

City of Glenarden  
2021 Legislation

**Emergency Ordinance:**      **O-01-2023**  
**Sponsor:**                    **Derek D. Curtis, II, Council President**  
**Co-Sponsor:**  
**Public Hearing:**  
**Session:**                        **Special Regular Session**  
**Date of Introduction:**       **Thursday, July 28, 2022**

**An Emergency Ordinance for the Purpose of Adopting the City’s FY 2023 Budget**

**WHEREAS**, the City of Glenarden, Maryland (hereinafter “the City”) is a municipality organized under the authority of Article XI-E of the Maryland Constitution, and as defined by the Md. Code, Local Gov’t Art. § 1-101(g); and

**WHEREAS**, pursuant to Maryland Code, Local Government Article, Section 5-202, the City may adopt ordinances to: (1) assure the good government of the municipality; and (2) protect and preserve the municipality’s rights, property and privileges; and

**WHEREAS**, pursuant to Charter Section 602 (21) of the Charter, the City Council of Glenarden (hereinafter “the Council) has the express power “to expend municipal funds for any public purpose; and to have general management and control of the finances of the City; and

**WHEREAS**, Charter Sections 308 (c) (e) respectively provide: 1) that an emergency ordinance may be adopted at the same meeting it is introduced; and 2) may become effective immediately upon adoption; and

**WHEREAS**, Charter Section 807 (c) provides that if the Councils fails to adopt the budget by the second Monday in June, the budget for the current fiscal year shall be deemed adopted for the ensuing fiscal year as if it has been enacted by ordinance until the Council adopts a new budget; and

**WHEREAS**, Charter Section 807 (b) states adoption of the budget by the Council shall constitute appropriation of the amounts specified therein as expenditures from the funds indicated and shall constitute a levy of the property tax therein proposed;

**NOW, THEREFORE, BE IT ENACTED AND ORDAINED**, by the City Council of Glenarden, Maryland, sitting in **Special Regular Session, this day 28<sup>th</sup> of July 2022** that the FY 2023 Budget for the City of Glenarden is as follows:

**GENERAL FUND**

**REVENUES**

**Local Taxes:**

Real Property Tax

2,827,146

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Personal Property Tax - current year	250,000
Personal Property Tax - prior year	40,000
Admissions Tax	15,000
Hotel/Motel tax	45,000
Penalties & Interest	8,000
Income Tax - Individual	875,000
<b>Total Local Taxes</b>	<b>4,060,146</b>
<b>Transfer from Highway User Fund</b>	<b>0</b>
<b>Licenses &amp; Permits</b>	
Business Licenses	36,000
Permits - Building	8,600
Permits - Building (DR Horton-WTC)	0
Permits - Building (Petrie-WTC)	0
Permits - Penrose	0
Permits - Commercial	7,500
Citation	5,700
Finger Printing	7,200
Finger Printing - Live Scan	30,000
Towing	1,500
<b>Total Licenses &amp; Permits</b>	<b>96,500</b>
<b>Intergovernmental</b>	
Pilot Housing Authority (Local Gov't)	17,500
American Rescue Plan Act (ARPA)	520,000
MD State Police Grant	114,935
County Disposal Rebate	17,500
<b>Total Intergovernmental</b>	<b>669,935</b>
<b>Service Charges</b>	
Streetlights	115,000
Sanitation	491,214
<b>Total Service Charges</b>	<b>606,214</b>
<b>Interfund Transfers</b>	
To General Fund from Enterprise Fund	0
Operating Transfer- Opto-Traffic **	63,000
Operating Transfer- PEG Grant**	40,000
To Capital Projects from General Fund Operations	0
To General Fund from Highway User	40,000
<b>Total Interfund / Intrafund Transfers</b>	<b>143,000</b>
<b>Other Financial Sources</b>	
Franchise Fees	95,000
Interest and Other Income	1,200
Dial a Bus / Bus Shelter	1,320
Police Gas Contributions	5,400
Miscellaneous	3,000

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COG Savings	0
General Fund Surplus	0
<b>Total Other Financial Sources</b>	<b>105,920</b>
<b>TOTAL REVENUES - GENERAL FUND</b>	
	<b>5,681,715</b>

**EXPENDITURES**

<b>Administration</b>	
Salaries & Benefits	388,568
Professional Services	58,500
Communications	5,400
Temporary Employment	4,000
Office Supplies	5,200
Support Equipment / Computers	4,000
Conference Training & Dues	12,250
Special Events	17,500
Repairs, Maintenance and Misc. Expense	6,250
Energy Expense	2,500
Election Board Expenses	0
General Expense	500
<b>Total Administration</b>	<b>504,668</b>

<b>Legal</b>	
Professional Services	60,000
<b>Total Legal</b>	<b>60,000</b>

<b>Cable</b>	
Professional Services, Salaries, and other Compensation	79,806
Security Service	4,583
PEG Grant - Consultant	5,000
Support Equipment & Maintenance	39,300
Interior Maintenance & Repairs	17,000
INET	16,000
<b>Total Cable Dept</b>	<b>161,689</b>

<b>Legislative</b>	
Salaries & Benefits	153,781
Conference & Training	40,000
Membership & Dues	7,800
Codification	4,195
Communications	2,500
Office Supplies	10,000
Support Equipment / Computers	4,000
Advertising, Awards, and ShoreScan	5,000
Maintenance - Computer System	2,500
Summer Youth Employment (Moved to Gen Ope.)	0
Professional Services	20,000
Legal Services	0
Special Events	57,000
Discretionary	7,180

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<b>Total Legislative</b>	<b>313,956</b>
<b>Finance</b>	
Salaries & Benefits	227,441
Professional Services	27,000
Conference & Training	4,500
Membership & Dues	500
Temporary Staffing	5,600
Office Supplies	4,000
Support Equipment / Computers	4,500
Communications	2,088
Advertisement	850
Publications and Reviews	200
Software / System Maintenance	54,330
General Expenses	300
<b>Total Finance</b>	<b>331,309</b>
<b>Executive Office</b>	
Salaries & Benefits	9,043
Conference & Training	6,000
Membership & Dues	1,500
Communications	2,000
Professional Services	0
Advertising	1,200
Support Equipment - Furniture	2,000
General Expense	600
Special Events	0
Office Supplies	1,200
<b>Total Executive Office</b>	<b>23,543</b>
<b>Public Safety</b>	
Salaries & Benefits	1,386,870
Conference & Training	20,000
Equipment	54,260
Live Scan Expense	16,000
New Police Cars, upfits and equipment	0
Supplies	31,348
Communications	32,160
Explore Program	0
Police Trial Board Expenditures	15,000
New Officer Start Up Cost	13,000
Examinations	3,000
Repairs & Maintenance	61,620
Tasers	21,628
Membership/Dues	1,500
Gasoline	65,000
Special Events	17,500
<b>Total Public Safety</b>	<b>1,738,886</b>
<b>Code Enforcement</b>	
Salaries & Benefits	128,873

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Conference & Training	4,500
Software	1,500
Supplies	1,500
Communications	2,500
Repairs & Maintenance	3,200
Gasoline Expense	2,500
Support Equipment	1,370
<b>Total Code Enforcement</b>	<b>145,943</b>

<b>Public Works</b>	
Salaries & Benefits	363,567
Conference / Training / Dues	2,000
Street / Park Maintenance / Landscaping	33,000
Building Supplies	9,000
Office Supplies	500
Communications	3,792
Support Equipment	3,790
Uniforms and Protective Equipment	12,000
Professional Services	6,000
Repairs & Maintenance - Vehicles	4,520
Repairs & Maintenance - Bldg.	35,000
Maintenance Equipment & Security	4,000
Contract Services	40,000
Energy Expense	5,760
Yard Waste Removal	1,200
<b>Total Public Works</b>	<b>524,129</b>

<b>General Operations</b>	
Utilities City Hall	123,650
Workers' Compensation	125,000
Advertising & Other	1,500
Telephone-Voice Operator & System	18,000
Copier	10,780
General and Bond Insurance	68,169
Services Fees / Payroll Fees / Other	7,020
Postage	10,000
Unemployment Insurance	15,500
Computer Maintenance	26,600
Storage and Archiving Fees	8,544
Contract Services - Trash City	701,000
Contract Services	62,000
Pension Expense	5,280
Newsletter Printing and Postage - (ARPA Awareness '23-'26)	6,500
Salaries - Suspense	50,000
Bonus - Suspense	80,000
Youth Summer Employment (Supporting All Dept)	5,000
Misc Expense -	5,000
Supplies	4,000
Drug Screening	500
Website	5,800
Admin Pool Car Maintenance	500

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Bank Fees	8,400
Health Care Insurance	335,000
<b>Total General Operations</b>	<b>1,683,743</b>

<b>Debt Service</b>	
SunTrust Loan - Police Cars & Upfitting (2)	0
Car Loan/Lease	0
<b>Total Debt Services</b>	<b>0</b>

**Other Expenditures**

**Woodmore Community Center**

<b>Expenses</b>	
Salaries & Benefits	
Utilities	500
Telephone & Communications	1,200
Office Supplies	563
Supplies - Set up	340
Cleaning Supplies	900
Building Maintenance & Repairs	385
Travel	0
<b>Total Woodmore Community Center</b>	<b>3,888</b>

**Veterans Memorial Park**

<b>Expenses</b>	
Pavers	8,000
Landscaping, maintenance, and electrical work	9,400
<b>Total Veterans Memorial Park</b>	<b>17,400</b>

<b>Total Other Expenditures</b>	<b>21,288</b>
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<b>TOTAL EXPENDITURES - GENERAL FUND</b>	<b>5,509,155</b>
<b>Subtotal - Budget Surplus / (Deficit)</b>	<b>172,560</b>

**SPECIAL REVENUE FUND**

**Special Appropriations Grant**

**American Rescue Plan Act (ARPA)**

<b>Revenues</b>	
<b>Coronavirus Local Fiscal Recovery Fund (CLFRF)</b>	<b>4,323,367</b>

**Expenditures**

Transfers to Gold Room	43,506
7th Street Park Exercise / Kids Playgrounds - To Capital fund	272,350
Resident / Non-Profit Assist – Pay Directly from Fund	400,000
Council Chambers - To Capital fund	200,000

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Grant for Glenarden - HOA - Pay Directly from Fund	360,000
Storm Water Run-Off - To Capital fund	50,000
Providing Competitive Wages	0
Contractor - Grant Manager - Pay Directly from Fund	65,000
Speed Bump Pilot Program - To Capital fund	50,000
Revenue Loss - City of Glenarden	520,000
	0
<b>Total Expenditures</b>	<b>1,960,856</b>
<b>Subtotal - Budget Surplus (Carry Forward to 2026)</b>	<b>2,362,511</b>

**Special Police Grant**

<b>Revenues</b>	
State police Grant	114,935
<b>Expenditures: Police</b>	
Examinations	1,000
Memberships & Dues	1,500
Uniforms / New Officer Setup 50%	17,274
Police Clerk - Partial Salary (As Per Grant) 50%	42,678
Energy -Gasoline / Vehicle Maintenance	40,000
Office Supplies / Police Protection Equipment 50%	10,983
Operating Supplies	1,500
<b>Total expenditures</b>	<b>114,935</b>
<b>Subtotal - Budget Surplus/(Deficit)</b>	<b>0</b>

**PEG Grant**

<b>Revenues</b>	
Revenues - Current Year Cable PEG (3%) Revenues	40,000
Revenues - Use of Grant Funds Generated in Previous Years	
<b>Expenditures</b>	
INET Expenditures (paid using PEG - 3% funds)	14,500
Alarm Services - Cable Room	500
Purchase of Cable & Videography Equipment	25,000
<b>Total expenditures</b>	<b>40,000</b>
<b>Subtotal - Budget Surplus/(Deficit)</b>	<b>0</b>

**Camera Photo Enforcement**

<b>Revenues</b>	
Revenues from Speed Camera	63,000
Prior year Speed Camera Revenue	0
	<b>63,000</b>

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<b>Expenditures</b>	
Salaries and Wages, Payroll Taxes	
Professional Services	0
Supplies (Communication and Uniforms)	4,000
Repairs & Maintenance	0
Support Equipment (Police Body Cameras, Six Repl. Vests)	25,500
Support Equipment (Two New Police Cars, Upfitting & Radios)	0
Explorer Program	0
Maintenance Agreement	30,000
Communications	0
Ammunition	3,500
<b>Total expenditures</b>	<b>63,000</b>
<b>Subtotal - Budget Surplus / (Deficit)</b>	<b>0</b>
<b><u>Nutritional Site - (Discontinued)</u></b>	
<b>Revenues</b>	0
<b>Expenditures</b>	
Operating Supplies	0
Utilities	0
Building Maintenance	0
Appliance Maintenance	0
Games, Programs and Misc. Exp	0
<b>Total Expenditures</b>	<b>0</b>
<b>Subtotal - Budget Surplus / (Deficit)</b>	<b>0</b>
<b><u>Prince Georges County - Coronavirus Relief Grant</u></b>	
<b>Revenues</b>	0
<b>Expenditures</b>	
Compensation - Temporary	0
Compensation - Hazard Pay	0
Compensation - Personal Service Contracts -Sanitizing Bldg.	0
Fringe benefits	0
Outreach	0
Personal Protection Equipment	0
Upgrade phone Equipment, install VPN & Purchase Laptops	0
Distance Learning Expenses	0
<b>Total Expenditures</b>	<b>0</b>
<b>Subtotal - Budget Surplus / (Deficit)</b>	<b>0</b>
<b>Total Surplus (Deficit) - All SPECIAL REVENUE FUNDS</b>	<b>2,362,511</b>

**CAPITAL PROJECTS FUND**

**FINANCING SOURCES**

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FY2022 Budget Surplus	172,560
General Fund Surplus	290,000
General Fund Revenues	0
General Fund Surplus - police cars	92,742
SHA Funds - Prior year	0
Design build out city entry sign (reserve build permit)	0
Open Space Grant	147,088
Fitness Court Grant & Playground Grant	542,350
State SHA Grant	0
Fee in Lieu of Trees	0
Highway User Revenue	206,321
Energy Grant/ (ARPA Funds for Storm Water/Speed Bump)	300,000
Suntrust Loan	0
Transfer from Enterprise Fund - Gold Room***	0
<b>Total Financing Sources</b>	<b>1,751,061</b>

<b>CAPITAL EXPENDITURES</b>	
City Hall New Insulation / Council Chambers Upgrade	300,000
Generator (includes engineering) - If funds are available	0
Support Equipment (Two Police Cars, Upfitting & Radios)	92,742
Support Equipment (Security Cameras)	30,000
Support Equipment (City Manager)	0
New Marques (1@ \$22,000)	0
Replace Electrical Breaker Boxes in and around Gold Room	0
Elevator Project - (Grant Needed)	0
Repave parking lot at Municipal Center	0
MLK Park Renovations	147,088
7th Street Park Improvement & Kid's Playground	542,350
New Carpet for Upper Level / Tiles of Employee Entrance	10,000
Support Equipment – HVAC	0
Patrol Car - Code Enforcement	60,000
City Sidewalk Construction and ADA Compliance	40,000
Roof Replacement & related expenses	0
Ward 3 Streets	179,865
F250 Truck with Plow and Spreader for Public Works	60,000
AEDs for the Municipal Center (Admin, DPW, PD and Gold Room)	10,000
A/C Heat Pump Replacement	15,000
Street paving, curb, and gutters	250,000
DPW Backhoe Attachment	7,500
New Computers	0
Tree Plan - Tree Maintenance	0
Operating Transfer - Hwy User to General Fund – current	0
<b>Total Capital Projects Expenditures</b>	<b>1,744,545</b>
<b>Subtotal - Budget Surplus / (Deficit) Capital Projects</b>	<b>6,516</b>
<b>Reserve for City Saving Account</b>	<b>0</b>
<b>Reserve for Capital Projects</b>	<b>0</b>
<b>Total Budget Surplus - All Governmental Funds</b>	<b>2,369,027</b>

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\*\*\* Capital projects for FY23 are financed using prior year revenues, and the amounts shown in revenue columns are not recognized as current year revenues.

<b>ENTERPRISE FUND BUDGET (GAAP BASIS)</b>	
<b>OPERATING REVENUES</b>	
Rentals	126,330
Special Event Fees	4,000
Equipment Rental	12,000
Revenue Loss Recovery (ARPA)	43,506
Interest Income	0
Forfeited Deposits	0
City Sponsored Events	0
Other Revenues	0
<b>Total Operating Revenues</b>	<b>185,836</b>
<b>EXPENSES</b>	
Salaries and Benefits	107,452
Licenses	3,500
Set-Up Expenses	4,800
Cleaning Supplies	4,800
Equipment Rental COS	7,000
Conference & Training	1,000
Special Events	0
Office Supplies	1,200
Repairs and Maintenance	5,000
Depreciation Expense *	5,650
Communications	1,140
Transfers Out - to General Fund**	0
Software - Computer S/Ware (17 Hat Cloud)	1,000
Uniforms	600
Payroll Fees (ADP)	960
Staff Travel	229
Membership Dues/Fees	0
Bank Fees	500
General Expense	6,000
Safety Plan	0
Capital Outlay - Tables/Chairs, Sound System for Gold Room	35,000
<b>Total Operating Expenses</b>	<b>185,831</b>
<b>Total Surplus / (Deficit) - Enterprise Fund</b>	<b>5</b>

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**THEREFORE, BE IT FURTHER ORDAINED**, by the City Council of Glenarden, Maryland on the **28th day of July 2022** that this Ordinance shall become effective immediately following approval by the City Council and the Mayor or passage by the City Council over the Mayor’s veto authority.

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56 Date Approved: \_\_\_\_\_  
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59 ATTEST:

**City Council of Glenarden**

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Victoria Lewis, Council Clerk

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Derek D. Curtis, II, Council President

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Angela D. Ferguson, Council Vice President

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Erika L. Fareed, Councilwoman

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Cashenna A. Cross, Mayor

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Kathleen J. Guillaume, Councilwoman

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Maurice A. Hairston, Councilman

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James A. Herring, Councilman

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Robin F. Jones, Councilwoman

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91 Votes:  
92 Yea \_\_\_\_  
93 Nay \_\_\_\_  
94 Abstain \_\_\_\_