



Takoma Park City Council Meeting – July 22, 2020 Agenda Item 7 and 8

Work Session

Fiscal Year 2021 Budget Amendment No. 1

Fiscal Year 2021 Stormwater Budget Amendment No. 1

Recommended Council Action

Approve Draft Ordinances for FY 2021 Budget Amendment No. 1 and Stormwater Budget Amendment No. 1

Context with Key Issues

The Fiscal Year (FY) 2021 Budget was adopted by the City Council on May 20, 2020. Due to delays on certain expenditures originally anticipated to occur during FY2020, modification to the FY 2021 budget is required in order to carry forward unspent funds. In addition to carryover funds, appropriation of a total of \$17,034 is needed to pay for COVID-related technology purchases to support staff working at home (computer and cell phone supplies) and to expand Zoom and webinar services for remote meetings. The budget amendment includes the items below. Note that the carryover amount for the COVID-19 Fund Small Business Mini Grant line was reduced from \$90,000 to \$73,500 since the Work Session since there have been more approvals of mini grants with a FY20 effective date since the draft budget amendment was prepared.

Project/Initiative	Fund	Budget Amount	Reason for Amendment
Sidewalks – Capital Project	General Fund	\$166,800	Carry over unspent funds for ADA sidewalk on the Flower Avenue
Library Construction – Capital Project	General Fund	\$251,400	Delay in Library project
Elevator Upgrade – Equipment Replacement – Capital Project	General Fund	\$54,255	Delay in elevator replacement project; project nearing completion
Public Land Management - Capital Improvement	General Fund	\$25,000	Carry over unspent funds for Public Land Management Projects; following study of open space and race equity, plan to begin with parklets, install playground equipment etc to expand access to facilities
Bus Shelter – Capital Improvement	General Fund	\$15,000	Carry over unspent funds for the improvement and implementation of bus shelters

Project/Initiative	Fund	Budget Amount	Reason for Amendment
Public Arts – Capital Improvement	General Fund	\$49,000	Delay in public art projects; projects to be discussed with Council and may include partnership approach on Public Works projects (the \$49K had been for Lincoln Ave and Holton Lane projects)
Bike Improvement – Capital Project	General Fund	\$25,000	Carry over unspent funds for bike improvement projects
Site Improvements – Planning – Capital Improvement	General Fund	\$33,746	Delay in place making and streetscape improvements; replaces broken benches, signs, picnic tables, bus tubes, planters, and some new installations where amenities lacking
Contracts - Sustainability	General Fund	\$160,000	Delay in numerous sustainability projects due to the pandemic; add to FY21 numbers: <ul style="list-style-type: none"> • \$20K (total \$60K) for low/mod income rebate program • \$25K (total \$30K) residential rebates • \$30K (total \$50K) for business assistance • \$55K (total \$125K) multifamily assistance • \$30K (total \$50K) outreach
Printing – Planning	General Fund	\$6,428	Delay in development of publications, bus shelter ads, other materials in multiple languages
Publicity - Planning	General Fund	\$4,000	Delay in work on outreach and public engagement on projects such as Public Space Mgmt Plan, bike lanes, info in multiple languages
Contracts - Planning	General Fund	\$13,500	Delay in numerous planning projects due to the pandemic; pays for software for doing race equity mapping as well as various feasibility studies, surveys, impact studies
Conferences -Planning	General Fund	\$2,700	Carrying forward unspent funds to provide for APA conference
Transit Pedestrian Projects - Planning	General Fund	\$19,270	Delay in projects including Safe Routes to School, pedestrian safety, bike/transit safety and promotion, etc.
iCan Shine - Planning	General Fund	\$3,200	The iCan Shine program is cancelled; carryover funds (from City's match to grant) will be used to improve equipment or facilities for outdoor

Project/Initiative	Fund	Budget Amount	Reason for Amendment
			riders, with a goal of helping a similar population of riders
Publicity – Economic Development	General Fund	\$8,300	Carry over funds from the cancelled Economic Development Forum and use for virtual activities and video marketing
Miscellaneous - Economic Development	General Fund	\$1,700	Carry over funds from the cancelled Economic Development Forum and use for business outreach
Printing - Economic Development	General Fund	\$4,800	Delay in business resource guide printing and distribution
Training - Economic Development	General Fund	\$2,500	Carry over unused funds in training
Conferences - Economic Development	General Fund	\$2,500	Carrying forward some unspent funds for conferences
Association Dues - Economic Development	General Fund	\$3,100	Carrying forward unspent funds to provide for miscellaneous memberships not in FY21 budget
Contracts – Arts & Humanities	General Fund	\$4,946	Carry over unused funds for Arts Honoraria
Conference & Training – City Administration	General Fund	\$4,000	Carry over unused funds for conferences and training for Deputy City Manager and Public Admin Fellow
Conferences & Training - Finance	General Fund	\$7,000	Carry over unused funds for conference and training for new staff
Socially Responsible Investment Assistance – Finance	General Fund	\$5,000	Delay in socially responsible investment consultation
COVID Emergency Assistance – Non-Departmental	General Fund	\$10,000	Carry over unused funds for the expansion of Emergency Financial Assistance
COVID Emergency Assistance – Non-Departmental	General Fund	\$73,500	Carry over unused funds for the Citywide Small Business Mini Grant Program
COVID Emergency Assistance – Non-Departmental	General Fund	\$30,000	Carry over unused funds for the assistance to Condominium Communities/HOAs
COVID Emergency Assistance – Non-Departmental	General Fund	\$25,000	Carry over unused funds for any contingent housing programming and unforeseen COVID-related emergency uses

Project/Initiative	Fund	Budget Amount	Reason for Amendment
Contracts - IT	General Fund	\$5,040	Appropriation for Zoom meeting and webinar services resulting from COVID pandemic
Cell Phone – various departments	General Fund	\$3,840	Appropriation for cell phone purchases to allow staff to work from home; including Public Works (\$480), Recreation (\$480), Housing Admin (\$1,920) and Library (\$960)
Computer Inventory – various departments	General Fund	\$8,154	Appropriation for new laptop purchases to allow staff to work from home; including IT (\$4,254), Police (\$1,418), Public Works (\$709) and Recreation (\$1,773)
Stormwater Capital Projects	Stormwater Fund	\$54,000	Delay in Takoma Branch project
Outside Labor and Parts	Stormwater Fund	\$79,000	Labor and parts for delayed Stormwater projects
Subcontracts	Stormwater Fund	\$34,000	Subcontract project delay in Maple Ave and Garland repairs
Engineering Services	Stormwater Fund	\$50,000	Stormwater projects not completed in FY20; will fund additional consultant support for project design and oversight
Capital Expenditures	Speed Camera Fund	\$33,000	Carry over unused funds for the purchase of camera trailer; even more needed during pandemic
Lincoln Avenue-Safe Route to School	Special Revenue Fund	\$16,505	Carry over unused fund for the retainage from Lincoln Avenue

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

General Fund (GF) Fund Balance: Net increase \$1,028,679

- Increase GF Departmental expenditure by \$442,224
- Increase total Capital Improvement Program (CIP) expenditures by \$586,455

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

- Increase SRF revenues by \$16,505
- Increase SRF expenditure by \$16,505

Stormwater Fund (SWF) Fund Balance: Net increase \$217,000
Increase Stormwater expenditure by \$217,000

Speed Camera Fund (SCF) Fund Balance: Net increase \$33,000
Increase Speed Camera Fund expenditure by \$33,000

Racial Equity Considerations

Many of the carryover items will assist people being disproportionately affected by COVID-19 via direct and indirect funding.

Attachments and Links

- Draft Ordinances

Introduced by: Councilmember

First Reading:

Second Reading:

Effective Date:

**CITY OF TAKOMA PARK, MARYLAND
ORDINANCE NO. 2020-**

DRAFT FY 2021 BUDGET AMENDMENT NO. 1

WHEREAS, the Fiscal Year (FY) 2021 budget was adopted by the City Council on May 20, 2020 and;

WHEREAS, since this date, certain expenditures originally anticipated to occur during FY 2020 were delayed, requiring modification to the FY 2021 budget; and

WHEREAS, the ADA Sidewalk of Flower Avenue project is delayed, the remaining amount \$166,800 is carried over to Fiscal Year 21; and

WHEREAS, the budget for Library Construction in the amount of \$251,400 needs to be carried over due to the delay in the Library project; and

WHEREAS, the Elevator replacement project in the amount of \$54,255 needs to be carried over due to the delay in upgrade of the Elevator; and

WHEREAS, the Public Arts project fund in the amount of \$49,000 needs to be carried over due to the delay in art project installation due to the pandemic; and

WHEREAS, the Bike Improvement projects were postponed due to the pandemic and funds in the amount of \$25,000 need to be carried over; and

WHEREAS, the Public Land Management projects were delayed due to the pandemic and funds in the amount of \$25,000 need to be carried; and

WHEREAS, the implementation of the Bus Shelter project is delayed pending the completion of the COG study of bus stop improvements, the fund in the amount of \$15,000 needs to be carried over; and

WHEREAS, the City created the COVID Emergency Assistance Fund totaling \$194,150 to support small businesses and provide financial assistance to the community; out of the remaining budgeted funds of FY20, \$73,500 is to be carried over for the Citywide Small Business Mini Grant; \$10,000 is to be carried over for the expansion of Emergency Assistance; \$30,000 is to be carried over for the assistance in Condominium Communities and \$25,000 is to be carried over for a contingency margin for Housing programming or unforeseen COVID-19 related emergency expenses.; and

- WHEREAS, from the unspent budget of Conference and Convention-City Administration, \$4,000 needs to be carried over for training for the Public Administration Fellow and Deputy City Manager; and
- WHEREAS, from the unspent budget of Finance Office, \$7,000 needs to be carried over, including Conference (\$4,000) and Training (\$3,000), due to staff turnover; and
- WHEREAS, the amount of \$5,000 in Socially Responsible Investment Assistance-Finance Contracts needs to be carried over due to the delay in Socially Responsible Investment consultation; and
- WHEREAS, the Site Improvements-Planning funds in the amount of \$33,746 need to be carried over due to the delay in procurement and installation of replacement benches, signs, planters, and new street or park furniture due to the pandemic; and
- WHEREAS, the Contract Services for Planning in the amount of \$13,500 need to be carried over due to project delay during the pandemic; and
- WHEREAS, the fund for Publicity for outreach and engagement activities in the amount of \$4,000 needs to be carried over due to the pandemic; and
- WHEREAS, the Printing fund for public outreach through publications, bus shelter ads and other means in the amount of \$6,428 needs to be carried over due to delay during the pandemic; and
- WHEREAS, the Transit-Pedestrian Project fund used for pedestrian safety, Safe Routes to School, and bike promotion in the amount of \$19,270 needs to be carried over due to the delay due to the pandemic; and
- WHEREAS, the iCan Shine camp was canceled during the pandemic and the grant match funds in the amount of \$3,200 need to be carried over; and
- WHEREAS, the Conference-Planning funds in the amount of \$2,700 need to be carried over to be used for the APA Conference; and
- WHEREAS, the Contract cost for Arts Honoraria in the amount of \$4,946 needs to be carried over to provide for ongoing activities as well as road side attractions and neighborhood concerts; and
- WHEREAS, the Publicity-Economic Development funds for the planned Economic Development Forum in the amount of \$8,300 need to be carried over as the forum could not be held; the funds are to be used for a virtual forum and video marketing activities; and
- WHEREAS, the Printing -Economic Development funds in the amount of \$4,800 need to be carried over due to delay in business resource guide printing and distribution during the pandemic; and

WHEREAS, the Miscellaneous Expenditures-Economic Development funds in the amount of \$1,700 that were to be used for the Economic Development Forum need to be carried over and used for business outreach; and

WHEREAS, the Conference and Training-Economic Development funds, each in the amount of \$2,500 respectively, need to be carried over due to the pandemic; and

WHEREAS, the Association Dues-Economic Development funds in the amount of \$3,100 need to be carried over to provide for memberships that were not included in the FY21 budget; and

WHEREAS, the budget for the Zoom and webinar service expenditure in the IT division is increased \$5,040 to provide for the virtual meetings for Council and staff during the COVID pandemic; and

WHEREAS, the budget for the Computer Inventory for purchases of new laptops in IT (\$4,254), Police (\$1,418), Public Works (\$709) and Recreation (\$1,773) is increased to provide for the staff with equipment to work from home during the COVID pandemic; and

WHEREAS, the budget for the Cell Phone in Public Works (\$480), Recreation (\$480), HCD Administration (\$1,920) and Library (\$960) is increased to provide for the staff with equipment to work from home during the pandemic; and

WHEREAS, the budget for the Sustainability Contracts in the amount of \$160,000 needs to be carried over due to the work delay during the pandemic, with the funds added to those in the FY21 budget for low/mod income rebate program (\$20,000), residential rebates (\$25,000), business assistance (\$30,000), multifamily assistance (\$55,000), and outreach activities (\$30,000); and

WHEREAS, the budgeted revenues and expenditures for the retainage portion of the Lincoln Avenue project in the Special Revenue Fund in the amount of \$16,505 need to be carried over due to the delay in retainage; and

WHEREAS, the unused funds for the camera trailer in the Speed Camera Fund totaling \$33,000 need to be carried over due to the delay in procurement.

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

SECTION 1. The Fiscal Year 2021 Budget is amended as follows:

General Fund – Expenditures

1. Appropriate \$5,000 to account 1130-70009, Investment Expenditures, to provide funds for Socially Responsible Investing consulting fee.
2. Appropriate \$4,000 to account 1130-70025, Conference, to provide funds for conference expenses.
3. Appropriate \$3,000 to account 1130-70050, Training, to provide funds for training expenses.

4. Appropriate \$4,000 to account 1120-70025, Conference, to provide funds for training for the Public Administrative Fellow and Deputy City Manager.
5. Appropriate \$5,040 to account 1150-61040, Contract, for covering the cost of Zoom Meeting and webinar services.
6. Appropriate \$4,254 to account 1150-52900, Computer Inventory, for covering the cost of laptop purchases.
7. Appropriate \$1,418 to account 2500-52900, Computer Inventory, for laptop purchases.
8. Appropriate \$480 to account 3100-62008, Cell Phones, for cell phone purchase.
9. Appropriate \$709 to account 3100-52900, Computer Inventory, for laptop purchases.
10. Appropriate \$160,000 to account 3600-61040, Sustainable Contracts, to provide funds for various sustainable projects.
11. Appropriate \$480 to account 4100-62008, Cell Phones, to provide funds for cell phone purchase.
12. Appropriate \$1,773 to account 4100-52900, Computer Inventories, for laptop purchase.
13. Appropriate \$33,746 to account 5400-53070, Site Improvement, to provide funds for place making and streetscape improvements.
14. Appropriate \$13,500 to account 5400-61040, Contracts, to provide funds for the implementation of contract services.
15. Appropriate \$4,000 to account 5400-64010, Publicity, to provide funds for the outreach efforts.
16. Appropriate \$6,428 to account 5400-65015, Printing, to provide funds for the bus shelter ads, publications and media in multiple languages.
17. Appropriate \$19,270 to account 5400-70014, Transit -Pedestrian Project, to provide funds for projects to increase pedestrian safety and bike promotion.
18. Appropriate \$3,200 to account 5400-70015, iCan Shine, to provide funds for improved facilities for outdoor riders.
19. Appropriate \$2,700 to account 5400-70025, Conference, to provide funds for conference expenses.
20. Appropriate \$4,946 to account 5700-61040, Contracts, to provide funds for Arts Honoraria.
21. Appropriate \$1,920 to account 5500-62008, Cell Phone, to provide funds for cell phone purchase.
22. Appropriate \$8,300 to account 5600-64010, Publicity, to provide funds for the design of the resource guides.
23. Appropriate \$4,800 to account 5600-65015, Printing, to provide funds for the business resource guide printing and distribution.
24. Appropriate \$1,700 to account 5600-70005, Miscellaneous, to provide funds for technical assistance class materials and meeting supplies.
25. Appropriate \$2,500 to account 5600-70025, Conference, to attend upcoming conferences.
26. Appropriate \$3,100 to account 5600-70035, Association Dues, to provide funds for housing and non-profit developers membership fees.
27. Appropriate \$2,500 to account 5600-70050, Training, to provide funds for attending training.
28. Appropriate \$960 to account 7000-62008, Cell Phone, to provide funds for cell phone purchase.
29. Appropriate \$138,500 to account 9000-70011, COVID Emergency Assistance, to provide funds for:

- a. \$73,500 for the Citywide Small Business Mini Grant Program.
 - b. \$10,000 for the expansion of Emergency Financial Assistance Program.
 - c. \$30,000 for the assistance to Condominium Communities-HOA fees.
 - d. \$25,000 for COVID Emergency Fund for contingent use.
30. Appropriate \$114,000 to account 9100-80000, Capital Equipment Expenditure, to provide funds for:
- a. \$15,000 for the Bus Shelter installation.
 - b. \$25,000 for Public Land Management.
 - c. \$25,000 for Bike Improvements.
 - d. \$49,000 for Public Art funds.
31. Appropriate \$166,800 to account 9100-80009, Sidewalks, to provide fund for the ADA sidewalk on Flower Avenue.
32. Appropriate \$54,255 to account 9100-80003, Equipment Reserve Expenditure, to provide funds for the elevator replacement project.
33. Appropriate \$251,400 to account 9100-80013, Library Construction Expenditure, to provide funds for library construction and renovation.

Special Revenue Fund – Revenue

- 1. Appropriate \$16,505 to 0010-39210, Safe Routes to School, to provide funding for Retainage of Lincoln Avenue Sidewalk.

Special Revenue Fund – Expenditures

- 1. Appropriate \$16,505 to 0010-0010-72110, Lincoln Avenue, to provide funding for Retainage of Lincoln Avenue Sidewalk.

Speed Camera Fund – Expenditures

- 1. Appropriate \$33,000 to 0060-0060-80001, Capital Expenditures, to provide funding for Camera Trailer.

SECTION 2. The City’s Capital Improvement Program for FY 2021 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, 2020 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. 2020-XX**

**FY 2021 STORMWATER MANAGEMENT FUND
BUDGET AMENDMENT NO. 1**

WHEREAS, the Fiscal Year (FY) 2021 Stormwater Management Fund budget was adopted by the City Council on May 20, 2020; and

WHEREAS, unspent funds in the Capital Improvement Projects in the amount of \$54,000 need to be carried over due to the delay of Takoma Branch project; and

WHEREAS, unspent funds in Stormwater Outside Parts and Labor account in the amount of \$79,000 need to be carried over due to the delay of Stormwater projects; and

WHEREAS, unspent funds in the Subcontracts in the amount of \$34,000 need to be carried over due to the delay of procurement of maintenance support (video inspection, testing and similar) contracts; and

WHEREAS, unspent funds in the Engineering Services in the amount of \$50,000 need to be carried over due to the delay of Stormwater projects.

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

SECTION 1. The Fiscal Year 2021 Stormwater Management Fund Budget is amended as follows:

Stormwater Management Fund-Expenditures

1. Appropriate \$54,000 to 0030-0030-80001, Capital Projects Expenditure, to carry over unspent funds in the Capital Projects due to the delay in Takoma Branch projects.
2. Appropriate \$79,000 to 0030-0030-53350, Outside Labor and Parts, due to the delayed Stormwater projects.
3. Appropriate \$50,000 to 0030-0030-61005, Engineering Services Expenditure, due to the delayed Stormwater projects.
4. Appropriate \$34,000 to 0030-0030-61045, Subcontract Services Expenditure, due to the delayed Stormwater projects.

SECTION 2. Use of fund balance in the amount of \$217,000 is hereby authorized to supplement other fund revenues and financing sources:

SECTION 3. This Ordinance shall become effective upon adoption.

Adopted this ____ day of ____, 2020 by Roll Call vote as follows:

AYE:

NAY:

ABSTAIN:

ABSENT: