Introduced by: Councilmember Small First Reading: July 26, 2023
Second Reading: August 2, 2023

Effective Date: August 2, 2023

CITY OF TAKOMA PARK, MARYLAND

ORDINANCE NO. 2023-19

FISCAL YEAR 2024 BUDGET AMENDMENT NO. 1

WHEREAS, the Fiscal Year (FY) 2024 budget was adopted by the City Council on May 17, 2023; and

WHEREAS, since this date, certain expenditures are more or less than originally anticipated requiring modification to the Fiscal Year 2024 budget; and new operational needs have arisen that were not accounted for in the Fiscal Year 2024 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 2024 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 Revenue	General Fund Revenue					
Revenue	General Fund	Railroad & Utility Tax	Adjustment to the assessable base as of June	(\$20,000)		
	General Fund Revenue Total					
General Fund Expendi	General Fund Expenditure					
General Government- City Manager	General Fund	Severance Pay Expenses	Budget increase to provide contractual obligation for the prior City Manager	\$31,950		
General Government- City Manager	General Fund	Fringe Benefits	Budget increase to provide fringe benefits for the prior City Manager	\$10,477		
General Government- Human Resources	General Fund	Software	Reappropriate amount of FY23 unspent funds to provide for HRIS system implementation	\$248,440.14		
General Government Expenditure Subtotal				\$290,867.14		

Public Works General Fund Contracts Beappropriate the unused balance of the Multi-Family Grant \$48,162		Funding			
Public Works General Fund Contracts balance of the Multi-Family Grant S48,162 Reappropriate funds for incomplete portion of the FY23 Stormwater Resiliency Study \$95,000 Public Works General Fund Overtime Subtotal Public Works Expenditure Subtotal France Community Events General Fund Office Equipment Housing & Community Development General Fund Office Equipment Housing & Community Development Housing and Community Development Expenditure Subtotal France Community Development General Fund Salaries Communications General Fund Salaries Communications General Fund Salaries Communications General Fund Salaries Communications General Fund Fringe Benefits Communications General Fund Conference Communications General Fund Fringe Benefits Communications Director Communications General Fund Conference Communications General Fund Fringe Benefits Communications General Fund Conference Communications Director Communications Director Communications Director Salaries Communications Director Communications Manager to Communications Director Communications Manager to Communications Director Communications Manager to Communications Ma	Department	Source	Account Title		Amount
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Public Works General Fund Services Stormwater Resiliency Study \$95,000			Engineering		
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Public Works General Fund Overtime Community Events \$3,000	T done Tronto	Contrain and	COLVICOS		φοσίουσ
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Housing & Community Development General Fund Office Equipment Office Equipment Unit of HCD Managers offices \$20,000 Housing & Community Development General Fund Contracts Software (FY23 project) \$15,000 Housing and Community Development Expenditure Subtotal Salaries Communications General Fund Salaries Communications General Fund Salaries Communications General Fund Salaries Communications Director Sudget increase to provide additional funds for the reclassification of Communications Manager to Communications Director Sudget increase to provide additional funds for the reclassification of Communications Manager to Communications Director Sudget increase to provide additional funds for the reclassification of Communications Director Sudget increase to provide unds for the reclassification of Communications Director Sudget increase to provide unds for the reclassification of Communications Director Sudget increase to provide unds for the reclassification of Communications Director Sudget increase to provide unds for the reclassification of Communications Director Sudget increase to provide unds for the reclassification of Communications Director Sudget increase due to staff inability to attend (\$5,000) Communications Expenditure Subtotal Sudget increase to provide funds for additional LGIT insurance coverage Sudget increase to provide funds for additional LGIT insurance Coverage Sudget increase to provide funds for additional LGIT insurance Coverage Sudget increase to provide funds for additional LGIT insurance Coverage Sudget increase to provide funds for additional LGIT insurance Coverage Sudget increase to provide funds for additional LGIT insurance Coverage Sudget increase to provide funds for additional LGIT insurance Coverage Sudget increase to provide funds for additional LGIT insurance Coverage Sudget increase to provide funds for additional LGIT insurance Coverage Sudget increase to provide funds for additional LGIT insurance Coverage Sudget increase to provide funds for Sudget increase to provide funds	Public Works		• • • • • • • • • • • • • • • • • • • •		
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Departmental Expenditure Subtotal \$538,192.38	Communications	General Fund	Conference	inability to attend	(\$5,000)
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Replacement police vehicles ordered but not delivered \$151,845 Equipment Replacement Replacement Reappropriate for FY23 Aerial Lift \$38,551	Capital Improvement	General Fund	Expenditure	vehicle purchase not yet delivered	\$210,000
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Equipment Replacement Reappropriate for FY23 Aerial Lift \$38,551	Conital Images	Conord Fire		·	Φ4Ε4 04Ε
Replacement Reappropriate for FY23 Aerial Lift \$38,551	Capital improvement	General Fund		aeiiverea	\$151,845
				Reappropriate for FY23 Aerial Lift	\$38 551
	Capital Improvement	General Fund	Expenditure	not yet delivered	+30,00 1

	Funding			
Department/Division	Source	Account Title	Reason for Amendment	Amount
		Library	Reappropriate funds for Library	
		Construction	construction project due to FY23	
Capital Improvement	General Fund	Expenditure	project delay	\$3,368,000
	Capital Impr	ovement Expenditure	Subtotal	\$3,818,754
		neral Fund Subtotal	Captotal	\$4,349,446.38
Special Revenue Fun		TOTAL T GITA GARAGEA		<i>ϕ 1,0 10,1 10.00</i>
Housing &	Special		Reappropriate amount of funds	
Community	Revenue		not used in FY23 due to project	
Development	Fund	Pepco Grant	delay	\$4,500
Housing &	Special		S.E.W.y	¥ 1,000
Community	Revenue		Reappropriate reimbursement to	
Development	Fund	Pepco Grant	cover for the grant expenditure	(\$4,500)
Housing &	Special	•	9 ,	(, , , , ,
Community	Revenue	MD State Arts	Reappropriate FY23 unused	
Development	Fund	Grant B	funds due to project delay	\$4,615.68
Housing &	Special			. ,
Community	Revenue	MS State Arts	Reappropriate reimbursement to	
Development	Fund	Grant B	cover for the grant expenditure	(\$4,615.68)
Housing &	Special		<u> </u>	,
Community	Revenue	Washington	Reappropriate FY23 unused	
Development	Fund	McLaughlin School	funds due to project delay	\$71,605
Housing &	Special			
Community	Revenue	Washington	Reappropriate reimbursement to	
Development	Fund	McLaughlin School	cover for the grant expenditure	(\$71,605)
Housing &	Special	CDBG		
Community	Revenue	Neighborhood	Reappropriate unused funds due	
Development	Fund	Improvements	to project delay	\$141,000
Housing &	Special	CDBG		
Community	Revenue	Neighborhood	Reappropriate reimbursement to	
Development	Fund	Improvements	cover for the grant expenditure	(\$141,000)
Housing &	Special	CDBG		
Community	Revenue	Neighborhood	Budget Increase due to new grant	#04.000
Development	Fund	Improvements	awarded	\$91,000
Housing &	Special	CDBG	Dudget legenes due to mousement	
Community	Revenue Fund	Neighborhood	Budget Increase due to new grant awarded	(\$91,000)
Development	Fullu	Improvements Tenant	awarueu	(φ91,000)
Housing &	Special	Opportunity to		
Community	Revenue	Purchase Support	Budget Increase due to new grant	
Development	Fund	Fund	awarded	\$500,000
Вотоюритона	1 dila	Tenant	awarada	φοσο,σσο
Housing &	Special	Opportunity to		
Community	Revenue	Purchase Support	Budget Increase due to new grant	
Development	Fund	Fund	awarded	(\$500,000)
Housing &	Special	Safe Routes to		,
Community	Revenue	School Enhancing	Budget Increase due to new grant	
Development	Fund	Biking	awarded	\$48,960
Housing &	Special	Safe Routes to		
Community	Revenue	School Enhancing	Budget Increase due to new grant	
Development	Fund	Biking	awarded	(\$48,960)

Department/Division	Funding Source	Account Title	Reason for Amendment	Amount
Housing &	Special			
Community Development	Revenue Fund	New Avenue Bikeway Section A	Reapporpriate unused funds due to FY23 project delay	\$92,500
Housing &	Special	Bircway Occilon 70	to 1 120 project delay	Ψ02,000
Community	Revenue	New Avenue	Reappropriate reimbursement to	
Development	Fund	Bikeway Section A	cover for the grant expenditure	(\$92,500)
Housing &	Special			
Community	Revenue	New Avenue	Reappropriate unused funds due	400 -0-
Development	Fund	Bikeway Section B	to FY23 project delay	\$33,725
Housing & Community	Special Revenue	New Avenue	Reappropriate reimbursement to	
Development	Fund	Bikeway Section B	cover for the grant expenditure	(\$33,725)
20.000		Cable Grants- Capital	Reappropriate funds due to FY23 project delay 1) Auditorium AV Integration	(+00): =0)
	Special	Improvement	\$20,000;	
	Revenue	Projects	2) Auditorium Lighting \$20,000;	
Cable TV	Fund	Revenue Fund Subt	3) City TV Video \$ 110,000.	\$150,000
	\$150,000			
ARPA Fund				
Housing &		Multifamily	Reappropriate unused funds by	
Community Development	ARPA Fund	Property Rehabilitation	the grantees for current year expenditure	\$108,274
Housing &	ANFAFUIIU	Renabilitation	Reappropriate amount of	\$100,274
Community		Emergency Rental	remaining funds from FY23 for the	
Development	ARPA Fund	Assistance	Rental Assistance Program	\$3,644.31
Housing &		Neighborhood		
Community	40045	Commercial	Reappropriate amount of unused	#04 700 07
Development	ARPA Fund	Center	funds for current year expenditure	\$61,700.27
Housing & Community		Public Space	Reappropriate amount of FY23 unused funds due to delay in	
Development	ARPA Fund	Management	completion of the plan	\$23,380
			Reappropriate amount of unused	+,000
		Community Center	funds for Atrium infill project due	
Public Works	ARPA Fund	Renovation	to project start delay	\$1,000,000
ARPA Fund Subtotal				\$1,196,998.58
Grand Total				\$5,696,444.96

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

SECTION 1. The Fiscal Year 2024 Budget is amended as follows:

General Fund – Revenue

1. Appropriate \$20,000 to account 0001-30300, Railroad & Utility Tax, due to the adjustment of the assessable base.

General Fund – Expenditures

- 2. Appropriate \$31,950 to account 1120-40013, Severance Pay, to provide funds for severance pay to Jamal Fox.
- 3. Appropriate \$10,477 to account 1120-40200, Fringe Benefits, to provide funds for fringe benefits for Jamal Fox.
- 4. Appropriate \$248,440.14 to account 1160-61041, Software, to provide funds for HRIS System implementation.
- 5. Appropriate \$3,000 to account 3400-40030, Overtime, to provide funds for staff overtime for the Community Events.
- 6. Appropriate \$48,162 to account 3600-61040, Contract, to provide funds for Multi-Family Grants in the Sustainability Division.
- 7. Appropriate \$95,000 to account 3900-61005, Engineering Services, to provide funds for Stormwater Resiliency Study.
- 8. Appropriate \$20,000 to account 5500-68005, Office Equipment, to provide funds for planned buildout for the additional HCD Manager's offices.
- 9. Appropriate \$15,000 to account 5800-61040, Contracts, to provide funds for implementation of the Rental Licensing Software.
- 10. Appropriate \$49,887.16 account 6000-40010, Salaries, to provide funds for the position reclassification of the Communications Manager to Communications Director.
- 11. Appropriate \$12,471.00 to account 6000-40010, Salaries, to provide additional funds for the position reclassification of the Communications Manager to Communications Director.
- 12. Appropriate \$8,805.08 to account 6000-40200, Fringe Benefits, to provide funds for the position reclassification of the Communications Manager to Communications Director.
- 13. Reduction of \$5,000 to account 6000-70025, Conference, due to staff inability to attend.
- 14. Appropriate \$6,000 to account 9000-66017, Legal Liability Expenditure, to provide funds for the LGIT insurance increase.
- 15. Appropriate \$6,500 to account 9000-66020, Property Expenditure, to provide funds for the LGIT insurance increase.
- 16. Appropriate \$50,358 to account 9100-80000, Capital Equipment Expenditure, to provide funds for the Police Fleet Camera for the new vehicle purchases.
- 17. Appropriate \$400,396 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. \$38,551 for the Aerial Lift purchase from FY23.
 - c. \$151,845 for three police vehicle purchases from FY23.
- 18. Appropriate \$3,368,000 to account 9100-80013, Library Construction Expenditure, to provide funds for the project.

Special Revenue Fund-Transfers

- 1. Transfer \$4,898 revenue from 0010-33670, Maryland Arts Grant A, to account 0010-33671, Maryland Arts Grant B, for grant account consolidation.
- 2. Transfer \$4,898 expenditure from 0010-68020, Maryland Arts Grant A, to account 0010-68021, Maryland Arts Grant B, for grant account consolidation

Special Revenue Fund – Revenues

- 1. Appropriate \$4,500 to account 0010-33760, Pepco Grant, to provide fund for new grant awarded.
- 2. Appropriate \$4,615.68 to account 0010-33671, MD State Arts Grant B, to provide fund for the grant fund.
- 3. Appropriate \$71,605 to account 0010-37100, Washington McLaughlin School, to provide fund for the school project.
- 4. Appropriate \$141,000 to account 0010-33650, CDBG Neighborhood Improvements, to provide fund for improvement program.
- 5. Appropriate \$91,000 to account 0010-33650, CDBG Neighborhood Improvements, to provide fund for the new grant awarded.
- 6. Appropriate \$500,000 to account 0010-37170, Tenant Opportunity to Purchase Support Fund, to provide fund for the new grant awarded.
- 7. Appropriate \$48,960 to account 0010-39211, Safe Routes to School Enhancing Biking, to provide fund for new grant awarded.
- 8. Appropriate \$92,500 to account 0010-39162, New Avenue Section A, to provide fund to complete the final design plans.
- 9. Appropriate \$33,725 to account 0010-39163, New Avenue Section B, to provide fund to complete the final design plans.

Special Revenue Fund – Expenditures

- 1. Appropriate \$4,500 to account 0010-68024, Pepco Grant, to provide fund for new grant fund.
- 2. Appropriate \$4,615.68 to account 0010-68021, MD State Arts Grant B, to provide fund for the grant fund.
- 3. Appropriate \$71,605 to account 0010-68033, Washington McLaughlin School, to provide fund for the school project.
- 4. Appropriate \$141,000 to account 0010-68056, CDBG Neighborhood Improvements, to provide fund for improvement program.
- 5. Appropriate \$91,000 to account 0010-68056, CDBG Neighborhood Improvements, to provide fund for the new grant awarded.
- 6. Appropriate \$500,000 to account 0010-68003, Tenant Opportunity to Purchase Support Fund, to provide fund for the new grant awarded.
- 7. Appropriate \$48,960 to account 0010-72120, Safe Routes to School Enhancing Biking, to provide fund for new grant awarded.
- 8. Appropriate \$92,500 to account 0010-68029, New Avenue Section A, to provide fund to complete the final design plans.
- 9. Appropriate \$33,725 to account 0010-68030, New Avenue Section B, to provide fund to complete the final design plans.
- 10. Appropriate \$150,000 to account 0010-72411, Cable Grant CIP Expenditure, to provide funds for:
 - a. \$20,000 for the Auditorium Hybrid Meeting AV Integration.

- b. \$20,000 for the Auditorium Lighting.
- c. \$110,000 for the City TV Video.

ARPA Fund-Transfers

1. Transfer \$27,600 expenditure from 0070-40010, Salaries, to account 0070-40700, Temporary Assistance, due to delay in hiring of finance position.

ARPA Fund – Expenditures

- 1. Appropriate \$108,274 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 \$61,700.27 to account 0070-80006, Neighborhood Commercial Center, to provide funds for the rolling grant program.
- 4. Appropriate \$3,644.31 to 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.

SECTION 2. The City's Capital Improvement Program for FY 2024 shall be amended to reflect the aforementioned changes in the General Fund budget.

SECTION 3. This Ordinance shall become effective upon adoption.

Adopted this 2nd day of August, 2023 by Roll-Call vote as follows:

AYE: Searcy, Fucher, Dyballa, Gibson, Seamens, Honzak, Small

NAY: None ABSTAIN: None ABSENT: None