CITY COUNCIL WORK SESSION AGENDA

Budget Work Session - Final Budget Review

This meeting will be held in-person and virtual.

25 Crescent Road
Greenbelt, MD 20770

OR

Virtual Participation
Zoom Webinar Attendees:
Please submit your request in writing via email to questions@greenbeltmd.gov

https://us02web.zoom.us/j/81254946512?pwd=eEs3SmFJQ3MvUURHaTQ5UzROVFBXdz09
Dial-in: 301 715 8592
Webinar ID: 812 5494 6512
Passcode: 773934

Wednesday, May 24, 2023
7:30 PM

Budget Work Session Packet

Budget Work Session - Final Budget Review

Suggested Action:

Agenda

- Introductions
- Council Discussion
- Questions and Answers
- Other Items

FY2024 Budget - Revisions and Wish List as of 5-18-2023.v.2 TG.pdf

Copy of FY2024 Budget Screen BG Revised v2 TG 5-18-23-final 5-18-2024.pdf

Agenda Item No:

City Council Work Session Agenda Item Report

Meeting Date: May 24, 2023
Submitted by: Shaniya Lashley-Mullen
Submitting Department: Administration
Item Type: Work Session Item
Agenda Section: Budget Work Session Packet

Subject:
Budget Work Session - Final Budget Review

Suggested Action:
Agenda
• Introductions
• Council Discussion
• Questions and Answers
• Other Items

Attachments:
FY2024 Budget - Revisions and Wish List as of 5-18-2023.v.2 TG.pdf
Copy of FY2024 Budget Screen BG Revised v2 TG 5-18-23-final 5-18-2024.pdf

CITY OF GREENBELT

MEMORANDUM

DATE: May 18, 2023

TO: Timothy George, Interim City Manager

FROM: Bertha Gaymon, City Treasurer

Re: FY2024 Budget – Revisions to the FY2024 Proposed Budget and Listing of New Items from Council

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As Council has now reviewed the entire FY2024 proposed budget, there are some revisions that should be made. In addition to updating various information identified during the budget meetings, the City has received new information after the proposed budget was originally presented in March—a few having modest financial impacts. Additionally, Council members have identified several items to be further considered for inclusion in the FY2024 budget.

Presented below is a summary of the overall revenue and expenditure changes:

A. Recommended Changes to FY2024 Revenue – from $35,896,600 to $36,082,900—a $186,300 Increase

1	Increase Service Coordinator - from $78,000 to $91,800	$13,800
2	Increase Maryland State Arts Grant - from $44,700 to $50,700	$6,000
3	Increase Youth Services Bureau Grant - from $80,000 to $105,000	$25,000
4	Increase SASS Grant - from $80,000 to $160,200	$80,200
5	Increase SRO Grant - from $80,000 to $140,000	$60,000
6	Increase in GRH Service Coordinator - from $27,700 to $29,000	$1,300
Total Adjustment to FY2024 Proposed Revenue Budget		**$186,300**

B. Recommended Changes to FY2024 Expenditures – from $35,818,200 to $35,940,911—a $122,711 Increase

1	Increase Recreation 670 on page 209 - add insurance amount - line 33	$200
2	Increase Police 310 for AMOS contract from $0 to $138,111	$138,111
3	Decrease CARES 520 Special Program from $143,300 to $7,300	($136,000)
4	Increase Expenditures in 530- Salaries from $66,900 to $94,900	$28,000
6	Increase Fund Transfer for Building Capital Fund Expenditures	$50,000
7	Increase Fund Transfer for Capital Projects Expenditures	$250,000
8	Remove Museum Expenditures of $209,400-- duplicated in General Fund	($209,400)
Total Adjustments in FY2024 Proposed Expenditure Budget		**$122,711**

With the updated revenue and expenditure numbers, there is now $142,000 remaining as follows:

FY2024 Revenue vs. Expenditures		
Revised FY2024 Revenue	**$36,082,900**	
Revised FY2024 Expenditures	**$35,940,900**	**rounded**
Revenue over (under) Expenses	**$142,000**	**remaining**

It is important to note the following budget work session were held to review the FY2024 Proposed Budget with Council, including:

1. ***For Work Session on March 29, 2023***
   Overview - General Government, Non-Departmental, Fund Transfers & Other Funds
   - Add one contract lobbyist position @ estimated cost of $30,000.
   - Mayor Jordan requested $25,000 for Refugee Assistance
   - Add funding for Council Retreat to onboard new Councilmembers

2. ***For Work Session on March 29, 2023***
   Overview - General Government, Non-Departmental, Fund Transfers & Other Funds
   - Review and update revenue sources

3. ***For Work Session on April 3, 2023***
   Revenue Overview, Grants & Contributions, and CARES
   - Review and update revenue sources
   - Add funding for Council Discretionary Grants

4. ***For Work Session on April 19, 2023***
   Public Works and Capital Projects
   - Add electric leaf blowers and other electric hand tools
   - Add funds for additional street tree plantings

5. ***For Work Session on April 26, 2023***
   Recreation & Museum
   - Add $200 to insurance line - page 209 - line 33

6. ***For Work Session on May 1, 2023***
   Public Safety
   - Increase SRO revenue number to $140,000 - page 116
   - Identify funding for police vehicles and equipment – funding not in FY2024 Budget

7. ***For Work Session on May 10, 2023***
   Green Ridge House
   - No Recommended Financial Adjustments

8. ***For Work Session on May 15, 2023***
   Planning & Community Development
   - Add funding for Roosevelt Center Wayfinding Signage
   - Add funding for improvements to historical cemeteries

9. For Work Session on May 17, 2023

Contribution Groups

- **No Recommended Financial Adjustments**

In addition to the revenue and expenditure adjustments, during the budget review meetings, Councilmembers requested the items below to be further considered for inclusion in the FY2024 budget.

C. <u>Council Wish List Items – a total of $130,000</u>

1	Funding requested for a contract lobbyist position	$30,000
2	Funding requested for Refugee Assistance	$25,000
3	Council Retreat - Onboarding and Goal Setting Activities	$12,500
4	Electric leaf blowers and other electric hand tools	$5,000
5	Additional Street tree planting (400 per tree x 25 trees)	$10,000
6	Roosevelt Center Wayfinding Signage	$10,000
7	Improvements to all historic cemeteries, including interpretive signage-3 cemeteries x $7500	$22,500
8	Council Discretionary Grants Funding	<u>$15,000</u>
Total Council's Wish Items		**$130,000**

Please note with the updated revenue, expenditures and wish list items, the results are as follows:

FY2024 Revenue vs. Expenditures w/ Wish List Items		
Revised FY2024 Revenue	**$36,082,900**	
Revised FY2024 Expenditures w/Wish List Items	**$36,070,900**	**rounded**
Revenue over (under) Expenses	**$12,000**	**remaining**

We have attached a copy of the standard Budget Screen spreadsheet with the recommended revenue and expense adjustments (itemized) along with the wish list items (itemized). We plan to use this spreadsheet at the final budget work session to ensure the amounts Council selects will calculate on screen.

Please review and let me know if you have any questions or concerns.

FY2024 Budget Screen

	ITEM	AMOUNT	COMMENT
	PROPOSED FY2024 REVENUES	**$35,896,600**	
1	Plus: Service Coordinator - from $78,000 to $91,800 - Delta of $13,800	$13,800	Salary/Benefits Increased and same amount will be reimbursed
2	Plus: Maryland State Arts Grant - from $44,700 to $50,700 - Delta of $6000	$6,000	Original grant amount recorded-increase in FY2023
3	Plus: Youth Services Bureau Grant - from $80,000 to $105,000 - Delta of $25,000	$25,000	Original grant amount recorded-increase in FY2023
4	Plus: SASS Grant - from $80,000 to $160,200 - Delta of $80,200	$80,200	Original grant amount recorded-increase in FY2023
5	Plus: SRO Grant - from $80,000 to $140,000 - Delta of $60,000	$60,000	Plus: SRO Grant - from $80,000 to $140,000 - Delta of $60,000
6	Plus: Increase in GRH Service Coordinator - from $27,700 to $29,000 - Delta of $1,300	$1,300	Salary/Benefits Increased and same amount will be reimbursed
	Total Adjustment to FY2024 Proposed Revenue Budget	**$186,300**	
	TOTAL REVENUES - WITH ADJUSTMENTS	**$36,082,900**	
	PROPOSED FY2024 EXPENDITURES	**$35,818,200**	
1	Plus: Increase Recreation 670 on page 209 - add insurance amount - line 33	$200	
2	Plus: Increase for Police 310 for AMOS contract - from $0 to $138,111 - Delta of $138,111	$138,111	Added to FY2024 expenditures - originally planning to cover in current year 2023
3	Less: Decrease CARES 520 Expenditure Special Program - from $143,300 to $7,300 - Delta of -$136,000	($136,000)	Revenue and expenses covered by Grant-Estimated overage covered in 520
4	Plus: Increase Expenditures in 530- Salaries from $66,900 to $94,900 - Delta of $28,000	$28,000	CARES Director confirmed increases Service Coordinator position - portion reimbursed
5	,200s: Increase Expenditures in 530 - Operating $6,400 to $8,200 - Delta of $1,800	$1,800	CARES Director confirmed increases in operating costs
6	Plus: Increase in Fund Transfer for Building Capital Fund Expenditures	$50,000	New amounts added required funding in FY2024
7	Plus: Increases in Fund Transfer for Capital Projects Expenditures	$250,000	New amounts added required funding in FY2024
8	Less: Museum Expenditures of $209,400--amount duplicated in Recreation General Fund Summary	($209,400)	Corrected formula malfunction
	Total Adjustments in FY2024 Proposed Expenditure Budget	**$122,711**	
	TOTAL EXPENSES - WITH ADJUSTMENTS	**35,940,911**	
	TOTAL FY2024 EXPENDITURES - with Adjustments	**$142,000**	
	Council's Wish List Items	**Amount**	
1	Funding requested for a contract lobbyist position	$30,000	
2	Funding requested for Refugee Assistance	$25,000	Requested by Frank Gervasi
3	Council Retreat - Onboarding and Goal Setting Activities	$12,500	Bertha estimates - Tim to confirm - Assumes local meeting
4	Electric leaf blowers and other electric hand tools	$5,000	Per Estimate from Public Works Director. This will be added to the amount in the PW budget
5	Additional Street tree planting (400 per tree x 25 trees)	$10,000	Per Estimate from Public Works Director. This will be added to the amount in the PW budget
6	Roosevelt Center Wayfinding Signage	$10,000	Per Planning Director advises there is plan underway to facilitate wayfinding signage throughout the City and Roosevelt Center would be included
7	Improvements to all historic cemeteries, including interpretive signage-3 cemeteries x $7500	$22,500	Per Museum Director's Best Guess
8	Council Discretionary Grants Funding	$15,000	Estimate for Council consideration - TG
	Total Council's Wish Items	**$130,000**	
	NET REVENUE AFTER WISH LIST - OVER (UNDER) EXPENDITURES	**$12,000**	