



## Takoma Park City Council Meeting – November 6, 2019 Agenda Item 8

### Work Session

Fiscal Year 2020 Budget Amendment No. 2

### Recommended Council Action

Consider Fiscal Year 2020 Budget Amendment No. 2

### Context with Key Issues

The Fiscal Year (FY) 2020 Budget was adopted by the City Council on May 15, 2019. Since that time, there have been some changes that result in the need to amend the budget. They include:

Project/Initiative	Fund	Budget Amount	Reason for Amendment
Bike & Pedestrian Project - Planning Contracts	General Fund	\$1,494	Budget increase to provide for participant incentive in the Safe Routes to School program
Metropolitan Washington Council of Government Contribution-Police Chief Contracts	General Fund	\$8,878	Budget increase to cover the City's contribution to the COG Public Safety Fund expenses (until this year, they were paid by COG using federal grant funds)
Salaries-Finance	General Fund	\$25,000	Budget increase to provide for additional salary expenditures related to the creation of a new Budget and Accounting Manager position with a December hiring date (\$12,534) and to bring in the new Payroll and Accounting Specialist to provide for some overlap with the existing Accounting Specialist who is set to retire in December (\$12,446)
Public Arts - Capital Equipment Expenditure	General Fund	\$13,000	Carry forward funds from FY 2019 budget to cover costs of delayed projects
New Avenue Bikeway - Capital Equipment Expenditure	General Fund	\$30,000	Budget increase to provide for 20% City match in the Bikeway grant awarded in 2019
Safe Routes to School	Special Revenue Fund	\$18,816	To account for receipt of grant funds and associated expenditures for iCan Shine program
New Avenue Bikeway	Special Revenue Fund	\$117,500	To account for receipt of grant funds and associated expenditures for construction of portion of New Avenue Bikeway project

In addition to the budget increases and some offsetting revenues listed above, this budget amendment also accounts for the creation of two new Special Revenue Fund budget lines to account for new Transportation Grant revenue and expenditure. The creation of these budget lines and transfers of funds does not impact the budget's bottom lines.

### **Council Priority**

Fiscally Sustainable Government

### **Environmental Considerations**

Construction of the New Avenue Bikeway will encourage alternative modes of transportation by creating a safer and more accessible travel lane separate from high speed automobile traffic.

### **Fiscal Considerations**

General Fund (GF) Fund Balance: Net increase \$78,372

- Increase GF departmental expenditure by \$35,372
- Increase total Capital Improvement Program (CIP) expenditures by \$43,000

Special Revenue Fund (SRF) Fund Balance: Net change \$0

- Increase SRF revenue by \$136,316
- Increase SRF expenditure by \$136,316

### **Racial Equity Considerations**

We do not believe that the items addressed in this budget amendment will disproportionately impact any particular group, with the possible exception of funds associated with the New Avenue Bikeway. We believe the Bikeway will provide greater transportation connections for Ward 6, an area of the City with a large population of people of color, and will improve cycling access to a more diverse section of the community by creating safer bike infrastructure.

### **Attachments and Links**

- Draft Ordinance

Introduced by: Councilmember

First Reading:  
Second Reading:  
Effective Date:

**CITY OF TAKOMA PARK, MARYLAND  
ORDINANCE NO. 2019-**

**FY 2020 BUDGET AMENDMENT NO. 2**

- WHEREAS, the Fiscal Year (FY) 2020 budget was adopted by the City Council on May 15, 2019; and
- WHEREAS, since this date, there have been some changes that require amendments to the FY 2020 budget; and
- WHEREAS, the budget for Safe Routes to School is increased \$1,494 to provide for participant incentives; and
- WHEREAS, the budget for Contracts in the Police Department is increased \$8,878 to cover the City's contribution to the Metropolitan Washington Council of Governments Public Safety fund; in previous years these expenses were paid for by the Council of Governments using grant funding; and
- WHEREAS, the budget for Salaries in the Finance Department is increased \$25,000 to provide for additional salary expenditures related to the creation of a new Budget and Accounting Manager position with a December hiring date (\$12,534) and to bring in the new Payroll and Accounting Specialist to provide for some overlap with the existing Accounting Specialist who is set to retire in December (\$12,446); and
- WHEREAS, the Capital Equipment expenditure line for Public Arts in the amount of \$13,000 needs to be carried over due to the project delays in Fiscal Year 2019; and
- WHEREAS, the budget for the Capital Equipment expenditures in the Planning division is increased \$30,000 to provide for a 20% City match for a new Maryland Bikeway grant awarded in 2019; and
- WHEREAS, the expenditure and revenue budgets in the Special Revenue Fund for the Safe Routes to School program are increased \$18,816 to recognize the receipt of grant funds and associated expenses for the iCan Shine program; and
- WHEREAS, the expenditure and revenue budgets for the New Avenue Bikeway project in the Special Revenue Fund are increased \$117,500 to recognize the receipt of grant funds and associated expenses related to construction costs.

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

SECTION 1. The Fiscal Year 2020 Budget is amended as follows:

**General Fund – Expenditures**

1. Appropriate \$1,494 to account 5400-70014, Transit-Pedestrian Projects, to provide funds used to purchase the new Safe Route to School Takoma Park Improvement Project Grant participant incentives.
2. Appropriate \$8,878 to account 2100-61042, Contracts Expenditure, to provide funds for the Metropolitan Washington Council of Governments Public Safety Contribution.
3. Appropriate \$25,000 to account 1130-40010, Salaries, to provide funds for additional salary expenditures related to the creation of a new Budget and Accounting Manager position with a December hiring date (\$12,534) and to bring in the new Payroll and Accounting Specialist to provide for some overlap with the existing Accounting Specialist who is set to retire in December (\$12,446).
4. Appropriate \$13,000 to account 9100-80000, Capital Equipment Expenditure, to provide funds for Public Art projects.
5. Appropriate \$30,000 to account 9100-80000, Capital Equipment Expenditure, to provide funds for 20% City match for new Maryland Bikeway grant awarded in 2019.

**Special Revenue Fund – Transfers**

1. Transfer \$190,000 from 0010-39160, Transportation Grant Revenue, to a separate account 0010-39162, New Avenue Bikeway Revenue to help clarify source of funding from the agencies.
2. Transfer \$200,000 from 0010-39160, Transportation Grant Revenue, to a separate account 0010-39161, Flower Ave Montgomery County to help clarify source of funding from the agencies.
3. Transfer \$190,000 from 0010-68026, Transportation Grant Expenditures, to a separate account 0010-68029, New Avenue Bikeway Expenditures to help clarify source of funding from the agencies.
4. Transfer \$200,000 from 0010-68026, Transportation Grant Expenditures, to a separate account 0010-68028, Flower Ave Montgomery County to help clarify source of funding from the agencies.

**Special Revenue Fund – Revenues**

1. Appropriate \$18,816 to account 0010-39212, Safe Routes to School Takoma Park Improvement Project, to provide funds for iCan Shine.
2. Appropriate \$117,500 to account 0010-39163, New Avenue FY20, to provide funds for New Avenue grant awarded in FY20.

**Special Revenue Fund – Expenditures**

1. Appropriate \$18,816 to account 0010-72115, Safe Routes to School Takoma Park Improvement Project, to provide funds for iCan Shine.
2. Appropriate \$117,500 to account 0010-68030, New Avenue FY20, to provide funds for New Avenue grant awarded in FY20.

SECTION 2. The City’s Capital Improvement Program for FY 2020 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 November, 2019 by Roll-Call vote as follows:

AYE:

NAY:

ABSTAIN:

ABSENT: