

Emergency Ordinance to Amend the City Budget for Fiscal Year 2016

City of Glenarden, Maryland  
2015 - 2016 Legislation

Ordinance No: O-07-2016  
Sponsor: Council President Maxine Phifer  
Co-Sponsor: At the request of the Administration  
Session: Regular Session  
Date of Introduction: November 9, 2015

Emergency Ordinance to Adopt the City of Glenarden's  
Budget for Fiscal Year 2016

WHEREAS, the Mayor has presented the City Council the annual budget for the fiscal year 2016; and

WHEREAS, the Council by Ordinance O-06-2015, adopted on June 8, 2015, set the tax rate for fiscal year 2016 at \$0.331 per \$100 assessed value; and

WHEREAS, the Council by Ordinance O-06-2015, adopted on June 8, 2015, set the personal property tax rate at \$0.83 per \$100 assessed value; and

WHEREAS, pursuant to Section 807(c) of the City Charter, there having been no annual budget adopted on or before the second Sunday in June of Fiscal Year 2015, the budget for Fiscal Year 2015 was deemed adopted for Fiscal Year 2016 as if it had been enacted by ordinance until the Council adopts a new budget; and

WHEREAS, by vote of at least five members, the Council declares that an emergency exists as a consequence of the fact that the budget was submitted by the Administration to the Council for consideration late and as a result the City has pressing financial needs that cannot, in keeping with the best interests of the City's residents, be deferred so as to justify the suspension of the provisions of Section 308 of the City Charter preventing introduction and adoption of an ordinance at the same meeting and delaying the effective date of an ordinance for twenty (20) days.

NOW, THEREFORE BE IT ORDAINED AND ENACTED by a 2/3 majority of the Council of the City of Glenarden, Maryland, sitting in Regular Session this 9th day of November, 2015:

1. That the City's budget for FY 2016 be and hereby is amended to substitute the revenues and expenditures by line item as shown in the City Budget attached hereto as Exhibit A and incorporated herein by reference and summarized below and to appropriate funds for the purposes set forth therein.

Summary of Fiscal Year 2016 Budget

REVENUES	
Local Taxes	\$ 2,159,084
Licenses & Permits	136,000
Intergovernmental	100,501

Emergency Ordinance to Amend the City Budget for Fiscal Year 2016

1	Service Charges	415,826
2	Interfund Transfers	235,580
3	Other	<u>80,900</u>
4	Total	\$ 3,160,891

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6 **EXPENSES**

7	Administration	311,173
8	Legal	50,000
9	Cable	25,010
10	Legislative	140,953
11	Finance	272,595
12	Executive	14,614
13	Public Safety	850,719
14	Code Enforcement	74,482
15	Public Works	318,102
16	Operations	1,031,078
17	Debt Service	40,900
18	Capital Projects	20,598
19	Other	<u>2,700</u>
20	Total	\$3,152,924

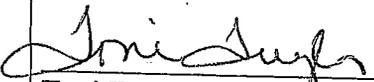
21  
22 **Surplus/ (Deficit)**                    **\$7,967**

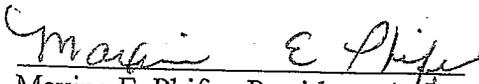
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24 **NOW, THEREFORE BE IT FUTHER ORDAINED**, by the City Council of Glenarden,  
25 Maryland on the **9th** day of **November 2015** that this ordinance shall become effective  
26 immediately following approval by the Mayor or passage by the Council over the Mayor's  
27 veto.

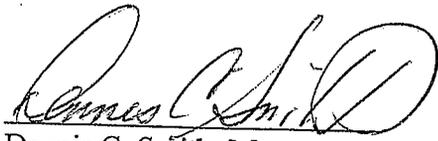
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29 Date Approved: November 9, 2015

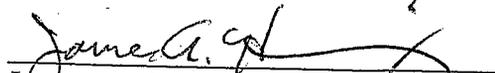
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31  
32 **ATTEST:**

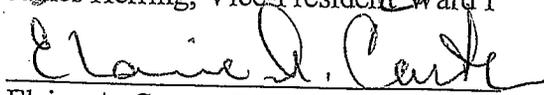
**City Council of Glenarden**

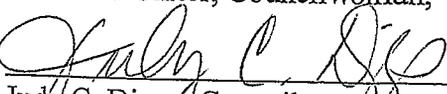
33  
34  
35   
36 Toni Taylor, Council Clerk

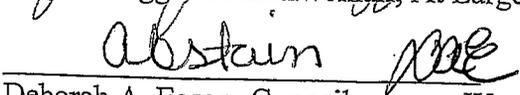
  
Maxine E. Phifer, President, At Large

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40 Dennis C. Smith, Mayor

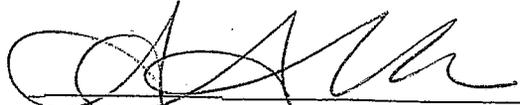
  
James Herring, Vice-President Ward I

  
Elaine A. Carter, Councilwoman, Ward II

  
Judy C. Diggs, Councilwoman, At Large

  
Deborah A. Eason, Councilwoman, Ward II

Emergency Ordinance to Amend the City Budget for Fiscal Year 2016



Jennifer A. Jenkins, Councilwoman, Ward II

Abstain

Carolyn Smallwood, Councilwoman, Ward I

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Yes 5

No 0

Abstain 2

# City of Glenarden

FY 2016 Budget

Including Changes requested by Council:

**October 15, 2015**

City of Glenarden  
 FY 2016  
 Proposed Budget

10/22/2015

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:

	Status/Detail	Full Time Equivalents (FTEs)	FY15 Approved Budget	FY16 Proposed Budget	
Gold Room Coordinator	FT/ Active	1	\$ 35,006	\$ 35,006	\$ -
Event crew Chief	PT/ Active	1	\$ 11,440	\$ 11,440	\$ -
Event crew member	PT/Active	1	\$ 10,400	\$ 10,400	\$ -
Event crew member	PT/Active	1	\$ 10,400	\$ 10,400	\$ -
Event crew member	PT/ Active	1	\$ 10,400	\$ 10,400	\$ -
Social Security	@7.65%	5	\$ 6,088	\$ 6,118	\$ 30
Retirement	@2.5%	0	\$ 1,470	\$ 1,999	\$ 530
COLA	3.0% Increase			\$ 2,329	\$ 2,329
Merit Increase	2% Increase		\$ 1,941	\$ -	\$ (1,941)
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ 87,145	\$ 88,093	\$ 948

OPERATING EXPENSES:

EXPENDITURES SUPPORT DATA				
Element/Object	Details	FY15 Approved Budget	FY16 Proposed Budget	
Licenses 55.70.70.7700	Dance Hall License	\$ 2,000	\$ 2,000	\$ -
Set up expenses 55.70.70.8645	Tablecloths, Napkins and Cups	\$ 14,000	\$ 12,000	\$ (2,000)
Cleaning Supplies 55.70.70.8646	Includes mops, brooms, cleaning supplies	\$ 2,000	\$ 2,000	\$ -
Training 55.70.70.7650	Coordinator training	\$ 500	\$ 500	\$ -
Office Supplies 55.70.70.8630	Office Supplies, Furniture and Equipment Tables and Trucks	\$ 1,100	\$ 1,100	\$ -
Communications 55.70.70.7630	Telephone Expense, Verizon Wireless	\$ 800	\$ 800	\$ -
Fees-Bank 55.70.70.7630	Bank Fees	\$ 2,000	\$ 2,000	\$ -
Depreciation Expense 55.70.70.8700	Gold Room assets Depreciation Expense	\$ 5,650	\$ 5,650	\$ -
Operation Transfer 55.70.70.9910	Utilities Expense Administrative Cost	\$ 20,000	\$ 40,000	\$ 20,000
Uniforms - Rental & Maintenance 55.70.70.8450	Uniforms	\$ 440	\$ 660	\$ 220
Repairs and Maintenance 55.70.70.7530	Electrical, plumbing and repairs and misc room maintenances, Carpet cleaning, Dry cl.	\$ 10,000	\$ 10,000	\$ -
General Expenses 55.70.70.7840	Miscellaneous expenses/advertising	\$ -	\$ -	\$ -
	Total Operating Expenses	\$ 58,490	\$ 76,710	\$ 18,220
	Total Expenses	\$ 145,635	\$ 164,803	\$ 19,168

Submitted November 20, 2014  
 to Council

City of Glenarden  
 FY 2016  
 Proposed Budget

10/22/2015

	FY15 YTD Actuals as of 03-31-15	FY14 Approved Budget	FY15 Approved Budget	FY16 Proposed Budget	% Change (+/-)
<b>EXPENDITURES</b>					
Administration					
Salaries & Benefits	82,720	239,348	239,348	243,973	1.93%
Professional Services	2,290	24,000	24,000	35,000	45.83%
Communications	2,588	2,500	2,500	2,500	0.00%
Temporary Employment	-	1,500	1,500	1,500	0.00%
Office Supplies / Support Equipment	4,089	3,000	3,000	5,000	66.67%
Conference Training & Dues	227	4,000	4,000	4,500	12.50%
Special Events	1,192	7,500	7,500	15,000	100.00%
	-	-	-	-	0.00%
Repairs, Maintenance and Misc Expense	542	500	500	500	0.00%
Energy Expense	1,404	2,500	2,500	2,500	0.00%
General Expense	792	700	700	700	0.00%
<b>Total Administration</b>	<b>95,844</b>	<b>285,548</b>	<b>285,548</b>	<b>311,173</b>	<b>8.97%</b>
Legal					
Professional Services	5,972	40,000	40,000	50,000	0.00%
Cable					
Special Event	(1,225)	-	-	-	-
Professional Services	16,249	19,500	19,500	19,500	0.00%
Security Service	404	500	500	500	0.00%
Supplies	-	-	-	-	-
Support Equipment & Maintenance	1,440	1,000	1,000	1,000	0.00%
Communications	1,570	-	-	-	-
INET	-	4,010	4,010	4,010	0.00%
<b>Total Cable</b>	<b>18,438</b>	<b>25,010</b>	<b>25,010</b>	<b>25,010</b>	<b>0.00%</b>
Legislative					
Salaries & Benefits	61,101	82,880	82,880	84,108	1.48%
Conference & Training	7,795	19,100	19,100	20,860	9.21%
Membership & Dues	6,139	6,190	6,190	6,390	3.23%
Codification	-	4,195	4,195	4,195	-
Communications	2,098	2,300	2,300	2,300	-
Supplies	2,802	1,000	1,000	3,000	200.00%
Advertising	3,775	-	-	-	-
Maintenance - Computer System	-	-	-	1,000	-
Summer Youth Employment	9,052	7,500	7,500	12,000	60.00%
Temporary Staffing	-	-	-	-	-
Professional Services	8,161	5,000	5,000	5,000	0.00%
Special Events	2,000	-	-	-	-
General Expense	-	-	-	-	-
Discretionary	1,248	2,100	2,100	2,100	0.00%
<b>Total Legislative</b>	<b>104,171</b>	<b>130,265</b>	<b>130,265</b>	<b>140,953</b>	<b>8.20%</b>
Finance					
Salaries & Benefits	60,518	160,127	160,127	163,795	2.29%
Professional Services	-	22,500	22,500	80,000	255.56%
Conference & Training	1,165	1,600	1,600	3,000	87.50%
Membership & Dues	35	500	500	500	0.00%
Temporary Staffing	87,005	1,500	1,500	12,500	733.33%
Office Supplies	1,506	2,000	2,000	2,000	0.00%
Support Equipment	331	3,000	3,000	2,000	-33.33%
Communications	388	3,300	3,300	3,300	0.00%
Advertisement	-	350	350	350	0.00%
Publications and Reviews	-	150	150	150	0.00%
Software / System Maintenance	-	4,000	4,000	5,000	25.00%
Repairs & Maintenances	-	-	-	-	-
General Expenses	28	-	-	-	-
Physical Exams	-	-	-	-	-
<b>Total Finance</b>	<b>150,976</b>	<b>199,027</b>	<b>199,027</b>	<b>272,595</b>	<b>36.96%</b>

City of Glenarden  
 FY 2016  
 Proposed Budget

10/22/2015

	FY15 YTD Actuals as of 03-31-15	FY14 Approved Budget	FY15 Approved Budget	FY16 Proposed Budget	% Change (+/-)
<b>Executive Office</b>					
Salaries & Benefits	4,720	6,459	6,459	6,459	0.00%
Conference & Training	-	3,155	3,155	3,155	0.00%
Membership & Dues	-	1,650	1,650	1,000	-39.39%
Communications	10,565	1,300	1,300	1,300	0.00%
Professional Services	-	1,200	1,200	1,200	0.00%
Advertising	-	-	-	-	-
Public Officer Insurance	-	300	300	300	0.00%
General Expense	65	1,200	1,200	1,200	0.00%
Office Supplies	-	-	-	-	-
<b>Total Executive Office</b>	<b>15,350</b>	<b>15,264</b>	<b>15,264</b>	<b>14,614</b>	<b>-4.26%</b>
<b>Public Safety</b>					
Salaries & Benefits	534,514	762,952	762,952	719,291	-5.72%
Conference & Training	185	4,400	4,400	4,400	0.00%
Equipment	2,050	3,200	3,200	13,600	325.00%
New Police Cars (2)	-	-	-	-	-
Supplies	8,441	13,848	13,848	13,848	0.00%
Communications	5,032	15,960	15,960	15,960	0.00%
Explore Program	676	4,000	4,000	4,000	0.00%
New Officer Start Up Cost	1,185	11,000	11,000	-	-100.00%
Repairs & Maintenance	9,083	14,220	14,220	18,620	30.94%
Membership/Dues	595	1,000	1,000	1,000	0.00%
Gasoline	20,292	55,000	55,000	55,000	0.00%
General Expense	8,210	5,000	5,000	5,000	0.00%
<b>Total Public Safety</b>	<b>590,263</b>	<b>890,580</b>	<b>890,580</b>	<b>850,719</b>	<b>-4.48%</b>
<b>Code Enforcement</b>					
Salaries & Benefits	39,403	62,293	62,293	64,162	3.00%
Professional Services	-	500	500	1,500	200.00%
Conference & Training	-	1,000	1,000	1,000	0.00%
Software	-	-	-	-	-
Membership & Dues	-	1,500	1,500	1,500	0.00%
Supplies	449	1,500	1,500	1,500	0.00%
Communications	2,119	2,000	2,000	2,000	0.00%
Repairs & Maintenance	-	300	300	1,000	233.33%
Gasoline Expense	285	2,500	2,500	2,500	0.00%
Support Equipment	-	820	820	820	0.00%
<b>Total Code Enforcement</b>	<b>42,256</b>	<b>70,913</b>	<b>70,913</b>	<b>74,482</b>	<b>5.03%</b>

City of Glenarden  
 FY 2016  
 Proposed Budget

10/22/2015

	FY15 YTD Actuals as of 03-31-15	FY14 Approved Budget	FY15 Approved Budget	FY16 Proposed Budget	% Change (+/-)
<b>Public Works</b>					
Salaries & Benefits	102,682	133,361	133,361	184,002	37.97%
Conference / Training / Dues		1,000	1,000	4,000	300.00%
Street / Park Maintenance	2,415	2,500	2,500	14,500	480.00%
Building Supplies	3,528	3,200	3,200	4,500	40.63%
Office Supplies	2,638	300	300	300	0.00%
Communications	2,692	2,000	2,000	2,000	0.00%
Support Equipment	2,975	4,500	4,500	10,000	122.22%
Uniforms and Protective Equipment	3,020	2,300	2,300	3,800	65.22%
Professional Services	44	6,000	6,000	6,000	0.00%
Repairs & Maintenance - Vehicles	5,017	6,500	6,500	6,500	0.00%
Repairs & Maintenance - Bldg	7,540	7,000	7,000	10,000	42.86%
Maintenance Equipment	2,911	6,500	6,500	6,500	0.00%
Contract Services	69,787	35,000	35,000	55,000	57.14%
Energy Expense	3,629	8,000	8,000	8,000	0.00%
Yard Waste Removal	68	1,000	1,000	3,000	200.00%
<b>Total Public Works</b>	<b>208,946</b>	<b>219,161</b>	<b>219,161</b>	<b>318,102</b>	<b>45.15%</b>
<b>General Operations</b>					
Utilities City Hall	108,616	149,300	149,300	149,300	0.00%
Workers' Compensation	91,300	135,000	135,000	135,000	0.00%
Legal Services-Deductible					
Advertising & Other	614	1,500	1,500	1,500	0.00%
Telephone	7,974	4,100	4,100	4,100	0.00%
Copier	5,201	4,500	4,500	7,500	66.67%
General and Bond Insurance	50,630	65,070	65,070	60,693	-6.73%
Services Fees / Payroll Fees / Other	6,683	6,500	6,500	6,500	0.00%
Postage	2,710	5,500	5,500	5,500	0.00%
Unemployment Insurance	11,455	25,585	25,585	27,585	7.82%
Computer Maintenance	31,188	15,000	15,000	15,000	0.00%
Storage and Archiving Fees	3,415	5,000	5,000	5,000	0.00%
Contract Services	260,057	325,000	325,000	325,000	0.00%
Pension Expense		11,000	11,000	11,000	0.00%
Newsletter Printing and Postage		6,000	6,000	6,000	0.00%
Youth Services		5,000	5,000	5,000	0.00%
Misc Expense	3,964	4,500	4,500	4,500	0.00%
Supplies	2,163	6,000	6,000	6,000	0.00%
Drug Screening		400	400	400	0.00%
Website		1,500	1,500	1,500	0.00%
Bank Fees	2,285	4,000	4,000	4,000	0.00%
Health Care Insurance	140,101	250,000	250,000	250,000	0.00%
<b>Total General Operations</b>	<b>728,356</b>	<b>1,030,455</b>	<b>1,030,455</b>	<b>1,031,078</b>	<b>0.06%</b>
<b>Debt Service</b>					
New Loans - SunTrust - Police Cars & Upfitting (2)				24,000	100.00%
CLEP Loan	11,248	44,000	44,000	16,900	-61.59%
Car Loan/Lease	11,248	44,000	44,000	40,900	-7.05%
<b>Total Debt Services</b>					
<b>Capital Projects</b>					
Cable - Support Equipment - Paid with PEG Funds				20,598	100.00%
Property Infrastructure				20,598	
<b>Total Capital Projects</b>					
<b>Other</b>					
<b>TV Production-Youth Training</b>					
Expenses					
Professional Services					
Telephone & Communications					
<b>Total TV Production-Youth Training</b>					

City of Glenarden  
 FY 2016  
 Proposed Budget

10/22/2015

	FY16 YTD Actuals as of 03-31-15	FY14 Approved Budget	FY15 Approved Budget	FY16 Proposed Budget	% Change (+/-)
<b>Woodmore Community Center/Police Substation</b>					
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					
Supplies - Set up		500	500	500	0.00%
Cleaning Supplies		5,700	5,700	-	-100.00%
Furniture		8,400	8,400	2,700	-67.86%
<b>Total Woodmore Community Center</b>					
		8,400	8,400	2,700	-67.86%
<b>Total Other</b>					
		8,400	8,400	2,700	-67.86%
<b>TOTAL EXPENDITURES - GENERAL FUND</b>	<b>1,971,820</b>	<b>2,958,623</b>	<b>2,958,623</b>	<b>3,152,924</b>	<b>6.57%</b>
<b>Subtotal: Budget Surplus (Deficit)</b>	<b>1,759,350</b>	<b>0</b>	<b>(0)</b>	<b>7,967</b>	

City of Glenarden  
 FY 2016  
 Proposed Budget

10/22/2015

	FY15 YTD Actuals as of 03-31-15	FY14 Approved Budget	FY15 Approved Budget	FY16 Proposed Budget	% Change (+/-)
<b>SPECIAL REVENUE FUND</b>					
<b>Special Appropriations Grant - Police Dept</b>					
Revenues					
Revenues - Use of Grant Funds Generated in Previous Years		35,000	35,000	-	-100.00%
Expenditures					
Salaries and Wages, Payroll Taxes (special police grant)		35,000	35,000	-	-100.00%
Insurance		-	-	-	
Retirement		-	-	-	
Unemployment Insurance		-	-	-	
Workers' Compensation		-	-	-	
Police Vehicles		-	-	-	
Vehicles - Upfitting		-	-	-	
Uniforms, Guns, Radios, Other		-	-	-	
Total Expenditures	-	35,000	35,000	-	-100.00%
Subtotal - Budget Surplus	-	-	-	-	
<b>Special Police Grant</b>					
Revenues					
State police Grant				60,000	
Expenditures: Police					
Examinations				1,000	
Memberships & Dues				1,000	
Uniforms				6,948	
Police Clerk - Partial Salary				10,000	
Energy - Gasoline				37,500	
Office Supplies				2,500	
Operating Supplies				900	
Total expenditures				59,848	
Subtotal - Budget Surplus/(Deficit)				152	
<b>PEG Grant</b>					
Revenues - Current Year Cable PEG (3%) Revenues	47,794	45,000	45,000	48,000	6.67%
Revenues - Use of Grant Funds Generated in Previous Years		-	-	-	
Expenditures					
INET Expenditures (paid using PEG - 3% funds)	-	3,510	3,510	-	-100.00%
Purchase of Cable Equipment		19,500	19,500	-	-100.00%
Police					
Support Equipment				3,200	
General Operations					
Computer Maintenance				15,000	
Telephone Maintenance				1,100	
Copier Maintenance				2,500	
Cable					
Professional Services				-	
Communications				4,010	
Alarm services				500	
Support Equipment ***				20,598	
Total expenditures	-	23,010	23,010	46,908	103.86%
Subtotal - Budget Surplus/(Deficit)	47,794	21,990	21,990	1,092	-95.03%

City of Glenarden  
 FY 2016  
 Proposed Budget

10/22/2015

	FY15 YTD Actuals as of 03-31-15	FY14 Approved Budget	FY15 Approved Budget	FY16 Proposed Budget	% Change (+/-)
<b>CDBG PY 38</b>					
Revenues					
Professional Services					
Supplies					
Travel					
Total Expenditures					
Subtotal - Budget Surplus (Deficit)					
<b>Camera Photo Enforcement</b>					
Revenues from Speed Camera	56,371	60,000	60,000	66,080	10.13%
Expenditures					
Police					
Salaries and Wages, Payroll Taxes (special police grant)	5,303				
Professional Services	-	13,000	13,000	-	-100.00%
Supplies (Ammunition, Communication and Uniforms)	2,480	5,000	5,000	-	-100.00%
Repairs & Maintenance	3,910	20,000	20,000	12,000	-40.00%
Explorer Program				4,000	
Special Events				4,000	
Maintenance Agreement				2,220	
Police Clerk - Partial salary				15,000	
Conference and Training				4,400	
Police Department General Orders				5,000	
Communications				15,960	
Ammunition				3,500	
Total expenditures	11,693	38,000	38,000	66,080	73.89%
Subtotal - Budget Surplus/(Deficit)	44,678	22,000	22,000	-	-100.00%
<b>Nutritional Site</b>					
Revenues		11,576	11,576	11,576	0.00%
Expenditures					
Operating Supplies		1,500	1,500	1,500	0.00%
Utilities		1,500	1,500	1,500	0.00%
Building Maintenance	125	6,576	6,576	6,576	0.00%
Appliance Maintenance		2,000	2,000	2,000	0.00%
Total Expenditures	125	11,576	11,576	11,576	0.00%
Subtotal - Budget Surplus (Deficit)	(125)	-	-	-	
Total Surplus (Deficit) - All Special Revenue Funds	92,347	43,990	43,990	1,247	-97.17%

City of Glenarden  
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	FY15 YTD Actuals as of 03-31-15	FY14 Approved Budget	FY15 Approved Budget	FY16 Proposed Budget	% Change (+/-)
<del>CAPITAL PROJECTS FUND</del>					
CAPITAL PROJECTS OUTLAY					
FINANCING SOURCES					
Transfer from Enterprise Fund - Gold Room***	-	424,450	424,450	375,000	-11.65%
General Fund Surplus	3,872	272,000	272,000	235,000	-13.60%
Highway User Fund Surplus***	-	-	-	-	-
Bank Loan (Long Term-Roads)	-	10,000	10,000	-	-100.00%
Design build out city entry sign (reserve build permit)	-	-	-	214,000	100.00%
Open Space Grant	-	-	-	-	-
State Grant	-	-	-	-	-
Harbor Bank	-	-	-	-	-
Highway User Revenue	92,070	33,198	33,198	-	-100.00%
Bond Bill Grant	-	158,500	158,500	-	-100.00%
Hayes Memorial Park Grant	-	-	-	-	-
Interest Income	399	-	-	-	-
Transfer from Prior Year Fund - PEG 3% (phone system upgrade)	-	-	-	-	-
PGC Impact Fees	96,341	898,148	898,148	824,000	-8.26%
Total Financing Sources					
EXPENDITURES					
Leaf Machine Vacuum	-	6,000	6,000	-	-100.00%
Generator-roof (includes engineering)	-	60,000	60,000	-	-100.00%
Design buildout city entry signs	-	10,000	10,000	-	-100.00%
Security Camera System	-	-	-	6,000	100.00%
Replace Main Electrical Breaker Box	-	-	-	19,000	100.00%
Replace Gold Room Doors	-	-	-	-	-
ADA Compliance Municipal Renovations (two bonds)	-	158,500	158,500	-	-100.00%
Highway User Fund Surplus***	-	305,198	305,198	-	-100.00%
MLK Park Renovations	-	-	-	214,000	-
Lawn Mower	-	4,500	4,500	-	-100.00%
Water Buffalo - 2	-	1,000	1,000	-	-100.00%
Office Entrance Door - ADA Compliance	-	2,950	2,950	-	-100.00%
Roof Replacement & related expenses	-	350,000	350,000	350,000	0.00%
Ward 3 Streets	-	-	-	235,000	-
Police Facility	-	-	-	-	-
Subtotal Capital Projects Expenditures	-	-	-	-	-
Operating Transfer - Hwy User to Genl Fund - current	-	-	-	-	-
Operating Transfer - Hwy User to Genl Fund - prior year	-	-	-	-	-
Total Capital Projects Expenditures	-	898,148	898,148	824,000	-8.26%
Subtotal Budget Surplus (Deficit)	96,341	-	-	-	-
Total Budget Surplus - All Governmental Funds	438,038	43,990	43,990	92,115	-79.06%
*** Capital projects for FY12 are financed using prior year revenues, and the amounts shown in revenue columns are not recognized as current year revenues.					

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	FY15 YTD Actuals as of 03-31-15	FY14 Approved Budget	FY15 Approved Budget	FY16 Proposed Budget	% Change (+/-)
<del>ENTERPRISE FUND BUDGET (GAAP BASIS)</del>					
<b>OPERATING REVENUES</b>					
Rentals	57,111	165,500	165,500	165,500	0.00%
Interest Income	116	-	-	-	-
Forfeited Deposits	-	200	200	200	0.00%
City Sponsored Events	-	-	-	-	-
Other Revenues	-	-	-	-	-
<b>Total Operating Revenues</b>	<b>57,227</b>	<b>165,700</b>	<b>165,700</b>	<b>165,700</b>	<b>0.00%</b>
<b>EXPENSES</b>					
Salaries and Benefits	56,683	87,145	87,145	88,093	1.09%
Licenses	-	2,000	2,000	2,000	0.00%
Set-Up Expenses	9,798	14,000	14,000	12,000	-14.29%
Cleaning Supplies	985	2,000	2,000	2,000	0.00%
Conference & Training	-	500	500	500	0.00%
Special Events	-	-	-	-	-
Office Supplies	104	1,100	1,100	1,100	0.00%
Repairs and Maintenance	496	10,000	10,000	10,000	0.00%
Depreciation Expense *	-	5,650	5,650	5,650	0.00%
Communications	182	800	800	800	0.00%
Transfers Out - to General Fund**	23,333	20,000	20,000	40,000	100.00%
Kitchen Equipment Updates	-	-	-	-	-
Uniforms	204	440	440	660	50.00%
Membership Dues/Fees	-	-	-	-	-
Bank Fees	246	2,000	2,000	2,000	0.00%
General Expense	-	-	-	-	-
Safety Plan	-	-	-	-	-
Capital Outlay - Tables and Chairs, Sound System for Gold Room	-	-	-	-	-
<b>Total Operating Expenses</b>	<b>92,031</b>	<b>145,635</b>	<b>145,635</b>	<b>164,803</b>	<b>13.16%</b>
<b>Total Surplus/Deficit - Enterprise Fund</b>	<b>(34,804)</b>	<b>20,065</b>	<b>20,065</b>	<b>897</b>	<b>-95.53%</b>
* Non-Cash Expense					
** Reimbursement to General Fund for share of trash contract, heating & other general expenses					

**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	FY15 Approved Budget	FY16 Proposed Budget	
Salary & Wages					
City Manager	Active	1	\$ 80,000	\$ 80,000	\$ -
Human Resources Specialist	Inactive	1	\$ 50,000	\$ -	\$(50,000)
Proposed - Project Mgr/HR Specialist	New	1	\$ -	\$ 50,000	\$ 50,000
			\$ -	\$ -	\$ -
Executive Assistant	Active	1	\$ 44,460	\$ 44,460	\$ -
Receptionist	Active	1	\$ 28,016	\$ 28,016	\$ -
Bus Driver - 11.75hr 25 hrs/wk	Active PT	1	\$ 9,697	\$ 15,275	\$ 5,578
Benefits:					
Social Security	@ 7.65%	4	\$ 16,484	\$ 13,333	\$(3,151)
Retirement Contribution - City Mgr	@ 5% thru FY15	1	\$ 4,000	\$ 4,000	\$ -
Retirement Contribution - Others	@ 2.5%	3	\$ 3,387	\$ 2,357	\$(1,030)
Salary Increase/COLA	3.0% Increase for all			\$ 6,533	\$ 6,533
Merit Computation	2% Increase Asst & Recpt.		\$ 3,304	\$ -	\$(3,304)
	Total Personnel Expenditures	4	\$ 239,348	\$ 243,973	\$ 4,625

**OPERATING EXPENDITURES:**

EXPENDITURES SUPPORT DATA				
Element/Object	Details	FY15 Approved Budget	FY16 Proposed Budget	
Conference & Training 10.10.10.7650	MML Convention, MML Legislative Meeting Support Staff and Manager Prof. Dev. Training Mileage Reimbursement and Per Diem Expenses	\$ 3,000	\$ 3,000	\$ -
Memberships & Dues 10.10.10.7960	ICMA, ASPA, Md City/County Mgt Association, NFBPA; Staff Membership Associations	\$ 1,000	\$ 1,500	\$ 500
Special Events 10.10.10.8647	Community-wide events and Citizen feedback forums Including, but not limited to: Glenarden Day - Black History Day - Veteran's Memorial Day - Harvest Day for Klds	\$ 7,500	\$ 15,000	\$ 7,500
Professional Services 10.10.10.7130	Consulting Services for grant writing and planning services	\$ 24,000	\$ 35,000	\$ 11,000
Office Supplies 10.10.10.8630	Letterhead, Envelopes, materials for brochures	\$ 3,000	\$ 2,500	\$(500)
Support Equipment 10.10.10.8360	Office Desk & Chairs, Bookshelves File Cabinets, Computer etc.	\$ 500	\$ 2,500	\$ 2,000
Communications 10.10.10.7630	Telephone Expense, Verizon Wireless	\$ 2,500	\$ 2,500	\$ -
Temporary Employment 10.10.10.6310	Temporary Employment as needed when vacancies occur	\$ 1,500	\$ 1,500	\$ -
Energy-Gasoline 10.10.10.8612	Vehicle Fuel Expense	\$ 2,500	\$ 2,500	\$ -
Repairs, Maintenance 10.10.10.XXXX	Repairs and Maintenance	\$ 500	\$ 500	\$ -
Lease Auto / Purchase Auto 10.10.10.1772	City Mgr Auto 5 yr loan (21K @ 4.75%)			\$ -
General Expense 10.10.10.7840	Miscellaneous Expenses Discretionary	\$ 700	\$ 700	\$ -
	Total Operating Expenditures	\$ 46,700	\$ 67,200	\$ 20,500
	Total Expenditures	\$ 286,048	\$ 311,173	\$ 25,125

City of Glenarden  
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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 in court proceedings.

My Version

EXPENDITURES SUPPORT DATA			
Element/Object	Details	FY15 Approved Budget	FY16 Proposed Budget
City Attorney	Legal service, including attending meetings and court appearances		
10.25.10.8211	Annual fees	\$ 40,000	\$ 50,000
Total Expenditures		\$ 40,000	\$ 50,000

\$ 10,000  
 \$ 10,000



**City of Glenarden  
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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	FY15 Approved Budget	FY16 Proposed Budget	
Salaries & Wages					
Council Members	Active	7	\$ 33,600	\$ 33,600	\$ -
Council Clerk	Active	1	\$ 41,371	\$ 41,371	\$ -
			\$ -	\$ -	\$ -
Benefits:			\$ -	\$ -	\$ -
COLA Clerk	3.0% Increase		\$ -	\$ 1,241	\$ 1,241
Merit Computation	2.5% Increase		\$ 1,034	\$ -	\$ -
Social Security	@ 7.65%	8	\$ 5,814	\$ 5,830	\$ 16
Bonus			\$ -	\$ 1,000	\$ 1,000
Bonus			\$ -	\$ -	\$ -
Bonus			\$ 1,060	\$ 1,065	\$ 5
Retirement Plan	Clerk @ 2.5%	1	\$ -	\$ -	\$ -
Retirement Plan			\$ 82,880	\$ 84,108	\$ 1,228
	Total Personnel Expenditures	8	\$	\$	

OPERATING EXPENDITURES:

EXPENDITURES SUPPORT DATA				
Element/Object	Details	FY15 Approved Budget	FY16 Proposed Budget	
Conference & Training 10.30.10.7650	National League of Cities Maryland Municipal League summer convention \$1500 X 7 = \$10,500 Maryland Municipal League Fall conference 7 members @ \$800 = \$5,600	\$ 12,000	\$ 12,000	\$ -
		\$ 5,600	\$ 6,100	\$ 500
		\$ 6,000	\$ 6,200	\$ 200
Memberships & Dues 10.30.10.7960	MD Municipal League, Prince George County Municipal Association, National League of Cities	\$ 40	\$ 40	\$ -
Memberships & Dues Clerk	Clerk Association \$40 IMC Convention \$500 IMC Clerk Certification \$500 IMC Clerk Certification Travel \$500	\$ 1,000	\$ 1,000	\$ -
		\$ 500	\$ 500	\$ -
		\$ 150	\$ 150	\$ -
10.30.10.7650	Quarterly Meeting \$150	\$ 150	\$ 150	\$ -
Summer program 10.30.10.6300	Youth Summer Program	\$ 7,500	\$ 12,000	\$ 4,500
Temporary Staffing 10.30.10.6300	Temporary Staffing	\$ -	\$ -	\$ -
Professional Services 10.30.10.7130	Consulting Services, Temporary Employees, Forensic Audit, Marquee	\$ 5,000	\$ 5,000	\$ -
Office Supplies 10.30.10.8630	Miscellaneous Office Supplies and postage	\$ 1,000	\$ 3,000	\$ 2,000
Advertising 10.30.10.7510	Advertising	\$ -	\$ 1,000	\$ 1,000
Special Events 10.30.10.8647	Christmas Party	\$ -	\$ 3,500	\$ 3,500
Communication 10.30.10.7630	Telephone Expense, Verizon Wireless	\$ 2,300	\$ 2,300	\$ -
Codification 10.30.10.7660	eCode 360 Annual Maintenance Fee Updates	1195	1195	\$ -
		3000	3000	\$ -
Maintenance - Computer System 10.30.10.7840	Computer maintenance and support New Computer for Marquee		700	\$ 700
General Expense 10.30.10.7840	Council Discretionary Fund	\$ 2,100	\$ 2,100	\$ -
		\$ 47,385	\$ 61,045	\$ 13,660
	Total Operating Expenditures	\$	\$	\$
	Total Expenditures	\$ 130,265	\$ 145,153	\$ 14,888

Submitted November 20, 2014  
to Council

Real property tax rate is \$0.331 per \$100 assessed value  
Personal property rate is \$0.83 per \$100 assessed value

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**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 managed within their respective approved budget.

PERSONNEL EXPENDITURES:

	Status/Detail	Number			
			FY15 Approved Budget	FY16 Proposed Budget	
<b>Salaries &amp; Wages</b>					
Treasurer	Active	1	\$ 70,000	\$ 70,000	\$ -
Staff Accountant	Active	1	\$ 46,945	\$ 46,945	\$ -
Fiscal Assistant \$20/hr 24 hrs week	Active P/T	1	\$ 24,960	\$ 24,960	\$ -
Social Security	@7.65%	3	\$ 11,127	\$ 11,085	\$ (42)
Retirement Benefits	@ 2.5%	3	\$ 3,548	\$ 3,548	\$ -
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)				\$ 3,000	\$ 3,000
Merit Computation	2% Increase Accl & Asst		\$ 3,548	\$ -	\$ (3,548)
COLA Increase 3%	3% Increase all		\$ -	\$ 4,257	\$ 4,257
<b>Total Personnel Expenditures</b>		<b>3</b>	<b>\$ 160,127</b>	<b>\$ 163,795</b>	<b>\$ 3,668</b>

OPERATING EXPENDITURES:

EXPENDITURES SUPPORT DATA				
Element/Object	Details	FY15 Approved Budget	FY16 Proposed Budget	
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	\$ 1,600	\$ 3,000	\$ 1,400
Accounting Software Maintenance 10.45.10.7121	New software maintenance & Support Service Inventory Equipment and Accessories & Software	\$ 4,000	\$ 5,000	\$ 1,000
Office Supplies 10.45.10.8630	Office supplies expense	\$ 2,000	\$ 2,000	\$ -
Support Equipment 10.45.10.8360	Office desk, File cabinet, Book case	\$ 3,000	\$ 3,000	\$ -
Memberships & Dues 10.45.10.7960	Professional organizations for staff Finance Officers Assoc dues	\$ 500	\$ 500	\$ -
Temporary Staffing 10.45.10.6120	Temporary Staffing to include temporary staff to assist with cleaning up and organizing the records in Finance Office	\$ 1,500	\$ 12,500	\$ 11,000
Publications & Reviews 10.45.10.8380	Newspaper & Magazines Budgeting & Accounting Reporting publications	\$ 150	\$ 150	\$ -
Professional Services 10.45.10.7130	Financial Statements Auditing Services FYE 14, 15 & 16 and other Contractual consulting services	\$ 22,500	\$ 80,000 3000	\$ 57,500 3,000
General Expense 10.45.10.7840	Miscellaneous Expenses			\$ -
Advertisement 10.45.10.7510	Classified ads	\$ 350	\$ 350	\$ -
Communications 10.45.10.7630	Telephone Expense, Verizon Wireless	\$ 3,300	\$ 3,300	\$ -
<b>Total Operating Expenditures</b>		<b>\$ 38,900</b>	<b>\$ 112,800</b>	<b>\$ 73,900</b>
<b>Total Expenditures</b>		<b>\$ 199,027</b>	<b>\$ 276,595</b>	<b>\$ 77,568</b>

Submitted November 20, 2014  
to Council

City of Glenarden  
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**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 head of offices, departments, and agencies with the approval of the Council. All other employees are appointed and removed by the Mayor. The Mayor reports to the Council annually on the condition of

	Status/Detail	Number	FY15	FY16
			Approved Budget	Proposed Budget
Salary				
Mayor	Active	1	\$ 6,000	\$ 6,000
Social Security	@.0765	1	\$ 459	\$ 459
Total Personnel Expenditures			\$ 6,459	\$ 6,459

**OPERATING EXPENDITURES:**

EXPENDITURES SUPPORT DATA				
Element/Object	Details	FY15 Approved Budget	FY16 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	\$ -	\$ -	\$ -
Memberships & Dues 10.50.10.7960	Miscellaneous Dues Expenditures National League of Cities	\$ 700	\$ -	\$ (700)
Professional Services 10.50.10.7130	Planning & Programs	\$ 950	\$ 1,000	\$ 50
Advertising 10-50-10-7510	Promotional (Pen, Pencil, Pins, T-Shirts, Etc)	\$ 1,700	\$ 1,200	\$ (500)
Communications 10.50.10.7630	Telephone Expense, Verizon Wireless	\$ 1,300	\$ 1,300	\$ -
Office Supplies 10.50.10.8630	Misc. Office Supplies	\$ 1,200	\$ 1,200	\$ -
General Expenses 10.50.10.7840	Mayor Discretionary Fund	\$ 300	\$ 300	\$ -
Total Operating Expenditures		\$ 9,305	\$ 8,155	\$ (1,150)
Total Expenditures		\$ 15,764	\$ 14,614	\$ (1,150)





**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)	FY15 Approved Budget	FY16 Proposed Budget	
<b>Wages:</b>						
Field Supervisor*	Active		1	\$ 40,415	\$ 41,415	\$ 1,000
Maintenance Tech I	Active		1	\$ 23,109	\$ 28,109	\$ 5,000
Maintenance Tech II	Active		1	\$ 23,504	\$ 28,504	\$ 5,000
Maintenance Tech III	Active		2	\$ 23,940	\$ 28,940	\$ 5,000
Proposed - Maintenance Tech III	Active		1	\$ -	\$ 28,940	\$ 28,940
Public Works Clerk	Inactive			\$ -	\$ -	\$ -
Overtime	Overtime hours		5	\$ 7,500	\$ 7,500	\$ -
Social Security	@ .765%		4	\$ 9,275	\$ 12,792	\$ 3,517
Retirement	@2.5%		4	\$ 2,844	\$ 3,993	\$ 1,149
		3.0% Increase			\$ 3,809	\$ 3,809
COLA for All Dept		2% Increase		\$ 2,774	\$ -	\$ (2,774)
Merit Computation				\$ -	\$ -	\$ -
<b>Total Personnel Expenditures</b>				<b>\$ 133,361</b>	<b>\$ 184,002</b>	<b>\$ 50,641</b>

**OPERATING EXPENDITURES:**

EXPENDITURES SUPPORT DATA		FY15 Approved Budget	FY16 Proposed Budget	
Element/Object	Details			
Conference & Training 10.60.60.7650	OSHA Workplace Safety and required training	\$ 1,000	\$ 4,000	\$ 3,000
Professional Services 10.60.60.7130	Engineering and reserve studies for streets, sidewalks and street trees	\$ 6,000	\$ 6,000	\$ -
Snow Removal & Landscaping 10.60.60.7240	Contract expense for materials, snow removal and salt	\$ 35,000	\$ 55,000	\$ 20,000
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.	\$ 1,000	\$ 3,000	\$ 2,000
Repairs and Maintenance-Building 10.60.60.7530	Exterminator for municipal and King site, electrical repairs Interior and Exterior Building Maintenance	\$ 7,000	\$ 10,000	\$ 3,000
Street Sweeping Contract 10.60.60.7315	Street Cleaning Contract Expenses			\$ -
Building Security 10.60.60.8230	Building security expense for King Site and Municipal Center Cameras around City Hall	6,500	6,500	\$ -
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.			\$ -
Repairs & Maintenance-Parks (Contract Services) 10.60.60.7310	Maintenance of City owned parks; including grass cutting and equipment, Removal of weeds, pole and sign maintenance	\$ 2,500	\$ 4,500	\$ 2,000
Repairs & Maintenance-Streets 10.60.60.7311	Pothole repairs, curb, gutter and sidewalk repairs Transfer from Highway User Funds		\$ 10,000	\$ 10,000
Repair and Maintenance-Vehicles 10.60.60.7300	Vehicle repairs	\$ 6,500	\$ 6,500	\$ -
Support Equipment 10.55.50.8360	1 Mowers, snow blowers, Water Buffalo, etc.	\$ 4,500	\$ 10,000	\$ 5,500
Communications 10.60.60.7630	Telephone Expense, Verizon Wireless	\$ 2,000	\$ 2,000	\$ -
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	\$ 2,300	\$ 3,800	\$ 1,500
Building Supplies 10.60.60.8560	Soap, disinfectant, paper towels, toilet tissue, toilet seat covers, air freshener, trash can liners, etc.	\$ 3,200	\$ 4,500	\$ 1,300
Office Supplies 10.60.60.8630	Binders, pens, paper, toner cartridges, folders,	\$ 300	\$ 300	\$ -
Computer Supplies 10.60.60.8360	Computer discs, tape, staples, office desk			\$ -
Energy-Gasoline 10.60.60.8612	Vehicle fuel	\$ 8,000	\$ 8,000	\$ -
<b>Total Operating Expenditures TOTAL</b>		<b>\$ 85,800</b>	<b>\$ 134,100</b>	<b>\$ 48,300</b>
<b>Total Expenditures</b>		<b>\$ 219,161</b>	<b>\$ 318,102</b>	<b>\$ 98,941</b>

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	FY15 Approved Budget	FY16 Proposed Budget
Utilities			
10.75.10.8613	Water & Sewer City Hall	\$ 3,300	\$ 3,300
10.75.10.8611	Natural Gas City Hall	\$ 6,000	\$ 6,000
10.75.10.8610	Electricity City Hall Street light expense- BGE	\$ 140,000	\$ 140,000
Health Care Insurance	Employees Health Care Coverage expenses	\$ 250,000	\$ 250,000
10.75.10.8210			
Copier Leasing	Lease & Maintenance Agreements-Copier	\$ 3,000	\$ 5,000
10.75.10.8691			
Maintenance -Copier	Copier Maintenance	\$ 1,500	\$ 2,500
10.75.10.7120			
Telephone Maintenance	Maintenance Agreements-Telephone	\$ 1,100	\$ 1,100
10.75.10.7122			
Richo Phone System			
1750			
Computer Maintenance	Maintenance Agreement Computer	\$ 15,000	\$ 15,000
10.75.10.7121			
Classified Advertising	Ad for equipment, products and personnel professional service solicitations	\$ 1,500	\$ 1,500
10.75.10.7510			
Senior Activities-Glenarden-Club	Senior Activities	\$ 4,500	\$ 4,500
10.75.10.7840			
Youth Services	Youth Programs and Activities	\$ 5,000	\$ 5,000
10.75.10.7842			
Telephone and Communications	Telephone Expense, Verizon Wireless	\$ 3,000	\$ 3,000
10.75.10.8210			
Service Fees-ADP Payroll	Payroll Processing Fees	\$ 6,500	\$ 6,500
10.75.10.8210			
Postage Service	Postage expense	\$ 5,500	\$ 5,500
10.75.10.8190			
Bond Insurance	Bond Insurance	\$ 870	\$ 870
10.75.10.7880			
Unemployment Insurance	State unemployment insurance and FUTA	\$ 25,585	\$ 27,585
10.75.10.6240			
Vehicle Insurance	City cars insurance expense	\$ 28,000	\$ 32,923
10.75.10.7883			
LGIT - Police Liability Insurance	Police Officers' Liability Insurance Coverage	\$ 21,000	\$ 16,000
10.75.10.7881			
LGIT - Public Officers' Insurance	Insurance expense -Public Officers	\$ 12,000	\$ 6,000
10.75.10.7882			
LGIT - Liability Insurance	City property insurance expense	\$ 3,200	\$ 4,900
10.75.10.7884			
General expense-Storage and Archive	Archiving Expense	\$ 5,000	\$ 5,000
10.75.10.7845			
Contracts-Trash	Solid Waste Contract	\$ 325,000	\$ 325,000
10.75.10.7230			
MXT Planner's Expense	Planning and technical advice, including attending meetings		
10.75.10.8280			
Repairs & Maintenances-Vehicles	City Administration's car repair and maintenance		\$ 1,500
10.75.10.7300			
Legal Services Deductable	Legal Fees		
10.75.10.8211			
MXT Legal Expense	Legal advice, including attending meeting on new Development		
10.75.10.8185			
IWIF Expense	Workers' Compensation Insurance	\$ 135,000	\$ 135,000
10.75.10.6250			
Newsletter - Printing and Postage Cos	Newsletter Expenditure (City-Wide quarterly newsletter)	\$ 6,000	\$ 6,000
10.75.10.8110			
Drug Screening	New Hires	\$ 400	\$ 400
10.75.10.7790			
Web Site	City of Glenarden website	\$ 1,500	\$ 1,500
10.75.10.7124			
Bank Fees	Bank Fees	\$ 4,000	\$ 4,000
10.75.10.7560			
Pension Plan Fees	Pension Plan Fees (GHI, DIS, Acct, Monthly)	\$ 11,000	\$ 11,000
10.75.10.8200			
Office Supplies	Copier paper	\$ 6,000	\$ 6,000
10.75.10.8630			
Total Budget		\$ 1,030,455	\$ 1,032,578

City of Glenarden  
FY 2016  
Proposed Budget

10/22/2015

**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:**

	Status/Detail	Full Time Equivalents (FTEs)			
			FY15 Approved Budget	FY16 Proposed Budget	
Gold Room Coordinator	FT/ Active	1	\$ 35,006	\$ 35,006	\$ -
Event crew Chief	PT/ Active	1	\$ 11,440	\$ 11,440	\$ -
Event crew member	PT/Active	1	\$ 10,400	\$ 10,400	\$ -
Event crew member	PT/Active	1	\$ 10,400	\$ 10,400	\$ -
Event crew member	PT/ Active	1	\$ 10,400	\$ 10,400	\$ -
Social Security	@7.65%	5	\$ 6,088	\$ 6,118	\$ 30
Retirement	@2.5%	0	\$ 1,470	\$ 1,999	\$ 530
COLA	3.0% Increase			\$ 2,329	\$ 2,329
Merit Increase	2% Increase		\$ 1,941	\$ -	\$ (1,941)
			\$ -	\$ -	\$ -
<b>Total Personnel Expenses</b>			<b>\$ 87,145</b>	<b>\$ 88,093</b>	<b>\$ 948</b>

**OPERATING EXPENSES:**

EXPENDITURES SUPPORT DATA				
Element/Object	Details	FY15 Approved Budget	FY16 Proposed Budget	
Licenses 55.70.70.7700	Dance Hall License	\$ 2,000	\$ 2,000	\$ -
Set up expenses 55.70.70.8645	Tablecloths, Napkins and Cups	\$ 14,000	\$ 12,000	\$ (2,000)
Cleaning Supplies 55.70.70.8646	Includes mops, brooms, cleaning supplies	\$ 2,000	\$ 2,000	\$ -
Training 55.70.70.7650	Coordinator training	\$ 500	\$ 500	\$ -
Office Supplies 55.70.70.8630	Office Supplies, Furniture and Equipment Tables and Trucks	\$ 1,100	\$ 1,100	\$ -
Communications 55.70.70.7630	Telephone Expense, Verizon Wireless	\$ 800	\$ 800	\$ -
Fees-Bank 55.70.70.7630	Bank Fees	\$ 2,000	\$ 2,000	\$ -
Depreciation Expense 55.70.70.8700	Gold Room assets Depreciation Expense	\$ 5,650	\$ 5,650	\$ -
Operation Transfer 55.70.70.9910	Utilities Expense Administrative Cost	\$ 20,000	\$ 40,000	\$ 20,000
Uniforms - Rental & Maintenance 55.70.70.8450	Uniforms	\$ 440	\$ 660	\$ 220
Repairs and Maintenance 55.70.70.7530	Electrical, plumbing and repairs and misc room maintenances, Carpet cleaning, Dry cl.	\$ 10,000	\$ 10,000	\$ -
General Expenses 55.70.70.7840	Miscellaneous expenses/advertising	\$ -	\$ -	\$ -
<b>Total Operating Expenses</b>		<b>\$ 58,490</b>	<b>\$ 76,710</b>	<b>\$ 18,220</b>
<b>Total Expenses</b>		<b>\$ 145,635</b>	<b>\$ 164,803</b>	<b>\$ 19,168</b>

Submitted November 20, 2014  
to Council