<b>Division Total</b>	<b>90,715</b>	<b>133,718</b>	<b>119,258</b>	<b>102,785</b>

Staffing Summary by Position Type (FTEs)	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
FTEs with benefits	0.80	0.80	0.80	0.80
FTEs without benefits	-	-	-	-
<b>Division Total</b>	<b>0.80</b>	<b>0.80</b>	<b>0.80</b>	<b>0.80</b>

Position Title	Adopted FY09	Adopted FY10
Affordable Housing Manager	0.15	0.15
Landlord/Tenant Mediation Specialist	0.35	0.35
Housing Specialist	0.30	0.30
<b>Division Total FTEs</b>	<b>0.80</b>	<b>0.80</b>



# Housing and Community Development

## Division – Commission on Landlord and Tenant Affairs

### Division Purpose:

Conducts hearings related to complaints between tenants and landlords. Reviews requests from landlords petitioning to increase rents above the annual rent stabilization ordinance. Provides general oversight of the City's rent stabilization law.

### Adopted to Estimated Actual FY09:

- Division expenditures are expected to be \$14,460 under budget.
- The variance is attributable to lower than anticipated contract costs associated with the processing of Fair Return Rent Increase Petitions.

### FY10 Budget Highlights:

- Division expenditures are \$30,933 lower — a reduction of 23 percent — compared to budgeted expenditures for FY09.
- The budgetary decrease is primarily attributable to the one-time purchase of web based rent stabilization reporting program in FY09.
- Division FTEs remain unchanged.
- Approximately 64 percent of division expenditures are personnel related.
- Services and charges represent about 31 percent of division expenditures. This category includes the contractual costs associated with review of requested rent increases (\$22,500).

### Management Objectives:

- Coordinate and conduct COLTA hearings in accordance with established regulations.
- Conduct quarterly workshops on the Fair Return Rent Increase process.
- Process rent increase petitions in a timely and accurate manner.
- Finalize revision of rent stabilization regulations.

### Performance/Workload Measures:

Measurement	Calendar Year		
	2007	2008	2009
COLTA - Business Meetings	1	1	1
COLTA - Cases Filed	21	19	25
COLTA - Cases Mediated	12	10	17
COLTA - Hearings Conducted	5	8	8
Rent Increase Petitions - Filed	47	5	10
Rent Increase Petitions - Hearings	0	2	1
Rent Reports Monitored – SFR	7	-	-
Rent Reports Monitored - Apartments	244	244	220
Rent Reports Monitored - Condo units	0	32	40
Municipal Citations Issued	N/A	4	4
Rent Stabilization Exemptions Processed	18	15	5
Number of City Newsletter columns, articles, and announcements	11	11	11

# Housing and Community Development

## Division Summary – Community Development

Division Expenditures	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Community Development	497,289	467,870	437,703	423,815
<b>Division Total</b>	<b>497,289</b>	<b>467,870</b>	<b>437,703</b>	<b>423,815</b>

Division Expenditures by Type	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Wages	209,649	223,006	220,921	243,705
Fringe Benefits	58,210	67,764	49,982	54,910
Overtime	5,583	5,200	5,200	5,200
Contractual Labor	-	-	-	-
<b>Personnel Subtotal</b>	<b>273,442</b>	<b>295,970</b>	<b>276,103</b>	<b>303,815</b>
Supplies	-	10,500	10,500	8,000
Services and Charges	185,012	134,900	129,050	97,450
Miscellaneous	38,835	26,500	22,050	14,550
<b>Division Total</b>	<b>497,289</b>	<b>467,870</b>	<b>437,703</b>	<b>423,815</b>

Staffing Summary by Position Type (FTEs)	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
FTEs with benefits	2.60	2.60	2.60	2.60
FTEs without benefits	-	-	-	0.75
<b>Division Total</b>	<b>2.60</b>	<b>2.60</b>	<b>2.60</b>	<b>3.35</b>

Position Title	Adopted FY09	Adopted FY10
Director of Housing & Comm. Dev.	0.60	0.60
Planner	1.00	1.00
Community Development Coordinator	0.00	0.75
Associate Planner	1.00	1.00
<b>Division Total FTEs</b>	<b>2.60</b>	<b>3.35</b>

# Housing and Community Development

## Division – Community Development

### Division Purpose:

Provides technical assistance to local businesses and associations. Coordinates the development review process. Monitors significant redevelopment projects. Develops and coordinates City-initiated neighborhood revitalization projects. Facilitates local and regional pedestrian safety and traffic calming projects. Prepares and implements various grant funded initiatives. Coordinates the Community Development Block Grant (CDBG) program. Provides staff support numerous Council appointed boards and commissions.

### Adopted to Estimated Actual FY09:

- Division expenditures are expected to be \$30,167 less than budget.
- The variance is attributable to lower than anticipated personnel costs.

### FY10 Budget Highlights:

- Division expenditures are \$44,055 lower — a decrease of 9.4 percent — compared to budgeted expenditures for FY09.
- The budgetary decrease is primarily attributable to the completion of several New Hampshire Avenue Corridor marketing projects and a reduction in the subsidy for the Crossroads Farmer's Market.
- Division FTE's increase by 0.75.
- Approximately 72 percent of division expenditures are personnel related.
- Services and charges represent about 23 percent of division expenditures. Included in this category are the City's contributions to the Old Takoma Business Association (\$30,000) and the Crossroads Farmer's Market (\$10,000).

### Management Objectives:

- Provide the redevelopment of the New Hampshire Avenue (NHA) corridor.
- Coordinate implementation of Master Plan recommendations.
- Participate in the development of the Takoma Langley Sector Plan.
- Implement Safe Routes to School program.
- Complete various capital and planning projects funded with County and State grant funds.
- Provide appropriate staff support for assigned statutory committees and advisory boards

### Performance/Workload Measures:

Measurement	Calendar Year	
	2008	2009
NHA Corridor – Businesses Meetings	3	7
NHA Corridor - Tours	-	2
NHA Corridor - Marketing Events	32	15
NHA Corridor - Marketing Projects	1	3
NHA Corridor – Façade Grants Awarded	3	16
Neighborhood Commercial Area Improvement Projects	17	6
Capital Projects (valued in excess of \$15,000)		
- Projects Designed and/or Contracted	3	3
- Projects Initiated	1	6
- Projects Completed	-	7
Development Review: Public/Private Projects	2	1
Permit Letters Issued	248	150
Staffed Community Meetings or Events	17	10
Newsletter Articles	20	20
Safe Routes to School Events	7	8
Arts and Humanities Events	30	24

# Housing and Community Development

## Division Summary – Affordable Housing

Division Expenditures	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Affordable Housing	97,372	244,829	121,218	117,541
<b>Division Total</b>	<b>97,372</b>	<b>244,829</b>	<b>121,218</b>	<b>117,541</b>

Division Expenditures by Type	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Wages	48,553	48,671	48,844	50,181
Fringe Benefits	12,848	13,058	12,824	13,260
Overtime	-	-	-	-
Contractual Labor	-	3,200	-	-
<b>Personnel Subtotal</b>	<b>61,401</b>	<b>64,929</b>	<b>61,668</b>	<b>63,441</b>
Supplies	-	-	-	-
Services and Charges	31,365	51,800	46,950	49,750
Miscellaneous	4,606	128,100	12,600	4,350
<b>Division Total</b>	<b>97,372</b>	<b>244,829</b>	<b>121,218</b>	<b>117,541</b>

Staffing Summary by Position Type (FTEs)	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
FTEs with benefits	0.60	0.60	0.60	0.60
FTEs without benefits	-	-	-	-
<b>Division Total</b>	<b>0.60</b>	<b>0.60</b>	<b>0.60</b>	<b>0.60</b>

Position Title	Adopted FY09	Adopted FY10
Affordable Housing Manager	0.60	0.60
<b>Division Total FTEs</b>	<b>0.60</b>	<b>0.60</b>

# Housing and Community Development

## Division – Affordable Housing

### Division Purpose:

Promotes affordable housing home ownership opportunities. Provides technical assistance to tenant associations and condominium boards. Monitors real estate activity in accordance with the Tenant Opportunity to Purchase ordinance.

### Adopted to Estimated Actual FY09:

- Division expenditures are expected to be \$123,611 less than budget.
- The variance is attributable in part to a delay in the development and implementation of the City's Affordable Housing Plan.

### FY10 Budget Highlights:

- Division expenditures are \$127,288 — a reduction of 52.0 percent — compared to budgeted expenditures for FY09.
- The budgetary decrease is primarily attributable to the elimination of the revolving loan fund established in FY07 to assist tenant associations in the purchase and conversion of their rental facilities to condominiums.
- Division FTEs remain unchanged.
- Approximately 54 percent of division expenditures are personnel related.
- Services and charges represent about 42 percent of division expenditures. This category includes the contractual costs associated with the Capacity Building Initiative (\$38,500).
- Approximately four percent of division expenditures are categorized as miscellaneous.

### Management Objectives:

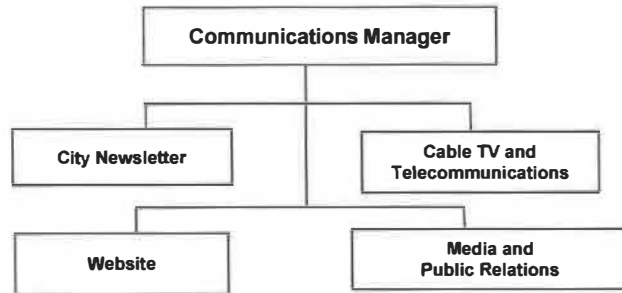
- Explore and implement programs to produce and/or retain affordable housing goals and objectives set forth in the Council's Strategic Plan.
- Develop and conduct appropriate training programs and informational workshops to further homeownership goals of the Council and assist homeowners facing possible foreclosure.
- Provide oversight of ongoing Capacity Building Initiative.

### Performance/Workload Measures:

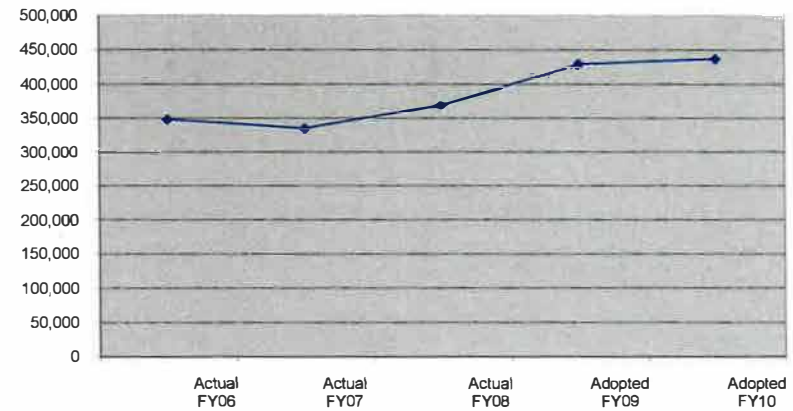
Measurement	Calendar Year		
	2007	2008	2009
Informational Educational Seminars	5	4	4
Housing Fairs	1	1	1
Tenant Capacity Building Projects	11	9	10
Revolving Loan Fund applications	1	-	1
Payment in Lieu of Taxes (PILOT) Agreements Executed	1	-	2
Tenant Opportunity to Purchase Properties Monitored	19	17	15
Condominium Conversions Properties Monitored	5	2	1
Takoma Park Newsletter Articles	8	11	11



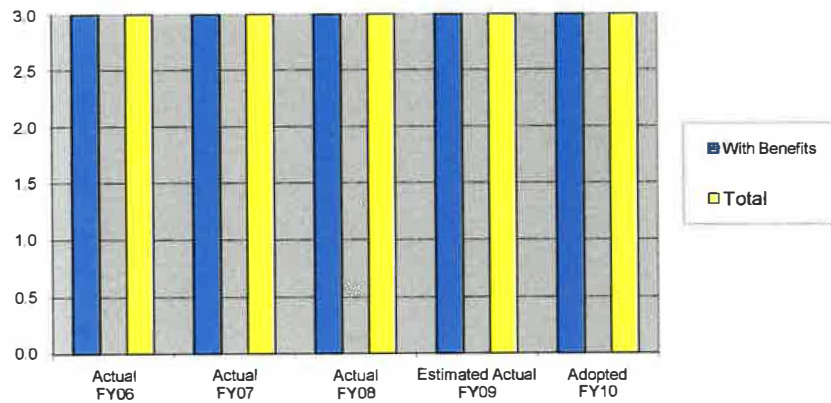
# Communications



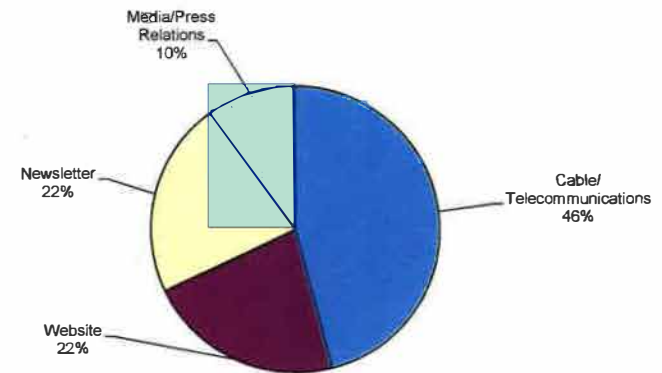
**Expenditure History**



**Staffing Trend (FTEs)**



**BUDGET BY COST CENTER**



# Communications

## Department Summary

Dept. Expenditures by Division	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Communications	368,580	429,047	394,643	436,842
<b>Department Total</b>	<b>368,580</b>	<b>429,047</b>	<b>394,643</b>	<b>436,842</b>

Dept. Expenditures by Type	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Wages	189,239	201,221	197,072	224,911
Fringe Benefits	64,772	78,426	62,071	63,531
Overtime	1,399	1,500	1,500	1,500
<b>Personnel Subtotal</b>	<b>255,410</b>	<b>281,147</b>	<b>260,643</b>	<b>289,942</b>
Supplies	1,629	3,000	2,300	2,000
Services and Charges	100,251	132,100	119,900	132,100
Miscellaneous	11,290	12,800	11,800	12,800
<b>Department Total</b>	<b>368,580</b>	<b>429,047</b>	<b>394,643</b>	<b>436,842</b>

Source of Funds	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Cable Franchise Fees	235,272	170,031	183,000	193,300
Cable Operating Grant	64,600	66,461	67,332	69,414
<b>Subtotal</b>	<b>299,872</b>	<b>236,492</b>	<b>250,332</b>	<b>262,714</b>
General Fund	68,708	192,555	144,311	174,128
<b>Department Total</b>	<b>368,580</b>	<b>429,047</b>	<b>394,643</b>	<b>436,842</b>

Staffing Summary by Division (FTEs)	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Communications	3.00	3.00	3.00	3.00
<b>Department Total</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

Staffing Summary By Position Type (FTEs)	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
FTEs with benefits	3.00	3.00	3.00	3.00
FTEs without benefits	-	-	-	-
<b>Department Total</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

Position Title	Adopted FY09	Adopted FY10
Communications Manager	1.00	1.00
TV Production Manager	1.00	1.00
Media Assistant	1.00	1.00
<b>Department Total FTEs</b>	<b>3.00</b>	<b>3.00</b>



# Communications

## Department Summary

### Department Overview:

The Communications Office's mission is to use all available media and technology to effectively communicate with residents regarding City services and programs. The Communications Office operates Takoma Park City TV (the government access cable channel), publishes the City's monthly newsletter, updates and maintains the City's website ([www.takomaparkmd.gov](http://www.takomaparkmd.gov)) and supports media and press relations. The Communications Office also supervises the regulation of cable and telecommunication providers.

The City of Takoma Park is a co-franchisor with Montgomery County (and the other municipalities) for provision of cable television services. The County administers all cable franchise agreements for the City by contract and keeps a portion of the City's franchise fees. Cable television services are available to City residents from Comcast, RCN and Verizon.

City TV provides the residents of Takoma Park with quality informational programs about City government and services. It offers live cablecasts of Council meetings and a variety of programming featuring community activities and interests over 18 hours per day. City Council meetings and other City TV programs are also available as a live video stream and video-on-demand archive on the City's website.

The Takoma Park Newsletter is published monthly and is mailed to all postal customers in the City. It is generally 12 pages and frequently has inserts such as the Recreation Guide or other special topic flyers such as Pedestrian Safety or Emergency Preparedness. The Newsletter is managed by contract with an outside editor.

The City website, [takomaparkmd.gov](http://takomaparkmd.gov) offers residents 24/7 access to information about City programs and services. In FY09 My TkPk, the City's Online Customer Service Center, was added to the website in conjunction with the Information Systems division to offer residents 24/7 online customer service. My TkPk allows users to submit requests for service, find answers to frequently asked questions, and search the knowledge base for information about City activities.

### Adopted to Estimated Actual FY09:

- Departmental expenditures are expected to be \$34,404 less than budget. This difference is attributable largely to lowered expenditures in fringe benefits, and to a lesser extent reductions in expected expenses for salaries and the newsletter.

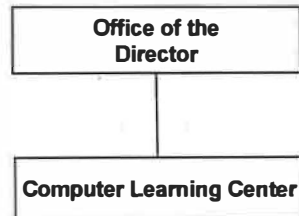
### FY10 Budget Highlights:

- Departmental expenditures are proposed to be \$7,795 higher — an increase of 1.8 percent — compared to budgeted expenditures for FY09. Increases which are proposed include additional part-time hours to support the newly renovated Auditorium including technical support for users, and TV production crew members for anticipated new community events which will be shown on City TV.
- Departmental FTEs remain unchanged.
- Approximately 66 percent of departmental expenditures are personnel related.
- Personnel costs are up by \$8,795 compared to budgeted expenditures for FY09.
- Services and charges account for about 30 percent of departmental expenditures. Expenditures accounted for in this category include all costs associated with the City's monthly newsletter (\$80,000) and contractual costs for the City TV producer, the sound engineer, and consultants (\$38,700).

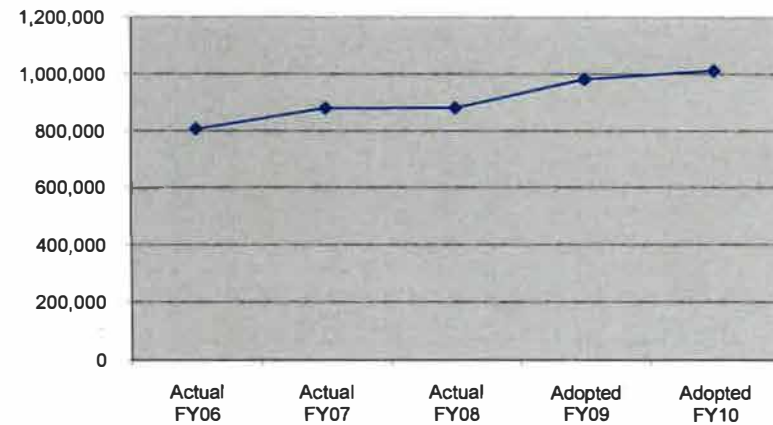
### Management Objectives:

- Continue to develop the website as an interactive tool for exchange of information with residents about City programs and services with a special eye toward new media.
- Monitor and respond to possible changes in the regulation of cable television on the local and federal levels.
- Continue to utilize the newsletter to publicize City activities and services, including cross-promotion of the City's other media.

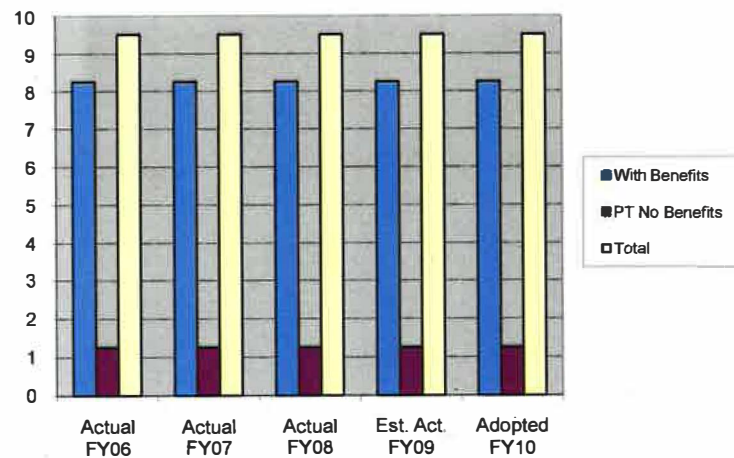
# Library



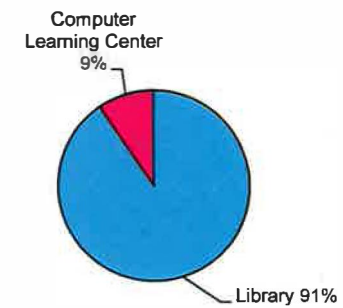
**Expenditure History**



**Staffing Trend (FTEs)**



**Budget by Division**



# Library

## Department Summary

Dept. Expenditures by Division	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Library	809,307	893,304	863,913	916,625
Computer Learning Center	72,234	88,916	91,535	96,216
<b>Department Total</b>	<b>881,541</b>	<b>982,220</b>	<b>955,448</b>	<b>1,012,841</b>

Dept. Expenditures by Type	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Wages	520,391	576,543	568,641	603,370
Fringe Benefits	180,821	192,916	180,604	189,173
Temporary Assistance	24,005			
<b>Personnel Subtotal</b>	<b>725,217</b>	<b>769,459</b>	<b>749,245</b>	<b>792,543</b>
Supplies	114,567	134,877	135,145	146,472
Services and Charges	36,145	68,884	61,358	63,176
Miscellaneous	5,612	9,000	9,700	10,650
<b>Department Total</b>	<b>881,541</b>	<b>982,220</b>	<b>955,448</b>	<b>1,012,841</b>

Source of Funds	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Library Aid from County	114,430	112,630	127,000	132,830
Library Fines and Fees	20,106	15,000	22,000	22,000
<b>Subtotal</b>	<b>134,536</b>	<b>127,630</b>	<b>149,000</b>	<b>154,830</b>
General Fund	747,005	854,590	806,448	858,011
<b>Department Total</b>	<b>881,541</b>	<b>982,220</b>	<b>955,448</b>	<b>1,012,841</b>

Staffing Summary by Division (FTEs)	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Library	8.25	8.25	8.25	8.25
Computer Learning Center	1.25	1.25	1.25	1.25
<b>Department Total</b>	<b>9.50</b>	<b>9.50</b>	<b>9.50</b>	<b>9.50</b>

# Library

## Department Summary

### Department Overview:

The Takoma Park Library's mission is to respond to the literary, educational, and informational needs of a diverse community. It does so by providing and promoting up-to-date resources, collections, and referrals that match community interests, promote literacy and learning, nurture a love of books and stories, and present a broad range of views within an inviting and safe environment. The Library also operates the City's Computer Learning Center.

These functions are accounted for in two divisions. They are Library and Computer Learning Center.

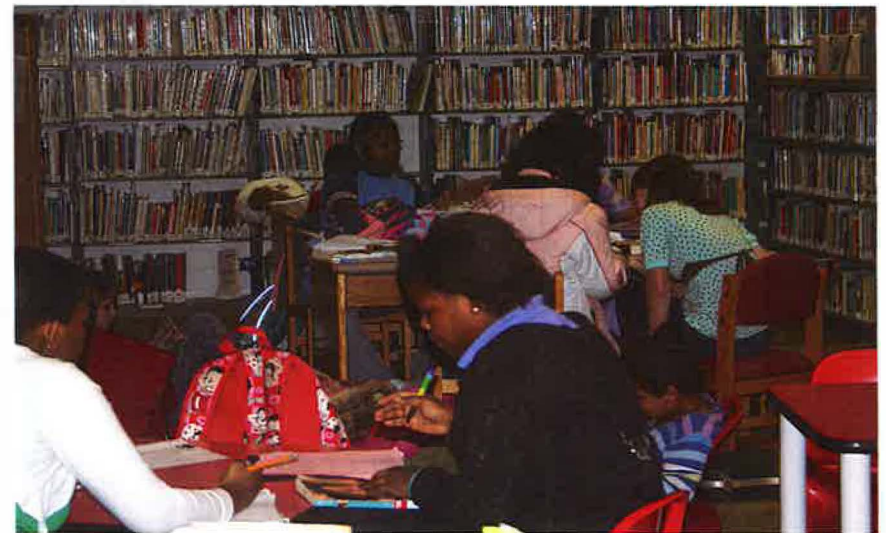
### Adopted to Estimated Actual FY09:

- Departmental expenditures are expected to be \$26,772 lower than budget.

### FY10 Budget Highlights:

- Departmental expenditures are \$30,621 higher — an increase of 3.1 percent — compared to budgeted expenditures for FY09. The increase is primarily attributable to personnel costs and supplies.
- Departmental FTEs remain unchanged.
- Approximately 78 percent of departmental expenditures are personnel related.
- Personnel costs are up by \$23,084 compared to budgeted expenditures for FY09.
- Approximately 15 percent of departmental expenditures are supplies. This category includes the cost of books, periodicals, reference materials, and computer supplies.

- Services and charges are down by \$5,708. This account includes contracts and support for circulation and cataloging records and functions



# Library

## Division Summary – Library

Division Expenditures	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Library	809,307	893,304	863,913	916,625
<b>Division Total</b>	<b>809,307</b>	<b>893,304</b>	<b>863,913</b>	<b>916,625</b>

Division Expenditures by Type	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Wages	475,602	528,776	516,775	550,867
Fringe Benefits	172,134	180,425	171,093	176,016
Temporary Assistance	21,745	-	-	-
<b>Personnel Subtotal</b>	<b>669,481</b>	<b>709,201</b>	<b>687,868</b>	<b>726,883</b>
Supplies	107,458	130,077	128,345	133,842
Services and Charges	26,829	46,026	38,500	46,250
Miscellaneous	5,539	8,000	9,200	9,650
<b>Division Total</b>	<b>809,307</b>	<b>893,304</b>	<b>863,913</b>	<b>916,625</b>

Staffing Summary by Position Type (FTEs)	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
FTEs with benefits	7.50	7.50	7.50	7.50
FTEs without benefits	0.75	0.75	0.75	0.75
<b>Division Total</b>	<b>8.25</b>	<b>8.25</b>	<b>8.25</b>	<b>8.25</b>

Position Title	Adopted FY09	Adopted FY10
Library Director	1.00	1.00
Library Manager	3.00	3.00
Library Assistant	3.50	3.50
Library Shelver	0.75	0.75
<b>Division Total FTEs</b>	<b>8.25</b>	<b>8.25</b>



# Library

## Division – Library

### Division Purpose:

Provides circulation and reference services. Resources include Internet access, on-line reference tools, research databases, books, magazines, and audio books and music on CD. Sponsors more than 300 programs each year for children of all ages and adults, including programs in Spanish and French.

### Adopted to Estimated Actual FY09:

- Division expenditures are expected to be \$29,391 less than budget.
- The variance is primarily attributable to lower than anticipated costs for salaries, fringe benefits, and programming and outreach.

### FY10 Budget Highlights:

- Division expenditures are \$23,321 higher — an increase of 2.6 percent — compared to budgeted expenditures for FY09.
- Most of the budgetary increase is attributable to personnel costs.
- Division FTEs remain unchanged.
- Approximately 79 percent of division expenditures are personnel related.
- Other major division expenditures include supplies, including the purchase of books, periodicals, reference materials, computer-related items, and office materials. Together, these areas account for \$133,842, or about 15 percent, of division expenditures.

### Management Objectives:

- Serve non-native speakers of English through the acquisition of bilingual materials and continued bilingual programming for preschoolers, and explore the addition of bilingual programs for elementary-age children during the summer.
- Enhance the Library's connection with middle school students through the Banned Book Club and Tween Writing Club.

- Strengthen the development of reading skills and reading readiness among school-age children, pre-schoolers and their parents/caregivers through programs, targeted materials (readers, large format "big books", audiobooks and graphic novels), and recommended reading lists.
- Support college preparation among high school students through the provision of focused materials and special Library programs.
- Explore ways to better publicize and extend Library services into all wards of the City through the use of listservs and other means.
- Create and nurture community connections via Library programs, such as new parents in our Lapsit program, Spanish and French speakers in our Spanish and French Circle Time, and parents and children in our craft programs.
- Support the arts, literature and reading through special programs in partnership with the Friends of the Library and other groups in the City.
- Provide online and printed information that will increase the visibility and accessibility of Library services and resources.
- Build on increases in Library use, registered borrowers and program attendance.

### Performance/Workload Measures:

Measurement	Actual FY08	Estimated FY09	Projected FY10
Circulation of materials	91,077	101,655	105,000
Circulation per capita	5.26	5.88	6.07
In-library use of materials	51,980	60,574	61,000
Use per capita	3.00	3.50	3.53
Registered borrowers (active)	8,731	8,800	9,000
Program attendance	11,539	11,492	11,500

# Library

## Division Summary – Computer Learning Center

Division Expenditures	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Computer Learning Center	72,234	88,916	91,535	96,216
<b>Division Total</b>	<b>72,234</b>	<b>88,916</b>	<b>91,535</b>	<b>96,216</b>

Division Expenditures by Type	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Wages	44,789	47,767	51,866	52,503
Fringe Benefits	8,687	12,491	9,511	13,157
Temporary Assistance	2,260	-	-	-
<b>Personnel Subtotal</b>	<b>55,736</b>	<b>60,258</b>	<b>61,377</b>	<b>65,660</b>
Supplies	7,109	4,800	6,800	12,630
Services and Charges	9,316	22,858	22,858	16,926
Miscellaneous	73	1,000	500	1,000
<b>Division Total</b>	<b>72,234</b>	<b>88,916</b>	<b>91,535</b>	<b>96,216</b>

Staffing Summary by Position Type (FTEs)	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
FTEs with benefits	0.75	0.75	0.75	0.75
FTEs without benefits	0.50	0.50	0.50	0.50
<b>Division Total</b>	<b>1.25</b>	<b>1.25</b>	<b>1.25</b>	<b>1.25</b>

Position Title	Adopted FY09	Adopted FY10
Library Instructor	1.25	1.25
<b>Division Total FTEs</b>	<b>1.25</b>	<b>1.25</b>



# Library

## Division – Computer Learning Center

### Division Purpose:

Manages and operates two computer rooms, with 20 public access workstations which are available seven days a week. Time set aside after-school for elementary age children. Offers Internet, word processing, spreadsheets, and more to users of all ages. Maintains four workstations in the Senior Room; activities in this room are under the jurisdiction of the Recreation Department.

### Adopted to Estimated Actual FY09

- Division expenditures are expected to be \$2,619 more than budget.
- The variance is primarily attributable to higher than anticipated costs for salaries and computer-related consumables.

### FY10 Budget Highlights:

- Division expenditures are \$7,300 higher — an increase of 8.2 percent — compared to budgeted expenditures for FY09.
- The variance is attributable to personnel and supply costs.
- Division FTEs remain unchanged.
- Approximately 68 percent of division expenditures are personnel related.
- Other major division expenditures include computer-related supplies and service charges for the copier in the Computer Learning Center.

### Management Objectives:

- Support the acquisition of career-building, job search and job related skills through special programs by continuing the partnership with Montgomery Works.
- Pursue ways of offering training and/or instruction in Amharic in the Computer Center.
- Facilitate public computer access and Computer Center operation by extending the use of self-service scanners in Rooms A and B and by offering sound on several workstations.

### Performance/Workload Measures:

Measurement	Actual FY08	Estimated FY09	Projected FY10
Number of Internet sessions (log-ons)	30,058	36,348	36,000
Hours Used	22,832	26,124	26,000

# Non-Departmental

## Non-Departmental Summary

Source of Funds	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
County Day Laborer	70,000	15,000	15,000	-
<b>Subtotal</b>	<b>70,000</b>	<b>15,000</b>	<b>15,000</b>	<b>-</b>
General Fund	689,351	1,811,027	1,402,786	1,777,574
<b>Total</b>	<b>759,351</b>	<b>1,826,027</b>	<b>1,417,786</b>	<b>1,777,574</b>

Dept. Expenditures by Type	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Employee Recognition	23,579	40,000	22,000	25,000
Other Fringes	-	-	-	10,500
State Retirement Plan Contribution	71,287	75,000	74,852	75,000
Worker's Compensation Insurance	229,166	231,400	197,480	334,730
<b>Personnel Subtotal</b>	<b>324,032</b>	<b>346,400</b>	<b>294,332</b>	<b>445,230</b>
Supplies	9,270	15,000	15,000	5,000
Services and Charges	217,876	192,138	159,204	172,956
Miscellaneous	208,173	423,375	289,250	404,388
Unappropriated Reserve	-	349,114	160,000	-
Equipment Replacement Reserve	-	500,000	500,000	750,000
<b>Department Total</b>	<b>759,351</b>	<b>1,826,027</b>	<b>1,417,786</b>	<b>1,777,574</b>

## Supplemental Information:

Measurement	Actual FY08	Estimated FY09	Projected FY10
Number of auto liability insurance claims	17	14	15
Number of general liability insurance claims	5	2	2
Number of police liability insurance claims	1	-	-
Number of public official insurance claims	3	-	-
Number of property insurance claims	1	1	-
Number of worker's compensation insurance claims	13	10	5
Number of residents benefiting from City local supplement to the State Homeowner Property Tax Credit	165	170	175

# Non-Departmental

## Department Summary

### Department Overview:

This budgetary unit provides for the cost of government services that are not directly attributable to a specific City department. These items include liability and property insurance coverage, employee training, and support of City boards and commissions. Other non-departmental expenditures include the annual contribution to the Equipment Replacement Reserve and the contingency monies set aside as required by the City Charter.

### Adopted to Estimated Actual FY09:

- Departmental expenditures are expected to be \$408,241 less than budget.
- The variance is primarily attributable to unexpended reserve and contingency monies and less than anticipated costs for employee training/recognition and worker's compensation.

### FY10 Budget Highlights:

- Departmental expenditures are \$48,453 lower — a decrease of 2.7 percent — compared to budgeted expenditures for FY09. The decrease is attributable to the unappropriated reserve category.
- Approximately 25 percent of departmental expenditures are personnel related. None of these costs relate to FTEs.
- Services and charges account for about ten percent of departmental expenditures. Expenditures accounted for in this category include the City's cost for liability, property, and auto insurance coverage (\$162,956).
- Approximately 23 percent of expenditures are categorized as miscellaneous. The cost of the City's local supplement to the State Homeowner's Property Tax Credit (\$160,000) is reflected

in this classification. As required by the City Charter, one-half of one percent of revenues (\$100,388) is set aside as a general contingency account to cover unexpected operating expenses during the fiscal year. This category also includes \$30,000 for employee training. Other expenditures included in the miscellaneous category are the City's tuition reimbursement program and support of City committees and commissions and community activities. This category also includes \$70,000 for community grants.

- As prescribed by the City Charter, the City maintains an Equipment Replacement Reserve for the replacement of major capital items. A contribution of \$750,000 will be made to ensure funding for the future purchase of equipment and vehicles. This contribution will be processed as a transfer from the General Fund undesignated reserve to the Equipment Replacement Reserve. It is shown in the budget as expenditure for disclosure purposes.

## Capital Improvement Program FY10-FY14

Equipment		FY10	FY11	FY12	FY13	FY14
Police						
Patrol Cars	ERR	\$236,592	\$195,949	\$201,615	\$124,333	\$213,442
Storage Shelves	GF	\$20,000				
Mobile Radios	ERR	\$20,593	\$24,500	\$25,200	\$25,900	\$26,600
Mobile Computers	ERR	\$20,140	\$20,750	\$21,350	\$22,000	\$22,675
Replace Explorer	ERR	\$36,819				
Police Communication Office CAD	ERR					\$24,478
Communication Office Radio Consoles	ERR				\$77,671	
Police Patrol Car	GF		\$39,065			
Voice Recorder System	ERR				\$24,345	
Parking Enforcement Vehicle	ERR			\$20,300		
Public Works – Vehicles						
Pickup Truck (#213 & #172)	ERR			\$24,800	\$31,474	
City Engineer Car	ERR				\$20,000	
Trash Trucks #112 and #113	ERR		\$356,854			
Two Sedans – Vehicle Replacement	ERR				\$31,092	
Street Sweeper	ERR					
Roll Dumpster Trailer (Hook and Lift)	ERR	\$60,000				
Public Works – Equipment						
Mechanic's Tool Boxes	ERR					
Truck Tire Changer	ERR	\$8,000				
Leaf Collection Vacuums	ERR	\$18,000	\$18,000	\$18,300		
Asphalt Miller & Paver	GF	\$105,000				
Sidewalk Sweeper	ERR					
Brake Lathe	ERR	\$11,000				
Riding Mower #1	ERR	\$10,680				
Vehicle Lift 1	ERR		\$10,100			

## Capital Improvement Program FY10-FY14

Equipment		FY10	FY11	FY12	FY13	FY14
Public Works Equipment - continued						
Leaf Grinder	ERR			\$140,200		
Crackfilling Machine	ERR				\$38,900	
Vehicle Lift 2	ERR				\$8,100	
Transmission Fluid Exchanger	ERR				\$8,100	
Recreation						
Recreation Van	ERR	\$44,000				
Treadmill #1	ERR					
Treadmill #2	ERR					
Departmental Vehicles						
Code Enforcement Vehicle	ERR		\$23,000			
Administrative Pool	ERR					\$28,000
1997 Escort Car #101	ERR			\$20,000		
Minivan	ERR		\$30,900			
Information Technology						
Servers (Police, Finance, Intranet, Network Admin, PW)	ERR					
Closed Circuit TV	ERR	\$12,000				
Library Useful Software – 3 yr replacement	ERR		\$7,200	\$38,851		
Intranet Implementation	GF					
E-Gov Software & Hardware	GF					
Granicus Server	ERR	\$5,500				
Document Management System	GF		\$40,000	\$10,000		
Servers (Municipal, Rec, Library, E- mail, Admin., Dispatch)	ERR			\$55,000		
Government Services Software	ERR			\$200,000		
Millennium Door Security Software/Hardware	ERR		\$25,000			
Upgrading Backbone Switches	GF		\$21,000			
Rent Stabilization Program Software	GF	\$30,510				
Tight Rope & Carousel, Cable TV 13	SRF					\$20,000
Recreation Programming Software	GF	\$7,347				
<b>Subtotal - Equipment</b>		<b>\$646,181</b>	<b>\$812,318</b>	<b>\$775,616</b>	<b>\$411,915</b>	<b>\$335,195</b>



## Capital Improvement Program FY10-FY14

Streets		FY10	FY11	FY12	FY13	FY14
Street Light Upgrade	GF	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Street Rehab (\$525,000 minus debt service on FY05 issue)	GF	\$193,358	\$175,560	\$500,000	\$500,000	\$500,000
Gateway & Identification Signage	GF	\$40,000	\$10,000	\$10,000	\$10,000	\$40,000
Flower Avenue Bridge Repair	GF Transfer-SRF	\$84,642				
Flower Avenue Bridge Repair	SRF	\$84,000				
Maple Avenue Bridge Repair	GF Transfer-SRF	\$83,184				
Maple Avenue Bridge Repair	SRF	\$84,000				
Maple Avenue Streetscape	SRF	\$38,500				
Community Legacy 2008 (New Hampshire Avenue)	SRF	\$75,000				
Holton Lane Gateways	SRF		\$150,000			
Holton Lane Gateways	GF		\$50,000			
Neighborhood Commercial Center Improvements	GF	\$30,000	\$120,000			
Sidewalk Program	SCF	\$500,000	\$50,000	\$50,000	\$50,000	\$50,000
Park Avenue Parking Area	GF	\$26,800				
Public Art	GF	\$20,000	\$10,000	\$10,000	\$10,000	\$10,000
E-W Hwy Streetscape	GF		\$30,000			
E-W Hwy Streetscape	SRF			\$200,000		
Neighborhood Traffic Calming Street	SCF	\$100,000				
<b>Subtotal Streets</b>		<b>\$1,379,484</b>	<b>\$615,560</b>	<b>\$790,000</b>	<b>\$590,000</b>	<b>\$620,000</b>

Parks		FY10	FY11	FY12	FY13	FY14
BY Morrison Column Repair	GF	\$6,000				
Jeque Park Ballfield Renovation	SRF	\$60,000				
Jeque Park Ballfield Renovation	GF Transfer SRF	\$20,000				
<b>Subtotal - Parks</b>		<b>\$86,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## Capital Improvement Program FY10-FY14

Facilities		FY10	FY11	FY12	FY13	FY14
<b>Public Works</b>						
New Facility Design	GF	\$277,000				
Boiler Replacement	GF		\$64,300			
New Facility Construction	GF	\$500,000				
New Facility Construction	Debt	\$1,500,000				
<b>Stormwater Department</b>						
Public Works Facility Mulch Area-Infiltration	SW	\$40,000				
Hancock & Sheridan Avenue Improvements	SW	\$40,000				
Linden Avenue Project	SW	\$160,000				
Prince George's Triangle Infiltration	SW	\$20,000				
<b>City Building</b>						
Council Chambers/Auditorium Renovation	CCF	\$1,250,000				
Green Roof Project	SRF	\$70,000				
Replace Double Lobby Doors – Second Floors	ERR	\$8,000				
Auditorium Renovation: Cable TV and Audio-Visual Upgrades	SRF	\$200,000				
<b>Police</b>						
Evidence Facility	GF					
Parking Enforcement Enclosure	GF					
<b>Library</b>						
Circulation Desk Renovation	ERR		\$24,777			
Air Handler #1	ERR			\$45,150		
<b>New Hampshire Recreation Center</b>						
Membership ID System	GF	\$6,414				
<b>Subtotal - Facilities</b>		<b>\$4,071,414</b>	<b>\$89,077</b>	<b>\$45,150</b>	<b>\$0</b>	<b>\$0</b>



## Capital Improvement Program FY10-FY14

		<b>FY10</b>	<b>FY11</b>	<b>FY12</b>	<b>FY13</b>	<b>FY14</b>
CIP Total – Items funded by General Fund – Capital Outlay	GF	\$1,282,429	\$579,925	\$550,000	\$540,000	\$570,000
CIP Total – Items funded by Equipment Replacement Reserve	ERR	\$491,324	\$737,030	\$810,766	\$411,915	\$315,195
CIP Total – Items funded by Special Revenue Funds	SRF	\$611,500	\$150,000	\$200,000	0	\$20,000
CIP Total – Items funded Through General Fund Operating Transfer to SRF	GF transfer SRF	\$187,826	0	0	0	0
CIP Total – Items funded by Community Center Fund	CCF	\$1,250,000	0	0	0	0
CIP Total – Items funded Through General Fund Operating Transfer to CCF	GF transfer CCF					
CIP Total – Items funded Through Speed Camera Program Fund	SCF	\$600,000	\$50,000	\$50,000	\$50,000	\$50,000
CIP Total Debt Service	Debt	\$1,500,000				
CIP Total Stormwater Fund	SW	\$260,000				
<b>CIP GRAND TOTAL</b>		<b>\$6,183,079</b>	<b>\$1,516,955</b>	<b>\$1,610,766</b>	<b>\$1,001,915</b>	<b>\$955,195</b>

### Legend

GF- General Fund  
 ERR- Equipment Replacement Reserve  
 SRF- Special Revenue Fund  
 CCF- Community Center Fund  
 SCF- Speed Camera Fund  
 SW- Stormwater Fund

# Debt Service

This budgetary unit provides for the payment of principal and interest payments on the City's outstanding debt obligations. These obligations were incurred as a result of long or short-term borrowing or lease financing. Further information about the City's outstanding obligations is provided below.

## Notes and Bonds

On February 3, 2003, the City and State renegotiated the remaining balance of a Maryland Industrial and Commercial Redevelopment Fund (MICRF) loan. Under the new terms, the loan has a zero interest rate and matures in February 2011. The principal is to be repaid in eight annual installments of \$5,000 and one final payment of \$2,260. The annual installments for the repayment of the loan as of June 30, 2009 are as follows:

<u>Fiscal Years</u>	<u>Principal</u>
2010	\$ 5,000
2011	<u>2,260</u>
<b>Total</b>	<b><u>\$ 7,260</u></b>

On April 16, 2002, the City participated in a bond issuance with the Maryland Department of Housing and Community Development in the amount of \$2,048,700 to be used for the construction of a community center. The principal and interest payments (based on variable interest rates) are to be repaid in variable amounts increasing each year until bond is paid.

The annual installments for the repayment of the bond as of June 30, 2009 are as follows:

<u>Fiscal Years</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2010	\$ 87,100	\$ 67,367	\$ 154,467
2011	92,500	64,014	156,514
2012	96,500	60,360	156,860
2013	99,300	56,500	155,800
2014 – 2018	571,200	214,353	785,553
2019 – 2022	<u>564,800</u>	<u>69,105</u>	<u>633,905</u>
<b>Total</b>	<b><u>\$ 1,511,400</u></b>	<b><u>\$ 531,699</u></b>	<b><u>\$ 2,043,099</u></b>

On July 15, 2004 the City issued bonds in the amount of \$2,005,000 to be used for street improvement construction projects. The principal is to be repaid with semi-annual payments of \$154,231 at a 3.34% interest rate.

The annual installments for the repayment of the bond as of June 30, 2009 are as follows:

<u>Fiscal Years</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2010	\$ 308,462	\$ 23,481	\$ 331,943
2011	308,462	12,878	321,340
2012	<u>154,229</u>	<u>2,576</u>	<u>156,805</u>
<b>Total</b>	<b><u>\$ 771,153</u></b>	<b><u>\$ 38,935</u></b>	<b><u>\$ 810,088</u></b>

On May 26, 2005 the City issued bonds in the amount of \$2,600,000 to be used for the community center construction project. The principal and interest payments (based on variable interest rates) are to be repaid in variable amounts, increasing each year until the bond is paid.

# Debt Service

The annual installments for the repayment of the bond as of June 30, 2009 are as follows:

<u>Fiscal Years</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2010	\$ 103,500	\$ 94,278	\$ 197,778
2011	107,000	90,190	197,190
2012	110,500	85,696	196,196
2013	114,500	81,055	195,555
2014 – 2018	640,000	329,527	969,527
2019 – 2023	779,500	183,856	963,356
2024 – 2025	<u>360,500</u>	<u>24,230</u>	<u>384,730</u>
<b>Total</b>	<b><u>\$ 2,215,500</u></b>	<b><u>\$ 888,832</u></b>	<b><u>\$ 3,104,332</u></b>

During FY08, the City entered into another capital lease for the purchase of police vehicles costing \$220,029. The minimum lease payments as of June 30, 2009, are as follows:

<u>Fiscal Year</u>	<u>Police Vehicles</u>
2010	\$ 49,321
2011	49,321
2012	<u>49,321</u>
Total payments	\$ 147,963
Interest portion	<u>(16,249)</u>
<b>Present value of lease payments</b>	<b><u>\$ 131,714</u></b>

During FY10, the City anticipates receiving loan proceeds of \$150,000 for the Carroll Avenue Streetscape project. The Carroll Avenue Streetscape loan is expected to be repaid in ten annual principal-only payments of \$15,000.

## Capital Lease

The City has entered into two capital lease agreements for the purchase of equipment. The equipment underlying these agreements is police equipment with an original cost of \$786,960. The minimum lease payments as of June 30, 2009 are as follows:

<u>Fiscal Year</u>	<u>Police Equipment</u>
2010	\$ 134,640
2011	<u>118,928</u>
Total payments	253,568
Interest portion	<u>(21,596)</u>
<b>Present value of lease payments</b>	<b><u>\$ 231,972</u></b>

# Community Center Fund

## Fund Summary

<b>Fund Expenditures</b>	<b>Actual FY08</b>	<b>Adopted FY09</b>	<b>Estimated FY09</b>	<b>Adopted FY10</b>
Community Center	71,506	250,000	196,000	1,250,000
<b>Fund Total</b>	<b>71,506</b>	<b>250,000</b>	<b>196,000</b>	<b>1,250,000</b>

<b>Fund Expenditures by Type</b>	<b>Actual FY08</b>	<b>Adopted FY09</b>	<b>Estimated FY09</b>	<b>Adopted FY10</b>
Wages	-	-	-	-
Fringe Benefits	-	-	-	-
<b>Personnel Subtotal</b>	-	-	-	-
Supplies	-	-	-	-
Services and Charges	-	-	56,000	-
Capital Outlay	71,506	250,000	140,000	1,250,000
<b>Fund Total</b>	<b>71,506</b>	<b>250,000</b>	<b>196,000</b>	<b>1,250,000</b>

<b>Staffing Summary by Position Type (FTEs)</b>	<b>Actual FY08</b>	<b>Adopted FY09</b>	<b>Estimated FY09</b>	<b>Adopted FY10</b>
FTEs with benefits	-	-	-	-
FTEs without benefits	-	-	-	-
<b>Fund Total</b>	-	-	-	-

# Community Center Fund

## Fund Overview:

The Community Center Fund was established in FY 2003 and accounts for revenue and expenditure activity attributable to the construction projects. Fund financial activity for FY10 relates to the renovation of the Auditorium for use as both a venue for the performing arts and a meeting space for official City proceedings.

## Adopted to Estimated Actual FY09:

- Expenditures are expected to be \$54,000 less than budget.

## FY10 Budget Highlights:

- Fund expenditures are \$1,000,000 higher — an increase of 400 percent — compared to budgeted expenditures for FY09.
- The budgetary increase is attributable to the construction activity that will take place in FY10. Prior year expenditures included only design work and certain administrative costs.
- All fund expenditures are related to construction activities.
- Capital Outlay expenditures total \$1,250,000.

## Management Objectives:

- Provide the City Council with periodic updates on the timing and financial aspects of the construction process.
- Monitor the work of the project architect for contractual compliance.

- Working with the project architect, oversee the construction process to ensure that the work is completed on time and within budget.
- Following completion of construction, work with the project architect to file appropriate documentation to obtain LEED certification.
- Submit required paperwork so that the City can receive timely reimbursement for project expenses through the various grant programs.



# Stormwater Management Fund

## Fund Summary

<b>Fund Expenditures</b>	<b>Actual FY08</b>	<b>Adopted FY09</b>	<b>Estimated FY09</b>	<b>Adopted FY10</b>
Stormwater Management	324,784	405,651	387,510	517,428
<b>Fund Total</b>	<b>324,784</b>	<b>405,651</b>	<b>387,510</b>	<b>517,428</b>

<b>Fund Expenditures by Type</b>	<b>Actual FY08</b>	<b>Adopted FY09</b>	<b>Estimated FY09</b>	<b>Adopted FY10</b>
Wages	56,133	58,342	58,061	60,153
Fringe Benefits	22,561	20,309	19,379	22,275
<b>Personnel Subtotal</b>	<b>78,694</b>	<b>78,651</b>	<b>77,440</b>	<b>82,428</b>
Supplies	3,210	3,000	3,000	3,000
Services and Charges	169,520	177,000	177,070	172,000
Capital Outlay	73,360	147,000	130,000	260,000
<b>Fund Total</b>	<b>324,784</b>	<b>405,651</b>	<b>387,510</b>	<b>517,428</b>

<b>Staffing Summary by Position Type (FTEs)</b>	<b>Actual FY08</b>	<b>Adopted FY09</b>	<b>Estimated FY09</b>	<b>Adopted FY10</b>
FTEs with benefits	0.75	0.75	0.75	0.75
FTEs without benefits	-	-	-	-
<b>Fund Total</b>	<b>0.75</b>	<b>0.75</b>	<b>0.75</b>	<b>0.75</b>

<b>Position Title</b>	<b>Adopted FY09</b>	<b>Adopted FY10</b>
City Engineer	0.50	0.50
Administrative Assistant	0.25	0.25
<b>Fund Total FTEs</b>	<b>0.75</b>	<b>0.75</b>



# Stormwater Management Fund

## Fund Overview:

The City is responsible for providing stormwater management services, including the construction, maintenance and repair of storm drains, inlets, channels, and ditches. These services, which are directed by the Public Works Department, also include ensuring compliance with state and federal requirements for erosion and pollution control associated with stormwater run-off. The Stormwater Management Fund accounts for revenue and expenditure activity related to stormwater management.

All property owners in the City pay a fee that is based on the amount of impervious surface on the property. Each single-family residential dwelling unit is billed at a flat rate equal to the average amount of impervious surface on a single-family lot (1,228 square feet). For FY10, this rate is \$48.

## Adopted to Estimated Actual FY09:

- Expenditures are expected to be \$18,141 less than budget.
- The variance is due to less than anticipated capital expenditures.

## FY10 Budget Highlights:

- Fund expenditures are \$111,777 higher — an increase of 27.6 percent — compared to budgeted expenditures for FY09.
- The budgetary increase is attributable to the Linden Avenue Clean Water Project that will be paid for with Federal stimulus funding in the amount of \$160,000.
- Division FTEs remain unchanged.
- Approximately 16 percent of fund expenditures are personnel related.
- Services and charges represent about 33 percent of fund expenditures.
- Capital expenditures total \$260,000, or about 50 percent of fund expenditures.

## Management Objectives:

- Provide TV inspection and cleaning of one-third of the stormwater system on an annual basis.
- Maintain list of known system problems. Schedule repair of system defects as funding becomes available.
- Plan and implement additions to the stormwater system as needed. To the extent possible, maximize improvements to water quality as well as manage water quantity.
- Develop programs to meet the NPDES requirements, including water quality testing of 100 percent of outfalls with dry weather flow on an annual basis.

## Performance/Workload Measures:

Measurement	Actual FY08	Estimated FY09	Projected FY10
Number of stormwater permits issued	2	3	3
Number of stormwater concept plans reviewed	6	5	5
Number of waivers granted	-	1	-
Linear feet of line inspected and cleaned	24,116	15,000	20,000
Number of inlets cleaned	144	200	175
Number of emergency cleaning calls	1	-	2
Number of repaired inlets	4	4	5
Number of pavement or grade corrections for drainage	8	6	5
Linear feet of pipe replaced	80	80	50
Number of new inlets constructed	0	2	3
Linear feet of new pipe	350	300	350
Square feet of infiltration trenches constructed	1,250	-	-



# Special Revenue Funds

## Project Descriptions

### General Government

#### **Cable Equipment Grants**

**\$200,000**

Capital equipment grant funds are based on the City's franchise agreements with Comcast, RCN (formerly Starpower), and Verizon. The Comcast grant provides a fixed amount on an annual basis over the life of the 15-year franchise agreement. The RCN and Verizon grants are based on a percentage of revenues. The monies are earmarked for capital expenditures to support the City's access channel. In FY10, funds will be expended on audio-visual equipment as part of the Auditorium renovation.

#### **Bank Charges for Special Revenue Funds**

**\$500**

Operating transfer from General Fund to pay for bank charges for maintenance of Special Revenue Funds account.

### Housing and Community Development

#### **Community Legacy Loan (2004)**

**\$92,000**

Funds were awarded in 2004 by the Maryland Department of Housing and Community Development, Community Legacy Program to facilitate the construction of a new parking structure in the Old Takoma business district. Due to delays in the project, funds were reprogrammed and are to be used to finance a variety of streetscape improvements and to redevelop one or more privately owned parking areas in Old Takoma.

#### **Community Legacy Grant (2008)**

**\$175,000**

Funds were awarded in 2008 by the Maryland Department of Housing and Community Development, Community Legacy Program for the continuation and expansion of existing efforts to redevelop the New Hampshire Avenue Corridor and the Main Street Takoma. Eligible expenditures include various place-making projects designed to beautify the New Hampshire Avenue Corridor and a revolving loan fund, administered by the Old Takoma Business Association, for façade improvements in the Takoma Main Street district.

#### **Manna Food Center Food Distribution**

**\$9,000**

Weekly distribution of food to low and moderate income residents of Franklin Apartments (7620 Maple Avenue) and other Maple Avenue apartment complexes and to elementary school children. Funding provided by the U.S. Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG) program, administered by the Montgomery County Department of Housing and Community Affairs.

#### **Washington Adventist University (WAU)- Victory Tower Health Care Project**

**\$6,125**

Provision of bi-monthly on-site, one-on-one health assessment services for the residents of Victory Tower (7050 Carroll Avenue) by Washington Adventist University (formerly Columbia Union College) nursing students. A secondary component of the project is the recording of family histories of the residents. Funding provided by the U.S. Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG) program, administered by the Montgomery County Department of Housing and Community Affairs.

#### **Safe Routes to School**

**\$56,200**

Implementation of a variety of initiatives designed to increase the number of school age children who walk to and from school. Programming includes consultant services, pedestrian counts, bicycle and pedestrian workshops and other educational programming. Funding provided by the Maryland Highway Safety Program's Safe Routes to School Program.

#### **Ministries United Silver Spring Takoma**

**\$5,350**

Distribution of emergency financial assistance to low- and moderate-income households at risk of eviction and utility disconnection. A secondary component of the project is to provide financial planning and budgeting training to qualifying households. Funding provided by the U.S. Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG) program, administered by the Montgomery County Department of Housing and Community Affairs.

# Special Revenue Funds

## Project Descriptions

### **Commercial Façade Easement Program**

**\$25,000**

Purchase easements from qualified commercial property owners for various façade improvements, sign repair and replacement, and other related site improvements. Approximately 5 properties/businesses sited within the New Hampshire Avenue Corridor will be served by the proposed project. Funding provided by the U.S. Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG) program, administered by the Montgomery County Department of Housing and Community Affairs.

### **Affordable Housing Programming**

**\$115,000**

Provision of gap financing for the acquisition, demolition, renovation or construction of affordable housing. Anticipated beneficiary may include affordable housing providers as well as low and moderate income households. Projects may include affordable rental housing and/or home ownership opportunities. Funding provided by the U.S. Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG) program, administered by the Montgomery County Department of Housing and Community Affairs.

### **Digital Bridge**

**\$6,000**

Provision of hands on computer training for low and moderate income children, youth and their parents, the unemployed and under employed. Funding provided by the U.S. Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG) program, administered by the Montgomery County Department of Housing and Community Affairs.

### **Police**

#### **CSAFE Operational Expenses**

**\$91,411**

Addresses the need for improved coordination across jurisdictional boundaries, strengthened trust between police and residents to increase the reporting of crime, increased supervision of high-risk offenders, especially those that commit citizen robberies and reduce the influence of gangs in the community.

These program funds from the Governor's Office of Crime Control and Prevention will primarily be used to fund program staff, police overtime, community-based support groups for clients of Parole and Probation, office space for community partners that work with victims of domestic violence and supplies for community outreach, education and events. Through the coordination of these crime prevention efforts, the beneficiaries of the program will be the resident and visitors of the Maryland International Corridor Community.

#### **CSAFE Community Outreach Coordinator**

**\$30,000**

Support the Community Outreach and Educational component of the CSAFE Program. Funds provided by the Montgomery County Police Department and are used to cover personnel costs associated with the Montgomery County Community Outreach Coordinator.

#### **Homeland Security Grant**

**\$2,480**

Acquisition of items such as enhanced threat level body armor, ballistic helmets, ballistic shields, protective equipment and tactical holsters in support of the planned institution of a Rapid Response Team. Funding is provided by the Department of Homeland Security in the Law Enforcement Terrorism Prevention Program, by way of pass-through monies via the State to Montgomery County. From the initial grant of \$15,744, \$2,480 remains to be spent in fiscal year 2010.

#### **Law Enforcement Technology Program (LETC)**

**\$27,030**

The Police Department has received an award for funding through the Governor's Office of Crime Control and Prevention in its LETC program. The funds are State controlled monies from the Federal Byrne Justice Assistance Grant program. The department applied for funds to cover the costs of a License Plate Recognition Scanner, that will equip a car to automatically scan license plates that it "sees" and compares them to lists of wanted vehicles, downloaded at the beginning of the shift. The device performs the check so rapidly that when the officers are alerted to a potential match they should have reasonable time to take appropriate action, leading to more likelihood that an apprehension can be made.

# Special Revenue Funds

## Project Descriptions

### **Byrne Justice Assistant Grant**

**\$57,471**

Funding is provided under the Federal Government Recovery Act and will be utilized to direct crime suppression detail, overtime funding, and additional funds for our part-time accreditation manager position.

### **Public Works**

#### **Maple Avenue Streetscape Improvements**

**\$38,500**

Construction of a series of streetscape improvements designed to increase pedestrian safety and improve the appearance of the residential neighborhood along Maple Avenue (Philadelphia Avenue to Sligo Creek Parkway). Funding provided by the U.S. Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG) program, administered by the Montgomery County Department of Housing and Community Affairs.

#### **Safe Routes to School**

**\$171,000**

Design and construction of sidewalk and related pedestrian safety improvements. Funding provided by the Maryland Highway Safety Program's Safe Routes to School Program.

#### **Maple Avenue Bridge Repair**

**\$167,184**

Maintenance repairs to the Maple Avenue Bridge based on the most recent biannual inspection. Anticipated grant of \$84,000 from Montgomery County, with the balance being paid with City monies.

#### **Flower Avenue Bridge Repair**

**\$168,642**

Maintenance repairs to the Flower Avenue Bridge based on the most recent biannual inspection. Anticipated grant of \$84,000 from Montgomery County, with the balance being paid with City monies.

### **Green Roof - Municipal Building Deck**

**\$70,000**

Funding provided by the Maryland Department of Environment Water Quality Infrastructure Program to install a green roof on the deck over the Police area lower level parking. The green roof will include a walkway and seating areas, however, the majority of the surface will be a vegetated roof, planted with succulents and sedums that have a high tolerance for drought and moisture. The vegetated roof surface will filter sediment and pollution from rain water and roof run-off prior to it joining the stormwater system. The rain water and roof run-off will provide the necessary water for the plants. This improvement will establish a lovely garden area for building users and clean the stormwater that runs through the surface.

### **Recreation**

#### **Jeque Park**

**\$80,000**

Restoration of the ballfield areas to improve drainage and utilization by sports teams. Partial funding (\$60,000) provided by the State of Maryland, Department of Natural Resources, Program Open Space Program.

#### **Recreation Department Scholarships**

**\$5,000**

Provision of scholarships for low and moderate income individuals and households participating in the Recreation Departments before and/or after school programs. Funding provided by the U.S. Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG) program, administered by the Montgomery County Department of Housing and Community Affairs.

# Speed Camera Fund

## Fund Summary

Fund Expenditures	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Speed Camera Fund	-	206,395	248,907	2,284,500
<b>Fund Total</b>	-	<b>206,395</b>	<b>248,907</b>	<b>2,284,500</b>

Fund Expenditures by Type	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
Wages	-	-	-	40,000
Fringe Benefits	-	45	45	12,000
Overtime	-	3,100	3,100	40,000
<b>Personnel Subtotal</b>	-	<b>3,145</b>	<b>3,145</b>	<b>92,000</b>
Supplies	-	-	-	0.00
Services and Charges	-	203,250	245,762	1,492,500
Capital Outlay	-	-	-	700,000
<b>Fund Total</b>	-	<b>206,395</b>	<b>248,907</b>	<b>2,284,500</b>

Staffing Summary by Position Type (FTEs)	Actual FY08	Adopted FY09	Estimated FY09	Adopted FY10
FTEs with benefits	-	-	-	1.00
FTEs without benefits	-	-	-	-
<b>Fund Total</b>	-	-	-	<b>1.00</b>

Position Title	Adopted FY09	Adopted FY10
Photo Enforcement Analyst	-	1.00
<b>Fund Total FTEs</b>	-	<b>1.00</b>



# Speed Camera Fund

## Fund Overview:

The Speed Camera Fund was established in Fiscal Year 2009 to account for financial transactions related to the City's speed camera program. The goal of the program is to reduce speeding in an effort to prevent accidents and reduce injuries and fatalities. The City's speed camera program went into effect on April 1, 2009.

## Adopted to Estimated Actual FY09:

- Fund expenditures are expected to be \$42,512 higher than projected.
- This variance is attributable to contractual costs exceeding initial estimates.

## FY10 Budget Highlights:

- Fund expenditures are \$2,078,105 higher in FY10 compared to budgeted expenditures for FY09.
- During FY09 the speed cameras were operating during the last three months of the year. In FY10, the cameras will be operable for the full fiscal year.
- Fund FTEs increased by 1.0, reflecting the hiring of a full-time staff member for the program.
- Personnel costs represent four percent of fund expenditures. In addition to the salary and benefit costs associated with the full-time staff member, funding is allocated for overtime associated with special traffic enforcement details by the Police Department.
- Services and charges represent about 65 percent of fund expenditures. This category includes the cost for the City's contract with ACS State and Local Solutions, Inc. for the maintenance and processing costs related to the speed cameras.

- Capital Outlay expenditures are budgeted at approximately \$700,000 and represent 30 percent of fund expenditures. The majority of the funding is earmarked for the design and installation of new sidewalks.



# Community Profile

The City of Takoma Park is a residential community approximately 2.4 square miles in size. It is located in the southern part of Montgomery County, Maryland and is an inner suburb of Washington, D.C.

The City of Takoma Park was incorporated in 1890. It currently has a population of 18,027 (U.S. Census 2009 estimate).

City residents benefit from the excellent Montgomery County public school system. The Takoma Park-Silver Spring campus of Montgomery College and the four-year Washington Adventist University are located in Takoma Park.

Takoma Park has a large historic district, two major commercial districts, many parks, and attractive, walkable neighborhoods. The City is located along the Red Line of the region's Metrorail system and is well served by bus systems and bicycle trails. Offices, attractions, and entertainment are close by in adjacent Washington, D.C. and Silver Spring, Maryland. Baltimore and Annapolis are a short distance away via I-495 and I-95.

Because of its location and attractive environment, Takoma Park is a highly desirable place to live. Its economic health rests heavily on the value of its residential property. According to the 2000 census, the City had 2,797 single-family owner-occupied homes. According to the 2000 census, the median value of a single-family home was \$189,200. The median purchase price of single-family homes in the Takoma Park area was \$450,000, according to the Washington Post, using data from the State of Maryland. Multi-family residential structures house 54 percent of Takoma Park's households.

The City of Takoma Park operates under a Council-Manager form of government. Policymaking and legislative authority are vested in a governing body consisting of seven members (Mayor and six Councilmembers). The City Council is elected on a non-partisan basis. All seven members serve two-year terms. The City Council's responsibilities include appointing the City Manager and City Attorney, adopting the City's annual budget, passing ordinances and resolutions, appointing members to City boards and commissions, and representing the City at official functions. The City Manager is responsible for implementing the policies of the City Council, overseeing the day-to-day operation of the City, and appointing the directors of the various City departments.

The following statistics provide comparative information about the City of Takoma Park based on 1990 and 2000 Census data.

	1990 Census	2000 Census
Total population	16,700	17,299
Population under 5 years	1,320	1,237
Population 18 years and over	13,179	13,224
Population 65 years and over	1,773	1,529
Total households	6,822	6,893
Per capita income	17,942	26,437
Median household income	37,144	48,490
High school graduate or higher	10,041	9,933
White	9,200	8,440
Black or African-American	6,013	5,876
American Indian and Alaska Native	61	76
Asian, Native Hawaiian, Pacific Islander	717	760
Some Other Race	709	1,287
Two or More Races	n/a	860
Hispanic or Latino (of any race)	1,619	2,494
Foreign born	3,549	4,917
Speak a language other than English at home	3,113	5,034

The majority of City residents are employed in managerial or professional occupations. Further information on the occupation of Takoma Park residents is provided below:

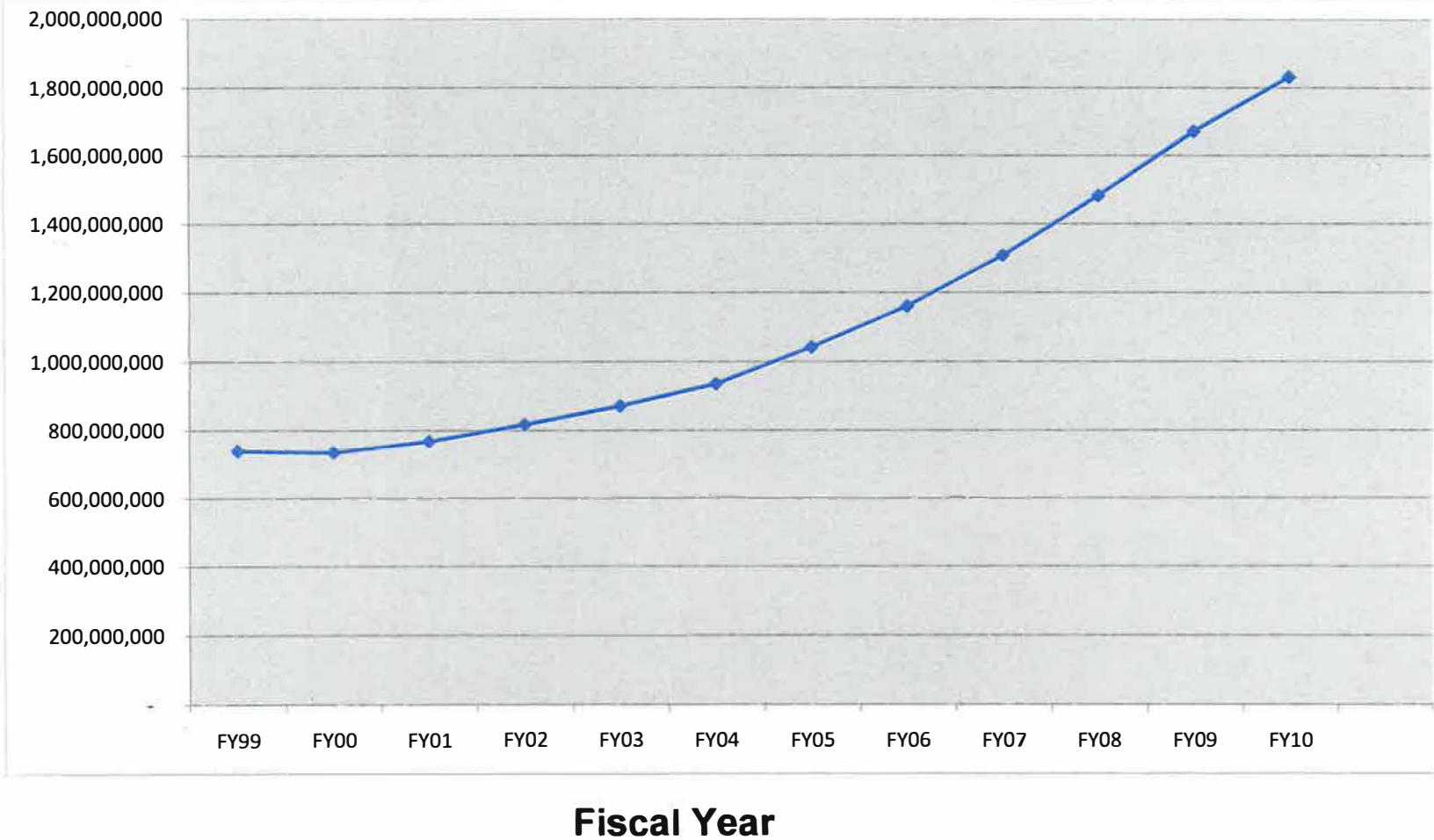
Managerial and professional	54.1 percent
Sales and office occupations	18.6 percent
Service occupations	13.5 percent
Construction, extraction, maintenance	8.0 percent
Production, transportation, material moving	5.8 percent

Source: 2000 Census



# City of Takoma Park

## Assessed Value of Real Property



Prior to FY 2002, real property was assessed at 40% of estimated full value. Pursuant to a change in State law, the FY 2002 assessed values reflect the conversion to full value assessment of real property.

# General Fund Revenues

## Supplemental Information

### **Real Property Tax**

All real property within the corporate limits of Takoma Park is subject to real property tax. The State Department of Assessments and Taxation (SDAT) reassesses real property every three years, and tax bills are based on those assessments. Increases in assessed value are phased in over a three-year period; increases are capped at ten percent per year, even if that takes more than three years.

Pursuant to Maryland law, the constant yield tax (CYT) rate is calculated by the SDAT for each taxing authority. It represents the property tax rate that will generate the same amount of revenue generated during the previous year. As assessments increase, the CYT rate decreases. When a taxing authority plans to impose a tax rate that is higher than the CYT rate, it must advertise the increase and hold a public hearing. The FY10 rate of \$0.58 per \$100 of assessed valuation is \$0.025 less than the FY09 rate. It is 5.3 percent higher than the CYT rate of \$0.551 and will generate approximately \$529,779 in additional property tax revenues.

### **Personal Property Tax**

The City of Takoma Park's personal property tax rate for FY10 is \$1.45 per \$100 of assessed value. In accordance with Maryland law, the personal property tax rate only applies to businesses.

### **Railroad and Public Utilities**

Revenues in this category are the real and personal property taxes levied on public utilities, including Washington Gas and PEPCO.

### **Highway User Revenue**

Highway user revenue is the City's share of gasoline tax, vehicle titling tax, and vehicle registration fees collected by the State.

### **Income Tax**

Maryland counties have the option of imposing a State-collected local surtax that is applied to Maryland State taxable income. Montgomery

County's income tax rate is currently 3.2 percent. In accordance with Maryland law, municipalities within the County receive 17 percent of County income tax collected within the municipality.

### **Police Protection Grant**

Maryland law provides for grants to political subdivisions throughout the State for police protection. Monies received from the State are based upon annual reports of the City's police expenditures.

### **County Police Rebate**

Montgomery County provides financial support for police services in accordance with the County Code enacted in 1949. Payment to the City is based on a formula, which uses \$0.048 per \$100 of assessable based tax rate with "full value assessment" levied on real property.

### **Tax Duplication (or in Lieu of) Payments**

Tax duplication payments are intended to reimburse municipalities for the services provided that would otherwise be provided by the County. Reimbursements are based on the audited cost of eligible services during the fiscal year two years prior to the budget year. The City is reimbursed for police services, road maintenance, parks maintenance, and crossing guards. Because of concerns expressed by municipalities about the fairness of the current methodology, the County Executive appointed a task force to review the current process. The task force is comprised of representatives of both the County and the municipalities. Pending completion of the task force's work, tax duplication payments were held constant, with payment amounts unchanged since FY07.

### **Library Aid**

Montgomery County provides a payment to the City to support the operation of the Takoma Park Library. The payment, which began prior to the unification of Takoma Park into one county, is a function of the County's Library expenditures and the City's assessable base. It is not a tax duplication payment.