

# *City of Greenbelt Fiscal Year 2015*



# INTRODUCTION



# City of Greenbelt, Maryland **ADOPTED BUDGET**

**FOR THE FISCAL YEAR JULY 1, 2014 – JUNE 30, 2015**

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## **CITY COUNCIL**

Emmett V. Jordan, Mayor  
Judith F. Davis, Mayor Pro Tem  
Konrad E. Herling  
Leta M. Mach  
Silke I. Pope  
Edward V.J. Putens  
Rodney M. Roberts

## **CITY MANAGER**

Michael P. McLaughlin

## **BUDGET PREPARATION STAFF**

Jeffrey L. Williams, City Treasurer  
David E. Moran, Assistant City Manager  
Anne Marie Belton, Executive Associate  
Beverly Palau, Public Information and  
Communications Coordinator

## **DEPARTMENT DIRECTORS**

Celia W. Craze, Planning & Community  
Development  
James R. Craze, Police  
Kenneth Hall, Public Works  
Julie McHale, Recreation  
Elizabeth Park, Greenbelt CARES  
Robert Manzi, City Solicitor





# HOW TO USE THIS BUDGET BOOK

The budget is the City organization's operational master plan for the fiscal year. This section is designed to acquaint the reader with the organization in order to get the most out of the information contained herein.

The budget is divided by tabs into sections, and a **Table of Contents** is included at the beginning of the book.

The **City Manager's Message**, in the very front of the book, summarizes what is going on in the budget and tells the story behind the numbers. It identifies major issues, notes decisions to be made by the City Council when adopting the budget, and conveys a thorough understanding of what the budget means for this fiscal year.

A **Table of Organization** is provided for the entire City organization. Tables of Organization for each department are located with the departmental budgets.

A budget summary is presented in the **General Fund – Revenues and Expenditures** section. Included in this summary are listings of total revenues and expenditures for the remainder of this fiscal year (estimated), next fiscal year, and past years. Expenditures are broken down into three categories: personnel expenses, other operating expenses, and capital expenditures. A one-page "executive summary" of all of the above is also included.

**Departmental Expenditures** are grouped by activity. Each section includes:

- Narratives describing the department or division's mission, goals and objectives;
- FY 2014 accomplishments;
- FY 2015 issues and services;
- A table of organization;
- Personnel details;
- Past and projected expenditures; and
- Measures by which to judge the performance of the department during the next fiscal year, including how services are rated by citizens. Scores are rated on a scale of 1 (poor) to 5 (excellent).

Budget comments are also included which explain significant revenue and expenditure issues within each budget.

The **Analysis and Background** section contains charts and graphs that further describe the City's condition including background reports on budget issues, a debt service schedule, and demographic information.

Finally, a **Glossary** at the back of the book defines technical terms used throughout the budget document.



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## ANALYSIS AND BACKGROUND

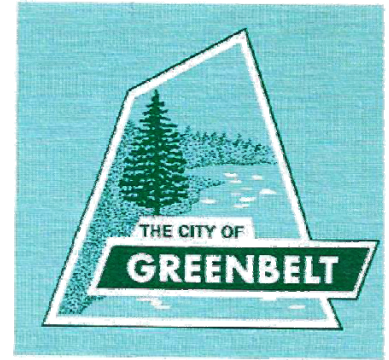
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# CITY OF GREENBELT

25 CRESCENT ROAD, GREENBELT, MD. 20770-1886



June 4, 2014

Dear Fellow Greenbelt Citizens:

**CITY COUNCIL**  
Judith F. Davis, Mayor  
Emmett V. Jordan, Mayor Pro Tem  
Konrad E. Herling  
Leta M. Mach  
Silke I. Pope  
Edward V.J. Putens  
Rodney M. Roberts

Enclosed is the City of Greenbelt's Adopted Budget for the fiscal year beginning July 1, 2014, and ending June 30, 2015 (FY 2015). The City Manager submitted a proposed budget to the City Council on March 24, 2014. The City Council held ten work sessions, as well as two public hearings, in April and May. As always, your interest and comments during this process were greatly appreciated.

The City's finances continue to be impacted by the 2008 recession and subsequent slow recovery from that recession. As was noted last year, while it appears the national economy is improving, it will likely be at least two (2) years until the City experiences fiscal growth or expansion due to a better economy.

In FY 2015, the City is expecting a slight increase (3.6%) in the total assessed value of real property in Greenbelt compared to the previous year. This increase is coming almost exclusively from the value of apartments in Greenbelt, which has increased over 10%. While this is good news, by way of comparison, the assessed value in FY 2015 of all real property in Greenbelt is 10% lower than just two years ago and 14% lower than six years ago (FY 2009).

During FY 2014, the City had an Organizational Assessment done by the Matrix Consulting Group. The Matrix Group was generally complimentary of the City organization and the quality level of services provided. This point was reinforced in the survey questionnaire made available during the City election last November. Eight hundred ninety-three (893) residents completed the questionnaire and gave City services an average score of 4.23 on a five (5) point scale, meaning that over 85% of respondents rated City services as "Excellent" or "Good". Of the 41 services rated, 34 had higher scores in 2013 than 2011. Matrix did note, however, that additional staff is needed in a number of areas if the City is to maintain its quality services.

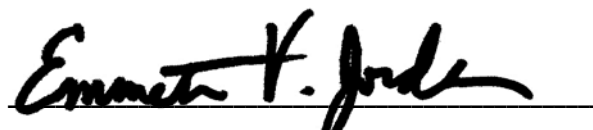
Largely in response to the Matrix study, but also in recognition that City staffing is seven (7) positions fewer than in FY 2009, the budget funds three (3) additional positions, resulting in a tax rate increase of  $\frac{3}{4}$  cent.



The coming fiscal year will see some notable accomplishments, such as completion of Phase 1 of the Greenbelt Theater renovation, construction of a new playground in the Belle Point neighborhood, creation of an economic development strategy for the City and the opening of a French Immersion school in the old Greenbelt Middle School. We are encouraged by the new housing construction at the Greenbelt Station South Core and hopeful that the Greenbelt Metro Station site will be selected as the location for the new headquarters for the Federal Bureau of Investigation.

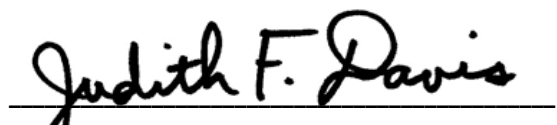
We are grateful for the trust and support you give us as your elected representatives. We thank you for all you do to keep Greenbelt GREAT!

Sincerely,



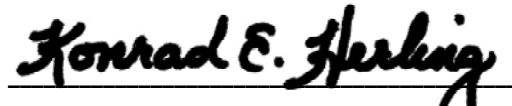
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Emmett V. Jordan, Mayor



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Judith F. Davis, Mayor Pro-Tem



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Konrad E. Herling, Council Member



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Leta M. Mach, Council Member



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Silke I. Pope, Council Member



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Edward V.J. Putens, Council Member



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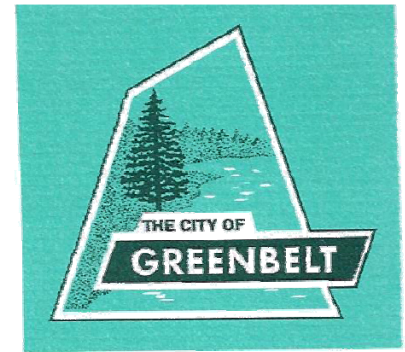
Rodney M. Roberts, Council Member

# CITY OF GREENBELT, MARYLAND

OFFICE OF THE CITY MANAGER

25 CRESCENT ROAD, GREENBELT, MD. 20770

March 24, 2014



**Michael P. McLaughlin**  
City Manager

Honorable Mayor and City Council,

I am pleased to present a proposed budget for the City of Greenbelt for Fiscal Year 2015 (July 1, 2014 to June 30, 2015). The budget is the City's operational and financial master plan for the coming year. It is the annual opportunity to review and identify the issues, challenges and opportunities that will face the Greenbelt community over the next twelve months, as well as to discuss and set the direction of the organization for the coming year and beyond.

## **OVERVIEW**

This budget continues to be constrained as a result the 2008-09 recession and the resulting drop in the value of real estate and slow economy which have not recovered to pre-2008 levels. At the same time, it seeks to provide quality city services to Greenbelt residents, be responsive to Council's goals, support and manage significant capital projects, and incorporate recommendations of the Organizational Assessment completed in 2013.

While the national and regional economies are improving, Greenbelt will not likely see any significant improvement for two years, Fiscal Year (FY) 2017. This is due to the reliance of local governments on property taxes for the bulk of their revenue and the State of Maryland's triennial assessment process. All real property in Greenbelt was reassessed in calendar year 2012. The 2012 reassessment reduced the total value of property by 12% with residential down 25% (single family homes and town homes 21% lower and condominiums declining 40%), and commercial property 8% lower. Since approximately 58% of the City's revenue is received from property taxes, noticeable growth in revenues is not likely until after the next reassessment in calendar year 2015 with the values impacting the FY 2017 budget.

The result is that revenues and expenditures in this budget are in the same range as they have been for the past six years (FY 2009). In other words, Greenbelt's budget has been static for six years, while expectations for services and operating costs have increased. While these circumstances have created a difficult situation, Greenbelt has been able to provide its services with minimal reductions. City Council and staff have worked hard to reduce costs and find savings in order to produce balanced budgets with minimal programmatic cuts and no layoffs or furloughs. Since FY 2009, over \$2.7 million in savings, reductions and cuts have been made to city budgets.

Even given the recent difficult fiscal situation and its impacts, I am pleased to report that the results of the survey conducted during the November election show that Greenbelt residents continue to highly rate city services. Of 41 city services for which there is comparable historical data, 34 were rated higher than two years ago, 1 was scored the same, and only 6 were lower. Of the 52 total services listed, 40 had scores of “4” or higher on a scale of 5 and the other 12 had scores of between 3.75 and 4, meaning Greenbelt voters overwhelmingly rate city services as “Good” to “Excellent.”

## **BUDGET SUMMARY**

This budget was developed around three themes –

1. Be responsive to the difficult fiscal conditions and the likelihood that they will continue for another year.
2. Reflect Council’s goals in the work plan –
  - a. Enhance the Sense of Community
  - b. Economic Development and Sustainability
  - c. Improve Transportation Opportunities
  - d. Maintain Greenbelt as an Environmentally Proactive Community
  - e. Improve and Enhance Public Safety
  - f. Preserve and Enhance Greenbelt’s Legacy as a Planned Community
  - g. Promote Quality of Life Programs for all Citizens
  - h. Provide excellent constituent service by advocating for residents with outside agencies/ organizations
3. Even with constrained resources, continue to provide quality city services.

The proposed FY 2015 Expenditure budget totals \$25,195,000, which is \$343,800 (1.4%) higher than last year, but within the range of \$24.5 to \$25.4 million which has existed since FY 2009. In other words, there has been little to no fiscal growth over the past 6 years.

Revenues are estimated at the same amount, \$25,195,000 with no tax rate increase. This is \$577,700 (2.3%) higher than adopted FY 2014 revenues and \$917,100 (3.8%) higher than the estimated receipts for the current year. Even with the tax rate increase of last year, a sampling of residential properties indicates property tax bills will be 15% lower than two years ago (FY 2013). County and State tax bills will be lower as well due to the lower assessment.

The increase in FY 2015 revenue is mainly due to an increase in the assessments of apartments, a decrease in abatements, and higher street permit fees from the development at Greenbelt Station.

## **REVENUE DETAIL**

Here are some key revenues and what is expected to occur in FY 2015:

1. **Real Property** – As has been noted in prior years, real property tax revenue is the City’s main revenue source comprising 58% of the City’s total revenue in FY 2015, \$14,741,400. This revenue is calculated based on an estimate of the assessed value of real property in Greenbelt as determined by the Maryland State Department of Assessments and Taxation (SDAT).

The estimated gross assessed value of real property in Greenbelt for FY 2015 is \$1.83 billion, a 3.6% increase from last year, but 10% lower than FY 2013 (\$2.04 billion) and 14% lower than the value in FY 2009 (\$2.136 billion). While condominium, town house and single family residential assessed values remain at last year’s levels, apartment properties are valued 10% higher and they were 11% higher last year which should continue as demand continues for apartments and owners reinvest in their properties as has occurred with Parke Crescent apartments.

2. **Economy Driven Revenues**

In past budgets, the below three revenues have been described as reflecting more quickly the changes in the economy than property taxes, and thus provide insight to the “State of the Economy” in Greenbelt and the region. While all three of the revenues are higher than recent lows caused by the recession, they are not currently all trending in the same direction.

- A. **Business/Corporate Property** – This revenue is generated by the property and inventory of businesses in Greenbelt. This revenue predicted the economic downturn in FY 2009 when receipts were first lower than the prior year. The estimate for FY 2015 is \$1.45 million, up 13% from the low point in this period, FY 2010, of \$1.28 million, but slightly down from FY 2013 and estimated FY 2014.
- B. **Income Taxes** - Receipts from Income Taxes are projected at \$2,240,000 for FY 2014 and \$2,280,000 for FY 2015. These numbers are the highest in the past ten years and show a steady recovery from the recent low of \$2,043,480 received in FY 2009, reflecting an improving employment situation for Greenbelt residents.
- C. **Hotel/Motel Taxes** – This revenue peaked in FY 2008 at \$739,575, but dropped to a recent low of \$648,428 in FY 2010. It has increased in recent years, but FY 2014 receipts are trending lower than anticipated, \$675,000 versus \$730,000, which bears watching. For FY 2015, the estimate is \$700,000.

### 3. State Revenues

- A. **Highway User/Gas Tax (HUR)** – This revenue has been most impacted by the economic downturn on a percentage basis. The State of Maryland collects taxes on gasoline sales, and vehicle sales and registrations. It then distributes a portion to local governments. In FY 2010, the State reduced this transfer to local governments by 90%. For Greenbelt, this was a cut of \$450,000. There have been small increases since then, but not to previous levels. In FY 2014, the amount was increased to \$304,000 including a one-time payment of \$214,000. In FY 2015, it appears the State will increase the transfer to \$322,000, however, \$223,000 of this increase may be one-time as well.
- B. **State Aid for Police Protection** – At the same time, Highway User revenue was reduced, the State also reduced this revenue almost \$90,000 or 17%. These funds were restored in FY 2014.

