

GENERAL GOVERNMENT

PURPOSE

Funds are provided under General Government to pay for salaries, consulting services, office equipment and supplies, maintenance of the Municipal Building, memberships in municipal associations, legal advertisements, special notices, citizen information publications and cable costs to support the City Council, manage the city on a daily basis and communicate with the residents of Greenbelt. Included in this category are the City Council, City Manager's Office, Economic Development, Elections, Human Resources, Finance, Information Technology, Legal Counsel, Municipal Building, Public Information & Community Promotion and Public Officers Association budgets.



ACCOMPLISHMENTS FOR FY 2019

CITY COUNCIL

- Advocated in opposition to a proposed MAGLEV train and widening of I-495, I-270 and the Baltimore-Washington Parkway.
- Council members served on boards and committees of the Metropolitan Washington Council of Governments (MWCOCG), Maryland Municipal League (MML) and National League of Cities (NLC) as well as various committees. For example, Mayor Jordan served on the MML Board; Mayor Pro Tem Davis served on the MML Legislative Committee; Council member Mach served on the MWCOCG Climate, Energy and Environment Policy Committee and the NLC Human Development Committee; Council member Pope on the NLC Small Cities Council; Council member Putens served on the NLC Public Safety and Crime Prevention Committee; and Council member Roberts served on the MWCOCG Transportation Planning Board with Council member Byrd as an alternate member.

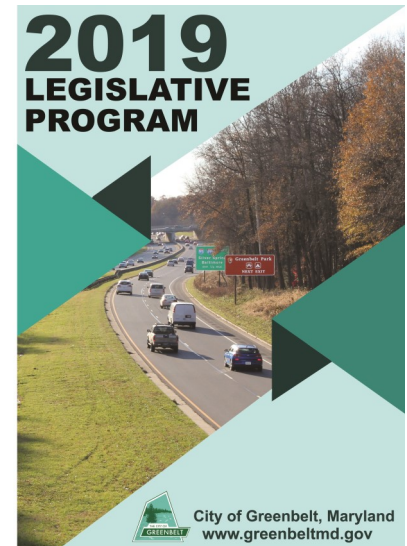
- Conducted numerous meetings with stakeholders to represent the city's interests. These included meetings with Greenbelt Homes, Incorporated, Greenbelt East Advisory Coalition, Greenway Center, Crowne Plaza, Prince George's County Fire Department, Beltsville Agricultural Research Center, two meetings with the city's state and county delegation and four Four Cities meetings.
- Advocated to preserve historic Greenbelt with a Neighborhood Conservation Overlay Zone during the county zoning ordinance re-write process.
- Met with representatives of Beltway Plaza regarding redevelopment proposals for the site.
- Reviewed storm water improvement proposals and met with county officials for the Greenbrook Lake and University Square outfall projects.
- Met with the city's new at-large County Council representatives and new Board of Education representative.
- Considered and approved the Urban Forest and Recreation and Park Facilities Master Plans.
- Participated in training and workshops at conferences sponsored by MML and NLC.
- Dedicated the new Greenbelt Station Central Park.



ADMINISTRATION

- Worked with the Community Relations Advisory Board (CRAB) and the Greenbelt Police Department to hold a youth forum on community-police relations.
- Held quarterly business coffee.
- Participated in business, regional and community events.
- Renewed an agreement with the University of Maryland (UM) to enable Greenbelt residents to use the UM Shuttle. As of March 2019, 38 residents have purchased passes.
- Represented the city by attending at MWCOG Chief Administrative Officers Committee meetings.

- Received the Government Finance Officers’ Association (GFOA) Distinguished Budget Award for FY 2019. This award has been received each fiscal year since FY 1990.
- Conducted a national recruitment and hired a new Police Chief.
- Hired an Economic Development Coordinator.
- Provided legislative advocacy at the county, state and federal level by analyzing and tracking many bills in addition to hosting two legislative dinners.
- Finalized and implemented Tax Increment Financing (TIF) for public infrastructure at Greenbelt Station.
- Attended the International City/County Management Association (ICMA), National League of Cities (NLC) and Maryland Municipal League (MML) conferences.



FINANCE AND ADMINISTRATIVE SERVICES

- Worked with the city’s financial software provider toward an “e-gov” solution that will allow online payments for a variety of services.
- Received a clean audit for the city’s finances in fiscal year 2018 and obtained for the 34th consecutive year, the GFOA Certificate of Achievement for Financial Reporting.
- Changed vendors for the electronic time sheet project to obtain a better result.
- Planned and hosted the 20th annual Health and Wellness Fair for employees and citizens.



INFORMATION TECHNOLOGY

- Represented the city on a number of regional and state-wide committees including: Chief Information Officers of the Metropolitan Washington Council of Governments (COG-CIO), Prince George’s County I-Net Budget, Technical and Executive Committees and the Maryland Municipal League’s Information Technology Group.
- Served on the Comcast Franchise Renegotiation team.



- Continued to lead the Mid-Atlantic Users Group for New World customers.
- Continued working with Police Department staff and vendors to implement and deploy mobile technologies to police cruisers.
- Upgraded 27 personal computers.
- Deployed mobile computers to all department head staff.
- Continued implementation of a document management solution.
- Began resolving camera issues throughout the city.
- Implemented CARES client management solution.

LEGAL COUNSEL

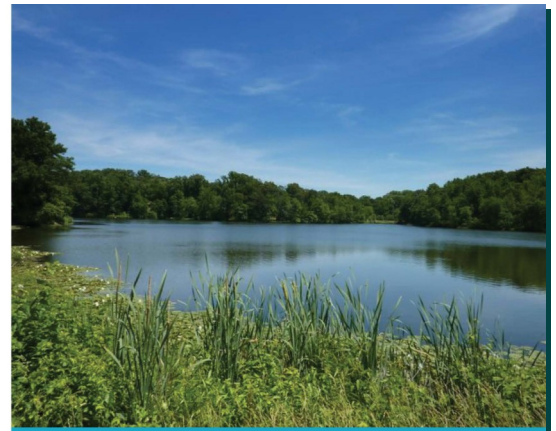
- Assisted on Tax Increment Financing (TIF) issues related to Greenbelt Station.
- Handled numerous public information requests.
- Provided advice on various matters including contracts, collective bargaining, development proposals and personnel issues.

COMMUNITY PROMOTION

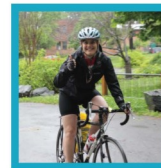
- Completed the audio/visual upgrade in the Council Room.
- Installed video streaming boxes to allow live broadcasting from the Community Center.
- Trained city staff on the use of the online agenda system, website Content Management System and the listserv email system.
- Launched a new city website.
- Designed four Recreation Activity Guides, Camp Brochure, weekly *News Review* ads, employee newsletter, City Newsletter, many flyers and banners.
- Worked with Planning, IT and Public Works to implement legislation and documents to prepare for small cell installation requests.



- Increased city presence on all social media sites, resulting in a large increase in followers.
- Greatly increased subscribers to all city email lists by using the city's GovDelivery platform.
- Transferred hundreds of meeting minutes and agendas to the new website.
- Updated the Welcome to Greenbelt book. Compiled and distributed 900 Welcome Packets with the assistance of residents, council and staff volunteers.
- Produced over 100 videos for Greenbelt Municipal Access and social media including several informational environmental programs including Backyard Biota with Jason Martin, numerous camp plays, the making of *Alice in Wonderland*, fishing at Greenbelt Lake, the Police Fit Test and many others.



WELCOME TO
GREENBELT



ISSUES & SERVICES FOR FY 2020

FINANCIAL MANAGEMENT - LONG RANGE PLANNING

The City of Greenbelt is full of talented and energized citizens. They bring new and innovative ideas to the government for support and funding. This presents a unique challenge with regard to the funding necessary to implement and sustain these new ideas. Unfortunately, not all ideas can be funded. There is a tipping point between the extent of government services, or said another way: the size of the government, and the community's ability to afford these services. By all accounts, the services provided to Greenbelt residents are vast and complex. City Council and staff have over achieved in terms of the services provided and the facilities available to its citizens compared to the financial resources necessary and available to provide the services.

The FY 2019 General Fund Budget was adopted with a \$100,500 deficit that did not fully fund several new positions. It was assumed that normal economic growth would provide the additional revenues required to fully pay for these new initiatives in FY 2020. However, during the budget preparation process it became clear that revenues would not support existing services. Therefore, it was necessary to increase the real estate tax rate by one and a half cents in the FY 2020 Proposed Budget to maintain FY 2019 service levels.

Because a tax rate increase was necessary to maintain prior year service levels, it is possible that the City of Greenbelt Government is close to reaching or has already reached its maximum size in terms of what the community can afford. It is recommended that the practice of partial funding of new initiatives with the assumption that revenue growth in successive fiscal years will support these new initiatives be discontinued. This practice makes balancing subsequent fiscal years more challenging.

It should be noted that there are several headwinds in the near future which will require careful planning to negotiate.

- There is political momentum to increase the minimum wage statewide in Maryland to \$15 per hour. The move from \$7.25 to the current \$11.50 changed the fiscal reality in the Recreation Department. Summer camps revenue no longer exceed direct expenditures. Increasing the minimum wage from \$11.50 per hour to \$15.00 would require a subsidy from other city revenues, specifically real estate tax, to continue summer camp programs.

- Two new debt instruments in FY 2020 are not fully funded. Debt payments in FY 2020 will draw down on the fund balance in the Debt Service Fund. New revenue will be required to fully fund the city's debt in FY 2021.
- The next FOP contract will be negotiated in FY 2020 affecting salaries and benefits in fiscal years 2021, 2022 and 2023. Guaranteed cost of living wages and merit increases should be considered carefully as "locking in" these personnel increases three fiscal years into the future could be very difficult to afford if the current economic expansion, the longest in the history of the United States, ends. City Council should consider approving wage increases annually as part of the budget process to determine if revenues will support such increases.

All of these items will place a burden on balancing the FY 2021 budget.

The City of Greenbelt must look forward to the next downturn and take steps to ensure its finances are on solid ground. In other words, municipal governments must continually review operations, efficiency and effectiveness, and consider long and short term goals. When the economy slows, pressure to reduce funding for capital expenditures will exist. That practice, while fundamentally sound in the short term, is likely to cause difficulty funding vital infrastructure needs in the longer term. The city must be ready and fiscally nimble to change as necessary.

Staff will continue to monitor all aspects of the city's fiscal sustainability to ensure Greenbelt remains one of the best managed municipalities in the State of Maryland.

MANAGING AND FUNDING CAPITAL PROJECTS

The city has aging facilities and infrastructure. Newer buildings, like the indoor pool and police station, are over 25 years old; the Municipal Building and Youth Center are 31-55 years old and the oldest facilities like the Community Center, theater and outdoor pool are over 80 years old. These facilities require significant mechanical and structural replacements. Allocations to the capital projects and reserve funds have increased in recent years, but not by enough to address all the needs. There are over \$1 Million in unmet needs in FY 2020.

The city has generally tried to fund these ongoing repairs and upgrades with a "pay-as-you-go" strategy. However, the city has not been able to set aside sufficient funds to meet all the needs.

These fund transfers must be increased in future years. Consideration should also be given to bond financing and other borrowing mechanisms to address some of these infrastructure needs.

ECONOMIC DEVELOPMENT

The city hired its first Economic Development Coordinator to support business outreach, attraction and retention. The City Council is working to refine and implement its Economic Development goals. The proposed budget includes the creation of an economic development reserve in the Special Projects Fund.

GREENBELT STATION—South Core

The Greenbelt Station South Core is approximately 90% complete. The tax increment financing to reimburse the developer for the North/South connector road is expected to be finalized in the fourth quarter of FY 2019. This borrowing is paid for entirely by the residents of Greenbelt Station through their real estate taxes. The “community green” was conveyed to the city in December 2018 and maintenance of the “green” is now the responsibility of the city. It should be noted that the roads in the Greenbelt Station neighborhood will not be accepted until construction is complete and the road surface is deemed to meet Greenbelt standards.

UNCERTAIN FEDERAL PRIORITIES

The Greenbelt Station North Core was once a finalist for the new FBI Headquarters. The FY 2020 Proposed Budget was developed without considering the potential of any development in the North Core. It is not known when the economic and political environment will be conducive for development in the North Core.

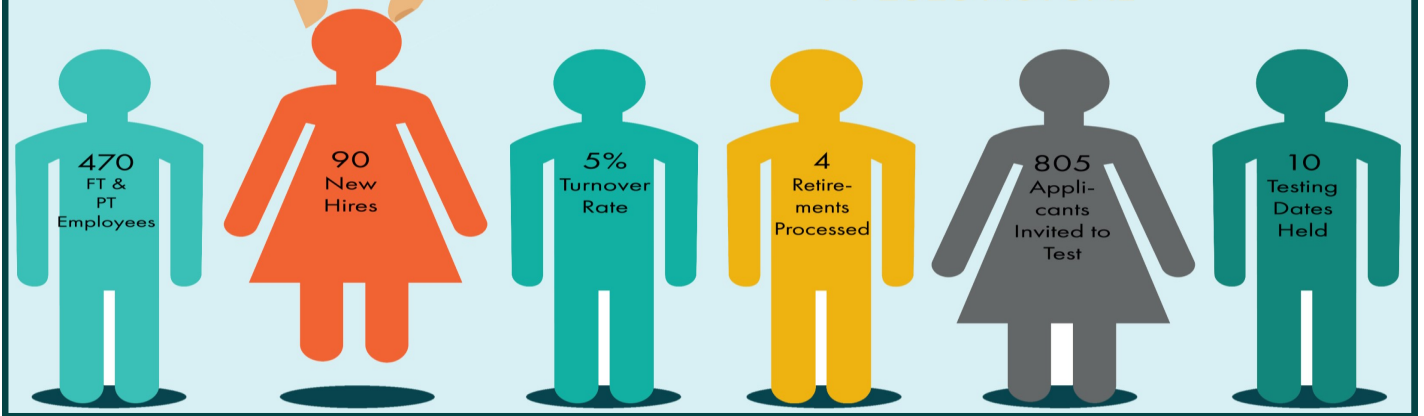
IVY LANE DEVELOPMENT

The owners of the land adjacent to the Federal Courthouse have applied for a change in the zoning for their property. A mixed use development, including housing similar to the Greenbelt Station neighborhood, is proposed. This is very good news as this undeveloped commercial area, originally zoned for high rise office, could not be developed without a change in focus.

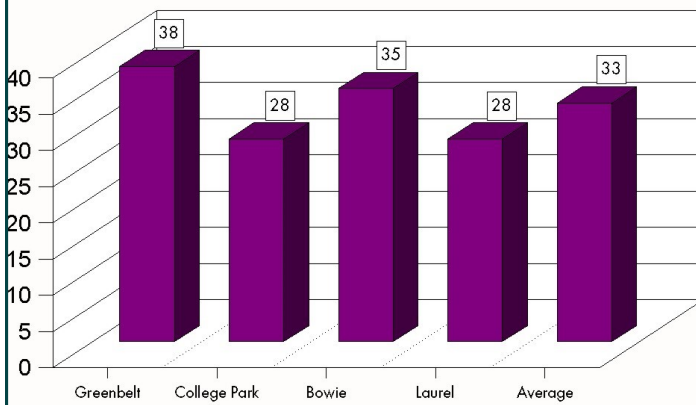
GENERAL GOVERNMENT DASHBOARD

HUMAN RESOURCES

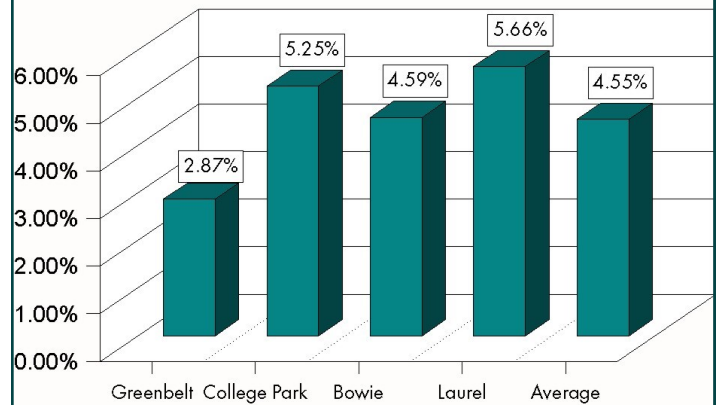
FY 2018 ACTUAL



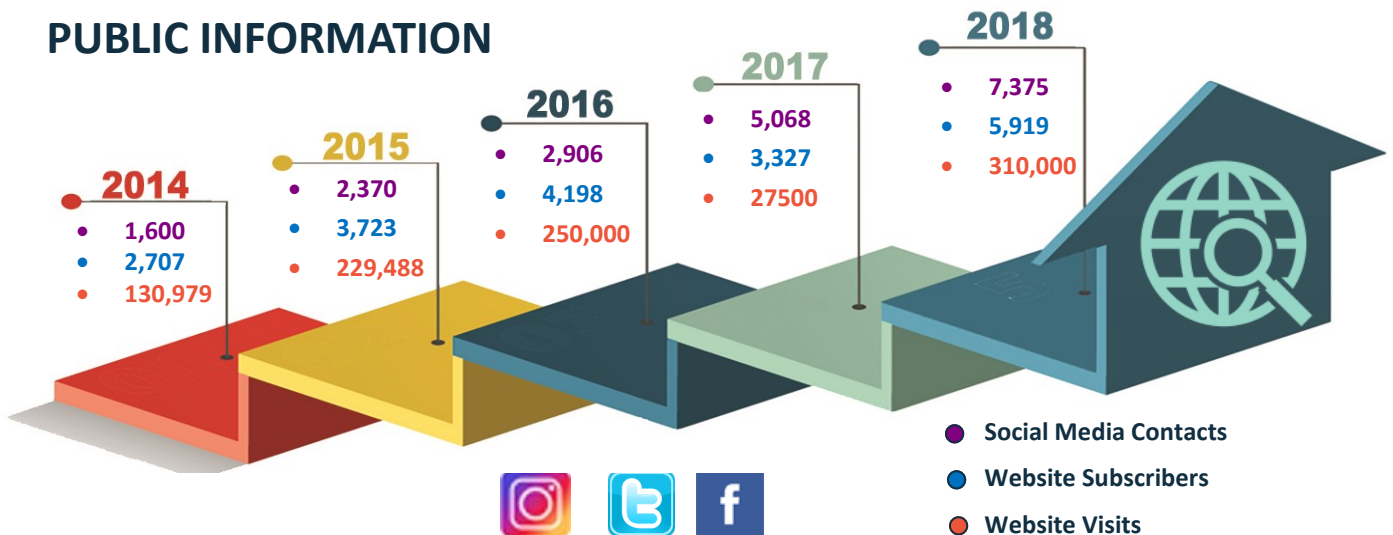
Number of Users per IT Staff



IT Budget as a % of Total Revenue



PUBLIC INFORMATION

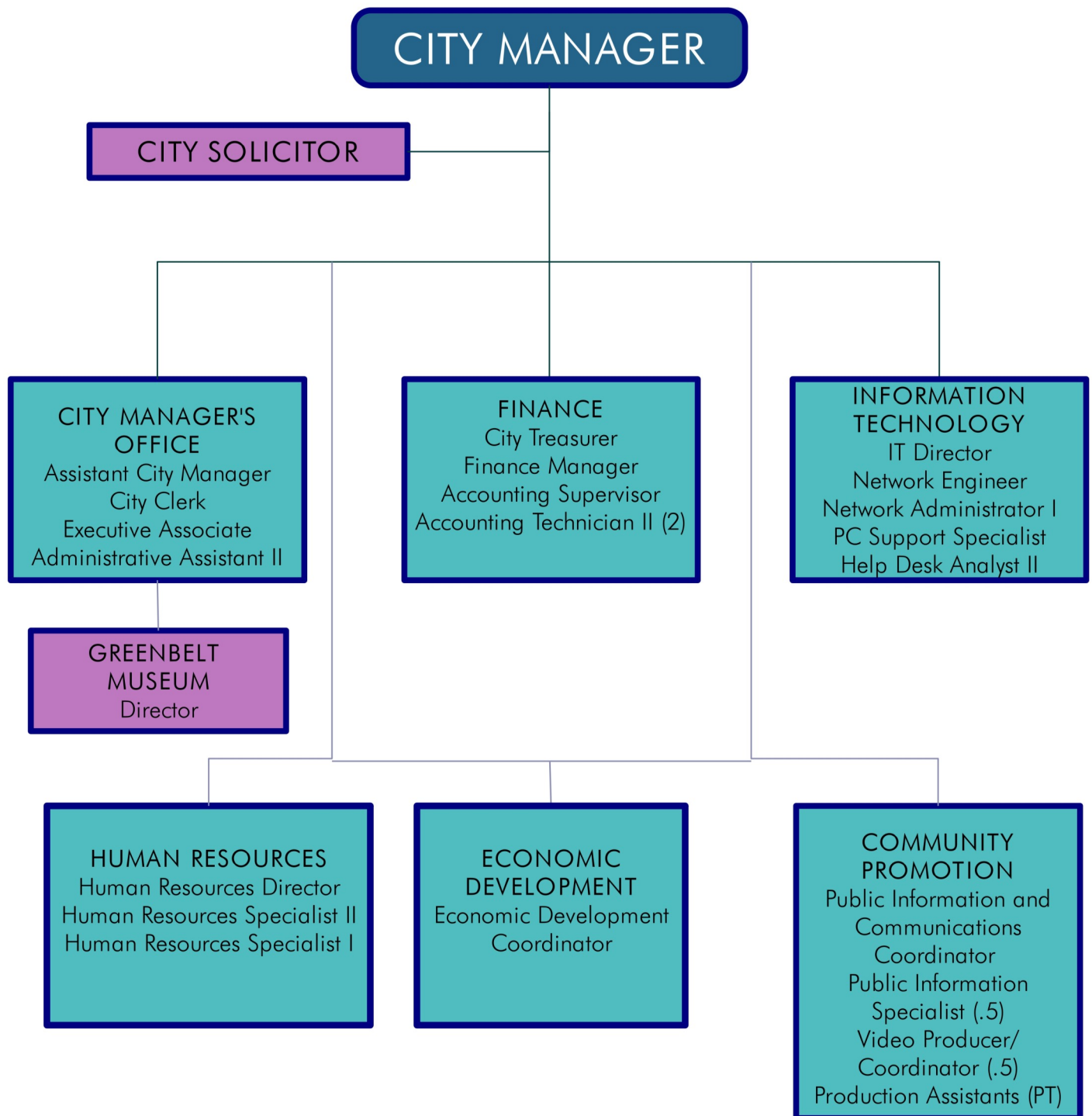


PERSONNEL STAFFING

The schedule below depicts the personnel staffing for the various budget accounts in the General Government section of the budget.

PERSONNEL STAFFING	Grade	Auth. FY 2018	Auth. FY 2019	Prop. FY 2020	Auth. FY 2020
110 City Council					
Mayor	\$12,000	1	1	1	1
Council	\$10,000	6	6	6	6
120 City Manager's Office					
City Manager	\$160,000	1	1	1	1
Assistant City Manager	GC-26	1	1	1	1
City Clerk	GC-20	1	1	1	1
Executive Associate	GC-16	1	1	1	1
Administrative Assistant II	GC-13	1	1	1	1
Total FTE		5	5	5	5
125 Economic Development					
Economic Development Coordinator	GC-20	1	1	1	1
Total FTE		1	1	1	1
135 Human Resources					
Human Resources Director	GC-25	1	1	1	1
Human Resources Specialist II	GC-16	1	1	1	1
Human Resources Specialist I	GC-14	0	1	1	1
Total FTE		2	3	3	3
140 Finance					
City Treasurer	GC-26	1	1	1	1
Deputy City Treasurer	GC-23	0	1	0	0
Finance Manager	GC-22	1	0	1	1
Accounting Supervisor	GC-16	0	1	1	1
Accounting Technician II	GC-13	3	2	2	2
Total FTE		5	5	5	5
145 Information Technology					
IT Director	GC-25	1	1	1	1
Network Engineer	GC-20	1	1	1	1
Network Administrator I	GC-17	1	1	1	1
P.C. Support Specialist	GC-14	1	1	1	1
IT Help Desk Analyst II	GC-13	1	1	1	1
Total FTE		5	5	5	5
190 Community Promotion					
Public Information & Communications Coordinator	GC-18	1	1	1	1
Public Information Specialist	GC-11	0.5	1	1	1
Production Asst./Camera Operator	N/C	0.5	0.5	0.5	0.5
Total FTE		2	2.5	2.5	2.5
930 Museum					
Museum Director	GC-18	1	1	1	1
Total FTE		1	1	1	1
Total General Government FTE (not including Council Members)		21	22.5	22.5	22.5

ADMINISTRATION ORGANIZATIONAL CHART



CITY COUNCIL



The City Council are the elected officials who determine city policy and direction. The Council sets policy, annually adopts the city budget and enacts city ordinances and resolutions. The Council meets regularly each month of the year and schedules special meetings, public hearings and work sessions as necessary.

Performance Measures	FY 2017 Actual	FY 2018 Actual	FY 2019 Estimated	FY 2020 Estimated
Meetings Held:				
Regular	20	21	21	21
Special	3	1	0	0
Work & Closed Sessions	72	62	63	75
Public Hearings/Meetings	2	2	2	2
Ordinances Enacted	8	6	6	6
Resolutions Enacted	9	12	10	10
Charter Amendments Enacted	0	2	0	0

MANAGEMENT OBJECTIVES

- Set policy and direction for the city.
- Represent the city’s interests with federal, state and regional agencies.
- Meet regularly with major “stakeholders” in the city.

BUDGET COMMENTS

1) Membership & Training, line 45, funds attendance at Maryland Municipal League (MML) and National League of Cities (NLC) conferences. In FY 2020, the NLC conference will be in San Antonio, Texas, the MML annual convention in Ocean City and the MML fall conference in Cambridge.

CITY COUNCIL Acct. No. 110	FY 2017 Actual Trans.	FY 2018 Actual Trans.	FY 2019 Adopted Budget	FY 2019 Estimated Trans.	FY 2020 Proposed Budget	FY 2020 Adopted Budget
PERSONNEL EXPENSES						
01 Salaries	\$72,278	\$72,001	\$72,000	\$72,000	\$72,000	\$72,000
28 Employee Benefits	23,984	24,167	25,300	24,800	32,300	32,300
Total	\$96,261	\$96,167	\$97,300	\$96,800	\$104,300	\$104,300
OTHER OPERATING EXPENSES						
30 Prof. Services - City Mgr.	\$25,249	\$0	\$0	\$0	\$0	\$0
33 Insurance	7,859	7,345	7,900	7,300	7,900	7,900
45 Membership & Training	31,244	31,087	34,000	34,900	34,900	34,900
55 Office Expenses	1,506	1,709	1,100	1,100	1,100	1,100
58 Special Programs	5,976	7,372	500	500	0	0
Total	\$71,834	\$47,513	\$43,500	\$43,800	\$43,900	\$43,900
TOTAL CITY COUNCIL	\$168,095	\$143,680	\$140,800	\$140,600	\$148,200	\$148,200

ADMINISTRATION



The Administration budget accounts for the cost of operating the City Manager’s office, which also includes the office of the City Clerk. The City Manager’s office provides staff support to the Mayor and Council, undertakes special research, handles citizens’ inquiries and communications from other governments and agencies, prepares the agenda and supporting information for

Council meetings and approves purchases and personnel actions. This office also provides direct supervision to city departments.

Performance Measures	FY 2017 Actual	FY 2018 Actual	FY 2019 Estimated	FY 2020 Estimated
Council referrals received (as of the end of the calendar year)	23	3	5	5
Staff Meetings	40	43	45	45
Full Time Equivalents (FTE)	5	5	5	5

MANAGEMENT OBJECTIVES

- Implement Council’s goals and policies.
- Monitor legislative proposals at the county, state and federal level that can impact Greenbelt.
- Update the Greenbelt Road Corridor Improvement study.
- Continue to oppose the proposed MAGLEV train and widening of the Baltimore-Washington Parkway and I-495.

BUDGET COMMENTS

- 1) The decrease in Salaries , line 01, from the amount approved in FY 2019 is due to establishing a new account, Economic Development, Account 125.
- 2) Economic development issues previously funded in Line 30, Professional Services, have been transferred to the new Economic Development Department.
- 3) The budget for Membership & Training, line 45, covers attendance at the International City/ County Management Association annual conference in Nashville, Tennessee, the Maryland Municipal League fall and summer conferences and the International Institute of Municipal Clerks conference.

ADMINISTRATION Acct. No. 120	FY 2017 Actual Trans.	FY 2018 Actual Trans.	FY 2019 Adopted Budget	FY 2019 Estimated Trans.	FY 2020 Proposed Budget	FY 2020 Adopted Budget
PERSONNEL EXPENSES						
01 Salaries	\$729,391	\$463,151	\$593,900	\$536,400	\$520,500	\$520,500
25 Repair/Maintain Vehicles	511	488	500	500	500	500
27 Overtime	2,520	2,632	5,000	3,000	3,000	3,000
28 Employee Benefits	191,107	174,555	221,700	199,500	206,200	200,200
Total	\$923,529	\$640,826	\$821,100	\$739,400	\$730,200	\$724,200
OTHER OPERATING EXPENSES						
30 Prof. Svcs. - Economic Development	\$12,250	\$100	\$40,000	\$5,000	\$0	\$0
33 Insurance	4,742	4,601	5,000	4,300	4,700	4,700
38 Communications	5,734	4,262	5,000	4,600	4,600	4,600
43 Equipment Rental	11,528	6,387	5,000	5,000	5,000	5,000
45 Membership & Training	15,088	16,612	19,200	22,000	19,100	19,100
50 Motor Equipment Maintenance	2,578	4,817	4,800	4,800	4,800	4,800
55 Office Expenses	23,195	15,349	22,700	19,200	19,200	19,200
69 Awards	108	0	0	0	0	0
Total	\$75,224	\$52,127	\$101,700	\$64,900	\$57,400	\$57,400
TOTAL ADMINISTRATION	\$998,753	\$692,953	\$922,800	\$804,300	\$787,600	\$781,600

ECONOMIC DEVELOPMENT



The Economic Development initiatives focus on fostering a vibrant, local business community. This is done in part by promoting Greenbelt’s quality of life, amenities and proximity to Washington, DC and Baltimore metropolitan hubs across the region. By serving as a liaison to entrepreneurs and businesses, economic development staff can offer technical assistance that leads to sustainable business growth and

development. Necessary links to partnering organizations throughout the region will be provided.

Performance Measures	FY 2017 Actual	FY 2018 Actual	FY 2019 Estimated	FY 2020 Estimated
Events hosted - i.e. Business Coffee	n/a	n/a	4	10
Number of Attendees	n/a	n/a	125	300
Business & Industry Meetings Attended	n/a	n/a	10	25
Business Publications	n/a	n/a	4	12
Businesses Reached	n/a	n/a	100	250
Business One-on-One Meetings	n/a	n/a	50	100
Business Technical Assistance	n/a	n/a	5	15
Full Time Equivalentents (FTE)			1	1

MANAGEMENT OBJECTIVES

- Develop and implement a comprehensive strategic plan to meet Greenbelt’s economic development goals.
- Develop marketing and business assistance tools to aid economic development activities.
- Identify and provide technical assistance to businesses looking to start and/or expand in Greenbelt.

BUDGET COMMENTS

- 1) Economic Development is a new budget in FY 2020. In prior fiscal years, salary, benefits and operating initiatives were budgeted in Administration, Account 120.
- 2) Line item 58, Special Programs, provides funding to expand the city's contact with its business community.
- 3) In addition to the funds shown on this page, a \$25,000 transfer to the Special Projects Fund is shown in Fund Transfers, Account 999. The purpose of this transfer is to fund a revolving loan account available to Greenbelt businesses with the goal of attracting new business as well as improving the viability of existing businesses in the city.

ECONOMIC DEVELOPMENT Acct. No. 125	FY 2017 Actual Trans.	FY 2018 Actual Trans.	FY 2019 Adopted Budget	FY 2019 Estimated Trans.	FY 2020 Proposed Budget	FY 2020 Adopted Budget
PERSONNEL EXPENSES						
01 Salaries					\$77,900	\$77,900
28 Employee Benefits					26,300	26,300
Total					\$104,200	\$104,200
OTHER OPERATING EXPENSES						
37 Public Notices					\$5,000	\$5,000
38 Communications					600	600
45 Membership & Training					2,000	2,000
53 Computer Services					3,400	3,400
55 Office Expenses					1,700	1,700
58 Special Programs					9,000	9,000
Total					\$21,700	\$21,700
TOTAL ECONOMIC DEVELOPMENT					\$125,900	\$125,900

ELECTIONS



This budget funds the cost of city elections. Not included is the expense of the City Clerk as administrator of elections, which is accounted for in Administration (Account 120). Regular elections for the office of City Council are held the first Tuesday following the first Monday in November in odd numbered years. Special elections may be set from time to time by the City Council for bond issue referendums, charter amendments petitioned to referendum and other matters.

Performance Measures	Voting Turnout		
	<u>Registered</u>	<u>Voting</u>	<u>Percent*</u>
November 1997 Regular	9,722	2,098	21.6%
March 1999 Referendum	10,144	1,764	17.4%
November 1999 Regular	9,913	1,996	20.1%
November 2001 Regular	10,602	2,345	22.1%
November 2003 Regular	10,859	2,073	19.1%
November 2005 Regular	11,350	2,094	18.4%
November 2007 Regular	10,668	1,898	17.8%
November 2009 Regular	12,123	2,399	19.8%
November 2011 Regular	11,965	1,764	14.7%
November 2013 Regular	13,113	1,922	14.7%
November 2015 Regular	13,156	2,039	15.5%
November 2017 Regular	13,597	2,569	18.9%

BUDGET COMMENTS

- 1) The next election will be November 5, 2019.
- 2) Other Services, line 34, includes payments to election clerks and judges, the cost for voting machines and technical support, and compiling the community questionnaire.
- 3) Notices & Publications, line 37, expenses are for a special election issue of the Greenbelt Bulletin.
- 4) Miscellaneous, line 71, includes payment to Prince George's County for voter cards and meals for election workers.

ELECTIONS Acct. No. 130	FY 2017 Actual Trans.	FY 2018 Actual Trans.	FY 2019 Adopted Budget	FY 2019 Estimated Trans.	FY 2020 Proposed Budget	FY 2020 Adopted Budget
OTHER OPERATING EXPENSES						
34 Other Services	\$0	\$25,858	\$0	\$0	\$26,000	\$26,000
37 Notices & Publications	0	3,915	0	0	4,000	4,000
55 Office Expenses	0	1,175	0	0	1,500	1,500
71 Miscellaneous	0	528	0	0	500	500
Total	\$0	\$31,475	\$0	\$0	\$32,000	\$32,000
TOTAL ELECTIONS	\$0	\$31,475	\$0	\$0	\$32,000	\$32,000

HUMAN RESOURCES



Human Resources is responsible for administering programs designed to attract, retain and motivate employees. The department strives to attract a diverse and efficient workforce, as well as administering employee benefits, labor relations, testing, safety programs and insurance claims.

Performance Measures	FY 2017 Actual	FY 2018 Actual	FY 2019 Estimated	FY 2020 Estimated
Employees - Full & Part Time (W-2's issued)	463	470	475	475
Employment Applications Received	1,806	1,572	1,600	1,600
Turnover Rate	10.0%	5.0%	6.0%	7.0%
New Hires	88	90	85	85
Retirements processed	9	4	5	4
Testing Dates Offered (Police Officer Candidate, Communication Specialist & Administrative Assistant)	7	10	14	10
Applicants Invited to Testing (Police Officer Candidate, Communication Specialist & Administrative Associate)	689	805	807	500
Vehicle Claims Filed	24	24	22	22
Workers' Compensation Claims Filed	53	41	42	40
Full Time Equivalents (FTE)	2	2	3	3

MANAGEMENT OBJECTIVES

- Continue to update personnel policies and procedures.
- Form an employee group to update performance appraisals.
- Continue to scan employee files into Laserfiche (document management system) and work toward an electronic onboarding process.

BUDGET COMMENTS

- 1) Human Resources is a new department in FY 2020. In prior fiscal years, staff and operating expenditures relating to personnel were accounted for in the Finance & Administration Services Department (Account 140).
- 2) The operating expenditures shown here have resulted in corresponding reductions for line items in the Finance Department.
- 3) During the course of FY 2020, this operating budget may expand in terms of the number of line items shown as a result of “growing pains” for this newly established department.

HUMAN RESOURCES Acct. No. 135	FY 2017 Actual Trans.	FY 2018 Actual Trans.	FY 2019 Adopted Budget	FY 2019 Estimated Trans.	FY 2020 Proposed Budget	FY 2020 Adopted Budget
PERSONNEL EXPENSES						
01 Salaries					\$236,500	\$236,500
02 Part-time Salaries					4,000	4,000
28 Employee Benefits					78,200	78,200
Total					\$318,700	\$318,700
OTHER OPERATING EXPENSES						
30 Professional Services					\$4,700	\$4,700
37 Public Notices					14,000	14,000
38 Communications					600	600
45 Membership & Training					2,900	2,900
55 Office Expenses					3,100	3,100
Total					\$25,300	\$25,300
TOTAL HUMAN RESOURCES	n/a	n/a	n/a	n/a	\$344,000	\$344,000

FINANCE



This department is responsible for the collection of taxes and other city funds, payment of all city obligations, management and investment of city funds, accounting of all financial transactions, preparation of payroll, purchasing of goods and services and data processing. An independent firm selected by the City Council audits city financial records annually.

Performance Measures	FY 2017 Actual	FY 2018 Actual	FY 2019 Estimated	FY 2020 Estimated
Rate of Return on Investments MLGIP	0.90	1.87	2.50	3.40
Standard and Poor's LGIP Rated Index*	0.77	1.81	2.40	3.30
Bond Rating				
Moody's	A2	No Longer Rated		
Standard & Poor's	A+	No Longer Rated		
Purchase Orders Issued	469	430	500	500
Accounts Payable Checks Issued	3,084	2,740	2,700	2,700
Electronic Funds Transfers	445	438	440	440
Payroll Checks Issued	1,105	933	775	775
Electronic Payments				
Paper Vouchers	2,095	1,543	1,200	1,200
E-Vouchers	5,345	5,802	6,300	6,300
Purchase Card Transactions	2,960	2,945	2,700	3,000
No. of businesses assessed personal property	855	805	850	850
Average Number of Days to Process Payments	5	5	5	5
Full Time Equivalents (FTE)	7	5	5	5
*Standard and Poor's reviews local government pools and reports an average rate of return. Standard and Poor's does not estimate return in future periods.				

MANAGEMENT OBJECTIVES

- Implement improvements to the city's payroll reporting system, i.e. electronic time sheets. Funding for this project is budgeted in the Special Projects Fund. This objective is a carry-over from FY 2019.

- Require all employees to receive pay electronically. Neighboring municipalities that mandate 100% employee participation include Berwyn Heights, College Park, Laurel, Gaithersburg and Rockville. This objective aligns well with other “green” initiatives throughout the city. Further, it will eliminate the time required to produce paper checks.
- Succession planning in recognition of the retiring City Treasurer.

BUDGET COMMENTS

- 1) Expenditures in line 01, Salaries, and line 28, Employee Benefits, have been reduced as a result of separating the Human Resources function from the Finance & Administrative Services Department.
- 2) The higher expense in Professional Services, line 30, in FY 2019 was due to adhering to a GASB 45 requirement to provide an actuarial report to determine the retiree health insurance subsidy.
- 3) Several operating line items including Public Notices, Communications, Membership & Training, and Office Expenses are lower because the personnel function has been removed from this budget and placed in a dedicated budget, Human Resources (Dept. 135), that showcases the important work personnel staff performs.

FINANCE Acct. No. 140	FY 2017 Actual Trans.	FY 2018 Actual Trans.	FY 2019 Adopted Budget	FY 2019 Estimated Trans.	FY 2020 Proposed Budget	FY 2020 Adopted Budget
PERSONNEL EXPENSES						
01 Salaries	\$569,170	\$578,622	\$685,900	\$626,000	\$528,600	\$528,600
27 Overtime	708	768	2,000	500	500	500
28 Employee Benefits	196,758	195,688	208,700	211,700	176,000	171,000
Total	\$766,636	\$775,078	\$896,600	\$838,200	\$705,100	\$700,100
OTHER OPERATING EXPENSES						
30 Professional Services	\$49,115	\$40,575	\$42,700	\$51,200	\$38,000	\$38,000
33 Insurance	6,265	6,285	6,600	6,600	7,000	7,000
34 Other Services	19,436	19,994	18,400	19,500	19,500	19,500
37 Public Notices	7,150	20,046	14,000	14,000	0	0
38 Communications	2,916	2,246	2,800	1,800	1,200	1,200
45 Membership & Training	5,648	5,333	8,100	7,000	5,400	5,400
53 Computer Expenses	48,667	50,196	56,000	52,000	56,000	56,000
55 Office Expenses	14,546	14,675	14,500	14,100	12,000	12,000
Total	\$153,743	\$159,350	\$163,100	\$166,200	\$139,100	\$139,100
TOTAL FINANCE	\$920,380	\$934,429	\$1,059,700	\$1,004,400	\$844,200	\$839,200

INFORMATION TECHNOLOGY



The Information Technology Department is responsible for providing information technology and communications to all departments within the city. The major activities of this department include coordination of the use of computers and other information systems throughout the city, providing on-going user education, keeping abreast of current technology as well as the information needs of the city and developing security measures to protect the city's information systems.

Performance Measures	FY 2017 Actual	FY 2018 Actual	FY 2019 Estimated	FY 2020 Estimated	Industry Average*
IT Help Desk Requests	1,300	1,100	1,000	1,000	n/a
Projects Scheduled	3	4	4	3	n/a
Projects Completed	3	4	2	2	n/a
Number of users per IT staff	42.8	38.0	38.0	38.0	39
IT Budget as % of Total Revenue	2.43%	2.75%	2.75%	2.72%	5.40%
IT Spending per User	\$3,130	\$4,160	\$4,160	\$4,333	\$5,000
Full Time Equivalents (FTE)	5	5	5	5	n/a

*Industry Average for Government/Education/Non-Profits per CIO Magazine Study 2010

IT Department Comparables	Greenbelt	College Park	Bowie	Laurel	Average
Number of IT staff (FTE)	5	3	13	9	7.5
Number of users	190	85	450	250	243.8
Total IT Budget	\$823,300	\$1,081,000	\$2,530,600	\$1,640,000	\$1,518,725
Total Revenue (millions)	\$28.7	\$20.6	\$55.1	\$29.0	\$33.4
Number of Users per IT staff	38	28	35	28	32
IT Budget as % of Total Revenue	2.87%	5.25%	4.59%	5.66%	4.59%
IT Spending per User	\$4,333	\$12,718	\$5,624	\$6,560	\$7,309

MANAGEMENT OBJECTIVES

- Work with departments to make most effective and efficient use of IT resources.
- Implement county CAD/RMS systems and assist with conversion of existing data.
- Expand Laserfiche document management solution.
- Begin systematic camera upgrades.
- Review and update IT Strategic Plan.
- Participate in cable television negotiations, leadership of county-wide Institutional Network (I-Net), and COG and MML IT groups.

BUDGET COMMENTS

- 1) The city's payment to the countywide municipal Institutional Network (I-Net) is charged to Communications, line 38. This expenditure was \$44,500 in FY 2019 and is budgeted at \$45,000 for FY 2020. The I-Net supports the city's phone and computer network. The other expenses in this line item are maintenance of the phone system (\$9,000), internet access (\$1,500) and cell phones for the IT staff (\$4,200).
- 2) Line 53, Computer Expenses, includes \$30,000 for camera system maintenance.

INFORMATION TECHNOLOGY Acct. No. 145	FY 2017 Actual Trans.	FY 2018 Actual Trans.	FY 2019 Adopted Budget	FY 2019 Estimated Trans.	FY 2020 Proposed Budget	FY 2020 Adopted Budget
PERSONNEL EXPENSES						
01 Salaries	\$350,787	\$368,598	\$378,600	\$388,000	\$407,200	\$407,200
27 Overtime	977	3,856	2,000	2,000	2,000	2,000
28 Employee Benefits	148,649	159,308	167,900	171,100	185,200	185,200
Total	\$500,412	\$531,762	\$548,500	\$561,100	\$594,400	\$594,400
OTHER OPERATING EXPENSES						
33 Insurance	\$1,324	\$1,250	\$1,400	\$1,200	\$1,400	\$1,400
38 Communications	44,102	51,899	61,300	59,100	59,700	59,700
45 Membership & Training	6,573	7,799	12,500	12,500	12,500	12,500
53 Computer Expenses	32,285	32,740	75,300	64,600	79,300	79,300
55 Office Expenses	1,306	1,430	1,000	1,000	1,000	1,000
Total	\$85,590	\$95,119	\$151,500	\$138,400	\$153,900	\$153,900
CAPITAL OUTLAY						
91 New Equipment	\$10,124	\$0	\$10,000	\$10,000	\$10,000	\$10,000
Total	\$10,124	\$0	\$10,000	\$10,000	\$10,000	\$10,000
TOTAL INFORMATION TECHNOLOGY	\$596,127	\$626,881	\$710,000	\$709,500	\$758,300	\$758,300

LEGAL COUNSEL



Legal advice and service to the City Council, City Manager and city departments are provided by the City Solicitor.

The City Solicitor is not an employee of the city, but is retained by the city. The City Solicitor attends council meetings and provides research and issues legal opinions as requested. The City Solicitor represents the city in all administrative and court proceedings not covered by insurance counsel.

BUDGET COMMENTS

- 1) The city selected the law firm of Alexander & Cleaver, located in southern Prince George’s County, to replace the previous firm after it dissolved due to the retirements of the principal owners.
- 2) Collective Bargaining, line 31, tracks the expenses related to the cost of contract negotiations with the Fraternal Order of Police (FOP) Lodge 32. A three year agreement was negotiated in FY 2017 to cover FY 2018, 2019 and 2020. Per the current contract, negotiations for the next contract must begin before January 2020.

LEGAL COUNSEL Acct. No. 150	FY 2017 Actual Trans.	FY 2018 Actual Trans.	FY 2019 Adopted Budget	FY 2019 Estimated Trans.	FY 2020 Proposed Budget	FY 2020 Adopted Budget
OTHER OPERATING EXPENSES						
30 Professional Services	\$133,454	\$91,878	\$120,000	\$200,000	\$165,000	\$165,000
31 Collective Bargaining	39,003	61,016	4,000	4,000	30,000	30,000
Total	\$172,457	\$152,893	\$124,000	\$204,000	\$195,000	\$195,000
TOTAL LEGAL COUNSEL	\$172,457	\$152,893	\$124,000	\$204,000	\$195,000	\$195,000

MUNICIPAL BUILDING



The operating and maintenance expenses of the Municipal Building are charged to this account. Principal expenses are for salaries, utility services and supplies for the Public Works employees who maintain the building.

BUDGET COMMENTS

- 1) This budget accounts for the maintenance of the Municipal Building. It is a stable budget that does not fluctuate very much.
- 2) Repairs to the basement door and related brick work accounts for the increase in Maintain Building & Structure, line 46, in FY 2017.

