



Building a Better Tomorrow

City of Takoma Park



**Direct Cash
Assistance Program**

**Takoma Park
Maryland Library**



Proposed Budget

Fiscal Year 2024

July 1, 2023 - June 30, 2024

takomaparkmd.gov

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City Manager Transmittal Message

City of Takoma Park, Maryland

Office of the City Manager

Tel: (301) 891-7100

Fax: (301) 270-8794

Email: DavidE@takomaparkmd.gov



7500 Maple Avenue
Takoma Park, MD 20912
takomaparkmd.gov

April 12, 2023

Honorable Mayor, Members of City Council, and Residents,

I am pleased to provide you with a copy of the Proposed Fiscal Year 2024 Budget, which begins on July 1, 2023. The City's Finance Department prepared this document with guidance from the City Manager's Office and support from all City departments. The budget represents a comprehensive publication of the City's budget plans and policies for the upcoming fiscal year.

The City's current real property tax rate is 53.97 cents per \$100 assessed valuation for taxing purposes. I propose increasing the rate to 57.05 cents per \$100 assessed valuation. The increase will allow the City to address the increased cost of personnel and operations due to high inflation and provide funding for the continued implementation of the City Council's priorities.

The budget includes \$7.9 million of American Rescue Plan Act (ARPA) funding which provides resources to support our community as we recover from the pandemic and lay the groundwork for rebuilding the City's fiscal position.

Funding is provided for various capital investment projects, including streetlighting, sidewalks, traffic calming, street rehabilitation, neighborhood improvements, and support for local businesses. In addition, the budget includes resources to support lower-income residents seeking to become homeowners as well as funding for the City's Homeowner Property Tax Credit Program. Funding is also provided for the construction, maintenance, and repair of storm drains, inlets, channels, and ditches within the City.

Despite the fiscal constraints, the Proposed Budget continues programs and services that help renters, small business owners, immigrants, young people, and seniors as we strive to create a Livable Community for All.

Thank you to the dedicated, hardworking, and professional City of Takoma Park staff who continue to deliver quality services to our residents.

I look forward to working with you as you consider the Proposed Fiscal Year 2024 Budget.

Sincerely,

David Eubanks

Acknowledgments

This budget could not have been developed without the leadership of the City Council, the work of the City of Takoma Park's Senior Leadership 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

Mayor Talisha Searcy

Councilmember Shana Fulcher, Ward One	Councilmember Cindy Dyballa, Ward Two
Councilmember Randy Gibson, Ward Three	Councilmember Terry J. Seamens, Ward Four
Councilmember Cara Honzak, Ward Five	Councilmember Jason Small, Ward Six

City Manager

(Vacant)

Acting Deputy City Manager

David Eubanks

Director of Finance

Susan Cheung

Senior Leadership

Daryl Braithwaite, Director of Public Works	Antonio DeVaul, Chief of Police
Jessie Carpenter, City Clerk	Gregory Clark, Director of Recreation
Zamurd Abbas, Director of Information Systems	Jessica Jones, Library Director
Ira Kowler, Acting Director of Housing & Community Development	Lori Cannon, Director of Human Resources
Andrew Bolduc, ARPA Manager	Donna Wright, Communications Manager

Budget Document Preparation

Ron Kawaley, Budget & Accounting Manager
Donna Wright, Communications Manager (Design)

Your Tax Dollars At Work



City Services

YOUR DOLLARS AT WORK

If you live in Takoma Park and pay taxes, you have probably asked yourself, “what do my taxes pay for?” The City provides a vast array of services and programs that help make community a better and safer place for everyone.

Below is a list of just some of the key ways that we put your tax dollars to work.

- [Full-service Police Department](#), including crossing guards and neighborhood service
- [Public Works](#) services, including:
 - sidewalk repair and installation, road repair and resurfacing, traffic calming
 - tree and canopy protection, tree maintenance
 - trash collection, recycling, food waste collection, leaf collection/mulch, electronics recycling
 - stormwater and erosion control
 - right-of-way maintenance, landscaping/gardens
 - maintenance of City facilities
 - electronic recycling drop off
 - civil engineering services
 - construction project management
 - snow removal
- [Sustainability/energy efficiency programs](#)
- [Rent stabilization and other affordable housing initiatives](#) such as a down payment assistance program
- [Tenant services and advocacy](#) (City contracts with County for code enforcement of multi-family buildings; City provides direct assistance to tenants to create Tenant Associations and work with tenants to address/resolve issues between tenants and landlords/management companies)
- [Parking management](#) and enforcement
- [Code Enforcement](#)
- [Recreation programs and services](#), including sports leagues and summer camps; scholarships for low-income residents and seniors, funding free summer camps, and summer jobs program for teens
- [Racial equity advocacy and implementation](#) in program and project design

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City Services

YOUR DOLLARS AT WORK - CONTINUED

Below is a list of just some of the key ways that we put your tax dollars to work.

- [Childcare programs](#) (for before and after school)
- [Maintenance of City parks, pavilions, and athletic fields](#)
- [City festivals, parades, and events](#) (Celebrate Takoma, Monster Bash, Egg Hunt, Independence Day, etc.)
- [Community grants and partnership programs](#) provide funds for area service providers to address issues like food scarcity, youth success (summer lunch and learn program; mentorship), and recreation
- [Public Arts and Humanities programs](#)
- [Communications/City TV](#) – [online and cable programs and broadcasting](#), City Newsletter, maintenance of website, social media
- [Legislative advocacy](#) at county and state levels
- [Administration of local elections](#) which have extended voting rights to 16 and 17-year-olds and non-citizens inspiring policy changes in other cities
- [Support for resident boards and commissions](#)
- [Support for local business associations](#) to promote amenities in the City
- [Internal services](#): Information Technology (which also supports outward facing technology like computer labs), Human Resources, Finance, Legal, etc.
- [Emergency funds](#) to residents who may need help to pay rent, buy food etc.; [Tree Fund for assistance](#) to help residents who need to remove a dangerous tree but cannot afford it; [Property tax assistance](#) for those who qualify
- [Meeting rooms and other public space](#), including computer labs, media center, arts room, dance room, senior room, teen lounge, and game room
- [Passport services](#)
- [Notary services](#)



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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Takoma Park
Maryland**

For the Fiscal Year Beginning

July 01, 2022

Christopher P. Morill

Executive Director

Budget Development Process

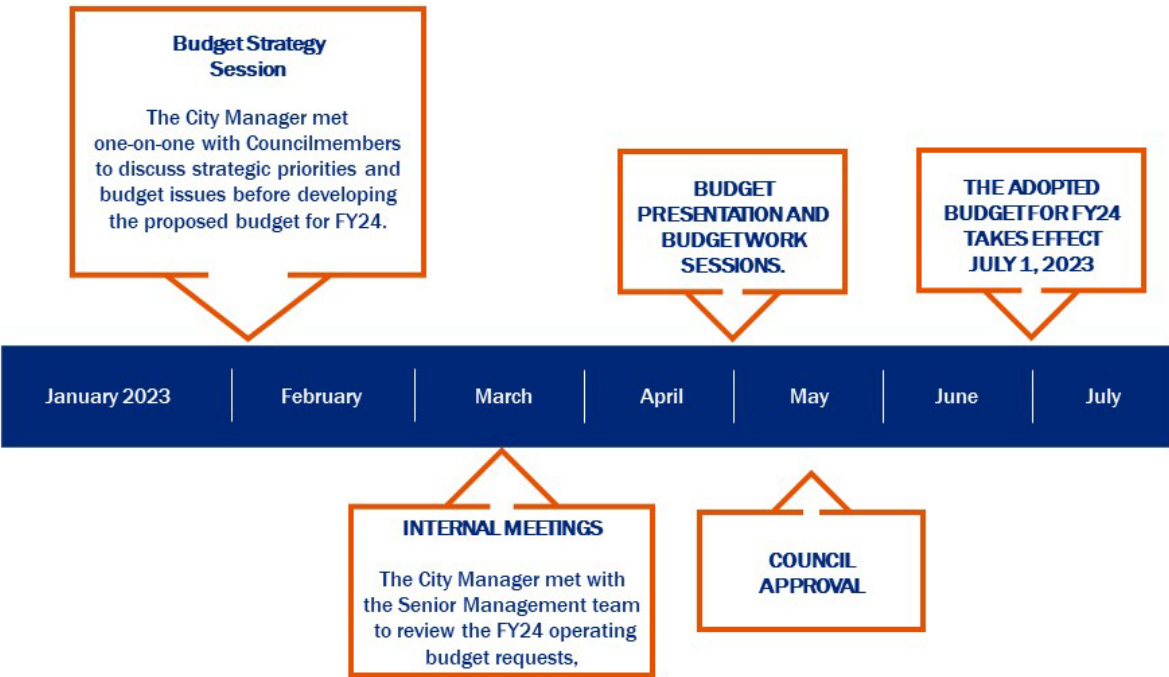
The fiscal year for the City begins on July 1 and ends on June 30. The Fiscal Year constitutes the tax year, the budget year, and the accounting year and is known by the calendar year in which it ends.

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.

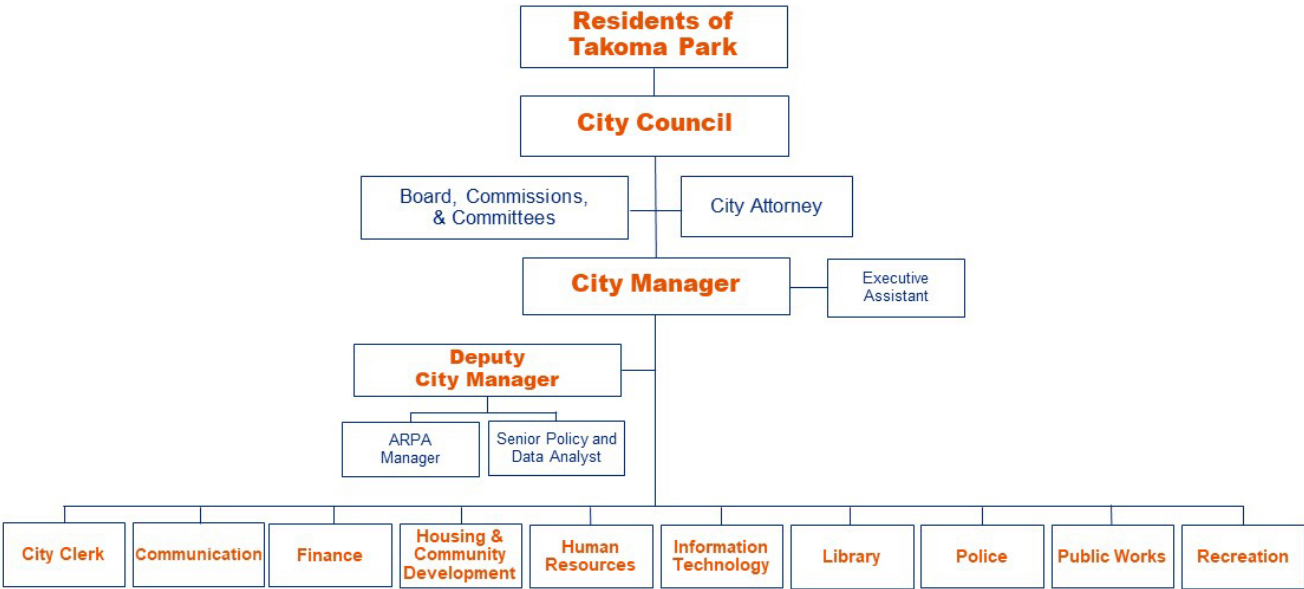
Budgetary control is maintained at the fund level. The City Manager may reallocate expenditures within the budget adopted by the Council, subject to such restrictions as the Council shall impose by ordinance. Changes in the total appropriation level for any given fund are enacted by the Council through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

Budget Introduction





City of Takoma Park
Organizational Chart



Reader's Guide to the Budget Book

This budget book presents the City of Takoma Park's Proposed Fiscal Year 2024 budget with detailed preliminary breakdowns of revenues and expenditures by Fund and by Department. An annual budget is a tool used to plan for the balancing of City resources to meet the needs of City of Takoma Park residents.

The **Introduction of the Budget Document** section introduces the reader to the City of Takoma Park community, City services, City organization, and the budget development process.

The **Fund Summaries** section outlines the City's financial policies and provides a global overview of the City's four major funds, the General Fund, Stormwater Management Fund, Special Revenues Fund, and the Speed Camera Fund, as well as the newly added American Rescue Plan Act Fund. For each Fund, there are tables and charts showing revenue sources, expenditure types, and Fund balances. The budget tables include:

- Audited actuals (expenses paid) for Fiscal Year 2022
- Fiscal Year 2023 Adjusted Budget (the Adopted Budget adjusted for budget amendments occurring during the fiscal year every quarter)
- Projected Fiscal Year 2023 actuals, based on year to date spending as of December 31, 2022.
- Preliminary Fiscal Year 2024 Budget

The Departmental sections provide General Fund budget summaries at the Department and Division levels for the **General Government, Police, Public Works, Recreation, Housing and Community Development, Communications, and Library Departments**. A divider with a table of contents separates the sections. Each Department section includes:

- Overview of the Department, its Divisions, and their functions
- Personnel Schedule, or summary of positions and FTE count
- Departmental Budget Summary by funding source, expenditure type (personnel or operating), and Division
- Explanation of variances in the previous fiscal year budget actuals compared to the adjusted budget
- Fiscal Year 2024 Budget Highlights including significant changes from the prior fiscal year

- Division Budget Summaries
 - Each Division section includes:
 - Division Purpose
 - Management Objectives
 - Division Budget Summary by expenditure type
 - Explanation of variances in previous fiscal year actuals
 - Budget Highlights

The reader will notice that each budget table in the Departmental sections has five columns, listed below:

- Actual Fiscal Year 2022: Audited actual spending from Fiscal Year 2022
- Adjusted Fiscal Year 2023: Fiscal Year 2023 Adopted Budget adjusted for budget amendments
- Projected Fiscal Year 2023: Fiscal Year 2023 projected actual spending
- Change Fiscal Year 2023 – Fiscal Year 2024: Difference between the Fiscal Year 2023 projected amount and the Fiscal Year 2024 proposed budget amount, in dollars and percentages.

The **Inter-Departmental** section summarizes budget information on City services that are not directly attributable to a specific City Department, such as property insurance coverage.

The **Capital Improvement Program** section covers the costs for investments in capital assets such as infrastructure improvements, equipment replacement, and facility improvements.

The **Debt Services** section shows payments for the principal and interest on loans to the City.

The **Stormwater Management Fund**, **Special Revenue Fund**, and **Speed Camera Fund** sections provide fund summaries, project descriptions and highlights.

The **Appendix** section contains the budget ordinance and the budget glossary, which defines the budget terms used throughout this document.

Important Notes about the Fiscal Year 2024 Proposed Budget

Personnel Expenditures Assumptions: The reader should note the following budget assumptions for personnel expenditures categories shown in the Department and Division budget tables:

- **Wages:**
 - In Fiscal Year 2023, the City provided a 6.5 percent wage increase for full-time and permanent part-time staff and an additional 10 percent wage increase for Police Leadership (role of sergeant and above).
 - The Fiscal Year 2024 Proposed Budget includes a 2 percent wage increase for full-time and part-time staff. The increase does not cover step increases for employee performance or any employees getting an additional step for a “Distinguished” performance rating. ***Note: Union negotiations were ongoing at the time of budget release, so the salary increase is only an estimate.***
 - Also included are ‘longevity bonuses’ for those employees that hit landmark anniversaries every 5 years, totaling \$29,826.92. The bonuses are prorated for part-time employees and include \$500 for 5 years of service; \$1,000 for 10 years of service; \$1,500 for 15 years of service; \$2,000 for 20 years of service; \$2,500 for 25 years of service; \$3,000 for 30 years of service; and \$3,500 for 35 years of service.
- **Fringe Benefits:** The fringe benefits line includes health benefits (health insurance, prescription drug coverage, dental and vision coverage), retirement and pension costs, City-paid life insurance, accidental death, and dismemberment insurance, and long-term disability. It also covers the employer match for deferred compensation, a payment equal to the employee premium of health insurance for those waiving coverage, and payroll taxes.
 - ***Health Benefits:*** The health benefits for active employees are budgeted in the fringe benefits line of each Department. They are estimated with a flat health insurance premium, a flat dental premium, and a flat vision premium for Fiscal Year 2024. ***Note: Renewal rates were not received prior to the completion of the budget. A 15 percent increase was estimated based on premium trends and information received from the City’s insurance broker.***
 - ***Retirement:*** The City contributes 7.4 percent of employees’ annual pay to the Maryland State Retirement System (MSRA). The City also matches employee contributions to 457 retirement plans, up to 2 percent of the employee’s annual pay, and contributes an amount equal to the employee portion of health insurance premiums for those employees waiving insurance coverage.
 - ***Police Pension:*** The Police Pension fund is a combination of employee contributions, employer contributions, and income from various investments. Bolton Investment’s actuarial recommended amount for the City’s contribution to the Police Pension Fund was 47.27 percent of the average sworn employee’s annual pay, budgeted under the Police Department fringe

benefits. An assumption of 48 percent was used for Fiscal Year 2024 budgeting. Increased investment returns lead to a lower City contribution.

- ***Federal Insurance Contributions (FICA) Payroll Tax.*** FICA is a payroll deduction for Social Security and Medicare benefits, set at 7.65 percent of annual pay per Federal law.
- **Other Fringe Benefits:** The City also offers tuition reimbursement, training, employee assistance programs, life insurance, flexible spending accounts, COBRA, and other benefits that are budgeted in the Inter-Departmental budget.
- **Workers' Compensation:** This is the cost for insurance coverage for work-related injuries or illnesses; insurance premiums are based on a combination of employee exposure, which was increased this year, and annual wages. The total workers' compensation amount for Fiscal Year 2024 for all Departments is budgeted at a 15 percent increase over Fiscal Year 2023 in the Inter-Departmental budget.

Budget at a Glance

- Total revenues (all funds) of \$34,179,182.
- Total expenditures (all funds) of \$44,636,970.
- Total General Fund revenues of \$29,334,849.
- Total General Fund expenditures of \$32,170,747.
- The City's assessable real property base (net) is projected to increase by approximately \$110.7 million or 4.1 percent from FY23.
- Real property tax rate increases to \$0.5705 per \$100 of assessed valuation. Real property tax revenues increase by \$1,540,535 compared to FY23 budgeted revenues.
- Tax duplication ("In Lieu Of") payments from Montgomery County, with the inclusion of Police Rebate, remain unchanged at \$5,133,286.
- Staffing levels decrease by 0.34 full-time equivalents. The net decrease reflects some adjustments in existing positions primarily part-time staff in the Public Works, and Recreation.
- Anticipated General Fund Capital Improvement expenditures of \$462,157 for street lights upgrade (\$20,000), work order system purchase (\$32,000), parking and code enforcement lease vehicle purchases (\$72,000), the City match for the Maple Avenue Connectivity Project (\$50,000) and New Hampshire Avenue Bikeway Project (\$61,200). The FY24 cost of Library design and renovation is expected to be \$1.05 million and is funded by the Library Bond.
- Continued funding of \$140,000 for the City's local supplement to the State Homeowner Property Tax Credit Program.
- Contribution of \$550,000 to replenish the Equipment Replacement Reserve. Funds from the Equipment Replacement Reserve will be used to replace vehicles and equipment, including nine police cars (\$577,360), a roll-off trailer (\$83,373), two trash trucks (\$630,000), an Admin vehicle (\$45,000), two recreation buses (\$260,000), and a walk behind mower (\$12,000).
- No fund contribution will be made to the Facility Maintenance Reserve. Funds from the Facility Maintenance Reserve will be used to replace the front gate at Public Works (\$32,000), and the third-floor renovation for IT and Cable (\$75,000).

- Financial support for the Community Festival and Fourth of July Festival totaling \$17,000, and \$20,000. Funds are set aside for grant programs including the Emergency Tree Removal (\$20,000), Summer Enrichment Program (\$45,000) and Community Play (\$10,000).
- The City received the second half of federal funding under the American Rescue Plan Act (ARPA) totaling \$17.5 million in FY23, with the first tranche received in Fiscal 2022. The ARPA Fund was created in FY22 to respond to the needs of community due to the COVID pandemic. It aims to support hardest-hit communities and lay the groundwork for an equitable economic recovery.
- In FY24, \$1.1 million of the General Fund expenses will be redistributed to the ARPA Fund. This includes the ADA Sidewalks (\$300,000), SHA Sidewalks (\$150,000), new Sidewalk design and traffic calming (\$300,000) and the Street Rehabilitation (\$350,000).
- An additional \$3.5 million will be funded by ARPA for the design and renovation of the Library.
- A total of \$200,000 is provided to support the Housing Reserve Fund.
- Funding in the amount of \$250,000 for Stormwater Fund expenditures for the construction, maintenance, and repair of storm drains, inlets, channels, and ditches in the Jefferson Ave Bio Retention Facility (\$120,000), Albany and Baltimore Avenue (\$75,000), and Houston Avenue (\$55,000).
- Funding in the amount of \$1,010,500 in Special Revenue Fund projects has been allocated for the expansion of IT and City TV office (\$125,000), Neighborhood Improvement (\$132,000), the New Hampshire Avenue Bikeway (\$293,500), the Recreation Center Design (\$145,000), and for Remote Production and Control Room Relocation (\$75,000).
- Anticipated expenditure of \$6,000 from Speed Camera Fund. Expenditures include the purchase of bike patrol unit equipment.

Personnel Schedule

Staffing Summary by Department or Fund	Actual FY19	Actual FY20	Actual FY21	Actual FY22	Adjusted FY23	Proposed FY24	Change (*) FY23 - FY24
General Government	17.75	17.75	18.25	18.25	19.75	19.75	-
Police	63.95	64.45	64.67	64.68	61.68	61.68	-
Public Works	36.1	36.1	36.5	36.5	38.67	38.72	0.05
Recreation	20.53	20.53	20.96	19.98	20.7	20.31	(0.39)
Housing and Community Development	9.5	10.13	10.63	10.63	13.63	13.63	-
Communications	5.75	5.5	5.83	6.44	6.82	6.82	-
Library	11.13	11.13	11.13	11.25	11.76	11.76	-
Stormwater Management	1.15	1.15	0.75	0.75	0.75	0.75	-
Speed Camera	3	3	3	3	3	3	-
American Rescue Plan Act	-	-	-	-	3	3	-
Total Full-Time Equivalents	168.86	169.74	171.72	171.48	179.76	179.42	(0.34)

*Note: Change in FTEs is due to the estimated part-time and seasonal hours required for Fiscal Year 2024.

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Financial Structure Overview

The Fiscal Year 2024 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 Speed Camera Fund, and this year, the American Rescue Plan Act (ARPA) 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 runoff. The Stormwater Management Fund accounts for revenue and expenditure activity related to stormwater management. This fund is supported by the City's stormwater utility fee.

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.

Speed Camera Fund

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. 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. Starting in Fiscal Year 2024, the fund will include fines from red light cameras that are planned to be installed.

American Rescue Plan Act Fund

The American Rescue Plan Act Fund was established during Fiscal Year 2022 to account for expenditures of the City's American Rescue Plan Act funding allocation. The American Rescue Plan Act provided \$350 billion to states, local, and Tribal governments through the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program to help recover from the public health and economic crisis caused by COVID-19, and the City has been allocated a total of \$17.5 million in SLFRF funds. On March 2, 2022, The City Council approved a spending plan to use these funds on projects that assist vulnerable residents and businesses, renovate City facilities and improve public infrastructure, and support city operations. Funds must be fully spent by the end of Fiscal Year 2026, and the American Rescue Plan Act Fund accounts for uses of these funds on approved projects.

Accounting Guidelines

Balanced Budget Requirements

The City Manager proposes a budget to the Council at least sixty days before the beginning of any fiscal year. The budget provides a complete financial plan for the budget year and contains estimates of anticipated revenues and proposed expenditures for the coming year. The total of the anticipated revenues shall equal or exceed the total of the proposed expenditures. The budget shall be a public record in the City office, subject to public inspection.

Investment Policy

The State of Maryland allows municipalities to invest surplus funds in financial institutions within the State if the financial institution provides collateral with a market value that equals or exceeds the amount by which a deposit exceeds the deposit insurance. The City Council has adopted an investment policy, and the strategy calls for investment in low risk securities such as US government bonds, and some short-term investments such as certificates of deposit.

Capital Asset Policy

The policy requires all equipment, machinery, vehicles, land, buildings, infrastructure and improvements that cost \$5,000 or more to be classified as a capital asset and reported in the government-wide financial statements.

Annual Audit

The City is required to have an annual audit performed by an independent Certified Public Accountant. It is performed in accordance with generally accepted auditing standards, which require that the audit be planned and performed to obtain reasonable assurance that the financial statements are free of material misstatements.

Capital Improvement Program (CIP)

During budget deliberations, the City management encourages citizen participation in the Capital Improvements Program (CIP) process. Capital Improvement Programs include all construction and new infrastructure construction; major studies employing outside consultants relating to a potential CIP project; any equipment or furnishings or projects to furnish new buildings; and acquisition of land or buildings. Infrastructure is defined, for purposes of this policy, as street work including asphalt, concrete, sidewalks, curbs, gutters, streetlights and stormwater management. The CIP covers a five-year period and is revised annually in light of new and changing conditions.

Debt Policy

Neither Maryland State Law nor the City Charter mandates a limit on municipal debt. The City shall strive to maintain its net tax-supported debt at a level not to exceed 1 percent of the assessed valuation of taxable property within the City. The City shall strive to maintain its annual net tax-supported debt service costs at a level less than 15 percent of the combined expenditure budgets for the City's General and Special Revenue Funds.

Fund Balance

The stated goal of the Fund Balance Policy is to maintain unassigned fund balance at the minimum of two months of General Fund operating expenditures as suggested by Government Finance Officers Association (GFOA) standard. In May 2018, the City Council passed an ordinance to increase the unassigned reserve balance equivalent to 17 percent of the General Fund revenue. Fund balance represents the excess of assets minus liabilities. Fund balance is commonly referred to as the City's reserves and can also be thought of as the cumulative balance of revenues exceeding expenditures. The City has chosen to utilize the available unassigned fund balance to subsidize the operating budget for Fiscal Year 2024.

Budget Amendment Process

Once the budget is adopted, it can only be changed through the budget amendment process. This is sometimes necessary to reflect changes that occur throughout the fiscal year. This may include transfers of unencumbered balances and adjustments due to unexpected changes in revenue and expenditure. The requesting department will submit a change request as well as the support for review and approval. Budgeted amendments are implemented through two reading ordinances adopted by the City Council.



Overview of Reserve Funds

Section 804 of the Takoma Park City Charter outlines the provisions for reserve funds and establishes two such funds: An Emergency Reserve and an Equipment Replacement Reserve. This section of the Charter also authorizes the City Council to establish and maintain additional reserves as deemed necessary. The Council established a Facilities Maintenance Reserve in 2011 and a Housing Reserve in 2017, which continue to be maintained. Restricted Bond Reserve is set aside when bond proceeds are established for particular purposes to ensure that dedicated funds are available for future payments of the capital expenditure(s). Descriptions of each of these reserve funds are provided below.

Emergency Reserve

The Emergency Reserve can be used exclusively for emergency expenditures necessary for the health, safety or welfare of persons, or actions necessary to perform essential governmental functions, as determined and authorized by the Council by specific ordinance. The City Charter requires that the Emergency Reserve increase each year, beginning when the reserve was established in 1996, by a percentage equal to the percentage increase in the Consumers Price Index for all Urban Consumers, Washington-Baltimore, DC-MD-VA-WV (November 1996=100) (CPI-U) or any replacement or successor index, from January of the second previous year to January of the prior year.

Equipment Replacement Reserve

The Equipment Replacement Reserve (ERR) is used to pay for the replacement of major capital items as they reach the end of their useful lives. The Charter requires that “major capital items that have a purchase price greater than or equal to 0.5 percent of the total budget revenues at the time of purchase” be included in the ERR. In practice, however, capital equipment with a purchase/replacement price of \$5,000 or more that will need to be replaced cyclically (though not annually) are included in the ERR.

The annual Capital Improvement Program (CIP) typically includes a list of items covered by this reserve to be purchased over the next five years. Such items include but are not limited to vehicles and various types of equipment and machinery. A comprehensive list of equipment, along with the estimated useful life and amounts designated for replacement, can be made available upon request.

Each year's budget includes expenditures in the form of payments to the reserve, based on purchase price and the estimated useful life of each item, necessary to maintain the reserve at a level sufficient to replace the covered items. When it becomes necessary and appropriate to replace items covered by the Equipment Replacement Reserve, that year's budget will include revenues to be drawn from the reserve to replace covered items. However, if it is determined that the reserve contains insufficient funds to fully fund the replacement of one or more items, additional revenues from other sources may also be designated.

Facilities Maintenance Reserve

The Facilities Maintenance Reserve (FMR) was established in 2011 when it became clear that the Equipment Replacement Reserve did not provide an adequate mechanism on its own to address the City's facility maintenance needs. The annual Capital Improvement Program (CIP) budget typically includes a list of items covered by this reserve to be purchased over the next five years. Currently, the FMR is used to pay for special facility projects such as building rehabilitation, renovations and improvements, including to walkways, pedestrian areas, and parking lots around facilities. In the future, we plan to transition to a system similar to the ERR for facilities-related items that will need to be replaced cyclically, where various components covered by the reserve fund are assigned a useful lifespan and their major component replacement costs are amortized over that useful life. These items will include things such as replacement of windows, flooring, carpeting, roofing, etc.

Housing Reserve

The Housing Reserve was established in 2017 in an effort by the Council to set aside funds to meet housing affordability goals. The Council determines the amount of funds to allocate to the Housing Reserve annually based on identified uses for the funds and available funding.

Restricted Bond Reserve

Borrowing money or "bonding" allows payments for major projects to be spread over a long period of time. Debt payments become part of an ongoing financial commitment for the term of the bond. As the City receives bond proceeds (borrowed money) for bonded projects, funds are set aside in the bond reserve to ensure that they are available to pay for the projects. From year to year, unspent bond proceeds are considered restricted for the use designated when the bond was issued. The funds are legally protected by bond covenants paying for the bond project only. The bond reserve requirement is established at the time of the bond issue. The bond reserve can be recalculated and replenished from the Unassigned Reserve when capital payments are made. The bond reserve will be depleted when the infrastructure projects are completed.

Consolidated Financial Summary

The Consolidated Financial Summary presents the total uses and sources by fund type for the City of Takoma Park. The Summary includes the General Fund, Stormwater Management Fund and three other major funds for Actual Fiscal Year 2022, Projected Fiscal Year 2023 and Proposed Fiscal Year 2024. The three major fund accounts are Speed Camera Fund, Special Revenue Fund, and the ARPA Fund.

The City finances governmental functions through the General Fund. The acquisition, use and balance of the City's financial resources are mainly accounted for through the General Fund.

In the Proposed Fiscal Year 2024 budget, the General Fund revenue is \$29.3 million, and all other funds revenue is \$4.8 million. The total revenue of \$34.2 million is supplemented by the use of \$1.1 million bond reserve and \$9.4 million from the other reserves and fund balances. The total General Fund expenditure is \$32.2 million and all other funds expenditure is \$12.5 million. The total expenditure is \$44.6 million. As a result, the total consolidated revenue and total consolidated expenditure maintain the same balance of \$44.6 million.

The Stormwater Management Fund is funded primarily by the Stormwater fee and the Speed Camera Fund is funded by the fines collected from the speed cameras and red light cameras (beginning in Fiscal Year 2024). The Special Revenue fund accounts for the fund activity related to grant money from Federal, County and other sources. On July 2022, the City received the second tranche of the Federal Aid in the amount of \$8.7 million which is placed in the ARPA Fund.

The budget for the General Fund and all other funds is adopted on a basis consistent with Generally Accepted Accounting Principles (GAAP). All Governmental fund budgets are presented on the modified accrual basis of accounting. Under this method of accounting, revenue and other financial resources are recognized in the accounting period when they become both measurable and available to finance the current operating expenditures.

The City Manager has the authority to make transfers between funds during the year. However, the increase of fund appropriation for any given fund can be done by Council approval through budget amendment. In Fiscal Year 2023, the City has had five budget amendments. In some cases, the Council has appropriated General Fund unassigned fund balance to fund high priority capital projects or other one-time needs.

Consolidated Financial Summary: All Operating Funds

	FY2022 Audited			FY23 Projected			FY24 Proposed		
	General	All Other		General	All Other		General	All Other	
	Fund	Funds	Total	Fund	Funds	Total	Fund	Funds	Total
Revenues									
Taxes and utility fees	19,067,715	-	19,067,715	19,371,485	-	19,371,485	21,170,925	-	21,170,925
Licenses and permits	72,084	-	72,084	73,804	4,500	78,304	65,704	4,500	70,204
Fines and forfeitures	140,273	996,767	1,137,040	164,000	1,300,000	1,464,000	164,000	2,150,000	2,314,000
Use of money and property	(22,261)	796	(21,465)	245,000	2,100	247,100	250,000	2,100	252,100
Charges for service	776,884	751,700	1,528,584	1,162,787	770,625	1,933,412	1,021,272	771,000	1,792,272
Intergovernmental	7,800,039	1,535,909	9,335,948	6,542,322	11,410,708	17,953,030	6,412,948	1,910,928	8,323,876
Miscellaneous	133,771	113,436	247,207	300,691	5,805	306,496	250,000	5,805	255,805
Total Revenues	27,968,505	3,398,608	31,367,113	27,860,089	13,493,738	41,353,827	29,334,849	4,844,333	34,179,182
Transfer In	-	65,000.00	65,000	-	-	-	-	-	-
Total Resources	27,968,505	3,463,608	31,432,113	27,860,089	13,493,738	41,353,827	29,334,849	4,844,333	34,179,182
Use of Reserves	-	-	-	1,859,991	-	1,859,991	1,785,419	7,621,890	9,407,309
Use of Bond Reserves	-	-	-	5,000,000	-	5,000,000	1,050,479	-	1,050,479
Total (\$)	27,968,505	3,463,608	31,432,113	34,720,080	13,493,738	48,213,818	32,170,747	12,466,223	44,636,970
Expenditures									
General Government	3,788,448	326,703	4,115,151	4,254,555	1,495,627.00	5,750,182	4,499,537	889,724.00	5,389,261
Police	8,520,321	841,715	9,362,036	8,794,617	1,495,250	10,289,867	9,299,721	1,932,182	11,231,903
Public Works	5,419,604	652,760	6,072,364	5,836,563	766,580	6,603,143	5,904,370	881,781	6,786,151
Recreation	1,876,425	-	1,876,425	2,025,404	170,000.00	2,195,404	2,159,020	150,000.00	2,309,020
Housing and Community Development	1,475,306	617,473	2,092,779	2,061,577	3,119,001	5,180,578	2,656,382	2,242,406	4,898,788
Communications	685,058	-	685,058	800,275	-	800,275	820,981	-	820,981
Library	1,318,184	-	1,318,184	1,429,194	58,163.00	1,487,357	1,491,232	189,165	1,680,397
Inter-Departmental	1,151,454	-	1,151,454	1,149,700	-	1,149,700	1,359,934	-	1,359,934
Capital Outlay	1,883,864	661,636	2,545,500	7,627,483	6,132,604	13,760,087	3,237,907	6,180,965	9,418,872
Debt Service	891,309	-	891,309	740,712	-	740,712	741,663	-	741,663
Total Expenditures	27,009,973	3,100,287	30,110,260	34,720,080	13,237,225	47,957,305	32,170,747	12,466,223	44,636,970
Transfer Out	46,657.00	-	46,657	-	-	-	-	-	-
Total Use	27,056,630	3,100,287	30,156,917	34,720,080	13,237,225	47,957,305	32,170,747	12,466,223	44,636,970
Add to Reserve	911,875.00	363,321	1,275,196	-	256,513.00	256,513	-	-	-
Total (\$)	27,968,505	3,463,608	31,432,113	34,720,080	13,493,738	48,213,818	32,170,747	12,466,223	44,636,970

Combined Statement of Revenues, Expenditures, and Changes in Fund Balances for Fiscal Year Beginning July 1, 2023

	General <u>Fund</u>	Stormwater Management <u>Fund</u>	Special Revenue <u>Funds</u>	Speed Camera <u>Fund</u>	ARPA <u>Fund</u>	<u>Total (\$)</u>
FY 2024 Revenues	29,334,849	778,000	1,914,233	2,151,000	1,100	34,179,182
FY 2024 Expenditures	32,170,747	781,781	2,119,471	1,663,182	7,901,789	44,636,970
Excess (deficiency) of revenues over expenditure	(2,835,898)	(3,781)	(205,238)	487,818	(7,900,689)	(10,457,788)
Other Financing Sources (Uses)						
Bond proceeds	-	-	-	-	-	-
Operating transfers in (out)	-	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-	-
Excess (deficiency) of revenues and other financing sources over expenditure and other financing uses	(2,835,898)	(3,781)	(205,238)	487,818	(7,900,689)	(10,457,788)
Fund Balance						
Beginning of year (\$)	13,464,078	115,753	992,199	249,564	14,810,464	29,632,058
End of year (\$)	10,628,180	111,972	786,961	737,382	6,909,775	19,174,270

General Fund Summary

	Audited	Audited	Adjusted	Projected	Proposed	Change (\$)	Change (%)
	FY21	FY22	FY23	FY23	FY24	Proj. FY23 - FY24	Proj. FY23 - FY24
REVENUES							
Taxes and utility fees	18,320,304	19,067,714	19,239,815	19,371,485	21,170,925	1,799,440	9.29%
Licenses and permits	88,799	72,085	86,104	73,804	65,704	(8,100)	(10.98%)
Fines and forfeitures	170,636	140,273	181,000	164,000	164,000	-	0.00%
Use of money and property	25,274	(22,261)	216,000	245,000	250,000	5,000	2.04%
Charges for service	461,223	776,884	1,017,370	1,162,787	1,021,272	(141,515)	(12.17%)
Intergovernmental	6,366,173	7,800,039	6,479,949	6,542,322	6,412,948	(129,374)	(1.98%)
Miscellaneous	61,324	133,771	109,000	300,691	250,000	(50,691)	(16.86%)
Total Revenues	25,493,733	27,968,505	27,329,238	27,860,089	29,334,849	1,474,760	5.29%
EXPENDITURES							
General Government	3,440,444	3,777,077	4,503,700	4,254,555	4,499,537	244,982	5.76%
Police	8,407,906	8,520,321	8,748,579	8,794,617	9,299,721	505,104	5.74%
Public Works	4,675,978	5,419,604	6,345,191	5,836,563	5,904,370	67,807	1.16%
Recreation	1,239,885	1,871,810	2,086,381	2,025,404	2,159,020	133,616	6.60%
Housing and Community Development	1,573,904	1,475,306	2,688,201	2,061,577	2,656,382	594,805	28.85%
Communications	559,155	683,625	799,712	800,275	820,981	20,706	2.59%
Library	1,274,197	1,316,273	1,439,062	1,429,194	1,491,232	62,038	4.34%
Inter-Departmental	1,897,265	1,170,784	1,358,181	1,149,700	1,359,934	210,234	18.29%
Capital Outlay**	2,633,828	1,883,864	7,921,778	7,627,483	3,237,907	(4,389,576)	(57.55%)
Debt Service	742,990	891,309	740,712	740,712	741,663	951	0.13%
Total Expenditures	26,445,552	27,009,973	36,631,497	34,720,080	32,170,747	(2,549,333)	(7.34%)
Excess (deficiency) of revenues over expenditure	(951,819)	958,532	(9,302,259)	(6,859,991)	(2,835,898)	4,024,093	(58.66%)
OTHER FINANCING SOURCES (USES)							
Sale of property	-	18,343	-	-	-	-	-
Operating transfers in (out)	-	(65,000)	-	-	-	-	-
Total Other Financing Sources (Uses)	-	(46,657)	-	-	-	-	-
Excess (deficiency) of revenues and other financing sources over expenditure and other financing uses	(951,819)	911,875	(9,302,259)	(6,859,991)	(2,835,898)	4,024,093	(58.66%)
FUND BALANCE							
Beginning of year (\$)	20,364,013	19,412,194	20,324,069	20,324,069	13,464,078	(6,859,991)	(33.75%)
End of year (\$)	19,412,194	20,324,069	11,021,810	13,464,078	10,628,180	(2,835,898)	(21.06%)

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

General Fund Balance Projection Detail

	As Of			As Of			As Of
	<u>30-Jun-22</u>	<u>Additions</u>	<u>Deletions</u>	<u>30-Jun-23</u>	<u>Additions</u>	<u>Deletions</u>	<u>30-Jun-24</u>
Emergency Reserve	541,646	-	-	541,646	50,000	-	591,646
Equipment Replacement Reserve	4,221,698	600,000	1,067,750	3,753,948	550,000	1,618,271	2,685,677
Designated-Subsequent Years	3,289,933	-	-	3,289,933	-	1,504,514	1,785,419
Facility Maintenance Reserve	399,881	128,000	240,800	287,081	-	107,000	180,081
Non-Spendable-Prepaid, Deposits, Inventory	20,060	10,000	11,000	19,060	-	9,000	10,060
Housing Reserve	844,837	100,000	20,000	924,837	200,000	50,000	1,074,837
WSSC Contribution for Future Street Work	97,555	-	-	97,555	-	-	97,555
Bond Reserve (Restricted)	6,310,018	-	5,000,000	1,310,018	-	1,050,479	259,539
Total Reserved/Non-Spendable Fund Balance (\$)	15,725,628	838,000	6,339,550	10,224,078	800,000	4,339,264	6,684,814
Total Unassigned Fund Balance (\$)	4,598,441	-	1,358,441	3,240,000	703,366	-	3,943,366
Total Fund Balance (\$)	20,324,069			13,464,078			10,628,180

General Fund Revenues

	Audited	Audited	Adjusted	Projected	Proposed	Change (\$)	Change (%)
						Proj. FY23 -	Proj. FY23 -
<u>REVENUES BY SOURCE</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>	<u>FY23</u>	<u>FY24</u>	<u>FY24</u>	<u>FY24</u>
Taxes and Utility Fees							
Real Property	13,525,670	13,851,969	14,425,815	14,425,820	15,966,350	1,540,530	10.68%
Personal Property	101,689	241,130	160,000	180,000	200,000	20,000	11.11%
RR and Public Utilities	204,183	221,416	204,000	210,000	220,000	10,000	4.76%
Penalties and Interest	51,312	55,297	45,000	75,000	75,000	-	0.00%
Admission and Amusement	22,984	94,655	75,000	90,000	95,000	5,000	5.56%
Additions and Abatements	(6,664)	(23,661)	(30,000)	(15,000)	(20,000)	(5,000)	33.33%
Highway	497,613	528,753	510,000	505,665	634,575	128,910	25.49%
Income Tax	3,923,515	4,098,155	3,850,000	3,900,000	4,000,000	100,000	2.56%
Total--Taxes and Utility Fees	18,320,303	19,067,714	19,239,815	19,371,485	21,170,925	1,799,440	9.29%
Licenses and Permits	88,799	72,085	86,104	73,804	65,704	(8,100)	(10.98%)
Fines and Forfeitures	170,636	140,273	181,000	164,000	164,000	-	0.00%
Use of Money and Property	25,274	(22,261)	216,000	245,000	250,000	5,000	2.04%
Charges for Services							
Inspection Fees	311,300	320,950	341,420	358,000	360,000	2,000	0.56%
Public Parking Facilities	40,124	65,095	58,000	58,000	65,000	7,000	12.07%
Waste Collection & Disposal Charges	56,014	53,400	65,640	63,000	63,000	-	0.00%
Recreation Programs and Services	13,117	254,724	479,500	595,388	444,500	(150,888)	(25.34%)
Library Fines and Fees	478	3,316	2,010	2,100	2,500	400	19.05%
Passport Services	595	45,150	35,000	45,000	45,000	-	0.00%
EV Charger	2,694	3,639	1,800	4,800	4,800	-	0.00%
Telephone Commissions	-	-	-	27	-	(27)	(100.00%)
Special Trash Pickup	11,405	11,198	10,000	11,000	11,000	-	0.00%
Recyclable Sales	868	1,417	1,000	1,000	1,000	-	0.00%
Mulch Sales	22,528	17,995	23,000	18,000	18,000	-	0.00%
Advertising--Bus Shelters	2,100	-	-	6,472	6,472	-	0.00%
Farmer's Market	-	-	-	-	-	-	-
Total--Charges for Services	461,223	776,884	1,017,370	1,162,787	1,021,272	(141,515)	(12.17%)

Fund Summaries

	Audited	Audited	Adjusted	Projected	Proposed	Change (\$)	Change (%)
						Proj. FY23	Proj. FY23 -
						-	
<u>REVENUES BY SOURCE</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>	<u>FY23</u>	<u>FY24</u>	<u>FY24</u>	<u>FY24</u>
Intergovernmental Revenues							
Police Protection (State)	425,637	420,203	450,000	430,000	430,000	-	0.00%
Federal Emergency/Homeland Grant	32,515	27,514	-	7,562	-	(7,562)	(100.00%)
CARES Act	279,499	-	-	-	-	-	-
Revenue -ARPA	-	1,183,900	-	-	-	-	-
State & County Projects	-	-	-	80,812	-	(80,812)	-
Bank Share Tax	5,643	5,643	5,643	5,643	5,643	-	0.00%
Library Aid	166,626	175,907	176,000	176,000	176,000	-	0.00%
Police Rebate	1,187,769	1,634,445	-	-	-	-	-
In Lieu of Police	2,515,147	2,575,799	4,020,521	4,020,520	4,020,520	-	0.00%
In Lieu of Roads Maintenance	743,199	761,121	804,806	804,806	804,806	-	0.00%
In Lieu of Parks Maintenance	72,913	74,671	93,942	93,942	93,942	-	0.00%
In Lieu of Crossing Guard	182,384	186,782	214,017	214,017	214,017	-	0.00%
Takoma/Langley Rec. Agreement	85,020	85,020	85,020	85,020	85,020	-	0.00%
Hotel Motel Tax	76,679	93,475	90,000	90,000	93,000	3,000	3.33%
Cable Franchise Fees	205,612	200,757	186,000	186,000	167,000	(19,000)	(10.22%)
Cable--Operating	387,530	374,802	354,000	348,000	323,000	(25,000)	(7.18%)
Total--Intergovernmental Revenues	6,366,173	7,800,039	6,479,949	6,542,322	6,412,948	(129,374)	(1.98%)
Miscellaneous							
Tree Fund	25,000	25,000	73,000	73,000	25,000	(48,000)	(65.75%)
Housing Fund Rebate	-	-	-	200,000	200,000	-	0.00%
Sales of Impounded Property	212	1,130	1,000	-	-	-	-
Other Miscellaneous	22,020	61,750	20,000	20,000	20,000	-	0.00%
Insurance Claims	1,000	-	-	2,541	-	(2,541)	(100.00%)
Administrative Fees--Parking	2,000	-	-	-	-	-	-
Federal Grant	5,675	5,675	-	-	-	-	-
Sale of City Property	4,803	40,216	15,000	5,000	5,000	-	0.00%
Donations	613	-	-	150	-	(150)	(100.00%)
Total--Miscellaneous	61,323	133,771	109,000	300,691	250,000	(50,691)	(16.86%)
Total General Fund Revenues (\$)	25,493,731	27,968,505	27,329,238	27,860,089	29,334,849	1,474,760	5.29%

General Fund Expenditures

	Audited	Audited	Audited	Adjusted	Projected	Proposed	Change (\$)	Change (%)
							Proj. FY23 -	Proj. FY23 -
EXPENDITURES BY DIVISION	FY20	FY21	FY22	FY23	FY23	FY24	FY24	FY24
General Government								
1100 - Legislative								
Personnel Expenses	115,144	119,536	126,212	208,421	208,421	228,928	20,507	9.84%
Other Operating Expenses	62,146	110,921	59,446	186,966	154,348	96,112	(58,236)	(37.73%)
Division Total	177,290	230,457	185,658	395,387	362,769	325,040	(37,729)	(10.40%)
1120 - City Administration								
Personnel Expenses	517,368	542,247	613,699	653,298	653,298	739,350	86,052	13.17%
Other Operating Expenses	118,037	154,149	181,508	140,957	140,807	133,500	(7,307)	(5.19%)
Division Total	635,405	696,396	795,207	794,255	794,105	872,850	78,745	9.92%
1130 - Finance								
Personnel Expenses	542,149	536,050	570,098	581,007	576,007	598,945	22,938	3.98%
Other Operating Expenses	77,844	96,322	126,820	186,164	165,057	159,800	(5,257)	(3.18%)
Division Total	619,993	632,372	696,918	767,171	741,064	758,745	17,681	2.39%
1140 - Legal								
Personnel Expenses	-	-	-	-	-	-	-	-
Other Operating Expenses	248,106	406,617	393,979	460,000	460,000	469,100	9,100	1.98%
Division Total	248,106	406,617	393,979	460,000	460,000	469,100	9,100	1.98%
1150 - Information System								
Personnel Expenses	442,439	470,468	481,137	532,662	469,578	549,455	79,877	1.55%
Other Operating Expenses	212,278	253,966	288,354	366,079	354,579	358,500	3,921	1.69%
Division Total	654,717	724,434	769,491	898,741	824,157	907,955	83,798	10.17%
1160 - Human Resources								
Personnel Expenses	315,635	332,582	431,005	453,408	349,394	501,383	151,989	43.50%
Other Operating Expenses	97,481	135,945	145,317	362,536	354,805	300,021	(54,784)	(15.44%)
Division Total	413,116	468,527	576,322	815,944	704,199	801,404	97,205	-(13.80%)
1170 - City Clerk								
Personnel Expenses	242,762	263,038	310,641	348,426	338,298	338,757	459	0.14%
Other Operating Expenses	18,383	18,406	60,232	23,777	29,963	25,686	(4,277)	(14.27%)
Division Total	261,145	281,444	370,873	372,203	368,261	364,443	(3,818)	(1.04%)
Total General Government	3,009,772	3,440,247	3,788,448	4,503,701	4,254,555	4,499,537	244,982	5.76%

	Audited	Audited	Audited	Adjusted	Projected	Proposed	Change (\$)	Change (%)
							Proj. FY23 -	Proj. FY23 -
EXPENDITURES BY DIVISION	FY20	FY21	FY22	FY23	FY23	FY24	FY24	FY24
Police								
2100 – Office of Chief								
Personnel Expenses	669,914	661,446	829,906	747,017	747,017	786,982	39,965	1.69%
Other Operating Expenses	264,589	334,072	367,802	94,223	99,223	95,048	(4,175)	(4.21%)
Division Total	934,503	995,518	1,197,708	841,240	846,240	882,030	35,790	4.23%
2200 – Communications								
Personnel Expenses	587,071	508,669	551,979	659,216	673,941	676,341	2,400	0.36%
Other Operating Expenses	23,233	30,966	6,940	9,495	9,495	10,895	1,400	1.69%
Division Total	610,304	539,635	558,919	668,711	683,436	687,236	3,800	0.56%
2300 – Operations/Patrol								
Personnel Expenses	3,922,174	3,768,231	3,756,835	4,347,924	4,306,739	4,635,783	329,044	7.64%
Other Operating Expenses	112,510	122,496	190,305	172,610	227,587	192,295	(35,292)	(15.51%)
Division Total	4,034,684	3,890,727	3,947,140	4,520,534	4,534,326	4,828,078	293,752	6.48%
2400 – CID Investigations								
Personnel Expenses	1,491,678	1,616,319	1,416,585	1,610,487	1,627,483	1,728,044	100,561	6.18%
Other Operating Expenses	47,414	58,245	68,488	73,387	85,506	75,677	(9,829)	(11.50%)
Division Total	1,539,092	1,674,564	1,485,073	1,683,874	1,712,989	1,803,721	90,732	5.30%
2500 – Administration								
Personnel Expenses	754,345	676,072	740,561	769,220	727,824	793,007	65,183	8.96%
Other Operating Expenses	99,415	111,532	107,267	81,548	95,204	114,324	19,120	1.69%
Division Total	853,760	787,604	847,828	850,768	823,028	907,331	84,303	10.24%
2600 – Neighborhood Services								
Personnel Expenses	378,795	461,462	455,034	177,953	189,598	185,826	(3,772)	(1.99%)
Other Operating Expenses	33,997	58,393	28,616	5,499	5,000	5,499	499	1.69%
Division Total	412,792	519,855	483,650	183,452	194,598	191,325	(3,273)	(1.68%)
Total Police	8,385,135	8,407,906	8,520,318	8,748,579	8,794,617	9,299,721	505,104	5.74%
Public Works								
3100 – Administration								
Personnel Expenses	254,642	289,030	414,477	454,610	431,774	448,611	16,837	3.90%
Other Operating Expenses	58,029	42,592	43,471	82,392	75,889	85,184	9,295	1.69%
Division Total	312,671	331,622	457,948	537,002	507,663	533,795	26,132	5.15%

	Audited	Audited	Audited	Adjusted	Projected	Proposed	Change (\$)	Change (%)
							Proj. FY23 -	Proj. FY23 -
EXPENDITURES BY DIVISION	FY20	FY21	FY22	FY23	FY23	FY24	FY24	FY24
3200 – Building Maintenance								
Personnel Expenses	424,912	419,940	319,040	516,568	480,359	529,430	49,071	10.22%
Other Operating Expenses	432,547	448,960	454,567	470,326	505,950	534,930	28,980	5.73%
Division Total	857,459	868,900	773,607	986,894	986,309	1,064,360	78,051	7.91%
3300 – Equipment Maintenance								
Personnel Expenses	247,506	304,910	305,254	316,618	316,618	327,706	11,088	3.50%
Other Operating Expenses	186,179	204,182	265,194	220,480	236,500	252,405	15,905	6.73%
Division Total	433,685	509,092	570,448	537,098	553,118	580,111	26,993	4.88%
3400 – Right of Way								
Personnel Expenses	654,728	607,021	712,481	735,805	671,445	723,632	52,187	7.77%
Other Operating Expenses	372,856	232,854	236,188	269,370	239,300	249,441	10,141	4.24%
Division Total	1,027,584	839,875	948,669	1,005,175	910,745	973,073	62,328	6.84%
3500 – Solid Waste								
Personnel Expenses	833,096	870,471	856,620	827,057	855,657	856,327	670	0.08%
Other Operating Expenses	420,191	437,455	453,661	426,558	367,138	421,901	54,763	14.92%
Division Total	1,253,287	1,307,926	1,310,281	1,253,615	1,222,795	1,278,228	55,433	4.53%
3600 – Sustainability								
Personnel Expenses	151,087	149,724	175,159	202,487	101,231	169,097	67,866	67.04%
Other Operating Expenses	57,072	70,909	183,816	463,475	287,871	183,475	(104,396)	(36.26%)
Division Total	208,159	220,633	358,975	665,962	389,102	352,572	(36,530)	(9.39%)
3700 – Vegetation Management								
Personnel Expenses	244,686	212,965	380,905	409,026	389,900	402,900	13,000	3.33%
Other Operating Expenses	29,108	24,452	30,153	79,980	74,300	80,020	5,720	7.70%
Division Total	273,794	237,417	411,058	489,006	464,200	482,920	18,720	4.03%
3800 – Urban Forest								
Personnel Expenses	96,802	74,471	116,470	132,589	132,574	117,650	(14,924)	(11.26%)
Other Operating Expenses	191,047	117,276	233,823	243,775	200,915	224,300	23,385	11.64%
Division Total	287,849	191,747	350,293	376,364	333,489	341,950	8,461	2.54%

	Audited	Audited	Audited	Adjusted	Projected	Proposed	Change (\$)	Change (%)
							Proj. FY23 -	Proj. FY23 -
EXPENDITURES BY DIVISION	FY20	FY21	FY22	FY23	FY23	FY24	FY24	FY24
3900 – City Engineer								
Personnel Expenses	203,955	150,455	170,439	181,075	155,137	178,860	23,723	15.29%
Other Operating Expenses	83,183	18,308	67,881	313,000	314,005	118,501	(195,504)	(62.26%)
Division Total	287,138	168,763	238,320	494,075	469,142	297,361	(171,781)	(36.62%)
Total Public Works	4,941,626	4,675,978	5,419,599	6,345,191	5,836,563	5,904,370	67,807	1.16%
Recreation								
4100 – Administration								
Personnel Expenses	481,063	463,033	500,996	506,494	506,494	531,547	25,053	4.95%
Other Operating Expenses	78,298	102,748	83,812	99,177	98,560	96,340	(2,220)	(2.25%)
Division Total	559,361	565,781	584,808	605,671	605,054	627,887	22,833	3.77%
4200 – Youth Outreach								
Personnel Expenses	209,997	170,469	165,104	172,906	172,906	140,708	(32,198)	(18.62%)
Other Operating Expenses	20,423	11,004	31,454	46,550	52,550	54,050	1,500	2.85%
Division Total	230,420	181,473	196,558	219,456	225,456	194,758	(30,698)	(13.62%)
4300 – Recreation Center								
Personnel Expenses	151,151	88,780	194,679	170,824	170,825	207,118	36,293	21.25%
Other Operating Expenses	26,053	9,942	23,120	45,700	46,674	51,750	5,076	10.88%
Division Total	177,204	98,722	217,799	216,524	217,499	258,868	41,369	19.02%
4400 – Community Programs								
Personnel Expenses	158,617	140,894	131,820	206,634	175,045	174,103	-942	(0.54%)
Other Operating Expenses	45,180	12,337	42,518	66,275	64,275	66,274	1,999	3.11%
Division Total	203,797	153,231	174,338	272,909	239,320	240,377	1,057	0.44%
4500 – Facilities and Athletic Fields								
Personnel Expenses	-	-	-	-	-	-	-	-
Other Operating Expenses	58,615	32,108	71,796	91,700	91,700	91,700	-	0.00%
Division Total	58,615	32,108	71,796	91,700	91,700	91,700	-	0.00%
4600 – Camps								
Personnel Expenses	46,124	2,444	94,458	80,528	117,237	98,401	(18,836)	(16.07%)
Other Operating Expenses	45,620	7,025	6,005	52,490	42,490	46,889	4,399	10.35%
Division Total	91,744	9,469	100,463	133,018	159,727	145,290	(14,437)	(9.04%)

	Audited	Audited	Audited	Adjusted	Projected	Proposed	Change (\$)	Change (%)
							Proj. FY23 -	Proj. FY23 -
<u>EXPENDITURES BY DIVISION</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>	<u>FY23</u>	<u>FY24</u>	<u>FY24</u>	<u>FY24</u>
4700 – Before/ After School Program								
Personnel Expenses	69,506	8,084	121,873	117,237	116,739	121,906	5,167	4.43%
Other Operating Expenses	7,075	6,181	4,859	8,350	12,348	16,350	4,002	32.41%
Division Total	76,581	14,265	126,732	125,587	129,087	138,256	9,169	7.10%
4800 – Community Center								
Personnel Expenses	288,647	204,258	318,561	289,116	234,061	333,483	99,422	42.48%
Other Operating Expenses	82,582	35,700	85,370	132,399	123,500	128,400	4,900	3.97%
Division Total	371,229	239,958	403,931	421,515	357,561	461,883	104,322	29.18%
Total Recreation	1,768,951	1,295,007	1,876,425	2,086,380	2,025,404	2,159,019	133,615	6.60%
Housing and Community Development								
5400 – Planning and Development Services								
Personnel Expenses	327,649	326,395	303,207	371,161	197,500	377,771	180,271	91.28%
Other Operating Expenses	9,082	52,403	96,548	266,550	83,350	151,690	68,340	81.99%
Division Total	336,731	378,798	399,755	637,711	280,850	529,461	248,611	88.52%
5500 – HCD Administration								
Personnel Expenses	149,466	81,435	183,060	325,611	300,083	336,177	36,094	12.03%
Other Operating Expenses	32,184	18,780	24,638	74,966	71,077	63,000	-8,077	(11.36%)
Division Total	181,650	100,215	207,698	400,577	371,160	399,177	28,017	7.55%

Fund Summaries

	Audited	Audited	Audited	Adjusted	Projected	Proposed	Change (\$) Proj. FY23	Change (%) Proj. FY23
<u>EXPENDITURES BY DIVISION</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>	<u>FY23</u>	<u>FY24</u>	<u>FY24</u>	<u>FY24</u>
5600 – Economic Development								
Personnel Expenses	161,920	152,554	113,704	186,567	147,046	254,317	107,271	72.95%
Other Operating Expenses	196,133	151,771	101,664	130,149	120,032	176,880	56,848	47.36%
Division Total	358,053	304,325	215,368	316,716	267,078	431,197	164,119	61.45%
5700 – Arts and Humanities								
Personnel Expenses	72,894	54,528	67,363	79,806	73,746	81,110	7,364	9.99%
Other Operating Expenses	11,417	16,088	11,407	26,310	21,310	30,350	9,040	42.42%
Division Total	84,311	70,616	78,770	106,116	95,056	111,460	16,404	17.26%
5800 – Housing and Community Services								
Personnel Expenses	407,472	419,858	294,579	436,650	331,987	470,331	138,344	41.67%
Other Operating Expenses	314,995	300,091	279,134	430,428	414,900	407,503	(7,397)	(1.78%)
Division Total	722,467	719,949	573,713	867,078	746,887	877,834	130,947	17.53%
5900 – Code Enforcement								
Personnel Expenses	-	-	-	329,905	280,037	259,852	(20,185)	(7.21%)
Other Operating Expenses	-	-	-	30,098	20,508	47,401	26,893	131.13%
Division Total	-	-	-	360,003	300,545	307,253	6,708	2.23%
Total Housing and Community Development	1,683,212	1,573,904	1,475,304	2,688,201	2,061,576	2,656,382	594,806	28.85%
Communications/Media								
6000 – Communications/Media								
Personnel Expenses	408,603	430,168	522,253	562,219	562,219	591,846	29,627	5.27%
Other Operating Expenses	120,727	128,987	162,805	237,493	238,056	229,134	(8,922)	(3.75%)
Division Total	529,330	559,155	685,058	799,712	800,275	820,980	20,705	2.59%
Total Communications/Media	529,330	559,155	685,058	799,712	800,275	820,980	20,705	2.59%
Library								
7000 – Library								
Personnel Expenses	1,073,370	1,071,828	1,084,356	1,136,449	1,122,449	1,185,728	63,279	5.64%
Other Operating Expenses	148,981	103,949	117,330	150,280	156,431	169,905	13,474	8.61%
Division Total	1,222,351	1,175,777	1,201,686	1,286,729	1,278,880	1,355,633	76,753	6.00%
7200 – Computer Center								
Personnel Expenses	94,677	98,367	115,211	148,018	148,418	133,099	(15,319)	(10.32%)
Other Operating Expenses	634	53	1,287	4,315	1,896	2,500	604	31.86%
Division Total	95,311	98,420	116,498	152,333	150,314	135,599	(14,715)	(9.79%)
Total Library	1,317,662	1,274,197	1,318,184	1,439,062	1,429,194	1,491,232	62,038	4.34%
Personnel Total	17,192,044	16,748,202	17,945,761	19,984,999	19,059,085	20,814,511	1,755,426	9.21%
Operating Exp Total	4,443,644	4,478,192	5,137,575	6,625,827	6,143,099	6,016,730	(126,369)	(2.06%)
Departmental Total	21,635,688	21,226,394	23,083,336	26,610,826	25,202,184	26,831,241	1,629,057	6.46%

	Audited	Audited	Audited	Adjusted	Projected	Proposed	Change (\$) Proj. FY23	Change (%) Proj. FY23
<u>EXPENDITURES BY DIVISION</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>	<u>FY23</u>	<u>FY24</u>	<u>FY24</u>	<u>FY24</u>
Inter-Departmental								
Workers Compensation	510,870	407,884	549,273	564,800	540,000	614,100	74,100	13.72%
Other Fringe Benefits	43,341	35,684	58,545	41,000	78,200	79,000	800	1.02%
Recognition Non-Cash	1,093	17,003	4,189	10,000	1,000	8,000	7,000	700.00%
Safety and Wellness	-	-	-	-	-	-	-	-
Training	958	-	4,000	6,000	6,000	6,000	-	0.00%
Tuition Reimbursement	7,578	5,724	3,672	7,000	7,000	8,000	1,000	14.29%
Litigation Hearing	153	2,500	-	2,500	2,500	2,600	100	4.00%
Emergency Supplies	8,170	1,144	-	1,000	1,300	2,500	1,200	92.31%
General Insurance	-	-	156,943	185,600	166,700	186,062	19,362	11.61%
General Contingency	-	-	-	135,281	-	146,674	146,674	-
Council Priorities	-	-	-	-	-	-	-	-
Community Festivals	17,500	-	3,390	20,000	15,000	17,000	2,000	13.33%
Fourth of July Expenses	18,745	-	-	20,000	20,000	20,000	-	0.00%
Provision for Allowance	(5,670)	10,233	911	10,000	2,000	5,000	3,000	150.00%
Fees, Penalty & Bad Debt Expense	-	534	11,408	-	-	-	-	-
Covid-19 Emergency Assist Expenditures	55,000	435,763	200	-	-	-	-	-
Art Commission	-	-	-	-	-	-	-	-
Grants	140,449	139,366	200,602	20,000	20,000	-	(20,000)	(100.00%)
Partnership Program	87,484	65,000	-	135,000	135,000	75,000	(60,000)	(44.44%)
Housing Fund Expenditures	10,000	442,970	30,000	50,000	20,000	50,000	30,000	150.00%
Tax Rebate Program	117,358	132,590	128,331	150,000	135,000	140,000	5,000	3.70%
Total Inter-Departmental	1,013,029	1,696,395	1,151,464	1,358,181	1,149,700	1,359,936	210,236	18.29%
Capital Outlay	2,555,998	2,633,828	1,883,864	7,921,778	7,627,484	3,237,907	(4,389,577)	(57.55%)
Debt Service	916,402	742,990	891,309	740,712	740,712	741,663	951	0.13%
Transfer to Other Funds	-	-	-	-	-	-	-	-
General Fund Total Expenditures	26,121,117	26,299,607	27,009,973	36,631,497	34,720,080	32,170,747	(2,549,333)	(7.34%)

Stormwater Management Fund Summary

	Audited	Audited	Adjusted	Projected	Proposed	Change (\$)	Change (%)
	FY21	FY22	FY23	FY23	FY24	Proj. FY23 - FY24	Proj. FY23 - FY24
REVENUES							
Licenses and permits	15,290	5,331	4,500	4,500	4,500	-	0.00%
Charges for service	580,508	746,369	754,875	770,625	771,000	375	0.05%
Miscellaneous	2,350	5,171	2,000	2,500	2,500	-	-
Total Revenues	598,148	756,871	761,375	777,625	778,000	375	0.05%
EXPENDITURES							
Public Works	392,447	552,760	617,092	606,580	531,781	(74,799)	(12.33%)
Capital outlay	5,997	143,098	774,902	774,902	250,000	(524,902)	(67.74%)
Total Expenditures	398,444	695,858	1,391,994	1,381,482	781,781	(599,701)	(43.41%)
Excess (deficiency) of revenues over expenditures	199,704	61,013	(630,619)	(603,857)	(3,781)	600,076	(99.37%)
OTHER FINANCING SOURCES (USES)							
Operating transfers in (out)	-	65,000.00	-	-	-	-	-
Total Other Financing Sources (Uses)	-	65,000.00	-	-	-	-	-
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	199,704	126,013	(630,619)	(603,857)	(3,781)	600,076	(99.37%)
FUND BALANCE							
Beginning of year (\$)	393,893	593,597	719,610	719,610	115,753	(603,857)	(83.91%)
End of year (\$)	593,597	719,610	88,991	115,753	111,972	(3,781)	(3.27%)

Note: Beginning in Fiscal Year 2022, the stormwater fee was recalculated to support the increase in project costs.

Special Revenue Fund Summary

	Audited FY21	Audited FY22	Adjusted FY23	Projected FY23	Proposed FY23	Change (\$) Proj. FY23 - FY24	Change (%) Adj. FY23 - FY24
REVENUES							
Intergovernmental	760,905	744,247	3,879,508	2,672,311	1,910,928	(761,383)	(28.49%)
Miscellaneous	7,839	107,993	45,000	3,305	3,305	-	0.00%
Total Revenues	768,744	852,240	3,924,508	2,675,616	1,914,233	(761,383)	(28.46%)
EXPENDITURES							
General Government	-	-	-	100.00	100.00	-	0.00%
Public Works	-	100,000	10,000	10,000	-	(10,000)	(100.00%)
Housing and Community Development	22,709	152,314	2,601,428	1,985,000	954,406	(1,030,594)	(51.92%)
Library	-	-	20,000	21,328	-	(21,328)	(100.00%)
Capital outlay	603,348	462,548	4,085,504	3,407,878	1,164,965	(2,242,913)	(65.82%)
Total Expenditures	626,057	714,862	6,716,932	5,424,306	2,119,471	(3,304,835)	(60.93%)
Excess (deficiency) of revenues over expenditures	142,687	137,378	(2,792,424)	(2,748,690)	(205,238)	2,543,452	(92.53%)
OTHER FINANCING SOURCES (USES)							
Operating transfers in (out)	-	-	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-	-	-
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	142,687	137,378	(2,792,424)	(2,748,690)	(205,238)	2,543,452	(92.53%)
FUND BALANCE							
Beginning of year (\$)	3,460,823	3,603,510	3,740,888	3,740,888	992,198	(2,748,690)	(73.48%)
End of year (\$)	3,603,510	3,740,888	948,464	992,198	786,960	(205,238)	(20.69%)

Note: As of June 30, 2024, the ending fund reserve restricted for cable equipment purchases will be \$759,268, and other Capital Improvement Project will be \$27,693. The fund balance reduction is due to the use of \$2.5 million for the Library Construction Project.

Speed Camera Fund Summary

	Audited FY21	Audited FY22	Adjusted FY23	Projected FY23	Proposed FY24	Change (\$) Proj. FY23 - FY24	Change (%) Adj. FY23 - FY24
REVENUES							
Fines and forfeitures – Red Light Cam	-	-	840,000	450,000	1,300,000	850,000	188.89%
Fines and forfeitures – Speed Camera	817,201	996,767	1,100,000	850,000	850,000	-	0.00%
Use of money and property	878	796	650	1,000	1,000	-	-
Total Revenues	818,079	997,563	1,940,650	1,301,000	2,151,000	850,000	65.33%
EXPENDITURES							
Police	796,863	841,715	1,471,733	1,392,750	1,657,182	264,432	18.99%
Capital Outlay	26,946	55,990	336,000	326,000	6,000	(320,000)	(98.16%)
Total Expenditures	823,809	897,705	1,807,733	1,718,750	1,663,182	(55,568)	(3.23%)
Excess (deficiency) of revenues over expenditures	(5,730)	99,858	132,917	(417,750)	487,818	905,568	(216.77%)
OTHER FINANCING SOURCES (USES)							
Operating transfers in (out)	-	-	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-	-	-
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	(5,730)	99,858	132,917	(417,750)	487,818	905,568	(216.77%)
FUND BALANCE							
Beginning of year (\$)	573,186	567,456	667,314	667,314	249,564	(417,750)	(62.60%)
End of year (\$)	567,456	667,314	800,231	249,564	737,382	487,818	195.47%

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

ARPA Fund Summary

	Audited FY21	Audited FY22	Adjusted FY23	Projected FY23	Adopted FY24	Change (\$) Proj. FY23 - FY24	Change (%) Proj. FY23 - FY24
REVENUES							
Intergovernmental (Treasury)	-	791,662	8,731,862	8,738,397	-	(8,738,397)	(100.00%)
Use of money and property	-	272	-	1,100	1,100	-	0.00%
Total Revenues	-	791,934	8,731,862	8,739,497	1,100	(8,738,397)	(99.99%)
EXPENDITURES							
Administrative Salaries & Fringe	-	326,503	636,680	175,727	410,624	234,897	133.67%
General Government	-	-	2,838,999	1,319,800	479,000	(840,800)	(63.71%)
Police	-	-	350,000	102,500	275,000	172,500	168.29%
Public Works	-	-	500,000	150,000	350,000	200,000	133.33%
Housing and Community Development	-	465,159	1,797,001	1,134,001	1,288,000	153,999	13.58%
Recreation	-	-	145,000	170,000	150,000	(20,000)	(11.76%)
Library	-	-	189,000	36,835	189,165	152,330	413.55%
Capital outlay	-	-	3,623,825	1,623,824	4,760,000	3,136,176	193.14%
Total Expenditures	-	791,662	10,080,505	4,712,687	7,901,789	3,189,102	67.67%
Excess (deficiency) of revenues over expenditures	-	272	(1,348,643)	4,026,810	(7,900,689)	(11,927,499)	(296.20%)
OTHER FINANCING SOURCES (USES)							
Operating transfers in (out)	-	-	-	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-	-	-	-
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	-	272	(1,348,643)	4,026,810	(7,900,689)	(11,927,499)	(296.20%)
FUND BALANCE							
Beginning of year (\$)	-	-	272	272	4,027,082	4,026,810	-
End of year (\$)	-	272.00	(1,348,371)	4,027,082	(3,873,607)	(7,900,689)	(196.19%)
Total Unearned Revenue**	-	6,756,300	5,407,929	10,783,382	6,909,775	(3,873,607)	(35.92%)

**Note: The City received the first tranche of the ARPA Fund totaling \$8,731,862 in FY22 and received the second tranche \$8,739,862 in FY23. Governmental funds report advanced revenue in connection with receivables that are not considered to be available to liquidate liabilities of the current period. Also, it defers revenue recognition in connection with resources that have been received but not earned to unearned revenue. In FY22 the reported unearned revenue in the ARPA Fund is \$6,756,300.

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General Government



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Department Summary

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, City Management, Finance, City Clerk, Legal Services, Human Resources, and Information Systems.**

Personnel Schedule

Personnel Staffing	Actual FY22	Adjusted FY23	Proposed FY24	Change Adj. FY23- FY24
City Council				
Mayor	1.00	1.00	1.00	-
Councilmember	1.00	1.00	1.00	-
Councilmember	1.00	1.00	1.00	-
Councilmember	1.00	1.00	1.00	-
Councilmember	1.00	1.00	1.00	-
Councilmember	1.00	1.00	1.00	-
Councilmember	1.00	1.00	1.00	-
Total City Council Members *	7.00	7.00	7.00	-
City Manager's Office 1120				
City Manager	1.00	1.00	1.00	-
Deputy City Manager	1.00	1.00	1.00	-
Public Admin Specialist/Snr Policy & Data Analyst	1.00	1.00	1.00	-
Assist to the CM/Exec Assistant	-	1.00	1.00	-
Total City Manager's Office FTE	3.00	4.00	4.00	-
FTEs with benefits	3.00	4.00	4.00	-
FTEs without benefits	-	-	-	-
Total City Manager's Office FTE	3.00	4.00	4.00	-
Finance 1130				
Director of Finance	1.00	1.00	1.00	-
Budget & Accounting Manager	1.00	1.00	1.00	-
Accounting Supervisor	1.00	1.00	1.00	-
Payroll & Accounting Specialist	1.00	-	-	-
Sr Accounting Assistant	-	1.00	1.00	-
Accounting Assistant	1.00	1.00	1.00	-
Accounting Assistant-Part time	0.50	-	-	-
Total Finance FTE	5.50	5.00	5.00	-
FTEs with benefits	5.50	5.00	5.00	-
FTEs without benefits	-	-	-	-
Total Finance FTE	5.50	5.00	5.00	-

Department Summaries

Personnel Staffing	Actual FY22	Adjusted FY23	Proposed FY24	Change Adj. FY23- FY24
Information Systems 1150				
Information Technology Director	1.00	1.00	1.00	-
Network/System Engineer Technician	1.00	1.00	1.00	-
Application & Hardware Administrator	1.00	1.00	1.00	-
IT Systems Specialist	1.00	1.00	1.00	-
Total Information Systems FTE	4.00	4.00	4.00	-
FTEs with benefits	4.00	4.00	4.00	-
FTEs without benefits	-	-	-	-
Total Information Systems FTE	4.00	4.00	4.00	-
Human Resources 1160				
Human Resources Director	1.00	1.00	1.00	-
Human Resources Generalist	1.00	1.00	1.00	-
Human Resources Coordinator	1.00	1.00	1.00	-
Human Resources Coordinator	-	1.00	1.00	-
Total Human Resources FTE	3.00	4.00	4.00	-
FTEs with benefits	3.00	4.00	4.00	-
FTEs without benefits	-	-	-	-
Total Human Resources FTE	3.00	4.00	4.00	-
City Clerk				
City Clerk/Director of Council Affairs	1.00	1.00	1.00	-
Assistant City Clerk	1.00	1.00	1.00	-
Records Specialist	0.75	0.75	0.75	-
Total City Clerk FTE	2.75	2.75	2.75	-
FTEs with benefits	2.75	2.75	2.75	-
FTEs without benefits	-	-	-	-
Total City Clerk FTE	2.75	2.75	2.75	-
ARPA				
ARPA Manager - City Manager's Office	-	1.00	1.00	-
Accounting Analyst - Finance	-	1.00	1.00	-
IT Analyst - Information Systems	-	1.00	1.00	-
Total ARPA FTE	-	3.00	3.00	-
FTEs with benefits	-	3.00	3.00	-
FTEs without benefits	-	-	-	-
Total ARPA FTE	-	3.00	3.00	-
Total General Government Department FTE	18.25	22.75	22.75	-

* City Council Members are not included in the FTE totals.

Sources of Revenue and Expenditure Tables

<i>Source of Funds (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23-FY24</i>	<i>Change (%) Proj FY23-FY24</i>
<i>Passport Service</i>	45,150	35,000	45,000	45,000	-	0.00%
<i>Investment Earnings</i>	(22,262)	216,000	245,000	250,000	5,000	2.04%
<i>Subtotal</i>	22,888	251,000	290,000	295,000	5,000	1.99%
<i>General Fund</i>	3,762,751	4,252,700	3,964,555	4,204,537	239,983	6.05%
<i>Department Total</i>	3,785,639	4,503,700	4,254,555	4,499,537	244,983	5.76%

<i>Dept. Expenditures by Division (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23-FY24</i>	<i>Change (%) Proj FY23-FY24</i>
<i>Legislative</i>	185,658	395,387	362,769	325,040	(37,728)	(10.40%)
<i>General Management</i>	792,399	794,255	794,105	872,850	78,745	9.92%
<i>Finance</i>	696,918	767,171	741,064	758,745	17,681	2.39%
<i>Legal Services</i>	393,979	460,000	460,000	469,100	9,100	1.98%
<i>Information Systems</i>	769,491	898,741	824,157	907,955	83,798	10.17%
<i>Human Resources</i>	576,321	815,944	704,199	801,404	97,205	13.80%
<i>City Clerk</i>	370,873	372,203	368,261	364,443	(3,818)	(1.04%)
<i>Department Total</i>	3,785,639	4,503,700	4,254,555	4,499,537	244,983	5.76%

Department Summaries

<i>Dept. Expenditures by Type (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>Wages</i>	1,791,144	2,078,213	1,940,382	2,133,920	193,538	9.97%
<i>Fringe Benefits</i>	646,670	672,008	633,614	800,294	166,680	26.31%
<i>Overtime</i>	15,176	20,500	19,500	18,600	(900)	(4.62%)
<i>Employee Recognition</i>	58,450	1,500	1,500	4,000	2,500	166.67%
<i>Contractual Labor</i>	21,352	5,000	-	-	-	0.00%
<i>Personnel Subtotal</i>	2,532,792	2,777,222	2,594,996	2,956,814	361,818	13.03%
<i>Supplies</i>	10,194	15,190	15,090	13,550	(1,540)	(10.21%)
<i>Computer Expenditures</i>	16,009	12,350	14,950	27,760	12,810	85.69%
<i>Services and Charges</i>	1,039,646	1,372,095	1,350,807	1,176,336	(174,471)	(12.92%)
<i>Communications</i>	28,985	30,867	33,810	50,990	17,180	50.81%
<i>Office Expenditures</i>	8,562	-	-	-	-	0.00%
<i>Transportation</i>	-	300	150	350	200	133.33%
<i>Committee Stipends</i>	4,200	35,000	18,000	18,000	-	0.00%
<i>Conferences, Training, & Dues</i>	97,903	143,277	122,552	124,724	2,172	1.77%
<i>Recruitment</i>	46,103	32,500	32,500	121,963	89,463	275.27%
<i>Special Events & Programs</i>	1,244	84,900	71,700	9,050	(62,650)	(87.38%)
<i>Operating Exp Subtotal</i>	1,252,847	1,726,479	1,659,558	1,542,723	(116,835)	(6.77%)
<i>Department Total</i>	3,785,639	4,503,700	4,254,555	4,499,537	244,983	5.76%

Adjusted Fiscal Year 2023 to Projected Fiscal Year 2023:

- Department expenditures for Fiscal Year 2023 are expected to be \$249,145, or 6 percent less than budget due to personnel cost savings from open staff positions and less than anticipated spending on services and charges; election expenses; and conferences, training and dues.

Fiscal Year 2024 Budget Highlights:

- Department expenditures are \$4,499,537, a 6 percent increase, compared to the projected amount for Fiscal Year 2023 due mainly to personnel cost increases. The increase is offset by lower planned spending for contract services and charges.
- Personnel costs are 66 percent of department expenditure and increase by \$361,818 or 13 percent, compared to the projected amount for Fiscal Year 2023 to reflect the increase in fringe benefit costs and to provide funding for positions that were open or partly-open for Fiscal Year 2023 but expected to be staffed for Fiscal Year 2024.
- Department FTEs remain unchanged.
- Operating expenses are 34 percent of department expenditure and decrease by \$116,835, or 7 percent, compared to the projected amount for Fiscal Year 2023 to reflect the expected savings from replacing two Human Resources systems with a new (HRIS) system, and reduced spending for special events and programs which include elections. There are no elections planned for Fiscal Year 2024.
- Recruitment costs increase by \$89,463 due to the inclusion of funding for hiring a City Manager as well as personnel for other open positions.

Legislative

Division Purpose:

Accounts for salary and fringe benefits costs of the seven members of the City Council and other expenses related to the activities of the Council. Costs for the biennial City elections are accounted for in this division.

Expenditure Tables

<i>Division</i> <i>Expenditures</i>	<i>Actual</i> <i>FY22</i>	<i>Adjusted</i> <i>FY23</i>	<i>Projected</i> <i>FY23</i>	<i>Proposed</i> <i>FY24</i>	<i>Change (\$)</i> <i>Proj FY23-</i> <i>FY24</i>	<i>Change (%)</i> <i>Proj FY23-</i> <i>FY24</i>
<i>Legislative</i>	185,658	395,387	362,769	325,040	(37,728)	(10.40%)
<i>Division Total</i>	185,658	395,387	362,769	325,040	(37,728)	(10.40%)

<i>Division Expenditures</i> <i>by Type</i>	<i>Actual</i> <i>FY22</i>	<i>Adjusted</i> <i>FY23</i>	<i>Projected</i> <i>FY23</i>	<i>Proposed</i> <i>FY24</i>	<i>Change (\$)</i> <i>Proj FY23-</i> <i>FY24</i>	<i>Change (%)</i> <i>Proj FY23-</i> <i>FY24</i>
<i>Wages</i>	88,473	163,199	163,199	179,520	16,321	10.00%
<i>Fringe Benefits</i>	37,739	45,222	45,222	49,405	4,183	9.25%
<i>Personnel Subtotal</i>	126,212	208,421	208,421	228,925	20,504	9.84%
<i>Supplies</i>	-	750	750	450	(300)	(40.00%)
<i>Services and Charges</i>	36,827	38,000	37,782	43,765	5,983	15.84%
<i>Communications</i>	3,336	3,866	3,866	4,500	634	16.41%
<i>Transportation</i>	-	300	150	350	200	133.33%
<i>Committee Stipends</i>	4,200	35,000	18,000	18,000	-	0.00%
<i>Office Expenditures</i>	55	-	-	-	-	-
<i>Conferences, Training, & Dues</i>	13,784	24,150	22,100	20,000	(2,100)	(9.50%)
<i>Special Events & Programs</i>	1,244	84,900	71,700	9,050	(62,650)	(87.38%)
<i>Operating Exp Subtotal</i>	59,446	186,966	154,348	96,115	(58,233)	(37.73%)
<i>Division Total</i>	185,658	395,387	362,769	325,040	(37,728)	(10.40%)

Adjusted Fiscal Year 2023 to Projected Fiscal Year 2023

- Division expenditures for Fiscal Year 2023 are projected to be \$32,618, or 8% less than budget due to less than anticipated costs for the 2022 election and committee stipends.

Fiscal Year 2024 Budget Highlights:

- Division expenditures for Fiscal Year 2024 are \$325,040, a decrease of \$37,728, or 10 percent, mainly due to the exclusion of funding for elections which are not scheduled for the fiscal year.
- Personnel costs are 70 percent of the legislative budget.
- Expenditures for wages and fringe benefits increase by \$20,504, or 9 percent, mainly due to full implementation of the City Council and Mayor salary increase that was approved by the prior City Council at the recommendation of the Council Compensation Committee. The base annual salary for the Mayor is \$32,000. For each City Councilmember, the base annual salary is \$24,000.
- Elected officials are not included in the FTE count.
- Services and charges increase by \$5,983, or 16 percent, compared to the projected amount for Fiscal Year 2023. The category includes the contract cost of \$33,765 for the legislative advocate, \$5,000 for language interpreting and translation, and \$5,000 to continue a scholarship program for eligible Takoma Park students attending Montgomery College.
- For Fiscal Year 2024, \$20,000 is budgeted for Conferences, Training, and Dues. Frequently attended conferences are the National League of Cities (NLC) City Summit, the NLC Congressional Cities Conference, the Maryland Municipal League (MML) Summer and Fall Conferences, and the Maryland Mayor's Association Conference. Not all members of Council attend each conference. The category also includes dues for the National League of Cities, the Maryland Mayors Association, and the MML Montgomery Chapter dues.
- The Fiscal Year 2024 proposed budget includes \$18,000 for stipend payments to board, commission, and committee members who opt in to receive \$40 per meeting attended.

Department Summaries

- Expenses related to City Council meetings, events, receptions, awards, and recognitions (\$4,400) are included in the Special Events and Programs category. Also included is non-stipend board and committee support (\$3,250), and election-related expenses (\$1,400). Expenses in this category are 87 percent less than the projected amount for Fiscal Year 2023. City elections will not be held in Fiscal Year 2024.

City Manager's Office

Division Purpose:

The City Manager's Office provides oversight for the daily operations of the City as well as professional recommendations to the City Council and to the administrative leadership of the City Government. The City Manager's Office carries out the policies, programs, ordinances and resolutions approved by City Council; manages municipal services, departments and positions as outlined in the City Charter and Municipal City Code; informs City Council of the City's financial condition and future financial needs; and prepares reports for the City Council concerning the affairs of the City.

Management Objectives:

- Recruit, develop, and maintain a diverse and well-trained workforce.
- Maintain and improve the City's financial conditions.
- Manage the City government in accordance with the parameters of the City's operating and capital budget.
- Promote and participate in racial equity programs and initiatives.
- Assess workforce needs and lead implementation of organizational development initiatives including pay equity
- Strengthen the City's economic development base, environmental sustainability, quality of life, and fiscal sustainability position through effective leadership and management.
- Assist City departments and coordinate across departments to meet the expectations of the organization.
- Hold employees accountable and recognize exceptional staff performance.
- Promote the interests of the City with other levels of government.
- Prepare the City for any natural disasters or other unanticipated emergencies.

Expenditure Tables

<i>Division Expenditures (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>City Manager's Office</i>	792,399	794,255	794,105	872,850	78,745	9.92%
<i>Division Total</i>	792,399	794,255	794,105	872,850	78,745	9.92%

<i>Division Expenditures by Type (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>Wages</i>	455,823	505,615	505,615	533,386	27,771	5.49%
<i>Fringe Benefits</i>	140,219	147,183	147,183	204,963	57,780	39.26%
<i>Overtime</i>	157	500	500	1,000	500	100.00%
<i>Employee Recognition</i>	17,500	-	-	-	-	-
<i>Personnel Subtotal</i>	613,699	653,298	653,298	739,349	86,051	13.17%
<i>Supplies</i>	1,999	6,190	6,190	5,000	(1,190)	(19.22%)
<i>Computer Expenditures</i>	1,050	500	500	4,710	4,210	842.00%
<i>Services and Charges</i>	94,003	52,270	52,120	37,496	(14,624)	(28.06%)
<i>Communications</i>	3,648	4,300	4,300	6,295	1,995	46.40%
<i>Office Expenditures</i>	5,459	-	-	-	-	-
<i>Conferences, Training, & Dues</i>	72,541	77,697	77,697	80,000	2,303	2.96%
<i>Operating Exp Subtotal</i>	178,700	140,957	140,807	133,501	(7,306)	(5.19%)
<i>Division Total</i>	792,399	794,255	794,105	872,850	78,745	9.92%

Adjusted Fiscal Year 2023 to Projected Fiscal Year 2023:

- Division expenditures are projected to be \$150, or less than 1 percent, lower than the budgeted amount for Fiscal Year 2023.

Fiscal Year 2024 Budget Highlights

- The City Manager's Office total budget for Fiscal Year 2024 is \$872,850, an increase of \$78,745, or 10 percent, compared to the projected amount for Fiscal Year 2023.
- Personnel costs for the City Manager's Office are 85 percent of total division budget.
- For Fiscal Year 2024, personnel costs increase by \$86,0651, or 13 percent, compared to the projected amount for Fiscal Year 2023. The increase includes \$57,780 for fringe benefits and \$27,771 for wages. The wage increase is 5 percent compared to the projected Fiscal Year 2023 amount since positions that were only partly filled during Fiscal Year 2023 are budgeted to be filled throughout Fiscal Year 2024.
- Division FTEs remain unchanged.
- Operating expenses for the division decrease by \$7,306, or 5 percent, compared to the projected amount for Fiscal Year 2023.
- Computer expenditures for the division increase from \$500 in Fiscal Year 2023 to \$4,710 in Fiscal Year 2024 to account for new computer purchases to replace aging computers.
- Services and charges decrease by \$14,624, or 28 percent, compared to the projected Fiscal Year 2023 amount primarily due to a \$16,000 reduction in service contracts costs, partially offset by smaller increases in other service charges.

Finance

Division Purpose:

Assist 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 analyses as a basis of decision making. Bill and collect certain revenue sources and provide assistance to taxpayers and other customers. Safeguard and invest City funds. Prepare internal and external financial reports.

Management Objectives:

- Comply with Generally Accepted Accounting Principles.
- Receive an unmodified 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.
- Obtain Distinguished Budget Presentation Award from the Government Finance Officers Association of the United States.
- Ensure 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 to advance the Council's interests in fiscal prudence.
- Work with Information Technology staff to investigate and complete the upgrade of the City's financial systems with the Enterprise Resource Planning (ERP) system implementation to align with the American Rescue Plan Act (ARPA) funded Development Plan while continuing to maintain daily operations.
- Work with Information Technology and Finance staff to complete the Interactive Online Budget Platform which is integrated to the City's financial systems. The system would help users understand how the City spends its money and make it easier for the City to make budgetary decisions. The platform implementation will align with the American Rescue Plan Act (ARPA) funded Development Plan while continuing to maintain daily operations.

Department Summaries

- Work with the Sustainable Banking and Investment Task Force to develop a Banking and Socially Responsible Investment Policy. The Task Force will make recommendations about the viability to divest from Suntrust (Truist) Bank to other banking facilities.

Expenditure Tables

<i>Division Expenditures (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>Finance</i>	696,918	767,171	741,064	758,745	17,681	2.39%
<i>Division Total</i>	696,918	767,171	741,064	758,745	17,681	2.39%

<i>Division Expenditures by Type (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>Wages</i>	391,094	425,023	425,023	433,218	8,195	1.93%
<i>Fringe Benefits</i>	149,840	149,484	149,484	164,227	14,742	9.86%
<i>Overtime</i>	1,254	1,500	1,500	1,500	-	0.00%
<i>Contractual Labor</i>	15,411	5,000	-	-	-	-
<i>Employee Recognition</i>	12,500	-	-	-	-	-
<i>Personnel Subtotal</i>	570,098	581,007	576,007	598,945	22,938	3.98%
<i>Supplies</i>	2,649	3,500	3,500	3,500	-	0.00%
<i>Computer Expenditures</i>	400	500	1,800	2,000	200	11.11%
<i>Services and Charges</i>	115,477	164,400	148,370	140,325	(8,045)	(5.42%)
<i>Communications</i>	2,138	3,114	1,057	3,145	2,088	197.54%
<i>Conferences, Training, & Dues</i>	6,155	14,650	10,330	10,830	500	4.84%
<i>Operating Exp Subtotal</i>	126,820	186,164	165,057	159,800	(5,257)	(3.18%)
<i>Division Total</i>	696,918	767,171	741,064	758,745	17,681	2.39%

Adjusted 2023 to Projected Fiscal Year 2023:

- Division expenditures are expected to be \$26,107, or 3 percent less than the adjusted Fiscal Year 2023 budget due mainly to lower than anticipated spending on service charges (audit fees and Montgomery County tax billing) as well as contractual labor.

Fiscal Year 2024 Budget Highlights:

- Division expenditures are \$758,745, an increase of \$17,681 or 2 percent, compared to the projected amount for Fiscal Year 2023. The increase is due to the personnel costs increases of \$22,938, offset by decreases in operating costs of \$5,257.
- Personnel costs are 79 percent of division expenditures and include a wage increase of \$8,195, or 2 percent; and fringe benefits increase of \$14,742 or 10%, compared to the projected amount for Fiscal Year 2023.
- Division FTEs remain unchanged at five full time employees.
- Services and charges are 19 percent of total division expenditures and decrease by \$8,045, or 5 percent, compared to the projected amount for Fiscal Year 2023. The decrease is mainly due to lower planned spending on investment expenses. Communications charges increase by \$2,088 for the installation of a new telephone system.
- Conferences and training increase by \$500, or 5 percent, compared to the Fiscal Year 2023 projected amount, as staff start to attend more conferences and training that were cancelled for Fiscal Year 2023.

Legal Services

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. The City has specialized counsel for employment and labor matters, and other matters as needed.

Management Objectives

- Provide legal representation to the City Council and staff that protects the current and future interests of the City, in a timely fashion.
- Monitor evolving legal issues and changes in law that may impact the City of Takoma Park.
- Provide specialized advice to the City Council and staff on labor, development, and other legal matters.

Expenditure Tables

	<i>Actual</i>	<i>Adjusted</i>	<i>Projected</i>	<i>Proposed</i>	<i>Change (\$)</i>	<i>Change (%)</i>
<i>Division Expenditures (\$)</i>	<i>FY22</i>	<i>FY23</i>	<i>FY23</i>	<i>FY24</i>	<i>Proj FY23- FY24</i>	<i>Proj FY23- FY24</i>
<i>Legal</i>	393,979	460,000	460,000	469,100	9,100	1.98%
<i>Division Total</i>	393,979	460,000	460,000	469,100	9,100	1.98%

<i>Division Expenditures by Type (\$)</i>	<i>Actual</i>	<i>Adjusted</i>	<i>Projected</i>	<i>Proposed</i>	<i>Change (\$)</i>	<i>Change (%)</i>
	<i>FY22</i>	<i>FY23</i>	<i>FY23</i>	<i>FY24</i>	<i>Proj FY23- FY24</i>	<i>Proj FY23- FY24</i>
<i>Services and Charges</i>	393,979	460,000	460,000	469,100	9,100	1.98%
<i>Operating Exp Subtotal</i>	393,979	460,000	460,000	469,100	9,100	1.98%
<i>Division Total</i>	393,979	460,000	460,000	469,100	9,100	1.98%

Adjusted Fiscal Year 2023 to Projected Fiscal Year 2023

- Division expenditures for Fiscal Year 2023 are projected to be as budgeted.

Fiscal Year 2024 Budget Highlights

- The budget for legal services for Fiscal Year 2024 is \$469,100, an increase of \$9,100, or 2 percent, compared to the projected amount for Fiscal Year 2023.
- In March 2023, the City Council approved a resolution amending the Agreement for General Municipal Services Between Karpinski, Cornbrooks & Karp and the City of Takoma Park, increasing the firm's rates for associates, paralegals, law clerks and partners.
- The overall department budget increase of 2 percent is expected to provide sufficient funding for the legal rate adjustments based on the actual average activity in Fiscal Years 2021 and 2022.

Information Systems

Division Purpose:

The Information Systems Division provides leadership and support for all City technical activities. Through the use of computer and communications systems, the division implements and supports technologies that enable City staff to achieve their departmental goals.

Management Objectives:

- Ensure that network infrastructure and equipment is maintained and serviced using best practices to provide maximum up-time. Maintain backups of critical software and data.
- Maintain the City's disaster recovery plan and respond to current and emerging threats to ensure the uninterrupted operation of the City's technology services.
- Continue supporting the City-wide move toward process automation, paperless operations and other green computing initiatives that promote the City's sustainability priorities.
- Continue to implement strategies recommended in the IT Strategic Plan.
- Utilize the Technology Steering Committee's technology investment strategy for developing and evaluating technology project requests.

Expenditure Tables

<i>Division Expenditures</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23-FY24</i>	<i>Change (%) Proj FY23-FY24</i>
<i>Information Systems</i>	769,491	898,741	824,157	907,955	83,798	10.17%
<i>Division Total</i>	769,491	898,741	824,157	907,955	83,798	10.17%

<i>Division Expenditures by Type</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23-FY24</i>	<i>Change (%) Proj FY23-FY24</i>
<i>Wages</i>	333,778	392,010	341,946	388,595	46,649	13.64%
<i>Fringe Benefits</i>	131,545	131,651	118,632	151,360	32,728	27.59%
<i>Overtime</i>	5,813	7,500	7,500	7,500	-	0.00%
<i>Employee Recognition</i>	10,000	1,500	1,500	2,000	500	33.33%
<i>Personnel Subtotal</i>	481,137	532,662	469,578	549,455	79,877	17.01%
<i>Supplies</i>	2,162	3,150	3,150	3,000	(150)	(4.76%)
<i>Computer Expenditures</i>	9,539	11,100	11,100	20,000	8,900	80.18%
<i>Services and Charges</i>	261,539	330,525	320,375	300,000	(20,375)	(6.36%)
<i>Communications</i>	15,052	12,954	17,954	27,500	9,546	53.17%
<i>Conferences, Training, & Dues</i>	61	8,350	2,000	8,000	6,000	300.00%
<i>Operating Exp Subtotal</i>	288,354	366,079	354,579	358,500	3,921	1.11%
<i>Division Total</i>	769,491	898,741	824,157	907,955	83,798	10.17%

Adjusted Fiscal Year 2023 to Projected Fiscal Year 2023:

- Division expenditures are expected to be \$74,584, or 8 percent, less than the budgeted Fiscal Year 2023 amount due mainly to lower than anticipated personnel costs due to a staff vacancy.
- Operating expenses are expected to be \$11,500, or 3 percent, lower than budget.

Fiscal Year 2024 Budget Highlights:

- Division expenditures for Fiscal Year 2024 are \$907,955, an increase of \$83,798 or 10 percent, compared to projected expenditures for Fiscal Year 2023.
- Personnel costs are 61 percent of division expenditures and increase by \$79,877, or 17 percent, compared to the projected Fiscal Year 2023 amount due to the inclusion of funding for a vacancy that is expected to be filled during Fiscal Year 2024 and a 2 percent wage increase for full-time staff.
- Division FTEs remain unchanged.
- Operating expenses are 39 percent of the division expenditures and increase by \$3,921, or 1 percent, compared to projected expenditures for Fiscal Year 2023, primarily due to an increase in computer expenditures, communications costs, conferences and training costs, partially offset by a decrease in service charges.
- Communications expenses which include internet access, cell phone and telephone costs, increase by \$9,546, or 53 percent, as a result of planned upgrade to the City's internet services at the temporary Library location at Hefner Park and the Recreation Center.

Human Resources

Division Purpose

The Human Resources Division is responsible for a wide range of human capital management functions for the employee life cycle, including: compensation and benefits, employee and labor relations, legal compliance, recruitment and retention, risk management, and training.

Management Objectives:

- Revision of performance evaluation process and forms.
- Succession Planning and training for skills improvement.
- Improve employee recognition programs.
- Strengthen safety culture by reducing workplace incidents and reimplementing standard safety trainings.
- Reduce total days to hire for all recruitments.
- Continue implementation of diversity, equity, and inclusion frameworks and practices.

Expenditure Tables

<i>Division Expenditures (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>Human Resources</i>	576,321	815,944	704,199	801,404	97,205	13.80%
<i>Division Total</i>	576,321	815,944	704,199	801,404	97,205	13.80%

<i>Division Expenditures by Type (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>Wages</i>	303,443	328,420	249,781	350,173	100,392	40.19%
<i>Fringe Benefits</i>	110,099	118,988	93,613	145,210	51,596	55.12%
<i>Overtime</i>	6,563	6,000	6,000	6,000	-	0.00%
<i>Employee Recognition</i>	10,900	-	-	-	-	-
<i>Personnel Subtotal</i>	431,005	453,408	349,394	501,383	151,988	43.50%
<i>Supplies</i>	2,236	1,000	1,000	1,000	-	0.00%
<i>Computer Expenditures</i>	3,494	-	-	800	800	-
<i>Services and Charges</i>	85,665	312,500	312,769	168,800	(143,969)	(46.03%)
<i>Communications</i>	2,785	3,936	3,936	6,550	2,614	66.41%
<i>Office Expenditures</i>	2,865	-	-	-	-	-
<i>Conferences, Training, & Dues</i>	2,167	12,600	4,600	908	(3,692)	(80.26%)
<i>Recruitment</i>	46,103	32,500	32,500	121,963	89,463	275.27%
<i>Operating Exp Subtotal</i>	145,316	362,536	354,805	300,021	(54,783)	(15.44%)
<i>Division Total</i>	576,321	815,944	704,199	801,404	97,205	13.80%

Adjusted Fiscal Year 2023 to Projected Fiscal Year 2023

- Division expenditures for Fiscal Year 2023 are expected to be \$111,745, or 14 percent less than budget due to personnel cost savings from two vacant positions - the Coordinator and Generalist; and lower than anticipated spending on conferences training and dues.

Fiscal Year 2024 Budget Highlights

- Division expenditures are \$801,404, an increase of \$97,205 or 14 percent, compared to the projected amount for Fiscal Year 2023. The increase is mainly due to the inclusion of funding for the two vacant positions that are expected to be filled for Fiscal Year 2024 and recruitment expenses for hiring a City Manager. The increase is partially offset by savings from implementing a new Human Resources (HRIS) system.
- Personnel cost are 63 percent of division expenditures and increase by \$151,988 or 43.5 percent compared to the projected amount for Fiscal Year 2023 due to the inclusion of funding for the Coordinator and Generalist positions that were partly vacant for Fiscal Year 2023.
- Division FTEs remain unchanged.
- Operating expenditures are \$300,021, a decrease of \$54,748 or 15 percent compared to the projected amount for Fiscal Year 2023. The expenditures include services and charges for Human Resources systems (\$168,300) and recruitment expenses (\$121,963).
- Services and charges decrease by \$143,969 or 46 percent compared to the projected amount for Fiscal Year 2023 due to anticipated savings from implementing a new Human Resources (HRIS) system that replaces two older and more expensive software systems.
- Recruitment costs increase by \$89,463 due to the inclusion of funding for hiring a City Manager and other personnel for open positions.

City Clerk

Division Purpose:

The City Clerk's Office manages the preparation of Council meeting agendas, minutes, and supports a variety of City Council events and activities. Other functions include: Manage recruitment and appointments to Council-appointed boards and committees; Serve as election administrator for all City elections; Manage and protect official records of the City and ensure proper codification of ordinances; and Respond to inquiries from City residents and others concerning City policies, procedures, and records, including requests made under the Maryland Public Information Act.

Management Objectives:

- Focus on transparency of Council actions, ease of access to records, and protecting the history of the City as documented in City records.
- Support City board and committee activities, meetings, and membership.
- Develop and publish a handbook for boards and committees.
- Update City records retention schedules in coordination with the departments.
- Provide a high level of customer service to the City Council, residents, and staff.

Expenditure Tables

<i>Division Expenditures</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>City Clerk</i>	370,873	372,203	368,261	364,443	(3,818)	(1.04%)
<i>Division Total</i>	370,873	372,203	368,261	364,443	(3,818)	(1.04%)

<i>Division Expenditures</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>by Type</i>						
<i>Wages</i>	218,534	263,946	254,818	249,028	(5,790)	(2.27%)
<i>Fringe Benefits</i>	77,227	79,480	79,480	85,129	5,649	(7.11%)
<i>Overtime</i>	1,389	5,000	4,000	2,600	(1,400)	(35.00%)
<i>Contractual Labor</i>	5,941	-	-	-	-	-
<i>Employee Recognition</i>	7,550	-	-	2,000	2,000	-
<i>Personnel Subtotal</i>	310,641	348,426	338,298	338,757	459	(0.13%)
<i>Supplies</i>	1,147	600	500	600	100	(20.00%)
<i>Computer Expenditures</i>	1,525	250	1,550	250	(1,300)	(83.87%)
<i>Services and Charges</i>	52,155	14,400	19,391	16,850	(2,541)	(13.10%)
<i>Communications</i>	2,026	2,697	2,697	3,000	303	(11.23%)
<i>Office Expenditures</i>	184	-	-	-	-	-
<i>Conferences, Training, & Dues</i>	3,195	5,830	5,825	4,986	(839)	(14.40%)
<i>Operating Exp Subtotal</i>	60,232	23,777	29,963	25,686	(4,277)	(14.27%)
<i>Division Total</i>	370,873	372,203	368,261	364,443	(3,818)	(1.04%)

Adjusted Fiscal Year 2023 to Projected Fiscal Year 2023:

- Division expenditures are expected to be \$3,942, or 1 percent less than budget.
- Personnel costs are expected to be \$10,128 less than budgeted due to fewer than expected hours worked by the election intern during Fiscal Year 2023.

Fiscal Year 2024 Budget Highlights:

- Division expenditures are \$3,818, or 1 percent lower than the projected Fiscal Year 2023 amount due to a decrease in planned spending for computer expenditures (\$1,400) and the City Code contract cost (\$2,500) for Fiscal Year 2024.
- Personnel costs are 93 percent of the City Clerk division budget.
- Division personnel include the full time City Clerk, Assistant City Clerk, and a part-time Records Specialist.
- Division FTEs remain unchanged.
- Services and charges are 5 percent of the division budget. The category includes \$7,500 for software, \$3,500 for legal notice advertising, and \$5,000 for web hosting and updating of the City Code.
- Conferences, training and dues are 1 percent of the division budget.

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Police



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Department Summary

The Takoma Park Police Department enhances the quality of life in Takoma Park by protecting residents, businesses, visitors, and property. The Department works to promote community building and safety through community engagement and partnerships. It also ensures the safe and orderly movement of traffic.

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



Department Summaries

Personnel Schedule

Personnel Staffing	Actual FY22	Adjusted FY23	Proposed FY24	Change Adj. FY23-FY24
Office of the Chief 2100				
Chief of Police	1.00	1.00	1.00	-
Deputy Chief of Police	1.00	1.00	1.00	-
Emergency Manager	1.00	1.00	1.00	-
PIO/ Executive Assistant	1.00	1.00	1.00	-
Total Office of the Chief FTE	4.00	4.00	4.00	-
FTEs with benefits	4.00	4.00	4.00	-
FTEs without benefits	-	-	-	-
Total Office of the Chief FTE	4.00	4.00	4.00	-
Communications 2200				
Dispatch Supervisor	1.00	1.00	1.00	-
Police Dispatcher	1.00	1.00	1.00	-
Police Dispatcher	1.00	1.00	1.00	-
Police Dispatcher	1.00	1.00	1.00	-
Police Dispatcher	1.00	1.00	1.00	-
Police Dispatcher	1.00	1.00	1.00	-
Police Dispatcher	1.00	1.00	1.00	-
Total Communications FTE	7.00	7.00	7.00	-
FTEs with benefits	7.00	7.00	7.00	-
FTEs without benefits	-	-	-	-
Total Communications FTE	7.00	7.00	7.00	-

Department Summaries

Personnel Staffing	Actual FY22	Adjusted FY23	Proposed FY24	Change Adj. FY23-FY24
Operations 2300				
Police Captain	1.00	-	-	-
Police Captain	-	1.00	1.00	-
Police Lieutenant	1.00	1.00	1.00	-
Police Sergeant	1.00	1.00	1.00	-
Police Sergeant	1.00	1.00	1.00	-
Police Sergeant	1.00	1.00	1.00	-
Police Sergeant	1.00	1.00	1.00	-
Police Corporal	1.00	1.00	1.00	-
Police Corporal	1.00	1.00	1.00	-
Police Corporal	1.00	1.00	1.00	-
Police Corporal	1.00	1.00	1.00	-
Police Corporal	1.00	1.00	1.00	-
Private First Class	1.00	1.00	1.00	-
Private First Class	1.00	1.00	1.00	-
Private First Class	1.00	1.00	1.00	-
Private First Class	1.00	1.00	1.00	-
Private First Class	1.00	1.00	1.00	-
Private First Class	1.00	1.00	1.00	-
Private First Class	1.00	1.00	1.00	-
Private First Class	1.00	1.00	1.00	-
Private	1.00	1.00	1.00	-
Private	1.00	1.00	1.00	-
Private	1.00	1.00	1.00	-
Private	1.00	1.00	1.00	-
Private	1.00	1.00	1.00	-
Private	1.00	1.00	1.00	-
Private	1.00	1.00	1.00	-
Private	1.00	1.00	1.00	-
Private	1.00	1.00	1.00	-
Private	1.00	1.00	1.00	-
Private	1.00	1.00	1.00	-
Total Operations FTE	30.00	30.00	30.00	-

Department Summaries

Personnel Staffing	Actual FY22	Adjusted FY23	Proposed FY24	Change Adj. FY23-FY24
Criminal Investigations 2400				
Police Captain	1.00	1.00	1.00	-
Police Lieutenant	1.00	1.00	1.00	-
Police Sergeant	1.00	1.00	1.00	-
Police Sergeant	1.00	1.00	1.00	-
Police Corporal	1.00	1.00	1.00	-
Police Corporal	1.00	1.00	1.00	-
Police Corporal	1.00	1.00	1.00	-
Private First Class	1.00	1.00	1.00	-
Victim/Witness Coordinator	1.00	1.00	1.00	-
Crime Analyst	1.00	1.00	1.00	-
Evidence Specialist	1.00	1.00	1.00	-
Total Criminal Investigations FTE	11.00	11.00	11.00	-
FTEs with benefits	11.00	11.00	11.00	-
FTEs without benefits	-	-	-	-
Total Criminal Investigations FTE	11.00	11.00	11.00	-
Administrative Services 2500				
Police Lieutenant	1.00	1.00	1.00	-
Logistics/Payroll Specialist	1.00	1.00	1.00	-
Record Assistant	1.00	1.00	1.00	-
Office Assistant II	1.00	1.00	1.00	-
Crossing Guard	0.385	0.385	0.385	-
Crossing Guard	0.385	0.385	0.385	-
Crossing Guard	0.385	0.385	0.385	-
Crossing Guard	0.385	0.385	0.385	-
Crossing Guard	0.385	0.385	0.385	-
Crossing Guard	0.41	0.41	0.41	-
Crossing Guard	0.385	0.385	0.385	-
Crossing Guard	0.385	0.385	0.385	-
Crossing Guard	0.385	0.385	0.385	-
Crossing Guard Substitute	0.19	0.19	0.19	-
Total Administrative Services FTE	7.68	7.68	7.68	-
FTEs with benefits	7.68	7.68	7.68	-
FTEs without benefits	-	-	-	-
Total Administrative Services FTE	7.68	7.68	7.68	-

Department Summaries

Personnel Staffing	Actual FY22	Adjusted FY23	Proposed FY24	Change Adj. FY23-FY24
Neighborhood Services 2600				
Neighborhood Services Supervisor	1.00	-	-	-
Senior Code Enforcement Inspector	1.00	-	-	-
Code Enforcement Inspector	1.00	-	-	-
Parking Enforcement Officer	1.00	1.00	1.00	-
Parking Enforcement Officer	1.00	1.00	1.00	-
Total Neighborhood Services FTE	5.00	2.00	2.00	-
FTEs with benefits	5.00	2.00	2.00	-
FTEs without benefits	-	-	-	-
Total Neighborhood Services FTE	5.00	2.00	2.00	-
Speed Camera 0060				
Police Sergeant	1.00	1.00	1.00	-
Police Corporal/Acting Sergeant	1.00	1.00	1.00	-
Photo Enforcement Analyst	1.00	1.00	1.00	-
Total Speed Camera FTE	3.00	3.00	3.00	-
FTEs with benefits	3.00	3.00	3.00	-
FTEs without benefits	-	-	-	-
Total Speed Camera FTE	3.00	3.00	3.00	-
Total Police Department FTE	67.68	64.68	64.68	-

Sources of Revenue and Expenditure Tables

<i>Source of Funds (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>Police Protection (State)</i>	420,203	450,000	430,000	430,000	-	0.00%
<i>County Police Rebate</i>	1,634,445	-	-	-	-	-
<i>In Lieu of Police</i>	2,575,799	4,020,521	4,020,520	4,020,520	-	0.00%
<i>In Lieu of Crossing Guard</i>	186,782	214,017	214,017	214,017	-	0.00%
<i>Summons and Fines</i>	127,523	168,000	152,000	152,000	-	0.00%
<i>Public Parking Facilities</i>	40,124	50,000	50,000	58,000	8,000	16.00%
<i>Parking Permits</i>	65,095	58,000	58,000	65,000	7,000	12.07%
<i>Municipal Infractions</i>	12,750	13,000	12,000	12,000	-	0.00%
Subtotal	5,062,721	4,973,538	4,936,537	4,951,537	15,000	0.30%
<i>General Fund</i>	3,457,598	3,775,041	3,858,080	4,348,184	490,103	12.70%
Department Total	8,520,319	8,748,579	8,794,617	9,299,721	505,103	5.74%

<i>Dept. Expenditures by DIVISION (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>Office of the Chief</i>	1,197,708	841,240	846,240	882,030	35,790	4.23%
<i>Communications</i>	558,919	668,711	683,436	687,236	3,799	0.56%
<i>Operations</i>	3,947,140	4,520,534	4,534,326	4,828,078	293,752	6.48%
<i>Criminal Investigations</i>	1,485,073	1,683,874	1,712,989	1,803,721	90,732	5.30%
<i>Administrative Services</i>	847,828	850,768	823,028	907,331	84,303	10.24%
<i>Neighborhood Services</i>	483,650	183,453	194,598	191,326	(3,273)	(1.68%)
Department Total	8,520,319	8,748,579	8,794,617	9,299,721	505,103	5.74%

Department Summaries

<i>Dept. Expenditures by TYPE (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>Wages</i>	4,509,667	4,865,650	4,778,647	4,943,509	164,862	3.45%
<i>Car and Clothing Allowances</i>	69,311	81,730	81,730	81,730	-	0.00%
<i>Fringe Benefits</i>	2,475,145	2,599,211	2,531,784	3,102,884	571,100	22.56%
<i>Overtime</i>	251,455	447,750	513,070	328,235	(184,835)	(36.03%)
<i>Overtime -Training</i>	73,681	65,000	82,882	87,072	4,190	5.05%
<i>Overtime -Holiday</i>	73,129	17,500	77,500	91,500	14,000	18.06%
<i>Night Differential</i>	60,066	86,675	80,228	80,175	(53)	(0.07%)
<i>Overtime -Court</i>	23,363	65,300	43,220	33,300	(9,920)	(22.95%)
<i>Overtime Staffing</i>	38,641	64,000	67,341	43,500	(23,841)	(35.40%)
<i>K-9 Allowance</i>	5,720	-	2,200	-	(2,200)	(100.00%)
<i>Employee Recognition</i>	170,723	19,000	14,000	14,077	77	0.55%
<i>Personnel Subtotal</i>	7,750,902	8,311,817	8,272,603	8,805,983	533,380	6.45%
<i>Supplies</i>	81,069	102,015	102,015	98,225	(3,790)	(3.72%)
<i>Computer Expenditures</i>	4,964	8,400	10,000	9,500	(500)	(5.00%)
<i>Vehicle Fuel</i>	135,207	113,100	158,222	130,295	(27,927)	(17.65%)
<i>Repairs & Maintenance</i>	82,151	75,000	98,945	85,000	(13,945)	(14.09%)
<i>Services and Charges</i>	289,082	83,761	87,630	91,152	3,522	4.02%
<i>Communication</i>	58,394	13,512	13,512	39,746	26,234	194.15%
<i>Office Expenditures</i>	32,804	15,500	15,500	8,500	(7,000)	(45.16%)
<i>Conferences, Training, & Dues</i>	73,730	15,475	21,190	16,320	(4,870)	(22.98%)
<i>Recruitment</i>	10,742	-	-	-	-	-
<i>Special Events & Programs</i>	1,274	10,000	15,000	15,000	-	(0.00%)
<i>Operating Exp Subtotal</i>	769,417	436,763	522,014	493,738	(28,276)	(5.42%)
<i>Department Total</i>	8,520,319	8,748,579	8,794,617	9,299,721	505,103	5.74%

Adjusted Fiscal Year 2023 to Projected Fiscal Year 2023:

- Department expenditures are expected to be \$46,038, or less than 1 percent, more than budgeted for the Fiscal Year 2023.

Fiscal Year 2024 Budget Highlights:

- Department expenditures increase by \$505,103, or 6 percent, compared to the projected expenditures for Fiscal Year 2023.
- Personnel costs are 95 percent of department expenditures and increase by \$533,380, or 6 percent, compared to the projected Fiscal Year 2023 amount.
- Department FTEs remain unchanged.
- Supplies account for about 1 percent of the departmental expenditures and include items such as uniforms and body armor for new hires, replacement body armor for current employees (\$44,675), detective supplies (\$7,000), expendable supplies (\$19,300) and office supplies (\$7,750).
- Vehicle-related expenditures are 2 percent of department expenditures. This includes the cost of gasoline for department vehicles (\$130,295) and vehicle repair materials (\$85,000).
- Services and charges are 1 percent of department expenditures. These include spending for youth programs and community events, the contractual costs for training, testing and record keeping software, as well as software packages required for internal investigations and crime analysis.

Office of the Chief

Division Purpose:

Oversee and direct the activities of the department. Ensure effective management of all levels of police services provided to the community. Develop plans of action for emergencies. Direct the department’s public information function to provide proactive information about public safety.

Management Objectives:

- Continue to collaborate with the County and other municipalities in emergency preparedness planning, drills, training, and grant applications.
- Reduce crime and the perception of crime through community outreach and education of residents regarding the steps they can take to protect themselves and their property.
- Develop programs that improve trust and cooperation with young people through community outreach.
- Maintain staffing levels with early hires to anticipate vacancies.

Expenditure Tables

<i>Actual</i>	<i>Adjusted</i>	<i>Projected</i>	<i>Proposed</i>	<i>Change (\$)</i>	<i>Change (%)</i>
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Department Summaries

<i>Division Expenditures (\$)</i>	<i>FY22</i>	<i>FY23</i>	<i>FY23</i>	<i>FY24</i>	<i>Proj FY23- FY24</i>	<i>Proj FY23- FY24</i>
<i>Office of the Chief</i>	<i>1,197,708</i>	<i>841,240</i>	<i>846,240</i>	<i>882,030</i>	<i>35,790</i>	<i>4.23%</i>
<i>Division Total</i>	<i>1,197,708</i>	<i>841,240</i>	<i>846,240</i>	<i>882,030</i>	<i>35,790</i>	<i>4.23%</i>

<i>Division Expenditures by TYPE (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>Wages</i>	<i>547,544</i>	<i>509,120</i>	<i>509,120</i>	<i>516,819</i>	<i>7,699</i>	<i>1.51%</i>
<i>Car and Clothing Allowances</i>	<i>9,166</i>	<i>3,980</i>	<i>3,980</i>	<i>3,980</i>	<i>-</i>	<i>0.00%</i>
<i>Fringe Benefits</i>	<i>248,676</i>	<i>222,918</i>	<i>222,918</i>	<i>254,683</i>	<i>31,765</i>	<i>14.25%</i>
<i>Overtime</i>	<i>7,030</i>	<i>10,500</i>	<i>10,500</i>	<i>10,500</i>	<i>-</i>	<i>0.00%</i>
<i>Night Differential</i>	<i>88</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>
<i>Employee Recognition</i>	<i>17,400</i>	<i>500</i>	<i>500</i>	<i>1,000</i>	<i>500</i>	<i>100.00%</i>
<i>Personnel Subtotal</i>	<i>829,904</i>	<i>747,017</i>	<i>747,017</i>	<i>786,982</i>	<i>39,965</i>	<i>5.35%</i>
<i>Supplies</i>	<i>40,950</i>	<i>42,915</i>	<i>42,915</i>	<i>44,675</i>	<i>1,760</i>	<i>4.10%</i>
<i>Computer Expenditures</i>	<i>688</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>
<i>Services and Charges</i>	<i>225,679</i>	<i>18,333</i>	<i>18,332</i>	<i>19,052</i>	<i>720</i>	<i>3.93%</i>
<i>Office Expenditures</i>	<i>21,524</i>	<i>15,500</i>	<i>15,500</i>	<i>8,500</i>	<i>(7,000)</i>	<i>(45.16%)</i>
<i>Conferences, Training, & Dues</i>	<i>66,947</i>	<i>7,475</i>	<i>7,475</i>	<i>7,820</i>	<i>345</i>	<i>4.62%</i>
<i>Recruitment</i>	<i>10,742</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>
<i>Special Events & Programs</i>	<i>1,274</i>	<i>10,000</i>	<i>15,000</i>	<i>15,000</i>	<i>-</i>	<i>0.00%</i>
<i>Operating Exp Subtotal</i>	<i>367,804</i>	<i>94,223</i>	<i>99,222</i>	<i>95,047</i>	<i>(4,175)</i>	<i>(4.21%)</i>
<i>Division Total</i>	<i>1,197,708</i>	<i>841,240</i>	<i>846,240</i>	<i>882,030</i>	<i>35,790</i>	<i>4.23%</i>

Adjusted Fiscal Year 2023 to Projected Fiscal Year 2023:

- Division expenditures are expected to be \$5,000, or less than 1 percent more than budgeted due to an increase in supplies and equipment needed for emergency response.

Fiscal Year 2024 Budget Highlights:

- Division expenditures increase by \$35,790, or 4 percent, compared to projected expenditures for Fiscal Year 2023 mainly due to an increase in the cost of fringe benefits.
- Personnel costs are 89 percent of division expenditures.
- Division FTEs remain the same.
- Supplies are 5 percent of division expenditures and include purchases related to body armor and uniforms for new hires (\$31,500), replacement of aging body armor for existing staff (\$11,200), and uniforms for civilian staff (\$5,000).
- Services and charges are 2 percent of division expenditures and include software costs (\$18,302). This includes programs for testing and training, as well as state required reporting of mandated training.
- Office expenditures are 1 percent of division expenditures and include the employee recognition and awards event (\$8,500).
- Budgeted spending for conferences, training, and dues is \$7,820, or 1 percent of division expenditures and include the cost of professional organization publications, and professional dues.
- Special Events and Programs are 2 percent of division expenditures and include the Emergency Response Team supplies (\$15,000).

Communications

Division Purpose

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

Management Objectives

- Renovate Dispatch office space.
- Improve customer service skills through regular training.

Expenditure Tables

<i>Division Expenditures (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>Communications</i>	558,919	668,711	683,436	687,236	3,799	0.56%
<i>Division Total</i>	558,919	668,711	683,436	687,236	3,799	0.57%

<i>Division Expenditures by TYPE (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>Wages</i>	336,934	430,274	445,000	438,145	(6,855)	(1.54%)
<i>Car and Clothing Allowances</i>	1,960	3,360	3,360	3,360	-	0.00%
<i>Fringe Benefits</i>	121,630	160,156	160,156	160,661	505	0.32%
<i>Overtime</i>	59,680	47,250	47,250	40,000	(7,250)	(15.34%)
<i>Overtime -Training</i>	-	1,000	1,000	500	(500)	-
<i>Overtime -Holiday</i>	9,071	3,000	3,000	17,000	14,000	466.67%
<i>Night Differential</i>	10,204	14,175	14,175	14,175	-	0.00%
<i>Employee Recognition</i>	12,500	-	-	2,500	2,500	-
<i>Personnel Subtotal</i>	551,979	659,216	673,941	676,341	2,399	0.36%
<i>Supplies</i>	1,137	5,000	5,000	2,000	(3,000)	(60.00%)
<i>Computer Expenditures</i>	1,234	1,200	1,200	5,600	4,400	366.67%
<i>Services and Charges</i>	1,595	3,295	3,295	3,295	-	0.00%
<i>Communication</i>	2,857	-	-	-	-	-
<i>Office Expenditures</i>	116	-	-	-	-	-
<i>Operating Exp Subtotal</i>	6,939	9,495	9,495	10,895	1,400	14.74%
<i>Division Total</i>	558,919	668,711	683,436	687,236	3,799	0.56%

Adjusted Fiscal Year 2023 to Projected Fiscal Year 2023:

- Division expenditures are expected to be \$14,726, or 2 percent, more than budgeted due to slightly higher than anticipated personnel costs.

Fiscal Year 2024 Budget Highlights:

- Division expenditures increase by \$3,799, or less than 1 percent, compared to projected expenditures for Fiscal Year 2023.
- Personnel costs are 95 percent of division expenditures and increase by \$2,399, or less than one percent, compared to the projected amount for Fiscal Year 2023.
- Division FTEs remain the same.
- Operating expenditures are 2 percent of division expenditures. This includes the cost for dispatcher training and software testing (\$3,295).
- Supplies are less than 1 percent of division expenditures and include the cost of uniforms and supplies for Dispatch staff.
- Computer expenditures account for 1 percent of division expenditures and include the cost of replacement computers and monitors for the Dispatch team.

Operations

Division Purpose:

Provide 24-hour uniformed patrol services. Respond to calls for service, conduct preliminary investigations, arrest offenders, and handle motor vehicle investigations and general traffic enforcement.

Management Objectives:

- Provide visible police presence in all areas of the City through vehicle, foot, and bike patrol.
- Improve patrol service by using directed patrol based on crime analysis.
- Work with community groups and residents on crime prevention methods.

Expenditure Tables

<i>Division Expenditures (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>Operations</i>	3,947,140	4,520,534	4,534,326	4,828,078	293,752	6.48%
<i>Division Total</i>	3,947,140	4,520,534	4,534,326	4,828,078	293,752	6.48%

<i>Division Expenditures by TYPE (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>Wages</i>	2,047,954	2,358,828	2,280,977	2,407,375	126,398	5.54%
<i>Car and Clothing Allowances</i>	40,985	52,500	52,500	52,500	-	0.00%
<i>Fringe Benefits</i>	1,242,741	1,400,096	1,346,656	1,709,836	363,180	26.97%
<i>Overtime</i>	121,232	285,000	332,906	190,000	(142,906)	(42.93%)
<i>Overtime -Training</i>	72,193	58,000	76,000	79,572	3,572	4.70%
<i>Overtime -Holiday</i>	64,058	9,500	71,500	71,500	-	0.00%
<i>Night Differential</i>	45,191	60,000	60,000	60,000	-	0.00%
<i>Overtime -Court</i>	22,384	60,000	40,000	30,000	(10,000)	(25.00%)
<i>Overtime Staffing</i>	31,174	60,000	40,000	30,000	(10,000)	(25.00%)
<i>K-9 Allowance</i>	5,720	-	2,200	-	(2,200)	(100.00%)
<i>Employee Recognition</i>	63,203	4,000	4,000	5,000	1,000	25.00%
<i>Personnel Subtotal</i>	3,756,834	4,347,924	4,306,739	4,635,783	329,044	7.64%
<i>Supplies</i>	11,884	21,350	21,350	21,800	450	2.11%
<i>Computer Expenditures</i>	125	4,800	4,800	2,500	(2,300)	(47.92%)
<i>Vehicle Fuel</i>	104,248	87,100	120,557	100,495	(20,062)	(16.64%)
<i>Repairs & Maintenance</i>	63,638	46,500	68,380	54,000	(14,380)	(21.03%)
<i>Services and Charges</i>	6,607	12,860	12,500	13,500	1,000	8.00%
<i>Office Expenditures</i>	3,804	-	-	-	-	-
<i>Operating Exp Subtotal</i>	190,306	172,610	227,587	192,295	(35,292)	(15.51%)
<i>Division Total</i>	3,947,140	4,520,534	4,534,326	4,828,078	293,752	6.48%

Adjusted Fiscal Year 2023 to Projected Fiscal Year 2023:

- Division expenditures are expected to be \$13,792, or less than 1 percent, more than budgeted due mainly to higher than anticipated overtime costs.

Fiscal Year 2024 Budget Highlights:

- Division expenditures increase by \$293,752, or 6 percent, compared to the projected amount for Fiscal Year 2023 due mainly to higher fringe benefit costs.
- Personnel costs are 96 percent of division expenditures and increase by \$329,044, or 8 percent, compared to the projected amount for Fiscal Year 2023.
- Supplies are less than 1 percent of division expenditures. This category includes expendable supplies such as e-ticket paper (\$1,700), road flares (\$3,000), taser supplies (\$2,500), and Honor Guard supplies (\$2,500). Also included are personal protective equipment (\$5,000), fingerprint supplies (\$2,500), replacement cameras (\$1,500), traffic supplies (\$500) and the purchase of coupons for vehicle emissions testing (\$600).
- Vehicle fuel is the largest portion of the division operating expenditures, and is 2 percent (\$100,495) of total division expenditures. The expenditure is for gasoline for police vehicles.
- Repairs and maintenance is the second-largest portion of the division operating expenditures and is 1 percent (\$54,000) of total division expenditures. This category includes repairs and maintenance for all police vehicles.
- Services and charges are less than 1 percent of division expenditures, and are planned expenditures for youth programs (\$2,500) and community events (\$11,000).

Criminal Investigations

Division Purpose:

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

Management Objectives

- Increase arrests in the Criminal Investigations Unit through a collaborative effort of all members of the unit including the Crime Analyst, Special Assignment Team, Drug, and General Investigators through the use of crime analysis, close cases using GPS and cell phone data.

Expenditure Tables

<i>Actual</i>	<i>Adjusted</i>	<i>Projected</i>	<i>Proposed</i>	<i>Change (\$)</i>	<i>Change (%)</i>
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Department Summaries

<i>Division Expenditures (\$)</i>	<i>FY22</i>	<i>FY23</i>	<i>FY23</i>	<i>FY24</i>	<i>Proj FY23- FY24</i>	<i>Proj FY23- FY24</i>
<i>Criminal Investigations</i>	<i>1,485,073</i>	<i>1,683,874</i>	<i>1,712,989</i>	<i>1,803,721</i>	<i>90,732</i>	<i>5.30%</i>
<i>Division Total</i>	<i>1,485,073</i>	<i>1,683,874</i>	<i>1,712,989</i>	<i>1,803,721</i>	<i>90,732</i>	<i>5.30%</i>

<i>Division Expenditures by TYPE (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>Wages</i>	<i>851,889</i>	<i>977,516</i>	<i>977,516</i>	<i>992,141</i>	<i>14,626</i>	<i>1.50%</i>
<i>Car and Clothing Allowances</i>	<i>12,730</i>	<i>15,440</i>	<i>15,440</i>	<i>15,440</i>	<i>-</i>	<i>0.00%</i>
<i>Fringe Benefits</i>	<i>457,736</i>	<i>495,031</i>	<i>495,031</i>	<i>620,963</i>	<i>125,932</i>	<i>25.44%</i>
<i>Overtime</i>	<i>49,506</i>	<i>90,000</i>	<i>92,773</i>	<i>70,000</i>	<i>(22,773)</i>	<i>(24.55%)</i>
<i>Overtime--Training</i>	<i>1,488</i>	<i>4,500</i>	<i>5,882</i>	<i>5,500</i>	<i>(382)</i>	<i>(6.50%)</i>
<i>Overtime--Holiday</i>	<i>-</i>	<i>4,000</i>	<i>2,000</i>	<i>2,000</i>	<i>-</i>	<i>0.00%</i>
<i>Night Differential</i>	<i>4,292</i>	<i>12,500</i>	<i>6,000</i>	<i>6,000</i>	<i>-</i>	<i>0.00%</i>
<i>Overtime--Court</i>	<i>979</i>	<i>5,000</i>	<i>3,000</i>	<i>3,000</i>	<i>-</i>	<i>0.00%</i>
<i>Overtime--Staff Shortage</i>	<i>7,468</i>	<i>2,500</i>	<i>25,841</i>	<i>12,000</i>	<i>(13,841)</i>	<i>(53.56%)</i>
<i>Employee Recognition</i>	<i>30,500</i>	<i>4,000</i>	<i>4,000</i>	<i>1,000</i>	<i>(3,000)</i>	<i>(75.00%)</i>
<i>Personnel Subtotal</i>	<i>1,416,587.53</i>	<i>1,610,487</i>	<i>1,627,483</i>	<i>1,728,044</i>	<i>100,561</i>	<i>6.18%</i>
<i>Supplies</i>	<i>7,880</i>	<i>10,000</i>	<i>10,000</i>	<i>7,000</i>	<i>(3,000)</i>	<i>(30.00%)</i>
<i>Computer Expenditures</i>	<i>864</i>	<i>1,200</i>	<i>2,000</i>	<i>-</i>	<i>(2,000)</i>	<i>(100.00%)</i>
<i>Vehicle Fuel</i>	<i>21,625</i>	<i>18,200</i>	<i>26,954</i>	<i>20,890</i>	<i>(6,064)</i>	<i>(22.50%)</i>
<i>Repairs & Maintenance</i>	<i>15,650</i>	<i>20,000</i>	<i>22,565</i>	<i>23,000</i>	<i>435</i>	<i>1.93%</i>
<i>Services and Charges</i>	<i>16,497</i>	<i>21,487</i>	<i>21,487</i>	<i>23,787</i>	<i>2,300</i>	<i>10.70%</i>
<i>Office Expenditures</i>	<i>5,970</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>
<i>Informant Fund</i>	<i>-</i>	<i>2,500</i>	<i>2,500</i>	<i>1,000</i>	<i>(1,500)</i>	<i>(60.00%)</i>
<i>Operating Exp Subtotal</i>	<i>68,486</i>	<i>73,387</i>	<i>85,506</i>	<i>75,677</i>	<i>(9,829)</i>	<i>(11.50%)</i>
<i>Division Total</i>	<i>1,485,073</i>	<i>1,683,874</i>	<i>1,712,989</i>	<i>1,803,721</i>	<i>90,732</i>	<i>5.30%</i>

Adjusted Fiscal Year 2023 to Projected Fiscal Year 2023:

- Division expenditures are expected to be \$29,115, or 2 percent more than budgeted due to higher than anticipated overtime costs.

Fiscal Year 2024 Budget Highlights:

- Division expenditures increase by \$90,732, or 5 percent, compared to the projected amount for Fiscal Year 2023 due mainly to an increase in the cost of fringe benefits.
- Personnel costs are 96 percent of division expenditures and increase by \$100,561 or 6 percent compared to the projected amount for Fiscal Year 2023.
- Division FTEs remain the same.
- Repairs and maintenance of vehicles (\$23,000) is 1 percent of the budgeted division expenditures. Vehicle fuel (\$20,890) is also 1 percent of division expenditures.
- Services and charges are 1 percent of division expenditures and include software charges for Blue Team and IA Pro Internal Affairs (\$4,540), Lexus Nexus (\$7,920), Case Closed (\$2,250) and Hawk Analytics (\$3,990).
- Supplies are less than 1 percent of division expenditures (\$7,000), and include supplies for detectives such as CD-R, DVD, thumb drives, paper, file folders, toner, fingerprinting, and drug testing supplies.

Administrative Services

Division Purpose:

Responsible for METERS/NCIC access control, NCIC records validations, warrant control, records management, parking enforcement management, crossing guard program, payroll processing, and maintenance of supplies.

Management Objectives:

- Manage record keeping, assignment of court dates, and collection and disposition accountability for the parking enforcement program to improve collection rate.
- Improve the management of parking permits with the use of online software.

Expenditure Tables

<i>Division Expenditures (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>Administrative Services</i>	847,828	850,768	823,028	907,331	84,303	10.24%
<i>Division Total</i>	847,828	850,768	823,028	907,331	84,303	10.24%

<i>Division Expenditures by TYPE (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>Wages</i>	433,863	467,951	444,073	465,816	21,743	4.90%
<i>Car and Clothing Allowances</i>	3,190	5,490	5,490	5,490	-	0.00%
<i>Fringe Benefits</i>	266,400	271,979	257,992	302,824	44,832	17.38%
<i>Overtime</i>	2,488	10,000	13,000	12,500	(500)	(3.85%)
<i>Overtime--Training</i>	-	1,500	-	1,500	1,500	-
<i>Overtime--Holiday</i>	-	1,000	1,000	1,000	-	0.00%
<i>Night Differential</i>	-	-	49	-	(49)	(100.00%)
<i>Overtime--Court</i>	-	300	220	300	80	36.18%
<i>Overtime--Staff Shortage</i>	-	1,500	1,500	1,500	-	0.00%
<i>Employee Recognition</i>	34,620	9,500	4,500	2,077	(2,423)	(53.85%)
<i>Personnel Subtotal</i>	740,560.94	769,220	727,824	793,007	65,183	8.96%
<i>Supplies</i>	16,612	22,750	22,750	22,750	-	0.00%
<i>Computer Expenditures</i>	2,054	1,200	2,000	1,400	(600)	(30.00%)
<i>Vehicle Fuel</i>	9,334	7,800	10,711	8,910	(1,801)	(16.81%)
<i>Repairs & Maintenance</i>	2,359	3,000	3,000	2,500	(500)	(16.67%)
<i>Services and Charges</i>	13,517	27,786	32,016	31,518	(498)	(1.56%)
<i>Communication</i>	55,537	13,512	13,512	39,746	26,234	194.15%
<i>Office Expenditures</i>	1,073	-	-	-	-	-
<i>Conferences, Training, Dues & Other</i>	6,783	5,500	11,215	7,500	(3,715)	(33.13%)
<i>Operating Exp Subtotal</i>	107,268	81,548	95,204	114,324	19,120	20.08%
<i>Division Total</i>	847,828	850,768	823,028	907,331	84,303	10.24%

Adjusted Fiscal Year 2023 to Projected Fiscal Year 2023:

- Division expenditures are expected to be \$27,740, or 3 percent less than budgeted due mainly to lower than anticipated personnel costs.

Fiscal Year 2024 Budget Highlights:

- Division expenditures increase by \$84,303, or 10 percent, compared to the projected expenditures for Fiscal Year 2023 due mainly to higher costs for fringe benefits and communication costs.
- Personnel costs are 87 percent of division expenditures.
- Division FTEs remain the same.
- Supplies are 2.5 percent of division expenditures and include office supplies (\$7,750) and expendable supplies (\$15,000). Office supplies include toner cartridges, bulk paper, envelopes, tape, file folders and boxes. Expendable supplies include supplies needed for various community events, such as Coffee with a Cop, break room supplies as well as supplies for the Crossing Guards, such as hand and foot warmers.
- Services and charges are 3.5 percent of division expenditures and include computer fees (\$3,108), postage/delivery (\$3,500), copying (\$9,660), and printing (\$13,000).
- Communication is 4 percent of division expenditures and include charges for telephones (\$14,746) and cell phones (\$25,000).
- Computer expenditures (\$1,400) is less than 1 percent of division expenditures. These funds are used to replace aging computer equipment.

Neighborhood Services

Division Purpose

Provide education on and enforcement of the City Code, specifically parking laws. This division previously included Code Enforcement, whose work now falls under the purview of Housing and Community Development.

Management Objectives

- Provide effective enforcement and management of City parking resources.

Expenditure Tables

<i>Division Expenditures (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>Neighborhood Services</i>	483,650	183,453	194,598	191,326	(3,273)	(1.68%)
<i>Division Total</i>	483,650	183,453	194,598	191,326	(3,273)	(1.68%)

<i>Division Expenditures by TYPE (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>Wages</i>	291,483	121,962	121,962	123,213	1,252	1.03%
<i>Car and Clothing Allowances</i>	1,280	960	960	960	-	0.00%
<i>Fringe Benefits</i>	137,961	49,031	49,031	53,917	4,886	9.97%
<i>Overtime</i>	11,520	5,000	16,641	5,235	(11,406)	(68.54%)
<i>Night Differential</i>	291	-	5	-	(5)	(100.00%)
<i>Employee Recognition</i>	12,500	1,000	1,000	2,500	1,500	150.00%
<i>Personnel Subtotal</i>	455,035	177,953	189,598	185,826	(3,773)	(1.99%)
<i>Supplies</i>	2,606	-	-	-	-	-
<i>Repairs & Maintenance</i>	504	5,500	5,000	5,500	500	10.00%
<i>Services and Charges</i>	25,188	-	-	-	-	-
<i>Office Expenditures</i>	318	-	-	-	-	-
<i>Operating Exp Subtotal</i>	28,615	5,500	5,000	5,500	500	10.00%
<i>Division Total</i>	483,650	183,453	194,598	191,326	(3,273)	(1.68%)

Adjusted Fiscal Year 2023 to Projected Fiscal Year 2023:

- Division expenditures are expected to be \$11,146, or 6 percent more than budget due mainly to higher than anticipated overtime costs.

Fiscal Year 2024 Budget Highlights:

- Division expenditures decrease by \$3,273, or 2 percent, compared to the projected amount for Fiscal Year 2023.
- Personnel costs are 97 percent of division expenditures.
- Division FTEs remain the same.
- Repairs and maintenance are 3 percent of division expenditures and include repairs and replacement of parking meters, as well as the cost of batteries needed for their operation.

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Public Works



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Department Summary

The Public Works Department is responsible for the maintenance of City-owned roads, buildings, stormwater management systems, gardens, parks, playgrounds, vehicles, and equipment. The Department provides collection of trash, yard waste, recycling, and food waste from all single-family and some multi-family residential properties in the City, as well as trash and recycling collection from public spaces. These activities advance the Council's interests in environmental sustainability and enhance the community's quality of life. The department also oversees the City's Climate Action response, sustainability programming and energy efficiency grant programs.

The department's functions are accounted for in nine divisions. They are **Administration, Building Maintenance, Equipment Maintenance, Right-of-Way Maintenance, Solid Waste Management, Sustainability, Vegetation Maintenance, Urban Forest, and City Engineer.**



Department Summaries

Personnel Schedule

Personnel Staffing	Actual FY22	Adjusted FY23	Proposed FY24	Change Adj. FY23- FY24
Public Works Administration 3100				
Director of Public Works	1.00	1.00	1.00	-
Deputy Director of Public Works	1.00	1.00	1.00	-
Administrative Assistant	1.00	1.00	1.00	-
Total Public Works Administration FTE	3.00	3.00	3.00	-
FTEs with benefits	3.00	3.00	3.00	-
FTEs without benefits	-	-	-	-
Total Public Works Administration FTE	3.00	3.00	3.00	-
Building Maintenance 3200				
Facility Maintenance Supervisor	1.00	1.00	1.00	-
Building Maintenance Specialist	1.00	1.00	1.00	-
Custodial Crew Leader	1.00	1.00	1.00	-
Custodian	1.00	1.00	1.00	-
Custodian	1.00	1.00	1.00	-
Custodian	1.00	1.00	1.00	-
Custodian	0.25	0.25	0.25	-
Total Building Maintenance FTE	6.25	6.25	6.25	-
FTEs with benefits	6.00	6.00	6.00	-
FTEs without benefits	0.25	0.25	0.25	-
Total Building Maintenance FTE	6.25	6.25	6.25	-
Equipment Maintenance 3300				
Vehicle Maintenance Supervisor	1.00	1.00	1.00	-
Mechanic	1.00	1.00	1.00	-
Mechanic	1.00	1.00	1.00	-
Total Equipment Maintenance FTE	3.00	3.00	3.00	-
FTEs with benefits	3.00	3.00	3.00	-
FTEs without benefits	-	-	-	-
Total Equipment Maintenance FTE	3.00	3.00	3.00	-

Department Summaries

Personnel Staffing	Actual FY22	Adjusted FY23	Proposed FY24	Change Adj. FY23- FY24
Right of way - 3400				
Right of Way Maintenance Supervisor	1.00	1.00	1.00	-
Right of Way Crew Leader	1.00	1.00	1.00	-
Right of Way Crew Leader	1.00	1.00	1.00	-
Equipment Operator	1.00	1.00	1.00	-
Right of Way Maintenance Technician	1.00	1.00	1.00	-
Right of Way Maintenance Technician	1.00	1.00	1.00	-
Right of Way Maintenance Technician	1.00	1.00	1.00	-
Seasonal Staff	-	1.25	1.11	(0.14)
Total Right of Way FTE	7.00	8.25	8.11	(0.14)
FTEs with benefits	7.00	7.00	7.00	-
FTEs without benefits	-	1.25	1.11	(0.14)
Total Right of Way FTE	7.00	8.25	8.11	(0.14)
Solid Waste 3500				
Sanitation Supervisor	1.00	1.00	1.00	-
Sanitation Driver	1.00	1.00	1.00	-
Sanitation Driver	1.00	1.00	1.00	-
Sanitation Driver	1.00	1.00	1.00	-
Sanitation Driver	1.00	1.00	1.00	-
Sanitation Technician	1.00	1.00	1.00	-
Sanitation Technician	1.00	1.00	1.00	-
Sanitation Technician	1.00	1.00	1.00	-
Sanitation Technician	1.00	1.00	1.00	-
Sanitation Technician	1.00	1.00	1.00	-
Total Solid Waste FTE	10.00	10.00	10.00	-
FTEs with benefits	10.00	10.00	10.00	-
FTEs without benefits	-	-	-	-
Total Solid Waste FTE	10.00	10.00	10.00	-
Sustainability 3600				
Sustainability Manager	1.00	1.00	1.00	-
Total Sustainability FTE	1.00	1.00	1.00	-
FTEs with benefits	1.00	1.00	1.00	-
FTEs without benefits	-	-	-	-
Total Sustainability FTE	1.00	1.00	1.00	-

Department Summaries

	Actual FY22	Adjusted FY23	Proposed FY24	Change Adj. FY23- FY24
Personnel Staffing				
Vegetation Management 3700				
Vegetation Management Supervisor	1.00	1.00	1.00	-
Garden Maintenance Technician	1.00	1.00	1.00	-
Garden Maintenance Technician	1.00	1.00	1.00	-
Garden Maintenance Technician	1.00	1.00	1.00	-
Seasonal Staff	-	0.92	1.11	0.19
Total Vegetation Management FTE	4.00	4.92	5.11	0.19
FTEs with benefits	4.00	4.00	4.00	-
FTEs without benefits	-	0.92	1.11	0.19
Total Vegetation Management FTE	4.00	4.92	5.11	0.19
Urban Forest 3800				
Urban Forest Manager	1.00	1.00	1.00	-
Total Urban Forest FTE	1.00	1.00	1.00	-
FTEs with benefits	1.00	1.00	1.00	-
FTEs without benefits	-	-	-	-
Total Urban Forest FTE	1.00	1.00	1.00	-
City Engineer 3900				
City Engineer	0.50	0.50	0.50	-
Field Construction Manager	0.75	0.75	0.75	-
Total City Engineer FTE	1.25	1.25	1.25	-
FTEs with benefits	1.25	1.25	1.25	-
FTEs without benefits	-	-	-	-
Total City Engineer FTE	1.25	1.25	1.25	-
Stormwater 0030				
City Engineer	0.50	0.50	0.50	-
Field Construction Manager	0.25	0.25	0.25	-
Total Stormwater FTE	0.75	0.75	0.75	-
FTEs with benefits	0.75	0.75	0.75	-
FTEs without benefits	-	-	-	-
Total Stormwater FTE	0.75	0.75	0.75	-
Total Public Works Department FTE	37.25	39.42	39.47	0.05

Sources of Revenue and Expenditure Tables

Source of Funds (\$)	Actual FY22	Adjusted FY23	Projected FY23	Proposed FY24	Change (\$) Proj FY23-FY24	Change (%) Proj FY23-FY24
Highway User Fees	528,753	510,000	505,665	634,575	128,910	25.49%
In Lieu of Road Maintenance	761,122	804,806	804,806	804,806	-	0.00%
Waste Collection Charges	53,400	65,640	63,000	63,000	-	0.00%
Recyclable Sales	1,417	1,000	1,000	1,000	-	0.00%
Mulch Sales	17,995	23,000	18,000	18,000	-	0.00%
Special Trash Pickup	11,198	10,000	11,000	11,000	-	0.00%
Excavation/Driveway Permits	4,621	4,500	4,500	4,600	100	2.22%
Tree Permits	20,820	23,000	23,000	23,000	-	0.00%
Tree Fund	25,000	73,000	73,000	25,000	(48,000)	(65.75%)
Subtotal	1,424,326	1,514,946	1,503,971	1,584,981	81,010	5.39%
General Fund	3,995,273	4,830,245	4,332,592	4,319,389	(13,202)	(0.30%)
Department Total	5,419,599	6,345,191	5,836,563	5,904,370	67,808	1.16%

Dept. Expenditures by DIVISION (\$)	Actual FY22	Adjusted FY23	Projected FY23	Proposed FY24	Change (\$) Proj FY23-FY24	Change (%) Proj FY23-FY24
Administration	457,948	537,002	507,663	533,795	26,132	5.15%
Building Maintenance	773,607	986,894	986,309	1,064,360	78,051	7.91%
Equipment Maintenance	570,447	537,098	553,118	580,111	26,993	4.88%
Right-of-Way Maintenance	948,668	1,005,175	910,745	973,073	62,328	6.84%
Solid Waste Management	1,310,282	1,253,616	1,222,795	1,278,228	55,433	4.53%
Sustainability	358,975	665,962	389,101	352,572	(36,529)	(9.39%)
Vegetation Management	411,058	489,006	464,200	482,920	18,720	4.03%
Urban Forest	350,293	376,364	333,489	341,950	8,462	2.54%
City Engineer	238,320	494,075	469,142	297,361	(171,781)	(36.62%)
Department Total	5,419,599	6,345,191	5,836,563	5,904,370	67,808	1.16%

Department Summaries

<i>Dept. Expenditures by TYPE (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23-FY24</i>	<i>Change (%) Proj FY23-FY24</i>
<i>Wages</i>	2,068,106	2,582,277	2,349,438	2,517,244	167,806	7.14%
<i>Car and Clothing Allowances</i>	10,607	13,950	12,800	14,400	1,600	12.50%
<i>Fringe Benefits</i>	908,083	1,012,844	985,275	1,083,265	97,990	9.95%
<i>Overtime</i>	110,145	109,385	90,695	102,188	11,493	12.67%
<i>Night Differential</i>	2,894	3,120	3,120	3,120	-	0.00%
<i>Contractual Labor</i>	228,435	50,760	90,368	28,000	(62,368)	(69.02%)
<i>Employee Recognition</i>	122,575	3,500	3,000	6,000	3,000	100.00%
<i>Personnel Subtotal</i>	3,450,845	3,775,836	3,534,696	3,754,216	219,521	6.21%
<i>Supplies</i>	229,131	262,080	211,450	247,750	36,300	17.17%
<i>Computer Expenditures</i>	2,922	-	1,072	8,100	7,028	655.40%
<i>Vehicle Fuel</i>	94,379	77,900	94,800	109,305	14,505	15.30%
<i>Repairs and Maintenance</i>	131,058	130,000	120,000	126,000	6,000	5.00%
<i>Services and Charges</i>	1,153,341	1,732,059	1,453,292	1,230,414	(222,878)	(15.34%)
<i>Communication</i>	23,292	33,680	30,535	29,660	(875)	(2.86%)
<i>Utilities</i>	324,079	307,968	379,000	380,600	1,600	0.42%
<i>Office Expenditures</i>	1,481	800	800	800	-	0.00%
<i>Conferences, Training, & Dues</i>	7,110	19,169	10,215	16,525	6,310	61.77%
<i>Special Events & Programs</i>	1,960	5,700	703	1,000	297	42.25%
<i>Operating Exp Subtotal</i>	1,968,754	2,569,356	2,301,867	2,150,154	(151,713)	(6.59%)
<i>Department Total</i>	5,419,599	6,345,191	5,836,563	5,904,370	67,808	1.16%

Adjusted Fiscal Year 2023 to Projected Fiscal Year 2023:

- Department expenditures are expected to be \$508,628, or 8 percent lower than budget.
- Personnel costs for the department are projected to be \$241,140, 6 percent lower than the budgeted amount due mainly to staff vacancies including a Building Maintenance Specialist, Sustainability Manager, several Technicians and Custodial staff.
- Operating expenditures are projected to be \$267,489, or 10 percent lower than budget primarily due to a reduction in expenditures for services and charges.

Fiscal Year 2024 Budget Highlights:

- Department expenditures are \$5,904,370, an increase of \$67,808 or 1 percent compared to the projected expenditures for Fiscal Year 2023.
- Department FTEs increase by 0.05 from Fiscal Year 2023 and are related to a slight increase in seasonal labor hours.
- Personnel costs are 64 percent of department expenditures.
- Personnel costs increased by \$219,521, or 6 percent, compared to projected expenditures for Fiscal Year 2023. Expenditures for wages increased by \$167,806 and fringe costs by \$97,990. The contractual labor budget decreased by \$62,386.
- Operating expenditures decrease by \$151,713, or 7 percent, compared to the Fiscal Year 2023 projected amount. While many divisions have modest increases, there are significant reductions in the Sustainability budget, due to lower funding for grants and rebates as well as the Engineering budget, due to the prior one-time expenditure in the Fiscal Year 2023 budget for the Stormwater Resiliency Study.
- Supplies are \$247,750, or 4 percent of department expenditures and include office supplies, custodial supplies, snow removal supplies, leaf collection supplies, sign, park and garden maintenance supplies, and replacement trash and recycling containers. The increase over the projected Fiscal Year 2023 expenditure is \$36,300.
- Vehicle fuel expenditures are \$109,305, or 2 percent of department expenditures and include fuel used by Public Works and other departments, but not the Police Department, as those fuel charges are in the Police budget. The increase over the projected Fiscal Year 2023 expenditure is \$14,500.

Department Summaries

- Repair and maintenance expenditures are \$126,000 or 2 percent of department expenditures, and is an increase of \$6,000, or 5 percent, compared to the projected Fiscal Year 2023 amount.
- Services and charges are \$1,230,414, or 21% of department expenditures and include contractual expenses, such as engineering services, specialized building maintenance, contractual vehicle maintenance, disposal and recycling processing fees, tree maintenance, and tree planting. These expenditures were decreased by \$222,878 over Fiscal Year 2023 primarily due to decreases in grant and rebate funding in the Sustainability budget and not continuing the one-time expenditure for the Stormwater Resiliency Study.
- Utility fees are \$380,600, or 6 percent of department expenditures and include electricity, gas and water costs for all City facilities, as well as street lighting.

Administration

Division Purpose:

Oversee the operations of all departmental divisions. Serve as the main interface with residents. Provide coordination between the divisions and with other City departments.

Management Objectives:

- Oversee the operations of all Public Work's Divisions to ensure timely delivery of service, excellence in quality, and responsiveness to the needs of residents, other departments, and other agencies.
- Respond to resident requests for service via phone, email, and MY TKPK.
- Maintain Public Works-related information on the City website to ensure that it is up-to-date and informative.
- Schedule special services including mulch deliveries and bulk refuse collection.
- Provides trash carts and mosquito traps for purchase, and recycling and food waste containers at no charge.
- Report vehicle accidents and employee injuries to the related insurers and work with the Human Resources Department to provide specific workplace training programs.



Expenditure Tables

<i>Division Expenditures (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23-FY24</i>	<i>Change (%) Proj FY23-FY24</i>
<i>Administration</i>	457,948	537,002	507,663	533,795	26,132	5.15%
<i>Division Total</i>	457,948	537,002	507,663	533,795	26,132	5.15%

<i>Division Expenditures by TYPE (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23-FY24</i>	<i>Change (%) Proj FY23-FY24</i>
<i>Wages</i>	288,118	332,591	309,628	315,581	5,954	1.92%
<i>Fringe Benefits</i>	120,591	121,546	121,546	128,922	7,376	6.07%
<i>Overtime</i>	667	472	600	608	8	1.25%
<i>Employee Recognition</i>	5,100	-	-	3,500	3,500	-
<i>Personnel Subtotal</i>	414,476	454,610	431,774	448,611	16,837	3.90%
<i>Supplies</i>	6,249	5,000	5,000	6,000	1,000	20.00%
<i>Computer Expenditures</i>	2,922	-	1,072	2,500	1,428	133.15%
<i>Services and Charges</i>	7,892	38,668	32,604	42,124	9,520	29.20%
<i>Communication</i>	23,292	33,680	30,535	29,660	(875)	(2.86%)
<i>Office Expenditures</i>	1,481	800	800	800	-	0.00%
<i>Conferences, Training, & Dues</i>	1,636	3,544	5,175	3,100	(2,075)	(40.10%)
<i>Special Events & Programs</i>	-	700	703	1,000	297	42.25%
<i>Operating Exp Subtotal</i>	43,472	82,392	75,889	85,184	9,295	12.25%
<i>Division Total</i>	457,948	537,002	507,663	533,795	26,132	5.15%

Adjusted Fiscal Year 2023 to Projected Fiscal Year 2023:

- Division expenditures are expected to be \$29,339, or 5 percent lower than budgeted due mainly to lower than anticipated costs for wages, service and charges, and communication.

Fiscal Year 2024 Budget Highlights:

- Division expenditures are \$533,795, an increase of \$26,132, or 5 percent, compared to the projected amount for Fiscal Year 2023.
- Personnel costs are 84 percent of division expenditures.
- Personnel costs increase by \$16,837, or 4 percent, compared to the projected Fiscal Year 2023 amount and include employee recognition costs of \$3,500.
- Division FTEs remain unchanged.
- Operating expenditures increase by \$9,295, or 12 percent, compared to the projected Fiscal Year 2023 amount and include software, postage, copying and office equipment leases.



Building Maintenance

Division Purpose:

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

Management Objectives:

- Provide custodial services and maintenance of all City facilities.
- Identify cost-effective measures to reduce energy use, waste generation, and water use, and enhance the appearance and functioning of the facilities.
- Replace existing systems or equipment as required with Energy Star-rated or other equivalent certification to ensure new equipment meets the highest energy efficiency and sustainability criteria.
- Implement improvements to the facilities to enhance the functionality of employees' workspace and building users' experience.
- Special projects included in the Fiscal Year 2024 operating budget include removing the gas hot water tank at Heffner Park and replacing it with an electric unit and painting the exterior of the Mechanics Bay and Right of Way building at Public Works.
- Projects funded through the Facility Maintenance Reserve include the replacement of the front gate at the Public Works yard, the third-floor renovation of the IT and Cable office (includes funding from the Cable Grant and Facility Maintenance Reserve).

Expenditure Tables

<i>Division Expenditures (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23-FY24</i>	<i>Change (%) Proj FY23-FY24</i>
<i>Building Maintenance</i>	773,607	986,894	986,309	1,064,360	78,051	7.91%
<i>Division Total</i>	773,607	986,894	986,309	1,064,360	78,051	7.91%

<i>Division Expenditures by TYPE (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23-FY24</i>	<i>Change (%) Proj FY23-FY24</i>
<i>Wages</i>	177,154	350,789	325,790	340,852	15,062	4.62%
<i>Fringe Benefits</i>	87,214	147,807	141,011	172,098	31,087	22.05%
<i>Overtime</i>	6,126	9,272	6,000	7,460	1,460	24.33%
<i>Car and Clothing Allowances</i>	614	2,700	1,550	2,700	1,150	74.19%
<i>Night Differential</i>	2,894	3,120	3,120	3,120	-	0.00%
<i>Contractual Labor</i>	32,639	2,880	2,888	3,200	312	10.80%
<i>Employee Recognition</i>	12,400	-	-	-	-	-
<i>Personnel Subtotal</i>	319,040	516,568	480,359	529,430	49,071	10.22%
<i>Supplies</i>	23,034	36,850	31,250	37,350	6,100	19.52%
<i>Repairs and Maintenance</i>	8,907	35,000	25,000	30,000	5,000	20.00%
<i>Services and Charges</i>	177,487	177,208	158,500	172,980	14,480	9.14%
<i>Utilities</i>	244,988	219,268	290,700	293,400	2,700	0.93%
<i>Conferences, Training, & Dues</i>	150	2,000	500	1,200	700	140.00%
<i>Operating Exp Subtotal</i>	454,567	470,326	505,950	534,930	28,980	5.73%
<i>Division Total</i>	773,607	986,894	986,309	1,064,360	78,051	7.91%

Adjusted Fiscal Year 2023 to Projected Fiscal Year 2023:

- Division expenditures are expected to be \$585, or less than 1 percent lower than budget for Fiscal Year 2023.
- The projected personnel costs are lower than budget, due to a position vacancy. The projected operating expenditures are lower than budget for supplies, repairs and maintenance, and services and charges, offset by higher than budgeted utilities.

Fiscal Year 2024 Budget Highlights:

- Division expenditures are \$1,064,360, an increase of \$78,051, or 8 percent, compared to the projected Fiscal Year 2023 amount.
- Personnel costs are 50 percent of division expenditures and increase by \$49,071, or 10 percent, compared to the projected amount for Fiscal Year 2023 to reflect full staffing levels for Fiscal Year 2024.
- Division FTEs remain unchanged.
- Operating expenditures increase by \$28,980, or 6 percent, compared to the projected amount for Fiscal Year 2023, reflecting increases in supplies, repairs and maintenance, and services charges.
- The costs of utilities, the largest expenditure in this division, at \$293,400 include electricity charges of \$247,000, gas charges of \$29,700, and water charges of \$16,700.

Equipment Maintenance

Division Purpose:

Responsible for maintaining City-owned cars, vans, light trucks, heavy-duty trucks, other specialized motorized equipment (leaf vacuum machines, loader, skid steer, sweeper, and snow plows and spreaders), and maintaining the fueling station.

Management Objectives:

- Perform preventative maintenance on all vehicles, per the manufacturer recommendations – every 5,000 miles for synthetic oil. For low-mileage vehicles, preventative maintenance work is performed every three months.
- Provide service checks for Police vehicles on a weekly basis.
- Perform minor vehicle repairs within two days.
- The Division completes 80% of the vehicle repairs in-house; major repairs and warranty work is done through outside contractors.
- Perform all federal and state-required annual certifications and testing on the fuel pumps and underground storage tanks.
- Coordinate vehicle repair as a result of accidents through the City insurance provider.
- Develop and maintain the replacement schedule for vehicles; follow procurement procedures for the purchase of replacement vehicles, identify alternative fuel vehicle options for replacing gas-fueled vehicles.

Expenditure Tables

<i>Division Expenditures (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>Equipment Maintenance</i>	570,447	537,098	553,118	580,111	26,993	4.88%
<i>Division Total</i>	570,447	537,098	553,118	580,111	26,993	4.88%

<i>Division Expenditures by TYPE (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>Wages</i>	192,536	222,755	222,755	230,112	7,357	3.30%
<i>Fringe Benefits</i>	87,445	82,017	82,017	88,744	6,727	8.20%
<i>Car and Clothing Allowances</i>	1,238	1,350	1,350	1,350	-	0.00%
<i>Overtime</i>	16,535	10,496	10,496	7,500	(2,996)	(28.55%)
<i>Employee Recognition</i>	7,500	-	-	-	-	-
<i>Personnel Subtotal</i>	305,253	316,618	316,618	327,706	11,088	3.50%
<i>Supplies</i>	26,684	23,700	22,200	22,000	(200)	(0.90%)
<i>Vehicle Fuel</i>	94,379	77,900	94,800	109,305	14,505	15.30%
<i>Repairs and Maintenance</i>	122,152	95,000	95,000	96,000	1,000	1.05%
<i>Services and Charges</i>	21,142	22,440	24,100	23,500	(600)	(2.49%)
<i>Conferences, Training, Dues & Other</i>	837	1,440	400	1,600	1,200	300.00%
<i>Operating Exp Subtotal</i>	265,194	220,480	236,500	252,405	15,905	6.73%
<i>Division Total</i>	570,447	537,098	553,118	580,111	26,993	4.88%

Adjusted Fiscal Year 2023 to Projected Fiscal Year 2023:

- Division expenditures are expected to be \$16,020 or 3 percent higher than budget.
- Personnel costs are projected to match the budgeted amount.
- Operating expenditures are projected to be \$16,020 over budget. This is due to higher than anticipated fuel costs.

Fiscal Year 2024 Budget Highlights:

- Division expenditures are \$580,111, an increase of \$26,993, or 5 percent, more than the projected Fiscal Year 2023 amount.
- Personnel costs are 56 percent of division expenditures.
- Personnel costs increase by \$11,088, or 3.5 percent, compared to the projected Fiscal Year 2023 amount. This reflects higher wages and fringe benefits costs. However, the overtime budget for the division was reduced.
- Division FTEs remain unchanged.
- Operating expenditures increase by \$15,905, or 7 percent, compared to the projected Fiscal Year 2023 amount. The increase is mainly due to higher fuel costs.

Right-of-Way Maintenance

Division Purpose:

Responsible for park and playground maintenance, roadway maintenance and pothole repair, street sign maintenance, street cleaning, storm drain cleaning, leaf collection, roadway snow clearing, and storm debris removal.

Management Objectives:

- Clean public parks and playground areas once a week.
- Maintain roadway markings and crosswalks on City streets, repainting on an annual schedule, as needed.
- Provide winter storm response as needed to provide two cleared lanes on each primary street over a 12-hour period when snow accumulation is six inches or less, and one cleared lane over a 12-hour period when snow accumulation is 6 to 12 inches in depth.
- Perform vacuum leaf collection over a five-week period that provides a minimum of two collections on every street.
- Provide leaf mulch for use by City residents and others; coordinate delivery by fee once a week between March and October or until the supply is gone.
- Provide street sweeping at least twice a month from March through October, and when conditions allow, sweep streets after snow events to remove excess salt and sand.
- Provide set up and clean up assistance for City festivals and events.
- Maintain and repair street signs and poles, and add additional signage as approved.
- Maintain playground and park equipment in City parks.
- Maintain equipment in the right of way including benches.

Expenditure Tables

<i>Division Expenditures (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>Right-of-Way Maintenance</i>	948,668	1,005,175	910,745	973,073	62,328	6.84%
<i>Division Total</i>	948,668	1,005,175	910,745	973,073	62,328	6.84%

<i>Division Expenditures by TYPE (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>Wages</i>	404,672	455,050	410,467	462,896	52,429	12.77%
<i>Fringe Benefits</i>	200,737	196,205	188,348	206,787	18,439	9.79%
<i>Overtime</i>	37,435	43,420	32,000	36,000	4,000	12.50%
<i>Car and Clothing Allowances</i>	3,150	3,150	3,150	3,150	-	0.00%
<i>Contractual Labor</i>	20,987	36,480	36,480	12,800	(23,680)	(64.91%)
<i>Employee Recognition</i>	45,500	1,500	1,000	2,000	1,000	100.00%
<i>Personnel Subtotal</i>	712,481	735,805	671,445	723,633	52,188	7.77%
<i>Supplies</i>	119,240	146,330	112,000	125,000	13,000	11.61%
<i>Services and Charges</i>	38,833	39,040	45,800	37,440	(8,360)	(18.25%)
<i>Utilities</i>	78,033	81,500	81,500	80,200	(1,300)	(1.60%)
<i>Computer Expenditures</i>	-	-	-	5,600	5,600	-
<i>Conferences, Training, Dues & Other</i>	82	2,500	-	1,200	1,200	-
<i>Operating Exp Subtotal</i>	236,187	269,370	239,300	249,440	10,140	4.24%
<i>Division Total</i>	948,668	1,005,175	910,745	973,073	62,328	6.84%

Adjusted Fiscal Year 2023 to Projected Fiscal Year 2023:

- Division expenditures are expected to be \$94,430, or 9 percent less than budget.
- Personnel expenses are projected to be \$64,360, or 9 percent lower than budget due to a partial-year vacancy in a full-time position and fewer seasonal staff hired as well as reduced overtime expenditures related to reduced need for winter weather response.
- Operating expenditures are expected to be \$30,070, or 11 percent lower than budget. The reduction is attributable to lower supply costs (primarily snow treatment supplies).

Fiscal Year 2024 Budget Highlights:

- Division expenditures are \$973,073, an increase of \$62,328, or 7 percent, compared to the projected Fiscal Year 2023 amount.
- Personnel costs are 74 percent of division expenditures and increase by \$52,188, or 8 percent, compared to the projected amount for Fiscal Year 2023. This increase is based on a full roster of staff. The contractual labor budget decreases by \$23,680.
- Division FTEs decrease by 0.14 due to less seasonal staff hours.
- Operating expenditures are 26 percent of division expenditures and increase by \$10,140, or 4 percent, compared to the projected amount for Fiscal Year 2023. The increase is due mainly to supply costs based on a return to the average use of snow treatment supplies and the replacement of four aging computers in the division.

Solid Waste Management

Division Purpose

Responsible for the curbside collection of residential trash, recyclables, food waste, and yard waste on a weekly basis, and bulk pick-up upon request by fee. Division staff collects from public receptacles throughout the City on a frequency as needed. Division staff may also assist with winter storm response.

Additional Services:

- Provide at-the-house collection services for elderly residents or those with physical limitations.
- Provide replacement recycling containers and food waste containers at no cost to all households that receive City collection services.
- Provide a drop-off for additional recyclable items including electronics and computers, CFL light bulbs, motor oil and antifreeze and household batteries.
- Hold an annual Household Hazardous Waste Drop-Off Day.
- The Department offers 64 and 96-gallon wheeled trash carts for purchase.

Expenditure Tables

<i>Division Expenditures (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>Solid Waste Management</i>	<i>1,310,282</i>	<i>1,253,616</i>	<i>1,222,795</i>	<i>1,278,228</i>	<i>55,433</i>	<i>4.53%</i>
<i>Division Total</i>	<i>1,310,282</i>	<i>1,253,616</i>	<i>1,222,795</i>	<i>1,278,228</i>	<i>55,433</i>	<i>4.53%</i>

<i>Division Expenditures by TYPE (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>Wages</i>	<i>455,696</i>	<i>552,036</i>	<i>552,036</i>	<i>550,257</i>	<i>(1,778)</i>	<i>(0.32%)</i>
<i>Car and Clothing Allowances</i>	<i>3,242</i>	<i>4,500</i>	<i>4,500</i>	<i>4,500</i>	<i>-</i>	<i>0.00%</i>
<i>Fringe Benefits</i>	<i>197,426</i>	<i>223,627</i>	<i>223,627</i>	<i>251,070</i>	<i>27,444</i>	<i>12.27%</i>
<i>Overtime</i>	<i>35,866</i>	<i>33,495</i>	<i>33,495</i>	<i>38,000</i>	<i>4,505</i>	<i>13.45%</i>
<i>Contractual Labor</i>	<i>139,390</i>	<i>11,400</i>	<i>40,000</i>	<i>12,000</i>	<i>(28,000)</i>	<i>(70.00%)</i>
<i>Employee Recognition</i>	<i>25,000</i>	<i>2,000</i>	<i>2,000</i>	<i>500</i>	<i>(1,500)</i>	<i>(75.00%)</i>
<i>Personnel Subtotal</i>	<i>856,620</i>	<i>827,057</i>	<i>855,657</i>	<i>856,328</i>	<i>671</i>	<i>0.08%</i>
<i>Supplies</i>	<i>26,008</i>	<i>14,250</i>	<i>9,000</i>	<i>28,900</i>	<i>19,900</i>	<i>221.11%</i>
<i>Services and Charges</i>	<i>427,654</i>	<i>411,309</i>	<i>358,138</i>	<i>392,000</i>	<i>33,862</i>	<i>9.46%</i>
<i>Conferences, Training, & Dues</i>	<i>-</i>	<i>1,000</i>	<i>-</i>	<i>1,000</i>	<i>1,000</i>	<i>-</i>
<i>Operating Exp Subtotal</i>	<i>453,662</i>	<i>426,559</i>	<i>367,138</i>	<i>421,900</i>	<i>54,762</i>	<i>14.92%</i>
<i>Division Total</i>	<i>1,310,282</i>	<i>1,253,616</i>	<i>1,222,795</i>	<i>1,278,228</i>	<i>55,433</i>	<i>4.53%</i>

Adjusted Fiscal Year 2023 to Projected Fiscal Year 2023:

- Division expenditures are expected to be \$30,821, or 2 percent lower than budget.
- Personnel costs are projected to be \$28,600 higher than budget due to an increase in the use of contractual labor.
- Operating expenditures are projected to be \$59,411 lower than budgeted due to lower-than-expected supply expenditures and reduced disposal costs for recycling and refuse.

Fiscal Year 2024 Budget Highlights:

- Division expenditures are \$1,278,228, an increase of \$55,433, or 4.5 percent, compared to the projected amount for Fiscal Year 2023.
- Personnel costs increase by \$671, or less than 1 percent, compared to the projected Fiscal Year 2023 amount. The budget assumes an increase in fringe benefits costs and a reduction in contractual labor costs.
- FTEs remain unchanged.
- Operating budget expenditures increase by \$54,762, or 15 percent, compared to the projected amount for Fiscal Year 2023. The increased costs result from higher fees for recycling processing and refuse disposal.
- The breakdown of Solid Waste Division expenditures by functional area is:

○ Trash	\$682,476 (53 percent)	3,200 ton (60.4 percent of weight)
○ Recycling	\$294,347 (23 percent)	1,400 ton (26.4 percent of weight)
○ Food Waste	\$111,740 (9 percent)	300 ton (5.7 percent of weight)
○ Yard Waste*	\$189,666 (15 percent)	400 ton (7.5 percent of weight)

* The weight of yard waste does not represent all yard waste collected. It represents the portion taken to the Montgomery County composting facility and does not include materials processed at Public Works.

Sustainability

Division Purpose:

Oversees the City's Sustainability Program including implementing the priority strategies and concepts in the "2020 Climate Emergency Response Resolution" and working with residents and commercial property owners to improve building energy efficiency and convert to the use of clean, green power.

Management Objectives

- Oversee the public outreach and implementation of Climate Action initiatives.
- Coordinate with the Montgomery County Office of Energy & Sustainability to pilot programs and initiatives included in the Climate Action Plan for reducing greenhouse gas emissions and promoting green power sources.
- Develop implementation plans for the priority strategies and concepts in the "2020 Climate Emergency Response Resolution".
- Maintain the City's status as Sustainable Maryland Certified.
- Complete annual reporting to the Carbon Disclosure Project as required by the Global Conference of Mayors.
- Develop programs to assist low-income residents, businesses, and multi-family properties with energy efficiency improvements.
- Identify new programs to improve sustainability, reduce energy use, and build resiliency.

Expenditure Tables

<i>Division Expenditures (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>Sustainability</i>	358,975	665,962	389,101	352,572	(36,529)	(9.39%)
<i>Division Total</i>	358,975	665,962	389,101	352,572	(36,529)	(9.39%)

<i>Division Expenditures by TYPE (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>Wages</i>	117,532	149,292	60,952	113,567	52,615	86.32%
<i>Fringe Benefits</i>	52,577	53,195	40,279	55,530	15,251	37.86%
<i>Employee Recognition</i>	5,050	-	-	-	-	-
<i>Personnel Subtotal</i>	175,159	202,487	101,231	169,097	67,866	67.04%
<i>Services and Charges</i>	180,157	455,000	286,000	180,000	(106,000)	(37.06%)
<i>Conferences, Training, & Dues</i>	1,700	3,475	1,870	3,475	1,605	85.83%
<i>Special Events & Programs</i>	1,960	5,000	-	-	-	-
<i>Operating Exp Subtotal</i>	183,817	463,475	287,870	183,475	(104,395)	(36.26%)
<i>Division Total</i>	358,975	665,962	389,101	352,572	(36,529)	(9.39%)

Adjusted Fiscal Year 2023 to Projected Fiscal Year 2023:

- Division expenditures are expected to be \$276,860, or 42 percent lower than budget.
- Personnel expenditures are projected to be \$101,255 lower than budget due to a staff vacancy.
- Operating expenditures are expected to be \$175,605 lower than budget. The initial operating budget of \$78,475 was increased by \$385,000 through a budget amendment which included previously awarded but unspent grants to property owners to implement energy efficiency projects in Fiscal Year 2022. While many of those projects were completed, others have not been, resulting in lower expenditures. Additionally, the benchmarking study included in the budget was not initiated due to staff vacancy.

Fiscal Year 2024 Budget Highlights:

- Division expenditures are \$352,572, a decrease of \$36,529, or 9 percent, compared to the projected Fiscal Year 2023 amount.
- Personnel costs are 48 percent of division expenditures, an increase of \$67,866, or 67 percent, compared to the projected Fiscal Year 2023 amount. The increase assumes the hiring of a Sustainability Manager, a position vacant since October 2022.
- Division FTEs remain unchanged; however, the full-time intern position was eliminated as a budget reduction measure.
- Operating expenditures are \$183,475, a decrease of \$104,395, or 36 percent, compared to the projected Fiscal Year 2023 amount and include proposed grant funding of \$160,000 to be allocated among single-family, multi-family, commercial, and low and moderate property owners as well as \$20,000 for an outreach program.



Vegetation Maintenance

Division Purpose:

Maintain the City's public gardens, planted streetscapes, and stormwater bioretention facilities to add to the beauty and enhanced environment for Takoma Park's neighborhoods. Maintain the grass and turf areas on all publicly owned spaces.

Management Objectives:

- Provide maintenance of public spaces and Rights of Way as needed, including plant care, mowing, invasive plant management, and litter pick up.
- Perform garden and turf management using the principles of Integrated Pest Management and Ecological Horticulture.
- Renovate City gardens and landscape areas, as needed.
- Maintain existing garden and landscaped areas, including those related to stormwater treatment.
- Provide mowing services of all turf on City-owned spaces from spring through fall.
- Provide snow and ice removal on sidewalks along City-owned facilities and parks after winter storm events.
- Coordinate volunteer opportunities for community members to assist in invasive plant removal, new planting, and open space vegetation management.

Expenditure Tables

<i>Division Expenditures (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>Gardens</i>	411,058	489,006	464,200	482,920	18,720	4.03%
<i>Division Total</i>	411,058	489,006	464,200	482,920	18,720	4.03%

<i>Division Expenditures by TYPE (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>Wages</i>	226,518	285,915	259,915	291,249	31,334	12.06%
<i>Fringe Benefits</i>	92,065	111,185	111,185	99,231	(11,954)	(10.75%)
<i>Overtime</i>	12,329	10,126	6,000	10,620	4,620	77.00%
<i>Car and Clothing Allowances</i>	1,575	1,800	1,800	1,800	-	0.00%
<i>Contractual Labor</i>	35,419	-	11,000	-	(11,000)	(100.00%)
<i>Employee Recognition</i>	13,000	-	-	-	-	-
<i>Personnel Subtotal</i>	380,905	409,026	389,900	402,900	13,000	3.33%
<i>Supplies</i>	25,394	33,450	30,500	26,500	(4,000)	(13.11%)
<i>Services and Charges</i>	1,676	36,400	36,400	44,370	7,970	21.90%
<i>Utilities</i>	1,058	7,200	6,800	7,000	200	2.94%
<i>Conferences, Training, & Dues</i>	2,025	2,930	600	2,150	1,550	258.33%
<i>Operating Exp Subtotal</i>	30,153	79,980	74,300	80,020	5,720	7.70%
<i>Division Total</i>	411,058	489,006	464,200	482,920	18,720	4.03%

Adjusted Fiscal Year 2023 to Projected Fiscal Year 2023:

- Division expenditures are expected to be \$24,806, or 5 percent lower than budget.
- Personnel costs are projected to be \$19,126 or 5 percent lower than budget due to staff vacancies. Higher than anticipated contractual labor costs are included in the personnel costs.
- Operating expenditures are expected to be \$5,680, or 7 percent lower than budget due to reduced expenditures for supplies and training.

Fiscal Year 2024 Budget Highlights:

- Division expenditures are \$482,920, an increase of \$18,700, or 4 percent, compared to the projected Fiscal Year 2023 amount.
- Personnel costs are \$402,900 representing 83 percent of division expenditures and increase by \$13,000, or 3 percent, compared to the projected Fiscal Year 2023 amount. This includes increases in wages assuming full staffing levels and a reduction in contractual labor costs.
- Division FTEs increase by 0.19 compared to Fiscal Year 2023 due to an increase in seasonal labor from 48 weeks to 58 weeks. This will provide 30 weeks of mowing assistance and 28 weeks of garden maintenance assistance. Permanent staffing includes a supervisor and three maintenance technicians, supplemented by seasonal staffing.
- Operating expenditures are \$80,020 representing 17 percent of division expenditures and increase by \$5,720, or 8 percent, compared to the projected Fiscal Year 2023 amount. This includes a reduction in supply costs and an increase in cost for contractual maintenance.

Urban Forest

Division Purpose:

Manage the City's urban forest and enforce Takoma Park's Tree Ordinance. The division is overseen by a licensed arborist.

Management Initiatives:

- Promote tree planting on private property through the Tree Takoma program, which has a goal of planting 300 trees annually on private property at no cost to the property owner and facilitated by site visit consultation by Casey Trees.
- Implement programming, as funding is available, to increase tree canopy in areas of the City with less tree cover.
- Plant native trees in the City Right of Way based on annual budget allocation and provide guidance to residents in selecting native trees.
- Work with utility companies to manage and protect trees impacted by required maintenance or service replacements.
- Oversee compliance with the City's tree removal and tree protection laws.

Expenditure Tables

<i>Division Expenditures (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>Urban Forest</i>	350,293	376,364	333,489	341,950	8,462	2.54%
<i>Division Total</i>	350,293	376,364	333,489	341,950	8,462	2.54%

<i>Division Expenditures by TYPE (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>Wages</i>	85,291	103,985	103,969	88,030	(15,939)	(15.33%)
<i>Fringe Benefits</i>	27,041	26,051	26,051	27,170	1,119	4.30%
<i>Overtime</i>	1,188	2,104	2,104	2,000	(104)	(4.94%)
<i>Car and Clothing Allowances</i>	450	450	450	450	-	-
<i>Employee Recognition</i>	2,500	-	-	-	-	-
<i>Personnel Subtotal</i>	116,470	132,590	132,574	117,650	(14,923)	(11.26%)
<i>Supplies</i>	2,522	2,500	1,500	2,000	500	33.33%
<i>Services and Charges</i>	231,021	239,494	198,000	220,500	22,500	11.36%
<i>Conferences, Training, & Dues</i>	280	1,780	1,415	1,800	385	27.21%
<i>Operating Exp Subtotal</i>	233,823	243,774	200,915	224,300	23,385	11.64%
<i>Division Total</i>	350,293	376,364	333,489	341,950	8,462	2.54%

Adjusted Fiscal Year 2023 to Projected Fiscal Year 2023:

- Division expenditures are expected to be \$42,875, or 11 percent lower than budget due to lower than anticipated spending for tree removal in the public right of way.

Fiscal Year 2024 Budget Highlights:

- Division expenditures are \$341,950, an increase of \$8,462, or 3 percent, compared to the projected Fiscal Year 2023 amount.
- Personnel costs are \$117,650 representing 34 percent of division expenditures, a decrease of \$14,923 or 11 percent, compared to the projected Fiscal Year 2023 amount.
- Division FTEs remain unchanged. However, the intern position was eliminated as a cost-reduction measure.
- Operating expenditures are \$224,300, representing 66 percent of division expenditures, an increase of \$23,385 or 12 percent compared to the projected amount for Fiscal Year 2023.
- Contractual services are 98 percent of operating expenditures and include \$100,000 for public space tree removal and maintenance, \$97,500 for tree planting on private property through the Tree Takoma program (an increase from \$73,000 in Fiscal Year 2023), and \$23,000 for tree planting in the right of way.

City Engineer

Division Purpose:

Manage and direct all street restoration, traffic calming, and sidewalk improvement programs. Provide engineering support to other City departments.

Management Objectives:

- Manage the processing of permit applications for driveway aprons, dumpster permits, and work in the Right-of-Way.
- Implement sidewalk improvement program, including repairs for accessibility, as well as new sidewalk design and construction.
- Implement traffic calming measures as approved by Council.
- Permit and review the work in the Right of Way performed by utilities and other contractors to ensure that the area is restored appropriately.
- Provide civil engineering support to other City departments as necessary.

Expenditure Tables

	<i>Actual</i>	<i>Adjusted</i>	<i>Projected</i>	<i>Proposed</i>	<i>Change (\$)</i>	<i>Change (%)</i>
<i>Division Expenditures (\$)</i>	<i>FY22</i>	<i>FY23</i>	<i>FY23</i>	<i>FY24</i>	<i>Proj FY23-FY24</i>	<i>Proj FY23-FY24</i>
<i>City Engineer</i>	238,320	494,075	469,142	297,361	(171,781)	(36.62%)
<i>Division Total</i>	238,320	494,075	469,142	297,361	(171,781)	(36.62%)

<i>Division Expenditures by TYPE (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23-FY24</i>	<i>Change (%) Proj FY23-FY24</i>
<i>Wages</i>	120,589	129,864	103,927	124,699	20,773	19.99%
<i>Fringe Benefits</i>	42,988	51,211	51,211	53,711	2,501	4.88%
<i>Car & Clothing Allowance</i>	338	-	-	450	450	-
<i>Employee Recognition</i>	6,525	-	-	-	-	-
<i>Personnel Subtotal</i>	170,440	181,075	155,137	178,861	23,724	15.29%
<i>Services and Charges</i>	67,479	312,500	313,750	117,500	(196,250)	(62.55%)
<i>Conferences, Training, & Dues</i>	401	500	255	1,000	745	292.16%
<i>Operating Exp Subtotal</i>	67,880	313,000	314,005	118,500	(195,505)	(62.26%)
<i>Division Total</i>	238,320	494,075	469,142	297,361	(171,781)	(36.62%)

Adjusted Fiscal Year 2023 to Projected Fiscal Year 2023:

- Division expenditures are expected to be \$24,933, or 5 percent, lower than budget due mainly to lower than anticipated spending on personnel costs.

Fiscal Year 2024 Budget Highlights:

- Division expenditures are \$297,361, a decrease of \$171,781 or 36 percent, compared to the projected amount for Fiscal Year 2023 due to the exclusion of funding for the Stormwater Resiliency Study which will not be repeated for Fiscal Year 2024.
- Division FTEs remain unchanged.
- Personnel costs are to 60 percent of the division budget.
- Operating expenditures are \$118,500 and include funding for engineering support services, software, and minor repair work on sidewalks, roadways, and bridges.

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Recreation



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Department Summary

The Recreation Department enhances the quality of life in Takoma Park by developing and providing creative, diversified, and safe programs and services that attract participants of all ages, and delivering those services and programs in an effective and efficient manner. Staff work 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 eight divisions. They are **Administration, Takoma Park Recreation Center, Community Programs, Athletic Fields/Facilities, Camps, Before and After-School Programs, Youth Outreach, and Community Center.**



Personnel Schedule

Personnel Staffing	Actual FY22	Adjusted FY23	Proposed FY24	Change Adj. FY23- FY24
Recreation Administration 4100				
Director of Recreation	1.00	1.00	1.00	-
Assistant Director of Recreation	1.00	1.00	1.00	-
Administrative Assistant	1.00	1.00	1.00	-
Administrative Assistant	0.50	1.00	1.00	-
Total Recreation Administration FTE	3.50	4.00	4.00	-
FTEs with benefits	3.50	4.00	4.00	-
FTEs without benefits	-	-	-	-
Total Recreation Administration FTE	3.50	4.00	4.00	-
Youth Outreach 4200				
Recreation Supervisor I	1.00	1.00	1.00	-
Youth Success Coordinator	1.00	-	-	-
Summer Youth Seasonal Staff (and other PT rec staff)	1.11	1.68	1.43	(0.25)
Total Youth Outreach FTE	3.11	2.68	2.43	(0.25)
FTEs with benefits	2.00	1.00	1.00	-
FTEs without benefits	1.11	1.68	1.43	(0.25)
Total Youth Outreach FTE	3.11	2.68	2.43	(0.25)
Recreation Center 4300				
Recreation Supervisor I	1.00	1.00	1.00	-
Part-time staff	1.91	3.27	2.56	(0.71)
Total Recreation FTE	2.91	4.27	3.56	(0.71)
FTEs with benefits	1.00	1.00	1.00	-
FTEs without benefits	1.91	3.27	2.56	(0.71)
Total Recreation FTE	2.91	4.27	3.56	(0.71)
Community Programs 4400				
Recreation Program Manager II	1.00	1.00	1.00	-
Recreation Specialist	0.50	0.50	-	(0.50)
Seasonal Staff	0.78	1.26	0.95	(0.31)
Total Community Programs FTE	2.28	2.76	1.95	(0.81)
FTEs with benefits	1.50	1.50	1.00	(0.50)
FTEs without benefits	0.78	1.26	0.95	(0.31)
Total Community Programs FTE	2.28	2.76	1.95	(0.81)

Department Summaries

Personnel Staffing	Actual FY22	Adjusted FY23	Proposed FY24	Change Adj. FY23- FY24
Camps 4600				
Recreation Supervisor I	0.50	0.50	0.50	-
Seasonal Staff	1.22	0.87	1.24	0.37
Total Camps FTE	1.72	1.37	1.74	0.37
FTEs with benefits	0.50	0.50	0.50	-
FTEs without benefits	1.22	0.87	1.24	0.37
Total Camps FTE	1.72	1.37	1.74	0.37
Before and After School Program 4700				
Recreation Supervisor I	0.50	0.50	0.50	-
Part-time staff	2.03	1.92	1.66	(0.26)
Total Before and After School Program FTE	2.53	2.42	2.16	(0.26)
FTEs with benefits	0.50	0.50	0.50	-
FTEs without benefits	2.03	1.92	1.66	(0.26)
Total Before and After School Program FTE	2.53	2.42	2.16	(0.26)
Community Center 4800				
Recreation Program Manager I	1.00	1.00	1.00	-
Recreation Coordinator II	1.00	1.00	1.00	-
Part-time staff	1.93	1.20	2.47	1.27
Total Community Center FTE	3.93	3.20	4.47	1.27
FTEs with benefits	2.00	2.00	2.00	-
FTEs without benefits	1.93	1.20	2.47	1.27
Total Community Center FTE	3.93	3.20	4.47	1.27
Total Recreation Department FTE	19.98	20.70	20.31	(0.39)

Sources of Revenue and Expenditure Tables

<i>Source of Funds (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>Takoma/Langley Recreation Agreement</i>	85,020	85,020	85,020	85,020	-	0.00%
<i>Program/Service Charges</i>	254,725	479,500	595,388	444,500	(150,888)	(25.34%)
<i>Subtotal</i>	339,745	564,520	680,408	529,520	(150,888)	(22.18%)
<i>General Fund</i>	1,536,681	1,521,861	1,344,996	1,629,500	284,503	21.15%
<i>Department Total</i>	1,876,426	2,086,381	2,025,404	2,159,020	133,615	6.60%

<i>Dept. Expenditures by DIVISION (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>Administration</i>	584,808	605,671	605,054	627,887	22,833	3.77%
<i>Outreach</i>	196,558	219,457	225,457	194,758	(30,698)	(13.62%)
<i>Takoma Park Recreation Center</i>	217,799	216,524	217,499	258,868	41,368	19.02%
<i>Community Programs</i>	174,338	272,909	239,320	240,377	1,057	0.44%
<i>Athletic Fields and Facilities</i>	71,797	91,700	91,700	91,700	-	0.00%
<i>Camps</i>	100,463	133,018	159,727	145,291	(14,436)	(9.04%)
<i>Before and After School Programs</i>	126,732	125,587	129,087	138,256	9,169	7.10%
<i>Community Center</i>	403,931	421,515	357,561	461,883	104,322	29.18%
<i>Department Total</i>	1,876,426	2,086,381	2,025,404	2,159,020	133,615	6.60%

Department Summaries

<i>Dept. Expenditures by TYPE (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>Wages</i>	1,096,741	1,201,542	1,174,890	1,240,350	65,460	5.57%
<i>Fringe Benefits</i>	338,192	334,098	311,944	360,291	48,347	15.50%
<i>Overtime</i>	4,081	6,600	4,900	5,624	724	14.77%
<i>Employee Recognition</i>	88,479	1,500	1,571	1,000	(571)	(36.36%)
<i>Personnel Subtotal</i>	1,527,492	1,543,740	1,493,305	1,607,265	113,959	7.63%
<i>Supplies</i>	28,971	38,650	35,650	45,350	9,700	27.21%
<i>Computer Expenditures</i>	3,830	4,400	4,400	1,400	(3,000)	(68.18%)
<i>Services and Charges</i>	205,249	334,806	319,081	334,580	15,499	4.86%
<i>Communications</i>	7,152	9,510	9,510	10,500	990	10.41%
<i>Office Expenditures</i>	5,033	1,000	3,138	1,000	(2,138)	(68.13%)
<i>Conferences, Training, & Dues</i>	15,128	15,350	15,395	13,450	(1,945)	(12.63%)
<i>Special Events & Programs</i>	83,570	138,925	144,925	145,475	550	0.38%
<i>Operating Exp Subtotal</i>	348,934	542,641	532,099	551,755	19,656	3.69%
<i>Department Total</i>	1,876,426	2,086,381	2,025,404	2,159,020	133,615	6.60%

Adjusted Fiscal Year 2023 to Projected Fiscal Year 2023:

Department expenditures are expected to be \$60,976, or 3 percent less than budget.

The decrease is due to lapse salary for the Recreation Specialist and Recreation Manager II.

Program revenues are expected to be \$115,888, or 24 percent, more than budget due to higher registrations for programs than anticipated.

Fiscal Year 2024 Budget Highlights:

Department expenditures increase by \$133,615, or 7 percent, compared to the projected expenditures for Fiscal Year 2023 mainly due to personnel costs.

Department FTEs decrease by 0.39 due to the elimination of the Recreation Specialist part-time position.

Personnel costs are 74 percent of department expenditures.

Services and charges are 15 percent of department expenditures and include contractual costs for field maintenance (\$53,500), contractual program instruction (\$82,900), and rental of school facilities (\$34,000).

Program revenues decrease by \$150,888, or 25 percent, due to the expected lack of programming space for Camps and Aftercare as the Library and Community Center are being redeveloped.

Administration

Division Purpose:

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

Management Objectives:

- Continue to provide diversity training and implement procedures that present the City as a welcoming environment for all.
- Develop partnerships to enhance service delivery to the residents of Takoma Park. Establish new partnerships to utilize the many talents of Takoma Park residents and organizations.
- Continue to expand marketing materials (for select programs) in Spanish, Amharic and French in order to increase participation.
- Ensure all career staff receive training and professional development through the National Recreation and Parks Association and/or the Maryland Recreation and Parks Association.
- Continue to partner with local organizations to provide leisure opportunities to people with differing abilities.
- Develop processes and procedures to ensure staff and participant safety and protection during recreation in-person programs.
- Continue promotion of the department's scholarship program to allow more residents an opportunity to receive services.

Expenditure Tables

<i>Division Expenditures (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>Administration</i>	584,808	605,671	605,054	627,887	22,833	3.77%
<i>Division Total</i>	584,808	605,671	605,054	627,887	22,833	3.77%

<i>Division Expenditures by TYPE (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>Wages</i>	351,525	379,209	379,209	385,941	6,732	1.78%
<i>Fringe Benefits</i>	135,880	126,686	126,686	145,006	18,320	14.46%
<i>Overtime</i>	592	600	600	600	-	0.00%
<i>Employee Recognition</i>	13,000	-	-	-	-	-
<i>Personnel Subtotal</i>	500,996	506,495	506,495	531,547	25,052	4.95%
<i>Supplies</i>	5,113	4,300	4,300	4,300	-	0.00%
<i>Computer Expenditures</i>	3,830	3,400	3,400	1,400	(2,000)	(58.82%)
<i>Services and Charges</i>	50,437	69,066	66,266	68,790	2,524	3.81%
<i>Communications</i>	7,152	8,760	8,760	9,700	940	10.73%
<i>Office Expenditures</i>	2,544	1,000	3,138	1,000	(2,138)	(68.13%)
<i>Conferences, Training, & Dues</i>	14,736	12,650	12,695	11,150	(1,545)	(12.17%)
<i>Operating Exp Subtotal</i>	83,812	99,176	98,559	96,340	(2,219)	(2.25%)
<i>Division Total</i>	584,808	605,671	605,054	627,887	22,833	3.77%

Adjusted Fiscal Year 2023 to Projected Fiscal Year 2023:

Division expenditures are expected to be \$617, or less than 1 percent lower than budget.

Fiscal Year 2024 Budget Highlights:

Division expenditures increase by \$22,833, or 4 percent compared to the projected amount for Fiscal Year 2023.

Personnel costs are 85 percent of division expenditures.

Department FTEs remain unchanged.

Services and charges (\$68,790) are 11 percent of division expenditures and include expenses for telephone service, postage, advertising, and printing of the program brochure. Transaction costs for online registrations are the largest expense item in this category (\$36,000).

Youth Outreach

Division Purpose:

Provide a variety of activities/programs, trips and special events, held primarily offsite, for youth, teens and young adults.

Management Objectives:

- Continue to welcome teens into the Teen Lounge for both personal and professional development opportunities, as well as providing a safe environment for out-of-school time.
- Establish Teen Lounge membership procedures to track daily attendance and increase participant safety.
- Partner with local agencies and stakeholders to enhance interest-based activities to foster teen leadership.
- Increase the number of developmental trips and class opportunities for teens that include life skills and financial literacy development opportunities.
- Continue to provide meaningful service learning opportunities for teens. Partner with local organizations to enhance offerings and opportunities.
- Continue to provide skill-building Spring Break Camp(s) for teens that will increase personal development, job readiness and college and career opportunities.
- Work with local businesses and other City departments to increase the number of partners for the Summer Youth Employment program.
- Re-establish the Esports program as a youth development initiative.

Expenditure Tables

<i>Division Expenditures (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>Outreach</i>	196,558	219,457	225,457	194,758	(30,698)	(13.62%)
<i>Division Total</i>	196,558	219,457	225,457	194,758	(30,698)	(13.62%)

<i>Division Expenditures by TYPE (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>Wages</i>	118,437	137,752	137,752	114,656	(23,096)	(16.77%)
<i>Fringe Benefits</i>	41,618	34,454	34,454	25,352	(9,102)	(26.42%)
<i>Overtime</i>	-	700	700	700	-	0.00%
<i>Employee Recognition</i>	5,050	-	-	-	-	-
<i>Personnel Subtotal</i>	165,104	172,907	172,907	140,708	(32,198)	(18.62%)
<i>Supplies</i>	4,333	7,000	7,000	7,000	-	0.00%
<i>Services and Charges</i>	5,804	7,600	7,600	7,600	-	0.00%
<i>Office Expenditures</i>	449	-	-	-	-	-
<i>Special Events & Programs</i>	20,867	31,950	37,950	39,450	1,500	3.95%
<i>Operating Exp Subtotal</i>	31,453	46,550	52,550	54,050	1,500	2.85%
<i>Division Total</i>	196,558	219,457	225,457	194,758	(30,698)	(13.62%)

Adjusted Fiscal Year 2023 to Projected Fiscal Year 2023:

Division expenditures are expected to be \$6,000, or 3 percent more than budget due to more than anticipated spending on the Youth Success program.

Fiscal Year 2024 Budget Highlights:

Division expenditures decrease by \$30,698 or 14 percent, compared to the projected expenditures for Fiscal Year 2023 primarily because of a reduction in wages.

Personnel costs are 72 percent of division expenditures.

FTEs decrease by 0.25 due to a reduction in the Summer Youth program and other seasonal staff.

Services and charges are 4 percent of the division expenditures.

Special events and programs (\$39,450) are 20 percent of division expenditures and include the Youth Success program, sports, classes, trips, Teen program and other special events.

Takoma Park Recreation Center

Division Purpose:

The City assumed ownership of the Takoma Park Recreation Center located on New Hampshire Avenue in Fiscal Year 2020. The City receives an operating payment from the County (\$85,020) that covers only about 32.8 percent of the expenses not covered by user fees. Takoma Park taxpayers subsidize the County payment at a cost of about \$173,848.

Management Objectives:

- Work with the Recreation Committee, Friends of the Takoma Park Recreation Center and community members to market and participate in the City's Community Engagement process to redevelop the Recreation Center.
- Initiate programs and partnerships to enhance class offerings for teens and young adults that advance the Youth Success initiative.
- Establish new Saturday classes/programs/workshops for various age groups.
- Develop a one-week Futsal summer camp for ages 5-12.
- Increase fitness room memberships for seniors, adults, teens and youth.
- Successfully pass the Maryland State Department of Education inspection for summer camps.

Expenditure Tables

<i>Division Expenditures (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>Takoma Park Recreation Center</i>	217,799	216,524	217,499	258,868	41,368	19.02%
<i>Division Total</i>	217,799	216,524	217,499	258,868	41,368	19.02%

<i>Division Expenditures by TYPE (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>Wages</i>	142,048	141,778	141,778	170,181	28,403	20.03%
<i>Fringe Benefits</i>	32,063	28,246	28,246	36,137	7,891	27.94%
<i>Overtime</i>	568	800	800	800	-	0.00%
<i>Employee Recognition</i>	20,000	-	-	-	-	-
<i>Personnel Subtotal</i>	194,679	170,824	170,824	207,118	36,293	21.25%
<i>Supplies</i>	7,871	8,000	8,000	14,500	6,500	81.25%
<i>Services and Charges</i>	10,522	25,800	26,775	27,250	475	1.77%
<i>Communications</i>	-	750	750	800	50	6.67%
<i>Office Expenditures</i>	78	-	-	-	-	-
<i>Special Events & Programs</i>	4,649	11,150	11,150	9,200	(1,950)	(17.49%)
<i>Operating Exp Subtotal</i>	23,120	45,700	46,675	51,750	5,075	10.87%
<i>Division Total</i>	217,799	216,524	217,499	258,868	41,368	19.02%

Adjusted Fiscal Year 2023 to Projected Fiscal Year 2023:

Division expenditures are expected to be \$975, or less than 1 percent higher than budget.

Fiscal Year 2024 Budget Highlights:

Division expenditures increase by \$41,368 or 19 percent compared to the projected expenditures for Fiscal Year 2023 primarily due to an increase in personnel costs of \$36,293.

Personnel costs are 80 percent of division expenditures.

Division FTEs decrease by 0.71 due to an overstatement of part time hours for Fiscal Year 2023 that is being corrected for Fiscal Year 2024.

Services and charges are 10.5 percent of division expenditures and include the cost of contractual program instructors (\$20,600).

Community Programs

Division Purpose:

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

Management Objectives:

- Establish a drop-in pickleball program at the Recreation Center for adults and seniors. Host a one-day, round-robin tournament in the spring.
- Create an additional age-based division in the Futsal league to better align age and skill level of participants.
- Provide programming and activities at the annual Egg Hunt and Monster Bash that meet current safety guidelines.

Expenditure Tables

<i>Division Expenditures (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>Community Programs</i>	174,338	272,909	239,320	240,377	1,057	0.44%
<i>Division Total</i>	174,338	272,909	239,320	240,377	1,057	0.44%

<i>Division Expenditures by TYPE (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>Wages</i>	95,493	155,219	138,337	132,720	(5,617)	(4.06%)
<i>Fringe Benefits</i>	29,619	49,915	36,337	39,883	3,545	9.76%
<i>Overtime</i>	1,280	1,500	300	1,500	1,200	400.00%
<i>Employee Recognition</i>	5,429	-	71	-	(71)	(100.00%)
<i>Personnel Subtotal</i>	131,820	206,634	175,045	174,102	(943)	(0.54%)
<i>Supplies</i>	-	700	700	700	-	0.00%
<i>Services and Charges</i>	10,295	11,250	9,250	11,250	2,000	21.62%
<i>Special Events & Programs</i>	32,223	54,325	54,325	54,325	-	0.00%
<i>Operating Exp Subtotal</i>	42,518	66,275	64,275	66,275	2,000	3.11%
<i>Division Total</i>	174,338	272,909	239,320	240,377	1,057	0.44%

Adjusted Fiscal Year 2023 to Projected Fiscal Year 2023:

Division expenditures are expected to be \$33,589, or 12 percent less than budget due to lower than anticipated personnel costs as a result of staff vacancies.

Fiscal Year 2024 Budget Highlights:

Division expenditures increase by \$1,057, or less than 1 percent, compared to the projected expenditures for Fiscal Year 2023.

Personnel costs are 72 percent of division expenditures.

FTEs decrease by 0.81 and is attributable to the elimination of the Recreation Specialist position for Fiscal year 2024.

Special events and programs (\$54,325) are 23 percent of division expenditures and include costs for the Annual Egg Hunt, Monster bash and Outdoor Movies. Expenditures for department-sponsored sports programs such as the Winter Basketball league, Futsal league, and YES league are also included in this category.



Athletic Fields and Facilities

Division Purpose:

Oversee 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 Capital Park and Planning Commission (Ed Wilhelm). Payment for the department's rental and use of school facilities are accounted for in this division.

Management Objectives:

- Continue landscape maintenance for Lee Jordan and Ed Wilhelm fields.
- Work with Montgomery County Community Use of Public Facilities (CUPF) to find local alternatives to house programs during Library and Community Center Redevelopment.

Expenditure Tables

<i>Division Expenditures (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>Athletic Fields and Facilities</i>	<i>71,797</i>	<i>91,700</i>	<i>91,700</i>	<i>91,700</i>	<i>-</i>	<i>0.00%</i>
<i>Division Total</i>	<i>71,797</i>	<i>91,700</i>	<i>91,700</i>	<i>91,700</i>	<i>-</i>	<i>0.00%</i>

<i>Division Expenditures by TYPE (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>Services and Charges</i>	<i>71,797</i>	<i>91,700</i>	<i>91,700</i>	<i>91,700</i>	<i>-</i>	<i>0.00%</i>
<i>Operating Exp Subtotal</i>	<i>71,797</i>	<i>91,700</i>	<i>91,700</i>	<i>91,700</i>	<i>-</i>	<i>0.00%</i>
<i>Division Total</i>	<i>71,797</i>	<i>91,700</i>	<i>91,700</i>	<i>91,700</i>	<i>-</i>	<i>0.00%</i>

Adjusted Fiscal Year 2023 to Projected Fiscal Year 2023:

Division expenditures are projected to be the same as budgeted.

Fiscal Year 2024 Budget Highlights:

Division expenditures (\$91,700) remain the same as the projected expenditures for Fiscal Year 2023.

Services and charges are 100 percent of division expenditures and include the contractual costs for maintaining the Lee Jordan and Ed Wilhelm Fields (\$53,500). This category also includes funds paid to Community Use of Public Facilities (CUPF) for the rental of Montgomery County school facilities for City-provided recreational programs (\$34,000). The fee includes additional space that will be needed during the Library and Community Center Redevelopment.

Camps

Division Purpose:

Develop programming for spring break, winter and summer camps and oversee their operation. Camps include Camp Takoma, spring break and winter break camp, and a variety of specialty camps at the Community Center.

Management Objectives:

- Maintain customer satisfaction with camp programs and receive 90 percent or better rate of return for customer surveys.
- Continue to provide innovative specialty camps for a variety of interests.

Expenditure Tables

<i>Division Expenditures (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>Camps</i>	100,463	133,018	159,727	145,291	(14,436)	(9.04%)
<i>Division Total</i>	100,463	133,018	159,727	145,291	(14,436)	(9.04%)

<i>Division Expenditures by TYPE (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>Wages</i>	73,983	62,163	96,263	79,590	(16,673)	(17.32%)
<i>Fringe Benefits</i>	13,920	17,365	19,974	17,787	(2,186)	(10.95%)
<i>Overtime</i>	1,556	1,000	1,000	524	(477)	(47.65%)
<i>Employee Recognition</i>	5,000	-	-	500	500	-
<i>Personnel Subtotal</i>	94,459	80,528	117,237	98,401	(18,836)	(16.07%)
<i>Supplies</i>	2,230	1,800	1,800	2,500	700	38.89%
<i>Services and Charges</i>	3,382	43,590	33,590	37,390	3,800	11.31%
<i>Conferences, Training, & Dues</i>	392	2,100	2,100	2,000	(100)	(4.76%)
<i>Special Events & Programs</i>	-	5,000	5,000	5,000	-	0.00%
<i>Operating Exp Subtotal</i>	6,004	52,490	42,490	46,890	4,400	10.36%
<i>Division Total</i>	100,463	133,018	159,727	145,291	(14,436)	(9.04%)

Adjusted Fiscal Year 2023 to Projected Fiscal Year 2023:

Division expenditures are expected to be \$26,709, or 20 percent more than budget due to additional personnel costs for summer camp staff offset by lower than anticipated spending on services and charges.

Fiscal Year 2024 Budget Highlights:

Division expenditures decrease by \$14,436, or 9 percent, compared to the projected expenditures for Fiscal Year 2023 due to a reduction in planned spending on seasonal staff.

Personnel costs are 68 percent of division expenditures.

Division FTEs increase by 0.37 due to estimated seasonal staff hours required.

Services and charges (\$37,390) are 26 percent of division expenditures and include the contractual costs for special programs and transportation.

Before & After School Programs

Division Purpose:

Develop leisure interests for those in grades K-5. The before and after-school program is conducted at the Takoma Park Community Center every day that school is in session throughout the school year.

Management Objectives:

- Maintain customer satisfaction with the before and after-school care programs and receive 85 percent or better rate of return for surveys.
- Explore partnerships to increase the amount of healthy snack options.
- Increase aftercare registration numbers to reflect 45 participants.

Expenditure Tables

<i>Division Expenditures (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23-FY24</i>	<i>Change (%) Proj FY23-FY24</i>
<i>Before and After School Programs</i>	126,732	125,587	129,087	138,256	9,169	7.10%
<i>Division Total</i>	126,732	125,587	129,087	138,256	9,169	7.10%

<i>Division Expenditures by TYPE (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23-FY24</i>	<i>Change (%) Proj FY23-FY24</i>
<i>Wages</i>	87,801	96,263	96,263	96,619	356	0.37%
<i>Fringe Benefits</i>	16,572	19,974	19,974	24,286	4,313	21.59%
<i>Overtime</i>	-	1,000	500	500	-	0.00%
<i>Employee Recognition</i>	17,500	-	-	500	500	-
<i>Personnel Subtotal</i>	121,873	117,237	116,737	121,906	5,169	4.43%
<i>Supplies</i>	3,759	5,850	5,850	8,350	2,500	42.74%
<i>Services and Charges</i>	1,100	400	4,400	5,200	800	18.18%
<i>Conferences, Training, & Dues</i>	-	600	600	300	(300)	(50.00%)
<i>Special Events & Programs</i>	-	1,500	1,500	2,500	1,000	66.67%
<i>Operating Exp Subtotal</i>	4,859	8,350	12,350	16,350	4,000	32.39%
<i>Division Total</i>	126,732	125,587	129,087	138,256	9,169	7.10%

Adjusted Fiscal Year 2023 to Projected Fiscal Year 2023:

Division expenditures are expected to be \$3,500, or 3 percent more than budget due mainly to more than anticipated spending on transportation.

Fiscal Year 2024 Budget Highlights:

Division expenditures increase by \$9,169, or 7 percent, compared to projected expenditures for Fiscal Year 2023 due mainly to an increase in fringe benefits costs and program supplies.

Personnel costs are 88 percent of division expenditures.

Division FTEs decrease by 0.26 due to lower anticipated part time and seasonal staff hours.

Takoma Park Community Center

Division Purpose:

Oversee staffing, operations, and programming of the Takoma Park Community Center. Includes programming for senior citizens and teens, youth activities held in the Game Room as well as multi-media lab, and reception desk operations.

Management Objectives

- Continue the 55+ Summer Camp program with an emphasis on CDC recommendations for participant safety.
- Expand technology and computer class offerings for the 55+ population.
- Continue virtual programs for senior participants.
- Develop a new partnership focusing on health, wellness and nutrition for the 55+ population.

Expenditure Tables

<i>Division Expenditures (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23-FY24</i>	<i>Change (%) Proj FY23-FY24</i>
<i>Community Center</i>	403,931	421,515	357,561	461,883	104,322	29.18%
<i>Division Total</i>	403,931	421,515	357,561	461,883	104,322	29.18%

<i>Division Expenditures by TYPE (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23-FY24</i>	<i>Change (%) Proj FY23-FY24</i>
<i>Wages</i>	227,454	229,157	185,287	260,644	75,357	40.67%
<i>Fringe Benefits</i>	68,522	57,459	46,274	71,839	25,566	55.25%
<i>Overtime</i>	85	1,000	1,000	1,000	-	0.00%
<i>Employee Recognition</i>	22,500	1,500	1,500	-	(1,500)	(100.00%)
<i>Personnel Subtotal</i>	318,561	289,115	234,061	333,483	99,422	42.48%
<i>Supplies</i>	5,666	11,000	8,000	8,000	-	-
<i>Computer Expenditures</i>	-	1,000	1,000	-	(1,000)	(100.00%)
<i>Services and Charges</i>	51,912	85,400	79,500	85,400	5,900	7.42%
<i>Office Expenditures</i>	1,962	-	-	-	-	-
<i>Special Events & Programs</i>	25,830	35,000	35,000	35,000	-	0.00%
<i>Operating Exp Subtotal</i>	85,370	132,400	123,500	128,400	4,900	3.97%
<i>Division Total</i>	403,931	421,515	357,561	461,883	104,322	29.18%

Adjusted Fiscal Year 2023 to Projected Fiscal Year 2023:

Division expenditures are expected to be \$63,955, or 15 percent lower than budget due to lower than personnel costs.

Fiscal Year 2024 Budget Highlights:

Division expenditures increase by \$104,322, or 30 percent, compared to the projected expenditures for Fiscal Year 2023 due mainly to personnel costs related to staff transfers from the Recreation Center division.

Personnel costs are 72 percent of division expenditures.

Division FTEs increase by 1.27 due to the transfer of part-time staff from the Recreation Center to the Community Center.

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Housing and Community Development



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Department Summary

Department Overview

The Housing and Community Development Department (HCD) is responsible for programming in the areas of housing, economic development, planning, the arts and humanities, and code enforcement. Technical support is provided to the City Council, neighborhood organizations, business associations, and advisory boards and commissions. Activities of the department include encouraging the expansion of local economic development programming, supporting the development of diverse affordable housing opportunities, and improving the quality of life of residents throughout the Takoma Park community.

HCD comprises six divisions: HCD Administration, Planning and Development Services, Housing, Economic Development, Arts and Humanities, and Code Enforcement.



Personnel Schedule

Personnel Staffing	Actual FY22	Adjusted FY23	Proposed FY24	Change Adj. FY23- FY24
HCD Administration 5500				
Director of Housing & Community Development	1.00	1.00	1.00	-
HCD Coordinator	1.00	1.00	1.00	
Grants Coordinator	-	-	0.50	0.50
Total HCD Administration FTE	2.00	2.00	2.50	0.50
FTEs with benefits	2.00	2.00	2.50	0.50
FTEs without benefits	-	-	-	-
Total HCD Administration FTE	2.00	2.00	2.50	0.50
Planning & Development 5400				
Community Dev. Manager-Planning	1.00	1.00	1.00	-
Planner	1.00	1.00	1.00	-
Special Program Coordinator	0.50	0.50	0.50	-
Total Planning and Development FTE	2.50	2.50	2.50	-
FTEs with benefits	2.50	2.50	2.50	-
FTEs without benefits	-	-	-	-
Total Planning and Development FTE	2.50	2.50	2.50	-
Economic Development 5600				
Community Dev. Manager-Economic Development	1.00	1.00	1.00	-
Economic Development Specialist	-	-	1.00	1.00
Total Economic Development FTE	1.00	1.00	2.00	1.00
FTEs with benefits	1.00	1.00	2.00	1.00
FTEs without benefits	-	-	-	-
Total Economic Development FTE	1.00	1.00	2.00	1.00
Arts & Humanities 5700				
Arts Coordinator	0.63	0.63	0.63	-
Total Arts & Humanities FTE	0.63	0.63	0.63	-
FTEs with benefits	0.63	0.63	0.63	-
FTEs without benefits	-	-	-	-
Total Arts & Humanities FTE	0.63	0.63	0.63	-
Housing 5800				
Community Dev. Manager-Housing	1.00	1.00	1.00	-
Housing Specialist	1.00	1.00	1.00	-
Rental Licensing Specialist	1.00	1.00	1.00	-
Community Engagement Specialist	1.00	1.00	1.00	-
Grants Coordinator	0.50	0.50	-	(0.50)
Total Housing FTE	4.50	4.50	4.00	(0.50)
FTEs with benefits	4.50	4.50	4.00	(0.50)
FTEs without benefits	-	-	-	-
Total Housing FTE	4.50	4.50	4.00	(0.50)

Department Summaries

Personnel Staffing	Actual FY22	Adjusted FY23	Proposed FY24	Change Adj. FY23- FY24
Code Enforcement 5900				
Community Dev. Manager-Code Enforcement	-	1.00	1.00	-
Senior Code Enforcement Inspector	-	1.00	1.00	-
Code Enforcement Inspector	-	1.00	-	(1.00)
Total Code Enforcement FTE	-	3.00	2.00	(1.00)
FTEs with benefits	-	3.00	2.00	(1.00)
FTEs without benefits	-	-	-	-
Total Code Enforcement FTE	-	3.00	2.00	(1.00)
Total Housing & Community Department FTE	10.63	13.63	13.63	-

Sources of Revenue and Expenditure Tables

<i>Source of Funds (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>Rental Licensing Fees</i>	320,950	341,420	358,000	360,000	2,000	0.56%
<i>Subtotal</i>	320,950	341,420	358,000	360,000	2,000	0.56%
<i>General Fund</i>	1,154,354	2,346,780	1,703,577	2,296,382	592,806	34.80%
<i>Department Total</i>	1,475,304	2,688,200	2,061,577	2,656,382	594,806	28.85%

<i>Dept. Expenditures by DIVISION (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>HCD Administration</i>	207,698	400,577	371,160	399,177	28,017	7.55%
<i>Economic Development</i>	215,368	316,716	267,078	431,197	164,119	61.45%
<i>Arts and Humanities</i>	78,770	106,116	95,056	111,460	16,404	17.26%
<i>Planning and Development Services</i>	399,755	637,711	280,850	529,461	248,611	88.52%
<i>Housing</i>	573,713	867,078	746,887	877,834	130,947	17.53%
<i>Code Enforcement</i>	-	360,003	300,545	307,252	6,707	2.23%
<i>Department Total</i>	1,475,304	2,688,200	2,061,577	2,656,382	594,806	28.85%

Department Summaries

<i>Dept. Expenditures by TYPE (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>Wages</i>	690,303	1,263,293	947,351	1,256,265	308,914	32.61%
<i>Fringe Benefits</i>	235,066	453,091	371,233	507,794	136,561	36.79%
<i>Overtime</i>	10,544	12,000	10,500	15,500	5,000	47.62%
<i>Employee Recognition</i>	26,000	1,315	1,315	-	(1,315)	(100.00%)
<i>Personnel Subtotal</i>	961,912	1,729,698	1,330,400	1,779,559	449,160	33.76%
<i>Supplies</i>	1,348	19,560	11,560	11,600	40	0.35%
<i>Site Improvements</i>	48,195	79,800	30,000	45,000	15,000	50.00%
<i>Computer Expenditures</i>	3,000	18,889	16,000	23,700	7,700	48.13%
<i>Services and Charges</i>	436,868	723,984	609,648	704,953	95,305	15.63%
<i>Communications</i>	6,556	11,961	11,961	15,400	3,439	28.75%
<i>Office Expenditures</i>	1,072	-	-	-	-	-
<i>Conferences, Training, & Dues</i>	7,490	33,400	19,800	30,670	10,870	54.90%
<i>Special Events & Programs</i>	8,863	60,900	22,200	45,500	23,300	104.95%
<i>Vehicle Lease</i>	-	10,008	10,008	-	(10,008)	(100.00%)
<i>Operating Exp Subtotal</i>	513,392	958,502	731,177	876,823	145,646	19.92%
<i>Department Total</i>	1,475,304	2,688,200	2,061,577	2,656,382	594,806	28.85%

Adjusted Fiscal Year 2023 to Projected Fiscal Year 2023:

- Department expenditures are expected to be \$626,624, or 23 percent lower than the Fiscal Year 2023 Adjusted Budget amount primarily due to staff vacancies, service contract savings in the Planning division and lower than anticipated attendances at conferences and training programs.
- Vacancies for portions of the Fiscal Year 2023 lowered the projected personnel expenditures and include the Grants Manager, Economic Development Intern, Arts & Humanities Intern, Planner, Planning Intern, Special Program Coordinator, and the Community Engagement Specialist positions.

Fiscal Year 2024 Budget Highlights

- Department expenditures for Fiscal Year 2024 are \$2,656,382, an increase by \$594,806, or 29 percent, compared to the projected Fiscal Year 2023 amount. The increase is primarily due to filling staff vacancies to return the Department to full staffing levels and the inclusion of several grant funds in the HCD budget.
- Personnel costs are 67 percent of department expenditures and increase by \$449,160, or 34 percent, compared to the projected amount for Fiscal Year 2023 due to the inclusion of personnel costs that assumes all staff positions will be filled during Fiscal Year 2024.
- Departmental FTEs remain unchanged.
- Operating expenditures are \$876,823 or 33 percent of total department expenditures.
- Services and charges are 27 percent of department expenditures (\$704,953) and include contractual services and software related to
 - Arts & Humanities programming and public art opportunities;
 - Code Enforcement inspection of commercial, residential, and vacant properties and the education of property owners of City laws;
 - Economic Development service contracts for local organizations and Farmers Markets that provide technical assistance and funding for small businesses;
 - Housing management of rental licensing, rent stabilization implementation, and partnering with Montgomery County for rental inspection services; and
 - Planning implementation of public realm improvements and technical services.

HCD Administration

Division Purpose:

Oversight of departmental functions; establishment of departmental goals; preparation and monitoring of departmental budget; development and implementation of policies, programs, and special projects; development and coordination of cultural programming.

Management Objectives:

- Coordinate the work of the six HCD divisions.
- Implement the City Council's Housing and Community Development priorities.
- Ensure proper departmental staffing and resource allocations.
- Partner with county, state, and federal entities to further the City's housing and community development interests.
- Identify and monitor external departmental funding, including grant and intra-governmental awards.

Expenditure Tables

<i>Division Expenditures (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>HCD Administration</i>	207,698	400,577	371,160	399,177	28,017	7.55%
<i>Division Total</i>	207,698	400,577	371,160	399,177	28,017	7.55%

<i>Division Expenditures by TYPE (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>Wages</i>	141,126	201,167	201,167	209,225	8,058	4.01%
<i>Salaries-Part Time</i>	-	35,583	16,034	36,270	20,236	126.21%
<i>Fringe Benefits</i>	39,434	87,860	81,882	89,683	7,800	9.53%
<i>Overtime</i>	-	1,000	1,000	1,000	-	0.00%
<i>Employee Recognition</i>	2,500	-	-	-	-	-
<i>Personnel Subtotal</i>	183,060	325,611	300,083	336,177	36,094	12.03%
<i>Supplies</i>	1,348	2,060	2,060	2,100	40	1.94%
<i>Computer Expenditures</i>	3,000	18,889	16,000	23,700	7,700	48.13%
<i>Services and Charges</i>	13,627	39,556	38,556	19,700	(18,856)	(48.91%)
<i>Communications</i>	6,556	11,961	11,961	15,400	3,439	28.75%
<i>Office Expenditures</i>	106	-	-	-	-	-
<i>Conferences, Training, & Dues</i>	-	2,500	2,500	2,100	(400)	(16.00%)
<i>Operating Exp Subtotal</i>	24,638	74,966	71,077	63,000	(8,077)	(11.36%)
<i>Division Total</i>	207,698	400,577	371,160	399,177	28,017	7.55%

Adjusted Fiscal Year 2023 to Projected Fiscal Year 2023:

- The projected Fiscal Year 2023 expenditure is \$29,417, or 7 percent less than the adjusted Fiscal Year 2023 expenditure due to lower than expected personnel costs, as a result of an open Grants Manager position for part of the fiscal year.

Fiscal Year 2024 Budget Highlights:

- Division budget for Fiscal Year 2024 is \$399,177, an increase of \$28,017, or 8 percent, compared to the projected Fiscal Year 2023 amount. This assumes that the Grants Manager position will be filled for the entire fiscal year and provides funding for the centralization of several software expenses in the division.
- Personnel expenditure is \$336,177, or 84 percent of the division budget.
- Division FTEs increase by 0.5 due to a transfer from the Housing division.
- Operating expenditure is \$63,000, or 16 percent of the division budget and includes activities, equipment, and software essential for the operation of the department.

Economic Development

Division Purpose:

Administration of economic development programs; monitoring and facilitation of multi-jurisdictional economic development initiatives; development and coordination of business retention, expansion and recruitment programs; provision of technical assistance to business community; facilitation of workforce development efforts; and monitoring of development projects.

Management Objectives:

- Manage the operations of the Economic Development division.
- Provide technical support to local businesses and commercial property owners.
- Manage implementation of the economic development recommendations included in the Housing and Economic Development Strategic Plan.
- Support ongoing and upcoming real estate development projects within the City.

Expenditure Tables

<i>Division Expenditures (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>Economic Development</i>	215,368	316,716	267,078	431,197	164,119	61.45%
<i>Division Total</i>	215,368	316,716	267,078	431,197	164,119	61.45%

<i>Division Expenditures by TYPE (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>Wages</i>	74,971	142,261	102,741	169,545	66,804	65.02%
<i>Fringe Benefits</i>	36,233	44,305	44,305	83,772	39,467	89.08%
<i>Overtime</i>	-	-	-	1,000	1,000	-
<i>Employee Recognition</i>	2,500	-	-	-	-	-
<i>Personnel Subtotal</i>	113,703	186,566	147,046	254,317	107,271	72.95%
<i>Services and Charges</i>	101,665	127,550	118,032	173,850	55,818	47.29%
<i>Conferences, Training, & Dues</i>	-	2,600	2,000	3,030	1,030	51.50%
<i>Operating Exp Subtotal</i>	101,665	130,150	120,032	176,880	56,848	47.36%
<i>Division Total</i>	215,368	316,716	267,078	431,197	164,119	61.45%

Adjusted Fiscal Year 2023 to Projected Fiscal Year 2023:

- Projected division expenditures for Fiscal Year 2023 are expected to be \$49,638, or 16 percent less than budget primarily due to the elimination of the Economic Development intern position.

Fiscal Year 2024 Budget Highlights:

- Division expenditures increase by \$164,119, or 61 percent, compared to the projected expenditures for Fiscal Year 2023 due primarily to the addition of an Economic Development Specialist position to the division and the addition of service contracts for the City's two Farmers Markets. Service contracts were previously located in the inter-governmental section of the City's budget.
- Personnel costs are 59 percent of the division expenditures.
- Division FTEs increase by 1 due to the addition of an Economic Development Specialist position. The position is a transfer of a vacant position from the Code Enforcement division.
- Operating expenses include services and charges which are 40 percent of division expenditures. Services and charges include the City's Economic Development service contracts with partner organizations who provide direct support and funding to local small businesses including Crossroads Community Kitchen, the Long Branch Business League, Old Takoma Business Association, and Takoma-Langley Crossroads CDA.

Arts & Humanities

Division Purpose:

Development and coordination of cultural programming, including arts exhibits, public art installations, and the Arts and Humanities Commission.

Management Objectives:

- Continued implementation of the Takoma Park Cultural Plan.
- Facilitate the on-going cultural arts programming.
- Initiate and coordinate public arts projects.

Expenditure Tables

<i>Division Expenditures (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23-FY24</i>	<i>Change (%) Proj FY23-FY24</i>
<i>Arts and Humanities</i>	78,770	106,116	95,056	111,460	16,404	17.26%
<i>Division Total</i>	78,770	106,116	95,056	111,460	16,404	17.26%

<i>Division Expenditures by TYPE (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23-FY24</i>	<i>Change (%) Proj FY23-FY24</i>
<i>Wages</i>	50,440	62,580	56,520	63,405	6,886	12.18%
<i>Fringe Benefits</i>	11,472	15,911	15,911	16,205	294	1.85%
<i>Overtime</i>	452	1,000	1,000	1,500	500	50.00%
<i>Employee Recognition</i>	5,000	315	315	-	(315)	(100.00%)
<i>Personnel Subtotal</i>	67,363	79,806	73,746	81,110	7,364	9.99%
<i>Services and Charges</i>	10,352	23,360	18,360	27,400	9,040	49.24%
<i>Office Expenditures</i>	590	-	-	-	-	-
<i>Conferences, Training, & Dues</i>	465	2,950	2,950	2,950	-	0.00%
<i>Operating Exp Subtotal</i>	11,407	26,310	21,310	30,350	9,040	42.42%
<i>Division Total</i>	78,770	106,116	95,056	111,460	16,404	17.26%

Adjusted Fiscal Year 2023 to Projected Fiscal Year 2023:

- Division expenditures for Fiscal Year 2023 are projected to be \$11,060, or 10 percent less than budget primarily due to a gap in the placement of an Arts Intern and subsequent limitations in program implementation.

Fiscal Year 2024 Budget Highlights:

- Division expenditures increase by \$16,404, or 17 percent, compared to the projected Fiscal Year 2023 amount.
- Personnel costs are 73 percent of division budget.
- Division FTEs remain unchanged.
- Operating expenses are 27 percent of division budget and increase by \$9,040, or 42 percent, compared to the projected Fiscal Year 2023 amount. The increase is due to the transfer of \$20,000 in public art funding from the Capital Improvement Program (CIP) budget to the division operating budget.



Planning & Development Services

Division Purpose:

Administration of planning programs; coordination of the development review process; monitoring and review of significant redevelopment projects and cross-jurisdictional planning initiatives; development and coordination of neighborhood revitalization projects; development and coordination of transportation and pedestrian programs and improvements; and monitoring of development projects.

Management Objectives:

- Manage continued development of the New Hampshire Avenue Bikeway Plan.
- Implement the Public Space Management Plan and identify priority steps.
- Monitor public and private development projects within the City.
- Provide technical support for the implementation of the Housing and Economic Development Strategic Plan.

Expenditure Tables

	<i>Actual</i>	<i>Adjusted</i>	<i>Projected</i>	<i>Proposed</i>	<i>Change (\$)</i>	<i>Change (%)</i>
<i>Division Expenditures (\$)</i>	<i>FY22</i>	<i>FY23</i>	<i>FY23</i>	<i>FY24</i>	<i>Proj FY23- FY24</i>	<i>Proj FY23- FY24</i>
<i>Planning and Development Services</i>	399,755	637,711	280,850	529,461	248,611	88.52%
<i>Division Total</i>	399,755	637,711	280,850	529,461	248,611	88.52%

<i>Division Expenditures</i>	<i>Actual</i>	<i>Adjusted</i>	<i>Projected</i>	<i>Proposed</i>	<i>Change (\$)</i>	<i>Change (%)</i>
<i>by TYPE (\$)</i>	<i>FY22</i>	<i>FY23</i>	<i>FY23</i>	<i>FY24</i>	<i>Proj FY23- FY24</i>	<i>Proj FY23- FY24</i>
<i>Wages</i>	214,150	271,423	129,000	275,838	146,838	113.83%
<i>Fringe Benefits</i>	78,286	94,738	65,000	96,933	31,933	49.13%
<i>Overtime</i>	2,270	5,000	3,500	5,000	1,500	42.86%
<i>Employee Recognition</i>	8,500	-	-	-	-	-
<i>Personnel Subtotal</i>	303,206	371,161	197,500	377,771	180,271	91.28%
<i>Site Improvements</i>	48,195	79,800	30,000	45,000	15,000	50.00%
<i>Services and Charges</i>	34,437	117,000	26,000	52,500	26,500	101.92%
<i>Office Expenditures</i>	376	-	-	-	-	-
<i>Conferences, Training, & Dues</i>	4,885	9,350	5,350	9,190	3,840	71.78%
<i>Special Events & Programs</i>	8,656	60,400	22,000	45,000	23,000	104.55%
<i>Operating Exp Subtotal</i>	96,549	266,550	83,350	151,690	68,340	81.99%
<i>Division Total</i>	399,755	637,711	280,850	529,461	248,611	88.52%

Adjusted Fiscal Year 2023 to Projected Fiscal Year 2023:

- Division expenditures are expected to be \$356,861, or 56 percent less than budget due to staff vacancies and lower than anticipated spending on site improvements and transit-pedestrian projects.

Fiscal Year 2024 Budget Highlights:

- Division expenditures increase by \$248,611, or 89 percent, compared to the Fiscal Year 2023 projected amount due to personnel costs that assumes vacancies will be fully staffed for the Fiscal Year 2024, unlike the prior fiscal year.
- Personnel costs are 71 percent of division expenditures.
- Personnel costs increase by \$180,271, or 91 percent, compared to the projected Fiscal Year 2023 amount due to staff serving in an acting capacity in another department, as well as staff vacancies which resulted in lower associated wages and fringe benefits costs in Fiscal Year 2023. The Fiscal Year 2024 budget assumes a fully staffed division.
- Division FTEs remain unchanged.
- Operating expenses are 29 percent of division expenditures and include site improvements (\$45,000); services and charges (\$52,500); conferences, training and association dues (\$9,190); and special events and programs (\$45,000).
- Site Improvements increase by \$15,000, or 50 percent, compared to the projected amount for Fiscal Year 2023 due to staffing shortages and delays in the Public Space Management Plan implementation (in Fiscal Year 2023) that are now expected to be carried out in Fiscal Year 2024.
- Services and charges increase by \$26,500, or 102 percent, compared to the projected amount for Fiscal Year 2023 and include contract costs for technical services.
- Special Events and Programming increase by \$23,000, or 105 percent, compared to the projected amount for Fiscal Year 2023 and include Transit-Pedestrian projects such as bike route improvements, Safe Routes to School program incentives, pedestrian safety initiatives, bike promotion and bike month, and pilot projects.
- Staff vacancies in the Safe Routes to School program hampered the expenditure of the associated funds in Fiscal Year 2023.

Housing

Division Purpose:

Administration and management of rental housing licensing and property registration programs; oversight and compliance monitoring of the rent stabilization ordinance and City housing laws; administration of homeownership and rental housing programs; provision of technical and organizational assistance to tenant associations and landlord-tenant mediation; management of grants and activities; administration of community assistance programs; and monitoring of development projects.

Management Objectives:

- Encourage the preservation and development of a diverse range of quality housing that is affordable across all income levels and in all neighborhoods.
- Assist residents who face housing issues to prevent evictions and foreclosures and ensure all residents have safe, high quality housing.
- Manage implementation of the housing recommendations in the Housing and Economic Development Strategic Plan.
- Facilitate public and private investment in the development of neighborhoods.



Expenditure Tables

	<i>Actual</i>	<i>Adjusted</i>	<i>Projected</i>	<i>Proposed</i>	<i>Change (\$)</i>	<i>Change (%)</i>
<i>Division Expenditures (\$)</i>	<i>FY22</i>	<i>FY23</i>	<i>FY23</i>	<i>FY24</i>	<i>Proj FY23- FY24</i>	<i>Proj FY23- FY24</i>
<i>Housing and Community Services</i>	573,713	867,078	746,887	877,834	130,947	17.53%
<i>Division Total</i>	573,713	867,078	746,887	877,834	130,947	17.53%

<i>Division Expenditures by TYPE (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>Wages</i>	209,617	319,748	246,002	322,643	76,642	31.15%
<i>Fringe Benefits</i>	69,641	111,901	80,986	141,688	60,702	74.95%
<i>Overtime</i>	7,822	5,000	5,000	6,000	1,000	20.00%
<i>Employee Recognition</i>	7,500	-	-	-	-	-
<i>Personnel Subtotal</i>	294,579	436,650	331,987	470,331	138,344	41.67%
<i>Services and Charges</i>	276,788	414,928	408,700	395,003	(13,697)	(3.35%)
<i>Conferences, Training, & Dues</i>	2,140	15,000	6,000	12,000	6,000	100.00%
<i>Special Events & Programs</i>	206	500	200	500	300	150.00%
<i>Operating Exp Subtotal</i>	279,134	430,428	414,900	407,503	(7,397)	(1.78%)
<i>Division Total</i>	573,713	867,078	746,887	877,834	130,947	17.53%

Adjusted Fiscal Year 2023 to Projected Fiscal Year 2023:

- Division expenditures are projected to be \$120,191 or 14 percent lower than the projected Fiscal Year 2023 amount due mainly to three staff vacancies (out of four for the division) during the fiscal year.

Fiscal Year 2024 Budget Highlights:

- Division expenditures increase by \$130,947, or 18 percent compared to the projected Fiscal Year 2023 amount due to an increase in personnel expenditures to fill current division vacancies.
- Personnel costs are 54 percent of division expenditures.
- Division FTEs decrease by 0.5 due to a transfer to the HCD Administration Division.
- Operating expenses are 46 percent of division expenditures and decrease by 2 percent, compared to the projected Fiscal Year 2023 amount due to reductions in planned spending for service contracts.

Code Enforcement

Division Purpose:

Provide for the inspection of residential, commercial and institutional properties, and vacant parcels; provide technical and inspection services required for various home repair and anti-littering initiatives. Provide education on and enforcement of the City Code, including environmental laws.

Management Objectives:

- Provide effective, timely, and proactive education and enforcement of the Property Maintenance Code, and abatement of identified code violations.
- Provide education and outreach for City environmental laws, including Safe Grow and the polystyrene, plastic bag, and plastic straw bans.

Expenditure Tables

<i>Division Expenditures (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>Code Enforcement</i>	-	360,003	300,545	307,252	6,707	2.23%
<i>Division Total</i>	-	360,003	300,545	307,252	6,707	2.23%

<i>Division Expenditures by TYPE (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>Wages</i>	-	230,530	195,888	179,338	(16,550)	(8.45%)
<i>Overtime</i>	-	-	-	1,000	1,000	-
<i>Fringe Benefits</i>	-	98,375	83,149	79,514	(3,635)	(4.37%)
<i>Employee Recognition</i>	-	1,000	1,000	-	(1,000)	(100.00%)
<i>Personnel Subtotal</i>	-	329,905	280,037	259,852	(20,185)	(7.21%)
<i>Supplies</i>	-	17,500	9,500	9,500	-	0.00%
<i>Services and Charges</i>	-	1,590	-	36,500	36,500	-
<i>Conferences, Training, & Dues</i>	-	1,000	1,000	1,400	400	40.00%
<i>Vehicle Lease</i>	-	10,008	10,008	-	(10,008)	(100.00%)
<i>Operating Exp Subtotal</i>	-	30,098	20,508	47,400	26,892	131.13%
<i>Division Total</i>	-	360,003	300,545	307,252	6,707	2.23%

Adjusted Fiscal Year 2023 to Projected Fiscal Year 2023:

- The Fiscal Year 2023 division expenditures are projected to be \$59,457, or 17 percent lower than budgeted due mainly to a staff vacancy for a Code Inspector.

Fiscal Year 2024 Budget Highlights:

- Division expenditures increase by \$6,707, or 2 percent compared to the projected Fiscal Year 2023 amount.
- Personnel costs are 85 percent of division expenditures.
- Division FTEs decrease by 1 as a result of losing a Code Inspector position.
- Services and charges (\$36,500) are 12 percent of division expenditures and include costs to execute court-ordered abatements at 7030 Carroll and 907 Davis Avenues.
- Three vehicle leases are terminated and is a decrease of \$10,008 to the budget compared to the projected amount for Fiscal Year 2023. The purchase of two vehicles is added to the Capital Improvement Budget for Fiscal Year 2024.

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Communications



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Department Summary

The mission of the Communications and Media Department is to use media and technology to inform, educate, entertain, and engage residents while sharing items of public and cultural interest. The Communications Department operates both the Communications Division and the Takoma Park City TV (the government access cable channel). The Communications Department maintains the City's website and social media outlets, publishes the City's monthly newsletter, and works to promote the City through positive relations with local media. Through its activities and its support of other City departments, the Communications Office advances the Council's interests in economic development, environmental sustainability, and enhancing the quality of life in Takoma Park.

- The City of Takoma Park is a co-franchisor with Montgomery County to provide cable television services. The City receives franchise fees and restricted funds for cable equipment.
- City TV broadcasts City Council meetings live on cable television and via the City's website, social media, and zoom meetings. City TV staff provides technical audio and lighting services for the Community Center's Auditorium events. Video from these and other community events are shown on the City's cable channel. Meetings and other recorded events may be viewed through the video archive on the City's website.
- Staff also produces original radio and talk shows highlighting community activities, issues, and organizations.
- The Communications Manager and Communications Specialist oversee twelve communication touchpoints, including the website, social media, and public relations activities. The Takoma Park Newsletter is published monthly and is mailed to all households in the City. The Newsletter is managed by contract with an outside editor who is managed by the Communications Manager.
- A bi-monthly e-newsletter is managed by the Communications Specialist working with City departments and the City Administration to highlight programs and projects.

Management Objectives

- Launch a new website in Fiscal Year 2023. This website will provide a solid foundation to efficiently inform and empower residents all in one place. City staff will interact with residents using dynamic and engaging content like videos, maps, and photos. It will allow residents to reach out and engage with staff and provide greater transparency.
- Collaborate with City departments and local organizations to inform resident viewers of the services and events provided by the City and City organizations.
- Continue to research and expand communication channels to improve and accelerate the reception of information by the residents.

Department Summaries

Personnel Schedule

Personnel Staffing	Actual FY22	Adjusted FY23	Proposed FY24	Change Adj. FY23- FY24
Communication				
TV Production Manager	1.00	1.00	1.00	-
Communications Manager	-	1.00	1.00	-
Communications Specialist	1.00	1.00	1.00	-
Media Specialist	1.00	0.38	0.38	-
A/V Specialist	1.00	1.00	1.00	-
A/V Specialist	1.00	1.00	1.00	-
Part-time AV Support	1.44	1.44	1.44	-
Total Communication FTE	6.44	6.82	6.82	-
FTEs with benefits	5.00	5.00	5.00	-
FTEs without benefits	1.44	1.82	1.82	-
Total Communication FTE	6.44	6.82	6.82	-
Total Communication Department FTE	6.44	6.82	6.82	-

Sources of Revenue and Expenditure Tables

	<i>Actual</i>	<i>Adjusted</i>	<i>Projected</i>	<i>Proposed</i>	<i>Change (\$)</i>	<i>Change (%)</i>
<i>Source of Funds (\$)</i>	<i>FY22</i>	<i>FY23</i>	<i>FY23</i>	<i>FY24</i>	<i>Proj FY23- FY24</i>	<i>Proj FY23- FY24</i>
<i>Cable Franchise Fees</i>	200,757	186,000	186,000	167,000	(19,000)	(10.22%)
<i>Cable Operating Grant</i>	374,802	354,000	348,000	323,000	(25,000)	(7.18%)
<i>Subtotal</i>	575,560	540,000	534,000	490,000	(44,000)	(8.24%)
<i>General Fund</i>	109,498	259,712	266,275	330,981	64,706	24.30%
<i>Department Total</i>	685,058	799,712	800,275	820,981	20,706	2.59%

	<i>Actual</i>	<i>Adjusted</i>	<i>Projected</i>	<i>Proposed</i>	<i>Change (\$)</i>	<i>Change (%)</i>
<i>Department Expenditures (\$)</i>	<i>FY22</i>	<i>FY23</i>	<i>FY23</i>	<i>FY24</i>	<i>Proj FY23- FY24</i>	<i>Proj FY23- FY24</i>
<i>Communications</i>	685,058	799,712	800,275	820,981	20,706	2.59%
<i>Department Total</i>	685,058	799,712	800,275	820,981	20,706	2.59%

Department Summaries

<i>Department Expenditures</i>	<i>Actual</i>	<i>Adjusted</i>	<i>Projected</i>	<i>Proposed</i>	<i>Change (\$)</i>	<i>Change (%)</i>
<i>by TYPE (\$)</i>	<i>FY22</i>	<i>FY23</i>	<i>FY23</i>	<i>FY24</i>	<i>Proj FY23- FY24</i>	<i>Proj FY23- FY24</i>
<i>Wages</i>	365,516	437,100	437,100	453,264	16,164	3.70%
<i>Fringe Benefits</i>	116,668	116,660	116,660	130,081	13,421	11.50%
<i>Overtime</i>	5,068	6,958	6,958	7,000	42	0.60%
<i>Employee Recognition</i>	35,000	1,500	1,500	1,500	-	0.00%
<i>Personnel Subtotal</i>	522,252	562,219	562,219	591,846	29,627	5.27%
<i>Supplies</i>	2,602	2,250	2,250	2,300	50	2.22%
<i>Services and Charges</i>	109,391	152,166	152,729	133,145	(19,584)	(12.82%)
<i>Communications</i>	44,305	62,502	62,502	72,090	9,588	15.34%
<i>Office Expenditures</i>	1,433	-	-	-	-	-
<i>Conferences, Trainings, & Dues</i>	5,076	20,575	20,575	21,600	1,025	4.98%
<i>Operating Exp Subtotal</i>	162,806	237,493	238,056	229,135	(8,921)	(3.75%)
<i>Department Total</i>	685,058	799,712	800,275	820,981	20,706	2.59%

Adjusted Fiscal Year 2023 to Projected Fiscal Year 2023:

- Department expenditures for Fiscal Year 2023 are expected to be \$563, or less than 1 percent more than budget.

Fiscal Year 2024 Budget Highlights:

- Department expenditures are \$820,981, an increase of \$20,706 or 3 percent compared to the projected amount for Fiscal Year 2023. The increase is mainly due to personnel costs and maintenance of the City website. The increase is partially offset by a decrease in service charges for the City Newsletter.
- Personnel costs are 72 percent of department expenditures and increase by \$29,627 or 5 percent, compared to the projected amount for Fiscal Year 2023.
- Department FTEs remain unchanged.
- Operating expenditures are \$229,135, a decrease of \$8,921, or 4 percent, compared to the projected amount for Fiscal Year 2023. The expenditures include services and charges (\$133,145), City website expenses (\$65,350), and funding for conferences, training and dues (\$21,600).
- Services and charges decrease by \$19,584 or 13 percent compared to the projected amount for Fiscal Year 2023 due to lower planned spending on the City Newsletter.
- Communications costs increase by \$9,588 or 15 percent due to higher planned spending on the City's website.
- Cable grant funds decrease by \$25,000 or 7 percent due to downward trending revenue as cable programming users decrease each subsequent year.

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Library



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Department Summary

Department Overview

The Takoma Park Maryland Library enhances the quality of life in Takoma Park by responding to and inspiring the literary, educational, and informational needs of a diverse community. The Library provides and promotes 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.



Department Summaries

Personnel Schedule

Personnel Staffing	Actual FY22	Adjusted FY23	Proposed FY24	Change Adj. FY23- FY24
Library Division 7000				
Library Director	1.00	1.00	1.00	-
Library Manager	1.00	1.00	1.00	-
Library Manager	1.00	1.00	1.00	-
Library Manager	1.00	1.00	1.00	-
Librarian	1.00	1.00	1.00	-
Library Associate	1.00	1.00	1.00	-
Library Associate	1.00	1.00	1.00	-
Librarian	0.62	0.62	0.62	-
Library Associate	1.00	0.50	0.50	-
Library Associate	-	0.50	0.50	-
Library Shelver	0.38	0.38	0.38	-
Supplemental Assistance	0.87	1.13	1.13	-
Total Library Division FTE	9.87	10.13	10.13	-
FTEs with benefits	8.62	8.62	8.62	-
FTEs without benefits	1.25	1.51	1.51	-
Total Library Division FTE	9.87	10.13	10.13	-
Computer Center Division 7200				
Library Instructional Associate	1.00	1.00	1.00	-
Library Instructional Associate	0.25	0.50	0.50	-
Library Instructional Associate	0.13	0.13	0.13	-
Total Computer Center FTE	1.38	1.63	1.63	-
FTEs with benefits	1.00	1.63	1.63	
FTEs without benefits	0.38	0.13	0.13	
Total Computer Center FTE	1.38	1.76	1.76	
				-
Total Library Department FTE	11.25	11.76	11.76	-

Sources of Revenue and Expenditure Tables

<i>Source of Funds (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>Library Aid from County</i>	166,626	176,742	176,742	176,000	(742)	(0.42%)
<i>Library Fines and Fees</i>	478	-	1,300	2,010	710	54.62%
<i>Subtotal</i>	167,105	176,742	178,042	178,010	(32)	(0.02%)
<i>General Fund</i>	1,151,079	1,262,320	1,251,152	1,313,222	62,070	4.96%
<i>Department Total</i>	1,318,184	1,439,062	1,429,194	1,491,232	62,038	4.34%

<i>Dept. Expenditures by DIVISION (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>Library</i>	1,201,686	1,286,729	1,278,880	1,355,633	76,752	6.00%
<i>Computer Learning Center</i>	116,498	152,333	150,314	135,600	(14,715)	(9.79%)
<i>Department Total</i>	1,318,184	1,439,062	1,429,194	1,491,232	62,038	4.34%

Department Summaries

<i>Dept. Expenditures by TYPE (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>Wages</i>	820,667	928,604	913,604	947,659	34,054	3.73%
<i>Fringe Benefits</i>	321,388	344,338	344,338	360,119	15,781	4.58%
<i>Overtime</i>	5,013	6,200	7,600	7,800	200	2.63%
<i>Employee Recognition</i>	52,500	5,325	5,325	3,250	(2,075)	(38.97%)
<i>Personnel Subtotal</i>	1,199,567	1,284,467	1,270,867	1,318,828	47,961	3.77%
<i>Supplies</i>	78,801	102,100	109,100	81,791	(27,309)	(25.03%)
<i>Computer Expenditures</i>	1,293	3,000	1,396	3,900	2,504	179.44%
<i>Services and Charges</i>	24,577	30,315	30,444	71,814	41,369	135.88%
<i>Communications</i>	7,080	9,480	9,480	6,000	(3,480)	(36.71%)
<i>Office Expenditures</i>	1,911	-	-	-	-	-
<i>Conferences, Training, & Dues</i>	4,954	9,700	7,907	8,900	993	12.56%
<i>Operating Exp Subtotal</i>	118,617	154,595	158,327	172,404	14,077	8.89%
<i>Department Total</i>	1,318,184	1,439,062	1,429,194	1,491,232	62,038	4.34%

Adjusted to Projected Fiscal Year 2023:

- Department expenditures for Fiscal Year 2023 are expected to be \$9,868, or less than 1 percent lower than budget due to lower than anticipated spending on personnel costs.
- The Fiscal Year 2023 budget requires minimal adjustments, as the Library and Computer Center staff had initially proposed a modest budget reflecting a maintenance of effort, with some flexibility built in to accommodate the unique situation of relocating the entire collection to a new facility near the Recreation Center on New Hampshire Avenue.

Fiscal Year 2024 Budget Highlights:

- Department expenditures are \$1,491,232, an increase of \$62,038 or 4 percent, compared to the projected amount for Fiscal Year 2023. The increase is mainly due to higher personnel costs and funding for contractual services provided to the Library.
- Personnel costs are 88 percent of department expenditures and increase by \$47,961 or 4 percent, compared to the projected amount for Fiscal Year 2023.
- Department FTEs remain unchanged.
- Operating expenditures are \$172,404, an increase of \$14,077 or 9 percent compared to the projected amount for Fiscal Year 2023. The expenditures include supplies (\$81,791) and services and charges (\$71,814).
- Supplies decrease by \$27,309, or 25 percent, compared to the projected amount for Fiscal Year 2023, offset by a \$41,369 increase in services and charges.

Books to Go

Books to Go remains an option for patrons who are unable to safely visit the Library to check out books. Please email us at librarytakomapark@gmail.com or call 301-891-7259 to inquire about using our Books to Go service.



Library

Division Purpose

The Library provides circulation and reference services, and readers' advisory. Resources include public Internet access, online reference tools, research databases, books, downloadable and streaming e-books, magazines, audio books, and music media. It sponsors programs each year for children of all ages and adults, including programs in Spanish and French. The Library building closed due to COVID-19 in March 2020 and reopened in July 2021. Since reopening, we have continued to circulate materials through our Books-to-Go curbside service and limited home delivery to Takoma Park residents.

The Library has presented numerous programs throughout the pandemic, both virtually and in-person. We have also distributed supplies that empower residents to mitigate their risk of contracting and spreading COVID-19. Additionally, the Library has taken an active role in combating misinformation surrounding the pandemic and vaccines through initiatives funded by federal grants and supported by partnerships with community nonprofits.

The Library and Computer Center relocated to 7505 New Hampshire Avenue in the fall of 2022 in order to provide continuity of service throughout the highly anticipated Library and Community Center addition and remodel. We anticipate being based in proximity to the Recreation Center until construction concludes in Fall 2024.

Management Objectives

- Pursue the presentation of Library programs for children and adults - either online through Zoom and YouTube, or live in locations throughout Takoma Park.
- Provide a safe environment in which residents can enjoy Library programs and services.
- Continue offering accommodations to residents who are unable to participate in conventional delivery of Library services, including: Books-to-Go curbside service to card-holders, book delivery to Takoma Park residents, and online and outdoor programs.
- Develop, refine, and support plans and preparations for new Library space, to include temporary relocation of all Library programs, services, and collections.
- Reinforce the continued importance of the Library and its relevance to the community during building reconstruction – through publicity, and with support from the Friends of the Library and community partnerships.

Department Summaries

- Increase patron access to, and discoverability of, streaming and downloadable books, magazines, and music for all ages that reflect a diversity of perspectives, cultures, and languages.
- Identify new and better methods for tracking program and circulation data for reporting purposes.



Expenditure Tables

<i>Division Expenditures (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>Library</i>	<i>1,201,686</i>	<i>1,286,729</i>	<i>1,278,880</i>	<i>1,355,633</i>	<i>76,752</i>	<i>6.00%</i>
<i>Division Total</i>	<i>1,201,686</i>	<i>1,286,729</i>	<i>1,278,880</i>	<i>1,355,633</i>	<i>76,752</i>	<i>6.00%</i>

<i>Division Expenditures by TYPE (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>Wages</i>	<i>738,959</i>	<i>830,615</i>	<i>815,615</i>	<i>847,820</i>	<i>32,205</i>	<i>3.95%</i>
<i>Fringe Benefits</i>	<i>295,575</i>	<i>294,884</i>	<i>294,884</i>	<i>327,459</i>	<i>32,575</i>	<i>11.05%</i>
<i>Overtime</i>	<i>4,822</i>	<i>6,000</i>	<i>7,000</i>	<i>7,200</i>	<i>200</i>	<i>2.86%</i>
<i>Employee Recognition</i>	<i>45,000</i>	<i>4,950</i>	<i>4,950</i>	<i>3,250</i>	<i>(1,700)</i>	<i>(34.34%)</i>
<i>Personnel Subtotal</i>	<i>1,084,356</i>	<i>1,136,449</i>	<i>1,122,449</i>	<i>1,185,728</i>	<i>63,280</i>	<i>5.64%</i>
<i>Supplies</i>	<i>78,801</i>	<i>102,100</i>	<i>109,100</i>	<i>81,791</i>	<i>(27,309)</i>	<i>(25.03%)</i>
<i>Computer Expenditures</i>	<i>366</i>	<i>-</i>	<i>-</i>	<i>1,900</i>	<i>1,900</i>	<i>-</i>
<i>Services and Charges</i>	<i>24,577</i>	<i>29,500</i>	<i>30,444</i>	<i>71,814</i>	<i>41,369</i>	<i>135.88%</i>
<i>Communications</i>	<i>7,080</i>	<i>9,480</i>	<i>9,480</i>	<i>6,000</i>	<i>(3,480)</i>	<i>(36.71%)</i>
<i>Office Expenditures</i>	<i>1,750</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>
<i>Conferences, Training, & Dues</i>	<i>4,755</i>	<i>9,200</i>	<i>7,407</i>	<i>8,400</i>	<i>993</i>	<i>13.40%</i>
<i>Operating Exp Subtotal</i>	<i>117,329</i>	<i>150,280</i>	<i>156,432</i>	<i>169,904</i>	<i>13,473</i>	<i>8.61%</i>
<i>Division Total</i>	<i>1,201,686</i>	<i>1,286,729</i>	<i>1,278,880</i>	<i>1,355,633</i>	<i>76,752</i>	<i>6.00%</i>

Adjusted Fiscal Year 2023 to Projected Fiscal Year 2023:

- Division expenditures for Fiscal Year 2023 are expected to be \$7,848, or less than 1 percent lower than budget due to lower than anticipated spending on personnel costs.
- The Fiscal Year 2023 budget requires minimal adjustments, as the Library and Computer Center staff had initially proposed a maintenance of effort budget, with some flexibility built in to accommodate the unique situation of relocating the entire collection to a new facility near the Recreation Center on New Hampshire Avenue.

Fiscal Year 2024 Budget Highlights:

- Division expenditures are \$1,355,633, an increase of \$76,752 or 6 percent compared to the projected amount for Fiscal Year 2023. The increase is mainly due to higher personnel costs and funding for contractual services provided to the Library.
- Personnel costs are 87 percent of division expenditures and increase by \$63,280 or 5 percent, compared to the projected amount for Fiscal Year 2023 due to increases in wages and fringe benefits costs.
- Division FTEs remain unchanged.
- Operating expenditures are \$169,904, an increase of \$13,473 or 9 percent compared to the projected amount for Fiscal Year 2023. The expenditures include supplies (\$81,791) and services and charges (\$71,814).
- Supplies decrease by \$27,309, or 25 percent, compared to the projected amount for Fiscal Year 2023, offset by a \$41,369 increase in services and charges. Supplies decrease due to a renegotiated contract for reference materials as well as the transfer of some items to the services and charges category.
- There has been some shifting between operational expense accounts to more accurately describe how our expected incurred costs translate into use, particularly during relocation, which is most notably:
- Adult books: This was reduced from \$30,000 to \$18,600 to reflect shelving limitations in our current space, as well as a spirit of cooperation to produce a balanced budget. Library staff will still continue to purchase relevant, sought-after titles of interest to Takoma Park residents.

Department Summaries

- Reference materials: This was reduced from \$30,000 to \$19,089, primarily due to database contract renegotiations that saved money, as well as moving some expenses that are more accurately described as Contracts than Reference. We define Reference materials as content available to all patrons either online or in-person, but these materials do not circulate (i.e., “check-out”).
- Children’s books: This was reduced from \$30,000 to \$25,000 to reflect a spirit of cooperation to produce a balanced budget. Library staff will still continue to purchase relevant, sought-after titles of interest to Takoma Park residents. The amount is higher than Adult Books since there are more collections that fall under Children’s Books expenses, including: picture books, early readers, juvenile graphic novels, juvenile series, juvenile fiction, juvenile nonfiction, young adult fiction, young adult nonfiction, and young adult graphic novels.
- Contracts: This item will likely be adjusted down after renegotiating a contract with Useful, the service that manages the Library’s public computers and printers. Additionally, some items were moved to Contracts from Reference to reflect how the itemized expenses are utilized. All hosting services, and other services not directly related to informational and media content, have been moved to Contracts.

Computer Learning Center

Division Purpose

The Library provide equipment and expert staff to assist users in accessing the Internet, word processing, spreadsheets, and more – in 37 languages, to users of all ages, every day of the week. The Library also maintain four workstations in the Senior Room; activities in this space are under the jurisdiction of the Recreation Department. The Computer Center closed in March of 2020 and reopened in July 2021. Library staff currently provide a Computer Learning Center in the new interim location for the duration of the Library and Community Center Redevelopment project.

Management Objectives

- Continue to provide excellent services and equipment in the Computer Center.
- Increase assistance provided to users of laptops, phones, and tablet computers, including both troubleshooting and help with installing and using apps, especially those which facilitate access to our digital resources.
- Computer Center services continue in the interim location while the original site is under construction.
- Make Chromebooks and Wi-Fi hotspots available through the Library's ARPA initiatives. The Computer Center staff are chiefly responsible for assisting patrons with use and troubleshooting of technological equipment.

Expenditure Tables

<i>Division Expenditures (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>Computer Learning Center</i>	<i>116,498</i>	<i>152,333</i>	<i>150,314</i>	<i>135,600</i>	<i>(14,715)</i>	<i>(9.79%)</i>
<i>Division Total</i>	<i>116,498</i>	<i>152,333</i>	<i>150,314</i>	<i>135,600</i>	<i>(14,715)</i>	<i>(9.79%)</i>

<i>Division Expenditures by TYPE (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>Wages</i>	<i>81,708</i>	<i>97,990</i>	<i>97,990</i>	<i>99,839</i>	<i>1,849</i>	<i>1.89%</i>
<i>Fringe Benefits</i>	<i>25,812</i>	<i>49,454</i>	<i>49,454</i>	<i>32,660</i>	<i>(16,793)</i>	<i>(33.96%)</i>
<i>Overtime</i>	<i>191</i>	<i>200</i>	<i>600</i>	<i>600</i>	<i>-</i>	<i>(0.00%)</i>
<i>Employee Recognition</i>	<i>7,500</i>	<i>375</i>	<i>375</i>	<i>-</i>	<i>(375)</i>	<i>(100.00%)</i>
<i>Personnel Subtotal</i>	<i>115,211.08</i>	<i>148,018</i>	<i>148,418</i>	<i>133,100</i>	<i>(15,319)</i>	<i>(10.32%)</i>
<i>Computer Expenditures</i>	<i>927</i>	<i>3,000</i>	<i>1,396</i>	<i>2,000</i>	<i>604</i>	<i>43.30%</i>
<i>Services and Charges</i>	<i>-</i>	<i>815</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>
<i>Office Expenditures</i>	<i>162</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>
<i>Conferences, Training, & Dues</i>	<i>199</i>	<i>500</i>	<i>500</i>	<i>500</i>	<i>-</i>	<i>-</i>
<i>Operating Exp Subtotal</i>	<i>1,287</i>	<i>4,315</i>	<i>1,896</i>	<i>2,500</i>	<i>604</i>	<i>31.88%</i>
<i>Division Total</i>	<i>116,498</i>	<i>152,333</i>	<i>150,314</i>	<i>135,600</i>	<i>(14,715)</i>	<i>(9.79%)</i>

Adjusted to Projected Fiscal Year 2023:

- Division expenditures for Fiscal Year 2023 are expected to be \$2,019, or 1 percent lower than budget due to lower than anticipated spending on computers and service charges.
- The Fiscal Year 2023 budget requires minimal adjustments, as the Library and Computer Center staff had initially proposed a maintenance of effort budget, with some flexibility built in to accommodate the unique situation of relocating the entire collection to a new facility near the Recreation Center on New Hampshire Avenue.
- There are no significant adjustments required for the remainder of Fiscal Year 2023 for the Computer Center.

Fiscal Year 2024 Budget Highlights:

- Division expenditures are \$135,600, a decrease of \$14,715, or 10 percent, compared to the projected amount for Fiscal Year 2023. The decrease is mainly due to lower budgeted spending on personnel costs.
- Personnel costs are 98 percent of division expenditures and decrease by \$15,319 or 10 percent, compared to the projected amount for Fiscal Year 2023 mainly due to an employee opting out of certain fringe benefits.
- Division FTEs remain unchanged.
- Computer expenditures increase by \$604 to replace aging computers.

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Inter-Departmental



Inter-Departmental 227

Inter-Departmental Summary 228

Inter-Departmental 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, City-wide employee training, and certain expenses related to the City's cultural programming. Other inter-departmental expenditures include the contingency monies set aside as required by the City Charter.

Sources of Revenue and Expenditure Tables

<i>Source of Funds (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>General Fund</i>	<i>1,151,450</i>	<i>1,358,181</i>	<i>1,149,700</i>	<i>1,359,934</i>	<i>210,234</i>	<i>18.29%</i>
<i>Division Total</i>	<i>1,151,450</i>	<i>1,358,181</i>	<i>1,149,700</i>	<i>1,359,934</i>	<i>210,234</i>	<i>18.29%</i>

<i>Division Expenditures by TYPE (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>Other Fringe Benefits</i>	<i>58,545</i>	<i>41,000</i>	<i>78,200</i>	<i>79,000</i>	<i>800</i>	<i>1.02%</i>
<i>Workers' Compensation Insurance</i>	<i>459,292</i>	<i>564,800</i>	<i>540,000</i>	<i>614,100</i>	<i>74,100</i>	<i>13.72%</i>
<i>Personnel Subtotal</i>	<i>517,837</i>	<i>605,800</i>	<i>618,200</i>	<i>693,100</i>	<i>74,900</i>	<i>12.12%</i>
<i>Supplies</i>	<i>-</i>	<i>1,000</i>	<i>1,300</i>	<i>2,500</i>	<i>1,200</i>	<i>92.31%</i>
<i>Services and Charges</i>	<i>156,943</i>	<i>188,100</i>	<i>169,200</i>	<i>188,660</i>	<i>19,460</i>	<i>11.50%</i>
<i>Office Expenditures</i>	<i>16,508</i>	<i>20,000</i>	<i>3,000</i>	<i>13,000</i>	<i>10,000</i>	<i>333.33%</i>
<i>Conferences, Training, & Dues</i>	<i>7,672</i>	<i>13,000</i>	<i>13,000</i>	<i>14,000</i>	<i>1,000</i>	<i>7.69%</i>
<i>Special Events & Programs:</i>						
<i>General Contingency</i>	<i>-</i>	<i>135,281</i>	<i>-</i>	<i>146,674</i>	<i>146,674</i>	<i>-</i>
<i>Covid-19 Emergency Assistance Fund</i>	<i>200</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>
<i>Grants</i>	<i>200,602</i>	<i>55,000</i>	<i>55,000</i>	<i>20,000</i>	<i>(35,000)</i>	<i>(63.64%)</i>
<i>Partnership Program</i>	<i>89,968</i>	<i>100,000</i>	<i>100,000</i>	<i>55,000</i>	<i>(45,000)</i>	<i>(45.00%)</i>
<i>Housing Expenditure</i>	<i>30,000</i>	<i>50,000</i>	<i>20,000</i>	<i>50,000</i>	<i>30,000</i>	<i>150.00%</i>
<i>Community Festival & 4th of July</i>	<i>3,390</i>	<i>40,000</i>	<i>35,000</i>	<i>37,000</i>	<i>2,000</i>	<i>5.71%</i>
<i>Tax Rebate & Supplemental Tax</i>	<i>128,330</i>	<i>150,000</i>	<i>135,000</i>	<i>140,000</i>	<i>5,000</i>	<i>3.70%</i>
<i>Operating Exp Subtotal</i>	<i>633,613</i>	<i>752,381</i>	<i>531,500</i>	<i>666,834</i>	<i>135,334</i>	<i>25.46%</i>
<i>Division Total</i>	<i>1,151,450</i>	<i>1,358,181</i>	<i>1,149,700</i>	<i>1,359,934</i>	<i>210,234</i>	<i>18.29%</i>

Adjusted Fiscal Year 2023 to Projected Fiscal Year 2023:

- The Fiscal Year 2023 expenditures are expected to be \$208,481 less than budgeted.
- The decrease is attributable mainly to lower than anticipated spending on service charges (\$18,900), office expenditures (\$17,000), housing fund expenditures (\$30,000), and the property tax credit and deferral program (\$15,000). The general contingency set-aside amount as required by City code (\$135,281) is also projected to be unspent.

Fiscal Year 2024 Budget Highlights:

- Total Expenditures are \$1,359,934, an increase of 18 percent, compared to the projected amount for Fiscal Year 2023 due mainly to the inclusion of funding for general contingency (none is projected to be spent for Fiscal Year 2023) and the increase in worker's compensation as a result of estimated hire rates.
- Personnel costs which are mainly worker's compensation insurance increase by 12 percent due to higher estimated insurance rates.
- Services and charges are 14 percent of division expenditures and include the City's cost for general liability, property, auto, and other types of insurance coverage (\$188,660). Insurance cost increase by 11.5 percent mainly due to estimated higher premiums for Fiscal Year 2024.
- Office Expenditures account for 11 percent of division expenditures and include non-cash recognition (\$8,000) and provision for allowance (\$5,000).
- As required by the City Charter, one-half of one percent of revenues (\$146,674) is set aside as a general contingency account to cover unexpected operating expenses during the fiscal year.
- Special events and programs are 38.5 percent of total expenditures. The cost of the City's local supplement to the State Homeowner's Property Tax Credit (\$140,000) is reflected in this classification.
- Financial support to external organizations is also included in the special events and programs category. External entities will benefit from the Recreation Partnership Program (\$55,000) and Public Works Grants (\$20,000). Total Partnership Program spending decreases by \$45,000 or 45 percent due to the availability of Federal Aid in the ARPA Fund which started in Fiscal Year 2022. \$50,000 is included in the budget for Housing Fund expenditures.

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Capital Improvement Program



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Overview of the Capital Budget

Capital Improvement Budget

Our Capital Improvement Budget covers the following six categories: Equipment Replacement, Information and Communication Technology Improvements, Park Development, Infrastructure Improvements, Facility Improvements, and Stormwater Management. Below is a summary of how these funds will be used in Fiscal Year 2024. The legend at the end of the chart identifies the funding sources for these items.

Equipment Replacement

Each year, the City budgets for equipment replacement, setting money aside to replace assets with life spans of 3 to 30 years, often large machinery and vehicles. For Fiscal Year 2024, police-related purchases include police vehicles, field radio equipment and mobile computers. Public Works-related expenditures include a roll-off trailer and mower. Recreation Department purchases include two Recreation buses. IT-related purchases include smartboards.

Information & Communication Technology

The Technology Steering Committee evaluates the impacts of existing hardware and software technology, identifies future technology-related needs, and makes recommendations to address those needs.

Infrastructure improvements

Ongoing infrastructure improvements include funding for new sidewalk construction and traffic calming of \$300,000 and street rehabilitation funding of \$350,000. Funding is also included for bike infrastructure improvements (\$40,000), and public land improvements (\$30,000). The General Fund expenditures include partial funding for the ongoing development of the New Hampshire Avenue Bikeway Design and the Maple Avenue Connectivity Project, with the majority of funding coming from the Special Revenue Fund.

The Library will be undergoing renovation and expansion over the next several years. Detailed design and engineering for the Library are completed and construction began in Fiscal Year 2023. About \$7.5 million is budgeted to be spent, financed by the City Bond and the State Grant.

Park Development

There is no budget proposed for park development in Fiscal Year 2024.

Facilities

The City sets aside funding in the Facility Maintenance Reserve to address needed smaller-scale facility improvements. Funding is provided for replacing the front gate at Public Works (\$32,000) and a portion of the funding for the third-floor renovation for IT and Cable (\$75,000) for Fiscal Year 2024.

Stormwater Management

In Fiscal Year 2024, funding of \$250,000 is provided for stormwater treatment at the Jefferson Avenue Bio Retention (\$120,000), Albany and Baltimore Avenue (\$75,000), and Houston Avenue (\$55,000) facilities.

Five Year Plan Fiscal Year 24 – Fiscal Year 28 by Department

Use of Funds by Department and Fund

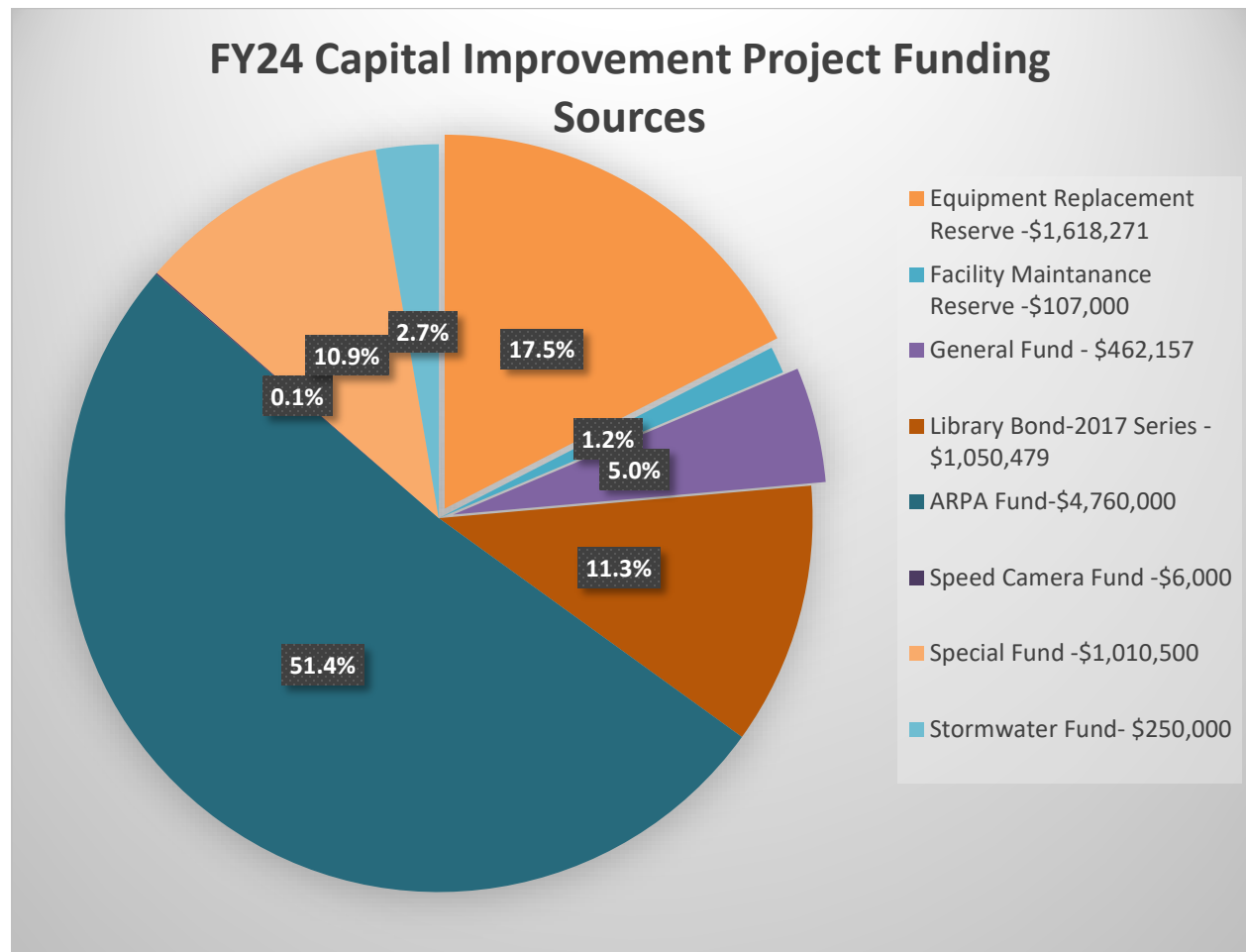
Department/Fund	FY 23 Proj	FY 24	FY 25	FY 26	FY 27	FY 28	Total
City Administration							
General Fund-Equipment Replacement	-	-	40,469	27,200	-	-	67,669
Total City Administration	-	-	40,469	27,200	-	-	67,669
Information Technology							
General Fund	20,000	25,000	-	-			45,000
General Fund-Equipment Replacement	20,000	3,200	116,000	92,607	272,427	-	504,234
Total Information Technology	40,000	28,200	116,000	92,607	272,427	-	549,234
Police							
General Fund	111,858	86,500	62,500	65,000	65,000	83,400	474,258
General Fund-Equipment Replacement	690,354	577,360	543,154	380,000	460,000	373,275	3,024,143
Special Revenue Fund	40,200	-	-	-	-	-	40,200
Speed Camera Fund	6,000	6,000	6,000	6,000	6,000	6,000	36,000
Total Police	848,412	669,860	611,654	451,000	531,000	462,675	3,574,601
Public Works							
General Fund	1,009,275	52,000	1,770,000	3,670,000	2,820,000	1,320,000	10,641,275
General Fund-Equipment Replacement	350,796	770,373	114,619	348,101	735,125	197,758	2,516,772
General Fund-Building Maintenance	240,800	107,000	-	18,000	-	-	365,800
ARPA Fund-Building Maintenance	1,433,825	1,100,000	-	-	-	-	2,533,825
Speed Camera Fund	320,000		-	-	-	-	320,000
Special Revenue Fund	-	125,000	-	-	-	-	125,000
Stormwater Management Fund	774,902	250,000	200,000	200,000	200,000	250,000	1,874,902
Total Public Works	4,129,598	2,404,373	2,084,619	4,236,101	3,755,125	1,767,758	18,377,574
Recreation							
General Fund-Equipment Replacement	6,600	267,338	-	67,000	-	-	340,938
Total Recreation	6,600	267,338	-	67,000	-	-	340,938
Housing & Community							
General Fund	177,800	298,657	409,000	268,000	200,000	100,000	1,453,457
ARPA Fund	190,000	160,000	-	-	-	-	350,000
Special Revenue Fund	421,000	810,500	564,000	256,000	-	-	2,051,500
Total Housing & Community	788,800	1,269,157	973,000	524,000	200,000	100,000	3,854,957
Communications							
Special Revenue Fund	283,000	75,000	180,476	5,000	-	30,000	573,476
Total Communications	283,000	75,000	180,476	5,000	-	30,000	573,476
Library							
ARPA Fund	-	3,500,000	500,000	-	-	-	4,000,000
General Fund-2017 Series Bond	5,000,000	1,050,479	-	-	-	-	6,050,479
Special Revenue Fund	2,500,000	-	-	-	-	-	2,500,000
Total Library	7,500,000	4,550,479	500,000	-	-	-	12,550,479
CIP Grand Total (\$)	13,596,410	9,264,407	4,506,218	5,402,908	4,758,552	2,360,433	39,888,928

Fiscal Year 2024 Capital Improvement Projects by Funding Source

FY24 Capital Improvement Project Funding Sources

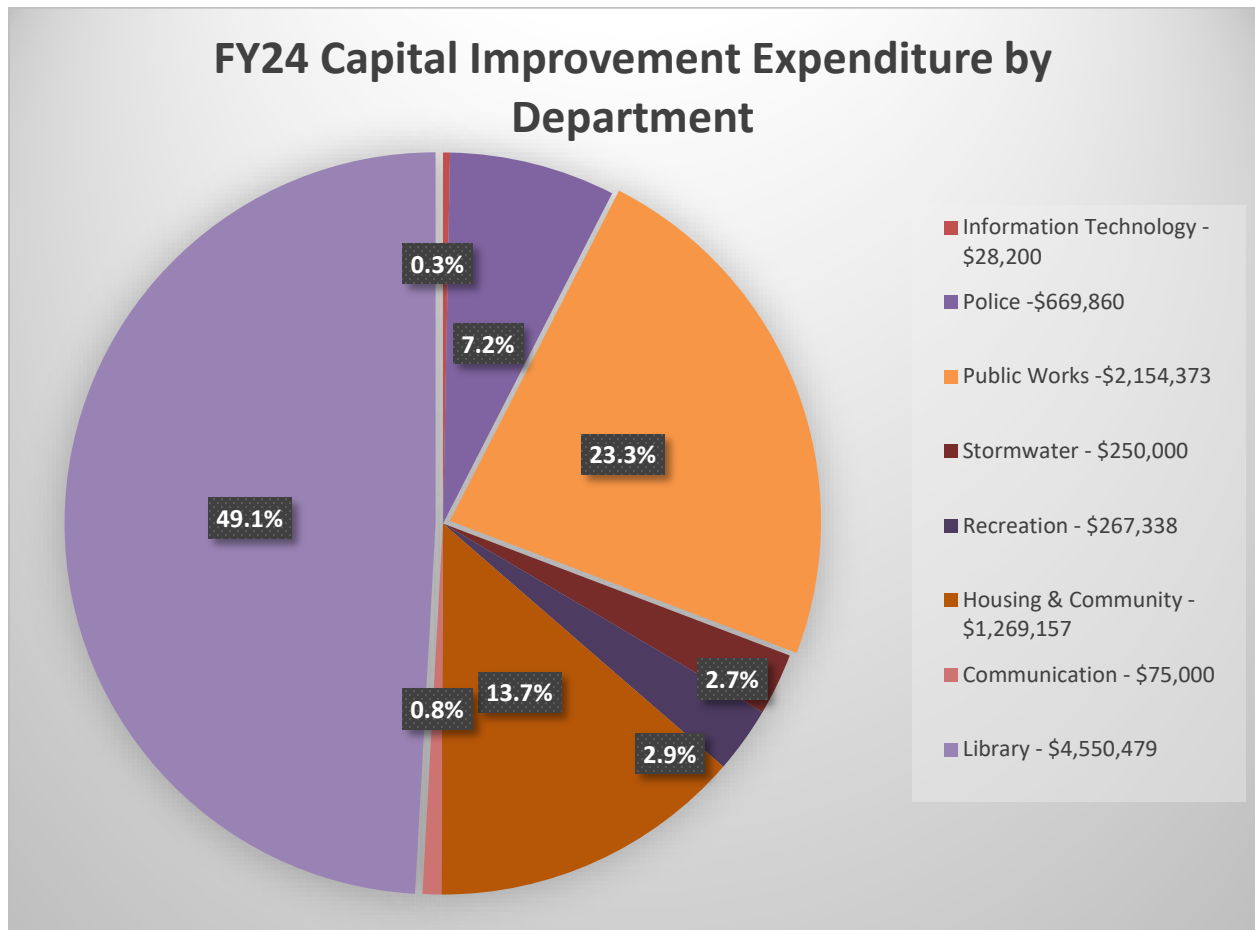
Fund	Amount
Equipment Replacement Reserve	\$ 1,618,271
Facility Maintenance Reserve	\$ 107,000
General Fund	\$ 462,157
Library Bond-2017 Series	\$ 1,050,479
ARPA Fund	\$ 4,760,000
Speed Camera Fund	\$ 6,000
Special Revenue Fund	\$ 1,010,500
Stormwater Fund	\$ 250,000
Total Capital Budget	\$ 9,264,407

Total Capital Budget – \$9.3M



Fiscal Year 2024 Capital Improvement Expenditure by Department

Department	Amount
Information Technology	\$ 28,200
Police	\$ 669,860
Public Works	\$ 2,154,373
Stormwater	\$ 250,000
Recreation	\$ 267,338
Housing & Community	\$ 1,269,157
Communication	\$ 75,000
Library	\$ 4,550,479
Total Capital Budget	\$ 9,264,407



CIP Summary

CIP SUMMARY	Fund	FY 23 Proj	FY 24	FY 25	FY 26	FY 27	FY 28
CIP Total – Items funded by Equipment Replacement Reserve	ERR	1,067,750	1,618,271	814,242	914,908	1,467,552	584,433
CIP Total – Items funded by Facility Maintenance Reserve	FMR	240,800	107,000	-	18,000	-	-
CIP Total – Items funded by General Fund – Capital Outlay	GF	1,318,933	462,157	2,241,500	4,003,000	3,085,000	1,490,000
CIP Total – Items funded by General Fund – Bond	Bond	5,000,000	1,050,479	-	-	-	-
CIP Total – General Fund		7,627,483	3,237,907	3,055,742	4,935,908	4,552,552	2,074,433
CIP Total – Items funded Through General Fund Operating Transfer to SRF	GF Transfer SRF						
CIP Total – Items funded Through Speed Camera Program Fund	SCF	326,000	6,000	6,000	6,000	6,000	6,000
CIP Total – Items funded by Special Revenue Funds	SRF	3,244,200	1,010,500	744,476	261,000	-	30,000
CIP Total – Items funded by The American Rescue Plan Act	ARPA	1,623,825	4,760,000	500,000	-	-	-
CIP Total Stormwater Fund	SW	774,902	250,000	200,000	200,000	200,000	250,000
CIP GRAND TOTAL (\$)		13,596,410	9,264,407	4,506,218	5,402,908	4,758,552	2,360,433

Legend

GF – General Fund – general operating fund of the city. Capital improvement projects that include basic city services such as police protection, street maintenance, recreation, administrative, human resources and financial management are funded by this program.

ERR – Equipment Replacement Reserve – assets with lifespans of 3 to 30 years, such as large machinery and vehicles, are funded by this program.

FMR – Facility Maintenance Reserve – smaller scale facility improvements are funded by this program.

SRF – Special Revenue Funds - specific projects funded by grants.

SCF – Speed Camera Program Fund - public safety projects funded by revenue from the City' speed camera program.

SW – Stormwater Management Fund – stormwater management projects including construction, maintenance and repair of storm drains, inlets, channels and ditches; and projects for compliance with state and federal requirements for pollution control associated with stormwater runoff – are funded by this program.

ARPA – American Rescue Plan Act – specific programs funded by the plan.

General Government

CITY ADMINISTRATION	Fund	FY 23 Proj	FY 24	FY 25	FY 26	FY 27	FY 28
Vehicles							
Administration Pool Cars	ERR	-	-	40,469	27,200	-	-
TOTAL - CITY ADMINISTRATION (\$)		-	-	40,469	27,200	-	-

Administrative Pool Cars

The scheduled replacement of the stationwagon in the Administrative Pool. The current vehicle is gasoline-powered and was purchased in 2009 and has exceeded its useful life. The replacement vehicle will be an electric vehicle.

Information Technology

INFORMATION TECHNOLOGY	Fund	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28
Equipment & Software							
Door Security & ID Software	ERR	-	-	-	-	40,317	-
Surveillance for PW/REC/Heffner	ERR	-	-	-	-	47,038	-
Upgrade Network Switches and Router	ERR	-	-	53,000	-	99,061	-
Smartboards Refresh (Community Center & Public Works)	ERR	10,000	3,200	63,000	-	-	-
Enhanced Datacenter Security & Firewall	GF	10,000	25,000	-	-	-	-
Establish Cloud Virtual Site Infrastructure	GF	10,000	-	-	-	-	-
Servers Infrastructure	ERR	10,000	-	-	-	86,011	-
Government Services Financial Software	ERR	-	-	-	92,607	-	-
TOTAL - INFORMATION TECHNOLOGY (\$)		40,000	28,200	116,000	92,607	272,427	-

Smartboard Refresh

Smartboards are used in the Community Center and Public Works facilities for presentations and collaboration. The existing units are over 6 years old, frequently failing, are no longer maintainable, and need to be replaced.

Enhanced Datacenter Security and Firewall

With evolving security risks and vulnerabilities, enhanced security hardware and software is required to maintain a secure IT infrastructure environment at the City, providing staff with secure connectivity to on-site and external software applications and Internet services.

Police Department

POLICE	Fund	FY 23 Proj	FY 24	FY 25	FY 26	FY 27	FY 28
Vehicles							
Parking Enforcement Lease Vehicle Purchase	GF	-	24,000	-	-	-	-
Police Vehicles	ERR	210,000	-	-	-	-	-
6 Police Patrol Cars; \$66,700/car	ERR	400,200	-	-	-	-	-
Parking Enforcement Van	ERR	-	36,600	-	-	-	-
7 Police Patrol Cars; \$70,000/car	ERR	-	490,000	-	-	-	-
Police Small Van	ERR	-	50,760	-	-	-	-
Police Transit Van	ERR	-	-	-	-	60,000	-
Police Truck	ERR	48,000	-	-	-	-	-
7 Police Patrol Cars; \$73,000/car	ERR	-	-	511,000	-	-	-
5 Police Patrol Cars; \$76,000/car	ERR	-	-	-	380,000	-	-
5 Police Patrol Cars; \$80,000/car	ERR	-	-	-	-	400,000	-
4 Police Patrol Cars; \$84,000/car	ERR	-	-	-	-	-	336,000
Equipment							
Camera Trailer	SCF	-	-	-	-	-	-
Fleet Camera	GF	50,358	-	-	-	-	-
Field Radio Equipment	GF	36,500	37,500	37,500	40,000	40,000	45,000
Mobile Computers	GF	25,000	25,000	25,000	25,000	25,000	25,000
Body Camera & Taser Replacement	ERR	32,154	-	32,154	-	-	37,275
License Plate Reader	ERR	-	-	-	-	-	13,400
License Plate Reader	SRF	40,200	-	-	-	-	-
Bike Patrol Unit Equipment	SCF	6,000	6,000	6,000	6,000	6,000	6,000
TOTAL - POLICE (\$)		848,412	669,860	611,654	451,000	531,000	462,675

Police Department Patrol Vehicles

Seven marked gasoline powered Patrol Vehicles are due to be replaced in Fiscal Year 2024. In keeping with the City's mission to reduce their carbon footprint, those vehicles will be replaced with Hybrid vehicles. A total of \$490,000 is included in the FY24 budget for these replacement vehicles.

Field Radio Equipment

The Fiscal Year budget includes \$37,500 for Field Radio Equipment. This is an ongoing expense to purchase new radios, as needed, to replace aging or non-working radios, and to ensure we have spare radios for use while any radios are out of service for repairs.

Mobile Computers

A total of \$25,000 is included for the purchase of any additionally needed Mobile Computers needed for new vehicles, and to upgrade, as needed, current computers and antennas.

Bike Patrol Unit Equipment

The Fiscal Year 2024 budget includes \$6,000 for the upkeep of our electric assist Patrol Mountain Bikes, and for the purchase of new equipment and bike patrol uniforms.

Public Works

PUBLIC WORKS	Fund	FY 23 Proj	FY 24	FY 25	FY 26	FY 27	FY 28
Vehicles							
Administration Vehicle	ERR	-	45,000	-	-	-	-
Engineer Car	ERR	-	-	-	-	-	40,767
Electric Street Sweeper	ERR	249,985	-	-	-	-	-
Pick Up Truck	ERR	44,567	-	-	44,500	-	-
Building Maintenance Van	ERR	-	-	-	30,680	-	-
Trash Truck (2) \$315,000/truck	ERR	-	630,000	-	-	-	-
Dump Truck	ERR	-	-	-	168,150	94,504	-
Equipment							
Work Order System	GF	-	32,000	-	-	-	-
Roadway Crackfilling Machine	ERR	-	-	45,000	-	-	-
Leaf Collection Vacuums	ERR	-	-	-	70,000	-	42,777
Leaf Boxes	ERR	-	-	-	9,000	-	7,225
Walk Behind Mower	ERR	-	12,000	-	-	-	-
Truck Scale	ERR	-	-	-	-	-	6,713
Roll-Off Trailer	ERR	-	83,373	-	-	-	-
Mechanic Tool Box	ERR	-	-	-	-	-	8,735
Aerial Lift	ERR	38,551	-	-	-	-	-
Transmission Fuel Exchanger	ERR	-	-	-	6,706	-	-
Vehicle Lift 1	ERR	-	-	-	14,065	-	-
Vehicle Bay Exhaust System	ERR	-	-	-	-	41,000	-
Regular Tire Changer	ERR	-	-	11,365	-	-	-
Genisys Master Diagnostic	ERR	-	-	-	5,000	-	-
Fuel Dispensing Software & Equipment	ERR	17,693	-	-	-	-	-
Chipper	ERR	-	-	-	-	57,174	-
Leave Box 2	ERR	-	-	-	-	9,500	-
Leaf Grinder	ERR	-	-	-	-	240,706	-
Leaf Vacuum #1076	ERR	-	-	-	-	60,000	-
Riding Mower 2	ERR	-	-	-	-	18,000	-
Salt Dome Cover	ERR	-	-	-	-	39,726	-

PUBLIC WORKS	Fund	FY 23 Proj	FY 24	FY 25	FY 26	FY 27	FY 28
Streets & Sidewalks							
ADA Sidewalk Retrofit - Total FY23 Cost \$800,000							
City Sidewalks	ARP A	-	300,000	-	-	-	-
City Sidewalks	GF	160,000	-	300,000	-	-	-
SHA Sidewalks	GF	350,000	-	500,000	500,000	500,000	500,000
SHA Sidewalks	ARP A	-	150,000	-	-	-	-
New Sidewalk Design/Construction & Traffic Calming	SCF	300,000	-	-	-	-	-
New Sidewalk Design/Construction & Traffic Calming	ARP A	-	300,000	-	-	-	-
New Sidewalk Design/Construction & Traffic Calming	GF	179,000	-	300,000	300,000	300,000	300,000
Street Light Upgrade	GF	20,000	20,000	20,000	20,000	20,000	20,000
Street Rehabilitation	GF	300,275	-	500,000	500,000	500,000	500,000
Street Rehabilitation	ARP A	273,825	350,000	-	-	-	-
Building Facilities							
Phase 2 Facility Design	GF	-	-	150,000			
Phase 2 Construction	GF	-	-		850,000	-	-
Replace Front Gate at Public Works Facility	FMR	-	32,000	-	-	-	-
Community Center							
Community Center Renovation-Atrium Floor	FMR	185,800	-	-	-	-	-
Community Center Renovation-Atrium Floor	ARP A	1,000,000	-	-	-	-	-
Recreation Center Redevelopment	ARP A	160,000	-	-	-	-	-
HVAC Control System	FMR	40,000	-	-	-	-	-
Epoxy Coat Walkway and LL Parking area	FMR	15,000	-	-	18,000	-	-
Police Department Construction	GF	-	-	-	1,500,000	1,500,000	-
Police Station Improvement	SCF	20,000		-	-	-	-
Third Floor Renovation (IT and Cable)	ERR	-	-	-	-	-	91,541
City Fund	FMR	-	75,000	-	-	-	-
Cable Grant	SRF	-	125,000	-	-	-	-
Emergency Generator Community Center rear	ERR	-	-	58,254	-	-	-
Community Center rear 1st Floor roof	ERR	-	-	-	-	74,515	-
Front Elevator Upgrade	ERR	-	-	-	-	100,000	-
SUBTOTAL - PUBLIC WORKS (\$)		3,354,696	2,154,373	1,884,619	4,036,101	3,555,125	1,517,758

PUBLIC WORKS	Fund	FY 23 Proj	FY 24	FY 25	FY 26	FY 27	FY 28
Stormwater Management							
Takoma Branch Stream Restoration - Phase 2	SW	250,000	-	-	-	-	-
Cockerville & Hillwood & EV Sweeper	SW	524,902	-	-	-	-	-
System Improvement	SW	-	-	-	-	-	250,000
Jefferson Ave Bio Retention Facility	SW	-	120,000	-	-	-	-
Albany and Baltimore Ave SW Treatment	SW	-	75,000	-	-	-	-
Houston Ave SW Treatment	SW	-	55,000	-	-	-	-
Extend SW System in Long Branch/Sligo Area	SW	-	-	150,000	-	-	-
Sligo Mill Dead End Erosion Control	SW	-	-	50,000	-	-	-
Maple Ave Parking Lot Program	SW	-	-	-	155,000	-	-
Flower Ave & Cherry Ave Outfall Stabilization	SW	-	-	-	45,000	-	-
Public Private Project on private property	SW	-	-	-	-	200,000	-
SUBTOTAL - STORMWATER MANAGEMENT (\$)		774,902	250,000	200,000	200,000	200,000	250,000
TOTAL - PUBLIC WORKS (\$)		4,129,598	2,404,373	2,084,619	4,236,101	3,755,125	1,767,758

Two Trash Trucks

The scheduled replacement of two trash trucks, originally purchased in 2011. The City's fleet includes four rear-loading packer vehicles. The vehicles are assigned to collect, yard waste, trash and or recycling.

Work Order System

The City purchased the Cartograph System in Fiscal Year 2023 to establish a formal work order system and asset management program. The expenditures will cover the annual administrative fee which will be combined in the operating budget of the Department in future years.

Roll-Off Trailer

This equipment enables the City to haul 20-yard roll-off containers. The City has two containers that are used for waste and debris storage for disposal including scrap metal, street sweeping debris, storm debris, and wood waste. The trailer is towed by one of the City's dump trucks which enable the City to tow the roll-off to the intended disposal facility. The trailer being replaced was purchased in 2010.

Walk Behind Mower

The scheduled replacement of the walk-behind mower, which together with a riding mower enables staff to perform turf management of City parks and grass areas. The equipment replaces the mower purchased in 2007 and will be electric-powered. This is the first year this item is included in the Capital budget. Previously, the equipment was purchased for less than \$5,000.

ADA Compliance Repairs to City Sidewalks

This is the continuation of the program, started in 2010, to repair existing sidewalks to meet the Federal Americans with Disabilities Act (ADA) requirements and improve pedestrian access and safety. For Fiscal Year 2024, funding is included in the ARPA budget.

ADA Compliance Repairs to State Road Sidewalks

This program addresses sidewalk repairs needed on sidewalks along State Highways. The program was established in 2018. The project is anticipated to take approximately 10 years, depending on annual funding levels. The Fiscal Year 2024 program is included in the ARPA budget.

New Sidewalk Design & Traffic Calming

This program is used to respond to requests for new sidewalks and traffic calming. The program includes funding for design and construction. The projects in the queue include:

Traffic Calming:

7500 block of Jackson Avenue

Sidewalk Requests:

Belford Place

7900 block of Maple Ave

Kansas Lane (includes possible one-way designation)

Street Light Upgrades

Funding is allocated annually to fund new street lighting requests or upgrades to existing lighting levels, as requested by residents. Most streetlights are owned and maintained by Pepco which charges for new streetlighting installation. Additionally, the City does own and maintain decorative streetlighting in several areas including Carroll Avenue, Lee Avenue, and Holton Lane.

Street Rehabilitation

This program provides for the resurfacing of City roadways based on a pavement condition analysis. The allocation in Fiscal Year 2024 at \$350,000 is below the recommended funding level of \$500,000 and is included in the ARPA budget.

Public Works Facility Front Gate

Replacement of the existing front gates at Public Works. The current gate has been damaged and is no longer functioning. The new gate will be an improved design which is expected to increase longevity and provide the required security.

Stormwater Project – Jefferson Avenue Stream Stabilization and Bio Retention Facility

This project will address severe erosion taking place down the wooded slope off Jefferson Avenue to Sligo Creek Parkway. The project will create a bioretention facility at the existing outfall, to provide for water treatment and will stabilize the flow line to stop erosion and stabilize the channel.

Stormwater Project – Albany and Baltimore Avenue Stormwater Facility

This project will add stormwater treatment facilities to the triangle park area to provide for water treatment of roadway run-off before it enters into the stormwater pipe system.

Stormwater Project - Houston Court and Houston Avenue Stormwater Treatment

This project will add treatment facilities to the inlets on Houston Court and Houston Avenue to improve water quality by removing pollutants from roadway surface run-off before it enters in the stormwater pipe which discharges into Sligo Creek.

Recreation

RECREATION	Fund	FY 23 Proj	FY 24	FY 25	FY 26	FY 27	FY 28
Vehicles							
Recreation Bus Large	ERR	-	140,000	-	-	-	-
Recreation Bus (SAB)	ERR	-	120,000	-	-	-	-
Equipment							
Treadmills	ERR	-	7,338	-	-	-	-
Elliptical	ERR	6,600	-	-	-	-	-
Active Arcade Game - Game Room	ERR	-	-	-	7,000	-	-
Other							
Rec Programming Software – Active Network	ERR	-	-	-	60,000	-	-
TOTAL - RECREATION (\$)		6,600	267,338	-	67,000	-	-

Recreation Large Bus

The Fiscal Year 2024 Budget includes \$140,000 to replace the City's Large Bus. In Fiscal Year 2019 (pre-COVID), the Recreation Bus was used for a total of 38 trips which included trips for camp, seniors, and teens. Trips also included internal usage (administrative requests) from the Police and Housing Departments. Recreation anticipates a similar number of trips for Fiscal Year 2024 to include 17 trips for seniors, at least 7 teen trips, and at least 6 Administrative requests. The current bus was purchased in 2007 and is currently 15 years old. This is the only vehicle that has a wheelchair lift and the senior program uses the lift regularly. The past few years, the chair lift on the vehicle has not worked properly and may have outlived its lifecycle. The bus was originally scheduled to be replaced in 2017 according to the City's replacement schedule.

Recreation Small Bus

The Fiscal Year 2024 Budget includes \$120,000 to replace the City's Small Bus. This bus is the only one that can transport a group while not requiring a CDL license, thus is used more frequently. The bus was originally scheduled to be replaced in 2018 according to the City's replacement schedule.

Treadmill

The Fiscal Year 2024 budget includes \$7,338 to replace the treadmill at the Takoma Park Recreation Center. The current unit is over 5 years old and will be replaced with a more efficient and modern machine.

Housing & Community Development

HOUSING & COMMUNITY	Fund	FY 23 Proj	FY 24	FY 25	FY 26	FY 27	FY 28
Community Improvement							
<i>CDBG - Neighborhood Improvement</i>	SRF	141,000	132,000	-	-	-	-
Code Enforcement Lease Vehicles Purchase	GF	-	48,000	-	-	-	-
Bike Improvements	GF	45,000	40,000	40,000	40,000	40,000	-
Bus Shelter Improvements	GF	36,800	-	-	-	-	-
Maple Ave Connectivity Project	SRF	40,000	200,000	64,000	-	-	-
Maple Ave Connectivity Project - City Match 20%	GF	-	50,000	16,000	-	-	-
Metro Branch Trail	SRF	-	40,000	300,000	204,000	-	-
Metro Branch Trail City Match 20%	GF	-	12,000	74,000	50,000	-	-
Public Space Management Plan Implementation	GF	-	30,000	60,000	60,000	60,000	-
Public Space Management Plan Implementation	ARPA	90,000	-	-	-	-	-
<i>New Hampshire Ave Bikeway Design Section A, B & D</i>							
<i>City Fund</i>	GF	46,000	61,200	44,000	18,000	-	-
<i>Grant A - 100%</i>	SRF	130,000	197,500	-	-	-	-
<i>Grant B - 100%</i>	SRF	100,000	56,000	-	-	-	-
<i>Grant D - 100%</i>	SRF	-	40,000	200,000	52,000	-	-
Takoma Park Economic Development Project							
Streetary Partner MOU	SRF	10,000	-	-	-	-	-
Recreation Center Design Grant	SRF	-	145,000	-	-	-	-
Recreation Center Re-development	ARPA	-	160,000	-	-	-	-
Neighborhood Commercial Center Improvements	ARPA	100,000	-	-	-	-	-
Neighborhood Commercial Center Improvements	GF	-	57,457	175,000	100,000	100,000	100,000
Façade Grant-City Match	GF	50,000	-	-	-	-	-
TOTAL - HOUSING & COMMUNITY (\$)		788,800	1,269,157	973,000	524,000	200,000	100,000

CDBG – Neighborhood Improvements

The Fiscal Year 2024 budget includes \$132,000 in Community Development Block Grant funds for Neighborhood Improvement projects, which will be approved by Montgomery County to ensure compliance with federal requirements.

Code Enforcement – Purchase Two (2) Lease Vehicles

The Fiscal Year 2024 budget includes \$48,000 for the purchase of two vehicles for the Code Enforcement division. These vehicle purchases will replace existing leases on Code Enforcement vehicles.

Bike Improvements

The Fiscal Year 2024 budget includes \$40,000 for bike infrastructure including bike racks, sharrows, bike lanes, repair stations and signage as well as bike activities such as Bike to Work. Bike infrastructure is part of the City's climate change efforts and race equity considerations.

New Hampshire Ave Bikeways Design

The Fiscal Year 2024 budget includes \$354,700 for the New Hampshire Avenue Bikeway project. 17% (\$61,200) of the total are City funds and 83% (\$293,500) are grant funds. The goal of this project is to create a two-directional bikeway on south-bound New Hampshire Avenue. The funds will complete design and construction documents for various sections of the project: Section A from Holton Lane to Auburn Avenue, Section B from Auburn Avenue to Poplar Avenue, and Section D from Auburn Avenue to Eastern Avenue.

Public Space Management Plan Implementation

The Fiscal Year 2024 budget includes \$30,000 to rejuvenate and repurpose public space in order to build community and address race equity as an outgrowth of the 2022-2023 Public Space Management Plan effort.

Maple Avenue Connectivity Project

The Fiscal Year 2024 budget includes \$250,000 – 80% (200,000) in grant funds and 20% (\$50,000) in City funds. The goal of this project is to prioritize pedestrians, bicyclists, and transit users to provide safer, more convenient, and more comfortable travel for all roadway users.

Metropolitan Branch Trail

The Fiscal Year 2024 budget includes \$52,000 – \$40,000 in grant funds and \$12,000 in City funds. The goal of this project is to update the trail as a multi-use pedestrian and bicycle path. In Spring, 2023, the City will apply for a multi-year grant project.

Recreation Center Design Grant/Recreation Center Redevelopment

The Fiscal Year 2024 budget includes \$305,000 - \$145,000 in grant funds and \$160,000 in ARPA funds. These funds will support predevelopment, engineering, and capital infrastructure investments around a potential public-private redevelopment of the Takoma Park Recreation Center parcel at 7315 New Hampshire Avenue.

Neighborhood Commercial Center Program

The Fiscal Year 2024 budget includes \$57,457 in City funds to support the growth of the City's commercial corridors, with a focus on attracting and support a diverse range of new, diverse businesses. Funding will be used to support capital investments and provide access to capital for new and expanding businesses.

Communications

COMMUNICATIONS	Fund	FY 23 Proj	FY 24	FY 25	FY 26	FY 27	FY 28
Equipment & Software							
Auditorium Digital Video & Touch Panel System	SRF	-	-	-	5,000	-	-
Auditorium Camera System	SRF	-	-	120,000	-	-	-
Auditorium Hybrid Meeting AV Integration	SRF	20,000	-	-	-	-	-
Studio Lighting	SRF	9,000	-	-	-	-	-
Auditorium Lighting	SRF	24,000	-	-	-	-	-
Control Room Relocation	SRF	-	50,000	-	-	-	-
Sports Production	SRF	15,000	-	-	-	-	30,000
Wireless Video	SRF	15,000	-	-	-	-	-
Cable TV 13 Editing & Playback Servers	SRF	185,000	-	-	-	-	-
Remote Production	SRF	-	25,000	-	-	-	-
Control Room Switcher	SRF	15,000	-	-	-	-	-
Media Lab Equipment	SRF	-	-	60,476	-	-	-
TOTAL - COMMUNICATIONS (\$)		283,000	75,000	180,476	5,000	-	30,000

Cable Equipment

The Fiscal Year 2024 Budget includes \$75,000 in cable equipment and the temporary relocation of the control room due to the library construction. It will also cover equipment to operate remote productions.

Library

LIBRARY	Fund	FY 23 Proj	FY 24	FY 25	FY 26	FY 27	FY 28
Facilities							
Library Detail Design, Relocation, & Construction - Total Cost \$13.5M							
<i>City Fund</i>	Bond	5,000,000	1,050,479	-	-	-	-
ARPA Fund	ARP A	-	3,500,000	500,000	-	-	-
<i>Cable Grants</i>	SRF	2,500,000	-	-	-	-	-
TOTAL - LIBRARY (\$)		7,500,000	4,550,479	500,000	-	-	-

Library Construction

\$2.5 million from Cable Grants and \$5 million of the bond will be spent towards the construction of the new Library building in Fiscal Year 2023. In Fiscal Year 2024, remaining funds from the original \$7 million bond will be spent, as well as \$3.5 million in ARPA funds, and any supplemental sources that are secured. The project should be near completion at the beginning of Fiscal Year 2025, but \$500,000 from ARPA funds have been reserved for Fiscal Year 2025 in the event that any procurement or labor needs to be covered during that time. Construction is expected to conclude in Fiscal Year 2025. Between the \$3.5 million in ARPA funds and \$1.05 million from the Library Bond funding, \$4.55 million is projected to be spent on Library construction in Fiscal Year 2024.

Debt Service Summary



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Overview

Neither Maryland State law nor the City Charter mandates a limit on municipal debt. However, the City will strive to maintain its net tax-supported debt at a level not to exceed one percent (1 percent) of the assessed valuation of taxable property. The net tax-supported debt should not exceed \$23.9 million. The City incurs a total debt in the amount of \$11.2 million.

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.

Community Center Bond 2015 Series:

On August 24, 2015, the City paid off the 2005 Community Center Bonds by issuance of the 2015 Series Bonds. The new bond proceed is in the amount of \$1,579,730. The principal and interest payments are to be repaid semi-annually each year based upon an interest rate of 2.34% until the bonds are paid. The final payment is due June 30, 2025.

The annual installments for the repayment of the bonds as of July 1, 2023 are as follows:

<u>Fiscal Years</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2024	171,000	12,170	183,170
2025	<u>176,000</u>	<u>7,040</u>	<u>183,040</u>
Total	<u>\$347,000</u>	<u>\$19,210</u>	<u>\$366,210</u>

Transportation Bond 2017 Series:

For the purpose of funding the Street Improvement projects, the City issued a Local Government Infrastructure Bond 2017 Series A-1 in the amount of \$2,000,000. The bond proceeds are used for the design and construction of the Ethan Allen Gateway Streetscape and Flower Ave Green Street projects. The principal and interest payments are calculated based on a 15-year payment schedule presented by DHCD. The incurred costs include \$7,458 fees and insurance and approximately \$50,000 cost of issuance. The final payment is due on June 30, 2032.

The annual installments for the repayment of the bonds as of July 1, 2023 are as follows:

<u>Fiscal Years</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2024	129,500	36,787	166,287
2025	132,000	34,133	166,133
2026	135,000	31,143	166,143
2027	138,500	27,815	166,315
2028	143,000	23,591	166,591
2029-2032	<u>615,500</u>	<u>49,273</u>	<u>664,773</u>
Total	<u>\$1,293,500</u>	<u>\$202,742</u>	<u>\$1,496,242</u>

Library Bond 2017 Series

In Fiscal Year 2018, the City issued a 30-year Local Government Infrastructure Bond 2017 Series A-2 in the amount of \$7,000,000. The bond proceeds are used for the design and renovation of the Library Facility and can be used in the Community Center as well. The principal and interest payments are going to be repaid semi-annually each year based upon the payment schedule presented by DHCD. The bond setup costs include \$41,883 in fees and insurance and approximately \$175,000 in cost of issuance. The final payment is due on June 30, 2047.

The annual installments for the repayment of the bonds as of July 1, 2023 are as follows:

Fiscal Years	Principal	Interest	Total
2024	173,500	216,020	389,520
2025	175,500	212,463	387,963
2026	178,500	208,488	386,988
2027	184,500	204,088	388,588
2028	191,500	198,461	389,961
2029-2047	<u>5,152,500</u>	<u>2,233,781</u>	<u>7,386,281</u>
Total	<u>\$6,056,000</u>	<u>\$3,273,302</u>	<u>\$ 9,329,302</u>

ARPA Fund


City of Takoma Park

American Rescue Plan Act (ARPA)
Spending Plan

\$17.5 MILLION



Affordable
Housing



Small Business
Recovery



Social Services
Partnerships



Family Resiliency
Programs



City
Operations



Community
Anchors

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Fund Summary

Fund Overview

The U.S. Department of the Treasury (Treasury), through the American Rescue Plan Act of 2021 (ARPA), included a total of \$360 billion in pandemic-related aid for state and local governments. The State of Maryland received \$528.96 million to disburse to Non-Entitlement Units of Local Government (jurisdictions with a population below 50,000 persons). With a population below 50,000 persons, the City of Takoma Park is a Non-Entitlement Unit (NEU), and in two installments, has received a total allocation of \$17,470,260 in ARPA funds. These funds can be used for a broad range of purposes, such as:

- 1) To respond to the COVID-19 public health emergency or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;
- 2) To respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers;
- 3) To restore the provision of government services to the extent key positions, services, or projects were cut or reduced as a result of the reduction in government revenues due to the COVID-19 public health emergency; and,
- 4) To make necessary investments in water, sewer, and/or broadband infrastructure.

After a 6-month process reviewing over 40 City staff, Council, and publicly submitted ARPA spending options, the Takoma Park City Council approved a five-year ARPA Spending Plan which allocated the entire remaining \$17.5 million ARPA award between approximately 30 programs. This Spending Plan was adopted by council as Ordinance No. 2022-3 on March 6, 2022.

Per Federal legislation, all ARPA funds must be obligated by December 2024 and expended in total by December 2026. Any remaining funds (not expended by December 2026) must be returned to the U.S. Treasury. The Council-adopted Spending Plan works within these statutory deadlines.

Management Objectives:

Under the City's ARPA Spending Plan, the City targets six main focus areas:

- **Affordable Housing** – To provide emergency rental and utility assistance to residents who may be experiencing eviction or other financial hardship, as well as grants for multifamily building improvements and/or weatherization and electrification.
- **Small Business Recovery** – Support businesses struggling with the economic impacts of the COVID-19 pandemic through Small Business Support Grants, Façade Improvements, Neighborhood Commercial Center Improvements; and Business Incubator support.
- **Social Services Partnerships** – To provide direct financial support to vulnerable populations and funding to close gaps in social service provision. By targeting ARPA relief to vulnerable populations, the City of Takoma Park strives to ensure equity for all, including people of color and others who have been historically underserved, marginalized, and adversely affected by persistent poverty and inequality.
- **Family Resiliency Programs** – To support a community-centered food system to reduce food insecurity among disadvantaged and underserved families residing in the community. The City is also investing in community by purchasing educational technology, such as laptops and WiFi hotspots, and subsidizing the cost of internet service for low-income residents and library patrons. Family Resiliency Programs projects also include scholarships for recreation programs, tutoring programs, quality of life grants, and a two-year pilot program to provide on-call mental health counselors to respond to neighbors in crisis and suffering from mental health challenges.
- **Community Anchors** – To invest in the community's future by improvement and creating better public facilities, such as, redeveloping and expanding the Public Library, and Community & Recreation Center redevelopments.
- **City Operations** – Maintaining municipal operations and improving resiliency through restoring lost revenues due to the COVID-19 pandemic. These include initiatives such as, an interactive online budget platform, online document management, providing premium pay to essential workers, and street rehabilitation.

Personnel Schedule:

In order to ensure ongoing federal compliance and successfully administer this fund and its various programs, the Spending Plan includes the hiring of three dedicated staff with ARPA funds as outlined below:

Personnel Staffing	Actual FY22	Adjusted FY23	Proposed FY24	Change Adj. FY23-FY24
ARPA 0070				
ARPA Manager	-	1.00	1.00	-
Accounting Analyst	-	1.00	1.00	-
IT Analyst	-	1.00	1.00	-
Total ARPA FTE	-	3.00	3.00	-
FTEs with benefits	-	3.00	3.00	-
FTEs without benefits	-	-	-	-
Total ARPA FTE	-	3.00	3.00	-

ARPA 5-Year Plan

ARPA/SLFRF Funded Projects Spending Projections FY22-FY26	TOTAL ARPA FUNDS ALLOCATED	FY22	FY23	FY24	FY25	FY26	Projected Surplus/Overage
Administrative Salaries/Benefits	\$2,005,000	\$85,104	\$175,727	\$410,629	\$421,710	\$433,097	\$478,733
Façade Improvement Grant	\$8,000	\$0	\$8,000	\$0	\$0	\$0	\$0
Emergency Rental Assistance	\$750,000	\$286,599	\$213,401	\$250,000	\$0	\$0	\$0
Document Management Platform	\$100,000	\$8,160	\$0	\$230,000	\$0	\$0	(\$138,160)
Food Insecurity Program	\$250,000	\$0	\$90,000	\$90,000	\$70,000	\$0	\$0
Small Business Grants	\$300,000	\$149,400	\$112,600	\$38,000	\$0	\$0	\$0
Multi-Family Housing Rehabilitation Fund	\$1,000,000	\$0	\$500,000	\$500,000	\$0	\$0	\$0
Grants to Non-Profits (Social Services Partnerships)	\$350,000	\$0	\$130,000	\$110,000	\$0	\$0	\$110,000
Community Connectors (Social Services Partnerships)	\$350,000	\$0	\$0	\$0	\$0	\$0	\$350,000
Direct Cash Assistance (Social Services Partnerships)	\$2,300,000	\$0	\$1,310,000	\$120,000	\$0	\$0	\$870,000
Workforce Development	\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000
Takoma-Langley Crossroads Business Incubator	\$500,000	\$0	\$100,000	\$300,000	\$100,000	\$0	\$0
Energy Efficiency Upgrades: Weatherization, Electrification	\$500,000	\$0	\$150,000	\$350,000	\$0	\$0	\$0
Lending Program: Laptops	\$11,000	\$0	\$6,825	\$4,165	\$0	\$0	\$10
Lending Program: Wi-Fi Hotspots	\$3,000	\$3,000	\$0	\$0	\$0	\$0	\$0
Mental Health Crisis Counselors	\$600,000	\$0	\$102,500	\$275,000	\$222,500	\$0	\$0
Recreation Program Scholarships & Tutoring	\$300,000	\$0	\$150,000	\$150,000	\$0	\$0	\$0
Interactive Online Budget Tool	\$124,000	\$0	\$0	\$124,000	\$0	\$0	\$0
Community Engagement	\$100,000	\$18,000	\$9,800	\$5,000	\$5,000	\$5,000	\$57,200
Municipal Broadband	\$400,000	\$0	\$30,000	\$185,000	\$0	\$0	\$185,000
Library Expansion	\$4,000,000	\$0	\$0	\$3,500,000	\$500,000	\$0	\$0
Recreation Center Redevelopment	\$320,000	\$0	\$160,000	\$160,000	\$0	\$0	\$0
Community Center Renovation	\$1,000,000	\$0	\$1,000,000	\$0	\$0	\$0	\$0
Financial Software Upgrade	\$165,000	\$0	\$0	\$0	\$0	\$0	\$165,000
Premium Pay for Essential Workers	\$272,000	\$241,400	\$0	\$0	\$0	\$0	\$30,600
ARPA Contingency Amount (\$463,825)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Public Space Management (from contingency)	\$90,000	\$0	\$90,000	\$0	\$0	\$0	\$0
Neighborhood Community Connectors (from contingency)	\$100,000	\$0	\$100,000	\$0	\$0	\$0	\$0
Street Rehabilitation (from contingency FY23 & surplus FY24)	\$273,825	\$0	\$273,825	\$350,000	\$0	\$0	(\$350,000)
Sidewalks CIP	\$0	\$0	\$0	\$750,000	\$0	\$0	(\$750,000)
ARPA Fund Summary Total	\$16,271,825	\$791,663	\$4,712,678	\$7,901,794	\$1,319,210	\$438,097	\$1,108,383
General Fund Revenue Loss Reimbursement	\$1,191,900	\$1,191,900	\$0	\$0	\$0	\$0	\$0
Unencumbered	\$6,535	\$0	\$0	\$0	\$0	\$0	\$6,535
ARPA Fund TOTAL	\$17,470,260	\$1,983,563	\$4,712,678	\$7,901,794	\$1,319,210	\$438,097	\$1,114,918

Sources of Revenue and Expenditure Tables

<i>Fund Revenues (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>ARPA - Federal Aid</i>	7,547,962	8,731,862	8,738,397	-		
<i>Interest & Dividends</i>	272	-	1,100	1,100		
<i>Fund Total</i>	7,548,235	8,731,862	8,739,497	1,100		

<i>Fund Expenditures (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>ARPA Fund</i>	791,662.18	10,080,506	4,712,687	7,901,789	3,189,101	67.67%
<i>Fund Total</i>	791,662.18	10,080,506	4,712,687	7,901,789	3,189,101	67.67%

<i>Fund Expenditures by TYPE (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
7.1 TE Salaries	61,834	549,226	80,227	276,472	196,245	244.61%
7.1 TE Fringe Benefits	10,262	87,453.61	29,000	134,152	105,152	362.59%
4.1 TE Employee Recognition & Premium Pay	241,400	-	-	-	-	-
7.1 TE Temporary Assistance	13,007	-	66,500	-	(66,500)	(100.00%)
Personnel Subtotal	326,503.55	636,679	175,727	410,624	234,897	133.67%
2.31 TE Facade Grant-City Match	-	8,000	8,000	-	(8,000)	(100.00%)
2.2 TE Emergency Rental Assistance	286,599	213,401	213,401	250,000	36,599	17.15%
6.1 TE Document Management Platform	8,160	100,000	-	230,000	230,000	-
2.1 TE Food Insecurity Program	-	90,000	90,000	90,000	-	0.00%
2.29 TE Small Business Grants	149,400	150,600	112,600	38,000	(74,600)	(66.25%)
2.15 TE Multi-Family Housing Rehabilitation	-	500,000	500,000	500,000	-	0.00%
2.34 TE Social Services-Grants to Non-profits	-	350,000	130,000	110,000	(20,000)	(15.38%)
2.19 TE Social Services-Community Connectors	-	200,000	-	-	-	-
2.3 TE Social Services-Direct Assistance	-	2,300,000	1,310,000	120,000	(1,190,000)	(90.84%)
2.1 TE Workforce Development	-	100,000	-	-	-	-
6.1 TE Crossroads Business Incubator	-	500,000	100,000	300,000	200,000	200.00%
2.2 TE Energy Efficiency Upgrades	-	500,000	150,000	350,000	200,000	133.33%
2.4 TE Lending Program: Laptops	-	11,000	6,835	4,165	(2,670)	(39.06%)
2.4 TE Lending Program: Wi-Fi Hotspots	3,000	3,000	-	-	-	-
1.12 TE Mental Health Counselors	-	350,000	102,500	275,000	172,500	168.29%
6.1 TE Recreation Scholarships & Tutoring	-	125,000	150,000	150,000	-	0.00%
6.1 TE Interactive Online Budget Platform	-	124,000	-	124,000	124,000	-
7.1 TE ARPA Admin-Community Engagement	18,000	20,000	9,800	5,000	(4,800)	(48.98%)
2.4 TE Municipal Broadband	-	175,000	30,000	185,000	155,000	516.67%
6.1 TE CIP-Library Expansion	-	2,000,000	-	3,500,000	3,500,000	-
6.1 TE CIP-Rec Center Redevelopment	-	160,000	160,000	160,000	-	0.00%
6.1 TE CIP-Community Center Renovation	-	1,000,000	1,000,000	-	(1,000,000)	(100.00%)
2.31 TE CIP-Public Space Management	-	90,000	90,000	-	(90,000)	(100.00%)
2.31 TE CIP-Neighborhood Comm Ctr	-	100,000	100,000	-	(100,000)	(100.00%)
2.22 TE CIP-Street Rehabilitation	-	273,825	273,825	350,000	76,175	27.82%
6.1 TE CIP-Sidewalks	-	-	-	750,000	750,000	-
Operating Exp Subtotal	465,159	9,443,826	4,536,961	7,491,165	2,954,204	65.11%
Fund Total	791,662	10,080,506	4,712,687	7,901,789	3,189,101	67.67%

Fiscal Year 2023 Program Update & Spending Projections:

For a number of ARPA funded programs, Fiscal Year 2023 was a year highlighted by project delays. Some of these were due to delays with third-party partners or permitting authorities, and some were due to City project management staff shortages and turnover. Despite these challenges, there is a long list of program success stories as well as new opportunities to reimagine funding with surplus funds heading into the new fiscal year.

FY23 Adjusted Budget	FY23 Year End Projection	Change (\$)	FY24 Budget
\$10,077,505.74	\$4,712,687.32	(\$5,364,818.42)	\$7,901,794

1) ARPA Administrative Salaries/Benefits

The original Fiscal Year 2023 budget anticipated all three FTEs supported through ARPA dollars would be hired as of July 1, 2022. However, these positions remained vacant until an ARPA Manager was hired in the 3rd quarter of Fiscal Year 2023 and the City's finance team was able to hire temporary assistance. The projected Fiscal Year 2023 numbers reflect significant salary savings.

FY23 Adjusted Budget	FY23 Year End Projection	Change (\$)	FY24 Budget
\$636,679	\$175,737	(\$460,942)	\$410,629

2) Façade Improvement Grant: \$8,000

This grant was targeted for the upgrade and beautification of small businesses. The program is funded in part by Maryland Department of Housing and Community Development (DHCD) and the use of ARPA funds stands in the place of the required business match and any associated fees. Housing and Community Development (HCD) granted these funds to a small business owner at 8000 Flower Avenue which expanded its outdoor seating and improved the aesthetics of the commercial center. All funds have been distributed.

FY23 Adjusted Budget	FY23 Year End Projection	Change (\$)	FY24 Budget
\$8,000	\$8,000	\$0	\$0

3) Emergency Rental Assistance: \$750,000

Through this successful program, ARPA grants are awarded to qualifying residents in need on a first-come-first-serve basis. This funding is typically supplemental to assistance efforts already underway with Montgomery County and local non-profits.

FY23 Adjusted Budget	FY23 Year End Projection	Change (\$)	FY24 Budget
\$213,401	\$213,401	\$0	\$250,000

4) Document Management Platform: \$100,000

The document management system will provide a central repository to store temporary and permanent digital records for the City. The system will be used by most departments with a heavy emphasis on Housing and Community Development, the Police Department, and the Office of the City Clerk. Due to transitions in IT staff, this project will not get underway until Fiscal Year 2024, with anticipated cost overages.

FY23 Adjusted Budget	FY23 Year End Projection	Change (\$)	FY24 Budget
\$100,000	\$0	(\$100,000)	\$230,000

5) Food Insecurity Program: \$250,000

On October 11, 2021, The City of Takoma Park announced a Request for Proposals (RFP) for services to reduce food insecurity for disadvantaged or underserved populations residing in the City of Takoma Park. In March 2022 this was awarded to four different organizations: The Small Things Matter, LLC, Meals on Wheels, Freshfarms Markets, Inc., and Community Health and Empowerment Through Education and Research, Inc. (CHEER). These grantees have developed partnerships with other community-based organizations serving Takoma Park, conducted SNAP benefits outreach, and have facilitated the delivery of thousands of meals in the community. All four grantees will be continuing their work through Fiscal Year 2024.

FY23 Adjusted Budget	FY23 Year End Projection	Change (\$)	FY24 Budget
\$90,000	\$90,000	\$0	\$90,000

6) Grants for Small Businesses: \$300,000

Short-term grants were made available to small businesses, especially those that experienced economic harm during the pandemic, to meet rent and/or payroll obligations. Grant funds were also used for business expansion, business improvements, technical assistance, and the development of products and services. Grants are targeted to small businesses that did not previously receive pandemic-related assistance as well as businesses outside the umbrella of existing business associations.

FY23 Adjusted Budget	FY23 Year End Projection	Change (\$)	FY24 Budget
\$150,600	\$112,600	(\$38,000)	\$38,000

7) Multi-Family Housing Rehabilitation: \$1,000,000

Grants have been made available to multi-family property owners to incentivize rehabilitation and ensure availability of quality and affordable units. Grants may also incorporate energy conservation or other sustainability requirements, and will coordinate with energy efficiency upgrade funds as appropriate. Rehabilitation grants have been shown to improve housing conditions, health outcomes, and mental health. To date, all Fiscal Year 2023 grants have been awarded with the remaining \$500,000 scheduled for disbursement in Fiscal Year 2024.

FY23 Adjusted Budget	FY23 Year End Projection	Change (\$)	FY24 Budget
\$500,000	\$500,000	\$0	\$500,000

8) Grants to Non-Profits: \$350,000

These grants represent the third prong of a three-prong program to address economic and social services needs of residents with low incomes and those facing barriers to accessing social services, including those who have been negatively affected, economically or otherwise, by the COVID-19 pandemic. These grants were initially intended to be split into

five categories: 1) General grants to non-profits (\$95,000); 2) CP2 Grants (\$100,000); 3) Community STEAM Quality of Life Grants (\$110,000); 4) Mini Grants – Spark (\$25,000); and, 5) Recreation STEAM Program (\$20,000). It is projected that all FY23 grant funds will be awarded for the Community STEAM Quality of Life and the Recreation STEAM program. For various reasons, there are currently no grant programs planned for the other three purposes. However, funding has been reallocated to continue the successful Community STEAM Quality of Life grants into Fiscal Year 2024.

FY23 Adjusted Budget	FY23 Year End Projection	Change (\$)	FY24 Budget
\$350,000	\$130,000	(\$120,000)	\$110,000

9) Community Connectors - \$350,000

Communities Connectors is the second prong of a three-prong program to address economic and social services needs of residents with low incomes and those facing barriers to accessing social services, including those who have been negatively affected, economically or otherwise, by the COVID-19 pandemic. This project is intended to develop a Community Navigators program to identify and engage with individuals and households that may not typically engage with government at various levels, or that may otherwise not be aware of government services, and to help connect them to available social services at the City, County and State levels. Due to City staff project management shortages in standing up this unique municipal program, there is no current project plan in Fiscal Year 2024.

FY23 Adjusted Budget	FY23 Year End Projection	Change (\$)	FY24 Budget
\$350,000	\$0	(\$350,000)	\$0

10) Direct Cash Assistance Program: \$2,300,000

With this first prong of a three-prong program to address economic and social services needs of residents with low incomes and those facing barriers to accessing social services, including those who have been negatively affected, economically or otherwise, by the COVID-19 pandemic, the City offers \$1,000 in direct cash assistance to all income eligible residents. The City contracted with a third-party administrator to help administer this program and since the end of the October 2022, has awarded assistance to approximately 1,300 households.

FY23 Adjusted Budget	FY23 Year End Projection	Change (\$)	FY24 Budget
\$2,300,000	\$1,310,000	(\$990,000)	\$120,000

11) Workforce Development: \$100,000

The Spending Plan identified \$100,000 to help support the re-training and/or credentialing of Takoma Park residents seeking funding for additional training and support. As this is a new municipal initiative with limited staff support, there is no current project plan to advance this program in Fiscal Year 2024.

FY23 Adjusted Budget	FY23 Year End Projection	Change (\$)	FY24 Budget
\$100,000	\$0	(\$100,000)	\$0

12) Takoma Langley Crossroads Business Incubator: \$500,000

Funding was allocated to support a permanent, brick-and-mortar home to be transformational to the Crossroads area and provide stable employment for area residents, workforce training, and business incubation for restaurants and artisans. The City's financial support is intended to be leveraged for rent, tenant improvements, property acquisition, or other needs of the businesses located within the Business Incubator. To date, a portion of Fiscal Year 2023 funds have been expended for a market study. Funding targets in later fiscal years will follow any study recommendations.

FY23 Adjusted Budget	FY23 Year End Projection	Change (\$)	FY24 Budget
\$500,000	\$100,000	(\$400,000)	\$300,000

13) Energy Efficiency Upgrades: \$500,000

Grants for energy efficiency upgrades were targeted to multi-family buildings that are occupied by low-to-moderate-income residents. Funds for energy efficiency upgrades have been coordinated with the Housing Rehabilitation Fund and incorporate energy audit or other efficiency requirements as appropriate. To date, all grants have been awarded, with funds allocated in later fiscal years as grant assurances are met and projects are completed.

FY23 Adjusted Budget	FY23 Year End Projection	Change (\$)	FY24 Budget
\$500,000	\$150,000	(\$350,000)	\$350,000

14) Lending Program: Laptops: \$11,000

The City has purchased 30 Chrome Book laptops to provide for computing needs of residents who require access beyond open hours of the Library Computer Center, for periods longer than a session at the Computer Center, or to use elsewhere inside the Library. Lending program deployment is currently underway. This is part of the Library's ongoing effort to use ARPA funding to bridge the City's digital divide and is in addition to the \$3,000 spent in Fiscal Year 2022 for 30 Wi-Fi hotspot units. Any Fiscal Year 2023 surplus has been carried into Fiscal Year 2024 to provide contingency funding in the event laptops need to be replaced, or to provide additional units as program success dictates.

FY23 Adjusted Budget	FY23 Year End Projection	Change (\$)	FY24 Budget
\$11,000	\$6,825	(\$4,165)	\$4,165

15) Mental Health Crises Counselors: \$600,000

This two-year pilot program will employ two mental health counselors on a full-time basis to respond to calls involving residents in crisis and suffering mental health issues. Counselors, under the direction of the City Manager's Office, will work with City departments and the Montgomery County Health and Human Services crisis teams to respond to active cases and to provide follow-up for identified residents. The goal of the pilot program is to address pressing mental health and related needs in the community and to move toward a non-policing approach to mental health crisis intervention. While this program has encountered numerous delays, it is anticipated it will commence in the fourth quarter of Fiscal Year 2023.

FY23 Adjusted Budget	FY23 Year End Projection	Change (\$)	FY24 Budget
\$350,000	\$102,500	(\$247,500)	\$275,000

16) Recreation Scholarships and Academic Tutoring: \$300,000

This successful program provides recreation scholarships funding for income eligible participants. It has provided the opportunity for many residents, who are otherwise unable to pay for services and programs, to participate in the wide array of City programs offered. Fiscal Year 2023 deficits are accounted through a slight reduction in the Fiscal Year 2024 budget for this program.

FY23 Adjusted Budget	FY23 Year End Projection	Change (\$)	FY24 Budget
\$125,000	\$150,000	\$25,000	\$150,000

17) Interactive Online Budget Platform: \$124,000

This allocation supports the purchase of a user-friendly interactive web-based tool or budget explorer that will help residents, Council and staff navigate the City's operating, ARPA, and capital budgets. This will help users understand how the City spends taxpayer dollars, make it easier for the City to develop budget decisions, and preserve fiscal resources. This project was delayed in Fiscal Year 2023 but is anticipated to commence in the Fiscal Year 2024.

FY23 Adjusted Budget	FY23 Year End Projection	Change (\$)	FY24 Budget
\$124,000	\$0	(\$124,000)	\$124,000

18) Community Engagement: \$100,000

Community engagement opportunities are essential for keeping City residents informed of the use of ARPA funds and outcomes of projects/programs over the course of the period of performance. To date, \$18,000 of ARPA funds were expended for this purpose with the engagement of Resource X (consultants) to create an ARPA project database which assisted the City with determining project priorities. An additional \$9,800 was spent on "Balancing Act" a community engagement budgeting tool. Balancing Act ongoing subscription costs make up the total Fiscal Year 2024 budget allocation.

FY23 Adjusted Budget	FY23 Year End Projection	Change (\$)	FY24 Budget
\$20,000	\$9,800	(\$10,200)	\$5,000

19) Municipal Broadband: \$400,000

Allocations for this project are intended to help bridge the digital divide, encourage workforce development, and support remote work and education. The initial concept was to support monthly subsidies for broadband internet access for residents who are experiencing economic hardship, in particular those families who earn less than \$50,000 per year. This original intent has been frustrated with a number of hurdles working with providers. The City has since contracted with a consultant to conduct a digital equity assessment within the City. This study may include recommendations for best use of the balance of these funds in future fiscal years and will greatly assist the City's strategic planning well beyond the use of ARPA funds.

FY23 Adjusted Budget	FY23 Year End Projection	Change (\$)	FY24 Budget
\$400,000	\$30,000	(\$370,000)	\$185,000

19) Library Expansion: \$4,000,000

Due to inflation and supply chain issues related to the pandemic, the Library's original bond funding was no longer sufficient to complete the project as designed. ARPA funds allow the City to move forward with the project without further delays or increases to the funding gap. This project ensures that the Library's services are improved and remain accessible to disproportionately impacted communities. Due to permitting delays through Fiscal Year 2023, all funds are now predicted to be expended between Fiscal Year 2024 and Fiscal Year 2025 as construction commences.

FY23 Adjusted Budget	FY23 Year End Projection	Change (\$)	FY24 Budget
\$2,000,000	\$0	(\$2,000,000)	\$3,500,000

20) Recreation Center Redevelopment: \$320,000

The Recreation Center building hosts programming for residents as well as City offices. ARPA funds support capital repairs for the building and for redevelopment. Redevelopment of the facility will allow more space for social distancing and resident programs. The Fiscal Year 2023 funds were spent on air filtration for the exercise rooms, new roof and replacement of two rooftop HVAC units. The Fiscal Year 2024 funds will be used to facilitate redevelopment of the facility.

FY23 Adjusted Budget	FY23 Year End Projection	Change (\$)	FY24 Budget
\$160,000	\$160,000	\$0	\$160,000

21) Community Center Renovation: \$1,000,000

The first-floor lobby area will be reconfigured to improve the emergency call center work environment and allow social distancing. Additional office space and meeting rooms will be created as a result of this renovation project and will be made available for private mental health counseling as needed and other City functions. All funds are anticipated to be encumbered for this project by the close of Fiscal Year 2023 with construction commencing within the Fiscal Year 2024.

FY23 Adjusted Budget	FY23 Year End Projection	Change (\$)	FY24 Budget
\$1,000,000	\$1,000,000	\$0	\$0

22) Financial Software Upgrade: \$165,000

A portion of ARPA funds were allocated to upgrade the City's financial software. However, the City's current software provider has since upgraded its system and this project is suspended indefinitely.

FY23 Adjusted Budget	FY23 Year End Projection	Change (\$)	FY24 Budget
\$165,000	\$0	(\$165,000)	\$0

23) Contingency Fund: \$463,824.52

In 2022, a contingency fund was set aside for any new City project and program priorities that could emerge between 2022 and 2024 and are ARPA eligible. This was later disbursed in Fiscal Year 2023 between three projects. The first, \$90,000 to develop a Public Space Management Plan to provide vision, goals, and guidance on how public space will be used and maintained within the City. This project is ongoing with all allocated funds spent in Fiscal Year 2023. The second, is \$100,000 to provide grants to assist the growth of local small businesses by supporting traditional start-up costs and increasing investment in commercial

properties through funding for exterior, physical property improvements. All grants were awarded in Fiscal Year 2023. The third, is \$273,825 to provide additional funding for street rehabilitation on City streets identified in fair or poor condition.

FY23 Adjusted Budget	FY23 Year End Projection	Change (\$)	FY24 Budget
\$463,824.52	\$463,824.52	\$0	\$0

Fiscal Year 2024 Budget Highlights:

As highlighted in the Fiscal Year 2023 program update above, a number of ARPA projects saw delays over the course of the fiscal year. As such, the 2024 budget year anticipates the commencement of many of those projects and plans to be a very busy and exciting year for the City of Takoma Park. These projects include \$3.5 million for the Library Expansion, \$230,000 for improved document management, \$185,000 to address gaps in broadband coverage, and \$275,000 for the first full year of the Mental Health Crisis Counselor pilot program. The Fiscal Year 2024 budget also includes ARPA dollars to continue a number of proven successful City programs, such as the Quality of Life grants, Emergency Rental Assistance, Food Insecurity program, Multi-Family House Rehabilitation Fund, and the Direct Cash Assistance program.

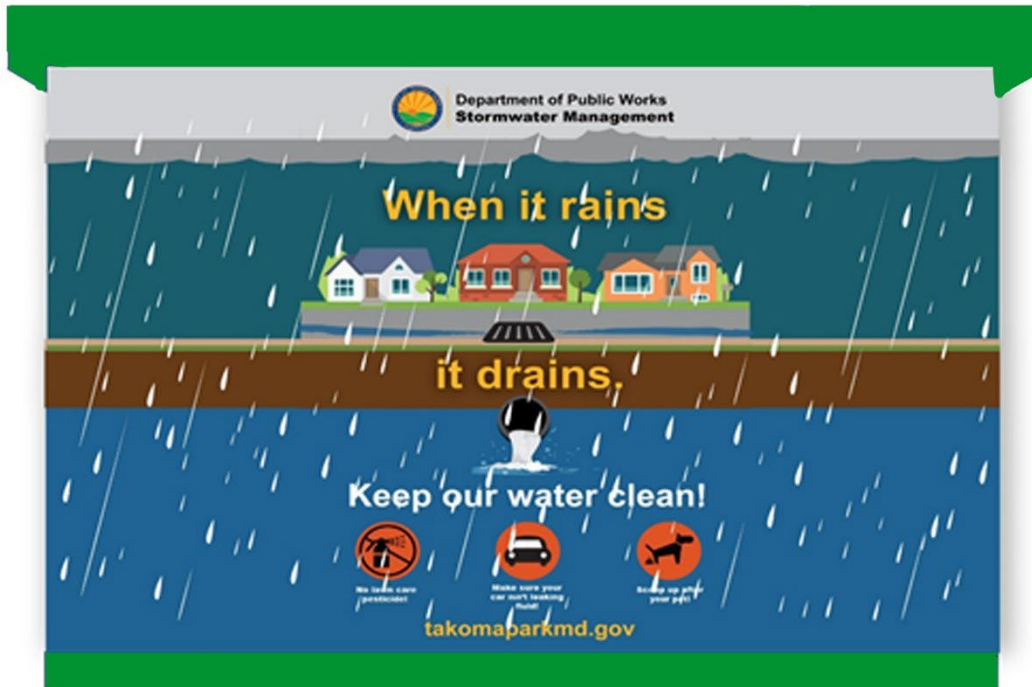
Finally, the 2024 ARPA budget includes the reallocation of approximately \$1.1 million in unspent ARPA dollars to support the funding of two critical CIP Public Works projects, \$350,000 for street rehabilitation, and \$750,000 for sidewalk improvements.

Projected Unspent ARPA (\$) through FY23	FY24 Budget	Balance Unspent through FY24
\$10,774,019	\$7,901,794	\$2,872,225

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Stormwater Management Fund



IN THIS SECTION

- [Fund Summary](#)

Fund Summary

Fund Overview

The City is responsible for providing stormwater management services, including construction, maintenance, and repair of storm drain infrastructure including pipes, inlets, outfalls, and other structures. These services, which are directed by the Public Works Department, also include ensuring compliance with state and federal requirements for pollution control associated with stormwater runoff and as detailed in the City's National Pollution Prevention Elimination System (NPDES) permit. The Stormwater Management Fund accounts for revenue and expenditure activity related to stormwater management.

All City property owners are assessed a stormwater utility fee that is based on the amount of impervious surface on their property. The City Council revised the fee structure in Fiscal Year 2022 and all properties are billed using the same fee structure. The fee is calculated based on a rate of \$25 per 500 square feet of impervious surface.

Management Objectives:

- Provide video inspection and cleaning of 20 percent of the stormwater system on an annual basis.
- Maintain a list of known system defects, and schedule repair as funding and need allow.
- Plan and implement additions to the stormwater system to enhance bioretention and infiltration of stormwater to meet Best Management Practices required by the State and EPA.
- Continue programs to meet the National Pollution Prevention Elimination System (NPDES) permit requirements.
- Identify areas for impervious pavement reduction.

Personnel Schedule

Personnel Staffing	Actual FY22	Adjusted FY23	Proposed FY24	Change Adj. FY23-FY24
Stormwater 0030				
City Engineer	0.50	0.50	0.50	-
Field Construction Manager	0.25	0.25	0.25	-
Total Stormwater FTE	0.75	0.75	0.75	-
FTEs with benefits	0.75	0.75	0.75	-
FTEs without benefits	-	-	-	-
Total Stormwater FTE	0.75	0.75	0.75	-

Sources of Revenue and Expenditure Tables

<i>Fund Revenues (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>Stormwater Management</i>	821,873	761,375	777,625	778,000	375	0.05%
<i>Fund Total</i>	821,873	761,375	777,625	778,000	375	0.05%

<i>Fund Expenditures (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>Stormwater Management</i>	695,858	1,391,994	1,381,482	781,781	(599,701)	(43.41%)
<i>Fund Total</i>	695,858	1,391,994	1,381,482	781,781	(599,701)	(43.41%)

<i>Fund Expenditures by TYPE (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>Wages</i>	81,617	85,193	75,288	84,279	8,991	11.94%
<i>Fringe Benefits</i>	30,387	32,792	32,792	34,202	1,410	4.30%
<i>Workers Compensation</i>	2,000	1,200	1,200	2,000	800	66.67%
					-	-
<i>Personnel Subtotal</i>	114,004	119,185	109,280	120,481	11,201	10.25%
					-	-
<i>Supplies</i>	-	3,000	3,000	3,000	-	0.00%
<i>Repairs and Maintenance</i>	285,576	215,000	215,000	180,000	(35,000)	(16.28%)
<i>Services and Charges</i>	153,180	279,907	279,300	228,300	(51,000)	(18.26%)
<i>Capital Outlay</i>	143,098	774,902	774,902	250,000	(524,902)	(67.74%)
<i>Operating Exp Subtotal</i>	581,854	1,272,809	1,272,202	661,300	(610,902)	(48.02%)
<i>Fund Total</i>	695,858	1,391,994	1,381,482	781,781	(599,701)	(43.41%)

Adjusted 2023 to Projected Fiscal Year 2023:

- Department expenditures are projected to be \$10,512, or less than 1 percent, lower than the budget.
- Personnel costs are expected to be \$9,905, or 8 percent, lower than budget.
- Operating expenditures are projected to be \$607, or less than 1 percent, lower than budget.

Fiscal Year 2024 Budget Highlights:

- Department expenditures are \$781,781, a decrease of \$599,701, or 43 percent, lower than the projected amount for Fiscal Year 2023.
- Personnel costs are 15 percent of division expenditures, an increase of \$11,201, or 10 percent, compared to the projected Fiscal Year 2023 amount.
- Operating costs are \$610,902, a decrease of 48 percent, compared to the projected amount for Fiscal Year 2023. The Fiscal Year 2023 budget included a higher-than-normal budget for capital projects and other programs. These included capital expenditures of \$524,902 from projects begun in Fiscal Year 2022 but not completed - including the purchase of the EV Sweeper (\$249,985), the Cockerille Avenue project (\$269,917), and Hillwood Manor Playground bioretention planting (\$5,000). Additionally, funds for Repairs and Maintenance (\$35,000), Engineering Services (\$21,548), and Subcontract Work (\$76,000) from projects started but not completed in Fiscal Year 2022 were added to Fiscal Year 2023.
- Repairs and Maintenance expenditures include funding for Glenside Court outfall repair, Mississippi Avenue and Hilltop Road drainage improvement, and Central Avenue outfall repair projects.
- Services and Charges expenditures include:
 - Engineering Services of \$75,000 including Illicit Discharge Tracking, survey, project monitoring, and outside consulting support
 - Subcontract Work of \$150,000 which includes contractual maintenance of bio-retention facilities six times per year, video inspection and cleaning of 1/5 of the stormwater system, water quality testing, and outfall inspection
 - Bank charges of \$3,300

- Projects included in the Capital Outlay are the installation of a new treatment facility at Albany Avenue and Baltimore Avenue triangle, the installation of infiltration facilities on Houston Avenue and Houston Court, and outfall stabilization and bioretention on Jefferson Avenue.

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Special Revenue Funds



IN THIS SECTION

- [Project Descriptions](#)

Project Descriptions

General Government

Cable Equipment Grants - \$354,465

Capital equipment grant funds are based on the City's franchise agreements with Comcast, RCN, and Verizon. The monies are earmarked for capital expenditures to support the City's access channel.

The Fiscal Year 2024 budget includes \$250,678 in cable equipment, contracts and software from the cable grants (ex., Adobe Cloud, photos/images, storage programs, graphics and templates). This will cover upgrades to the lighting and hybrid meeting capability in the auditorium, control room, ASL and remote interpretation system. It will also cover smaller equipment to improve remote productions.

Housing and Community Development

State TOPL Grant - \$500,000

The City of Takoma Park received a grant from the National Capital Strategic Economic Development Fund (NED) to provide technical assistance, acquisition financing support, and predevelopment expenses for tenant associations seeking to acquire their property through the City's Tenant Opportunity to Purchase Law (TOPL).

New Ave Bikeways A - \$197,500

The Fiscal Year 2024 budget includes \$246,250 – 80% (\$197,500) is grant funds and 20% (\$49,350) is City funds. The goal of this project is to create a two-directional bikeway on south-bound New Hampshire Avenue. This grant will complete design and construction documents for Section A, from Holton Lane to Auburn Avenue.

New Ave Bikeways B - \$56,000

The Fiscal Year 2024 budget includes \$70,000 – 80% (56,000) is grant funds and 20% (\$14,000) is City funds. The goal of this project is to create a two-directional bikeway on south-bound New Hampshire Avenue. This grant will complete design and construction documents for Section B, from Auburn Avenue to Poplar Avenue.

New Ave Bikeways D - \$40,000

The Fiscal Year 2024 budget includes \$50,000 – 80% (40,000) is grant funds and 20% (\$10,000) is City funds. The goal of this project is to create a two-directional bikeway on south-bound New Hampshire Avenue. This grant will complete design and construction documents for Section B, from Auburn Avenue to Poplar Avenue.

Washington McLaughlin School - \$100,000

The City of Takoma Park, through a \$175,000 National Capital Strategic Economic Development Fund (NED) grant, is partnering with The Washington-McLaughlin School to assist with the architectural and engineering design to transform the campus into a multi-generational site that integrates senior housing and adult day-care services.

Affordable Homeownership - \$300,000

The City of Takoma Park's Affordable Homeownership Opportunities Fund supports the acquisition of suitable properties through the City's Tenant Opportunity to Purchase law and other means to develop low-to-moderate-income homeownership opportunities that are subsidized to preserve a continuum of housing affordability in the City and homeownership opportunities.

Metropolitan Branch Trail - \$40,000

The Fiscal Year 2024 budget includes \$52,000 – \$40,000 in grant funds and \$12,000 in City funds. The goal of this project is to update the trail as a multi-use pedestrian and bicycle path.

CDBG Neighborhood Improvements - \$132,000

The Fiscal Year 2024 budget includes \$132,000 in Community Development Block Grant funds for Neighborhood Improvement projects, which will be approved by Montgomery County to ensure compliance with federal requirements.

TKPK 5K Race - \$3,305.09

Organization, promotion and execution of annual TKPK5K. Event includes a 5K race/walk, 1-mile race and a 1/4-mile youth run. Staff expect to hold the race in person in Fall 2024. The race is funded by registration fees, sponsorships and other donations. Proceeds are divided evenly among five local schools to fund Parent Teacher Association programs focusing on bike/pedestrian safety, health and fitness.

Recreation Center Design Grant - \$145,000

The Fiscal Year 2024 budget includes \$145,000 in grant funds from the National Capital Strategic Economic Development Fund (NED). These funds will support predevelopment, engineering, and capital infrastructure investments around a potential public-private redevelopment of the Takoma Park Recreation Center parcel at 7315 New Hampshire Avenue.

Maple Avenue Connectivity Project - \$200,000

The Fiscal Year 2024 budget includes \$250,000 – 80% (200,000) in grant funds and 20% (\$50,000) in City funds. The goal of this project is to prioritize pedestrians, bicyclists, and transit users to provide safer, more convenient, and more comfortable travel for all roadway users. In Spring 2023, the City will apply for a multi-year grant project.

SRTS TPIP - \$35,000

The mission of the Takoma Park Safe Routes to School program is to make it safe for students to walk and bike to school. The program serves students and families at Takoma Park, Piney Branch, Rolling Terrace, and East Silver Spring Elementary Schools and Takoma Park Middle School. Activities include Walk to School Day and Bike to School Day, and in-school pedestrian and bike safety education.

State Arts Grants - \$16,101.91

The Fiscal Year 2024 budget includes \$16,100.91 in grant funding from the State of Maryland and the Maryland State Arts Council (MSAC) to support the Takoma Park Arts series that create a nurturing climate for the arts and ensure that the role of the arts in the lives of citizens shall continue to grow.

Speed Camera Fund



IN THIS SECTION

- [Fund Summary](#)

Fund Summary

Fund Overview

The Speed Camera Fund was established in Fiscal Year 2009 to account for financial transactions related to the City's Safe Speed 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.

Personnel Schedule

Personnel Staffing	Actual FY22	Adjusted FY23	Proposed FY24	Change Adj. FY23-FY24
Speed Camera 0060				
Police Sergeant	1.00	1.00	1.00	-
Police Corporal/Acting Sergeant	1.00	1.00	1.00	-
Photo Enforcement Analyst	1.00	1.00	1.00	-
Total Speed Camera FTE	3.00	3.00	3.00	-
FTEs with benefits	3.00	3.00	3.00	-
FTEs without benefits	-	-	-	-
Total Speed Camera FTE	3.00	3.00	3.00	-

Sources of Revenue and Expenditure Tables

<i>Fund Revenues (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>Speed Camera Fund</i>	997,562	1,940,650	1,301,000	2,151,000	850,000	65.33%
<i>Fund Total</i>	997,562	1,940,650	1,301,000	2,151,000	850,000	65.33%

<i>Fund Expenditures (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>Speed Camera Fund</i>	897,705	1,807,733	1,718,750	1,663,182	(55,569)	(3.23%)
<i>Fund Total</i>	897,705	1,807,733	1,718,750	1,663,182	(55,569)	(3.23%)

<i>Fund Expenditures by TYPE (\$)</i>	<i>Actual FY22</i>	<i>Adjusted FY23</i>	<i>Projected FY23</i>	<i>Proposed FY24</i>	<i>Change (\$) Proj FY23- FY24</i>	<i>Change (%) Proj FY23- FY24</i>
<i>Wages</i>	204,430	240,939	228,728	236,018	7,290	3.19%
<i>Fringe Benefits</i>	140,241	128,254	128,254	139,936	11,682	9.11%
<i>Workers Compensation</i>	22,000	11,000	11,000	22,000	11,000	100.00%
<i>Overtime</i>	42,234	20,000	43,148	43,150	2	0.00%
<i>Clothing Allowance</i>	3,980	3,980	2,960	3,980	1,020	34.46%
<i>Employee Recognition</i>	9,000	-	-	-	-	-
<i>Personnel Subtotal</i>	421,885	404,173	414,090	445,084	30,994	7.48%
<i>Supplies</i>	-	500	500	500	-	0.00%
<i>Services and Charges</i>	419,740	844,169	755,269	1,004,510	249,241	33.00%
<i>Communications</i>	-	86,981	86,981	69,417	(17,564)	(20.19%)
<i>Conferences, Training, & Dues</i>	-	53,025	53,025	54,086	1,061	2.00%
<i>Ammo & Firearms</i>	-	35,000	35,000	35,700	700	2.00%
<i>Recruit / Applicant Processing</i>	90	38,885	38,885	38,885	-	0.00%
<i>Safety Projects</i>	-	9,000	9,000	9,000	-	0.00%
<i>Capital Outlay</i>	55,990	336,000	326,000	6,000	(320,000)	(98.16%)
<i>Operating Exp Subtotal</i>	475,820	1,403,560	1,304,660	1,218,098	(86,562)	(6.63%)
<i>Fund Total</i>	897,705	1,807,733	1,718,750	1,663,182	(55,569)	(3.23%)

Adjusted 2023 to Projected Fiscal Year 2023:

- Fund expenditures are expected to be \$88,983, or 5 percent, less than budget due to a slight decrease in personnel costs as a result of a staff vacancy, and a reduction in the estimated costs for the red-light camera service contract due to a delay in implementing the program.

Fiscal Year 2024 Budget Highlights:

- Fund expenditures are \$55,569, or 3 percent, less than the projected amount for Fiscal Year 2023 budget due to a decrease in planned spending for Capital Outlay projects.
- Personnel costs are 27 percent of fund expenditures and increase by \$30,994, or 7 percent, compared to the projected amount for Fiscal Year 2023.
- FTEs remain the same.
- Services and charges are 60 percent of fund expenditures. This category includes the cost of the City's contract with Conduent Solutions, Inc. for the maintenance of the speed cameras and for ticket processing (\$447,000), as well as the new contract with Conduent for the red-light cameras (\$266,700). It also includes funding for the following service contracts: processing of parking citations and meter collections (\$65,044), the Axon Fleet camera contract (\$70,865), and the Body Worn camera and taser contract (\$89,869).
- Capital Outlay expenditures are \$6,000 and include funding for the maintenance of electric assist and pedal-powered bikes for the Bike Patrol Unit, including replacement of associated equipment and uniforms.
- Fund revenues increase by \$850,000, or 65 percent, due to expected increase in fines as a result of installing red light cameras.

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