

Regular Meeting

Agenda Item #	4
Meeting Date	January 28, 2013
Prepared By	Suzanne Ludlow Acting City Manager

Discussion Item	First Reading Ordinance Regarding FY 2013 Budget Amendment No. 2
Background	<p>The Fiscal Year (FY) 2013 budget was adopted by the City Council on May 21, 2012 and was amended on July 23, 2012. Since that date, certain events have transpired that require modification to the FY 2013 budget, as amended. These events are outlined below:</p> <p><u>General Fund-Revenues</u></p> <p>The Recreation Department was awarded a grant of \$4,375 for first aid training by the Local Government Insurance Trust (LGIT).</p> <p><u>General Fund-Expenditures</u></p> <p>The Recreation Department wishes to spend the \$4,375 grant from LGIT for first aid training.</p> <p>The company that installed the chiller at the Community Center in FY 2012 experienced a series of delays and problems. Some of the funds allocated for the project were retained by the City as a result, but funds are needed during FY 2013 to inspect, assess and make any needed modifications to ensure that the equipment works properly.</p> <p>Installation of security cameras was not completed in FY 2012 and has been completed in FY 2013; funds to pay for the remaining work are included in this budget amendment.</p> <p><u>Special Revenue Fund</u></p> <p>The Special Revenue Fund accounts for activity related to grant-funded projects. Certain budgetary modifications related to grant funded projects must be made, impacting both fund revenues and fund expenditures. Three projects require a carry over of FY 2012 or CDBG Program Year 37 funds: Façade Grants (Community Legacy), Historic Takoma (Community Legacy), and Crossroads Community Food Network (CDBG). One project, the Election Grant, required a smaller amount of grant funding than anticipated.</p>
Policy	The Council approves the budget of the City of Takoma Park. The Code of the City of Takoma Park requires budget amendments to be approved by a two-reading ordinance.
Fiscal Impact	General Fund revenues would increase by \$4,375. General Fund expenditures would increase by \$20,507.

	Revenues for the Special Revenue Fund would increase by \$42,736. Special Revenue Fund expenditures would increase by a corresponding amount.
Attachments	Proposed FY 2013 Budget Amendment Ordinance No. 2
Recommendation	Staff recommends that the City Council accept the proposed ordinance for first reading.
Special Consideration	

CITY OF TAKOMA PARK, MARYLAND
ORDINANCE NO. 2013-

FY 2013 BUDGET AMENDMENT NO. 2

- WHEREAS, the Fiscal Year (FY) 2013 budget was adopted by the City Council on May 21, 2012 and amended on July 30, 2013; and
- WHEREAS, since this date, certain events have transpired that require modification to the FY 2013 budget, as amended; and
- WHEREAS, grant funds were awarded to the Recreation Department for first aid training after the FY 2013 budget was approved; and
- WHEREAS, the company that installed the chiller at the Community Center in FY 2012 was not paid the full amount of the contract due to delays and other problems with the installation and funds are needed to inspect, assess and make any needed modifications of the work; and
- WHEREAS, the installation of security cameras was not completed in FY 2012 and the project has now been completed; and
- WHEREAS, several grant funded projects in the Special Revenue Fund were not completed during FY 2012 and appropriate revenue and expenditure adjustments are required; and
- WHEREAS, a project funded by an elections-related grant included in the Special Revenue Fund required a lower amount of grant funding than anticipated.

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

SECTION 1. The Fiscal Year 2013 Budget, as amended, is amended as follows:

General Fund – Revenues

1. Appropriate \$4,375 to account 0001-3680, Miscellaneous Income, to reflect the receipt of grant funds for first aid training for the Recreation Department.

General Fund – Expenditures

1. Appropriate \$4,375 to account 4100-7050, Training, to reflect the receipt of grant funds for first aid training for the Recreation Department.
2. Appropriate \$6,800 to account 9100-8003, Equipment Reserve Expenditures, to inspect, assess and modify as necessary the chiller installed in FY 2012.
3. Appropriate \$9,332 to account 9100-8003, Equipment Reserve Expenditures, to complete the installation of security cameras begun during FY 2012.

Special Revenue Fund – Revenues

1. Appropriate \$30,942 to account 0010-3740, Façade Grants (Community Legacy) due to unexpended FY 2012 monies.
2. Appropriate \$9,383 to account 0010-3715, Historic Takoma (Community Legacy) due to unexpended FY 2012 monies.
3. Appropriate \$6,881 to account 0010-3913, Crossroads Community Food Network (CDBG) due to unexpended PY 37 monies.
4. Reduce account 0010-7040, Election Expense, by \$4,470 to reflect completion of the project and requiring a lower amount of grant funds than anticipated.

Special Revenue Fund – Expenditures

1. Appropriate \$30,942 to account 0010-7176, Façade Grants (Community Legacy) due to unexpended FY 2012 monies.
2. Appropriate \$9,383 to account 0010-6828, Historic Takoma (Community Legacy) due to unexpended FY 2012 monies.
3. Appropriate \$6,881 to account 0010-7245, Crossroads Community Food Network (CDBG) due to unexpended PY 37 monies.
4. Reduce account 0010-3695, Election Expense, by \$4,470 to reflect completion of the project and requiring a lower amount of grant funds than anticipated.

SECTION 2. The City's Capital Improvement Program for FY 2013 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 ____, 2013 by Roll Call vote as follows:

AYE:

NAY:

ABSTAIN:

ABSENT: