

Introduced by: Councilmember Smith

First Reading: March 14, 2018

Second Reading: April 4, 2018

Effective Date: April 4, 2018

**CITY OF TAKOMA PARK, MARYLAND
ORDINANCE NO. 2018-11**

FY 2018 BUDGET AMENDMENT NO. 3

WHEREAS, the Fiscal Year (FY) 2018 budget was adopted by the City Council on May 17, 2017, and budget amendments were adopted on July 14, 2017 and October 18, 2017; and

WHEREAS, since this date, certain revenues and expenditures anticipated to occur during FY 2018 were delayed, canceled or added, requiring modification of the FY 2018 budget; and

WHEREAS, funds for the IT Server Room renovation was budgeted in FY 2017, when the project began, but work continued into FY 2018 and funds totaling \$151,320 need to be carried over into the FY 2018 budget; and

WHEREAS, several Housing and Community Development projects were delayed and will not occur in FY 2018 including installation and maintenance of scattered landscaping and placemaking activity along New Hampshire Avenue (\$5,000), implementation of the Business Retention and Expansion project (\$3,000), and implementation of the Bike Program (\$12,000); and

WHEREAS, the Neighborhood Commercial Center Improvements project (\$100,000) was delayed and will not occur in FY 2018; and

WHEREAS, the budget for Capital Expenditures for the Library project is increased by \$100,000 due to the need for a Flood Plain Delineation study; however, the budget is reduced \$2,900,000 overall due to the delay in the project for FY 2018; and

WHEREAS, the budget for General Fund expenditures for the Ethan Allen Gateway Streetscape project is reduced \$562,412 and the budget for the Flower Avenue Green Street project is reduced \$708,914 due to the delay in the project for FY 2018; and

WHEREAS, the budgeted revenues and expenditures for Special Revenue funds for the Ethan Allen Street project are reduced \$66,000 for the Bikeway's Grant and \$627,750 for the TAP Grant due to the delay in the project for FY 2018; and

WHEREAS, the budgeted revenues and expenditures for Special Revenue funds for the Flower Avenue Green Street project are reduced \$200,000 for the funds from Montgomery County, \$780,248 for the TAP Grant, and \$1,866,772 for the WSSC Grant due to the delay in the project for FY 2018; and

WHEREAS, programming revenue and expenditures funds for Safe Routes to School programs are reduced by \$66,192 due to State delays with the contract for FY 2018; and

WHEREAS, the budget for security cameras for the Heffner Park and Community Center is decreased by \$39,000 for FY 2018; and

WHEREAS, budget revenues and expenditures for the Safe Routes to School Lincoln Avenue project are increased \$160,000 due to the award of additional grant funds; and

WHEREAS, the budget for legal contracts is reduced \$35,000 due to the lower than anticipated expenditures for legal services related to the Safe Grow Ordinance and Winding Hill Way matters; and

WHEREAS, the budget for the iCan Shine program is increased by the amount of \$10,850 to ensure that the late-June program can proceed if there is further delay in receiving funding from the State Highway Administration; and

WHEREAS, the budget for Housing and Community Development staff salaries is reduced \$138,700 due to hiring delays and staff turnover; and

WHEREAS, the budget for Housing and Community Development staff conference and training expenses are reduced \$10,000 and \$5,000 respectively due to staff turnover; and

WHEREAS, the budget for printing costs is reduced \$5,000 due to less need for Landlord Seminar materials and Tenant Handbooks; the cost reduction is offset by the budget for contract funds, which increased \$5,000 due to the implementation of the Learning Management System for landlord education; and

WHEREAS, the budget for an economic development marketing campaign is deferred and the amount of \$20,000 from Contracts, and \$2,000 from Printing, is reduced from the FY 2018 budget; and

WHEREAS, the Housing and Community Development budget for computer supplies is increased \$2,400 for computer purchases and the budget for inventory expenditures is increased \$5,000 due to the ADA modifications required for the reception furniture; and

WHEREAS, the Non-Departmental budget is reduced by \$1,500 for the Arts Commission due to reduced costs for social media marketing, and by \$7,500 for the Community Partnership Program due to the delay in implementation of approved food pantry contracts; and

WHEREAS, the budget for Public Arts was originally increased by \$36,700 as funds in that amount were carried over from FY 2017 for the Conway and Prince George's Avenues mural project; while that project was completed, the budgeted amount is reduced by \$44,400 as the program is delayed due to staff turnover; and

WHEREAS, the Takoma Junction traffic study cost less than was budgeted, the amount is reduced by \$29,500; and

WHEREAS, the budget for capital equipment expenditures in Human Resources is increased \$22,000 due to furniture purchases needed after space renovations; and

WHEREAS, the budget for capital equipment expenditures is increased by \$18,000 for the purchase of a portable lactation station for use by City staff; and

WHEREAS, the budget for the server project is increased by \$20,000 due to the additional cost of host servers and Microsoft Client Access Licenses and the budget for the Public Works' fuel dispensing software is decreased \$33,000 due to the decision not to pursue an equipment change; and

WHEREAS, the budget for revenues and expenditures from the Maryland Energy Assistance Grant are decreased \$48,872 and \$42,796 respectively due to the completion of the project; and

WHEREAS, the budgeted revenues and expenditures from the Maryland Environmental Administration Low/Moderate Home Energy grant are increased by \$40,000 due to the award of grant funds; and

WHEREAS, the budgeted revenues and expenditures from the Community Legacy grant for the Old Takoma Business Association revolving loan fund are increased by \$75,000 due to the award of grant funds not accounted for in the FY 18 budget; and

WHEREAS, funds in several accounts needed to be transferred to more appropriate accounts for the expenditures.

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

SECTION 1. The Fiscal Year 2018 Budget is amended as follows:

General Fund Transfers

1. Transfer \$1,500 from 1160-52900, Inventory Expenditures, to account 9100-80000, Capital Expenditures to help fund HR furniture purchase.
2. Transfer \$5,000 from 1160-61040, contracts, to 9100-80000, Capital Expenditures, due to the lower than estimated Compensation Study.
3. Transfer \$9,000 from 1160-61040, contracts, to account 1160-70090, Recruit/ Applicant to help fund higher than expected recruiting costs for police chief.
4. Transfer \$6,000 from 1160-40700, Temporary Assistance, to account 1160-40011, Intern Salary to help fund Intern compensation.
5. Transfer \$83,855 from 5500-61040, Contracts, to account 5400-61010, Contracts due to reassignment of strategic plan expenses.

General Fund – Expenditures

1. Reduce \$35,000 from account 1140-61040, Legal Contracts, due to the less than anticipated expenditures of Safe Grow Ordinance and Winding Hill Way.
2. Reduce \$92,500 from account 5400-40010, Salary of Community Development division, due to staff turnover.
3. Reduce \$22,000 from account 5400-40011, Intern Salary of Community Development division, due to staff turnover.
4. Reduce \$5,000 from account 5400-53070, Site Improvements, due to the delay for installation and maintenance of scattered landscaping and placemaking activity along New Hampshire Avenue.
5. Reduce \$20,000 from account 5400-61040, Contracts, and reduce \$2,000, from account 5400-65015, Printing, due to marketing campaign deferred.
6. Reduce \$3,000 from account 5400-64010, Publicity, due to the delay of the Business retention and expansion project.
7. Reduce \$12,000 from account 5400-70014, Transit, due to the delay of the Bike Program.
8. Reduce \$10,000 from account 5400-70025, Conference, due to staff turnover.
9. Reduce \$5,000 from account 5400-70050, Training, due to staff turnover.
10. Appropriate \$10,850 to account 5400-70015, iCan Shine, to provide for the program expenditures.
11. Reduce \$10,500 from account 5500-40011, Intern Salaries, due to the staffing delay.
12. Reduce \$10,000 from account 5500-40015, Salaries Part-Time, due to departure of the Art Coordinator.
13. Appropriate \$2,400 to account 5500-52006, Computer Supplies, to provide for the computers for the Economic Development Specialist and Housing Intern.
14. Appropriate \$5,000 to account 5500-52900, Inventory Expenditures, to provide for reception furnishing due to ADA modifications.
15. Reduce \$16,000 from account 5800-40010, Salaries, due to the staff turnover.
16. Appropriate \$12,300 to account 5800-40011, Intern Salaries, to provide for additional Housing Intern position.
17. Reduce \$5,000 from account 5800-65015, Printing, due to the cost reduction of Landlord Seminar and Tenant Handbook.
18. Appropriate \$5,000 to account 5800-61040, Contracts, to provide for purchase of Learning Management System for Landlord Seminar and Tenant Handbook.
19. Reduce \$1,500 from account 9000-70008, Arts Commission, due to the reduced social media marketing campaign costs.
20. Reduce \$7,500 from account 9000-71600, Partnership Program, due to the delay in implementation of food pantry contracts.
21. Reduce \$100,000 from account 9100-80000, Capital Equipment Expenditure, due to the delay in implementation of Neighborhood Commercial Center Improvement.
22. Reduce \$44,400 from account 9100-80000, Capital Equipment Expenditure, due to the delay in Public Arts program.

23. Reduce \$29,500 from account 9100-80000, Capital Equipment Expenditure, due to lower than anticipated cost for Traffic Study.
24. Appropriate \$22,000 to account 9100-80000, Capital Equipment Expenditure, to provide for the furniture purchase for HR renovation.
25. Appropriate \$18,000 to account 9100-80000, Capital Equipment Expenditure, to provide for the purchase of a portable lactation station for staff.
26. Appropriate \$100,000 to account 9100-80013, Library Construction Expenditure, to provide for the Flood Plain Delineation of the Library Project.
27. Reduce \$2,900,000 from account 9100-80013, Library Construction Expenditure, due to the delay in Library construction project.
28. Reduce \$562,412 from account 9100-80000, Capital Equipment Expenditure, due to the delay in implementation of Ethan Allen Streetscape project.
29. Reduce \$708,914 from account 9100-80000, Capital Equipment Expenditure, due to the delay in implementation of Flower Avenue Green Street Project.
30. Reduce \$39,000 from account 9100-80003, Equipment Replacement Reserve, to carry over CCTV for Heffner Park and Community Center to FY2019.
31. Appropriate \$20,000 to account 9100-80003, Equipment Replacement Reserve, to provide for the additional purchase of host servers and Microsoft Client Access Licenses.
32. Reduce \$33,000 from account 9100-80003, Equipment Replacement Reserve, due to the decision not to purchase the fuel dispensing software until year FY2020.

Special Revenue Fund – Revenues

1. Reduce \$48,872 from account 0010-33520, MD Energy Assist Grant, due to the completion of project in FY17.
2. Appropriate \$40,000 to account 0010-33990, MEA Low/Mod Home Energy Grant, to provide for the successful award of Grant funds from MD Energy Administration.
3. Reduce \$1,673,998 from account 0010-39160, Transportation Grant, due to the street projects delay.
4. Reduce \$1,866,772 from account 0010-36930, WSSC, due to the street projects delay.
5. Reduce \$66,192 from account 0010-39211, Safe Routes to School, due to the school programming project delay.
6. Appropriate \$160,000 to account 0010-39211, Safe Routes to School, to provide for the additional award of Grant funds.
7. Appropriate \$75,000 to account 0010-37420, Community Legacy-RLF, to provide for the award of State Grant funds.

Special Revenue Fund – Expenditures

1. Reduce \$42,796 from account 0010-71730, MD Energy Assist Expenditure, due to the completion of project in FY17.
2. Appropriate \$40,000 to account 0010-71810, MEA Low/Mod Home Energy Expenditure, to provide for the successful award of Grant funds from MD Energy Administration.

3. Appropriate \$151,320 from account 0010-72410, Cable Grant, to provide for IT room renovation.
4. Reduce \$66,000 from account 0010-68026, Transportation Grant, due to the delay of Ethan Allen Street project-MD Bikeway.
5. Reduce \$627,750 from account 0010-68026, Transportation Grant, due to the delay of Ethan Allen Street project-TAP.
6. Reduce \$200,000 from account 0010-68026, Transportation Grant, due to the delay of Flower Avenue Green Street project-Montgomery County.
7. Reduce \$780,248 from account 0010-68026, Transportation Grant, due to the delay of Flower Avenue Green Street project-TAP.
8. Reduce \$1,866,772 from account 0010-80020, WSSC Grant, due to the delay of Flower Avenue Green Street project-WSSC.
9. Reduce \$66,192 from account 0010-72110, Safe Routes to School, due to the school programming project delay.
10. Appropriate \$160,000 to account 0010-72110, SRTS Lincoln Avenue, to provide for the higher than expected cost for construction.
11. Appropriate \$75,000 to account 0010-68015, Community Legacy-RLF, to provide funds for the Old Takoma Business Association Revolving Loan Fund.

SECTION 2. The City's Capital Improvement Program for FY18 shall be amended to reflect the aforementioned changes in the General Fund budget.

SECTION 3. This Ordinance shall become effective upon adoption.

Adopted this 4th day of April, 2018 by Roll Call vote as follows:

AYE:	Stewart, Kovar, Dyballa, Kostiuik, Seamens, Searcy
NAY:	None
ABSTAIN:	None
ABSENT:	Smith