



Takoma Park City Council Meeting – July 31, 2024

Agenda Items 1 and 2

Voting Session

Second Reading Ordinance Approving FY25 Budget Amendment No. 1

Second Reading Ordinance Approving FY25 Stormwater Management Budget Amendment No. 1

Recommended Council Action

Adopt the budget amendments at second reading.

Context with Key Issues

The Fiscal Year (FY) 2025 Budget was adopted by the City Council on May 15, 2024. Due to delays in certain expenditures originally anticipated to occur during FY 2024, a modification to the FY 2025 budget is required in order to re-appropriate funds for those purposes. The budget amendment includes the items below. Note that the re-appropriation amount for the departmental operating budgets and Capital Improvement Project budget totals \$2,748,739.98 and the new FY 2025 budget expenditure increase is \$19,934. The total budget adjustment is \$2,768,673.98 in the General Fund. In the Special Revenue Fund and Stormwater Fund, the total re-appropriation amounts are \$248,000 and \$458,272 respectively.

In addition, the City has received funding from the Treasury since 2022. The American Rescue Plan Act (ARPA) Funds can be used in the following primary categories per federal guidelines: Public Health and Economic Impacts, Premium Pay, Investments in Infrastructure and Standard Allowance. The ARPA Fund re-appropriation amount in this budget amendment is totaling \$6,034,349.79 which includes the \$1 million Community Center Atrium Floor Infill Project, \$3.5 million for Library Construction, and \$605,570.25 for Multi-Family Property Rehabilitation, originally budgeted in Fiscal Year 2024.

*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>				\$142,026
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>				\$361,023.56
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>				\$107,600
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>				\$28,000
<i>Departmental Expenditure Subtotal</i>				\$647,804.79
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

Council Priority

Fiscally Sustainable Government

Environmental Considerations

None of the items in this budget amendment directly promote energy efficiency practices; however, the City received a grant from Pepco's Stuart Armstrong Maryland Communities program. This project will remove existing invasive plants, replant with native plants, and install wood chip pathways to improve the habitat, aesthetics and recreation value of the site.

Fiscal Considerations

Funding Source	Budget Amendment Type	
	FY25 Expenditure	
General Fund	\$	2,768,673.98
Special Revenue -Grants	\$	248,000.00
ARPA Fund	\$	6,034,349.79
Subtotal	\$	9,051,023.77
Stormwater Fund	\$	458,272.00
Total	\$	9,509,295.77

Appropriation by Department	Budget Amount	
General Fund Total		
Revenue	\$	
Revenue Subtotal	\$	
Expenditure		
General Government	\$	361,023.56
Police	\$	9,155.23
Public Works	\$	142,026.00
Communication	\$	28,000.00
Housing and Community Development	\$	107,600.00
Library	\$	-
Inter-Departmental	\$	-
Capital Improvement Program	\$	2,120,869.19
Expenditure Subtotal	\$	2,768,673.98
General Fund Total	\$	2,768,673.98
Special Revenue - Grants Total		
Communication	\$	122,000.00
Public Works	\$	126,000.00
Library	\$	-
Grand Total	\$	248,000.00
ARPA - Grants Total		
Police	\$	-
Public Works	\$	1,333,119.00
Housing and Community Development	\$	1,201,230.79
Library	\$	3,500,000.00
Grand Total	\$	6,034,349.79
Stormwater Fund		
Public Works	\$	458,272.00
Grand Total	\$	458,272.00
Total	\$	9,509,295.77

Racial Equity Considerations

The ARPA items once implemented will assist members in the community that are disproportionately affected by COVID-19 through direct and indirect funding as intended by both the US Treasury and

the City Council. The Multi-Family Property Rehabilitation and Emergency Rental Assistant program provided additional federal funding for FY 25 and established a relief funding program to provide additional funds to city residents. These funds will assist the City in increasing the availability for more housing programming.

Attachments and Links

- Draft FY25 Budget Amendment Ordinances

General Fund Adopted Budget and 1st Amendment			
	Adopted FY25	1st Amendment Budget Increase	Current FY25
Total Revenues	30,616,257	0	30,616,257
EXPENDITURES			
General Government	4,788,886		4,788,886
Police	10,057,430		10,057,430
Public Works	6,262,525		6,262,525
Recreation	2,184,732		2,184,732
Housing and Community Development	2,562,859		2,562,859
Communications	917,374		917,374
Library	1,600,246		1,600,246
Inter-Departmental	1,576,357		1,576,357
Capital Outlay**	1,379,623	19,934	1,399,557
Debt Service	739,885		739,885
Total Expenditures	32,069,917	19,934	32,089,851
Net (deficiency) of revenues over expenditures	(1,453,660)	(19,934)	(1,473,594)
Unassigned Reserve	5,186,760		5,166,826
Unassigned Reserve Ratio	16.94%		16.88%
Estimated GF Ending Fund Balance	12,635,278		12,615,344

Introduced by: Councilmember Dyballa

First Reading: July 24, 2024

Second Reading:

Effective Date:

CITY OF TAKOMA PARK, MARYLAND

ORDINANCE NO. 2024-23

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.

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<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>
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<i>Communications Expenditure Subtotal</i>				<i>\$28,000</i>
<i>Departmental Expenditure Subtotal</i>				<i>\$647,804.79</i>
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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
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Housing & Community Development	Special Revenue Fund	Washington McLaughlin School	Re-appropriate reimbursement to cover for the grant expenditure	(\$29,437)
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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
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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:

Introduced by: Councilmember Fulcher

First Reading: July 24, 2024

Second Reading:

Effective Date:

CITY OF TAKOMA PARK, MARYLAND

ORDINANCE NO. 2024-24

**FY 2025 STORMWATER MANAGEMENT FUND
BUDGET AMENDMENT NO. 1**

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

WHEREAS, unspent funds in the Capital Improvement Projects in the amount of \$183,646 need to be carried over due to the delay of the Brashear’s Run Project; and

WHEREAS, unspent funds in Stormwater Outside Parts and Labor account in the amount of \$154,176 need to be carried over due to the delay of Brashear’s Run Project; and

WHEREAS, unspent funds in Stormwater Subcontractor account in the amount of \$72,960 need to be carried over due to the delay in the facility contract maintenance project; and

WHEREAS, unspent funds in Stormwater Engineering Services account in the amount of \$47,490 need to be carried over for the engineering support in FY25; and

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

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

Stormwater Management Fund-Expenditures

1. Appropriate \$183,646 to 0030-0030-80001, Capital Projects Expenditure, to carry over unspent funds in the Capital Projects due to the delay in implementation of the Brashear’s Run project.
2. Appropriate \$154,176 to 0030-0030-53350, Outside Labor and Parts, due to the delayed Brashear’s Run project.
3. Appropriate \$72,960 to 0030-0030-61045, Subcontractor, due to delay in completion of the contractor’s work.
4. Appropriate \$47,490 to 0030-0030-61005, Engineering Services, due to unspent funds for the engineering support in FY24.

SECTION 2. Use of fund balance in the amount of \$458,272 is hereby authorized to supplement other fund revenues and financing sources.

SECTION 3. This Ordinance shall become effective upon adoption.

Adopted this _____ day of July, 2024 by Roll Call vote as follows:

AYE:

NAY:

ABSTAIN:

ABSENT:

FY25 Fiscal Year

Budget Amendment No#1 Due July 3rd

Department : All Dept

Note: ** For Requested Amendment Amount in both revenue and expenditure, please use (-) for amount reduction.

General Fund							
Items	General Fund Expenditure		Budget Account Title	Approved FY25 Budget	**Requested Amendment	Amended FY25 Budget	Explanation of Requested Amendment (Please explain in detail the reason for the requested amendment)
	Division	Account					
1	1160	61040	Contracts	\$ -	\$ 105,000.00	\$ 105,000.00	Reappropriation of the \$100K that was budgeted in FY24 for the Classification Study. The study is expected to be conducted in FY25. Also, requesting to rollover the \$5K that was budgeted for Leadership Training in FY24. Hoping to utilize this in FY25.
2	1160	61041	Software	\$ 116,300.00	\$ 256,023.56	\$ 372,323.56	Reappropriation of remaining funds from FY24 for the HRIS Implementation. System expected to be implemented in FY25.
3	2100	71110	Emergency Response		\$ 9,155.23	\$ 9,155.23	Reappropriation of FY24 funds for the purchase of 4 vests due to vendor delay.
4	3200	61044	Special Projects	\$ 17,200.00	\$ 6,400.00	\$ 23,600.00	Reappropriation of FY24 funds for facilities project, delayed painting of mechanic shop and ROW building exterior.
5	3600	61040	Contracts	\$ 220,000.00	\$ 95,000.00	\$ 315,000.00	Reappropriation of FY24 funds for MF energy grant awards not completed in FY24 and associated outreach contract.
6	3700	61045	Sub-Contract Work	\$ 51,000.00	\$ 27,926.00	\$ 78,926.00	Reappropriation of FY24 funds due to delay in award of Rasevik, bio and streetscape maintenance project.
7	3700	67300	Water	\$ 8,000.00	\$ 4,100.00	\$ 12,100.00	Reappropriation of FY24 funds for the WSSC water meter renewal anticipated in late August due to the longer billing cycle.
8	3900	61045	Sub-Contract Work	\$ 100,300.00	\$ 8,600.00	\$ 108,900.00	Reappropriation of FY24 funds due to the delay in completion of projects - subcontractor (Nzi) was supposed to be back in June to complete numerous projects, but was not. The projects are small repairs from a list kept by the Construction Manager (sidewalk repairs, speed hump repairs, etc).
9	5400	53070	Site Improvements	\$ -	\$ 45,000.00	\$ 45,000.00	Reappropriation of FY24 funds for ongoing bus shelter installations at: Flower/Winding Hill Way, Carroll/Laurel, Philadelphia/Maple
10	5400	61040	Contracts	\$ 20,000.00	\$ 31,600.00	\$ 51,600.00	Reappropriation of FY24 funds due to delay in completion for Learn to Ride Bike Class partnership and additional planned traffic studies
11	5400	70014	Transit-Pedestrian Project	\$ -	\$ 11,000.00	\$ 11,000.00	Reappropriation of FY24 funds that are required for grant match for outstanding SRTS grant funds (SRTS TIP 2020 & SRTS Enhanced Biking)
12	5800	61041	Software	\$ 29,800.00	\$ 20,000.00	\$ 49,800.00	Reappropriation of FY24 funds for Rental Licensing Software. Implementation was delayed from FY2024 when original vendor ended contract. New vendor has been selected
13	6000	62007	website		\$ 28,000.00	\$ 28,000.00	Reappropriation of FY24 funds for WordPress Hosting and Engagement Tools due to delay of CivicPlus launch
Subtotal Departmental Expenditure Budget				\$ 446,300.00	\$ 647,804.79	\$ 723,926.00	

FY25 Fiscal Year

Budget Amendment No#1 Due July 3rd

Department : All Dept

Note: ** For Requested Amendment Amount in both revenue and expenditure, please use (-) for amount reduction.

GF Capital Expenditure Account 9100			Budget Account Title	Approved FY25 Budget	**Requested Amendment	Amended FY25 Budget	Explanation of Requested Amendment (Please explain in detail the reason for the requested amendment)
Items	Department	Account					
1	HCD	80001	HCD Capital Improvement	\$ 196,000.00	\$ 19,934.00	\$ 215,934.00	Increase budget due to the City match requirement for New Ave A, New Ave B, and Maple Avenue grants
2	POLICE	80003	Equipment Reserve - Expend		\$ 210,000.00	\$ 210,000.00	Reappropriation of FY24 funds - Police Vehicles from FY22 still on back order
3	POLICE	80003	Equipment Reserve - Expend		\$ 151,845.00	\$ 151,845.00	Reappropriation of FY24 funds - Police Vehicles from FY23 still on back order
4	POLICE	80003	Equipment Reserve - Expend		\$ 249,364.19	\$ 249,364.19	Reappropriation of FY24 remaining budget for patrol vehicles due to Ford not accepting new orders
5	PUBLIC WORKS	80003	Equip Replace Reserve	\$ 1,109,194.00	\$ 630,000.00	\$ 1,739,194.00	Reappropriation of FY24 funds due to delay in receipt of trash truck order
6	PUBLIC WORKS	80003	Equip Replace Reserve	\$ 1,109,194.00	\$ 9,279.00	\$ 1,118,473.00	Reappropriation of FY24 funds due to delay in order of compressor (Budget Amd #4 FY24)
7	PUBLIC WORKS	80008	Fac. Mnt Reserve	\$ -	\$ 75,000.00	\$ 75,000.00	Reappropriation of FY24 funds for the Gen Fund portion of IT & Cable Renovation project, delayed in FY24
8	Library	80013	Library Construction		\$ 775,447.00	\$ 775,447.00	Reappropriation of FY24 funds for Library Redevelopment (accounting for FY24 remaining expenditure)
Subtotal Capital Improvement Expenditure Budget				\$ 2,218,388.00	\$ 2,120,869.19	\$ 3,708,114.00	
Total General Fund Revenue Budget				\$ -	\$ -		
Total General Fund Expenditure Budget				\$ 2,768,673.98	\$ 4,432,040.00		
Total General Fund Fund Balance				\$ 2,768,673.98	\$ -		

FY25 Fiscal Year

Budget Amendment No#1 Due July 3rd

Department : All Dept

Note: ** For Requested Amendment Amount in both revenue and expenditure, please use (-) for amount reduction.

Special Revenue Fund -Revenues							
Items	SRF Revenues		Budget Account Title	Approved FY25 Budget	**Requested Amendment	Amended FY25 Budget	Explanation of Requested Amendment (Please explain in detail the reason for the requested amendment)
	Department	Account					
1	HCD	0010-37170	Tenant Opportunity to Purchase Support Fund	\$ (500,000.00)	\$ 58,186.00	\$ (441,814.00)	Budget reduced to reflect FY2024 actual spend to date
2	HCD	0010-37400	Richardson School of Music Rehab Project	\$ (175,000.00)	\$ 25,000.00	\$ (150,000.00)	Budget reduced to reflect FY2024 actual spend to date
3	HCD	0010-37100	Washington McLaughlin School Grant	\$ -	\$ (29,437.00)	\$ (29,437.00)	Reappropriation of FY24 remaining balance of grant funding
4	HCD	0010-33650	CDBG Neighborhood Improvement	\$ (91,000.00)	\$ (91,000.00)	\$ (182,000.00)	Budget Increase due to the addition of FY25 award of \$91,000
5	HCD	0010-38350	Recreation Center Design Grant	\$ -	\$ (145,000.00)	\$ (145,000.00)	Reappropriation of FY24 funds to reflect FY2024 actual spend to date
6	HCD	0010-38200	Program Open Space Projects	\$ (60,000.00)	\$ (242,000.00)	\$ (302,000.00)	Budget Increase to reflect theoretical allocation identified by Montgomery Parks
7	HCD	0010-37450	Aging In Place	\$ -	\$ (26,000.00)	\$ (26,000.00)	Budget Increase due to the new grant award
8	HCD	0010-39162	New Ave Bikeway-Section A	\$ (270,000.00)	\$ (3,401.53)	\$ (273,401.53)	Reappropriation of FY24 funds to reflect FY2024 actual spend to date
9	HCD	0010-39163	New Ave Bikeway-Section B	\$ (80,000.00)	\$ 18,812.35	\$ (61,187.65)	Budget reduced to reflect FY2024 actual spend to date
10	HCD	0010-38340	Kim Lamp-Maple Ave	\$ (240,000.00)	\$ 63,353.19	\$ (176,646.81)	Budget reduced to reflect FY2024 actual spend to date
11	HCD	0010-33671	MD State Arts Grant	\$ -	\$ (22,421.64)	\$ (22,421.64)	Reappropriation of FY24 remaining balance of grant funding
SRF Departmental Revenue Budget				\$ (916,000.00)	\$ (393,908.63)	\$ (1,809,908.63)	

FY25 Fiscal Year

Budget Amendment No#1 Due July 3rd

Department : All Dept

Note: ** For Requested Amendment Amount in both revenue and expenditure, please use (-) for amount reduction.

Special Revenue Fund -Expenditure							
Items	SRF Expenditure		Budget Account Title	Approved FY25 Budget	**Requested Amendment	Amended FY25 Budget	Explanation of Requested Amendment (Please explain in detail the reason for the requested amendment)
	Department	Account					
1	PUBLIC WORKS	68025	PEPCO - Stuart Armstrong grant	\$ 9,614.00	\$ 1,000.00	\$ 10,614.00	The grant was awarded in FY24, but will not be spent completely until FY25; multi-year project and will be completed by FY25
2	PUBLIC WORKS	72411	Cable Grant - CIP Communication		\$ 125,000.00	\$ 125,000.00	Reappropriation of FY24 funds; SRF portion of IT & Cable Renovation Project, delayed in FY24.
3	Communications	0010-0010-74211	Cable Grant - CIP Communication		\$ 122,000.00	\$ 122,000.00	Reappropriation of FY24 funds, represents funds from FY23 to FY25 for Control Room Relocation and Equipment Replacement related to the Library renovation project.
4	HCD	0010-0010-68003	Tenant Opportunity to Purchase Support Fund	\$ 500,000.00	\$ (58,186.00)	\$ 441,814.00	Budget reduced to reflect FY2024 actual spend to date
5	HCD	0010-0010-68014	Richardson School of Music Rehab Project	\$ 175,000.00	\$ (25,000.00)	\$ 150,000.00	Budget reduced to reflect FY2024 actual spend to date
6	HCD	0010-0010-68033	Washington McLaughlin School HCD	\$ -	\$ 29,437.00	\$ 29,437.00	Reappropriation of unspent FY24 funds
7	HCD	0010-0010-68056	CDBG Neighborhood Improvement CIP HCD	\$ 91,000.00	\$ 91,000.00	\$ 182,000.00	Budget Increase due to the addition of FY25 award of \$91,000
8	HCD	0010-0010-71860	Recreation Center Design Grant CIP	\$ -	\$ 145,000.00	\$ 145,000.00	Reappropriation to reflect FY2024 actual spend to date
9	HCD	0010-0010-71890	Program Open Space-CIP HCD	\$ 60,000.00	\$ 242,000.00	\$ 302,000.00	Budget Increase to reflect theoretical allocation identified by Montgomery Parks
10	HCD	0010-0010-68047	Aging In Place	\$ -	\$ 26,000.00	\$ 26,000.00	Budget Increase due to the new grant award
11	HCD	0010-0010-68029	New Ave Bikeway-A CIP HCD	\$ 270,000.00	\$ 3,401.53	\$ 273,401.53	Reappropriation of FY24 funds to reflect FY2024 actual spend to date
12	HCD	0010-0010-68030	New Ave Bikeway-B CIP HCD	\$ 80,000.00	\$ (18,812.35)	\$ 61,187.65	Budget reduced to reflect FY2024 actual spend to date
13	HCD	0010-0010-71880	Kim Lamp-Maple Ave-CIP HCD	\$ 240,000.00	\$ (63,353.19)	\$ 176,646.81	Budget reduced to reflect FY2024 actual spend to date
14	HCD	0010-0010-68021	MD State Arts Grant	\$ -	\$ 22,421.64	\$ 22,421.64	Reappropriation of unspent FY24 funds
SRF Departmental Expenditure Budget				\$ 1,185,614.00	\$ 641,908.63	\$ 1,868,454.18	
Total Special Revenue Fund Fund Balance					\$ 248,000.00		

FY25 Fiscal Year

Budget Amendment No#1 Due July 3rd

Department : All Dept

Note: ** For Requested Amendment Amount in both revenue and expenditure, please use (-) for amount reduction.

ARPA Fund -Transfer							
Items	APRA Transfer		Budget Account Title	Approved FY25 Budget	**Requested Amendment	Amended FY25 Budget	Explanation of Requested Amendment (Please explain in detail the reason for the requested amendment)
	Department	Account					
1	0070	61053	Energy Efficiency Upgrades	\$ 100,000.00	\$ (100,000.00)	\$ -	Budget transfer to Multi-Family Housing Rehab
	0070	61047	Multi-Family Housing Rehabilitation	\$ -	\$ 100,000.00	\$ 100,000.00	Budget transfer from Energy Efficiency Upgrades
ARPA Departmental Revenue Budget				\$ -	\$ -	\$ -	
ARPA Fund -Expenditure							
Items	ARPA Expenditure		Budget Account Title	Approved FY25 Budget	**Requested Amendment	Amended FY25 Budget	Explanation of Requested Amendment (Please explain in detail the reason for the requested amendment)
	Department	Account					
1	PUBLIC WORKS	80004	6.1 TE CIP Com Center Renovation	\$ -	\$ 1,000,000.00	\$ 1,000,000.00	Reappropriation of FY24 funds due to delay in starting the project, lower level renovation of police lobby, dispatch area.
2	PUBLIC WORKS	80008	6.1 TE CIP Sidewalk & Traffic Calming	\$ -	\$ 333,119.00	\$ 333,119.00	Reappropriation of FY24 Funds due to contractor delays
3	HCD	0070-0070-61043	Emergency Rental Assistance	\$ -	\$ 169,567.80	\$ 169,567.80	Reappropriation of FY24 funds for ongoing FY24 programming
4	HCD	0070-0070-61046	Small Business Grants	\$ -	\$ 38,000.00	\$ 38,000.00	Reappropriation of FY24 funds for ongoing FY24 programming
5	HCD	0070-0070-61047	Multi-Family Housing Rehabilitation	\$ 100,000.00	\$ 605,570.25	\$ 705,570.25	Reappropriation of FY24 funds for ongoing FY24 programming
6	HCD	0070-0070-80003	CIP-Rec Center Redevelopment	\$ -	\$ 160,000.00	\$ 160,000.00	Reappropriation of FY24 funds for ongoing FY24 programming
7	HCD	0070-0070-80005	CIP-Public Space Management	\$ -	\$ 23,380.00	\$ 23,380.00	Reappropriation of FY24 funds for ongoing FY24 programming

FY25 Fiscal Year

Budget Amendment No#1 Due July 3rd

Department : All Dept

Note: ** For Requested Amendment Amount in both revenue and expenditure, please use (-) for amount reduction.

8	HCD	0070-0070-80006	CIP-Neighborhood Commercial Center	\$ -	\$ 77,073.87	\$ 77,073.87	Reappropriation of FY24 funds for ongoing FY24 programming
9	HCD	0070-0070-80009	CIP-HCD Projects	\$ -	\$ 127,638.87	\$ 127,638.87	Reappropriation of FY24 funds for ongoing FY24 programming
10	Library	0070-0070-80002	Library Construction	\$ 1,000,000.00	\$ 3,500,000.00	\$ 4,500,000.00	Reappropriation of FY24 funds Library Construction
ARPA Departmental Expenditure Budget				\$ 1,100,000.00	\$ 6,034,349.79	\$ 7,134,349.79	

Stormwater Fund							
Items	SWF Revenue & Expenditure		Budget Account Title	Approved FY25 Budget	Requested Amendment	Amended FY25 Budget	Explanation of Requested Amendment (Please explain in detail the reason for the requested amendment)
	Fund	Account					
1	0030	53350	Outside Labor & Parts	\$ 200,000.00	\$ 154,176.00	\$ 354,176.00	Reappropriation of FY24 funds due to delay in project completion. A portion of the funds will be used for Brashear's Run, the remainder will go towards the projects on the list, or others that become higher priority during the year.
2	0030	61005	Engineering Services	\$ 70,000.00	\$ 47,490.00	\$ 117,490.00	Reappropriation of FY24 unspent funds for engineering support to be used in FY25
3	0030	61045	Sub Contract Work	\$ 150,000.00	\$ 72,960.00	\$ 222,960.00	Reappropriation of FY24 funds due to delay in completion of contractors work in FY24
4	0030	80001	Capital Expenditures	\$ 230,000.00	\$ 183,646.00	\$ 413,646.00	Reappropriation of FY24 funds due to delay in payment for Brashear's Run project
5						\$ -	
6						\$ -	
Stormwater Fund Budget				\$ 650,000.00	\$ 458,272.00	\$ 1,108,272.00	

Total Budget Amendment (All Funds)	\$ 9,509,295.77	
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