

Introduced by: Councilmember Searcy

First Reading: July 20, 2022  
Second Reading: July 27, 2022  
Effective Date: July 27, 2022

**CITY OF TAKOMA PARK, MARYLAND**

**ORDINANCE NO. 2022-29**

**FISCAL YEAR 2023 BUDGET AMENDMENT NO. 1**

WHEREAS, the Fiscal Year (FY) 2023 budget was adopted by the City Council on May 25, 2022; and

WHEREAS, since this date, certain expenditures are more or less than originally anticipated requiring modification to the Fiscal Year 2023 budget; and new operational needs have arisen that were not accounted for in the Fiscal Year 2022 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 2023 budget for each funding source:

Department/Division	Funding Source	Account Title	Reason for Amendment	Amount
General Government-Finance	General Fund	Investment Expenses	Carryover unused funds to provide for the cost of investment consultant	\$12,000
General Government-IT	General Fund	Contracts	Carryover unspent funds to provide for HRIS system	\$104,000
General Government-IT	General Fund	Software	Carryover unspent funds to provide for HRIS system	\$21,000
<i>General Government Expenditure Subtotal</i>				<i>\$137,000</i>
Public Works	General Fund	Contracts	Carryover unused funds to provide for Electrification Grants and Benchmarking and Outreach Program	\$385,000
Public Works	General Fund	Intern Salary	Carryover unused funds to provide for intern hiring in the Urban Forest Division	\$8,500
Public Works	General Fund	Subcontract Work	Carryover unused funds to provide for LIDAR Analysis project in Urban Forest	\$16,494
Public Works	General Fund	Subcontract Work	Carryover unused funds to provide for bridge repairs	\$45,000
Public Works	General Fund	Engineering Services	Carryover funds for assessing Stormwater Management issues on private property	\$150,000
<i>Public Works Expenditure Subtotal</i>				<i>\$604,994</i>

Department	Funding Source	Account Title	Reason for Amendment	Amount
Housing & Community Development	General Fund	Site Improvement	Carryover for placemaking and streetscape improvements	\$9,800
Housing & Community Development	General Fund	Contracts	Carryover for additional services such as translation, outreach and feasibility studies, etc.	\$34,000
Housing & Community Development	General Fund	Transit-Pedestrian Projects	Carryover for work of pedestrian safety, Safe Route to School and bike promotion	\$15,000
Housing & Community Development	General Fund	Computer Supplies	Budget Increase for laptop purchases	\$6,000
Housing & Community Development	General Fund	Contracts	Budget Increase for Recreation Center Appraisal	\$5,500
Housing & Community Development	General Fund	Cell Phones	Budget Increase for cell phone purchases for new hires in Housing Division	\$4,000
Housing & Community Development	General Fund	Office Equipment	Budget Increase for office furniture of Code Enforcement Division	\$20,000
<i>Housing and Community Development Expenditure Subtotal</i>				<i>\$94,300</i>
Communication	General Fund	Overtime	Carryover unused funds for current year overtime expenditure	\$6,958.49
Communication	General Fund	Website	Budget Increase due to cost increase in IT consulting, website security and Amazon Web Services	\$33,000
<i>Communication Expenditure Subtotal</i>				<i>\$39,958.49</i>
Library	General Fund	Fringe Benefits	Budget Increase due to under estimation of health benefit cost for the Library Associate	\$24,376.70
<i>Library Expenditure Subtotal</i>				<i>\$24,376.70</i>
Inter-Departmental	General Fund	Grants	Carryover unused funds for the Small Business Support Grant	\$20,000
Inter-Departmental	General Fund	Housing Fund Expenditure	Budget Increase due to no current year budget funding for Home Stretch Program	\$50,000
<i>Inter-Departmental Expenditure Subtotal</i>				<i>\$70,000</i>
<i>Departmental Expenditure Subtotal</i>				<i>\$970,629.19</i>
Capital Improvement	General Fund	Capital Equipment Expenditure	Carryover for prior year incomplete projects: bus shelter (\$41,700), bike improvement (\$57,500), Façade Grant (\$50,000)	\$149,200
Capital Improvement	General Fund	Street Improvement	Carryover due to late release of hold funding and delayed contractual street work	\$174,100

Department/Division	Funding Source	Account Title	Reason for Amendment	Amount
Capital Improvement	General Fund	Sidewalks	Carryover due to late release of hold funding and delayed contractual sidewalk work	\$179,000
Capital Improvement	General Fund	Equipment Replacement Expenditure	Carryover due to delay in delivery of Pickup Truck (\$44,568) and ½ of Street Sweeper (\$249,985)	\$294,553
Capital Improvement	General Fund	Equipment Replacement Expenditure	Carryover due to production delay of the police vehicles	\$210,000
Capital Improvement	General Fund	Facility Maintenance Expenditure	Carryover due to incomplete Community Center Renovation Project	\$185,800
<i>Capital Improvement Expenditure Subtotal</i>				\$1,192,653
<i>General Fund Subtotal</i>				\$2,163,282.19
Housing & Community Development	Special Revenue Fund	New Hampshire 6530/6600	Carryover unused funds due to project delay	\$500,000
Housing & Community Development	Special Revenue Fund	New Hampshire 6530/6600	Carryover reimbursement to cover for the grant expenditure	(\$500,000)
Housing & Community Development	Special Revenue Fund	Streeterly MOU	Carryover unused funds due to project delay	\$42,801
Housing & Community Development	Special Revenue Fund	Streeterly MOU	Carryover reimbursement to cover for the grant expenditure	(\$45,410)
Library	Special Revenue Fund	COVID Library Relief	Budget Increase due to new grant awarded	\$20,000
Library	Special Revenue Fund	COVID Library Relief	Budget Increase reimbursement to cover for the grant expenditure	(\$20,000)
Communication	Special Revenue Fund	Cable Grant Expenditure	Carryover funds for cable projects: Closed Captioning (\$185,000), Lighting (18,000) and other equipment (\$8,000)	\$211,000
<i>Special Revenue Fund Subtotal</i>				\$208,391
General Government	ARPA Fund	Admin Salaries & Benefits	Carryover unused funds for salaries and benefits	\$227,000
General Government	ARPA Fund	Direct Cash Assistance	Budget Increase due to budget appropriation not established in FY22	\$540,000
Housing & Community Development	ARPA Fund	Façade Improvement	Carryover unused funds for current year expenditure	\$8,000
Housing & Community Development	ARPA Fund	Emergency Rental Assistance	Reduce current year appropriation due to excess expenditure over budget in FY22	(\$36,598.63)

Department/Division	Funding Source	Account Title	Reason for Amendment	Amount
IT	ARPA Fund	Document Management	Carryover unused funds for current year project implementation	\$100,000
Housing & Community Development	ARPA Fund	Small Business Grants	Carryover unused funds for current year expenditure	\$600
Police	ARPA Fund	Mental Health Counselors	Budget Increase due to budget appropriation not established in FY22	\$100,000
Library	ARPA Fund	Laptop Lending	Budget Increase due to budget appropriation not established in FY22	\$11,000
Library	ARPA Fund	WiFi Hotspots	Budget Increase due to budget appropriation not established in FY22	\$3,000
Library	ARPA Fund	Municipal Broadband	Budget Increase due to budget appropriation not established in FY22	\$35,000
Library	ARPA Fund	Library Construction	Budget Increase due to appropriate funds originally budgeted in FY24	\$2,000,000
<i>ARPA Fund Subtotal</i>				\$2,988,001.37
<b>Grand Total</b>				\$5,359,674.56

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

SECTION 1. The Fiscal Year 2023 Budget is amended as follows:

**General Fund-Transfers**

1. Transfer \$104,000 from 1150-61040, Contract, and \$21,000 from 1150-61041, Software to account 1160-61041, Software, to provide funds for implementation of HRIS system in Human Resources Division.
2. Transfer \$35,583.49 from 5800-40015, Salaries-Part Time, to account 5500-40015, Salaries-Part Time, to provide funds for the Grants Coordinator position to the HCD Administrative Office.
3. Transfer \$10,946.69 from 5800-40200, Fringe Benefits, to account 5500-40200, Fringe Benefits, to provide funds for the Grants Coordinator position in HCD Administrative Office.
4. Transfer \$3,000 from 5800-70025, Conference, to account 5800-61041, Software, to provide funds for the price increase for landlord training software.

**General Fund – Expenditures**

1. Appropriate \$12,000 to account 1130-70009, Investment Expense, to provide funds for the cost of consulting services.

2. Appropriate \$104,000 to account 1150-61040, Contracts and \$21,000 to account 1150-61041, Software, to provide funds for HRIS system implementation.
3. Appropriate \$385,000 to account 3600-61040, Contract, to provide funds for Electrification Grants and Benchmarking and Outreach Program.
4. Appropriate \$8,500 to account 3800-40011, Intern Salary, to provide funds for hiring of intern in Urban Forest Division.
5. Appropriate \$16,494 to account 3800-61045, Subcontract Work, to provide funds for LIDAR Analysis project.
6. Appropriate \$150,000 to account 3900-61005, Engineering Services, to provide funds for assessing Stormwater Management issues on private property.
7. Appropriate \$45,000 to account 3900-61045, Subcontract Work, to provide funds for bridge repairs.
8. Appropriate \$9,800 to account 5400-53070, Site Improvements, to provide funds for placemaking and streetscape improvements.
9. Appropriate \$34,000 to account 5400-61040, Contracts, to provide funds for services such as translation, outreach feasibility studies, and etc.
10. Appropriate \$15,000 to account 5400-70014, Transit-Pedestrian Project, to provide funds for work of pedestrian safety, Safe Route to School and Bike Improvement.
11. Appropriate \$6,000 to account 5500-52006, Computer Supplies, to provide funds for laptop purchases for staff in the housing division.
12. Appropriate \$5,500 to account 5500-61040, Contracts, to provide funds for Appraisal for Recreation Center.
13. Appropriate \$4,000 to account 5500-62008, Cell Phones, to provide funds for new hires in the Housing Division.
14. Appropriate \$20,000 to account 5500-68005, Office Equipment, to provide funds for office furniture of the Code Enforcement Division.
15. Appropriate \$6,958.49 to account 6000-40030, Overtime, to provide funds for the staff overtime.
16. Appropriate \$33,000 to account 6000-61039, Website, to provide funds for cost increase in Amazon Web Services, IT Consulting and Website Security.
17. Appropriate \$24,376.70 to account 7200-40200, Fringe Benefits, to provide funds for health benefits for one of the Library Associates.
18. Appropriate \$20,000 to account 9000-71500, Grants, to provide funds for Small Business Support Grant funding.
19. Appropriate \$50,000 to account 9000-72000, Housing Fund Expenditure, to provide funds for the Home Stretch Program.
20. Appropriate \$164,200 to account 9100-80001, HCD Capital Equipment Expenditure, to provide funds for:
  - a. \$41,700 for the Bus Shelter installation.
  - b. \$57,500 for Bike Improvements.
  - c. \$50,000 for Façade Grants.

21. Appropriate \$504,553 to account 9100-80003, Equipment Reserve Expenditure, to provide funds for:
  - a. \$210,000 for the Police Vehicles.
  - b. \$44,568 for Pick-Up Truck.
  - c. \$249,985 for ½ of the Electric Street Sweeper.
22. Appropriate \$179,000 to account 9100-80009, Sidewalks, to provide fund for the ADA sidewalks.
23. Appropriate \$174,100 to account 9100-80007, Street Improvements, to provide fund to complete the street work.
24. Appropriate \$185,800 to account 9100-80008, Facility Maintenance Expenditure, to provide for the completion of the Community Center Renovation Project.

**Special Revenue Fund – Revenues**

1. Appropriate \$500,000 to account 0010-39150, New Hampshire 6530, to provide fund for new grant fund.
2. Appropriate \$20,000 to account 0010-33750, COVID Library Relief Fund, to provide fund for the new grant fund.
3. Appropriate \$45,410 to account 0010-33636, Streeterly MOU, to provide fund for the Streeterly project.

**Special Revenue Fund – Expenditures**

1. Appropriate \$500,000 to account 0010-71780, New Hampshire 6530, to provide funds for new grant fund.
2. Appropriate \$20,000 to account 0010-71800, COVID Library Relief Fund, to provide funds for the new grant fund.
3. Appropriate \$42,801 to account 0010-71765, Streeterly MOU, to provide funds for the Streeterly project.
4. Appropriate \$211,000 to account 0010-72410, Cable Grant Expenditure, to provide funds for the Cable Grant Projects such as Servers and Closed Captioning, Auditorium & Studio Lighting, and Set Pieces.

**ARPA Fund – Expenditures**

1. Appropriate \$227,000 to account 0070-40010, Salaries and 0070-40200, Fringe Benefits, to provide funds for compensation for the administrative positions in the ARPA Fund.
2. Appropriate \$540,000 to account 0070-61050, Direct Cash Assistance, to provide funds for one of the Social Services Partnerships Program.
3. Appropriate \$100,000 to account 0070-61044, Document Management Platform, to provide funds for the Document Management Project.
4. Appropriate \$100,000 to account 0070-61056, Mental Health Counselors, to provide funds for the mental health program in ARPA Fund.

5. Appropriate \$8,000 to account 0070-61042, Façade Improvements, to provide funds for the incomplete Façade Improvement project.
6. Reduce \$36,598.63 from account 0070-61043, Emergency Rental Assistance, due to excess fund use in Fiscal Year 2022.
7. Appropriate \$600 to account 0070-61046, Small Business Grants, to provide funds for the small businesses.
8. Appropriate \$11,000 to account 0070-61054, Laptop Lending, to provide funds for the ARPA program.
9. Appropriate \$3,000 to account 0070-61055, WiFi Hotspots, to provide funds for the ARPA program.
10. Appropriate \$35,000 to account 0070-61063, Municipal Broadband, to provide funds for the ARPA program.
11. Appropriate \$2,000,000 to account 0070-80002, Library Construction, to provide funds for the Library expansion.

SECTION 2. The City's Capital Improvement Program for FY 2023 shall be amended to reflect the aforementioned changes in the General Fund budget.

SECTION 3. This Ordinance shall become effective upon adoption.

Adopted this 27th day of July, 2022 by Roll-Call vote as follows:

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