

MEMORANDUM

TO: City Council

FROM: Alfred D. Lott
City Manager

SUBJECT: Emergency Ordinance O-2-21, Authorizing the Transfer of Certain Amounts in the FY2020-2021 Budget

DATE: June 3, 2021

During the fiscal year, it becomes necessary to transfer amounts within funds to provide for the proper operation of the City. Section 46 of the City Charter requires that any transfer of funds between appropriations proposed by the City Manager must be approved by the City Council before the money is spent. Occasionally, due to emergencies, it becomes necessary to make the transfers after-the-fact. Ordinance O-2-21 authorizes the transfer of certain amounts into accounts that at year-end will have an excess of expenditures over appropriations. Where applicable, the transfers have been taken from accounts within the same department. Other transfers have been taken from the Reserve for Contingencies.

In the Proposed Budget for Fiscal Year 2022, many of these proposed changes were communicated to City Council under the estimated FY2021 expenditures column. Since these estimates were originally prepared in February, some additional adjustments to the budgeted appropriations have become necessary.

These adjustments in total amount to 1.2 percent of the adopted FY2021 final budget of \$87,366,000 (all funds).

Transfers of at least \$25,000 are as follows:

GENERAL FUND

HUMAN RESOURCES – FULL TIME SALARIES AND WAGES – A transfer of \$54,100 is requested to allocate for staff Salaries and Wages for one Human Resources Generalist previously assigned the Police Department.

POLICE – REPAIR AND MAINTENANCE VEHICLES – Repair and maintenance costs for police vehicles were higher than anticipated due to higher maintenance costs of vehicles for which replacement was deferred. Transfer amount of \$42,700 requested.

PUBLIC WORKS – PROFESSIONAL SERVICES – Professional Services expenditures were higher than anticipated due to unexpected costs. This is due to the significant pace of plan submissions coming simultaneously from Melford, Southlake and additional smaller developments. Although permit revenues will offset some of these costs, available funds are inadequate to cover these additional costs. Transfer amount of \$42,000 requested.

SOLID WASTE – PROFESSIONAL SERVICES – Expenditures for temporary labor services were higher than expected due to staffing shortages and extended periods of COVID related absences. Transfer amount of \$37,000 requested.

SOLID WASTE – DISPOSAL FEES – Expenditures for disposal fees were higher than expected from rate increases for disposal (dollars per ton) as well as increased quantities of trash and recycling due to more residents staying home and disposing of unusually high quantities of trash during the pandemic. Transfer amount of \$235,000 requested.

EQUIPMENT ACQUISITION AND REPLACEMENT FUND

EQUIPMENT ACQUISITION AND REPLACEMENT FUND – A transfer of \$340,100 is requested to fund the unanticipated replacements of vehicles in FY2021. Vehicles #598 and #16 which were both totaled in accidents were replaced at the incremental cost of \$42,100. Vehicle # 216, the City's only street sweeper, was damaged in an accident and had to be replaced at a cost of \$241,000. Additionally, Equipment #325, a Parks and Grounds Tool Cat Tractor/Loader which was purchased in 2006, had to be replaced at a cost of \$57,000 due to its poor condition and significant maintenance issues.

CAPITAL PROJECTS FUND

CHESAPEAKE BAY - SADDLEBROOK STREAM– A transfer of \$26,000 is requested to cover additional costs incurred for the Saddlebrook Stream project due to permitting delays with the Maryland-National Capital Park and Planning Commission (MNCPPC) and Prince George's County Department of Permitting,

Inspections and Enforcement (DPIE) as well as associated additional permitting costs.

STORMWATER MANAGEMENT – GLEN ALLEN POND REPAIR – A transfer of \$40,000 is requested to cover unexpected costs for the Glen Allen Pond repair.

WATER AND SEWER FUND

WATER DIVISION – IMPROVEMENT OTHER THAN BUILDINGS – Expenditures for the Low Lift Pump rehabilitation project were higher than anticipated due to unexpected costs. Lab testing findings indicated that the existing concrete was not strong enough to support future pumps, therefore structural reinforcement design for the concrete slab was required. Transfer amount of \$35,000 requested.

WASTEWATER DIVISION – BUILDINGS ELECTRICAL UPGRADE – Wastewater Division's costs for electrical upgrades were higher than budgeted. Transfer amount of \$60,000 requested.

ADL/hbm

EMERGENCY ORDINANCE
OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND
AMENDING THE ADOPTED BUDGET FOR THE FISCAL YEAR
BEGINNING JULY 1, 2020 AND ENDING JUNE 30, 2021, TO AUTHORIZE
THE TRANSFER OF CERTAIN AMOUNTS IN THE FY 2021 BUDGET TO
PAY FOR ANTICIPATED EXPENSES.

WHEREAS, the City Council of the City of Bowie, Maryland (hereinafter, “the City”) adopted Ordinance Number O-02-20 appropriating funds for the several objects and purposes for which the City had to provide for the Fiscal Year beginning July 1, 2020 and ending June 30, 2021 (“FY21”); and

WHEREAS, in accordance with Section 45 of the City Charter, no public money may be expended without having been appropriated by the City Council; and

WHEREAS, during the course of a fiscal year, it becomes necessary from time to time to transfer amounts appropriated in the annual budget for specific purposes to another category or line item to provide for the proper operation of the City government; and

WHEREAS, the City Manager in conjunction with the City Finance Department has reviewed the FY21 Budget and anticipated expenditures for the remainder of FY21 and has determined that certain amendments to the budget are necessary to appropriate funds for purposes other than they were originally appropriated; and

WHEREAS, the City Manager has certified that the amounts to be transferred are unencumbered balances; and

WHEREAS, the City Council, by a vote of at least 2/3 of its members as required by Md. Code. Ann., Local Gov’t Art., § 5-205(b)(4), deems it to be in the best interest of the City to amend the adopted budget for FY21 to transfer appropriations in order to provide for the payment of unanticipated expenses; and

WHEREAS, City Charter, Sec. 12 “Procedures for enacting ordinances” provides that every ordinance shall become effective at the expiration of thirty (30) calendar days following its passage by the Council; however, the Council may, upon a two-thirds (2/3) vote of its members, provide that an emergency ordinance will take effect on a date earlier than thirty (30) days after its passage; and

WHEREAS, pursuant to Section 12 of the City Charter, by a vote of at least 2/3 of its members, the Council declares that an emergency exists warranting a waiver of the requirement that an ordinance take effect only after the expiration of thirty (30) days following adoption, by virtue of the fact that the fiscal year is drawing to a close and the City’s financial procedures require the closing out of the fiscal year promptly thereafter.

Section 1: NOW, THEREFORE, BE IT ORDAINED AND ENACTED, by the Council of the City of Bowie, Maryland that the Budget for the Fiscal Year Beginning July 1, 2020 and Ending June 30, 2021, as adopted by Ordinance O-02-20, is hereby amended as follows:

GENERAL FUND**APPROPRIATIONS BY ACTIVITY**

City Council	[321,300]	321,800
Human Resources	[716,400]	770,500
Information Technology	[3,354,300]	3,299,700
Public Works Admin	[1,839,000]	1,881,000
Equipment Maintenance & Garage	[809,600]	739,600
Solid Waste	[6,421,600]	6,611,600
Stormwater Management	[642,100]	640,100
Streets	[6,659,600]	6,499,600
Senior Citizens	[1,399,800]	1,376,200
Bowie Playhouse	[197,000]	220,600
TOTAL APPROPRIATIONS	66,698,000	66,698,000

CAPITAL PROJECTS FUND**APPROPRIATIONS BY ACTIVITY**

City Hall	[50,000]	47,900
Public Works Main Facility	[910,000]	923,000
The Bowie Heritage Trail	[411,000]	413,500
Chesapeake Bay	[205,000]	156,100
Stormwater Management	[253,000]	293,000
Whitemarsh Park	[375,000]	367,700
Senior Center	[380,000]	382,800
TOTAL APPROPRIATIONS	5,101,400	5,101,400

EQUIPMENT ACQUISITION**APPROPRIATIONS BY ACTIVITY**

General Government	[545,600]	541,100
Public Safety	[430,000]	472,100
Public Works	[452,900]	693,900
Parks and Recreation	[216,400]	273,400
Appropriated Fund Balance	[1,183,300]	1,126,300
Reserve for Replacements	[2,126,500]	2,405,100
TOTAL APPROPRIATIONS	3,771,400	3,771,400

WATER AND SEWER FUND
APPROPRIATIONS BY ACTIVITY

Billing and Accounting	[612,600]	638,600
Nondepartmental	[100,000]	74,000
TOTAL APPROPRIATIONS	11,795,200	11,795,200

Section 2: BE IT FURTHER ORDAINED, that the approved Budget Document is hereby amended as follows:

[Brackets] : Indicate matter deleted from existing law.
Asterisks*** : Indicate matter retained in existing law but omitted herein.

GENERAL FUND**Transfer To:****Account Number****Account and Activity****Amount****CITY COUNCIL**

01110	50110		Part-Time Salaries and Wages	\$	400
01110	50235		Workers' Compensation		100
01110	51125		Professional Services		5,000
01110	55090		Subscriptions and Memberships		4,000

CITY MANAGER'S OFFICE

01120	51125		Professional Services		6,000
01120	51125	41213	Professional Services		11,000

HUMAN RESOURCES

01125	50105		Full-Time Salaries and Wages		54,100
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CITY CLERK'S OFFICE

01160	52025		Reference Library		800
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FINANCE

01140	51110		Auditing and Accounting		4,400
01140	51215		Equipment Rental		1,900

INFORMATION TECHNOLOGY

01145	51125		Professional Services		7,000
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COMMUNICATIONS

01155	51105	16120	Advertising		1,200
01155	51205		Communications		500

BUSINESS OPERATIONS

01156	51230		Repair and Maintenance		1,000
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GENERAL FUND**Transfer To:****Account Number****Account and Activity****Amount****COMMUNITY SERVICES**

01170	51230	Repair and Maintenance	700
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BUILDING MAINTENANCE

01180	51235	Repair and Maintenance - Building	4,000
01180	52005	Materials, Supplies and Minor Equipment	600
01180	55090	Subscriptions and Memberships	300

PLANNING

01195	51145	Travel and Training	100
01195	55065	Program Supplement	100
01195	55090	Subscriptions and Memberships	300

POLICE

01230	51230	Repair and Maintenance Vehicles	42,700
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PUBLIC WORKS ADMINISTRATION

01310	51125	Professional Services	42,000
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EQUIPMENT MAINTENANCE & GARAGE

01320	52005	Materials, Supplies and Minor Equipment	300
01320	52030	Repair and Maintenance- Supplies	1,000

SOLID WASTE

01330	51125	Professional Services	37,000
01330	51210	Disposal Fees	235,000
01330	52005	Materials, Supplies and Minor Equipment	7,000

STORM WATER MANAGEMENT

01341	52020	Protective Apparel	2,000
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SENIOR CITIZEN SERVICES

01410	51235	Repair and Maintenance - Building	400
01410	52020	Protective Apparel	500

[Brackets]
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			<u>GENERAL FUND</u>	
<u>Transfer To:</u>				
<u>Account Number</u>			<u>Account and Activity</u>	<u>Amount</u>
YOUTH SERVICES				
01420	51125	63122	Professional Services	14,000
01420	51205		Communications	1,500
RECREATION AND PARKS				
01510	51235		Repair and Maintenance - Building	1,300
BOWIE PLAYHOUSE				
01511	51125		Professional Services	1,000
01511	51220		Public Utility Services	7,700
01511	51235		Repair and Maintenance - Building	18,800
PARKS AND GROUNDS				
01520	51205		Communications	400
01520	55090		Subscriptions and Memberships	300
ICE ARENA				
01530	51230		Repair and Maintenance	9,300
01530	51235		Repair and Maintenance - Building	20,000
HISTORIC PROPERTIES & MUSEUMS				
01540	51205		Communications	300
01540	51235		Repair and Maintenance - Buildings	1,400
GYMNASIUM				
01550	51205		Communications	600
NON DEPARTMENTAL				
01910	51125		Professional Services	25,000
Total				<u>\$ 573,000</u>

GENERAL FUND

<u>Transfer From:</u>			
<u>Account Number</u>		<u>Account and Activity</u>	<u>Amount</u>
CITY COUNCIL			
01110	51145	Travel and Training	\$ 8,000
01110	52005	Materials, Supplies and Minor Equipment	1,000
CITY MANAGER'S OFFICE			
01120	51125	Professional Services	11,000
01120	51145	Travel and Training	6,000
CITY CLERK'S OFFICE			
01160	51125	Professional Services	800
FINANCE			
01140	51125	Professional Services	6,300
INFORMATION TECHNOLOGY			
01145	50105	Full-Time Salaries	54,600
01145	51205	Communications	7,000
COMMUNICATIONS			
01155	51105	Advertising	1,200
01155	51230	Repair and Maintenance	500
BUSINESS OPERATIONS			
01156	55055	Postage	1,000
COMMUNITY SERVICES			
01170	52005	Materials, Supplies and Minor Equipment	700
BUILDING MAINTENANCE			
01180	51220	Public Utilities	4,900
PLANNING			
01195	51125	Professional Services	500
POLICE			
01230	52005	Materials, Supplies & Minor Equipment	22,700
01230	52010	Operating Supplies	20,000
EQUIPMENT MAINTENANCE AND GARAGE			
01320	51230	Repair and Maintenance	20,000
01320	51235	Repair and Maintenance - Building	1,300
01320	52010	Operating Supplies	50,000

[Brackets]
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<u>Transfer From:</u>		<u>GENERAL FUND</u>		
<u>Account Number</u>		<u>Account and Activity</u>		<u>Amount</u>
SOLID WASTE				
01330	51230	Repair and Maintenance		7,000
01330	52010	Operating Supplies		82,000
STREETS DIVISION				
01340	51215	Equipment Rental		80,000
01340	51230	Repairs and Maintenance		80,000
STORMWATER MANAGEMENT				
01341	51230	Repair and Maintenance		2,000
01341	52010	Operating Supplies		2,000
SENIOR CITIZEN SERVICES				
01410	52005	Materials, Supplies and Minor Equipment		500
01410	52010	Operating Supplies		24,000
YOUTH SERVICES BUREAU				
01420	51125	Professional Services		4,000
01420	52005	Materials, Supplies and Minor Equipment		5,000
01420	52005	63122 Materials, Supplies and Minor Equipment		3,000
01420	55065	Program Supplement		3,000
01420	55090	Subscriptions and Memberships		500
RECREATION AND PARKS				
01510	52005	Materials, Supplies and Minor Equipment		1,300
BOWIE PLAYHOUSE				
01511	51145	Travel and Training		1,900
01511	51215	Equipment Rental		2,000
PARKS AND GROUNDS				
01520	51220	Public Utility Services		700
ICE ARENA				
01530	51125	Professional Services		29,300

[Brackets]
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GENERAL FUND

<u>Transfer From:</u>			
<u>Account Number</u>		<u>Account and Activity</u>	<u>Amount</u>
		HISTORIC PROPERTIES & MUSEUMS	
01540	52015	Operating Supplies	1,700
		GYMNASIUM	
01550	51125	Professional Services	600
		NON DEPARTMENTAL	
01910	55070	Reserve Contingency	<u>25,000</u>
		Total	<u>\$ 573,000</u>

[Brackets] : Indicate matter deleted 10 from existing law.
 Asterisks*** : Indicate matter retained 10 in existing law but omitted herein.

EQUIPMENT AND ACQUISITION

Transfer To:

<u>Account Number</u>		<u>Account and Activity</u>	<u>Amount</u>
03201	57020	Public Safety - Machinery and Equipment	\$ 42,100
03301	57020	Public Works- Machinery and Equipment	241,000
03501	57020	Parks and Recreation - Machinery and Equipment	57,000
		Total	<u>\$ 340,100</u>

EQUIPMENT AND ACQUISITION

Transfer From:

<u>Account Number</u>		<u>Account and Activity</u>	<u>Amount</u>
03	48005	Appropriated Fund Balance	\$ 57,000
03101	57020	General Government - Machinery and Equipment	4,500
03901	57020	Reserve for Future Replacements	278,600
		Total	<u>\$ 340,100</u>

CAPITAL PROJECTS FUND

Transfer To:

<u>Account Number</u>		<u>Account and Activity</u>	<u>Amount</u>
10321	57015	18033 The Bowie Heritage Trail	\$ 2,500
10326	57015	20006 Chesapeake Bay - Saddlebrook Stream Restoration Conting	26,000
10336	57015	21012 Stormwater Management - Glen Allen Pond 2 Repair - Des	40,000
10184	57010	19002 Senior Center - Cabinet Replacement Art Room, Billards Rc	2,800
10315	57010	21005 Reside lower salt barn	13,000
		Total	<u>\$ 84,300</u>

[Brackets] : Indicate matter deleted 11 from existing law.
 Asterisks*** : Indicate matter retained 11 in existing law but omitted herein.

CAPITAL PROJECTS FUND**Transfer From:**

<u>Account Number</u>	<u>Account and Activity</u>	<u>Amount</u>
10326 57015 21008	Chesapeake Bay - Impervious Restoration Workplan	\$ 74,900
10192 57010 21004	City Hall - Charging Station for Fleet	2,100
10521 57010 21017	White Marsh Park - Storage Building	7,300
	Total	<u>\$ 84,300</u>

WATER AND SEWER FUND**Transfer To:**

<u>Account Number</u>	<u>Account and Activity</u>	<u>Amount</u>
BILLING AND ACCOUNTING		
20141 51125	Professional Services	18,800
20141 51215	Equipment Rental	1,300
20141 51230	Repair and Maintenance	13,000

WATER AND SEWER FUND**Transfer To:**

<u>Account Number</u>	<u>Account and Activity</u>	<u>Amount</u>
WATER		
20350 51205	Communications	3,700
20350 57015 21018	Improv. Other than Buildings	35,000
WASTEWATER		
20360 51230	Repair and Maintenance	22,100
20360 57010 21025	Buildings - Electrical Upgrade	60,000
	Total	<u>\$ 153,900</u>

WATER AND SEWER FUND**Transfer From:**

<u>Account Number</u>	<u>Account and Activity</u>	<u>Amount</u>
BILLING AND ACCOUNTING		
20141 51145	Travel and Training	\$ 1,300
20141 52005	Materials, Supplies and Minor Equipment	3,300
20141 55055	Postage	2,500

WATER AND SEWER FUND

<u>Transfer From:</u>			
<u>Account Number</u>			<u>Account and Activity</u>
			<u>Amount</u>
WATER			
20350	51125	Professional Services	3,700
20350	57010	21020 Buildings	25,000
20350	57015	20017 Improv. Other than Buildings	5,000
20350	57015	21026 Improv. Other than Buildings	5,000
WASTEWATER			
20360	51220	Public Utilities	16,000
20360	52005	Materials, Supplies and Minor Equipment	3,100
20360	52030	Repair and Maintenance - Supplies	3,000
20360	57010	21023 Buidlings - Pump replacement	60,000
NON-DEPARTMENTAL			
20911	55070	Reserve - Contingencies	26,000
Total			<u>\$ 153,900</u>

Section 2: AND BE IT FURTHER ORDAINED BY THE COUNCIL OF THE CITY OF BOWIE that, upon the favorable vote of at least two third (2/3) of the members of the City Council, this Ordinance is declared to be an Emergency Ordinance, and shall become effective on June 28, 2021 prior to the end of FY 21.

Section 3: AND BE IT FURTHER ORDAINED BY THE COUNCIL OF THE CITY OF BOWIE that this Emergency Ordinance shall become effective seven (7) days after its enactment by the Council of the City of Bowie, Maryland provided that a fair summary of this Ordinance is published at least once within seven (7) days after the date of passage in a newspaper having general circulation in the City.

INTRODUCED by the Council of the City of Bowie, Maryland, at a Regular Meeting on June 7, 2021.

[Brackets] : Indicate matter deleted 13 from existing law.
 Asterisks*** : Indicate matter retained in existing law but omitted herein.

ADOPTED by the Council of the City of Bowie, Maryland, at a Regular Meeting on June 21, 2021.

ATTEST:

THE CITY OF BOWIE, MARYLAND

Awilda Hernandez
City Clerk

Timothy J. Adams
Mayor

APPROVED AS TO FORM AND SUFFICIENCY:

Elissa D. Levan, City Attorney