

Introduced by:

First Reading: July 24, 2024

Second Reading:

Effective Date:

CITY OF TAKOMA PARK, MARYLAND

ORDINANCE NO. 2024-

FISCAL YEAR 2025 BUDGET AMENDMENT NO. 1

WHEREAS, the Fiscal Year (FY) 2025 budget was adopted by the City Council on May 15, 2024; and

WHEREAS, since this date, certain expenditures are more or less than originally anticipated requiring modification to the Fiscal Year 2025 budget; and new operational needs have arisen that were not accounted for in the Fiscal Year 2025 budget including the receipt of grant funding and delay of capital improvement projects; and

WHEREAS, those budget adjustments are listed in the table below by Department with an explanation for the adjustment and the amount to be adjusted in the Fiscal Year 2025 budget for each funding source:

*In general, the amount in bracket () represents budget decrease in expenditure and budget increase in revenue, which should have a positive effect on the reserve balances. The amount not in bracket represents budget increase in expenditure and budget decrease in revenue. In Special Revenue Fund (SRF), the grant expenditure increases must coincide with revenue (grant reimbursement) increases within the same fiscal/accounting period. Refer to the "reason for amendment" column for budget item descriptions. The items highlighted in light orange represent budget increase items.

Department/Division	Funding Source	Account Title	Reason for Amendment	Amount
General Fund Expenditure				
Police	General Fund	Emergency Response	Re-appropriate amount of FY24 unspent funds to provide for purchase of four police vests	\$9,155.23
<i>Police Expenditure Subtotal</i>				<i>\$9,155.23</i>
Public Works	General Fund	Special Projects	Re-appropriate the unused balance of the Shop and Row Project	\$6,400
Public Works	General Fund	Contracts	Re-appropriate funds for incomplete portion of the Multi Family Energy project and delay of Outreach contract	\$95,000
Public Works	General Fund	Sub-Contract Work	Re-appropriate the unused balance of the Rasevik, Bio and Streetscape maintenance project	\$27,926

Department	Funding Source	Account Title	Reason for Amendment	Amount
Public Works	General Fund	Water	Re-appropriate funds for WSSC water meter renewal project due to longer billing cycle	\$4,100
Public Works	General Fund	Sub-Contract Work	Re-appropriate the unused balance of the small repair projects including sidewalk and speed hump repairs and, etc.	\$8,600
<i>Public Works Expenditure Subtotal</i>				<i>\$142,026</i>
Human Resources	General Fund	Software	Re-appropriate amount of FY23 unspent funds to provide for HRIS system implementation	\$256,023.56
Human Resources	General Fund	Contract	Re-Appropriate amount of FY24 unspent funds to provide for Classification Study and Leadership Training	\$105,000
<i>General Government Expenditure Subtotal</i>				<i>\$361,023.56</i>
Housing & Community Development	General Fund	Site Improvement	Re-appropriate funds for on-going bus shelter installation project	\$45,000
Housing & Community Development	General Fund	Contracts	Re-appropriate funds for Learn to Bike Ride class and additional planned traffic studies	\$31,600
Housing & Community Development	General Fund	Transit & Pedestrian	Re-appropriate funds for the required grant match for the Safe Route to School grants	\$11,000
Housing & Community Development	General Fund	Software	Re-appropriate funds for remaining contract cost of Rental Licensing Software	\$20,000
<i>Housing and Community Development Expenditure Subtotal</i>				<i>\$107,600</i>
Communications	General Fund	Website	Re-appropriate funds for the WordPress Hosting and Engagement Tools due to delay of CivicPlus launch	\$28,000
<i>Communications Expenditure Subtotal</i>				<i>\$28,000</i>
<i>Departmental Expenditure Subtotal</i>				<i>\$647,804.79</i>
Capital Improvement	General Fund	Capital Equipment Expenditure	Budget increase to provide funds for city match for New Avenue Section A and B and Maple Avenue projects	\$19,934
Capital Improvement	General Fund	Equipment Replacement Expenditure	Re-appropriate for FY22 police vehicle purchase not yet delivered	\$210,000
Capital Improvement	General Fund	Equipment Replacement Expenditure	Re-appropriate funds for FY23 police vehicles ordered but not delivered	\$151,845
Capital Improvement	General Fund	Equipment Replacement Expenditure	Re-appropriate funds for FY24 police vehicles not purchased	\$249,364.19

Department/Division	Funding Source	Account Title	Reason for Amendment	Amount
Capital Improvement	General Fund	Equipment Replacement Expenditure	Re-appropriate funds for FY24 trash truck order delay	\$630,000
Capital Improvement	General Fund	Equipment Replacement Expenditure	Re-appropriate funds for FY24 compressor order delay	\$9,279
Capital Improvement	General Fund	Facility Maintenance Expenditure	Re-appropriate for FY24 IT & Cable renovation project delay	\$75,000
Capital Improvement	General Fund	Library Construction Expenditure	Re-appropriate funds for Library construction project due to FY24 project delay	\$775,447
<i>Capital Improvement Expenditure Subtotal</i>				\$2,120,869.19
General Fund Subtotal				\$2,768,673.98
Special Revenue Fund				
Public Works	Special Revenue Fund	Pepco-Stuart Armstrong Grant	Re-appropriate amount of funds not used in FY24 due to Pepco project delay	\$1,000
Public Works	Special Revenue Fund	Cable Grant Capital Improvement Project	Re-appropriate for FY24 IT & Cable renovation project delay	\$125,000
Communications	Special Revenue Fund	Cable Grant-Capital Improvement Project	Re-appropriate funds due to FY23 Control Room relocation and equipment replacement delay	\$122,000
Housing & Community Development	Special Revenue Fund	Program Open Space-CIP	Budget expenditure increase due to additional grant funds allocated by Montgomery County	\$242,000
Housing & Community Development	Special Revenue Fund	Program Open Space-CIP	Budget revenue increase due to additional grant funds allocated by Montgomery County	(\$242,000)
Housing & Community Development	Special Revenue Fund	Washington McLaughlin School	Re-appropriate FY24 unused funds due to project delay	\$29,437
Housing & Community Development	Special Revenue Fund	Washington McLaughlin School	Re-appropriate reimbursement to cover for the grant expenditure	(\$29,437)
Housing & Community Development	Special Revenue Fund	CDBG Neighborhood Improvements	Budget expenditure increase due to new grant awarded	\$91,000
Housing & Community Development	Special Revenue Fund	CDBG Neighborhood Improvements	Budget revenue increase due to new grant awarded	(\$91,000)
Housing & Community Development	Special Revenue Fund	Recreation Center Design Grant CIP	Re-appropriate FY24 unused funds due to project delay	\$145,000

Department/Division	Funding Source	Account Title	Reason for Amendment	Amount
Housing & Community Development	Special Revenue Fund	Recreation Center Design Grant CIP	Re-appropriate reimbursement to cover for the grant expenditure	(\$145,000)
Housing & Community Development	Special Revenue Fund	Tenant Opportunity to Purchase Support Fund	Budget expenditure reduced due to emergency expenditure in FY24	(\$58,186)
Housing & Community Development	Special Revenue Fund	Tenant Opportunity to Purchase Support Fund	Budget revenue reduced due to emergency spending not reimbursed	\$58,186
Housing & Community Development	Special Revenue Fund	Richard School of Music Rehab project	Budget expenditure reduced to correct allocated grant amount in FY25 original budget	(\$25,000)
Housing & Community Development	Special Revenue Fund	Richard School of Music Rehab project	Budget revenue reduced to correct allocated grant amount in FY25 original budget	\$25,000
Housing & Community Development	Special Revenue Fund	Aging in Place	Budget expenditure increase due to new grant awarded	\$26,000
Housing & Community Development	Special Revenue Fund	Aging in Place	Budget revenue increase due to new grant awarded	(\$26,000)
Housing & Community Development	Special Revenue Fund	New Avenue Bikeway Section A	Re-appropriate unused funds due to FY24 project delay	\$3,401.53
Housing & Community Development	Special Revenue Fund	New Avenue Bikeway Section A	Re-appropriate reimbursement to cover for the grant expenditure	(\$3,401.53)
Housing & Community Development	Special Revenue Fund	New Avenue Bikeway Section B	Budget expenditure reduced due to emergency expenditure in FY24	(\$18,812.35)
Housing & Community Development	Special Revenue Fund	New Avenue Bikeway Section B	Budget revenue reduced due to emergency spending not reimbursed	\$18,812.35
Housing & Community Development	Special Revenue Fund	Kim Lamp-Maple Ave CIP	Budget expenditure reduced due to expenditure in FY24	(\$63,353.19)
Housing & Community Development	Special Revenue Fund	Kim Lamp-Maple Ave CIP	Budget revenue reduced due to spending not reimbursed	\$63,353.19
Housing & Community Development	Special Revenue Fund	MD State Arts Grant Section B	Re-appropriate unused funds due to FY24 project delay	\$22,421.64
Housing & Community Development	Special Revenue Fund	MD State Arts Grant Section B	Re-appropriate reimbursement to cover for the grant expenditure	(\$22,421.64)
Special Revenue Fund Subtotal				\$248,000
ARPA Fund				
Public Works	ARPA Fund	Community Center Renovation	Re-appropriate amount of unused funds for Atrium infill project due to project start delay	\$1,000,000

Department/Division	Funding Source	Account Title	Reason for Amendment	Amount
Public Works	ARPA Fund	Sidewalk Traffic Calming	Re-appropriate remaining funds from FY24	\$333,119
Library	ARPA Fund	Library Construction	Re-appropriate unused funds from FY24 budget	\$3,500,000
Housing & Community Development	ARPA Fund	Multifamily Property Rehabilitation	Re-appropriate unused funds by the grantees for current year expenditure	\$605,570.25
Housing & Community Development	ARPA Fund	Emergency Rental Assistance	Re-appropriate amount of remaining funds from FY23 for the Rental Assistance Program	\$169,567.80
Housing & Community Development	ARPA Fund	Neighborhood Commercial Center	Re-appropriate amount of unused funds for current year expenditure	\$77,073.87
Housing & Community Development	ARPA Fund	Public Space Management	Re-appropriate amount of FY24 unused funds due to delay in completion of the plan	\$23,380
Housing & Community Development	ARPA Fund	Capital Improvement Project-HCD	Re-appropriate amount of FY24 unused city match funds due to delay in completion of the projects	\$127,638.87
Housing & Community Development	ARPA Fund	Rec Center Development	Re-appropriate amount of FY24 unused funds due to delay in completion of the plan	\$160,000
Housing & Community Development	ARPA Fund	Small Business Grants	Re-appropriate amount of unused funds for current year expenditure	\$38,000
ARPA Fund Subtotal				\$6,034,349.79
Grand Total				\$9,051,023.77

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

SECTION 1. The Fiscal Year 2025 Budget is amended as follows:

General Fund – Expenditures

1. Appropriate \$105,000 to account 1160-61040, Contracts, to provide funds for the classification study and leadership training.
2. Appropriate \$256,023.56 to account 1160-61041, Software, to provide funds for the HRIS implementation.
3. Appropriate \$9,155.23 to account 2100-71110, Emergency Response, to provide funds for the purchase of police vests.
4. Appropriate \$6,400 to account 3200-61044, Special Projects, to provide funds for paint exterior of Shop and Row project.
5. Appropriate \$95,000 to account 3600-61040, Contract, to provide funds for Multi-Family Grants and Outreach contract in the Sustainability Division.

6. Appropriate \$27,926 to account 3700-61045, Sub-Contract Work, to provide funds for Rasevik, bio and streetscape project.
7. Appropriate \$4,100 to account 3700-67300, Water, to provide funds for the WSSC water meter renewal program.
8. Appropriate \$8,600 to account 3900-61045, Sub-Contract Work, to provide funds for a list of small repair works including sidewalks and speed humps and, etc.
9. Appropriate \$45,000 account 5400-53070, Site Improvements, to provide funds for the on-going bus shelter installations.
10. Appropriate \$31,600 to account 5400-61040, Contracts, to provide funds for the Learn to Ride Bike Class and traffic studies.
11. Appropriate \$11,000 to account 5400-70014, Transit Pedestrian Project, to provide matching funds for the Safe Route to School programs.
12. Reduction of \$20,000 to account 5800-61041, Software, to provide funds for the Rental License software implementation.
13. Appropriate \$28,000 to account 6000-62007, website, to provide funds for the WordPress Hosting Tools.
14. Appropriate \$19,934 to account 9100-80001, HCD Capital Improvement Expenditure, to provide funds for the city matching fund of New Avenue Section A and B and Maple Avenue grants.
15. Appropriate \$75,000 to account 9100-80008, Facility Maintenance Expenditure, to provide funds for the IT and Cable office renovation projects.
16. Appropriate \$1,250,488.49 to account 9100-80003, Equipment Reserve Expenditure, to provide funds for:
 - a. \$210,000 for the police vehicles from FY22 due to back order.
 - b. \$151,845 for three police vehicle purchases from FY23.
 - c. \$249,364.19 for the FY24 patrol vehicle orders not placed.
 - d. \$630,000 for the trash truck order.
 - e. \$9,279 for the order of Compressor.
17. Appropriate \$1,594,304.75 to account 9100-80013, Library Construction Expenditure, to provide funds for the project.

Special Revenue Fund – Revenues

1. Reduce \$58,186 to account 0010-37170, Tenant Opportunity to Purchase Support, due to FY24 emergency spending that reduce the allocated funds in FY25.
2. Reduce \$25,000 to account 0010-37400, Richardson School of Music Rehab Project, to correct original budget to reflect the actual grant funds awarded in FY25.
3. Reduce \$18,812.35 to account 0010-39163, New Bikeway Section B, due to FY24 spending that reduce the allocated funds in FY25.
4. Reduce \$63,353.19 to account 0010-38340, Kim Lamp Maple Avenue, due to FY24 spending that reduce the allocated funds in FY25.
5. Appropriate \$29,437 to account 0010-37100, Washington McLaughlin School, to provide fund for the school project.

6. Appropriate \$91,000 to account 0010-33650, CDBG Neighborhood Improvements, to provide fund for improvement program.
7. Appropriate \$145,000 to account 0010-38350, Recreation Center Design, to provide fund for the new grant awarded.
8. Appropriate \$242,000 to account 0010-38200, Program Open Space Project, to provide fund for additional grant awarded by Montgomery County.
9. Appropriate \$26,000 to account 0010-37450, Aging in Place, to provide fund for the new grant awarded.
10. Appropriate \$3,401.53 to account 0010-39162, New Avenue Section A, to provide fund to complete the project plan.
11. Appropriate \$22,421.64 to account 0010-33671, MD State Arts Grant Section B, to provide fund to complete the project.

Special Revenue Fund – Expenditures

1. Reduce \$58,186 to account 0010-68003, Tenant Opportunity to Purchase Support, due to FY24 emergency spending that reduce the allocated funds in FY25.
2. Reduce \$25,000 to account 0010-68014, Richardson School of Music Rehab Project, to correct original budget to reflect the actual grant funds awarded in FY25.
3. Reduce \$18,812.35 to account 0010-68030, New Bikeway Section B, due to FY24 spending that reduce the allocated funds in FY25.
4. Reduce \$63,353.19 to account 0010-71880, Kim Lamp Maple Avenue, due to FY24 spending that reduce the allocated funds in FY25.
5. Appropriate \$29,437 to account 0010-68033, Washington McLaughlin School, to provide fund for the school project.
6. Appropriate \$91,000 to account 0010-68056, CDBG Neighborhood Improvements, to provide fund for improvement program.
7. Appropriate \$145,000 to account 0010-71860, Recreation Center Design, to provide fund for the new grant awarded.
8. Appropriate \$242,000 to account 0010-71890, Program Open Space Project, to provide fund for additional grant awarded by Montgomery County.
9. Appropriate \$26,000 to account 0010-68047, Aging in Place, to provide fund for the new grant awarded.
10. Appropriate \$3,401.53 to account 0010-68029, New Avenue Section A, to provide fund to complete the project plan.
11. Appropriate \$22,421.64 to account 0010-68021, MD State Arts Grant Section B, to provide fund to complete the project.
12. Appropriate \$1,000 to account 0010-68025, Pepco Stuart Armstrong, to provide fund to complete the project in FY25.
13. Appropriate \$247,000 to account 0010-72411, Cable Grant CIP Expenditure, to provide funds for:
 - a. \$125,000 for the IT and Cable Office Space renovation.
 - b. \$122,000 for the Control Room relocation and equipment replacement.

ARPA Fund-Transfers

1. Transfer \$100,000 expenditure from 0070-61053, Energy Efficiency Upgrades, to account 0070-61047, Multi-Family Housing Rehab, to provide funds for the housing project.

ARPA Fund – Expenditures

1. Appropriate \$605,570.25 to account 0070-61047, Multi-Family Property Rehab, to provide funds for grantees.
2. Appropriate \$23,380 to account 0070-80005, Public Space Management, to provide funds for the operation plan of the project.
3. Appropriate \$77,073.87 to account 0070-80006, Neighborhood Commercial Center, to provide funds for the rolling grant program.
4. Appropriate \$169,567.80 account 0070-61043, Emergency Rental Assistance, to provide funds for the Rental Assistance Program.
5. Appropriate \$1,000,000 to account 0070-80004, Community Center Renovation, to provide funds for the Atrium infill project.
6. Appropriate \$333,119 to account 0070-80008, Sidewalk and Traffic Calming, to provide funds for the sidewalk project.
7. Appropriate \$38,000 to account 0070-61046, Small Business Grants, to provide funds for the program.
8. Appropriate \$160,000 to account 0070-80003, Rec Center Redevelopment, to provide funds for the program.
9. Appropriate \$127,638.87 to account 0070-80009, HCD Projects, to provide matching funds for the grant programs.
10. Appropriate \$3,500,000 to account 0070-80002, Library Construction, to provide funds for the construction of library.

SECTION 2. The City’s Capital Improvement Program for FY 2025 shall be amended to reflect the aforementioned changes in the General Fund budget.

SECTION 3. This Ordinance shall become effective upon adoption.

Adopted this _____ by Roll-Call vote as follows:

AYE:

NAY:

ABSTAIN:

ABSENT: