



## Takoma Park City Council Meeting – July 12, 2017 Agenda Item 1 & 2

### Voting Session

First Reading Ordinance Adopting Fiscal Year 2018 Budget Amendment No. 1

First Reading Ordinance Adopting Fiscal Year 2018 Stormwater Budget Amendment No. 1

### Recommended Council Action

Approve First Reading Ordinance

### Context with Key Issues

The Fiscal Year (FY) 2018 Budget was adopted by the City Council on May 17, 2017 and the new fiscal year began on July 1, 2017. A number of projects that were included in the FY 2017 budget and were expected to be completed by the end of the fiscal year were delayed for various reasons. The funds for those projects need to be carried over and appropriated to the new fiscal year budget so the projects can be completed. They include:

- **Library Design:** The design for the Library is in progress, but work expected to take place in FY 2017 was delayed. Given the delay, we need to carry over \$390,000 from the FY 2017 budget in the General Fund to FY 2018.
- **Public Art Projects:** Public art projects including the Joint DC and Takoma Park mural along Eastern and Little Eastern Avenue (\$30,000) and the Conway and Prince Georges Avenue mural (\$6,700) will be completed in FY 2018.
- **Streets and Sidewalks:** There are currently ongoing projects for which funds need to be carried over to FY 2018. They include Flower Avenue and Sligo Creek Parkway intersection design (\$95,500), Glenside Drive sidewalk design (\$49,000), and Larch Avenue sidewalk construction (\$100,000).
- **Executive Search Firm:** Upon the resignation of the former Police Chief, \$10,000 was added to the FY 2017 budget for initial assistance from an executive search firm in recruiting for the position. We have not yet awarded a contract, so need to carryover the funds to FY 2018.
- **Decorative Lights:** Installation of decorative street lights in the amount of \$50,000 from the Equipment Replacement Reserve was delayed.
- **Public Works Items:** Installation of the HVAC management system (\$58,950), and purchase of a new leaf box (\$5,376), large dump truck (\$137,975), and trash and recycling containers (\$15,920) were delayed and associated funds need to be carried over to FY 2018.
- **IT Items:** Largely because of the departure of the former IT Manager, three IT projects were delayed and will now be completed in FY 2018, including server equipment and maintenance (\$64,000), replacement of the closed circuit TV and security cameras in the Community Center (\$39,000), and transition to G-Suite, a new email, calendaring and collaborative working program (\$10,000).

- **Donation for Summer Youth Employment Program:** The Recreation Department received a \$15,000 donation in May 2017, the funds are designated for the Summer Youth Employment program in FY 2018.
- **Auditorium Projection System:** Due to a delay in availability of the equipment, funds for the new Auditorium Projection System (\$45,000) need to be carried over to FY 2018.
- **Third Floor Improvements:** The Human Resources and Housing and Community Development Department were scheduled for carpet replacement (\$15,500) and painting (\$8,000) in FY 2017. This work was delayed as other improvements to the space were being considered.
- **Non-departmental Grant Awards:** A total of \$48,800 in non-departmental lines used to provide grants for community organizations needs to be carried over to FY 2018.
- **Housing and Community Development Items:** In the HCD operating budget, funds need to be carried forward for the maintenance of New Hampshire Avenue green space (\$20,000), the City's agreed upon portion for the facilitator for Montgomery College Community Conversation series (\$1,000), miscellaneous volunteer expenses (\$1,000), portable projector and tablets (\$2,750), and completion of the records archival and scanning project (\$5,000).
- **Clerk's Office Items:** Purchase of office furniture (\$1,000) and contracted work for electronic file management (\$12,000) was delayed.
- **Energy Efficiency:** The Low Income Energy Efficiency work (\$27,000) and installation of LED lighting (\$24,000) were delayed and are now slated to be completed in FY 2018. Additionally, \$5,000 for Sustainability Challenge Awards and promotion of the project needs to be carried over to FY 2018.
- **Stormwater:** Design work for Kennewick and Kirklynn Avenues (\$56,000) was delayed and associated funds need to be carried over to FY 2018.

Additionally, the bid for the City's share for Ethan Allen Gateway project was \$124,823 greater than the original estimate. The total amount of the City's share of the project is now \$1,124,823. While not a carryforward, the additional funds need to be appropriated in FY 2018.

### **Council Priority**

Fiscally Sustainable Government

### **Environmental Impact of Action**

Some of the funds included in this budget amendment will be used for energy efficiency projects and promotion.

### **Fiscal Impact of Action**

This budget amendment:

- Increases total expenditures by \$1,418,294
  - General Fund expenditures: \$1,373,294
  - Special Revenue Fund expenditures: \$45,000

- Increases total Capital Improvement Program (CIP) expenditures by \$1,151,324
- Increases total Stormwater expenditures by \$56,000

**Racial Equity Impact Statement**

We do not believe this Council action or any particular amendment item will disproportionately impact any particular group. Beneficiaries of the Summer Youth Employment program are usually youth of color.

**Attachments and Links**

- Draft Ordinances

Introduced by:

First Reading:

Second Reading:

Effective Date:

**CITY OF TAKOMA PARK, MARYLAND  
ORDINANCE NO. 2018-XX**

**FY 2018 BUDGET AMENDMENT NO. 1**

- WHEREAS, the Fiscal Year (FY) 2018 budget was adopted by the City Council on May 17, 2017 and
- WHEREAS, since this date, certain expenditures anticipated to occur during FY 2017 were delayed, requiring modification to the FY 2018 budget; and
- WHEREAS, the expenditures for the Library detailed design have been delayed and \$390,000 budgeted for that purpose needs to be carried over from the FY 2017 budget; and
- WHEREAS, funding in the amount of \$30,000 for the Joint DC and Takoma Park mural along Eastern and Little Eastern Avenue and the final payment of \$6,700 for the Conway and Prince Georges Avenue mural needs to be carried over from the FY 2017 budget; and
- WHEREAS, there are currently ongoing streets and sidewalks projects for which funds need to be carried over from the FY 2017 budget, including Flower Avenue and Sligo Creek Parkway intersection design (\$95,500), Glenside Drive sidewalk design (\$49,000), and Larch Avenue sidewalk construction (\$100,000); and
- WHEREAS, the Police Chief position is vacant and \$10,000 had been allocated in FY 2017 for the services of an executive search firm; and
- WHEREAS, unspent funds in the amount of \$50,000 for the installation of decorative street lights need to be carried over from the FY 2017 budget; and
- WHEREAS, unspent funds in the amount of \$58,950 for the installation of an HVAC management system need to be carried over from the FY 2017 budget; and
- WHEREAS, unspent funds in the amount of \$5,376 for the purchase of a leaf box need to be carried over from the FY 2017 budget; and
- WHEREAS, unspent funds in the amount of \$137,975 for a large dump truck need to be carried over from the FY 2017 budget; and
- WHEREAS, unspent funds in the amount of \$15,920 for the purchase of trash and recycling containers need to be carried over from the FY 2017 budget; and

- WHEREAS, the purchase of IT server equipment and maintenance in the amount of \$64,000 was delayed due to the vacant IT Manager position; and
- WHEREAS, the replacement of closed circuit TV and security cameras in the amount of \$39,000 was delayed due to the vacant IT Manager position; and
- WHEREAS, transition to G-Suite, a new program for email, calendaring, and collaborative working (\$10,000) did not occur in June as expected, but will occur in July; and
- WHEREAS, the City received a \$15,000 donation in May 2017 for the Summer Youth Employment program, which needs to be appropriated to the FY 2018 budget in accordance with the donor's request; and
- WHEREAS, the Auditorium Projection System was not upgraded as planned during FY 2017 due to a delay in the availability of the equipment and \$45,000 needs to be carried over from the FY 2017 budget; and
- WHEREAS, unspent funds to be used for the 3<sup>rd</sup> Floor Carpet Replacement (\$15,500) and painting (\$8,000) need to be carried over from the FY 2017 budget; and
- WHEREAS, unspent grant funds totaling \$48,800 need to be carried over from the FY 2017 budget; and
- WHEREAS, unspent funds in the amount of \$20,000 for the maintenance of the New Hampshire Avenue green space need to be carried over from the FY 2017 budget; and
- WHEREAS, unspent funds in the amount of \$1,000 for the City's portion of the cost for a facilitator for the Montgomery College Community Conversation series need to be carried over from the FY 2017 budget; and
- WHEREAS, unspent funds in the amount of \$1,000 for miscellaneous volunteer expenses need to be carried over from the FY 2017 budget; and
- WHEREAS, unspent funds in the amount of \$2,750 for a portable projector and tablets for Housing and Community Development staff need to be carried over from the FY 2017 budget; and
- WHEREAS, unspent funds in the amount of \$5,000 for the completion of archival and scanning project need to be carried over from the FY 2017 budget; and
- WHEREAS, unspent funds in the amount of \$1,000 for office furniture in the Clerk's Office need to be carried over from the FY 2017 budget; and
- WHEREAS, unspent funds in the amount of \$12,000 for contracted work for electronic file management need to be carried over from the FY 2017 budget; and

WHEREAS, unspent funds in the amount of \$27,000 for Low Income Energy Efficiency work needs to be carried over from the FY 2017 budget; and

WHEREAS, unspent funds in the amount of \$5,000 for Sustainability Challenge awards and promotion of the project need to be carried over from the FY 2017 budget; and

WHEREAS, unspent funds in the amount of \$24,000 for installation of LED lighting needs to be carried over from the FY 2017 budget; and

WHEREAS, the FY 2018 budget for the City's share of the Ethan Allen project needs to increase \$124,823 from the original estimate.

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

SECTION 1. The Fiscal Year 2018 Budget is amended as follows:

**General Fund – Expenditures**

1. Appropriate \$13,850 to account 4800-40011, Intern Salary, and \$1,150 to account 4800-40200, Fringe Benefits to provide funds for the Summer Youth Employment program.
2. Appropriate \$10,000 to account 1160-70090, Recruit/Applicant Process, to provide funds for recruitment of a Police Chief.
3. Appropriate \$10,000 to account 1150-61040, Contracts, to provide funds for assistance with transitioning to G-Suite.
4. Appropriate \$23,500 to account 0001-9000-8008 for the 3<sup>rd</sup> Floor Carpet replacement (\$15,500) and painting (\$8,000).
5. Appropriate \$48,800 to account 0001-9000-71500, to provide funds for community awards and grants.
6. Appropriate \$20,000 to account 0001-5400-53070, to provide funds for the maintenance of New Hampshire Avenue green space.
7. Appropriate \$1,000 to account 0001-5400-61040, to provide funds for the facilitator for MC Community Conversation series.
8. Appropriate \$1,000 to account 0001-5400-70015, to provide funds for the volunteer expenses.
9. Appropriate \$1,300 to account 0001-5500-52006, to provide funds for the projector.
10. Appropriate \$1,450 to account 0001-5500-52900, to provide funds for the tablets.
11. Appropriate \$5,000 to account 0001-5800-61040, to provide funds for the completion of archival and scanning project.
12. Appropriate \$15,920 to account 0001-3500-52900, to provide funds for the purchasing trash and recycling containers.
13. Appropriate \$3,000 and \$27,000 to account 0001-3100-61040, to provide for the cost of promotion and the funding for Low Income Energy Efficient Work respectively.
14. Appropriate \$2,000 to account 0001-3100-71005, to provide for the Sustainability Challenge awards.
15. Appropriate \$1,000 to account 1170-52900, to complete office furniture purchases.

16. Appropriate \$12,000 to account 1170-61040 for contracted work for electronic file management.
17. Appropriate \$796,023 to account 0001-9100-80000, Capital Equipment Expenditure, to provide funds for:
  - a. \$36,700 for the mural along Eastern and Little Eastern Avenue and mural for Conway and Prince Georges Avenue.
  - b. \$124,823 for the additional funding for the City Share for Ethan Allen Project .
  - c. \$390,000 to provide funds for the Library detailed design.
  - d. \$95,500 for Flower Avenue and Sligo Creek Parkway sidewalk design.
  - e. \$49,000 for Glenside Drive sidewalk design.
  - f. \$100,000 for Larch Avenue sidewalk construction.
18. Appropriate \$355,301 to 9100-80003, Capital Expenditures, to account for:
  - a. \$50,000 in carry over funds needed to complete the decorative street lights project
  - b. \$58,950 for HVAC management system
  - c. \$5,376 in carry over funds for Leaf Box purchase
  - d. \$137,975 in carry over funds for large dump truck purchase
  - e. \$64,000 for replacement of Servers A & B.
  - f. \$39,000 for replacement of Closed Circuit TV & Camera Security.
19. Appropriate \$24,000 to account 0001-3200-61044, to provide funding for lighting upgrade PW.

**Special Revenue Fund – Expenditures**

1. Appropriate \$45,000 to 0010-0010-72410, Cable Grant, for the Auditorium Projection System.

SECTION 2. The City’s Capital Improvement Program for FY 2018 shall be amended to reflect the aforementioned changes in the General Fund budget.

SECTION 3. This Ordinance shall become effective upon adoption.

Adopted this \_\_\_\_ day of \_\_\_\_, 2017 by Roll Call vote as follows:

AYE:

NAY:

ABSTAIN:

ABSENT:

Introduced by:

First Reading:

Second Reading:

Effective Date:

**CITY OF TAKOMA PARK, MARYLAND  
ORDINANCE NO. 2018-XX**

**FY 2018 STORMWATER MANAGEMENT FUND  
BUDGET AMENDMENT NO. 1**

WHEREAS, the Fiscal Year (FY) 2018 Stormwater Management Fund budget was adopted by the City Council on May 17,2017; and

WHEREAS, the budget for the required design of Kennewick & Kirklynn repairs needs to be carried over by \$56,000.

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

SECTION 1. The Fiscal Year 2018 Stormwater Management Fund Budget is amended as follows:

**Stormwater Management Fund – Expenditures**

1. Appropriate \$56,000 to 0030-0030-80001, Capital Expenditure, for re-design of Kennewick & Kirklynn repairs.

SECTION 2. Use of fund balance is hereby authorized to supplement other fund revenues and financing sources:

SECTION 3. This Ordinance shall become effective upon adoption.

Adopted this \_\_\_\_ day of \_\_\_\_, 2017 by Roll Call vote as follows:

AYE:

NAY:

ABSTAIN:

ABSENT: