

**City Council
Budget Work Session**

**7:30 pm – Final Proposed
Budget Review**

**Wednesday
May 17, 2017**

**Community Center
Multipurpose Room**

- 1. Budget Update #3**
- 2. April Financial Report**

To: City Council
From: Nicole Ard, City Manager
Date: May 12, 2017
Re: Budget Update #3

Listed below are the items which Council members have identified for further consideration in the review of the Proposed FY 2018 budget.

Revenues

- | | |
|---|---------|
| 1. Change false alarm calendar to reset the fee structure | -10,000 |
|---|---------|

Expenditures

- | | |
|---|--------|
| 1. Add ½ Time Animal Control Officer (GC 11 - \$20,800 sal. & \$8,300 ben.) | 29,100 |
| 2. Prince George's Chamber of Commerce Annual Membership | 1,050 |
| 3. Grants & Contributions – add contingency funds | 2,500 |
| 4. Additional Meals on Wheels Contribution (in case of Federal cutbacks) | 1,000 |
| 5. Greenbelt Volunteer Fire Department Agency Fund Expenditures | |
| a. New Ambulance (\$250,000) | |
| b. Command/Utility Truck (\$60,000) | |
| c. Bunk Room Renovations (\$6-10,000) | |
| 6. Greenbelt Volunteer Fire Department Paramedic Training (multi-year?) | 15,000 |
| 7. Donation to Branchville VFD (modify other donations based on response) | 5,000 |
| 8. Public Safety Advisory Committee (PSAC) funding | 875 |
| 9. CART Funding Request | 1,500 |
| 10. Old Middle School Interpretive Panel | 1,800 |
| 11. Additional Funds for Miscellaneous Concrete (Sidewalks) | ??? |
| 12. New Chairs for Community Center | ??? |
| 13. Increase GAIL Geriatric Case Manager to 32 hrs./wk. (.7 FTE to .8 FTE) | 8,300 |
| 14. Add Code Enforcement Inspector (GC 12 - \$42,800 sal. & \$17,100 ben.) | 59,900 |

15. Planning - Vendor to create index for electronic plans		???
16. Greenbelt Theater past due electric bill		11,000
17. UMCP Smart Growth (Mayor Fellows)		10,000
18. Add Volunteer Coordinator (GC 14 – sal. \$47,300 & ben. \$18,900)		66,200
19. Discontinue UMCP Shuttle Pass Program		-4,500
20. Increase funding for CARES		???
21. Restore Moonlit Movies		4,000
22. Paint the Indoor Pool duct work		???
23. Labor Day Festival – Shuttle to Metro, Franklin Park & Greenbelt Station		1,200
24. Concert Band – Director’s Salary		3,600
25. Additional Recognition Group Grant Funding		6,245
a. Boys to Men Mentoring	350	
b. Greenbelt Babe Ruth	1140	
c. Greenbelt Boys & Girls Club	2380	
d. Greenbelt Concert Band	150	
e. Greenbelt Senior Softball	405	
f. Greenbelt Soccer Alliance	420	
g. Greenbelt Youth Baseball	1400	
Grant Panel Wish List Recommendations	4550	

City of Greenbelt, Maryland

Memorandum

To: Nicole Ard, City Manager
From: Jeffrey L. Williams, City Treasurer JW
Date: May 10, 2017
Subject: April 2017 Financial Report

Revenues

April revenues are 84.9% of the estimate in the FY 2018 proposed budget compared to 85.4% historically and 84.7% a year ago. Therefore, the statistical data supports the conclusion that FY 2017 revenues are on track to end the fiscal year as projected in the FY 2018 Proposed Budget.

The following examples are related to the estimates in the proposed budget.

- Real estate revenue is \$45,000 higher. With two months remaining, there is little expectation that this revenue will increase significantly.
- Corporate personal property taxes are likely to exceed the estimate of \$1.4 million. The final amount cannot be calculated until the year end.
- Income taxes are \$115,000 higher than a year ago and likely to meet or exceed the budget estimate.
- The Aquatic & Fitness Center is on track to meet the budget estimate. Staff cannot commit to a better outcome at this time.
- Red light camera revenue continues to track toward the budget estimate. However, speed camera revenue may not meet its estimate.

Overall, FY 2017 revenues are tracking toward the estimate in the FY 2018 Proposed Budget. As a reminder of what occurred a year ago, the April 2016 report is attached. Revenues will not be finalized until early September.

Expenditures

April expenditures are 86.3% of the estimate in the proposed budget compared to 86.0% historically and 88.9% a year ago. Salaries and benefits are approximately 0.2% lower compared to the historical average. Police officer salaries including overtime are approximately \$50,000 higher than in FY 2016. It should be noted that the police salaries include \$255,000 in leave payouts to employees as they retired.

Motor vehicle fuel costs through ten months are at the same level compared to FY 2016. Overall, vehicle maintenance is approximately \$40,000 lower than this time a year ago. Utilities, electric, natural gas, and water are \$573,262, consistent with expenditures in FY 2016. Staff estimated that building maintenance would exceed its budget of \$365,100 by \$25,000. That projection may be

somewhat low. It is possible that building maintenance may reach \$400,000. This is significantly lower than the \$447,000 expended in FY 2016.

In FY 2017 and FY 2018, the City budgeted and will spend approximately \$1,000,000 replacing HVAC and boiler equipment in the Aquatic & Fitness Center and the Community Center. These expenditures are expected to reduce ongoing maintenance costs for these facilities.

FY 2016 expenditures are in line with expectations and historical averages. Staff expects that expenditures will end the fiscal year as presented in the proposed budget.

City of Greenbelt, Maryland

Expenditures - FY 2017 vs. Historical

April

				% of FY 2017	% of FY 2016	
	FY 2017 Budget	April-17		Budget	Budget	Historical %
100	General Government					
	Salary/Benefits	\$2,265,800	\$2,107,060	92.99%	85.01%	84.26%
	Operating Expense	715,600	552,102	77.15%	82.08%	81.23%
	Capital Outlay	12,000	9,293	77.44%	100.02%	85.54%
	Total General Gov't	2,993,400	2,668,455	89.14%	84.35%	83.40%
200	Planning & Comm. Dev.					
	Salary/Benefits	742,600	594,188	80.01%	84.80%	84.77%
	Operating Expense	244,600	124,837	51.04%	73.75%	76.26%
	Capital Outlay	0	0	0.00%	0.00%	100.00%
	Total Plan. & Comm. Dev.	987,200	719,025	72.83%	82.34%	83.55%
300	Public Safety					
	Salary/Benefits	8,603,500	7,204,153	83.74%	86.02%	86.13%
	Operating Expense	1,534,000	1,209,911	78.87%	78.56%	80.50%
	Capital Outlay	366,500	418,347	114.15%	100.00%	89.43%
	Total Public Safety	10,504,000	8,832,411	84.09%	85.28%	85.45%
400	Public Works					
	Salary/Benefits	1,990,600	1,555,347	78.13%	86.72%	85.97%
	Operating Expense	615,200	472,748	76.84%	82.62%	85.05%
	Capital Outlay	0	427	0.00%	0.00%	0.00%
	Total	2,605,800	2,028,522	77.85%	85.58%	85.73%
450	Waste Collection					
	Salary/Benefits	553,400	422,533	76.35%	84.07%	83.76%
	Operating Expense	187,400	144,519	77.12%	80.01%	71.69%
	Capital Outlay	0	0	0.00%	0.00%	0.00%
	Total	740,800	567,052	76.55%	83.02%	80.49%
	Total Public Works	3,346,600	2,595,574	77.56%	85.00%	84.48%
500	Greenbelt Cares					
	Salary/Benefits	994,300	834,233	83.90%	84.04%	84.41%
	Operating Expense	68,800	59,276	86.16%	76.81%	79.70%
	Capital Outlay	0	29,939	n/a	0.00%	0
	Total Cares	1,063,100	923,448	86.86%	83.56%	84.03%
600	Recreation					
	Salary/Benefits	2,505,100	2,242,956	89.54%	85.72%	84.81%
	Operating Expense	764,500	638,980	83.58%	77.22%	82.54%
	Capital Outlay	0	0	0.00%	0.00%	100.00%
	Total	\$3,269,600	\$2,881,936	88.14%	83.69%	84.22%
650	Aquatic & Fitness Center					
	Salary/Benefits	\$757,500	\$660,566	87.20%	83.70%	83.80%
	Operating Expense	378,200	325,641	86.10%	76.86%	78.50%
	Capital Outlay	0	0	0.00%	0.00%	0.00%
	Total	1,135,700	986,207	86.84%	81.41%	82.04%
	Total Recreation	4,405,300	3,868,143	87.81%	83.11%	83.65%

City of Greenbelt, Maryland

Expenditures - FY 2017 vs. Historical

April

	Department	FY 2017 Budget	April-17	% of FY 2017 Budget	% of FY 2016 Budget	Historical %
700	Parks					
	Salary/Benefits	993,700	790,978	79.60%	84.86%	84.60%
	Operating Expense	204,300	168,821	82.63%	67.75%	68.72%
	Capital Outlay	0	0	0.00%	0.00%	0.00%
	Total Parks	1,198,000	959,799	80.12%	81.87%	81.24%
900	Miscellaneous					
	Salary/Benefits	200,900	171,185	85.21%	84.95%	84.73%
	Operating Expense	13,900	31,472	226.42%	261.66%	51.04%
	Capital Outlay	20,000	1,326	n/a	n/a	0.00%
	Total Miscellaneous	234,800	203,983	86.88%	192.96%	87.36%

Operating Expenditures

Salary/Benefits	\$19,607,400	\$16,583,199	84.58%	85.57%	86.25%
Operating Expense	4,726,500	3,728,307	78.88%	79.48%	77.21%
Capital Outlay	398,500	459,332	115.27%	161.82%	97.29%
Total Operating	\$24,732,400	\$20,770,838	83.98%	85.40%	84.46%

Reserves

Non-Departmental	205,200	\$98,931	48.21%	48.81%	96.60%
Workers' Compensation	685,000	680,320	99.32%	106.28%	100.62%
Interfund Transfers	1,605,000	1,605,000	100.00%	162.34%	102.48%
Total Reserves	2,495,200	2,384,251	95.55%	134.90%	101.27%
Total General Fund	\$27,227,600	\$23,155,089	85.04%	88.92%	85.95%

FY 2016 Projected

Expenditures vs. 10 mos.	FY 2017 Est.			983,234	
Salary/Benefits	\$19,269,700	\$16,583,199	86.06%	n/a	86.25%
Operating Expense	4,720,300	3,728,307	78.98%	n/a	77.21%
Capital Outlay	429,100	459,332	107.05%	n/a	97.29%
Non-Departmental	108,900	98,931	90.85%	n/a	96.60%
Workers' Compensation	685,000	680,320	99.32%	n/a	100.62%
Interfund Transfers	1,605,000	1,605,000	100.00%	n/a	102.48%
Total General Fund	\$26,818,000	\$23,155,089	86.34%	n/a	85.95%

City of Greenbelt, Maryland

Memorandum

To: Michael P. McLaughlin, City Manager
From: Jeffrey L. Williams, City Treasurer
Date: May 12, 2016
Subject: April 2016 Financial Report

Revenues

April revenues are 82.5% of the estimate in the FY 2016 proposed budget compared to 85.7% historically and 84.5% a year ago.

As reported earlier, real property abatements to Franklin Park for fiscal years 2014, 2015 and 2016 exceeded \$700,000. Real property abatements are currently \$1,010,000 or \$710,000 higher than the adopted budget. The Franklin Park abatement was the result of a court case dated January 1, 2013, a point in time that major renovations caused higher vacancies and thus lower revenues. The lower revenue, although temporary, was the basis for the reduction in the assessed value of the property. The State Department of Assessments and Taxation has assured the City that no additional evidence or testimony from the City would have changed the outcome.

Recreation revenues through April are slightly lower than a year ago. Aquatic & Fitness (AFC) and Community Center revenues are down \$42,000 and \$18,000 respectively. A reduction for AFC revenues was expected as a result of replacing the indoor pool roof. Community Center revenues are lower because the adult day care provider is delinquent in rent payments. Other recreation revenues are level with previous fiscal years except for revenue for camps and other children's programming which are approximately \$42,000 higher.

Fines and forfeitures are more than \$50,000 higher than the adopted budget. This is due to full staffing of parking enforcement. Red light camera fines are \$15,000 higher than the adopted budget and are expected to reach the estimate of \$360,000. Speed camera fines are \$26,000 higher than the adopted budget and expected to reach the budget estimate of \$460,000. However, it should be noted that total receipts to date are approximately \$90,000 lower than a year ago.

While additional analysis is necessary, revenues are expected to fall short of the estimate in the proposed budget by approximately \$700,000.

Expenditures

April expenditures are 85.7% of the estimate in the proposed budget compared to 85.6% historically and 85.0% a year ago. Salaries and benefits are 1.1% lower compared to the historical average. Police officer salaries are approximately \$150,000 lower than in FY 2015. The savings in the proposed budget are likely to be realized.

Operating expenditures are 0.3% lower than the historical trend. Motor vehicle fuel and natural gas expenditures are \$48,000 and \$29,000 lower than a year ago. However, building maintenance is \$90,000 higher. The FY 2016 estimate includes the \$205,000 expenditure for the acquisition of 10-A Crescent. This expenditure offsets much of the other savings.

FY 2016 expenditures are in line with expectations and historical averages. Staff expects that expenditures will end the fiscal year as presented in the proposed budget.