MUNICIPAL BUILDING Acct. No. 180	FY 2017 Actual Trans.	FY 2018 Actual Trans.	FY 2019 Adopted Budget	FY 2019 Estimated Trans.	FY 2020 Proposed Budget	FY 2020 Adopted Budget
PERSONNEL EXPENSES						
06 Repair/Maintain Building	\$28,530	\$32,860	\$27,200	\$27,200	\$28,500	\$28,500
Total	\$28,530	\$32,860	\$27,200	\$27,200	\$28,500	\$28,500
OTHER OPERATING EXPENSES						
39 Utilities						
Electrical Service	\$22,399	\$26,696	\$24,500	\$27,000	\$27,000	27,000
Gas	301	313	300	300	300	300
Water & Sewer Service	2,540	2,864	2,300	2,900	2,900	2,900
46 Maintain Building & Structure	27,519	17,720	20,900	20,500	21,200	21,200
Total	\$52,758	\$47,594	\$48,000	\$50,700	\$51,400	\$51,400
TOTAL MUNICIPAL BUILDING	\$81,288	\$80,454	\$75,200	\$77,900	\$79,900	\$79,900

PUBLIC INFORMATION & COMMUNITY PROMOTION



This budget funds the work of communicating to the Greenbelt citizenry on community activities, events and issues of interest. The prime communication tools used are social media, the city’s municipal access television channels, **Comcast Channel 71** and **Verizon 21**, news articles and press releases, the city’s web page at www.greenbeltmd.gov, various listserves and quarterly printed and monthly electronic newsletters.

Performance Measures	FY 2017 Actual	FY 2018 Actual	FY 2019 Estimated	FY 2020 Estimated
Council Meetings Cablecast (Regular, Special and Hearings)	44	48	57	57
Number of Cable Subscribers as of 12/31				
Comcast	6,890	6,553	6,500	6,500
Verizon	3,514	3,237	3,200	3,200
Website Subscribers	3,327	5,919	9,000	12,000
Website Visits	275,500	297,419	500,500	650,000
Social Media Contacts	5,068	7,375	8,500	10,000
Full Time Equivalents (FTE)	1.5	2.0	2.5	2.5

MANAGEMENT OBJECTIVES

- Work with the Economic Development Coordinator to improve the Business area of the website and promote businesses.
- Increase number and types of informational newsletters sent out using GovDelivery.
- Streamline the cablecasting and streaming of off-site Council meetings.
- Increase social media use by using promotional tools within the apps and analytics.
- Use tools such as LinkedIn to promote City positions.

BUDGET COMMENTS

- 1) The funds in Other Services, line 34, pay for interpreting costs for council meetings and other events (\$9,000), a monthly charge to support video streaming (\$8,000) and supporting the city's upgraded website (\$32,000).
- 2) Expenditures for Special Programs, line 58, include the advisory board reception (\$7,500), employee holiday lunch (\$4,500) and retirement events.

COMMUNITY PROMOTION Acct. No. 190	FY 2017 Actual Trans.	FY 2018 Actual Trans.	FY 2019 Adopted Budget	FY 2019 Estimated Trans.	FY 2020 Proposed Budget	FY 2020 Adopted Budget
PERSONNEL EXPENSES						
01 Salaries	\$91,507	\$94,613	\$145,700	\$95,500	\$146,300	\$146,300
02 Part-time Interns	\$13,807	\$17,017	\$30,000	\$30,000	\$30,000	\$30,000
27 Overtime	6,193	7,597	6,000	10,000	6,000	6,000
28 Employee Benefits	40,511	42,626	48,200	45,300	58,500	58,500
Total	\$152,018	\$161,853	\$229,900	\$180,800	\$240,800	\$240,800
OTHER OPERATING EXPENSES						
30 Professional Services	\$4,308	\$0	\$4,000	\$0	\$0	\$0
34 Other Services	22,251	49,406	22,000	49,000	49,000	49,000
37 Notices & Publications	31,937	38,643	40,000	34,400	34,400	34,400
38 Communications	596	600	600	600	600	600
45 Membership & Training	4,338	6,278	5,900	5,900	5,900	5,900
53 Computer Expenses	399	408	3,300	3,500	500	500
58 Special Programs	23,264	16,363	17,700	16,700	17,000	17,000
69 Awards	0	318	400	400	400	400
71 Miscellaneous	(391)	590	400	400	400	400
Total	\$86,701	\$112,606	\$94,300	\$110,900	\$108,200	\$108,200
TOTAL COMMUNITY PROMOTION	\$238,719	\$274,459	\$324,200	\$291,700	\$349,000	\$349,000
REVENUE SOURCES						
Cable TV Franchise Fees	\$420,453	\$402,441	\$428,000	\$400,000	\$390,000	\$390,000
Total	\$420,453	\$402,441	\$428,000	\$400,000	\$390,000	\$390,000

PUBLIC OFFICERS ASSOCIATIONS



This account provides for the membership expenses of the city and its' advisory boards and committees in regional, state and national associations. Funds are also budgeted for board and committee members' attendance at conferences.

Breakdown	FY 2018 Actual	FY 2019 Estimated	FY 2020 Proposed	FY 2020 Adopted
Membership and Training				
Maryland Municipal League (MML)	\$23,717	\$24,500	\$24,500	\$24,500
Council of Governments (COG)	15,725	16,100	29,100	29,100
Prince George's County Municipal Association (PGCMA)	0	6,300	3,200	3,200
Anacostia Trails Heritage Area (ATHA)	2,999	6,000	6,000	6,000
National League of Cities (NLC)	3,507	3,500	3,500	3,500
Miscellaneous	900	500	500	500
Total	\$46,848	\$56,900	\$66,800	\$66,800
Miscellaneous				
ACE Scholarship	\$634	\$1,500	\$1,500	\$1,500
Other	116	0	0	0
Grand Total	\$47,599	\$58,400	\$68,300	\$68,300

BUDGET COMMENTS

- 1) For FY 2019, the membership fee for the Anacostia Trails Heritage Area will increase from \$2,999 to \$6,000.

PUBLIC OFFICERS ASSOCIATIONS Acct. No. 195	FY 2017 Actual Trans.	FY 2018 Actual Trans.	FY 2019 Adopted Budget	FY 2019 Estimated Trans.	FY 2020 Proposed Budget	FY 2020 Adopted Budget
OTHER OPERATING EXPENSES						
45 Membership & Training	\$50,448	\$46,848	\$55,000	\$56,900	\$66,800	\$66,800
71 Miscellaneous	1,014	751	1,500	1,500	1,500	1,500
Total	\$51,462	\$47,599	\$56,500	\$58,400	\$68,300	\$68,300
TOTAL PUBLIC OFFICERS ASSOCIATIONS	\$51,462	\$47,599	\$56,500	\$58,400	\$68,300	\$68,300