



Photo by Maurice Belanger

FISCAL YEAR 2017

Budget Work Session • April 25, 2016

Agenda

- 1. Personnel Schedule**
- 2. Non-departmental**
- 3. General Government**
- 4. Police**
- 5. Public Works**
- 6. Recreation**
- 7. Housing & Community Development**
- 8. Communications**
- 9. Library**
- 10. Stormwater**
- 11. Speed Camera**



Personnel Schedule

| Staffing Summary | Actual FY12 | Actual FY13 | Actual FY14 | Actual FY15 | Adopted FY 16 | Proposed FY 17 |
|-------------------------|------------------------|------------------------|------------------------|------------------------|--------------------------|---------------------------|
| General Govt | 16.5 | 16.88 | 16.95 | 17.50 | 17.50 | 17.25 |
| Police | 54.99 | 55.09 | 58.83 | 59.47 | 59.47 | 62.64 |
| Public Works | 32.25 | 32.85 | 32.85 | 34.85 | 35.85 | 35.85 |
| Recreation | 17.79 | 17.73 | 19.76 | 19.89 | 19.89 | 19.87 |
| HCD | 9.38 | 10.66 | 10.66 | 9.75 | 9.63 | 8.51 |
| Communications | 2.00 | 2.00 | 4.00 | 4.35 | 5.62 | 5.75 |
| Library | 8.78 | 9.00 | 10.16 | 10.9 | 11.12 | 11.13 |
| Stormwater | 0.75 | 1.15 | 1.15 | 1.15 | 1.15 | 1.15 |
| Special Revenue | 1.16 | 0.40 | 0.19 | - | - | - |
| Speed Camera | 4.13 | 6.26 | 3.00 | 3.00 | 3.00 | 3.00 |
| Total FTES | 147.73 | 152.02 | 157.55 | 160.86 | 163.23 | 165.15 |

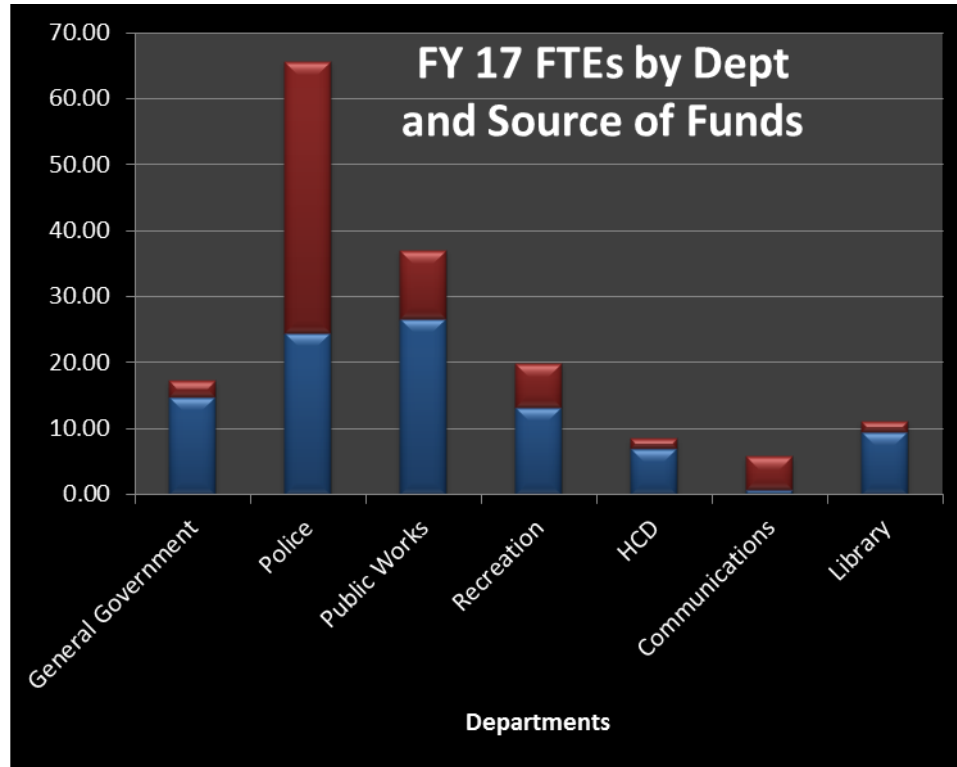


Tax Funded FTEs

| Staffing Summary | Actual FY15 | Adopted FY 16 | Proposed FY 17 | % of Total FY17 |
|------------------|----------------|------------------|-------------------|--------------------|
| General Govt | 13.35 | 17.18 | 14.79 | 85.74% |
| Police | 19.93 | 22.57 | 24.53 | 37.37% |
| Public Works | 25.03 | 26.48 | 26.63 | 71.97% |
| Recreation | 11.82 | 12.66 | 13.20 | 66.43% |
| HCD | 7.70 | 7.81 | 7.00 | 82.26% |
| Communications | 0.75 | 2.40 | 0.75 | 13.04% |
| Library | 9.17 | 9.47 | 9.45 | 84.91% |
| Total | 87.75 | 98.57 | 96.35 | 58.34% |



Source of Funding for FTEs



Blue represents Takoma Park tax-funded portion of Departmental FTEs



Non-Departmental

| Non-Departmental | Adopted FY16 | Estimated FY16 | Proposed FY17 |
|-----------------------|------------------|-------------------|------------------|
| General Fund | 1,336,809 | 1,302,907 | 1,519,457 |
| Division Total | 1,336,809 | 1,302,907 | 1,519,457 |

- Expenditures are 13.7% more than FY16; 48% more than FY15
 - Variance due to increase in insurance premiums and general contingency provision
- Workers Compensation increased from \$566,000 (FY16 budget) to \$720,000 (proposed FY17 budget)



General Government



General Government

| Dept. Expenditures by Division | Actual FY15 | Adopted FY16 | Estimated FY16 | Proposed FY17 |
|-----------------------------------|----------------|-----------------|-------------------|------------------|
| Legislative | 183,770 | 207,750 | 190,300 | 211,230 |
| General Management | 700,350 | 801,275 | 762,825 | 722,620 |
| Finance | 547,604 | 702,050 | 668,119 | 615,380 |
| Legal Services | 226,013 | 275,100 | 283,100 | 298,100 |
| Information Systems | 581,348 | 669,950 | 655,740 | 657,552 |
| Human Resources | 358,123 | 331,450 | 322,900 | 312,505 |
| City Clerk | 244,592 | 295,850 | 281,590 | 309,000 |
| Department Total | 2,841,800 | 3,283,425 | 3,164,574 | 3,126,387 |

- \$20,000 for County lobbying assistance
- Two Information Systems FTEs paid by Cable Operating Grant



General Government

| Staffing Summary | Actual FY15 | Adopted FY16 | Proposed FY17 |
|-------------------------|------------------------|-------------------------|--------------------------|
| General Management | 4.00 | 4.00 | 3.50 |
| Finance | 5.50 | 5.50 | 5.50 |
| Information Systems | 3.50 | 3.50 | 3.50 |
| Human Resources | 2.00 | 2.00 | 2.00 |
| City Clerk | 2.50 | 2.50 | 2.75 |
| Total FTEs | 7.50 | 17.50 | 17.25 |



Police



Police

| Staffing Summary | Actual FY15 | Adopted FY16 | Proposed FY17 |
|-------------------------|------------------------|-------------------------|--------------------------|
| Office of the Chief | 3.00 | 3.00 | 3.00 |
| Communications | 7.00 | 7.00 | 7.00 |
| Operations | 28.50 | 30.50 | 29.00 |
| Criminal Investigations | 13.80 | 11.80 | 11.80 |
| Administrative Services | 7.17 | 7.17 | 7.34 |
| Neighborhood Services | - | - | 4.50 |
| Total FTEs | 59.47 | 59.47 | 62.64 |

- Expenditures increased by \$710,643 (10%) from FY16
 - Variance primarily due to addition of Neighborhood Services Division, including transfer of two code enforcement officers from HCD (\$532,050)
 - Addition of 1 FTE for Environmental Code Enforcement and Education (\$150,000)
 - Slightly increased hours for Crossing Guards



Police

| Source of Funds | Adopted FY16 | Estimated FY16 | Proposed FY17 |
|-----------------------------|------------------|-------------------|------------------|
| Police Protection (State) | 431,752 | 431,000 | 437,295 |
| County Police Rebate | 945,540 | 945,000 | 986,340 |
| In Lieu of Police | 2,515,147 | 2,515,147 | 2,515,147 |
| In Lieu of Crossing Guard | 182,384 | 182,384 | 182,384 |
| Summons and Fines | 200,000 | 490,000 | 500,000 |
| Municipal Infractions | - | - | 5,000 |
| Public Parking Facilities | 95,000 | 95,000 | 95,000 |
| Parking Permits | 12,500 | 10,000 | 10,000 |
| Parking Administrative Fees | 4,000 | 5,000 | 5,500 |
| Subtotal | 4,386,323 | 4,673,531 | 4,736,666 |
| General Fund | 2,684,117 | 2,370,618 | 3,049,408 |
| Department Total | 7,070,440 | 7,044,149 | 7,786,074 |

- 52.9% of funding is from County (47.3%) and State (5.6%)



Public Works



Public Works

| Staffing Summary | Actual FY15 | Adopted FY16 | Proposed FY17 |
|--------------------------|------------------------|-------------------------|--------------------------|
| Administration | 3.00 | 3.00 | 3.00 |
| Building Maintenance | 6.00 | 6.00 | 6.00 |
| Equipment Maintenance | 3.00 | 3.00 | 3.00 |
| Right-of-Way Maintenance | 8.00 | 8.00 | 8.00 |
| Solid Waste Management | 9.00 | 10.00 | 10.00 |
| Gardens | 3.00 | 3.00 | 3.00 |
| Urban Forest | 1.00 | 1.00 | 1.00 |
| City Engineer | 1.85 | 1.85 | 1.85 |
| Total FTEs | 34.85 | 35.85 | 35.85 |



Public Works

| Source of Funds | Adopted FY16 | Estimated FY16 | Proposed FY17 |
|-----------------------------|------------------|-------------------|------------------|
| Highway User Revenue | 341,665 | 300,000 | 364,752 |
| In Lieu of Road Maintenance | 743,199 | 743,199 | 743,199 |
| Waste Collection Charges | 70,700 | 70,700 | 71,000 |
| Recyclable Sales | 3,000 | 250 | 3,000 |
| Mulch Sales | 20,000 | 22,000 | 22,000 |
| Special Trash Pickup | 10,000 | 8,100 | 8,000 |
| Excavation/Driveway Permits | 3,000 | 3,100 | 3,000 |
| Tree Permits | 12,000 | 9,500 | 10,000 |
| Tree Fund | 25,000 | 25,000 | 25,000 |
| Subtotal | 1,228,564 | 1,181,849 | 1,249,951 |
| General Fund | 3,474,044 | 3,442,650 | 3,610,219 |
| Department Total | 4,702,608 | 4,624,499 | 4,860,170 |

- 22.8 % from County (15.3%) and State HUR (7.5%)



Recreation



Recreation

| Staffing Summary | Actual FY15 | Adopted FY16 | Proposed FY17 |
|----------------------------------|------------------------|-------------------------|--------------------------|
| Administration | 2.40 | 2.40 | 2.40 |
| Recreation Center | 3.71 | 3.71 | 3.71 |
| Community Programs | 2.21 | 2.21 | 2.21 |
| Athletic Fields & Facilities | 0.10 | 0.10 | 0.10 |
| Camps | 2.42 | 2.42 | 1.90 |
| Before and After School Programs | 2.31 | 2.31 | 1.81 |
| Community Center | 6.74 | 6.74 | 7.74 |
| Total FTEs | 19.89 | 19.89 | 19.87 |



Recreation

| Source of Funds | Actual FY16 | Estimated FY16 | Proposed FY17 |
|--------------------------|------------------|-------------------|------------------|
| Takoma/Langley Rec Agrmt | 87,650 | 85,020 | 85,020 |
| Program/Service Charges | 560,000 | 544,615 | 554,200 |
| Subtotal | 647,650 | 629,635 | 639,220 |
| General Fund | 1,133,655 | 1,048,947 | 1,265,666 |
| Department Total | 1,781,305 | 1,678,582 | 1,904,886 |

- 29% of funding is from program registration and rental fees



Housing & Community Development



Housing & Community Development

| Staffing Summary | Actual FY15 | Adopted FY16 | Proposed FY17 |
|---------------------------------|------------------------|-------------------------|--------------------------|
| Administration | 1.25 | 1.50 | 2.13 |
| Code Enforcement | 3.02 | 2.90 | - |
| Landlord-Tenant | 1.05 | 0.87 | - |
| Rent Stabilization | 0.95 | 1.13 | - |
| Planning & Development Services | 2.58 | 2.33 | 2.38 |
| Housing & Community Services | 0.90 | 0.90 | 4.00 |
| Total FTEs | 9.75 | 9.63 | 8.51 |

- Consolidating divisions from six to three: Administration, Planning and Housing



Housing & Community Development

| Source of Funds | Adopted FY16 | Estimated FY16 | Proposed FY17 |
|---------------------------|------------------|-------------------|------------------|
| Inspection Fees | 320,740 | 320,500 | 311,000 |
| Municipal Infraction Fees | 5,500 | 1,000 | - |
| Subtotal | 326,240 | 321,500 | 311,000 |
| General Fund | 1,403,255 | 1,326,447 | 1,442,884 |
| Department Total | 1,729,495 | 1,647,947 | 1,753,884 |



Communications



Communications

| Staffing Summary (Position Type) | Actual FY15 | Adopted FY16 | Proposed FY17 |
|---|------------------------|-------------------------|--------------------------|
| FTEs with benefits | 4.35 | 4.00 | 4.00 |
| FTEs without benefits | - | 1.62 | 1.75 |
| Division Total | 4.35 | 5.62 | 5.75 |

- Five FTEs paid by cable operating grants
- Cable related operating revenues are proposed to increase by \$378,452 in FY17 due to new operating agreement with Montgomery County



Communications

| Source of Funds | Adopted FY16 | Estimated FY16 | Proposed FY17 |
|-------------------------|-----------------|-------------------|------------------|
| Cable Franchise Fees | 245,000 | 245,000 | 242,718 |
| Cable Operating Grant | 77,000 | 77,000 | 457,734 |
| Subtotal | 322,000 | 322,000 | 700,452 |
| General Fund | 241,500 | 226,920 | -100,992 |
| Department Total | 563,500 | 548,920 | 599,460 |

- 55.7% of combined operating costs of Communication and Information Systems (\$1,257,012) is paid for by cable funds (\$700,452)



Library



Library

| Staffing Summary | Actual FY15 | Adopted FY16 | Proposed FY17 |
|--------------------------|----------------|-----------------|------------------|
| Library | 9.52 | 9.74 | 9.75 |
| Computer Learning Center | 1.38 | 1.38 | 1.38 |
| Total FTEs | 10.9 | 11.12 | 11.13 |

| Source of Funds | Adopted FY16 | Estimated FY16 | Proposed FY17 |
|-------------------------|------------------|-------------------|------------------|
| Library Aid from County | 149,624 | 149,000 | 158,225 |
| Library Fines and Fees | 35,500 | 35,500 | 35,500 |
| Subtotal | 185,124 | 184,500 | 193,725 |
| General Fund | 1,059,506 | 1,013,830 | 1,088,079 |
| Department Total | 1,244,630 | 1,198,330 | 1,281,804 |

- 12.3% of costs paid by County Library Payment



Stormwater

| Staffing Summary | Actual FY15 | Adopted FY16 | Proposed FY17 |
|-------------------------|------------------------|-------------------------|--------------------------|
| FTEs with benefits | 1.15 | 1.15 | 1.15 |
| FTEs without benefits | - | - | - |
| Fund Total | 1.15 | 1.15 | 1.15 |

| Fund Revenues | Adopted FY16 | Estimated FY16 | Proposed FY17 |
|--------------------------|-------------------------|---------------------------|--------------------------|
| Stormwater Management | 420,000 | 421,440 | 420,000 |
| National Fish & Wildlife | 168,750 | - | 168,750 |
| Fund Total | 588,750 | 421,440 | 588,750 |



Speed Camera

| Staffing Summary | Adopted FY16 | Proposed FY17 |
|-------------------------|-------------------------|--------------------------|
| FTEs with benefits | 3.00 | 3.00 |
| FTEs without benefits | - | - |
| Fund Total | 3.00 | 3.00 |

| Fund Revenues | Adopted FY16 | Estimated FY16 | Proposed FY17 |
|----------------------|-------------------------|---------------------------|--------------------------|
| Speed Camera Fund | 1,801,200 | 1,402,500 | 1,302,500 |
| Fund Total | 1,801,200 | 1,402,500 | 1,302,500 |



Budget Schedule

- **Wednesday, April 6 – City Manager's Presentation**
- **Monday, April 11 – Budget Work Session on Capital Budget**
- **Wednesday, April 13 – Public Hearing**
- **Monday, April 18 – Budget Work Session on Programs Advancing Council Goals**
- **Monday, April 25 – Budget Work Session on Departmental and Non-Departmental Budgets; Budget Reconciliation Discussion**
- **Wednesday, April 27 – Public Hearing on Constant Yield Tax Rate and on Proposed Budget**
- **Wednesday, May 4 – Final Budget Reconciliation**
- **Wednesday, May 11 – First Reading of Budget Ordinances**
- **Wednesday, May 18 – Second Reading of Budget Ordinances**



Questions?

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