### 4. Licenses/Service Charges/User Fees/Fines

- A. Street permits are expected to more than double in FY 2015 (\$170,000) due to the development of Greenbelt Station South Core and could remain at this higher level for a number of years as the development will take years to complete.
- B. No changes are proposed to any of the City's residential or business licenses. They were raised in FY 2012 and cover the City's costs of providing the services.
- C. The Waste Collection fee is recommended to remain at \$67 per quarter. Compared to other local governments, Greenbelt's rate continues to be affordable. The Recycling Only rate will remain \$32 per year.
- D. Pass fees and daily admission rates at the Aquatic and Fitness Center are recommended to be raised. Pass fees will be increased 3% and daily admission rates by 25 cents. Pass fees were last increased 3% in FY 2013 and daily admission fees were last increased in FY 2010.
- E. Five speed cameras were installed in FY 2013. They have been effective in slowing motorists down as the number of citations and fines has not come close to initial estimates and they are beginning to decline on a monthly basis. Approval has been given for a camera on Greenbelt Road adjacent to Roosevelt High School by the State Highway Administration. Details on the location are being worked out at this time. FY 2014 will be the first full fiscal year of operation of the program. Revenues are expected to hold steady at \$240,000. The number of citations and revenue will likely decline in coming years as compliance increases.
- F. The City's Red Light Camera program began in 2001 and revenue peaked in FY 2003 at just over \$600,000. The number of red light camera violations has decreased since then, evidencing better compliance. \$240,000 is budgeted for FY 2015.

## **KEY ISSUES**

The Proposed FY 2015 budget funds existing services and initiatives based on Council's goals. Described below are key issues recommended for consideration as Council reviews this budget.

### **1. Workload and Staffing**

Since FY 2009, Greenbelt's work force has been reduced by almost seven (7) positions through attrition and the elimination of vacant positions. However, work responsibilities and expectations have not been similarly reduced, rather they have increased. Some examples include: 1) renewed interest in development around Greenbelt Station (North/South Core and Sector Plan), 2) sustainability initiatives (Sustainable Maryland, goals from COG and the State, and the interest in 'greening' of the Springhill Lake Recreation Center and Cherrywood Lane) and 3) the initiation of significant capital projects such as the theater renovation and dam repairs. There are clear and justifiable needs for additional staff as was noted in the Organizational Assessment which recommends at least five (5) additional positions.

No new or additional positions are proposed in this budget, but it does recommend filling three positions which had been kept vacant pending the outcome of the Organizational Assessment. These are the second Assistant Director position in Recreation and the Custodial Operations Supervisor in Public Works as well as re-establishing the position of Superintendent of Parks instead of a second Assistant Director in Public Works. A fourth position is recommended, if funding is available, the Greenbelt's Kid Supervisor position in Recreation.

### **2. Capital Projects**

As noted above, contributing to the workload issue is that the work plan for FY 2015 contains a number of large capital projects which will require significant staff attention. These projects include the renovation of the Greenbelt Theater, upgrading of the Community Center HVAC system, phase 1 of the Greenbelt Lake dam repair, construction of a permeable parking lot at the Springhill Lake Recreation Center, and possible replacement of the indoor pool roof.

### **3. Reduction of Fund Transfers**

As part of the budget process, monies from the tax supported General Fund are transferred to other funds for a variety of purposes. These include capital projects, vehicle replacement, and building reserves. These transfers have been reduced in recent years, and particularly for FY 2015, as a way to reduce the General Fund budget. While sufficient funds are being provided to meet the City's immediate needs, these reductions will limit the City's ability to address long term infrastructure needs and set aside funds for future needs. For example, the Organizational Assessment recommended the amount of streets resurfaced annually be double what is currently being done.

#### **4. Use of Old Greenbelt Middle School**

Last year, the Prince George's County School System offered the City the use of 5 classrooms in the old Greenbelt Middle School. Access to this space was delayed a year while structural problems in the building were corrected. It is anticipated the building will be occupied in August of this year with the Robert Goddard French Immersion Program. Last year, the Recreation Department developed a preliminary program proposal for the space and estimated \$50,000 was needed to provide the programs. It is recommended the City reevaluate whether use of these 5 classrooms is a priority need given the city's other financial demands. Funds for this initiative are in the Greenbelt West Infrastructure Fund.

#### **5. Minimum Wage Increase**

It is anticipated the Maryland General Assembly will pass minimum wage legislation in 2014. It is expected, this requirement will raise the minimum wage to \$8.20 in 2015 with additional increases in 2016 and 2017 and will impact local governments. Greenbelt's recreation programs and facilities make extensive use of seasonal and part-time workers who are hired at the minimum wage. The increase to \$8.20 is estimated to cost the city \$24,000 which is included in this budget.

#### **6. Sustainability & Energy Efficiency**

The City is making measurable progress in this area. For a number of years, the City has been purchasing wind energy tax credits to offset the greenhouse gas impacts of its electricity consumption. As a result, Greenbelt is well ahead of meeting the reduction of greenhouse gas emissions goals set by the State and the Council of Governments. For calendar year 2013, Greenbelt's carbon foot print is lower by half (52%) compared to 2005. Similarly, as a result of energy efficiency improvements such as switching to more efficient office lighting, more efficient HVAC equipment at the Aquatic and Fitness Center and Springhill Lake Recreation Center, and the installation of LED lights in city parking lots, the City's actual electricity consumption is 8% lower than 2012 with a goal of lowering it by 15% by 2017 as part of being involved in Maryland's Smart Energy Communities program. \$40,000 is budgeted for energy efficiency improvements in FY 2015.

### **FY 2015 INITIATIVES**

In line with Council's goals, listed below are some initiatives proposed in this budget.

- Support efforts to attract the new headquarters of the Federal Bureau of Investigations (FBI) to the Greenbelt Station North Core area.
- Implement recommendations from the economic development strategy study about to get under way.

- Implement recommendations from the Pedestrian and Bicycle Master Plan.
- Work with two (2) Volunteer Maryland Coordinators:
  - With Chesapeake Education Arts and Research Society (CHEARS); and
  - Within the organization to expand and coordinate volunteer opportunities for city programs.
- Expand public accessibility to reported crime information.
- Research and develop a program on the New Deal Federal Theater Project and its impact on Greenbelt.
- Develop a tree master plan using the data gathered from the street tree inventory.
- Seek grant funding for the “greening” of Cherrywood Lane.
- Promote greater use of the “Notify Me” and “Request Tracker” modules of the city website.
  - The new city website includes many interactive features. “Notify Me” is a tool for citizens to get notifications about city meetings, topics of interest, and other activities in the community which get posted on the website. “Request Tracker” will enable residents to leave a service request such as a pothole or downed tree from their computer or mobile device and track the status of that request.
- As a Let’s Move/Playful/Healthy Eating Active Living (HEAL) city, the Recreation Department will explore offering more family oriented exercise activities.
- Undertake a needs analysis and assessment of city recreation facilities as part of the master planning for the Greenbelt Station South Core funded improvements.
- Negotiate a cable franchise renewal with Comcast.

## **LONG TERM OUTLOOK**

As described previously, while an economic recovery is underway nationally and regionally, it will not be noticeable in the city’s budget for at least two years. However, three signs point to an improving situation beginning with FY 2017. First, residential property values in Greenbelt are showing signs of increasing which will be reflected in the next assessment occurring in 2015. Second, construction in the Greenbelt Station South Core recently began. This residential development could add \$60 million to the city’s assessable base by FY 2017 and more in subsequent years. Third, the Greenbelt Station North Core area is a leading candidate to be the location for a new headquarters for the Federal Bureau of Investigation (FBI). The FBI is seeking a location for the construction of 2.1 million square feet of leasable



office space near a Metro station to house around 11,000 employees. Should the Greenbelt location be selected it will have enormous positive economic benefits on the nearby commercial office, residential and retail properties. It is expected that a decision on the relocation of the FBI will be made sometime in the next year.

## **COMPENSATION**

Over the past few years, governments at all levels have been laying off or furloughing employees, not increasing salaries, and cutting benefits. Greenbelt has been no exception, though fortunately, the City has avoided layoffs and furloughs. In the past four fiscal years, while the cost of living as measured by the Consumer Price Index has increased 8.7%, there have only been two cost of living adjustment (1% in FY 2013 and 2% in FY 2014) and two 1% bonuses, and no merit increases. In addition, changes in employee benefits packages have cost employees more. In FY 2012, the employee's share of the health insurance premium was increased from 15% to 20%, and health insurance premiums increased 14% in each of the last two years.

For FY 2015, \$275,000 is budgeted for a two (2) percent pay adjustment. The proposed pay adjustment is in line with what has been proposed for State of Maryland and Prince George's County employees and what nearby jurisdictions are expected to provide.

Health insurance premiums are budgeted 20% higher for FY 2015. Negotiations are still underway and the city has approached other providers including Benecom, the self-insurance plan available through the Local Government Insurance Trust.

The Living Wage policy, adopted in September 2007, has been checked with the State Department of Labor, Licensing and Regulation and the State wage level is \$13.19 per hour as of September 2013. The City's pay scale exceeds this amount and thus is in compliance with the policy.

## **TAX DIFFERENTIAL**

Because Greenbelt residents pay property taxes to the City to support the services provided, they pay a lower tax rate to Prince George's County and Maryland-National Capital Park and Planning Commission (M-NCPPC). This is called the tax differential. In FY 2014, property owners residing in an unincorporated portion of Prince George's County such as Glenn Dale paid a County tax rate of \$0.96 per \$100 assessed valuation and a M-NCPPC tax rate of \$0.279 per \$100 assessed valuation. By comparison, Greenbelt residents paid a lower County tax rate of \$0.809 per \$100 assessed valuation and a lower M-NCPPC tax rate of \$0.1246. These rates are essentially credit for the services the City provides. A detailed breakdown of the tax rates is in the Analysis and Background section of this document. In FY 2015, it is expected that the County tax differential for Greenbelt residents will be decreased by 1.2 cents causing an increase in the County tax rate.

## **CAPITAL IMPROVEMENTS**

The City has five active capital improvement funds: the pay as you go Capital Projects Fund, the Building Capital Reserve Fund, the Community Development Block Grant Fund, the 2001 Bond Fund, and the Greenbelt West Infrastructure Fund. In FY 2015, over \$3.8 million in capital expenses are budgeted.

