

City of Glenarden

FY 2021 Amended Budget

Worksheets for Budget
Final Amended Budget v.2.06.3
Approved by City Council
on Dec. 14, 2020

Mayor
Edward Estes

City of Glenarden
FY 2021
Proposed Budget

12/16/2020

	FY20 YTD Actuals as of 04-30-2020	FY19 Approved Budget	FY20 Proposed Budget	FY21 Proposed Budget	% Change (+/-)
GENERAL FUND					
REVENUES					
Local Taxes:					
Real Property Tax *** See Note - Constant Yield Adjustment	2,728,671	2,230,169	2,590,065	2,590,065	0.00%
Personal Property Tax - current year	193,646	300,000	300,000	150,000	-50.00%
Personal Property Tax - prior year	-	75,000	75,000	37,500	-50.00%
Admissions Tax	20,905	15,000	36,000	18,000	-50.00%
Hotel/Motel tax	96,360	-	-	50,000	-
Penalties & Interest	-	8,000	8,000	8,000	0.00%
Income Tax - Individual	528,368	500,000	640,000	375,000	-41.41%
Total Local Taxes	3,567,950	3,128,169	3,649,065	3,228,565	-11.52%
Transfer from Highway User Fund	-	33,152	37,149	-	-100.00%
Licenses & Permits					
Business Licenses	42,301	35,000	35,000	30,000	-14.29%
Permits - Building	28,580	20,000	20,000	20,000	0.00%
Permits - Building (DR Horton-WTC)	-	70,000	-	-	-
Permits - Building (Petrie-WTC)	-	88,350	94,475	94,475	0.00%
Permits - Penrose	-	102,000	50,400	50,400	0.00%
Permits - Commercial	-	15,000	7,500	7,500	0.00%
Citation	15,161	2,000	2,000	2,000	0.00%
Finger Printing	3,958	6,000	6,000	6,000	0.00%
Finger Printing - LiveScan	27,559	30,000	30,000	30,000	0.00%
Towing	1,700	500	2,000	2,000	0.00%
Total Licenses & Permits	119,259	368,850	247,375	242,375	-2.02%
Intergovernmental					
Pilot Housing Authority	-	19,629	19,629	19,629	0.00%
FEMA Reimbursement	-	-	-	-	-
Summer Employment	-	-	-	-	-
MD State Police Grant	63,767	60,000	60,000	60,000	0.00%
County Disposal Rebate	16,372	16,372	16,372	16,372	0.00%
Grant - PGC Special Appropriation	-	-	-	-	-
Total Intergovernmental	80,139	96,001	96,001	96,001	0.00%
Service Charges					
Street Lights	101,821	89,796	113,750	113,750	0.00%
Sanitation	369,687	326,030	413,000	430,000	4.12%
Total Service Charges	471,508	415,826	526,750	543,750	3.23%
Interfund Transfers					
To General Fund from Enterprise Fund	-	20,000	-	-	-
Operating Transfer- Opto-Traffic **	-	66,080	48,000	30,000	-37.50%
Operating Transfer- PEG Grant**	-	73,600	73,600	40,500	-44.97%
To Capital Projects from General Fund Operations	(60,000)	(185,000)	(180,000)	-	-100.00%
To General Fund from Highway User	-	21,848	21,848	40,000	83.08%
Total Interfund / Intrafund Transfers	(60,000)	(3,472)	(36,552)	110,500	-402.31%
Other Financial Sources					
Franchise Fees	93,699	72,000	72,000	77,000	6.94%
Interest and Other Income	1,610	1,200	1,200	1,200	0.00%
Dial a Bus / Bus Shelter	722	1,500	1,500	750	-50.00%
MXT Developers Reimbursement	-	-	-	-	-
Police Gas Contributions	6,901	5,500	7,000	7,000	0.00%
Miscellaneous	16,757	5,500	5,500	5,500	0.00%
COG Savings	-	-	-	76,796	-
General Fund Surplus	-	-	-	8,592	-
Total Other Financial Sources	119,689	85,700	87,200	176,838	102.80%
TOTAL REVENUES - GENERAL FUND	4,298,545	4,124,226	4,606,988	4,398,029	-4.54%

Real property tax rate is \$0.3579 per \$100 assessed
Personal property rate is \$0.83 per \$100 assessed
Streetlights and Sanitation \$301

**City of Glenarden
FY 2021
Proposed Budget**

12/16/2020

	FY20 YTD Actuals as of 04-30-2020	FY19 Approved Budget	FY20 Proposed Budget	FY21 Proposed Budget	% Change (+/-)
EXPENDITURES					
Administration					
Salaries & Benefits	233,914	251,290	282,517	290,329	2.77%
Professional Services	17,294	79,000	79,000	72,000	-8.86%
Communications	3,257	5,500	6,500	6,500	0.00%
Temporary Employment	12,637	2,500	2,500	5,000	100.00%
Office Supplies / Support Equipment	7,243	8,500	9,200	11,200	21.74%
Conference Training & Dues	3,086	7,000	7,000	4,500	-35.71%
Special Events	7,274	10,000	10,000	2,500	-75.00%
Repairs, Maintenance and Misc Expense	409	4,000	5,000	-	-100.00%
Energy Expense	1,354	2,500	2,500	-	-100.00%
Election Board Expenses	-	-	-	30,000	
General Expense	292	700	700	300	-57.14%
Total Administration	286,760	370,990	404,917	422,329	4.30%
Legal					
Professional Services	31,481	60,000	60,000	60,000	0.00%
Cable					
Professional Services, Salaries and other Compensation	18,153	32,100	32,100	20,000	-37.69%
Security Service	570	500	500	500	0.00%
PEG Grant - Consultant	-	5,000	5,000	5,000	0.00%
Support Equipment & Maintenance	7,429	1,000	1,000	1,000	0.00%
Communications- Mayors Monthly TV Show & PSA's	-	-	-	-	
INET	10,477	11,000	11,000	11,000	0.00%
Total Cable Dept	36,629	49,600	49,600	37,500	-24.40%
Legislative					
Salaries & Benefits	62,120	110,624	112,105	113,733	1.45%
Conference & Training	11,112	38,050	38,250	8,750	-77.12%
Membership & Dues	6,950	7,415	7,190	7,190	0.00%
Codification	1,195	3,695	3,695	4,195	13.53%
Communications	4,498	2,500	2,500	2,500	0.00%
Supplies	6,441	16,000	16,000	10,000	-37.50%
Advertising, Awards, and Shorescan	3,919	6,000	6,000	6,000	0.00%
Maintenance - Computer System	-	2,500	1,000	2,500	150.00%
Summer Youth Employment	-	5,000	5,000	-	-100.00%
Temporary Staffing	-	-	-	-	
Professional Services	315	8,000	9,500	13,000	36.84%
Legal Services	-	10,500	10,500	5,000	-52.38%
Special Events	34,714	58,000	55,000	23,000	-58.18%
Discretionary	1,518	3,500	3,500	2,100	-40.00%
Total Legislative	152,782	271,684	270,240	197,968	-26.74%
Finance					
Salaries & Benefits	183,896	194,530	200,366	207,977	3.80%
Professional Services	23,867	28,000	28,000	28,000	0.00%
Conference & Training	1,410	9,500	9,500	3,000	-68.42%
Membership & Dues	909	1,000	1,000	1,000	0.00%
Temporary Staffing	-	12,500	12,500	5,000	-60.00%
Office Supplies	1,985	3,500	3,500	3,500	0.00%
Support Equipment	3,793	4,000	5,800	3,000	-48.28%
Communications	3,288	3,300	3,300	3,300	0.00%
Advertisement	-	350	350	100	-71.43%
Publications and Reviews	-	150	150	100	-33.33%
Software / System Maintenance	6,126	6,500	8,500	8,500	0.00%
General Expenses	546	1,000	1,000	1,000	0.00%
Total Finance	225,820	264,330	273,966	264,477	-3.46%
Executive Office					
Salaries & Benefits	6,581	6,459	6,459	6,459	0.00%
Conference & Training	850	5,000	5,000	6,000	20.00%
Membership & Dues	60	1,000	1,100	1,100	0.00%
Communications	1,389	2,000	2,000	2,000	0.00%
Professional Services	-	2,500	2,500	2,500	0.00%
Advertising	-	1,200	1,200	1,200	0.00%
Support Equipment - Furniture	1,801	4,000	4,000	2,000	-50.00%
General Expense	200	500	500	300	-40.00%
Office Supplies	310	1,200	1,200	1,200	0.00%
Total Executive Office	11,191	23,859	23,959	22,759	-5.01%

Real property tax rate is \$0.3579 per \$100 assessed
Personal property rate is \$0.83 per \$100 assessed
Streetlights and Sanitation \$301

**City of Glenarden
FY 2021
Proposed Budget**

12/16/2020

	FY20 YTD Actuals as of 04-30-2020	FY19 Approved Budget	FY20 Proposed Budget	FY21 Proposed Budget	% Change (+/-)
Public Safety					
Salaries & Benefits	911,255	952,041	1,019,311	1,162,018	14.00%
Conference & Training	620	10,400	10,400	14,400	38.46%
Equipment	56,486	10,184	65,339	54,260	-16.96%
Live Scan Expense	16,357	16,000	16,000	16,000	0.00%
New Police Cars (4)	162,361	-	205,450	-	-100.00%
Supplies	7,254	17,948	17,948	18,048	0.56%
Communications	20,134	24,960	32,160	32,160	0.00%
Explore Program	-	4,000	4,000	4,000	0.00%
Police Trial Board Expenditures	-	15,000	15,000	15,000	0.00%
New Officer Start Up Cost	8,528	12,000	12,000	13,000	8.33%
Examinations	1,661	2,000	2,000	3,000	50.00%
Repairs & Maintenance	19,818	46,620	46,620	46,620	0.00%
Membership/Dues	1,335	1,500	1,500	1,500	0.00%
Gasoline	53,031	55,000	55,000	65,000	18.18%
Special Events	9,240	10,000	10,000	10,000	0.00%
Total Public Safety	1,268,080	1,177,653	1,512,728	1,455,006	-3.82%
Code Enforcement					
Salaries & Benefits	76,191	82,192	84,658	87,197	3.00%
Conference & Training	395	1,500	1,500	1,500	0.00%
Software	-	1,000	1,000	1,000	0.00%
Supplies	762	1,000	2,700	2,800	3.70%
Communications	2,141	1,000	1,000	1,000	0.00%
Repairs & Maintenance	5,299	1,700	1,700	1,700	0.00%
Gasoline Expense	1,637	2,500	2,500	2,500	0.00%
Support Equipment	508	9,000	900	1,350	50.00%
Total Code Enforcement	86,933	99,893	95,959	99,048	3.22%
Public Works					
Salaries & Benefits	215,485	291,268	300,006	309,007	3.00%
Conference / Training / Dues	352	4,000	4,000	4,000	0.00%
Street / Park Maintenance	10,648	40,000	50,000	25,000	-50.00%
Building Supplies	4,893	8,500	9,000	9,000	0.00%
Office Supplies	3,475	600	500	500	0.00%
Communications	2,821	2,500	3,000	3,000	0.00%
Support Equipment	9,355	5,000	5,000	27,000	440.00%
Uniforms and Protective Equipment	14,088	7,500	7,500	7,500	0.00%
Professional Services	5,475	6,000	6,000	6,000	0.00%
Repairs & Maintenance - Vehicles	11,583	14,000	21,000	21,000	0.00%
Repairs & Maintenance - Bldg	30,040	17,000	20,000	20,000	0.00%
Maintenance Equipment & Security	5,670	42,500	42,500	17,500	-58.82%
Contract Services	5,106	55,000	55,000	40,000	-27.27%
Energy Expense	-	12,000	15,000	15,000	0.00%
Yard Waste Removal	247	4,000	4,000	4,000	0.00%
Total Public Works	319,238	509,868	542,506	508,507	-6.27%

Real property tax rate is \$0.3579 per \$100 assessed
Personal property rate is \$0.83 per \$100 assessed
Streetlights and Sanitation \$301

**City of Glenarden
FY 2021
Proposed Budget**

12/16/2020

	FY20 YTD Actuals as of 04-30-2020	FY19 Approved Budget	FY20 Proposed Budget	FY21 Proposed Budget	% Change (+/-)
General Operations					
Utilities City Hall	120,698	149,300	149,300	149,300	0.00%
Workers' Compensation	117,371	135,000	135,000	135,000	0.00%
Advertising & Other	811	1,810	1,810	1,500	-17.13%
Telephone	18,211	6,174	6,174	8,500	37.67%
Copier	9,646	6,000	6,000	6,000	0.00%
General and Bond Insurance	60,861	62,923	62,030	60,638	-2.24%
Services Fees / Payroll Fees / Other	7,014	9,000	9,000	16,000	77.78%
Postage	12,997	20,000	20,000	15,000	-25.00%
Unemployment Insurance	12,089	32,585	32,585	32,585	0.00%
Computer Maintenance	27,407	20,000	20,000	24,000	20.00%
Storage and Archiving Fees	7,357	7,000	7,000	10,000	42.86%
Contract Services	383,412	391,343	413,000	430,000	4.12%
Pension Expense	-	11,000	11,000	11,000	0.00%
Newsletter Printing and Postage	-	6,000	6,000	4,000	-33.33%
Youth Services	-	5,000	5,000	5,000	0.00%
Misc Expense -	-	5,000	5,000	5,000	0.00%
Supplies	10,753	6,600	6,600	6,600	0.00%
Drug Screening	119	400	400	400	0.00%
Website	369	20,000	6,000	6,000	0.00%
Bank Fees	2,786	4,000	4,000	4,000	0.00%
Health Care Insurance	299,365	280,000	280,000	360,000	28.57%
Total General Operations	1,091,266	1,179,135	1,185,899	1,290,523	8.82%
Debt Service					
New Loans - SunTrust - Police Cars & Upfitting (2)	16,805	24,000	24,000	25,212	5.05%
Car Loan/Lease	-	16,900	16,900	-	-100.00%
Total Debt Services	16,805	40,900	40,900	25,212	-38.36%

Real property tax rate is \$0.3579 per \$100 assessed
Personal property rate is \$0.83 per \$100 assessed
Streetlights and Sanitation \$301

City of Glenarden
FY 2021
Proposed Budget

12/16/2020

	FY20 YTD Actuals as of 04-30-2020	FY19 Approved Budget	FY20 Proposed Budget	FY21 Proposed Budget	% Change (+/-)
Other Expenditures					
Woodmore Community Center/Police Substation					
Expenses					
Salaries & Benefits		500	500	500	0.00%
Utilities		1,200	1,200	1,200	0.00%
Telephone & Communications	-	500	500	500	0.00%
Office Supplies	563	1,000	1,000	1,000	0.00%
Supplies - Set up	340	500	500	500	0.00%
Cleaning Supplies	904	4,000	4,000	4,000	0.00%
Building Maintenance & Repairs	385	-	-	-	0.00%
Furniture					
Total Woodmore Community Center	2,192	7,700	7,700	7,700	0.00%
Veterans Memorial Park					
Expenses					
Salaries and Benefits		5,000	-	-	-41.67%
Landscaping, maintenance, and electrical work	1,050	12,000	7,000	7,000	-41.67%
Total Veterans Memorial Park	1,050	5,000	12,000	7,000	-41.67%
Total Other Expenditures	3,242	12,700	19,700	14,700	-25.38%
TOTAL EXPENDITURES - GENERAL FUND	3,530,227	4,060,613	4,480,375	4,398,029	-1.84%
Subtotal - Budget Surplus (Deficit)	768,318	63,613	126,613	(0)	-100.00%

Real property tax rate is \$0.3579 per \$100 assessed
Personal property rate is \$0.83 per \$100 assessed
Streetlights and Sanitation \$301

City of Glenarden
FY 2021
Proposed Budget

12/16/2020

	FY20 YTD Actuals as of 04-30-2020	FY19 Approved Budget	FY20 Proposed Budget	FY21 Proposed Budget	% Change (+/-)
SPECIAL REVENUE FUND					
Special Appropriations Grant - Police Dept.					
Revenues					
Revenues - Use of Grant Funds Generated in Previous Years		-	-	-	
Expenditures					
Salaries and Wages, Payroll Taxes (special police grant)		-	-	-	
Insurance		-	-	-	
Retirement		-	-	-	
Unemployment Insurance		-	-	-	
Workers' Compensation		-	-	-	
Police Vehicles					
Vehicles - Upfitting		-	-	-	
Uniforms, Guns, Radios, Other		-	-	-	
Total Expenditures	-	-	-	-	
Subtotal - Budget Surplus	-	-	-	-	
Special Police Grant					
Revenues					
State police Grant		60,000	64,704	60,000	-7.27%
Expenditures: Police					
Examinations		1,000	1,000	1,000	0.00%
Memberships & Dues		1,000	1,000	1,000	0.00%
Uniforms		7,100	7,100	7,100	0.00%
Police Clerk - Partial Salary		10,000	10,000	10,000	0.00%
Energy -Gasoline		37,500	37,500	37,500	0.00%
Office Supplies		2,500	2,500	2,500	0.00%
Operating Supplies		900	900	900	0.00%
Total expenditures		60,000	60,000	60,000	0.00%
Subtotal - Budget Surplus/(Deficit)		-	4,704	-	-100.00%
PEG Grant					
Revenues - Current Year Cable PEG (3%) Revenues	41,134	48,000	48,000	48,000	0.00%
Revenues - Use of Grant Funds Generated in Previous Years		25,600	25,600	-	-100.00%
Expenditures					
INET Expenditures (paid using PEG - 3% funds)	-	7,600	7,600	-	-100.00%
Alarm Services - Cable Room		500	500	500	0.00%
Purchase of Cable Equipment	-	40,000	40,000	40,000	0.00%
Police					
Support Equipment		-	-	-	
General Operations					
Computer Maintenance		-	-	-	
New Computers		-	-	-	
Telephone Maintenance		-	-	-	
Copier Maintenance		-	-	-	
Cable Department					
Professional Services		19,500	19,500	-	-100.00%
Inet		-	-	-	
PEG Grant - Consultant		5,000	5,000	-	-100.00%
Support Equipment ***		1,000	1,000	-	-100.00%
Total expenditures	-	73,600	73,600	40,500	-44.97%
Subtotal - Budget Surplus/(Deficit)	41,134	-	-	7,500	

Real property tax rate is \$0.3579 per \$100 assessed
Personal property rate is \$0.83 per \$100 assessed
Streetlights and Sanitation \$301

City of Glenarden
FY 2021
Proposed Budget

12/16/2020

	FY20 YTD Actuals as of 04-30-2020	FY19 Approved Budget	FY20 Proposed Budget	FY21 Proposed Budget	% Change (+/-)
Camera Photo Enforcement					
Revenues from Speed Camera	15,989	66,080	48,000	30,000	-37.50%
Prior year Speed Camera Revenue	-	106,926	-	-	0.00%
	15,989	173,006	48,000	30,000	-37.50%
Expenditures					
Police					
Salaries and Wages, Payroll Taxes (special police grant)	-	-	-	-	0.00%
Professional Services	-	-	-	-	0.00%
Supplies (Ammunition, Communication and Uniforms)	-	-	-	-	0.00%
Repairs & Maintenance	-	7000	0	0	0.00%
Support Equipment (Police Body Cameras, Six Repl. Vests)	-	19972	19972	19972	0.00%
Support Equipment (Two New Police Cars, Upfitting & Radios)	-	111926	0	0	0.00%
Explorer Program		4000	4000	4000	0.00%
Special Events		4000	4000		-100.00%
Maintenance Agreement		2248	2248	2248	0.00%
Police Clerk - Partial salary		0	0	0	0.00%
Conference and Training		4400	0	0	0.00%
Police Department General Orders		0	0	0	0.00%
Communications		15960	14280	0	-100.00%
Ammunition		3500	3500	3500	0.00%
Total expenditures	-	173,006	48,000	29,720	-38.08%
Subtotal - Budget Surplus/(Deficit)	15,989	-	-	280	
Nutritional Site					
Revenues	14,470	11,576	11,576	11,576	0.00%
Expenditures					
Operating Supplies	271	1,500	1,500	1,500	0.00%
Utilities	-	1,500	1,500	1,500	0.00%
Building Maintenance	300	6,576	6,576	6,576	0.00%
Appliance Maintenance	-	-	-	-	0.00%
Games, Programs and Misc Exp		2,000	2,000	2,000	0.00%
Total Expenditures	571	11,576	11,576	11,576	0.00%
Subtotal - Budget Surplus (Deficit)	13,899	-	-	-	
Prince Georges County - Coronavirus Relief Grant					
Revenues	-	-	-	378,000	100.00%
Expenditures					
Compensation - Temporary	-	-	-	14,685	100.00%
Compensation - Hazard Pay				142,117	100.00%
Compensation - Personal Service Contracts -Sanitizing Bldg				18,000	100.00%
Fringe benefits				13,372	100.00%
Outreach				19,562	100.00%
Personal Protection Equipment	-	-	-	85,203	100.00%
Upgrade phone Equipment, install VPN & Purchase Laptops	-	-	-	4,061	100.00%
Distance Learning Expenses		-	-	81,000	100.00%
Total Expenditures	-	-	-	378,000	100.00%
Subtotal - Budget Surplus (Deficit)	-	-	-	-	
Total Surplus (Deficit) - All Special Revenue Funds	71,022	-	4,704	7,780	65.39%

Real property tax rate is \$0.3579 per \$100 assessed
Personal property rate is \$0.83 per \$100 assessed
Streetlights and Sanitation \$301

**City of Glenarden
FY 2021
Proposed Budget**

12/16/2020

	FY20 YTD Actuals as of 04-30-2020	FY19 Approved Budget	FY20 Proposed Budget	FY21 Proposed Budget	% Change (+/-)
CAPITAL PROJECTS FUND					
CAPITAL PROJECTS OUTLAY					
FINANCING SOURCES					
Transfer from Enterprise Fund - Gold Room***	-	30,000	30,000	-	-100.00%
General Fund Surplus	-	90,000	635,026	509,963	-19.69%
General Fund Revenues	60,000	185,000	180,000	-	-100.00%
General Fund Surplus - police cars	-	-	-	116,321	100.00%
SHA Funds - Prior year	-	-	-	187,241	0.00%
Design build out city entry sign (reserve build permit)	-	-	-	-	0.00%
Open Space Grant	-	183,500	183,500	183,500	0.00%
State SHA Grant	-	-	187,241	-	-100.00%
Fee in Lieu of Trees	62,652	50,000	74,552	-	-100.00%
Highway User Revenue	121,956	25,000	37,149	171,992	362.98%
Energy Grant	-	50,000	50,000	50,000	0.00%
PGC Impact Fees	-	-	-	-	0.00%
Total Financing Sources	244,608	613,500	1,377,468	1,219,017	-11.50%
EXPENDITURES					
Capital Hall New Insulation	-	100,000	100,000	100,000	0.00%
Gold Room Cleaning and Renovation	-	65,000	-	-	0.00%
Generator (includes engineering) - If funds are available	-	10,000	10,000	10,000	0.00%
Support Equipment (Two Police Cars, Upfitting & Radios)	-	-	-	116,321	0.00%
New Marques (1 @ \$40,000)	16,600	40,000	40,000	-	-100.00%
Replace Electrical Breaker Boxes in and around Gold Room	6,800	30,000	21,000	21,000	0.00%
Elevator Project	-	4,000	250,000	250,000	0.00%
Repave parking lot at Municipal Center	-	-	75,000	75,000	0.00%
Highway User Fund Surpluss***	-	-	-	-	0.00%
MLK Park Renovations	-	183,500	183,500	183,500	0.00%
New Carpet for Upper Level Hallway	-	10,000	10,000	10,000	0.00%
Support Equipment (New Vehicle - City Manager)	-	-	40,000	-	-100.00%
Support Equipment - HVAC	-	-	50,000	50,000	0.00%
Electric Car - Code - Grant Financed	-	50,000	50,000	50,000	0.00%
City Side Walk Construction and ADA Compliance	-	25,000	35,000	35,000	0.00%
Roof Replacement & related expenses	14,819	-	-	-	0.00%
Ward 3 Streets	15,063	-	235,000	219,937	-6.41%
Ward 3 Streets - Additional Appropriations	-	-	-	-	0.00%
New Pick-up Truck with Plow and Spreader for Public Works	-	36,000	-	-	0.00%
New Computers	20,619	30,000	30,000	-	-100.00%
Tree Plan - Tree Maintenance	74,556	50,000	74,552	-	-100.00%
Operating Transfer - Hwy User to Genl Fund - current	-	-	37,149	40,000	7.67%
Total Capital Projects Expenditures	148,457	613,500	1,241,201	1,160,758	-6.48%
Subtotal - Budget Surplus (Deficit) Capital Projects	96,151	-	136,267	58,259	-57.25%
Reserve for City Saving Account	-	-	(70,000)	-	-100.00%
Reserve for Capital Projects	-	-	(150,000)	-	-100.00%
Total Budget Surplus - All Governmental Funds	935,491	63,613	47,584	66,039	38.78%

Real property tax rate is \$0.3579 per \$100 assessed
Personal property rate is \$0.83 per \$100 assessed
Streetlights and Sanitation \$301

**City of Glenarden
FY 2021
Proposed Budget**

12/16/2020

	FY20 YTD Actuals as of 04-30-2020	FY19 Approved Budget	FY20 Proposed Budget	FY21 Proposed Budget	% Change (+/-)
*** Capital projects for FY18 are financed using prior year revenues, and the amounts shown in revenue columns are not recognized as current year revenues.					
ENTERPRISE FUND BUDGET (GAAP BASIS)					
OPERATING REVENUES					
Rentals	17,956	165,500	165,500	138,500	-16.31%
Interest Income	-	-	-	-	0.00%
Forfeited Deposits	-	-	-	-	0.00%
City Sponsored Events					0.00%
Other Revenues	3				0.00%
Total Operating Revenues	17,959	165,500	165,500	138,500	-16.31%
EXPENSES					
Salaries and Benefits	54,844	96,261	99,149	71,510	-27.88%
Licenses	-	2,000	2,000	2,000	0.00%
Set-Up Expenses	1,254	9,000	9,000	9,000	0.00%
Cleaning Supplies	1,904	3,500	3,500	3,500	0.00%
Conference & Training	-	1,000	1,000	1,000	0.00%
Special Events	-	-	-	-	0.00%
Office Supplies	1,284	1,100	1,100	1,100	0.00%
Repairs and Maintenance	4,568	10,000	10,000	10,000	0.00%
Depreciation Expense *		5,650	5,650	5,650	0.00%
Communications	164	1,200	1,200	1,200	0.00%
Transfers Out - to General Fund**	-	20,000	-	-	0.00%
Kitchen Equipment Updates					0.00%
Uniforms	757	660	660	660	0.00%
Membership Dues/Fees		-	-	-	0.00%
Bank Fees	433	2,000	2,000	2,000	0.00%
General Expense	-	5,000	5,000	5,000	0.00%
Safety Plan	-	-	-	-	0.00%
Capital Outlay - Tables and Chairs, Sound System for Gold Ro	5,922	-	25,000	25,000	0.00%
Total Operating Expenses	71,130	157,371	165,259	137,620	-16.72%
		-	-	-	0.00%
Total Surplus/Deficit - Enterprise Fund	(53,171)	8,129	241	880	265.56%
* Non-Cash Expense					
** Reimbursement to General Fund for share of trash contract, heating & other general expenses					

Real property tax rate is \$0.3579 per \$100 assessed
Personal property rate is \$0.83 per \$100 assessed
Streetlights and Sanitation \$301

**City of Glenarden
FY 2021
Proposed Budget**

12/16/2020

ADMINISTRATION

Description

The Administrative Office includes the City Manager and staff. The City Manager is the chief administrative officer of the City, with primary responsibility for the preparation, submittal and administration of the operating and capital budgets, the handling of citizen concerns and complaints, the direction and supervision of all departments, and the advising of the Mayor and Council on City affairs.

PERSONNEL EXPENDITURES:

	Status/ Detail	Number	FY19 Approved Budget	FY20 Proposed Budget	FY21 Proposed Budget
Salary & Wages					
City Manager	Active	1	\$ 85,490	\$ 88,055	\$ 90,696
Human Resources Specialist	Active (30hrs)	1	\$ 35,000	\$ 52,478	\$ 54,053
Executive Assistant	Active	1	\$ 48,583	\$ 50,040	\$ 51,541
Administrative Assistant	Active	1	\$ 33,842	\$ 37,000	\$ 38,110
Web Master P/T (20hrs @ \$25 for 1/2 Yr)	Proposed		\$ -	\$ -	\$ -
Bus Driver - 15.00hr 25 hrs/wk	Active PT	1	\$ 16,691	\$ 19,500	\$ 19,600
Benefits:					
Social Security	@ 7.65%	5	\$ 17,304	\$ 19,468	\$ 20,006
Retirement Contribution - City Mgr	@ 5% thru FY15	1	\$ 4,275	\$ 4,403	\$ 4,535
Retirement Contribution - Others	@ 2.5%	4	\$ 3,518	\$ 4,161	\$ 4,271
Salary Increase/COLA	3.0% Increase for all		\$ 6,588	\$ 7,412	\$ 7,617
Total Personnel Expenditures			\$ 251,290	\$ 282,517	\$ 290,329

EXPENDITURES SUPPORT DATA		FY19 Approved Budget	FY20 Proposed Budget	FY21 Proposed Budget
Element/Object	Details			
Conference & Training 10.10.10.7650	MML Convention, MML Legislative Meeting City Manager, Prof. Dev. Training for support staff Mileage Reimbursement and Per Diem Expenses	\$ 5,500	\$ 5,500	\$ 3,000
Memberships & Dues 10.10.10.7960	ICMA, ASPA, Md City/County Mgt Association, NFBPA; Staff Membership Associations	\$ 1,500	\$ 1,500	\$ 1,500
Special Events 10.10.10.8647	Community wide events and Citizen feedback forums Including: MLK Day - Black History Month - Veteran's, Memorial Day - Harvest Day for Kids	\$ 10,000	\$ 10,000	\$ 2,500
Professional Services - Lobbyist 10.10.10.7131	Consulting Services for grant writing and planning services	\$ 24,000	\$ 24,000	\$ 12,000
Professional Services - Engineering 10.10.10.7132	Roof, Elevator, and other related Engineering Services	\$ 55,000	\$ 55,000	\$ 60,000
Office Supplies 10.10.10.8630	Letterhead, Envelopes, materials for brochures, Ink toner and copier paper	\$ 4,500	\$ 5,200	\$ 5,200
Office Supplies - HR 10.10.10.8630	Letterhead, Envelopes, Folders, Ink toner and copier paper	\$ -	\$ -	\$ 2,000
Support Equipment 10.10.10.8360	Office Desk & Chairs, Bookshelves File Cabinets, Computer etc.	\$ 4,000	\$ 4,000	\$ 4,000
Communications - Landline 10.10.10.7630	Telephone Expense, Verizon Wireless	\$ 5,500	\$ 6,500	\$ 6,500
Temporary Employment 10.10.10.6120	Temporary Employment as needed when vacancies occur	\$ 2,500	\$ 2,500	\$ 5,000
Energy-Gasoline 10.10.10.8612	Vehicle Fuel Expense	\$ 2,500	\$ 2,500	\$ -
Repairs & Maintenance - Vehicles 10.10.10.7300	Repairs and Maintenance	\$ 4,000	\$ 5,000	\$ -
Election Board 10.10.10.7710	Voting Machines, Salaries, and Advertising Salaries	\$ -	\$ -	\$ 30,000
General Expense 10.10.10.7840	Miscellaneous Expenses Discretionary	\$ 700	\$ 700	\$ 300
Total Operating Expenditures		\$ 119,700	\$ 122,400	\$ 132,000
Total Expenditures		\$ 370,990	\$ 404,917	\$ 422,329

Real property tax rate is \$0.3579 per \$100 assessed
Personal property rate is \$0.83 per \$100 assessed
Streetlights and Sanitation \$301

**City of Glenarden
FY 2021
Proposed Budget**

12/16/2020

LEGAL

Description

The City Attorney provides legal advice and representation to the city in matters pertaining to ordinance drafting, charter revisions, contracting for services and purchases and sale of property. The City Attorney works closely with the City Manager and staff, resolving legal problems in the area of personnel, labor relations, zoning and legislation. The City Attorney is responsible for drafting ordinances and representing the City

My Version

EXPENDITURES SUPPORT DATA				
Element/Object	Details	FY19 Approved Budget	FY20 Proposed Budget	FY21 Proposed Budget
City Attorney	Legal service, including attending meetings and court appearances			
10.25.10.8211	Annual fees	\$ 60,000	\$ 60,000	\$ 60,000 **
Total Expenditures		\$ 60,000	\$ 60,000	\$ 60,000

**City of Glenarden
FY 2021
Proposed Budget**

12/16/2020

CABLE DEPT

Description

The cable program provides information to citizens through broadcasting of Council and other public meetings and community service information on the City Cable Channel.

OPERATING EXPENDITURES:

EXPENDITURES SUPPORT DATA		FY19 Approved Budget	FY20 Proposed Budget	FY21 Proposed Budget
Element/Object	Details			
Professional Service	Cable Room Operation; Technical Assistance	\$ 30,600	\$ 30,600	\$ 20,000
PEG Grant - Studio & Communications Specialist 10.15.15.8187/8188	Consultant to Assess Upgrade of Video Equipment	\$ 5,000	\$ 5,000	\$ 5,000
Operation Supplies 10.15.15.8640	Misc. Media Supplies			
Peg Grant - Support Equipment 10.15.15.8720	Support Equipment - Paid with PEG Funds	\$ -	\$ -	\$ -
Support Equipment 10.15.15.8360	Studio Equipment, Computer, Repairs, etc	\$ 1,000	\$ 1,000	\$ 1,000
Communications 10.15.15.7630	Telephone Expense, New Cable Telephone Line INET	\$ 11,000	\$ 11,000	\$ 11,000
Interior Maintenance & Repairs 10.15.15.7535	Interior Maintenance & Repairs			
Alarm Services 10.15.15.8230	Cable Room Security Expense	\$ 500	\$ 500	\$ 500
Total Expenditures		\$ 49,600	\$ 49,600	\$ 37,500

Total Expenditures

Real property tax rate is \$0.3579 per \$100 assessed
Personal property rate is \$0.83 per \$100 assessed
Streetlights and Sanitation \$301

**City of Glenarden
FY 2021
Proposed Budget**

12/16/2020

LEGISLATIVE OFFICE

Description

This program operates the legislative and policy-making functions of the City. This is accomplished by adopting the annual budget after review and public hearing. Community needs and problems are addressed by enacting ordinances and charter changes. Community leadership is provided through interaction with civic association and constituent services. The council meets on the first two Mondays of each month.

PERSONNEL EXPENDITURES

	Status / Detail	Number	FY19 Approved Budget	FY20 Proposed Budget	FY21 Proposed Budget
Salaries & Wages					
Council Members	Active	7	\$ 33,600	\$ 33,600	\$ 33,600
Council Clerk	Active	1	\$ 46,443	\$ 47,836	\$ 49,271
Deputy Clerk	Active (20hr)	1	\$ 22,000	\$ 22,000	\$ 22,000
Benefits:					
COLA Clerk	3.0% Increase		\$ 1,393	\$ 1,435	\$ 1,478
Social Security	@ 7.65%	9	\$ 5,342	\$ 5,452	\$ 5,565
Bonus					
Retirement Plan	Clerks @ 2.5%	1	\$ 1,746	\$ 1,782	\$ 1,819
Total Personnel Expenditures			\$ 110,524	\$ 112,105	\$ 113,733

OPERATING EXPENDITURES:

EXPENDITURES SUPPORT DATA				
Element/Object	Details	FY19 Approved Budget	FY20 Proposed Budget	FY21 Proposed Budget
Conference & Training	Seven Council Members (Budget \$1,000 each)			
10.30.10.7650	National League of Cities	\$ 35,000	\$ 35,000	\$ 7,000
10.30.10.7650	Maryland Municipal League Summer Conference			
10.30.10.7650	Maryland Municipal League Fall Conference			
10.30.10.7650	NBC Fall Conference			
10.30.10.7650	NBC Summer Conference			
Memberships & Dues	MD Municipal League, Prince George County	\$ 7,140	\$ 7,140	\$ 7,140
10.30.10.7960	Municipal Association, National League of Cities			
Memberships & Dues Clerk	Clerk Association	\$ 50	\$ 50	\$ 50
	IIMC Dues	\$ 1,000	\$ 250	\$ 250
Conference & Training - Clerk	IIMC Convention	\$ 550	\$ 3,000	\$ 1,500
	IIMC Clerk Certification Travel	\$ 1,500		
10.30.10.7651	Quarterly Meeting	\$ 225		
Summer program	Youth Summer Program	\$ 5,000	\$ 5,000	\$ -
10.30.10.6300				
Professional Services	Consulting Services, Temporary Employees,	\$ 5,000	\$ 5,000	\$ 5,000
	Parliamentarian - to attend public meetings	\$ 2,500	\$ 2,500	\$ 6,000
10.30.10.7130	Marquee Maintenance	\$ 500	\$ 2,000	\$ 2,000
Legal Services	Legal Services	\$ 10,500	\$ 10,500	\$ 5,000
10.30.10.8211				
Office Supplies	Miscellaneous Office Supplies and postage	\$ 16,000	\$ 16,000	\$ 10,000
10.30.10.8630		\$ -	\$ -	\$ -
Awards	Employee Incentive Awards & Other Awards	\$ 3,000	\$ 3,000	\$ 3,000
Shore Scan Expense	Shore Scan Document Managing System Fees	\$ 1,500	\$ 1,500	\$ 1,500
Advertising	Advertising	\$ 1,500	\$ 1,500	\$ 1,500
10.30.10.7510				
Special Events	Christmas Party	\$ 5,000	\$ 8,000	\$ -
	HEAL City Events	\$ 32,000	\$ 10,000	\$ 2,000
10.30.10.8647	Community Outreach and Glenarden Day	\$ 21,000	\$ 37,000	\$ 21,000
Communication	Telephone Expense, Verizon Wireless	\$ 2,500	\$ 2,500	\$ 2,500
10.30.10.7630				
Codification	eCode 360 Annual Maintenance Fee	1195	1195	1195
10.30.10.7660	Updates	2500	2500	3000
Maintenance - Computer System	Computer maintenance and license support	\$ 2,500	\$ 1,000	\$ 2,500
10.30.10.7121				
General Expense	Council Discretionary Fund/including mailers, etc.	\$ 3,500	\$ 3,500	\$ 2,100
10.30.10.7840	(\$300 per council-member)	\$ 161,160	\$ 158,135	\$ 84,235
Total Operating Expenditures		\$ 271,684	\$ 270,240	\$ 197,968
Total Expenditures		\$ 271,684	\$ 270,240	\$ 197,968

Real property tax rate is \$0.3579 per \$100 assessed
Personal property rate is \$0.83 per \$100 assessed
Streetlights and Sanitation \$301

**City of Glenarden
FY 2021
Proposed Budget**

12/16/2020

FINANCE

Description

This program provides financial, payroll, accounting, collections and budget activities. It also controls all expenditures and services for the City to ensure regulatory compliance, and supervision of procurement. It maintains adequate internal controls, general ledger, and performs monthly financial reporting. Other functions include billings for taxes and business licenses and other collectible receivables. This program also maintains fixed asset records for acquisitions and dispositions, and investment and City debt records. It has the duty to provide assistance for annual external audit. This program has the responsibility to ensure that programs are

PERSONNEL EXPENDITURES:

	Status/Detail	Number	FY19 Approved Budget	FY20 Proposed Budget	FY21 Proposed Budget
Salaries & Wages					
Treasurer	Active	1	\$ 76,491	\$ 78,786	\$ 81,149
Staff Accountant	Active	1	\$ 51,298	\$ 52,837	\$ 54,422
Fiscal Assistant (\$20.60/hr 30 hrs week)	Inactive P/T	0	\$ -	\$ -	\$ -
Assistant Staff Accountant	Active	1	\$ 44,133	\$ 45,457	\$ 48,235
Social Security	@7.65%	3	\$ 13,152	\$ 13,547	\$ 14,061
Retirement Benefits	@ 2.5%	3	\$ 4,298	\$ 4,427	\$ 4,595
Merit Incentive Audit Bonus - Treasurer (provided that FY 2013, FY2014, and FY2015 Audits are completed and audit reports are submitted to the State by 12-31-2015)			\$ -	\$ -	\$ -
Merit Computation	2% Increase Acct & Asst		\$ -	\$ -	\$ -
COLA Increase 3%	3% Increase all		\$ 5,158	\$ 5,312	\$ 5,514
Total Personnel Expenditures		3	\$ 194,530	\$ 200,366	\$ 207,977

OPERATING EXPENDITURES:

EXPENDITURES SUPPORT DATA		FY19 Approved Budget	FY20 Proposed Budget	FY21 Proposed Budget
Element/Object	Details			
Conference & Training 10.45.10.7650	Uniform Financial Reporting, Treasurer's conference, MD Government Financial Officers Association, Seminars & workshop, mileage and meals Staff Development, MML Conference or MDGFOA Conference	\$ 9,500	\$ 9,500	\$ 3,000
Accounting Software Maintenance 10.45.10.7121	New software maintenance & Support Service Inventory Equipment and Accessories & Software	\$ 5,000	\$ 7,000	\$ 7,000
Maintenance - Shore scan 10.45.10.7125	New software maintenance & Support Service Inventory Equipment and Accessories & Software	\$ 1,500	\$ 1,500	\$ 1,500
Office Supplies 10.45.10.8630	Office supplies expense	\$ 3,500	\$ 3,500	\$ 3,500
Support Equipment 10.45.10.8360	Office desk, File cabinet, Book case, Laptop Computer & office equipment	\$ 4,000	\$ 5,800	\$ 3,000
Memberships & Dues 10.45.10.7960	Professional organizations for staff Finance Officers Assoc dues	\$ 1,000	\$ 1,000	\$ 1,000
Temporary Staffing 10.45.10.6120	Temporary Staffing to include temporary staff to assist with cleaning up and organizing the records in Finance Office	\$ 12,500	\$ 12,500	\$ 5,000
Publications & Reviews 10.45.10.8380	Newspaper & Magazines Budgeting & Accounting Reporting publications	\$ 150	\$ 150	\$ 100
Professional Services 10.45.10.7130	Financial Statements Auditing Services FY 2020 and other Contractual consulting services	\$ 25,000 3000	\$ 25,000 3000	\$ 25,000 3000
General Expense 10.45.10.7840	Miscellaneous Expenses	\$ 1,000	\$ 1,000	\$ 1,000
Advertisement 10.45.10.7510	Classified ads	\$ 350	\$ 350	\$ 100
Communications 10.45.10.7630	Telephone Expense, Verizon Wireless	\$ 3,300	\$ 3,300	\$ 3,300
Total Operating Expenditures		\$ 69,800	\$ 73,600	\$ 56,500
Total Expenditures		\$ 264,330	\$ 273,966	\$ 264,477

Real property tax rate is \$0.3579 per \$100 assessed
Personal property rate is \$0.83 per \$100 assessed
Streetlights and Sanitation \$301

**City of Glenarden
FY 2021
Proposed Budget**

12/16/2020

EXECUTIVE OFFICE

Description

This is the Office of the Mayor who serves as the Chief Executive Officer of the City. The Mayor sees that ordinances of the City are faithfully executed. The Mayor appoints all heads of offices, departments, and agencies with the approval of the Council. All other employees are appointed and removed by

	Status/Detail	Number	FY19 Approved Budget	FY20 Proposed Budget	FY21 Proposed Budget
Salary					
Mayor	Active	1	\$ 6,000	\$ 6,000	\$ 6,000
Social Security	@.0765	1	\$ 459	\$ 459	\$ 459
Total Personnel Expenditures			\$ 6,459	\$ 6,459	\$ 6,459

OPERATING EXPENDITURES:

EXPENDITURES SUPPORT DATA				
Element/Object	Details	FY19 Approved Budget	FY20 Proposed Budget	FY21 Proposed Budget
Conference & Training 10.50.10.7650	Including, but not limited to: MML Summer Conferences Black Caucus Events Maryland Municipal League Fall Conference Nat'l Forum for Black Public Administrators Black Mayor Municipal Conference March DC Conference Meetings	\$ - \$ - \$ - \$ 5,000	\$ - \$ - \$ - \$ 5,000	\$ - \$ - \$ - \$ 6,000
Memberships & Dues 10.50.10.7960	Miscellaneous Dues Expenditures National League of Cities	\$ - \$ 1,000	\$ - \$ 1,100	\$ - \$ 1,100
Professional Services 10.50.10.7130	Consulting, Planning & Programs	\$ 2,500	\$ 2,500	\$ 2,500
Advertising 10.50-10-7510	Promotional (Pen, Pencil, Pins, T-Shirts, Etc)	\$ 1,200	\$ 1,200	\$ 1,200
Support Equipment 10.50.10.8360	Office Furniture/Computer Equipment for Executive Assistant Office	\$ 4,000	\$ 4,000	\$ 2,000
Communications 10.50.10.7630	Telephone Expense, Verizon Wireless	\$ 2,000	\$ 2,000	\$ 2,000
Office Supplies 10.50.10.8630	Misc. Office Supplies	\$ 1,200	\$ 1,200	\$ 1,200
General Expenses 10.50.10.7840	Mayor Discretionary Fund	\$ 500	\$ 500	\$ 300
Total Operating Expenditures		\$ 17,400	\$ 17,500	\$ 16,300
Total Expenditures		\$ 23,859	\$ 23,959	\$ 22,759

Real property tax rate if \$0.3579 per \$100 assessee
Personal property rate is \$0.83 per \$100 assessee
Streetlights and Sanitation \$301

City of Glenarden
FY 2021
Proposed Budget

12/16/2020

PUBLIC SAFETY

Description

This program provides protection services to citizens and properties by reducing crimes. It also investigates, identifies, and apprehends persons suspected of criminal acts. Police officers work with the community through community oriented policing programs and citizen groups.

	Status/ Detail	Number	FY19 Approved Budget	FY20 Proposed Budget	FY21 Proposed Budget
Salaries & Wages					
Chief Police	Active	1	\$ 83,000	\$ 85,490	\$ 88,055
Captain	Active	1	\$ 62,000	\$ 63,860	\$ 65,776
Lieutenant	Active	1		\$ 56,000	\$ 57,680
Sargent	Active	1	\$ 49,845	\$ 54,000	\$ 55,620
Sargent	Active	1	\$ 48,834	\$ 50,299	\$ 51,808
Corporal	Active	1	\$ 49,845	\$ 51,340	\$ 52,880
Corporal	Active	1	\$ 46,890	\$ 49,209	\$ 51,597
Detective	Active	1	\$ 47,741	\$ 49,173	\$ 50,648
Private	Active	1	\$ 45,348		\$ 45,000
Private	Active		\$ 45,348	\$ 46,709	\$ 48,110
Private	Active	1	\$ 45,348	\$ 46,709	\$ 48,110
Private	Active	1	\$ 45,348	\$ 46,709	\$ 48,110
Private	Active	1	\$ 45,348	\$ 46,709	\$ 48,110
Private	Active	1	\$ 44,027	\$ 45,348	\$ 46,709
Private	Active	1	\$ 44,027	\$ 45,348	\$ 46,709
Private	Active	1	\$ 42,745	\$ 42,745	\$ 45,000
Private	Active	1			\$ 45,000
Temporary Officer	Active	1		\$ -	\$ 22,500
Administrative Assistant	Active	1	\$ 39,145	\$ 45,319	\$ 46,679
Police Clerk	FT - 40 hours	1	\$ 30,550	\$ 31,466	\$ 32,410
Overtime	Overtime estimate		\$ 20,000	\$ 20,000	\$ 20,000
Benefits:					
Social Security	@ .0765	10	\$ 65,779	\$ 69,013	\$ 80,433
Retirement Plan - Chief	@ 3%	1	\$ 2,490	\$ 2,565	\$ 2,642
Retirement Plan - Other Staff	@ 2.5%	11	\$ 18,921	\$ 19,916	\$ 23,584
Merit Increase - to be split	up to 5% of Comp - Civilians		\$ 5,000	\$ 25,693	\$ 3,954
COLA Officers incl Chief	3.0% Increase		\$ 24,462	\$ 25,693	\$ 29,895
Awards and Promotions			\$ -	\$ -	\$ 5,000
Total Personnel Expenditures			\$ 952,041	\$ 1,019,311	\$ 1,162,018

OPERATING EXPENDITURES:

EXPENDITURES SUPPORT DATA		FY19 Approved Budget	FY20 Proposed Budget	FY21 Proposed Budget
Element/Object	Details			
Conference & Training 10.55.50.7650	In-Service training, Weapon training based on 16 officers, Mental health training, and Active Shooter training	\$ 10,400	\$ 10,400	\$ 14,400
Maintenance Agreement 10.55.50.7120	Maintenance office equipment and Copier	\$ 2,220	\$ 2,220	\$ 2,220
Maintenance Agreement-Radio & Livescan 10.55.50.7123	Police cruisers radio repairs, in car camera & computers; Maintenance agreement - Livescan	\$ 4,400	\$ 4,400	\$ 4,400
Repair & Maintenance-Vehicles 10.55.50.7300	Preventive maintenance	\$ 40,000	\$ 40,000	\$ 40,000
Membership/Dues 10.55.50.7960	Membership and Dues	\$ 1,500	\$ 1,500	\$ 1,500
Support Equipment 10.55.50.8360	ASP, pepper spray, etc. Vehicle law books, Crime digest - 5,000 Public Safety Equipment incl Taser Pmt - 6,900 Hand Radio - 4,500 Body camera pmt - 9,700 5 vehicle computers 19,260 Riot Gear 9,000	\$ 10,184	\$ 62,689	\$ 54,260
Support Equipment -Vehicles 10.55.50.8360	New police cruisers, upfitting and radios	\$ -	\$ 205,450	
Support Equipment -Furniture 10.55.50.8360	New Office Furniture	\$ -	\$ 2,650	\$ -
Live Scan Expense 10.55.50.7791	Live Scan Fingerprinting	\$ 16,000	\$ 16,000	\$ 16,000
Office Supplies 10.55.50.8630	Paper, Pens, Letterhead, printer cartridges & toner, pencils	\$ 2,500	\$ 2,500	\$ 2,500
Special Events 10.55.50.8647	Parades, Comm. Outreach, Brochures, Night Out on Crime	\$ 10,000	\$ 10,000	\$ 10,000
Explorer Program (funded by speed camera) 10.55.50.8649	Designed to introduce youth toward safety and police professions	\$ 4,000	\$ 4,000	\$ 4,000
Police Trial Board Expenditures 10.55.50.7950	Expenditures for Police Trial Board - with Council Approval	\$ 15,000	\$ 15,000	\$ 15,000
New Officers Start Up Costs 10.55.50.8790	All associated start up equipment	\$ 12,000	\$ 12,000	\$ 13,000
Communications 10.55.50.7630	Telephone Expense, Verizon Wireless	\$ 24,960	\$ 32,160	\$ 32,160
Examinations 10.55.50.7790	Pre-employment physicals, Drug testing, and Psychological testing	\$ 2,000	\$ 2,000	\$ 3,000
Uniforms 10.55.50.8450	Dress uniforms, rain coats, uniform patches repairs including 6 Bullet proof vests, Badges	\$ 10,548	\$ 10,548	\$ 10,548
Ammunition 10.55.50.8520	Annual weapons qualification	\$ 4,000	\$ 4,000	\$ 4,000
Energy-Gasoline 10.55.50.8612	Vehicle fuel expense Gas increase 30%	\$ 55,000	\$ 55,000	\$ 65,000
Operating Supplies 10.55.50.8640	Ticket Book, Hand Cleaner for finger printing supplies	\$ 900	\$ 900	\$ 1,000
Total Operating Expenditures		\$ 225,612	\$ 493,417	\$ 292,988

Real property tax rate if \$0.3579 per \$100 assessed
Personal property rate is \$0.63 per \$100 assessed
Streetslights and Sanitation \$301

**City of Glenarden
FY 2021
Proposed Budget**

12/16/2020

Code Enforcement

Description

This program works to ensure that County and City codes are adhered to by residents

PERSONNEL EXPENDITURES

	Status/ Detail	Number	FY19 Approved Budget	FY20 Proposed Budget	FY21 Proposed Budget
Wages					
Code Enforcement Officer	Active FT (40hrs)	1	\$ 42,436	\$ 43,709	\$ 45,020
Code Enforcement Officer PT	Active PT (28hrs)	1	\$ 30,944	\$ 31,872	\$ 32,828
Benefits:					
Social Security	@ 7.75%	2	\$ 5,782	\$ 5,955	\$ 6,134
Retirement Plan	@ 2.5%		\$ 829	\$ 853	\$ 879
COLA for all	3.0% Increase		\$ 2,201	\$ 2,267	\$ 2,335
Merit Increase	2% Increase				
Total Personnel Expenditures		2	\$ 82,192	\$ 84,658	\$ 87,197

OPERATING EXPENDITURES:

EXPENDITURES SUPPORT DATA					
Element/Object	Details	FY19 Approved Budget	FY20 Proposed Budget	FY21 Proposed Budget	
Conference & Training 10.20.10.7650	Code enforcement required training	\$ 1,500	\$ 1,500	\$ 1,500	
Repair & Maintenance-Vehicles 10.20.10.7300	Preventive maintenance	\$ 1,700	\$ 1,700	\$ 1,700	
Office Supplies 10.20.10.8630	Paper, pens, pencils, printer etc.	\$ 600	\$ 600	\$ 600	
Communications 10.20.10.7630	Telephone Expense, Verizon Wireless	\$ 1,000	\$ 1,000	\$ 1,000	
Software 10.20.10.7121	Permit Tracking System	\$ 1,000	\$ 1,000	\$ 1,000	
Operating Supplies 10.20.10.8640	Brochures, Ticket Books, Warning Tags - 500 Code Book Publication - 1,200	\$ 500	\$ 1,700	\$ 1,700	
Support Equipment 10.20.10.8360	Code Enforcement - Misc Support Equip - 500 Laptop computer - 850	\$ 9,000	\$ 900	\$ 1,350	
Uniforms 10.20.10.8450	Uniforms, uniform patches, PPE, badges	\$ 400	\$ 400	\$ 500	
Energy-Gasoline 10.20.10.8612	Vehicle fuel two	\$ 2,500	\$ 2,500	\$ 2,500	
Total Operating Expenditures		\$ 18,200	\$ 11,300	\$ 11,850	
Total Expenditures		100,392	95,958	99,047	

**City of Glenarden
FY 2021
Proposed Budget**

12/16/2020

PUBLIC WORKS

Description

The mission of this department is to provide and sustain the City's transportation system, city proper and its roads and related public services. The primary goal is to provide the maximum services to City residents within available resources and to stimulate the economic and community development of the City through transportation infrastructure improvements.

PERSONNEL EXPENDITURES:

	Status / Detail	Annual Salary / Wages	Full-Time Equivalents (FTEs)	FY19 Approved Budget	FY20 Proposed Budget	FY21 Proposed Budget
Wages:						
Director of Public Works	Inactive		1			
Field Supervisor*	Active		1	\$ 48,000	\$ 49,440	\$ 50,923
Assistant Field Supervisor	Active		1	\$ 40,000	\$ 41,200	\$ 42,436
Maintenance Tech II	Active		1	\$ 34,000	\$ 35,020	\$ 36,071
Maintenance Tech II	Active		1	\$ 32,600	\$ 33,578	\$ 34,585
Maintenance Tech II	Active		1	\$ 35,000	\$ 36,050	\$ 37,132
Maintenance Tech III	Active		1	\$ 31,000	\$ 31,930	\$ 32,888
Maintenance Tech I	Active		1	\$ 33,000	\$ 33,990	\$ 35,010
Maintenance Tech III	Active		1	\$ 7,500	\$ 7,725	\$ 7,957
Overtime	Overtime hours		5	\$ 20,299	\$ 20,908	\$ 21,535
Social Security	@ .765%		4	\$ 5,621	\$ 5,790	\$ 5,964
Retirement	@ 2.5%		4			
COLA for All Dept	3.0% Increase			\$ 4,248	\$ 4,375	\$ 4,507
Merit Computation	2% Increase			\$ -	\$ -	\$ -
Total Personnel Expenditures				\$ 291,268	\$ 300,006	\$ 309,007

OPERATING EXPENDITURES:

EXPENDITURES SUPPORT DATA		FY19 Approved Budget	FY20 Proposed Budget	FY21 Proposed Budget
Element/Object	Details			
Conference & Training 10.60.60.7650	MOSHA & OSHA Workplace Safety and required training (7*\$500)	\$ 4,000	\$ 4,000	\$ 4,000
Professional Services 10.60.60.7130	Engineering and reserve studies for streets, sidewalks and street trees	\$ 6,000	\$ 6,000	\$ 6,000
Snow Removal & Landscaping 10.60.60.7240	Contract expense for materials, snow removal and salt	\$ 55,000	\$ 55,000	\$ 40,000
Waste Removal 10.60.60.7290	Dumping fees for branches, grass and leaves from municipal center, King site, Hayes Street park, and vacant lots owned by the City.	\$ 4,000	\$ 4,000	\$ 4,000
Repairs and Maintenance-Building 10.60.60.7530	Exterminator for municipal and King site, electrical repairs Interior and Exterior Building Maintenance	\$ 17,000	\$ 20,000	\$ 20,000
Street Cleaning 10.60.60.7315	Street Cleaning Expenses	\$ 10,000	\$ 10,000	\$ -
Building Security 10.60.60.8230	Building security expense for Municipal Center including new Cameras around City Hall	30,000	30,000	5,000
Repairs and Maintenance-Equipment 10.60.60.7123	Repairs for such equipment as propelled mowers, pruning saw, bower, string trimmers, edgers, trailers, salt spreader and chain saw.	12,500	12,500	12,500
Repairs & Maintenance-Parks 10.60.60.7310	Maintenance of City Hall Grounds and City owned parks; including grass cutting and Removal of weeds, pole and sign maintenance;	\$ 20,000	\$ 20,000	\$ 5,000
Repairs & Maintenance-Streets 10.60.60.7311	Pothole repairs, curb, gutter and sidewalk repairs Transfer from Highway User Funds	\$ 10,000	\$ 20,000	\$ 20,000
Repair and Maintenance-Vehicles 10.60.60.7300	Vehicle repairs for three trucks and lawn equipment	\$ 10,000	\$ 15,000	\$ 15,000
Repair and Maintenance-Call-A-Bus 10.60.60.7301	Vehicle repairs for Call A Bus	\$ 4,000	\$ 6,000	\$ 6,000
Support Equipment 10.60.60.8360	Two New Lawn Mowers, 1 Ride-on and 1 Walk behind	\$ 5,000	\$ 5,000	\$ 27,000
Communications 10.60.60.7630	Walkie Talkies	\$ 2,500	\$ 3,000	\$ 3,000
Uniforms and Protective Equipment 10.60.60.8450	Utilizing a uniform service to provide and maintain staff uniforms and protective equipment: sets of uniforms, safety shoes,jackets, first aid supplies	\$ 7,500	\$ 7,500	\$ 7,500
Building Supplies 10.60.60.8560	Soap, disinfectant, paper towels, toilet tissue, toilet seat covers, air freshener, trash can liners, etc.	\$ 8,500	\$ 9,000	\$ 9,000
Office Supplies 10.60.60.8630	Binders, pens, paper, toner cartridges, folders,	\$ 600	\$ 500	\$ 500
Energy-Gasoline 10.60.60.8612	Vehicle fuel	\$ 12,000	\$ 15,000	\$ 15,000
Total Operating Expenditures TOTAL		\$ 218,600	\$ 242,500	\$ 199,500
Total Expenditures		\$ 509,868	\$ 542,506	\$ 508,507

Real property tax rate is \$0.3579 per \$100 assessed
Personal property rate is \$0.83 per \$100 assessed
Streetslights and Sanitation \$301

**City of Glenarden
FY 2021
Proposed Budget**

12/16/2020

GENERAL OPERATIONS

Description

This program provides for general operational expenses, including utilities associated with the operation of the municipal center, general insurance, maintenance agreements for copier, telephone and computers and advertising for personnel.

OPERATING EXPENDITURES SUPPORT DATA				
Element/Object	Details	FY19 Approved Budget	FY20 Proposed Budget	FY21 Proposed Budget
Utilities				
10.75.10.8613	Water & Sewer City Hall	\$ 3,300	\$ 3,300	\$ 3,300
10.75.10.8611	Natural Gas City Hall	\$ 6,000	\$ 6,000	\$ 6,000
10.75.10.8610	Electricity City Hall Street light expense- BGE	\$ 140,000	\$ 140,000	\$ 140,000
Health Care Insurance				
10.75.10.6210	Employees Health Care Coverage expenses	\$ 280,000	\$ 280,000	\$ 360,000
Copier Leasing				
10.75.10.8691	Lease & Maintenance Agreements-Copier	\$ 3,000	\$ 3,000	\$ 3,000
Maintenance -Copier				
10.75.10.7120	Copier Maintenance	\$ 3,000	\$ 3,000	\$ 3,000
Telephone Maintenance				
10.75.10.7122	Maintenance Agreements-Telephone	\$ 1,674	\$ 1,674	\$ 1,500
Computer Maintenance				
10.75.10.7121	Maintenance Agreement Computer	\$ 20,000	\$ 20,000	\$ 24,000
Classified Advertising				
10.75.10.7510	Ad for equipment, products and personnel professional service solicitations	\$ 1,810	\$ 1,810	\$ 1,500
Misc. Expense				
10.75.10.8182	Senior Activities - games, computer, activities instructor	\$ 5,000	\$ 5,000	\$ 5,000
Youth Services				
10.75.10.7842	Youth Programs and Activities	\$ 5,000	\$ 5,000	\$ 5,000
Telephone and Communications				
10.75.10.7630	Telephone Expense, Verizon Wireless	\$ 4,500	\$ 4,500	\$ 7,000
Service Fees-ADP Payroll				
10.75.10.8210	Payroll Processing Fees, including 2 biometric time clocks	\$ 9,000	\$ 9,000	\$ 16,000
Postage Service				
10.75.10.8190	Postage expense	\$ 20,000	\$ 20,000	\$ 15,000
Bond Insurance				
10.75.10.7880	Bond Insurance	\$ 1,000	\$ 1,000	\$ 1,000
Unemployment Insurance				
10.75.10.6240	State unemployment insurance and FUTA	\$ 32,585	\$ 32,585	\$ 32,585
Vehicle Insurance				
10.75.10.7883	City cars insurance expense	\$ 32,923	\$ 28,093	\$ 25,436
LGIT - Police Liability Insurance				
10.75.10.7881	Police Officers' Liability Insurance Coverage	\$ 16,000	\$ 19,471	\$ 19,372
LGIT - Public Officers' Insurance				
10.75.10.7882	Insurance expense -Public Officers	\$ 6,000	\$ 6,709	\$ 3,851
LGIT - Liability Insurance				
10.75.10.7884	City Property Insurance and General Liability, and Employment Practices Liability	\$ 7,000	\$ 6,757	\$ 10,979
General expense-Storage and Archive				
10.75.10.7845	Archiving Expense	\$ 7,000	\$ 7,000	\$ 10,000
Contracts-Trash				
10.75.10.7230	Solid Waste Contract	\$ 391,343	\$ 413,000	\$ 430,000
Repairs & Maintenances-Vehicles				
10.75.10.7300	City Administration's car repair and maintenance	\$ -	\$ -	\$ -
IWIF Expense				
10.75.10.6250	Workers' Compensation Insurance	\$ 135,000	\$ 135,000	\$ 135,000
Newsletter - Printing and Postage Cos				
10.75.10.8110	Newsletter Expenditure (City-Wide quarterly newsletter)	\$ 6,000	\$ 6,000	\$ 4,000
Drug Screening				
10.75.10.7790	New Hires	\$ 400	\$ 400	\$ 400
Web Site				
10.75.10.7124	City of Glenarden website	\$ 20,000	\$ 6,000	\$ 6,000
Bank Fees				
10.75.10.7560	Bank Fees	\$ 4,000	\$ 4,000	\$ 4,000
Pension Plan Fees				
10.75.10.8200	Pension Plan Fees (GHI, DIS, Acct, Monthly)	\$ 11,000	\$ 11,000	\$ 11,000
Office Supplies				
10.75.10.8630	Copier paper	\$ 6,600	\$ 6,600	\$ 6,600
Total Budget		\$ 1,179,135	\$ 1,185,899	\$ 1,290,523

Real property tax rate is \$0.3579 per \$100 assessed
Personal property rate is \$0.83 per \$100 assessed
Streetslights and Sanitation \$301

City of Glenarden
FY 2021
Proposed Budget

12/16/2020

WTC Community Center

Description

Community Center at Woodmore Towne Center used for meetings, baby showers and other events

OPERATING EXPENDITURES:

EXPENDITURES SUPPORT DATA					
Element/Object	Details	FY18 Approved Budget	FY19 Approved Budget	FY20 Proposed Budget	FY21 Proposed Budget
Utilities 10.95.10.8610	Electricity	\$ 500	\$ 500	\$ 500	\$ 500
Communications 10.95.10.7630	Telephone & Communications	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200
Office Supplies 10.95.10.8630	Office Supplies	\$ 500	\$ 500	\$ 500	\$ 500
Set-up Supplies 10.95.10.8645	Set-up Supplies	\$ -	\$ 1,000	\$ 1,000	\$ 1,000
Cleaning Supplies 10.95.10.8646	Cleaning Supplies	\$ 500	\$ 500	\$ 500	\$ 500
Building Maintenance & Repairs 10.95.10.7535	Interior Maintenance & Repairs, painting and thermostat installation	\$ 1,500	\$ 4,000	\$ 4,000	\$ 4,000
Furniture 10.15.15.8230	Furniture	\$ -	\$ -	\$ -	\$ -
Total Expenditures		\$ 4,200	\$ 7,700	\$ 7,700	\$ 7,700

**City of Glenarden
FY 2021
Proposed Budget**

12/16/2020

Veterans Memorial

Description

The Veterans Memorial Park was dedicated in 2015.

My Version

EXPENDITURES SUPPORT DATA					
Element/Object	Details	FY18 Approved Budget	FY19 Approved Budget	FY20 Proposed Budget	FY21 Proposed Budget
Veterans					
Veterans Memorial Pavers 10.71.71.7246	Pavers for Veterans Memorial Park	\$ 10,000	\$ 5,000	\$ -	\$ -
Veterans Memorial Maintenance 10.71.71.7310	Landscaping, maintenance, and electrical work			\$ 12,000	\$ 7,000
Total Expenditures		\$ 10,000	\$ 5,000	\$ 12,000	\$ 7,000

Real property tax rate is \$0.3579 per \$100 assessed
Personal property rate is \$0.83 per \$100 assessed
Streetlights and Sanitation \$301

**City of Glenarden
FY 2021
Proposed Budget**

12/16/2020

GOLD ROOM

Description

This is an enterprise function of the City of Glenarden that operates a banquet room and kitchen which can accommodate social affairs requiring tables and chairs for up to 400 people. The facility is used for cabarets, weddings, repasts, conferences and religious services. Events are approved by Administration and supervised by a part-time Gold Room Coordinator. Event crew members provide maintenance during events. Activity is usually heavy on weekends. There is an established fee schedule for events.

PERSONNEL EXPENSES:

		Full Time Equivalents (FTEs)	FY18 Approved Budget	FY19 Approved Budget	FY20 Proposed Budget	FY21 Proposed Budget
	Status/Detail					
Gold Room Coordinator	FT/ Active	1	\$ 37,138	\$ 38,252	\$ 39,400	\$ 40,582
Event crew Chief	PT/ Active	1	\$ 12,137	\$ 12,501	\$ 12,876	\$ 6,631
Event crew member	PT/Active	0.5	\$ 11,033	\$ 11,364	\$ 11,705	\$ 6,028
Event crew member	PT/Active	0.5	\$ 11,033	\$ 11,364	\$ 11,705	\$ 6,028
Event crew member	PT/ Active	0.5	\$ 11,033	\$ 11,364	\$ 11,705	\$ 6,028
Social Security	@7.65%	0.5	\$ 6,491	\$ 6,685	\$ 6,886	\$ 2,573
Retirement	@2.5%	0	\$ 2,121	\$ 2,185	\$ 2,250	\$ 1,681
COLA	3.0% Increase		\$ 2,471	\$ 2,545	\$ 2,622	\$ 1,959
Merit Increase	2% Increase		\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -
Total Personnel Expenses			\$ 93,458	\$ 96,261	\$ 99,149	\$ 71,510

OPERATING EXPENSES:

EXPENDITURES SUPPORT DATA		FY18 Approved Budget	FY19 Approved Budget	FY20 Proposed Budget	FY21 Proposed Budget
Element/Object	Details				
Licenses 55.70.70.7700	Dance Hall License	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Set up expenses 55.70.70.8645	Tablecloths, Napkins and Cups	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000
Cleaning Supplies 55.70.70.8646	Includes mops, brooms, cleaning supplies	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500
Training 55.70.70.7650	Coordinator training	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Office Supplies 55.70.70.8630	Office Supplies, Furniture and Equipment Tables and Trucks	\$ 1,100	\$ 1,100	\$ 1,100	\$ 1,100
Communications 55.70.70.7630	Telephone Expense, Verizon Wireless	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200
Fees-Bank 55.70.70.7560	Bank Fees	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Depreciation Expense 55.70.70.8700	Gold Room assets Depreciation Expense	\$ 5,650	\$ 5,650	\$ 5,650	\$ 5,650
Operation Transfer 55.70.70.9910	Utilities Expense Administrative Cost	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Uniforms - Rental & Maintenance 55.70.70.8450	Uniforms	\$ 660	\$ 660	\$ 660	\$ 660
Repairs and Maintenance 55.70.70.7530	Electrical, plumbing and repairs and misc room maintenances, Carpet cleaning, Dry cl.	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Marketing & Advertising 55.70.70.7510	Marketing and Advertising	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Capital Outlay 55.70.70.7610	Furniture, Sound System for Gold Room	\$ -	\$ -	\$ 25,000	\$ 25,000
Total Operating Expenses		\$ 61,110	\$ 61,110	\$ 86,110	\$ 86,110
Total Expenses		\$ 154,568	\$ 157,371	\$ 185,259	\$ 157,620

Real property tax rate is \$0.3579 per \$100 assessed
Personal property rate is \$0.83 per \$100 assessed
Streetlights and Sanitation \$301