**Hyattsville City Council Work Session**
Wednesday, March 11, 2015
**8:00 PM**

**Agenda**

1. **Call to Order and Council Roll Call**

2. **Pledge of Allegiance to the Flag**

3. **Approval of Agenda**
   (1) Motion to Approve the Agenda for the Council Budget Work Session of March 11, 2015

4. **Public Comment (8:10 p.m. - 8:20 p.m.)**

5. **Discussion (8:20 p.m. - 8:30 p.m.)**
   (1) Follow Up Items from February 25, 2015 Budget Meeting

6. **Presentations (8:30 p.m. - 9:50 p.m.)**
   (1) FY16 Budget Presentation: Community & Economic Development
   (2) FY16 Budget Presentation: Community Services

7. **Council Dialogue (9:50 p.m. - 10:00 p.m.)**

8. **Community Notices and Meetings**
   (1) City Calendar: March 12 - March 25, 2015

9. **Motion to Adjourn**
   (1) Motion to Adjourn the Council Budget Work Session of March 11, 2015

Hyattsville City Council
4310 Gallatin Street, 3rd floor
Hyattsville, MD 20781

Meeting:3/11/2015 8:00 PM
Department: City Administration
Prepared by: Tracey Nicholson
Sponsors:
DOC ID: (ID # 1107)



**Discussion Items: Follow Up Items from February 25, 2015 Budget Meeting**

**SUBJECT: Follow Up Items from February 25, 2015 Budget Meeting**

**SECTION: Discussion Items**

**BACKGROUND:**

Please see attached summary of outstanding Council questions from the February 25, 2015 Council Budget Work Session.

**NEXT STEPS:**

All additional follow up items will be addressed at the next budget session on March 25, 2015.

**ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:**

n/a

**STRATEGIC GOALS AND ACTIONS:**

**Goal:** Goal 1 – Ensure Transparent and Accessible Governance

**Action:** 1.2 Provide timely public information on City policies, programs, and reports.

Tracey Nicholson, City Administrator 3/10/2015

# Council Due-Outs

## 25 February 2015 Budget Session

**ADMINISTRATION: Provide a headcount clarification for Administration Budget.**
Response – There are no changes in FTEs from 2015 to FY2016. The city funded 3.25 FTEs in 2015 and proposes funding for 3.25 FTE's in FY 2016. The FY 2016 increase in salaries represents step increases and COLA.

**MAYOR/COUNCIL: Request Clarification on the UMD Shuttle and the items in the membership/dues and donations category for both Mayor and Council?**
Response – The FY 2016 membership/dues covers the cost of MML, PGCMA, ATHA and National League of Cities dues. These costs are rolled into the Travel & Training budget items. The UMD Shuttle cost for FY 2016 is funded at $6,000 and rolled into the "Other" budget category.

**LEGAL: Have we vetted other firms for comparison of fees and services?**
Response - Yes, the City did an informal inquiry of the fees and services received by some of the surrounding municipalities. Our attorney fees and services are very competitive and the best value.

**HR: OPEB – Request a copy of transfer documents, cash flow analysis (when available) to show $400K transfer**
Response - This information will be provided in hard copy.

**FINANCE: Request a summary of the funds for accounting services for the past 5 years**
Response - This information is attached.

**POLICE:**

**Tuition Reimbursement Program - should this be moved to another budget (HR?)? What are the program details? Who is eligible? Pay back clause?**
Response - Program funds have been realigned under HR to benefit all City Employees. The program details and eligibility requirements are currently being worked.

**Explain the increase in the ammo budget?**
Response: The $16K increase in this line item is due to the need to replace Personal Protective Equipment and acquire trauma kits. Other supplies funded in this line item include gun and range supplies, gun cleaning supplies, targets, tasar cartridges, and radio microphones.

**Finance Department-Accounting Expenses**

| | FY 2011 | FY 2012 | FY 2013 | FY 2014 | FY 2015 (Yr to Date) |
|---|---|---|---|---|---|
| Auditor Expense(Cohn Reznick) | $ 28,000.00 | $ 17,232.00 | $ 29,929.00 | $ 30,232.00 | $ 43,000.00 |
| Professional Services (Bolton Partners-GASB) | $ - | $ - | $ 12,245.00 | $ - | $ - |
| Contracted Services (Lindsey & Associates) | $ - | $ - | $ - | $ 42,602.50 | $ 16,364.75 |
| **TOTALS** | **$ 28,000.00** | **$ 17,232.00** | **$ 42,174.00** | **$ 72,834.50** | **$ 59,364.75** |

**Presentations: FY16 Budget Presentation: Community & Economic Development**

**SUBJECT: FY16 Budget Presentation: Community & Economic Development**

**SECTION: Presentations**

**BACKGROUND:**

Assistant City Administrator/Director of Community & Economic Development Jim Chandler will provide an overview of the FY16 Budget request for the Community & Economic Development Department and answer inquiries from the Council as necessary.

**NEXT STEPS:**

Any outstanding questions from the budget presentation will be addressed at the next Council Budget Work Session on Wednesday, March 25, 2015.

**ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:**

n/a

**STRATEGIC GOALS AND ACTIONS:**

**Goal:** Goal 2 – Ensure the Long-Term Economic Viability of the City

**Action:** 2.1 Maintain a responsible level of investment in capital assets, operations and f

Tracey Nicholson, City Administrator 3/10/2015

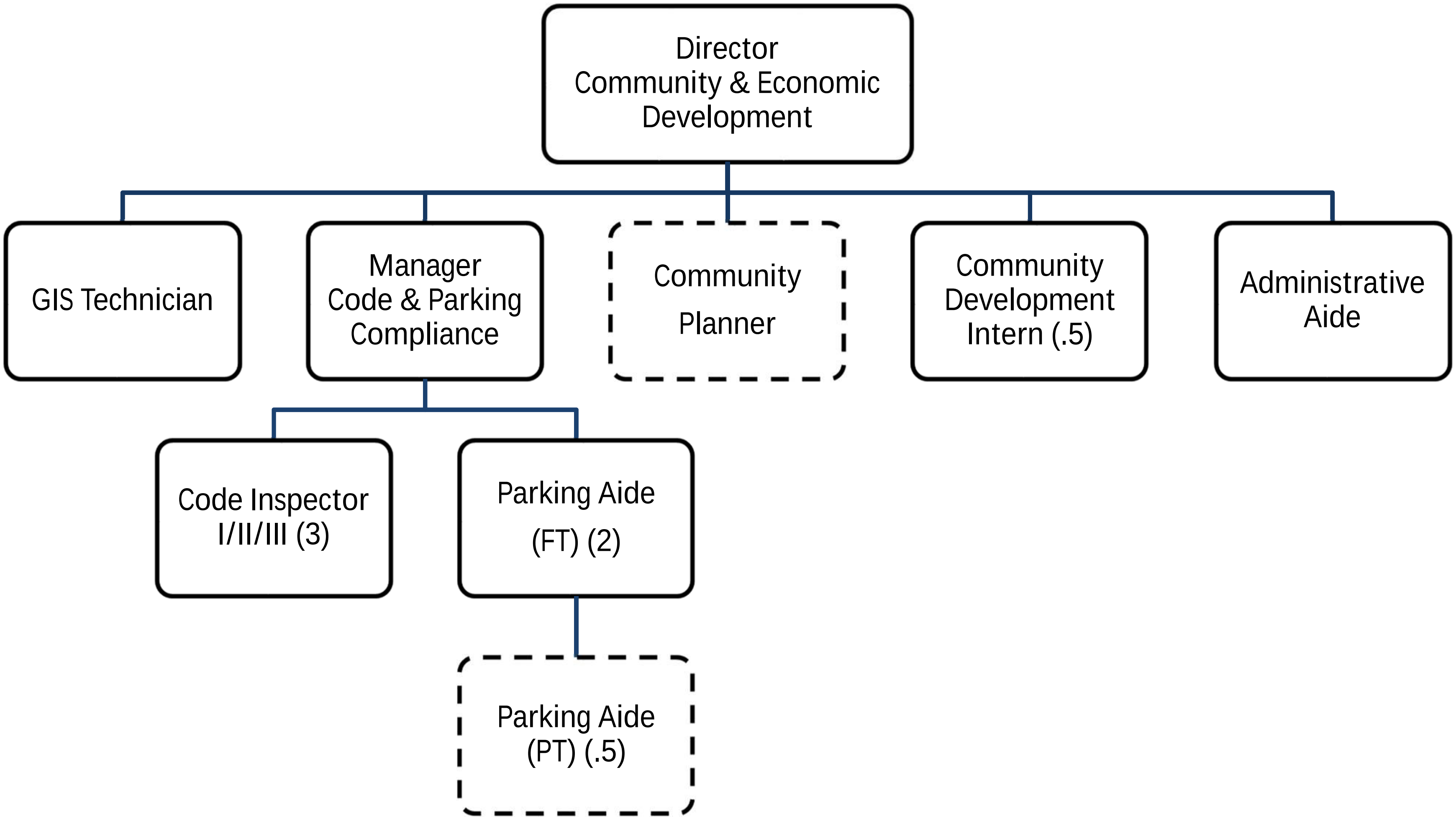

# CITY OF HYATTSVILLE

## FY16 BUDGET PRESENTATION

## COMMUNITY & ECONOMIC DEVELOPMENT

## March 11, 2015

# ORGANIZATIONAL CHART



# DEPARTMENT TOTAL BUDGET

| Expenditures | | FY 14 Actual | | FY15 Budget | | FY16 Proposed | FY15 –FY16 Change |
|---|---|---|---|---|---|---|---|
| Salaries and Wages | | $293,837 | | 364,682 | | 451,014 | 86,332 |
| Overtime | | 2,283 | | 761 | | 500 | -261 |
| Fringe Benefits | | 136,303 | | 158,043 | | 194,734 | 36,691 |
| Contracted Services | | 75,292 | | 98,150 | | 70,800 | -27350 |
| Insurance | | 3,847 | | 3,900 | | 4,500 | 600 |
| Communications | | 6,855 | | 9,750 | | 10,900 | 1,150 |
| Utilities/Gas/Oil | | 4,053 | | 4,000 | | 2,500 | -1500 |
| Supplies and Materials | | 10,281 | | 11,600 | | 11,375 | -225 |
| Travel and Training | | 9,783 | | 12,799 | | 13,910 | 1,111 |
| Other | | 13,619 | | 13,346 | | 5,600 | -7746 |
| Capital Outlay | | 11,432 | | 2,870 | | 6,400 | 3,530 |
| TOTAL | | $567,585 | | $679,901 | | $772,233 | $92,332 |

# DEPARTMENT BUDGET HIGHLIGHTS

- Part-Time Parking Aide
- Full-Time Community Planner
- Minor reduction in Contracted Services for Forced Cleanup of Property
- Funding for Professional Development
- Funding for operational software licenses
- Replacement of one (1) Code Compliance vehicle
- $5,000 in Economic Development Fund

# COMMUNITY DEVELOPMENT

| Expenditures | | FY 14 Actual | | FY15 Budget | | FY16 Proposed | FY15 –FY16 Change |
|---|---|---|---|---|---|---|---|
| Salaries and Wages | | $90,624 | | $92,884 | | $145,459 | $52,575 |
| Overtime | | 0 | | 0 | | 0 | 0 |
| Fringe Benefits | | 21,711 | | 22,406 | | 30,289 | 7,883 |
| Contracted Services | | 554 | | 25,500 | | 200 | -25,300 |
| Communications | | 955 | | 2,000 | | 2,000 | 0 |
| Utilities/Gas/Oil | | 0 | | 0 | | 0 | 0 |
| Supplies and Materials | | 1,174 | | 950 | | 1,200 | 250 |
| Travel and Training | | 3,546 | | 7,135 | | 5,210 | -1,925 |
| Other | | 13,619 | | 13,346 | | 5,600 | -7,746 |
| Capital Outlay | | 676 | | 3,300 | | 1,300 | 1000 |
| TOTAL | | $132,858 | | $167,521 | | $191,258 | $23,737 |

# COMMUNITY DEVELOPMENT

## Salaries & Wages

- Salary for Director, Community Planner & P/T Community Development Intern

## Supplies & Materials

- Ink cartridges, toner, paper, file folders, basic office supplies

## Communications

- Cell phone & networked devices

## Travel & Training

- Membership dues & professional development for local trainings & IEDC conference

## Other

- $5,000 for Economic Development Fund

# CODE COMPLIANCE

| Expenditures | FY 14 Actual | FY15 Budget | FY16 Proposed | FY15 –FY16 Change |
|---|---|---|---|---|
| Salaries and Wages | $164,788 | $220,246 | $235,639 | 15,393 |
| Overtime | 2,283 | 761 | 500 | -261 |
| Fringe Benefits | 101,753 | 119,353 | 147,072 | 2,711 |
| Contracted Services | 62,053 | 61,450 | 59,500 | -1,950 |
| Insurance | 3,847 | 3,900 | 4,500 | 600 |
| Communications | 5,306 | 8,000 | 8,100 | 100 |
| Utilities/Gas/Oil | 4,053 | 4,000 | 2,500 | -1,500 |
| Supplies and Materials | 8,796 | 10,350 | 9,700 | -650 |
| Travel and Training | 3,134 | 5,265 | 7,800 | 2,535 |
| Capital Outlay | 10,082 | 1,600 | 4,000 | 2,400 |
| TOTAL | $445,525 | $434,926 | $479,311 | 19,122 |

# CODE COMPLIANCE

## Salaries & Wages

- No Staff changes
- Salary for .5 Manager, 3 Inspectors & 1 Administrative Assistant

## Contracted Services

- Forced cleanup of private property
- Software license and maintenance agreement

## Supplies & Materials

- Ink cartridges, toner, paper, file folders, basic office supplies

# CODE COMPLIANCE

## Communications

- Cell phone & networked devices
- Reproduction of Code Brochure in Spanish
- Municipal Citation Booklets
- Certified Mail

## Travel & Training

- Business licensing conference
- ICC accredited trainings

## Capital Outlay

- Scheduled replacement of three (3) desktop workstations

# GIS

| Expenditures | | FY 14 Actual | | FY15 Budget | | FY16 Proposed | FY15 –FY16 Change |
|---|---|---|---|---|---|---|---|
| Salaries and Wages | | $38,425 | | $51,552 | | $53,916 | $2,364 |
| Overtime | | 0 | | 0 | | 0 | 0 |
| Fringe Benefits | | 12,839 | | 16,284 | | 17,373 | 1,089 |
| Contracted Services | | 12,685 | | 11,100 | | 11,100 | 0 |
| Communications | | 594 | | 800 | | 800 | 0 |
| Supplies and Materials | | 311 | | 300 | | 475 | 175 |
| Travel and Training | | 3,103 | | 400 | | 3,600 | 3,200 |
| Capital Outlay | | 674 | | 1,600 | | 1,100 | -500 |
| TOTAL | | $68,631 | | $82,036 | | $88,364 | $6,328 |

# GIS

## Salaries & Wages

- No Staff changes
- Salary for GIS Technician

## Contracted Services

- GIS software license & maintenance agreement

## Supplies & Materials

- Ink cartridges for plotter, paper, file folders, basic office supplies

## Travel & Training

- Registration and travel for ESRI Annual Conference

## Capital Outlay

- Hardware replacement

# PARKING COMPLIANCE (Special Revenue)

| Expenditures | | FY 14 Actual | | FY15 Budget | | FY16 Proposed | FY15 –FY16 Change |
|---|---|---|---|---|---|---|---|
| Salaries and Wages | | $106,585 | | $108,723 | | $152,544 | 43,821 |
| Overtime | | 187 | | 1,523 | | 500 | -1,023 |
| Fringe Benefits | | 66,182 | | 62,994 | | 96,198 | 33,204 |
| Contracted Services | | 98,090 | | 107,080 | | 113,540 | 6,460 |
| Insurance | | 1,922 | | 1,388 | | 1,400 | 12 |
| Communications | | 1,674 | | 4,000 | | 4,000 | 0 |
| Utilities/Gas/Oil | | 1,527 | | 0 | | 100 | 100 |
| Supplies and Materials | | 12,526 | | 12,100 | | 14,650 | 2,550 |
| Travel and Training | | 2,881 | | 1,805 | | 2,150 | 345 |
| Capital Outlay | | 6,230 | | 800 | | 4,900 | 4,100 |
| TOTAL | | $297,804 | | $299,624 | | $389,982 | 90,358 |

# PARKING COMPLIANCE

## Salaries & Benefits

- Salary for .5 Manager, 2 Full-time Parking Aides, 1 Part-time Parking Aide
- Significant Increase in Budgeted Benefits Costs

## Contracted Services

- Meter Collection Services
- Armored Car Service
- Duncan web based parking management & payment processing
- Additional funding for parking permit module & real-time reporting

## Communications

- Cell phone & networked devices
- Mailing manual citations for processing
- Mailing equipment in need of repair

# PARKING COMPLIANCE

## Supplies & Materials

- Ink cartridges, toner, paper, file folders, basic office supplies
- Parking meter replacement parts

## Travel & Training

- Professional development, web-based trainings

## Capital Outlay

- Protective vest for P/T Parking Aide
- Capital equipment purchases

# 2016 COMMUNITY & ECONOMIC DEVELOPMENT CAPITAL IMPROVEMENT REQUESTS

| Expenditures | | Proposed FY16 | |
|---|---|---|---|
| Vehicle Replacements | | 27,000 | |
| Parking Improvements | | 500,000 | |
| | | | |
| TOTAL CAPITAL REQUEST | | $527,000 | |

Hyattsville City Council
4310 Gallatin Street, 3rd floor
Hyattsville, MD 20781

Meeting:3/11/2015 8:00 PM
Department: Community Services
Prepared by: Jake Rollow
Sponsors:
DOC ID: (ID # 1104)



**Presentations: FY16 Budget Presentation: Community Services**

**SUBJECT: FY16 Budget Presentation: Community Services**

**SECTION: Presentations**

**BACKGROUND:**

The Director of Community Services, Jake Rollow will provide an overview of the FY16 Budget request for the Community Services Department and answer inquiries from the Council as necessary.

**NEXT STEPS:**

Any outstanding questions from the budget presentation will be addressed at the next Council Budget Work Session on Wednesday, March 25, 2015.

**ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:**

n/a

**STRATEGIC GOALS AND ACTIONS:**

**Goal:** Goal 2 – Ensure the Long-Term Economic Viability of the City

**Action:** 2.1 Maintain a responsible level of investment in capital assets, operations and f

Tracey E Nicholson

Tracey Nicholson, City Administrator 3/10/2015


# CITY OF HYATTSVILLE

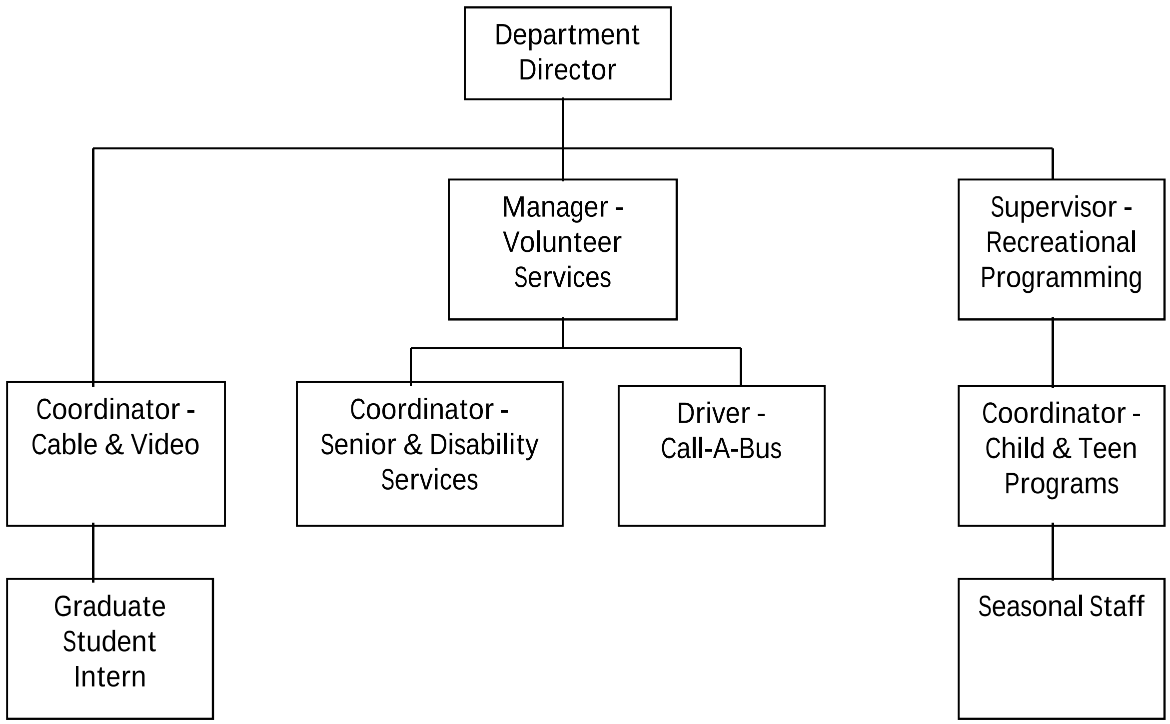
## FY16 BUDGET PRESENTATION

## COMMUNITY SERVICES

## March 11, 2015

# COMMUNITY SERVICES

- **Organizational Chart**



# BUDGET HIGHLIGHTS

- Slight Cost Savings Compared to FY15
- Call-A-Bus expansion
- Senior Services position & plan
- Community listening sessions
- Anti-litter campaign
- Farmers Market
- Citizenship celebration
- Teen programming
- Cable Department reorganization
- CIP Request – Replace Van

# COMMUNITY SERVICES TOTAL

| Expenditures | FY 14 Actual | FY15 Budget | FY16 Proposed | FY15 –FY16 Change |
|---|---|---|---|---|
| Salaries and Wages | 328,433 | 397,259 | 447,280 | $50,021 |
| Overtime | 14,123 | 12,165 | 20,900 | $8,735 |
| Fringe Benefits | 108,502 | 127,019 | 157,686 | $30,667 |
| Contracted Services | 106,577 | 180,821 | 120,322 | -$60,499 |
| Insurance | 2,275 | 4,795 | 4,795 | $0 |
| Communications | 33,247 | 37,000 | 37,210 | $210 |
| Utilities/Gas/Oil | 4,617 | 5,200 | 8,000 | $2,800 |
| Supplies and Materials | 64,355 | 113,854 | 79,620 | -$34,234 |
| Travel and Training | 4,255 | 9,110 | 10,535 | $1,425 |
| Other | 3,966 | 1,600 | 1,600 | $0 |
| Capital Outlay | 5,546 | 7,750 | 1,750 | -$6,000 |
| TOTAL | $675,896 | $896,573 | $889,698 | -$6,875 |

# COMMUNITY SERVICES BY DIVISION

| Expenditures | | FY 14 Actual | | FY15 Budget | | FY16 Proposed | FY15 –FY16 Change |
|---|---|---|---|---|---|---|---|
| Communications/PR | | $111,062 | | $179,795 | | $126,717 | -$53,078 |
| Recreation | | 311,267 | | 402,058 | | 410,812 | $8,754 |
| Cable Television | | 102,648 | | 101,348 | | 96,695 | -$4,653 |
| Volunteer Services | | 86,855 | | 92,456 | | 98,295 | $5,839 |
| Senior Services | | 25,845 | | 75,930 | | 85,248 | $9,318 |
| Call-A-Bus | | 38,219 | | 44,986 | | 71,931 | $26,945 |
| TOTAL | | | | | | | -$6,875 |

# COMMUNITY SERVICES

- Contracted Services
  - City website
  - Bands and DJs
  - Inflatables and movie screens
  - Facepainters, clowns and caricature artists
  - Video streaming
  - Use of copyrighted music
  - Video engineer

# COMMUNITY SERVICES

- Supplies & Materials
  - Video and graphics equipment and software
  - Event decorations and food
  - Giveaways – sustainable water bottles, USB drives, treats
  - Children's furniture – mats, chairs, easels
  - Arts – paints, brushes, wooden eggs, quilt patches, etc.
  - Outdoor – garden gloves, litter sticks, trash bags
  - Farmers Market – food demonstration equipment

# COMMUNITY SERVICES

- **Capital Improvement Budget - $60,000**
  - 11-passenger van
    - To replace current van - 1998 Chevy Express with no wheel-chair lift requiring engine replacement
    - Will serve as a backup when Call-A-Bus needs repairs
    - Can transport large equipment to events
    - Transport youth, teen, or adult passengers to/during events

## Main City Calendar for March 12 – March 25, 2015

1. **Creative Minds: Parent & Child Program**
   **Every Tuesday and Thursday, 10:00 AM - 12:00 PM @ Magruder Recreation Center**
   Creative Minds Parent & Child Program is a toddler program enriching children through education & interactive activities, including introduction to movement, art, music, story time and free play.

2. **City Council Meeting**
   **March 16, 8:00 PM - 10:00 PM @ Third Floor, Council Chambers**

3. **Board of Supervisors of Elections Meeting**
   **March 17, 4:00 PM - 5:00 PM @ 3rd Floor Inner Conference Room**

4. **Planning Committee**
   **March 17, 7:30 PM - 9:30 PM @ Prangley Room**

5. **Code Compliance Advisory Meeting**
   **March 18, 7:00 PM - 8:30 PM @ City Municipal Building, 1st Floor Multipurpose Room**

6. **City Council Budget Work Session**
   **March 25, 8:00 PM - 10:00 PM @ Third Floor, Council Chambers**