

City of Takoma Park
**Fiscal Year 2022-2023
Proposed Budget**



Planning for a Strong and Resilient Future



Investing in Our Community

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Introduction to the Budget Document



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City Manager's Transmittal Message

City of Takoma Park, Maryland

Office of the City Manager

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7500 Maple Avenue
Takoma Park, MD 20912
www.takomaparkmd.gov

Jamal T. Fox

April 6, 2022

Honorable Mayor, Members of City Council, and Residents,

I am pleased to provide you with a copy of the Fiscal Year 2023 City Manager's Recommended Budget, which begins on July 1, 2022. This document was prepared by the City's Finance Department with guidance from the City Manager's Office, including support from all city departments, and represents a comprehensive publication of the City's budget plans and policies for the upcoming year.

The City Manager's Recommended budget continues to address multiple Council priorities and organizational financial needs. It determines the manner in which services are delivered to the community, including how resources are distributed. The overall property tax rate is recommended to be \$56.97 cents for the Fiscal Year 2023 and is a \$0.03 cent investment from the previous fiscal year. This investment primarily addresses the rising personnel and operating cost increases and the impact of inflation. The organization is not only focused on the management of the COVID-19 pandemic, but we are planning for a strong and resilient future.

This budget was developed to invest in our in-person community events, staff, restoration of operations, and addressing the challenges the organization faced due to the pandemic. Through budget development, we focused on the goals of protecting our financial sustainability and providing staff with the tools necessary to do their jobs in a post-pandemic environment. This budget includes the City's \$17.5M in State and Local Fiscal Recovery Funds (SLFRF) through the American Rescue Plan Act (ARPA). The City Council and City Staff have worked together on an implementation plan that will be obligated by December 2024 and entirely spent by December 2026 as per the federal guidance.

In this fiscal year, we are very pleased the Montgomery County Council voted and passed the Expedited Bill 2-22, reforming the Montgomery County Municipal Revenue Program starting in Fiscal Year 2023 and the additional \$468,115 appropriation to the FY22 budget for tax duplication payments. The City of Takoma Park will receive \$5,133,285 in FY23. This is a historic moment for Takoma Park and assists in protecting our future fiscal health. Due to errors in processing income tax returns, the City of Takoma Park received an additional \$28,674.87 in FY22.

It has been more than two years since being faced with the COVID-19 pandemic. Over the last fiscal year, the City Council remained vigilant and determined to meet the needs of residents and city staff who were impacted by the pandemic. The City Council adopted ARPA projects implementation plan will meet our goal of centering the plan on immediate community needs and preparing the organization for short and long-term success.

In FY22, the City Council provided staff a one-time bonus of \$2,500 in recognition of their hard work during the pandemic, \$3400 hazard pay through ARPA funds for frontline staff, longevity pay for years of service, and increased COLAs to 3% for all employees after the last bargaining session with our labor partners. The compensation negotiations with the City's two labor unions are not yet completed for FY23 primarily because both the compensation and wage equity study and the organizational assessment are not complete.

In FY23, we will continue our intentionality and focus on planning for a strong and resilient future by bringing to fruition those key community investments we have been planning for in the past. The City will invest in and enhance our internal use of technology by using the following systems: a human resource information system, financial software, an interactive online budget platform, and instituting a document management system. The City will strengthen our outreach and community engagement through various platforms that include revamping our City-wide website. Staff is committed to continuing to advance the City Council's goals and priorities while stabilizing the organization and strengthening our long-term financial sustainability.

This is my first budget as your City Manager, and I am very proud to work alongside such talented, dedicated, and hardworking professionals. On behalf of the employees who work for the City of Takoma Park, I thank you for your continued service, support, vision, and strong leadership. We collectively work together to provide the highest quality of services to the community.

Respectfully,

A handwritten signature in blue ink, appearing to read "Jamal T. Fox". The signature is fluid and cursive, with the first name "Jamal" being the most prominent part.

Jamal T. Fox, MPA

City Manager

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 Kate Stewart

Councilmember Peter Kovar, Ward One	Councilmember Cindy Dyballa, Ward Two
Councilmember Kacy Kostiuk, Ward Three	Councilmember Terry J. Seamens, Ward Four
Councilmember Jarrett Smith, Ward Five	Councilmember Talisha Searcy, Ward Six

City Manager

Jamal T. Fox

Deputy City Manager

Jessica Clarke

Director of Finance

Susan Cheung

Senior Leadership

Steve Blazek, Director of Information Systems	Antonio DeVaul, Chief of Police
Daryl Braithwaite, Director of Public Works	Gregory Clark, Director of Recreation
Jessie Carpenter, City Clerk	Vernae Martin, ARPA Manager
Alex Cross, Director of Housing & Community Development	Tracy Smith, Director of Human Resources
	Donna Wright, Communications Manager

Budget Document Preparation

Ron Kawaley, Budget & Accounting Manager
Dan Powers, Public Administration Specialist
Donna Wright, Communications Manager (Design)
Gerald Allen, Communications Specialist (Design)

City of Takoma Park
**Fiscal Year 2022-2023
City Council Priorities**

**Priorities, Goals and
Strategies to Live by!**



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Fiscal Year 2022-2023 City Council Priorities



1. Mitigate the Impact of COVID-19 on the Community and City Operations

Reopen City functions using a phased approach to ensure a safe, deliberate return to normal operations; prepare a reopening plan that supports long-term financial resiliency and employee well-being, and incorporate lessons learned from the health crisis response.

- Ensure residents have access to the emergency assistance they need to recover from the impacts of the COVID-19 pandemic.
- Support our small businesses in weathering the economic downturn due to the pandemic so that they recover and thrive in the future.



2.A Livable Community for All

Ensure that a range of safe, high quality, affordable, and stable housing options are equitably available in neighborhoods throughout the community.

- Identify the need for and explore the development of programs to address food insecurity in the community.
- Identify programming needs in the community and develop approaches to meet those needs, emphasizing youth, families, seniors, and residents who tend to face barriers to opportunities such as Black, Indigenous, and people of color, those with unsustainable lower-paying jobs, immigrants, and people with developmental disabilities.
- Defend our status as a Sanctuary City and maintain our commitment to being a welcoming and inclusive community for all residents.
- Improve transportation planning and outreach to create a safer and more racially equitable A community for all residents, including pedestrians, bicyclists, and vehicle occupants.
- Further the City's racial equity work.

Fiscal Year 2022-2023 City Council Priorities



3. Fiscally Sustainable Government

Explore and advocate at county and state levels for expanded funding flexibility for municipalities beyond property taxes and continue to advocate for long-term solutions to tax duplication.

- Explore ways to provide property tax adjustments to residents in need, advocate at county and state levels for changes in property taxes to assist residents in need, and work for a more equitable property tax assessment system.
- Continue to build on improvements in the budget process, presentation of budget information, and communication to residents.
- Adopt sustainable investment and banking policy and practices.
- Maintain adequate reserves in the various City reserve funds for long-term fiscal sustainability.



4. Environmentally Sustainable Community

Climate Change Mitigation: Work towards net-zero greenhouse gas emissions by 2035.

- Climate Change Resilience: Improve our ability to adapt and be resilient to climate change.
- Manage Our Community's Natural Resources Sustainably: Protect, maintain, and improve the health of our urban forest, natural resources, and water quality, with an emphasis on equity.

Fiscal Year 2022-2023 City Council Priorities



5. Engaged, Responsive, Service-Oriented Government

Improve City communications with residents and adopt innovative, culturally appropriate initiatives to improve public engagement and collaboration with residents, particularly with residents who may face barriers to participating in municipal government activities and community affairs.

- Improve policies and processes to enhance resident interaction with the City government, including requests for government services, complaint systems, and code enforcement.
- Review and reform the City's approach to public safety to ensure racial justice and work toward a safer, more livable community for all residents.
- Improve service delivery and reduce administrative burden by updating internal policies, IT infrastructure, and software.



6. Community Development for an Improved & Equitable Quality of Life

Plan and prepare for development in the City and region while maintaining the special character and economic and racial diversity of Takoma Park.

- Redevelopment of the Takoma Park Recreation Center.



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/code enforcement (development and control of local environmental and sustainability laws which requires education and enforcement: Safe Grow, plastic bag ban, polystyrene ban, tree ordinance)
- **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
- **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
- **Advancing racial equity**

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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.

- **Library** with extensive collections of print and digital resources for all ages, associated programs for children and adults (early literacy, reading readiness for ESL parents, book discussion groups, Spanish and French language programs, MOOC discussion groups, Caldecott Club, Comics Jam, regular visits from renowned authors and illustrators), and public access computers with dedicated staff
- **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
- **Administering local elections** which have extended voting rights to 16 and 17-year-old's 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 help residents who may need help one time to pay rent, buy food etc.; also have a Tree Fund for assistance to help residents who need to remove a dangerous tree but cannot afford it (we also provide assistance for those who qualify to reduce their property taxes)
- **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, 2021

Christopher P. Morill

Executive Director

Budget Development Process

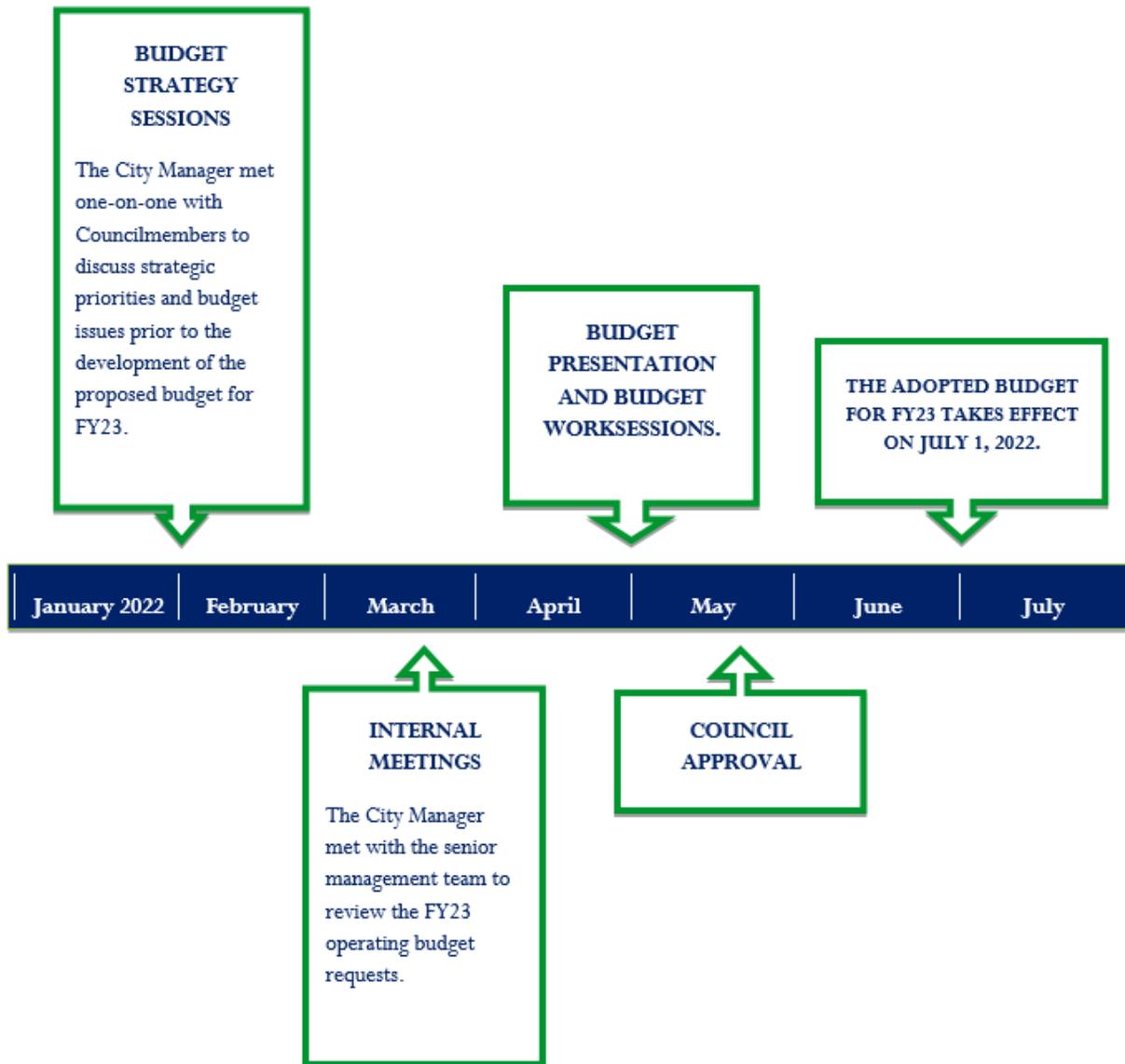
The fiscal year for the City begins on July 1 and ends on June 30. The Fiscal Year constitutes the tax year, the budget year, and the accounting year and is known by the calendar year in which it ends.

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.

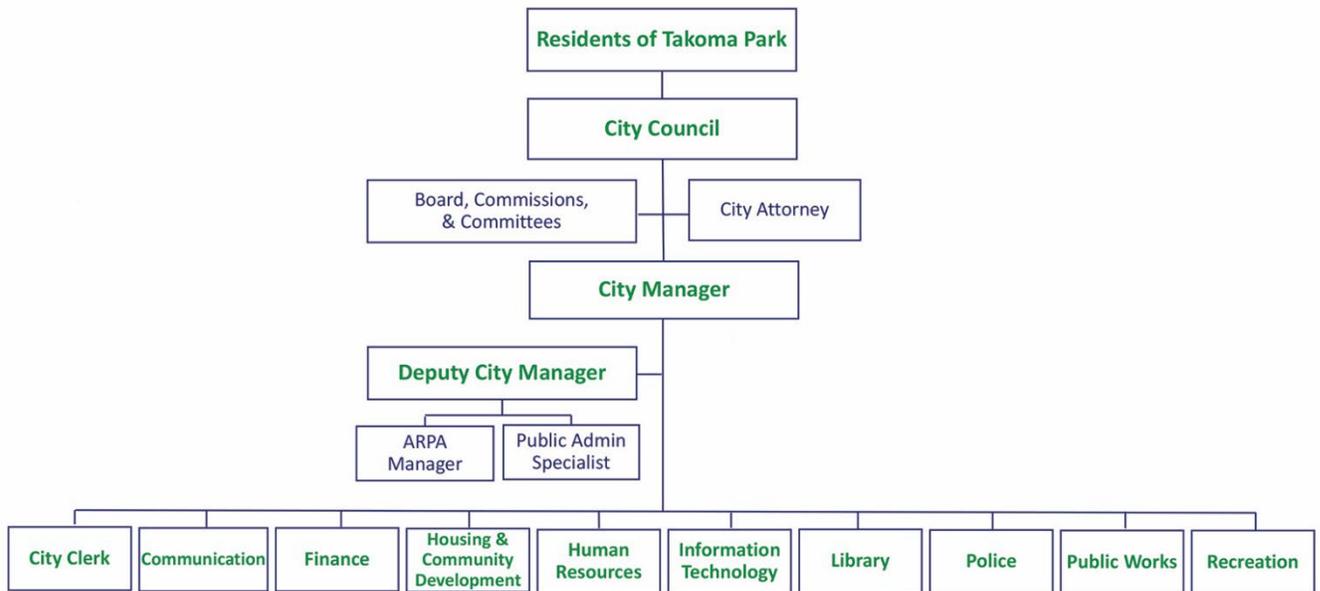
Budget Introduction



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 2023 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 Council priorities, 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 2021
- Fiscal Year 2022 Adjusted Budget, or the Adopted Budget adjusted for budget amendments occurring during the fiscal year every quarter
- Projected Fiscal Year 2022 actuals, based on year to date spending
- Preliminary Fiscal Year 2023 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 full-time positions and salaries
- 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 2023 Budget Highlights
- Division Budget Summaries
 - Each Division section includes:
 - Division Purpose

- Management Objectives
- Performance Measures
- 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 21: Audited actual spending from Fiscal Year 2021
- Adjusted Fiscal Year 22: Fiscal Year 2022 Adopted Budget adjusted for budget amendments
- Projected Fiscal Year 22: Fiscal Year 2022 projected actual spending
- Change Fiscal Year 22 – Fiscal Year 23: Difference between the Fiscal Year 2022 projected budget amount and the Fiscal Year 2023 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 Funds, and Speed Camera Fund sections provide fund summaries 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 2023 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 2022, the City provided a 3 percent wage increase and \$2,500 one-time bonus for all staff, as well as a \$3,400 bonus funded from the American Rescue Plan Act (ARPA) Fund for front-line staff.

- The Fiscal Year 2023 Adopted budget includes a 5 percent wage increase for full-time and permanent part-time staff. That represents a combined increase of 2.7 percent for the annual Employment Cost Index (increase to reflect changes in the wage market), and a 2.3 percent margin for additional increases due to wage adjustments or contingency costs, such as promotions, temporary assistance, or other changes resulting from upcoming workforce studies. 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; how the 5 percent will be allocated has yet to be determined.*
- Also included are ‘longevity bonuses’ for those employees that hit landmark anniversaries every 5 years, totaling \$32,640. 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 employer match of 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 2023, which are based on renewal estimates from the City’s insurance broker and carriers.
 - **Retirement:** The City contributes 9 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 39.54 percent of the average sworn employee’s annual pay, budgeted under the Police Department fringe

benefits. An assumption of 40 percent was used for Fiscal Year 2023 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 2023 for all Departments is budgeted at a 34 percent increase over Fiscal Year 2022 in the Inter-Departmental budget.

Budget at a Glance

- Total revenues (all funds) of \$41,659,150.
- Total expenditures (all funds) of \$49,109,299.
- Total General Fund revenues of \$27,838,118.
- Total General Fund expenditures of \$34,819,752.
- The City's assessable real property base (net) is projected to increase by approximately \$99.9 million or 3.9 percent from FY22.
- Real property tax rate increases to \$0.5697 per \$100 of assessed valuation. Real property tax revenues increase by \$1,341,812 compared to FY22 budgeted revenues.
- Tax duplication ("In Lieu Of") payments from Montgomery County, with the inclusion of Police Rebate, were adjusted to \$5,329,743 in FY22. The payments will decrease by \$196,457 in FY23, compared to the FY22 adjusted amount.
- Staffing levels increase by 6.65 full-time equivalents. The net increase reflects the creation of three full-time positions in the ARPA funded related programs that will expire at the end of the federal funding period in 2026, and an addition of one full-time General Fund position in Human Resources. There were also some adjustments in existing positions primarily part-time staff in the Public Works, Recreation, and Library Department.
- Anticipated General Fund expenditures of \$1.23 million for streets and sidewalks include ADA city sidewalks (\$160,000), ADA SHA sidewalks (\$350,000), new sidewalk design and traffic calming (\$300,000) and street rehabilitation (\$400,000). The FY23 cost of Library design and renovation is expected to be \$5 million and is funded by the Library Bond and \$2.5 million Cable Grant.
- Continued funding of \$150,000 for the City's local supplement to the State Homeowner Property Tax Credit Program.
- Contribution of \$600,000 to replenish the Equipment Replacement Reserve. Funds from the Equipment Replacement Reserve will be used to replace vehicles and equipment, including seven police cars (\$447,615), body camera and taser equipment (\$32,154), a roll-off trailer (\$83,373), aerial lift equipment (\$48,439), the recreation bus (\$78,136), smartboards (\$30,000) and server infrastructure (\$10,000).
- Contribution of \$200,000 will be made to the Facility Maintenance Reserve to replenish the funds used in the construction of Community Center Atrium Floor. Funds from the Facility Maintenance Reserve will be used to upgrade the HVAC control system (\$40,000) and the floor coating for the walkway and parking area of the Community Center.

- Financial support for the Community Festival and Fourth of July Festival total \$40,000, and \$35,000 is set aside for grant programs including the Emergency Tree Removal (\$35,000), Farmers Market Grants (\$45,000), Summer Enrichment Program (\$45,000) and Community Play (\$10,000).
- The City is expected to receive 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. Funding is provided for City operations and capital improvement projects as well, such as the Community Center renovation (\$1 million) and Recreation Center Redevelopment (\$160,000).
- Funding is provided for Council Priority programs such as the Housing Reserve Fund (\$100,000) in the General Fund, the City website upgrade, a long-term financial forecast, and the movement of the Code Enforcement Division from the Police Department to the Housing and Community Development Department.
- 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 second phase of Takoma Branch Stream restoration.
- Funding in the amount of \$3,326,500 in Special Revenue Funds for special projects, including (\$2.5 million) Library construction, (\$273,000) for the Neighborhood Improvement, (\$391,875) for the New Hampshire Avenue Bikeway, (\$145,000) for the Recreation Center Design Grant, (\$95,000) for Auditorium Lighting and Cable equipment replacement.
- Anticipated expenditure of \$36,000 from Speed Camera Fund revenues. Expenditures include the purchase of bike patrol unit equipment (\$6,000) and the station renovation (\$30,000) for the Police Department.

Personnel Schedule

Staffing Summary by Department or Fund	Actual FY19	Actual FY20	Actual FY21	Adjusted FY22	Proposed FY23	Change FY22 - FY23
General Government	17.75	17.75	18.25	18.25	18.75	0.5
Police	63.95	64.45	64.67	64.68	61.68	(3)
Public Works	36.1	36.1	36.5	36.5	37.42	0.9
Recreation	20.53	20.53	20.96	19.98	21.7	1.72
Housing and Community Development	9.5	10.13	10.63	10.63	13.63	3
Communications	5.75	5.5	5.83	6.44	6.44	-
Library	11.13	11.13	11.13	11.25	11.76	0.51
Stormwater Management	1.15	1.15	0.75	0.75	0.75	-
Speed Camera	3	3	3	3	3	-
American Rescue Plan Act	-	-	-	-	3	3
Total Full-Time Equivalents	168.86	169.74	171.72	171.48	178.13	6.65

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Financial Structure Overview

The Fiscal Year 2023 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 09 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.

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 required 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.

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) is 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 facilities 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 and three other major funds for Actual Fiscal Year 2021, Projected Fiscal Year 2022 and Proposed Fiscal Year 2023. The four other major fund accounts are Speed Camera Fund, Special Revenue Fund, Stormwater Management Fund and the newly created 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 23 budget, the General Fund revenue is \$27.8 million, and all other funds revenue is \$13.8 million. The total revenue of \$41.7 million is supplemented by the use of \$5 million bond reserve and \$4.6 million from the other reserves and fund balances. The total General Fund expenditure is \$34.8 million and all other funds expenditure is \$14.3 million. The total expenditure of \$49.1 million is supplemented by the \$2.1 million other fund surpluses. As a result, the total consolidated revenue and total consolidated expenditure maintain the same balance of \$51.2 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. The Special Revenue fund accounts for the fund activity related to grant money from Federal, County and other sources. On July 2021, the City received the first tranche of the Federal Aid in the amount of \$8.7 million. With the exception of \$1.19 million, the remaining federal funding of \$7.5 million is placed in the ARPA Fund. The City is expected to receive the second tranche in July 2022.

Budgets for the General Fund and all other funds are 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 2022, the City has had three 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.

Fund Summaries

Consolidated Financial Summary: All Operating Funds

		FY 2021 Audited			FY22 Projected			FY23 Proposed		
		General Fund	All Other Funds	Total	General Fund	All Other Funds	Total	General Fund	All Other Funds	Total
Revenues	Taxes and utility fees	18,320,304	-	18,320,304	18,433,675	-	18,433,675	20,041,695	-	20,041,695
	Licenses and permits	88,799	-	88,799	78,104	1,031,234	1,109,338	86,104	2,348,645	2,434,749
	Fines and forfeitures	170,636	817,201	987,837	178,000	1,000,000	1,178,000	181,000	1,940,000	2,121,000
	Use of money and property	25,274	878	26,152	(38,500)	650	(37,850)	(29,000)	650	(28,350)
	Charges for service	461,223	593,297	1,054,520	836,691	751,725	1,588,416	1,017,370	754,875	1,772,245
	Intergovernmental	6,366,173	760,905	7,127,078	7,894,049	7,539,962	15,434,011	6,479,949	8,731,862	15,211,811
	Miscellaneous	61,324	12,690	74,014	63,000	9,000	72,000	61,000	45,000	106,000
	Total Revenues	25,493,733	2,184,971	27,678,704	27,445,019	10,332,571	37,777,590	27,838,118	13,821,032	41,659,150
	Transfer In	-	-	-	-	65,000	65,000	-	-	-
	Total Resources	25,493,733	2,184,971	27,678,704	27,445,019	10,397,571	37,842,590	27,838,118	13,821,032	41,659,150
Use of Bond Reserve	226,573	-	226,573	300,000	-	300,000	5,000,000	-	5,000,000	
Use of Reserves	725,246	5,730.00	730,976	2,649,638	489,940	3,139,578	1,981,634	2,584,033	4,565,667	
Total (\$)	26,445,552	2,190,701	28,636,253	30,394,657	10,887,511	41,282,168	34,819,752	16,405,065	51,224,817	
Expenditures	General Government	3,440,444	192.00	3,440,636	4,225,564	1,145,000	5,370,564	4,185,223	3,223,621	7,408,844
	Police	8,407,906	796,863	9,204,769	8,675,677	908,786	9,584,463	8,570,486	2,193,748	10,764,234
	Public Works	4,675,978	392,447	5,068,425	6,120,424	623,829	6,744,253	5,641,139	500,000	6,141,139
	Recreation	1,239,885	-	1,239,885	2,023,411	-	2,023,411	2,164,526	125,000	2,289,526
	Housing and Community Development	1,573,904	22,709	1,596,613	1,738,359	650,148	2,388,507	2,576,737	3,179,000	5,755,737
	Communications	559,155	-	559,155	758,621	-	758,621	754,332	-	754,332
	Library	1,274,197	-	1,274,197	1,424,232	71,993	1,496,225	1,401,556	140,000	1,541,556
	Inter-Departmental	1,897,265	-	1,897,265	1,250,084	-	1,250,084	1,292,091	-	1,292,091
	Capital Outlay	2,633,828	636,291	3,270,119	3,241,825	1,608,929	4,850,754	7,492,950	4,928,178	12,421,128
	Debt Service	742,990	-	742,990	871,460	-	871,460	740,712	-	740,712
	Total Expenditures	26,445,552	1,848,502	28,294,054	30,329,657	5,008,685	35,338,342	34,819,752	14,289,547	49,109,299
	Transfer Out	-	-	-	65,000	-	65,000	-	-	-
	Total Use	26,445,552	1,848,502	28,294,054	30,394,657	5,008,685	35,403,342	34,819,752	14,289,547	49,109,299
Add to Reserve	-	342,199	342,199	-	5,878,826	5,878,826	-	2,115,518	2,115,518	
Total (\$)	26,445,552	2,190,701	28,636,253	30,394,657	10,887,511	41,282,168	34,819,752	16,405,065	51,224,817	

Fund Summaries

Combined Statement of Revenues, Expenditures, and Changes in Fund Balances for Fiscal Year Beginning July 1, 2022

Combined Statement of Revenues, Expenditures, and Changes in Fund Balances

		General Fund	Stormwater Management Fund	Special Revenue Funds	Speed Camera Fund	ARPA Fund	Total
Revenues and Expenditures	FY 2023 Revenues	27,838,118	761,375	2,387,145	1,940,650	8,731,862	41,659,150
	FY 2023 Expenditures	34,819,752	734,226	4,971,178	1,495,522	7,088,621	49,109,299
	Excess (deficiency) of revenues over expenditures	(6,981,634)	27,149	(2,584,033)	445,128	1,643,241	(7,450,149)
Other Financing Sources (Uses)	Bond proceeds	-	-	-	-	-	-
	Operating transfers in (out)	-	-	-	-	-	-
	Total Other Financing Sources (Uses)	-	-	-	-	-	-
	Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	(6,981,634)	27,149	(2,584,033)	445,128	1,643,241	(7,450,149)
Fund Balance	Beginning of year	16,462,557	148,108	3,559,059	708,320	5,737,962	26,616,006
	End of year	9,480,923	175,257	975,026	1,153,448	7,381,203	19,165,857

General Fund Summary

General Fund Summary

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

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

General Fund Balance Projection Detail

General Fund Balance Projection Detail

	<i>As Of June 30, 2021</i>	<i>Additions</i>	<i>Deletions</i>	<i>As Of June 30, 2022</i>	<i>Additions</i>	<i>Deletions</i>	<i>As Of June 30, 2023</i>
<i>Emergency Reserve</i>	541,646	-	-	541,646	-	-	541,646
<i>Equipment Replacement Reserve</i>	4,054,455	700,000	1,010,425	3,744,030	600,000	754,317	3,589,713
<i>WSSC Contribution for Future Street Work</i>	97,535	-	-	97,535	-	-	97,535
<i>Facility Maintenance Reserve</i>	427,604	-	200,000	227,604	200,000	55,000	372,604
<i>Non-spendable-prepaid, Deposits, Inventory</i>	242	9,374	5,000	4,616	10,000	11,000	3,616
<i>Housing Reserve</i>	645,857	229,000	185,000	689,857	100,000	-	789,857
<i>Bond Reserve (Restricted)</i>	6,535,194	-	300,000	6,235,194	-	5,000,000	1,235,194
<i>Total Reserved/Non-spendable Fund Balance</i>	12,302,533	938,374	1,700,425	11,540,482	910,000	5,820,317	6,630,165
<i>Total Unassigned Fund Balance</i>	7,109,661	-	2,187,586	4,922,075	-	2,071,317	2,850,758
<i>Total Fund Balance</i>	19,412,194	-	-	16,462,557	-	-	9,480,923

General Fund Revenues

General Fund Revenues

REVENUES BY SOURCE		Audited FY19	Audited FY20	Audited FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change Proj FY22-23	% Change Proj FY22-23
Taxes and Utility Fees	<i>Real Property</i>	12,621,745	13,132,607	13,525,670	13,917,270	13,799,000	15,227,695	1,428,695	10%
	<i>Personal Property</i>	445,678	353,659	101,689	150,000	160,000	160,000	-	0%
	<i>RR and Public Utilities</i>	242,116	202,230	204,183	200,000	204,000	204,000	-	0%
	<i>Penalties and Interest</i>	46,162	49,438	51,312	40,000	45,000	45,000	-	0%
	<i>Admission and Amusement</i>	138,280	98,162	22,984	60,000	65,000	75,000	10,000	15%
	<i>Additions and Abatements</i>	(15,833)	(14,360)	(6,664)	(14,000)	(15,000)	(30,000)	(15,000)	100%
	<i>Highway</i>	395,435	447,113	497,613	470,000	497,000	510,000	13,000	3%
	<i>Income Tax</i>	3,611,927	3,565,831	3,923,515	3,650,000	3,678,675	3,850,000	171,325	5%
Total--Taxes and Utility Fees	17,485,510	17,834,681	18,320,304	18,473,270	18,433,675	20,041,695	1,608,020	9%	
Licenses and Permits		84,908	66,942	88,799	104,500	78,104	86,104	8,000	10%
Fines and Forfeitures		195,802	174,189	170,636	176,000	178,000	181,000	3,000	2%
Use of Money and Property		330,940	345,338	25,274	5,240	(38,500)	(29,000)	9,500	(25%)
Charges for Services	<i>Inspection Fees</i>	314,765	321,593	311,300	321,000	328,000	341,420	13,420	4%
	<i>Public Parking Facilities</i>	103,160	92,324	40,124	50,000	50,000	58,000	8,000	16%
	<i>Waste Collection & Disposal Charges</i>	62,643	47,235	56,014	62,000	61,400	65,640	4,240	7%
	<i>Recreation Programs and Services</i>	615,539	425,478	13,117	311,671	331,411	479,500	148,089	45%
	<i>Library Fines and Fees</i>	15,781	9,550	478	-	1,300	2,010	710	55%
	<i>Passport Services</i>	64,855	41,380	595	30,000	30,000	35,000	5,000	17%
	<i>EV Charger</i>	9,505	4,025	2,694	1,260	1,780	1,800	20	1%
	<i>Telephone Commissions</i>	7	-	-	-	-	-	-	0%
	<i>Special Trash Pickup</i>	12,005	9,727	11,405	9,800	9,800	10,000	200	2%
	<i>Recyclable Sales</i>	342	292	868	300	1,000	1,000	-	0%
	<i>Mulch Sales</i>	22,416	25,324	22,528	22,000	22,000	23,000	1,000	5%
	<i>Advertising--Bus Shelters</i>	1,992	293	2,100	300	-	-	-	0%
	<i>Farmer's Market</i>	5,824	3,069	-	-	-	-	-	0%
Total--Charges for Services	1,228,834	980,290	461,223	808,331	836,691	1,017,370	180,679	22%	
Intergovernmental Revenues	<i>Police Protection (State)</i>	453,058	461,499	425,637	452,000	425,000	450,000	25,000	6%
	<i>Federal Emergency/Homeland Grant</i>	-	50,158	32,515	-	15,000	-	(15,000)	(100%)
	<i>CARES Act</i>	-	124,151	279,499	-	-	-	-	0%
	<i>Revenue -ARPA</i>	-	-	-	1,191,900	1,191,900	-	(1,191,900)	(100%)
	<i>State & County Projects</i>	93,540	19,177	-	-	-	-	-	0%
	<i>Bank Share Tax</i>	5,643	5,643	5,643	5,643	5,643	5,643	(0)	0%
	<i>Library Aid</i>	186,058	182,499	166,626	176,742	176,742	176,000	(742)	0%
	<i>Police Rebate</i>	1,104,672	1,172,721	1,187,769	1,263,255	1,731,370	-	(1,731,370)	(100%)

Fund Summaries

REVENUES BY SOURCE		Audited FY19	Audited FY20	Audited FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change Proj FY22-23	% Change Proj FY22-23
	<i>In Lieu of Police</i>	2,515,147	2,515,147	2,515,147	2,575,799	2,575,799	4,020,521	1,444,722	56%
	<i>In Lieu of Roads Maintenance</i>	743,199	743,199	743,199	761,121	761,122	804,806	43,684	6%
	<i>In Lieu of Parks Maintenance</i>	72,913	72,913	72,913	74,671	74,671	93,942	19,271	26%
	<i>In Lieu of Crossing Guard</i>	182,384	182,384	182,384	186,782	186,782	214,017	27,235	15%
	<i>Takoma/Langley Rec. Agreement</i>	85,020	85,020	85,020	85,020	85,020	85,020	-	0%
	<i>Hotel Motel Tax</i>	117,251	92,027	76,679	90,000	85,000	90,000	5,000	6%
	<i>Cable Franchise Fees</i>	231,298	215,745	205,612	212,000	200,000	186,000	(14,000)	(7%)
	<i>Cable--Operating</i>	422,957	400,051	387,530	390,000	380,000	354,000	(26,000)	(7%)
	Total--Intergovernmental Revenues	6,213,141	6,322,334	6,366,173	7,464,933	7,894,049	6,479,949	(1,414,100)	(18%)
Miscellaneous	<i>Tree Fund</i>	25,000	25,000	25,000	25,000	25,000	25,000	-	0%
	<i>Sales of Impounded Property</i>	-	-	212	-	1,000	1,000	-	0%
	<i>Other Miscellaneous</i>	23,441	60,745	22,020	15,000	20,000	20,000	-	0%
	<i>Insurance Claims</i>	7,918	21,004	1,000	3,000	-	-	-	0%
	<i>Administrative Fees--Parking</i>	2,305	75	2,000	-	-	-	-	0%
	<i>Federal Grant</i>	7,907	7,675	5,675	-	-	-	-	0%
	<i>Sale of City Property</i>	21,439	44,788	4,803	20,000	17,000	15,000	(2,000)	(12%)
	<i>Donations</i>	106,187	3,900	613	-	-	-	-	0%
	Total--Miscellaneous	194,198	163,187	61,323	63,000	63,000	61,000	(2,000)	(3%)
Total General Fund Revenues		25,733,334	25,886,959	25,493,733	27,095,274	27,445,019	27,838,118	393,099	1%

General Fund Expenditures

General Fund Expenditures

Expenditure Type	Audited FY19	Audited FY20	Audited FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change Proj FY22-23	% Change Proj FY22-23
General Government								
1110 Legislative								
Personnel Expenses	112,316	115,144	119,536	114,523	131,721	190,499	58,778	45%
Other Operating Expenses	100,266	62,146	110,921	82,541	72,931	186,967	114,036	156%
Total	212,582	177,290	230,457	197,064	204,652	377,466	172,814	84%
1120 City Manager's Office								
Personnel Expenses	547,948	517,368	542,247	623,602	656,624	574,243	(82,381)	(13%)
Other Operating Expenses	142,626	118,037	154,149	420,906	169,154	180,957	11,803	7%
Total	690,574	635,405	696,396	1,044,508	825,778	755,200	(70,578)	(9%)
1130 Finance								
Personnel Expenses	544,839	542,149	536,050	653,047	605,072	574,726	(30,346)	(5%)
Other Operating Expenses	85,280	77,844	96,322	153,665	137,350	174,164	36,814	27%
Total	630,119	619,993	632,372	806,712	742,422	748,890	6,468	1%
1140 Legal								
Personnel Expenses	-	-	-	-	-	-	-	0%
Other Operating Expenses	235,046	248,106	406,617	424,000	462,000	335,000	(127,000)	(27%)
Total	235,046	248,106	406,617	424,000	462,000	335,000	(127,000)	(27%)
1150 Information System								
Personnel Expenses	406,041	442,439	470,468	526,160	518,850	526,868	8,018	2%
Other Operating Expenses	191,743	212,278	253,966	478,379	482,899	491,080	8,181	2%
Total	597,784	654,717	724,434	1,004,539	1,001,749	1,017,948	16,199	2%
1160 Human Resources								
Personnel Expenses	355,441	315,635	332,582	449,525	471,374	448,554	(22,820)	(5%)
Other Operating Expenses	76,583	97,481	135,945	191,458	116,349	133,536	17,187	15%
Total	432,024	413,116	468,527	640,983	587,723	582,090	(5,633)	(1%)
1170 City Clerk								
Personnel Expenses	235,666	242,762	263,038	325,035	335,226	344,853	9,627	3%
Other Operating Expenses	22,203	18,383	18,406	75,014	66,014	23,777	(42,237)	(64%)
Total	257,869	261,145	281,444	400,049	401,240	368,630	(32,610)	(8%)
Total General Government	3,055,998	3,009,772	3,440,247	4,517,855	4,225,564	4,185,223	(40,340)	(1%)

Fund Summaries

Expenditure Type	Audited FY19	Audited FY20	Audited FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change Proj FY22-23	% Change Proj FY22-23
Police								
<i>2100 Office of Chief</i>								
Personnel Expenses	524,889	669,914	661,446	699,158	815,143	708,089	(107,054)	(13%)
Other Operating Expenses	296,423	264,589	334,072	443,060	382,348	94,223	(288,125)	(75%)
Total	821,312	934,503	995,518	1,142,218	1,197,491	802,312	(395,179)	(33%)
<i>2200 Communications</i>								
Personnel Expenses	515,982	587,071	508,669	609,382	542,282	652,857	110,575	20%
Other Operating Expenses	23,485	23,233	30,966	34,735	34,735	9,495	(25,240)	(73%)
Total	539,467	610,304	539,635	644,117	577,017	662,352	85,335	15%
<i>2300 Operations/Patrol</i>								
Personnel Expenses	3,637,521	3,922,174	3,768,231	4,101,368	3,816,662	4,262,278	445,616	12%
Other Operating Expenses	128,824	112,510	122,496	119,410	158,835	199,260	40,425	25%
Total	3,766,345	4,034,684	3,890,727	4,220,778	3,975,497	4,461,538	486,041	12%
<i>2400 CID Investigations</i>								
Personnel Expenses	1,392,511	1,491,678	1,616,319	1,978,394	1,410,875	1,555,370	144,495	10%
Other Operating Expenses	49,413	47,414	58,245	80,552	75,830	73,387	(2,443)	(3%)
Total	1,441,924	1,539,092	1,674,564	2,058,946	1,486,705	1,628,757	142,052	10%
<i>2500 Administration</i>								
Personnel Expenses	837,594	754,345	676,072	815,639	734,239	752,283	18,044	2%
Other Operating Expenses	113,240	99,415	111,532	133,542	126,564	81,548	(45,016)	(36%)
Total	950,834	853,760	787,604	949,181	860,803	833,831	(26,972)	(3%)
<i>2600 Neighborhood Services</i>								
Personnel Expenses	364,032	378,795	461,462	484,983	506,164	176,196	(329,968)	(65%)
Other Operating Expenses	55,869	33,997	58,393	99,290	72,000	5,500	(66,500)	(92%)
Total	419,901	412,792	519,855	584,273	578,164	181,696	(396,468)	(69%)
Total Police	7,939,783	8,385,135	8,407,906	9,599,513	8,675,677	8,570,485	(105,191)	(1%)
Public Works								
<i>3100 Administration</i>								
Personnel Expenses	412,459	254,642	289,030	436,678	441,331	449,694	8,363	2%
Other Operating Expenses	199,411	58,029	42,592	48,382	54,167	52,393	(1,774)	(3%)
Total	611,870	312,671	331,622	485,060	495,498	502,087	6,589	1%
<i>3200 Building Maintenance</i>								
Personnel Expenses	467,972	424,912	419,940	507,956	367,837	511,384	143,547	39%
Other Operating Expenses	420,067	432,547	448,960	462,400	439,686	470,325	30,639	7%
Total	888,039	857,459	868,900	970,356	807,523	981,709	174,186	22%

Fund Summaries

Expenditure Type	Audited FY19	Audited FY20	Audited FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change Proj FY22-23	% Change Proj FY22-23
3300 Equipment Maintenance								
Personnel Expenses	307,736	247,506	304,910	305,198	322,156	313,326	(8,830)	(3%)
Other Operating Expenses	223,068	186,179	204,182	206,630	230,354	220,480	(9,874)	(4%)
Total	530,804	433,685	509,092	511,828	552,510	533,806	(18,704)	(3%)
3400 Right of Way								
Personnel Expenses	724,561	654,728	607,021	717,145	776,083	729,792	(46,291)	(6%)
Other Operating Expenses	411,183	372,856	232,854	277,145	222,565	269,370	46,805	21%
Total	1,135,744	1,027,584	839,875	994,290	998,648	999,162	514	0%
3500 Solid Waste								
Personnel Expenses	746,586	833,096	870,471	836,526	891,057	818,907	(72,150)	(8%)
Other Operating Expenses	345,372	420,191	437,455	440,715	452,500	426,559	(25,941)	(6%)
Total	1,091,958	1,253,287	1,307,926	1,277,241	1,343,557	1,245,466	(98,091)	(7%)
3600 Sustainability								
Personnel Expenses	-	151,087	149,724	199,855	188,242	200,865	12,623	7%
Other Operating Expenses	3,374	57,072	70,909	534,850	524,850	78,474	(446,376)	(85%)
Total	3,374	208,159	220,633	734,705	713,092	279,339	(433,753)	(61%)
3700 Vegetation Management								
Personnel Expenses	194,594	244,686	212,965	403,973	412,601	405,340	(7,261)	(2%)
Other Operating Expenses	24,723	29,108	24,452	29,600	32,500	74,980	42,480	131%
Total	219,317	273,794	237,417	433,573	445,101	480,320	35,219	8%
3800 Urban Forest								
Personnel Expenses	120,469	96,802	74,471	128,197	125,697	122,813	(2,884)	(2%)
Other Operating Expenses	144,383	191,047	117,276	204,850	188,569	199,281	10,712	6%
Total	264,852	287,849	191,747	333,047	314,266	322,094	7,828	2%
3900 City Engineer								
Personnel Expenses	214,740	203,955	150,455	177,755	176,380	179,156	2,776	2%
Other Operating Expenses	111,976	83,183	18,308	273,850	273,849	118,001	(155,848)	(57%)
Total	326,716	287,138	168,763	451,605	450,229	297,157	(153,072)	(34%)
Total Public Works	5,072,674	4,941,626	4,675,978	6,191,705	6,120,424	5,641,139	(479,284)	(8%)
Recreation								
4100 Administration								
Personnel Expenses	460,317	481,063	463,033	457,292	536,959	500,937	(36,022)	(7%)
Other Operating Expenses	81,015	78,298	102,748	90,551	80,744	99,176	18,432	23%
Total	541,332	559,361	565,781	547,843	617,703	600,113	(17,590)	(3%)
4200 Outreach								
Personnel Expenses	201,556	209,997	170,469	231,969	178,451	248,737	70,286	39%
Other Operating Expenses	52,419	20,423	11,004	59,550	29,324	60,550	31,226	106%
Total	253,975	230,420	181,473	291,519	207,775	309,287	101,512	49%

Fund Summaries

Expenditure Type	Audited FY19	Audited FY20	Audited FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change Proj FY22-23	% Change Proj FY22-23
4300 Recreation Center								
Personnel Expenses	150,289	151,151	88,780	190,628	209,370	197,823	(11,547)	(6%)
Other Operating Expenses	33,216	26,053	9,942	37,650	35,821	45,700	9,879	28%
Total	183,505	177,204	98,722	228,278	245,191	243,523	(1,668)	(1%)
4400 Community Programs								
Personnel Expenses	154,737	158,617	140,894	194,749	144,911	204,921	60,010	41%
Other Operating Expenses	60,299	45,180	12,337	61,000	53,834	66,275	12,441	23%
Total	215,036	203,797	153,231	255,749	198,745	271,196	72,451	36%
4500 Facilities and Athletic Fields								
Personnel Expenses	-	-	-	-	-	-	-	-
Other Operating Expenses	82,180	58,615	83,500	69,000	84,500	84,500	-	0%
Total	82,180	58,615	32,108	84,500	71,100	91,700	20,600	29%
4600 Camps								
Personnel Expenses	67,290	46,124	2,444	94,658	97,765	80,022	(17,743)	(18%)
Other Operating Expenses	58,018	45,620	7,025	16,100	17,600	52,490	34,890	198%
Total	125,308	91,744	9,469	110,758	115,365	132,512	17,147	15%
4700 After School Programs								
Personnel Expenses	106,204	69,506	8,084	143,698	130,100	116,730	(13,370)	(10%)
Other Operating Expenses	7,807	7,075	6,181	17,551	17,450	8,350	(9,100)	(52%)
Total	114,011	76,581	14,265	161,249	147,550	125,080	(22,470)	(15%)
4800 Community Center								
Personnel Expenses	282,861	288,647	204,258	308,930	329,338	258,715	(70,623)	(21%)
Other Operating Expenses	109,134	82,582	35,700	117,229	90,644	132,400	41,756	46%
Total	391,995	371,229	239,958	426,159	419,982	391,115	(28,867)	(7%)
Total Recreation	1,907,342	1,768,951	1,295,007	2,106,055	2,023,411	2,164,525	141,115	7%
Housing and Community Development								
5400 Planning								
Personnel Expenses	274,595	327,649	326,395	378,742	332,180	367,780	35,600	11%
Other Operating Expenses	59,438	9,082	52,403	251,000	166,250	207,750	41,500	25%
Total	334,033	336,731	378,798	629,742	498,430	575,530	77,100	15%
5500 HCD Administration								
Personnel Expenses	257,572	149,466	81,435	281,795	187,175	276,108	88,933	48%
Other Operating Expenses	41,551	32,184	18,780	47,884	30,911	39,466	8,555	28%
Total	299,123	181,650	100,215	329,679	218,086	315,574	97,488	45%

Fund Summaries

Expenditure Type	Audited FY19	Audited FY20	Audited FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change Proj FY22-23	% Change Proj FY22-23
5600 Economic Development								
Personnel Expenses	58,857	161,920	152,554	182,066	122,058	185,048	62,990	52%
Other Operating Expenses	82,962	196,133	151,771	184,873	89,559	130,150	40,591	45%
Total	141,819	358,053	304,325	366,939	211,617	315,198	103,581	49%
5700 Arts & Humanities								
Personnel Expenses	1,254	72,894	54,528	79,355	69,106	79,173	10,067	15%
Other Operating Expenses	41	11,417	16,088	18,450	11,980	26,310	14,330	120%
Total	1,295	84,311	70,616	97,805	81,086	105,483	24,397	30%
5800 Housing & Community Services								
Personnel Expenses	374,779	407,472	419,858	435,674	325,062	477,929	152,867	47%
Other Operating Expenses	304,360	314,995	300,091	414,478	404,078	431,428	27,350	7%
Total	679,139	722,467	719,949	850,152	729,140	909,357	180,217	25%
5900 Code Enforcement								
Personnel Expenses	374,779	407,472	-	-	-	326,498	326,498	100%
Other Operating Expenses	304,360	314,995	-	-	-	29,098	29,098	100%
Total	679,139	722,467	-	-	-	355,596	355,596	100%
Total Housing & Community	1,455,409	1,683,212	1,573,904	2,274,317	1,738,359	2,576,738	838,379	48%
Communications								
6000 Communications								
Personnel Expenses	381,297	408,603	430,168	575,830	531,866	549,839	17,973	3%
Other Operating Expenses	126,572	120,727	128,987	195,666	226,755	204,494	(22,261)	(10%)
Total	507,869	529,330	559,155	771,496	758,621	754,333	(4,288)	(1%)
Total Communications	507,869	529,330	559,155	771,496	758,621	754,333	(4,288)	(1%)
Library								
7000 Library								
Personnel Expenses	1,045,143	1,073,370	1,071,828	1,160,753	1,170,328	1,124,737	(45,591)	(4%)
Other Operating Expenses	171,247	148,981	103,949	143,930	128,796	150,280	21,484	17%
Total	1,216,390	1,222,351	1,175,777	1,304,683	1,299,124	1,275,017	(24,107)	(2%)
7200 Computer Center								
Personnel Expenses	98,450	94,677	98,367	109,881	121,846	122,224	378	0%
Other Operating Expenses	4,273	634	53	7,500	3,263	4,316	1,053	32%
Total	102,723	95,311	98,420	117,381	125,109	126,540	1,431	1%
Total Library	1,319,113	1,317,662	1,274,197	1,422,064	1,424,233	1,401,556	(22,676)	(2%)

Fund Summaries

Expenditure Type	Audited FY19	Audited FY20	Audited FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change Proj FY22-23	% Change Proj FY22-23
Departmental Overall								
<i>Personnel Total</i>	16,579,098	17,192,044	16,748,202	19,920,119	18,732,131	19,615,314	883,183	5%
<i>Operating Exp Total</i>	4,679,090	4,443,644	4,478,192	6,962,886	6,234,158	5,678,685	(555,468)	(9%)
Departmental Total	21,258,188	21,635,688	21,226,394	26,883,005	24,966,289	25,293,999	327,715	1%
Inter-Departmental								
<i>Workers Compensation</i>	593,435	510,870	407,884	500,800	422,000	564,800	142,800	34%
<i>Other Fringe Benefits</i>	51,795	43,341	35,684	23,820	54,883	41,000	(13,883)	(25%)
<i>Recognition Non-Cash</i>	19,758	1,093	17,003	15,000	5,000	10,000	5,000	100%
<i>Training</i>	5,703	958	-	6,000	3,000	6,000	3,000	100%
<i>Tuition Reimbursement</i>	10,461	7,578	5,724	7,000	4,000	7,000	3,000	75%
<i>Litigation Hearing</i>	1,200	153	2,500	2,500	-	2,500	2,500	0%
<i>Emergency Supplies</i>	615	8,170	1,144	1,000	1,000	1,000	-	0%
<i>General Insurance</i>	131,273	143,154	145,945	188,600	168,000	185,600	17,600	10%
<i>General Contingency</i>	-	-	-	135,697	-	139,191	139,191	100%
<i>Community Festivals</i>	19,340	17,500	-	7,000	7,000	20,000	13,000	186%
<i>Fourth of July Festival</i>	-	18,745	-	-	-	20,000	20,000	0%
<i>Provision for Allowance</i>	17,270	(5,670)	10,233	10,000	10,000	10,000	-	0%
<i>Fees, Penalty & Bad Debt Expense</i>	227,523	-	534	-	-	-	-	0%
<i>Covid-19 Emergency Assistance</i>	-	55,000	435,763	-	200	-	(200)	(100%)
<i>Grants</i>	69,306	140,449	139,366	232,500	130,000	35,000	(95,000)	(73%)
<i>Partnership Program</i>	103,114	87,484	65,000	195,000	120,000	100,000	(20,000)	(17%)
<i>Housing Fund Expenditures</i>	10,000	10,000	442,970	210,000	185,000	-	(185,000)	(100%)
<i>Supplemental Tax Rebate Program</i>	-	-	-	-	-	-	-	0%
<i>Tax Rebate Program</i>	126,953	117,358	132,590	200,000	140,000	150,000	10,000	7%
Total Inter-Departmental	1,387,746	1,156,182	1,842,340	1,734,917	1,250,083	1,292,091	42,008	3%
Capital Outlays, Debt Service, and Transfers								
<i>Capital Outlay</i>	3,441,173	2,555,998	2,633,828	8,053,246	3,241,825	7,492,950	4,251,125	131%
<i>Debt Service</i>	919,868	916,402	742,990	871,460	871,460	740,712	(130,748)	(15%)
<i>Transfers to Other Funds</i>	-	-	-	65,000	65,000	-	(65,000)	(100%)
General Fund Total Expenditures	27,006,975	26,264,270	26,445,552	37,607,628	30,394,657	34,819,752	4,425,100	15%

Stormwater Management Fund Summary

Stormwater Management Fund Summary

		<i>Audited FY19</i>	<i>Audited FY20</i>	<i>Audited FY21</i>	<i>Adjusted FY22</i>	<i>Projected FY22</i>	<i>Proposed FY23</i>	<i>Change Proj FY22-23</i>	<i>% Change Proj FY22-23</i>
Revenues	<i>Taxes and utility fees</i>	-	-	-	-	-	-	-	-
	<i>Licenses and permits</i>	1,000	5,791	15,290	4,500	6,600	6,500	(100)	(2%)
	<i>Fines and forfeitures</i>	-	-	-	-	-	-	-	-
	<i>Use of money and property</i>	-	-	-	-	-	-	-	-
	<i>Charges for service</i>	707,484	701,718	580,508	700,000	751,725	754,875	3,150	0%
	<i>Intergovernmental</i>	168,750	-	-	-	-	-	-	-
	<i>Miscellaneous</i>	3,053	2,350	2,350	-	-	-	-	-
	Total Revenues	880,287	709,859	598,148	704,500	758,325	761,375	3,050	0%
Expenditures	<i>Public Works</i>	434,500	377,946	392,447	637,801	623,829	484,226	(139,603)	(22%)
	<i>Capital outlay</i>	362,688	219,878	5,997	668,000	644,985	250,000	(394,985)	(61%)
		Total Expenditures	797,188	597,824	398,444	1,305,801	1,268,814	734,226	(534,588)
Excess (deficiency) of revenues over expenditures		83,099	112,035	199,704	(601,301)	(510,489)	27,149	537,638	105%
Other Financing Sources (Uses)	<i>Loan proceeds</i>	-	-	-	-	-	-	-	-
	<i>Operating transfers in (out)</i>	-	-	-	65,000	65,000	-	(65,000)	(100%)
		Total Other Financing Sources (Uses)	-	-	-	65,000	65,000	-	(65,000)
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses		83,099	112,035	199,704	(536,301)	(445,489)	27,149	472,638	106%
Fund Balance	<i>Beginning of year</i>	198,760	281,859	393,893	593,597	593,597	148,108	(445,489)	(75%)
	<i>End of year</i>	281,859	393,893	593,597	57,296	148,108	175,257	27,149	18%

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

Special Revenue Fund Summary

Special Revenue Fund Summary

		Audited FY19	Audited FY20	Audited FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change Proj FY22-23	% Change Proj FY22- 23
Revenues	Taxes and utility fees	-	-	-	-	-	-	-	-
	Licenses and permits	-	-	-	-	-	-	-	-
	Fines and forfeitures	-	-	-	-	-	-	-	-
	Use of money and property	-	-	-	-	-	-	-	-
	Charges for service	-	-	-	-	-	-	-	-
	Intergovernmental	1,858,000	4,208,991	760,905	1,301,241	1,024,634	2,342,145	1,317,511	129%
	Miscellaneous	38,633	9,266	7,839	45,000	9,000	45,000	36,000	400%
	Total Revenues	1,896,633	4,218,257	768,744	1,346,241	1,033,634	2,387,145	1,353,511	131%
Expenditures	General Government	75,664	-	-	-	-	-	-	-
	Police	-	-	-	-	-	-	-	-
	Public Works	-	-	-	-	-	-	-	-
	Housing and Community Development	503,618	16,454	22,709	369,972	142,148	1,489,000	1,346,852	947%
	Recreation	-	-	-	-	-	-	-	-
	Library	-	-	-	22,993	22,993	-	-	-
	Capital outlay	1,013,561	4,165,857	603,348	1,034,131	912,944	3,482,178	2,569,234	281%
	Total Expenditures	1,592,843	4,182,311	626,057	1,427,096	1,078,085	4,971,178	3,893,093	361%
Excess (deficiency) of revenues over expenditures	303,790	35,946	142,687	(80,855)	(44,451)	(2,584,033)	(2,539,582)	5,713%	
Other Financing Sources (Uses)	Operating transfers in (out)	41,718	-	-	-	-	-	-	-
	Total Other Financing Sources (Uses)	41,718	-	-	-	-	-	-	-
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	345,508	35,946	142,687	(80,855)	(44,451)	(2,584,033)	(2,539,582)	(1,780%)	
Fund Balance	Beginning of year	3,079,369	3,424,877	3,460,823	3,603,510	3,603,510	3,559,059	(44,451)	(1%)
	End of year*	3,424,877	3,460,823	3,603,510	3,522,655	3,559,059	975,026	(2,584,033)	(73%)

*Note: As of June 30, 2023, the ending fund reserve restricted for cable equipment purchases will be \$947,333, and Justice Forfeiture will be \$27,693. The cable grant reduction is due to the use of \$2.5 million in cable grants for the Library Construction Project.

Speed Camera Fund Summary

Speed Camera Fund Summary

		Audited FY19	Audited FY20	Audited FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change Proj FY22-23	% Change Proj FY22-23
Revenues	Taxes and utility fees	-	-	-	-	-	-	-	-
	Licenses and permits	-	-	-	-	-	-	-	-
	Fines and forfeitures	991,915	886,614	817,201	800,000	1,000,000	1,940,000	940,000	94%
	Use of money and property	34,344	35,408	878	1,000	650	650	-	0%
	Charges for service	-	-	-	-	-	-	-	-
	Intergovernmental	-	-	-	-	-	-	-	-
	Miscellaneous	-	-	-	-	-	-	-	-
	Total Revenues	1,026,259	922,022	818,079	801,000	1,000,650	1,940,650	940,000	94%
Expenditures	Police	1,025,598	850,163	796,863	833,462	808,786	1,459,522	650,736	80%
	Capital Outlay	267,278	42,837	26,946	51,000	51,000	36,000	(15,000)	(29%)
	Total Expenditures	1,292,876	893,000	823,809	884,462	859,786	1,495,522	635,736	74%
Excess (deficiency) of revenues over expenditures		(266,617)	29,022	(5,730)	(83,462)	140,864	445,128	304,264	216%
Other Financing Sources (Uses)	Bond proceeds	-	-	-	-	-	-	-	-
	Operating transfers in (out)	-	-	-	-	-	-	-	-
	Total Other Financing Sources (Uses)	-	-	-	-	-	-	-	-
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses		(266,617)	29,022	(5,730)	(83,462)	140,864	445,128	304,264	216%
Fund Balance	Beginning of year	810,781	544,164	573,186	567,456	567,456	708,320	140,864	25%
	End of year*	544,164	573,186	567,456	483,994	708,320	1,153,448	445,128	63%

*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 FY19	Audited FY20	Audited FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change Proj FY22-23	% Change Proj FY22-23
Revenues	Taxes and utility fees	-	-	-	-	-	-	-	-
	Licenses and permits	-	-	-	-	-	-	-	-
	Fines and forfeitures	-	-	-	-	-	-	-	-
	Use of money and property	-	-	-	-	-	-	-	-
	Charges for service	-	-	-	-	-	-	-	-
	Intergovernmental (Treasury)	-	-	-	7,539,962	7,539,962	8,731,862	1,191,900	16%
	Miscellaneous	-	-	-	-	-	-	-	-
	Total Revenues	-	-	-	7,539,962	7,539,962	8,731,862	1,191,900	16%
Expenditures	Administrative Salaries & Fringe	-	-	-	315,000	587,000	405,796	(181,204)	(31%)
	General Government	-	-	-	200,000	558,000	2,817,825	2,259,825	405%
	Police	-	-	-	-	100,000	250,000	150,000	150%
	Public Works	-	-	-	-	-	500,000	500,000	0%
	Housing and Community Development	-	-	-	508,000	508,000	1,690,000	1,182,000	233%
	Recreation	-	-	-	-	-	125,000	125,000	0%
	Library	-	-	-	-	49,000	140,000	91,000	186%
	Capital outlay	-	-	-	-	-	1,160,000	1,160,000	0%
Total Expenditures	-	-	-	1,023,000	1,802,000	7,088,621	5,286,621	293%	
Excess (deficiency) of revenues over expenditures		-	-	-	6,516,962	5,737,962	1,643,241	(4,094,721)	(71%)
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		-	-	-	6,516,962	5,737,962	1,643,241	(4,094,721)	(71%)
Fund Balance	Beginning of year	-	-	-	-	-	5,737,962	5,737,962	0%
	End of year	-	-	-	6,516,962	5,737,962	7,381,203	1,643,241	29%

*Note: In Fiscal Year 2022, the City received the first tranche of the ARPA Fund totaling \$8,731,862, of which \$1,191,900 was transferred to the General Fund. The second tranche is expected to be received in Fiscal Year 2023. To view the full Five-Year ARPA Spending Plan, please go to page 246.

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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	Grade	Actual FY21	Adjusted FY22	Proposed FY23	Change Adj. FY22-FY23
City Council					
Mayor	N/A	1.00	1.00	1.00	-
Councilmember	N/A	1.00	1.00	1.00	-
Councilmember	N/A	1.00	1.00	1.00	-
Councilmember	N/A	1.00	1.00	1.00	-
Councilmember	N/A	1.00	1.00	1.00	-
Councilmember	N/A	1.00	1.00	1.00	-
Councilmember	N/A	1.00	1.00	1.00	-
Total City Council Members *		7.00	7.00	7.00	-
City Manager's Office 1120					
City Manager	N/A	1.00	1.00	1.00	-
Deputy City Manager	133	1.00	1.00	1.00	-
Public Administration Specialist	120	-	1.00	1.00	-
Assistant to the City Manager	115	1.00	-	-	-
Total City Manager's Office FTE		3.00	3.00	3.00	-
FTEs with benefits		3.00	3.00	3.00	-
FTEs without benefits		-	-	-	-
Total City Manager's Office FTE		3.00	3.00	3.00	-
Finance 1130					
Director of Finance	130	1.00	1.00	1.00	-
Budget & Accounting Manager	122	1.00	1.00	1.00	-
Accounting Supervisor	117	1.00	1.00	1.00	-
Payroll & Accounting Specialist	115	1.00	1.00	-	(1.00)
Senior Accounting Assistant	113	1.00	-	1.00	1.00
Accounting Assistant	110	-	1.00	1.00	-
Accounting Assistant-Part time	110	0.50	0.50	-	(0.50)
Total Finance FTE		5.50	5.50	5.00	(0.50)
FTEs with benefits		5.50	5.50	5.00	(0.50)
FTEs without benefits		-	-	-	-
Total Finance FTE		5.50	5.50	5.00	(0.50)

Department Summaries

Personnel Staffing	Grade	Actual FY21	Adjusted FY22	Proposed FY23	Change Adj. FY22- FY23
Information Systems 1150					
Information Technology Director	130	1.00	1.00	1.00	-
Network & System Engineer Technician	121	1.00	1.00	1.00	-
Application & Hardware Administrator	120	1.00	1.00	1.00	-
IT Systems Specialist	120	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	130	1.00	1.00	1.00	-
Human Resources Generalist	117	1.00	1.00	1.00	-
Human Resources Coordinator	116	1.00	1.00	1.00	-
Human Resources Coordinator	116	-	-	1.00	1.00
Total Human Resources FTE		3.00	3.00	4.00	1.00
FTEs with benefits		3.00	3.00	4.00	1.00
FTEs without benefits		-	-	-	-
Total Human Resources FTE		3.00	3.00	4.00	1.00
City Clerk					
City Clerk	130	1.00	1.00	1.00	-
Assistant City Clerk	114	1.00	1.00	1.00	-
Records Specialist	112	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 Assistant – Finance Division		-	-	1.00	1.00
IT Analyst - Information Systems Division		-	-	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	18.25	21.75	3.50

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

Department Summaries

Summary Table

General Government Department Expenditures Overall

	Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
General Government	3,440,444	4,517,856	4,225,564	4,185,223	(40,341)	(1%)
Total	3,440,444	4,517,856	4,225,564	4,185,223	(40,341)	(1%)

General Government Department Revenue

		Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
General Government	Investment Earnings	26,153	6,140	(37,850)	(28,350)	9,500	(25%)
	Passport Services	595	30,000	30,000	35,000	5,000	17%
	Total	26,748	36,140	(7,850)	6,650	14,500	(185%)
Total		26,748	36,140	(7,850)	6,650	14,500	(185%)

Department Summaries

General Government Expenditures by Division

	Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Legislative Division	230,457	197,064	204,652	377,465	172,813	84%
City Manager's Office	696,593	1,044,508	825,778	755,200	(70,578)	(9%)
Finance Division	632,372	806,712	742,422	748,890	6,468	1%
Legal Division	406,617	424,000	462,000	335,000	(127,000)	(27%)
Information Systems	724,434	1,004,539	1,001,749	1,017,947	16,199	2%
Human Resources	468,527	640,983	587,723	582,090	(5,633)	(1%)
City Clerk	281,444	400,050	401,240	368,630	(32,610)	(8%)
Total	3,440,444	4,517,856	4,225,564	4,185,223	(40,341)	(1%)

General Government Expenditures by Type

		Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Personnel	Contractual Labor	23,309	15,000	21,362	5,000	(16,362)	(77%)
	Wages	1,616,155	1,992,779	1,810,119	1,980,716	170,597	9%
	Fringe Benefits	562,909	669,613	806,756	646,028	(160,728)	(20%)
	Overtime	22,047	14,000	16,181	20,500	4,319	27%
	Employee Recognition	39,500	500	58,450	1,500	(56,950)	(97%)
	Car & Clothing Allowance	0	0	6,000	6,000	0	0%
	Total	2,263,921	2,691,892	2,718,868	2,659,744	(59,124)	(2%)
Other Operating Expenses	Supplies	6,081	11,100	10,567	15,190	4,623	44%
	Computer Expenditures	25,807	18,500	19,120	12,350	(6,770)	(35%)
	Services and Charges	917,054	1,516,845	1,279,786	1,165,195	(114,591)	(9%)
	Communications	33,828	29,374	24,927	30,867	5,940	24%
	Office Expenditures	3,952	26,050	11,149	6,200	(4,949)	(44%)
	Conferences, Training, & Dues	47,283	125,145	86,759	178,277	91,518	105%
	Recruitment	75,748	74,800	50,978	32,500	(18,478)	(36%)
	Special Events & Programs	66,770	24,150	23,410	84,900	61,490	263%
Total	1,176,523	1,825,964	1,506,696	1,525,479	18,783	1%	
Total	3,440,444	4,517,856	4,225,564	4,185,223	(40,341)	(1%)	

Adjusted Fiscal Year 22 to Projected Fiscal Year 22:

- Departmental expenditures are projected to be 6 percent lower than the adjusted budget. This is primarily due to reductions in contractual costs in the City Manager's Office, as well as delayed hiring in the Finance Division and lower software expenses in the Human Resources Division.

Department Summaries

- Investment earnings are projected to reduce significantly, due in part to the deposit rate reduction from 1 percent to 0.02 percent by Truist Bank and the market rate adjustment in the Certificate of Deposit Portfolio.

Fiscal Year 23 Budget Highlights:

- Departmental expenditures are 1 percent lower compared to projected expenditures for Fiscal Year 2022, demonstrating an effort to budget conservatively for maintenance of effort.
- Approximately 64 percent of departmental expenditures are personnel related. FTEs increased with the addition of three ARPA administrative positions that will be full-time positions funded by ARPA only for the duration of the ARPA funding period through March 2026, as well as the upgrade of the Human Resources intern to a full-time HR Coordinator position (.5 FTE).
- Of the 36 percent of General Government non-personnel expenditures, services and charges make up the largest portion at 76 percent of non-personnel expenditures and 28 percent of the overall Department budget. The services and charges category includes the City's costs for the City Attorney and other contractual expenditures including the annual financial audit, payments to the County for billing services, legislative advocacy services, and Citywide technology licenses and financial software.
- Supplies, computer expenditures, communications, office expenditures, recruitment, and special events and programs together account for 4 percent of department expenditures. Association dues, conferences, and training make up 4 percent of department expenditures.
- Passport service revenues are predicted to increase due to the return of post-pandemic in-person demand, while investment earnings show continued revenue reductions due to market risk.

Legislative

Division Purpose:

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

Legislative Division Overall

	Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Legislative Division	230,457	197,064	204,652	377,465	172,813	84%
Total	230,457	197,064	204,652	377,465	172,813	84%

Legislative Division Expenditures by Type

		Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Personnel	Wages	85,255	86,550	86,721	145,278	58,557	68%
	Fringe Benefits	34,281	27,973	45,000	45,222	222	0%
	Total	119,536	114,523	131,721	190,500	58,779	45%
Other Operating Expenses	Supplies	(32)	0	0	750	750	-
	Services and Charges	35,900	37,177	36,877	38,300	1,423	4%
	Communications	3,728	3,514	3,314	3,866	552	17%
	Office Expenditures	0	2,350	100	0	(100)	(100%)
	Conferences, Training, & Dues	4,554	15,350	9,230	59,150	49,920	541%
	Special Events & Programs	66,770	24,150	23,410	84,900	61,490	263%
	Total	110,921	82,541	72,931	186,966	114,035	156%
Total	230,457	197,064	204,652	377,465	172,813	84%	

Adjusted Fiscal Year 22 to Projected Fiscal Year 22

- Division expenditures are projected to be four percent (\$7,588) more than budgeted.
- The variance is the result of an error in calculating State-mandated retirement costs for the Mayor and Councilmembers, projected to be \$17,027 more than originally budgeted. This increase is partly offset by a reduction in expenditures for conference attendance, association dues, and meeting expenses.

Fiscal Year 23 Budget Highlights:

- Expenditures for wages and fringe benefits comprise 51 percent of the Division budget. The salaries of the Mayor and Councilmembers will increase in Fiscal Year 2023. Currently, the Mayor receives an annual salary of \$15,413 and each City Councilmember receives \$11,856. The Mayor elected in November 2022 will receive an annual salary of \$32,000. The annual salary for each Councilmember will be \$24,000. The Mayor and Councilmembers are not included in the FTE count.
- Services and charges are projected to increase by 4 percent. Expenditures include \$33,000 for contractual services for legislative advocacy and \$5,000 in scholarships for eligible Takoma Park students attending Montgomery College.
- Communications expenditures in the Legislative Division account for cell phones and service for members of the City Council. The Fiscal Year 2023 cost is anticipated to be \$3,866.
- In Fiscal Year 2022, the City Council established a stipend program for members of Council-appointed boards and committees. Members are eligible to receive \$40 for each meeting attended. The estimated cost the program for Fiscal Year 2023 is \$35,000.
- For Fiscal Year 2023, \$24,150 is budgeted for Conferences, Training, and Dues. This includes Council attendance at the National League of Cities (NLC) City Summit (\$7,200), the NLC Congressional Cities Conference (\$1,600), the Maryland Municipal League Summer and Fall Conferences (\$11,500), and the Maryland Mayor's Association Conference (\$500). Not all members of Council attend each conference.
- Expenses related to City Council meetings, events, receptions, awards, and recognitions (\$5,100) is included in the Special Events and Programs category. Also included is non-stipend board and committee support (\$2,500). The next regular City Council Election will take place on November 8, 2022. The proposed budget includes \$78,000 for the election.

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.

Department Summaries

City Manager's Office Division Overall

	Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
City Manager's Office	696,593	1,044,508	825,778	755,200	(70,578)	(9%)
Total	696,593	1,044,508	825,778	755,200	(70,578)	(9%)

City Manager's Office Expenditures by Type

		Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Personnel	Wages	393,598	489,072	458,104	446,539	(11,564)	(3%)
	Fringe Benefits	113,172	132,030	174,515	121,203	(53,312)	(31%)
	Overtime	476	2,500	506	500	(6)	(1%)
	Employee Recognition	35,000	0	17,500	0	(17,500)	(100%)
	Car & Clothing Allowance	0	0	6,000	6,000	0	0%
	Total	542,247	623,602	656,625	574,243	(82,382)	(13%)
	Other Operating Expenses	Supplies	1,043	4,000	1,990	6,190	4,200
Computer Expenditures		1,113	2,400	1,550	500	(1,050)	(68%)
Services and Charges		115,052	322,806	90,341	92,270	1,929	2%
Communications		3,621	11,140	3,301	4,300	999	30%
Office Expenditures		2,738	10,000	7,000	0	(7,000)	(100%)
Conferences, Training, & Dues		30,779	70,560	64,971	77,697	12,726	20%
Total		154,346	420,906	169,153	180,957	11,804	7%
Total	696,593	1,044,508	825,778	755,200	(70,578)	(9%)	

Adjusted Fiscal Year 22 to Projected Fiscal Year 22:

- Fiscal Year 2022 projected expenditures in the City Manager's Office are expected to be 21 percent lower than the adjusted Fiscal Year 2022 budget. This is primarily due to the Community Ambassadors program (\$50,000) funding source switching from General Fund to the ARPA Fund, and unspent funding for racial equity and community engagement initiatives (\$125,000) that will not be spent in Fiscal Year 2022.

Fiscal Year 23 Budget Highlights

- Fiscal Year 2023 projected expenditures in the City Manager's Office are expected to be 9 percent lower overall than Fiscal Year 2022 projected spending. This is primarily due to a 13 percent reduction in Fiscal Year 2022 personnel expenditures; retirement costs budgeted in Fiscal Year 2022 for the retirement of the former City Manager are not budgeted in Fiscal Year 2023.

Department Summaries

- Non-personnel expenditures increased by seven percent, reflecting higher costs for conferences, training, and association dues from new professional memberships including the Montgomery County Chamber of Commerce, National Recreation and Parks Association, Alliance for Innovation, and the National Forum for Black Public Administrators (NFBPA). In addition, conference, training, and association dues for the recently hired ARPA Manager contributed to the increase. This expenditure line includes staff memberships in ICMA, MCCMA, MML, NIGP, GARE, and GFOA, as well as Citywide membership in MWCOG.
- Communications expenditures, which cover office phones and cell phones, increased by 30 percent due to the City's planned switch to a replacement phone system.
- The supplies line increase reflects the addition of break room supplies, offset by the reduction in the office expenditures line.
- Division FTEs under the General Fund remain unchanged; the ARPA manager is a member of the City Manager's Office staff but salaries and fringe benefits are budgeted in the ARPA Fund.
- Fiscal Year 2023 services and charges include contractual costs (\$70,000) for a financial forecast consultant to assist in the development of a long-term financial plan for the City.

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.
- Work with the Sustainable Banking and Investment Task Force to develop a Banking and Socially Responsible Investment Policy. The Task Force will make

Department Summaries

recommendations about the viability to divest from Suntrust (Truist) Bank to other banking facilities.

Finance Performance/Workload Measures

Measurement	Actual FY21	Estimated FY22	Projected FY23
<i>Unmodified audit opinion</i>	Yes	Yes	Yes
<i>Number of Audit Findings</i>	None	None	None
<i>Certificate of Achievement for Excellence in Financial Reporting</i>	Yes	Yes	Yes
<i>Distinguished Budget Presentation Award</i>	Yes	Yes	Yes
<i>Percentage of Unassigned Reserve Balance to General Fund Revenue*</i>	28%	27%	27%
<i>Number of payroll checks and direct deposits</i>	4,555	4,800	5,000
<i>Number of accounts payable checks issued</i>	3,438	3,450	3,500
<i>Number of rental license & Refuse bills issued</i>	540	565	568

**Actual Fiscal Year 2021 Unassigned Reserve Balance is based on Comprehensive Annual Financial Report*

Department Summaries

Finance Division Overall

	Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Finance Division	632,372	806,712	742,422	748,890	6,468	1%
Total	632,372	806,712	742,422	748,890	6,468	1%

Finance Division Expenditures by Type

		Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Personnel	Contractual Labor	21,267	15,000	15,420	5,000	(10,420)	(68%)
	Wages	367,816	453,302	393,436	418,742	25,306	6%
	Fringe Benefits	143,897	183,245	182,104	149,484	(32,620)	(18%)
	Overtime	570	1,500	1,612	1,500	(112)	(7%)
	Employee Recognition	2,500	0	12,500	0	(12,500)	(100%)
	Total	536,050	653,047	605,072	574,726	(30,346)	(5%)
	Other Operating Expenses	Supplies	2,925	2,000	2,600	3,500	900
Computer Expenditures		3,031	0	400	500	100	25%
Services and Charges		83,458	119,277	123,450	146,200	22,750	18%
Communications		2,144	2,988	2,400	3,114	714	30%
Office Expenditures		845	13,000	1,000	6,200	5,200	520%
Conferences, Training, & Dues		3,920	16,400	7,500	14,650	7,150	95%
Total		96,322	153,665	137,350	174,164	36,814	27%
Total	632,372	806,712	742,422	748,890	6,468	1%	

Adjusted to Projected Fiscal Year 22:

- Division expenditures are expected to be \$64,289 less than the adjusted Fiscal Year 2022 budget. The variance is primarily due to the staff turnover resulting in a decrease in wages of \$33,113, a decrease in fringe benefits, and a small increase in contractual labor. In Services and Charges, the reduction is due to the delay of the Socially Responsible Investment project.

Fiscal Year 23 Budget Highlights:

- Overall division expenditures are \$6,468 higher – an increase of 1 percent – compared to the projected expenditures for Fiscal Year 2022. The overall increase is due to the increases in operating expenditures of \$36,814 offset by decreases in personnel costs of \$30,346.
- Division FTEs are reduced by 0.5 to five full time employees.

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- The division personnel costs include \$25,306 (or 6 percent) increases in wages and \$32,620 (or 18 percent) decreases in fringe benefits.
- Services and Charges account for 20 percent of the total expenditures, an increase of \$27,950 or 23 percent from the Projected Fiscal Year 2022 expenditure. The increase is mainly due to the transfer of financial system software costs from Information Technology to the Finance Division.
- In Conferences and Training, there is an increase of \$7,150 or 95 percent from the Fiscal Year 2022 projected amount, as staff start to attend more conferences and training that were cancelled in the prior Fiscal Year due to the pandemic.

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.

Legal Services Division Overall

	Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Legal Division	406,617	424,000	462,000	335,000	(127,000)	(27%)
Total	406,617	424,000	462,000	335,000	(127,000)	(27%)

Legal Services Division Expenditures by Type

		Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Other Operating Expenses	Services and Charges	406,617	424,000	462,000	335,000	(127,000)	(27%)
	Total	406,617	424,000	462,000	335,000	(127,000)	(27%)
Total		406,617	424,000	462,000	335,000	(127,000)	(27%)

Adjusted Fiscal Year 22 to Projected Fiscal Year 22

- Halfway through Fiscal Year 2022, the City Council passed a budget amendment for an additional \$170,000 for the City Attorney due to high demand for legal counsel for City Council and City staff. The total adjusted Fiscal Year 2022 budget for the City Attorney is \$370,000.
- Division expenditures are projected to be \$38,000 or 9 percent higher than the adjusted budget, based on high demand for labor and employment legal services.

Fiscal Year 23 Budget Highlights

- In December 2019, the City entered into a five-year contract for general legal services (City Attorney) with the firm of Karpinski, Cornbrooks, & Karp P.A. The Fiscal Year 2023 budget for the City Attorney is \$275,000. The firm of Kollman & Saucier, P.A., continues to serve as specialized counsel for labor and employment matters with a Fiscal Year 2023 budget of \$55,000.
- Overall division expenditures for Fiscal Year 2023 are expected to be \$127,000 or 27 percent lower than the Fiscal Year 2022 projected budget. This is based on estimated lower demand and cost control for legal services.
- The City Attorney is not reflected in the City's FTE count.
- The Legal Services budget includes \$5,000 for any contingency needs for specialized legal services. For example, the City expects legal costs in Fiscal Year 2023 for cable franchise negotiations.

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.

Information Systems Performance/Workload Measures

Measurement	Actual FY21	Estimated FY22	Projected FY23
Network uptime	99.990%	99.990%	99.990%
E-mail services uptime	99.999%	99.999%	99.999%
Financial Services uptime	99.990%	99.990%	99.990%
Servers (Physical & Virtual)	33	37	48
Applications in the Cloud	24	26	28
Number of Help Desk requests	1,750	2,000	2,400

Department Summaries

Information Systems Division Overall

	Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Information Systems	724,434	1,004,539	1,001,749	1,017,947	16,199	2%
Total	724,434	1,004,539	1,001,749	1,017,947	16,199	2%

Information Systems Expenditures by Type

		Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Personnel	Wages	334,904	379,242	336,034	386,217	50,184	15%
	Fringe Benefits	126,052	142,918	166,308	131,651	(34,657)	(21%)
	Overtime	9,512	4,000	6,509	7,500	991	15%
	Employee Recognition	0	0	10,000	1,500	(8,500)	(85%)
	Total	470,468	526,160	518,851	526,868	8,018	2%
Other Operating Expenses	Supplies	1,198	3,000	3,000	3,150	150	5%
	Computer Expenditures	18,967	12,000	11,365	11,100	(265)	(2%)
	Services and Charges	214,317	455,585	455,584	455,525	(59)	-0%
	Communications	19,008	5,144	10,299	12,954	2,655	26%
	Office Expenditures	177	0	0	0	0	-
	Conferences, Training, & Dues	299	2,650	2,650	8,350	5,700	215%
	Total	253,966	478,379	482,898	491,079	8,181	2%
Total	724,434	1,004,539	1,001,749	1,017,947	16,199	2%	

Adjusted Fiscal Year 22 to Projected Fiscal Year 22:

- Overall division expenditures are expected to be \$2,790 less than the adjusted Fiscal Year 2022 budget (a 0.3 percent decrease).
- Personnel expenditures are expected to be \$7,310 lower than budgeted due to vacancies; that is offset partially by an increase in benefit expenses and overtime.
- Operating expenses increased slightly by \$4,519 from the adjusted Fiscal Year 2022 budget due to an increase in communications costs.

Fiscal Year 23 Budget Highlights:

- Overall IT division expenditures for Fiscal Year 2023 are \$16,199 higher - an increase of 2 percent - compared to projected expenditures for Fiscal Year 2022.
- Personnel expenses make up approximately 52 percent of the IT division's expenditures. Overall personnel costs increased \$8,018 due to an estimated 5 percent wage increase for full-time permanent staff.

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- There is no change in the number of FTEs.
- Other operating expenses represent approximately 48 percent of the division budget. There is an \$8,181 increase in proposed division operating costs (an increase of 2 percent) compared to projected expenditures for Fiscal Year 2022, primarily due to an increase in Communications costs, Conferences, Training, and Association Dues.
- Communications expenses, which consist of Internet Access, Cell Phone and Telephone costs, will increase by \$2,655 as a result of replacing the City's phone system.
- Conferences, Training, and Association Dues increases are primarily attributed to Fiscal Year 2022 reduced-conference spending for the staff due to public health restrictions around travel and in-person meetings to stop the spread of COVID-19. COVID restrictions along with management vacancy impacted the IT division's ability to attend training and key vendor conferences. Being fully staffed, and with the COVID-19 restrictions lifting, training courses and conferences are going back to onsite/in-person formats which will allow the IT team to attend needed and required key vendor training and conferences.

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:

- Implementation and training of an all-inclusive, comprehensive Human Resources Information System (HRIS).
- Revision of performance evaluation process and forms.
- Continued implementation of safety procedures and policies involving Covid-19, including a focus on: continuing to provide a safe workplace for essential employees; and solidifying alternative work location functions across City departments.
- 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.

Human Resources Performance/Workload Measures

Measurement	Actual FY20	Actual FY21	Estimated FY22	Projected FY23
Number of Workers' Comp Injuries	25	9	10	20
Number of Days Off Due to Injuries	250	402	290	150
Average Days to Hire	90	164	120	90
Total New Hires	46	31	43	60

Department Summaries

Human Resources Division Overall

	Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Human Resources	468,527	640,983	587,723	582,090	(5,633)	(1%)
Total	468,527	640,983	587,723	582,090	(5,633)	(1%)

Human Resources Expenditures by Type

		Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Personnel	Wages	243,687	347,626	310,715	323,567	12,852	4%
	Fringe Benefits	82,727	96,399	143,875	118,988	(24,887)	(17%)
	Overtime	6,167	5,000	5,884	6,000	116	2%
	Employee Recognition	0	500	10,900	0	(10,900)	(100%)
	Total	332,582	449,525	471,374	448,554	(22,819)	(5%)
Other Operating Expenses	Supplies	664	1,500	1,798	1,000	(798)	(44%)
	Computer Expenditures	140	1,700	4,385	0	(4,385)	(100%)
	Services and Charges	55,746	96,050	52,338	83,500	31,162	60%
	Communications	2,490	3,408	2,848	3,936	1,088	38%
	Office Expenditures	192	500	2,865	0	(2,865)	(100%)
	Conferences, Training, & Dues	965	13,500	1,138	12,600	11,462	1007%
	Recruitment	75,748	74,800	50,978	32,500	(18,478)	(36%)
	Total	135,945	191,458	116,350	133,536	17,186	15%
Total	468,527	640,983	587,723	582,090	(5,633)	(1%)	

Adjusted Fiscal Year 22 to Projected Fiscal Year 22

- Human Resources had a change in positions, as the Intern position was discontinued and a full time Coordinator position was added, thus causing a decrease in overall wages between the Adjusted and Projected budgets for Fiscal Year 2022 when the Intern wages went unspent.
- This position change caused an increase in fringe benefits, as the Coordinator position is benefit eligible, where the Intern position was not.
- Employee recognition was higher than expected, due to year-end bonuses being granted which were unbudgeted.
- The contract for SuccessFactors software is lessened this year, as the HR team expects to implement a new HRIS system which will replace SuccessFactors.
- The office supply expenditure increased by \$2,983 due to the City purchasing KN95 masks, and two laptops were replaced.

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- Due to COVID-19 restraints, conferences or trainings were not attended as anticipated.

Fiscal Year 23 Budget Highlights

- Fringe benefits are decreased in Fiscal Year 2023, as the fringe amounts previously included in the discontinued position are now not included.
- Employee recognition has a 100 percent decrease, as there is no bonus expected.
- There are not expected computer supplies anticipated for the coming year.
- HR anticipates that the new HRIS system will cause an increase from the projected contracts and software lines, with the expectation that the HRIS system will entirely replace Kronos and SuccessFactors software.
- Communications costs increased slightly due to a new phone system and additional cell phone with the full-time position added.
- Conferences, association dues, and training line items have been increased back to pre-pandemic levels, with the expectation that in-person conferences and certifications will be beneficial to the department.

City Clerk

Division Purpose:

The City Clerk’s Office manages the preparation of Council meeting agendas, s Council 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. 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, commission and committee activities, meetings, and membership.
- Provide a high level of customer service to the City Council, residents, and staff.
- Conduct the November 8, 2022 City Election as a vote by mail election. Non-personnel expenditures for the election are accounted for in the Legislative Division budget.

City Clerk Performance/Workload Measures

Measurement	Actual FY21	Estimated FY22	Projected FY23
<i>Number of City Council meeting supported</i>	51	46	50
<i>Number of other meetings supported</i>	37	30	35
<i>Number of Public Information Act requests</i>	36	68	65
<i>Number of board and committee applicants processed</i>	9*	202	120

**Note: The City Council extended terms and suspended appointments while undertaking an evaluation and reimagining of Council-appointed boards and committees.*

Department Summaries

City Clerk Division Overall

	Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
City Clerk	281,444	400,050	401,240	368,630	(32,610)	(8%)
Total	281,444	400,050	401,240	368,630	(32,610)	(8%)

City Clerk Expenditures by Type

		Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Personnel	Contractual Labor	2,042	0	5,942	0	(5,942)	(100%)
	Wages	190,894	236,986	225,110	260,373	35,263	16%
	Fringe Benefits	62,780	87,048	94,954	79,480	(15,474)	(16%)
	Overtime	5,322	1,000	1,670	5,000	3,330	199%
	Employee Recognition	2,000	0	7,550	0	(7,550)	(100%)
	Total	263,038	325,035	335,226	344,853	9,627	3%
Other Operating Expenses	Supplies	282	600	1,180	600	(580)	(49%)
	Computer Expenditures	2,556	2,400	1,420	250	(1,170)	(82%)
	Services and Charges	5,964	61,950	59,196	14,400	(44,796)	(76%)
	Communications	2,838	3,180	2,764	2,697	(67)	(2%)
	Office Expenditures	0	200	184	0	(184)	(100%)
	Conferences, Training, & Dues	6,766	6,685	1,270	5,830	4,560	359%
	Total	18,406	75,015	66,014	23,777	(42,237)	(64%)
Total	281,444	400,050	401,240	368,630	(32,610)	(8%)	

Adjusted Fiscal Year 22 to Projected Fiscal Year 22:

- Division expenditures are expected to be less than 1 percent (\$1,190) more than budgeted.

Fiscal Year 23 Budget Highlights:

- Personnel costs comprise 94 percent of the City Clerk Division budget.
- The FTE count remains at 2.75. The proposed budget does include \$16,720 for an intern to assist with the election for four months between August and December. Interns are not included in the FTE count.
- Services and Charges account for 5 percent of the Division budget. The category includes \$3,700 for codification of ordinances and web hosting of the City Code, \$6,300 for online form submission software and service, publication of required legal notices \$3,500, and postage, transportation, and printing.

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- Conferences, Training, and Dues comprise 1.5 percent of the Division budget (\$5,655).
- Communications (cell phones and desk phones), Supplies, and Computer Expenditures account for less than one percent of the budget.

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, Neighborhood Services and Administrative Services.**



Department Summaries

Personnel Schedule

Personnel Staffing	Grade	Actual FY21	Adjusted FY22	Proposed FY23	Change Adj. FY22-FY23
Office of the Chief 2100					
Chief of Police	131	1.00	1.00	1.00	-
Deputy Chief of Police	128	1.00	1.00	1.00	-
Emergency Manager	119	1.00	1.00	1.00	-
PIO/ Executive Assistant	115	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	116	1.00	1.00	1.00	-
Police Dispatcher	113	1.00	1.00	1.00	-
Police Dispatcher	113	1.00	1.00	1.00	-
Police Dispatcher	113	1.00	1.00	1.00	-
Police Dispatcher	113	1.00	1.00	1.00	-
Police Dispatcher	113	1.00	1.00	1.00	-
Police Dispatcher	113	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	Grade	Actual FY21	Adjusted FY22	Proposed FY23	Change Adj. FY22-FY23
Operations 2300					
Police Captain	126	1.00	1.00	-	(1.00)
Police Lieutenant	124	-	-	1.00	1.00
Police Lieutenant	124	1.00	1.00	1.00	-
Police Sergeant	122	1.00	1.00	1.00	-
Police Sergeant	122	1.00	1.00	1.00	-
Police Sergeant	122	1.00	1.00	1.00	-
Police Sergeant	122	1.00	1.00	1.00	-
Police Corporal	119	1.00	1.00	1.00	-
Police Corporal	119	1.00	1.00	1.00	-
Police Corporal	119	1.00	1.00	1.00	-
Police Corporal	119	1.00	1.00	1.00	-
Police Corporal	119	1.00	1.00	1.00	-
Police Corporal	119	1.00	-	-	-
Police Corporal	119	1.00	-	-	-
Police Corporal	119	1.00	-	-	-
Private First Class	117	1.00	1.00	1.00	-
Private First Class	117	1.00	1.00	1.00	-
Private First Class	117	1.00	1.00	1.00	-
Private First Class	117	1.00	1.00	1.00	-
Private First Class	117	1.00	1.00	1.00	-
Private First Class	117	1.00	1.00	1.00	-
Private First Class	117	-	1.00	1.00	-
Private	117	1.00	1.00	1.00	-
Private	117	1.00	1.00	1.00	-
Private	117	1.00	1.00	1.00	-
Private	117	1.00	1.00	1.00	-
Private	117	1.00	1.00	1.00	-
Private	117	1.00	1.00	1.00	-
Private	117	1.00	1.00	1.00	-
Private	117	1.00	1.00	1.00	-
Private	117	1.00	1.00	1.00	-
Private	117	1.00	1.00	1.00	-
Private	117	1.00	1.00	1.00	-
Private	117	1.00	1.00	1.00	-
Private	117	1.00	1.00	1.00	-
Total Operations FTE		32.00	30.00	30.00	-
FTEs with benefits		32.00	30.00	30.00	-
FTEs without benefits		-	-	-	-
Total Operations FTE		32.00	30.00	30.00	-

Department Summaries

Personnel Staffing	Grade	Actual FY21	Adjusted FY22	Proposed FY23	Change Adj. FY22-FY23
Criminal Investigations 2400					
Police Captain	126	1.00	1.00	1.00	-
Police Lieutenant	124	1.00	1.00	1.00	-
Police Sergeant	122	1.00	1.00	1.00	-
Police Sergeant	122	-	1.00	1.00	-
Police Corporal	119	1.00	1.00	1.00	-
Police Corporal	119	1.00	1.00	1.00	-
Police Corporal	119	-	1.00	1.00	-
Private First Class	117	-	1.00	1.00	-
Victim/Witness Coordinator	117	1.00	1.00	1.00	-
Crime Analyst	115	1.00	1.00	1.00	-
Evidence Specialist	113	1.00	1.00	1.00	-
Total Criminal Investigations FTE		8.00	11.00	11.00	-
FTEs with benefits		8.00	11.00	11.00	-
FTEs without benefits		-	-	-	-
Total Criminal Investigations FTE		8.00	11.00	11.00	-
Administrative Services 2500					
Police Lieutenant	124	1.00	1.00	1.00	-
Police Sergeant	122	1.00	-	-	-
Logistics/Payroll Specialist	115	1.00	1.00	1.00	-
Record Assistant	113	1.00	1.00	1.00	-
Office Assistant II	112	1.00	1.00	1.00	-
Crossing Guard	105	0.385	0.385	0.385	-
Crossing Guard	105	0.385	0.385	0.385	-
Crossing Guard	105	0.385	0.385	0.385	-
Crossing Guard	105	0.385	0.385	0.385	-
Crossing Guard	105	0.39	0.385	0.385	-
Crossing Guard	105	0.41	0.41	0.41	-
Crossing Guard	105	0.385	0.385	0.385	-
Crossing Guard	105	0.385	0.385	0.385	-
Crossing Guard	105	0.38	0.385	0.385	-
Crossing Guard Substitute	105	0.19	0.19	0.19	-
Total Administrative Services FTE		8.67	7.68	7.68	0.00
FTEs with benefits		8.67	7.68	7.68	-
FTEs without benefits		-	-	-	-
Total Administrative Services FTE		8.67	7.68	7.68	-

Department Summaries

Personnel Staffing	Grade	Actual FY21	Adjusted FY22	Proposed FY23	Change Adj. FY22-FY23
Neighborhood Services 2600					
Neighborhood Services Supervisor	122	1.00	1.00	-	(1.00)
Senior Code Enforcement Inspector	116	1.00	1.00	-	(1.00)
Code Enforcement Inspector	114	1.00	1.00	-	(1.00)
Parking Enforcement Officer	112	1.00	1.00	1.00	-
Parking Enforcement Officer	112	1.00	1.00	1.00	-
Total Neighborhood Services FTE		5.00	5.00	2.00	(3.00)
FTEs with benefits		5.00	5.00	2.00	(3.00)
FTEs without benefits		-	-	-	-
Total Neighborhood Services FTE		5.00	5.00	2.00	(3.00)
Speed Camera 0060					
Police Sergeant	122	1.00	1.00	1.00	-
Police Corporal	119	1.00	1.00	1.00	-
Photo Enforcement Analyst	112	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		67.67	67.68	64.68	(3.00)

Department Summaries

Police Department Expenditures Overall

	Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Police	8,407,904	9,599,513	8,675,677	8,570,486	(105,191)	(1%)
Total	8,407,904	9,599,513	8,675,677	8,570,486	(105,191)	(1%)

Police Department Revenue

		Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Police	<i>In Lieu of Crossing Guard</i>	182,384	186,782	186,782	214,017	27,235	15%
	<i>In Lieu of Police</i>	2,515,147	2,575,799	2,575,799	4,020,521	1,444,722	56%
	<i>Municipal Infractions</i>	5,000	6,000	13,000	13,000	0	0%
	<i>Parking Permits</i>	13,322	13,000	12,000	13,000	1,000	8%
	<i>Police Protection (state)</i>	425,637	452,000	425,000	450,000	25,000	6%
	<i>Police Rebate</i>	1,187,769	1,263,255	1,731,370	0	(1,731,370)	(100%)
	<i>Public Parking Facilities</i>	40,124	50,000	50,000	58,000	8,000	16%
	<i>Summons & Forfeitures</i>	165,636	170,000	165,000	168,000	3,000	2%
	Total	4,535,018	4,716,836	5,158,951	4,936,538	(222,413)	(4%)
Total	4,535,018	4,716,836	5,158,951	4,936,538	(222,413)	(4%)	

Department Summaries

Police Department Expenditures by Division

	Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Office of Chief	995,518	1,142,218	1,197,491	802,312	(395,179)	(33%)
Communications	539,636	644,117	577,017	662,352	85,335	15%
Patrol Operations	3,890,727	4,220,778	3,975,497	4,461,538	486,040	12%
Investigations	1,674,564	2,058,946	1,486,705	1,628,757	142,051	10%
Administration	787,604	949,181	860,803	833,831	(26,972)	(3%)
Neighborhood Services	519,855	584,273	578,164	181,696	(396,467)	(69%)
Total	8,407,904	9,599,513	8,675,677	8,570,486	(105,191)	(1%)

Police Department Expenditures by Type

		Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Personnel	Wages	4,506,783	4,898,892	4,523,688	4,655,187	131,499	3%
	Fringe Benefits	2,594,779	2,940,342	2,536,770	2,599,211	62,442	2%
	Overtime	278,924	448,500	290,472	447,750	157,278	54%
	Employee Recognition	24,577	20,000	175,341	19,000	(156,341)	(89%)
	Car & Clothing Allowance	71,122	90,170	66,707	81,730	15,023	23%
	K-9 Allowance	5,500	5,720	1,100	5,720	4,620	420%
	Night Differential	58,247	86,500	55,276	86,675	31,399	57%
	Overtime--Court	5,744	65,300	21,671	65,300	43,629	201%
	Overtime--Holiday	59,064	17,000	71,607	17,500	(54,107)	(76%)
	Overtime--Staff Shortage	35,866	63,500	20,859	64,000	43,141	207%
	Overtime--Training	51,593	62,000	61,876	65,000	3,124	5%
	Total	7,692,200	8,697,924	7,825,366	8,107,073	281,707	4%
Other Operating Expenses	Supplies	50,605	61,900	55,825	80,750	24,925	45%
	Uniforms	44,887	38,975	44,900	47,915	3,015	7%
	Computer Expenditures	9,053	25,528	23,928	8,400	(15,528)	(65%)
	Vehicle Fuel	77,002	73,000	104,000	113,100	9,100	9%
	Repairs & Maintenance	60,173	69,600	74,000	75,000	1,000	1%
	Services and Charges	263,658	387,983	309,913	83,761	(226,153)	(73%)
	Communications	78,682	82,168	86,009	13,512	(72,497)	(84%)
	Office Expenditures	26,874	32,700	34,736	15,500	(19,236)	(55%)
	Conferences, Training, & Dues	68,947	89,717	76,982	15,475	(61,507)	(80%)
	Recruitment	16,103	20,010	20,010	0	(20,010)	(100%)
	Special Events & Programs	19,718	20,008	20,008	10,000	(10,008)	(50%)
	Total	715,703	901,589	850,311	463,413	(386,898)	(46%)
Total	8,407,904	9,599,513	8,675,677	8,570,486	(105,191)	(1%)	

Adjusted Fiscal Year 22 to Projected Fiscal Year 22:

- Departmental expenditures are expected to be \$923,837 less than budgeted.
- The variance is mainly attributable to a reduction in personnel costs due to position vacancies.

Fiscal Year 23 Budget Highlights:

- Departmental expenditures are down \$105,191 – a 1 percent decrease – compared to projected expenditures for Fiscal Year 2022.
- Approximately 95 percent, or \$8.1 million, of departmental expenditures are personnel related.
- Supplies account for about 1.5 percent of the departmental expenditures, which include items such as uniforms and body armor for new hires and replacement body armor for current employees (\$39,600), detective supplies (\$10,000), expendable supplies (\$18,850), K9 supplies (\$29,150) and office supplies (\$7,750).
- Vehicle-related expenditures account for about 2.2 percent of proposed departmental expenditures. This includes the cost of gasoline for departmental vehicles (\$113,100) and vehicle repair materials (\$75,000).
- Services and charges account for about 1 percent of departmental expenditures. These include 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.

Office of the Chief Performance/Workload Measures

<i>Measurement</i>	<i>Actual FY21</i>	<i>Estimated FY22</i>	<i>Projected FY23</i>
<i>Number of officers hired</i>	5	4	3
<i>Number of civilians hired</i>	0	9	3
<i>Emergency Management activities</i>	234	56	60
<i>Emergency Management training</i>	21	28	30
<i>Community events</i>	8	34	35
<i>Community advisories</i>	45	53	55
<i>Council of Governments meetings</i>	28	28	28

Department Summaries

Office of Chief Division Overall

	Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Office of Chief	995,518	1,142,218	1,197,491	802,312	(395,179)	(33%)
Total	995,518	1,142,218	1,197,491	802,312	(395,179)	(33%)

Office of Chief Expenditures by Type

		Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Personnel	Wages	432,209	457,854	504,214	470,192	(34,023)	(7%)
	Fringe Benefits	217,252	225,824	271,988	222,918	(49,070)	(18%)
	Overtime	8,986	10,000	10,006	10,500	494	5%
	Employee Recognition	7	1,500	22,898	500	(22,398)	(98%)
	Car & Clothing Allowance	3,240	3,980	5,659	3,980	(1,679)	(30%)
	Night Differential	0	0	378	0	(378)	(100%)
	Overtime--Staff Shortage	(249)	0	0	0	0	-
	Total	661,446	699,158	815,143	708,089	(107,054)	(13%)
Other Operating Expenses	Uniforms	40,188	35,475	41,400	42,915	1,515	4%
	Computer Expenditures	0	4,600	4,600	0	(4,600)	(100%)
	Services and Charges	185,178	261,750	207,592	18,333	(189,259)	(91%)
	Office Expenditures	12,349	18,500	20,536	15,500	(5,036)	(25%)
	Conferences, Training, & Dues	60,535	82,717	68,202	7,475	(60,727)	(89%)
	Recruitment	16,103	20,010	20,010	0	(20,010)	(100%)
	Special Events & Programs	19,718	20,008	20,008	10,000	(10,008)	(50%)
	Total	334,072	443,060	382,348	94,223	(288,125)	(75%)
Total	995,518	1,142,218	1,197,491	802,312	(395,179)	(33%)	

Adjusted Fiscal Year 22 to Projected Fiscal Year 22:

- Division expenditures are expected to be \$55,273 more than budgeted.
- The variance is attributable to higher personnel costs, due to City wide increases in Fiscal Year 2022 personnel expenses, including an increase in base salaries, bonuses, and hazard pay.

Fiscal Year 23 Budget Highlights:

- Division expenditures are \$395,179 lower – a decrease of 33 percent - compared to projected expenditures for Fiscal Year 2022.

Department Summaries

- The variance is mainly due to the transfer of several contract charges to the Speed Camera Fund.
- Division FTEs remain the same.
- Approximately 88 percent of division expenditures are personnel related.
- Supplies account for about 5.3 percent of division expenditures, which include purchases related to body armor and uniforms for new hires (\$22,465), replacement of aging body armor for existing staff (\$6,220), and uniforms for civilian staff (\$4,000).
- Services and charges account for about 2.3 percent of division expenditures and include software costs, which have an associated combined cost of \$17,582. This includes programs for testing and training, as well as State required reporting of mandated training.
- Conferences, training, and dues account for just under 1 percent, or \$7,475, of division expenditures, which are comprised of professional organization publications, and professional dues.
- Special Events and Programs account for a little over 1.2 percent of division expenditures and consist of Emergency Response Team supplies (\$10,000).
- Office Expenditures account for 1.9 percent of division expenditures which include the employee recognition and awards event (\$9,000).

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.
- Fill all staff vacancies.

Communications Performance/Workload Measures

<i>Measurement</i>	<i>Actual 2020</i>	<i>Actual 2021</i>	<i>Estimated 2022</i>
<i>Number of calls for service dispatched</i>	<i>12,081</i>	<i>10,346</i>	<i>14,000</i>
<i>Phone Calls received</i>	<i>18,000</i>	<i>16,000</i>	<i>18,000</i>
<i>Training classes</i>	<i>7</i>	<i>40</i>	<i>80</i>
<i>Warrants Processed</i>	<i>112</i>	<i>89</i>	<i>100</i>

Department Summaries

Communications Division Overall

	Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Communications	539,636	644,117	577,017	662,352	85,335	15%
Total	539,636	644,117	577,017	662,352	85,335	15%

Communications Expenditures by Type

		Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Personnel	Wages	324,336	386,040	332,339	423,916	91,577	28%
	Fringe Benefits	129,984	156,492	134,342	160,156	25,814	19%
	Overtime	43,554	45,000	44,872	47,250	2,378	5%
	Employee Recognition	1,164	500	12,500	0	(12,500)	(100%)
	Car & Clothing Allowance	2,160	3,850	2,120	3,360	1,240	58%
	Night Differential	3,880	13,500	7,527	14,175	6,648	88%
	Overtime--Holiday	3,592	3,000	8,582	3,000	(5,582)	(65%)
	Overtime--Training	0	1,000	0	1,000	1,000	-
	Total	508,670	609,382	542,282	652,857	110,575	20%
Other Operating Expenses	Uniforms	3,500	3,500	3,500	5,000	1,500	43%
	Computer Expenditures	1,903	5,300	5,300	1,200	(4,100)	(77%)
	Services and Charges	0	1,595	1,595	3,295	1,700	107%
	Communications	25,518	24,140	24,140	0	(24,140)	(100%)
	Office Expenditures	46	200	200	0	(200)	(100%)
	Total	30,966	34,735	34,735	9,495	(25,240)	(73%)
Total	539,636	644,117	577,017	662,352	85,335	15%	

Adjusted Fiscal Year 22 to Projected Fiscal Year 22:

- Division expenditures are expected to be \$67,100 less than budgeted.
- The variance is attributable to lower than expected personnel costs due to staff vacancies.

Fiscal Year 23 Budget Highlights:

- Division expenditures are \$85,335 higher – an increase of 15 percent – compared to projected expenditures for Fiscal Year 2022.
- The increase is attributable to the division becoming fully staffed.
- Division FTEs remain the same.
- The total operating expenditures represent about 1.4 percent of division expenditures. This includes costs for dispatcher training software (\$3,295).

Department Summaries

- Supplies account for approximately 0.75 percent of division expenditures and consist of uniforms and supplies for Dispatch staff.
- Computer Expenditures account for 0.2 percent of division expenditures and consist of supplies and replacement chairs relating to the operation of the dispatch consoles.

Operations

Division Purpose:

Provide 24-hour uniformed patrol services. Respond to calls for service, conduct preliminary investigations, arrest offenders, provide K-9 support, 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.

Patrol Operations Performance/Workload Measures

<i>Measurement</i>	<i>Actual 2020</i>	<i>Actual 2021</i>	<i>Estimated 2022</i>
<i>Number of Security Surveys</i>	0	2	20
<i>Foot and Bike Patrol Hours</i>	2,259	2,848	3,000
<i>Number of Vacant Home Checks</i>	64	118	120
<i>Number of traffic stops</i>	2,839	2,746	2,800

Department Summaries

Patrol Operations Division Overall

	Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Patrol Operations	3,890,727	4,220,778	3,975,497	4,461,538	486,040	12%
Total	3,890,727	4,220,778	3,975,497	4,461,538	486,040	12%

Patrol Operations Expenditures by Type

		Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Personnel	Wages	2,091,880	2,105,801	2,116,184	2,267,461	151,278	7%
	Fringe Benefits	1,317,005	1,389,597	1,236,903	1,400,096	163,193	13%
	Overtime	99,488	295,000	158,005	285,000	126,995	80%
	Employee Recognition	17,244	7,000	65,203	4,000	(61,203)	(94%)
	Car & Clothing Allowance	49,054	54,250	41,568	52,500	10,932	26%
	K-9 Allowance	5,500	5,720	1,100	5,720	4,620	420%
	Night Differential	47,274	60,000	43,000	60,000	17,000	40%
	Overtime--Court	5,485	60,000	17,000	60,000	43,000	253%
	Overtime--Holiday	55,309	9,000	63,025	9,500	(53,525)	(85%)
	Overtime--Staff Shortage	30,780	60,000	17,120	60,000	42,880	250%
	Overtime--Training	49,213	55,000	57,555	58,000	445	1%
		Total	3,768,231	4,101,368	3,816,662	4,262,278	445,615
Other Operating Expenses	Supplies	16,929	16,900	14,325	48,000	33,675	235%
	Uniforms	287	0	0	0	0	-
	Computer Expenditures	1,972	2,400	2,400	4,800	2,400	100%
	Vehicle Fuel	59,321	50,000	80,000	87,100	7,100	9%
	Repairs & Maintenance	38,470	42,500	51,500	46,500	(5,000)	(10%)
	Services and Charges	4,072	6,110	9,110	12,860	3,750	41%
	Office Expenditures	1,445	1,500	1,500	0	(1,500)	(100%)
		Total	122,496	119,410	158,835	199,260	40,425
Total		3,890,727	4,220,778	3,975,497	4,461,538	486,040	12%

Adjusted Fiscal Year 22 to Projected Fiscal Year 22:

- Division expenditures are expected to be \$245,281 less than budgeted.
- The variance is mainly attributed to lower than expected overtime and fringe benefit costs.

Fiscal Year 23 Budget Highlights:

- Division expenditures are \$486,040 higher – an increase of 12 percent – compared to projected expenditures for Fiscal Year 2022.

Department Summaries

- The variance is primarily attributable to higher personnel costs
- Approximately 95.5 percent of division expenditures are personnel-related.
- Supplies account for about 1 percent of division expenditures. This category includes expendable supplies such as e-ticket paper (\$1,000), patrol shields (\$1,500), road flares (\$2,500), Taser supplies (\$2,000), and Honor Guard supplies (\$2,000). Also included are K9 supplies (\$29,150), which include the purchase of a new K9, training supplies, boarding, and vet costs for retired Law Enforcement K9s.
- Vehicle fuel accounts for the largest spending in the division operating expenditures, approximately 2 percent (\$87,100), which is solely comprised of gasoline for all the police vehicles.
- Repairs and maintenance accounts for the second-largest spending in the division operating expenditures, approximately one percent (\$46,500). This category includes repair and maintenance for all of the police vehicles.
- Conferences, dues, and training for Operations staff are included in the Office of the Chief division, as it may cover staff from other divisions in the Police Department.

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.

Criminal Investigations Performance/Workload Measures

<i>Measurement</i>	<i>Actual 2020</i>	<i>Actual 2021</i>	<i>Estimated 2022</i>
<i>Number of cases assigned</i>	148	136	150
<i>Number of cases closed</i>	84	76	82
<i>Number of cases exceptionally cleared</i>	5	1	4
<i>Closure/clearance percentage</i>	57	57	57
<i>Number of search warrants obtained</i>	34	18	20
<i>Number of arrest warrants obtained</i>	13	24	25

Department Summaries

Investigations Division Overall

	Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Investigations	1,674,564	2,058,946	1,486,705	1,628,757	142,051	10%
Total	1,674,564	2,058,946	1,486,705	1,628,757	142,051	10%

Investigations Expenditures by Type

		Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Personnel	Wages	927,349	1,148,326	830,367	922,398	92,031	11%
	Fringe Benefits	540,225	706,878	461,131	495,031	33,900	7%
	Overtime	118,350	83,500	62,831	90,000	27,169	43%
	Employee Recognition	3,422	3,500	27,000	4,000	(23,000)	(85%)
	Car & Clothing Allowance	11,878	17,190	12,730	15,440	2,710	21%
	Night Differential	6,957	12,500	4,085	12,500	8,415	206%
	Overtime--Court	259	5,000	4,671	5,000	329	7%
	Overtime--Holiday	163	4,000	0	4,000	4,000	-
	Overtime--Staff Shortage	5,335	2,000	3,739	2,500	(1,239)	(33%)
	Overtime--Training	2,380	4,500	4,321	4,500	179	4%
	Total	1,616,319	1,987,394	1,410,875	1,555,370	144,495	10%
Other Operating Expenses	Supplies	10,332	5,000	7,500	10,000	2,500	33%
	Uniforms	912	0	0	0	0	-
	Computer Expenditures	1,710	2,500	2,500	1,200	(1,300)	(52%)
	Vehicle Fuel	10,569	16,000	16,000	18,200	2,200	14%
	Repairs & Maintenance	19,890	20,000	19,000	20,000	1,000	5%
	Services and Charges	8,270	19,552	22,330	21,487	(843)	(4%)
	Office Expenditures	6,561	6,000	6,000	0	(6,000)	(100%)
	Conferences, Training, & Dues	0	2,500	2,500	2,500	0	0%
	Total	58,245	71,552	75,830	73,387	(2,443)	(3%)
Total	1,674,564	2,058,946	1,486,705	1,628,757	142,051	10%	

Adjusted Fiscal Year 22 to Projected Fiscal Year 22:

- Division expenditures are expected to be \$572,241 less than budgeted.
- The variance is attributable to lower than expected wage and fringe benefit costs, due to staff vacancies.

Fiscal Year 23 Budget Highlights:

- Division expenditures are \$142,051 higher – an increase of 10 percent – compared to projected expenditures for Fiscal year 2022.

Department Summaries

- The increase can be attributed to an increase in personnel costs.
- Division FTEs remain the same.
- 95.5 percent of division expenditures are personnel-related.
- The largest spending under operating expenditures is for repairs and maintenance of vehicles, (\$20,000), which is 1.2 percent of the budgeted amount, and vehicle fuel, which is 1.1 percent (\$18,200).
- The largest spending under operating expenditures is for services and charges, and make up approximately 1.3 percent of division expenditures. This includes charges for Blue Team and IA Pro Internal Affairs (\$2,166), Lexus Nexus (\$6,809.28), Case Closed (\$2,250) and Hawk Analytics (\$3,990).
- Supplies make up just over 0.6 percent of division expenditures (\$10,000), and are made up of detective supplies such as CD-R, DVD, paper, 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.

Administrative Services Performance/Workload Measures

<i>Measurement</i>	<i>Actual 2020</i>	<i>Actual 2021</i>	<i>Estimated 2022</i>
<i>Total Parking Permits Issued</i>	882	606	800
<i>Total Parking citations processed</i>	3,094	2,746	3,000
<i>Number of reports processed</i>	2,175	2,320	2,400

Department Summaries

Administration Services Division Overall

	Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Administration	787,604	949,181	860,803	833,831	(26,972)	(3%)
Total	787,604	949,181	860,803	833,831	(26,972)	(3%)

Administration Services Expenditures by Type

		Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Personnel	Wages	415,878	461,608	442,937	451,014	8,077	2%
	Fringe Benefits	252,978	323,581	251,150	271,979	20,829	8%
	Overtime	1,096	10,000	1,723	10,000	8,277	480%
	Employee Recognition	2,740	7,500	35,240	9,500	(25,740)	(73%)
	Car & Clothing Allowance	3,350	8,150	3,190	5,490	2,300	72%
	Night Differential	30	500	0	0	0	-
	Overtime--Court	0	300	0	300	300	-
	Overtime--Holiday	0	1,000	0	1,000	1,000	-
	Overtime--Staff Shortage	0	1,500	0	1,500	1,500	-
	Overtime--Training	0	1,500	0	1,500	1,500	-
	Total	676,072	815,639	734,240	752,283	18,043	2%
Other Operating Expenses	Supplies	22,399	22,500	22,500	22,750	250	1%
	Computer Expenditures	3,468	9,128	9,128	1,200	(7,928)	(87%)
	Vehicle Fuel	7,111	7,000	8,000	7,800	(200)	(2%)
	Repairs & Maintenance	1,690	3,100	1,500	3,000	1,500	100%
	Services and Charges	13,862	27,786	15,786	27,786	12,000	76%
	Communications	53,164	58,028	61,869	13,512	(48,357)	(78%)
	Office Expenditures	1,426	1,500	1,500	0	(1,500)	(100%)
	Conferences, Training, & Dues	8,412	4,500	6,280	5,500	(780)	(12%)
	Total	111,532	133,542	126,563	81,548	(45,015)	(36%)
Total	787,604	949,181	860,803	833,831	(26,972)	(3%)	

Adjusted Fiscal Year 22 to Projected Fiscal Year 22:

- Division expenditures are expected to be \$88,378 less than budget
- The decrease is due to lower than anticipated personnel costs.

Fiscal Year 23 Budget Highlights:

- Division expenditures are \$26,972 lower – a decrease of 3 percent - compared to projected expenditures for Fiscal year 2022.

Department Summaries

- Division FTEs remain the same.
- Approximately 90.2 percent of division expenditures are personnel related.
- Approximately 2.7 percent of division expenditures are categorized as supplies, which consist of office supplies (\$7,500) and expendable supplies (\$15,000). Office supplies include toner cartridges, bulk paper, envelopes, tape, file folders and boxes, as well as supplies for the Crossing Guards. Expendable supplies include supplies needed for various community events, such as Coffee with a Cop.
- Services and charges represent about 3.3 percent of division expenditures which include computer fees (\$3,108), postage/delivery (\$3,500), copying (\$5,928), and printing (\$13,000).
- Communication accounts for 1.6 percent of division expenditures and consists of charges for telephone (\$13,512).
- Computer expenditures make up 0.14 percent (\$1,200) 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.

Neighborhood Services Performance/Workload Measures

<i>Measurement</i>	<i>Actual 2020</i>	<i>Actual 2021</i>	<i>Estimated 2022</i>
<i>Parking citations Issued</i>	3,094	2,453	3,000
<i>Property Maintenance Code Complaints</i>	953	88	80
<i>Property Maintenance Code Cases Closed</i>	98	41	40
<i>Anti- Litter Events</i>	3	0	2
<i>Education Events</i>	3	0	2

Department Summaries

Neighborhood Services Division Overall

	Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Neighborhood Services	519,855	584,273	578,164	181,696	(396,467)	(69%)
Total	519,855	584,273	578,164	181,696	(396,467)	(69%)

Neighborhood Services Expenditures by Type

		Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Personnel	Wages	315,131	339,262	297,646	120,205	(177,441)	(60%)
	Fringe Benefits	137,336	137,971	181,256	49,031	(132,225)	(73%)
	Overtime	7,449	5,000	13,035	5,000	(8,035)	(62%)
	Employee Recognition	0	0	12,500	1,000	(11,500)	(92%)
	Car & Clothing Allowance	1,440	2,750	1,440	960	(480)	(33%)
	Night Differential	106	0	286	0	(286)	(100%)
	Total	461,462	484,983	506,164	176,196	(329,967)	(65%)
Other Operating Expenses	Supplies	945	17,500	11,500	0	(11,500)	(100%)
	Computer Expenditures	0	1,600	0	0	0	-
	Repairs & Maintenance	123	4,000	2,000	5,500	3,500	175%
	Services and Charges	52,277	71,190	53,500	0	(53,500)	(100%)
	Office Expenditures	5,048	5,000	5,000	0	(5,000)	(100%)
	Total	58,393	99,290	72,000	5,500	(66,500)	(92%)
Total	519,855	584,273	578,164	181,696	(396,467)	(69%)	

Adjusted Fiscal Year 22 to Projected Fiscal Year 22:

- Division expenditures are expected to be \$6,110 less than budget.

Fiscal Year 23 Budget Highlights:

- Division expenditures are \$396,467 lower – a 69 percent decrease – compared to projected expenditures for Fiscal year 2022.
- The decrease is due to the cost savings of moving Code Enforcement to HCD.
- Division FTEs are reduced to 2.
- Approximately 97.0 percent of division expenditures are personnel related.
- Repairs and maintenance make up approximately 3.0 percent of division expenditures, and consists of repair and replacement of parking meters, and the cost of batteries needed for their operation.

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 Management, Urban Forest, and City Engineer.**



Department Summaries

Personnel Schedule

Personnel Staffing	Grade	Actual FY21	Adjusted FY22	Proposed FY23	Change Adj. FY22-FY23
Public Works Administration 3100					
Director of Public Works	130	1.00	1.00	1.00	-
Deputy Director of Public Works	126	1.00	1.00	1.00	-
Administrative Assistant	111	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	120	1.00	1.00	1.00	-
Building Maintenance Specialist	114	1.00	1.00	1.00	-
Custodial Crew Leader	110	1.00	1.00	1.00	-
Custodian	106	1.00	1.00	1.00	-
Custodian	106	1.00	1.00	1.00	-
Custodian	106	1.00	1.00	1.00	-
Custodian	106	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	120	1.00	1.00	1.00	-
Mechanic	114	1.00	1.00	1.00	-
Mechanic	114	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	Grade	Actual FY21	Adjusted FY22	Proposed FY23	Change Adj. FY22- FY23
Right of way - 3400					
Right of Way Maintenance Supervisor	119	1.00	1.00	1.00	-
Right of Way Crew Leader	112	1.00	1.00	1.00	-
Right of Way Crew Leader	112	1.00	1.00	1.00	-
Equipment Operator	110	1.00	1.00	1.00	-
Right of Way Maintenance Technician	109	1.00	1.00	1.00	-
Right of Way Maintenance Technician	109	1.00	1.00	1.00	-
Right of Way Maintenance Technician	109	1.00	1.00	1.00	-
Total Right of Way FTE		7.00	7.00	7.00	-
FTEs with benefits		7.00	7.00	7.00	-
FTEs without benefits		-	-	-	-
Total Right of Way FTE		7.00	7.00	7.00	-
Solid Waste 3500					
Sanitation Supervisor	119	1.00	1.00	1.00	-
Sanitation Driver	110	1.00	1.00	1.00	-
Sanitation Driver	110	1.00	1.00	1.00	-
Sanitation Driver	110	1.00	1.00	1.00	-
Sanitation Driver	110	1.00	1.00	1.00	-
Sanitation Technician	109	1.00	1.00	1.00	-
Sanitation Technician 1	107	1.00	1.00	1.00	-
Sanitation Technician 1	107	1.00	1.00	1.00	-
Sanitation Technician 1	107	1.00	1.00	1.00	-
Sanitation Technician 1	107	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	122	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

Personnel Staffing	Grade	Actual FY21	Adjusted FY22	Proposed FY23	Change Adj. FY22- FY23
Vegetation Management 3700					
Vegetation Management Supervisor	119	1.00	1.00	1.00	-
Garden Maintenance Technician	109	1.00	1.00	1.00	-
Garden Maintenance Technician	109	1.00	1.00	1.00	-
Garden Maintenance Technician	109	1.00	1.00	1.00	-
Seasonal Staff	-	-	-	0.92	0.92
Total Vegetation Management FTE		4.00	4.00	4.92	0.92
FTEs with benefits		4.00	4.00	4.00	-
FTEs without benefits		-	-	0.92	0.92
Total Vegetation Management FTE		4.00	4.00	4.92	0.92
Urban Forest 3800					
Urban Forest Manager	118	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	126	0.50	0.50	0.50	-
Field Construction Manager	119	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	126	0.50	0.50	0.50	-
Construction Manager	119	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	37.25	38.17	0.92

Department Summaries

Public Works Department Expenditures Overall

	Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Public Works	4,675,976	6,191,705	6,120,424	5,641,139	(479,285)	(8%)
Total	4,675,976	6,191,705	6,120,424	5,641,139	(479,285)	(8%)

Public Works Department Revenue

		Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Public Works	Driveway Permits	4,530	3,500	3,500	4,500	1,000	29%
	Highway	497,613	470,000	497,000	510,000	13,000	3%
	In Lieu Of Roads Maint.	743,199	761,121	761,122	804,806	43,684	6%
	Mulch Sales	22,528	22,000	22,000	23,000	1,000	5%
	Recyclable Sales	869	300	1,000	1,000	0	0%
	Special Trash Pickup	11,405	9,800	9,800	10,000	200	2%
	Tree Fund	25,000	25,000	25,000	25,000	0	0%
	Tree Permits	26,905	23,000	23,000	23,000	0	0%
	Waste Coll. & Disp.charges	56,014	62,000	61,400	65,640	4,240	7%
	Total	1,388,063	1,376,721	1,403,822	1,466,946	63,124	4%
Total	1,388,063	1,376,721	1,403,822	1,466,946	63,124	4%	

Department Summaries

Public Works Expenditures by Division

	Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Administration	331,623	485,060	495,498	502,087	6,589	1%
Building Maintenance	868,900	970,356	807,523	981,710	174,187	22%
Equipment Maintenance	509,092	511,828	552,510	533,806	(18,703)	(3%)
Right of Way	839,875	994,290	998,648	999,162	514	0%
Solid Waste	1,307,926	1,277,241	1,343,557	1,245,466	(98,091)	(7%)
Sustainability	220,633	734,705	713,092	279,340	(433,753)	(61%)
Vegetation Management	237,417	433,573	445,101	480,320	35,219	8%
Urban Forest	191,747	333,047	314,266	322,093	7,827	2%
City Engineer	168,763	451,606	450,230	297,156	(153,074)	(34%)
Total	4,675,976	6,191,705	6,120,424	5,641,139	(479,285)	(8%)

Public Works Expenditures by Type

		Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Personnel	Contractual Labor	123,788	68,994	207,470	50,760	(156,710)	(76%)
	Wages	1,935,092	2,511,510	2,152,133	2,537,719	385,586	18%
	Fringe Benefits	857,289	1,001,401	1,092,675	1,012,844	(79,831)	(7%)
	Overtime	143,094	108,441	116,091	109,385	(6,706)	(6%)
	Employee Recognition	7,165	5,500	119,175	3,500	(115,675)	(97%)
	Car & Clothing Allowance	12,369	14,318	10,719	13,950	3,231	30%
	Night Differential	192	3,120	3,120	3,120	0	0%
	Total	3,078,989	3,713,283	3,701,383	3,731,277	29,895	1%
Other Operating Expenses	Supplies	183,615	261,525	232,315	262,080	29,765	13%
	Computer Expenditures	3,660	0	3,100	0	(3,100)	(100%)
	Vehicle Fuel	55,652	70,550	82,550	77,900	(4,650)	(6%)
	Repairs & Maintenance	139,612	137,000	106,000	130,000	24,000	23%
	Services and Charges	885,656	1,636,933	1,625,626	1,062,765	(562,861)	(35%)
	Communications	24,871	26,764	28,600	33,680	5,080	18%
	Utilities	282,919	291,100	302,700	302,968	268	0%
	Office Expenditures	2,032	9,000	1,500	800	(700)	(47%)
	Conferences, Training, & Dues	5,021	16,850	13,650	19,169	5,519	40%
	Special Events & Programs	13,948	28,700	23,000	20,500	(2,500)	(11%)
	Total	1,596,987	2,478,422	2,419,041	1,909,862	(509,179)	(21%)
Total	4,675,976	6,191,705	6,120,424	5,641,139	(479,285)	(8%)	

Adjusted Fiscal Year 22 to Projected Fiscal Year 22:

- Departmental expenditures are expected to be \$71,281 lower than budgeted, representing a decrease of 1 percent.
- This decrease included personnel costs that are \$11,901 below the budgeted amount. Although the fringe benefit costs are \$91,274 above the budget and employee recognition costs are \$113,675 above the budget, the wage costs are \$220,901 below the budget due to staff vacancies.
- Projected operating expenditures are \$59,381 below budget due to reductions in expenditures for supplies, repairs and maintenance costs, and services and charges.

Fiscal Year 23 Budget Highlights:

- Departmental expenditures are \$479,285 lower – a decrease of 8 percent compared to the projected expenditures of Fiscal Year 2022.
- Department FTE's remain unchanged from Fiscal Year 2022.
- Approximately 66 percent of Departmental expenditures are personnel related.
- Personnel costs increased by 1 percent, or \$29,895, compared to projected expenditures for Fiscal Year 2022. For Fiscal Year 2023, wages increased by \$385,586 assuming all vacant positions will be filled. The contractual labor budget is reduced by \$156,710, for the same reason. Employee recognition costs are \$115,675 lower than Fiscal Year 2022 projected. Fringe costs are \$79,831 less, and night differential is reduced by \$6,706.
- The overall operating budget is \$509,179 lower than Fiscal Year 2022 projected – a decrease of 21 percent. This reduction is due to a lower services and charges including \$433,753 in the Sustainability budget as the grant programs normally included in that operating budget have been moved to the ARPA budget. Also, the Fiscal Year 2022 budget included \$150,000 for a stormwater study related to assessing private property impacts of flooding and stormwater management that is not included in the Fiscal Year 2023 budget.
- Supplies account for \$262,080 or 4.6 percent of Departmental expenditures and include office supplies, custodial supplies, snow removal supplies, leaf collection supplies and sign and park supplies. These expenditures increased by 13 percent from projected Fiscal Year 2022 to Fiscal Year 2023.
- Vehicle fuel expenditures are \$77,900 or 1.4 percent of Departmental expenditures and include the fuel used by Public Works and other Departments, but not the Police Department.

Department Summaries

- Repairs and maintenance expenditures are \$130,000 or 2.3 percent of Departmental expenditures. These expenditures increased by 2023 percent from projected Fiscal Year 2022. The projected Fiscal Year 2022 costs were reduced due to the delay of some projects due to staffing. These associated costs have been moved into Fiscal Year 2023.
- Services and charges account for \$1,052,565 or 18.6 percent of Departmental expenditures and include contractual expenses, such as engineering services, specialized building maintenance, contractual vehicle maintenance, street maintenance, disposal and recycling fees, tree maintenance and tree planting. As mentioned above, these expenditures decreased by 35 percent from projected Fiscal Year 2022 due to reductions in the sustainability grants and not continuing the allocation for a stormwater study related to private property.
- Utility fees account for \$302,968 or 5.4 percent of Departmental expenditures and are projected to remain fairly consistent.

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 Works 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 residents 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 work place training programs.



Department Summaries

Administration Division Overall

	Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Administration	331,623	485,060	495,498	502,087	6,589	1%
Total	331,623	485,060	495,498	502,087	6,589	1%

Administration Expenditures by Type

		Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Personnel	Wages	206,682	316,767	314,744	327,676	12,932	4%
	Fringe Benefits	81,903	118,260	121,037	121,546	509	0%
	Overtime	445	650	450	472	22	5%
	Employee Recognition	0	1,000	5,100	0	(5,100)	(100%)
	Total	289,030	436,678	441,331	449,695	8,364	2%
Other Operating Expenses	Supplies	4,534	5,000	5,863	5,000	(863)	(15%)
	Computer Expenditures	1,356	0	3,100	0	(3,100)	(100%)
	Services and Charges	8,583	11,868	12,004	8,668	(3,336)	(28%)
	Communications	24,871	26,764	28,600	33,680	5,080	18%
	Office Expenditures	2,032	2,000	1,500	800	(700)	(47%)
	Conferences, Training, & Dues	1,217	2,750	3,100	3,544	444	14%
	Special Events & Programs	0	0	0	700	700	-
	Total	42,593	48,382	54,167	52,392	(1,775)	(3%)
Total	331,623	485,060	495,498	502,087	6,589	1%	

Adjusted Fiscal Year 22 to Projected Fiscal Year 22:

- Division expenditures are expected to be \$10,438 higher than budgeted – an increase of 2 percent.
- The variance is attributable to higher costs for fringe, employee recognition, communication costs and unplanned computer replacements.

Fiscal Year 23 Budget Highlights:

- Division Expenditures are \$6,589 higher than projected Fiscal Year 2022 – an increase of 1 percent.
- Division FTE's remain unchanged; approximately 89.6 percent of division expenditures are personnel related.

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- While wage and fringe costs have increased \$13,441, employee recognition costs have decreased by \$5,100, bringing the total increase in personnel related charges to \$8,364 or 2 percent.
- Operating expenditures for Fiscal Year 2023 have been reduced from projected Fiscal Year 2022 by \$1,775 or - 3 percent.
- The Department proposes increases in the permit application fees from \$30 to \$40 for dumpster or storage pods, and from \$40 to \$50 for driveway apron permits, work in the Right of Way, and utility permits. The City will also establish a fee of \$50 for a request to place a fence in the Right of Way (that request currently has no fee associated). The permit application fee increase is projected to generate an additional \$1,000.



Building Maintenance

Division Purpose:

Responsible for maintaining City facilities, which include the Community Center, 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 functionality of employee work space and building users' experience.

Building Maintenance Performance/Workload Measures

Measurement	Actual FY20	Actual FY21	Estimated FY22	Projected FY23
<i>Expenditures for Facility Maintenance by Contractor</i>	\$169,900	\$182,779	\$183,500	\$173,808
<i>Expenditures for Facility Maintenance In-House (not personnel costs)</i>	\$61,095	\$56,591	\$28,000	\$65,000
<i>Electricity Use (buildings)</i>	1,258,971 kwh	973,580 kwh	1,185,000 kwh	1,200,000 kwh
<i>Gas Use (buildings)</i>	21,157 therms	24,884 therms	23,000 therms	24,000 therms
<i>Water Use (all)</i>	683,577 gals	531,507 gals	600,000 gals	650,000 gals

Projects for Fiscal Year 23:

Projects funded through the General Fund include painting the decorative light poles in the Takoma Old Town commercial area, and exterior painting of the Public Works mechanics bay and Right of Way offices.

Projects funded through the Facility Maintenance Reserve (FMR) include continuation of installation of automated controls for the heating and cooling system for the third floor of the Community Center and the scheduled resurfacing of the lower level parking area with epoxy coating.

Building Maintenance Division Overall

	Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Building Maintenance	868,900	970,356	807,523	981,710	174,187	22%
Total	868,900	970,356	807,523	981,710	174,187	22%

Building Maintenance Expenditures by Type

		Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Personnel	Contractual Labor	8,668	2,880	28,000	2,880	(25,120)	(90%)
	Wages	267,948	346,585	209,662	345,605	135,943	65%
	Fringe Benefits	127,699	144,671	107,541	147,807	40,266	37%
	Overtime	12,199	8,000	8,000	9,272	1,272	16%
	Employee Recognition	985	0	10,900	0	(10,900)	(100%)
	Car & Clothing Allowance	2,250	2,700	614	2,700	2,086	340%
	Night Differential	192	3,120	3,120	3,120	0	0%
	Total	419,940	507,956	367,837	511,384	143,547	39%
Other Operating Expenses	Supplies	20,141	37,000	21,186	36,850	15,664	74%
	Repairs & Maintenance	39,878	35,000	9,000	35,000	26,000	289%
	Services and Charges	185,500	176,000	186,000	177,208	(8,792)	(5%)
	Utilities	203,440	212,400	223,000	219,268	(3,732)	(2%)
	Conferences, Training, & Dues	0	2,000	500	2,000	1,500	300%
	Total	448,960	462,400	439,686	470,326	30,640	7%
Total	868,900	970,356	807,523	981,710	174,187	22%	

Adjusted Fiscal Year 22 to Projected Fiscal Year 22:

- Division Expenditures are expected to be \$162,833 lower than budgeted – a decrease of 17 percent.

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- The variance is attributable to lower expenditures in personnel costs due to staff vacancies – a reduction of \$140,119, and a reduction in operating costs of \$22,714 due to reduced expenditures for supplies and repair and maintenance charges.

Fiscal Year 23 Budget Highlights:

- Division Expenditures are \$174,187 higher than projected Fiscal Year 2022 – an increase of 22 percent.
- Division FTE's remain unchanged; 52 percent of Division expenditures are personnel related.
- The personnel cost increase of \$143,547 over projected Fiscal Year 2022 are due to the assumption that staff vacancies will be filled.
- Operating expenditures have increased \$30,640 over projected Fiscal Year 2022 costs, assuming a return to more normal expenditures for supplies, repairs and maintenance, and services and charges.
- Utility charges account for 2022 percent of Division expenditures and include electricity charges of \$173,568, gas charges of \$25,000 and water charges of \$20,700.

Equipment Maintenance

Division Purpose:

Responsible for maintaining City owned cars, vans, light trucks, heavy duty trucks, and other specialized motorized equipment (leaf vacuum machines, loader, skid steer, 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.
- Maintain shop availability to provide service checks for Police vehicles on a weekly basis.
- Perform minor vehicle repairs within two days.
- Perform all federal and state required annual certifications and testing on the fuel pumps and underground storage tanks.
- Coordinate vehicle repair due to accidents through City insurance provider.
- Develop and maintain the replacement schedule for vehicles; follow procurement procedures for the purchase of replacement vehicles, identify alternative fueled vehicle options for replacing gas fueled vehicles.

Equipment Maintenance Performance/Workload Measures

<i>Measurement</i>	<i>Actual FY20</i>	<i>Actual FY21</i>	<i>Estimated FY22</i>	<i>Projected FY23</i>
<i>Number of vehicles maintained: Police</i>	55	59	60	58
<i>Number of vehicles maintained: Public Works</i>	24	23	24	23
<i>Number of vehicles maintained: Other Departments</i>	5	5	5	5
<i>Maintenance Costs: (non-personnel): Police</i>	\$55,781	\$60,051	\$73,000	\$69,500
<i>Maintenance Costs: Public Works and Administration</i>	\$91,528	\$99,734	\$97,000	\$95,000
<i>Number of vehicle/equipment work orders</i>	399	378	400	396

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Equipment Maintenance Division Overall

	Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Equipment Maintenance	509,092	511,828	552,510	533,806	(18,703)	(3%)
Total	509,092	511,828	552,510	533,806	(18,703)	(3%)

Equipment Maintenance Expenditures by Type

		Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Personnel	Wages	199,495	213,474	181,032	219,463	38,432	21%
	Fringe Benefits	84,625	81,474	114,374	82,017	(32,357)	(28%)
	Overtime	18,625	8,900	17,900	10,496	(7,404)	(41%)
	Employee Recognition	540	0	7,500	0	(7,500)	(100%)
	Car & Clothing Allowance	1,625	1,350	1,350	1,350	0	0%
	Total	304,911	305,198	322,156	313,326	(8,829)	(3%)
	Other Operating Expenses	Supplies	34,744	23,680	28,520	23,700	(4,820)
Computer Expenditures		499	0	0	0	0	-
Vehicle Fuel		55,652	70,550	82,550	77,900	(4,650)	(6%)
Repairs & Maintenance		99,734	102,000	97,000	95,000	(2,000)	(2%)
Services and Charges		12,396	9,000	20,884	22,440	1,556	7%
Conferences, Training, & Dues		1,155	1,400	1,400	1,440	40	3%
Total		204,181	206,630	230,354	220,480	(9,874)	(4%)
Total	509,092	511,828	552,510	533,806	(18,703)	(3%)	

Adjusted Fiscal Year 22 to Projected Fiscal Year 22:

- Division Expenditures are expected to be \$40,682 higher than budgeted – an increase of 8 percent.
- The personnel costs are projected to increase by \$16,958 or 6 percent. While wage costs decreased by \$32,442, other costs increased including fringe benefits by \$32,900, overtime by \$9,000 and employee recognition by \$7,500. Overtime costs were higher as a result providing coverage due to a 6 month staff vacancy.
- Operating costs for Fiscal Year 2022 are projected to increase by \$23,724 or 11 percent, due to higher than budgeted costs for supplies, fuel, and outside equipment repairs.

Fiscal Year 23 Budget Highlights:

- Division Expenditures are \$18,703 lower – a decrease of 3 percent – compared to the projected actuals for Fiscal Year 2022.
- Personnel costs have been reduced by \$8,829. While wages increased by \$38,432, other costs were reduced including fringe benefits by \$32,357, overtime by \$7,404 and employee recognition costs by \$7,500.
- Division FTE's remain unchanged; approximately 58.7 percent of Division expenditures are personnel related.
- Operating budget costs are projected to be \$9,874 lower than projected Fiscal Year 2022 with modest reductions in supply costs, vehicle fuel costs, and repair 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, playgrounds and Right-of-Way 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 street signs and add additional signs as approved.

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Right of Way Division Overall

	Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Right of Way	839,875	994,290	998,648	999,162	514	0%
Total	839,875	994,290	998,648	999,162	514	0%

Right of Way Expenditures by Type

		Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Personnel	Contractual Labor	3,420	31,114	20,999	36,480	15,481	74%
	Wages	371,049	442,418	411,732	449,036	37,304	9%
	Fringe Benefits	183,198	196,472	250,711	196,205	(54,506)	(22%)
	Overtime	43,174	43,991	43,991	43,420	(571)	(1%)
	Employee Recognition	3,030	0	45,500	1,500	(44,000)	(97%)
	Car & Clothing Allowance	3,150	3,150	3,150	3,150	0	0%
	Total	607,021	717,145	776,083	729,792	(46,291)	(6%)
Other Operating Expenses	Supplies	93,640	144,645	119,850	146,330	26,480	22%
	Computer Expenditures	1,805	0	0	0	0	-
	Services and Charges	59,329	45,500	24,015	39,040	15,025	63%
	Utilities	78,080	77,500	78,200	81,500	3,300	4%
	Office Expenditures	0	7,000	0	0	0	-
	Conferences, Training, & Dues	0	2,500	500	2,500	2,000	400%
	Total	232,854	277,145	222,565	269,370	46,805	21%
Total	839,875	994,290	998,648	999,162	514	0%	

Adjusted Fiscal Year 22 to Projected Fiscal Year 22:

- Division Expenditures are expected to be \$4,358 higher than budgeted – an increase of 0.4 percent.
- Personnel costs increased by \$58,938, largely due to higher than budgeted fringe benefits and employee recognition costs.
- Operating budget costs decreased by \$54,580, due to lower than predicted supplies costs associated with snow removal and park supplies and lower services and charges costs for refuse disposal and equipment repair and rental.

Fiscal Year 23 Budget Highlights:

- Division Expenditures are \$514 higher than projected Fiscal Year 2022.

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- Personnel costs are \$46,291 lower – a decrease of 6 percent. While wage costs increased by \$37,304 and contractual labor by \$15,481 over projected Fiscal Year 2022, other costs were reduced including fringe by \$54,506 and employee recognition by \$44,000.
- Operating budget costs are \$46,805 higher – an increase of 21 percent - due to resumption of normal supply costs and services and charges.
- The Department plans to increase mulch delivery fees by \$10 in Fiscal Year 2023. (City deliveries will increase from \$45 to \$55 and \$65 to \$75 and deliveries outside the City will increase from \$65 to \$75 and \$105 to \$115. The additional revenue generated is projected to be \$4,000.)

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 collect 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 residents with disabilities or elderly.
- 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.
- Hold an annual Household Hazardous Waste Drop-Off Day.
- New in Fiscal Year 2023 - Explore the addition of a household battery collection drop-off at Public Works

Solid Waste Management Performance/Workload Measures

<i>Measurement</i>	<i>Actual FY20</i>	<i>Actual FY21</i>	<i>Estimated FY22</i>	<i>Projected FY23</i>
<i>Tons of trash</i>	3,230	3,477	3,431	3,400
<i>Tons of recycling</i>	1,218	1,449	1,323	1,400
<i>Tons of yard waste processed at County</i>	434	401	351	400
<i>Tons of food waste collected</i>	278	305	300	300
<i># of ROW containers serviced</i>	145	148	155	155

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Solid Waste Division Overall

	Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Solid Waste	1,307,926	1,277,241	1,343,557	1,245,466	(98,091)	(7%)
Total	1,307,926	1,277,241	1,343,557	1,245,466	(98,091)	(7%)

Solid Waste Expenditures by Type

		Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Personnel	Contractual Labor	98,486	10,000	129,000	11,400	(117,600)	(91%)
	Wages	481,592	559,766	455,952	543,886	87,934	19%
	Fringe Benefits	227,273	225,560	241,163	223,627	(17,536)	(7%)
	Overtime	57,141	35,200	35,200	33,495	(1,705)	(5%)
	Employee Recognition	1,930	1,500	26,500	2,000	(24,500)	(92%)
	Car & Clothing Allowance	4,050	4,500	3,242	4,500	1,258	39%
	Total	870,471	836,526	891,057	818,908	(72,150)	(8%)
Other Operating Expenses	Supplies	8,018	24,200	27,896	14,250	(13,646)	(49%)
	Services and Charges	415,512	401,815	405,804	396,509	(9,295)	(2%)
	Conferences, Training, & Dues	0	1,000	800	1,000	200	25%
	Special Events & Programs	13,924	13,700	18,000	14,800	(3,200)	(18%)
	Total	437,454	440,715	452,500	426,559	(25,941)	(6%)
Total	1,307,926	1,277,241	1,343,557	1,245,466	(98,091)	(7%)	

Adjusted Fiscal Year 22 to Projected Fiscal Year 22:

- Division Expenditures are expected to be \$66,316 higher than budgeted – an increase of 5 percent.
- Although the projected wage costs decreased by \$103,814 due to vacancies, the Division had contractual labor costs of \$119,000 above the budget, fringe benefit costs of \$15,603 above the budget, and employee recognition costs of \$25,000 above the budget.
- Operating costs were \$11,785 above the budget due to increased costs for supplies and services and charges.

Fiscal Year 23 Budget Highlights:

- Division Expenditures are \$98,091 lower – a decrease of 7 percent.
- The variance is attributable to decreases of \$72,150 in personnel costs from lower contractual labor, fringe benefit and employee recognition expenses, as well as \$25,941 lower costs from supply and services and charges.

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- Division FTE's remain unchanged. Personnel costs account for 65.7 percent of the Division budget.
- A breakdown of the Solid Waste expenditures by functional area is as follows:
 - Trash \$661,714 (53 percent of costs), 3,400 pounds (62 percent)
 - Recycling \$294,253 (24 percent of costs), 1,400 pounds (25 percent)
 - Food Waste \$105,019 (8 percent of costs), 300 pounds (6 percent)
 - Yard Waste \$184,482 (15 percent of costs), 400 pounds (7 percent)*

**The weight of yard waste does not represent all yard waste collected. It represents the portion taken to the Montgomery County 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.

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Sustainability Performance/Workload Measures

<i>Measurement</i>	<i>Actual FY20</i>	<i>Actual FY21</i>	<i>Estimated FY22</i>	<i>Projected FY23</i>
<i>Number of households receiving electrification & energy efficiency grants</i>	3	6	16	18
<i>Number of low/moderate income homes receiving electrification & energy efficiency grants</i>	15	7	12	15
<i>Number of Multi-Family electricification & energy efficiency projects</i>	3	4	13	15
<i>Number of businesses provided support for electrification & energy efficiency</i>	-	7	8	8

** FY23 performance measures are funded by the City's ARPA allocation, and not the general fund operating budget for the Sustainability Division.*

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Sustainability Division Overall

	Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Sustainability	220,633	734,705	713,092	279,340	(433,753)	(61%)
Total	220,633	734,705	713,092	279,340	(433,753)	(61%)

Sustainability Expenditures by Type

		Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Personnel	Wages	100,277	143,933	118,438	147,670	29,232	25%
	Fringe Benefits	49,448	55,922	64,754	53,195	(11,559)	(18%)
	Employee Recognition	0	0	5,050	0	(5,050)	(100%)
	Total	149,724	199,855	188,242	200,865	12,622	7%
Other Operating Expenses	Services and Charges	69,185	517,000	517,000	70,000	(447,000)	(86%)
	Conferences, Training, & Dues	1,700	2,850	2,850	3,475	625	22%
	Special Events & Programs	24	15,000	5,000	5,000	0	0%
	Total	70,909	534,850	524,850	78,475	(446,375)	(85%)
Total	220,633	734,705	713,092	279,340	(433,753)	(61%)	

Adjusted Fiscal Year 22 to Projected Fiscal Year 22:

- Division Expenditures are expected to be \$21,613 lower than budgeted – a decrease of 3 percent.
- The variance is attributable to lower than anticipated intern costs due to delayed hiring and the cancellation of a special event.

Fiscal Year 23 Budget Highlights:

- Division Expenditures are \$433,753 lower – a decrease of 61 percent.
- The reduction is due to the removal of all operating budget funds for grants and rebates for electrification and energy efficiency. (While the Fiscal Year 2023 ARPA budget includes \$500,000 for those purposes, there is a need for additional funding, if the City is to make significant progress towards meeting the goals stated in the Climate Emergency Response Resolution.)
- Division FTE's remain unchanged. Personnel costs represent 72 percent of the Division budget and increased by \$29,232 or 25 percent over projected Fiscal Year 2022. This increase is based on the expectation of a full year of an intern.

Vegetation Management

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 garden 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.

Vegetation Management Performance/Workload Measures

<i>Measurement</i>	<i>Actual FY20</i>	<i>Actual FY21</i>	<i>Estimated FY22</i>	<i>Projected FY23</i>
<i>Number of gardens maintained</i>	32	32	32	32
<i>Number of bio-retention facilities maintained</i>	62	68	72	72
<i>Number of streetscapes maintained</i>	80	85	85	85
<i>Number of sites mowed</i>	37	37	37	37

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Vegetation Management Division Overall

	Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Vegetation Management	237,417	433,573	445,101	480,320	35,219	8%
Total	237,417	433,573	445,101	480,320	35,219	8%

Vegetation Management Expenditures by Type

		Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Personnel	Contractual Labor	13,215	25,000	29,471	0	(29,471)	(100%)
	Wages	136,095	261,650	244,828	282,229	37,401	15%
	Fringe Benefits	51,940	102,823	114,027	111,185	(2,842)	(2%)
	Overtime	10,090	9,700	9,700	10,126	426	4%
	Employee Recognition	500	3,000	13,000	0	(13,000)	(100%)
	Car & Clothing Allowance	1,125	1,800	1,575	1,800	225	14%
	Total	212,965	403,973	412,601	405,340	(7,261)	(2%)
Other Operating Expenses	Supplies	21,658	25,000	28,000	33,450	5,450	19%
	Services and Charges	728	1,400	1,000	36,400	35,400	3540%
	Utilities	1,398	1,200	1,500	2,200	700	47%
	Conferences, Training, & Dues	669	2,000	2,000	2,930	930	46%
	Total	24,453	29,600	32,500	74,980	42,480	131%
Total		237,417	433,573	445,101	480,320	35,219	8%

Adjusted Fiscal Year 22 to Projected Fiscal Year 22:

- Division Expenditures are \$11,528 higher than budgeted – an increase of 2.6 percent.
- Although the wage costs were \$16,822 less than the budget, due to staff vacancies, the fringe benefit costs increased by \$11,204 over budget, as did employee recognition costs which were \$10,000 over budget, and contractual labor was \$4,471 over budget.

Fiscal Year 23 Budget Highlights:

- Division Expenditures are \$35,219 higher than projected Fiscal Year 2022 – an increase of 8 percent.
- The FTE's for this division remain unchanged; personnel costs represent 84 percent of division costs.
- Personnel costs are \$7,261 lower than projected Fiscal Year 2022. This includes an increase in wage costs of \$37,401, which includes the increase of \$36,480 for

Department Summaries

seasonal labor and the elimination of \$29,471 in contractual labor, as well as reductions of \$13,000 in employee recognition costs and \$2,842 in fringe benefit costs.

- Operating budget expenses are \$42,480 higher than projected Fiscal Year 2022 due to increase in supply costs and services and charges for contractual landscape maintenance. The contract costs were previously included in the Right of Way Division budget. The number of sites maintained by contractual services will increase in Fiscal Year 2023.

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 bulk-buy program offered twice a year.
- Implement new programming, as funding is available, to increase tree canopy and provide incentives for tree planting in areas of the City with less tree cover.
- Plant native trees in 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.

Department Summaries

Urban Forest Performance/Workload Measures

Measurement	Actual FY20	Actual FY21	Estimated FY22	Projected FY23
<i>Number of trees removed by permit</i>	86	76	100	100
<i>Number of undesirable species trees removed by permit</i>	27	14	15	15
<i>Number of trees removed from City Right of Way</i>	57	47	60	75
<i>Number of trees removed hazardous or dead</i>	-	538	400	400
<i>Number of trees removed through emergency assistance program</i>	9	9	20	20
<i>Number of tree removal denials</i>	43	15	5	10
<i>Tree Impact Assessments</i>	95	152	120	120
<i>Number of tree protection plan permits</i>	38	70	40	40
<i>Number of trees planted in the right-of-way</i>	129	67	100	100
<i>Number of bulk buy trees planted on private property</i>	71	88	80	0
<i>Number of Trees planted through Pilot Program</i>	-	-	50	150
<i>Number of trees pruned in ROW</i>	-	21	35	50
<i>Money spent for the emergency assistance program</i>	25,450	27,900	35,000	35,000
<i>Number of Notice of Violation issued</i>	11	17	10	10

Department Summaries

Urban Forest Division Overall

	Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Urban Forest	191,747	333,047	314,266	322,093	7,827	2%
Total	191,747	333,047	314,266	322,093	7,827	2%

Urban Forest Expenditures by Type

		Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Personnel	Wages	56,992	100,830	95,157	94,209	(948)	(1%)
	Fringe Benefits	16,060	24,887	26,740	26,051	(689)	(3%)
	Overtime	1,419	2,000	850	2,104	1,254	148%
	Employee Recognition	0	0	2,500	0	(2,500)	(100%)
	Car & Clothing Allowance	0	480	450	450	0	0%
	Total	74,471	128,197	125,697	122,813	(2,884)	(2%)
Other Operating Expenses	Supplies	881	2,000	1,000	2,500	1,500	150%
	Services and Charges	116,115	201,000	185,569	195,000	9,431	5%
	Conferences, Training, & Dues	280	1,850	2,000	1,780	(220)	(11%)
	Total	117,276	204,850	188,569	199,280	10,711	6%
Total	191,747	333,047	314,266	322,093	7,827	2%	

Adjusted Fiscal Year 22 to Projected Fiscal Year 22:

- Division Expenditures are expected to be \$18,781 lower than budgeted – a decrease of 6 percent.
- The variance is largely due to lower services and charges costs due to delays in establishing the new program to incentivize private tree planting.

Fiscal Year 23 Budget Highlights:

- Division Expenditures are \$7,827 higher than projected Fiscal Year 2022 – an increase of 2.5 percent.
- The Division FTE's remains unchanged; personnel costs account for 38 percent of the Division budget.
- Contractual services account for \$195,000 or 60 percent of the Division expenditures and include \$120,000 for tree removal and pruning programs, \$45,000 for a newly designed private property tree planting program, \$25,000 for tree planting in the Right of Way and \$5,000 for consulting services.

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 and work in the Right-of-Way. Implement online application submission when feasible.
- 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.

City Engineer Performance/Workload Measures

Measurement	Actual FY20	Actual FY21	Estimated FY22	Projected FY23
Miles of road resurfaced	1.8	0.93	0.3	0.8
Square yards of new sidewalk constructed	137.72	0	0	450
Square yards of sidewalk repaired	897	1,421	2,721	2,000
Permits processed*	83	118	110	100

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

Department Summaries

Current Sidewalk & Traffic Calming Requests:

1. Requests received for new sidewalk – 7900 Maple Avenue, Kansas Lane, Kentland and Hopewell Avenues, Domer Avenue, Sligo Mill Road and Belford Place
2. Sidewalk ADA Repairs on City streets – Remaining sidewalks not yet addressed in Ward 1, 3 and 4.
3. Sidewalk ADA on State roadways - Continue work along SHA roadways.
4. Traffic Calming requests in process - Kansas Lane; Larch Ave, Hopewell and Kentland Avenues.

City Engineer Division Overall

	Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
City Engineer	168,763	451,606	450,230	297,156	(153,074)	(34%)
Total	168,763	451,606	450,230	297,156	(153,074)	(34%)

City Engineer Expenditures by Type

		Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Personnel	Wages	114,964	126,088	120,589	127,945	7,356	6%
	Fringe Benefits	35,143	51,330	52,328	51,211	(1,117)	(2%)
	Employee Recognition	180	0	3,125	0	(3,125)	(100%)
	Car & Clothing Allowance	169	338	338	0	(338)	(100%)
	Total	150,455	177,756	176,380	179,156	2,776	2%
Other Operating Expenses	Services and Charges	18,307	273,350	273,350	117,500	(155,850)	(57%)
	Conferences, Training, & Dues	0	500	500	500	0	0%
	Total	18,307	273,850	273,850	118,000	(155,850)	(57%)
Total	168,763	451,606	450,230	297,156	(153,074)	(34%)	

Adjusted Fiscal Year 22 to Projected Fiscal Year 22:

- Division Expenditures are \$1,376 lower than the budget.
- Personnel costs accounted for the reduced expenditure.

Fiscal Year 23 Budget Highlights:

- Division Expenditures are \$153,074 lower than projected Fiscal Year 2022 due to a reduction in services and charges. The Fiscal Year 2022 budget included \$150,000 for a stormwater study related to private property impacts of flooding and stormwater management that is not repeated in the Fiscal Year 2023 expenditures.

Department Summaries

- Division FTE's remain unchanged. Personnel costs equate to 60.3 percent of the Division budget.
- Operating budget expenditures of \$117,500 include funding for services including engineering service support and minor repair work on sidewalks, roadways and bridges.

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.**



Department Summaries

Personnel Schedule

Personnel Staffing	Grade	Actual FY21	Adjusted FY22	Proposed FY23	Change Adj. FY22-FY23
Recreation Administration 4100					
Director of Recreation	130	1.00	1.00	1.00	-
Assistant Director of Recreation	126	1.00	1.00	1.00	-
Administrative Assistant II	111	1.00	1.00	1.00	-
Administrative Assistant I	111	0.50	0.50	1.00	0.50
Total Recreation Administration FTE		3.50	3.50	4.00	0.50
FTEs with benefits		3.50	3.50	4.00	0.50
FTEs without benefits		-	-	-	-
Total Recreation Administration FTE		3.50	3.50	4.00	0.50
Youth Outreach 4200					
Recreation Supervisor I	117	1.00	1.00	1.00	-
Youth Success Coordinator	115	1.00	1.00	1.00	-
Summer Youth Seasonal Staff (and other PT rec staff)	-	1.08	1.11	1.68	0.57
Total Youth Outreach FTE		3.08	3.11	3.68	0.57
FTEs with benefits		2.00	2.00	2.00	-
FTEs without benefits		1.08	1.11	1.68	0.57
Total Youth Outreach FTE		3.08	3.11	3.68	0.57
Recreation Center 4300					
Recreation Supervisor I	117	1.00	1.00	1.00	-
Part-time staff	-	2.41	1.91	3.27	1.36
Total Recreation FTE		3.41	2.91	4.27	1.36
FTEs with benefits		1.00	1.00	1.00	-
FTEs without benefits		2.41	1.91	3.27	1.36
Total Recreation FTE		3.41	2.91	4.27	1.36
Community Programs 4400					
Recreation Program Manager II	122	1.00	1.00	1.00	-
Recreation Specialist	115	0.50	0.50	0.50	-
Seasonal Staff	-	0.87	0.78	1.26	0.48
Total Community Programs FTE		2.37	2.28	2.76	0.48
FTEs with benefits		1.50	1.50	1.50	-
FTEs without benefits		0.87	0.78	1.26	0.48
Total Community Programs FTE		2.37	2.28	2.76	0.48

Department Summaries

Personnel Staffing	Grade	Actual FY21	Adjusted FY22	Proposed FY23	Change Adj. FY22- FY23
Camps 4600					
Recreation Supervisor I	117	0.50	0.50	0.50	-
Seasonal Staff	-	0.87	1.22	0.87	(0.35)
Total Camps FTE		1.37	1.72	1.37	(0.35)
FTEs with benefits		0.50	0.50	0.50	-
FTEs without benefits		0.87	1.22	0.87	(0.35)
Total Camps FTE		1.37	1.72	1.37	(0.35)
Before and After School Program 4700					
Recreation Supervisor I	117	0.50	0.50	0.50	-
Part-time staff	-	1.87	2.03	1.92	(0.11)
Total Before and After School Program FTE		2.37	2.53	2.42	(0.11)
FTEs with benefits		0.50	0.50	0.50	-
FTEs without benefits		1.87	2.03	1.92	(0.11)
Total Before and After School Program FTE		2.37	2.53	2.42	(0.11)
Community Center 4800					
Recreation Program Manager I	122	1.00	1.00	1.00	-
Recreation Coordinator II	115	1.00	1.00	1.00	-
Part-time staff	-	2.86	1.93	1.20	(0.73)
Total Community Center FTE		4.86	3.93	3.20	(0.73)
FTEs with benefits		2.00	2.00	2.00	-
FTEs without benefits		2.86	1.93	1.20	(0.73)
Total Community Center FTE		4.86	3.93	3.20	(0.73)
Total Recreation Department FTE					
		20.96	19.98	21.70	1.72

Department Summaries

Recreation Department Expenditures Overall

	Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Recreation	1,239,885	2,106,055	2,023,411	2,164,526	141,114	7%
Total	1,239,885	2,106,055	2,023,411	2,164,526	141,114	7%

Recreation Department Revenue

		Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Recreation	Program Service Charges	(39,904)	311,671	331,411	479,500	148,089	45%
	Takoma/Langley Rec. Agmt.	341,649	85,020	85,020	85,020	0	0%
	Total	301,745	396,691	416,431	564,520	148,089	36%
Total		301,745	396,691	416,431	564,520	148,089	36%

Department Summaries

Recreation Expenditures by Division

	Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Administration	510,659	547,842	617,703	600,113	(17,590)	(3%)
Outreach	181,473	291,519	207,775	309,287	101,512	49%
Recreation Center	98,722	228,278	245,191	243,523	(1,668)	(1%)
Community Programs	153,231	255,749	198,745	271,196	72,451	36%
Facilities / Athletic Fields	32,108	84,500	71,100	91,700	20,600	29%
Camps	9,469	110,758	115,365	132,512	17,146	15%
After School Programs	14,265	161,249	147,550	125,080	(22,470)	(15%)
Community Center	239,958	426,160	419,982	391,115	(28,867)	(7%)
Total	1,239,885	2,106,055	2,023,411	2,164,526	141,114	7%

Recreation Expenditures by Type

		Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Personnel	Contractual Labor	931	0	0	0	0	-
	Wages	778,953	1,254,808	1,108,984	1,245,707	136,722	12%
	Fringe Benefits	296,086	353,117	426,135	354,078	(72,057)	(17%)
	Overtime	993	10,500	5,725	6,600	875	15%
	Employee Recognition	1,000	3,500	86,050	1,500	(84,550)	(98%)
	Total	1,077,962	1,621,925	1,626,895	1,607,885	(19,010)	(1%)
Other Operating Expenses	Supplies	21,817	37,800	38,799	38,650	(149)	-0%
	Computer Expenditures	10,969	5,100	739	4,400	3,661	495%
	Services and Charges	78,887	278,230	221,362	335,806	114,444	52%
	Communications	8,191	8,200	9,150	9,510	360	4%
	Office Expenditures	2,024	4,700	5,883	0	(5,883)	(100%)
	Conferences, Training, & Dues	5,905	15,350	15,350	15,350	0	0%
	Special Events & Programs	34,131	134,750	105,234	152,925	47,691	45%
Total	161,923	484,130	396,517	556,641	160,124	40%	
Total	1,239,885	2,106,055	2,023,411	2,164,526	141,114	7%	

Adjusted Fiscal Year 22 to Projected Fiscal Year 22:

- Departmental expenditures are expected to be \$82,644 less than budgeted.
- The variance is attributable to a reduction in expenditures for Fiscal Year 2022. The change was due to a decrease in programs and staff hours during the pandemic.

Fiscal Year 23 Budget Highlights:

- Departmental expenditures are \$141,114 higher— an increase of 7 percent — compared to projected expenditures for Fiscal Year 2022.
- Department FTEs increased by 1.72. The additional staffing needs was due to an increase of recreation programs and services since the pandemic.
- Approximately 74.28 percent of departmental expenditures are personnel related.
- Personnel costs decrease by \$19,010 compared to budgeted expenditures for Fiscal Year 2022.
- Services and charges account for about 15 percent of departmental expenditures. Expenditures accounted for in this category include contractual costs for field maintenance (\$53,500), contractual program instruction (\$82,900), and rental of school facilities (\$34,000).

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.
- Enhance the department's scholarship program to allow more residents an opportunity to receive assistance.

Department Summaries

Administration Division Overall

	Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Administration	510,659	547,842	617,703	600,113	(17,590)	(3%)
Total	510,659	547,842	617,703	600,113	(17,590)	(3%)

Administration Division Expenditures by Type

		Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Personnel	Wages	322,956	335,577	356,287	373,651	17,364	5%
	Fringe Benefits	138,591	117,716	166,683	126,686	(39,997)	(24%)
	Overtime	485	1,000	989	600	(389)	(39%)
	Employee Recognition	1,000	3,000	13,000	0	(13,000)	(100%)
	Total	463,033	457,292	536,959	500,937	(36,022)	(7%)
Other Operating Expenses	Supplies	3,382	4,300	3,800	4,300	500	13%
	Computer Expenditures	10,969	5,100	739	3,400	2,661	360%
	Services and Charges	18,256	61,300	53,908	70,066	16,158	30%
	Communications	8,191	7,200	8,400	8,760	360	4%
	Office Expenditures	1,533	0	1,247	0	(1,247)	(100%)
	Conferences, Training, & Dues	5,295	12,650	12,650	12,650	0	0%
	Total	47,626	90,550	80,744	99,176	18,432	23%
Total	510,659	547,842	617,703	600,113	(17,590)	(3%)	

Adjusted to Estimated Actual Fiscal Year 23

- Division expenditures are expected to be \$69,860 more than budgeted.
- The variance is primarily attributable to an increase in personnel expenditures for Fiscal Year 2022. This increase includes \$10,000 in employee recognition awards, a \$20,710 increase in wages, and a \$48,967 increase in fringes.

Fiscal Year 23 Budget Highlights:

- Division expenditures are \$17,590 lower – a decrease of 2.85 percent – compared to projected expenditures for Fiscal Year 2022.
- Approximately 83 percent of division expenditures are personnel related.
- Department FTEs increased by 0.5. The increase is due to the Administrative Assistant for Passports being moved back to the Recreation Department full time. The position was previously shared with the Finance Department.

Department Summaries

- Services and charges represent about 11.5 percent of division expenditures. This category includes such expenses as telephone service, postage, advertising, and the printing of the program brochure. Transaction costs associated with online registrations constitute the largest expense 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:

- Connect youth and teens with opportunities to become civically engaged in the Community.
- Partner with local agencies and stakeholders to enhance interest-based activities to foster teen leadership.
- Develop and implement a Success Fair focusing on career and job preparedness for teens and young adults age 13-24.
- Increase the number of developmental trips and class opportunities for teens to include Life-Skills and Financial Literacy.
- 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.
- Create virtual programming options for teens and young adults.

Department Summaries

Youth Outreach Performance/Workload Measures

<i>Measurement</i>	<i>Actual FY20</i>	<i>Actual FY21</i>	<i>Estimated FY22</i>	<i>Projected FY23</i>
<i>Number of developmental teen programs/ trips</i>	21	26	2	15
<i>Number of teens participating in developmental programs/ trips</i>	207	283	30	200
<i>Number of skill building teen camp opportunities</i>	4	2	2	2
<i>Number of SYEP businesses served</i>	6	0	7	7
<i>Number of SYEP teen/young adult participants</i>	12	0	14	14
<i>Number of youth success offerings outside of building</i>	12	20	22	25
<i>Number of participants in offerings outside of building</i>	195	220	135	175

Department Summaries

Outreach Division Overall

	Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Outreach	181,473	291,519	207,775	309,287	101,512	49%
Total	181,473	291,519	207,775	309,287	101,512	49%

Outreach Expenditures by Type

		Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Personnel	Wages	128,666	178,060	116,080	193,603	77,523	67%
	Fringe Benefits	41,799	53,409	57,321	54,434	(2,887)	(5%)
	Overtime	4	500	0	700	700	-
	Employee Recognition	0	0	5,050	0	(5,050)	(100%)
	Total	170,469	231,969	178,451	248,737	70,286	39%
Other Operating Expenses	Supplies	2,103	6,000	6,638	7,000	362	5%
	Services and Charges	800	11,600	4,100	7,600	3,500	85%
	Office Expenditures	138	1,000	936	0	(936)	(100%)
	Special Events & Programs	7,963	40,950	17,650	45,950	28,300	160%
	Total	11,004	59,550	29,324	60,550	31,226	106%
Total	181,473	291,519	207,775	309,287	101,512	49%	

Adjusted Fiscal Year 22 to Projected Fiscal Year 22:

- Division expenditures are expected to be \$83,744 less than budgeted.
- The variance is primarily attributable to a \$53,518 decrease in personnel expenditures and a \$23,300 decrease in special events and programs for Fiscal Year 2022.

Fiscal Year 23 Budget Highlights:

- Division expenditures are \$101,512 higher – an increase of 48.86 percent – compared to projected expenditures for Fiscal Year 2022.
- Approximately 80 percent of division expenditures are personnel related.
- FTEs increased by 0.57. The increase is due to the division returning to pre-COVID 19 programming for teens and young adults.
- Services and Charges represent 2.5 percent of the division expenditures.
- Special events and programs represent 14.8 percent of the division expenditures.

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 34.9 percent of the expenses not covered by user fees. Takoma Park taxpayers subsidize the County payment at a cost of about \$158,503.

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.

Recreation Center Performance/Workload Measures

<i>Measurement</i>	<i>Actual FY20</i>	<i>Actual FY21</i>	<i>Estimated FY22</i>	<i>Projected FY23</i>
<i>Memberships (Gym)</i>	90	0	85	105
<i>Memberships (Fitness Only)</i>	33	0	0	55
<i>Memberships (55+)</i>	87	0	25	95
<i>Morning Care participation</i>	N/A	16	8	20
<i>After the Bell participation</i>	30	24	16	30
<i>People served</i>	16,103	3,587	5,892	11,784

Department Summaries

Recreation Center Division Overall

	Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Recreation Center	98,722	228,278	245,191	243,523	(1,668)	(1%)
Total	98,722	228,278	245,191	243,523	(1,668)	(1%)

Recreation Center Expenditures by Type

		Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Personnel	Wages	65,247	157,792	148,106	168,776	20,671	14%
	Fringe Benefits	23,266	30,836	40,730	28,246	(12,484)	(31%)
	Overtime	267	2,000	534	800	266	50%
	Employee Recognition	0	0	20,000	0	(20,000)	(100%)
	Total	88,780	190,628	209,370	197,823	(11,547)	(6%)
Other Operating Expenses	Supplies	2,814	5,750	6,711	8,000	1,289	19%
	Services and Charges	4,921	23,700	18,710	25,800	7,090	38%
	Communications	0	1,000	750	750	0	0%
	Office Expenditures	88	1,200	1,200	0	(1,200)	(100%)
	Special Events & Programs	2,119	6,000	8,450	11,150	2,700	32%
	Total	9,942	37,650	35,821	45,700	9,879	28%
Total	98,722	228,278	245,191	243,523	(1,668)	(1%)	

Adjusted Fiscal Year 22 to Projected Fiscal Year 22:

- Division expenditures are expected to be \$16,913 higher than budgeted.
- The variance is primarily attributable to \$20,000 in costs for employee recognition awards.

Fiscal Year 23 Budget Highlights:

- Division expenditures are \$1,668 lower — a decrease of .68 percent — compared to projected expenditures for Fiscal Year 2022.
- Approximately 81 percent of division expenditures are personnel related.
- FTEs increased by 1.36 and is attributable to the addition of a morning care program and return to pre-COVID 19 programming.
- Services and charges represent approximately 10 percent of division expenditures. This category includes 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 will meet COVID-19 guidelines and provide a safe environment for all participants.

Community Programs Performance/Workload Measures

<i>Measurement</i>	<i>Actual FY20</i>	<i>Actual FY21</i>	<i>Estimated FY22</i>	<i>Projected FY23</i>
<i>Adult Basketball League Teams</i>	7	0	0	4
<i>Adult Softball League Teams</i>	6	0	4	4
<i>Futsal League Participants</i>	80	0	120	120
<i>T-Ball League Participants</i>	70	0	40	40
<i>Winter Basketball League Participants</i>	670	0	540	700
<i>Y.E.S. League Participants</i>	100	0	0	100
<i>Egg Hunt Participants</i>	550	N/A	400	650
<i>Monster Bash Participants</i>	900	375	850	950

Department Summaries

Community Programs Division Overall

	Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Community Programs	153,231	255,749	198,745	271,196	72,451	36%
Total	153,231	255,749	198,745	271,196	72,451	36%

Community Programs Expenditures by Type

		Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Personnel	Wages	106,363	146,155	98,023	153,506	55,483	57%
	Fringe Benefits	34,422	45,594	40,569	49,915	9,346	23%
	Overtime	109	2,500	819	1,500	681	83%
	Employee Recognition	0	500	5,500	0	(5,500)	(100%)
	Total	140,894	194,749	144,911	204,921	60,010	41%
Other Operating Expenses	Supplies	0	700	700	700	0	0%
	Services and Charges	439	12,000	12,000	11,250	(750)	(6%)
	Special Events & Programs	11,898	48,300	41,134	54,325	13,191	32%
	Total	12,337	61,000	53,834	66,275	12,441	23%
Total	153,231	255,749	198,745	271,196	72,451	36%	

Adjusted Fiscal Year 22 to Projected Fiscal Year 22:

- Division expenditures are expected to be \$57,003 less than the budgeted.
- The variance is primarily attributable to a \$48,131 reduction in wages for Fiscal Year 2022.

Fiscal Year 23 Budget Highlights:

- Division expenditures are \$72,451 higher – an increase of 36 percent – compared to projected expenditures for Fiscal Year 2022.
- Approximately 76 percent of division expenditures are personnel related.
- FTEs increased by 0.48 and is attributable to a return to pre-COVID 19 sports programs.
- Charges categorized as special events account for approximately 20 percent of division expenditures. This classification includes certain programmatic costs for programs such as the Annual Egg Hunt, Monster Bask and Outdoor Movies. Expenditures for department-sponsored sports programs such as the Winter basketball League, Futsal League, and YES League are also accounted for 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 Construction.

Athletic Fields and Facilities Performance/Workload Measures

<i>Measurement</i>	<i>Actual FY20</i>	<i>Actual FY21</i>	<i>Estimated FY22</i>	<i>Projected FY23</i>
<i>Number of Resident Rentals at TPCC</i>	71	0	25	110
<i>Number of Non-Resident Rentals at TPCC</i>	13	0	0	20
<i>Percentage of days used at TPCC</i>	36%	16%	40%	80%
<i>Number of Resident Rentals at TPRC</i>	26	0	25	35
<i>Number of Non-Resident Rentals at TPRC</i>	25	0	5	20
<i>Percentage of days used at TPRC</i>	70%	15%	50%	70%
<i>Number of Resident Rentals at Heffner</i>	50	0	15	40
<i>Number of Non-Resident Rentals at Heffner</i>	8	0	0	10
<i>Percentage of days used at Heffner</i>	30%	0%	25%	40%

Department Summaries

Facilities / Athletic Fields Division Overall

	Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Facilities / Athletic Fields	32,108	84,500	71,100	91,700	20,600	29%
Total	32,108	84,500	71,100	91,700	20,600	29%

Facilities / Athletic Fields Expenditures by Type

		Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Other Operating Expenses	Services and Charges	32,108	84,500	71,100	91,700	20,600	29%
	Total	32,108	84,500	71,100	91,700	20,600	29%
Total		32,108	84,500	71,100	91,700	20,600	29%

Adjusted Fiscal Year 22 to Projected Fiscal Year 22:

- Division expenditures are expected to be \$13,400 less than budgeted.
- The variance is primarily attributable to a reduction in rental expenditures for Fiscal Year 2022.

Fiscal Year 23 Budget Highlights:

- Division expenditures are \$20,600 higher – an increase of 28.97 percent – compared to projected expenditures for Fiscal Year 2022.
- Services and charges represent 100 percent of division expenditures. This category includes the contractual cost for maintaining Lee Jordan Field and Ed Wilhelm Field (\$53,500).
- Services and charges also include the monies paid to Community Use of Public Facilities (CUPF) for the rental of Montgomery County school facilities for City-provided recreational programs (\$34,000). This fee includes additional space that will be needed during Library construction.

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:

- Provide modified in-person recreation camps that follow CDC guidelines as it relates to COVID-19.
- 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.

Camps Performance/Workload Measures

<i>Measurement</i>	<i>Actual FY20</i>	<i>Actual FY21</i>	<i>Estimated FY22</i>	<i>Projected FY23</i>
<i>Number of participants in Counselor-in-Training Program</i>	0	0	0	13
<i>Percentage of favorable ratings for Spring Break Camp</i>	N/A	N/A	90%	90%
<i>Percentage of evaluations returned for Spring Break Camp</i>	N/A	N/A	80%	80%
<i>Percentage of favorable ratings for Summer Camp</i>	N/A	N/A	90%	90%
<i>Percentage of evaluations returned for Summer Camp</i>	N/A	N/A	75%	80%
<i>Number of summer specialty camps</i>	0	0	0	2
<i>Number of participants in summer specialty camps</i>	0	0	0	55

Department Summaries

Camps Division Overall

	Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Camps	9,469	110,758	115,365	132,512	17,146	15%
Total	9,469	110,758	115,365	132,512	17,146	15%

Camps Expenditures by Type

		Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Personnel	Wages	1,733	74,491	73,152	61,657	(11,495)	(16%)
	Fringe Benefits	712	19,168	18,876	17,365	(1,511)	(8%)
	Overtime	0	1,000	737	1,000	263	36%
	Employee Recognition	0	0	5,000	0	(5,000)	(100%)
	Total	2,444	94,658	97,765	80,022	(17,744)	(18%)
Other Operating Expenses	Supplies	2,893	2,500	2,500	1,800	(700)	(28%)
	Services and Charges	3,621	11,500	13,000	43,590	30,590	235%
	Conferences, Training, & Dues	512	2,100	2,100	2,100	0	0%
	Special Events & Programs	0	0	0	5,000	5,000	-
	Total	7,025	16,100	17,600	52,490	34,890	198%
Total	9,469	110,758	115,365	132,512	17,146	15%	

Adjusted Fiscal Year 22 to Projected Fiscal Year 22:

- Division expenditures are expected to be \$4,607 more than budgeted.
- The variance is primarily attributable to \$5,000 in awards for employee recognition.

Fiscal Year 23 Budget Highlights:

- Division expenditures are \$17,146 higher – an increase of 14.86 percent – compared to projected expenditures for Fiscal Year 2022.
- The variance is primarily attributable to resuming programs and services after the pandemic.
- Approximately 60.4 percent of division expenditures are personnel related.
- FTEs increased by 0.35.
- Services and charges represent about 33 percent of division expenditures. This category includes 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.

Before & After School Programs Performance/Workload Measures

Measurement	Actual FY20	Actual FY21	Estimated FY22	Projected FY23
<i>Percentage of evaluations returned</i>	N/A	N/A	80%	90%
<i>Ratio of Contractor/Staff-led clubs and activities</i>	0/4	N/A	N/A	2
<i>Percentage of favorable ratings for Before/After Care</i>	N/A	N/A	90%	90%
<i>Contractor-led clubs/activities</i>	N/A	N/A	N/A	N/A
<i>Number of participants in Morning Addition</i>	0	20	25	32
<i>Number of participants in Afternoon Addition</i>	0	40	35	40

Department Summaries

After School Programs Division Overall

	Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
After School Programs	14,265	161,249	147,550	125,080	(22,470)	(15%)
Total	14,265	161,249	147,550	125,080	(22,470)	(15%)

After School Programs Expenditures by Type

		Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Personnel	Wages	3,721	120,639	94,017	95,757	1,740	2%
	Fringe Benefits	4,363	21,559	18,583	19,974	1,391	7%
	Overtime	0	1,500	2,500	1,000	(1,500)	(60%)
	Employee Recognition	0	0	15,000	0	(15,000)	(100%)
	Total	8,084	143,699	130,100	116,730	(13,370)	(10%)
Other Operating Expenses	Supplies	5,708	7,550	7,450	5,850	(1,600)	(21%)
	Services and Charges	375	4,900	4,900	400	(4,500)	(92%)
	Conferences, Training, & Dues	98	600	600	600	0	0%
	Special Events & Programs	0	4,500	4,500	1,500	(3,000)	(67%)
	Total	6,181	17,550	17,450	8,350	(9,100)	(52%)
Total	14,265	161,249	147,550	125,080	(22,470)	(15%)	

Adjusted Fiscal Year 22 to Projected Fiscal Year 22:

- Division expenditures are expected to be \$13,698 lower than budgeted.
- The variance is primarily attributable to a \$26,622 reduction in wages for part-time staff, and a \$15,000 increase for employee awards for Fiscal Year 2022.

Fiscal Year 23 Budget Highlights:

- Division expenditures are \$22,470 lower – a decrease of 15 percent – compared to projected expenditures for Fiscal Year 2022.
- The variance is primarily attributable to resuming programs and services after the pandemic.
- Approximately 93 percent of division expenditures are personnel related.
- FTEs increased by 0.11.

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 to enhance and expand programming in the multi-media lab that encourages increased usage from youth, teens and seniors.
- Continue the 55+ Summer Camp program and adjust the maximum number of participants based on CDC regulations for COVID.
- 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.

Takoma Park Community Center Performance/Workload Measures

<i>Measurement</i>	<i>Actual FY20</i>	<i>Actual FY21</i>	<i>Estimated FY22</i>	<i>Projected FY23</i>
<i>Number of active adult programs</i>	15	5	11	13
<i>Number of Senior Camp participants</i>	0	0	2	8
<i>Number of participants in active adult programs</i>	786	300	365	395
<i>Number of Senior Program partners</i>	5	0	1	3

Department Summaries

Community Center Division Overall

	Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Community Center	239,958	426,160	419,982	391,115	(28,867)	(7%)
Total	239,958	426,160	419,982	391,115	(28,867)	(7%)

Community Center Expenditures by Type

		Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Personnel	Contractual Labor	931	0	0	0	0	-
	Wages	150,267	242,094	223,319	198,757	(24,562)	(11%)
	Fringe Benefits	52,933	64,836	83,373	57,459	(25,914)	(31%)
	Overtime	128	2,000	146	1,000	854	585%
	Employee Recognition	0	0	22,500	1,500	(21,000)	(93%)
	Total	204,258	308,930	329,338	258,715	(70,623)	(21%)
Other Operating Expenses	Supplies	4,917	11,000	11,000	11,000	0	0%
	Computer Expenditures	0	0	0	1,000	1,000	-
	Services and Charges	18,367	68,730	43,644	85,400	41,756	96%
	Office Expenditures	266	2,500	2,500	0	(2,500)	(100%)
	Special Events & Programs	12,151	35,000	33,500	35,000	1,500	4%
	Total	35,700	117,230	90,644	132,400	41,756	46%
Total	239,958	426,160	419,982	391,115	(28,867)	(7%)	

Adjusted Fiscal Year 22 to Projected Fiscal Year 22:

- Division expenditures are expected to be \$6,178 lower than budgeted.
- The variance is attributable to an \$18,775 reduction in wages, and a \$22,500 increase in employee recognition awards. There was also a \$25,086 reduction in services and charges related to class contractors for Fiscal Year 2022.

Fiscal Year 23 Budget Highlights:

- Division expenditures are \$28,867 lower – a decrease of 7 percent – compared to projected expenditures for Fiscal Year 2022.
- The variance is primarily attributable to a reduction in personnel related expenses.
- Approximately 66 percent of division expenditures are personnel related.
- FTEs decreased by 0.73.

Department Summaries

- Services and charges represent about 21 percent of division expenditures. This category includes the cost of contractors who conduct programs at the Takoma Park Community Center (\$82,900).
- Charges categorized as senior programs account for 9 percent of division expenditures (\$35,000).

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, community grants, neighborhood revitalization, 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 and Community Services, Economic Development, Arts and Humanities, and Code Enforcement.



Department Summaries

Personnel Schedule

Personnel Staffing	Grade	Actual FY21	Adjusted FY22	Proposed FY23	Change Adj. FY22- FY23
HCD Administration 5500					
Director of Housing & Community Development	130	1.00	1.00	1.00	-
Administrative Assistant	115	1.00	1.00	1.00	-
Total HCD Administration FTE		2.00	2.00	2.00	-
FTEs with benefits		2.00	2.00	2.00	-
FTEs without benefits		-	-	-	-
Total HCD Administration FTE		2.00	2.00	2.00	-
Planning & Development 5400					
Community Development Manager-Planning	124	1.00	1.00	1.00	-
Planner	119	1.00	1.00	1.00	-
Special Program Coordinator	116	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	124	1.00	1.00	1.00	-
Total Economic Development FTE		1.00	1.00	1.00	-
FTEs with benefits		1.00	1.00	1.00	-
FTEs without benefits		-	-	-	-
Total Economic Development FTE		1.00	1.00	1.00	-
Arts & Humanities 5700					
Arts Coordinator	116	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 & Community Services 5800					
Community Dev. Manager-Housing Services	124	1.00	1.00	1.00	-
Housing Specialist	116	1.00	1.00	1.00	-
Licensing Specialist	115	1.00	1.00	1.00	-
Landlord-Tenant Mediator	116	1.00	1.00	1.00	-
Grants Coordinator	118	0.50	0.50	0.50	-
Total Housing & Community Services FTE		4.50	4.50	4.50	-
FTEs with benefits		4.50	4.50	4.50	-
FTEs without benefits		-	-	-	-
Total Housing & Community Services FTE		4.50	4.50	4.50	-

Department Summaries

Personnel Staffing	Grade	Actual FY21	Adjusted FY22	Proposed FY23	Change Adj. FY22- FY23
Code Enforcement 5900					
Neighborhood Services Supervisor	122	-	-	1.00	1.00
Senior Code Enforcement Inspector	116	-	-	1.00	1.00
Code Enforcement Inspector	114	-	-	1.00	1.00
Total Code Enforcement FTE		-	-	3.00	3.00
FTEs with benefits		-	-	3.00	3.00
FTEs without benefits		-	-	-	-
Total Code Enforcement FTE		-	-	3.00	3.00
Total Housing & Community Department FTE		10.63	10.63	13.63	3.00

Department Summaries

Housing and Community Development Department Expenditures Overall

	Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Community Development	1,573,903	2,274,317	1,738,360	2,576,737	838,378	48%
Total	1,573,903	2,274,317	1,738,360	2,576,737	838,378	48%

Housing and Community Development Department Revenue

		Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Community Development	Inspection Fees	311,300	321,000	328,000	341,420	13,420	4%
	Total	311,300	321,000	328,000	341,420	13,420	4%
Total		311,300	321,000	328,000	341,420	13,420	4%

Department Summaries

Housing and Community Development Expenditures by Division

	Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Planning	378,798	629,742	498,430	575,530	77,100	15%
HCD Administration	100,215	329,679	218,086	315,574	97,487	45%
Economic Development	304,325	366,939	211,617	315,198	103,581	49%
Arts and Humanities	70,616	97,805	81,086	105,483	24,397	30%
Housing & Community Services	719,949	850,152	729,140	909,357	180,217	25%
Code Enforcement	0	0	0	355,596	355,596	-
Total	1,573,903	2,274,317	1,738,360	2,576,737	838,378	48%

Housing and Community Development Expenditures by Type

		Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Personnel	Wages	742,157	972,847	700,880	1,246,130	545,250	78%
	Fringe Benefits	269,531	371,736	298,453	453,091	154,638	52%
	Overtime	23,083	11,300	10,248	12,000	1,752	17%
	Employee Recognition	0	1,750	26,000	1,315	(24,685)	(95%)
	Total	1,034,771	1,357,633	1,035,581	1,712,535	676,954	65%
Other Operating Expenses	Supplies	1,088	2,000	2,000	19,560	17,560	878%
	Computer Expenditures	0	1,700	1,200	1,751	551	46%
	Services and Charges	490,357	731,316	579,872	672,622	92,750	16%
	Communications	7,768	5,368	7,483	7,961	478	6%
	Office Expenditures	4,011	6,600	2,494	0	(2,494)	(100%)
	Conferences, Training, & Dues	3,120	42,800	15,330	36,400	21,070	137%
	Special Events & Programs	29,693	53,900	36,400	55,908	19,508	54%
	Site Improvements	3,096	73,000	58,000	70,000	12,000	21%
	Total	539,132	916,684	702,779	864,202	161,423	23%
Total	1,573,903	2,274,317	1,738,360	2,576,737	838,378	48%	

Adjusted Fiscal Year 22 to Projected Fiscal Year 22:

- Department expenditures are expected to be \$552,358 (24 percent) lower than budgeted for in the Fiscal Year 2022 Adjusted Budget.
 - The variance is due to lower than expected personnel spending in Planning and Development Services and Housing and Community Services as well as lower than expended spending required to pursue a more balanced and sustainable budget.

Fiscal Year 23 Budget Highlights

- The HCD Division's budget is \$2,526,737 in Fiscal Year 2023.
- Departmental expenditures are expected to be 47 percent (\$813,378) higher in the proposed Fiscal Year 2023 budget than projected Fiscal Year 2022 spending. The variance is due to the HCD Department adding the Code Enforcement Division, filling personnel vacancies, and increasing services in the Housing and Economic Development divisions.
- Personnel spending comprises 68 percent (\$1,712,535) of the Fiscal Year 2023 Departmental budget. There is no change in the number of Departmental FTEs.
- Operating spending accounts for 32 percent (\$814,202) of the Fiscal Year 2023 Department budget.
- Services and charges make up 23 percent (\$589,384) of the HCD Department budget and includes all contractual services and software. This includes funding for
 - Planning Division's completion of the Public Space Management Plan and increased improvements to the City's bus shelter and bicycle network;
 - Economic Development support of small businesses and contracts supporting the Old Takoma Business Association, Takoma-Langley Crossroads Development Authority, Long Branch Business League, and Crossroads Community Kitchen;
 - Arts and Humanities lecture and film series;
 - Housing Division's management of rental licensing, the rent stabilization program, and the contract with Montgomery County DHCA for rental inspections services; and
 - Code Enforcement's inspection of commercial, residential, and vacant properties and the education of property owners and business owners of the City's laws.

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.

HCD Administration Performance/Workload Measures

<i>Measurement</i>	<i>Actual FY20</i>	<i>Actual FY21</i>	<i>Estimated FY22</i>	<i>Projected FY23</i>
<i>Vacant Positions Filled</i>	2	0	3	3
<i>Special Revenue Fund Projects Overseen</i>	7	10	13	12
<i>ARPA Projects Overseen</i>	0	0	3	8

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HCD Administration Division Overall

	Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
HCD Administration	100,215	329,679	218,086	315,574	97,487	45%
Total	100,215	329,679	218,086	315,574	97,487	45%

HCD Administration Expenditures by Type

		Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Personnel	Wages	64,710	202,235	136,239	198,194	61,956	45%
	Fringe Benefits	15,092	78,561	48,436	76,913	28,477	59%
	Overtime	1,633	1,000	0	1,000	1,000	-
	Employee Recognition	0	0	2,500	0	(2,500)	(100%)
	Total	81,435	281,795	187,175	276,108	88,933	48%
Other Operating Expenses	Supplies	1,088	2,000	2,000	2,060	60	3%
	Computer Expenditures	0	1,700	1,200	1,751	551	46%
	Services and Charges	9,727	36,016	19,335	25,194	5,859	30%
	Communications	7,768	4,668	7,483	7,961	478	6%
	Office Expenditures	197	1,000	894	0	(894)	(100%)
	Conferences, Training, & Dues	0	2,500	0	2,500	2,500	-
	Total	18,780	47,884	30,912	39,466	8,554	28%
Total	100,215	329,679	218,086	315,574	97,487	45%	

Adjusted Fiscal Year 22 to Projected Fiscal Year 22:

- The projected Fiscal Year 2022 expenditure is 33.49 percent (\$109,793) less than the adjusted Fiscal Year 2022 budget.
 - The variance is due to lower than expected personnel spending as well as lower than expended spending required to pursue a more balanced and sustainable budget.

Fiscal Year 23 Budget Highlights:

- The proposed division budget for Fiscal Year 2023 is \$315,574, a 45 percent increase from the projected Fiscal Year 2022 spending.
 - This variance is due to the HCD Director and HCD Coordinator positions being filled for the entire year and the centralizing of the administrative budget for the entire HCD Department, particularly with regards to software.

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- Projected Personnel spending in Fiscal Year 2023 is \$276,108, which is 87 percent of the division budget. There are two (2) FTEs in the division, the same number of FTEs as in Fiscal Year 2022.
- Projected Operating spending in Fiscal Year 2023 is \$39,446, which is 13 percent of the division budget. Services and Charges accounts for \$14,056, comprising activities essential to the office function such as Postage/Delivery, Copying, and Office Equipment.
- Conferences, training, and dues remains unchanged from Fiscal Year 2022, with a projected spend of \$2,500.

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 development projects within the City.
- Expand workforce development resource partnerships.

Economic Development Performance/Workload Measures

<i>Measurement</i>	<i>Actual FY20</i>	<i>Actual FY21</i>	<i>Estimated FY22</i>	<i>Projected FY23</i>
<i>Business Database Contacts</i>	75	125	350	400
<i>Business Technical Support Service Contracts</i>	2	2	2	4
<i>Workforce Development Resource Partners</i>	4	5	4	4
<i>Real Estate Development Pipeline Projects</i>	3	3	3	4

Department Summaries

Economic Development Division Overall

	Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Economic Development	304,325	366,939	211,617	315,198	103,581	49%
Total	304,325	366,939	211,617	315,198	103,581	49%

Economic Development Expenditures by Type

		Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Personnel	Wages	109,550	137,839	75,484	140,743	65,259	86%
	Fringe Benefits	42,439	44,228	44,074	44,305	231	1%
	Overtime	566	0	0	0	0	-
	Employee Recognition	0	0	2,500	0	(2,500)	(100%)
	Total	152,554	182,067	122,058	185,048	62,990	52%
Other Operating Expenses	Services and Charges	150,984	179,572	89,559	127,550	37,991	42%
	Communications	0	700	0	0	0	-
	Office Expenditures	312	1,000	0	0	0	-
	Conferences, Training, & Dues	475	3,600	0	2,600	2,600	-
	Total	151,771	184,872	89,559	130,150	40,591	45%
Total	304,325	366,939	211,617	315,198	103,581	49%	

Adjusted Fiscal Year 22 to Projected Fiscal Year 22:

- Division Expenditures for Fiscal Year 2022 are expected to be \$154,322 less than budgeted.
 - The variance is primarily due to: 1) reduced personnel expenditures from an unfilled full-time intern position and a mid-year gap in hiring an Economic Development Manager; and 2) operating expenses that were supplemented through ARPA funding and outside grants.

Fiscal Year 23 Budget Highlights:

- Division Expenditures for Fiscal Year 2023 are \$103,581 higher than budgeted expenditures for Fiscal Year 2022.
 - The variance is primarily due to: 1) a reduction in software and contract licenses through the Economic Development department; 2) a reduction in anticipated spending on conferences and association dues; and 3) the supplementing of business support funding through ARPA funds.

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- Approximately 58 percent of Division Expenditures are personnel-related. The Fiscal Year 2023 staffing plan will include a full year of salary and fringe benefits for an Economic Development Manager and salary for an Economic Development Intern.
- Approximately 40 percent of the Division Expenditures are Services & Charges. The Department plans to expand its existing technical support business service contracts (currently with the Old Takoma Business Association and Takoma-Langley Crossroads CDA) to cover more Takoma Park businesses. Additionally, Publicity spending has increased and Software has decreased as the Department looks to increase promotion and communication with City businesses.

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.

Arts & Humanities Performance/Workload Measures

Measurement	Actual FY20	Actual FY21	Estimated FY22	Projected FY23
Cultural Programs Offered	46	25	35	30
Boards and Commissions Staffed	1	1	1	1

Department Summaries

Arts and Humanities Division Overall

	Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Arts and Humanities	70,616	97,805	81,086	105,483	24,397	30%
Total	70,616	97,805	81,086	105,483	24,397	30%

Arts and Humanities Expenditures by Type

		Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Personnel	Wages	39,198	64,008	51,878	61,947	10,069	19%
	Fringe Benefits	14,276	14,847	11,719	15,911	4,192	36%
	Overtime	1,054	500	509	1,000	491	96%
	Employee Recognition	0	0	5,000	315	(4,685)	(94%)
	Total	54,528	79,355	69,106	79,173	10,067	15%
Other Operating Expenses	Services and Charges	12,847	12,700	9,800	23,360	13,560	138%
	Office Expenditures	2,130	1,800	600	0	(600)	(100%)
	Conferences, Training, & Dues	1,111	3,950	1,580	2,950	1,370	87%
	Total	16,088	18,450	11,980	26,310	14,330	120%
Total	70,616	97,805	81,086	105,483	24,397	30%	

Adjusted Fiscal Year 22 to Projected Fiscal Year 22:

- Division expenditures are expected to be \$16,718 less than adjusted Fiscal Year 2022, a 17 percent decrease due personnel and operating cost savings.

Fiscal Year 23 Budget Highlights:

- Division expenditures for Fiscal Year 2023 are \$24,397 higher than projected Fiscal Year 2022 – an increase of 30 percent compared to the projected expenditures of Fiscal Year 2022.
- The variance in personnel costs, \$10,067 or 15 percent, is attributable to a vacancy that occurred in Fiscal Year 2022, which resulted in lower associated costs, and wage increases in Fiscal Year 2023.
- Approximately 75 percent of division expenditures are personnel related. Division FTEs remain unchanged.
- Operating expenses for Fiscal Year 2023 are \$14,330 higher than the Fiscal Year 2022 projected budget, a 120 percent increase. The increase is due to two factors: 1) \$10,000 in public art funds was moved from the Capital Improvements Project budget to operations, to allow for more flexibility in their use; and 2) certain Fiscal

Department Summaries

Year 2022 funds were frozen in order to have a sustainable budget in Fiscal Year 2022.

- Services and charges represent 22 percent of division expenditures at \$23,360, a 138 percent increase from the projected Fiscal Year 2022 budget. This category includes honoraria for performers both on-line and in person as part of the Takoma Park Arts series, such as the film screenings, lectures, and the Poet Laureate. The increase reflects the expectation of a full slate of performances and events in Fiscal Year 2023.



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.

Planning & Development Services Performance/Workload Measures

Measurement	Actual FY20	Actual FY21	Estimated FY22	Projected FY23
<i>Special Revenue Fund Projects Managed (including multi-year projects)</i>	7	9	12	10
<i>Special Revenue Funds - New Awards</i>	4	4	4	4
<i>Safe Routes to School - Participants</i>	2,200	375	3,465	3,000
<i>TKPK5K Challenge - Participants</i>	0	600	700	1,500
<i>Percent increase in Capital Bikeshare Ridership</i>	(11.3%)	(16.3%)	8%	8%
<i>Percentage of High-Volume Bus Stops with Shelters</i>	73%	73%	86%	91%
<i>Community Engagement Activities</i>	6	10	20	20

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Planning Division Overall

	Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Planning	378,798	629,742	498,430	575,530	77,100	15%
Total	378,798	629,742	498,430	575,530	77,100	15%

Planning Expenditures by Type

		Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Personnel	Wages	234,489	265,489	221,210	268,042	46,832	21%
	Fringe Benefits	86,690	106,703	100,203	94,738	(5,465)	(5%)
	Overtime	5,216	4,800	2,267	5,000	2,733	121%
	Employee Recognition	0	1,750	8,500	0	(8,500)	(100%)
	Total	326,395	378,742	332,180	367,780	35,600	11%
Other Operating Expenses	Services and Charges	18,855	109,450	65,800	83,000	17,200	26%
	Office Expenditures	348	1,000	1,000	0	(1,000)	(100%)
	Conferences, Training, & Dues	524	17,350	5,250	9,350	4,100	78%
	Special Events & Programs	29,580	50,200	36,200	45,400	9,200	25%
	Site Improvements	3,096	73,000	58,000	70,000	12,000	21%
	Total	52,403	251,000	166,250	207,750	41,500	25%
Total	378,798	629,742	498,430	575,530	77,100	15%	

Adjusted Fiscal Year 22 to Projected Fiscal Year 22:

- Division expenditures are expected to be \$129,012, (20.56 percent) less than adjusted Fiscal Year 2022 due to cost saving measures.
 - Personnel costs are \$44,262 less than expected due to vacancies that occurred in Fiscal Year 2022 which resulted in lower associated wages and fringe benefits costs.
 - Operating expenditures are expected to be \$84.750 less than budgeted, primarily attributable to the underspending in categories of site improvements, services and charges, conferences, and special events.

Fiscal Year 23 Budget Highlights:

- Division expenditures for Fiscal Year 2023 are \$77,100 higher than projected Fiscal Year 2022 – an increase of 15.47 percent from the Fiscal Year 2022 projected budget.

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- The variance in personnel costs, \$35,600 or 10.72 percent, is attributable to the vacancies that occurred in Fiscal Year 2022 which resulted in lower associated costs and the wage increases in Fiscal Year 2023.
- Approximately 64 percent of division expenditures are personnel related. Division FTEs remain unchanged.
- Operating expenses for Fiscal Year 2023 are \$41,500 higher than the Fiscal Year 2022 projected budget, a 24.96 percent increase over projected Fiscal Year 2022.
- Site Improvements for Fiscal Year 2023 are \$12,000 higher than the Fiscal Year 2022 projected budget, a 20.69 percent increase due to cost savings in Fiscal Year 2022.
- Services and charges are \$17,200 higher than Fiscal Year 2022 projected budget, or 26.14 percent increase. Included in this category are costs associated with contracts for technical services.
- Special Events and Programming are \$9,200 higher than Fiscal Year 2022 projected, a 25.4 percent increase, which includes Transit-Pedestrian projects such as bike route improvements, Safe Routes to School program incentives and the iCan Shine Camp.

Housing & Community Services

Division Purpose:

Administration of homeownership and rental housing programs; provision of technical and organizational assistance to tenant associations; coordination of rental housing licensing and property registration programs; management of grants and activities, coordination and administration of Community Partnership Program contracts; 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.
- Provide rental assistance to residents negatively impacted by the COVID-19 pandemic to prevent evictions in the City.
- Manage implementation of the housing recommendations in the Housing and Economic Development Strategic Plan.
- Facilitate public and private investment in the development of neighborhoods.
- Support the development of housing that appeals to a broader demographic including young adults, first-time homeowners, families with children, seniors seeking to age in the community, and individuals with disabilities.
- Provide technical support for tenant and condominium housing associations.



Department Summaries

Housing & Community Services Performance/Workload Measures

Measurement	Actual FY20	Actual FY21	Estimated FY22	Projected FY23
<i>Rental Licenses – Issued</i>	475	385	390	395
<i>Rental Units Inspected by Montgomery County</i>	3,000	300	1,000	1,500
<i>Landlord Certificates Issued</i>	225	225	220	220
<i>Community Grants Administered</i>	18	18	18	15
<i>Emergency Assistance Grants Awarded</i>	125	150	150	200
<i>Home Stretch Downpayment Assistance Grants</i>	5	5	5	7

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Housing & Community Services Division Overall

	Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Housing & Community Services	719,949	850,152	729,140	909,357	180,217	25%
Total	719,949	850,152	729,140	909,357	180,217	25%

Housing & Community Services Expenditures by Type

		Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Personnel	Wages	294,210	303,277	216,069	350,081	134,012	62%
	Fringe Benefits	111,034	127,397	94,021	122,848	28,827	31%
	Overtime	14,614	5,000	7,472	5,000	(2,472)	(33%)
	Employee Recognition	0	0	7,500	0	(7,500)	(100%)
	Total	419,859	435,674	325,062	477,929	152,867	47%
Other Operating Expenses	Services and Charges	297,944	393,578	395,378	411,928	16,550	4%
	Office Expenditures	1,024	1,800	0	0	0	-
	Conferences, Training, & Dues	1,010	15,400	8,500	19,000	10,500	124%
	Special Events & Programs	112	3,700	200	500	300	150%
	Total	300,091	414,478	404,078	431,428	27,350	7%
Total	719,949	850,152	729,140	909,357	180,217	25%	

Adjusted Fiscal Year 22 to Projected Fiscal Year 22:

- Projected division expenditures in Fiscal Year 2022 are expected to be \$118,012 or 14 percent less than the adjusted Fiscal Year 2022 budget. The variance is mainly due to division vacancies in Fiscal Year 2022.

Fiscal Year 23 Budget Highlights:

- Division expenditures for Fiscal Year 2023 are \$180,217 (25 percent) higher than projected Fiscal Year 22 expenditures. The variance can be attributed to filling personnel vacancies as well as increased contract costs to support division initiatives.
- Personnel expenditures comprise approximately 53 percent of division expenditures in Fiscal Year 2023. Division FTEs remain unchanged.
- Operating expenses for Fiscal Year 2023 are \$27,350 (7 percent) higher than Fiscal Year 22 projected operating expenses. Services and charges amount to \$411,928, comprising 45% of operating expenditures. These expenditures include the implementation of the rental licensing program, rent stabilization program, and the contract with Montgomery County DHCA for rental inspections services.

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 parking and environmental laws. This division combines work that until about three years ago fell under the purview of various City departments.

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.

Department Summaries

Code Enforcement Division Overall

	Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Code Enforcement	0	0	0	355,596	355,596	-
Total	0	0	0	355,596	355,596	-

Code Enforcement Expenditures by Type

		Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Personnel	Wages	0	0	0	227,123	227,123	-
	Fringe Benefits	0	0	0	98,375	98,375	-
	Employee Recognition	0	0	0	1,000	1,000	-
	Total	0	0	0	326,498	326,498	-
Other Operating Expenses	Supplies	0	0	0	17,500	17,500	-
	Services and Charges	0	0	0	1,590	1,590	-
	Special Events & Programs	0	0	0	10,008	10,008	-
	Total	0	0	0	29,098	29,098	-
Total	0	0	0	355,596	355,596	-	

Adjusted Fiscal Year 22 to Projected Fiscal Year 22:

- Code Enforcement is a new department to HCD in Fiscal Year 2023.

Fiscal Year 23 Budget Highlights:

- Proposed total division budget is \$355,596 in Fiscal Year 2023. There are three (3) FTEs in the division.
- Proposed Personnel spending in Fiscal Year 2023 is \$326,498, which is 92% of the total division budget.
- Proposed Operating budget in Fiscal Year 2023 is \$29,098, which is 8% of the total division budget
- Vehicle leases (\$10,008) and Supplies (\$17,500) comprise 95% of the division's Operating budget.

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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 residents 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

Communications Performance/Workload Measures

Measurement	Actual FY21	Estimated FY22	Projected FY23
City TV Hours:	294 hrs	205 hrs	250 hrs
Original programming	78 hrs	30 hrs	75 hrs
Council meetings	156 hrs	130 hrs	130 hrs
Radio programming	43 hrs	45 hrs	45 hrs
Unique website visitors per month*	23,305	22,751	24,584
Number website of visits per month	40,010	38,921	40,285
Website pages viewed per month	864,984	387,260	418,241
Twitter: Tweets	-	1,141	1,176
Twitter: Impressions (K)	-	604	622
Twitter: Profile Visits (K)	-	216.9	224
Twitter: New Followers	-	284	293
Twitter: Mentions	-	1,860	1,916
Facebook: Posts	-	168,057	174,026
Facebook: Page Visit	-	12,829	13,214
Facebook: Likes & Followers	-	327	337

*Note: Website usage performance measures for Fiscal Year 2022 are based on partial data. The City's website data service missed visitation data for February 2022. Staff estimated usage based on visits in other months.

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Personnel Schedule

Personnel Staffing	Grade	Actual FY21	Adjusted FY22	Proposed FY23	Change Adj. FY22- FY23
Communication					
TV Production Manager	121	1.00	1.00	1.00	-
Communications Specialist	120	1.00	1.00	1.00	-
Media Specialist	116	-	1.00	1.00	-
A/V Specialist	115	1.00	1.00	1.00	-
A/V Specialist	115	1.00	1.00	1.00	-
Part-time Communication Support	114	1.83	1.44	1.44	-
Total Communication FTE		5.83	6.44	6.44	-
FTEs with benefits		4.00	5.00	5.00	-
FTEs without benefits		1.83	1.44	1.44	-
Total Communication FTE		5.83	6.44	6.44	-
Total Communication Department FTE		5.83	6.44	6.44	-

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Communication / Media Department Expenditures Overall

	Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Communication / Media	559,155	771,496	758,621	754,332	(4,289)	(1%)
Total	559,155	771,496	758,621	754,332	(4,289)	(1%)

Communication / Media Department Revenue

		Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Communication / Media	Cable-Operating	384,892	390,000	380,000	354,000	(26,000)	(7%)
	Cable Franchise Fees	205,612	212,000	200,000	186,000	(14,000)	(7%)
	Total	590,504	602,000	580,000	540,000	(40,000)	(7%)
Total		590,504	602,000	580,000	540,000	(40,000)	(7%)

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Communication / Media Expenditures by Division

	Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
<i>Media/Communications</i>	559,155	771,496	758,621	754,332	(4,289)	(1%)
Total	559,155	771,496	758,621	754,332	(4,289)	(1%)

Communication / Media Expenditures by Type

		Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
<i>Personnel</i>	Wages	309,154	436,151	357,621	431,679	74,058	21%
	Fringe Benefits	97,937	127,679	134,161	116,660	(17,501)	(13%)
	Overtime	21,077	12,000	5,084	0	(5,084)	(100%)
	Employee Recognition	2,000	0	35,000	1,500	(33,500)	(96%)
	Total	430,168	575,830	531,866	549,839	17,973	3%
<i>Other Operating Expenses</i>	Supplies	989	5,750	5,750	2,250	(3,500)	(61%)
	Services and Charges	105,261	119,206	144,827	119,166	(25,661)	(18%)
	Communications	19,046	57,440	62,918	62,502	(416)	(1%)
	Office Expenditures	1,357	1,500	1,500	0	(1,500)	(100%)
	Conferences, Training, & Dues	2,334	11,770	11,760	20,575	8,815	75%
	Total	128,987	195,666	226,755	204,493	(22,262)	(10%)
Total	559,155	771,496	758,621	754,332	(4,289)	(1%)	

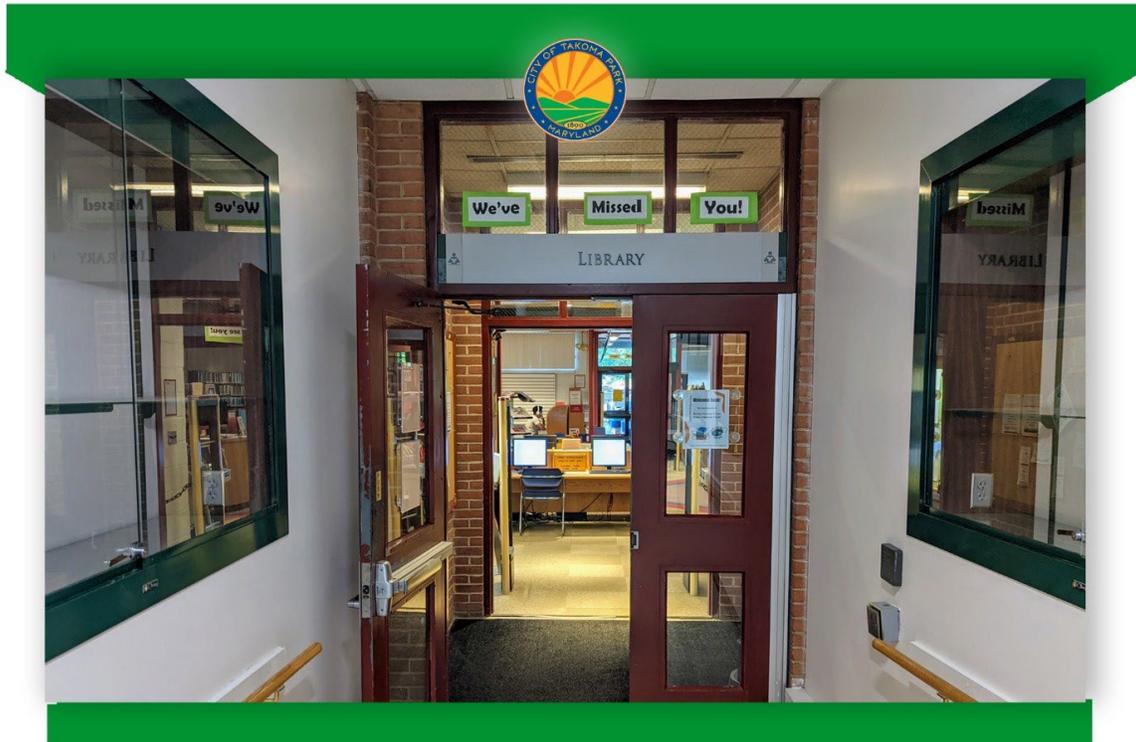
Adjusted Fiscal Year 22 to Projected Fiscal Year 22:

- Departmental personnel expenditures are expected to be \$78,500 lower than budgeted or 22 percent lower. The variance is primarily attributable to lower salaries and fringe benefits spending due to part-time staff turnover and savings from the Communication Specialist's delayed start date.

Fiscal Year 23 Budget Highlights:

- The most significant increases are in newsletter expenses (\$9,000) due primarily to an increase in paper and ink prices and conferences (\$8,815). Due to COVID-19, there was a reduction in the number of conferences attended.
- Services and charges decreased by \$25,661 or 18 percent compared to Fiscal Year 2022 due to fewer contracts.
- Cable Grant funds will decrease by 7 percent as in recent revenue trends cable programming users decrease each year.

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	Grade	Actual FY21	Adjusted FY22	Proposed FY23	Change Adj. FY22- FY23
Library Division 7000					
Library Director	130	1.00	1.00	1.00	-
Library Manager	122	1.00	1.00	1.00	-
Library Manager	122	1.00	1.00	1.00	-
Library Manager	122	1.00	1.00	1.00	-
Library Associate	114	1.00	1.00	1.00	-
Library Associate	114	1.00	1.00	1.00	-
Library Associate	114	1.00	1.00	1.00	-
Librarian	118	0.50	0.62	0.62	-
Library Associate	114	1.00	1.00	0.50	(0.50)
Library Associate	114	-	-	0.50	0.50
Library Shelver	106	0.38	0.38	0.38	-
Supplemental Assistance	NA	0.87	0.87	1.13	0.26
Total Library Division FTE		9.75	9.87	10.13	0.26
FTEs with benefits		8.50	8.50	8.50	-
FTEs without benefits		1.25	1.37	1.63	0.26
Total Library Division FTE		9.75	9.87	10.13	0.26
Computer Center Division 7200					
Library Instructional Associate	114	1.00	1.00	1.00	-
Library Instructional Associate	114	0.25	0.25	0.50	0.25
Library Instructional Associate	114	0.13	0.13	0.13	-
Total Computer Center FTE		1.38	1.38	1.63	0.25
FTEs with benefits		1.13	1.13	1.13	-
FTEs without benefits		0.25	0.25	0.50	0.25
Total Computer Center FTE		1.38	1.38	1.63	0.25
					-
Total Library Department FTE		11.13	11.25	11.76	0.51

Department Summaries

Library Department Expenditures Overall

	Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Library	1,274,197	1,422,064	1,424,232	1,401,556	(22,675)	(2%)
Total	1,274,197	1,422,064	1,424,232	1,401,556	(22,675)	(2%)

Library Department Revenue

		Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Library	Library Aid	166,626	176,742	176,742	176,000	(742)	-0%
	Library Fines & Fees	478	0	1,300	2,010	710	55%
	Total	167,105	176,742	178,042	178,010	(32)	-0%
Total		167,105	176,742	178,042	178,010	(32)	-0%

Department Summaries

Library Expenditures by Division

	Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Library	1,175,777	1,304,683	1,299,124	1,275,017	(24,107)	(2%)
Computer Learning Center	98,420	117,381	125,108	126,539	1,432	1%
Total	1,274,197	1,422,064	1,424,232	1,401,556	(22,675)	(2%)

Library Expenditures by Type

		Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Personnel	Wages	851,949	942,313	845,907	915,475	69,569	8%
	Fringe Benefits	310,502	322,121	387,367	319,961	(67,406)	(17%)
	Overtime	1,695	6,200	6,300	6,200	(100)	(2%)
	Employee Recognition	6,000	0	52,500	5,325	(47,175)	(90%)
	Overtime--Holiday	49	0	100	0	(100)	(100%)
	Total	1,170,195	1,270,634	1,292,174	1,246,961	(45,212)	(3%)
Other Operating Expenses	Supplies	69,972	79,800	81,300	102,100	20,800	26%
	Computer Expenditures	799	5,200	2,366	3,000	634	27%
	Services and Charges	23,312	48,050	32,850	30,315	(2,535)	(8%)
	Communications	6,523	7,880	7,880	9,480	1,600	20%
	Office Expenditures	2,100	4,000	2,162	0	(2,162)	(100%)
	Conferences, Training, & Dues	1,296	6,500	5,500	9,700	4,200	76%
	Total	104,002	151,430	132,058	154,595	22,537	17%
Total	1,274,197	1,422,064	1,424,232	1,401,556	(22,675)	(2%)	

Adjusted to Projected Fiscal Year 22:

- Total departmental expenditures are relatively stable in the projected Fiscal Year 2022 budget compared to the adjusted Fiscal Year 2022 budget, reflecting a less than 1 percent increase of \$2,168.
- There were City wide increases in Fiscal Year 2022 personnel expenses including an increase in base salaries and bonuses. These increases were offset for the Library by a positive variance primarily due to an extended vacancy in the Youth Services Manager position from July 2021 through mid-January 2022.
- The children's and adults' book budgets in Fiscal Year 2022 are approximately half of Fiscal Year 2021's, which will be spent in its entirety, also reflecting a relative equilibrium between the two fiscal years. Book funds were only expended by half in Fiscal Year 2021 due to the pandemic, and the Fiscal Year 2022 budget reflects a similar expected expenditure.

Fiscal Year 23 Budget Highlights:

- Proposed personnel costs for Fiscal Year 2023 are 3 percent lower than the projected Fiscal Year 2022.
- The supplies budget includes the children's and adults' books budgets, which include a 26 percent increase over Fiscal Year 2022 to reflect that the Library has fully reopened and needs to be able to stay current with new releases and replace worn copies of popular titles.
- The conference budget reflects a \$4,200, or 76 percent, increase to accommodate renewed training and professional development opportunities for staff who participate in national and regional library and technology associations.
- The communications budget reflects a \$1,600, or 20 percent, increase that is in line with pricing directives from our IT department.
- Computer expenditures reflect an increase of \$634, or 27 percent, over Fiscal Year 2022's projected amount. This is in anticipation of similar computer expenditures to Fiscal Year 2022, with some additional funds built in for unexpected hardware replacement costs.
- Library fines and fees are expected to increase slightly over Fiscal Year 2022's projected amount, from \$1,300 to \$2,010, due to increased use of the Library. While we have continued to refrain from charging overdue fines, the Library is still assessing fees for replacement costs of lost and damaged items.
- Library aid is expected to remain stagnant or slightly decrease, due to the funding formula applied by Montgomery County. The Library has been meeting with the County to explore increasing this amount beginning in Fiscal Year 24 to help support operational costs.

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 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.

The Library has presented numerous programs throughout the pandemic, both via Zoom 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 partnerships with community nonprofits and federal grant funding.

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 and community partnerships.
- 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.

Department Summaries

Library Performance/Workload Measures

Measurement	Actual FY20	Actual FY21	Estimated FY22	Projected FY23
<i>Circulation of materials</i>	86,620	25,332	70,000	54,000
<i>Circulation per capita</i>	5.1	1.5	3.9	3
<i>In-library use of materials</i>	24,254		9,000	7,500
<i>Use per capita</i>	1		1	1
<i>Program attendance</i>	13,567	3,405	1,900	2,000
<i>Programs</i>	316	104	160	150

Department Summaries

Library Division Overall

	Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Library	1,175,777	1,304,683	1,299,124	1,275,017	(24,107)	(2%)
Total	1,175,777	1,304,683	1,299,124	1,275,017	(24,107)	(2%)

Library Expenditures by Type

		Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Personnel	Wages	777,647	855,629	765,001	818,903	53,902	7%
	Fringe Benefits	288,087	299,124	354,227	294,884	(59,343)	(17%)
	Overtime	1,545	6,000	6,000	6,000	0	0%
	Employee Recognition	4,500	0	45,000	4,950	(40,050)	(89%)
	Overtime--Holiday	49	0	100	0	(100)	(100%)
	Total	1,071,828	1,160,753	1,170,328	1,124,737	(45,591)	(4%)
	Other Operating Expenses	Supplies	69,972	79,800	81,300	102,100	20,800
Computer Expenditures		799	0	366	0	(366)	(100%)
Services and Charges		23,312	47,250	32,250	29,500	(2,750)	(9%)
Communications		6,523	7,880	7,880	9,480	1,600	20%
Office Expenditures		2,048	3,000	2,000	0	(2,000)	(100%)
Conferences, Training, & Dues		1,296	6,000	5,000	9,200	4,200	84%
Total		103,949	143,930	128,796	150,280	21,484	17%
Total	1,175,777	1,304,683	1,299,124	1,275,017	(24,107)	(2%)	

Adjusted Fiscal Year 22 to Projected Fiscal Year 22:

- There were City wide increases in Fiscal Year 2022 personnel expenses, including an increase in base salaries and bonuses, which have increased the projected Fiscal Year 2022 and proposed Fiscal Year 2023 personnel costs. This was offset by an extended vacancy in the Youth Services Manager position between July 2021 and January 2022.
- Computer expenditures increased due to a phasing out of the account from which this line item is derived.
- Services and charges decreased by \$15,000 due to unspent funds for the Wi-Fi hotspot lending program, which was budgeted for but has not been implemented as of yet. We expect to have this program running before the end of the fiscal year.
- Conferences, training, and dues were decreased by \$2,000 for a lack of travel during the pandemic. The majority of funds in this account will be spent sending staff to the national American Library Association conference in June 2022, which this year will be held locally in Washington, DC.

Fiscal Year 23 Budget Highlights:

- Personnel costs between projected Fiscal Year 2022 and proposed Fiscal Year 2023 are expected to decrease 4 percent overall, primarily due to a decrease in employee recognition and fringe benefits costs.
- Supplies are set to increase by \$20,800, or 26 percent, to accommodate a larger budget for books for both children and adults. The Fiscal Year 2022 books budget was approximately 50 percent of the most recent non-Covid year budget, and while we are still operating in a pandemic, the Library has reopened and needs to be able to pursue new releases and replacement copies of popular materials.
- Services and charges decreased by \$2,750, or 9 percent, due to a restructuring of the payment accounts for several of our online reference services. These were originally paid from book accounts, but they should be considered reference services.
- The communications budget reflects a \$1,600, or 20 percent, increase that is in line with pricing directives from our IT department.
- Office expenditures is primarily a Miscellaneous account, which is being phased out in Fiscal Year 2023, hence the 100 percent reduction in Fiscal Year 2023.
- Conferences, training, and dues was increased \$4,200, or 84 percent, to accommodate training and professional development opportunities for staff who participate in national and regional library and technology associations. To support an initiative to increase and improve our Spanish language collections, this amount will fund more opportunities with organizations like REFORMA, the branch of ALA that focuses on serving Spanish speaking communities.

Computer Learning Center

Division Purpose

We 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. We 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. We plan to provide a Computer Learning Center in a new location during the Library reconstruction.

Management Objectives

- Continue to provide excellent services and equipment in the Computer Center and Senior Room.
- Increase assistance provided to users of laptops, phones, and tablet computers, including both troubleshooting and help with installing and using apps, especially those which extend access to our digital resources.
- Computer Center services will be continued in a new location while the building is under construction.

Computer Learning Center Performance/Workload Measures:

<i>Measurement</i>	<i>Actual FY20</i>	<i>Actual FY21</i>	<i>Estimated FY22</i>	<i>Projected FY23</i>
<i>Number of Internet sessions (log-ons)</i>	2,829		2,000	2,000
<i>Hours Used</i>	1,961		1,550	1,500

Department Summaries

Computer Learning Center Division Overall

	Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Computer Learning Center	98,420	117,381	125,108	126,539	1,432	1%
Total	98,420	117,381	125,108	126,539	1,432	1%

Computer Learning Center Expenditures by Type

		Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Personnel	Wages	74,302	86,684	80,906	96,572	15,667	19%
	Fringe Benefits	22,415	22,997	33,140	25,077	(8,063)	(24%)
	Overtime	150	200	300	200	(100)	(33%)
	Employee Recognition	1,500	0	7,500	375	(7,125)	(95%)
	Total	98,367	109,881	121,846	122,224	379	0%
Other Operating Expenses	Computer Expenditures	0	5,200	2,000	3,000	1,000	50%
	Services and Charges	0	800	600	815	215	36%
	Office Expenditures	52	1,000	162	0	(162)	(100%)
	Conferences, Training, & Dues	0	500	500	500	0	0%
	Total	52	7,500	3,262	4,315	1,053	32%
Total	98,420	117,381	125,108	126,539	1,432	1%	

Adjusted to Projected Fiscal Year 22:

- Personnel expenses overall increased \$11,965, or 11 percent, between the adjusted and projected Fiscal Year 2022 amounts.
- Computer expenditures decreased by \$3,200 to reflect that the Computer Center was able to avoid replacing some equipment in Fiscal Year 2022.
- Services and charges were reduced by \$200, or 25 percent, to reflect a decrease in commitments related to that line item.
- Office expenditures is primarily a Miscellaneous account, which is being phased out. We will refrain from spending additional funds from this account for the rest of Fiscal Year 2022.

Fiscal Year 23 Budget Highlights:

- City wide increases in personnel relating to base salaries, and simultaneous decreases to the fringe benefits in the Computer Center personnel costs, result in a net zero increase of personnel costs between projected Fiscal Year 2022 and proposed Fiscal Year 2023.

Department Summaries

- Computer expenditures were increased from \$2,000 to \$3,000 in anticipation of needing to replace some hardware for the public computers and printing services in the Computer Center.
- Conference, training, and dues will remain at \$500 primarily to fund attendance to the annual Computers in Libraries conference.

Inter-Departmental



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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.

Inter-Departmental Performance/Workload Measures

<i>Measurement</i>	<i>Actual FY21</i>	<i>Estimated FY22</i>	<i>Projected FY23</i>
<i>Number of auto liability insurance claims</i>	6	14	14
<i>Number of general liability insurance claims</i>	5	5	5
<i>Number of police liability insurance claims</i>	2	1	1
<i>Number of public official insurance claims</i>	0	0	0
<i>Number of property insurance claims</i>	1	1	1
<i>Number of worker’s compensation insurance claims</i>	38	38	20
<i>Number of residents benefiting from City local supplement to the State Homeowner Property Tax Credit</i>	106	115	120

Inter-Departmental Overall

	<i>Actual FY21</i>	<i>Adjusted FY22</i>	<i>Projected FY22</i>	<i>Proposed FY23</i>	<i>Change (\$) Proj FY22- FY23</i>	<i>Change (%) Proj FY22- FY23</i>
General Fund	1,842,340	1,734,917	1,250,083	1,292,091	42,008	3%
Total	1,842,340	1,734,917	1,250,083	1,292,091	42,008	3%

Inter-Departmental Expenditures by Type

		Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Personnel	Other Fringe Benefits	35,685	23,820	54,883	41,000	(13,883)	(25%)
	Revolving Fringe Benefits	0	1	0	0	0	-
	Workers Compensation	407,884	500,800	422,000	564,800	142,800	34%
	Total	443,569	524,621	476,883	605,800	128,917	27%
Supplies	Defibrillators	1,144	1,000	1,000	1,000	0	0%
	Total	1,144	1,000	1,000	1,000	0	0%
Contract Services	Employment Liabilities/Fidelity Bond	12,290	15,000	15,000	15,000	0	0%
	Envtl. Liability	588	600	0	600	600	-
	Excess Liability	4,609	6,000	6,000	6,000	0	0%
	General Liability	20,915	45,000	25,000	35,000	10,000	40%
	Legal Liability	22,017	25,000	30,000	32,000	2,000	7%
	Litigation/Admin. Hearing	2,500	2,500	0	2,500	2,500	-
	Motor Vehicle	73,853	80,000	75,000	80,000	5,000	7%
	Property Casualty	11,673	17,000	17,000	17,000	0	0%
	Total	148,446	191,100	168,000	188,100	20,100	12%
Other	Community Festivals	0	7,000	7,000	20,000	13,000	186%
	Covid Emergency Assistance Expenditure	435,763	0	200	0	(200)	(100%)
	Fees, Penalties & Other Write Offs	534	0	0	0	0	-
	Fourth Of July Expenses	0	0	0	20,000	20,000	-
	General Contingency	0	135,696	0	139,191	139,191	-
	Grants	139,366	232,500	130,000	0	(130,000)	(100%)
	HCD-Partnership Programs	0	0	0	45,000	45,000	-
	Housing Fund Expenditure	442,970	210,000	185,000	0	(185,000)	(100%)
	Partnership Program	65,000	195,000	120,000	0	(120,000)	(100%)
	PropTax & Renters Rebate Program	132,589	200,000	140,000	150,000	10,000	7%
	Provision for Allowance	10,233	10,000	10,000	10,000	0	0%
	PW-Grants	0	0	0	35,000	35,000	-
	Recognition Non Cash	17,003	15,000	5,000	10,000	5,000	100%
	Recreation-Partnership Programs	0	0	0	55,000	55,000	-
	Training	0	6,000	3,000	6,000	3,000	100%
	Tuition Reimbursement	5,724	7,000	4,000	7,000	3,000	75%
	Total	1,249,182	1,018,196	604,200	497,191	(107,009)	(18%)
Total	1,842,340	1,734,917	1,250,083	1,292,091	42,008	3%	

Adjusted Fiscal Year 22 to Projected Fiscal Year 22:

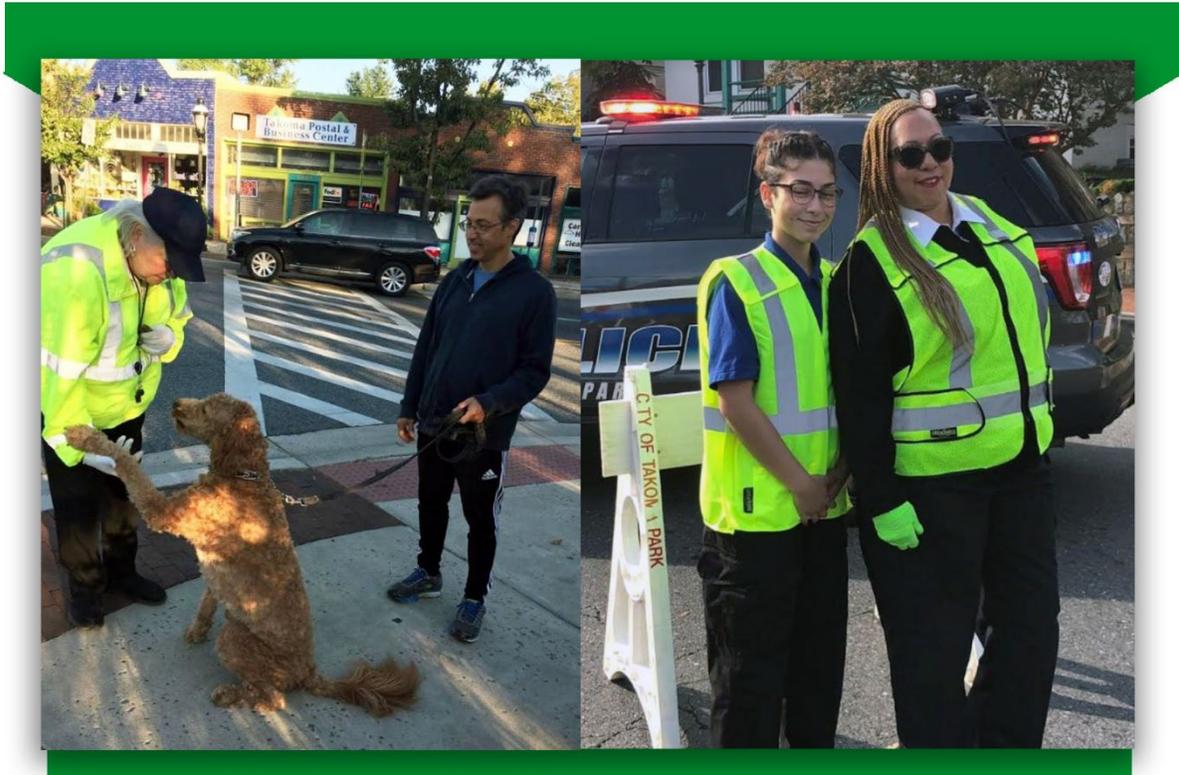
- Expenditures are expected to be \$484,834 less than budgeted.
- The variance is attributable mainly to unspent funds in workers' compensation (\$78,800), Housing CP2 Partnership program (\$75,000), Housing Fund expenditure (\$25,000) and the property tax credit and deferral program (\$65,000). The general contingency set-aside amount as required by City code (\$135,696) is also projected to be unspent.

Fiscal Year 23 Budget Highlights:

- Expenditures are \$42,008 higher — an increase of 3 percent — compared to projected expenditures for Fiscal Year 22.
- Approximately 27 percent of division expenditures are personnel related, including the cost of workers' compensation insurance (\$564,800) which represents a \$142,800 or 34 percent increase from Fiscal Year 2022. There are no FTEs budgeted in Inter-Departmental.
- Services and charges account for about 12 percent of division expenditures. Expenditures accounted for in this category include the City's cost for liability, property, auto, and other types of insurance coverage (\$185,600) which represent \$20,100 or 12 percent increase from Fiscal Year 2022 budget. The insurance cost increase is mainly due to the addition of general liabilities of \$10,000 and motor vehicle of \$5,000 in the policy.
- Office Expenditures account for 11 percent of division expenditures. As required by the City Charter, one-half of one percent of revenues (\$139,191) is set aside as a general contingency account to cover unexpected operating expenses during the fiscal year.
- Approximately 38 percent of expenditures are categorized as special events and programs. The cost of the City's local supplement to the State Homeowner's Property Tax Credit (\$150,000) is reflected in this classification. There is an increase of \$10,000 from the Fiscal Year 2022 budget due to the addition of the property tax credit or deferral program. Emergency Assistance funding is not included in the inter-departmental program of Fiscal Year 2023, but will be included in the plan for the use of Federal Aid-ARPA Fund.

- Financial support to external organizations is also included in the special events and programs category. External entities will benefit from Housing Partnership Program (\$45,000), Recreation Partnership Program (\$55,000) and Public Works Grants (\$35,000). Partnership Program is decreased \$115,000 or 46 percent due to the availability of Federal Aid in the newly created ARPA Fund starting from Fiscal Year 22. The Housing Fund expenditure is also included in the ARPA Fund. In Fiscal Year 23, the City will contribute \$100,000 to the Housing Reserve.

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 2023. 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 2023, Police-related purchases include seven police cars, and body cameras and taser replacement. Public Works-related expenditures include a roll-off trailer and aerial lift. Recreation Department purchases include a Recreation bus. IT-related purchases include improvement of server security.

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 \$400,000. Funding is also included for bike infrastructure improvements (\$40,000) and public space improvements (\$90,000). The General Fund expenditures include partial funding for the ongoing development of the New Hampshire Avenue Bikeway Design, 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 should be completed, with construction anticipated to begin 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 2023.

Facilities

The City sets aside funding in the Facility Maintenance Reserve to address needed smaller-scale facility improvements. In Fiscal Year 2022, the City will begin the Atrium Floor construction project of \$200,000 with funding from Facility Maintenance Reserve. The project will be completed with the ARPA funded expenditure of \$1 million in Fiscal Year 2023.

Stormwater Management

In Fiscal Year 2023, funding of \$250,000 is included in the budget for phase 2 of the Takoma Branch Stream Restoration.

Additional information about the Stormwater Management budget can be found on page 253.

Five Year Plan Fiscal Year 23 – Fiscal Year 27 by Department

Use of Funds by Department and Fund

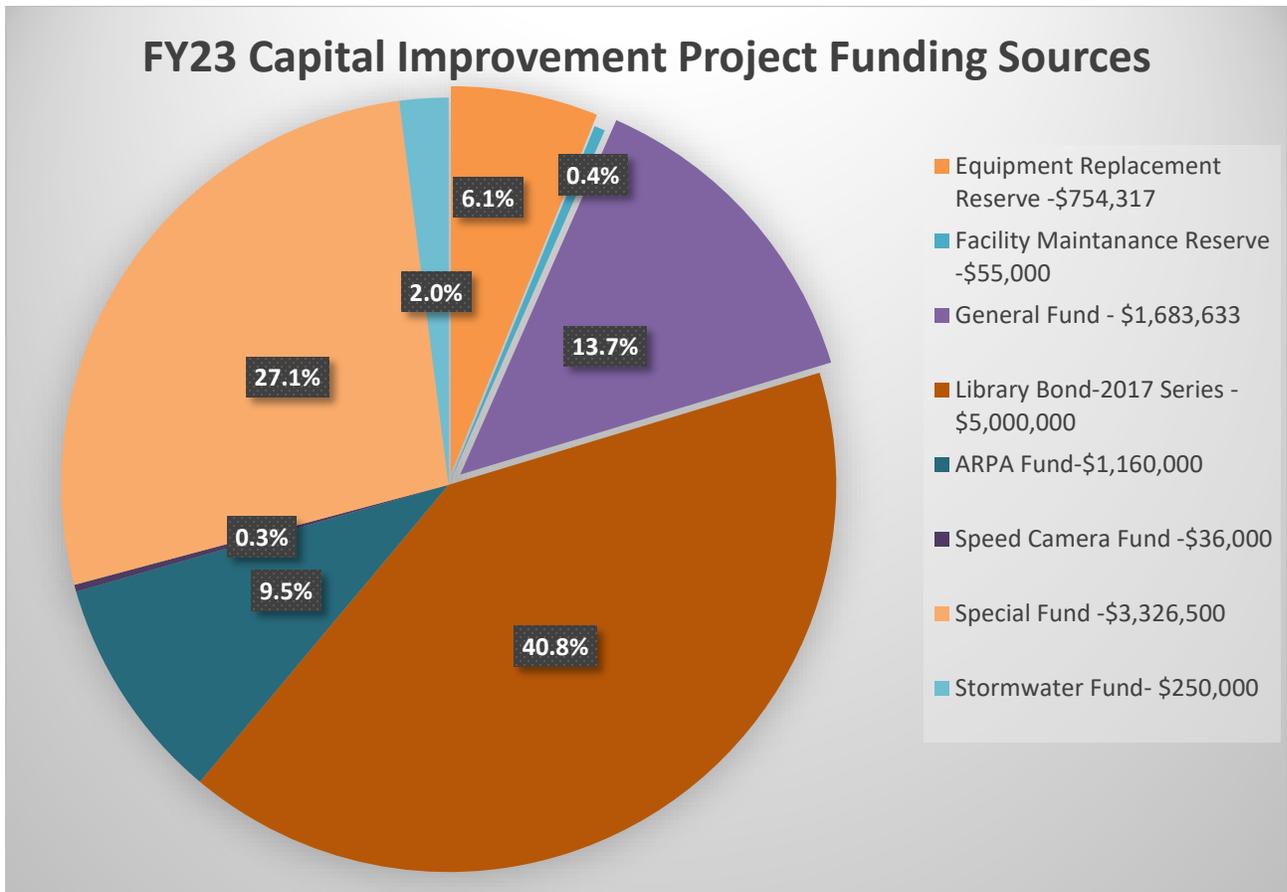
Department/Fund	FY 22 Proj	FY 23	FY 24	FY 25	FY 26	FY 27	Total
City Administration							
General Fund-Equipment Replacement	5,000	-	-	40,469	27,200	-	72,669
Total City Administration	5,000	-	-	40,469	27,200	-	72,669
Information Technology							
General Fund	-	20,000	25,000	-	-	-	45,000
General Fund-Equipment Replacement	114,194	40,000	25,000	116,000	92,607	272,427	660,228
Total Information Technology	114,194	60,000	50,000	116,000	92,607	272,427	705,228
Police							
General Fund	263,400	125,258	62,500	63,500	65,000	65,000	644,658
General Fund-Equipment Replacement	304,500	479,769	798,328	522,336	372,655	355,786	2,833,374
Speed Camera Fund	51,000	6,000	6,000	6,000	6,000	6,000	81,000
Total Police	618,900	611,027	866,828	591,836	443,655	426,786	3,559,032
Public Works							
General Fund	1,120,000	1,230,000	1,620,000	1,470,000	3,670,000	2,820,000	11,930,000
General Fund-Equipment Replacement	591,731	149,812	769,362	69,619	371,830	693,621	2,645,975
General Fund-Building Maintenance	200,000	55,000	75,000	-	18,000	-	348,000
ARPA Fund-Building Maintenance	-	1,000,000	-	-	-	-	1,000,000
Speed Camera Fund	-	30,000	-	-	-	-	30,000
Special Revenue Fund	52,017	-	125,000	-	-	-	177,017
Stormwater Management Fund	644,985	250,000	200,000	200,000	200,000	200,000	1,694,985
Total Public Works	2,608,733	2,714,812	2,789,362	1,739,619	4,259,830	3,713,621	17,825,977
Recreation							
General Fund-Equipment Replacement	-	84,736	136,571	-	6,400	20,159	247,866
Total Recreation	-	84,736	136,571	-	6,400	20,159	247,866
Housing & Community							
General Fund	343,000	308,375	305,000	130,000	130,000	130,000	1,346,375
ARPA Fund	-	160,000	160,000	-	-	-	320,000
Special Revenue Fund	494,300	731,500	-	-	-	-	1,225,800
Total Housing & Community	837,300	1,199,875	465,000	130,000	130,000	130,000	2,892,175
Communications							
Special Revenue Fund	215,000	95,000	175,000	-	20,000	-	505,000
Total Communications	215,000	95,000	175,000	-	20,000	-	505,000
Library							
ARPA Fund	-	-	4,000,000	-	-	-	4,000,000
General Fund-2017 Series Bond	300,000	5,000,000	1,050,479	-	-	-	6,350,479
Special Revenue Fund	110,627	2,500,000	-	-	-	-	2,610,627
Total Library	410,627	7,500,000	5,050,479	-	-	-	12,961,106
CIP Grand Total (\$)	4,809,754	12,265,450	9,533,240	2,617,924	4,979,692	4,562,993	38,769,053

Capital Improvement

Fiscal Year 2023 Capital Improvement Projects by Funding Source

FY 23 Capital Improvement Project Funding Sources	
Fund	Amount
Equipment Replacement Reserve	\$ 754,317
Facility Maintenance Reserve	\$ 55,000
General Fund	\$ 1,683,633
Library Bond-2017 Series	\$ 5,000,000
ARPA Fund	\$ 1,160,000
Speed Camera Fund	\$ 36,000
Special Revenue Fund	\$ 3,326,500
Stormwater Fund	\$ 250,000
Total Capital Budget	\$ 12,265,450

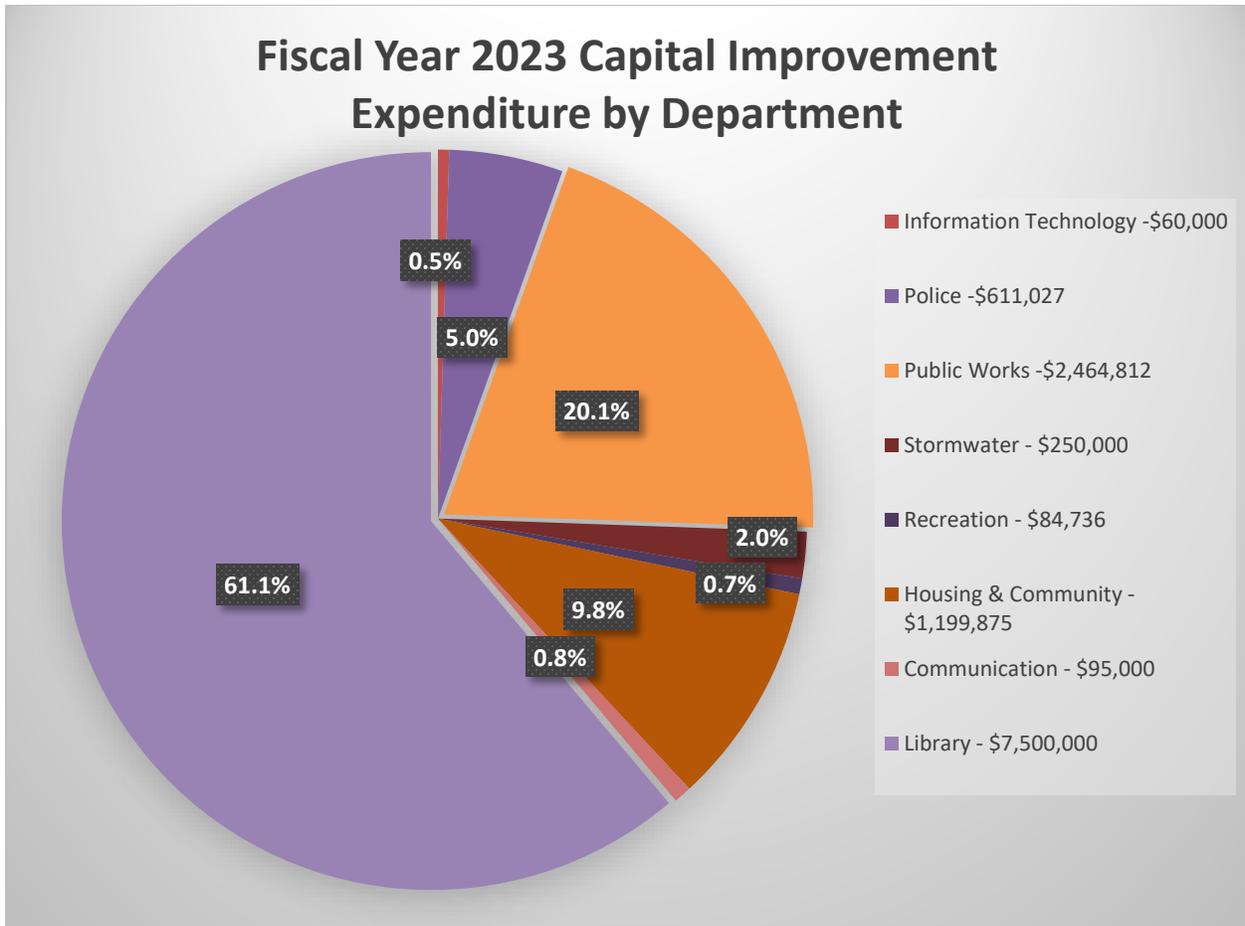
Total Capital Budget – \$12.3M



Capital Improvement

Fiscal Year 2023 Capital Improvement Expenditure by Department

Department	Amount
Information Technology	\$ 60,000
Police	\$ 611,027
Public Works	\$ 2,464,812
Stormwater	\$ 250,000
Recreation	\$ 84,736
Housing & Community	\$ 1,199,875
Communication	\$ 95,000
Library	\$ 7,500,000
Total Capital Budget	\$ 12,265,450



CIP Summary

CIP SUMMARY	Fund	FY 22 Proj	FY 23	FY 24	FY 25	FY 26	FY 27
CIP Total – Items funded by Equipment Replacement Reserve	ERR	1,010,425	754,317	1,729,261	748,424	870,692	1,341,993
CIP Total – Items funded by Facility Maintenance Reserve	FMR	200,000	55,000	75,000	-	18,000	-
CIP Total – Items funded by General Fund – Capital Outlay	GF	1,731,400	1,683,633	2,012,500	1,663,500	3,865,000	3,015,000
CIP Total – Items funded by General Fund – Bond	Bond	300,000	5,000,000	1,050,479	-	-	-
CIP Total – General Fund		3,241,825	7,492,950	4,867,240	2,411,924	4,753,692	4,356,993
CIP Total – Items funded Through Speed Camera Program Fund	SCF	51,000	36,000	6,000	6,000	6,000	6,000
CIP Total – Items funded by Special Revenue Funds	SRF	871,944	3,326,500	300,000	-	20,000	-
CIP Total – Items funded by The American Rescue Plan Act	ARPA	-	1,160,000	4,160,000	-	-	-
CIP Total Stormwater Fund	SW	644,985	250,000	200,000	200,000	200,000	200,000
CIP GRAND TOTAL (\$)		4,809,754	12,265,450	9,533,240	2,617,924	4,979,692	4,562,993

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 22 Proj	FY 23	FY 24	FY 25	FY 26	FY 27
Vehicles							
Admin Pool Car (#298)	ERR	-	-	-	-	27,200	-
Admin Pool Car (#286)	ERR	-	-	-	40,469	-	-
Jackson-Boyd Park Sign	GF	5,000	-	-	-	-	-
TOTAL - CITY ADMINISTRATION (\$)		5,000	-	-	40,469	27,200	-

Jackson Boyd Park Sign

New signage is needed for Jackson-Boyd Park to demarcate and commemorate the location.

Administrative Pool Cars

Funds from the Equipment Replacement Reserve are needed in Fiscal Year 2025 and Fiscal Year 2026 to replace the City's administrative pool cars. These are cars that are shared between multiple Departments for off-site work such as bank visits, deliveries, best practices exchanges with other jurisdictions, and other miscellaneous transport needs.

Information Technology

INFORMATION TECHNOLOGY	Fund	FY 22 Proj	FY 23	FY 24	FY 25	FY 26	FY 27
Equipment & Software							
Door Security & ID Software	ERR	-	-	-	-	-	40,317
Surveillance for PW/REC/Heffner	ERR	-	-	-	-	-	47,038
Upgrade Network Switches and Router	ERR	40,000	-	-	53,000	-	99,061
Smartboards Refresh (Community Center & Public Works)	ERR	-	30,000	25,000	63,000	-	-
Enhanced Datacenter Security & Firewall	GF	-	10,000	25,000	-	-	-
Establish Cloud Virtual Site Infrastructure	GF	-	10,000	-	-	-	-
Servers Infrastructure	ERR	74,194	10,000	-	-	-	86,011
Government Services Financial Software	ERR	-	-	-	-	92,607	-
TOTAL - INFORMATION TECHNOLOGY (\$)		114,194	60,000	50,000	116,000	92,607	272,427

Document Storage & Management System (DMS)

This amount is to implement a document storage & management system that will likely also require annual recurring subscription expenses that will be determined by the system that is selected and purchased. The system will be used by all departments with a heavy emphasis on Housing and Community Development, the Police Department to securely and efficiently store, retrieve, and archive documents and records.

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.

Establish Cloud Virtual Site Infrastructure

Migrating (over time) premise IT infrastructure to the cloud will improve security, simplifies IT configurations, increases agility and flexibility, improves scalability, and provides improved disaster recovery.

Network Communications Equipment

The network communications equipment includes switches, routers, and load balancing devices. This equipment provides staff with connectivity to on-site and external software applications and Internet services. Parts of this infrastructure needs to be periodically replaced before it is unsupportable and can no longer be maintained.

Server Infrastructure

Server Infrastructure consists of hardware systems needed to operate the City's local software applications, file sharing, staff authentication, and data storage operations. Parts of this infrastructure needs to be periodically replaced before it is unsupportable and can no longer be maintained.

Police Department

POLICE	Fund	FY 22 Proj	FY 23	FY 24	FY 25	FY 26	FY 27
Vehicles							
New Police Patrol Cars	GF	65,000	-	-	-	-	-
Police Patrol Cars (#293,294,295,288) \$60,900/car	ERR	243,600	-	-	-	-	-
Police SUVs (#300) \$60,900/car	ERR	60,900	-	-	-	-	-
Police Cars (#301,302,303,314,322,329,336) \$63,945/car	ERR	-	447,615	-	-	-	-
Parking Enforcement Van (#299)	ERR	-	-	30,500	-	-	-
Police K-9 Patrol Car (#337)	ERR	-	-	46,500	-	-	-
Police Patrol Cars (#304,305,306,307,308,309,310,311,312,) \$66,692/car	ERR	-	-	600,228	-	-	-
Police Small Van (#313)	ERR	-	-	42,300	-	-	-
Police Transit Van (#315)	ERR	-	-	33,800	-	-	-
Police Truck (#322)	ERR	-	-	45,000	-	-	-
Police Cars (#323,324,325,326,327,328,329) \$70,026/car	ERR	-	-	-	490,182	-	-
Police Patrol Cars (#333, 334, 335) \$70,026/car	ERR	-	-	-	-	280,104	-
Police K-9 Patrol Car (#289)	ERR	-	-	-	-	53,551	75,682
Code Car - #269	ERR	-	-	-	-	39,000	-
Police Patrol Cars (#266,267,273,274)\$70,026/car	ERR	-	-	-	-	-	280,104
Equipment							
Camera Trailer	SCF	33,000	-	-	-	-	-
Fleet Camera	GF	-	50,358	-	-	-	-
Field Radio Equipment	GF	35,000	36,500	37,500	38,500	40,000	40,000
Mobile Computers	GF	150,000	25,000	25,000	25,000	25,000	25,000
Body Camera & Taser Replacement	ERR	-	32,154	-	32,154	-	-
License Plate Reader	GF	13,400	13,400	-	-	-	-
Bike Patrol Unit Equipment	SCF	18,000	6,000	6,000	6,000	6,000	6,000
TOTAL - POLICE (\$)		618,900	611,027	866,828	591,836	443,655	426,786

Fleet Camera

\$50,358 is included for the purchase and installation of in car (Fleet) cameras in newly purchased Patrol cars. This continues our mission to ensure that all of our Patrol Fleet Vehicles are equipped with in car camera systems.

Field Radio Equipment

This is an ongoing expense to purchase new mobile 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

\$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.

License Plate Reader

The Fiscal Year 2023 budget includes \$13,400 for the replacement of existing older License Plate Reader systems that have aging technology that is no longer compatible with newer systems.

Body Camera and Taser Replacement

\$32,154 is included in the budget for the replacement and/or upgrade of body worn cameras and Tasers.

Bike Patrol Unit Equipment

The Fiscal Year 2023 budget includes \$6,000 for the upkeep of our newly purchased electric assist Patrol Mountain Bikes, and the purchase of any needed new equipment, bike patrol uniforms.

Public Works

PUBLIC WORKS	Fund	FY 22 Proj	FY 23	FY 24	FY 25	FY 26	FY 27
Vehicles							
Admin Vehicle (#262)	ERR	-	-	32,591	-	-	-
Electric Street Sweeper	SW	249,985	-	-	-	-	-
Electric Street Sweeper	ERR	249,985	-	-	-	-	-
Pick Up Truck (#260)	ERR	44,567	-	-	-	44,500	-
Building Mnt Van (#285)	ERR	-	-	-	-	30,680	-
Trash Truck (#271,272) \$315,000/truck	ERR	-	-	630,000	-	-	-
Dump Truck (#259)	ERR	-	-	-	-	168,150	-
Pick Up Truck (#223)	ERR	-	-	-	-	44,500	-
Dump Truck (#330)	ERR	-	-	-	-	-	94,000
Equipment							
Leaf Boxes	ERR	6,935	-	-	-	9,000	-
Roadway Crack-filling Machine	ERR	-	-	45,000	-	-	-
Leaf Collection Vacuums	ERR	98,060	-	-	-	70,000	-
Pick-up Truck	ERR	31,277	-	-	-	-	-
Replace Riding Mower	ERR	15,200	-	-	-	-	-
Truck Tire Changer	ERR	15,365	-	-	-	-	-
Loader	ERR	124,897	-	-	-	-	-
Roll-Off Trailer	ERR	-	83,373	-	-	-	-
Vehicle Lift 2	ERR	5,445	-	-	-	-	-
Aerial Lift	ERR	-	48,439	-	-	-	-
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	-	18,000	-	-	-	-
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

Capital Improvement

PUBLIC WORKS	Fund	FY 22 Proj	FY 23	FY 24	FY 25	FY 26	FY 27
Streets & Sidewalks							
ADA Sidewalk Retrofit - Total FY20 Cost \$500,000							
City Sidewalks	GF	250,000	160,000	300,000	-	-	-
SHA Sidewalks	GF	250,000	350,000	500,000	500,000	500,000	500,000
Ethan Allen Street Project Retainage	SRF	-	-	-	-	-	-
Flower Avenue Green Street Project - Total FY20 Cost \$4,150,181							
Anticipate unspent funds will be rolled over from FY21 to FY22							
City Fund	Bond	-	-	-	-	-	-
City Match	GF	-	-	-	-	-	-
Montgomery County	SRF	-	-	-	-	-	-
National Fish & Wildlife Federation Grant	SW	-	-	-	-	-	-
SHA	GF	-	-	-	-	-	-
TAP - Retainage	SRF	52,017	-	-	-	-	-
WSSC	SRF	-	-	-	-	-	-
CDBG	SRF	-	-	-	-	-	-
New Sidewalk Design/Construction & Traffic Calming	GF	350,000	300,000	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	250,000	400,000	500,000	500,000	500,000	500,000
Building Facilities							
Phase 2 Facility Design	GF	-	-	-	150,000	-	-
Phase 2 Construction	GF	-	-	-	-	850,000	-
		-	-	-	-	-	-
Community Center							
Community Center Renovation-Atrium Floor	FMR	200,000	-	-	-	-	-
Community Center Renovation-Atrium Floor	ARPA	-	1,000,000	-	-	-	-
Chiller Water Pump	ERR	-	-	-	-	-	-
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
Station Improvement	SCF	-	30,000	-	-	-	-
Third Floor Renovation (IT and Cable)							
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 (\$)		2,213,733	2,464,812	2,589,362	1,539,619	4,059,830	3,513,621

Capital Improvement

PUBLIC WORKS	Fund	FY 22proj	FY 23	FY 24	FY 25	FY 26	FY 27
Stormwater Management							
Grant Ave and Holly Ave Bioretention Facility	SW	-	-	-	-	-	-
Takoma Branch Stream Restoration - Phase 2	SW	-	250,000	-	-	-	-
13th and Hillwood Manor Playground	SW	55,000	-	-	-	-	-
Cockerille Ave Pipe Realignment (updated 1/4/2022)	SW	210,000	-	-	-	-	-
Elson Place Project (updated 1/4/2022)	SW	130,000	-	-	-	-	-
Glenside Dr and Carroll Ave	SW	-	-	-	-	-	-
Jefferson Ave Bio Retention Facility	SW	-	-	50,000	-	-	-
Albany and Baltimore Ave SW Treatment	SW	-	-	70,000	-	-	-
Houston Ave SW Treatment	SW	-	-	80,000	-	-	-
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 (\$)		395,000	250,000	200,000	200,000	200,000	200,000
TOTAL - PUBLIC WORKS (\$)		2,608,733	2,714,812	2,789,362	1,739,619	4,259,830	3,713,621

Roll-Off Trailer

This equipment enables the City to haul 20 yard roll off containers. The City has two 20 yard roll off containers that are used for scrap metal storage and to store and haul debris as it accumulates such as street sweeping debris, wood waste or other materials. The trailer is towed by the City's large dump trucks. The original trailer was purchased in 2010 and has met its expected useful life.

Aerial Lift

This piece of equipment is used to provide access to elevated area. This equipment is used for tree trimming, lifting equipment such as leaf boxes into place and providing access for materials to higher elevations. The lift is on a trailer that can be moved into place as needed. The original lift was purchased in 2008 and has met its expected useful life. There have been improvements in the technology and the City anticipates easier performance from a newer model.

Fuel Dispensing Software

The current fuel dispensing software is on a platform no longer supported by the vendor. The software is used to track fuel use by City vehicles. The new system will work seamlessly with the gas fob system and fuel pumps the City currently has in place.

ADA Sidewalk Retrofits for City Sidewalks

This is part of an ongoing project, originally started in 2010 to repair existing city sidewalks along City streets to meet ADA regulations and improve pedestrian access and safety.

ADA Sidewalk Retrofits along State Highway

This funding is to address sidewalk repairs needed on sidewalks along State Highways. SHA informed the City that maintenance of the sidewalks along State roads was a municipal responsibility. The City began working on State Highway sidewalk compliance in Fiscal Year 2018 and anticipates the effort will require significant funding for many years to address all the sidewalks along State roads.

New Sidewalk Design/Construction & Traffic Calming

These funds are used to address resident requested new sidewalks and traffic calming. The funds are used for design and construction after going through the City's process for public input. The projects currently in development include:

- New sidewalk on Hopewell Avenue – in design

- Traffic Calming on Hopewell, Kentland & Larch Avenue – in design

- New sidewalk on Domer Avenue – in design

- New Sidewalk on Sligo Mill Road – in design

- New Sidewalk on Belford Place – request initiated

- New Sidewalk & One-Way Street Designation on Kansas Lane

Street Light Upgrade

Funding is allocated annually to enable new street lighting request or upgrades to lighting levels as requested by residents. The funds are also used to maintain and replace decorative streetlights damaged by others.

Street Rehabilitation

These funds are used for street resurfacing based on a pavement condition analysis.

Community Center Renovation, Atrium Floor

These funds are to complete the renovation of the lower level section of the Community Center. The project was begun in Fiscal Year 2022.

HVAC Control System

This project is to continue the installation of digital automated controls for the HVAC system by adding controls for all the HVAC units on the 3rd floor of the Community Center. This will then complete the automated control program for the entire Community Center.

Epoxy Coat the Walkway and Lower Level of the Community Center

These areas require a waterproof coating to be installed to enhance and protect the concrete surface of the lower level parking area and the walkway in the front of the Community Center. This resurfacing is recommended every three years to maintain integrity.

Takoma Branch Stream Restoration Project

This section of stream, which is a stormwater outfall below 4th Avenue and Poplar Avenue has long experienced severe erosion. This project will restore the stream for a 100-foot section and rebuild the failing outfall. This project is considered a high priority to address environmental degradation currently taking place.

Recreation

RECREATION	Fund	FY 22 Proj	FY 23	FY 24	FY 25	FY 26	FY 27
Vehicles							
Recreation Bus Large (#242)	ERR	-	78,136	-	-	-	-
Recreation Bus (SAB) (#268)	ERR	-	-	62,733	-	-	-
Equipment							
Treadmills	ERR	-	-	7,338	-	6,400	-
Elliptical	ERR	-	6,600	-	-	-	-
Active Arcade Game - Game Room	ERR	-	-	6,500	-	-	-
Other							
Rec Programming Software – Active Network	ERR	-	-	60,000	-	-	-
Arcade Game - Game Room	ERR	-	-	-	-	-	20,159
TOTAL - RECREATION (\$)		-	84,736	136,571	-	6,400	20,159

Recreation Large Bus

The Fiscal Year 2023 Budget includes \$78,136 to replace the City’s Large Bus. In Fiscal Year 2019, 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, Housing Departments. Recreation anticipates a similar number of trips for Fiscal Year 2023 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.

Elliptical

The Fiscal Year 2023 budget includes \$6,600 to replace the elliptical 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 22 Proj	FY 23	FY 24	FY 25	FY 26	FY 27
Community Improvement							
<i>CDBG - Neighborhood Improvement</i>	SRF		273,000	-	-	-	-
<i>Lincoln Avenue</i>	SRF		-	-	-	-	-
Bike Improvements	GF	57,500	40,000	40,000	40,000	40,000	40,000
Bus Shelter Improvements	GF	100,000	-	-	-	-	-
Public Art	GF	8,000	-	-	-	-	-
Public Land Management Plan Implementation	GF	15,000	90,000	90,000	90,000	90,000	90,000
<i>New Hampshire Ave Bikeway Design Section A 22-23 & Section B</i>							
<i>City Fund</i>	GF	112,500	78,375	-	-	-	-
<i>Grant A - 100%</i>	SRF	269,659	203,100	-	-	-	-
<i>Grant B - 100%</i>	SRF	144,000	110,400	-	-	-	-
<i>Grant B - 60%</i>	SRF	36,391	-	-	-	-	-
Takoma Park Economic Development Project							
Streetary Partner MOU	SRF	44,250	-	-	-	-	-
Recreation Center Design Grant	SRF	-	145,000	-	-	-	-
Recreation Center Re-development	ARPA	-	160,000	160,000	-	-	-
Neighborhood Commercial Center Improvements	GF	-	100,000	175,000	-	-	-
Façade Grant-City Match	GF	50,000	-	-	-	-	-
TOTAL - HOUSING & COMMUNITY (\$)		837,300	1,199,875	465,000	130,000	130,000	130,000

CDBG – Neighborhood Improvements: \$273,000

The Fiscal Year 2023 budget includes \$273,000 in Community Development Block Grant funds for Neighborhood Improvements in CDBG-eligible areas. Specific project sites, to be identified in partnership with the Public Works Department, will be approved by Montgomery County to ensure compliance with federal requirements. The City has identified various neighborhood improvements that could be undertaken, including improvements to Toatley-Fraser Park in Ward 5.

New Hampshire Ave Bikeways – Design Section A – 100%: \$203,100

The Fiscal Year 2023 budget includes \$254,000 – 80 percent is grant funds and 20 percent is City funds – to complete the design and bid packet for Section A. 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 Hampshire Bikeways – Design, Section B – 100%: \$110,400

The Fiscal Year 2023 budget includes \$138,000 – 80 percent is grant funds and 20 percent is City funds – to complete the design and bid packet for Section B. 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.

Recreation Center Redevelopment: \$145,000

Architectural and engineering design for the redevelopment of the Recreation Center site. The need for a replacement Recreation Center has been identified by residents, staff, and elected officials as a key priority for the City of Takoma Park. The City has also identified the Recreation Center parcel as a potential redevelopment opportunity, providing additional housing density along the New Hampshire corridor. Funding will be used to provide capital support to the development of an improved Recreation Center and any potential additional uses.

Year 1 of this project is anticipated to provide facility improvements necessary to maintain the building. These include replacement of the roof and installation of an HVAC system for the weight room which has been closed since the pandemic due to insufficient ventilation and air filtering.

Communications

COMMUNICATIONS	Fund	FY 22 Proj	FY 23	FY 24	FY 25	FY 26	FY 27
Equipment & Software							
Auditorium Digital Video & Touch Panel System	SRF	-	-	5,000	-	5,000	-
Auditorium Camera System	SRF	-	-	120,000	-	-	-
Auditorium Hybrid Meeting AV Integration	SRF	-	20,000	-	-	-	-
Auditorium Lighting	SRF	-	15,000	-	-	-	-
Council Dais	SRF	-	-	50,000	-	-	-
Sports Production	SRF	5,000	15,000	-	-	15,000	-
Wireless Video	SRF	5,000	15,000	-	-	-	-
Cable TV 13 Editing & Playback Servers	SRF	165,000	-	-	-	-	-
Closed Captioning	SRF	40,000	-	-	-	-	-
Control Room Switcher	SRF	-	15,000	-	-	-	-
Mobile Interpretation System	SRF	-	15,000	-	-	-	-
TOTAL - COMMUNICATIONS (\$)		215,000	95,000	175,000	-	20,000	-

Cable Equipment

The Fiscal Year 2023 Budget includes \$95,000 in cable equipment and software from cable grants. 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.

Library

LIBRARY	Fund	FY 22 Proj	FY 23	FY 24	FY 25	FY 26	FY 27
Facilities							
Library Detail Design, Relocation, & Construction-Total FY20 Cost \$800,000							
<i>City Fund</i>	Bond	300,000	5,000,000	1,050,479	-	-	-
Library State Grant	SRF	110,627	-	-	-	-	-
ARPA Fund	ARPA	-	-	4,000,000	-	-	-
<i>Cable Grants</i>	SRF	-	2,500,000	-	-	-	-
TOTAL - LIBRARY (\$)		410,627	7,500,000	5,050,479	-	-	-

Library Construction

\$2.5 million from Cable Grants will be spent towards the construction of the new Library building in Fiscal Year 2023, in addition to the remaining funds from the original \$7 million bond, ARPA funds, and any supplemental sources that are secured. Construction is expected to begin in Summer 2022 and conclude in Fiscal Year 2024. Between the \$2.5 million Cable Grant and \$1.8 million from the Library Bond funding, \$4.3 million is projected to be spent on Library construction in Fiscal Year 2023.

Debt Service Summary



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 Transportation Bond 2017 Series: 237

 Library Bond 2017 Series 238

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 \$14.3 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.

Debt Service Summary

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, 2022 are as follows:

<u>Fiscal Years</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2023	127,000	39,391	166,391
2024	129,500	36,787	166,287
2025	132,000	34,133	166,133
2026	135,000	31,143	166,143
2027	138,500	13,908	152,408
2028-2032	<u>758,500</u>	<u>86,771</u>	<u>845,271</u>
Total	<u>\$1,420,500</u>	<u>\$242,132</u>	<u>\$1,662,632</u>

Debt Service Summary

Library Bond 2017 Series

In Fiscal Year 2019, 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 fees and insurance and approximately \$175,000 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, 2022 are as follows:

<u>Fiscal Years</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2023	169,000	219,484	388,484
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
2028-2047	<u>5,344,000</u>	<u>2,432,242</u>	<u>7,776,242</u>
Total	<u>\$6,225,000</u>	<u>\$3,492,786</u>	<u>\$ 9,717,786</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

ARPA Fund 239

Fund Summary 240

Fund Summary

Fund Overview

The U.S. Department of the Treasury (Treasury), through the American Rescue Plan Act of 2021 (ARPA), appropriated \$528.96 million to the State of Maryland to disburse ARPA grant funds for the Coronavirus State and Local Fiscal Recovery Fund (SLFRF) program to Non-Entitlement Units of Local Government (jurisdictions with a population below 50,000 persons) for the purpose of helping Americans recover from the public health crisis and negative economic impacts caused by the COVID-19 public health emergency. With a population below 50,000 persons, the City of Takoma Park had been designated as a Non-Entitlement Unit (NEU) of Local Government pursuant to the statute governing the American Rescue Plan Act (ARPA). Through ARPA, and the State of Maryland as the pass-through entity, the City of Takoma Park will receive a total of \$17,463,724.52 in federal funding to be used for the following statutory purposes:

- 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) For the provision of government services to the extent of the reduction in revenue due to the COVID-19 public health emergency relative to revenues collected in the most recent full Fiscal Year prior to the emergency; and, WHEREAS, the State of Maryland serves as the pass-through entity for the disbursement of ARPA/SLFRF from Treasury to the City of Takoma Park; and, WHEREAS, and;
- 4) To make necessary investments in water, sewer, and/or broadband infrastructure.

On March 9, 2022, the Takoma Park City Council approved the ARPA Spending Plan and adopted the budget for ARPA-funded projects as described below and as outlined in Ordinance No. 2022-3.

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. ARPA funds are a one-time funding source and should not be allocated to costs anticipated by the City of Takoma Park that extend beyond 2026.

Management Objectives:

- By targeting ARPA relief to vulnerable populations, the City of Takoma 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. This is in accordance with Executive Order 13985, “Advancing Racial Equity and Support for Underserved Communities Through the Federal Government.”
- Support the COVID-19 public health and economic response by addressing COVID-19 and its impact on public health as well as addressing economic harms to households, small businesses, nonprofits, impacted industries, and the public sector.
- Apply ARPA/SLRF in support of the City of Takoma Park’s response to and recovery from the COVID-19 public health emergency. Ensure that resources are utilized judiciously to:
- Fight the pandemic and support families and businesses struggling with its public health and economic impacts,
- Maintain vital public services, even amid declines in revenue, and
- Build a strong, resilient, and equitable recovery by making investments that support long-term growth and opportunity.

Personnel Schedule

Personnel Staffing	Grade	Actual FY21	Adjusted FY22	Proposed FY23	Change Adj. FY22-FY23
ARPA 0070					
ARPA Manager	-	-	-	1.00	1.00
Accounting Assistant	-	-	-	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/SLFRF Project Descriptions

1) Emergency Rental Assistance: \$750,000

ARPA funding will be utilized to prevent Takoma Park residents from potential eviction from rental housing and homeownership. This is a continuation of efforts already underway with assistance from Montgomery County as well as local non-profits.

2) Mental Health Crisis 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.

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

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

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

A portion of the Recreation Scholarships funding will be used for scholarships for any recreation classes and activities available. This will provide residents, who are otherwise unable to pay for services and programs, the opportunity to participate in programs offered. The remaining funds will be used for tutoring services (RFP to be issued) to assist Takoma Park students who are struggling with schoolwork.

5) Social Services Partnerships: \$3,000,000

Community Navigators, Grants to Non-Profits, and Direct Cash Assistance to Vulnerable Residents

The goal of this three-pronged program is 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, or who are at risk of being affected. The City will use \$2.3 million of the allocation to distribute as rapidly as practicable in Fiscal Years 22 and 23 in the form of cash payments

directly to vulnerable residents, including residents living in rent-assisted apartments or enrolled in income-based programs. The remainder of funds (\$700,000) shall be used for the other two prongs of the program. In the second prong, the City will 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, to help connect them to available social services at the City, County and State levels. In the third prong, the City will develop an RFP and grant program for partnerships with area non-profits to evaluate and fill any gaps in social services provision in Takoma Park. The focus of this prong is on residents with low incomes and those who face barriers to accessing social services.

6) Lending Program: Wi-Fi Hotspots: \$3,000

The City will purchase 30 Wi-Fi hotspot units at approximately \$99/each, for a total of \$3,000 to expand internet access in Takoma Park to those who cannot afford to purchase services. The cost of administering the use of hotspot units has been built into the Library's regular General Fund budget.

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

The City will purchase 30 convertible 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. At a cost of approximately \$250 per laptop, plus \$70 for a 4 Year Laptop Accident Protection Plan, the total cost of purchasing laptops equals \$9,600. The remaining \$1,400 of this project line-item is to be spent on a secure cart that keeps computers charged and ready for checkout. Paired with the Wi-Fi hotspot lending and municipal broadband programs, this is part of the Library's effort to use ARPA funding to bridge the City's digital divide.

8) Municipal Broadband: \$400,000

This project will help bridge the digital divide, encourage workforce development, and support remote work and education. Monthly subsidies for broadband internet access will be made available for residents who are experiencing economic hardship, in particular those families who earn less than \$50,000 per year.

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

Loans and/or grants to multi-family property owners will incentivize rehabilitation and ensure availability of quality and affordable units. Loans and/or 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. ARPA/SLFRF housing rehab funds will be

targeted to multi-family building owners (including condominiums) and their tenants who with low-to-moderate incomes and/or most impacted economically by COVID-19.

10) Energy Efficiency Upgrades: \$500,000

Grants for energy efficiency upgrades will be targeted to multi-family buildings that are occupied by low-to-moderate-income residents and homeowners with low-to-moderate incomes (including condominium unit ownership), and/or those who have been impacted economically by COVID-19. Small businesses would also be eligible to install high-efficiency utility systems (such as all-electric heating, cooling, water heating, insulation, air sealing measures, renewable energy systems, etc.) and associated repairs (e.g., ventilation improvements, moisture control, structural improvements). Funds for energy efficiency upgrades will be coordinated with the Housing Rehabilitation Fund and incorporate energy audit or other efficiency requirements as appropriate.

11) Workforce Development for Underemployed/Unemployed Residents: \$100,000

The changing landscape of work requires that more residents receive training and skills enhancement to increase economic opportunities over the long run. Many City residents are underemployed or unemployed. This requires a focus on re-training and/or credentialing residents who are seeking additional training and support.

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

The services of the business incubator will be available to any resident of the City of Takoma Park. A permanent, brick-and-mortar home will be transformational to the Crossroads area and will provide stable employment for area residents, workforce training, and business incubation for restaurants and artisans. The City's financial support can be leveraged for rent, tenant improvements, property acquisition, or other needs of the businesses located within the Business Incubator.

13) Recreation Center Redevelopment: \$320,000

The Recreation Center building continues to host programming for residents and City offices. ARPA funds will support major repairs that might be needed while research is being completed on the center's redevelopment path. ARPA funds will also be used for the design costs of the redevelopment as needed. Redevelopment of the facility will allow more space for social distancing and resident programs, as well as improve the ventilation system and overall usability of the facility by residents.

14) Community Center Renovation Budget: \$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.

15) Premium Pay for Essential Workers: \$272,000

This allocation will provide premium pay for City workers who performed essential work during the pandemic, defined by the Interim Final Rule as “work involving regular in-person interactions or regular physical handling of items that were also handled by others.” ARPA funds will provide pay for employees who worked during the COVID-19 emergency, many of whom were hardest-hit by the pandemic. The proposed pay will be structured as a \$3,400 one-time lump sum payment to essential employees.

16) Financial Software Upgrade: \$165,000

The City’s financial software will be upgraded to help City staff administer ARPA funds and City services more efficiently (budget monitoring, expense tracking, procurement, other administrative functions), facilitate greater transparency, and public reporting.

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

The purchase of a user-friendly interactive web-based tool or budget explorer 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.

18) Contingency Fund: \$463,824.52

The contingency fund is set aside for any new City project and program priorities that could emerge between 2022 and 2024 and are eligible under the ARPA legislation. The contingency fund may also be used for urgencies and/or for costs related to Council-approved ARPA projects that may exceed budget projections.

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

Due to inflation and supply chain issues related to the pandemic, the Library’s original bond funding is no longer sufficient to complete the project as designed. ARPA funds will allow the City to move forward with the project without further delays and increase to the funding gap. This project ensures that the Library’s services are improved and remain accessible to disproportionately impacted communities. These funds are on hold pending further Council review, including review of the value engineering study, construction manager recommendations, incorporation of bid alternatives into the RFP, and continued staff exploration of possible supplemental funding from other sources.

20) July Budget Amendment Temporary Administrative Positions: \$2,005,000

The July budget amendment approved Fiscal Year 2022 costs (year one) for temporary hires to administer the ARPA program (ARPA Manager, IT Analyst, and Payroll & Accounting Specialist). As of February 2022, the recruitment process is underway for IT Analyst and Payroll/Accounting Specialist positions.

21) Façade Improvement Grant: \$8,000

The Façade Improvement Grant is targeted for the upgrade and beautification of small businesses along the New Hampshire Avenue Corridor. Fees originally envisioned to be paid for by the businesses as a match have been waived and will be covered by ARPA funds in an amount not to exceed \$8,000. Improvements may include signage, lighting, doors, windows and outdoor amenities.

22) Revenue Loss Reimbursement: \$1,191,900

Revenue loss reimbursement was budgeted in the Fiscal Year 2022 Adopted Budget to replenish revenue shortfalls in the General Fund resulting from the COVID-19 pandemic. Select projects will be earmarked for allocations from the revenue loss reimbursement amount.

23) 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.

24) Food Insecurity RFP: \$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. The RFP sought applications for two program tracks: Supplemental Nutrition Assistance Program (SNAP) enrollment (Track One), and Food Distribution (Track Two). Contracts were awarded in March 2022.

25) 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 have been 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. The input was received from City Council, staff and

residents. Additional community engagement efforts will be conducted over the course of the project period including the ARPA webpage, news feeds, and community meetings.

ARPA 5-Year Plan

ARPA/SLFRF Funded Projects Spending Projections FY22-FY26	Department	TOTAL ARPA FUNDS ALLOCATED	FY22	FY23	FY24	FY25	FY26
Lending Program: Wi-Fi Hotspots	Library	\$3,000	\$3,000	\$0	\$0	\$0	\$0
Lending Program: Laptops	Library	\$11,000	\$11,000	\$0	\$0	\$0	\$0
Workforce Development	HCD	\$100,000	\$0	\$100,000	\$0	\$0	\$0
Small Business Grants	HCD	\$300,000	\$150,000	\$150,000	\$0	\$0	\$0
Recreation Program Scholarships & Tutoring	Recreation	\$300,000	\$0	\$125,000	\$100,000	\$75,000	\$0
Municipal Broadband	Library	\$400,000	\$35,000	\$140,000	\$150,000	\$75,000	\$0
Emergency Rental Assistance	HCD	\$500,000	\$0	\$250,000	\$250,000	\$0	\$0
Energy Efficiency Upgrades: Weatherization, Electrification	Public Works	\$500,000	\$0	\$500,000	\$0	\$0	\$0
Takoma-Langley Crossroads Business Incubator	HCD	\$500,000	\$0	\$500,000	\$0	\$0	\$0
Mental Health Crisis Counselors	Police	\$600,000	\$100,000	\$250,000	\$250,000	\$0	\$0
Multi-Family Housing Rehabilitation Fund	HCD	\$1,000,000	\$0	\$500,000	\$500,000	\$0	\$0
Community Connectors (Social Services Partnerships)	City Manager	\$350,000	\$0	\$200,000	\$150,000	\$0	\$0
Grants to Non-Profits (Social Services Partnerships)	City Manager	\$350,000	\$0	\$350,000	\$0	\$0	\$0
Direct Cash Assistance (Social Services Partnerships)	City Manager	\$2,300,000	\$540,000	\$1,760,000	\$0	\$0	\$0
Recreation Center Redevelopment	HCD	\$320,000	\$0	\$160,000	\$160,000	\$0	\$0
Community Center Renovation	Public Works	\$1,000,000	\$0	\$1,000,000	\$0	\$0	\$0
Library Expansion (hold)	Library	\$4,000,000	\$0	\$0	\$4,000,000	\$0	\$0
Interactive Online Budget Tool	Finance	\$124,000	\$0	\$124,000	\$0	\$0	\$0
Financial Software Upgrade	Finance	\$165,000	\$0	\$0	\$165,000	\$0	\$0
Premium Pay for Essential Workers	HR	\$272,000	\$272,000	\$0	\$0	\$0	\$0
ARPA Contingency Amount	Finance	\$463,825	\$0	\$463,825	\$0	\$0	\$0
Administrative Salaries/Benefits	HR	\$1,690,000	\$0	\$405,796	\$416,712	\$427,955	\$439,537
Façade Improvement Grant	HCD	\$8,000	\$8,000	\$0	\$0	\$0	\$0
Document Management Platform	IT	\$100,000	\$100,000	\$0	\$0	\$0	\$0
Administrative Salaries/Benefits	HR	\$315,000	\$315,000	\$0	\$0	\$0	\$0
Emergency Rental Assistance	HCD	\$250,000	\$250,000	\$0	\$0	\$0	\$0
Food Insecurity RFP	HCD	\$250,000	\$0	\$90,000	\$90,000	\$70,000	\$0
Community Engagement	CM	\$100,000	\$18,000	\$20,000	\$20,000	\$20,000	\$22,000
ARPA Fund Summary Total		\$16,271,825	\$1,802,000	\$7,088,621	\$6,251,712	\$667,955	\$461,537
General Fund Revenue Loss Reimbursement	Finance	\$1,191,900	\$1,191,900	\$0	\$0	\$0	\$0
ARPA Fund TOTAL: City Council Approved March 2, 2022		\$17,463,725	\$2,993,900	\$7,088,621	\$6,251,712	\$667,955	\$461,537

ARPA Fund Revenues Overall

	<i>Actual FY21</i>	<i>Adjusted FY22</i>	<i>Projected FY22</i>	<i>Proposed FY23</i>	<i>Change (\$) Proj FY22- FY23</i>	<i>Change (%) Proj FY22- FY23</i>
ARPA-Federal Fund	0	7,539,962	7,539,962	8,731,862	1,191,900	16%
Total	0	7,539,962	7,539,962	8,731,862	1,191,900	16%

ARPA Fund Expenditures Overall

	<i>Actual FY21</i>	<i>Adjusted FY22</i>	<i>Projected FY22</i>	<i>Proposed FY23</i>	<i>Change (\$) Proj FY22- FY23</i>	<i>Change (%) Proj FY22- FY23</i>
ARPA-Federal Fund	0	1,023,000	1,802,000	7,088,621	5,286,621	293%
Total	0	1,023,000	1,802,000	7,088,621	5,286,621	293%

ARPA Fund Expenditures by Type

		Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Personnel	<i>Employee Recognition (Premium Pay)</i>	0	0	272,000	0	(272,000)	(100%)
	<i>Fringe Benefits</i>	0	0	30,368	87,454	57,086	188%
	<i>Wages</i>	0	315,000	284,632	318,342	33,710	12%
	Total	0	315,000	587,000	405,796	(181,204)	(31%)
Other Operating Expenses	<i>Mental Health Counselors</i>	0	0	100,000	250,000	150,000	150%
	<i>Food Insecurity Program</i>	0	250,000	0	90,000	90,000	-
	<i>Social Services-Grants to Non-profits</i>	0	0	0	350,000	350,000	-
	<i>Emergency Rental Assistance</i>	0	250,000	250,000	250,000	0	0%
	<i>Energy Efficiency Upgrades</i>	0	0	0	500,000	500,000	-
	<i>Social Services-Direct Assistance</i>	0	0	540,000	1,760,000	1,220,000	226%
	<i>Lending Program: Laptops</i>	0	0	11,000	0	(11,000)	(100%)
	<i>Lending Program: WiFi Hotspots</i>	0	0	3,000	0	(3,000)	(100%)
	<i>Municipal Broadband</i>	0	0	35,000	140,000	105,000	300%
	<i>Workforce Development</i>	0	0	0	200,000	200,000	-
	<i>Facade Grant-City Match</i>	0	8,000	8,000	0	(8,000)	(100%)
	<i>Small Business Grants</i>	0	0	150,000	150,000	0	0%
	<i>Multi-Family Housing Rehabilitation</i>	0	0	0	500,000	500,000	-
	<i>Social Services-Community Connectors</i>	0	0	0	100,000	100,000	-
	<i>City ARPA Contingency</i>	0	0	0	463,825	463,825	-
	<i>Community Center Renovation</i>	0	0	0	1,000,000	1,000,000	-
	<i>Crossroads Business Incubator</i>	0	0	0	500,000	500,000	-
	<i>Document Management Platform</i>	0	100,000	100,000	0	(100,000)	(100%)
	<i>Interactive Online Budget Platform</i>	0	0	0	124,000	124,000	-
	<i>Rec Center Redevelopment</i>	0	0	0	160,000	160,000	-
	<i>Recreation Scholarships & Tutoring</i>	0	0	0	125,000	125,000	-
<i>ARPA Admin-Community Engagement</i>	0	100,000	18,000	20,000	2,000	11%	
Total	0	708,000	1,215,000	6,682,825	5,467,825	450%	
Total	0	1,023,000	1,802,000	7,088,621	5,286,621	293%	

Adjusted FY22 to Projected FY22:

- In March 2022, City Council approved a full ARPA budget of \$17,463,724.52 that covers a period of five years, from 2021 – 2026. The Fiscal Year 2022 expenditures are projected in the amount of \$1,802,000.

FY23 Budget Highlights:

- In Fiscal Year 2023, ARPA expenditures are projected to be \$7,088,621.
- Wages and fringe benefits will decrease by 31 percent in the Fiscal Year 2023 (over projections for Fiscal Year 22) due to the expenditure of the premium pay in Fiscal Year 2022.
- Of the \$3 million approved for Social Services Partnerships by the City Council in March 2022, a total of \$2,310,000 is anticipated to be expended in Fiscal Year 23 for grants to nonprofits (\$350,000), direct cash assistance to residents (\$1,760,000) and community connectors (\$200,000).
- City Council approved a total of \$400,000 for municipal broadband projects. In Fiscal Year 2023, \$140,000 is anticipated to be expended, representing 35 percent of the total amount budgeted for municipal broadband projects.
- All ARPA funds will be expended by December 2026 as required by authorizing legislation.

Stormwater Management Fund



Stormwater Management Fund 251

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Fund Summary

Fund Overview

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

All property owners in the City pay 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 22 and all properties will be billed using the same fee structure. The fee has a base 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 list of known system defects, 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	Grade	Actual FY21	Adjusted FY22	Proposed FY23	Change Adj. FY22-FY23
Stormwater 0030					
City Engineer	126	0.50	0.50	0.50	-
Public Works Projects Coordinator	119	-	-	-	-
Field Construction Manager	119	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	-

Stormwater Management Fund Performance/Workload Measures:

<i>Measurement</i>	<i>Actual FY20</i>	<i>Actual FY21</i>	<i>Estimated FY22</i>	<i>Projected FY23</i>
<i>Number of stormwater permits issued</i>	2	11	5	5
<i>Number of stormwater concept plans reviewed</i>	1	7	7	5
<i>Number of waivers granted</i>	0	0	0	0
<i>Linear feet of pipe inspected</i>	7,463	10,263	10,000	10,000
<i>Linear feet of pipe cleaned</i>	6,244	7,014	6,000	5,000
<i>Linear feet of pipe replaced</i>	0	334	100	200
<i>Linear feet of new pipe</i>	2,443	95	825	0
<i>Number of inlets repaired</i>	26	5	10	10
<i>Number of new inlets constructed</i>	13	4	9	5
<i>Square feet of infiltration facilities constructed</i>	1,684	8,074	2,235	0

Stormwater Fund Revenue

	<i>Actual FY21</i>	<i>Adjusted FY22</i>	<i>Projected FY22</i>	<i>Proposed FY23</i>	<i>Change (\$) Proj FY22- FY23</i>	<i>Change (%) Proj FY22- FY23</i>
Stormwater Management Fund	598,147	704,500	758,325	761,375	3,050	0%
Total	598,147	704,500	758,325	761,375	3,050	0%

Stormwater Fund Expenditures

	<i>Actual FY21</i>	<i>Adjusted FY22</i>	<i>Projected FY22</i>	<i>Proposed FY23</i>	<i>Change (\$) Proj FY22- FY23</i>	<i>Change (%) Proj FY22- FY23</i>
Stormwater Management Fund	398,442	1,305,801	1,268,814	734,226	(534,588)	(42%)
Total	398,442	1,305,801	1,268,814	734,226	(534,588)	(42%)

Stormwater Fund Expenditures by Type

		Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Personnel	Fringe Benefits	26,720	32,565	30,000	32,792	2,792	9%
	Wages	76,700	80,636	69,229	83,934	14,705	21%
	Workers Compensation	2,000	2,000	2,000	1,200	(800)	(40%)
	Total	105,420	115,201	101,229	117,926	16,697	16%
Other Operating Expenses	Capital Outlay	5,997	668,000	644,985	250,000	(394,985)	(61%)
	Repairs & Maintenance	114,230	320,000	320,000	180,000	(140,000)	(44%)
	Services and Charges	172,460	202,600	202,600	183,300	(19,300)	(10%)
	Supplies	336	0	0	3,000	3,000	-
	Total	293,022	1,190,600	1,167,585	616,300	(551,285)	(47%)
Total	398,442	1,305,801	1,268,814	734,226	(534,588)	(42%)	

Adjusted FY22 to Projected FY22:

- Departmental expenditures are \$36,987 lower than budgeted - a decrease of 3 percent.
- This decrease included personnel costs that were \$13,972 below the budgeted amount.
- This decrease also included a reduction in operating expenditures of \$23,015 below the budgeted amount due to lower than expected costs for capital projects.

FY23 Budget Highlights:

- Departmental expenditures are \$534,588 lower than projected Fiscal Year 22 - a decrease of 42 percent.
- Personnel costs are \$16,697 higher than projected Fiscal Year 22.
- Personnel costs account for 16 percent of fund expenditures and include ½ FTE of the City Engineer and ¼ FTE of the Construction Manager.
- Operating costs are reduced by \$551,285 compared to projected Fiscal year 22. This is as a result of higher expenditures in Fiscal Year 22 due to the carryover of funds added to the Fiscal Year 22 budget due to delays in completing planned projects. Additionally, the Fiscal Year 22 budget included a one-time expenditure of \$273,000 for half the cost of the EV street sweeper (the other half was included in the Equipment Replacement Reserve).
- Repairs and Maintenance account for 24.5 percent of fund expenditures.

Other Funds

- Services and Charges represent 25 percent of fund expenditures and include illicit discharge monitoring, vide inspection of a portion of the stormwater system, pipe and inlet cleaning, water quality testing, contractual maintenance of bioretention facilities and specialized engineering support.
- Capital expenditures represent 34 percent of fund expenditures. The single project planned for Fiscal Year 23 is the Takoma Branch Stream Restoration, a project that has been in design and development for many years.

Special Revenue Funds



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Project Descriptions

General Government

Cable Equipment Grants: \$250,678

Capital equipment grant funds (cable grants and cable grants – CIP and Contracts) 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 2023 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

Takoma Park Cooperative Nursery School Grant: \$200,000

The City of Takoma Park, through a \$200,000 National Capital Strategic Economic Development Fund (NED) grant, is partnering with the Takoma Park Cooperative Nursery School (TPCNS) to assist with the renovation of TPCNS's current property to transform it into a vibrant school and community education center for young children and their families. The TPCNS is a 76-year old community institution that requires renovation to its building to accommodate the school's growth. The grant funds are for renovation and TPCNS will also contribute its own funds to the project.

Washington-McLaughlin School Grant: \$175,000

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.

CDBG – Neighborhood Improvements: \$273,000

The Fiscal Year 23 budget includes \$273,000 in Community Development Block Grant funds for Neighborhood Improvements in CDBG-eligible areas. Specific project sites, to be identified in partnership with the Public Works Department, will be approved by Montgomery County to ensure compliance with federal requirements. The City has identified various neighborhood improvements that could be undertaken, including improvements to Toatley-Fraser Park in Ward 5.

New Hampshire Ave Bikeways – Design Section A – 100%: \$203,100

The Fiscal Year 23 budget includes 254,000 – 80 percent is grant funds and 20 percent is City funds – to complete the design and bid packet for Section A. 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 Hampshire Bikeways – Design, Section B – 100%: \$110,400

The fiscal year 23 budget includes \$138,000 – 80 percent is grant funds and 20 percent is City funds – to complete the design and bid packet for Section B. 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.

Safe Routes to School: \$69,000

The mission of the Takoma 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. Program highlights are annual activities including Walk to School Day and Bike to School Day; in-school pedestrian and bike safety education; and events such as the TKPK5K in May and the iCan Shine Bike Camp in June. Safe Routes to School grants from the Maryland State Highway Administration partially fund the program.

TKPK 5K Challenge: \$45,000

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 May, 2023. The race is funded by registration fees, sponsorships and other donations. Proceeds are divided evenly among five local schools to fund PTA programs focusing on bike/pedestrian safety, health and fitness.

Recreation Center Redevelopment: \$145,000

Architectural and engineering design for the redevelopment of the Recreation Center site. The need for a replacement Recreation Center has been identified by residents, staff, and elected officials as a key priority for the City of Takoma Park. The City has also identified the Recreation Center parcel as a potential redevelopment opportunity, providing additional housing density along the New Hampshire corridor. Funding will be used to provide capital support to the development of an improved Recreation Center and any potential additional uses.

Affordable Homeownership Grant: \$500,000

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.

6530 and 6600 New Hampshire Avenue Revitalization: \$500,000

The Fiscal Year 23 budget includes \$500,000 which is one-half of the Maryland National Capital Strategic Economic Development grant amount awarded for this project, for acquisition and design. This is a multi-phase project which includes the acquisition of the property located at 6530 New Hampshire Avenue, rehabilitating the existing abandoned building to create a conference center and commercial use space as well as new construction to add additional floors to the existing building in order to create 18-20 housing units as well as the acquisition of 6600 New Hampshire Avenue.

Library

Cable Grant, Library Construction: \$2,500,000

\$2.5 million from a Cable Grant will be spent towards the construction of the new Library building in Fiscal Year 23, in addition to the remaining funds from the original \$7 million bond, ARPA funds, and any supplemental sources that are secured. Construction is expected to begin in Summer 2022 and conclude in Fiscal Year 2024. Between the \$2.5 million Cable Grant and \$1.8 million from the Library Bond funding, \$4.3 million is projected to be spent on Library construction in Fiscal Year 2023.

Speed Camera Fund



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Fund Summary

Fund Overview

The Speed Camera Fund was established in Fiscal Year 09 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	Grade	Actual FY21	Adjusted FY22	Proposed FY23	Change Adj. FY22-FY23
Speed Camera 0060					
Police Sergeant	122	1.00	1.00	1.00	-
Police Corporal	119	1.00	1.00	1.00	-
Photo Enforcement Analyst	112	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	-

Speed Camera Fund Revenue

	<i>Actual FY21</i>	<i>Adjusted FY22</i>	<i>Projected FY22</i>	<i>Proposed FY23</i>	<i>Change (\$) Proj FY22-FY23</i>	<i>Change (%) Proj FY22-FY23</i>
Speed Camera Fund	818,080	801,000	1,000,650	1,940,650	940,000	94%
Total	818,080	801,000	1,000,650	1,940,650	940,000	94%

Speed Camera Fund Expenditures

	<i>Actual FY21</i>	<i>Adjusted FY22</i>	<i>Projected FY22</i>	<i>Proposed FY23</i>	<i>Change (\$) Proj FY22-FY23</i>	<i>Change (%) Proj FY22-FY23</i>
Speed Camera Fund	823,810	884,462	859,786	1,495,522	635,736	74%
Total	823,810	884,462	859,786	1,495,522	635,736	74%

Speed Camera Fund Expenditures by Type

		Actual FY21	Adjusted FY22	Projected FY22	Proposed FY23	Change (\$) Proj FY22-FY23	Change (%) Proj FY22-FY23
Personnel	Car & Clothing Allowance	4,441	4,550	4,550	3,980	(570)	(13%)
	Employee Recognition	300	1,500	2,200	0	(2,200)	(100%)
	Fringe Benefits	122,860	130,488	129,949	128,254	(1,695)	(1%)
	Overtime	19,871	20,000	21,940	20,000	(1,940)	(9%)
	Wages	213,380	225,924	172,454	228,728	56,274	33%
	Workers Compensation	22,000	22,000	22,000	11,000	(11,000)	(50%)
	Total	382,852	404,462	353,093	391,962	38,869	11%
Other Operating Expenses	Ammo & Firearms	0	0	0	35,000	35,000	-
	Capital Outlay	26,946	51,000	51,000	36,000	(15,000)	(29%)
	Communications	0	0	0	86,981	86,981	-
	Conferences, Training, & Dues	0	0	0	53,025	53,025	-
	Recruitment	0	0	0	38,885	38,885	-
	Safety Projects	8,000	8,000	8,000	9,000	1,000	12%
	Services and Charges	406,012	420,500	447,193	844,169	396,976	89%
	Supplies	0	500	500	500	0	0%
Total	440,958	480,000	506,693	1,103,560	596,867	118%	
Total	823,810	884,462	859,786	1,495,522	635,736	74%	

Adjusted FY22 to Projected FY22

- Fund expenditures are expected to be \$24,676 less than budgeted.
- The variance is due to a decrease in personnel costs due to a staff vacancy.

FY23 Budget Highlights

Fund expenditures are expected to be \$1,495,522 – an increase of 74 percent - as compared to projected expenditures for the Fiscal Year 2022. The variance is due to the transfer of several contract charges from other divisions to reduce General Fund spending, as well as the addition of a new contract for the addition of red-light cameras which is expected to result in increased revenues for the Fund.

- Fund FTEs remain the same.
- Personnel costs represent 26.21 percent of fund expenditures.
- Services and charges represent approximately 56 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). It also includes the cost of the new contract with Conduent for the maintenance and

Other Funds

processing of red-light camera tickets (\$155,575), and for contracts for the processing of parking citations and meter collections (\$65,044).

- Capital Outlay expenditures are budgeted at \$36,000 and represent approximately 2.4 percent of fund expenditures. Funding is provided for the maintenance of electric assist and pedal-powered bikes for the Bike Patrol Unit, including any needed replacement of associated equipment or uniforms (\$6,000), and for needed station improvements (\$30,000).