In the Capital Projects fund, projects totaling \$1,269,400 are proposed. These will be funded with existing fund balance, State grants and a transfer of \$350,000 from the General Fund. Some of the key projects proposed for FY 2015 are:

1. Resurfacing Hanover Parkway from the high school crosswalk towards Mandan Road (\$225,000) and possibly Westway between Ridge Road and Lakeside Drive (\$75,000).
2. Constructing a new playground next to the Belle Point neighborhood - \$98,300
3. Phase 1 of the Greenbelt Lake dam repairs - \$110,000
4. Reconstruction of Springhill Lake Recreation Center parking lot - \$148,000
5. Pedestrian & Bicycle Improvements - \$17,100

Also, \$500,000 in Program Open Space funds is identified for land acquisition, if the opportunity presents itself.

### **Building Capital Reserve Fund**

\$1,100,000 is budgeted in this fund to 1) replace the 23 year old Kalwall roof at the Aquatic and Fitness Center (\$650,000), 2) upgrade a portion of the HVAC system at the Community Center (\$360,000), and make energy efficiency improvements (\$40,000).

### **2001 Bond Fund**

\$1,210,800 is budgeted for the Greenbelt Theater renovation project.

### **Replacement Fund**

\$100,000 is budgeted as the fund transfer to the Replacement Fund. Items proposed for purchase include a refuse truck (\$150,000), replacement of the weight training machine at the Aquatic and Fitness Center (\$48,000), raid vests for the Police department (\$21,000) and a Parks pick-up truck (\$28,000). The fund balance will be reduced in FY 2015, and a number of expensive vehicles such as a second refuse truck will need to be purchased in coming years.

## **Thanks!**

As Council knows, the preparation of Greenbelt's budget is a significant undertaking by many people - the department heads and their staffs do a great amount of work in preparing proposals to meet the budget directives while maintaining Greenbelt's quality services. My thanks are extended to each of them.

Then there is the group of people who handle the myriad of details of finalizing numbers and narrative, and the preparing of this document. These people are Jeff Williams, City Treasurer, who handles many of the details of budget preparation from preliminary meetings with the departments to estimating expenditures to determining the revenues which will be available; David Moran, Assistant City Manager, who prepares the majority of the Other Funds section, the Capital Projects section and a number of operating budgets; Anne Marie Belton, Executive Associate, who handles the input of the information into this document; and Beverly Palau, Public Information and Communications Coordinator, who makes this document as enjoyable a document to read and understand as a budget can be. My very special thanks to them!

To the citizens, the City Council of Greenbelt and all City employees, thank you for the interest you place in this process and the support you have provided this year and every year to making Greenbelt GREAT!

Sincerely,

A handwritten signature in black ink that reads "Michael McLaughlin". The signature is written in a cursive, flowing style.

Michael McLaughlin

City Manager





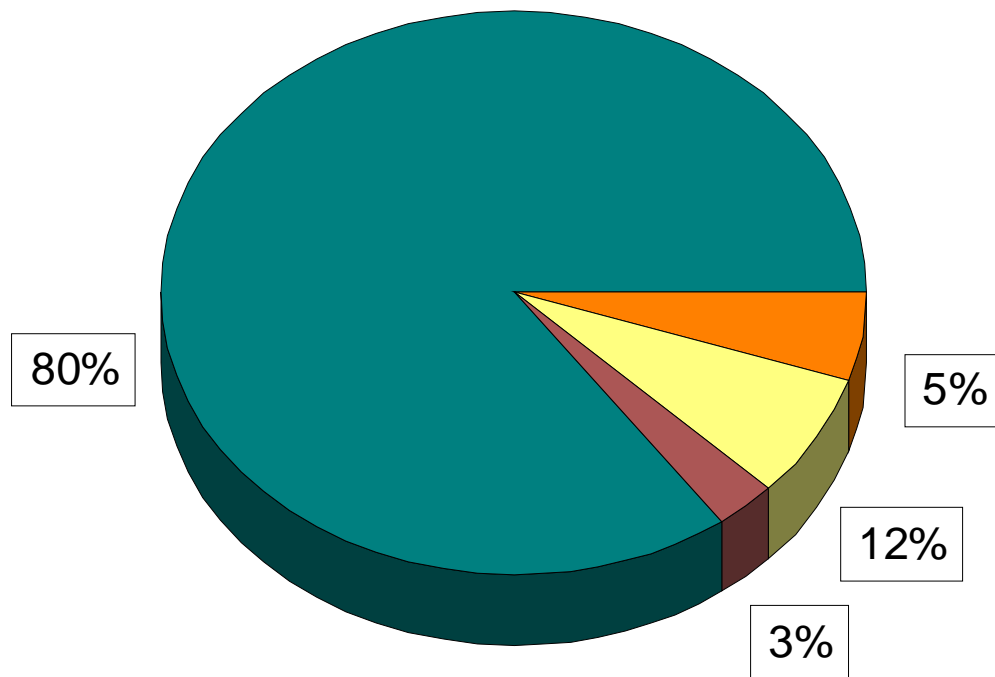
# FY 2015 BUDGET AT A GLANCE





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- \$25,195,000 General Fund Budget, a \$343,800 or 1.4% increase from FY 2014.
- Revenues of \$25,195,000, or 2.3% higher than FY 2014, with no tax rate increase.
- Property assessments estimated to increase 3.7% due to increase in value of apartments.
- Highway User Revenue budgeted at \$322,000. Includes \$223,000 which may be one-time increase.
- Street Permits more than double to \$170,000 due to start of construction at Greenbelt Station South Core.
- 40% of all General Fund expenditures go to Public Safety.
- \$275,000 set aside for 2% Pay Adjustment.
- Health insurance costs budgeted for 20% increase.
- No increase proposed for residential waste collection fee, \$67 or \$268 per year.
- Three percent (3%) increase for Aquatic and Fitness Center passes, and 25¢ increase on daily admission fees.
- \$24,000 budgeted for anticipated increase in minimum wage.
- \$3.8 million in capital projects proposed, including resurfacing a portion of Hanover Parkway and Westway between Ridge and Lakeside; improvements to the HVAC system in the Community Center; new playground at Belle Point; Renovation of Greenbelt Theater; and Phase I of Greenbelt Lake dam repair.
- \$550,000 or 2.9 cents on the tax rate, is budgeted for transfer to Capital Projects, Replacement Fund and the Building Capital Reserve funds.
- At the end of FY 2015, the city's Undesignated and Unreserved fund balance is estimated to be \$2,586,099 or 10.3% of Total Expenditures.

# Summary of Budget Expenditures

## FY 2015 Adopted Budget



-  General Fund
-  Special Revenue Funds
-  Capital Projects Funds
-  Enterprise Fund

## FY 2015 Budget Summary

Fund	Total All Funds	General Fund	Special Revenue Fund	Debt Service Fund	Capital Projects Fund	Enterprise Fund
<b>Revenue</b>						
Taxes & Special Assessments	\$19,637,200	\$19,637,200				
Licenses & Permits	1,565,300	1,565,300				
Intergovernmental	3,260,900	1,094,600	\$74,000		\$2,092,300	
Interest	500		400	\$100		
Charges for Services	2,154,300	2,154,300				
Fines & Forfeitures	651,000	651,000				
Contributions	0					
Miscellaneous	401,800	209,100	155,200		37,500	
Fund Transfers	1,105,000	30,000	100,000	525,000	450,000	
Bond Proceeds	0					
Enterprise Fund	1,412,300					\$1,412,300
<b>Total Revenue</b>	<b>\$30,188,300</b>	<b>\$25,341,500</b>	<b>\$329,600</b>	<b>\$525,100</b>	<b>\$2,579,800</b>	<b>\$1,412,300</b>
<b>Expenditures</b>						
General Government	\$2,972,400	\$2,887,400	\$85,000			
Planning & Development	926,600	926,600				
Public Safety	10,304,300	10,209,300	95,000			
Public Works	5,069,900	3,159,000	150,000		\$1,760,900	
Social Services	991,800	941,800			50,000	
Recreation & Parks	7,251,800	5,178,500	76,000		1,997,300	
Miscellaneous	222,700	222,700				
Non-Departmental	1,333,800	738,500		\$555,300	40,000	
Fund Transfers	1,105,000	1,075,000	30,000			
Enterprise Fund	1,441,800					\$1,441,800
<b>Total Expenditures</b>	<b>\$31,620,100</b>	<b>\$25,338,800</b>	<b>\$436,000</b>	<b>\$555,300</b>	<b>\$3,848,200</b>	<b>\$1,441,800</b>
<b>Projected Fund Balances</b>						
<b>Balances at July 1, 2013</b>	<b>\$6,323,423</b>	<b>\$3,812,999</b>	<b>\$1,001,740</b>	<b>\$113,734</b>	<b>\$27,491</b>	<b>\$1,367,459</b>
FY 2014 Expected Revenues	\$31,927,805	\$24,277,900	\$348,600	\$3,289,405	\$2,602,700	\$1,409,200
FY 2014 Expected Expenditures	31,601,100	25,204,800	330,000	3,365,600	1,212,400	1,488,300
<b>Balances at June 30, 2014</b>	<b>\$6,650,128</b>	<b>\$2,886,099</b>	<b>\$1,020,340</b>	<b>\$37,539</b>	<b>\$1,417,791</b>	<b>\$1,288,359</b>
FY 2015 Budgeted Revenues	\$30,188,300	\$25,341,500	\$329,600	\$525,100	\$2,579,800	\$1,412,300
FY 2015 Budgeted Expenditures	31,620,100	25,338,800	436,000	555,300	3,848,200	1,441,800
<b>Balances at June 30, 2015</b>	<b>\$5,218,328</b>	<b>\$2,888,799</b>	<b>\$913,940</b>	<b>\$7,339</b>	<b>\$149,391</b>	<b>\$1,258,859</b>

\*In the proprietary funds, the amount referred to as Unreserved Fund Balance consists of total current assets, net of current liabilities.

## Fiscal Years 2012 - 2015

### Summary of Budget Revenues

FUND	FY2012 Actual Trans.	FY2013 Actual Trans.	FY 2014 Adopted Budget	FY 2014 Estimated Trans.	FY 2015 Proposed Budget	FY 2015 Adopted Budget
<b>GENERAL FUND</b>	\$24,648,917	\$25,529,454	\$24,617,300	\$24,277,900	\$25,195,000	\$25,341,500
<b>SPECIAL REVENUE FUNDS</b>						
Building Capital Reserve	\$239,684	\$176,131	\$370,000	\$210,600	\$898,000	\$898,000
Cemetery	237	655	200	300	200	200
Debt Service	4,650,108	300,260	300,200	3,289,405	525,100	525,100
Replacement	406,991	234,504	105,100	113,000	105,100	105,100
Special Projects	198,307	208,199	177,800	235,300	224,300	224,300
<b>TOTAL SPECIAL REVENUE</b>	<b>\$5,495,327</b>	<b>\$919,749</b>	<b>\$953,300</b>	<b>\$3,848,605</b>	<b>\$1,752,700</b>	<b>\$1,752,700</b>
<b>CAPITAL PROJECTS FUNDS</b>						
Capital Projects	\$723,400	\$630,144	\$1,209,300	\$849,900	\$1,096,300	\$1,096,300
2001 Bond	0	482,100	400,000	57,500	417,500	417,500
Community Development Block Grant	90,034	87,718	180,000	184,700	168,000	168,000
Greenbelt West Infrastructure	0	0	0	1,300,000	0	0
<b>TOTAL CAPITAL PROJECTS</b>	<b>\$813,434</b>	<b>\$1,199,962</b>	<b>\$1,789,300</b>	<b>\$2,392,100</b>	<b>\$1,681,800</b>	<b>\$1,681,800</b>
<b>ENTERPRISE FUND</b>						
Green Ridge House	\$1,364,882	\$1,399,536	\$1,438,100	\$1,409,200	\$1,412,300	\$1,412,300
<b>TOTAL ALL FUNDS</b>	<b>\$32,322,560</b>	<b>\$29,048,701</b>	<b>\$28,798,000</b>	<b>\$31,927,805</b>	<b>\$30,041,800</b>	<b>\$30,188,300</b>

## Fiscal Years 2012 - 2015

### Summary of Budget Expenditures

FUND	FY2012 Actual Trans.	FY2013 Actual Trans.	FY 2014 Adopted Budget	FY 2014 Estimated Trans.	FY 2015 Proposed Budget	FY 2015 Adopted Budget
<b>GENERAL FUND</b>	\$24,687,869	\$24,775,234	\$24,851,200	\$25,204,800	\$25,195,000	\$25,338,800
<b>SPECIAL REVENUE FUNDS</b>						
Building Capital Reserve	\$97,830	\$55,303	\$435,000	\$209,100	\$1,100,000	\$1,100,000
Cemetery	4,000	3,000	0	0	0	0
Debt Service	4,324,230	549,272	317,700	3,365,600	555,300	555,300
Replacement	28,698	192,980	129,400	180,000	247,000	247,000
Special Projects	497,382	256,271	160,000	150,000	139,000	189,000
<b>TOTAL SPECIAL REVENUE</b>	<b>\$4,952,140</b>	<b>\$1,056,826</b>	<b>\$1,042,100</b>	<b>\$3,904,700</b>	<b>\$2,041,300</b>	<b>\$2,091,300</b>
<b>CAPITAL PROJECTS FUNDS</b>						
Capital Projects	\$1,089,221	\$476,270	\$1,178,800	\$789,300	\$1,269,400	\$1,269,400
2001 Bond	0	14,693	800,000	29,300	1,210,800	1,210,800
Community Development Block Grant	90,034	87,718	180,000	184,700	168,000	168,000
Greenbelt West Infrastructure	12,063	0	500	0	100,000	100,000
<b>TOTAL CAPITAL PROJECTS</b>	<b>\$1,191,318</b>	<b>\$578,681</b>	<b>\$2,159,300</b>	<b>\$1,003,300</b>	<b>\$2,748,200</b>	<b>\$2,748,200</b>
<b>ENTERPRISE FUND</b>						
Green Ridge House	\$1,327,349	\$1,445,240	\$1,424,500	\$1,488,300	\$1,441,800	\$1,441,800
<b>TOTAL ALL FUNDS</b>	<b>\$32,158,676</b>	<b>\$27,855,981</b>	<b>\$29,477,100</b>	<b>\$31,601,100</b>	<b>\$31,426,300</b>	<b>\$31,620,100</b>





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

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**City of Greenbelt  
Maryland**

For the Fiscal Year Beginning

**July 1, 2012**

*Christopher P. Morrell*      *Jeffrey R. Egan*

President

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented an award of Distinguished Presentation to the City of Greenbelt for its annual budget for the fiscal year beginning July 1, 2008.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operational guide, as a financial plan, and as a communication device.

The award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.