

Introduced by: Councilmember Searcy

First Reading: July 21, 2021

Second Reading: July 28, 2021

Effective Date: July 28, 2021

**CITY OF TAKOMA PARK, MARYLAND  
ORDINANCE NO. 2021-34**

**FY 2022 BUDGET AMENDMENT NO. 1**

WHEREAS, the Fiscal Year (FY) 2022 budget was adopted by the City Council on May 19, 2021; and

WHEREAS, since this date, certain expenditures originally anticipated to occur during Fiscal Year 2021 were delayed, requiring modification to the Fiscal Year 2022 budget; and

WHEREAS, certain ADA Sidewalk Improvements are delayed, the remaining amount \$300,000 is carried over to Fiscal Year 2022 under Public Works; and

WHEREAS, the Housing and Community Development Public Arts project fund in the amount of \$8,000 needs to be carried over due to delivery issues; and

WHEREAS, Bike Improvement projects were postponed due to the pandemic and funds in the amount of \$50,000 need to be carried over; and

WHEREAS, Public Land Management projects in the amount of \$40,000 need to be carried over following up on plans to address various factors impacting the quality of public space; and

WHEREAS, the implementation of the Bus Shelters budget line carries over an amount of \$60,000 for bus shelter improvement; and

WHEREAS, the Planning Division will carry over \$48,000 for streetscape improvements to compensate for Fiscal Year 2021 supply chain delays due to the pandemic; and

WHEREAS, Legislative Division funds in the amount of \$6,000 need to be carried over to provide additional opportunities for conferences and training conventions; and

WHEREAS, City Commissions funding under the Legislative Division shows a carryover of \$4,000 to provide new orientation programming and member incentives; and

WHEREAS, in City Administration, carryover funds totaling \$5,000 need to be carried over to provide additional conference and training convention opportunities; and

WHEREAS, Contract Services for Information Technology reflects a \$125,000 increase for an Enterprise Resource Planning (ERP) upgrade to improve Human Resources and Finance Departments' systems; and

WHEREAS, the Salary and Fringe Benefits for Human Resources in the amount of \$40,000 are increased to provide additional term-limited staff capacity for HRIS system migrations; and

WHEREAS, the Human Resources training funds in the amount of \$3,000 need to be carried over to facilitate systems consolidation; and

WHEREAS, Human Resources Recruitment Process funds in the amount of \$28,000 need to be carried over due to hiring delays; and

WHEREAS, Contract Services for Human Resources in the amount of \$3,900 need to be carried over for systems consolidation support; and

WHEREAS, Contract Services for City Clerk need to be increased by \$50,000 for the completion of redistricting prior to the next City Elections; and

WHEREAS, Salary and Fringe Benefits for Police Communications are increased in the amount of \$30,000 to reduce staff turnover and allow for promotional opportunities for dispatchers; and

WHEREAS, a \$1,900 carryover will provide the City Clerk's office with funds for additional conference opportunities not realized in Fiscal Year 2021; and

WHEREAS, the City Clerk training carryover in the amount of \$1,000 will provide additional training opportunities not realized in Fiscal Year 2021; and

WHEREAS, Contract Services for the Police promotional process has a \$37,700 carryover; and

WHEREAS, from the unspent FY21 budget of Finance Office, \$11,000 needs to be carried over, including Conference (\$5,000) and Training (\$6,000), due to staff turnover; and

WHEREAS, the amount of \$10,000 in Investment Assistance under Finance Contracts needs to be carried over due to complete investment consultations; and

WHEREAS, the Site Improvements-Planning funds in the amount of \$48,000 need to be carried over due to the delay in the delivery of replacement benches, and recycling receptacles because of supply chain issues; and

WHEREAS, Contract Services funding for Planning in the amount of \$11,800 needs to be carried over due to work delays from staff vacancies; and

WHEREAS, funds for Planning Publicity for outreach and engagement activities in the amount of \$3,000 needs to be carried over to be used for outreach and public engagement projects; and

- WHEREAS, Printing funds for public outreach through publications, bus shelter ads and other means in the amount of \$10,000 are carried over since staff shortages prevented use in Fiscal Year 2021 and the Planning Division is now fully staffed in Fiscal Year 2022; and
- WHEREAS, the Transit-Pedestrian Project funds used for pedestrian safety, Safe Routes to School, and bike promotion in the amount of \$17,000 needs to be carried over by the Planning Division; and
- WHEREAS, the iCan Shine camp was canceled during the pandemic and grant match funds in the amount of \$6,000 need to be carried over; and
- WHEREAS, the Conference-Planning funds in the amount of \$6,000 need to be carried over to be used for expanded skill programs including race equity and public engagement; and
- WHEREAS, the Association Dues-Planning funds in the amount of \$2,500 need to be carried over to provide for memberships that were not included in the FY22 budget; and
- WHEREAS, the training budget for Planning carries over \$1,000 to provide for the Eco-Districts Certification and Dignity Institute for staff; and
- WHEREAS, the Contract Services for Arts and Humanities in the amount of \$2,400 need to be carried over to complete Arts Honoria, and
- WHEREAS, funds for Arts and Humanities publicity in the amount of \$1,600 needs to be carried over to be used for additional outreach for art events; and
- WHEREAS, a Communications carryover in the amount of \$5,000 is included for website upgrades; and
- WHEREAS, the budget for Sustainability Contracts in the amount of \$192,000 needs to be carried over in the Public Works Fiscal Year 2022 budget due to implementation delays during the pandemic, with funds added for low and moderate income rebates program (\$30,000), single family energy efficiency rebates (\$20,000), business sustainability assistance (\$22,000), multifamily assistance (\$70,000), and sustainability outreach activities (\$50,000); and
- WHEREAS, the budget for Equipment Replacement Expenditure is increased by \$52,965 plus a \$31,277 carryover due to delays in deliveries and price increases for the Leaf Collection Vacuum and Pick-Up Truck #244; and
- WHEREAS, Cable Grant Capital projects in the Special Revenue Fund in the amount of \$30,000 need to be carried over, including (\$20,000) Closed Captioning, (\$5,000) Sports Production and (\$5,000) Wireless Video Transmission due to the technology upgrade; and

WHEREAS, a budget allocation for ARPA-funded Housing Emergency Rental Assistance in the amount of \$250,000 is included to assist residents with back rent, utilities and moving expenses; and

WHEREAS, the budget for ARPA Administration in the Special Revenue Fund in amount of \$315,000 is allocated for the hiring of a Software Developer (\$120,000), Finance Payroll and Accounts Payable Specialist (\$75,000), and ARPA Coordinator (\$120,000); and

WHEREAS, a budget for ARPA-funded Community Engagement is added to the Special Revenue Fund in the amount of \$100,000 to facilitate outreach; and

WHEREAS, due to the food insecurity challenges faced by Takoma Park residents constituting a fundamental need in the City that is also an ARPA eligible use, an ARPA allocation in the amount of \$250,000 is included for the Housing and Community Development Community Partners grant program and will be distributed in support of local organizations that can expand food access for residents.

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

SECTION 1. The Fiscal Year 2022 Budget is amended as follows:

**General Fund – Expenditures**

1. Appropriate \$6,000 to account 1110-70025, Conference, to provide funds for conference expenses.
2. Appropriate \$4,000 to account 1110-70016, City Commissions, etc., to provide funds for new orientation program expenses.
3. Appropriate \$1,900 to account 1170-70025, Conference, to provide funds for conference expenses.
4. Appropriate \$1,000 to account 1170-70050, Training, to provide funds for training expenses.
5. Appropriate \$37,700 to account 2100-61040, Contracts, to provide funds for Police Promotional Process.
6. Appropriate \$10,000 to account 1130-70009, Investment Expenditures, to provide funds for Investing consulting fee.
7. Appropriate \$5,000 to account 1130-70025, Conference, to provide funds for conference expenses.
8. Appropriate \$6,000 to account 1130-70050, Training, to provide funds for training expenses.
9. Appropriate \$5,000 to account 1120-70025, Conference, to provide funds for conference expenses.
10. Appropriate \$125,000 to account 1150-61040, Contracts, to provide funds for Enterprise Resource Planning (ERP) upgrade expenses.
11. Appropriate \$40,000 to account 1160-40010 and 1160-40200, Salary and Fringe Benefits, to provide funds for system migration.
12. Appropriate \$3,000 to account 1160-70050, Training, to provide funds for system migration.

13. Appropriate \$28,000 to account 1160-70090, Recruit/Applicant Process for expected increased in hiring volume.
14. Appropriate \$3,900 to account 1160-61040, Contracts, to facilitate HR system migration.
15. Appropriate \$50,000 to account 1170-61040, Contracts, to facilitate the completion of redistricting.
16. Appropriate \$30,000 to account 2200-40010 and 2200-40200, Salary and Fringe Benefits, to provide funds for Police dispatch upgrades.
17. Appropriate \$192,000 to account 3600-61040, Sustainable Contracts, to provide funds for various sustainable projects.
18. Appropriate \$48,000 to account 5400-53070, Site Improvement, to provide funds for place making and streetscape improvements.
19. Appropriate \$11,800 to account 5400-61040, Contracts, to provide funds for the implementation of contract services.
20. Appropriate \$3,000 to account 5400-64010, Publicity, to provide funds for the outreach efforts.
21. Appropriate \$10,000 to account 5400-65015, Printing, to provide funds for the bus shelter ads, publications and media in multiple languages.
22. Appropriate \$17,000 to account 5400-70014, Transit -Pedestrian Project, to provide funds for projects to increase pedestrian safety and bike promotion.
23. Appropriate \$6,000 to account 5400-70015, iCanShine, to provide funds for improved facilities for outdoor riders.
24. Appropriate \$6,000 to account 5400-70025, Conference, to provide funds for conference expenses.
25. Appropriate \$2,500 to account 5400-70035, Association Dues, to provide funds for housing and non-profit developers membership fees.
26. Appropriate \$1,000 to account 5400-70050, Training, to provide funds for attending training.
27. Appropriate \$2,400 to account 5700-61040, Contracts, to provide funds for Arts Honoraria.
28. Appropriate \$1,600 to account 5700-64010, Publicity, to provide funds for the design of the resource guides.
29. Appropriate \$5,000 to account 6000-62007, Website, to provide funds for the city's website upgrade.
30. Appropriate \$158,000 to account 9100-80000, Capital Equipment Expenditure, to provide funds for:
  - a. \$60,000 for the Bus Shelter installation.
  - b. \$40,000 for Public Land Management.
  - c. \$50,000 for Bike Improvements.
  - d. \$8,000 for Public Art funds.
31. Appropriate \$84,242 to account 9100-80003, Equipment Reserve Expenditure, to provide funds for:
  - a. \$52,965 for the Leaf Collection Vacuum.
  - b. \$31,277 for Pick-Up Truck #244.
32. Appropriate \$300,000 to account 9100-80009, Sidewalks, to provide fund for the ADA sidewalks:
  - a. \$50,000 for the City Sidewalks.

- b. \$150,000 for SHA Sidewalks.
- c. \$100,000 for the new Sidewalks.

**Special Revenue Fund – Expenditures**

1. Appropriate \$30,000 to account 0010-0010-72410, Cable Grant Expenditure, to provide fund for Capital Projects:
  - a. \$20,000 for the CIP Closed Captioning.
  - b. \$5,000 for the Sports Production.
  - c. \$5,000 for the Wireless Video Transmission.
2. Appropriate \$250,000 to account 0010-0010-72430, ARPA Housing Emergency Assistance Expenditure, to provide fund for rental assistance and back rent to the city residents.
3. Appropriate \$250,000 to account 0010-0010-72430, ARPA Housing Emergency Assistance Expenditure, to provide grants for local organizations that can expand food access for residents.
4. Appropriate \$120,000 to account 0010-0010-72420, ARPA Administration, to provide fund for the hiring of a Software Developer.
5. Appropriate \$75,000 to account 0010-0010-72470, ARPA Administration Finance, to provide fund for the hiring of Payroll and AP Specialist.
6. Appropriate \$120,000 to account 0010-0010-72460, ARPA Administration, to provide fund for the hiring of ARPA Coordinator.
7. Appropriate \$100,000 to account 0010-0010-72440, ARPA Administration Community Engagement, to provide fund for the community activities.

SECTION 2. The City’s Capital Improvement Program for FY 2022 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, 2021 by Roll Call vote as follows:

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