



Takoma Park City Council Meeting – July 18, 2018 Agenda Items 1 & 2

Voting Session

First Reading Ordinance of Fiscal Year 2019 Budget Amendment No. 1

First Reading Ordinance of Fiscal Year 2019 Stormwater Budget Amendment No. 1

Recommended Council Action

Approve First Reading Ordinance for Fiscal Year 2019 Budget Amendment No. 1

Context with Key Issues

The Fiscal Year (FY) 2019 Budget was adopted by the City Council on May 16, 2018. Since May, certain needs have arisen or budgeted expenditures delayed that require further amendments to the approved budget. They include:

Project/Initiative	Fund	Budget Amount	Reason for Carryforward/Appropriation
Flower Avenue Green Street	General Fund	\$72,000 (expenditure and corresponding revenue)	Delay in project
Neighborhood Commercial Center Project	General Fund	\$5,000	Appropriation of funds for mediation services between the City's development partner, Neighborhood Development Company, and the Takoma Park Silver Spring Co-op
Community Survey	General Fund	\$50,000	Delay in project
Compensation Study	General Fund	\$22,100	Incomplete project
Subscription for Granicus Boards and Commissions software	General Fund	\$3,600	Timing of subscription invoicing
Contract for Police Promotional Processes	General Fund	\$40,000	Appropriation of funds for contract for police promotional process assistance
Multifamily Energy Efficiency Grant	General Fund	\$50,000	Delay in project
Low and Moderate Income Energy Efficiency Grants	General Fund	\$20,000	Delay in project
Climate Resiliency Planning	General Fund	\$5,000	Delay in project
New Sustainability Initiative and Environmental Program	General Fund	\$15,000	Delay in project
Energy Challenge Awards	General Fund	\$14,000	Project moved to October 2018
Exhaust Fan Replacement	General Fund	\$10,000	Incomplete project
Tree Inventory	General Fund	\$16,000	Delay in project
Project/Initiative	Fund	Budget Amount	Reason for

			Carryforward/Appropriation
City Tree Planting	General Fund	\$10,000	Timing of tree planting
HCD - ADA Modified Reception Desk and Computer Equipment	General Fund	\$1,200	Incomplete project
HCD Photography Services for website and marketing	General Fund	\$2,500	Delay in project
Modification of Rental Housing Database software	General Fund	\$5,000	Project moved to FY19 due to staff turnover
Transit-Pedestrian Project (removal of stairs from Community Center building parking lot to Takoma Park Elementary School)	General Fund	\$5,000	Delay in project
Cultural Plan Publication and Implementation	General Fund	\$4,000	Moved to FY19 due to staff turnover
Public Art Projects (Yarn Bomb and Electric Vehicle Wrap)	General Fund	\$13,000	Moved to FY19 due to staff turnover
Takoma Junction Traffic Study	General Fund	\$20,000	Incomplete project
HR Furniture and Office Modifications	General Fund	\$11,771	Incomplete project
Portable Lactation Station for Nursing City Staff	General Fund	\$18,000	Delay in project
Decorative Streetlights	General Fund	\$50,000	Delay in project
HVAC Controls	General Fund	\$16,450	Incomplete project
Replacement of Police Vehicle #282	General Fund	\$30,000	Car was totaled in accident
Azalea Room Flooring and Staff Lounge Improvements	General Fund	\$20,000	Delay in project
Sligo and Flower Avenue Traffic Calming	General Fund	\$300,000	Delay in project
Digital Signage	Special Revenue Fund (Cable Grant)	\$25,000	Delay in contracting process
Safe Routes to Schools Programming – Lincoln Avenue Sidewalk	Special Revenue Fund	\$414,809 (revenue and corresponding expenditure)	Delay in bidding process
WSSC Flower Avenue	Special Revenue Fund	\$100,000 (revenue and corresponding expenditure)	Delay in project
Police Station Renovation	Speed Camera Fund	\$31,095	Delay in project
Stormwater ERU Rate Study	Stormwater	\$30,000	Delay in project

Council Priority

Fiscally Sustainable Government

Environmental Considerations

Several items in this budget amendment promote energy efficiency and sustainable practices. Most of the amendments delay but do not eliminate projects that will have an environmental benefit.

Fiscal Considerations

This budget amendment:

General Fund (GF) Fund Balance: Net decrease \$757,621

- Increase GF Departmental revenues by \$72,000
- Increase GF Departmental expenditure by \$274,400
- Increase Non-Departmental expenditure by \$4,000
- Increase total Capital Improvement Program (CIP) expenditures by \$551,221

Special Revenue Fund (SRF) Fund Balance: Net decrease \$25,000

- Increase SRF revenues by \$514,809
- Increase SRF expenditure by \$539,809

Speed Camera Fund (SCF) Fund Balance: Net decrease \$31,095

- Increase SCF expenditure by \$31,095

Stormwater Fund Fund Balance: Net decrease \$30,000

- Increase Stormwater expenditure by \$30,000

Racial Equity Considerations

A few of the items in the budget amendment are expected to advance racial equity, including the grant funding for energy efficiency improvements in multifamily units and funds associated with the Community Survey. We hope to ascertain information and data through the survey that can be used to better determine impacts of future decisions on racial equity.

Attachments and Links

- Draft Ordinances

Introduced by:

First Reading:

Second Reading:

Effective Date:

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

FY 2019 BUDGET AMENDMENT NO. 1

WHEREAS, the Fiscal Year (FY) 2019 budget was adopted by the City Council on May 16, 2018; and

WHEREAS, since this date, certain expenditures originally anticipated to occur during FY 2018 were delayed, requiring modification to the FY19 budget; and

WHEREAS, the designs for the Flower Avenue Green Street are on-going and construction is now scheduled for FY19, requiring that \$72,000 in FY18 funds be carried over to FY19 along with associated grants from the State and County MOU in the same amount; and

WHEREAS, the City will provide \$5,000 for mediation services between the City's development partner, Neighborhood Development Company, and the Takoma Park Silver Spring Co-op; and

WHEREAS, the remaining budgeted expenditures for the Community Survey in the amount of \$50,000 need to be carried over from the FY18 budget; and

WHEREAS, the remaining budgeted expenditures for the compensation study in the amount of \$22,100 need to be carried over from the FY18 budget; and

WHEREAS, unspent funds in the amount \$3,600 for the subscription to Grancius Boards and Commission software need to be carried over from the FY18 budget; and

WHEREAS, funds in the amount of \$40,000 need to be appropriated for covering the cost of a police promotional process contract; and

WHEREAS, multiple contractual projects totaling \$90,000 are delayed in FY18 including Multi Family Energy Efficiency Grants (\$50,000), Low and Moderate Income Energy Efficiency Grants (\$20,000), Climate Resiliency Planning (\$5,000), and funds for new sustainability initiatives (\$10,000) and environmental programs (\$5,000) and funds need to be carried over from the FY18 budget; and

WHEREAS, unspent funds in the amount of \$14,000 for the Energy Challenge Awards need to be carried over from the FY18 budget; and

- WHEREAS, unspent funds in the amount of \$10,000 for the purchase of an exhaust fan need to be carried over from the FY18 budget; and
- WHEREAS, two tree projects totaling \$26,000 are delayed in FY18 and funds need to be carried over from the FY18 budget, including the Tree Inventory (\$16,000) and City Tree Planting (\$10,000); and
- WHEREAS, a transit-pedestrian project involving removal of steps from the Community Center parking lot to Takoma Park Elementary School trail is delayed and unspent funds in the amount of \$5,000 need to be carried over from the FY18 budget; and
- WHEREAS, the purchase of an ADA modified reception desk and computer equipment in the amount of \$1,200 were delayed and funds need to be carried over; and
- WHEREAS, the photographic services for website and marketing in the amount of \$2,500 and modification of the rental housing database software in the amount of \$5,000 are delayed and funds need to be carried over from FY18; and
- WHEREAS, the Cultural Plan publication and implementation project has been delayed and funds in the amount of \$4,000 need to be carried over from FY18; and
- WHEREAS, the funds for the Yarn Bomb and Electric Vehicle Wrap public art projects in the amount of \$13,000 are delayed and funds need to be carried over from the FY18 budget; and
- WHEREAS, unspent funds in the amount of \$20,000 for the Takoma Junction Area Traffic Study need to be carried over from the FY18 budget; and
- WHEREAS, unspent funds in the amount of \$18,000 for the purchase of a portable lactation station for use by City staff need to be carried over from the FY18 budget; and
- WHEREAS, unspent funds in the amount of \$11,771 for furniture installation and office modifications in the Human Resources Department need to be carried over from the FY18 budget; and
- WHEREAS, unspent funds in the amount of \$50,000 for decorative street lights need to be carried over from FY2018; and
- WHEREAS, unspent funds in the amount of \$16,450 for HVAC controls need to be carried over from the FY18 budget; and
- WHEREAS, funds in the amount of \$30,000 need to be appropriated and insurance reimbursement funds in the amount of \$8,326.67 need to be transferred for the replacement of vehicle #282 which was totaled in an accident; and
- WHEREAS, unspent funds in the amount of \$15,000 for the Azalea Room flooring and \$5,000 for staff lounge improvements need to be carried over from the FY18 budget; and

WHEREAS, the Flower and Sligo Creek Parkway traffic calming project is delayed, and unspent funds in the amount of \$300,000 need to be carried over from the FY18 budget; and

WHEREAS, unspent funds in the amount of \$25,000 in the Special Revenue Fund need to be carried over from the FY18 budget; and

WHEREAS, the budget for revenues and expenditures associated with the Lincoln Avenue Sidewalk construction/Safe Routes to School project in the amount of \$414,808.80 need to be carried over from FY18; and

WHEREAS, the budgeted revenues and expenditures from the WSSC Flower Avenue project in the Special Revenue Fund in the amount of \$100,000 need to be carried over from FY18; and

WHEREAS, unspent funds in the Speed Camera Fund in the amount of \$31,095 for police station renovations need to be carried over from the FY18 budget.

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

SECTION 1. The Fiscal Year 2019 Budget is amended as follows:

General Fund Transfers

1. Transfer \$8,326.67 from 0001-36830, Insurance Claims, to account 9100-80003, Equipment Reserve Expenditures, to provide funds for replacement of vehicle #282.

General Fund – Revenues

2. Appropriate \$72,000 to account 0001-33110, State & County MOU Grant, to provide funds for Flower Avenue Green Street Project.

General Fund – Expenditures

1. Appropriate \$5,000 to account 1110-61040, Contracts, to provide funds for mediation services for the Takoma Junction project.
2. Appropriate \$50,000 to account 1120-61040, Contracts, to provide funds for Community Survey.
3. Appropriate \$22,100 to account 1160-61040, Contracts, to provide funds for compensation study.
4. Appropriate \$3,600 to account 1170-61040, Contracts, to provide funds for subscription to Granicus Boards and Commission software.
5. Appropriate \$40,000 to account 2100-61040, Contract, for covering the cost of the police promotional process contract.
6. Appropriate \$50,000 to account 3100-61040, Contract, to provide funds for Multi Family Energy Efficiency Project expenditures.
7. Appropriate \$20,000 to account 3100-61040, Contract, to provide funds for the Low and Moderate Income Energy Efficiency Project expenditures.

8. Appropriate \$5,000 to account 3100-61040, Contract, to provide funds for the Climate Resiliency Planning.
9. Appropriate \$10,000 to account 3100-61040, Contract, to provide funds for the new sustainability initiative.
10. Appropriate \$5,000 to account 3100-61040, Contract, to provide funds for the new environmental program expenditure.
11. Appropriate \$14,000 to account 3100-71005, Special Event, to provide funds for the Energy Challenge Awards.
12. Appropriate \$10,000 to account 3200-61044, Special Projects, to provide funds for the replacement of an exhaust fan.
13. Appropriate \$16,000 to account 3800-61045, Sub-Contract Work, to provide funds for the completion of Tree Inventory project.
14. Appropriate \$10,000 to account 3800-61045, Sub-Contract Work, to provide funds for the City Tree Planting Project.
15. Appropriate \$5,000 to account 5400-70014, Projects, to provide funds for the removal of steps from the Community Center parking lot to the Takoma Park Elementary School trail.
16. Appropriate \$1,200 to account 5400-70014, Projects, to provide funds for the cost of an ADA modified reception desk and computer equipment.
17. Appropriate \$2,500 to account 5500-52900, Contracts, to provide funds for photography services for the website and marketing.
18. Appropriate \$5,000 to account 5800-61040, Contracts, to provide funds for modification of the Rental Housing Database software.
19. Appropriate \$4,000 to account 9000-70008, Arts Commission, to provide funds for the Cultural Plan publication and implementation.
20. Appropriate \$62,771 to account 9100-80000, Capital Equipment Expenditure, to provide funds for:
 - a. \$13,000 for the Public Arts equipment - Yarn Bomb (\$3,000) and Electric Vehicle Wrap (\$10,000).
 - b. \$20,000 for the Takoma Junction Area Traffic Study.
 - c. \$18,000 for the portable lactation station purchase.
 - d. \$11,771 for HR furniture installation and office modifications.
21. Appropriate \$96,450 to account 9100-80003, Equipment Reserve Expenditure, to provide funds for:
 - a. \$50,000 for the decorative street lights.
 - b. \$16,450 for the HVAC controls management project.
 - c. \$30,000 for the replacement of Vehicle #282.
22. Appropriate \$20,000 to account 9100-80008, Building Maintenance Expenditure, to provide funds for:
 - a. \$15,000 for the Azalea Room floor.
 - b. \$5,000 for the staff lounge improvement project.
23. Appropriate \$300,000 to account 9100-80009, Sidewalks, to provide funding for Flower and Sligo Creek Parkway traffic calming.

24. Appropriate \$72,000 to account 9100-80010, Flower Avenue Green Street, to provide funding for completion of the Flower Avenue Street Project.

Special Revenue Fund – Revenue

1. Appropriate \$414,808.80 to 0010-39211, Safe Routes to School, to provide funding for Lincoln Avenue Sidewalk.
2. Appropriate \$100,000 to 0010-36930, WSSC Flower Avenue, to provide funding for Flower Avenue construction project.

Special Revenue Fund – Expenditures

1. Appropriate \$414,808.80 to 0010-0010-72110, Lincoln Avenue, to provide funding for Lincoln Avenue Sidewalk.
2. Appropriate \$100,000 to 0010-0010-80020, WSSC Flower Avenue, to provide funding for Flower Avenue construction project.
3. Appropriate \$25,000 to 0010-0010-72410, Cable Grant, to provide funding for Digital Signage project.

Speed Camera Fund – Expenditures

1. Appropriate \$31,095 to 0060-0060-80001, Capital Expenditures, to provide funding for Police Station renovations.

SECTION 2. The City’s Capital Improvement Program for FY 2019 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 July, 2018 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-**

**FY 2019 STORMWATER MANAGEMENT FUND
BUDGET AMENDMENT NO. 1**

WHEREAS, the Fiscal Year (FY) 2019 Stormwater Management Fund budget was adopted by the City Council on May 16, 2018; and

WHEREAS, unspent funds in the amount of \$30,000 for the ERU Rate Study need to be carried over from the FY18 budget; and

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

SECTION 1. The Fiscal Year 2019 Stormwater Management Fund Budget is amended as follows:

Stormwater Management Fund-Expenditures

1. Appropriate \$30,000 to 0030-0030-61005, Engineering Services Expenditure, for the ERU Rate Study to provide information to assist with the calculation of future Stormwater fees.

SECTION 2. Use of fund balance in the amount of \$30,000 is hereby authorized to supplement other fund revenues and financing sources:

SECTION 3. This Ordinance shall become effective upon adoption.

Adopted this ____ day of ____, 2018 by Roll Call vote as follows:

AYE:

NAY:

ABSTAIN:

ABSENT: