



Fiscal Year 2022 Budget Amendment #2

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City Manager
September 22, 2021



City Budget General Timeline

May 19, 2021:	Adoption of FY22 Budget Ordinances
June 30, 2021:	Last Day of FY21 Fiscal Year
July 1, 2021:	First Day of FY22 Fiscal Year
July 28, 2021:	Budget Amendment #1
September 22, 2021	Budget Amendment #2*
July-October:	Audit and Preparation of CAFR (Comprehensive Annual Financial Report of FY21)
November:	Presentation by Auditor and Actuary
Jan-March, 2022:	Preparation of Draft FY23 Budget
April-May:	Council Consideration of FY23 Budget
June 30, 2022:	Last Day of FY22 Fiscal Year

* Budget Amendments are considered several times throughout the fiscal year.

Budget Amendment #2 – Overall Fiscal Impact

- This budget amendment is focused on new operational needs that have arisen or delayed Fiscal Year 2021 budgeted expenditures that need to be included in the Fiscal Year 2022 budget.
- The overall effect is a \$228,654 expenditure increase in the General Fund, with the highest increase in the Police, Recreation, and Housing and Community Development Departments.
- The budget amendment does not contain any American Rescue Plan Act budget allocations.

Funding Source	Budget Amendment Type
	FY22 Expenditure Increase
General Fund	\$ 228,654.00
Special Revenue -Grants	\$ -
Special Revenue -ARPA	\$ -
Total	\$ 228,654.00

Appropriation by Department	Budget Amount
General Fund Total	\$ 228,654.00
General Government	\$ 30,000.00
Police	\$ 84,933.00
Public Works	\$ -
Recreation	\$ 74,221.00
Housing and Community Development	\$ 39,500.00
Library	
Special Revenue-Grants Total	\$ -
Public Works	\$ -
Housing and Community Development	\$ -
Library	\$ -
Grand Total	\$ 228,654.00



Types of Budget Amendments

- **“New Appropriation”** –represents a budget increase in expenditure or revenue in the fiscal year.
 - ✓ **Unanticipated changes to be appropriated to the new fiscal year**
 - Grants received
 - Adjusted amounts for existing lines, either positive or negative
 - New projects or purchases

Notes affecting the FY22 Budget

- In Fiscal Year 2022, we expect to see more budget increases due to the early opening of the City after the closure due to COVID; in particular, for example certain salary and fringe benefits, and capital improvement lines were estimated and need to be moved into the correct accounts.
- Appropriating the expenditure and revenue of the Special Revenue Fund due to new grant awards.



Recreation Personnel Costs and Programs

- Youth Outreach (\$12,175) – Funds required to supplement the Part-Time Salaries, Classes, Trips and Teen Programs
- Recreation Center (\$14,766) – Budget increase to supplement Part-Time Salaries and Transportation costs of the program
- Community Program (\$13,450) – Funds required to supplement the Special Events and Sports Program
- Before and After School Program (\$7,000) – Includes Part-Time Salaries, Transportation and Trips, etc.
- Community Center (\$26,830) – Includes Part-Time Salaries and contracts for additional classes and workshop.



General Government and Housing Projects

- City Boards, Committees, and Commissions (\$30,000) – *Stipend to all members of Council appointed City boards and committees.*
- Police Investigations (\$19,933) – *Budget increase to fringe benefits due to interest on delayed payment of life insurance claim.*
- Housing and Community Development (\$7,500) - *Budget increase to non-departmental STEAM Grants for obligated grantee*
- Housing and Community Development (\$25,000) - *Budget increase to non-departmental STEAM Grants based on approved Council Ordinance #2021-25*
- Housing and Community Development (\$7,000) - *Budget increase to the contract expenditure for fair return petition consultant*



Capital Projects and Grants

General Fund

- Police Vehicle, Equipment Replacement Expenditure - \$65,000 budget increase (Police)

Special Revenue Fund

- Transportation Grant-Retainage for the Flower Avenue Project - \$52,017 budget increase in revenue and expenditure (Public Works)
- Safe Route to School-Retainage for the Lincoln Avenue Project - \$16,505 budget increase in revenue and expenditure (HCD)
- Streetery MOU- New grant awarded by Montgomery County -\$45,410 budget increase in revenue and expenditure (HCD)
- Library Construction-State Grant -\$116,071 budget reduction in revenue and expenditure (Library)



Reimbursements and Grants Will Be Coming

Although not included in this budget amendment, there are several reimbursements, grants, and revenue changes that will be affecting the City budget including the American Rescue Plan Act funding. Those items will be included in a future budget amendment.

- Staff is working hard to document COVID-19 related expenditures that are reimbursable and submitting the requests to the appropriate Federal, State and County officials. The City of Takoma Park is expected to receive the 6th FEMA reimbursement in the amount of \$17,000, thanks to our Emergency Preparedness Manager, Ron Hardy.
- Staff in the Planning Division of the Housing and Community Development recently announced that the City is going to receive a newly awarded grant fund in the amount of \$250,000 for the New Avenue Section B Project.
- Based on staff progress on ARPA spending plan development, there will be a future budget amendment focused on ARPA programming implementation.



Recent Council Actions on ARPA Allocation

ARPA Funding Use	Council Action	FY22	Est. FY23-FY27
Revenue Loss Reimbursement	FY22 Adopted Budget	\$ 1,191,900	TBD
Façade Improvement Grant	FY22 Adopted Budget	\$ 8,000	TBD
Document Management Platform	FY22 Adopted Budget	\$ 100,000	TBD
IT Software Developer	FY22 July Budget Amendment	\$ 120,000	\$ 360,000
ARPA Coordinator	FY22 July Budget Amendment	\$ 120,000	\$ 360,000
Payroll & Accounting Specialist	FY22 July Budget Amendment	\$ 75,000	\$ 225,000
Emergency Rental Assistance	FY22 July Budget Amendment	\$ 250,000	TBD
Food Insecurity RFP	FY22 July Budget Amendment	\$ 250,000	TBD
Community Engagement	FY22 July Budget Amendment	\$ 100,000	TBD
TOTAL ALLOCATED		\$ 2,214,900	\$ 945,000
TOTAL REMAINING OUT OF \$17.4 MILLION		\$	14,240,100



ARPA Implementation Plan

- **Already Completed:**
 - Request and receive ARPA Funds from Treasury
 - Mayor and City Council approval of \$2,214,900 in ARPA funding for immediate community needs and administrative structure/tracking
 - Outreach to departments to identify priority need for ARPA funding
 - Confirmation of federal and State reporting requirements
- **Current Steps:**
 - Recruit and Hire ARPA Manager (position already posted)
 - **Development of an community engagement strategy & community outreach**
 - **Review ARPA Expenditure & Implementation Plan with Senior Leadership Team Workshop**
 - ✓ Development of Census Data Explorer to identify most vulnerable residents
 - Mayor & City Council direction on ARPA Expenditure & Implementation Plan
- **Next Steps:**
 - Confirm eligible expenditures
 - Identify and evaluate top- priority items
 - Mayor and City Council approvals for use of funding as needed



Have suggestions for ARPA spending?

Email your ideas to the email address below
as our virtual suggestion box for the
incoming ARPA Manager to review:

ARPA@takomaparkmd.gov



Questions?

Thank you

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City Manager

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