

PROPOSED BUDGET

Fiscal Year July 1, 2020-June 30, 2021

CITY COUNCIL

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CITY MANAGER

Nicole Ard

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Richard Bowers, Police
James Sterling, Public Works
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Todd Pounds, City Solicitor



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 2020 accomplishments;
- FY 2021 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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CITY OF GREENBELT, MARYLAND

OFFICE OF THE CITY MANAGER

25 CRESCENT ROAD, GREENBELT, MD. 20770

April 14, 2020



Nicole C. Ard
City Manager

Honorable Mayor and City Council,

Enclosed is the City of Greenbelt's Proposed Fiscal Year 2021 Budget. These numbers were finalized as COVID-19 was unfolding and will need to be adjusted during the budget process as more information becomes available. In many sections of the budget, the narrative has been updated to specify the steps departments have taken to respond.

The proposal outlines the City's operational plans, financial forecast, goals, accomplishments and service level trends. It is anticipated that the City's tax base will be severely impacted by COVID-19 pandemic-related job loss and furloughs, delays in disaster relief to individuals and businesses, and deferral of taxes and fees offered by the State and Federal governments. Similarly, taxes and fees tied to commercial activity and/or City services will be severely impacted by closed businesses and City facilities. This includes income, amusement, personal property (including corporate), and lodging taxes, as well as Highway User Revenue, red light camera, speed camera and parking citation fines. Commercial abatements are expected to increase significantly due to forced business closures, and will likely impact FY 2021 and the next several fiscal years given the state's practice of enabling retroactive abatements. Revenues are detailed in the Revenue Section of the Proposed Budget, as well as the accompanying chart.

The numbers in the FY 2021 Proposed Budget were finalized as COVID-19 was unfolding. It is my recommendation that the Council consider using fund balance, and deferring the following items to adjust the budget as our new economic reality unfolds:

1. Filling certain positions;
2. Non-loan or grant funded capital projects; and
3. Employee performance merit increases and cost of living adjustments.

We recently learned employee health insurance premium costs will not increase; a savings of approximately \$150,000 which has not been factored into the proposed budget. The proposal does not recommend tax rate increases or additional staff.



It is my goal to adjust our spending given the impacts to our revenue in order to protect our current employees' jobs. The City managed the most recent recession with that goal in mind. It's my recommendation that this goal be adopted for this crisis as well.

The FY 2021 Proposed Budget includes funds to complete the final phase of the Police Station's heating and air conditioning repair to address unsuitable workplace conditions, as well as previously committed reclassifications for five employees working out of class and already discussed with Council in 2019. Police academy recruits and cadets will continue their training and assignments in preparation for joining the City force. Five of those recruits will be graduating later this month. The City has not completed collective bargaining with the Fraternal Order of Police.

The Proposed Budget continues compliance with established City debt policy and fund balance guidance as well as funding the annual stipend to the Friends of Old Greenbelt Theatre and contributions to community non-profit service providers.

As the COVID-19 pandemic unfolds and the City and all levels of governments respond and plan for an unknown future, the Proposed Budget attempts to solely maintain essential services based on anticipated return to lifted social distancing practices by June; however, this situation may evolve with a recovery window of up to 24 months. I am assessing the need to discontinue paying certain non-classified employees (part-time, seasonal) should recreation services not return to operation by June 1, 2020. Every effort will be made to retain these employees, their knowledge, skills and experience, in anticipation of the return of City programs and activities.

This assumes that lessened restrictions on public facilities and businesses may begin in June, yet may not return until September or later. The goal during the pandemic has been to support the State and County Health and Emergency Management leaders in the fight to protect public and employee health, safety and continuity of government operations. As the City prepared and responded to the pandemic, a new way of operating was thrust upon the organization. The City may continue some practices, recognizing cost savings or efficiency. Additional investment or support may be needed to operate in a post-COVID-19 pandemic environment.

While there are many competing needs facing the City, the intent of the Proposed Budget as in the past, is to continue to build capacity to protect community investment in individuals, families, and neighborhoods. Most management objectives remain the same, as well as affiliated accomplishments achieved. While recent years realized new revenue and builder support for services given construction of new residential homes in the Greenbelt Station Subdivision, that construction has ended and the builder funds are being used to build the trail that the builder was supposed to build, the WMATA Connection Trail. No additional funds will come from that source for services like police, public works, or recreation. City staff will soon take over maintenance of the park, roads, and other infrastructure in addition to the current police patrols and park trash collection, and periodic

recreation activity. Similarly, future revenue from that neighborhood, income tax or property tax, may not be enough to solely support the community's desired public recreation facilities, and as Council committed to address recreation services in Greenbelt West overall during Council's Spring 2020 goal setting session.

In fact, while residential property tax revenue had been increasing (most likely attributed to regional trends and new local development), commercial real property and related personal property taxes have declined for several years. The City of Greenbelt primarily relies on Real Property Tax revenue to comprise the General Fund; however, other revenue sources also support services such as roads, police, park maintenance, counseling, equipment and buildings. Funds from employment and business conducted at movie theatres, hotels, restaurants, gas stations and motor vehicle registrations are among those that generate additional City revenue. The General Fund also helps pay the City's debt payments in compliance with City debt and Fund Balance policies. The General Fund also supplements user fee-paid services like recreation. Other user fees include those collected when service is provided such as during commercial and residential code inspections. The Waste Collection Fee and the Recycling Only rates remain the same at \$70 per quarter and \$36 per year, respectively. Fees and Daily Admission rates at the Aquatic & Fitness Center are the same. Fees are limited to users of the recreation services. However, given COVID-19 required closures, facilities may remain closed until June, possibly longer.

As noted in the past, fund balances should be preserved at a level that supports sustainability, particularly for the General Fund which supports essential government services. While the General Fund's fund balance was used in recent years, in contrast, use of fund balance during this pandemic is the very reason such a reserve exists - to support emergency preparation, response, and recovery. GFOA recommends maintaining a level equivalent to two month's operational expenses, often considered at a level of generally 15%; I concur. However, I am recommending maintaining the General Fund's fund balance to at least 12-13% as the City does not know the extent to which this disaster will continue to unfold; other non-related emergencies may develop and require additional resources; and should revenue projections or cash flow become further stressed, for example, large commercial real estate tax abatements are actualized at past years' levels throughout the next several fiscal years, the City needs to be prepared.

This is an unprecedented situation and exacerbates the existing concern regarding the potential fluctuation of the commercial real estate tax base, the long list of deferred capital projects like building and infrastructure repair and replacement. As noted in past years and last month, without reduced future expenditures and/or future revenue enhancements, the organization will continue to be challenged in maintaining current services and restricted in creating new initiatives or service that require additional resources. Several long-term initiatives from Council's 2018 Goal Setting Session fa-

cilitated by the Novak Group continue to be reflected in the Proposed FY 2021 Budget. However, most of the top and high priorities set during Council’s February 2020 annual goal setting session are deferred.

COUNCIL GOALS

In February 2020, Council met with the Novak Group to review priorities. Council reaffirmed Factors Critical for Greenbelt’s Long-Term Success, some on-going initiatives, as well as new top and high priority action steps for the next fiscal years with emphasis on key action in the next 12 to 18 months. More detailed action steps, including longer term activities are outlined within the departmental management by objectives in each proposed departmental budget. Also listed are a sampling of the accomplishments achieved in FY 2020. While Council has not met to formally adopt these factors and goals, based on the discussion the following outlines funds and resources affiliated with each goal.

Factors Critical for Greenbelt’s Long-Term Success:

- Enhance Sense of Community
- Economic Development and Sustainability
- Improve Transportation Opportunities
- Maintain Greenbelt as an Environmentally Proactive Community
- Improve and Enhance Public Safety
- Preserve and Enhance Greenbelt’s Legacy as a Planned Community
- Promote Quality of Life for all Residents
- Provide Excellent Constituent Services
- Maintain and Invest in Infrastructure

PROPOSED WORK PLAN FY2020-FY2022

The following high priority areas will help staff develop a work plan supplemented by weekly city reports, monthly finance reports and quarterly City Manager’s updates that report progress on action, budgeting and financial considerations to obtain Council feedback on short and long-term plans for the City and each department.

2020 City Council Workplan



Outcomes



Enhance Sense of Community

TOP PRIORITY

- Work to Improve Dog Park

HIGH PRIORITY

- Finish gateway signage project



Preserve and Enhance Greenbelt's Legacy as a Planned Community

TOP PRIORITY

- Finalize NCO zoning

HIGH PRIORITY

- Roosevelt Center Arts District



Economic Development and Sustainability

- Develop community development policies

- Continue to implement outreach tools



Improve Transportation Opportunities

TOP PRIORITY

- Greenbelt Road streetscape

HIGH PRIORITY

- Shuttle



Promote Quality of Life for all Residents

TOP PRIORITY

- Enhance Recreation in Greenbelt West



Provide Excellent Constituent Services

HIGH PRIORITY

- Work with schools to explore public-private partnership for non-renovated schools

- Continue to Advocate against the Maglev



Maintain Greenbelt as an Environmentally Proactive Community

- Complete City street projects – begin construction on Cherrywood complete street
- Dam repair near completion/redo the parking lot as environmentally sound and inviting

- Completing WMATA Trail Permits



Improve and Enhance Public Safety

TOP PRIORITY

- Armory acquisition
- Transition to County CAD System



Maintain and Invest in Infrastructure

TOP PRIORITIES

- Office space reallocation and space utilization study

- Senior housing opportunities

- Refine capital projects funding policy

Facilitated by TheNovakConsultingGroup.com

High priority items to address the Factors Critical for Long-Term Success:

- Complete the City Facility Space Study and Security Needs (Building Capital Reserve Fund, two projects including access card reader and CARES facility)
- Acquire the Former Armory (Capital Projects- no funds budgeted at this time, advocacy with Volunteer Fire Company to State continues)
- Continue to Promote and Explore Private Senior Housing Opportunities (no funds, General Fund)
- Enhance Recreational Opportunities in Greenbelt West (Capital Projects and Greenbelt West Fund, including over \$2 Million budgeted for the WMATA Trail construction project, with \$325,000 in State bond bill funding secured)
- Continue Advocacy for State, Federal and grant funding to engineer, design, and construct the Greenbelt Road Streetscape Project (Capital Projects, no funds budgeted at this time).
- Improve the Existing Dog Park (Capital Projects, work will also address continued effort to site a future park and work with the private sector on possible sites).
- Continue to Work with County and Local Groups to Finalize the Neighborhood Conservation Overlay Zone (General Fund funded staff support).

There are several on-going issues that staff will monitor, including Federal priorities and funding, tax payer burden including the County tax differential, sustainability, services for individuals requiring special assistance, and compliance with City policies such as debt and fund balance. Staff continues to monitor federal priorities impacting not only City operations, but also the local economy. COVID-19 has added an additional level of uncertainty regarding Federal funding, priorities, and future availability of grants and subsidies that have supplemented limited city resources to provide services like housing for senior citizens and the disabled, energy and sustainability, family services, public safety, as well as infrastructure. While the City anticipates some level of Federal reimbursement via the County and State, as seen with the relief being distributed to the private sector and individuals, there may be a delay, significant restrictions or changes when time comes to support local governments. The City may not get reimbursed. It is all in flux. FEMA reimbursement of eligible expenses could be at \$.75/per \$1.

To further help reduce taxpayer burden, the City will continue to advocate for adjustment of the County tax differential to better reflect City investment in services, facilities, and equipment. Prince George's County lowers the property tax rate paid by City residents. The lower tax rate paid to Prince George's County and the Maryland-National Capital Park and Planning Commission (M-NCPPC) is called the tax differential. Greenbelt residents pay a lower County tax rate per \$100 as-

sessed valuation and a lower M-NCPPC tax rate than residents living in unincorporated areas of the County. As in past years, a detailed breakdown of the tax rates is in the Analysis and Background section of this document.

Regarding Green Ridge House, the City's agreement with the Federal Housing and Urban Development Department for Green Ridge House was renewed with Green Ridge House designated as a Section 202 property serving seniors. Existing non-senior, disabled tenants have been grandfathered as residents. Significant facility needs continue to be addressed using the enterprise fund's reserves which are dedicated solely to Green Ridge House. For example, recent repairs included elevator work for the 40 year old building managed by Community Realty. On the human scale, grants have been secured to provide some residents with caseworker and home health aide and other related services through the City's GAIL program. Special appreciation is extended to the company for moving an employee into an empty unit to help serve residents during the pandemic.

Regarding environmental sustainability, please note that Greenbelt continues to meet and exceed both State of Maryland and Metropolitan Washington Council of Government's (MWCOC) reduction of greenhouse gas emissions goals. The City continues to actively pursue State grants to support further energy efficiency improvements. The City is on the second vendor for a Solar Farm Purchase Project. Further, the City's electric agreement with its current provider was extended in anticipation that the Solar Farm agreement, when in place and operational with wind credits, will be good for the planet and provide costs savings. The City has also supported State legislation and research to better help position residents and property owners for better utility agreements and rates.

Capital improvements in Greenbelt are funded through four funds: Capital Projects Fund, the Building Capital Reserve Fund, the Community Development Block Grant Fund, and the Greenbelt West Infrastructure Fund. In FY 2021, this primarily reflects the WMATA Connection Trail at about \$2 Million and State Highway User Revenue or Community Development Block Grant funded road repair or replacement. Successful capital projects recently completed or underway in FY 2020 include: completion of the Old Greenbelt Theatre roof repair and HVAC replacement; preparatory work and conservation plan for the upcoming grant funded repair and preservation of the "Mother and Child" and historic bas reliefs; upcoming completion of the State mandated and State low-interest loan funded Greenbelt Lake Dam Repair project; road resurfacing throughout the City (using State Highway User Revenue Funds and Federal Community Development Block Grant Funds respectively); Hanover Parkway Bike Pathway Plan completion and recommendation; Bus Shelter improvements; Cherrywood Lane Green and Complete Street design completion; upcoming resurfacing of tennis courts at Braden Field and Lakecrest Drive; completion of the Gateway Signage Design; securing an engineer to assist with a scope for Lakecrest and American Legion Drive Intersection engineering; and various concrete and sidewalk repairs. Various other on-going planning efforts include work to address the

Bus Stop Safety and Accessibility Plan, the Pedestrian and Bicycle Master Plan, and the Gateway Signage Improvement Plan.

Federal Community Development Block Grant funds have been used to support infrastructure. An application has been submitted for future Community Development Block Grant funding. In addition, future federal funding availability continues to be monitored. CDBG may be an area to support appropriation for additional City or non-profit provided social services, including affordable housing, Post-COVID-19.

The Building Capital Reserve Fund is funded primarily to replace the last portion of the air handler system at the Police Department, about \$190,000; around \$46,000 for security improvements in City facilities; and \$100,000 to address space and facility needs for departments including Greenbelt CARES. This may be impacted by the new operating processes and environment post-COVID-19. The Public Works Department was tasked with completing the RFQ process for architectural services to support space study of existing City facilities and assess future space need and improvements.

The proposed Replacement Fund supports the purchase of vehicles and equipment. It includes the replacement of the City's large bucket truck at \$205,000 and several other vehicles and equipment items for total proposed expenditures of \$448,000. There is an opportunity to defer some/all of these vehicle purchases to address COVID-19 shortfalls. The condition of the fleet, along with the replacement schedule will be monitored and revisited following recovery of the pandemic.

While not a part of the City's Replacement Fund, Council is thanked for previously authorizing the release of funds to the Greenbelt Volunteer Fire Company to expedite the purchase of a new fire engine during FY 2020, a fiscal year earlier than anticipated.

Regarding debt service policy, the City continues to be in compliance. In addition, staff continues to work with the financial advisors and trustees to monitor the TIF. In follow-up to my recommendation last year, I along with the City Treasurer and Assistant City Manager met with financial advisors from Davenport to address long-term sustainable planning for debt, capital, and operational matters. City staff is assessing the feasibility of their refunding proposal. In addition, the City's voter-approved low interest loan for repairs to Greenbelt Lake Dam yielded a lower than anticipated rate of about .4%, generating a savings of about \$20,000 annually.

APPRECIATION

The pandemic response has made government operations and budgeting more challenging. Yet City employees continue to rise to the occasion. Staff crafted a budget initially designed to meet many community and organizational needs, only to be spoiled by a rapidly changing global health crisis and subsequent financial markets drop, unemployment, and government ordered "stay at home" and

business closures. The revised proposed budget reflects deferred priorities yet continued commitment to the community and City employees. Council and the community's consideration during this time are appreciated.

Special thank you to Ms. Laura Allen, City Treasurer, who coordinated budget preparation; Mr. David Moran, Assistant City Manager; Ms. Anne Marie Belton, Executive Associate; Ms. Beverly Palau, Public Information and Communications Coordinator; and department and division directors, supervisors, and employees City-wide. I am proud that 24-hours a day/7 days a week, and during this pandemic especially, City employees have demonstrated courage, compassion, creativity, and dedication. City employees provide safety, assistance, and joy to our neighbors and businesses, often while facing personal challenges at home. I cannot thank you enough for your bravery during this uncertain time. You each bring unique value, skills and experience that cannot be replaced. Working together we will help our community, organization, and each other recover as quickly as possible. I believe in each of you and am committed to you and your family's safety during this global disaster.

Respectfully Submitted,



Nicole C. Ard
City Manager

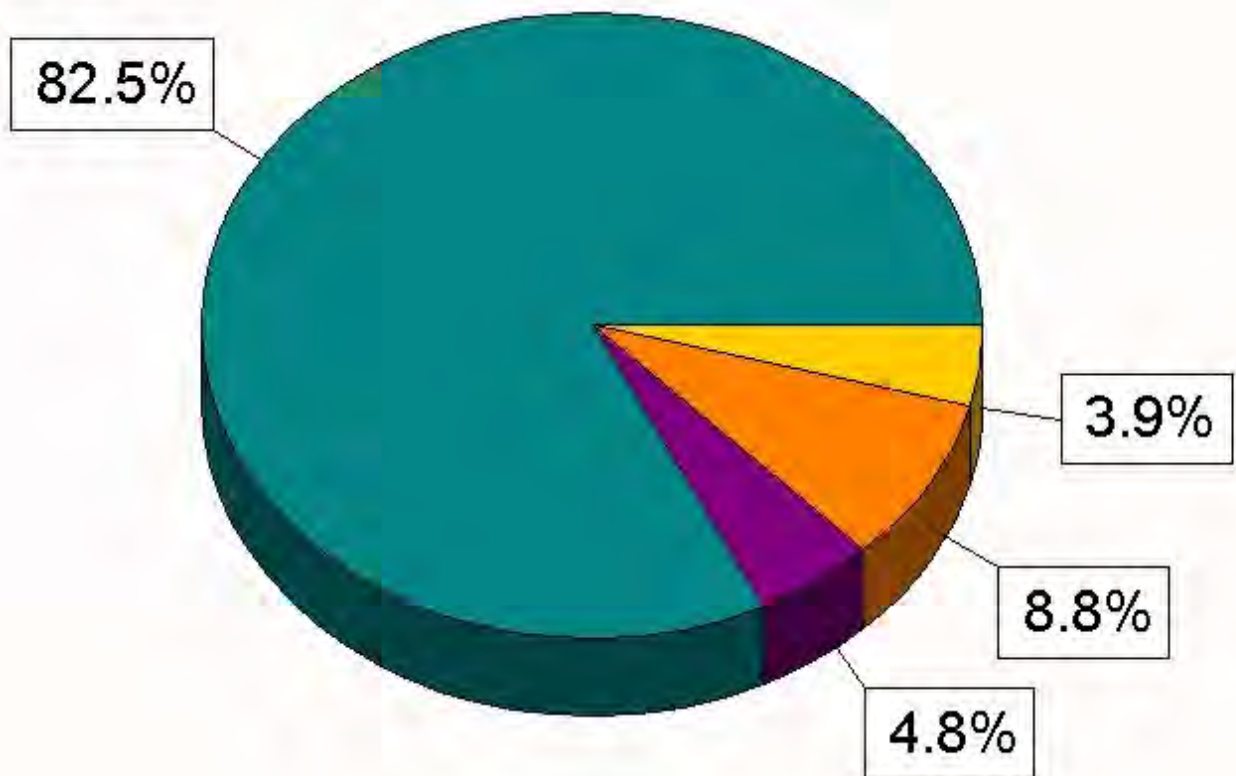
BUDGET AT A GLANCE







- **\$32,925,900 General Fund Expenditure Budget, a \$1,937,800 or 5.9% increase from FY 2020.**
- **Revenues of \$32,981,435, or 5.5% higher than FY 2020.**
- **Residential property assessments are estimated to increase 6.3% and commercial properties are expected to increase 4.8%.**
- **Highway User Revenue budgeted at \$569,900.**
- **36.4% of all General Fund expenditures go to Public Safety.**
- **2% pay adjustment for classified employees plus merit/step increase.**
- **Residential waste collection fee remains the same - \$70 per quarter or \$280 per year.**
- **\$4.4 Million in capital projects proposed, \$2,030,000 for WMATA Connection Trail, \$798,500 for street resurfacing and \$334,900 for roof, window and HVAC replacement at the Youth Center.**
- **At the end of FY 2021, the city's Undesignated and Unreserved fund balance is estimated to be \$5.4 million or 16.4% of Total Expenditures.**

Summary of Budget Expenditures

FY 2021 Proposed Budget



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

Fiscal Years 2018 - 2021

Summary of Budget Revenues

FUND	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
GENERAL FUND	\$28,517,755	\$30,166,197	\$31,173,600	\$31,908,600	\$32,981,035	\$0
SPECIAL REVENUE FUNDS						
Cemetery	\$2,045	\$1,593	\$2,200	\$300	\$2,100	\$0
Debt Service	706,663	814,252	820,200	819,000	1,033,200	0
Replacement	562,148	413,035	382,500	823,000	476,000	0
Special Projects	403,068	408,476	373,500	992,400	368,000	0
TOTAL SPECIAL REVENUE	\$1,673,924	\$1,637,356	\$1,578,400	\$2,634,700	\$1,879,300	\$0
CAPITAL PROJECTS FUNDS						
Building Capital Reserve	\$725,194	\$1,197,902	\$525,000	\$902,500	\$753,000	\$0
Capital Projects	707,671	1,361,889	3,677,900	3,834,100	1,115,500	0
2001 Bond	1,028,670	0	0	0	0	0
Community Development Block Grant	116,250	128,240	140,800	252,100	154,600	0
Greenbelt West Infrastructure	18,243	6,431,299	95,000	91,000	345,000	0
TOTAL CAPITAL PROJECTS	\$2,596,028	\$9,119,330	\$4,438,700	\$5,079,700	\$2,368,100	\$0
ENTERPRISE FUND						
Green Ridge House	\$1,466,597	\$1,430,465	\$1,477,200	\$1,520,100	\$1,516,400	\$0
TOTAL ALL FUNDS	\$34,254,303	\$42,353,348	\$38,667,900	\$41,143,100	\$38,744,835	\$0

Fiscal Years 2018 - 2021

Summary of Budget Expenditures

FUND	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
GENERAL FUND	\$28,147,173	\$29,894,923	\$30,988,100	\$31,259,910	\$32,925,900	\$0
SPECIAL REVENUE FUNDS						
Cemetery	\$0	\$0	\$0	\$0	\$0	\$0
Debt Service	555,146	639,428	1,037,400	1,057,200	1,127,200	0
Replacement	385,750	489,727	300,000	355,900	448,300	0
Special Projects	612,210	415,449	423,300	427,700	341,500	0
TOTAL SPECIAL REVENUE	\$1,553,106	\$1,544,604	\$1,760,700	\$1,840,800	\$1,917,000	\$0
CAPITAL PROJECTS FUNDS						
Building Capital Reserve	\$44,736	\$173,333	\$605,700	\$607,600	\$83,100	\$0
Capital Projects	734,375	895,404	3,642,600	3,649,900	1,264,900	0
2001 Bond	0	0	0	0	0	0
Community Development Block Grant	115,400	128,240	140,800	252,100	154,600	0
Greenbelt West Infrastructure	36,114	5,217,113	1,850,000	219,500	2,030,000	0
TOTAL CAPITAL PROJECTS	\$930,625	\$6,414,090	\$6,239,100	\$4,729,100	\$3,532,600	\$0
ENTERPRISE FUND						
Green Ridge House	\$316,947	\$1,374,307	\$1,501,700	\$1,523,100	\$1,560,400	\$0
TOTAL ALL FUNDS	\$30,947,851	\$39,227,924	\$40,489,600	\$39,352,910	\$39,935,900	\$0



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Greenbelt
Maryland**

For the Fiscal Year Beginning

July 1, 2019

Christopher P. Morrill

Executive Director

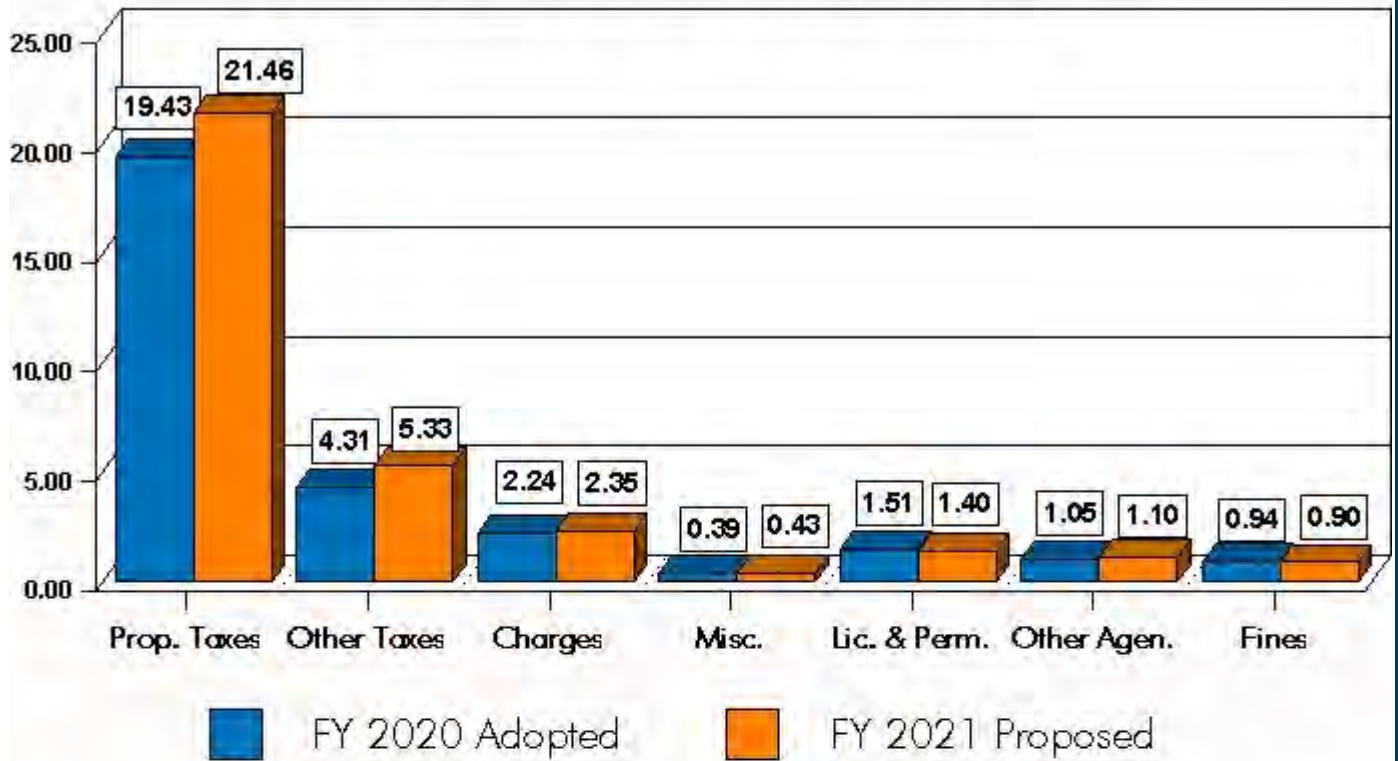
The Government Finance Officers Association of the United States and Canada (GFOA) presented an award of Distinguished Presentation to the City of Greenbelt for its annual budget for the fiscal year beginning July 1, 2019.

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.

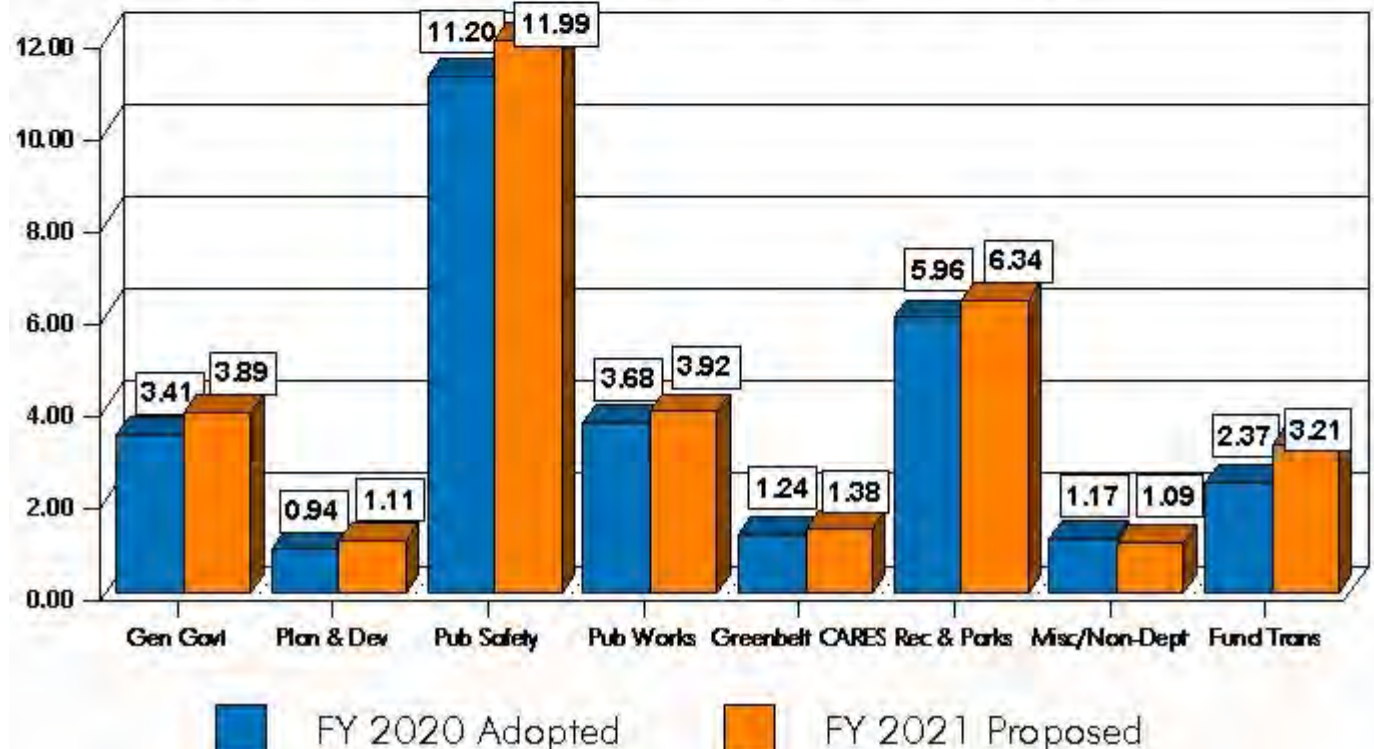
The award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

	FY2018 Actual Trans.	FY2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
FUND BALANCE AS OF JULY 1						
Unassigned	\$4,574,488	\$4,945,069	\$3,092,778	\$4,736,326	\$5,346,758	
Nonspendable & Assigned	231,724	231,724	300,000	711,742	750,000	
TOTAL FUND BALANCE	\$4,806,212	\$5,176,793	\$3,392,778	\$5,448,068	\$6,096,758	\$0
REVENUES						
Real Estate Taxes	\$16,484,748	\$17,635,268	\$18,552,100	\$18,640,100	\$19,589,900	\$0
Personal Property Taxes	1,820,867	1,822,529	1,889,000	1,878,700	1,868,700	0
Other Taxes	4,257,404	4,669,472	4,835,400	5,128,800	5,334,900	0
Licenses and Permits	1,559,799	1,484,562	1,431,300	1,408,600	1,400,000	0
Intergovernmental	1,101,432	1,084,727	1,070,500	1,085,300	1,104,435	0
Charges for Services	2,237,163	2,316,911	2,274,500	2,333,000	2,350,900	0
Fines and Forfeitures	744,639	650,553	652,000	952,500	902,000	0
Interest	78,655	149,028	200,000	180,000	150,000	0
Miscellaneous Revenue	198,047	306,548	223,800	256,600	280,200	0
Interfund Transfers	35,000	46,600	45,000	45,000	0	0
TOTAL REVENUES	\$28,517,755	\$30,166,197	\$31,173,600	\$31,908,600	\$32,981,035	\$0
EXPENDITURES						
General Government	\$2,984,823	\$3,326,068	\$3,588,800	\$3,853,400	\$3,892,900	\$0
Planning and Development	787,973	902,517	1,042,900	829,700	1,113,300	0
Public Safety	10,023,899	10,575,996	11,554,100	10,811,100	11,991,600	0
Public Works	3,366,600	3,682,517	3,842,800	3,725,500	3,922,900	0
Greenbelt CARES	1,131,991	1,249,585	1,276,800	1,172,800	1,376,000	0
Recreation and Parks	5,710,277	5,794,288	6,139,400	5,939,410	6,335,800	0
Miscellaneous	229,273	244,151	279,700	292,200	317,700	0
Non-Departmental	823,668	692,801	766,600	836,800	765,700	0
Fund Transfers	3,088,670	3,427,000	2,497,000	3,799,000	3,210,000	0
TOTAL EXPENDITURES	\$28,147,173	\$29,894,923	\$30,988,100	\$31,259,910	\$32,925,900	\$0
Fund Balance Increase/(Decrease)	\$370,581	\$271,274	\$185,500	\$648,690	\$55,135	\$0
FUND BALANCE AS OF JUNE 30						
Unassigned	\$4,945,069	\$4,736,326	\$3,278,278	\$5,346,758	\$5,401,893	\$0
Nonspendable & Assigned	231,724	711,742	300,000	750,000	750,000	
TOTAL FUND BALANCE	\$5,176,793	\$5,448,068	\$3,578,278	\$6,096,758	\$6,151,893	\$0
% Unassigned Fund Balance to Expenditures for the Year	17.6%	15.8%	11.5%	17.1%	16.4%	
Revenue Increase/(Decrease) as a %	10.29%	5.78%	3.34%	5.78%	3.36%	
Expenditure Increase/(Decrease) as a %	5.98%	6.21%	3.66%	4.57%	5.33%	
Net Cash Flow Growth Rate as a %	4.32%	-0.43%	-0.32%	1.21%	-1.97%	

FY 2020 & FY 2021 REVENUES



FY 2020 & FY 2021 EXPENDITURES



FY 2021 Revenues



FY 2021 Expenditures



GENERAL FUND SUMMARY - REVENUES

Account Classification	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
TAXES						
411000 Real Property						
411100 Real Property	\$17,116,225	\$17,904,120	\$19,117,300	\$19,207,800	\$20,113,600	
411200 Property Abatement	(245,011)	(14,388)	(297,900)	(297,900)	(297,900)	
411210 Real Prop. Abate. Prior Yr.	(183,773)	(554)	(100,000)	(100,000)	(100,000)	
411220 Homestead Tax Credit	(161,720)	(201,969)	(126,500)	(120,100)	(76,100)	
411230 Homeowners Tax Credit	(40,972)	(51,941)	(40,800)	(49,700)	(49,700)	
Total Real Property Taxes	\$16,484,748	\$17,635,268	\$18,552,100	\$18,640,100	\$19,589,900	\$0
412000 Personal Property						
412100 Personal Property - Local	15,507	12,254	16,000	14,000	14,000	
412110 Public Utilities	306,827	331,497	320,000	330,000	330,000	
412120 Ordinary Business Corp.	1,446,057	1,459,460	1,500,000	1,450,000	1,450,000	
412140 Local Prior Year Taxes	377	0	0	0	0	
412150 Utility Prior Year Taxes	3,870	0	0	0	0	
412160 Ordinary Prior Year Taxes	13,476	29,570	20,000	40,000	30,000	
412200 Abatements - Current	(58,363)	(122,804)	(40,000)	(40,000)	(40,000)	
412210 Abatements - Prior Year	(26,766)	(23,766)	(40,000)	(40,000)	(40,000)	
413100 Penalties & Interest	25,167	40,317	20,000	30,000	30,000	
414100 Payment in Lieu	94,716	96,000	93,000	94,700	94,700	
Total Personal Property Taxes	\$1,820,867	\$1,822,529	\$1,889,000	\$1,878,700	\$1,868,700	\$0
421000 Other Taxes						
421100 Income Taxes	2,747,028	3,371,654	3,100,000	3,465,000	3,585,000	
421200 Admiss & Amusements	160,392	138,361	160,000	280,000	280,000	
421300 Hotel/Motel Tax	956,465	722,739	1,025,000	825,000	900,000	
422100 Highway	393,519	436,718	550,400	558,800	569,900	
Total Other Taxes	\$4,257,404	\$4,669,472	\$4,835,400	\$5,128,800	\$5,334,900	\$0
TOTAL TAXES	\$22,563,020	\$24,127,268	\$25,276,500	\$25,647,600	\$26,793,500	\$0
LICENSES & PERMITS						
431000 Street Use						
431100 Street Permits	\$145,384	\$69,845	\$50,000	\$13,000	\$10,000	
431200 Residential Prop. Fees	664,510	663,995	655,300	659,800	659,800	
431300 Bldg. Construction	53,017	53,735	50,000	53,000	53,000	
431400 Commercial Property	210,065	213,156	210,000	210,000	210,000	
431500 Variance/Departure	2,340	0	0	0	0	
431600 Dev. Review Fees	3,000	15,364	0	10,000	10,000	
432000 Business Permits						
432100 Traders	35,770	31,220	33,000	32,000	32,000	
432300 Liquor License	9,223	8,511	9,900	12,700	10,100	
432400 Non-Residential Alarm	33,950	28,550	30,000	30,000	30,000	
433000 Other Licenses & Permits						
433100 Animal	0	0	0	0	0	
433200 Dog Park Fees	75	65	3,050	50	50	
433300 Boats	24	21	50	50	50	
433400 Cable Television	402,441	400,101	390,000	388,000	385,000	
TOTAL	\$1,559,799	\$1,484,562	\$1,431,300	\$1,408,600	\$1,400,000	\$0

Account Classification	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
REVENUE FROM OTHER AGENCIES						
441000 Grants from Federal Gov't						
441105 HIDTA	\$6,845	\$5,177	\$8,000	\$8,000	\$8,000	
441114 Service Coordinator	97,502	75,724	59,000	59,000	78,135	
441115 FEMA Reimbursement	0	0	0	0	0	
441199 One Time Grants	3,428	0	0	0	0	
442000 Grants from State Gov't						
442101 Police Protection	455,500	445,669	450,000	445,000	445,000	
442102 Youth Services Bureau	65,008	65,008	65,000	65,000	65,000	
442118 Maryland State Arts	37,263	39,339	44,700	44,700	44,700	
442199 Traffic Safety (SHA)	22,297	38,222	35,200	35,000	35,000	
443000 Grants from County Gov't						
443102 Youth Services Bureau	30,000	30,000	30,000	50,000	50,000	
443106 Landfill Disposal Rebate	57,652	57,652	57,700	57,700	57,700	
443107 Code Enforcement	6,500	6,500	6,500	6,500	6,500	
443110 Financial Corporation	437	437	400	400	400	
443127 School Resource Officer	80,000	80,000	80,000	80,000	80,000	
443128 M-NCPPC	234,000	234,000	234,000	234,000	234,000	
443199 One Time Grants	5,000	7,000	0	0	0	
TOTAL	<u>\$1,101,432</u>	<u>\$1,084,727</u>	<u>\$1,070,500</u>	<u>\$1,085,300</u>	<u>\$1,104,435</u>	<u>\$0</u>
SERVICE CHARGES FOR SERVICES						
451000 Sanitation & Waste Removal						
451100 Waste Collection & Disposal	\$674,788	\$676,867	\$679,000	\$679,000	\$679,000	
451200 Recycling Fee	7,137	7,504	7,200	7,200	7,200	
452000 - 457000 Recreation						
452101 Therapeutic Recreation	18,884	15,427	13,000	14,000	14,000	
452102 Park Permits	5,355	7,915	6,000	3,000	6,000	
452103 Tennis Courts Lighting	3,913	5,558	6,000	6,000	6,000	
452105 Recreation Concessions	3,048	2,624	3,000	2,800	3,000	
452199 Miscellaneous	2,734	3,874	4,000	2,500	3,000	
452200 Recreation Centers	27,637	22,838	23,000	19,500	20,000	
453000 Aquatic and Fitness Center	569,601	605,979	586,000	581,000	594,500	
454000 Community Center	215,294	215,353	190,900	207,900	207,900	
455000 Greenbelt's Kids	529,930	555,495	562,000	595,000	595,000	
456000 Fitness & Leisure	64,397	67,085	69,000	80,000	80,000	
457000 Arts	98,809	116,789	111,900	123,900	123,900	
458000 Other Charges/Fees						
458101 GED Co-pay	1,710	1,440	1,500	1,300	1,500	
458103 Bus Fares	7,577	7,414	7,500	7,400	7,400	
458104 Univ. of MD Bus Pass	760	550	0	0	0	
458202 Pet Adoption	5,590	4,200	4,500	2,500	2,500	
TOTAL	<u>\$2,237,163</u>	<u>\$2,316,911</u>	<u>\$2,274,500</u>	<u>\$2,333,000</u>	<u>\$2,350,900</u>	<u>\$0</u>

Account Classification	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
FINES & FORFEITURES						
460101 Parking Citations	\$93,357	\$71,139	\$75,000	\$75,000	\$75,000	
460102 Citation Late Fees	9,805	4,950	5,000	5,500	5,000	
460103 Impound Fees	5,925	5,200	5,000	6,000	6,000	
460121 Municipal Infractions	12,240	11,665	12,000	12,000	12,000	
460122 False Alarm Fees	7,750	3,075	5,000	4,000	4,000	
460201 Red Light Camera Fines	155,835	133,760	110,000	500,000	450,000	
460301 Speed Camera Fines	459,727	420,763	440,000	350,000	350,000	
TOTAL	<u>\$744,639</u>	<u>\$650,553</u>	<u>\$652,000</u>	<u>\$952,500</u>	<u>\$902,000</u>	<u>\$0</u>
470000 Interest & Dividends	\$78,655	\$149,028	\$200,000	\$180,000	\$150,000	
MISCELLANEOUS REVENUES						
480101 Rents & Concessions	\$580	\$510	\$500	\$500	\$500	
480200 Sale of Recyclable Material	5,580	5,791	5,500	5,000	5,000	
480301 Other	20,182	31,059	20,000	25,000	25,000	
480302 Purchase Card Rebates	4,588	5,248	5,000	5,000	5,000	
480303 EV Charging Station	0	720	0	1,000	1,000	
480402 Animal Control Contr.	365	1,088	500	500	1,500	
480403 Franklin Park Partnership	64,163	69,996	70,000	70,000	70,000	
480404 Four Cities Street Cleaning	64,273	94,695	84,600	86,900	86,800	
480405 IWIF Reimbursement	10,616	69,740	10,000	10,000	10,000	
480406 GRH Service Coordinator	27,700	27,700	27,700	27,700	27,700	
480407 GRH Mental Wellness				25,000	25,000	
480501 Museum Admission Fees					1,000	
480502 Museum Gift Shop Sales					6,000	
480503 Museum Walking Tours					2,700	
480504 Museum FOGM Transfer					13,000	
TOTAL	<u>\$198,047</u>	<u>\$306,548</u>	<u>\$223,800</u>	<u>\$256,600</u>	<u>\$280,200</u>	<u>\$0</u>
INTERFUND TRANSFERS						
490101 From Special Projects Fund	\$35,000	\$46,600	\$45,000	\$45,000	\$0	
TOTAL	<u>\$35,000</u>	<u>\$46,600</u>	<u>\$45,000</u>	<u>\$45,000</u>	<u>\$0</u>	<u>\$0</u>
TOTAL GENERAL FUND REVENUES	\$28,517,755	\$30,166,197	\$31,173,600	\$31,908,600	\$32,981,035	\$0

REAL PROPERTY	Date of Finality	Actual and Estimated FY 2020		Proposed FY 2021	
		Assessment	Adopted Rate \$0.8275	Assessment	Proposed Rate \$0.8275
Full Year	January 1	\$2,307,612,000	\$19,095,500	\$2,428,013,143	\$20,091,800
3/4 Year Additions	April 1	15,212,890	94,400	2,250,000	14,000
1/2 Year Additions	July 1	3,943,202	16,300	1,500,000	6,200
1/4 Year Additions	October 1	750,000	1,600	750,000	1,600
Homestead Credit		(14,512,700)	(120,100)	(9,200,000)	(76,100)
Homeowners Credit		(6,000,000)	(49,700)	(6,000,000)	(49,700)
Abatements - Real Property		(36,000,000)	(297,900)	(36,000,000)	(297,900)
Total		\$2,271,005,392	\$18,740,100	\$2,381,313,143	\$19,689,900
PERSONAL PROPERTY	Date of Finality	Actual and Estimated FY 2020		Proposed FY 2021	
		Assessment	Revenue Rate \$1.7225	Assessment	Proposed Rate \$1.7225
Locally Assessed	January 1	\$811,600	\$14,000	\$811,600	\$14,000
Public Utilities	January 1	18,550,700	320,000	18,550,700	320,000
Business Corporations	January 1	84,058,000	1,450,000	84,058,000	1,450,000
Abatements - Personal Property	January 1	(2,318,800)	(40,000)	(2,318,800)	(40,000)
Total		\$101,101,500	\$1,744,000	\$101,101,500	\$1,744,000
Total Assessable Base/Property Taxes					
One cent (1¢) on the Real Property Tax Rate Yields			\$230,600		\$237,900
One cent (1¢) on the Personal Property Tax Rate Yields			\$10,100		\$10,100
Total Yield for One cent (1¢) on the Real & Personal Property Tax Rates			\$240,700		\$248,000
Note: Prior to FY 2001, real property was assessed at 40% of actual value. This accounts for the difference in tax rates between real and personal property.					

In this section, revenue sources in the General Fund are explained with comparisons between previous years' actual receipts, the original budget, an estimate for the current year, and the proposed revenue for the new fiscal year. The City's Fund Balance is also discussed. Revenues are budgeted on a modified accrual basis which means they are recorded when revenues are measurable and available to spend. The major categories of revenue are: 1) Real Property Tax, 2) Ordinary Business Corporations (Corporate Personal Property Tax), 3) State Shared Taxes, 4) Licenses and Permits, 5) Revenue from Other Agencies, 6) Service Charges, 7) Fines and Forfeitures and 8) Miscellaneous.

IMPACT OF COVID-19

On March 5, 2020, Governor Larry Hogan issued a Declaration of State of Emergency and Existence of Catastrophic Health Emergency – COVID-19. The City of Greenbelt assessed the situation and restricted public access to most city facilities and canceled programs to ensure the health and safety of its citizens and employees. Governor Hogan subsequently issued a series of orders resulting in the closure of non-essential businesses and a requirement for non-essential employees to stay home.

The impact of COVID-19 on the city's financial health is unknown at this time largely because there is no clear end in sight to the social distancing requirements and business closures.

Forecasts are particularly challenging when so much is unknown. Specifically,

- The virus's properties are not fully understood and could change.
- The role of asymptomatic patients is not fully understood.
- The true rates of infection and immunity are uncertain.
- Policy responses will be uneven, often delayed and there will be missteps.
- The reactions of firms and households are uncertain.

Forecasts in this environment will likely be inaccurate. For example, consensus estimates for initial unemployment claims in the United States were around 1.6 million at the end of March 2020, but the figure came in at 3.28 million – an historically unprecedented figure, about five times greater than the largest weekly increase in the global financial crisis. The intensity of the shock will be determined by the underlying virus properties, policy responses as well as consumer and corporate behavior in the face of adversity.¹

¹ Understanding the Economic Shock of Coronavirus, Carlsson-Szlezak, Reeves and Swartz, Harvard Business Review, March 27, 2020.

Preliminary estimates of the revenue loss to the City of Greenbelt range from \$2.6 million to \$3.6 million assuming the social distancing requirements end in June and many businesses reopen. These revenue reductions are expected to affect the last four months of FY 2020 and the first quarter of FY 2021. This range of potential revenue loss will increase if the business closure and stay at home requirements extend beyond June 30, 2020.

The numbers in the FY 2021 Proposed Budget were finalized as the COVID-19 outbreak hit the United States. These numbers will be adjusted during the budget process as the actual impacts on the City's financial position become more apparent and the Council provides policy guidance to the City Manager regarding which adjustments they would like staff to make as we continue to serve the Greenbelt community during the crisis. Expenditure reductions the City has considered in the past when faced with financial challenges include:

- Defer capital projects
- Continue vacation positions/selective hiring freeze
- Draw down on General Fund Reserves
- Eliminate non-essential training
- Defer employee raises and cost of living adjustments (COLAs)
- Delay the implementation of new initiatives (e.g. Employee Compensation Study)

FUND BALANCE

Fund Balance represents the accumulated total of revenues over expenditures since the beginning of the government in June 1937. The City's current fund balance guideline is to maintain a minimum balance equal to 10% of General Fund expenditures.

FUND BALANCE GOAL/GUIDELINE

In the short term, it is prudent to maintain reserves should the City experience a revenue shortfall or an emergency major operating expenditure. The current goal for the fund balance of the General Fund is to maintain a 10% ratio of fund balance to current year expenditures. Even when adhered to, the current guideline is not sophisticated enough to ensure long-term financial stability.

Prudent financial management requires a fund balance goal be stated in a manner that gives clear direction in order to maintain financial stability throughout trying economic times. Therefore, the fund balance of the General Fund should increase at the same pace as expenditures each fiscal year during economic expansions. Going forward, the goal should be to increase the fund balance during expanding economies so that a minimum balance of 10% of current year expenditures is achievable at the end of the next recession.

The fund balances for other funds are currently at a level necessary to meet the needs of the immediately succeeding fiscal year. However, current fund balances of capital funds, expected transfers in, and other revenues are not sufficient to fund all of the City's needs. The City recognizes that the fund balances of these other funds, particularly the Capital Projects Fund, must be sufficient to support near and long-term infrastructure projects, e.g. road reconstruction, building renovations, etc. If this goal is not met, the "pay as you go" approach cannot be achieved. There have been significant increases to the transfers from the General Fund to the Capital Projects Fund in recent fiscal years. As a result, the outlook for achieving adequate funding for much needed infrastructure projects has improved.

The fund balance has three parts. An unassigned balance is held without a specific purpose. These "reserves" are necessary to fund unexpected expenditures or revenue shortfalls that could occur. The other two designations for fund balance (non-spendable and assigned) are designated for specific initiatives.

The unassigned fund balance of the General Fund is projected to be 17.1% at the end of FY 2020. The unassigned fund balance is expected to decline by 0.7% in FY 2021, to 16.4%. As annual budgets increase, the fund balance must increase as well or it will decline as a percent of fund balance. Therefore, fund balance "in dollars" must increase over time or the result will be a decline in the financial health of the City.

The General Fund Summary sheet (page 1) shows the allocation of monies that have been designated for a specific use within the City's total fund balance. This portion of fund balance complements the remaining funds which are undesignated and unreserved. Examples of designated fund balance include funds set aside for inventories and encumbrances for obligations initiated in a prior fiscal year that is not payable until the subsequent fiscal year. These funds must be used for the designated purpose.

REVENUE ISSUES & FORECASTS

During periods of healthy revenue growth, governments must prepare for the next economic downturn. This is especially true for municipal governments as many of their revenue sources are dictated, controlled, and/or influenced by the larger governmental entities in which they are located. Fiscal year 2021 will be the fourth consecutive year in which revenues are projected to increase over the previous fiscal year albeit at a lower pace.

The City must increase its reserves in the funds that pay for infrastructure obligations. The objective in taking this "long view" is to be prepared for the inevitable economic downturn whenever it may

occur because infrastructure is one of the first areas to be cut during periods of declining revenue. Therefore, all efforts to increase capital project funding during good times is money well saved for the lean fiscal years surely to come.

Real estate revenue is the City's largest source of income. In the FY 2021 Proposed Budget, net real estate revenue (revenue less abatements and other reductions) accounts for 59.4% of total General Fund revenue. This is approximately 2.1% lower than the high point of 61.5% in FY 2010. It should be noted that in FY 1989, real estate revenue was only 48.5% of total General Fund revenue. The trend to a higher reliance on real estate revenue could place the City in a more vulnerable position fiscally when the next recession occurs. A diversified revenue stream is the best defense against a slowing economy.

Greenbelt increased its real property tax rate for FY 2020 for three primary reasons. First, residents approved a referendum in November 2017 to borrow up to \$2.5 million to implement federally mandated improvements to the Greenbelt Lake Dam. In the referendum literature, residents were informed that a tax rate increase of \$0.0075 may be required to support the new borrowing. In FY 2019, the city was able to obtain approval for a low-interest loan from the State of Maryland Department of Natural Resources (DNR) enabling the project to proceed. Second, City services continued to expand putting pressure on city resources. By FY 2020, city staffing increased by 16.3 full-time equivalent (FTE) positions since the last property tax rate increase in FY 2014. Third, the City adopted Prince George's County's minimum wage law in 2014 which was more generous than the law adopted by the State of Maryland. The result was a 35% or \$400,000 increase in wages to part-time employees over a four year period. Because this series of increases in the minimum wage were substantial, the City was not able to "pass along" all of the increased costs to users. Legislation enacted by the Maryland General Assembly during FY 2020 requires employers, including municipal governments, to pay phased-in higher minimum wages capping out at \$15.00 per hour in 2025 for employers with 15 or more employees, and in 2026 for employers with fewer than 15 employees.

REAL PROPERTY

The latest real estate assessment valuation for Greenbelt was completed in calendar year 2019 and set the baseline for assessed values for fiscal years 2020, 2021 and 2022. Therefore, FY 2020 was the first year of the next triennial assessment period ending in FY 2022. The City relies upon information from the State Department of Assessment and Taxation (SDAT) local office in Upper Marlboro to estimate the market value of real estate property in Greenbelt. The City of Greenbelt's real property consists of three types: individual homeowners (consisting of single family homes, townhomes and condominiums), apartment rental property and commercial business property. Residential homeowner property (56%) combined with apartments (21%) account for 77% of total assessed value in Greenbelt. Commercial property accounts for the remaining 23% of assessed value currently, down

from 36% of total value in FY 2012. While FY 2021 assessments for commercial properties are 23% lower than their peak in 2012, data from SDAT, indicates FY 2021 will be the first year that assessments for commercial properties have increased in the time period.

Total assessed real property values increased to \$2.29 billion in FY 2020 and to \$2.42 billion in FY 2021. During the past 10 years, real property values peaked in FY 2011 at \$2.24 billion before the city felt the impact of the 2008 Recession. In FY 2014, the value of real property in Greenbelt declined to \$1.78 billion, a decrease of 20.5%. From peak to trough and back again required nine fiscal years. Residential property assessments are projected to increase 6.3% in FY 2021 while commercial properties are expected to increase 4.8%.

The City estimates real property abatements of \$297,900 in FY 2020 and \$100,000 for prior year abatements. Using information provided by SDAT via the Constant Yield Tax Rate Certification Report as a point of reference, staff estimates abatements to continue at \$297,900 in FY 2021 and \$100,000 for all prior years (FY 2020 and earlier).

Assessment increases are limited to 10% per year. This limit to a homeowner's assessment is called the "Homestead Property Tax Credit." It is estimated that these reductions will result in credits of \$120,100 in FY 2020 and \$76,100 in FY 2021. The State of Maryland has a second tax credit based upon a homeowner's income that limits the amount of property taxes owed. The City has "piggybacked" on this credit for homeowners in Greenbelt who qualify for the State credit. This additional credit is limited to 25% of the amount of the State credit. It is estimated that this credit will be \$49,700 in FY 2020 and FY 2021 .

PERSONAL PROPERTY

This designation contains three types of personal property: (1) Locally Assessed, (2) Public Utility and (3) Ordinary Business Corporation. The Personal Property Tax (PPT) is an ad valorem tax levied annually on all stock in a business, which includes furniture, equipment and inventory. Locally Assessed Personal Property Tax comes from unincorporated operations (e.g. sole proprietorships and partnerships). The Public Utility portion is a tax paid by public utilities on the value of stock and materials (e.g. poles and substations) owned by electric, communication and water companies located in Greenbelt. The Ordinary Business Corporation portion is paid by corporations doing business in Greenbelt. All companies owning business personal property and operating in Greenbelt are assessed as of January 1st in the subsequent fiscal year.

Corporate personal property tax revenue exceeded \$1.8 million in fiscal years 2005, 2006 and 2007. The recession and better inventory controls are cited as the primary reasons for the decline of this revenue source. Revenue was \$1.45 million in FY 2017, a 5.2% decline from a year earlier. This revenue source came in at \$1.44 million in FY 2018 and bounced up to \$1.46 million in FY 2019. It is estimated that revenue for corporate personal property taxes decrease slightly to \$1.45 million in FY 2020 and in FY 2021.

The two largest utilities, Pepco and Verizon, account for approximately 70% of personal property taxes from utility companies annually. Largely due to a 6.8% increase to the Pepco assessment, Utility Personal Property Taxes ended FY 2019 8% higher than in FY 2018. The FY 2020 adopted budget for personal property tax for utilities has been reduced to \$320,000 to reflect the usual revenue decline following a substantial investment by a utility company to their infrastructure due to depreciating the new assets in the subsequent year. However, the FY 2020 trend indicates this revenue source should come in at \$330,000 by the end of the year. The FY 2021 proposed budget assumes the same amount.

STATE SHARED TAXES

Income Tax – The City receives four estimated income tax payments from the State each fiscal year. These payments represent the State’s best estimate of the income tax monies due to the City. In addition, the City receives five residual payments. These payments are the result of income tax payers receiving additional time to file their returns after the April 15th deadline. The ratio of estimated to residual payments is approximately 3 to 1.

The average growth rate for income tax since 1990 has been 3.15%. After growing an average of 6.95% annually from FY 2014 to FY 2017, income tax receipts declined from \$2,896,261 in FY 2017 to \$2,747,028 in FY 2018, or 5.43%. The decline was entirely due to a reduction in the residual income payments of \$170,191. This trend reversed in FY 2019, when income taxes increased to \$3.4 million or by approximately 23%. This revenue category is expected to rise slightly to \$3.5 million in FY 2020 and \$3.6 million in FY 2021 or by approximately 3% in each of those fiscal years.

OTHER LOCAL TAXES

Admissions and Amusement (A&A) Taxes are levied on the gross receipts of a variety of entertainment and amusement activities. The City taxes gross receipts from these activities at the maximum rate of 10%. Approximately 75% of this revenue is derived from the admissions to movie theaters. Renovations to local theaters resulted in a 75% projected increase in revenue in FY 2020 from \$160,000 to \$280,000. A&A Taxes are expected to remain at \$280,000 for FY 2021.

Hotel/Motel Taxes are levied upon the room rates charged to visitors staying at Greenbelt’s six hotels. Revenues are not expected to meet budgeted expectations due to renovations at two hotels during FY 2020. The decrease is expected to be short-term. The FY 2020 and FY 2021 Hotel/Motel Taxes are estimated at \$825,000 and \$900,000 respectively.

The State Highway Administration (SHA) abandoned a long-standing formula in fiscal year 2008, when addressing its response to the Great Recession, to share **Highway User Revenue** with municipalities and counties. It was replaced with a slimmed down version and supplemented with annual

allotments submitted by the Governor and approved annually by the Maryland Assembly. In FY 2020, the State re-established a formula to share these revenues equitably. This revenue must be expended for the construction, reconstruction and/or maintenance of roads or streets.

Actual receipts, including the one-time monies for FY 2017 and FY 2018, were \$370,421 and \$393,519 respectively. The FY 2019 amount slightly exceeded the budget at \$436,718. For FY 2020, the city expects to receive slightly more than the budgeted amount or \$558,800. The upward trend continues in FY 2021. The State Highway Administration projects the city's FY 2021 revenue at \$569,900.

LICENSES AND PERMITS

Street Permit revenue represents fees paid by property owners to the City whenever improvements are made to the public right-of-way. The majority of these fees are paid by property developers within the City. Receipts from street permits are based upon the value of the improvement to the property.

Residential and Commercial Property Fees support the City's code enforcement program. The residential rental license fee was last increased in FY 2012, from \$100 to \$110. The increase kept the City's fees in line with the fees charged by other area jurisdictions. Apartment rental licenses comprise the largest portion of these fees. Rental fees from individual owners comprise approximately 15% of these revenues. Commercial entities located in Greenbelt must have a City license. The license fee is set in three tiers determined by the space occupied by the business. This fee was last increased in FY 2012. These fees have been very stable for many years. It is estimated at \$210,000 in FY 2020 and FY 2021.

The City receives **Cable Television Franchise Fees** from cable TV operators that provide service to Greenbelt residents and businesses. The fee is based on 5% of annual gross subscriber revenues during the period of the franchise operation. The City granted a 15 year franchise to Comcast in 1999 which expired in 2014. That agreement continues to be in effect until the negotiations to renew the contract are complete. The City granted a second franchise agreement to Verizon which provides competition for residents and businesses. Cable is no longer the only choice for families seeking home entertainment. Competition from other mediums, e.g. Netflix, Hulu, Amazon, Apple TV, etc. have given families other entertainment options. Therefore, it is expected that cable franchise fees will decline slowly over time. Revenue from cable franchise fee peaked in FY 2017 and has trended lower for six consecutive quarters. Therefore, revenue estimates for FY 2020 and FY 2021 are \$388,000 and \$385,000, respectively.

REVENUE FROM OTHER AGENCIES

State Aid for Police Protection (SAPP) is allocated to counties and municipalities that have annual expenditures for police protection of at least \$5,000 and employ at least one qualified full-time police officer. The State abandoned its long standing formula to allocate aid for police protection in favor of a flat dollar grant to local police agencies in FY 2011. Greenbelt's share of this grant for FY 2019 was \$446,000, a decline from FY 2018 (2%). This grant is based on proportional expenditures state-wide. The City's FY 2020 SAPP revenue is estimated to be slightly less than budgeted at \$445,000. Revenues for FY 2021 are projected to be the same.

Landfill Disposal Rebate - The County accepts solid waste from municipalities as well as private contractors. Municipalities receive a rebate of collected landfill fees. This rebate has been \$57,700 since 1996 .

SERVICE CHARGES

The City charges a **Refuse Collection and Recycling** fee to all participating neighborhoods in Greenbelt. It should be noted that approximately 83% of the City's cost to provide refuse and recycling service is fixed. Salaries, benefits, equipment maintenance, insurance, etc. do not vary as a result of new or lost customers.

The two variable costs are the tipping fee for refuse and the recycling fee. The City increased its refuse collection fee by \$3 per quarter, or 4.5%, to \$70 in FY 2017 to cover the cost of using the County's Recycling Facility. It was the first increase since FY 2011. No increases to refuse and recycling fees are proposed in FY 2021.

The City's **Recreation Department** charges user fees for many of its programs. These user fees can be susceptible to economic pressures because of their discretionary nature. The Department is proposing fee increases for certain programs. In FY 2021, fee based recreation revenues are estimated to be \$1,653,000, an increase of 0.5% from a year ago.

The Maryland National Capital Park and Planning Commission (M-NCPPC) increased their minimum wage in May 2018 for lifeguards to \$15 per hour, or \$3.50 higher than the starting pay for lifeguards at the Aquatic & Fitness Center. Greenbelt responded with wage increases as well, but did not match the M-NCPPC wage increase. Recreation program fees cannot be increased to fully offset the accelerating increases of minimum wages in nearby jurisdictions. Therefore, other City revenues, specifically real estate taxes, will continue to be required to balance recreation programming.

Greenbelt Aquatic and Fitness Center (GAFC) – The GAFC opened for business in September 1991. The facility remains open 365 days a year. User fees for the City's fitness center and swimming pools are accounted for here. Nowhere in the budget (except for possibly Greenbelt's Kids) is the effect of increasing the minimum wage felt more deeply than in this budget. Staff is recommending a 3% fee

increase for all passes and a 25 cent increase for all daily admissions. GAFC revenues are projected to be \$581,000 and \$595,000 in FY 2020 and FY 2021, respectively.

Community Center fee based revenue supports approximately 20% of the cost to operate the facility. Rental fees for the gym, dance studio, multipurpose room and meeting rooms were last increased in FY 2013. Tenant rents are tied to the Consumer Price Index (CPI). Tenant leases expire throughout the fiscal year and are adjusted accordingly. Staff is proposing a 10% increase in hourly room rental rates for FY 2021. Revenue for the Community Center is expected to be \$208,000 in FY 2020 and FY 2021.

The **Greenbelt's Kids** budget accounts for all revenues generated by programming focused toward children in Greenbelt. This includes spring and summer camps, after school programs and miscellaneous classes. Camp fees account for approximately four-fifths of Greenbelt's Kids revenue.

The Recreation Department's long-standing goal for Greenbelt's Kids revenue to achieve a ratio of revenues to expenditures of 125% is no longer possible. The reliance on part-time staff to run youth programming (e.g. summer camps) and the effect of minimum wage increases over the past four fiscal years has created the fiscal reality that revenues will at best cover operating expenditures on a one for one basis.

FINES AND FORFEITURES

This category is comprised of the fines for parking violations, impound fees, false fire alarm fines and municipal infractions. The fine for Parking Tickets was last increased from \$25 to \$40 in FY 2006. Parking enforcement expected revenue is estimated at \$75,000 for FY 2020 and FY 2021, respectively.

The City initiated its **Red Light Camera Program** in FY 2002. This program was designed to reduce the number of traffic signal violations and increase traffic safety within Greenbelt. During FY 2020, revenue in this program was coming in lower than expected. After reviewing the detailed receipts it was determined the vendor had not transferred monies due to Greenbelt. The city received a large one-time allocation which was placed in the Special Projects Fund to pay for a one-time project. Revenue in this category is expected to be \$450,000 in FY 2021.

The City's **Speed Camera Program** began in November 2012. Because these cameras must be within one-half mile of a school, many of the cameras are in residential sections of the City. Revenue from speed cameras declined several years after peaking in the second year of the program. However, in recent fiscal years, the revenue has been relatively stable. Revenues for FY 2020 and FY 2021 are estimated at \$350,000.

MISCELLANEOUS

The City invests most of its available monies in the Maryland Local Government Investment Pool (MLGIP). Rates at MLGIP rise and fall in line with the actions of the Federal Reserve Board (FRB). Prior to FY 2017, the interest rate was near zero. The FRB made its first quarter percent interest rate increase since the “Great Recession” in 2015. Since then, there was one rate increase in 2016, two more in 2017 and four one-quarter percent increases in calendar year 2018. In July 2019, the FRB reduced its rate by 0.25 percent, lowering the federal funds rate to a range of 2 percent to 2.25 percent. As a result, it is proposed to set the interest revenue budget at \$150,000 for FY 2021.

Partnerships - The City has two active partnerships that provide additional services to the residents of Greenbelt. The first is a public private partnership to provide additional police support at the **Franklin Park Apartments**. In FY 2021, it is proposed to maintain this agreement at \$70,000.

The second partnership provides street cleaning services to residents of Greenbelt, Berwyn Heights, College Park and New Carrollton (a.k.a. Four Cities). Expenditures account for the related expenditures are shown in the Public Works budget. It is estimated that the share of expenditures from Greenbelt’s partners in the Four Cities will be \$86,800 in FY 2021.

SUMMARY OF CHANGES TO GENERAL FUND EXPENDITURE LINE ITEMS

FY 21

This section will explain changes that are common to many of the City's operating budgets. The information is consolidated here for your convenience.

Lines 01 through 16 and 23 through 25- Salaries: Cost of living adjustments (COLA) of 2% for all classified employees are integrated into salary line items beginning on July 1. Merit pay is calculated at 3% on each individual employee's anniversary date which occurs throughout the fiscal year.

Lines 19 through 22 and 26: These line items account for part-time employee salaries. These line items show the variable personnel cost to provide many recreational services. Since FY 2015, part-time salaries have risen more than \$400,000, or 55%, which is in line with the increase of the minimum wage from \$7.25 to \$11.50 per hour. It is believed that user revenue offsets to these wage increases would have made recreational programming unaffordable for many families.

Line 28 - Benefits: Health insurance premiums have not yet been set for FY 2021. However, a 10% increase is projected at this time for FY 2021.

Line 33 - Insurance: The City places its insurance needs with the Local Government Insurance Trust (LGIT) and Key Risk Insurance. LGIT provides the City with all lines of insurance except for workers' compensation.

Line 39 - Utilities: Estimated expenditures for all utilities are reflected in this line including natural gas, electricity, water and heating oil (used to heat the greenhouse at Public Works).

Line 50 - Motor Equipment Maintenance: The cost of motor vehicle fuel (gasoline and diesel) is the most difficult commodity to project a year or more into the future. That said, a good faith effort to estimate this commodity must be attempted. City vehicles require approximately 100,000 gallons of fuel annually. Therefore, a one cent increase or decrease in the average price of motor vehicle fuel will cost or save the City approximately \$1,000. It should be noted that because of bulk purchasing, the City pays approximately 30 cents per gallon less than the prices at local Greenbelt gas stations.

GENERAL FUND SUMMARY - EXPENDITURES

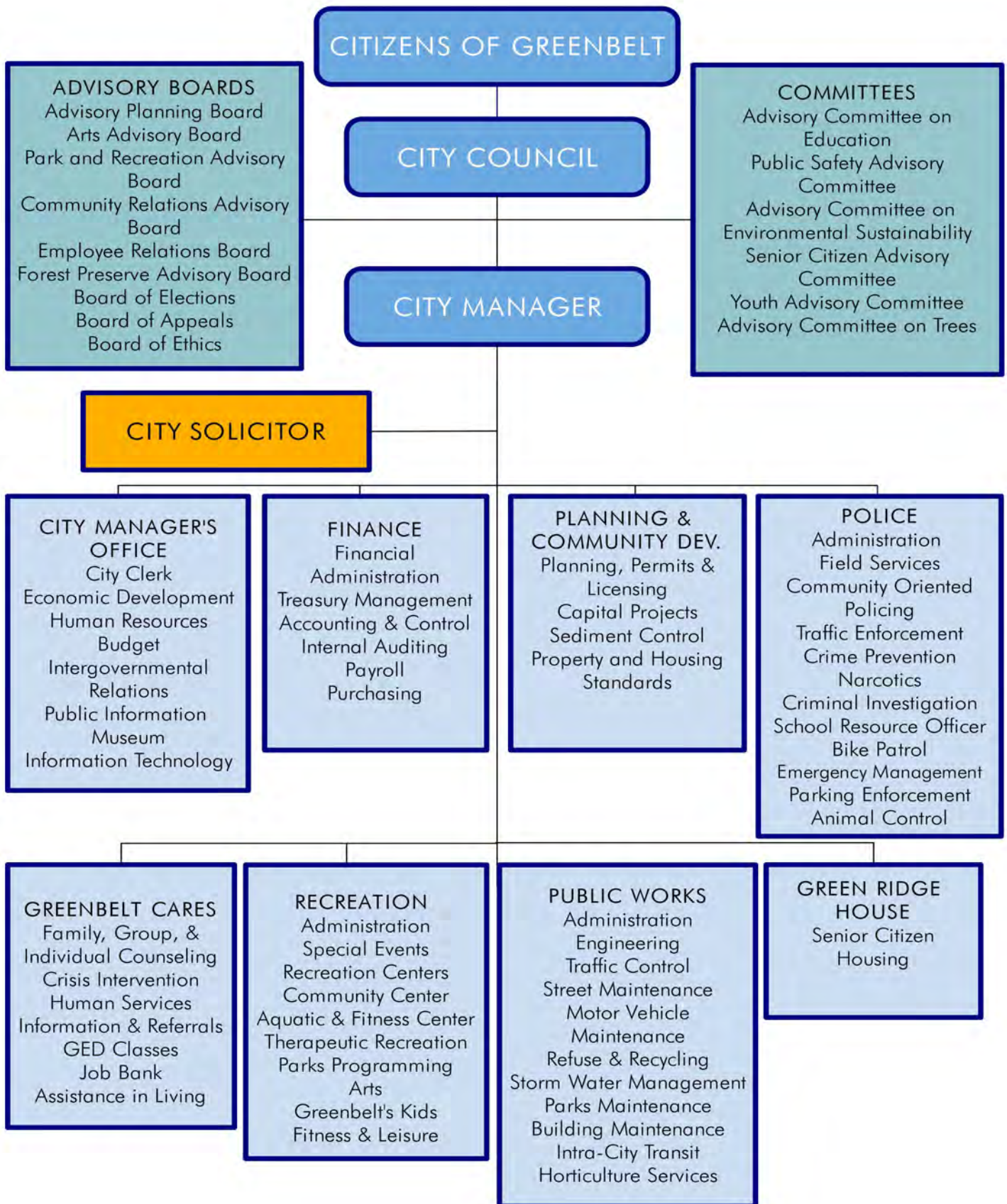
	FY2018 Actual Trans.	FY2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
GENERAL GOVERNMENT						
110 City Council						
Personnel Expenses	\$96,167	\$100,217	\$104,300	\$103,500	\$106,900	\$0
Other Operating Expenses	47,513	47,340	43,900	45,500	50,700	0
Total	\$143,680	\$147,557	\$148,200	\$149,000	\$157,600	\$0
120 Administration						
Personnel Expenses	\$640,826	\$748,934	\$724,200	\$727,000	\$773,700	\$0
Other Operating Expenses	52,127	64,615	57,400	59,600	59,400	0
Total	\$692,953	\$813,549	\$781,600	\$786,600	\$833,100	\$0
125 Economic Development						
Personnel Expenses	\$0	\$0	\$104,200	\$103,700	\$109,700	\$0
Other Operating Expenses	0	0	21,700	19,800	20,800	0
Total	\$0	\$0	\$125,900	\$123,500	\$130,500	\$0
130 Elections						
Other Operating Expenses	\$31,475	\$0	\$32,000	\$31,200	\$0	\$0
Total	\$31,475	\$0	\$32,000	\$31,200	\$0	\$0
135 Human Resources						
Personnel Expenses	\$0	\$0	\$318,700	\$314,000	\$335,700	\$0
Other Operating Expenses	0	0	25,300	26,300	101,400	0
Total	\$0	\$0	\$344,000	\$340,300	\$437,100	\$0
140 Finance						
Personnel Expenses	\$775,078	\$846,703	\$700,100	\$752,300	\$653,400	\$0
Other Operating Expenses	159,350	169,175	139,100	140,800	145,000	0
Total	\$934,429	\$1,015,878	\$839,200	\$893,100	\$798,400	\$0
145 Information Technology						
Personnel Expenses	\$531,762	\$559,436	\$594,400	\$594,300	\$614,900	\$0
Other Operating Expenses	95,119	143,095	153,900	152,700	157,000	0
Capital Outlay	0	12,551	10,000	10,000	10,000	0
Total	\$626,881	\$715,082	\$758,300	\$757,000	\$781,900	\$0
150 Legal Counsel						
Other Operating Expenses	\$152,893	\$211,112	\$195,000	\$285,000	\$235,000	\$0
Total	\$152,893	\$211,112	\$195,000	\$285,000	\$235,000	\$0
180 Municipal Building						
Personnel Expenses	\$32,860	\$26,197	\$28,500	\$28,500	\$30,000	\$0
Other Operating Expenses	47,594	49,154	51,400	48,200	47,500	0
Total	\$80,454	\$75,351	\$79,900	\$76,700	\$77,500	\$0
190 Community Promotion						
Personnel Expenses	\$161,853	\$186,343	\$108,200	\$214,100	\$261,800	\$0
Other Operating Expenses	112,606	99,759	108,200	127,100	108,300	0
Total	\$274,459	\$286,102	\$216,400	\$341,200	\$370,100	\$0
195 Public Officers Association						
Other Operating Expenses	\$47,599	\$61,437	\$68,300	\$69,800	\$71,700	\$0
Total	\$47,599	\$61,437	\$68,300	\$69,800	\$71,700	\$0
TOTAL GENERAL GOVERNMENT	\$2,984,823	\$3,326,068	\$3,588,800	\$3,853,400	\$3,892,900	\$0

	FY2018 Actual Trans.	FY2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
PLANNING & COMMUNITY DEVELOPMENT						
210 Planning						
Personnel Expenses	\$221,910	\$287,995	\$339,200	\$313,600	\$360,700	\$0
Other Operating Expenses	51,167	7,782	40,700	41,200	41,000	0
Total	<u>\$273,077</u>	<u>\$295,777</u>	<u>\$379,900</u>	<u>\$354,800</u>	<u>\$401,700</u>	<u>\$0</u>
220 Community Development						
Personnel Expenses	\$309,065	\$386,602	\$548,600	\$357,100	\$591,800	\$0
Other Operating Expenses	205,832	220,138	114,400	117,800	119,800	0
Capital Outlay	0	0	0	0	0	0
Total	<u>\$514,896</u>	<u>\$606,740</u>	<u>\$663,000</u>	<u>\$474,900</u>	<u>\$711,600</u>	<u>\$0</u>
TOTAL PLANNING & COMMUNITY DEVELOPMENT	<u>\$787,973</u>	<u>\$902,517</u>	<u>\$1,042,900</u>	<u>\$829,700</u>	<u>\$1,113,300</u>	<u>\$0</u>
PUBLIC SAFETY						
310 Police Department						
Personnel Expenses	\$7,873,420	\$8,266,119	\$9,173,400	\$8,446,500	\$9,519,800	\$0
Other Operating Expenses	1,451,908	1,534,398	1,625,900	1,577,600	1,636,300	0
Capital Outlay	347,923	378,488	287,000	440,000	392,000	0
Total	<u>\$9,673,251</u>	<u>\$10,179,005</u>	<u>\$11,086,300</u>	<u>\$10,464,100</u>	<u>\$11,548,100</u>	<u>\$0</u>
330 Animal Control						
Personnel Expenses	\$194,993	\$210,205	\$293,200	\$173,500	\$270,000	\$0
Other Operating Expenses	57,655	56,786	44,600	43,500	43,500	0
Total	<u>\$252,647</u>	<u>\$266,991</u>	<u>\$337,800</u>	<u>\$217,000</u>	<u>\$313,500</u>	<u>\$0</u>
340 Fire and Rescue Service						
Other Operating Expenses	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$0
Capital Outlay	88,000	120,000	120,000	120,000	120,000	0
Total	<u>\$98,000</u>	<u>\$130,000</u>	<u>\$130,000</u>	<u>\$130,000</u>	<u>\$130,000</u>	<u>\$0</u>
TOTAL PUBLIC SAFETY	<u>\$10,023,899</u>	<u>\$10,575,996</u>	<u>\$11,554,100</u>	<u>\$10,811,100</u>	<u>\$11,991,600</u>	<u>\$0</u>
PUBLIC WORKS						
410 Public Works Administration						
Personnel Expenses	\$1,111,395	\$1,284,095	\$1,349,100	\$1,297,600	\$1,375,700	\$0
Other Operating Expenses	152,374	151,943	160,700	163,100	166,300	0
Total	<u>\$1,263,769</u>	<u>\$1,436,038</u>	<u>\$1,509,800</u>	<u>\$1,460,700</u>	<u>\$1,542,000</u>	<u>\$0</u>
420 Equipment Maintenance						
Personnel Expenses	\$135,053	\$164,153	\$184,200	\$169,600	\$186,500	\$0
Other Operating Expenses	96,966	103,305	115,800	105,200	111,100	0
Total	<u>\$232,019</u>	<u>\$267,458</u>	<u>\$300,000</u>	<u>\$274,800</u>	<u>\$297,600</u>	<u>\$0</u>

	FY2018 Actual Trans.	FY2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
440 Street Maintenance						
Personnel Expenses	\$625,861	\$647,572	\$639,700	\$665,400	\$680,700	\$0
Other Operating Expenses	309,837	283,371	330,000	309,400	325,900	0
Total	<u>\$935,698</u>	<u>\$930,943</u>	<u>\$969,700</u>	<u>\$974,800</u>	<u>\$1,006,600</u>	<u>\$0</u>
445 Four Cities Street Cleaning						
Personnel Expenses	\$75,557	\$80,878	\$85,700	\$86,200	\$87,400	\$0
Other Operating Expenses	24,566	31,055	27,100	29,600	28,300	0
Total	<u>\$100,123</u>	<u>\$111,933</u>	<u>\$112,800</u>	<u>\$115,800</u>	<u>\$115,700</u>	<u>\$0</u>
450 Waste Collection & Disposal						
Personnel Expenses	\$539,592	\$591,813	\$604,000	\$536,900	\$596,600	\$0
Other Operating Expenses	192,105	206,778	200,800	203,400	211,100	0
Total	<u>\$731,697</u>	<u>\$798,591</u>	<u>\$804,800</u>	<u>\$740,300</u>	<u>\$807,700</u>	<u>\$0</u>
460 City Cemetery						
Personnel Expenses	\$4,067	\$809	\$2,500	\$2,500	\$2,500	\$0
Other Operating Expenses	2,875	2,125	2,800	2,800	2,800	0
Capital Outlay	0	0	0	0	0	0
Total	<u>\$6,942</u>	<u>\$2,934</u>	<u>\$5,300</u>	<u>\$5,300</u>	<u>\$5,300</u>	<u>\$0</u>
470 Roosevelt Center						
Personnel Expenses	\$72,982	\$100,254	\$111,100	\$122,500	\$117,700	\$0
Other Operating Expenses	23,368	34,366	29,300	31,300	30,300	0
Total	<u>\$96,351</u>	<u>\$134,620</u>	<u>\$140,400</u>	<u>\$153,800</u>	<u>\$148,000</u>	<u>\$0</u>
TOTAL PUBLIC WORKS	<u>\$3,366,600</u>	<u>\$3,682,517</u>	<u>\$3,842,800</u>	<u>\$3,725,500</u>	<u>\$3,922,900</u>	<u>\$0</u>
GREENBELT CARES						
510 Youth Services Bureau						
Personnel Expenses	\$684,229	\$708,358	\$744,900	\$632,600	\$876,100	\$0
Other Operating Expenses	50,641	50,885	36,400	35,600	35,300	0
Total	<u>\$734,869</u>	<u>\$759,243</u>	<u>\$781,300</u>	<u>\$668,200</u>	<u>\$911,400</u>	<u>\$0</u>
520 Greenbelt Assistance in Living						
Personnel Expenses	\$247,965	\$306,533	\$326,300	\$296,400	\$369,600	\$0
Other Operating Expenses	11,235	33,170	11,100	41,800	7,800	0
Total	<u>\$259,200</u>	<u>\$339,703</u>	<u>\$337,400</u>	<u>\$338,200</u>	<u>\$377,400</u>	<u>\$0</u>
530 Service Coordination Program						
Personnel Expenses	\$66,129	\$73,316	\$76,600	\$80,700	\$82,300	\$0
Other Operating Expenses	0	0	0	0	4,900	0
Capital Outlay	71,793	77,323	81,500	85,700	0	0
Total	<u>\$137,921</u>	<u>\$150,639</u>	<u>\$158,100</u>	<u>\$166,400</u>	<u>\$87,200</u>	<u>\$0</u>
TOTAL GREENBELT CARES	<u>\$1,131,991</u>	<u>\$1,249,585</u>	<u>\$1,276,800</u>	<u>\$1,172,800</u>	<u>\$1,376,000</u>	<u>\$0</u>

	FY2018 Actual Trans.	FY2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
RECREATION & PARKS						
610 Recreation Administration						
Personnel Expenses	\$622,085	\$569,622	\$661,000	\$521,100	\$652,300	\$0
Other Operating Expenses	80,470	67,559	73,500	67,500	69,000	0
Total	<u>\$702,555</u>	<u>\$637,181</u>	<u>\$734,500</u>	<u>\$588,600</u>	<u>\$721,300</u>	<u>\$0</u>
620 Recreation Centers						
Personnel Expenses	\$539,204	\$569,681	\$605,000	\$585,800	\$624,400	\$0
Other Operating Expenses	133,022	159,240	129,300	126,500	127,300	0
Total	<u>\$672,226</u>	<u>\$728,921</u>	<u>\$734,300</u>	<u>\$712,300</u>	<u>\$751,700</u>	<u>\$0</u>
650 Aquatic and Fitness Center						
Personnel Expenses	\$826,035	\$878,262	\$927,100	\$869,800	\$921,600	\$0
Other Operating Expenses	362,480	357,378	362,700	347,500	346,900	0
Total	<u>\$1,188,515</u>	<u>\$1,235,640</u>	<u>\$1,289,800</u>	<u>\$1,217,300</u>	<u>\$1,268,500</u>	<u>\$0</u>
660 Community Center						
Personnel Expenses	\$632,629	\$677,628	\$694,000	\$697,300	\$723,800	\$0
Other Operating Expenses	237,769	237,745	239,000	231,200	233,000	0
Total	<u>\$870,398</u>	<u>\$915,373</u>	<u>\$933,000</u>	<u>\$928,500</u>	<u>\$956,800</u>	<u>\$0</u>
665 Greenbelt's Kids						
Personnel Expenses	\$422,359	\$446,641	\$453,200	\$494,300	\$503,000	\$0
Other Operating Expenses	127,092	98,414	116,700	102,300	104,900	0
Total	<u>\$549,451</u>	<u>\$545,055</u>	<u>\$569,900</u>	<u>\$596,600</u>	<u>\$607,900</u>	<u>\$0</u>
670 Therapeutic Recreation						
Personnel Expenses	\$190,699	\$132,496	\$141,700	\$140,760	\$145,100	\$0
Other Operating Expenses	21,874	17,255	30,300	22,300	22,300	0
Total	<u>\$212,573</u>	<u>\$149,751</u>	<u>\$172,000</u>	<u>\$163,060</u>	<u>\$167,400</u>	<u>\$0</u>
675 Fitness & Leisure						
Personnel Expenses	\$91,484	\$97,970	\$102,900	\$100,800	\$108,400	\$0
Other Operating Expenses	29,098	39,224	38,100	39,700	40,700	0
Total	<u>\$120,582</u>	<u>\$137,194</u>	<u>\$141,000</u>	<u>\$140,500</u>	<u>\$149,100</u>	<u>\$0</u>
685 Arts						
Personnel Expenses	\$181,184	\$191,469	\$197,800	\$195,200	\$210,000	\$0
Other Operating Expenses	26,412	26,709	31,800	29,650	39,100	0
Capital Outlay	0	0	5,000	0	0	0
Total	<u>\$207,596</u>	<u>\$218,178</u>	<u>\$234,600</u>	<u>\$224,850</u>	<u>\$249,100</u>	<u>\$0</u>
690 Special Events						
Personnel Expenses	\$60,770	\$54,152	\$62,700	\$60,200	\$60,200	\$0
Other Operating Expenses	50,141	41,805	43,100	45,800	44,300	0
Total	<u>\$110,911</u>	<u>\$95,957</u>	<u>\$105,800</u>	<u>\$106,000</u>	<u>\$104,500</u>	<u>\$0</u>

	FY2018 Actual Trans.	FY2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
700 Parks						
Personnel Expenses	\$876,570	\$901,503	\$997,800	\$1,031,300	\$1,130,600	\$0
Other Operating Expenses	198,901	229,535	226,700	230,400	228,900	0
Total	<u>\$1,075,471</u>	<u>\$1,131,038</u>	<u>\$1,224,500</u>	<u>\$1,261,700</u>	<u>\$1,359,500</u>	<u>\$0</u>
TOTAL RECREATION & PARKS	<u>\$5,710,277</u>	<u>\$5,794,288</u>	<u>\$6,139,400</u>	<u>\$5,939,410</u>	<u>\$6,335,800</u>	<u>\$0</u>
MISCELLANEOUS						
910 Grants and Contributions						
Personnel Expenses	\$8,500	\$8,610	\$8,000	\$8,650	\$8,000	\$0
Other Operating Expenses	(8,500)	(8,610)	16,900	16,250	16,900	0
Total	<u>\$0</u>	<u>\$0</u>	<u>\$24,900</u>	<u>\$24,900</u>	<u>\$24,900</u>	<u>\$0</u>
920 Intra-City Transit Service						
Personnel Expenses	\$95,265	\$101,898	\$100,600	\$104,700	\$106,500	\$0
Other Operating Expenses	11,875	11,870	12,700	15,000	14,300	0
Total	<u>\$107,140</u>	<u>\$113,768</u>	<u>\$113,300</u>	<u>\$119,700</u>	<u>\$120,800</u>	<u>\$0</u>
930 Museum						
Personnel Expenses	\$105,463	\$112,526	\$117,600	\$117,800	\$135,600	\$0
Other Operating Expenses	16,670	17,857	23,900	29,800	36,400	0
Total	<u>\$122,133</u>	<u>\$130,383</u>	<u>\$141,500</u>	<u>\$147,600</u>	<u>\$172,000</u>	<u>\$0</u>
TOTAL MISCELLANEOUS	<u>\$229,273</u>	<u>\$244,151</u>	<u>\$279,700</u>	<u>\$292,200</u>	<u>\$317,700</u>	<u>\$0</u>
NON-DEPARTMENTAL						
Insurance	\$689,925	\$520,476	\$541,000	\$589,800	\$619,200	\$0
Other Services	413	292	1,000	3,500	2,000	0
Building Maint. - Painting	6,202	8,874	6,000	6,000	6,000	0
Special Programs	75,434	79,021	148,000	169,500	69,500	0
Unallocated Appropriations	3,397	25,819	22,200	20,000	20,000	0
MSRA Admin Fees	31,558	29,041	28,400	28,000	29,000	0
Retiree Prescription Subsidy	16,740	29,278	20,000	20,000	20,000	0
TOTAL NON-DEPARTMENTAL	<u>\$823,668</u>	<u>\$692,801</u>	<u>\$766,600</u>	<u>\$836,800</u>	<u>\$765,700</u>	<u>\$0</u>
FUND TRANSFERS						
Building Capital Res. Fund	\$335,000	\$1,000,000	\$475,000	\$850,000	\$700,000	\$0
Capital Improvements	700,000	1,215,000	820,000	1,200,000	1,000,000	0
Debt Service Fund Payment	705,000	805,000	817,000	817,000	1,030,000	0
Replacement Fund Reserve	320,000	350,000	360,000	800,000	450,000	0
Special Projects Fund	0	57,000	25,000	132,000	30,000	0
2001 Bond Fund	1,028,670	0	0	0	0	0
TOTAL FUND TRANSFERS	<u>\$3,088,670</u>	<u>\$3,427,000</u>	<u>\$2,497,000</u>	<u>\$3,799,000</u>	<u>\$3,210,000</u>	<u>\$0</u>
TOTAL DEPARTMENTS	<u>\$28,147,173</u>	<u>\$29,894,923</u>	<u>\$30,988,100</u>	<u>\$31,259,910</u>	<u>\$32,925,900</u>	<u>\$0</u>



	Auth. FY 2018	Auth. FY 2019	Auth. FY 2020	Prop. FY 2021	Auth. FY 2021
100 General Government	21.0	22.5	22.5	22.5	
200 Planning & Community Development	8.0	9.0	9.0	9.0	
300 Public Safety	74.0	75.0	75.0	75.0	
400 Public Works	55.6	57.0	57.0	57.0	
500 Greenbelt CARES	10.3	11.6	11.6	11.6	
600 Recreation	59.6	59.6	59.6	59.6	
930 Museum	1.0	1.0	1.0	1.0	
Total FTE	229.5	235.7	235.7	235.7	0.0

NOTE: The Personnel Staffing schedules express all positions, including non-classified, in terms of Full Time Equivalent (FTE) expressed to the nearest tenth of a full time position (2,080 hours). Thus, a part time employee working 600 hours a year would be reported as .3 FTE and 4 employees working 600 hours would be reported as 1.2 FTE.

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 2020

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 (MWCOC), Maryland Municipal League (MML) and National League of Cities (NLC) as well as various committees. For example: Mayor Byrd served on the MWCOC Board of Directors; Mayor Pro Tem Jordan served on the MML Board and the MWCOC Transportation Planning Board; Council member Davis served on the MML Legislative Committee; Council member Mach served on the MWCOC Climate, Energy and Environment Policy Committee and the NLC Human Development Committee; Council member Pope served on the NLC Small Cities Council; Council member Putens served on the NLC Public Safety and Crime Prevention Committee; and Council member Roberts served as an alternate on the MWCOC Transportation Planning Board.
- Conducted numerous meetings with stakeholders to represent the city's interests. These included meetings with Greenbelt Homes, Inc., Greenbelt East Advisory Coalition, Prince George's



County Economic Development Corporation, Capital Office Park, National Park Service, Washington Metropolitan Area Transit Authority, Roosevelt Center Merchants Association, Prince George's County Fire Department, Greenbelt's Postmaster, two meetings with the city's state and county delegation and quarterly Four Cities meetings.

- Worked to oppose a proposed Bureau of Engraving and Printing (BEP) facility at the Beltsville Agricultural Research Center (BARC).
- Met with representatives of Beltway Plaza regarding redevelopment proposals for the site.
- Approved an ordinance to borrow up to \$2.5 Million to repair the Greenbelt Lake Dam.
- Reviewed and approved the NRP/Greenbelt Metro proposal for multi-family residential development.
- Participated in training and workshops at conferences sponsored by MML and NLC.
- Finalized and approved the city's Sustainable Land Care Policy.

ADMINISTRATION

- Worked with the Community Relations Advisory Board (CRAB) and the Greenbelt Police Department to hold a youth forum on community-police relations.
- Participated in business, regional and community events.
- Represented the city by attending MWCOG Chief Administrative Officers Committee meetings.
- Received the Government Finance Officers' Association (GFOA) Distinguished Budget Award for FY 2020. This award has been received each fiscal year since FY 1990.
- Hired a City Treasurer.
- Issued a Request for Qualifications (RFQ) for architectural services to address city facility space needs.
- Provided legislative advocacy at the county, state and federal level by analyzing and tracking many bills in addition to hosting two legislative dinners.
- Held a city election where 16 and 17 year olds were able to vote, and early voting hours were increased.
- Attended the International City/County Management Association (ICMA), National Forum for Black Public Administrators (NFBPA), League of Women in Government, Maryland City/County Management Association (MCCMA) and Maryland Municipal League (MML) conferences.

ECONOMIC DEVELOPMENT

- Worked to establish Greenbelt’s business ecosystem by growing attendance at quarterly business coffees, visiting local businesses, and attending business conferences and events.
- Launched monthly Business Brief newsletter and grew email list to over 1,000 subscribers.
- Collaborated with various residents and local organizations, like the Greenbelt Community Development Corporation, on community engagement initiatives (i.e. Strong Towns).
- Partnered with Prince George’s County Economic Development Corporation to recognize businesses during National Small Business Week (May) and Economic Development Week (October).
- Fostered relationships with key business resources and technical assistance providers including Prince George’s County Economic Development Corporation, Maryland Economic Development Association, Maryland Procurement Technical Assistance Center, Maryland Women’s Business Center, Goddard Advocacy Partnership and NASA Office of Small Business Services.

HUMAN RESOURCES

- Hired a third employee in Human Resources that is handling Workers’ Compensation claims and OSHA reporting, as well as other duties.
- Held 10 testing dates for Police Officer, Communications Specialist and Administrative Assistants.
- Continued scanning employee files into Laserfiche.
- Received six bids for health insurance coverage from four different companies; conducted health insurance survey of all employees; negotiated a better rate with CareFirst (current provider) based on the results of the survey; negotiated the option for a three year contract with Express Scripts providing approximately \$160,000 in rebates for the city.
- Processed six retirements in FY 2019, and estimate processing eight retirements by the end of FY 2020.
- Planned and hosted the 21st annual Health and Wellness Fair for employees and citizens.
- Served as the staff liaison to the Public Safety Advisory Committee.

FINANCE

- Worked with the city’s financial software provider toward an “e-gov” solution that allows online payments for a variety of services.

- Received a clean audit for the city's finances in fiscal year 2019 and obtained for the 35th consecutive year, the GFOA Certificate of Achievement for Financial Reporting.

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 working with the Police Department and the city's vendor to implement and deploy mobile technologies to police cruisers.
- Upgraded 30 personal computers.
- Continued implementation of a document management solution.
- Expanded the city's camera infrastructure to cover Schrom Hills Park and Hanover Parkway.
- Replaced the city-wide phone system.
- Facilitated the police migration to Prince George's County's Computer Aided Dispatch (CAD) solution.
- Began piloting mobility solutions for Code Enforcement Inspectors.
- Successfully created and deployed remote connectivity infrastructure during the Covid-19 pandemic to support over 40 employees working from home.

LEGAL COUNSEL

- Worked on issues related to small cell deployment and Federal Communications Commission rulings regarding cable franchise agreements.
- Handled numerous public information requests.
- Provided advice on various matters including contracts, collective bargaining, development proposals and personnel issues.
- Engaged in collective bargaining with the Fraternal Order of Police.

COMMUNITY PROMOTION

- Reinstated a bi-weekly blog, Greenbelt City Roundup, highlighting some of lesser known programs of the city.
- Increased the number and variety of newsletters regularly going out to subscribers through GovDelivery. This includes a new weekly, “Greenbelt This Week,” a monthly “Business Brief,” a new GAFC quarterly and a Police newsletter.
- Created a series of Business Spotlight videos to use on Facebook, YouTube and eventually the city’s website.
- Worked to promote the 2020 Census by creating graphics, social media posts, organizing events and working with the Planning Department.
- Increased our city service and program highlight videos by hiring a new half-time producer.
- Continued to serve on the Institutional Network’s Executive and Public Information Committees, attended the National Association for Telecommunications and Advisors conference, representing Greenbelt in cable franchise negotiations and I-Net committees, and reviewed issues concerning small cell implementation.
- Worked with Greenbelt.com to transfer ownership over to the City of Greenbelt. Will work with Economic Development to possibly use the url for a commerce site.
- Worked with the producers of Fox 5 News to schedule, contact, and suggest groups and people for their Hometown segment that would show off all that Greenbelt has to offer.

CORONAVIRUS (COVID-19) PANDEMIC

This pandemic exploded towards the end of FY 2020 while the FY 2021 Proposed Budget document was being finalized. This resulted in unprecedented emergency management actions by the city including restricting public access to most city facilities and certain park/play areas, asking many employees to work at home and learning new terms like social distancing. Depending on the length and scope of the COVID-19 Pandemic, impacts to the city could continue into FY 2021. Much of the narrative throughout the budget document was written prior to the pandemic.

The city's top priority is to protect the community's health and safety. Essential city services (Police, Public Works, etc.) will continue, while other services may be curtailed or delivered differently. Emergency management and recovery from the pandemic will remain a significant focus in FY 2021.

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.

In FY 2020, a one and a half cent real estate 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.

There remain several challenges in the near future which will require careful planning to negotiate.

- The current economic expansion will come to an end at some point. Future salary increases and benefit costs will be difficult to afford if the economy and growth rate slows or actually declines.
- The General Assembly approved legislation during the 2020 Session to phase in an increase in the minimum wage statewide in Maryland to \$15 per hour by 2025. 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 fee increase and/or a subsidy from other city revenues, specifically real estate tax, to continue summer camp programs.

- There is ongoing pressure to add services, staff and programs while holding the line on tax rate and fee increases. However, there is reluctance to reduce services and programs.

The City of Greenbelt must plan for 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.

The city should also examine its reserve and fund balance policies. The city has a policy of maintaining at least a 10% unassigned fund balance which only applies to the General Fund. Staff believes it is necessary to reexamine and potentially increase this minimum threshold for the General Fund, as well as develop reserve policies and minimums for some of the city's larger capital and equipment funds.

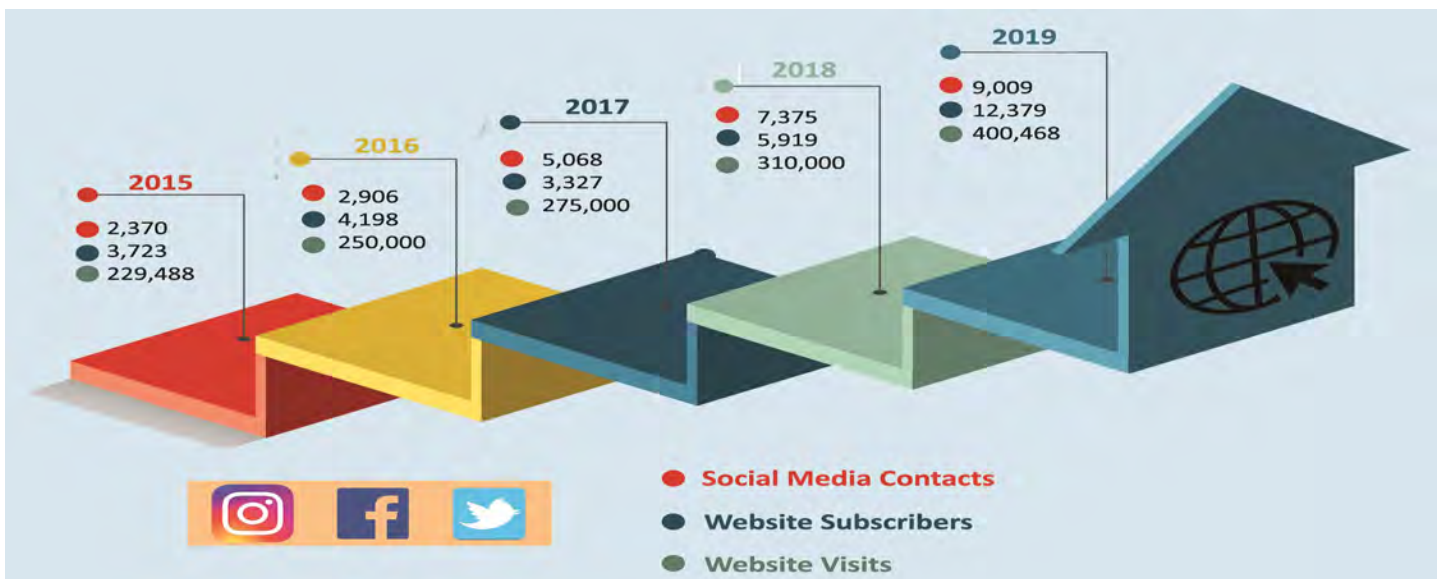
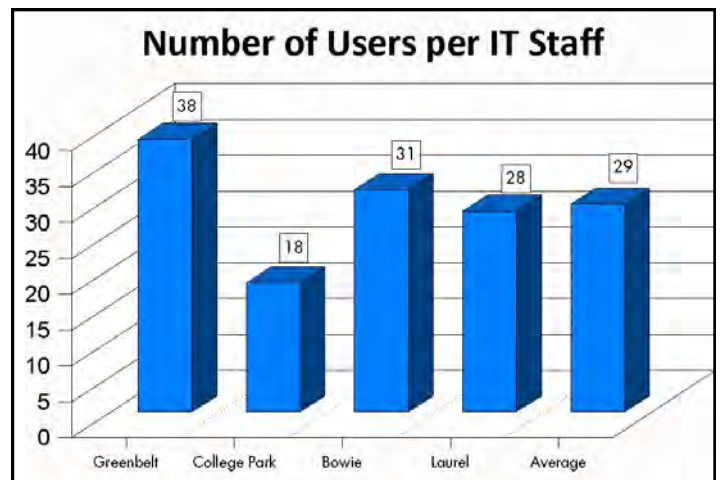
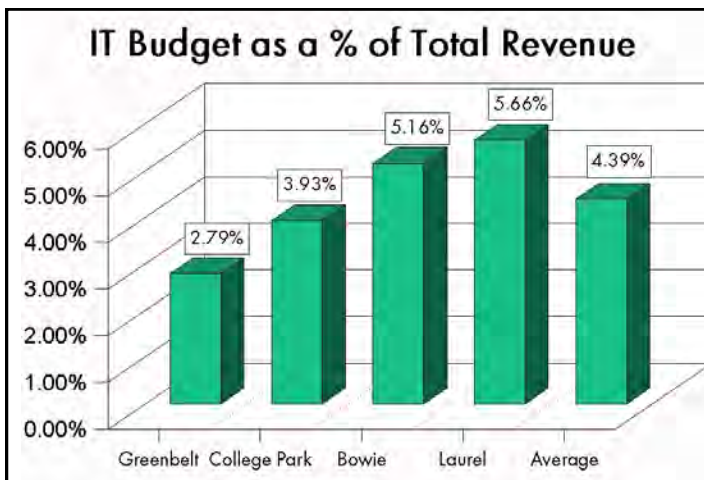
Staff will continue to monitor all aspects of the city's fiscal sustainability to ensure Greenbelt remains one of the best managed municipalities in the State of Maryland.

MANAGING AND FUNDING CAPITAL PROJECTS

The city has aging facilities and infrastructure. Newer buildings, like the indoor pool and police station, are over 30 years old; the Municipal Building and Youth Center are 43-60 years old and the oldest facilities like the Community Center, theater and outdoor pool have been renovated, but are still 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.

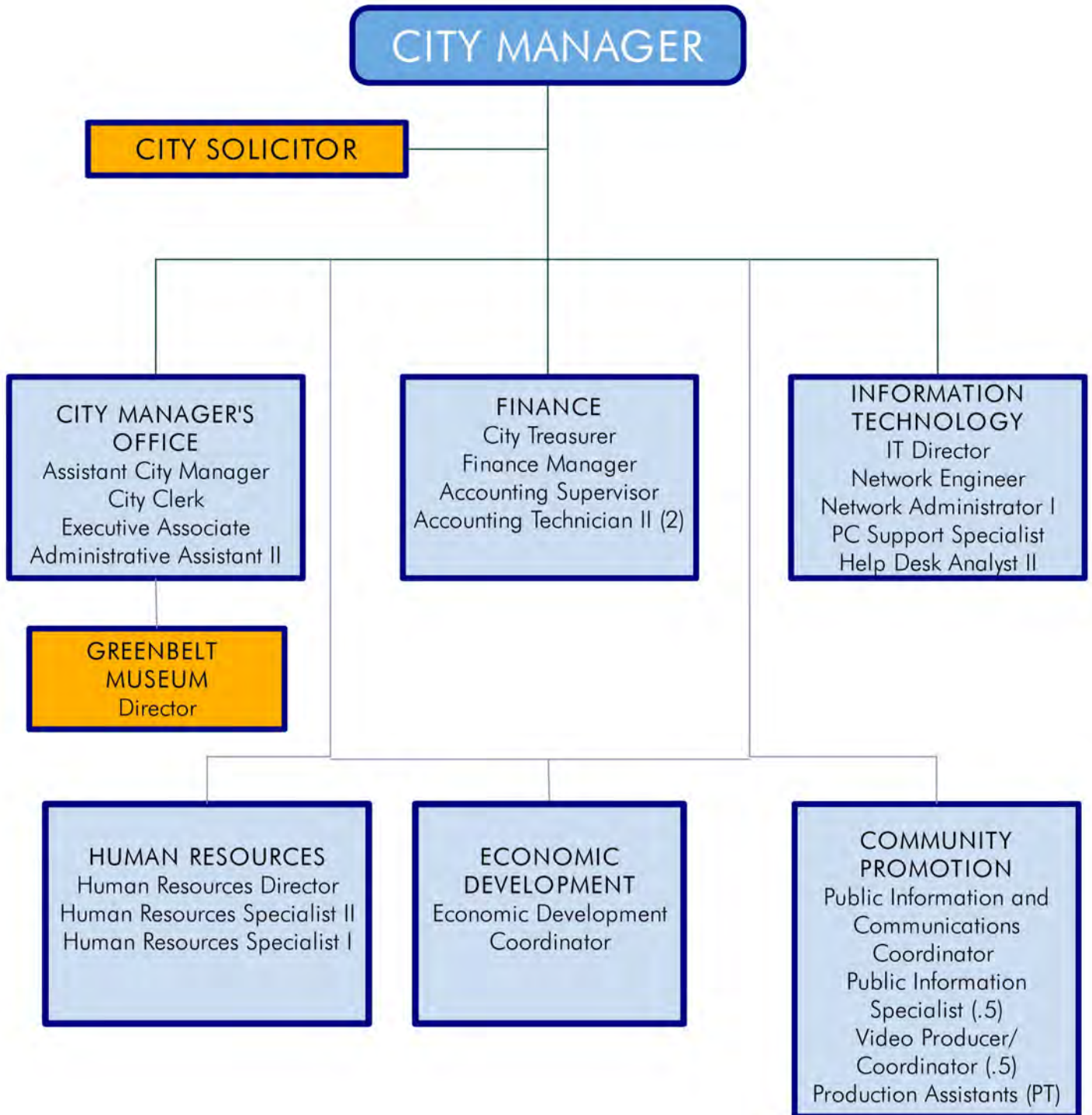
The city has generally tried to fund these ongoing repairs and upgrades with a "pay-as-you-go" strategy. However, the city has not been able to set aside sufficient funds to meet all the needs.

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. New revenue sources would definitely be needed for any new capital projects.



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

	Grade	Auth. FY 2019	Auth. FY 2020	Prop. FY 2021	Auth. FY 2021
110 City Council					
Mayor	\$12,000	1	1	1	
Council	\$10,000	6	6	6	
120 City Manager's Office					
City Manager	\$160,000	1	1	1	
Assistant City Manager	GC-26	1	1	1	
City Clerk	GC-20	1	1	1	
Executive Associate	GC-16	1	1	1	
Assistant to the City Clerk	GC-14	0	0	1	
Administrative Assistant II	GC-13	1	1	0	
Total FTE		5	5	5	0
125 Economic Development					
Economic Development Coordinator	GC-20	1	1	1	
Total FTE		1	1	1	0
135 Human Resources					
Human Resources Director	GC-25	1	1	1	
Human Resources Specialist II	GC-16	1	1	1	
Human Resources Specialist I	GC-14	1	1	1	
Total FTE		3	3	3	0
140 Finance					
City Treasurer	GC-26	1	1	1	
Deputy City Treasurer	GC-23	1	0	0	
Finance Manager	GC-22	0	1	1	
Accounting Supervisor	GC-16	1	1	1	
Accounting Technician II	GC-13	2	2	2	
Total FTE		5	5	5	0
145 Information Technology					
IT Director	GC-25	1	1	1	
Network Engineer	GC-20	1	1	1	
Network Administrator I	GC-17	1	1	1	
P.C. Support Specialist	GC-14	1	1	1	
IT Help Desk Analyst II	GC-13	1	1	1	
Total FTE		5	5	5	0
190 Community Promotion					
Public Information & Communications Coordinator	GC-22	0	0	1	
Public Information & Communications Coordinator	GC-18	1	1	0	
Public Information Specialist	GC-13	1	0.5	0.5	
Video Producer/Coordinator	GC-11	1	0.5	0.5	
Production Asst./Camera Operator	N/C	0.5	0.5	0.5	
Total FTE		3.5	2.5	2.5	0
930 Museum					
Museum Director	GC-18	1	1	1	
Total FTE		1	1	1	0
Total General Government FTE (not including Council Members)		23.5	22.5	22.5	0





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 2018 Actual	FY 2019 Actual	FY 2020 Estimated	FY 2021 Estimated
Meetings Held:				
Regular	21	20	21	20
Special	1	6	5	5
Work & Closed Sessions	62	61	62	60
Public Hearings/Meetings	2	2	2	2
Ordinances Enacted	6	4	4	4
Resolutions Enacted	12	10	10	10
Charter Amendments Enacted	2	1	2	1

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 2021, the NLC conference will be in Tampa, Florida, the MML annual convention in Ocean City and the MML fall conference in College Park.

CITY COUNCIL Acct. No. 110	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
PERSONNEL EXPENSES						
01 Salaries	\$72,001	\$72,001	\$72,000	\$72,000	\$72,000	
28 Employee Benefits	24,167	28,216	32,300	31,500	34,900	
Total	\$96,167	\$100,217	\$104,300	\$103,500	\$106,900	\$0
OTHER OPERATING EXPENSES						
33 Insurance	\$7,345	\$7,238	\$7,900	\$8,700	\$9,100	
45 Membership & Training	31,087	38,398	34,900	34,900	39,900	
55 Office Expenses	1,709	456	1,100	1,900	1,700	
58 Special Programs	7,372	1,248	0	0	0	
Total	\$47,513	\$47,340	\$43,900	\$45,500	\$50,700	\$0
TOTAL CITY COUNCIL	\$143,680	\$147,557	\$148,200	\$149,000	\$157,600	\$0



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 2018 Actual	FY 2019 Actual	FY 2020 Estimated	FY 2021 Estimated
Council referrals received (as of the end of the calendar year)	3	91	95	95
Staff Meetings	43	44	44	44
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) Economic development issues previously funded in line 30, Professional Services, have been transferred to the new Economic Development Department (125).
- 2) The budget for Membership & Training, line 45, covers attendance at the International City/County Management Association annual conference in Toronto, Canada, the Maryland Municipal League fall and summer conferences and the International Institute of Municipal Clerks conference.

ADMINISTRATION Acct. No. 120	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
PERSONNEL EXPENSES						
01 Salaries	\$463,151	\$547,780	\$520,500	\$520,500	\$543,500	
25 Repair/Maintain Vehicles	488	454	500	500	500	
27 Overtime	2,632	4,082	3,000	9,000	9,000	
28 Employee Benefits	174,555	196,618	200,200	197,000	220,700	
Total	\$640,826	\$748,934	\$724,200	\$727,000	\$773,700	\$0
OTHER OPERATING EXPENSES						
30 Prof. Svcs. - Economic Development	\$100	\$113	\$0	\$0	\$0	
33 Insurance	4,601	4,273	4,700	4,700	5,000	
38 Communications	4,262	5,538	4,600	5,900	5,900	
43 Equipment Rental	6,387	5,005	5,000	5,000	5,000	
45 Membership & Training	16,612	28,836	19,100	20,100	20,100	
50 Motor Equipment Maintenance	4,817	4,803	4,800	4,800	4,800	
53 Computer Expenses	0	1,094	0	0	0	
55 Office Expenses	15,349	14,953	19,200	19,100	18,600	
69 Awards	0	0	0	0	0	
Total	\$52,127	\$64,615	\$57,400	\$59,600	\$59,400	\$0
TOTAL ADMINISTRATION	\$692,953	\$813,549	\$781,600	\$786,600	\$833,100	\$0



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 2018 Actual	FY 2019 Actual	FY 2020 Estimated	FY 2021 Estimated
Events hosted - i.e. Business Coffee	n/a	2	10	10
Number of Attendees	n/a	75	300	350
Business & Industry Meetings Attended	n/a	27	25	40
Business Publications	n/a	1	12	16
Businesses Reached	n/a	150	250	400
Business One-on-One Meetings	n/a	45	100	65
Business Technical Assistance	n/a	23	15	45
Full Time Equivalents (FTE)		1	1	1

MANAGEMENT OBJECTIVES

- Implement strategic economic development goals and objectives established based upon Council’s overall vision for Greenbelt.
- Promote economic development initiatives that support business attraction and retention in Greenbelt.
- Develop targeted business development outreach efforts to more effectively engage Greenbelt businesses across sectors.

BUDGET COMMENTS

- 1) Economic Development was 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 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
PERSONNEL EXPENSES						
01 Salaries			\$77,900	\$77,900	\$81,600	
28 Employee Benefits			26,300	25,800	28,100	
Total			\$104,200	\$103,700	\$109,700	\$0
OTHER OPERATING EXPENSES						
37 Public Notices			\$5,000	\$3,000	\$3,000	
38 Communications			600	600	600	
45 Membership & Training			2,000	2,000	2,000	
53 Computer Services			3,400	7,200	7,200	
55 Office Expenses			1,700	1,000	1,000	
58 Special Programs			9,000	6,000	7,000	
Total			\$21,700	\$19,800	\$20,800	\$0
TOTAL ECONOMIC DEVELOPMENT			\$125,900	\$123,500	\$130,500	\$0



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 referen-

dums, charter amendments petitioned to referendum and other matters.

Performance Measures	Voting Turnout		
	<u>Registered</u>	<u>Voting</u>	<u>Percent</u>
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%
November 2019 Regular	14,645	2,180	14.9%

BUDGET COMMENTS

- 1) The next election will be November 2, 2021.
- 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 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
OTHER OPERATING EXPENSES						
34 Other Services	\$25,858	\$0	\$26,000	\$25,600	\$0	
37 Notices & Publications	3,915	0	4,000	3,000	0	
55 Office Expenses	1,175	0	1,500	1,300	0	
71 Miscellaneous	528	0	500	1,300	0	
Total	\$31,475	\$0	\$32,000	\$31,200	\$0	\$0
TOTAL ELECTIONS	\$31,475	\$0	\$32,000	\$31,200	\$0	\$0



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 2018 Actual	FY 2019 Actual	FY 2020 Estimated	FY 2021 Estimated
Employees - Full & Part Time (W-2's issued)	470	489	480	480
Employment Applications Received	1,572	1,591	1,500	1,500
Turnover Rate	5.0%	6.0%	6.0%	6.0%
New Hires	90	97	90	90
Retirements processed	4	6	7	4
Testing Dates Offered (Police Officer Candidate, Communication Specialist & Administrative Assistant)	10	17	14	12
Applicants Invited to Testing (Police Officer Candidate, Communication Specialist & Administrative Associate)	805	986	800	800
Vehicle Claims Filed	24	31	24	24
Workers' Compensation Claims Filed	41	52	40	40
Full Time Equivalents (FTE)	2	2	3	3

MANAGEMENT OBJECTIVES

- Continue to scan current employee files into Laserfiche (document management system) and work toward an electronic onboarding process.
- If funding is approved, request proposals and contract with a firm to perform a salary and compensation study.

BUDGET COMMENTS

- 1) Human Resources was 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) Professional Services, line 30, funds a compensation and classification study.

HUMAN RESOURCES Acct. No. 135	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
PERSONNEL EXPENSES						
01 Salaries			\$236,500	\$234,500	\$249,100	
02 Part-time Salaries			4,000	0	0	
28 Employee Benefits			78,200	79,500	86,600	
Total			\$318,700	\$314,000	\$335,700	\$0
OTHER OPERATING EXPENSES						
30 Professional Services			\$4,700	\$5,000	\$5,000	
30 Prof. Svcs. - Comp Study			\$0	\$0	75,000	
37 Public Notices			14,000	14,000	14,000	
38 Communications			600	600	600	
45 Membership & Training			2,900	3,900	4,400	
55 Office Expenses			3,100	2,800	2,400	
Total			\$25,300	\$26,300	\$101,400	\$0
TOTAL HUMAN RESOURCES	n/a	n/a	\$344,000	\$340,300	\$437,100	\$0



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 2018 Actual	FY 2019 Actual	FY 2020 Estimated	FY 2021 Estimated
Rate of Return on Investments MLGIP	1.87	2.41	1.60	1.50
Standard and Poor's LGIP Rated Index*	1.81	2.35	1.55	1.45
Purchase Orders Issued	430	467	450	450
Accounts Payable Checks Issued	2,740	2,731	2,730	2,730
Electronic Funds Transfers	438	432	435	435
Payroll				
Checks Issued	933	824	860	820
Paper Vouchers	1,543	1,172	1,160	1,140
E-Vouchers	5,802	6,451	6,480	6,540
Purchase Card Transactions	2,945	2,754	2,850	2,900
Businesses assessed personal property tax	805	780	800	800
Average Number of Days to Process Payments	5	5	5	5
Full Time Equivalents (FTE)	5	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

- 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.

- Partner with the Assistant City Manager to produce a more detailed capital projects section for the FY 2022 budget.
- Review and update the Investment Policy.

BUDGET COMMENTS

- 1) Expenditures in line 01, Salaries, and line 28, Employee Benefits, in FY 2021 is lower due to the transition to a new City Treasurer and the payout of retirement benefits to the previous City Treasurer in FY 2020.
- 2) The higher expenses in Insurance, line 33, and Computer Expenses, line 53, are due to increases in general liability coverage and the support contract for Central Square, the city's financial system.
- 3) Line 38, Communications, are higher than budgeted in FY 2020 due to higher than expected local phone costs.

FINANCE Acct. No. 140	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
PERSONNEL EXPENSES						
01 Salaries	\$578,622	\$627,900	\$528,600	\$555,500	\$455,000	
27 Overtime	768	4,602	500	2,000	500	
28 Employee Benefits	195,688	214,201	171,000	194,800	197,900	
Total	\$775,078	\$846,703	\$700,100	\$752,300	\$653,400	\$0
OTHER OPERATING EXPENSES						
30 Professional Services	\$40,575	\$51,376	\$38,000	\$38,000	\$40,000	
33 Insurance	6,285	6,509	7,000	7,700	7,800	
34 Other Services	19,994	21,164	19,500	19,500	19,500	
37 Public Notices	20,046	15,178	0	0	0	
38 Communications	2,246	2,391	1,200	2,100	2,400	
45 Membership & Training	5,333	5,867	5,400	5,400	5,400	
53 Computer Expenses	50,196	51,778	56,000	56,000	59,000	
55 Office Expenses	14,675	14,912	12,000	12,100	10,900	
Total	\$159,350	\$169,175	\$139,100	\$140,800	\$145,000	\$0
TOTAL FINANCE	\$934,429	\$1,015,878	\$839,200	\$893,100	\$798,400	\$0



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 2018 Actual	FY 2019 Actual	FY 2020 Estimated	FY 2021 Estimated	Industry Average*
IT Help Desk Requests	1,100	895	900	1,000	n/a
Projects Scheduled	4	4	5	5	n/a
Projects Completed	4	2	4	5	n/a
Number of users per IT staff	38.0	38.0	38.0	38.0	39
IT Budget as % of Total Revenue	2.75%	2.75%	2.76%	2.79%	5.40%
IT Spending per User	\$4,160	\$4,160	\$4,318	\$4,715	\$5,000
Full Time Equivalent (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	4	15	9	8.3
Number of users	190	70	467	250	244.3
Total IT Budget	\$895,803	\$820,908	\$3,043,300	\$1,640,000	\$1,600,003
Total Revenue (millions)	\$32.1	\$20.9	\$59.0	\$29.0	\$35.3
Number of Users per IT staff	38	18	31	28	29
IT Budget as % of Total Revenue	2.79%	3.93%	5.16%	5.66%	4.39%
IT Spending per User	\$4,715	\$11,727	\$6,517	\$6,560	\$7,380

MANAGEMENT OBJECTIVES

- Work with departments to make most effective and efficient use of IT resources.
- Assist the police department with the conversion of existing data to the county's CAD/RMS systems.
- Expand Laserfiche document management solution.
- Continue systematic camera system upgrades.
- Participate in cable television negotiations, leadership of county-wide Institutional Network (I-Net), 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 \$45,000 in FY 2020 and is budgeted at \$45,000 for FY 2021. The I-Net serves as the backbone that 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 and Administration staff (\$5,000).
- 2) Line 53, Computer Expenses, includes \$34,000 for camera system maintenance.

INFORMATION TECHNOLOGY Acct. No. 145	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
PERSONNEL EXPENSES						
01 Salaries	\$368,598	\$389,938	\$407,200	\$407,000	\$429,500	
27 Overtime	3,856	1,239	2,000	500	500	
28 Employee Benefits	159,308	168,259	185,200	186,800	184,900	
Total	\$531,762	\$559,436	\$594,400	\$594,300	\$614,900	\$0
OTHER OPERATING EXPENSES						
33 Insurance	\$1,250	\$1,152	\$1,400	\$1,400	\$1,400	
38 Communications	51,899	60,747	59,700	60,000	60,500	
45 Membership & Training	7,799	5,875	12,500	10,700	10,500	
53 Computer Expenses	32,740	73,923	79,300	79,600	83,600	
55 Office Expenses	1,430	1,398	1,000	1,000	1,000	
Total	\$95,119	\$143,095	\$153,900	\$152,700	\$157,000	\$0
CAPITAL OUTLAY						
91 New Equipment	\$0	\$12,551	\$10,000	\$10,000	\$10,000	
Total	\$0	\$12,551	\$10,000	\$10,000	\$10,000	\$0
TOTAL INFORMATION TECHNOLOGY	\$626,881	\$715,082	\$758,300	\$757,000	\$781,900	\$0



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) In January 2018, the law firm of Alexander & Cleaver, located in southern Prince George’s County, was selected 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. Negotiations for the next contract are underway.

LEGAL COUNSEL Acct. No. 150	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
OTHER OPERATING EXPENSES						
30 Legal Services	\$91,878	\$195,866	\$165,000	\$205,000	\$205,000	
30 Legal Svcs. - Maglev	0	0	0	50,000	0	
31 Collective Bargaining	61,016	15,246	30,000	30,000	30,000	
Total	\$152,893	\$211,112	\$195,000	\$285,000	\$235,000	\$0
TOTAL LEGAL COUNSEL	\$152,893	\$211,112	\$195,000	\$285,000	\$235,000	\$0



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) FY 2020 Estimated Transactions reflect higher than expected HVAC and plumbing related expenses off-set by lower electric service costs. The FY 2021 Proposed Budget assumes this pattern continues.

MUNICIPAL BUILDING Acct. No. 180	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
PERSONNEL EXPENSES						
06 Repair/Maintain Building	\$32,860	\$26,197	\$28,500	\$28,500	\$30,000	
Total	\$32,860	\$26,197	\$28,500	\$28,500	\$30,000	\$0
OTHER OPERATING EXPENSES						
39 Utilities						
Electrical Service	\$26,696	\$25,860	\$27,000	\$23,000	\$23,000	
Gas	313	299	300	300	300	
Water & Sewer Service	2,864	2,870	2,900	3,000	3,000	
46 Maintain Building & Structure	17,720	20,125	21,200	21,900	21,900	
Total	\$47,594	\$49,154	\$51,400	\$48,200	\$47,500	\$0
TOTAL MUNICIPAL BUILDING	\$80,454	\$75,351	\$79,900	\$76,700	\$77,500	\$0



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 2018 Actual	FY 2019 Actual	FY 2020 Estimated	FY 2021 Estimated
Council Meetings Cablecast (Regular, Special and Hearings)	48	78	75	75
Number of Cable Subscribers as of 12/31	6,553	6,546	6,500	6,500
Comcast	3,237	3,557	3,600	3,600
Verizon	3,316	2,989	3,200	3,400
Website Subscribers	5,919	12,379	14,000	16,000
Website Visits	297,419	400,468	500,000	600,000
Social Media Contacts	7,375	9,009	10,000	11,500
Full Time Equivalentents (FTE)	2.0	2.5	2.5	2.5

MANAGEMENT OBJECTIVES

- Investigate starting a podcast highlighting city issues and services.
- Implement an improved microphone system for the council room.
- Create a manual for studio operations.
- Continue to enhance and improve our current communications platforms.

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 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
PERSONNEL EXPENSES						
01 Salaries	\$94,613	\$96,922	\$146,300	\$140,500	\$147,800	
02 Part-time Interns	17,017	31,644	30,000	7,500	30,000	
27 Overtime	7,597	11,107	6,000	10,000	6,000	
28 Employee Benefits	42,626	46,670	58,500	56,100	78,000	
Total	\$161,853	\$186,343	\$240,800	\$214,100	\$261,800	\$0
OTHER OPERATING EXPENSES						
34 Other Services	\$49,406	\$37,201	\$49,000	\$59,000	\$41,000	
37 Notices & Publications	38,643	35,547	34,400	42,400	42,400	
38 Communications	600	500	600	600	600	
45 Membership & Training	6,278	7,502	5,900	6,650	6,000	
53 Computer Expenses	408	466	500	500	500	
58 Special Programs	16,363	18,569	17,000	17,150	17,000	
69 Awards	318	328	400	400	400	
71 Miscellaneous	590	(354)	400	400	400	
Total	\$112,606	\$99,759	\$108,200	\$127,100	\$108,300	\$0
TOTAL COMMUNITY PROMOTION	\$274,459	\$286,102	\$349,000	\$341,200	\$370,100	\$0
REVENUE SOURCES						
Cable TV Franchise Fees	\$402,441	\$400,101	\$390,000	\$388,000	\$385,000	
Total	\$402,441	\$400,101	\$390,000	\$388,000	\$385,000	\$0

PUBLIC OFFICERS ASSOCIATIONS

FY 21



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 Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
Membership and Training						
Maryland Municipal League (MML)	\$23,717	\$24,516	\$24,500	\$26,000	\$26,000	
Council of Governments (COG)	15,725	19,030	29,100	29,100	31,000	
Prince George's County Municipal Association (PGCMA)	0	6,337	3,200	3,200	3,200	
Anacostia Trails Heritage Area (ATHA)	2,999	5,977	6,000	6,000	6,000	
National League of Cities (NLC)	3,507	3,485	3,500	3,500	3,500	
Miscellaneous	900	248	500	500	500	
Total	\$46,848	\$59,593	\$66,800	\$68,300	\$70,200	\$0
Miscellaneous						
ACE Scholarship	\$634	\$1,844	\$1,500	\$1,500	\$1,500	
Other	116	0	0	0	0	0
Grand Total	\$47,599	\$61,437	\$68,300	\$69,800	\$71,700	\$0

BUDGET COMMENTS

- 1) For FY 2019, the membership fee for the Anacostia Trails Heritage Area increased from \$2,999 to \$6,000.
- 2) The FY 2021 Proposed Budget contains slight increases in MML and COG membership fees.

PUBLIC OFFICERS ASSOCIATIONS Acct. No. 195	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
OTHER OPERATING EXPENSES						
45 Membership & Training	\$46,848	\$59,593	\$66,800	\$68,300	\$70,200	
71 Miscellaneous	751	1,844	1,500	1,500	1,500	
Total	\$47,599	\$61,437	\$68,300	\$69,800	\$71,700	\$0
TOTAL PUBLIC OFFICERS ASSOCIATIONS	\$47,599	\$61,437	\$68,300	\$69,800	\$71,700	\$0

STRATEGIC PLAN

Mission

The Department of Planning and Community Development is charged with the responsibility to preserve and protect the health, safety, welfare, integrity and ideals upon which Greenbelt was founded. Through creativity, collaboration, thoughtful planning, guided growth and change, and the enforcement of city codes, the department works to preserve and enhance the existing community and ensure the quality of Greenbelt in the future.

Value Statements

- Every task, assignment and project undertaken by the department serves the needs of the public, and it is the goal of this department to serve the needs of the public with professionalism, integrity and courtesy.
- Be fair, consistent and effective in taking enforcement actions. Utilize enforcement tools for the purpose of obtaining compliance and not as an end unto itself.
- Plan and serve all residents of the city – present and future. Represent the interests of all segments of the community, recognizing that everyone is entitled to a safe, healthy and well planned place to live, work, attend school and recreate.
- Respect the opinions of everyone.

Goals

- Improve and enhance public safety through use of city codes and regulations as necessary and appropriate to protect the public's health, safety and welfare.
- Improve transportation opportunities.
- Undertake and complete capital projects and infrastructure improvements within budget and in a timely fashion.
- Maintain an active leadership role in planning for development and redevelopment in Greenbelt West.
- Preserve and enhance Greenbelt's legacy of a planned community.
- Participate in state, county and regional activities to represent and promote city interests.

- Operate, assign and administer the work program and departmental activities for efficiency without compromising quality and effectiveness.
- Invest in the professional development of staff by keeping them well trained and up-to-date on professional and technological advances. Encourage professional recognition through designation by accreditation organizations and bodies.

Improve and enhance public safety through use of city codes and regulations as necessary and appropriate to protect the public's health, safety and welfare.

Accomplishments

- Established weekend enforcement to address illegal signs.
- Achieved compliance with new smoke alarm and window guard regulations.
- Established professional relationship with Prince George's County Department of the Environment.
- Established a relationship with Prince George's County low income housing personnel at Franklin Park at Greenbelt Station.
- Ensured commercial compliance with Prince George's County Use and Occupancy permit requirements.
- Ensured compliance with new state lead free certification requirements for all rental properties in the city.
- Coordinated the licensing of short-term rentals with Prince George's County Department of Permitting, Inspections and Enforcement.
- Created permitting process for construction in the right-of-way permits associated with the Memorandum of Understanding that was executed with Greenbelt Homes, Inc. for yards that conflict with city right-of-way.
- Received renewal of the City Sediment and Erosion Control Authority.
- Completed annual update to the Greenbelt Lake Dam Emergency Action Plan.
- Oversaw the updates to Chapter 4 of the City Code and presented to City Council for adoption.
- Continued to work with IT on the implementation of the field based inspection system.
- On a daily basis, responded to telephone inquiries, logged new complaints and court ordered inspections, scheduled inspection appointments and managed community development database and files.

- Conducted over 1,500 property maintenance inspections, including residential rental, non-residential and complaint inspections.
- Logged, reviewed and approved over 525 building permits for compliance with applicable codes.
- Responded to over 300 property maintenance complaints.
- Issued over 300 rental licenses.
- Participated in an inter-municipal code enforcement working group with the Town of Berwyn Heights, City of College Park and City of Hyattsville.
- Maintained relationship with State of Maryland Fire Marshal's Office.

Action Steps/Management Objectives

- Fully implement field based inspection system. Retrofit vehicles with computers and printers to generate in-field reports and notices.
- Evaluate the need and feasibility of establishing an after-hours on-call program for inspection staff.
- Evaluate the Greenbelt Lake Dam Emergency Action plan and identify needed revisions and updates.
- Oversee the city's sediment and erosion control permitting and inspections program.
- Obtain full compliance for the False Alarm Reduction Program.
- Continue to achieve a 20% total apartment unit inspection rate for Franklin Park at Greenbelt Station.
- Continue to build upon the relationship with inspection staff from neighboring communities.
- Expand the inter-municipal code enforcement working group to include representation from the cities of New Carrollton and Bowie.
- Continue to track and monitor Property Foreclosure Registry System within Greenbelt.
- Work with management companies and homeowner/condominium associations on rental license enforcement.

Improve transportation opportunities.

Accomplishments

- Oversaw the completion of 90 percent engineering plans for Phase 1 of the Cherrywood Lane Complete and Green Street project and closed out the state grant.



- Managed the completion of the Hanover Parkway Bicycle Feasibility Study project.

- Obtained and managed a Metropolitan Washington Council of Governments Transportation Land Use Connections grant for the development of 30 percent engineering plans for Phase 2 of the Cherrywood Lane Complete and Green Street project.

- Worked with the county on the implementation of Phase II of the County’s Bike Share Implementation Plan that includes installing multiple stations in Greenbelt.

- Worked with the county on easement agreements required for the county to install bike share stations in city rights-of-way.



- Continued to work with the county and Washington Metropolitan Area Transit Authority (WMATA) to identify opportunities to improve transit services in the city.

- Worked on implementation of the Bus Stop Safety and Accessibility Study.

- Worked with Public Works staff to construct two new bus shelters.

- Worked with WMATA on the installation of “Next Bus” signs at the Roosevelt Center bus stops.

- Worked with Public Works and the Advisory Planning Board on updates and implementation of the Pedestrian and Bicycle Master Plan.

- Conducted speed studies using the city’s two Speed Sentry units and new speed detection equipment acquired by the Police Department, and prepared recommendations to respond to citizen traffic calming requests.

- Reviewed and commented on the State Consolidated Transportation Program.

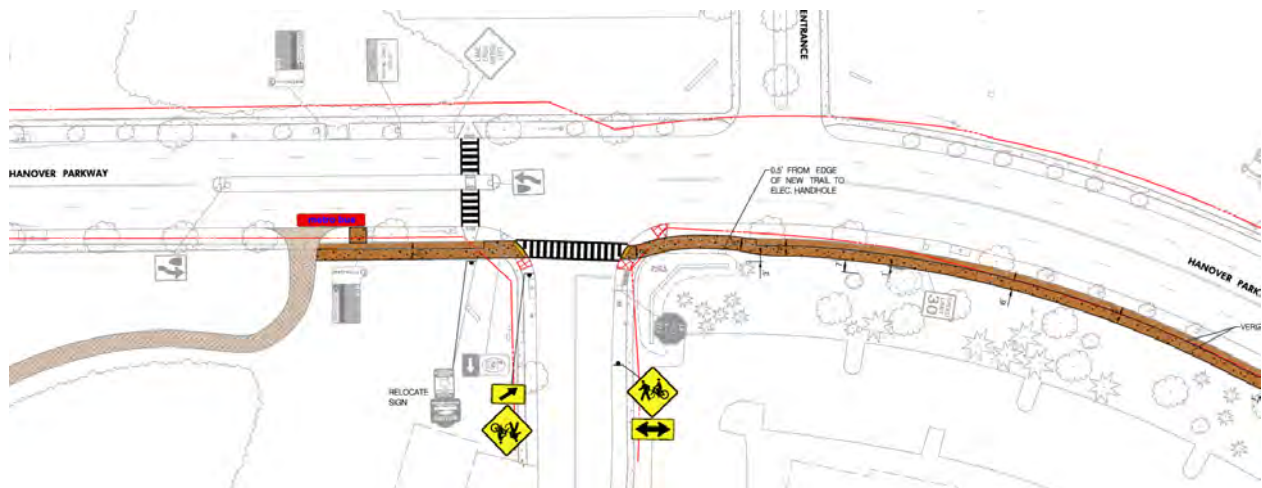
- Participated in the review of studies related to the I-495/I-270 Managed Lane Study.

- Attended Inter-Municipal Bikeways Working Group meetings.

Action Steps/Management Objectives

- Work with the county on the installation of at least five bike share stations in city rights-of-way.
- Work with State Highway Administration and neighboring jurisdictions on improvements to the Route 193 Corridor.
- Continue to work with county transit staff, WMATA and Transit Riders United of Greenbelt (TRUG) to maintain high quality bus services.

- Evaluate and respond to citizen requests for traffic calming measures.
- Continue to work with Public Works on the implementation of the Pedestrian and Bicycle Master Plan recommendations.
- Continue to implement the recommendations of the Bus Stop Safety and Accessibility study.
- Work with Public Works on the identification and installation of two bus shelters and bus stop pads, and ADA improvements.
- Continue to manage the speed sentry program.
- Review and comment on the State Consolidated Transportation Program and advocate for city road improvement projects.
- Pursue grant funding for the implementation of the recommendations of the Pedestrian and Bicycle Master Plan.
- Continue to attend Inter-Municipal Bikeways Working Group meetings.
- Monitor and comment as appropriate on state roadway projects including the I-495/I-270 Managed Lane Study project.
- Participate in the review of the Maglev and Loop projects.



Undertake and complete capital projects and infrastructure improvements within budget and in a timely fashion.

Accomplishments

- Oversaw the completion of Phase 1 of the Gateway Sign project. Obtained State Highway approval for the installation of “Welcome” signs and worked with the Maryland Historical Trust to obtain require approvals and permits.

- Worked with WSSC and Public Works on the completion of the Ridge Road Water Line Replacement project.
- Worked with Public Works Director on the project management for the completion of the Greenbelt Lake Dam Improvement project.
- Worked with Recreation and Public Works staff to undertake the restoration of the Mother and Child Statue and bas reliefs.
- Managed Program Open Space funding for the 2 Court Research Road Playground Improvement project and tennis court improvement project.
- Worked on a design for improvements to the existing Dog Park, and worked with Recreation staff on revising registration and licensing processes/requirements.
- Worked with IT Department and Public Information and Communications Coordinator on implementation of the city's small cell ordinance.
- Worked with the county on the completion of an outfall/stream restoration project in the vicinity of University Square Apartments.
- Worked with the Prince George's County Clean Water Partnership and Public Works on improvements to Greenbrook Lake.
- Submitted FY 2021 Program Open Space (POS) Annual Program.
- Oversaw the construction of the Buddy Attick Park parking lot project, and managed grant funds.



Action Steps/Management Objectives

- Obtain grant funding for the implementation of Phase 2 of the Gateway Sign project and oversee installation of remaining welcome signs.
- Manage Program Open Space projects.
- Work with Public Works on the implementation of the city's Complete and Green Street policy.
- Pursue grant funding for the implementation of the recommendations of the Pedestrian and Bicycle Master Plan.
- Work with the Clean Water Partnership Program to identify and implement stormwater management projects in the city.

- Continue to study the feasibility of a second dog park in the city.
- Pursue funding for the completion of 90 percent engineering plans for Phase 2 of the Cherrywood Lane Complete and Green Street project.

Maintain an active leadership role in planning for development and redevelopment in Greenbelt West.

Accomplishments

- Monitored development of Greenbelt Station South Core to ensure compliance with development agreement requirements and timely installation of public improvements.
- Oversaw completion and conveyance of public streets in Greenbelt Station South Core.
- Oversaw the final build-out of Phase 3 of the South Core townhouse development.
- Analyzed the parking situation in Greenbelt Station South Core and provided recommendations for City Council consideration.
- Continued to coordinate the design and permitting of the WMATA connection trail.
- Managed the review of the Preliminary Plan of Subdivision and Detailed Site Plan for the Greenbelt Metro/NRP Multi-family project near the Greenbelt Federal Courthouse.
- Managed the city's review of a Preliminary Plan of Subdivision for the proposed redevelopment of Beltway Plaza.
- Managed construction in the right-of-way permits and bonding for public infrastructure improvements associated with Greenbelt Station South Core and the Greenbelt Metro/NRP multi-family project.



Action Steps/Management Objectives

- Continue to oversee the design, permitting and construction of the WMATA connection trail.
- Secure funding for the WMATA connection trail.
- Manage the review of construction plans and permits for the Greenbelt Metro/NRP multi-family project.
- Continue to advocate for improvements to the Greenbelt Road corridor, and participate in meetings as appropriate.

- Continue to represent the city’s interests in the I-495 full interchange at Greenbelt Metro Station and proposed development of the North Core.
- Continue to manage the design and engineering of the Cherrywood Lane Complete and Green Street project and pursue funding opportunities.

Preserve and enhance Greenbelt’s legacy of a planned community.

Accomplishments

- Worked with the county, GHI and other property owners in historic Greenbelt on the drafting of a Neighborhood Conservation Overlay Zone.
- Reviewed and commented on the county’s Countywide Map Amendment.
- Achieved recertification as a Sustainable Community.
- Negotiated a Memorandum of Understanding with Greenbelt Homes, Inc. for addressing yard conflicts.
- Served as liaison to the Advisory Planning Board and the Board of Appeals.
- Facilitated approval of a resident’s request for an electric vehicle charging station in city right-of-way in Historic Greenbelt.
- Performed development review of private development proposals throughout the city. Staff provided technical development review, presented projects to the City Council and public, represented the city at Prince George’s County Planning Board hearings, and successfully advocated for inclusion of city priorities within private development projects.
- Reviewed and commented on county zoning legislation.
- Reviewed and approved multiple construction in the right-of-way permits for various public infrastructure improvements.
- Assisted with creating the framework for the application submittal, review and approval of small cell right-of-way permits.



Action Steps/Management Objectives

- Continue to identify grant funding sources for greening/sustainability projects.
- Continue to review all development plans to evaluate potential impacts on the community and environment.

- Monitor state and county planning and zoning legislation to ensure new regulations accomplish desired change.
- Identify appropriate treatments for the Hamilton family home site and cemetery.
- Work with stakeholders and the county on the adoption of the Greenbelt Neighborhood Conservation Overlay Zone.

Participate in state, county and regional activities to represent and promote city interests.

Accomplishments

- Reviewed and provided comments on the Federal Capital Improvements Program for FY 2020-2024, and the State of Maryland Consolidated Transportation Program for FY 2020-2024.
- Participated in meetings and reviewed and commented on reports associated with the proposed relocation of the Bureau of Engraving and Printing to the Beltsville Agricultural Research Center.
- Participated with the county’s Census 2020 Complete Count Committee.
- Worked with the Public Information Office and other city departments to plan Census 2020 outreach events and distribute 2020 Census information.
- Completed the city’s review of the 2020 Census Bureau’s Local Update on Census Addresses and City boundaries.
- Attended monthly Inter-Municipal Bikeways Working Group to promote trail connectivity within the Anacostia Trails Heritage Area.
- Reviewed and provided comments on various county zoning legislation proposals.
- Reviewed and commented on Countywide Map Amendment.
- Participated in development of a Neighborhood Conservation Overlay Zone for Historic Greenbelt.
- Participated in Maryland Municipal League Planning Director meetings.
- Participated in the review and comment of studies related to state roadway widening projects.
- Coordinated with the county Department of Permitting, Inspections and Enforcement on the administration of the county’s new short-term rental licensing regulations.



- Continued to work with Prince George’s County Department of Permitting, Inspections and Enforcement (DPIE) to ensure all businesses have a Use and Occupancy permit.
- Continued to work with State of Maryland Department of the Environment to ensure all residential property owners register and obtain lead free certification.

Action Steps/Management Objectives

- Review all proposed county zoning legislation for impact on the city before offering comment.
- Monitor the proposed relocation of the Bureau of Engraving and Printing to the Beltsville Agricultural Research Center.
- Attend the monthly Inter-Municipal Bikeways Working Group meetings to promote trail connectivity within the Anacostia Trails Heritage Area.
- Review and comment on the Federal Capital Improvements Program for FY 2021-2025 and the State of Maryland Consolidated Transportation Program for FY 2021-2025.
- Work with the county and State Highway Administration on undertaking Greenbelt Road corridor improvements, including the recommendations of the ULI TAP corridor study.
- Work with the county on the licensing of short-term rental properties.



Creating a Future for
Greenbelt Road/MD-193

Operate, assign and administer the work program and departmental activities for efficiency without compromising quality and effectiveness.

Accomplishments

- Maintained rental database by subdivision and worked with homeowner associations and community associations on identifying unlicensed rentals.
- Pursued compliance with the city’s building permit requirements.
- Continued to organize archived files and improve storage capacity.
- Implemented the city’s handbill and false alarm reduction programs.
- Continued to reduce the number of businesses on the False Alarm Do Not Respond list.
- Worked on a user manual for the Community Development Software.

- Worked with Code Enforcement Inspectors to achieve ICC certifications.
- Administrative staff member obtained certification as a notary.

Action Steps/Management Objectives

- Contract with the Utopia software vendor to provide staff training on software capabilities.
- Complete the implementation of the portability of Community Development software to inspectors while in the field.
- Continue converting plans to electronic media.
- Continue to develop a user manual for the Community Development Software.
- Work with homeowner associations to ensure all rental properties are licensed and inspected.
- Work with the county's Department of Permitting, Enforcement and Inspections to ensure all businesses have a Use and Occupancy permit.
- Work with State of Maryland Department of the Environment to ensure all residential property owners register and obtain lead free certification.
- Continue education training for code enforcement officers to achieve ICC certification and Fire Inspector certification.

Invest in the professional development of staff by keeping them well trained and up-to-date on professional and technological advances. Encourage professional recognition through designation by accreditation or organizations and bodies.

Accomplishments

- The Planning staff obtained sufficient hours of training to satisfy continuing education requirements for AICP certification maintenance.
- Attended the American Planning Association National Conference.
- Participated in several webinars on a variety of planning topics.
- Applied for and received approval to take the American Institute of Certified Planners (AICP) certification exam.
- Attended Annual Mid-Atlantic Life Safety conference with the State Fire Marshal at the Johns Hopkins Applied Physics Lab in Laurel.
- Attended trainings at the University of Maryland Fire and Rescue Institute.

- Attended the following classes/trainings: Plan Examiner II, NFPA Life Safety Code, Fire Inspector III and Fire Instruction for Supervisors.
- Code inspectors attended Code Enforcement and Zoning Official Association meetings at the City of New Carrollton, City of Bowie and Town of Perryville.
- The Supervisory Inspector earned a Bachelor of Science degree in Public Safety Administration.

Management Objectives

- Continue to meet AICP certification maintenance requirements.
- Attend APA National Conference.
- Attend the PENN Building Officials Conference.
- Attend local training opportunities on various planning and code enforcement topics.
- Attend American Association of Code Enforcement or ICC EduCode Conference.
- Obtain AICP certification.
- Complete the implementation of the portability of Community Development software to inspectors while in the field and coordinate training with software vendor.

OVERVIEW

As has been the case over the past several budgets, staffing and workload remain issues of great concern for the department. Over the last year, the city has seen an increase in development proposals. While the proposals present economic development opportunities for the city, they also require an extensive amount of staff resources to manage. This increase in development proposals is anticipated to continue in FY 2021. State and county projects are also impacting the department's workload, and can be contributed to the delay of certain planning projects being completed, including the Dog Park and the Gateway Sign Project.

The department has also seen an increase in construction in the right-of-way permits which demands the time of the department's Director and requires close coordination with the Public Works Director. These projects have an impact on staff resources and inspection services. Currently, there is only one staff person (the Director) that has the expertise to review, approve and manage construction in the right-of-way permits. The deployment of small cell is expected to account for a number of construction in the right-of-way permits in FY 2021. It is anticipated that the department will intake small cell applications and coordinate their review adding another permitting program to the department's already robust program.

Community Development also faces work load challenges. Due to a lack of qualified applicants, there has been a delay in the hiring of an Assistant Director of Community Development. This delay has impacted the Directors' and Supervisory Inspectors' workloads. It has also resulted in the continued use of outside inspection services for utility projects and for development projects such as Greenbelt Station South Core, Greenbelt Lake Dam Repair project and the Greenbrook Lake Improvements.

It appears there is a shortage of Code Enforcement Inspectors across the region, and for most of FY 2020 the department has been operating with one vacant Community Development Inspector position. This certainly takes its toll on inspection staff and requires prioritizing the city's code enforcement work program.

CODE ENFORCEMENT

Demand for code enforcement does not decrease over time. While there may be an ebb and flow in complaints, the number of licensed non-commercial and rental properties remains relatively constant. Complaint response remains the department's priority. All other inspections are scheduled based on remaining staff time. Windshield inspections are completed as staff resources permit.

The major difficulty with organizing and assigning staff resources based on the dynamics of code enforcement work is that it is difficult to identify and manage true priorities. The Supervisory Inspector continues to work diligently to identify code enforcement priorities to assist in the assignment of staff resources and department tasks.

TRANSPORTATION

Transportation planning represents a significant portion of the department's work program. Whether its completing a speed study, reviewing a major state road project, implementing a recommendation of the Pedestrian and Bicycle Master Plan, implementing the city's Complete and Green Street policy or implementing the city's Bus Stop Safety and Accessibility Study, all projects have a common goal: To protect and enhance the city's legacy as a walkable/bikable community.

The implementation of the recommendations of the Pedestrian and Bicycle Master Plan and the Bus Stop Safety and Accessibility Study continue to be a priority for the department. In FY 2020, the Hanover Parkway Bicycle Feasibility Study will be completed, and in FY 2021 staff plans to pursue grant funding to move the project to final engineering. Two priority projects for the department in FY 2021 will be the implementation of the city's Complete Green Street Policy and continued engineering and implementation of the Cherrywood Lane Complete and Green Street project.

In the summer of FY 2021, staff anticipates working closely with the county on the deployment of bikesharing in Greenbelt. The county currently has plans to install five bikeshare stations in city rights-of-way, and staff will continue to work with the county to expand the number of stations in the City.

The department has been mobilizing the Speed Sentry units throughout the city, based on resident complaints and traffic calming requests. In an effort to expand on the city's traffic calming program, department staff will be coordinating with the Police and Public Works Departments on the deployment of new speed detection technology. This technology will be used in addition to the Speed Sentry units to perform speed studies that are used to generate staff recommendations on needed transportation improvement, education and enforcement.

CAPITAL PROJECTS

Capital Projects are often multi-year projects requiring significant coordination amongst several departments. In FY 2020, the Greenbelt Lake Dam Repair and the Buddy Attick Lake Parking Lot projects were completed. These projects were complex in nature and required significant staff resources and project coordination. While certain projects experienced delays in FY 2020, (Gateway Sign, Cleaning and Repairs to Bas Reliefs and Mother and Child Statue, and Dog Park Planning/Improvements) these projects continue to move forward and are anticipated to be completed in FY 2021.

The completion of the Greenbelt Lake Dam Repair project in FY 2020 brought the city into compliance with the Maryland Department of Environment's Consent Order. This marked a major accomplishment for the city and will ensure that the city's dam meets current dam safety standards.

DEVELOPMENT

The construction of the Greenbelt Station South Core is drawing to a close and it is anticipated that all public roads and park areas will be conveyed to the city in FY 2021. Staff continues to be committed to working closely with the developer and WMATA on the design, permitting and construction of a hiker/biker trail connecting South Core residents to the Greenbelt Metro Station. Agency approvals permitting, it is anticipated that this project will go to construction in fall of 2020.

After experiencing a lull in development proposals, the city continues to see an influx in proposals in FY 2020 requiring significant staff time and resources. Staff foresees FY 2021 being an active year for development review as well, and is excited about the opportunities they present for the city, but is concerned about the staff resources required to manage these large scale development projects. The redevelopment of Beltway Plaza, multiple housing projects and potential commercial development will require significant staff resources and may require the reprioritization of the department's work program.

Planning staff looks forward to working closely with the Economic Development Coordinator in the development, implementation and management of economic development initiatives. As the department oversees the review of major development and redevelopment projects there is an important role for the Economic Development Coordinator, and planning staff looks forward to closely working with her in facilitating, reviewing and managing development activities.

PRINCE GEORGE'S COUNTY COUNTYWIDE MAP AMENDMENT (CMA) AND NEIGHBORHOOD CONSERVATION OVERLAY (NCO) ZONE

In FY 2018, Prince George's County passed legislation to enact a new Zoning Ordinance and Subdivision Regulations. Concurrently, the County Council passed a resolution that set in motion the establishment of a Greenbelt Neighborhood Conservation Overlay (NCO) Zone which is anticipated to be passed concurrently with the county's Comprehensive Zoning Map Amendment (CMA) in November 2020.

The implementation of the county's new Zoning Ordinance and Comprehensive Zoning Map Amendment will have implications to the city. Planning staff has reviewed and commented on the draft Comprehensive Zoning Map Amendment and identified potential implications for residential and commercial property owners in the city. For the most part, the CMA represents a one to one conversion of the city's existing Euclidean Zones to the new Zones. A couple of exceptions to this have to

do with areas in Greenbelt West that were zoned mixed use. Staff is also advocating for more restrictive zoning for the city's Forest Preserve Areas and Roosevelt Center.

The Greenbelt NCO Zone is critical to protecting and preserving the unique development features and character of Greenbelt. Staff is working closely with county staff and stakeholders within historic Greenbelt to ensure the standards adopted will achieve the goals and purposes of the Greenbelt NCO Zone. A Neighborhood Study and the Greenbelt NCO Zone Standards have been completed by the county and public review of these documents is expected to occur in the spring and summer of 2020.

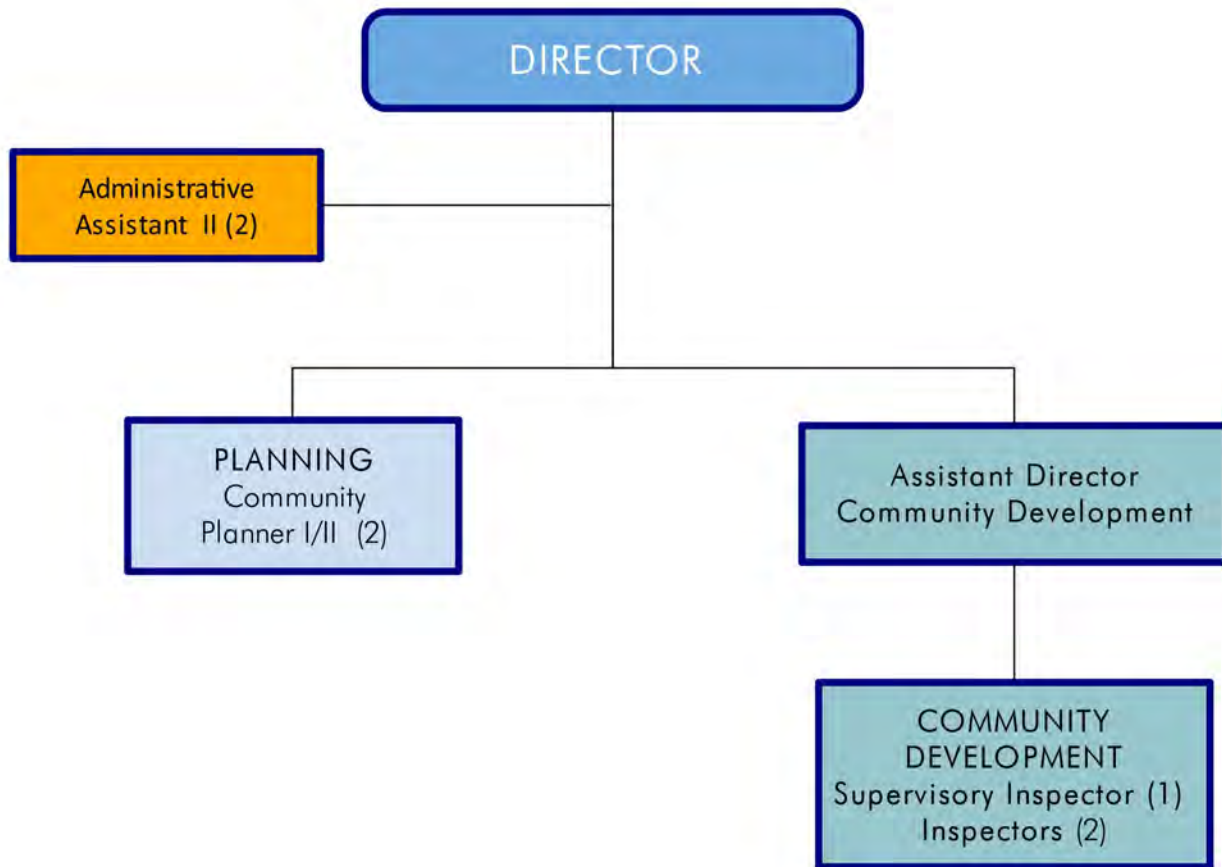
STATE/FEDERAL PROJECTS

A major role of the department is to monitor and assist in the review of county, state and federal projects. There a number of state and federal projects that staff is following closely, including the Maglev, I-495 & I-270 Managed Lane Study and the proposed relocation of the Bureau of Engraving and Printing. The Maryland Department of Transportation State Highway Administration and the Federal Highway Administration are conducting the Environmental Study for the I-495 & I-270 Management Lane Study. In addition to advocating for the city's position of opposition to this project, staff is participating in the review of various documents and studies including evaluation for potential impacts to publicly owned park, recreation areas, wildlife/waterfowl refugees and public or privately-owned historic sites.

The proposed relocation of the Bureau of Engraving and Printing is in the National Environmental Policy Act (NEPA) process with the completion of an environmental study currently ongoing. The department will be monitoring this project closely reviewing relevant studies and advocating the city's position to federal, state and county representatives.

	Grade	Auth. FY 2019	Auth. FY 2020	Prop. FY 2021	Auth. FY 2021
210 Planning					
Planning Director	GC-26	1	1	1	
Assistant Director*	GC-22	0	0	0	
Community Planner I & II	GC 16 & 18	2	2	2	
Total FTE		3	3	3	0
220 Community Development					
Assistant Director	GC-22	1	1	1	
Supervisory Inspector	GC-18	1	1	1	
Community Development Inspector I & II	GC-12 & 14	2	2	2	
Administrative Assistant II	GC-13	2	2	2	
Total FTE		6	6	6	0
Total Planning & Community Development		9	9	9	0

*Can be underfilled





The Planning Department is responsible for overseeing all physical development in the city. Duties include: reviewing development projects for impact on the city, planning, coordinating and managing capital projects, compiling demographic data and the preparation of population and housing projections, coordination of planning and development activities with other public bodies, planning and coordinating environmental enhancement projects, serving as liaison to the Advisory Planning Board

and Board of Appeals, preparing special studies addressing particular issues, drafting legislation and other duties as necessary.

Performance Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Estimated	FY 2021 Estimated
Advisory Planning Board Meetings	13	22	24	24
Other Meetings	450	300	450	300
Development Proposals	5	5	6	5
Grants Administered	5	5	5	4
Full Time Equivalent (FTE)	3	3	3	3

MANAGEMENT OBJECTIVES

- Work with the county on the installation of at least five bikeshare stations in city rights-of-way.
- Obtain grant funding for the implementation of Phase 2 of the Gateway Sign project and oversee installation of remaining welcome signs.
- Continue to oversee the design, permitting and construction of the WMATA connection trail.
- Monitor the proposed relocation of the Bureau of Engraving and Printing to the Beltsville Agricultural Research Center.

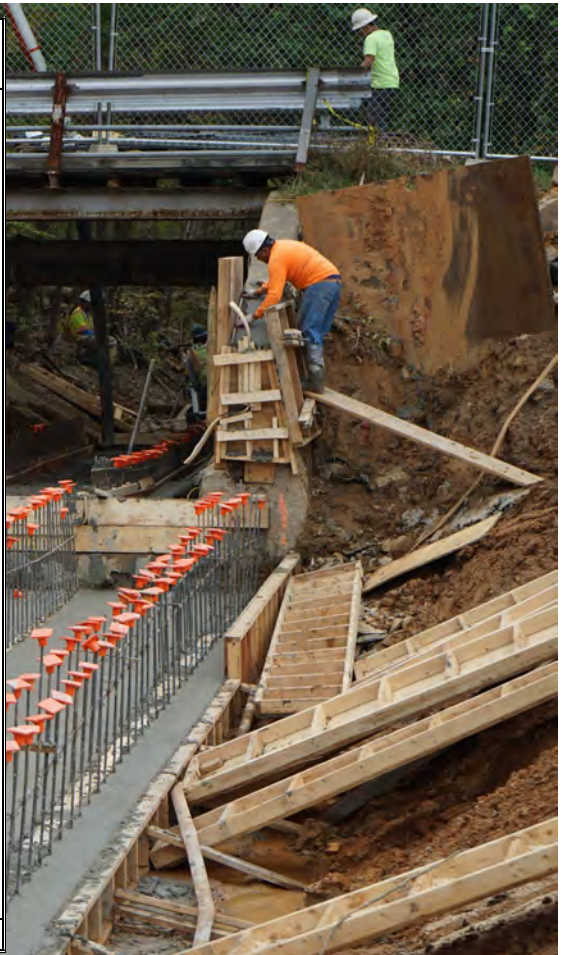
BUDGET COMMENTS

- 1) Line 01, Salaries, and line 28, Employee Benefits, have fluctuated in recent fiscal years. FY 2021 salaries shows the cost of a fully staffed Planning Department.
- 2) \$30,000 is budgeted in Professional Services, line 30, to contract with an architectural firm to perform a space study.
- 3) The budget for Office Expenses, line 55, has stabilized with the right-sizing of the department.

PLANNING Acct. No. 210	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
PERSONNEL EXPENSES						
01 Salaries	\$149,775	\$215,251	\$246,200	\$223,000	\$257,200	
28 Employee Benefits	72,135	72,744	93,000	90,600	103,500	
Total	\$221,910	\$287,995	\$339,200	\$313,600	\$360,700	\$0
OTHER OPERATING EXPENSES						
30 Professional Services	\$46,013	\$226	\$30,000	\$30,000	\$30,000	
33 Insurance	1,654	1,610	1,800	1,900	2,100	
45 Membership & Training	3,377	4,887	7,600	7,600	7,600	
55 Office Expenses	123	1,059	1,300	1,700	1,300	
Total	\$51,167	\$7,782	\$40,700	\$41,200	\$41,000	\$0
TOTAL PLANNING	\$273,077	\$295,777	\$379,900	\$354,800	\$401,700	\$0
REVENUE SOURCES						
Development Review Fees	\$3,000	\$15,364	\$0	\$10,000	\$5,000	\$0
Total	\$3,000	\$15,364	\$0	\$10,000	\$5,000	\$0

This office is responsible for activities relating to the protection of the health, safety and welfare of the community through the enforcement of housing, building, sediment control and construction codes. This office is also responsible for burglar alarm licensing, handbill and noise ordinance enforcement.

Performance Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Estimated	FY 2021 Estimated
Board of Appeals Meetings	1	1	1	2
Single Family Rental Inspections	200	385	250	340
Apartment Units Inspected	1,019	1,020	1,021	1,021
Rental Licenses (excluding apartments)	297	281	337	350
Construction Permits Issued	25	40	30	40
Building Permits Issued	975	1,033	530	850
Sediment Control Permits Issued	3	5	7	5
Sediment Control Inspections	60	116	130	75
Noise Ordinance Citations	98	9	13	15
Noise Ordinance Complaints	23	97	80	85
Property Violation Complaints	385	444	300	305
Handbill Violations	17	15	14	15
Burglar Alarm Licenses Issued	200	213	215	220
Day Care Businesses Licensed	13	13	11	15
Alarm Companies Registered	32	65	67	70
Commercial Units Licensed	277	246	312	450
Liquor Licenses Issued	18	20	20	20
Residential False Alarm Invoices	n/a	2	5	10
Residential False Alarm Warning Letters	n/a	168	180	185
Non-Residential False Alarm Invoices	30	29	30	35
Non-Residential False Alarm Warning Letters	n/a	106	137	140
Police Non-Response	9	12	6	4
Foreclosed and Vacant Properties	5	51	60	70
Municipal Infractions Issued	110	7	20	30
Full Time Equivalent (FTE)	5.0	6.0	6.0	6.0



MANAGEMENT OBJECTIVES

- Complete the implementation of the portability of Community Development software to inspectors while in the field.
- Evaluate the need and feasibility of establishing an after-hours on-call program for inspection staff.
- Work with the county on the licensing of short-term rental properties.

BUDGET COMMENTS

- 1) Lines 01 and 28, Salaries and Employee Benefits, in FY 2021 show the effect of adding the Assistant Director to oversee Community Development operations.
- 2) Line 30, Professional Services, should become more predictable with the hiring of the Assistant Director and the construction at Greenbelt Station nearly complete.

COMMUNITY DEVELOPMENT Acct. No. 220	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
PERSONNEL EXPENSES						
01 Salaries	\$223,706	\$274,296	\$390,500	\$250,500	\$408,200	
25 Repair/Maintain Vehicles	637	167	1,000	500	1,000	
27 Overtime	0	0	0	1,000	1,000	
28 Employee Benefits	84,721	112,139	157,100	105,100	181,600	
Total	\$309,065	\$386,602	\$548,600	\$357,100	\$591,800	\$0
OTHER OPERATING EXPENSES						
30 Professional Services	\$129,456	\$138,786	\$30,000	\$30,000	\$30,000	
33 Insurance	1,166	1,333	1,400	1,400	1,600	
34 Other Services	3,629	4,324	4,000	4,000	4,000	
38 Communications	6,593	5,594	6,600	7,500	7,500	
42 Building Rental	35,700	35,700	35,700	35,700	35,700	
45 Membership & Training	965	2,154	6,000	5,400	6,000	
48 Uniforms	1,098	599	1,000	1,000	1,000	
50 Motor Equipment						
Maintenance	3,770	1,922	5,200	2,700	2,800	
Vehicle Fuel	1,144		1,200	1,500	1,500	
52 Departmental Equipment	0	0	0	2,000	3,000	
53 Computer Expenses	8,295	12,505	10,300	13,000	13,000	
55 Office Expenses	14,015	17,221	13,000	13,600	13,700	
Total	\$205,832	\$220,138	\$114,400	\$117,800	\$119,800	\$0
TOTAL COMMUNITY DEVELOPMENT	\$514,896	\$606,740	\$663,000	\$474,900	\$711,600	\$0
REVENUE SOURCES						
Street Permits	\$145,384	\$69,845	\$50,000	\$13,000	\$10,000	
Licenses & Permit Fees	927,592	930,886	915,300	922,800	922,800	
Non-Residential Alarm	33,950	28,550	30,000	5,000	5,000	
Municipal Infractions	12,240	11,665	12,000	12,000	12,000	
False Alarm Fees	7,750	3,075	5,000	4,000	4,000	
Total	\$1,126,916	\$1,044,021	\$1,012,300	\$956,800	\$953,800	\$0



DEPARTMENT OVERVIEW

The Greenbelt Police Department enhances the quality of life in Greenbelt by protecting residents, businesses, visitors and property. The department's mission is to improve community safety, expand community outreach, and develop and retain staff.

2019 CRIME TRENDS

UCR Part I crime in Greenbelt remained unchanged in 2019. Part I crimes are defined as murder, rape, robbery, aggravated assault, burglary, larceny and auto theft.

The majority of violent crime, 52% (59 incidents) occurred in Greenbelt West; 26% (30 incidents) in Greenbelt East; and 22% (25 incidents) in Historic Greenbelt.

- Overall quantity of crime remained relatively the same in 2019 from 2018.
- Violent Crime comprises 14% of crime in Greenbelt and property crime the remaining 86%.
- The location of crime shifted around the City from 2018:
 - * 1 Beat (Historic Greenbelt) – Overall crime up 23% (violent up 92%; property up 14%);
 - * 2 Beat (Greenbelt West) – Overall crime down 11% (violent down 36%; property down 3%);
 - * 3 Beat (Greenbelt East) – Overall crime down 11% (violent up 58%; property down 17%);

- * BWP – Overall crime up 40% (increase is all property crime);
- * Metro – Slight property crime increase of 3 incidents; and
- * Greenbelt Station – Overall crime down 54% (decrease is all property crime).
- Rapes, robberies, and burglaries at a 5 year low.
- Assaults at 5 year high due to several Greenbelt East shootings with multiple victims.
- Thefts are up about 4%. Theft from Auto: 50% of thefts; Shopliftings: 30% of thefts.
- Overall Clearance Rate is 22% (Violent: 50%; Property: 17%).

See Crime Tables on Police Department Dashboard

ADMINISTRATIVE DIVISION OVERVIEW



The Administrative Services Division provides vital departmental functions including: public safety communications, records retention, fiscal management, photo enforcement, parking enforcement and animal control.

COMMUNICATIONS UNIT

Calls Handled	2017	2018	2019
	25,791	24,479	26,167

2019 DISPATCH TIME ANALYSIS

Communications continued to function below full staffing strength with three vacant positions. However, they were able to reduce the time to dispatch calls for service by changing how calls are processed.

Yearly Average	High Priority	Medium Priority	Low Priority	Overall
2016	1:52	2:24	2:58	2:28
2017	1:55	2:29	3:04	2:34
2018	1:28	2:22	3:58	2:36
2019	1:14	1:54	2:32	1:58

RECORDS SECTION

- 2,095 reports merged;
- 813 investigative files merged;
- 188 parking citations reviewed; and
- Transitioning to the Motorola Premiere 1 computer aided dispatch platform.

TRAINING

The department completed all state mandated training in addition to the following highlights:

- Department personnel attend over 137 training programs;
- National Crime Information Center trainer program completed;
- Cultural Diversity at the African American Museum; and
- RIGHT Care- Innovative Law Enforcement Response to Behavior Health Calls.

AUTOMATED SAFETY ENFORCEMENT



	2017	2018	2019
Red Light	5,104	5,903	10,076
Speed Camera	13,778	15,084	12,510

ANIMAL CONTROL

Calls for Service 2019	Animals Sheltered in 2019
426	154

During 2019, the Animal Control Unit underwent significant staffing changes and closed the year with 1 full time employee.

PARKING ENFORCEMENT

Calls for Service	Infractions	Stolen Vehicles Located	Vehicles Booted
202	1,698	21	3

RECRUITMENT AND SELECTION

Police Officer	Number of Applicants	Tests Run	Hired
	500 plus	4	13

Police Dispatcher	Number of Applicants	Tests Run	Hired
	375 plus	8	0

Animal Control	Number of Applicants	Hiring Processes	Hired
	30	3	0



Hiring continues to be a department priority, with some success seen with entry level police officer. We have struggled with non-sworn positions due to a competitive job market.



2019 OPERATIONS DIVISION OVERVIEW

The Operations Division provides 24-hour uniformed patrol services; responding to calls for service, conducting preliminary investigations, arresting offenders, and handling motor vehicle crash investigations and general traffic enforcement.

Calls For Service	2017	2018	2019
	25,417	24,006	25,743

Officer response times to calls improved in 2019 as compared to 2018. On average, officers responded to Priority calls in 3:34 and non-priority calls in 6:42.

CRIMINAL INVESTIGATIONS

Adult Arrest	2017	2018	2019
	348	284	332

Adult arrests increased 18%, while juvenile arrests increased 34% from 47 to 63.

Officers conducted follow-up investigations on 51% more incidents and closed 3% more of those cases in 2019 compared to 2018.

TRAFFIC SAFETY

Traffic Stops	2017	2018	2019
	3,354	2,297	3,879

Officers issued 2,242 citations (22% increase) and wrote a combined 4,020 warnings and equipment repair orders (49% increase).

Commensurate with the traffic stops were 103 driving under the influence arrests (58% increase) and 353 other traffic related arrests (67% increase). In support of impaired driving enforcement, specially trained Intoximeter officers conducted 170 alcohol breath tests for Greenbelt and partner agencies.

Traffic Crashes	2017	2018	2019
	1,184	1,217	1,173

The number of traffic crashes decreased 4% from 2018, of which two crashes were fatal.

COMMUNITY POLICING

Officers were out of their cruisers patrolling neighborhoods and businesses on 4,262 occasions, which is an 11% increase from 2018. Officer initiated activity also increased 19% overall.

Officers participated in a number of ongoing community policing functions such as: bike patrol, Trunk or Treat, DARE and the Explorer Program.



EMERGING TRENDS

The number of mental health related calls increased 50% in 2019. In response to this growing challenge, four members of the department were certified as Crisis Intervention Team (CIT) Officers. These front line officers are able to respond to a mental health crisis and safely assist in providing the resources needed for the victim.

2019 SPECIAL OPERATIONS OVERVIEW

The Special Operations Division (SOD) conducts investigations regarding serious crimes, such as homicide, rape, robbery, burglary, aggravated assault, theft, auto theft, and narcotic violations. SOD provides for coverage at Eleanor Roosevelt High School and works with school security.

CRIMINAL INVESTIGATIONS

	2017	2018	2019
Cases Assigned	212	242	140
Homicide	3	4	1
Assault	8	12	19
Robbery	50	63	30
Burglary	44	59	16

OFFICE OF PUBLIC INFORMATION

The Public Information Office works on emphasizing the departments' mission and providing critical information to the public in a timely manner.

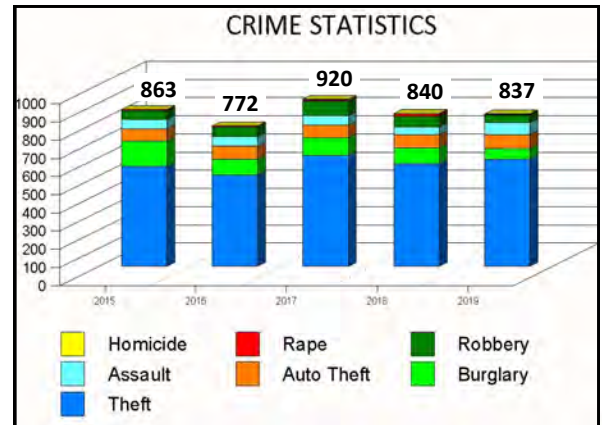
SCHOOL RESOURCE OFFICER

The department maintains an ongoing partnership with the Prince George's County Public School System to staff a Police Officer at Eleanor Roosevelt High School.



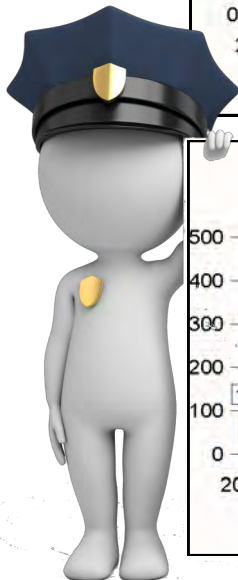
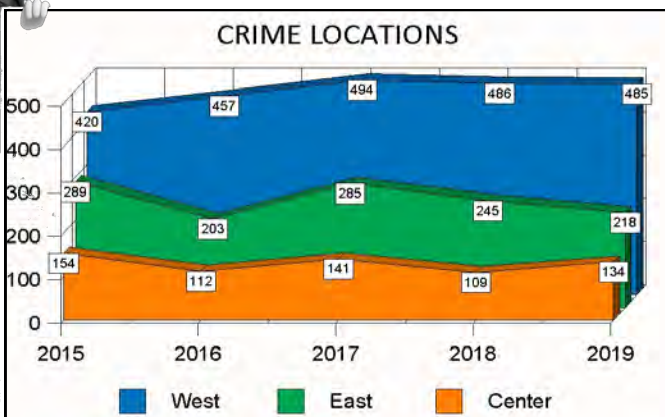
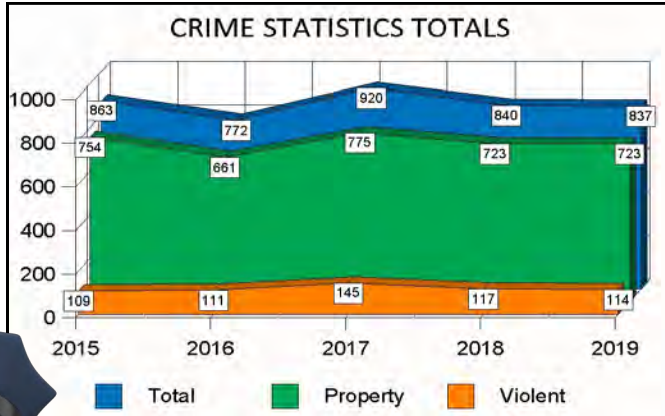
All the best to this year's retirees: Dominic Keys, Sueng Lee, and Deputy Chief, Thomas Kemp. Thank you for your service!

	2015	2016	2017	2018	2019
Homicide	1	1	4	3	1
Rape	6	5	9	14	4
Robbery	50	54	78	56	41
Assault	52	51	54	44	68
Burglary	138	88	98	88	60
Theft	551	500	610	563	588
Auto Theft	65	73	67	72	75
Total Violent	109	111	145	117	114
Total Property	754	661	775	723	723
TOTAL	863	772	920	840	837
Center	154	112	141	109	134
West	420	457	494	486	485
East	289	203	285	245	218



PERFORMANCE SNAPSHOT

	2019	2018	% Change
Total Incidents	25,743	24,006	+ 7%
Case Reports	2,400	2,295	+5%
FIR Reports	177	159	+ 11%
Arrests	378	284	+ 33%
Traffic Crashes	1,173	1,217	- 4%
Mental Health	306	206	+ 49%
Officer Initiated	11,417	9,573	+ 19%
Traffic Stops	3,879	2,297	+ 69%
DUI	103	65	+ 58%
Traffic Arrests	353	212	+ 67%
Premise Checks	4,262	3,852	+ 11%
Patrol Assigned Cases	198	131	+51%



As the department moves into FY 2021, we continue to move toward full staffing across all sections of the department. We are focused on developing a greater use of technology and using innovative strategies in the area of community policing to continue our tradition of providing excellent police service.

Retention & Recruiting

The department continues to remain below ideal staffing levels. The department is allocated 53 sworn officers, as well a number of non-sworn positions. The current compliment of sworn staff remains below authorized levels. The department has made progress, but work on retention needs to be finalized.

Community Relations

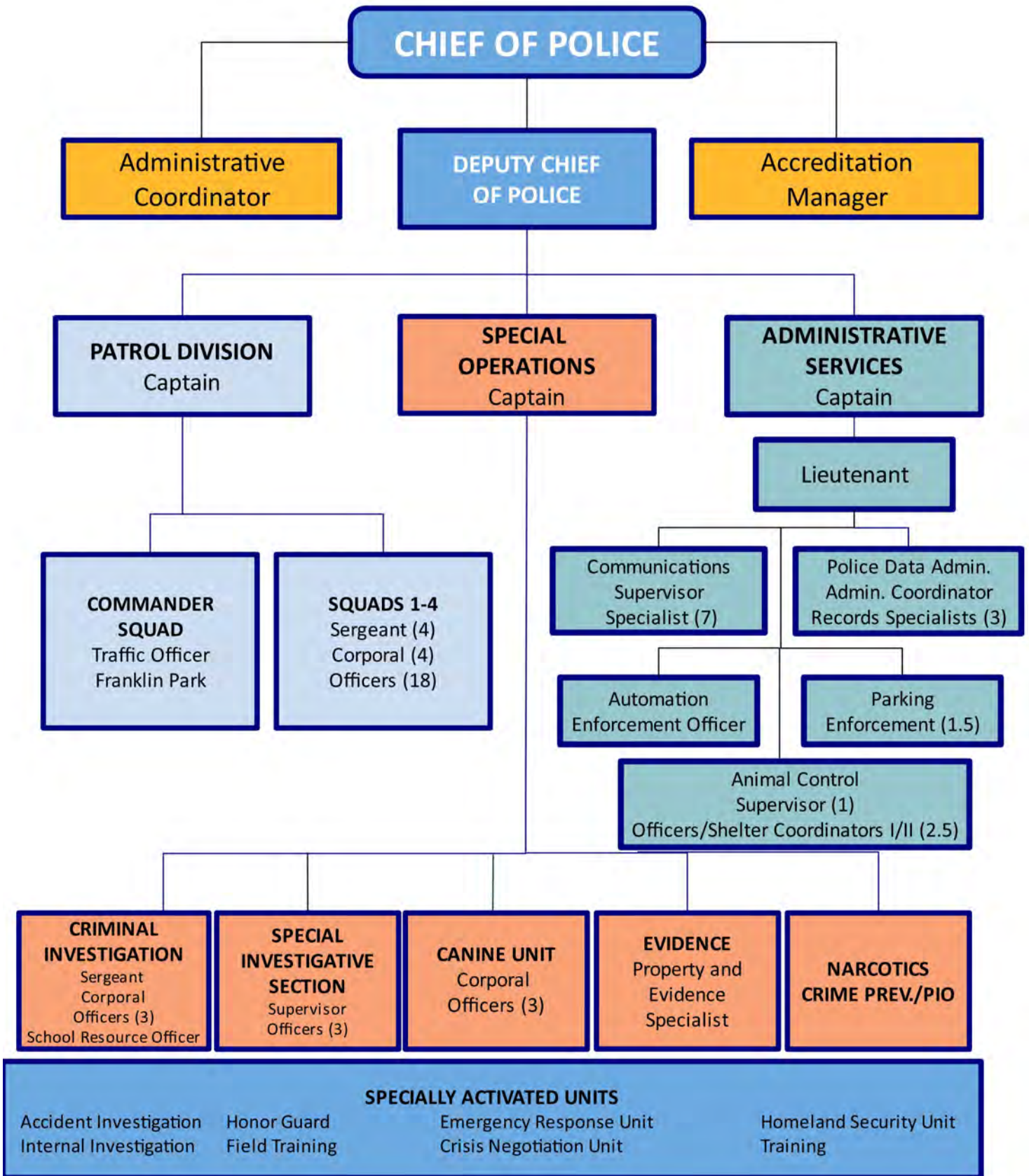
The department recognizes that to be successful there needs to be partnerships with all of the residents of Greenbelt. Every opportunity will be taken to develop relationships and build trust with our community.

There will be a focus on communications between the police department and the residents of Greenbelt, while developing community policing concepts, enhancing public safety, and building trust between the community and the police.

Mental Health

A growing trend in law enforcement is the need to be able to respond to and provide assistance to persons suffering from a mental health crisis. In response, the department has begun to implement a department wide training program in mental health first aid. In addition to the mental health component, the department has begun training in de-escalation of violent encounters, as well a critical incident stress management.

	Grade	Auth. FY 2019	Auth. FY 2020	Prop. FY 2021	Auth. FY 2021
Police Officers					
Chief	n/a	1	1	1	
Deputy Chief	n/a	1	1	1	
Captain	n/a	3	3	3	
Lieutenant	n/a	1	1	1	
Sergeant	n/a	6	6	6	
Corporal	n/a	8	8	8	
Master Patrol Officer}	n/a	33	33	33	
Police Officer 1st Class}	n/a				
Police Officer}	n/a				
Police Officer Candidate}	n/a				
Total FTE		53	53	53	0
Police Civilian Personnel					
Communications Supervisor	GC-18	1	1	1	
Crime Prevention/Public Information Liaison	GC-16	1	1	1	
Accreditation Manager	GC-16	1	1	1	
Police Data Administrator	GC-15	0	1	1	
IT Administrator	GC-14	1	0	0	
Administrative Coordinator	GC-14	2	2	2	
Communications Specialist I & II	GC-13 & 14	8	7	7	
Property and Evidence Specialist	GC-13	0	1	1	
Records Specialist I & II	GC-12 & 13	3	3	3	
Parking Enforcement Officer I & II	GC-9 & 10	1.5	1.5	1.5	
Total FTE		18.5	18.5	18.5	0
Total Police FTE		71.5	71.5	71.5	0
Animal Control Personnel					
Animal Control Supervisor	GC-17	1	1	1	
Animal Control/Shelter Coordinator I & II	GC-11 & 12	2.5	2.5	2.5	
Total Animal Control FTE		3.5	3.5	3.5	0
Total Public Safety FTE		75	75	75	0





The city provides a full-service Police Department, unlike most municipalities in the county. Services include around-the-clock patrol, K9 patrol, communications support, criminal investigation, narcotics investigation, crime prevention, traffic enforcement and a school resource officer.

Performance Measures					
Community Questionnaire Scores		<u>2013</u>	<u>2015</u>	<u>2017</u>	<u>2019</u>
Police Presence		4.21	4.18	4.04	4.14
Police Responsiveness		4.27	4.25	4.19	4.23
Dispatcher Responsiveness		4.14	4.13	4.07	4.16
Parking Enforcement		3.75	3.74	3.64	3.75
Overall Performance		4.22	4.19	4.13	4.21
Class I Offenses					
	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Homicide	1	1	4	3	1
Rape	6	5	9	14	4
Robbery	50	54	78	56	41
Assault	52	51	54	44	68
B & E Burglary	138	88	98	88	60
Theft	551	500	610	563	588
Auto Theft	65	73	67	72	75
Total Offenses	863	772	920	840	837
Criminal Arrests - Adults	532	372	348	284	378
Criminal Arrests - Juveniles	92	66	56	47	63
Clearance Rate	27%	27%	23%	24%	22%
Calls for Service	27,445	24,720	25,417	24,006	25,743
Response Rate - High Priority	3:29	3:25	3:28	3:58	3:34
Police Reports	3,281	2,867	3,054	2,771	2,907
Motor Vehicle Accidents	1,144	1,194	1,184	1,215	1,173
Traffic Summons	3,997	2,591	2,215	1,834	2,242
Parking Tickets	193	139	2,686	1,433	1,698
	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>	<u>FY 2021</u>
Police Full Time Equivalents (FTE)	71.5	71.5	71.5	71.5	71.5

MANAGEMENT OBJECTIVES

- Focus on reaching staffing goals, developing a greater use of technologies and using innovative strategies in the area of predictive policing to continue our tradition of providing excellent police service.
- Community Safety: Safety is the priority of the Police Department. This overall goal determines how the department focuses its efforts in the areas of community outreach, enforcement, staff development, and the use of technology.
- Community Outreach: The department recognizes that to be successful there needs to be partnerships with all of the residents of Greenbelt. The Department will take every opportunity to develop relationships and build trust with our community.
- Develop Staff: Providing department staff with training, career opportunities, education and promotion will reduce turn over and create a stable department to meet the needs of our community.

BUDGET COMMENTS

- 1) All positions shown on the personnel staffing page in this section remain authorized except two dispatch positions which are not funded due to vacancies that occur from retirements and other changes in personnel.
- 2) Line 45, Membership & Training, increased in the proposed budget to fund sensitivity training for all sworn personnel.
- 3) Increased expenditures for Maintain Building & Structure, line 46, is the result of an aging HVAC system at the police station. Funds are included in the FY 2020 and FY 2021 Building Capital Reserve Fund to replace the HVAC system.
- 4) The amount budgeted in FY 2021 for Motor Equipment: Repair & Maintenance, line 50, (\$144,800) calculates to just under \$2,000 per police vehicle annually.

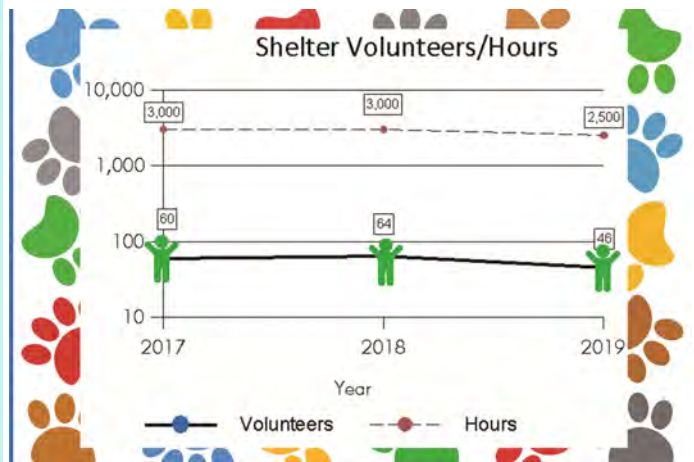
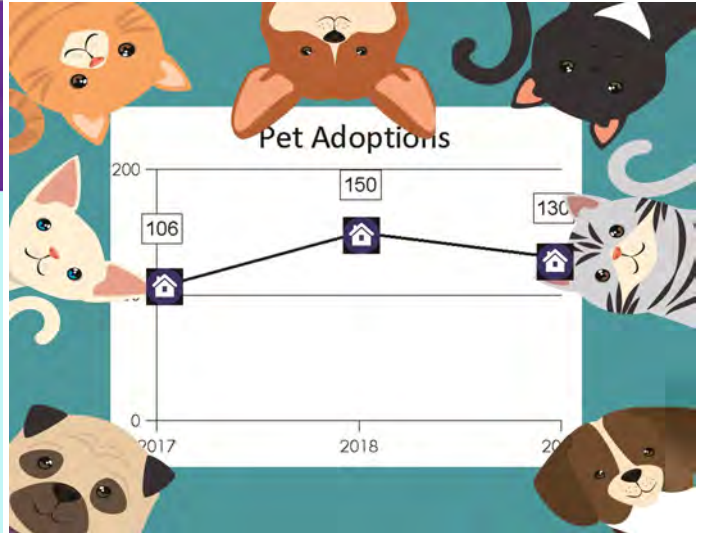
REVENUE SOURCES	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
Grants for Police Protection						
State Police	\$455,500	\$445,669	\$450,000	\$445,000	\$445,000	
State Highway Administration	22,297	38,222	35,200	35,000	35,000	
Federal (e.g. - HIDTA)	6,845	5,177	8,000	8,000	8,000	
Franklin Park Partnership	64,163	69,996	70,000	70,000	70,000	
School Resource Officer	80,000	80,000	80,000	80,000	80,000	
Impound Fees	5,925	5,200	5,000	6,000	6,000	
Parking Citations/Late Fees	103,162	76,089	80,000	80,500	80,000	
Red Light Camera Fines	155,835	133,760	110,000	500,000	450,000	
Speed Camera Fines	459,727	420,763	440,000	350,000	350,000	
General City Revenues	8,319,798	8,904,129	9,808,100	8,889,600	10,024,100	
Total	\$9,673,251	\$10,179,005	\$11,086,300	\$10,464,100	\$11,548,100	\$0

5) In New Equipment, line 91, the Police Department requested the purchase of seven police vehicles in FY 2021. The total cost of one police vehicle, including lights, paint, radio, and mobile laptop, exceeds \$55,000.

POLICE DEPARTMENT Acct. No. 310	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
PERSONNEL EXPENSES						
03 Police Officers	\$3,698,700	\$3,841,971	\$4,290,100	\$3,991,700	\$4,495,900	
04 Records & Communications	789,919	863,716	1,090,900	876,000	960,500	
06 Repair/Maintain Building	81,250	90,198	85,000	85,000	95,000	
25 Repair/Maintain Vehicles	50,540	59,186	80,000	65,000	80,000	
27 Overtime	976,907	994,733	920,000	1,000,000	1,000,000	
28 Employee Benefits	2,276,104	2,416,315	2,707,400	2,428,800	2,888,400	
Total	\$7,873,420	\$8,266,119	\$9,173,400	\$8,446,500	\$9,519,800	\$0
OTHER OPERATING EXPENSES						
30 Professional Services	\$55,464	\$81,955	\$52,000	\$50,000	\$79,000	
33 Insurance - LGIT	102,052	99,124	107,200	96,600	100,700	
34 Other Services	7,844	1,762	8,500	8,900	8,500	
38 Communications	66,169	63,604	66,600	56,600	57,100	
39 Utilities						
Electrical Service	38,710	35,052	40,000	35,000	35,000	
Gas Service	6,407	5,445	5,800	5,000	5,000	
Water & Sewer	4,108	4,360	4,000	4,000	4,000	
43 Equipment Rental	0	90	1,500	3,900	2,200	
45 Membership & Training	36,880	57,301	79,000	101,800	102,000	
46 Maintain Building & Structures	41,823	57,558	58,800	48,900	55,900	
48 Uniforms	47,902	57,150	70,000	70,000	70,000	
49 Tools	4,778	5,685	4,000	3,000	4,000	
50 Motor Equipment						
Repairs & Maintenance	139,696	132,941	146,500	142,800	144,800	
Vehicle Fuel	106,568	106,093	127,000	110,000	120,000	
52 Departmental Equipment	48,860	76,757	85,000	84,500	84,500	
52 Body Cameras	61,824	61,824	61,800	77,400	77,400	
53 Computer Expenses	111,056	62,208	99,400	97,200	97,200	
55 Office Expenses	39,182	35,218	55,300	45,000	45,000	
57 K-9 Expenses	18,125	21,952	22,600	10,600	19,600	
58 Special Program Expenses	18,528	24,546	23,900	23,900	21,900	
69 Awards	2,116	1,348	3,500	1,500	1,500	
76 Red Light Camera Expenses	233,414	282,025	243,100	240,600	240,600	
77 Speed Camera Expenses	260,400	260,400	260,400	260,400	260,400	
Total	\$1,451,908	\$1,534,398	\$1,625,900	\$1,577,600	\$1,636,300	\$0
CAPITAL OUTLAY						
91 New Equipment	\$347,923	\$378,488	\$287,000	\$440,000	\$392,000	
Total	\$347,923	\$378,488	\$287,000	\$440,000	\$392,000	\$0
TOTAL POLICE DEPARTMENT	\$9,673,251	\$10,179,005	\$11,086,300	\$10,464,100	\$11,548,100	\$0



Greenbelt Animal Shelter 2019





Animal Control provides regular patrol and on-call services in order to enforce city animal regulations as well as sheltering for the care of lost or abandoned but adoptable animals.

Performance Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Estimated	FY 2021 Estimated
Community Questionnaire Scores	<u>2013</u>	<u>2015</u>	<u>2017</u>	<u>2019</u>
Animal Control Services	3.87	3.91	3.90	3.92
Animals Running at Large	120	95	90	90
Adoptions/Placed Animals	150	131	130	120
Average Length of Stay in Shelter	34.0	21.0	25.0	25.0
Adoption Shows	0	4	3	3
Events Sponsored	7	6	4	4
Animals impounded and returned to owner	34	14	15	15
Cruelty reports handled and corrected	7	2	4	4
Dog Park complaints about dogs	1	1	1	1
Bite reports	17	20	18	20
Injured animals taken to Wildlife Sanctuary	34	35	35	35
Dead Animals Collected	123	120	120	120
Trap, Neuter & Release (Cats)	8	7	6	6
Noise Complaints	4	10	5	5
Wildlife calls	356	365	350	350
Volunteers	64	46	45	45
Volunteer Hours	3,000	2,500	2,000	2,000
Animal Control Full Time Equivalent (FTE)	2.5	3.5	3.5	3.5

MANAGEMENT OBJECTIVES

- Raise citizen awareness with regard to sharing our space with wildlife.
- Partner with local businesses for fundraising opportunities.
- Develop duties for volunteers over 18 years old.
- Establish working relationships with animal rescue organizations in our area.

- Develop Staff: New members of WAGS, non-profit organization for the Greenbelt Animal Shelter.

BUDGET COMMENTS

- 1) Salaries, line 01, increased in FY 2019 as a result of the creation of an animal control supervisor. Salaries in FY 2020 were lower than budgeted due to vacancies.

ANIMAL CONTROL Acct. No. 330	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
PERSONNEL EXPENSES						
01 Salaries	\$126,808	\$137,151	\$188,400	\$110,500	\$178,800	
06 Repair/Maintain Building	131	0	0	0	0	
25 Repair/Maintain Vehicles	389	1,558	1,000	1,000	1,000	
27 Overtime	12,425	12,210	15,000	15,000	15,000	
28 Employee Benefits	55,239	59,286	88,800	47,000	75,200	
Total	\$194,993	\$210,205	\$293,200	\$173,500	\$270,000	\$0
OTHER OPERATING EXPENSES						
30 Professional Services	\$220	\$200	\$200	\$200	\$200	
33 Insurance	473	474	500	500	500	
38 Communications	1,116	891	1,100	1,100	1,100	
39 Utilities						
Electrical Service	2,755	3,445	3,000	3,500	3,500	
Water & Sewer	291	619	500	500	500	
45 Membership & Training	1,496	1,444	1,500	1,500	1,500	
46 Maintain Building & Structures	1,594	4,251	1,700	2,900	2,400	
48 Uniforms	1,241	1,014	1,200	1,200	1,200	
50 Motor Equipment						
Repairs & Maintenance	69	1,433	900	1,100	1,100	
Vehicle Fuel	1,812	2,352	2,000	2,000	2,000	
57 K-9 Expenses	45,445	39,127	31,000	28,000	28,000	
58 Special Program Expenses	1,141	1,536	1,000	1,000	1,500	
Total	\$57,655	\$56,786	\$44,600	\$43,500	\$43,500	\$0
TOTAL ANIMAL CONTROL	\$252,647	\$266,991	\$337,800	\$217,000	\$313,500	\$0
REVENUE SOURCES						
Pet Adoption	\$5,590	\$4,200	\$4,500	\$2,500	\$2,500	\$0
Animal Control Cont./Pooch Plunge	365	1,088	500	500	1,500	0
Dog Park Fees	75	65	3,050	50	50	0
Total	\$6,030	\$5,353	\$8,050	\$3,050	\$4,050	\$0



Funds are included in this account to establish a reserve to assist with the replacement of fire and rescue equipment for the Greenbelt Volunteer Fire Department and Rescue Squad, Inc. (GVFD). These funds may be used when other funding sources are determined by the City Council to be insufficient. The funds are held by the city until approved for expenditure by the City Council.

Performance Measures				
Community Questionnaire Scores	<u>2013</u>	<u>2015</u>	<u>2017</u>	<u>2019</u>
Fire & Rescue	4.32	4.42	4.42	4.49

BUDGET COMMENTS

- 1) The city contributes, in line 68, Contributions, funds to the Berwyn Heights and West Lanham Hills Fire Departments (\$5,000 each) in recognition of their service to Greenbelt. In FY 2019, Council directed that funding to West Lanham Hills be redirected to the Branchville Volunteer Fire Department.
- 2) Since FY 1991, the city has set aside \$2,160,700, including the FY 2021 proposed transfer, to an agency fund to assist the GVFD to purchase equipment. After the purchase of a fire truck in FY 2020, the balance of the fund on June 30, 2020 will be \$136,892.

FIRE & RESCUE SERVICE Acct. No. 340	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
OTHER OPERATING EXPENSES						
68 Contributions	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	
Total	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$0
CAPITAL OUTLAY						
94 Interfund Transfer - Agency Fund	\$88,000	\$120,000	\$120,000	\$120,000	\$120,000	
Total	\$88,000	\$120,000	\$120,000	\$120,000	\$120,000	\$0
TOTAL FIRE & RESCUE SERVICE	\$98,000	\$130,000	\$130,000	\$130,000	\$130,000	\$0

STRATEGIC PLAN

MISSION

The Department of Public Works serves the community by preserving, maintaining and improving the city's infrastructure and amenities. The department focuses on providing professional and personal responses to the needs of citizens while maintaining Greenbelt as a unique and satisfying community in which to live and work.



VALUE STATEMENTS

The Public Works Department is dedicated to:

- Preserving Greenbelt's legacy as a planned community through caring for the community infrastructure;
- Providing a safe and sustainable physical environment for all Greenbelt residents;
- Consistently delivering the highest quality services and projects;
- Building a skilled and motivated work force by offering appropriate training and professional growth;
- Strengthening active citizenship through community service-learning opportunities, creating internships and educational opportunities for the public in areas such as protecting and restoring the environment; and
- Maintaining positive and collaborative relationships with residents, other city departments and neighboring communities.

GOALS

- Maintain right of ways and roadways so they are safe, passable and in compliance with city, county and state standards.

- Implement environmental improvements and sustainability practices throughout the city.
- Maintain and beautify Greenbelt’s green spaces, parks and outdoor recreational areas.
- Support and maintain all city facilities and vehicles.
- Provide a variety of quality services that support the Greenbelt community, other departments and neighboring jurisdictions.
- Invest in the professional development of staff by providing training to maintain skills and knowledge in their field of expertise. Support staff attainment and maintenance of professional licenses.

Maintain right of ways and roadways so they are safe, passable and in compliance with city, county and state standards.

ACCOMPLISHMENTS

- Resurfaced Ivy Lane from Cherrywood Lane to Kenilworth Avenue, Frankfort Drive, and Breezewood Drive from Springhill Terrace to Cherrywood Lane.
- Conducted a survey of street and sidewalk conditions using GIS technology and video imagery software analysis.
- Painted all the yellow curbs in Historic Greenbelt, Ivy Lane and Frankfort Drive.
- Installed new bike lanes on Ivy Lane.
- Routinely repaired potholes in roadways by installing cold mix asphalt.
- Helped the Planning Department review construction in the right of way permits and provided construction inspection on several permits.
- Leveled uneven sidewalks with a concrete grinder.
- Installed 15 thermoplastic crosswalks.



- Applied crack sealant on various roads in the wintertime.
- Provided snow and ice removal by plowing and spreading salt on streets and walkways during snow and ice events.
- Continued utilizing magnesium chloride versus sodium chloride as a deicer on parking lots and sidewalks at Roosevelt Center, Municipal Building, Community Center, Youth Center and Springhill Lake Recreation Center.
- Regularly cleaned debris from storm drains and underpasses.
- Routinely checked and maintained the traffic signals at Green Ridge House and Ora Glen Drive, school flashers at Greenbelt Elementary and Springhill Lake Elementary, and the crosswalk flashers at Crescent and Northway.
- Unauthorized signs and graffiti were removed.
- Installed, relocated and changed batteries on Speed Sentry units as needed.
- Provided street cleaning service eight times to the Four Cities Coalition.



ACTION STEPS/MANAGEMENT OBJECTIVES

- Keep streets and public walkways passable during weather and emergency events.
- Check all centerline, crosswalk, stop line, bike lane, and other street markings annually to appropriate safety levels.
- Continue updating and replacing street signage in compliance with the Manual of Uniform Traffic Control Devices (MUTCD).
- Repair and upgrade walking paths when they become deficient.
- Conduct an annual survey of street and sidewalk conditions using GIS technology.

- Work with the Planning Department on implementing pedestrian and bike improvements.
- Using Capital Projects funds, resurface Parkway, Ridge Road from Southway to 1 Court Ridge Road, Northway from Ridge Road to Hillside Road, and Lakeside Drive from Lakecrest Drive to Maplewood Court.
- Provide high quality street cleaning service to the Four Cities Coalition.
- Sweep all city streets a minimum of eight times.



Implement environmental improvements and sustainability practices throughout the city.

ACCOMPLISHMENTS

- Implemented a food scrap drop off pilot program at Buddy Attick Park for city residents to divert organic waste to a composting center.
- Assisted with project management and inspection services for the Greenbelt Lake Dam Repair project.
- Renewed Maryland Smart Energy Community (MSEC) designation.

- Utilizing the greenhouse gas calculation methodology of the International Council for Local Environmental Initiatives (ICLEI), the city has calculated its reduction in generation of greenhouse gases (carbon footprint) by 64.8% from 2005 levels. This process is well ahead of the goals set by the State of Maryland and the Metropolitan Washington Council of Governments.
- Continued working on solar farm project. The original developer could not secure Pepco interconnection approval. Negotiations continue with other developers.
- Researched and proposed a potential Zero Waste Action Plan and Policy.
- Started a new interpretive walk outreach series on topics including ornithology, dendrology, and herpetology.
- In line with the Sustainable Framework document, Public Works is working towards enhancing city performance in the following categories: energy, food systems, green buildings, land use, transportation and waste management.
- Collected 1,651 tons of refuse and 2,296 tons of recyclables during the year to obtain a recycling rate of 58% in FY 2019. For FY 2020, it is estimated the recycling rate will continue around 60%.
- Continued with the separate “hard plastic” and “odd metals” recycling collection on Fridays in addition to the “white goods” collection.
- Continued textile recycling at both recycling centers. TerraCycle at Buddy Attick Park was discontinued the end of January 2020 due to a change in their business model.
- Distributed 66 replacement recycling bins to customers.
- Hosted meetings with the MD/DC Compost Council. Continued selling composting bins through the grant from Backyardcomposting.org.
- Co-sponsored two “Shred-It” events with the Greenbelt Federal Credit Union. In FY19, 10.4 tons of documents were shredded for recycling.
- Held quarterly Electronic Recycling events. In FY 2019, 0.31 tons of expanded polystyrene (block Styrofoam), and 18 tons of electronic equipment were recycled in the United States. Our vendor, UNICOR, is R2 certified. The City partners with Berwyn Heights so its residents can also recycle their electronic materials.
- Composed recycling/sustainability articles for the city newsletter, *Greenbelt News Review*, and the Green Steps section of the website. The guidelines for recycling were included in all quarterly recycling bills sent to single-family homes.

- Participated in America Recycles Day 2019, proclaiming November as “Recycling Month.” A recycling display was set up in the Community Center during the month of October; electronics recycling, shredding, and donation drop off events were held in October.
- Provided extra recycling and compost bins for various events. Conducted Zero Waste efforts for the Tree Lighting Ceremony, Green Man Festival, Greenbelt Blues Festival, youth events at the Greenbelt Community Center and Labor Day Festival.
- Worked with Maryland Environmental Service’s tub grinder to grind yard and storm debris, and Christmas trees at Northway Fields to create mulch. In FY 2019, 907 tons of yard waste was processed.
- Reapplied to be an EPA Green Power Partner. The city is getting all its electricity from wind generated power. A photovoltaic solar system at the Springhill Lake (SHL) Recreation Center is making its own electricity and offsetting electrical consumption at SHL Recreation Center.
- Reapplied to continue to be a Sustainable Maryland Certified jurisdiction.
- Updated and submitted to the Maryland Department of the Environment (MDE) the Stormwater Pollution Prevention Plan (SWPPP) for MS4. Maintained compliance with NPDES MS4 Stage II Permit by performing daily facility inspections, quarterly rain garden inspections, and quarterly visual water quality sampling in accordance with the SWPPP and self-certified the Spill Prevention, Control, and Countermeasure (SPCC) Plan.
- Submitted application to obtain a Conservation Corps Member through the Chesapeake Bay Trust.
- Conducted multiple volunteer projects including caging of trees to protect from beavers, protecting trees from climbing English Ivy, Food Forest maintenance and composting promotion.



- Promoted energy efficiency, composting and recycling at the Labor Day Festival through the Public Works booth. Promoted Thermal Leak Detectors and Kill-a-Watt meters to be borrowed from Public Works.
- Coordinated with the Prince George’s County Municipal Collaboration for weatherization headed by the Town of Bladensburg. This program helps low-to-moderate income households weatherize their homes through the use of grant monies.
- MSEC-MEA grant (Phase VI) was finalized and \$15,000 was reimbursed to the city. An electric vehicle was purchased and Level II charging stations were installed at public works with the help of those funds.
- MSEC-MEA grant (Phase VII) award was for \$50,000 to upgrade lighting at the Youth Center and Public Works Warehouse. LED lights were installed at the Youth Center.
- Applied for \$50,000 from MSEC-MEA grant (Phase VIII) to purchase a mobile EV solar charging station.

ACTION STEPS/MANAGEMENT OBJECTIVES

- Meet or exceed the greenhouse gas reduction goals of the State of Maryland and the Metropolitan Washington Council of Governments (MWCOG).
- Reduce electricity consumption by 20% by 2020. (Goal set as part of city’s participation with MWCOG).
- Raise the city’s recycling percentage to 60% by 2021.
- Support Green ACES in implementing its Sustainability Master Plan and Sustainable Maryland goals.
- Collaborate with organizations, businesses and apartment complexes to promote recycling.
- Continue to recruit and provide job training for volunteer GIS Interns.
- Provide zero waste volunteer opportunities at community events and festivals.
- Look for opportunities to help improve storm water quality throughout the city.



Maintain and beautify Greenbelt's green spaces, parks and outdoor recreational areas.

ACCOMPLISHMENTS

- Reapplied and received status to continue being a certified Tree City USA.
- Celebrated National Public Lands Day by organizing an environmental improvement project at Springhill Lake Elementary School by using mulch from Northway to cover eroded soil to reduce storm water pollution and promote vegetative growth.
- Participated in Parkdale High School Community Reference Instruction program providing work experience contributing to the vocational development of young adults.
- Increased biodiversity through volunteer based native plant plantings and pollinator initiatives.
- Planted 283 new trees in parks and street right-of-ways.
- Started the implementation of the Greenbelt Urban Forest Master Plan.
- Pruned low limbs on mature street trees on Frankfort Drive, Mandan Road, Greenspring developments, Ivy Lane and Greenbrook Drive.
- Identified and removed 50 hazardous or dead trees.
- Provided maintenance to remove brush and dead trees at Buddy Attick Park, Schrom Hills Park, around the Dog Park and public walking paths throughout the city.
- Serviced citizens' tree, limb and other yard waste pick-up requests.



- Picked up Christmas trees from drop areas and took them to Northway Field for composting.
- Performed spring and summer regular maintenance of landscape areas around the city.
- Celebrated Arbor Day with a tree planting on city green space around several playgrounds in Historic Greenbelt.
- Celebrated Earth Day at Greenbelt Station picking up litter on the Indian Creek Trail and surrounding woodland.
- Mowed athletic fields and parks on a regular basis. Aerated and over seeded athletic fields in the fall and spring.
- Planted over 4,000 annuals, 2,000 perennials and 3,000 various bulbs in landscaping on streets and around buildings.
- Provided routine maintenance of eight foot buffer zones around the gardens at Gardenway and Hamilton Place.
- Over-wintered perennials, trees and shrubs in the nursery at Public Works to use in landscaping projects.
- Converted seven annual beds to perennial beds.
- Designed and planted 17 annual beds twice a year for Fall/Summer color.
- Managed the contractor for lawn care, mulching, weeding and picking up litter in landscaping and within the medians and parks at Hanover Parkway, Mandan Road, Breezewood Drive, Cherrywood Lane, Greenspring Park, Springhill Lake Recreation Center and Schrom Hills Park.
- Performed regular playground safety inspections and maintenance to assure equipment and play areas remained in good condition.



- Provided plan review and oversight for the Greenbrook Lake storm water improvement project.
- Prepared fields for soccer, football, baseball and kickball league play.
- Utilizing a boom mower, rights-of-way, roadsides, and other city properties were kept clear of underbrush, briars, and overgrown vegetation.
- Picked up leaves from residents and city parks with the leaf vacuum and took them to Northway Field for composting.
- Installed 10 Adopt-A-Trees and three Adopt-A-Bench per citizen requests.
- Delivered 110 picnic tables to residents and city events.
- Repaired and upgraded wood timbers around Windsor Green playgrounds.
- Revitalized eight picnic tables with new wood surfacing at Buddy Attick Park.
- Built a three bin composting system for use by local composting groups.
- Built and installed a new sign in front of the Municipal Building.
- Replenished wood chips at six playgrounds, as required by playground standards, for impact cushioning for falls.
- Conducted assessments of maintenance conditions at all city owned outdoor basketball courts, tennis courts, bus stop shelters and the skate park.
- Installed a new playground at 2 Research Road using Program Open Space funding.

ACTION STEPS/MANAGEMENT OBJECTIVES

- Implement recommendations from the Greenbelt Urban Forest Master Plan.
- Maintain and enhance community livability in the city by promoting the aesthetic quality of the urban environment.
- Maintain Roosevelt Center as an attractive community gathering place, and as a focal point for outdoor festivals and music.
- Provide a system of attractive, safe, clean and accessible parks, playgrounds and ballfields throughout the city and coordinate a variety of passive and active recreational activities.



Support and maintain all city facilities and vehicles.

ACCOMPLISHMENTS

- Provided inspection and project management to replace the HVAC equipment, projection screen, drapery, seats, sound system and roof at the theater.
- Provided inspection and project management to replace the boiler and make up air unit at the Police Station.
- Installed new light fixtures behind the stage and in the auditorium at the theater.
- Performed monthly preventive maintenance on all HVAC equipment.
- Installed two level 2 EV charging stations at Public Works.
- Built a shed at the Public Works facility to house used tires as part of the MS4 requirements.
- Coordinated and oversaw all required fire alarm, suppression system, elevator, generator inspections, and the repairs of deficiencies in city facilities.
- Responded to more than 40 emergency calls after hours.
- Utilized building maintenance software to coordinate and keep track of maintenance repairs in city facilities. Three hundred and forty new work orders for repairs were generated in calendar year 2019.
- Inspected, serviced and obtained WSSC permits for all backflow preventers.
- Renovated downstairs offices in the Police Station.



- Removed and replaced all light fixtures in the Youth Center with energy efficient LED lighting fixtures.
- Inspected, serviced and obtained State of Maryland boiler licenses.
- Performed monthly evening checks of all street and park lights.
- Utilized vehicle software to track mechanics' hours and cost of repairs.
- Performed preventive maintenance throughout the year on 127 vehicles and 57 pieces of equipment.
- Installed GPS devices in five additional Public Works vehicles.
- Purchased and maintained police vehicles.
- Contracted with a vendor to perform COMAR inspections on large Public Works trucks to comply with state safety inspections.
- Refurbished plow pumps and serviced plows and salt spreaders.
- Performed maintenance of all tractors, leaf vacuums and small equipment.
- Inspections of aerial lifts were completed and are in compliance.
- Performed essential daily maintenance in all city buildings; also power scrubbed and waxed floors in the Community Center, Springhill Lake Recreation Center, Schrom Hills Park, Youth Center and Public Works on a scheduled basis.
- Continued to implement aspects of a Green Purchasing Policy for cleaning supplies.
- Installed new universal green chemical dispensers in all buildings to optimize efficiencies and cost savings.
- Provided assistance to the contractor for the cleaning of carpet, vinyl tile and rubber tile cleanings in various city buildings.
- Performed evening and weekend cleaning of restrooms at Buddy Attick Park and Schrom Hills Park.

ACTION STEPS/MANAGEMENT OBJECTIVES

- Use green building design and practices in managing and maintaining city facilities for sustainability.
- Maintain city facilities in a safe, clean and code compliant manner for the users of the facilities.

- Incorporate additional alternative fuel vehicles into the city fleet.
- Begin long-term planning of infrastructure using the reserve study results.

Provide a variety of quality services that support the Greenbelt community, other departments and neighboring jurisdictions.

ACCOMPLISHMENTS

- Sponsored environmental service-learning volunteer opportunities for middle school, high school and college students, as well as Scout troops. Provided unpaid internships to college and graduate school students. Regular volunteer groups include Capital Care, Inc., Parkdale High School and James Duckworth School. This on-the-job experience contributes to the likelihood of future success for the participants by helping them develop social skills needed to be successful in the workplace.
- Continued partnering with TurnKey Enterprises to host two sheds for clothing and textiles collection as a 24/7 drop off location at Buddy Attick Park and Hanover Drive.
- Continued partnering with Yuck Old Paint to recycle usable paint. Paint can be recycled on the same days as our Electronics Recycling events.
- Celebrated Martin Luther King, Jr. National Day of Service and Presidents' Day 2020 by leading volunteer tree protection workdays from beavers and invasive English ivy at Buddy Attick Park.
- Celebrated National Trails Day 2020 by leading a volunteer trails restoration work day at Schrom Hills Park.
- Coordinated a special volunteer clean-up event hosted by the Greenbelt Rotary Club at Buddy Attick Park.
- Cooperatively worked with the Labor Day Festival Committee regarding event scheduling, booth set-up and the clean-up of carnival grounds for the Labor Day Festival.
- Continued partnering with the Alice Ferguson Foundation to generate awareness of trash issues. Participated in the Annual Potomac River Watershed Cleanup event.
- Assembled wooden risers for Community Center stage events. Provided risers, chairs, steps, podium and public address system for Veteran's Day and Memorial Day ceremonies in Roosevelt Center.

- Worked with the Recreation Department to help with the set-up and clean-up of special events, including Labor Day, 4th of July, Fall Fest and Festival of Lights.
- Held the Annual Open House for citizens to tour the Public Works facility. The focus of this event was on educating the community on what Public Works activities including energy efficiency and sustainability.
- Organized Composting for Beginners workshop held at Public Works.
- Contracted, oversaw and assisted with the 4th of July fireworks at Buddy Attick Park.
- Performed liaison duties for ACT, Forest Preserve Advisory Committee, Green ACES and the Green Team.
- Hung 12 banners for various community organizations and events.
- Set-up and cleaned-up for the Farmer's Market on 27 weekends.
- Assisted with the set-up and clean-up of the Health Fair and employee holiday luncheon at the Community Center and other events as requested.



- Received approximately 11,500 telephone calls requesting information and/or reservations on the Greenbelt Connection, resulting in more than 7,235 trips in calendar year 2019 to local shopping centers, restaurants and doctors.
- Transported seniors to various shopping centers and events organized by the Recreation Department.
- Assisted residents with alternative transportation information, such as Metro Access and TheBus, when residents need to travel beyond the city's service.
- Installed holiday lights and built a wooden Christmas tree container for use in Roosevelt Center, decorated the light poles in Roosevelt Center, the deer at Schrom Hill Park and the community tree for the Tree Lighting Ceremony.
- Delivered and set up stage risers 15 times for various events.
- Dug one grave and two urns at the City Cemetery and placed headstones.
- Raise and lower the flags at the Municipal Building throughout the year in honor of the fallen.
- Provided monthly wood chip delivery for a new 3-bin composting station at the Springhill Lake Recreation Center for Zero Waste and periodically to the Greenbelt Garden Club.
- Held vermicomposting workshops and distributed free in-home vermicomposting kits to Prince George's County residents in partnership with the Zero Waste Circle.
- Performed outreach and education on recycling, composting and sustainability at the Stinger Ghaffarian Technologies Safety Day at Goddard, Holy Redeemer School, Cub Scouts, Green Ridge House Apartments, New Deal Café and Roosevelt Center Merchants.
- Generated public service announcements on recycling CFLs and fluorescent tubes, recycling at Buddy Attic Park, various recycling events and electronics recycling.



ACTION STEPS/MANAGEMENT OBJECTIVES

- Collaborate with utility companies and other city departments for future work on city property.
- Coordinate with Planning and Community Development to implement the Bicycle and Pedestrian Master Plan.
- Attend state and county meetings on standards, regulations and best practices.
- Meet semi-annually with the Four Cities communities to review street cleaning operations and potential efficiencies.

Invest in the professional development of staff by providing training to maintain skills knowledge in their field of expertise. Support staff attainment and maintenance of professional license.

ACCOMPLISHMENTS

Director:

- Attended the American Public Works Association Congress, Sustainable Roofing and Waterproofing Alliance Conference, International Code Council code update seminars, quarterly meetings of the Maryland Municipal League Public Works Officials Association, and Maryland Building Officials code update training on the building code and energy conservation code.

Assistant Director of Operations:

- Attended the American Public Works Association Congress and the Maryland Municipal League Public Works Summer Conference.

Assistant Director of Parks:

- Recertified Maryland Pesticide Applicators License through the Maryland Department of Agriculture.
- Attended the Chesapeake Green 2020 - a Horticulture Symposium.

Sustainability Coordinator:

- Attended various COG meetings: Recycling, Alternative Fuels, Organics, Built Environment and Energy Advisory Committee (BEEAC), and Climate, Energy and Environment Policy Committee (CEEPC).
- Attended ICLEI's Climate Leadership Conference; monthly MD-DC Compost Council steering group phone meetings; CMON (Composting Municipalities Organizing Now) meetings; Prince

George's County annual Green Summit; quarterly Environmental Action Council meetings organized by the County; the Annual Trash Summit/Transforming Communities by the Alice Ferguson Foundation; Prince George's EAC (Environmental Action Council) meetings; SWANA Waste Con; Pet Waste Summit sponsored by SMC and PGC; and Sustainable Maryland Certified Leadership Trainings.

- Attended EPA's Sustainable Materials Management, Electronics Waste Management, and Green Power Market webinars; Compost Collaborative and Community Solar webinars.

Environmental Coordinator:

- ArcGIS Desktop training, Central Maryland Leadership Training 2018, and Esri Federal GIS conference.

Public Works Employees:

- All Public Works employees received Storm Water Pollution Prevention training.
- Two employees became certified as Playground Safety Inspectors.
- Three employees took a playground maintenance course.
- Four employees took supervisory training courses (6 courses).
- One employee became certified as a Maryland Roadside Tree Care Expert.
- Four employees attended the 2020 Horticulture Symposium.
- One employee attended the Basic Arborist Training Course.
- Four employees attended Safety Solutions Skid Steer Loader and Backhoe Loader Certification training.

MANAGEMENT OBJECTIVES

- Provide opportunities for Public Works staff to stay current on issues and codes related to their required skills needed in each of their fields of expertise.
- Maintain professional certifications and licenses utilizing locally sponsored classes, webinars and self-study options.

INFRASTRUCTURE SPENDING

Infrastructure concerns are all too familiar issues for a municipality, whether it's roads or buildings. Providing sound, reliable, and modern systems is a challenge for every organization. The city currently faces the challenge of addressing many systems and components that are at the end of their useful life. The Facility Reserve Study that was completed last year details the city's inventory and replacement schedule. The Facility Reserve Study told us what we already knew, that all the buildings that came on line in the early 90's need roofs and system improvements.

Historically, the city's approach to funding infrastructure maintenance has been somewhat more reactive than proactive; delaying the inevitable deterioration impact on assets. The Facility Reserve Study established an equipment life cycle, a replacement schedule and replacement cost estimates for each facility. The new asset management system identifies all equipment, condition, performance and other needs with a long-term view of the preservation and renewal of these assets. Strategic planning using the asset management system will help plan for capital project expenditures into the future for its facilities. The department believes at this time, if funding is provided consistent with the Facility Reserve Study recommendations there is no need for special loans or bonds to complete the work.

The total asset management approach requires us to redefine the infrastructure development lifecycle. No longer can we think of the infrastructure development lifecycle as a series of linear and distinct phases. Instead, we need to think of asset management as an interdependent, connected process throughout the infrastructure lifecycle. It's about using data analytics, coupled with a risk-based methodology, to prioritize projects and maintenance investment to optimize the performance of an asset and achieve the right balance between routine maintenance and major rehabilitation.

The development of an asset management system for preventive maintenance of streets was another area of focus for the department. Last year, the department completed a comprehensive street condition evaluation using state of the art video imagery. Last year, only .64 of a mile was funded for street resurfacing.

Public Works believes that a minimum of one mile of street should be resurfaced every year. Greenbelt currently maintains 26 miles of streets, and if a mile of street was resurfaced in a year, it would put Greenbelt on a 26 year cycle. It is important to note that some streets may require more frequent resurfacing because of the use and some may push past the 26 year cycle.

The evaluation of pavement conditions and right-of-way improvements will be updated annually. Monies are budgeted to continue the use of video imagery into the future. Currently, the department is using GIS to better keep track of pavement conditions and right of way assets. Public Works will continue to use asphalt overlays and crack sealing on an ongoing annual basis. Preventive maintenance of streets is less costly; the cost per centerline mile to reconstruct a street can be up to 30-times more expensive than the cost to crack seal or overlay. Public Works will make the best use of available funding through data-driven decision-making in order to keep improving the overall condition of streets.

URBAN FOREST TREE MASTER PLAN

Recognizing the challenges and benefits of properly managing an urban forest, the city has adopted an Urban Forest Tree Master Plan (Master Plan). Both the city and its citizens realize and value the many environmental and economic benefits that trees provide. The Master Plan has been established to help guide the city and provide a strategy for future tree replacement, growth, and to determine the best practices to ensure consistency in street trees throughout the city as outlined in the objectives. The plan will guide city planting decisions, ensure a safe, attractive and sustainable tree canopy, ensuring proper species selection and identify gaps in the tree canopy. Continued implementation of the Master Plan is important in creating a sense of place unique to Greenbelt.

While the recommendations in the Master Plan are ambitious, the department believes it is realistically achievable. The department now faces the challenge of implementing the plan by following and prioritizing tree pruning, tree removals and recommended tree species replantings to maintain healthy and safe trees on city land and public streets. The Master Plan is a responsible and necessary way to make the city more aesthetically pleasing and to reduce tree-related problems.

ENERGY EFFICIENCY/SUSTAINABILITY

In FY 2012, a goal was established to reduce city greenhouse gas generation in line with goals set by the state and the Metropolitan Washington Council of Governments – 10% below 2005 levels by 2012, 20% by 2020 and 80% by 2050. In 2013, an additional goal was established to reduce electricity consumption by 15% by 2017 (set as part of city’s participation in Maryland Smart Energy Community (MSEC) program). A number of actions have been and are being implemented to achieve these goals which are documented on the Sustainability page in this section. Data collected through 2018 shows the city has reduced its carbon footprint 67% from 2005 levels and its electrical consumption by 15% from 2012 levels. Progress on these goals will vary over the years.

Maryland Energy Administration MSEC Phase I grant monies (\$63,800) were used to upgrade lighting in the Indoor and Outdoor Pool, Youth Center Gym and Springhill Lake Recreation Center Gym with energy efficient LED lighting fixtures. Phase II grant monies (\$80,000) were used to replace all interior and exterior lights at the Police Station, and exterior lights and interior lights for building #2 at Public Works. Phase III grant monies (\$100,000) were utilized to replace the interior lights in the Community Center, and the exterior lights at the Skate Park and Springhill Lake Recreation Center. Staff replaced those fixtures with more energy efficient fixtures and installed occupancy sensors and other controls to help produce energy savings. The City's Phase IV grant application was denied. Phase V grant monies (\$58,500) were utilized for the installation of solar panels on the roof at the Springhill Lake Recreation Center. For Phase VI grant monies (\$15,000) were utilized to install two level two electric charging stations at Public Works. For Phase VII The City was awarded \$50,000 which will be used to upgrade lighting fixtures, the installation of occupancy sensors and other controls to help reduce energy consumption at the Youth Center and Public Works. Work is currently underway replacing the light fixtures at the Youth Center. For Phase VIII an application was submitted for an electric vehicle charging station that is powered by solar panels and is transportable.

As part of the MSEC grant program, the city has also committed to get 20% of its energy from renewable sources. The city has solar panels on the Springhill Lake Recreation Center roof that produce renewable energy that is offsetting Pepco electricity usage at the building. A separate request for proposals for an off-site solar farm was completed by the department and the Solar Task Force resulting in a successful offeror being awarded the project. However, the interconnection permit with Pepco was denied for the project. Staff is now exploring other solar farm alternatives that will meet the 20% renewable energy goal.

A third goal of reducing on-road petroleum consumption of 20% within five years of the baseline was agreed to by the city. The department is already working towards the goal by researching new technologies and purchasing more fuel efficient vehicles. Four electric vehicles have been purchased to date. Seven hybrid SUV police pursuit vehicles were purchase in FY 2020.

STAFFING/REORGANIZATION

Additional staffing is not being proposed for the upcoming fiscal year; however, with additional responsibilities of maintaining Greenbelt Station South Core right-of-ways and park areas, it will require the department to take on additional responsibilities when they come on line. Demands such as the Sustainable Maryland Certified, which created a "Green Team" have created additional workload and the "no spray" pesticide policy for cosmetic reasons has created more manual labor to

maintain parks. These additional responsibilities at some point will require additional staffing in order to maintain the current level of services.

This fiscal year, the department was unable to secure a Conservation Corps Member through the Chesapeake Bay Trust to continue educating and promoting volunteerism for the environment. An application to secure an Environmental Intern for next fiscal year has been submitted. Even without the Intern position, the department continues to create numerous volunteer opportunities in environmental stewardship in the community. The department continues to support and develop internships for high school and college students. In 2019, over 4,893 volunteer hours were logged on various activities supporting the department.

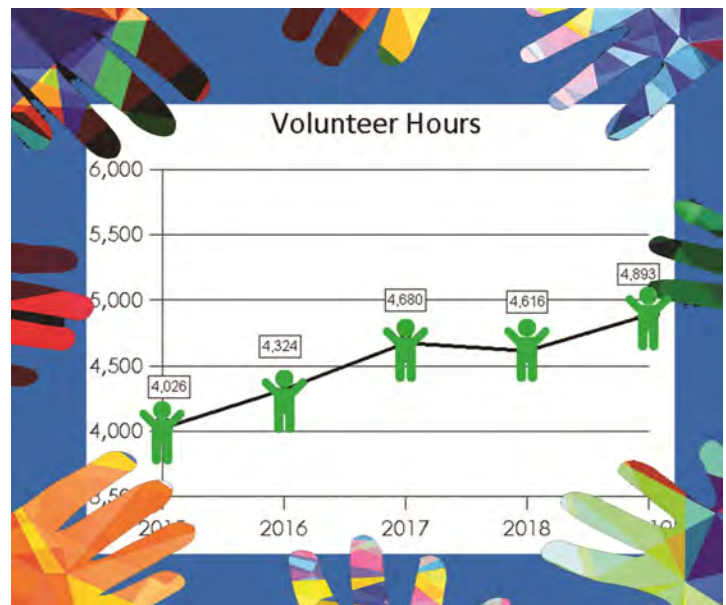
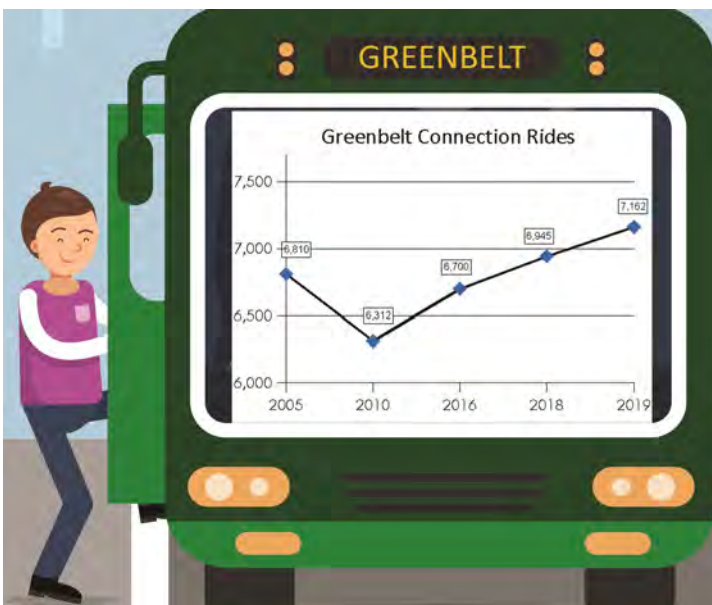
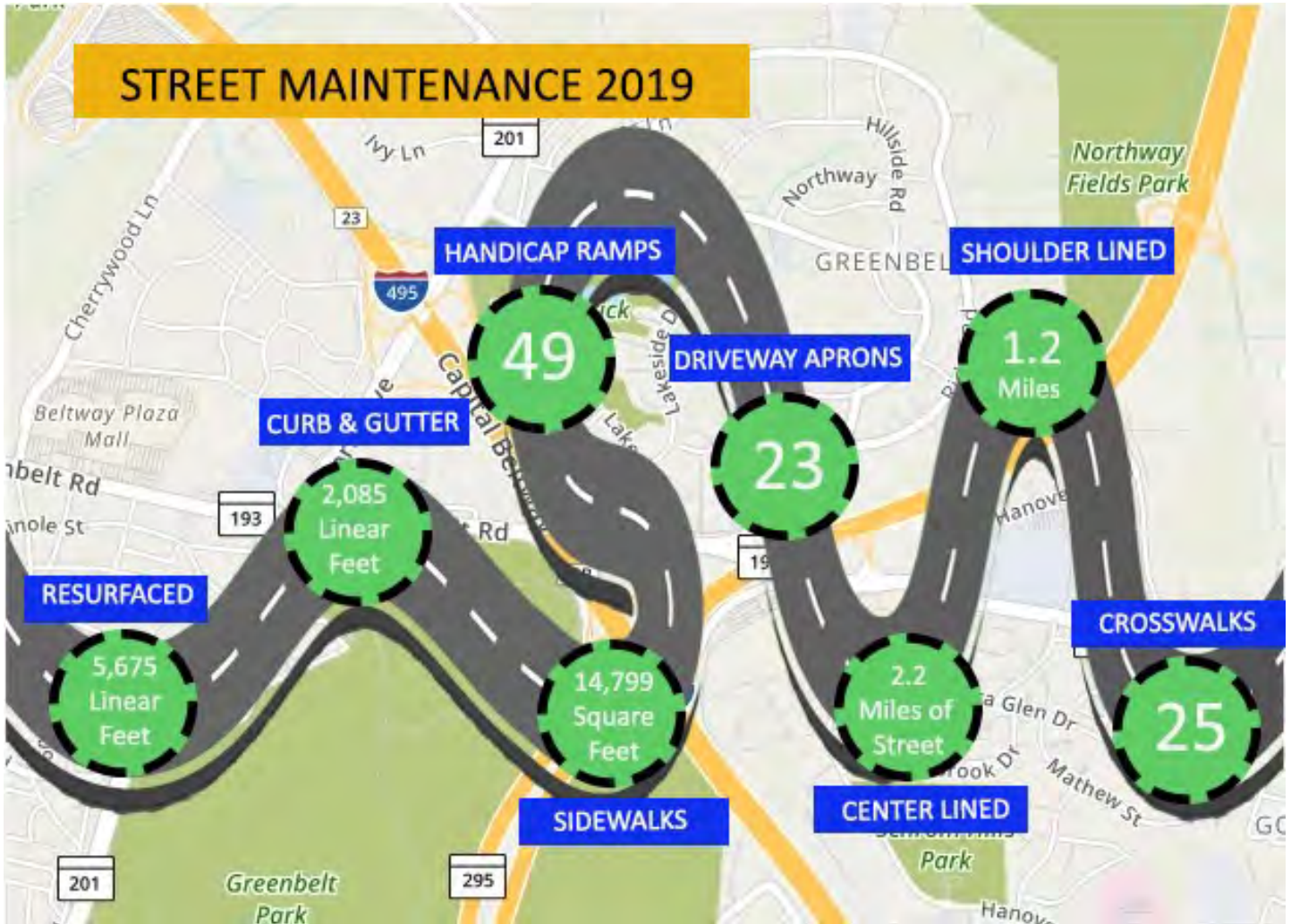
In FY 2016, a summer help program at Public Works was established. The program is a great way to provide apprentice opportunities to people who are interested in learning more about Public Works activities. The program has been very successful and is being proposed to continue.

With the retirement of a number of long-time employees, and the possibility of additional retirements over the next few years, it becomes increasingly important to improve the department's succession plan. Automating and capturing employees' institutional knowledge are challenges that are currently being done and will continue to be done using new software and technology.

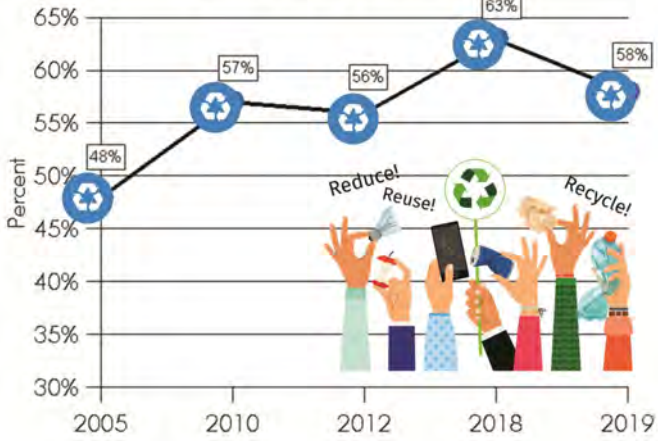
GREENBELT STATION DEVELOPMENT

Currently, the city has accepted maintenance of the following streets: Stream Bank Lane, South Channel Drive and North Channel Drive. This is the first fiscal year the department is providing road maintenance and snow removal on these streets. It is anticipated that Greenbelt Station Parkway will be turned over for maintenance in FY 2022. The department will continue to provide services for Central Park and the Indian Creek trail in the Greenbelt Station development.

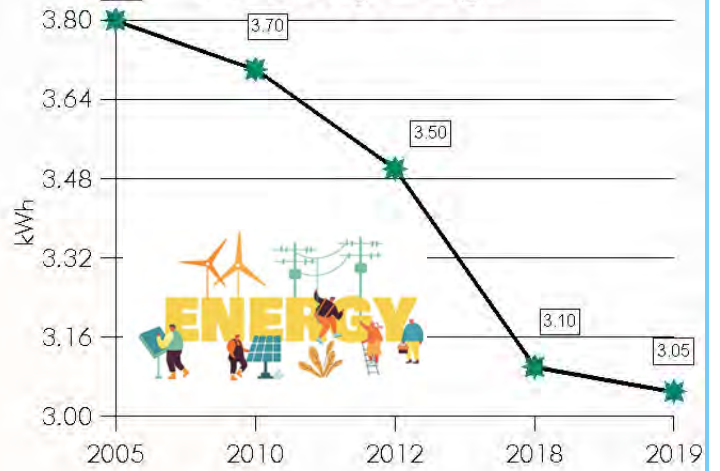
As additional services come on-line, additional resources will be required to address both immediate and long-term challenges. With the addition of roadways, paths, bridges, and landscaping, a strategy will need to be developed to address budgetary constraints with regards to additional manpower and equipment. Street maintenance, park maintenance and snow removal/salting are a few of the budget line items that will be affected.



Recycling Rate



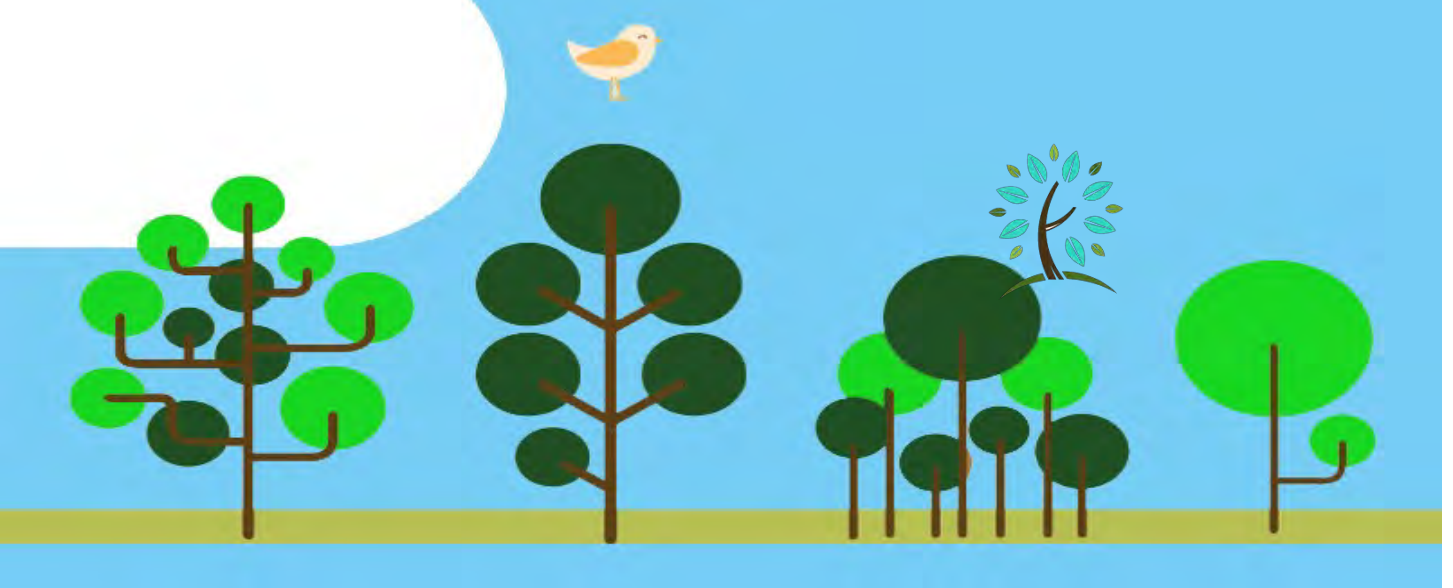
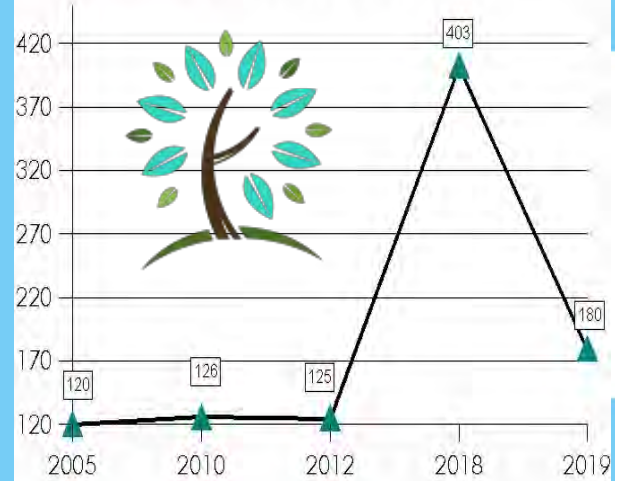
Electricity Usage



Greenhouse Gas Emissions



Trees Planted



This page highlights Greenbelt's sustainability efforts as measured against goals set by the Maryland Smart Energy Communities (MSEC) program, the State of Maryland's and Council of Governments' (COG) targets to reduce greenhouse gas emissions and other benchmarks.

Performance Measures	2005 Benchmark	2010 Actual	2012 Benchmark	2019 Actual
Electricity Usage (KWH)	3,803,087	3,713,273	3,606,996	3,054,121
Natural Gas Usage (Therms)	139,718	129,357	128,412	104,811
ICLEI Carbon Calculation - (Tons - CO2)	3,894	3,500	1,765	1,302
Recycling Rate	48%	57%	56%	58%
Landfill Tonnage	2,165	1,703	1,714	1,651
Alternative Fuel Vehicles	9	9	8	35
Gallons of Fuel Used (Fiscal Year)	n/a	98,194	108,313	100,714

HIGHLIGHTS

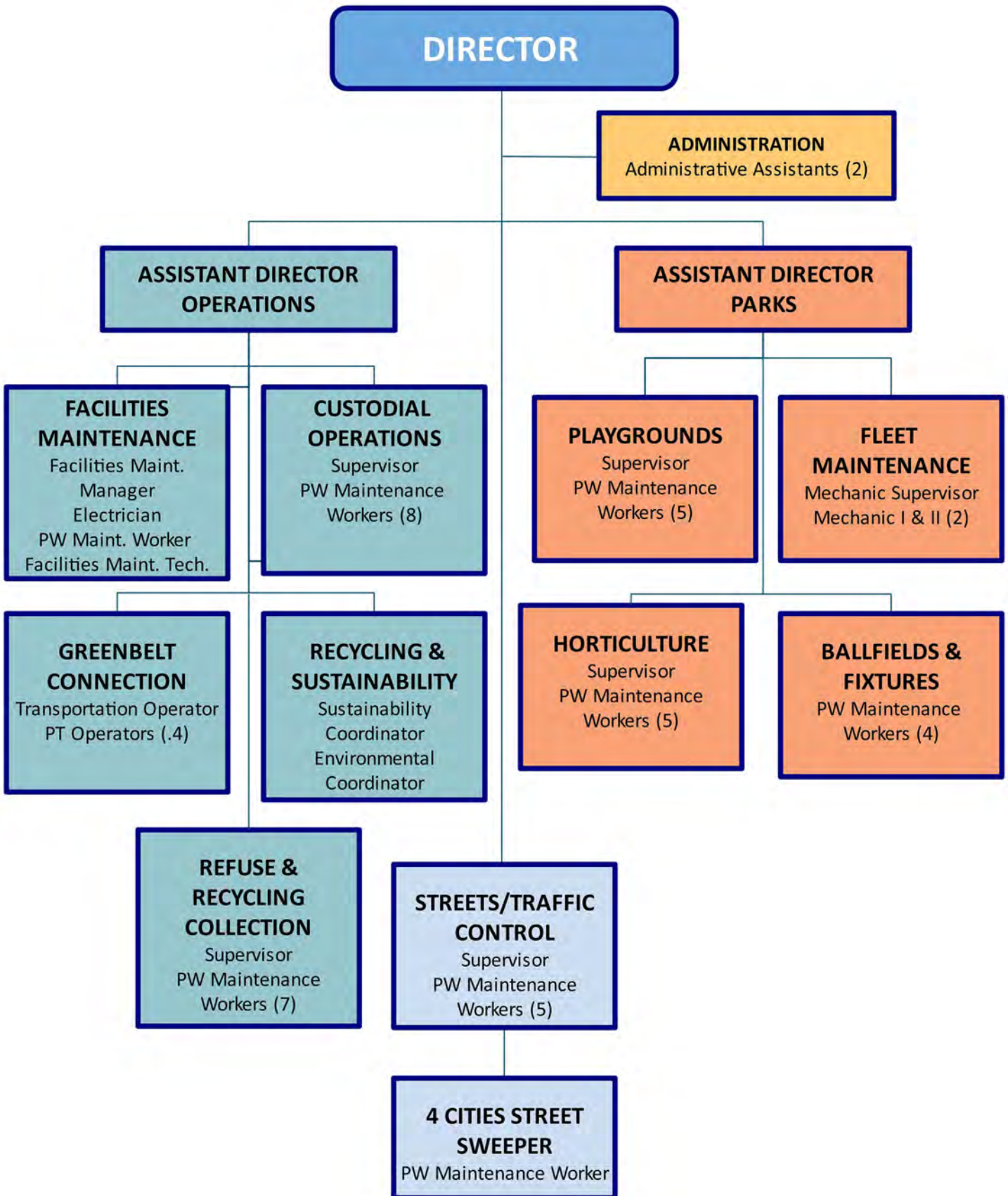
- The state and COG are urging communities to reduce their carbon footprint by 10% by 2012, 20% by 2020 and 80% by 2050. With the city purchasing all of its electricity using wind credits as of July 2011, the city's carbon footprint has been reduced 67% since 2005, exceeding the state's and COG's goals.
- The MSEC program has also set a goal for the city to obtain 20% of its energy from renewable sources by 2022. We are currently working on finalizing the solar farm project that could offset 90% of the city's electric consumption.
- Energy efficiency initiatives for FY 2020 include an electric vehicle charging station at Public Works and the Youth Center and public energy efficiency improvement as part of the MSEC grant.
- The city's recycling goal is to recycle 60% of its waste stream by 2021.
- As measured in 2010, Greenbelt's tree canopy is 62%.

PERSONNEL STAFFING

FY 21

	Grade	Auth. FY 2019	Auth. FY 2020	Prop. FY 2021	Auth. FY 2021
410 Administration					
Director	GC-26	1	1	1	
Assistant Director - Operations	GC-22	1	1	1	
Assistant Director - Parks	GC-22	1	1	1	
Sustainability Coordinator II	GC-15	1	1	1	
Administrative Assistant I & II	GC-12 & 13	2	2	2	
Environmental Coordinator	GC-12	1	1	1	
Total FTE		7	7	7	0
410 Facilities Maintenance					
Facility Maintenance Manager	GC-17	1	1	1	
Electrician II	GC-14	1	1	1	
Maintenance Worker VI	GC-13	1	1	1	
Facilities Maintenance Technician	GC-12	1	1	1	
Total FTE		4	4	4	0
410 Custodial Operations					
Building Maintenance Supervisor	GC-16	1	1	1	
Maintenance Worker II & III	GC-5 & 7	8	8	8	
Total FTE		9	9	9	0
420 Fleet Maintenance					
Mechanic Supervisor	GC-16	1	1	1	
Vehicle Mechanic I & II	GC-12 & 14	2	2	2	
Total FTE		3	3	3	0
440 Street Maintenance					
Supervisor	GC-16	1	1	1	
Maintenance Worker II, III & IV	GC-5, 7 & 9	5	5	5	
Total FTE		6	6	6	0
445 Four Cities Street Sweeper					
Maintenance Worker II & III	GC-5 & 7	1	1	1	
Total FTE		1	1	1	0

	Grade	Auth. FY 2019	Auth. FY 2020	Prop. FY 2021	Auth. FY 2021
450 Refuse Collection					
Refuse/Recycling Supervisor	GC-16	1	1	1	
Maintenance Worker II, III & IV	GC-5, 7 & 9	7	7	7	
Total FTE		8	8	8	0
700 Parks - Playgrounds					
Supervisor	GC-16	1	1	1	
Maintenance Worker II, III & IV	GC-5, 7 & 9	5	5	5	
Total FTE		6	6	6	0
700 Parks - Ball Fields & Fixtures					
Facilities Maintenance Technician II	GC-14	0	0	1	
Maintenance Worker II, III, IV & V	GC-5, 7 & 9	4	4	3	
Total FTE		4	4	4	0
700 Parks - Horticulture					
Horticulture Supervisor	GC-16	1	1	1	
Maintenance Worker II, III, IV & VI	GC-5, 7, 9 & 13	5	5	5	
Total FTE		6	6	6	0
920 Intra-City Transit Service					
Transportation Operator II	GC-7	1	1	1	
Total FTE		1	1	1	0
Total Public Works Classified		<u>55</u>	<u>55</u>	<u>55</u>	<u>0</u>
Non-Classified					
Connection - Custodial Operations		0.4	0.4	0.4	
Summer Help		1.6	1.6	1.6	
Total Public Works Non-Classified		<u>2.0</u>	<u>2.0</u>	<u>2.0</u>	<u>0.0</u>
Total Public Works FTE (Classified & Temp)		<u>57.0</u>	<u>57.0</u>	<u>57.0</u>	<u>0.0</u>



SALARY DISTRIBUTION

DISTRIBUTION OF SALARY TO BUDGET ACCOUNTS	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
PUBLIC WORKS DEPARTMENT						
120 Administration	\$488	\$454	\$500	\$500	\$500	
180 Municipal Building	32,860	26,197	28,500	28,500	30,000	
220 Community Development	637	167	1,000	500	1,000	
310 Police	131,790	149,384	165,000	150,000	175,000	
330 Animal Control	389	1,689	1,000	1,000	1,000	
410 Public Works Administration	657,911	771,092	799,200	782,200	805,000	
420 Maintain Equipment	71,970	77,528	86,000	78,000	82,000	
440 Street Maintenance	478,575	502,905	481,000	508,000	506,500	
445 Street Cleaning	50,598	53,518	57,500	58,000	58,000	
450 Waste Collection	354,482	385,727	385,000	340,000	370,000	
460 City Cemetery	4,067	809	2,500	2,500	2,500	
470 Roosevelt Center	55,973	82,221	92,000	105,000	97,500	
610 Recreation Administration	165	900	500	300	500	
620 Recreation Centers	126,942	142,184	153,800	140,500	155,000	
650 Aquatic & Fitness Center	79,842	83,910	85,000	85,000	85,000	
660 Community Center	130,102	146,280	155,000	155,000	155,000	
690 Special Events	44,955	40,030	48,000	45,000	45,000	
700 Parks	606,873	623,792	742,000	736,400	800,700	
920 Greenbelt Connection	70,469	74,972	73,100	77,000	77,300	
Total	\$2,899,089	\$3,163,759	\$3,356,600	\$3,293,400	\$3,447,500	\$0
PUBLIC WORKS SALARY BREAK DOWN	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
Base Pay	\$2,794,036	\$3,048,538	\$3,226,600	\$3,150,400	\$3,302,500	\$0
Overtime	105,053	115,221	130,000	143,000	145,000	
Total	\$2,899,089	\$3,163,759	\$3,356,600	\$3,293,400	\$3,447,500	\$0



Provides overall direction and support to the department’s activities and is the first point of contact with the public. In addition to the salaries of the Public Works Director and administrative staff, funds are budgeted here for building maintenance and utility services.

Performance Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Estimated	FY 2021 Proposed
Community Questionnaire Scores	<u>2013</u>	<u>2015</u>	<u>2017</u>	<u>2019</u>
Building Maintenance	4.20	4.08	4.04	4.13
Volunteer Hours (Calendar Year)	4,616	4,893	3,000	4,800
Full Time Equivalents (FTE)				
Administration	7	7	7	7
Facilities Maintenance	4	4	4	4
Custodial Operations	9	9	9	9
Non-Classified	2	2	2	2

MANAGEMENT OBJECTIVES

- With the possible retirement of a number of longtime employees, continue to review how the department is organized.
- Reduce the city’s greenhouse gas generation in-line with state and COG goals (20% lower than 2005 level by 2020 and 80% by 2050).

- As required by the city's participation in the Maryland Smart Energy Communities program, continue to reduce electricity usage.
- Explore opportunities for solar energy (goal set as part of city's participation in Maryland Smart Energy Communities program).
- Provide training opportunities for staff in their fields of expertise.
- Implement inventory of buildings and building systems as a first step in developing a capital reserves program.

BUDGET COMMENTS

- 1) The increase in Salaries, line 01, and Employee Benefits, line 28, since FY 2018 is due to filling the Assistant Director position and adding an Environmental Coordinator.
- 2) The increase in Membership & Training, line 45, reflects additional training costs in the department including the Assistant Director - Operations and Assistant Director - Parks.

PUBLIC WORKS ADMINISTRATION Acct. No. 410	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
PERSONNEL EXPENSES						
01 Salaries	\$486,337	\$599,953	\$620,000	\$604,000	\$625,500	
06 Repair/Maintain Building	166,427	166,792	173,200	173,200	173,500	
27 Overtime	5,147	4,347	6,000	5,000	6,000	
28 Employee Benefits	453,484	513,003	549,900	515,400	570,700	
Total	\$1,111,395	\$1,284,095	\$1,349,100	\$1,297,600	\$1,375,700	\$0
OTHER OPERATING EXPENSES						
30 Professional Services	\$5,470	\$4,245	\$3,900	\$3,900	\$3,900	
33 Insurance	7,715	7,430	8,200	8,100	8,600	
38 Communications	13,213	15,137	13,000	15,700	15,900	
39 Utilities						
Electrical Service	28,576	23,231	28,000	25,000	25,000	
Gas Service	10,936	7,850	9,000	8,800	8,600	
Water & Sewer	13,706	13,648	13,000	14,000	14,000	
Heating Oil	4,427	4,861	3,800	4,000	4,500	
45 Membership & Training	14,409	13,923	16,200	16,500	18,300	
46 Maintain Building & Structures	25,384	32,487	32,900	33,800	33,800	
48 Uniforms	6,850	8,421	7,800	8,400	8,400	
49 Tools	2,981	2,437	2,600	2,700	2,600	
53 Computer Expenses	5,271	5,710	6,800	7,200	7,200	
55 Office Expenses	7,657	6,796	8,500	8,000	8,500	
58 Special Program Expenses	848	805	1,000	1,000	1,000	
69 Awards	4,930	4,962	6,000	6,000	6,000	
Total	\$152,374	\$151,943	\$160,700	\$163,100	\$166,300	\$0
TOTAL PUBLIC WORKS ADMINISTRATION	\$1,263,769	\$1,436,038	\$1,509,800	\$1,460,700	\$1,542,000	\$0

The cost of maintaining the equipment that is used for more than one kind of job is accounted for in this budget.

Performance Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Estimated	FY 2021 Estimated
Vehicles				
Police	69	70	70	70
Parking Enforcement	2	2	2	2
Animal Control	2	2	2	2
Public Works	21	22	23	23
Waste Collection	6	6	6	6
Street Sweeper	2	2	2	2
Recreation	2	2	2	2
Parks	12	13	13	13
Greenbelt Connection	2	2	2	2
Administration/CARES	2	2	1	1
Community Development	4	4	4	4
Total	124	127	127	127
Equipment				
Police	3	3	3	3
Public Works	9	10	10	10
Parks	16	17	17	17
Snow Plows	16	17	17	17
Salt Spreaders	8	9	10	10
Total	52	56	57	57
Alternative Fuel Vehicles & Equipment by Fuel Type				
Hybrid	13	14	21	29
Natural Gas	3	1	0	0
Electric	1	4	5	6
Total	17	19	26	35
Average Vehicle Age (in years)				
Public Works	11.3	8.7	9.7	7.3
Waste Collection	6.8	3.8	4.8	5.8
Street Sweeper	9.0	10.0	11.0	12.0
Parks	9.0	7.9	8.9	6.2
Average Equipment Age (in years)				
Public Works	23.1	17.8	18.8	19.8
Parks	17.0	16.5	16.8	15.7
Full Time Equivalent (FTE)	3	3	3	3

MANAGEMENT OBJECTIVES

- Incorporate additional alternative fuel vehicles into the city fleet when possible.
- Look for ways to reduce fuel consumption.

BUDGET COMMENTS

- 1) Personnel expenditures here are related to motor vehicle repairs that facilitate building and street maintenance.
- 2) The Repairs & Maintenance portion of line 50 shows that the cost to maintain vehicles is expected to remain stable.

MAINTENANCE OF MULTI-PURPOSE EQUIPMENT Acct. No. 420	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
PERSONNEL EXPENSES						
25 Repair/Maintain Vehicles	\$71,970	\$77,528	\$86,000	\$78,000	\$82,000	
28 Employee Benefits	63,083	86,625	98,200	91,600	104,500	
Total	\$135,053	\$164,153	\$184,200	\$169,600	\$186,500	\$0
OTHER OPERATING EXPENSES						
33 Insurance - LGIT	\$6,514	\$7,240	\$8,400	\$7,700	\$8,100	
49 Tools	3,680	4,197	4,000	4,000	4,000	
50 Motor Equipment						
Repairs & Maintenance	56,206	55,278	63,000	58,000	60,500	
Vehicle Fuel	25,445	31,469	35,000	30,000	30,000	
53 Computer Expenses	5,121	5,121	5,400	5,500	8,500	
Total	\$96,966	\$103,305	\$115,800	\$105,200	\$111,100	\$0
TOTAL MAINTENANCE OF MULTI-PURPOSE EQUIP.	\$232,019	\$267,458	\$300,000	\$274,800	\$297,600	\$0

STREET MAINTENANCE

FY 21



Public Works crew members repair and maintain 26 miles of city streets. New construction, reconstruction, resurfacing, curb replacement, patching and repairs on all streets are charged to this account. Snow removal costs are also budgeted here, as are expenditures for maintaining sidewalks, public parking facilities, storm sewers and for cleaning roadsides.

Performance Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Estimated	FY 2021 Estimated
Community Questionnaire Scores	<u>2013</u>	<u>2015</u>	<u>2017</u>	<u>2019</u>
Street Maintenance	4.23	4.11	4.11	4.19
Sidewalk Maintenance	3.91	3.80	3.83	3.93
Lighting	3.99	3.96	3.89	3.91
Snow Removal	4.33	4.26	4.19	4.22
Traffic Control	3.94	3.92	3.77	3.79
Street Mileage (as of December)	24.94	24.94	25.50	26.06
State Shared Revenues Per Mile for Maintenance	\$15,779	\$17,511	\$21,914	\$21,869
Motor Vehicles Registered	15,447	15,534	15,550	15,550
Street Resurfacing (linear feet)	5,547	5,675	3,760	6,300
Curb and Gutter (linear feet)	1,159	2,085	1,447	1,500
Sidewalk Construction (square feet)	6,065	14,799	22,747	10,000
Handicap Ramps Constructed	32	49	35	30
Number of Bus Stops Made Accessible	n/a	n/a	28	5
Driveway Aprons	23	25	10	10
Miles of Streets Centerlined	5.5	2.2	0.9	5.0
Miles of Shoulder Lined	2.5	1.2	0.6	3.0
Bike Lanes Maintained (miles)	n/a	n/a	8.0	9.0
Number of Crosswalks				
# Painted Annually	10	4	0	2
#Thermo-taped	12	21	15	15
Full Time Equivalents (FTE)	6	6	6	6

MANAGEMENT OBJECTIVES

- Keep streets and public walkways passable during weather and emergency events.
- Annually check all centerline, crosswalk, stop line, bike lane and other street markings to confirm they are kept at appropriate safety levels.
- Continue updating and replacing street signage in compliance with the Manual of Uniform Traffic Control Devices (MUTCD).
- Repair and upgrade walking paths when they become deficient.
- Conduct an annual survey of street and sidewalk conditions using GIS technology.
- Using Capital Projects funds, resurface Frankfort Drive and Ivy Lane from Kenilworth Avenue to Cherrywood Lane.

BUDGET COMMENTS

1) Other Services, line 34, includes the cost of the grounds maintenance along street right of ways (\$70,000) and traffic control maintenance (\$6,000).

2) \$7,200 is budgeted in Landscaping Supplies, line 63, for street tree planting.

EXPENDITURES FOR STREETS - ALL BUDGETS	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
440 Street Maintenance	\$935,698	\$930,943	\$969,700	\$974,800	\$1,006,600	
Capital Projects Fund	488,310	608,774	634,700	634,700	798,500	
Community Dev. Block Grant	115,400	128,240	140,800	252,100	154,600	
TOTAL EXPENDITURES	\$1,539,408	\$1,667,957	\$1,745,200	\$1,861,600	\$1,959,700	\$0
REVENUE SOURCES FOR STREET EXPENDITURES	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
422100 Highway Taxes (1)	\$393,519	\$436,718	\$550,400	\$558,800	\$569,900	
Community Dev. Block Grant	116,250	128,240	140,800	252,100	154,600	
General City Revenues	1,029,639	1,102,999	1,054,000	1,050,700	1,235,200	0
TOTAL REVENUES	\$1,539,408	\$1,667,957	\$1,745,200	\$1,861,600	\$1,959,700	\$0
NOTES: (1) Expenditures for street maintenance must exceed these revenues.						

STREET MAINTENANCE Acct. No. 440	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
PERSONNEL EXPENSES						
01 Traffic Control	\$116,246	\$106,924	\$120,000	\$160,000	\$160,000	
08 Rpr/Maintain Streets & Sidewalks	104,169	102,791	105,000	100,000	100,000	
11 Snow and Ice Removal	79,730	102,482	70,000	70,000	70,000	
12 Leaf Collection & Brush Removal	94,881	79,995	90,000	80,000	80,000	
13 Storm Sewer & Ditch Maint.	6,887	18,946	15,000	15,000	15,000	
15 Street Landscaping	75,372	89,159	80,000	80,000	80,000	
27 Overtime	1,290	2,608	1,000	3,000	1,500	
28 Employee Benefits	147,286	144,667	158,700	157,400	174,200	
Total	\$625,861	\$647,572	\$639,700	\$665,400	\$680,700	\$0
OTHER OPERATING EXPENSES						
33 Insurance - LGIT	\$565	\$456	\$500	\$400	\$400	
34 Other Services	78,525	62,148	78,000	71,000	76,000	
35 Street Line Painting	4,250	6,000	6,000	6,000	6,000	
39 Utilities						
Electrical Service	155,977	142,225	154,000	148,000	148,000	
46 Maintain Building & Structures	1,215	201	1,000	1,000	1,000	
49 Tools	6,367	5,514	6,200	6,200	6,200	
59 Traffic Signs & Paints	20,115	19,466	19,500	21,500	21,500	
60 Road & Paving Materials	9,658	7,569	11,000	10,000	11,000	
61 Chemicals	14,039	15,796	33,000	23,000	33,000	
62 Storm Drain Materials	2,921	357	2,000	1,500	2,000	
63 Landscaping Supplies	15,821	13,761	15,800	15,800	15,800	
64 Lighting Fixtures & Supplies	385	9,878	3,000	5,000	5,000	
Total	\$309,837	\$283,371	\$330,000	\$309,400	\$325,900	\$0
TOTAL STREET MAINTENANCE	\$935,698	\$930,943	\$969,700	\$974,800	\$1,006,600	\$0
REVENUE SOURCES						
Highway User/Gas Tax	\$393,519	\$436,718	\$550,400	\$558,800	\$569,900	

FOUR CITIES STREET CLEANING

FY 21



This account reflects the costs of providing street sweeper services to the Four Cities Coalition of Berwyn Heights, College Park, New Carrollton and Greenbelt.

Performance Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Estimated	FY 2021 Estimated
Community Questionnaire Scores	<u>2013</u>	<u>2015</u>	<u>2017</u>	<u>2019</u>
Street Cleaning	4.24	4.18	4.14	4.25
Miles of Street				
Berwyn Heights	15	15	15	15
College Park	55	55	55	55
Greenbelt	25	25	26	26
New Carrollton	23	23	23	23
Total Mileage Driven #199	7,813	2,676	3,026	2,500
Total Hours Driven #197	n/a	10,500	8,000	8,500
Full Time Equivalent (FTE)	1	1	1	1

MANAGEMENT OBJECTIVES

- Provide high quality street cleaning service to the Four Cities Coalition.
- Sweep all city streets a minimum of eight times per year.
- Meet semi-annually with the other communities to review operations and potential efficiencies.

BUDGET COMMENTS

- 1) The costs for this program are shared between the four participating communities.
- 2) Repairs & Maintenance expenses, line 50, are budgeted higher than the FY 2020 Adopted Budget in recognition of the age of the street sweeper.

FOUR CITIES STREET CLEANING Acct. No. 445	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
PERSONNEL EXPENSES						
14 Street Cleaning	\$49,819	\$51,947	\$54,500	\$55,000	\$55,000	
25 Repair/Maintain Vehicles	779	1,571	3,000	3,000	3,000	
27 Overtime	0	0	0	0	0	
28 Employee Benefits	24,959	27,360	28,200	28,200	29,400	
Total	\$75,557	\$80,878	\$85,700	\$86,200	\$87,400	\$0
OTHER OPERATING EXPENSES						
38 Communications	\$673	\$836	\$700	\$900	\$900	
39 Utilities - Water	3,600	3,600	3,600	3,600	3,600	
48 Uniforms	267	290	500	500	500	
50 Motor Equipment						
Repairs & Maintenance	9,819	15,968	12,300	14,600	13,300	
Vehicle Fuel	10,208	10,361	10,000	10,000	10,000	
Total	\$24,566	\$31,055	\$27,100	\$29,600	\$28,300	\$0
TOTAL FOUR CITIES STREET CLEANING	\$100,123	\$111,933	\$112,800	\$115,800	\$115,700	\$0
REVENUE SOURCES						
Revenue from Other Agencies	\$64,273	\$94,695	\$84,600	\$86,900	\$86,800	
General City Revenue	35,850	17,238	28,200	28,900	28,900	
Total	\$100,123	\$111,933	\$112,800	\$115,800	\$115,700	\$0



Two city crews collect refuse and recyclables from city residences and businesses. Service charges provide income for this service. Private collectors also collect refuse from many apartments and commercial establishments. The city recycling program collects magazines, catalogs, telephone books, mixed paper, newspaper, cardboard and paperboard, as well as cans, bottles, plastics, oil and anti-freeze. The city sells whatever products it can to offset expenses.

Performance Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Estimated	FY 2021 Estimated
Community Questionnaire Scores	<u>2013</u>	<u>2015</u>	<u>2017</u>	<u>2019</u>
Regular Trash Collection	4.43	4.35	4.29	4.37
Recycling	4.43	4.34	4.24	4.31
REFUSE QUANTITIES				
Number of Customers (as of 12/31)	2,425	2,425	2,425	2,425
Tons of Refuse Taken to the Landfill	1,627	1,651	1,620	1,590
RECYCLING QUANTITIES				
Number of Households	2,591	2,591	2,591	2,591
Tons of Recycled Materials	2,830	2,296	2,355	2,360
City Recycling Rate	63%	58%	59%	60%

MANAGEMENT OBJECTIVES

- Increase the amount of waste stream which is recycled to 60% by 2020.
- Promote recycling to customers and the community to expand knowledge and participation of recycling.

BUDGET COMMENTS

- 1) Other Services, line 34, includes \$102,000 for landfill disposal fees, \$20,000 for recycling and \$15,000 for yard waste.
- 2) The residential refuse and recycling fee is \$70 per quarter (\$280 per year). Comparable yearly costs in other communities are \$356 in Prince George's County, \$308 in Montgomery County and \$445 in Rockville.
- 3) Because refuse collection includes the cost of the city government's activities, this budget may run at a deficit in some fiscal years.

WASTE COLLECTION Acct. No. 450	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
PERSONNEL EXPENSES						
16 Waste Collection	\$344,739	\$371,034	\$370,000	\$330,000	\$360,000	
25 Repair/Maintain Vehicles	4,827	9,515	5,000	5,000	5,000	
27 Overtime	4,917	5,178	10,000	5,000	5,000	
28 Employee Benefits	185,110	206,086	219,000	196,900	226,600	
Total	\$539,592	\$591,813	\$604,000	\$536,900	\$596,600	\$0
OTHER OPERATING EXPENSES						
33 Insurance	\$2,094	\$2,079	\$2,100	\$2,100	\$2,300	
34 Other Services	141,969	137,569	139,500	139,500	144,500	
38 Communications	227	236	200	300	300	
48 Uniforms	2,950	2,378	3,600	3,600	3,600	
49 Tools	2,133	6,255	4,900	4,900	4,900	
50 Motor Equipment						
Repairs & Maintenance	19,617	29,529	23,400	23,900	23,400	
Vehicle Fuel	20,065	26,658	25,000	27,000	30,000	
55 Office Expenses	2,178	2,071	2,000	2,000	2,000	
58 Special Programs	0	0	0	0	0	
71 Miscellaneous	871	3	100	100	100	
Total	\$192,105	\$206,778	\$200,800	\$203,400	\$211,100	\$0
TOTAL WASTE COLLECTION	\$731,697	\$798,591	\$804,800	\$740,300	\$807,700	\$0
REVENUE SOURCES						
Service Fees	\$674,788	\$676,867	\$679,000	\$679,000	\$679,000	
Landfill Disposal Rebate	57,652	57,652	57,700	57,700	57,700	
Recycling Fee	7,137	7,504	7,200	7,200	7,200	
Sale of Recyclable Materials	5,580	5,791	5,500	5,000	5,000	
Total	\$745,157	\$747,814	\$749,400	\$748,900	\$748,900	\$0
Excess (Deficiency) of Revenue over Expenditure	\$13,460	(\$50,777)	(\$55,400)	\$8,600	(\$58,800)	\$0
Quarterly residential service fee required as of July 1 of each year	\$70.00	\$70.00	\$70.00	\$70.00	\$70.00	\$70.00
Percent Change	4.5%	4.5%	0.0%	0.0%	0.0%	0.0%



The city maintains a small cemetery located on Ivy Lane just west of Kenilworth Avenue. It is a wooded knoll, 450 feet by 300 feet in size. Funds are provided for labor and materials used by Public Works crews in the maintenance of this area.

BUDGET COMMENTS

- 1) Salaries, line 01, reflects the costs for preparing the cemetery for burials.
- 2) Grounds maintenance at the cemetery is contracted. The cost is budgeted in Other Services, line 34.

CITY CEMETERY Acct. No. 460	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
PERSONNEL EXPENSES						
01 Salaries	\$4,067	\$809	\$2,500	\$2,500	\$2,500	
Total	\$4,067	\$809	\$2,500	\$2,500	\$2,500	\$0
OTHER OPERATING EXPENSES						
34 Other Services	\$2,875	\$2,125	\$2,800	\$2,800	\$2,800	
Total	\$2,875	\$2,125	\$2,800	\$2,800	\$2,800	\$0
CAPITAL OUTLAY						
91 New Equipment	\$0	\$0	\$0	\$0	\$0	
Total	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL CITY CEMETERY	\$6,942	\$2,934	\$5,300	\$5,300	\$5,300	\$0



Roosevelt Center is the original commercial area of the historic planned community. The city owns the parking, sidewalk and mall areas, but does not own the commercial buildings, except for the theater. The Public Works Parks crew maintains the public areas of the Center, keeping it free of debris, emptying trash receptacles and caring for the Center’s trees and flowers.

MANGEMENT OBJECTIVES

- Maintain the Center as an attractive community gathering place and as a focal point of outdoor festivals and music.
- Maintain the physical structure of the theater.

BUDGET COMMENTS

- 1) The expense in Communications, line 38, is the connection for the fire alarm system in the theater.
- 2) Line item 46, Maintain Building & Structures, includes maintenance for the Greenbelt Theatre.
- 3) The table below shows the use of Roosevelt Center. This use creates a work load in setting up and cleaning for these events.

Event	FY 2018 Actual	FY 2019 Actual	FY 2020 Estimated	FY 2021 Estimated
Music	4	4	4	4
Festival	3	3	3	3
Farmers Market	28	28	28	28
Other	12	10	10	10

ROOSEVELT CENTER Acct. No. 470	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
PERSONNEL EXPENSES						
01 Salaries	\$47,008	\$50,015	\$50,000	\$55,000	\$50,000	
06 Repair/Maintain Building	8,788	29,686	40,000	45,000	45,000	
27 Overtime	178	2,520	2,000	5,000	2,500	
28 Employee Benefits	17,009	18,033	19,100	17,500	20,200	
Total	\$72,982	\$100,254	\$111,100	\$122,500	\$117,700	\$0
OTHER OPERATING EXPENSES						
38 Communications	\$1,062	\$1,120	\$1,000	\$1,000	\$1,000	
39 Utilities						
Electrical Service	3,618	2,363	3,400	1,000	1,000	
Water & Sewer	3,490	3,422	4,000	3,500	3,500	
46 Maintain Building & Structures	15,199	26,871	20,100	25,300	24,300	
47 Park Fixture Expenses	0	590	500	500	500	
49 Tools	0	0	300	0	0	
Total	\$23,368	\$34,366	\$29,300	\$31,300	\$30,300	\$0
TOTAL ROOSEVELT CENTER	\$96,351	\$134,620	\$140,400	\$153,800	\$148,000	\$0

STRATEGIC PLAN

MISSION STATEMENT

Greenbelt CARES is dedicated to providing an array of social services and educational programs to enhance the quality of the lives of Greenbelt residents. CARES is dedicated to excellence in service, innovation in programming and responsiveness to our community.

VALUE STATEMENT

Greenbelt CARES provides information and referral services, prevention, intervention, treatment and educational services from a strengths based model that empowers clients to make informed choices and address areas of their life in need of change or improvement.

Greenbelt CARES provides information and referral services, case management services, and prevention and intervention services to senior residents and their caregivers from a strengths based model that empowers them to make informed choices and remain living independently for as long as possible.

Greenbelt CARES is committed to providing its services to clients and the community regardless of their financial resources, race, gender identity, sexual orientation, ethnic, religious or cultural background.

Greenbelt CARES staff are client-focused and demonstrate respect, courtesy and accountability to those we serve.

Greenbelt CARES maintains a high level of professional expertise through ongoing staff training, development and supervision.

Greenbelt CARES is committed to training new professionals in the fields of counseling, psychology, social work, marriage and family therapy, aging and support services and case management through its volunteer and intern opportunities.

YOUTH AND FAMILY COUNSELING PROGRAM

The Youth and Family Counseling Program is dedicated to promoting responsible behavior and appropriate family management skills, utilizing existing community resources whenever possible, and responding to the special needs of Greenbelt citizens.

Provide individual, family and group counseling services to Greenbelt residents and those in the surrounding areas within Prince George's County.

ACCOMPLISHMENTS

- Counselors served over 150 formal counseling clients.
- CARES transitioned to offering Teletherapy services during the COVID-19 State of Emergency for individual, family and group sessions.
- Counseling staff and graduate interns conducted Alcohol or Drug (AOD) Assessments for over 30 students suspended from school for AOD offenses. Students must attend assessment sessions to avoid being expelled from school.
- Group Coordinator and Graduate Interns conducted three anger management workshops for adults titled “Dispute Resolution and Managing Anger (DRAMA).”
- Juvenile Delinquency Prevention Counselor provided family counseling, group counseling and outreach efforts in Greenbelt West.
- Group Coordinator conducted Youth Anger Management and Safe Dates workshops.

ISSUES

CARES staff responded to the COVID-19 pandemic by offering its counseling, educational and support services via virtual means. Counseling and Groups were offered using Teletherapy, educational supports were offered via telephone or through YouTube lessons, and staff responded to requests for resources via email and phone.

CARES continues to look for opportunities to offer groups in the community. CARES has offered anger management groups and parenting classes, and with the addition of a Group Coordinator this year, offered Youth Anger Management and Safe Dates workshops. Both are research based curriculums designed to teach teens conflict management skills and how to identify and develop healthy relationship. CARES has not been able to offer on-going groups at local schools due to school staff

schedules and difficulties in “pulling” youth from their academic classes for the groups. CARES did offer some Managing Stress seminars at DuVal High School at the request of the school.

CARES has a diverse staff, but continues to lack a Spanish speaking bilingual counselor. This limits CARES’ ability to work with families whose first language is Spanish. The majority of CARES counseling positions are part-time and it is believed that this limits applicants with bilingual skills, as they are able to obtain full time positions elsewhere. Looking toward the future and expanding some of the part time positons to full time would increase CARES’ ability to attract a bilingual counselor.

NARCAN training was offered to community members and Greenbelt Police Officers to educate them about the opioid crisis and to train them in the administration of NARCAN. This training is possible due to a partnership with the Prince George’s County Health Department. CARES also continued to offer assessments to students suspended from school for substance use and the A-CRA (Adolescent – Community Resource Approach) for youth identified with a substance use issue.

Space continues to be a major issue for CARES. Office space continues to be a challenge, with all staff having to share their office space in some format. CARES staff offices are used throughout the day to meet with clients and to provide direct services. CARES counseling staff have four offices for six staff and three interns. On Wednesday nights when Family Clinic is held and there are an additional five interns, the Council Chambers, GAIL staff offices and the Vocational/ Educational Counselor’s office are also utilized. CARES and GAIL have begun to utilize space in the Community Center (former adult day care center space) for groups and nursing interns. In its current state, this space is ideal for groups and classes of interns. The city has engaged in a Space Study which will hopefully produce a solution for CARES.

ISSUES

The Vocational/Educational Counselor has expanded her offerings to youth ages 16-24, and is now offering Financial Literacy and Job Readiness workshops.

The ESOL program continues to grow with an average of 15-20 adults attending each class. Class members represent a variety of cultures and nations from Africa, the Middle east, Asia and South America.

MANAGEMENT OBJECTIVES

- Work with Administration on Space Study to explore opportunities to expand CARES office space.

Provide educational enrichment opportunities for Greenbelt residents and those living in surrounding areas within Prince George’s County with an emphasis on youth and young adults.

ACCOMPLISHMENTS

- Offered Instructional videos via YouTube for GED students in response to COVID-19.
- Offered GED preparation courses at Springhill Lake Recreation Center.
- Offered Financial Literacy workshops to GED students and other youth ages 16-24 to increase their knowledge of budgeting, credit and making financial decisions.
- Offered a Job Readiness workshop to GED students and other youth ages 16-24 to increase their knowledge in resume writing, interview skills and job search resources.
- Coordinated tutoring services for youth - a Saturday morning “drop-in” program at the Springhill Lake Recreation Center, and an After School Tutoring program at the Springhill Lake Recreation Center on Tuesday and Thursday afternoons.
- Offered English as a Second Language (ESOL) classes for adults at the Springhill Lake Recreation Center.
- Participated in the 1st Look Volunteer Fair and Stampfest at the University of Maryland. The purpose of attending the events is to educate college students about service-learning opportunities and encourage experiential learning with volunteer programs.
- New tutors from the University of Maryland were recruited and trained. These tutors participated in the drop-in tutoring program. Upon request, students were provided weekly individual sessions outside of the Saturday morning program. Students in both programs are tutored in mathematics, language arts and science. Tutors from the local community (i.e. NASA/Goddard Space Flight Center and community residents) also participated.



- Served as staff liaison to the Advisory Committee on Education (ACE).
- ACE members and ACE Student Award recipients participated in the Annual Labor Day Festival and Parade.
- ACE held the annual meeting for School Principals and Vice-Principals, the annual meeting for school PTA Presidents and Executive Board, the ACE Educator Awards and the ACE Student Awards.
- ACE held the annual meeting for School Principals and Vice-Principals, the annual meeting for school PTA Presidents and Executive Board. The ACE Educator Awards and the ACE Student Awards were postponed due to COVID-19 closures
- Coordinated monthly ACE Reading Club for students at Greenbelt Middle School.
- ACE offered grants to local schools to enhance school curriculum and programming.



MANAGEMENT OBJECTIVES

- Provide a two tier GED program to meet the varying skill levels of students.
- Offer tutoring programs to Greenbelt families and those in surrounding areas of Prince George’s County.
- Serve as the staff liaison to the Advisory Committee on Education.

Use evidence based practices (EBP) in the delivery of services to youth and families.

ACCOMPLISHMENTS

- Utilized Parent Child Interaction Therapy (PCIT) with children 2-7 years of age who demonstrate behavioral problems at home or school.
- Utilized the Child and Adolescent Functional Assessment Scale (CAFAS) to measure youth progress in formal counseling.



- Clinical Supervisor utilized Eye Movement Desensitization and Reprocessing (EMDR) with individual clients and received supervision specific to this model. She is working toward certification in this model.
- The Clinical Supervisor and Family Counselor worked with traumatized youth utilizing Trauma Focused – Cognitive Behavioral Therapy (TF-CBT). TF-CBT is an evidence based model developed to work with children who have experienced a traumatic event.
- Utilized the Dispute Resolution and Managing Anger (DRAMA) program for an anger management group. This is an evidence based program where participants learn specific skills to improve social skills and emotion regulation.
- The Group Coordinator offered the Safe Dates curriculum. The curriculum is designed to teach teens about domestic violence and how to identify and develop healthy relationships.

MANAGEMENT OBJECTIVES

- Expand group offerings to youth.

CRISIS INTERVENTION PROGRAM

The Crisis Intervention program works in conjunction with the Greenbelt Police Department to offer immediate crisis response to victims of crime and follow-up services to individuals and families who have contact with the police. Crisis Counselors also provide community outreach services and support services to the community.

ACCOMPLISHMENTS

- Crisis Intervention Counselors (CIC) provided immediate crisis counseling and follow-up contacts to over 200 individuals and families facing issues such as victim of crime, suicide, death of family member and community crisis.
- As part of their community outreach, CIC participated in Fall Fest and the Celebration of Spring events offering participants information on CARES and area resources.



- The Eviction Relief Volunteer worked with over 40 individuals facing eviction and provided information and referral resources, as well as monetary assistance for some from the Emergency Relief Fund.

MANAGEMENT OBJECTIVES

- Respond to immediate crises and provide follow-up services to victims of crime and persons encountering the police.

GREENBELT ASSISTANCE IN LIVING PROGRAM (GAIL)

GAIL provides information and support services to seniors and persons with disabilities as well as their families to help them remain independent and in their homes. In an effort to meet recognized material and health needs of Greenbelt residents across all age groups, GAIL has expanded its services to include community wide initiatives to address identified needs.



Provide information and support services to seniors and persons with disabilities, as well as their families, to help them remain in their homes.

ACCOMPLISHMENTS

- Provided monthly Caregivers Support Group.
- Provided Memory Support Group and Memory Café programming for residents with cognitive impairments.

- Coordinated the Aging in Place Prince George’s working group.
- Partnered with Maryland Pro Bono Resource Center and Community Legal Services of Prince George’s County to provide free estate planning services to residents.
- Continued to facilitate the Dementia Friendly Northern Prince George’s County Sector.
- Secured new grant funding for the Successful Aging Supportive Services grant from the Maryland Department of Aging for \$120,000 to provide aging in place services to residents of Green Ridge House.
- Managed the Department of Housing and Urban Development Service Coordination Grant for \$59,000 for Green Ridge House Apartments’ Service Coordinator program.

ISSUES

Amidst the COVID-19 pandemic, the GAIL Program increased programming via Zoom Meeting with virtual groups for residents including support groups for social isolation and for caregivers. Staff launched a Spanish parent support group for participants in the Greenbelt Nursery Project in early April, and developed an e-newsletter for residents.

The GAIL program faces two challenges in service delivery.

1. Due to a more labor intensive case load, a part-time case manager will be needed in the near future.
2. Consistent space for programming and storage for supplies for existing and future program and staff.

The GAIL Program will turn 20 years old in 2021, and with the passage of time space has become an issue for staff. Our expansion of outreach to Greenbelt West with the addition of the Bilingual Community Outreach Coordinator has produced a dramatic increase in the need for additional space for staff to conduct interviews for case management sessions and space for storage of items related to the pediatric wellness program and community nursing programs.

Staff currently shares offices with interns and the Prince George’s County Department of Social Services social worker which makes confidential conversations with residents for both parties impossible.

MANAGEMENT OBJECTIVES

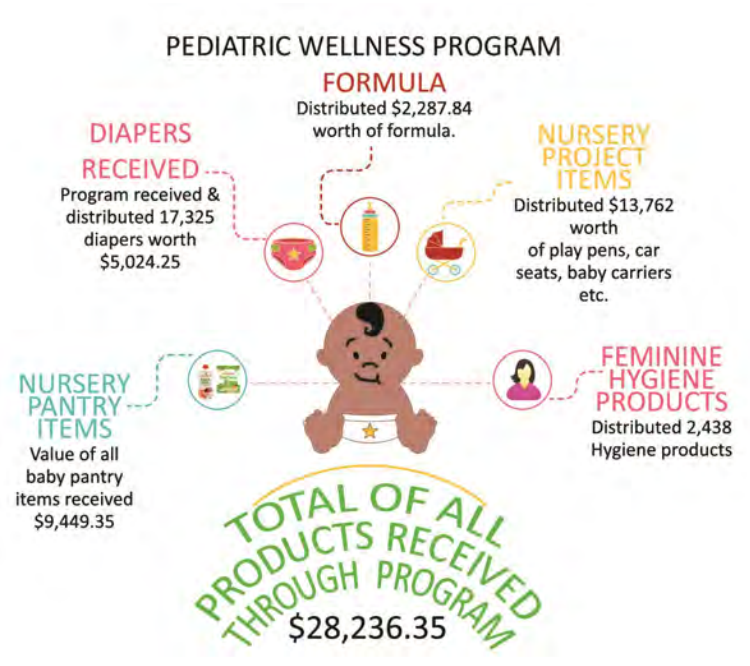
- Continue to provide aging and disability support services to Greenbelt residents.

- Attend local trainings and resource fairs featuring mental health resources.
- Work with both CARES clinical staff and Green Ridge House staff to provide mental health resources and services to Greenbelt residents.

Provide community programs to offer material and health related resources to Greenbelt residents.

ACCOMPLISHMENTS

- Provided residents with access to a multi-disciplinary team of interns who target improving the health and wellness of residents through a proactive wellness team approach.
- Coordinated Breakfast with Santa in partnership with Combined Properties to provide breakfast and gifts for 50 needy children, as well as gifts for their families.
- Conducted a food drive to provide Thanksgiving Baskets for at-risk seniors and families. Donations of gift cards totaled \$2,650, an increase of \$2,000 from previous years. Staff worked with the Economic Development Coordinator to solicit new partnerships with the Business Community to provide resident food support during the holidays. Partners included: Chasen Boscolo, Alpha Kappa Alpha Sorority, Combined Properties, Crowne Plaza, Elder Estates and the Holiday Inn in Greenbelt.
- In an effort to meet the needs of Greenbelt West families, the GAIL Program launched the Greenbelt Nursery Project, previously known as the Diaper Baby Mobile Wellness program, an initiative that partners with three local universities' school of nursing – Stratford University, Bowie State University and Washington Adventist University. Nursing student interns provide at-home visits to 50 babies and/or expectant mothers. Babies and expectant mothers received basic health assessments, free diapers, wipes and formula, nutrition education, and infant/toddler safety information.



- Partnered with multiple organizations to provide programs and services to Greenbelt residents:

- ◆ The Greater DC Diaper Bank (GDCDB) provides free diapers, wipes, formula/bottles, feminine hygiene products, adult and infant/toddler hygiene products and other baby products. They also



provide adult incontinence supplies. In addition, the GDCDB has created a baby gear program that provides a diaper bag, car seat, play pen, carrier and other items; and

- ◆ Capital Area Food Bank (CAFB) provides access to fresh produce to Greenbelt residents for our monthly Free Produce Distribution event. The CAFB partnership with Giant has also enabled us to create a Meat Distribution event (which also includes shelf-stable items) to Green Ridge House residents.

CHALLENGES

While the University of Maryland School of Public Health requires an internship or allows students to participate in a part-time internship, the pool of sites for interns has expanded over the years. This has greatly reduced the number of student applicants available for internships or who fit our requirements for full-time commitment. Interns assist in many of the programs offered by the GAIL program such as the health fair, flu clinic, diaper and produce distributions, assisting the GRH Service Coordinator with Activities of Daily Living/Instrumental Activities of Daily Living assessments, community events and interpreting assistance.

MANAGEMENT OBJECTIVES

- The GAIL Program will seek to expand its community partnership with other universities, community health programs, and/or reach out to the University of Maryland Family Science or School of Social Work program. Since more students are considering the part-time internship, the GAIL program plans on coordinating two student schedules for a full-time internship.

Provide case management and support services at Green Ridge House.

ACCOMPLISHMENTS

- A new Service Coordinator was trained by GAIL staff.
- Offered monthly health screenings such as hearing, vision, blood pressure, body mass index (BMI), waist to hip ratio, carotid artery and cholesterol.
- Offered monthly educational presentations on topics such as: Alcohol and Medicine: How do they Mix?; Living Well With Chronic Illnesses; Fall Prevention; Infection Control; Healthy Eating on a Budget; Personal Safety; Heart Healthy Week (during the month of February); and Identifying Scams.
- Published quarterly resident newsletter and caregivers newsletter.
- Designed and implemented Older Americans Month events.
- Provided quarterly entitlement program enrollment which includes: Benefits Check-Up, Renter's Tax Credit Assistance, Brown Bag Food Program, Energy Assistance, Qualified Medicare Beneficiary/SLMB, Food Stamp Program (SNAP) and Prescription Assistance.
- Partnered with the Prince George's County Sheriff's Department to provide holiday baskets to Green Ridge House residents.
- Partnered with the local Edlavitch DC Jewish Community Center to provide residents with a 'Holiday Celebration' on Christmas day. Events included a visit from Santa's Elves, holiday music, gifts for residents, games and refreshments.

MANAGEMENT OBJECTIVES

- Continue to provide case management and information services to residents of Green Ridge House.
- The new Service Coordinator will pursue her Service Coordinator Certification from the American Service Coordinator Association.

Utilize community volunteers to provide services to Greenbelt residents.

ACCOMPLISHMENTS

- Community volunteers assisted in the distribution of groceries for the Brown Bag program.

- Community volunteers sorted, bagged and delivered over 112,500 pounds of produce that was distributed during the 12 produce distributions in calendar year 2019.
- GAIL program staff utilized volunteers from GIVES to meet the ongoing need of residents aging in place.

Invest in the professional development of staff. Encourage staff to participate in trainings to maintain skills knowledge in their fields of expertise. Support staff attainment and maintenance of professional licenses.

ACCOMPLISHMENTS

- Clinical Supervisor attended a conference presented by the Johns Hopkins Center for Substance Abuse Treatment and Research “Road To Recovery - Substance Use Disorders in At-Risk Populations: Vulnerabilities That Can Contribute To Use and Approaches to Treatment.”
- Crisis Intervention Counselor attended the Survivors Speak II (Domestic Violence Panel) event which was a candid conversation for survivors of domestic violence, county leaders, advocates, and members of the community.
- CARES staff participated in a webinar training, “Ethics with Minors for Maryland Mental Health Professionals: How to Navigate the Most Challenging Issues.”
- Delinquency Prevention Counselor attended the 2019 Veteran Stand Down and Homeless Resource Day.
- Clinical Supervisor and Crisis Counselor attended the NARCAN certification course offered by the Prince George’s County Health Department.
- CARES Director and three counselors attended "Angst: Treating Anxiety in Youth and their Families."
- Crisis Intervention Counselor attended training “Exposure Therapy Basics – Getting Started.”

ISSUES

All CARES staff work to stay up to date and current on issues related to mental health, youth, crisis intervention and aging. This allows staff to provide the most up to date and effective treatments.

Provide internship opportunities for graduate and undergraduate students in the fields of study such as Mental Health, Family Studies and Education.

ACCOMPLISHMENTS

- The Youth and Family Counseling program provided internship opportunities to graduate students from a variety of local colleges and universities such as the University of Maryland (UMD), American University, Loyola College and Uniformed Services University.
- Provided internship experience for UMD undergraduate students in the Vocational/Educational program.
- The GAIL program provided internship opportunities for students from the University of Maryland School of Public Health and Life Science Program, Washington Adventist University and Bowie State University.

ISSUES

CARES is dedicated to offering internships to local graduate and undergraduate students to provide real world experiences in their fields of study. CARES is unique in offering internships in family counseling, vocational and educational counseling, and aging services, and has developed a reputation among area universities and colleges as such.

MANAGEMENT OBJECTIVES

- Offer an array of internship opportunities to graduate and undergraduate students to expand their education while also meeting the needs of Greenbelt residents.

Encourage membership and participation in professional organizations.

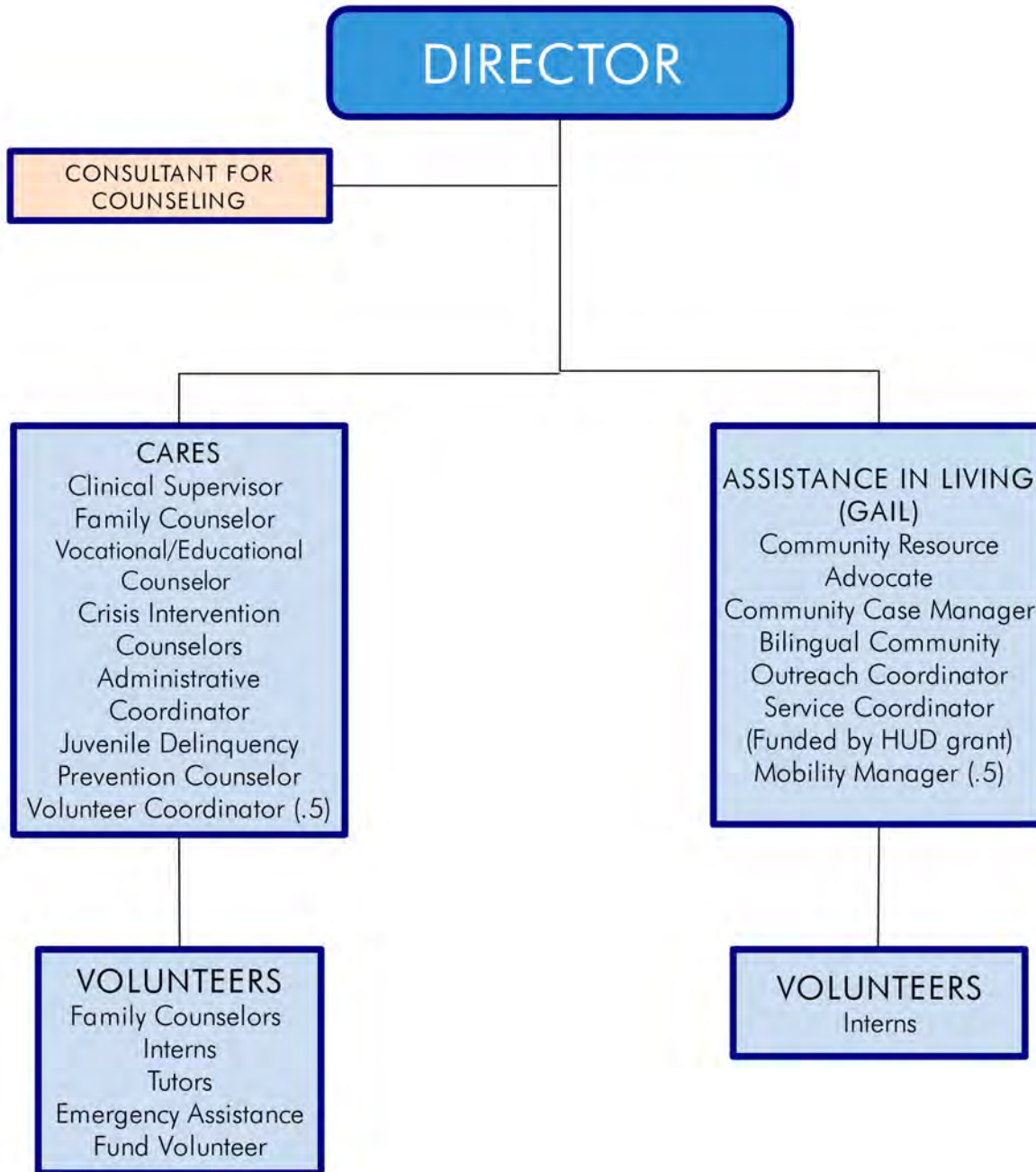
ACCOMPLISHMENTS

- The Director serves as the Chair of the Maryland Association of Youth Services Bureaus.
- The Community Resource Advocate is the Chair of the Prince George's County Advisory Committee on Aging, and the North County Chair for the Dementia Friendly Prince George's Initiative.

	Grade	Auth. FY 2019	Auth. FY 2020	Prop. FY 2021	Auth. FY 2021
510 Youth & Family Services					
Greenbelt CARES Director	GC-26	0.9	0.9	0.9	
Clinical Supervisor	GC-19	1.0	1.0	1.0	
Vocational/Educational Counselor II	GC-18	1.0	1.0	1.0	
Family Counselor I	GC-16	0.7	0.7	0.7	
Crisis Intervention Counselor I	GC-16	1.5	1.5	1.5	
Administrative Coordinator	GC-14	1.0	1.0	1.0	
Volunteer Coordinator	GC-13	0.5	0.5	0.5	
Juvenile Delinquency Prevention Counselor	NC	0.5	0.5	0.5	
Total FTE		7.1	7.1	7.1	0.0
520 Assistance in Living					
Community Resource Advocate	GC-19	1.0	1.0	1.0	
Bilingual Community Outreach Coordinator	GC-15	1.0	1.0	1.0	
Community Case Manager	GC-15	1.0	1.0	1.0	
Mobility Manager	GC-12	0.5	0.5	0.5	
Total FTE		3.5	3.5	3.5	0.0
530 Service Coordination Program					
Service Coordinator	GC-13	1.0	1.0	1.0	
Total FTE		1.0	1.0	1.0	0.0
Total Greenbelt CARES		11.6	11.6	11.6	0.0

The chart below shows the positive impact that volunteer interns have on Greenbelt CARES. Youth & Family Counseling interns are at CARES from 5-20 hours per week depending on intern commitment. Vocational/Educational interns assist with tutoring and GED programs. GAIL interns assist in a variety of programs.

Interns	FY 2018 Actual	FY 2019 Actual	FY 2020 Estimated	FY 2021 Estimated
Youth & Family Counseling				
Number of Interns	13	13	12	12
Hours Served Weekly	54	45	40	40
Number of Family Cases	52	36	40	40
Number of Individual Cases	27	24	15	15
Vocational/Educational Program				
Number of Interns	4	12	7	4
Hours Served Weekly	12	15	12	12
Greenbelt Assistance In Living (GAIL)				
Number of Interns	20	29	34	30
Hours Served Weekly	100	106	103	100
*Number of Seniors Served	50	60	60	60
*Number of Non-Seniors Served	48	50	50	50
*These numbers do not reflect the number of individuals served at large events such as produce/nutrition events.				



GREENBELT CARES

YOUTH & FAMILY SERVICES BUREAU

FY 21

This account provides funds for the operation of the Youth and Family Services Bureau. Programs offered include both formal and informal counseling of children and their parents, crisis intervention counseling and tutoring. In these services, CARES works closely with other social agencies including local schools, the Maryland Department of Juvenile Justice and the Prince George's County Department of Family Services.

Performance Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Estimated	FY 2021 Estimated
Community Questionnaire Scores	<u>2013</u>	<u>2015</u>	<u>2017</u>	<u>2019</u>
Counseling	4.21	4.19	4.16	4.05
Crisis Intervention Counseling	3.78	3.47	3.86	3.89
GED Program	4.13	3.25	3.85	3.81
Tutoring	3.78	3.14	3.77	3.80
Satisfaction Surveys				
Quality of Service - Good or Excellent	100%	100%	100%	100%
Mostly or Very Satisfied with Service	100%	100%	100%	100%
Learned to deal more effectively with problem	100%	100%	100%	100%
After counseling, problem was better or much better	100%	100%	100%	100%
Would return to CARES	100%	100%	100%	100%
Child and Adolescent Functional Assessment Scale				
Youth making considerable progress and improvement	83%	90%	80%	80%
Youth not adjudicated delinquent within 2 years of counseling				
Counseling Services				
Formal Counseling Cases	83	89	85	85
Formal Counseling Clients	166	152	150	150
Formal Clients - 18 and under	83	89	75	75
Education Services				
GED Students	39	52	40	40
% who complete program	56%	43%	50%	50%
Persons Tutored	118	125	115	115
Groups				
Teen Participants	125	74	100	100
Parenting Group	16	15	0	0
Adult	51	27	30	30
Crisis Intervention Services				
Persons Contacted by CIC	235	236	150	150
Requests for Service	90	94	75	75
Persons served	56	58	50	50
Eviction Relief Requests	62	122	75	75
Other Services				
Requests for Service	428	395	400	400
Youth Alcohol & Drug Assessment	116	34	30	30

MANAGEMENT OBJECTIVES

- Work with Administration on the Space Study to explore opportunities to expand CARES office space.
- Provide a two tier GED program to meet the varying skill levels of students.
- Expand group offerings to youth.

BUDGET COMMENTS

- 1) Salaries, line 01 and Employee Benefits, line 28, increased due to the inclusion of a part-time Volunteer Coordinator position, which was not budgeted in FY 2020, and additional staff hours for counseling support provided at Green Ridge House.
- 2) The funding in Special Programs, line 58, decreased in FY 2020 due to ACE funding being moved to Account 910, Grants and Contributions.
- 3) It is expected that the amount of the state grant (\$65,000) will remain the same. The city is grateful to our state delegation for their very hard work to maintain this funding.

YOUTH SERVICES BUREAU Acct. No. 510	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
PERSONNEL EXPENSES						
01 Salaries	\$479,390	\$498,649	\$533,800	\$455,700	\$626,300	
02 Part-time Staff	30,522	30,820	32,600	31,300	31,300	
28 Employee Benefits	174,316	178,889	178,500	145,600	218,500	
Total	\$684,229	\$708,358	\$744,900	\$632,600	\$876,100	\$0
OTHER OPERATING EXPENSES						
30 Professional Services	\$13,456	\$11,281	\$13,000	\$12,400	\$12,400	
33 Insurance	2,634	2,569	2,700	3,000	3,200	
34 Other Services	988	30	0	0	0	
38 Communications	714	533	300	500	500	
45 Membership & Training	6,189	4,497	6,200	7,000	6,400	
53 Computer Expenses	2,255	1,535	1,500	1,500	1,500	
55 Office Expenses	7,891	9,370	7,200	6,700	6,800	
58 Special Programs	16,514	21,070	5,500	4,500	4,500	
Total	\$50,641	\$50,885	\$36,400	\$35,600	\$35,300	\$0
TOTAL YOUTH SERVICES BUREAU	\$734,869	\$759,243	\$781,300	\$668,200	\$911,400	\$0
REVENUE SOURCES						
State Grant	\$65,008	\$65,008	\$65,000	\$65,000	\$65,000	
City 25% Matching Payment	21,669	21,669	21,700	21,700	21,700	
County Grant	30,000	30,000	30,000	50,000	50,000	
GRH Mental Wellness	0	0	0	25,000	25,000	
GED Co-pay	1,710	1,440	1,500	1,300	1,500	
Excess Funded 100% by City	616,482	641,126	663,100	505,200	748,200	
Total	\$734,869	\$759,243	\$781,300	\$668,200	\$911,400	\$0

GREENBELT ASSISTANCE IN LIVING PROGRAM

FY 21



This account provides funds for the operation of the Greenbelt Assistance in Living program (GAIL). Created in 2001, the goal of this program is to provide information and support that enables seniors to remain in their homes. This program is staffed by a Community Resource Advocate, a Bilingual Community Outreach Coordinator and a Community Case Manager.

Performance Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Estimated	FY 2021 Estimated
Community Questionnaire Scores	<u>2013</u>	<u>2015</u>	<u>2017</u>	<u>2019</u>
GAIL	4.54	4.02	4.20	4.13
Client Assistance				
New Clients*	87	23	20	25
Existing Clients**	320	300	320	325
Outreach Efforts				
Group Presentations/Meetings	35	27	15	15
Newspaper Columns	10	6	6	6
GAIL Newsletter	4,000	3,500	3,500	3,500
Brochures Distributed to New Clients***	100	75	350	250
Adult Groups	34	48	48	54
Community Health Events*	930	898	952	960
*Includes one-time clients that have been assisted.				
**Flu Clinics, Mental Health Screening Day, Memory Screening Day/Brain Fitness & Vision Van				
***New community resource guides distributed				

MANAGEMENT OBJECTIVES

- Work with CARES clinical staff and Green Ridge House staff to provide mental health resources and services to Greenbelt residents.
- Seek to expand community partnerships with universities and community health programs.

BUDGET COMMENTS

- 1) Salaries, line 01 and Employee Benefits, line 28 increase because a part-time Mobility Coordinator position was included in the FY 2021 Proposed Budget.
- 2) Other Services, line 34, includes funding (\$2,000) for a stipend for public health interns who coordinate the health and wellness fair, flu clinic and nursing program.
- 3) The funds in Special Programs, line 58, provide a thank you luncheon for volunteers, and provide support funds for GAIL interns. In FY 2019 and FY 2020, actual transactions are significantly higher than budgeted due to expenditures funded by the Successful Aging Supportive Services (SASS) Grant to provide Aging in Place supportive services for Green Ridge House residents.

ASSISTANCE IN LIVING Acct. No. 520	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
PERSONNEL EXPENSES						
01 Salaries	\$180,425	\$225,100	\$237,100	\$211,500	\$267,100	
28 Employee Benefits	67,540	81,433	89,200	84,900	102,500	
Total	\$247,965	\$306,533	\$326,300	\$296,400	\$369,600	\$0
OTHER OPERATING EXPENSES						
34 Other Services	\$0	\$500	\$2,000	\$500	\$500	
45 Membership & Training	5,168	4,377	4,600	3,400	3,400	
55 Office Expenses	5,475	6,388	4,000	3,400	3,400	
58 Special Programs	592	21,905	500	34,500	500	
Total	\$11,235	\$33,170	\$11,100	\$41,800	\$7,800	\$0
TOTAL ASSISTANCE IN LIVING	\$259,200	\$339,703	\$337,400	\$338,200	\$377,400	\$0



This account provides for the operation of the Green Ridge House Service Coordination program. It is funded by a grant from the Department of Housing and Urban Development (HUD). Created in FY 2005, the goal of this program is to provide information and support that enables seniors to remain in their homes. This program is staffed by a full-time Service Coordinator.

Performance Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Estimated	FY 2021 Estimated
Client Assistance				
New Clients	7	7	7	5
Existing Clients	98	100	100	100
Outreach Efforts				
Group Presentations/Meetings	225	225	225	200
Green Ridge House Newsletter	400	400	400	400
Brochures Distributed	400	400	400	400
Benefit Analysis and Program Linkages	2,617	2,600	2,600	3,000

MANAGEMENT OBJECTIVES

- Provide case management and information services to the residents of Green Ridge House.
- The new Service Coordinator will pursue her Service Coordinator Certification from the American Service Coordinator Association.

BUDGET COMMENTS

- 1) This program is supported by a HUD grant and a transfer from the Green Ridge House budget.
The HUD grant must be renewed annually.

SERVICE COORDINATION PROGRAM Acct. No. 530	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
PERSONNEL EXPENSES						
01 Salaries	\$48,723	\$53,986	\$55,900	\$59,300	\$60,000	
28 Employee Benefits	17,406	19,330	20,700	21,400	22,300	
Total	\$66,129	\$73,316	\$76,600	\$80,700	\$82,300	\$0
OTHER OPERATING EXPENSES						
33 Insurance - Auto	\$249	\$259	\$300	\$300	\$300	
38 Communications	800	692	800	800	800	
45 Membership & Training	3,193	1,965	2,500	2,000	2,000	
50 Motor Equipment						
Repairs & Maintenance	312	51	500	500	500	
Vehicle Fuel	739	501	500	500	500	
53 Computer Expenses	0	0	0	600	500	
55 Office Expenses	314	539	300	300	300	
58 Special Programs	57	0	0	0	0	
Total	\$5,664	\$4,007	\$4,900	\$5,000	\$4,900	\$0
CAPITAL OUTLAY						
91 New Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL SERVICE COORDINATION PROGRAM	\$71,793	\$77,323	\$81,500	\$85,700	\$87,200	\$0
REVENUE SOURCES						
Transfer from Green Ridge House	\$27,700	\$27,700	\$27,700	\$27,700	\$27,700	
HUD Multi-Family Housing Service Coordinator Grant	97,502	75,724	59,000	59,000	78,135	
Total	\$125,202	\$103,424	\$86,700	\$86,700	\$105,835	\$0

STRATEGIC PLAN

MISSION

The mission of the Recreation Department is to provide recreation programming and facilities which are responsive to the needs of the community, are fun, result in self development through stimulating and satisfying activities, promote wellness and enrich social and cultural experiences.

VISION

Greenbelt will be the happiest, healthiest place to live, learn, work and play.

CORE VALUES

CREATIVITY

- Our work environment empowers and motivates all employees to be imaginative, innovative and open minded.

INTEGRITY

- Our employees firmly adhere to the Community Pledge, Department Values and support these ideals in their words and actions; employees have the right and responsibility to professionally confront other's compliance with these principals and values.

RESPECT

- Our employees treat others as they want others to treat them; by trusting the professional competence of others; recognizing other's contributions, regardless of their position within the organization; being sensitive to the differences and opinions of colleagues and the public; and regarding others with honor and esteem.

SAFETY

- Our employees are committed to providing protection against injury and damage to persons, property and the environment.

LEARNING

- We are committed to our professional staff by supporting ongoing training, supervision and education in the field of Parks and Recreation.

TRUST

- Trustworthiness is held in the highest regard by Greenbelt Recreation Department employees at all levels. Individuals endeavor to be sincere in both supervisory and peer relationships with their co-workers and in the approach they take toward performing their responsibilities.

GOALS

1. Provide excellent programs, services, places and spaces.
2. Promote natural and historic resources.
3. Build community, promote wellness and ensure equal access for all.
4. Manage assets efficiently and effectively.
5. Cultivate an effective, dynamic workforce.

Provide excellent programs, services, places and spaces.

The department will provide opportunities for individuals and families throughout the community that sustain physical fitness, health and wellness. The department's objective is to support healthy minds and bodies, promote environmental appreciation and enjoyment, nurture arts, culture and creative expression while continuously evaluating to accommodate our diverse patrons.

ACCOMPLISHMENTS

- Springhill Lake Recreation Center offered a new free ten week comprehensive summer drop in program for elementary students. The program was offered Monday – Friday from 12 pm until 6 pm. Our Summer Eagle V.I.S.I.O.N. offers active play, arts & crafts, field trips, swim opportunities, sports, nutrition information and a healthy snack to all participants. The program served as the site for a free summer lunch program as well.



- Began a drop-in Mahjong class for seniors with ten to twelve participate each week.
- An estimated 216 arts education programs were offered in a variety of disciplines, serving over 3,100 participants. These include about 150 quarterly visual arts classes, workshops and open studio programs serving about 1,400 enrollees.

- Afterschool art classes were provided throughout the school year at Greenbelt Elementary, Springhill Lake Elementary, and Dora Kennedy French Immersion (new this year).
- Parent's Night Out programs continued with a different art theme each month.
- New art programs have included: full-length stained glass classes, woodworking, pastel drawing, altered books and linocut printmaking, figurative sculpture, mending and clothing embellishment, and youth and family ceramics open studio opportunities.
- The Eleanor Roosevelt High School Grad Night program returned to the Youth Center and the Aquatic and Fitness Center this year to celebrate graduation with a safe fun filled evening for the graduating class of 2020.
- Performing arts camps provided 18 public performances. Performances were Creative Kids Camp's productions of Hercules and Hippolyta, Camp Encore's production of Hamlet, Performance Camp's production of At the Circus and the Circus Camp session finale performances.
- With the assistance of the IT Department, GAFC added Wi-Fi access to the Fitness Wing to allow participants to use their mobile devices during their workouts.
- Free, intergenerational arts workshops at our Artful Afternoons filled to capacity (typically 80-100 participants, depending on the nature of the project). Notable activities included a reclaimed bead mosaic workshop.
- In conjunction with the Black History Month celebration, an Artist in Residence led a mud cloth workshop introducing guests to this popular textile tradition of Mali and the African diaspora.
- Some Artful Afternoons included performances, such as a light dance theater's enchanting outdoor presentation of their work "Faerie" which included community volunteer participants.
- Seniors enjoyed going on many field trips. These trips included Toby's Dinner Theater to see



Mamma Mia, The Bodyguard, A Christmas Story, Kinky Boots, Shrek the Musical, Senior Bingo/ Baysox, Sunfest in Ocean City, Brown's Orchard and Farm Market, National Museum of African American History, The National Law Enforcement Museum, Strasburg Railroad and many mall trips.

- The Artist in Residence Program at the Greenbelt Community Center hosted eight artists working in ceramics, painting, assemblage, collage, wood working and fiber arts.

- Artist in Residence hosted four studio open houses, helped create costumes, sets and props for the Greenbelt Youth Musical, and led free community arts workshops. Seven of the participating artists teach classes at the Community Center.



- The Aquatic and Fitness Center offered a variety of American Red Cross courses throughout the year including: Lifeguard Training, CPR/AED & First Aid, CPR/AED for the Professional Rescuer, and Babysitting & Child Care Training. These courses used the Blended Learning Program where students are responsible for doing work outside the classroom setting prior to attending class sessions at the facility.



- Partnered with community groups and city departments for events and programs. A few of these included advisory board banquet, elections, holiday party, Health & Wellness Fair, GHI Annual Meeting, the Naturalization Ceremony and Black History Month.

- Continued operations of an extended season for Camp Pine Tree and Camp YOGO in response to the new Prince George's County Public School's calendar. Camp Pine Tree provided service hours for approximately 14 teens (ages 15-17) through the camp intern program.

- The Aquatic and Fitness Center offered Summer Family Fun Nights the third Friday in the months of June, July and August incorporating a theme for each individual event.

- Actively promoted positive tenant relationships. This included reasonable responses to maintenance requests, notification of facility events and necessary follow up to requests.

- All five sessions of Camp YOGO filled to capacity as they embraced a longer season. Trips included numerous water parks, laser tag, Sky Zone, state parks, professional sporting events and amusement parks.
- Offered children's swimming lessons for ages 4 to 15 to local home school groups during daytime non-peak hours, with the addition of an independent swim program for those who graduated beyond the level of Home School lesson offerings.
- Kinder Camp introduced new field trips to our preschool camp program. Campers visited Mt. Rainier Nature and Recreation Center for a Live Animal Show, IdeaLab in Howard County and Watkins Regional Park. Closer to home, campers also enjoyed Storytime on Screen at the Old Greenbelt Theatre.
- Continued the very popular Storybook Theater Aftercare Program for preschoolers as a summer camp aftercare class. Each session had a classic children's book for the theme. All four sessions of this new program filled to capacity.
- The performing arts operated 70 quarterly classes, presented eight major public performances and 48 in-studio family showings and concerts. Major performances include the Greenbelt Youth Musical's presentation of Homeward Bound and the Greenbelt Dance Studio's presentations of The New Deal Nut: A Greenbelt Nutcracker and Choose Your Own Adventure.
- New performing arts classes were added to the programs offered and include circus skills, hip hop and modern dance.
- New homeschool classes were added to offer Shakespeare themed performing arts opportunities at the Community Center.
- Added new Preschool Enrichment classes at the Youth Center.



- M-NCPPC Summer Playgrounds and Teen Extreme programs were offered at Greenbelt Elementary School and Schrom Hills Park.
- Introduced a new Circus Camp program, provided in collaboration with a new circus specialist. The new program was very well received by campers and their families.
- Added new STEAM activities to our Kinder Camp program through new workshops and a new field trip destination to Idea Lab Kids.
- Added new toddler/preschool programs on Saturdays in response to resident requests for more opportunities for weekend options for young families.

Promote natural and historic resources.

The Greenbelt Recreation Department celebrates the unique natural and historic resources in Greenbelt and is committed to promoting and educating the public and surrounding communities on ways to embrace, enjoy and appreciate the value and significance these resources bring to the community.

ACCOMPLISHMENTS

- Festival of Lights events offered a holiday season full of cheer. The Tree Lighting in Roosevelt Center was enhanced by additional decorations and Center Merchant participation. This zero waste event celebrated Greenbelt's 81st Anniversary with historic traditional treats of gingersnaps, peppermints and hot cocoa.
- Collaborated with the Planning and Community Development Department to advance a conservation project involving the city's Lenore Thomas sculptural holdings.
- Initiated an experience-centered public art planning process for Greenbelt Station Central Park.
- The gym floors in the Community Center, Youth Center and Springhill Lake Recreation Center were refinished.
- Staff are working with the Planning Department and NRP Group, LLC, to explore the potential for a public art element to be included in the planned residential development on Cherrywood Lane.
- Park Rangers patrolled parks and outdoor facilities assisting visitors and promoting environmental stewardship of Greenbelt lands, educating users on rules for use and providing support as needed.
- Community Center staff protected the historic integrity of the facility and work to highlight its significance to users of the facility.

- Collaborated with the management of the Old Greenbelt Theatre on various programs and promotional activities in support of the operation.
- Collaborated with Greenbelt Museum on a variety of programs promoting Greenbelt’s history and architectural significance of public art and facilities.

Build community, promote wellness and ensure equal access for all.

Greenbelt Recreation Department strives to build and sustain relationships with the public and all stakeholders. As such, we focus on ensuring that the public has the information needed to use our facilities, parks, programs and services, and that staff have the information needed from the public to make sound decisions that help to create a community and foster mutual understanding and respect.

ACCOMPLISHMENTS

- Springhill Lake Recreation Center continued to offer a twice weekly Eagle V.I.S.I.O.N program after school throughout the school year. Eagle V.I.S.I.O.N. offers active play, nutrition information and a healthy snack to all participants.
- Partnered with the Washington Area Bicycle Association to host a “Pit Stop” at Greenbelt Lake Park for their annual Cider Ride.
- The Arts Program supported Creative Kids Camp by coordinating camp-day ceramics programs for all 261 participants and daily after-camp ceramic wheel and hand-building classes serving 83 campers.
- Mentored local teens and adult volunteers in the creation of costumes and sets for the CKC production Hercules and Hippolyta.
- The Community Center Art Gallery served as a classroom and exhibit space for Creative Kids Camp; for an evolving display of camper artwork inspired by characters and stories from the camp show. Notable pieces included a French fry eating Cerberus and the “Myth-o-Matic” crankie depicting all 12 Labours of Hercules.



- The Prince George's Community College Seasoned Adults Growing Educationally (SAGE) program offered 67 classes; four were new class offerings.
- The city received a generous donation from a Greenbelt firm, Paradyme Management, to replace 10 laptops at the Springhill Lake Recreation Center computer lab. We are very grateful for the ongoing support Paradyme Management has provided.
- The Arts Program supported Greenbelt Pottery Group in mounting the biennial Empty Bowls fundraiser. This event raised over \$6,000 for Help by Phone, providing emergency food assistance and more in Prince George's County.
- Coordinated the eleventh year of the Summer Run Series in partnership with the Prince George's Running Club. The free program attracted at least 50 participants weekly.
- In FY 2019, the department hosted nine American Red Cross blood drives with 390 donations. There are seven blood drives scheduled for FY 2020. We have continued the partnership for many years collaborating on more than 140 blood drives since we began.
- The city hosted and supported the Washington's Day Marathon and the Larry Noel Labor Day Marathon put on by the D.C. Road Runners.
- The Community Center partnered with the Greenbelt Lions Club for the Annual Toy Drive.
- Monthly Art Shares continued to grow in popularity, providing local artists with an opportunity to exchange constructive feedback about each other's artwork in a relaxed setting.
- The Arts Program supported the 2020 Greenbelt Youth Musical, Theseus and the Monster in the Maze, coordinating the design and construction of sets, props and costumes with the assistance of an intergenerational production crew.
- Community Center provided support to the Winter Youth Music and The New Deal Nut shows via ticket sales in the Main Office. In FY 2020, there were over 900 show tickets processed.
- Programmed the 8th Greenbelt Pit Stop for Bike To Work Day, an event organized by the Metropolitan Washington Council of Governments (COG) and the Washington Area Bicycle Association (WABA). Sponsors included ATHA, COOP Grocery, Arrow Bicycle of Hyattsville, Proteus Bike Shop



of College Park, Prince George's County Department of Public Works and Transportation, Drink-More Water, BicycleSPACE, Bee Yoga Fusion, Greenbelt Sunoco and McCarl Dental Group. GHI participated to promote their Bicycle Task Force. There were 104 registered bikers with 86 passing through the pit stop. Convoy leaders led 11 bikers via two routes to Freedom Plaza; a direct express route and a local route via College Park.

- The Sew for Charity group has successfully continued since 2008. The class produces a variety of sewed items (quilts, clothing, and much more) to donate to local charities.

- The Festival of Lights Juried Art and Craft Fair was well-attended and very warmly received again this year. About 70 artists, artisans and authors participated. Outstanding new vendors included intricate, inlaid wood cutting boards, contemporary jewelry and a jam maker.



- Community organizations participating in the Art and Craft Fair event include: Greenbelt Pottery Group, Friends of the Greenbelt Museum, Friends of Greenbelt Theatre and the Greenbelt Arts Center. The show was coordinated and cross-promoted with the Greenbelt Farmers Market's Holiday Market.



- Art and Craft Fair Concerts by the Hot Club of DC (gypsy jazz) and Big Howdy (bluegrass) garnered an enthusiastic response.

- New this year, the Community Center Artists in Residence hosted a studio open house and art sale throughout the weekend during the Art and Craft Fair.

- In partnership with CARES and the Prince George's County Health Department, the Springhill Lake Recreation Center hosted the annual Flu Clinic.

- The Community Center continued to offer Open Gym time on Fridays and Sundays. In FY 2019, there were 144 participants between the ages of 8-17 years.

- The “Underwater Egg Hunt” was held the Friday before Easter. Both floater eggs and sinker eggs were part of the program so all could participate and make the hunt more interesting for participants.



- The Gifts from the Heart class has successfully continued since 2005. The class produces beautiful knit and crochet items to donate to local charities. Since the program began, 11,263 knitted and crocheted items have been donated to local charities. In calendar year 2019, 954 items were donated.

- Provided showers, free of charge, for the participants in the Safe Haven and Warm Nights programs for the homeless. The programs are sponsored by Greenbelt churches.



- In September, the city participated in Active Aging for the tenth consecutive year. Active Aging week offered free intergenerational activities held in all areas of the city.

- Aquatic and Fitness Center marketing was expanded to include photos of all activities at the facility. Promotions were shared on the facility Facebook page, and with the Public Information and Communications Coordinator for use in city materials.

- Individuals with special needs participated in all camp programs, art classes, swimming classes, and performing arts classes.

- The Senior Citizens Advisory Committee (SCAC) partnered with local residents to discuss Alternative Therapies. Five topics were discussed: Reiki, Laughter Yoga, Benefits of Crocheting and Knitting, Essential Oils and Animal Whisperer.

- Offered two library programs at Springhill Lake Recreation Center in collaboration with the Greenbelt Library. STEM-tastic and Story Explorers were offered once a month in Franklin Park.

- SCAC hosted their Annual Open Forum in September 2019. The top three items discussed were: request for more senior housing in Greenbelt; great need for expansion of Springhill Lake Recreation Center; and education for residents on how to use roundabouts.

- Partnered with County Councilmember Todd Turner for the annual Turner Meet and Greet Senior Luncheon.
- July 4th festivities at Buddy Attick Park featured live music provided by the Community Drum Circle and Greenbelt Concert Band, followed by fireworks for a large crowd celebrating Independence Day.



- Donations for the "Toys for Tots" campaign were solicited from Aquatic and Fitness Center users who generously donated over 100 new toys to be distributed to those in need during the holiday season.

- A new preschool sports program, Shorty Sports, provides basic sports skills and an introduction to sportsmanship concepts for children ages 3-5.

- Labor Day Weekend festivities at the Youth Center included: table tennis tournaments for youth singles, adult singles and adult doubles; basketball 12 and under Hot Shotz tournament; basketball 13 and up 2Ball tournament; a youth city-wide scavenger hunt; and adult softball tournament. Free ice cream was provided all weekend long!



- Donations for the annual food drive were solicited from Aquatic and Fitness Center users who generously donated over 200 pieces of non-perishable food items benefitting area food banks.

- The Aquatic and Fitness Center hosted the annual "Pooch Plunge" for dogs and their owners. Modest fees were collected at the event to support the city's Animal Shelter.

- Hosted another successful Gobble Wobble event with over 200 participants. This is the 14th year the Recreation Department coordinated this Thanksgiving Day family event.

- Fall Fest attracted one of its largest crowds in recent memory. Trunk or Treat, in collaboration with the Greenbelt Police Department, was added to the event this year. Food concessions were

once again provided by Greenbelt Babe Ruth and drink concessions were provided by Greenbelt Soccer Alliance. Various other recognized city groups set up information tables during the event.



- Annual Egg Hunt at Buddy Attick Park continues to draw a large crowd. The age group areas were increased in size to accommodate the growing attendance. After the hunt spectators enjoyed a clown show, a craft project, and an opportunity to visit with neighbors.



- Women's Bicycle Social Rides offered both novice and experienced cyclists an opportunity to connect and share a group ride to a nearby restaurant, enjoy a meal together, and enjoy a return trip to Roosevelt Center. Safe cycling skills were taught and practiced during the group outing.
- Celebration of Spring at Springhill Lake Recreation Center offers a free fun-filled afternoon with live music, an art project, inflatable games, complimentary refreshments, live entertainment, community groups and lots more on the third Saturday in May.
- Added a new Outdoor Movie series at Greenbelt Station Central Park.
- A special event was provided at Greenbelt Station Central Park, welcoming the residents to Greenbelt and providing information on recreation programs and facilities in the city.
- During the month of February, Greenbelt celebrated Black History Month. A month long series of events, in collaboration with the Black History Month committee, were provided at various city locations.
- The very popular Costume Parade, held in Roosevelt Center, was very well attended. Roosevelt Center merchants were active participants in the event.
- Provided a Bike Rodeo in partnership with Beltway Plaza, Paradyne Management, Proteus Bike Shop, M-NCPPC Park Police, Washington Area Bicyclist Association, and the Greenbelt Police Department. Bike safety education, a cycling course, free helmets and locks, and a bike raffle that awarded three lucky winners with a new bike made for a very special event.

Manage assets efficiently and effectively.

The department manages and operates a broad range of recreation and park facilities. The department works to administer and provide quality facilities that support programs, activities and services in a safe, secure, inclusive and fulfilling environment for all the citizens of Greenbelt.

ACCOMPLISHMENTS

- Continued to work closely with the Prince George's County Health Department to insure both the indoor and outdoor pools met the new ADA requirements for accessibility to the pools and spa.
- Administered facility licenses, leases and use agreements for various user groups and tenants.
- The Kitchenette in the Community Center in room 201 was renovated with an extended counter-top and cabinets.
- Updated RecTrac to better accommodate reservations of the rooms in the Community Center's Ground Floor East wing.
- The Community Center has received over 500 inquires in regard to Commercial Kitchen rentals. There are five food operations with the necessary county or state permits to rent the Kitchen. The Commercial Kitchen is a State of Maryland approved kitchen for food processing.
- Conducted a rudimentary audit and assessment of recreation amenities being provided to residents living in the Greenbelt Station at Franklin Park apartment complex.
- The Community Center Facility Emergency Plan (lock down, shelter in place, evacuation) were reviewed and re-posted, as necessary. Staff continued to educate patrons and renters as appropriate.
- With use of a room in the Ground Floor East space, the Therapeutic Recreation Supervisor and Summer Inclusion staff transformed a small area into a Sensory Room. The room is open to individuals who need to 'take a break' and decompress, or to stimulate, develop and engage their senses.
- There were 16 fire drills conducted to fulfill licensing requirements for summer camps and Greenbelt Nursery School.
- Coordinated and executed a short term lease allowing the Old Greenbelt Theatre programs to continue to occur at the Community Center while the theater was closed for renovation.
- Partnered with the College Park Tennis Center to serve as a venue for the "Wayne K. Curry International Junior Tennis Championships" with players coming from around the world to compete.

- Five exhibitions were presented in the Greenbelt Community Center Art Gallery. They featured abstract paintings, interactive sculptures, shimmering multi-media artwork meditating on a Vietnamese-American immigrant experience, figurative ceramic sculpture, carved cardboard constructions reflecting on a family's Mexican-American cultural experiences and paintings inspired by stories told by a father who was born in Syria and later immigrated to the U.S. via Lebanon.
- Continued to work with the Planning and Community Development Department and Quantum Management regarding recreational amenities to be included in planned redevelopment of the Beltway Plaza area.
- Addressed over 200 staff emails regarding RecTrac/WebTrac issues, requests and questions in calendar year 2019.
- Helped to administer the Recognition Group process and the Grant Review Panel process for City of Greenbelt Recognition Groups.
- Created numerous customized RecTrac reports to assist in formulating annual budget figures.
- The Mary Purcell Geiger Fund provided funds to six resident families to assist with recreation programs.
- A new series of quarterly art displays was launched in the City Council Chambers. Installations at this venue highlight the voices, vision and skill of creators who live, study, work and play in Greenbelt. This year's displays featured artwork by Greenbelt arts educators, photographs and artist renderings depicting NASA missions worked on at Goddard Space Flight Center, and artwork by students at Eleanor Roosevelt High School and Dora Kennedy French Immersion.
- The Aquatic and Fitness Center offered lane rental opportunities to the Russet Swim Club swim team.
- Five men's, three co-ed and two women's softball tournaments were held at Schrom Hills Park.
- The Greenbelt Swim Team used the facility throughout the year as well as hosting two swim meets.



- Financial aid offered by the city provided five resident families financial assistance for recreation programs and facility passes.
- Staff promotes recreation programs throughout Greenbelt. Some of the efforts included: providing promotional material at all special events; attending Back to School Nights and other special events at the elementary and middle schools; distributing flyers promoting Spring and Summer Camp programs; and providing bi-lingual staff to assist when needed.
- Kids to Camp Fund assisted twenty resident families. These funds are donations made by citizens and community groups.
- Received a grant from County Council member Todd Turner to support the enhancement of the Springhill Lake Recreation Center Eagle V.I.S..I.O.N. program. Funds were used to provide two free field trips and provide healthy snacks during the summer program.
- A survey (online and paper version) was conducted at the Aquatic and Fitness Center in January. Over a two-week period, there were 36 responses to the survey; 28 were completed online and 8 were completed at the facility. Responses indicated that on average the facility/staff either exceeded or met the expectations of the users surveyed 81% of the time.
- Mom's Morning Out students attend "Storytime on Screen" as part of the monthly curriculum. This collaborative program between the Prince George's County Memorial Library System and the Old Greenbelt Theater was offered twice a month and offered a preschool audience a story on screen and a related craft project.
- The Aquatic and Fitness Center partnered with Hayward Pool Products to beta test a new CAT 6000 Chemical Controller on the indoor pool system. The system controls the chlorine and pH levels, and provides the ability to monitor these levels remotely.
- Partnered with the Pumpkin Festival Committee to provide pumpkin carving and pumpkin walk activities in all three sections of the city.
- In addition to a wide variety of recreation classes, Greenbelt Homeschoolers and Greenbelt Mamas & Papas were provided use of the Youth Center on a weekly basis for a range of activities during the school year.



- Continued a partnership with the Prince George’s County Memorial Library System to support summer reading in our camp programs and drop-in activities at the Springhill Lake Recreation Center.
- Continued the partnership with Friends of Old Greenbelt Theatre for special events, camp programs and inclement weather days.
- Participated in Community Days at Greenbelt Station and Lakeside North Apartments.
- The arts program was awarded \$41,361 for FY 2020 arts program operations through a grant from the Maryland State Arts Council, plus over \$1,900 from the Prince George’s Arts and Humanities Council for afterschool programming at Springhill Lake Elementary School.
- Purchased five new upright exercise bikes, one handicap accessible recumbent bike, and an Upper Body Exercise (UBE) machine.



Cultivate an effective, dynamic workforce.

Our employees are our most important resource in carrying out our vision. We will develop employee and workforce capacity, and an organizational culture that provides the internal foundation to serve the public successfully. The department will provide access to opportunities for professional development, continuing education and team building along with promoting employee health and safety.

ACCOMPLISHMENTS

- Aquatic and Fitness Center staff received Aquatic Facility Operator (AFO) certification through the National Recreation & Parks Association.
- Provided liaison support for the Park and Recreation Advisory Board, Senior Citizens Advisory Committee, Arts Advisory Board and Youth Advisory Committee.
- Participated in the Maryland Arts Summit, the National Americans for the Arts convention, and the National Council on Education for the Ceramics Arts convention.
- The Arts Program sponsored a free, professional development workshop for visual artists (new this year); a full complement of 30 artists attended to discuss business practices with a consultant from Client Raiser, LLC.

- Updated camp registration payment process to allow registration staff to seamlessly add donations to the Kids 2 Camp Fund from registrants that make a contribution at the time of registration.
- Three Center Leader meetings were held. Meetings focused on program updates, equipment training, facility issues and policies, emergency procedures and team building activities.
- Halloween events were enhanced by a new partnership with the Greenbelt Police Department providing a “Trunk or Treat” component to Fall Fest, the Costume Parade at Roosevelt Center and the Halloween Movie Night at Springhill Lake Recreation Center.
- Aquatic and Fitness Center staff completed the American Red Cross Lifeguard Program Update for Lifeguard Instructors and Lifeguard certification.
- Coordinated and facilitated a Blood Borne Pathogens training course for Public Works staff.
- Recruited, interviewed, hired and trained a new Administrative Assistant, Community Center Coordinator and five new Center Leaders.
- Provided liaison support for a variety of events including the Health & Wellness Fair and Employee Holiday Luncheon.
- Provided support to the Arts Advisory Board. The Board co-sponsored two community arts mixers with Greenbelt Recreation and Friends of New Deal Café Arts. At one event, staff led a discussion of the State of Maryland’s Arts and Entertainment District Program. Another featured a presentation by the Prince George’s Arts and Humanities Council.
- Coordinated with Public Information and Communications Department to maintain internet marketing of Recreation Department programs and facility information on the city website and various social media outlets.
- The Aquatic and Fitness Center staff worked in conjunction with the Maryland Recreation & Parks Association as a member of the Local Host Committee assisting with the recruitment, coordination, sched-



uling, and supervision of volunteers for the National Recreation & Parks Association Annual Congress held in the City of Baltimore. Staff also worked as a volunteer, earning a free Congress registration.

- Therapeutic Recreation Supervisor served on the Maryland Recreation and Parks Association Membership Committee.
- More than 40 high school interns contributed 4,000 service hours and received professional training throughout the summer.
- The Aquatic and Fitness Center staff assisted with the certification of all department camp staff in American Red Cross CPR/AED and First Aid trainings.
- Therapeutic Recreation Supervisor served as Chair Elect on the Maryland Recreation and Parks Association Therapeutic Recreation Branch.
- Attended the Maryland Department of Health Youth Camp Safety Advisory Council meetings to offer input from municipal camp operators and remain current on all changes to the COMAR regulations that govern youth camps.
- The Aquatic and Fitness Center continued to support the Greenbelt Police Department's "Fitness Test Program" offering officers a site to prepare/train throughout the year.
- Hosted four Prince George's County Health Department Nutrition Advisory Council Meetings.
- Hosted nine monthly Prince George's County Health Department Nutrition Site Coordinators meetings.
- The Aquatic and Fitness Center Supervisor was recognized by the Maryland Recreation & Parks Association with the Quarterly Award for outstanding service and commitment to the ideals of the association. The Supervisory was also named Distinguished Member of the Year for outstanding dedication to the Recreation and Parks Profession.
- Provided ACES (Adverse Childhood Experiences) training to recreation staff.
- Center Leaders and Camp Staff were trained in CPR, AED and basic first aid.
- Staff pursued ongoing continuing education, including workshops on leadership, transgender issues, team building, programming, customer service, professional development and climate change.



- Staff were trained in Youth Mental Health First Aid.
- Community Center Supervisor served as a Board Member of the Maryland Recreation and Parks Association Professional Certification Board, Maryland Recreation and Parks Association Conference Committee and served on the Local Host Committee for the National Recreation and Parks Association Baltimore Conference 2019 as a co-chair of the Transportation sub-Committee.
- Attended the Maryland Recreation and Parks Association Conference in April 2019.
- Attended the National Recreation and Park Association Conference in Baltimore in September 2019.
- Ongoing monthly in-service training for all lifeguards continued. Staff implemented a Supplemental In-Service Program to allow staff and instructors to work in smaller groups to accomplish a specific Lifeguarding skill. Rescue mannequins are used during monthly training for the Lifeguards and Pool Managers to simulate victims.

The Greenbelt Recreation Department enriches the lives of Greenbelters and those living in surrounding communities. Quality, inclusive, and safe programs and facilities are the core of our department, cultivating the self-development of our patrons. We have maintained a focus on promoting wellness and enriching social and cultural experiences. The department remains committed to serving a diverse population, ensuring social equity in planning and coordinating all services. Greenbelt may be viewed as a small city by some, but the scope of parks, recreation amenities, and programs, and the number of annual program participants are more indicative of a much larger city. One of the many reasons why Greenbelt is a great place to live, work and play.

In addition to services directly provided by the department, our reach throughout the community is extended through an abundance of key partner collaborations. Partners include 48 official recognition groups, advisory boards and committees, HOAs, PTAs, and many special interest community groups. These relationships have always been vital to the success of Greenbelt Recreation, contributing to our diversity and demonstrating that Greenbelt truly has something for everyone. Further, these partnerships aid in acquiring resources, assisting staff in providing facilities, programs and services to help enrich the community.

Greenbelt Recreation has 20.5 classified positions. However, the department was not fully staffed over the last year. At the time of this writing, the department is down more than 25% of the department's classified positions due to vacancies and long term leave. In order to maintain the expected level of service and meet public demand for new programs, staff has shouldered additional responsibilities and duties as we work to fill vacancies and await full staffing. During this demanding time, the resiliency of staff has shone. Through their dedication and passion, new art programs were added, an extensive summer program at Springhill Lake Recreation Center was coordinated, and four new community special events were introduced. Further, facilities have continued to operate and provide services without disruption. The department is hopeful to reach full staffing before the start of Fiscal Year 2021. Without a full staff, any addition of programs, events, and services will, undoubtedly, stress an already strained workforce.

Part-time non-classified employment with Greenbelt Recreation covers the recreation spectrum. In the past, part-time non-classified staff workforce was about limiting cost. Today, a contingent workforce is all about gaining versatility. Managing talent to match production demands is a sophisticated talent. Full-time classified staff has become very adept at managing a dynamic team, leading top talent, tapping strengths, and fostering teamwork. It is time to move on from the past perception of part-time non-classified staff and start valuing the key roles these flexible workers play in the recreation, arts and parks fields. It is increasingly imperative to fairly compensate part-time non-classified

staff to ensure the retention of this dynamic workforce and, ultimately, the success of Greenbelt Recreation. Consideration should be given to including non-classified positions in the proposed classification and compensation study proposed in FY 2021.

In January 2019, GreenPlay, LLC presented their Recreation and Park Facilities Master Plan to Council. This report was developed after consulting staff from the Recreation, Planning and Community Development and Public Works Departments. It also reflects citizen input gathered through three community meetings, eight focus groups and a city-wide survey. The report revealed the high level of services provided by recreation facilities and the consistent, heavy usage of these facilities. While the heavy usage of our facilities is something of which we are proud, many of these facilities are aging and becoming increasingly less tolerant of the constant wear and tear. The Youth Center will be 60 years old in 2021 and the conditions are a reflection of its age. The Community Center exterior is beginning to look run down and is in need of being painted. Additionally, the consultant and the Park and Recreation Advisory Board view the need to conduct a “Master Plan” for Buddy Attick Lake Park as a priority. In order for the quality of our services and facilities to coincide, facility assessments, prioritizations and improvements need to be addressed in the very near future.

The Greenbelt Recreation and Park Facilities Master Plan also notes the lack of recreation amenities in the Greenbelt West area. Over the past year, City Council held two work sessions with Greenbelt Station residents. At each work session, the Greenbelt residents expressed a passionate need for recreation amenities in Greenbelt West. Further, a rudimentary assessment of Franklin Park’s recreation amenities was completed by staff. It was found that conditions in many locations are in desperate need of repair. Given the pending redevelopment of the Beltway Plaza area, possibly adding an additional 6,000 Greenbelt West residents, it is clear that planning for recreation amenities in Greenbelt West must begin now.

The Greenbelt Community Center’s ground floor east (GFE) space is uniquely well-suited to meet the needs of successful recreation programs and to support program growth dictated by public demand. Recreation staff has been actively programming the GFE on a limited, continuous basis since the summer of 2019; the space has already proven to be a tremendous asset. Access to this additional space has allowed for the following:

- Improved the quality of service to patrons;
- Enabled the expansion of enrollment in classes and performance programs;
- Enabled the addition of new classes that, otherwise, would not have been possible;
- Provided solutions to long-standing facility needs and challenges; and
- Enabled the city to provide critical, temporary assistance to community groups.

Continuity and stability in executive leadership is critical to the long term success of an organization. The Recreation Department is no exception. While interim leadership is often required to bridge gaps during times of transition, it does not serve the long term needs of the organization or the city as a whole. Greenbelt Recreation Department staff members are dedicated, hardworking professionals who are committed to the city and the patrons served. The successes achieved by the department over the past year are a testament to this. However, the long term success of the department depends on the prompt selection of a department head that can lead the department into the future.



The Greenbelt Recreation Department conducts surveys and receives comments throughout the year. The information helps staff to evaluate facilities, programs and events. Below is a sampling of comments. The Recreation Department thanks everyone for providing feedback which helps staff provide quality facilities and activities.

What they are saying.....

My son is so excited to come to camp every day! I love knowing he will have a great day! I can go to work knowing he is happy and safe! Thank you for all you do for families! - Camp Parent

The variety of programs available in Greenbelt is wonderful! My daughter attended Creative Kids Camp, Camp Pine Tree and Circus Camp this summer. She loved all of them! - Camp Parent



The bike rodeo was so well planned. All of the safety equipment and instruction provided was a great resource for our family. I learned a lot about bike safety, so I can make sure my son is ready to go off on his bike safely. Thank you! - Bike Rodeo Participant

We love Greenbelt Camps! Keep up the wonderful work and we will see you again next year. - Camp Parent

My daughter loves to attend the Eagle V.I.S.I.O.N. program. She talks about all of the games and the healthy snack she gets to prepare. She spent the whole summer at the rec center and had a great time! She had a blast on the field trips too! Thank you for a great program! - Eagle V.I.S.I.O.N. Parent

We love the Costume Parade! We come every year. It's a wonderful community gathering! It's great to see everyone in costume and they all are having a fantastic time. We look forward to attending every Halloween! - Halloween Costume Parade Participant



Celebration of Spring is an awesome event. We come every year. Everything is free and so much fun! My kids are having a blast...they don't want to go home. Thank you for planning this wonderful event! - Celebration of Spring Participant

Fall Fest is a fantastic community celebration. We love the hay ride and all of the fun activities like the moon bounce, obstacle course, pumpkin decorating and face painting. The live music is great too. Greenbelt has so many wonderful community events. - **Fall Fest Participant**



We look forward to the Tree Lighting every year. The kids love to see Santa! We love to gather and celebrate the holiday season in Roosevelt Center. Roosevelt Center looks so nice with the holiday lights! - **Tree Lighting Participant**



The Egg Hunt is so much fun! We really enjoyed the flower planting activity after the hunt! The entertainment was great too...the clown was so good at getting the audience involved. You guys do a great job at planning fun events in Greenbelt. - **Egg Hunt Participant**

Thank you for all that you do for us instructors, students, and citizens of Greenbelt; especially the seniors! - **Senior Class Instructor**

Thank you for all you do, it helps keep us going. - **Senior Class Instructor**

Love the variety of programs offered. - **SAGE Participant**

The center is within walking distance, and I enjoy going for classes each day of the week. - **Greenbelt Senior**

With a variety of SAGE classes, there is something for everyone. - **SAGE Participant**

Happy to meet people and gain new friends. - **Golden Age Club**

Enjoy eating at the lunch program with my friends. - **Food & Friendship**

Where else can you come to classes and have a healthy lunch? The center is great! - **Non-Resident Senior**

I've never found another place like Greenbelt! - **Greenbelt Senior**

I can stay active, learn and enjoy time with my friends. - **Golden Age Club**

The exhibit is interesting and shows how people can work together. - **Art Gallery visitor**



Love it, the way you bring democratic processes into artistic expression. - Art Gallery visitor

I don't know what's going on here but it pleases me - Art Gallery visitor

Moving, powerful statement of the pain, beauty and vulnerability of the human experience - Art Gallery visitor

Hands down, goodest thing ever - Art Gallery visitor

Enjoyed the creative space with lots of safe and non-judgmental encouragement - Art class student

The whole experience was delightful – will be returning - Art class student

This class makes me happy – the instructor is a very creative, supportive person - Art class student

Well-crafted selection of artists, excellent music, kind staff and friendly vendors - Festival of Lights artisan

Awesome community, great vibe and you all do a great job from open to close - Festival of Lights artisan

Wonderful event, so well organized, my favorite festival - Festival of Lights Craft Show

WINTER

- ✦ **Festival of Lights: Tree Lighting, Holiday Craft Show & Sale, Santa’s Visit, Elves Workshop, Holiday Dance Performance**
- ✦ **Washington’s Birthday Marathon**
- ✦ **Black History Month Commemoration**
- ✦ **Winter Youth Musical**

AUTUMN

- ✦ **Pooch Plunge**
- ✦ **Walk for Health**
- ✦ **Fall Fest**
- ✦ **Active Aging Week**
- ✦ **Board Appreciation Dinner**
- ✦ **Health & Wellness Fair**
- ✦ **Senior Oktoberfest**
- ✦ **Halloween Events**
- ✦ **Gobble Wobble**

SPRING

- ✦ **Senior Ice Cream Social**
- ✦ **Greenbelt Baseball Opening Day Parade**
- ✦ **Annual Egg Hunt**
- ✦ **Underwater Egg Hunt**
- ✦ **Spring Camps**
- ✦ **Bike to Work Day**
- ✦ **Spring Dance Performance**
- ✦ **Celebration of Spring**

SUMMER

- ✦ **Greenbelt Day Weekend**
- ✦ **Bike Rodeo**
- ✦ **Not for Seniors Only**
- ✦ **July 4th Celebration**
- ✦ **Creative Kids, Circus Camp & Camp Encore Shows**
- ✦ **Labor Day Festival**

Ongoing Events (to name a few): Artful Afternoons, Artist in Residence, Studio Open House, Art Exhibits, Skating Series at Springhill Lake Recreation Center, Running Races w/various Co-Sponsors, Family Swim Nights at GAFC, Seasonal Class Programs & Workshops, & More!

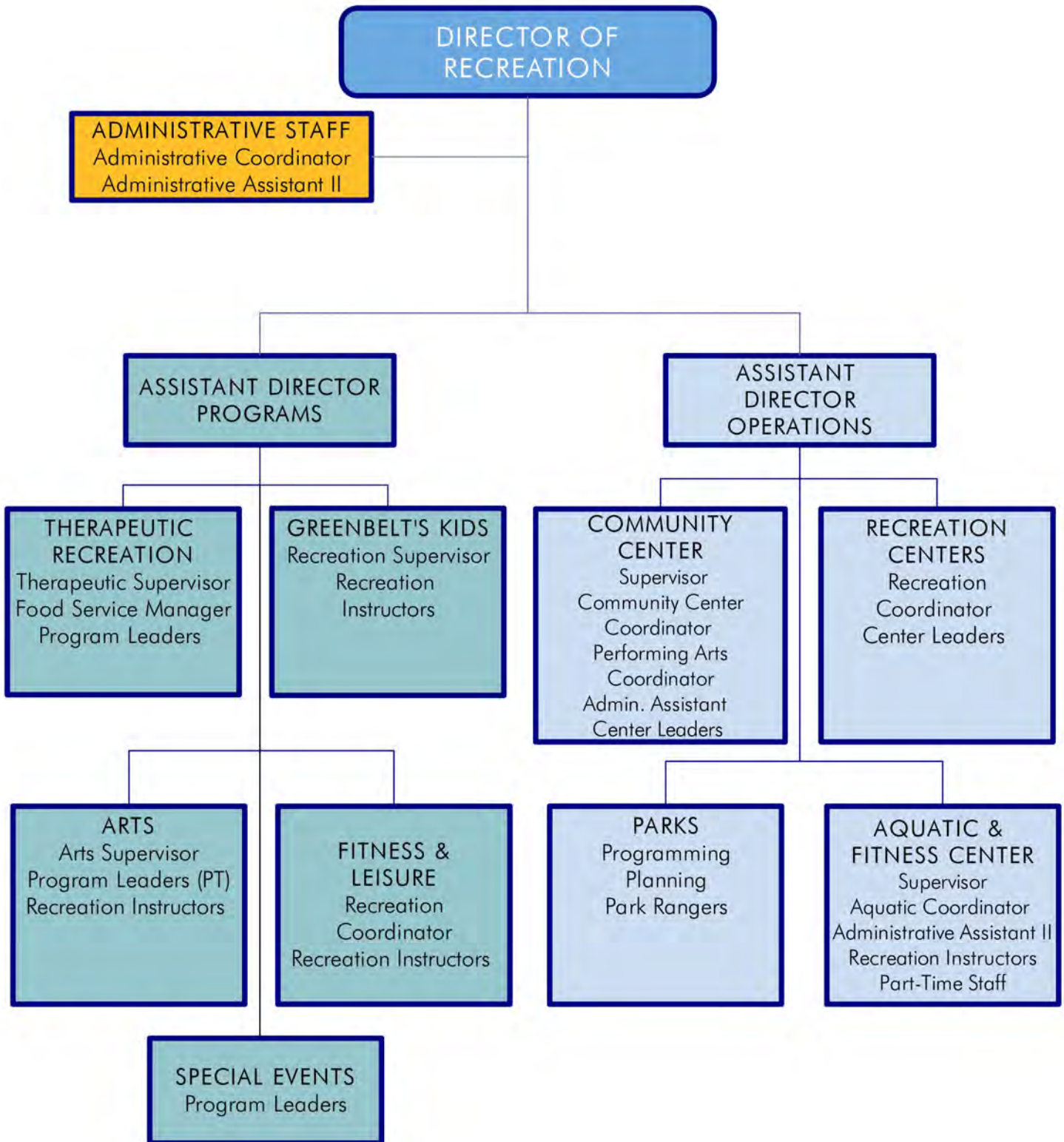
PERSONNEL STAFFING

FY 21

	Grade	Auth. FY 2019	Auth. FY 2020	Prop. FY 2021	Auth. FY 2021
610 Recreation Administration					
Recreation Director	GC-26	1	1	1	
Assistant Director	GC-22	2	2	2	
Administrative Coordinator	GC-14	1	1	1	
Administrative Assistant II	GC-13	1	1	0.5	
Park Ranger	NC	0.5	0.5	0.5	
Total FTE		5.5	5.5	5	0
620 Recreation Centers					
Recreation Coordinator I	GC-14	3	3	3	
Center Leaders - PT	NC	3.5	3.5	3.5	
Total FTE		6.5	6.5	6.5	0
650 Aquatic & Fitness Center					
Aquatic Center Supervisor	GC-18	1	1	1	
Aquatics Coordinator I & II	GC-14 & 15	2	2	2	
Administrative Assistant II	GC-13	1	1	1	
Recreation Instructor - PT	NC	1.6	1.6	1.6	
Pool Staff - PT	NC	13.7	13.7	13.7	
Total FTE		19.3	19.3	19.3	0
660 Community Center					
Community Center Supervisor	GC-18	1	1	1	
Community Center Coordinator II	GC-15	1	1	1	
Performing Arts Program Coordinator II	GC-15	1	1	1	
Administrative Assistant I	GC-12	1.5	1.5	2	
Center Leader - PT	NC	4	4	4	
Total FTE		8.5	8.5	9	0
665 Greenbelt's Kids					
Recreation Supervisor	GC-18	1	1	1	
Recreation Instructor - PT	NC	10.9	10.9	10.9	
Total FTE		11.9	11.9	11.9	0
670 Therapeutic Recreation					
Therapeutic Supervisor	GC-17	1	1	1	
Food Service Manager	NC	0.5	0.5	0.5	
Program Leader - PT	NC	1.2	1.2	1.2	
Total FTE		2.7	2.7	2.7	0
675 Fitness & Leisure					
Recreation Coord. - Data Administrator	GC-17	0	0	1	
Recreation Coordinator II	GC-15	1	1	0	
Recreation Instructor - PT	NC	0.8	0.8	0.8	
Total FTE		1.8	1.8	1.8	0

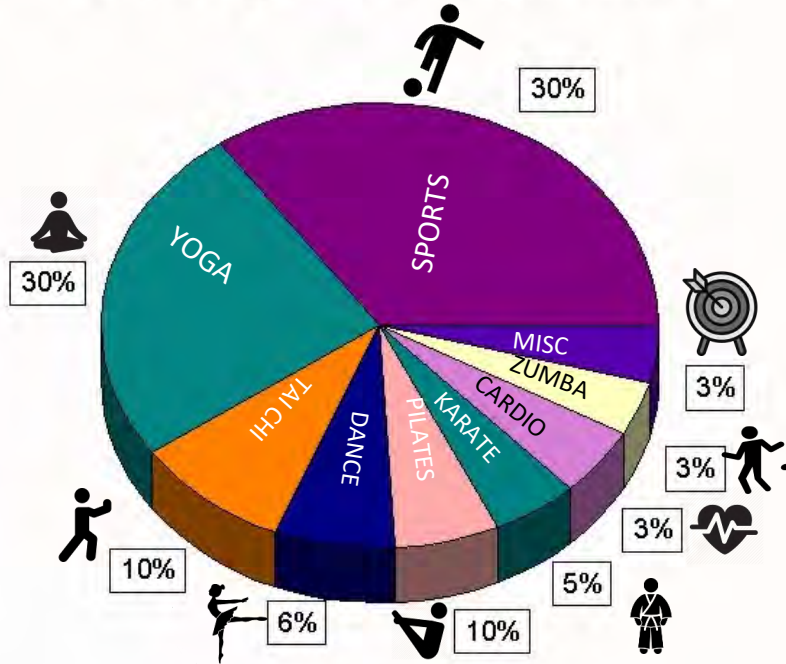
	Grade	Auth. FY 2019	Auth. FY 2020	Prop. FY 2021	Auth. FY 2021
685 Arts					
Arts Supervisor	GC-18	0	0	1	
Arts Supervisor	GC-17	1	1	0	
Program Leader - PT	NC	1.5	1.5	1.5	
Recreation Instructor	NC	0.5	0.5	0.5	
Total FTE		3	3	3	0
690 Special Events					
Program Leader - Organization - PT	NC	0.4	0.4	0.4	
Total FTE		0.4	0.4	0.4	0
Total Recreation Department					
FTE Classified		20.5	20.5	20.5	
FTE Non-Classified		39.1	39.1	39.1	
Total Recreation Department FTE		59.6	59.6	59.6	0.0

DEPARTMENTAL EXPENDITURE SUMMARY	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
Recreation Administration	\$702,555	\$637,181	\$734,500	\$588,600	\$721,300	\$0
Recreation Centers	672,226	728,921	734,300	712,300	751,700	0
Aquatic & Fitness Center	1,188,515	1,235,640	1,289,800	1,217,300	1,268,500	0
Community Center	870,398	915,373	933,000	928,500	956,800	0
Greenbelt's Kids	549,451	545,055	569,900	596,600	607,900	0
Therapeutic Recreation	212,573	149,751	172,000	163,060	167,400	0
Fitness & Leisure	120,582	137,194	141,000	140,500	149,100	0
Arts	207,596	218,178	234,600	224,850	249,100	0
Special Events	110,911	95,957	105,800	106,000	104,500	0
Parks	1,075,471	1,131,038	1,224,500	1,261,700	1,359,500	0
Total	\$5,710,277	\$5,794,288	\$6,139,400	\$5,939,410	\$6,335,800	\$0
DEPARTMENTAL REVENUE SUMMARY						
Recreation Centers	\$42,687	\$42,809	\$42,000	\$33,800	\$38,000	\$0
Aquatic & Fitness Center	569,601	605,979	586,000	581,000	594,500	0
Community Center	215,294	215,353	190,900	207,900	207,900	0
Greenbelt's Kids	529,930	555,495	562,000	595,000	595,000	0
Fitness & Leisure	64,397	75,354	69,000	80,000	80,000	0
Arts	98,809	116,789	111,900	123,900	123,900	0
Therapeutic Recreation	18,884	15,427	13,000	14,000	14,000	0
Fee Based Revenue	\$1,539,602	\$1,627,206	\$1,574,800	\$1,635,600	\$1,653,300	\$0
Grants	271,263	273,339	278,700	278,700	278,700	0
Total Recreation Revenue	\$1,810,865	\$1,900,545	\$1,853,500	\$1,914,300	\$1,932,000	\$0
Revenue as % of Expenditure	31.7%	32.8%	30.2%	32.2%	30.5%	



Adult Fitness & Leisure

Percentage of 2019 Registrations



GREENBELT AQUATIC & FITNESS CENTER SURVEY

POSITIVE EXPERIENCE



92%

WOULD RECOMMEND

89%

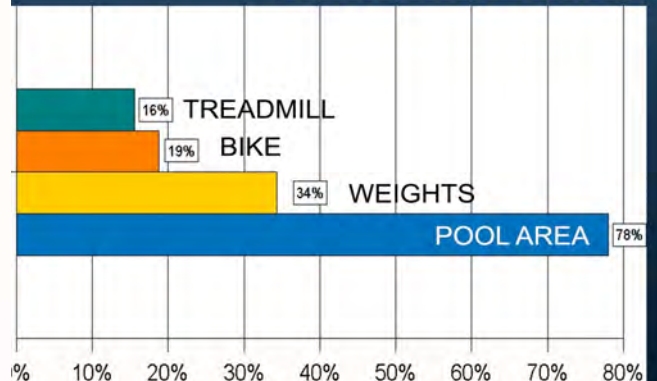


FRIENDLY STAFF



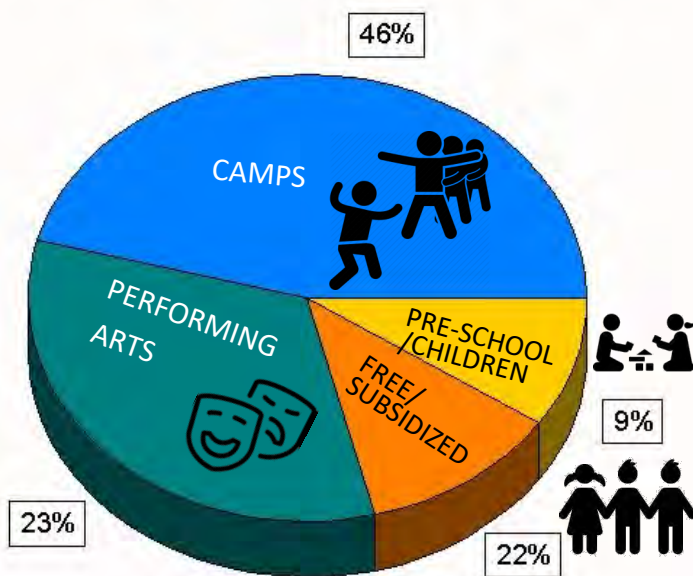
85%

AREA FREQUENTED



Greenbelt Kids Programs

Percentage of 2019 Registrations

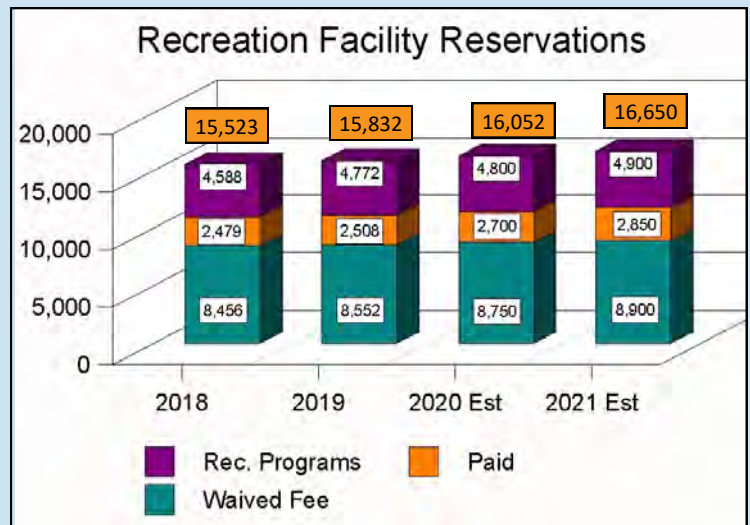
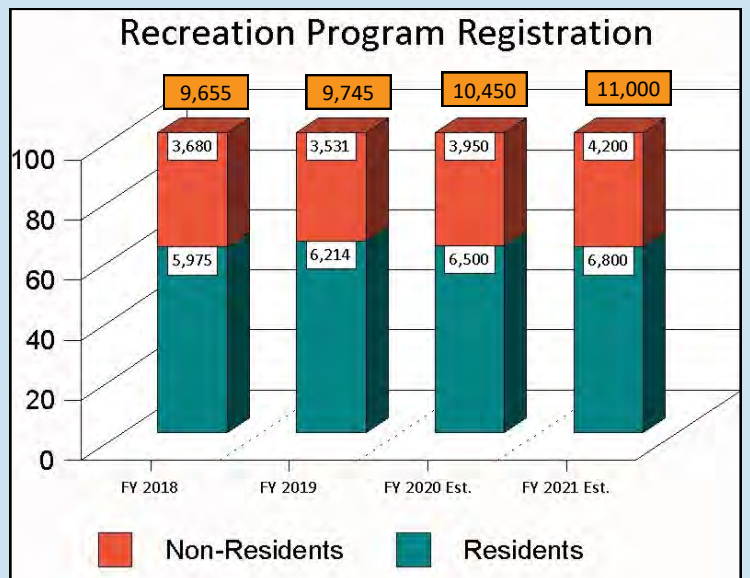




Funds for the salaries and related expenses of the administrative staff in carrying out the city’s recreation program are included in this account. This staff is responsible for planning, management, registration and providing information about all the city’s recreation programs.

PERFORMANCE MEASURES

These charts provide a macro view of the amount of activity registrations and facility reservations that are made on a yearly basis. Activity registration and facility reservations can be done online, in person, by phone, email or mail-in. These charts indicate that the Recreation Department processes upwards of 25,000 program registrations and facility reservations each year. We continue to search for ways to streamline and modernize the registration and reservation process while still providing many options to our customers.



MANAGEMENT OBJECTIVES

- Work with IT staff to complete RecTrac software upgrade. The upgrade will include a new, next-gen interface developed by Vermont Systems, Inc. to be more user-friendly.
- Work with Planning & Community Development regarding provision of adequate recreation amenities within the Beltway Plaza Redevelopment project.
- Work with the Franklin Park at Greenbelt Station property owners regarding reestablishment of appropriate levels of outdoor recreation amenities at the apartment complex.
- With the expanded functions of the department, evaluate the department's title to fully reflect services provided to the community.

BUDGET COMMENTS

- 1) The decrease in Professional Services, line 30, more accurately reflects the department's annual marketing costs.
- 2) Funding for financial assistance requests is reflected in line 58, Special Programs. This line will fluctuate from year to year depending on requests made.

RECREATION ADMINISTRATION Acct. No. 610	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
PERSONNEL EXPENSES						
01 Salaries	\$458,451	\$421,510	\$483,200	\$360,000	\$471,800	
25 Repair/Maintain Vehicles	165	900	500	300	500	
28 Employee Benefits	163,468	147,212	177,300	160,800	180,000	
Total	\$622,085	\$569,622	\$661,000	\$521,100	\$652,300	\$0
OTHER OPERATING EXPENSES						
30 Professional Services	\$19,992	\$5,301	\$11,000	\$6,000	\$6,000	
33 Insurance	3,276	3,219	3,600	3,600	3,900	
34 Other Services	9,108	9,458	9,700	10,500	10,500	
37 Public Notices	10,880	10,170	11,000	11,000	11,000	
38 Communications	5,814	6,439	5,700	6,000	6,000	
45 Membership & Training	7,722	6,125	6,100	8,800	7,900	
48 Uniforms	0	2,936	2,000	2,000	2,000	
50 Motor Equipment						
Repairs & Maintenance	418	1,670	1,200	500	500	
Vehicle Fuel	665	630	700	700	700	
53 Computer Expenses	6,544	6,984	7,000	7,000	7,000	
55 Office Expenses	13,311	13,704	11,500	9,400	9,500	
58 Special Programs	2,740	923	4,000	2,000	4,000	
Total	\$80,470	\$67,559	\$73,500	\$67,500	\$69,000	\$0
TOTAL RECREATION ADMINISTRATION	\$702,555	\$637,181	\$734,500	\$588,600	\$721,300	\$0



Funds in this account provide for the staffing and maintenance costs of the Greenbelt Youth Center, Springhill Lake Recreation Center, Skate Park and Schrom Hills Park. These facilities provide a wide array of drop-in and fitness opportunities for people of all ages and abilities. Each of these facilities is open and/or available for use by the public 365 days a year.

Performance Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Estimated	FY 2021 Estimated
Community Questionnaire Scores	<u>2013</u>	<u>2015</u>	<u>2017</u>	<u>2019</u>
Youth Center	4.03	3.98	3.86	4.02
Springhill Lake Recreation Center	3.83	3.63	3.67	3.87
Number of participants				
Center Drop-in	36,823	37,218	37,000	37,000
Open Gyms	34,117	33,991	34,000	34,000
Permit Activities	16,908	17,224	17,000	17,000
Skate Park	12,000	12,000	12,000	12,000
Computer Lab	3,805	3,878	3,200	3,800
Total	103,653	104,311	103,200	103,800
Gym and Room Space Usage (hours)				
Boys and Girls Club	741	683	700	700
Double Dutch	673	654	650	650
Full Time Equivalents (FTE)	6.5	6.5	6.5	6.5

MANAGEMENT OBJECTIVES

- Operate facilities 365 days a year.

BUDGET COMMENTS

- 1) The Proposed Budget contains a 10% increase in hourly room rental rates for FY 2021.
- 2) Salaries, line 01, increase due to planned merit increases and cost of living adjustments.

RECREATION CENTERS Acct. No. 620	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
PERSONNEL EXPENSES						
01 Salaries	\$173,776	\$181,217	\$192,500	\$192,500	\$201,900	
06 Repair/Maintain Building	126,942	142,184	153,800	140,500	155,000	
06 Rec Staff Cleaning	11,423	4,110	11,400	11,400	11,400	
26 Center Leaders	136,576	137,946	140,000	133,000	136,000	
27 Overtime	140	0	0	0	0	
28 Employee Benefits	90,346	104,224	107,300	108,400	120,100	
Total	\$539,204	\$569,681	\$605,000	\$585,800	\$624,400	\$0
OTHER OPERATING EXPENSES						
33 Insurance	\$1,045	\$977	\$1,100	\$1,200	\$1,200	
38 Communications	2,563	3,466	3,600	3,600	3,600	
39 Utilities						
Electrical Service	43,099	40,141	42,000	40,000	40,000	
Gas Service	11,483	9,593	11,500	11,000	10,800	
Water & Sewer	14,569	12,538	13,000	14,000	14,000	
45 Membership & Training	294	143	300	300	300	
46 Building Maintenance	56,595	87,176	53,300	51,900	52,900	
52 Departmental Equipment	3,374	5,206	4,500	4,500	4,500	
Total	\$133,022	\$159,240	\$129,300	\$126,500	\$127,300	\$0
TOTAL RECREATION CENTERS	\$672,226	\$728,921	\$734,300	\$712,300	\$751,700	\$0
REVENUE SOURCES						
Park Permits	\$5,355	\$7,915	\$6,000	\$3,000	\$6,000	
Tennis Courts	3,913	5,558	6,000	6,000	6,000	
Recreation Concessions	3,048	2,624	3,000	2,800	3,000	
Miscellaneous	2,734	3,874	4,000	2,500	3,000	
Youth Center Rentals	11,807	8,040	11,000	7,000	7,500	
Springhill Lake Rentals	7,640	7,993	8,000	8,500	8,500	
Schrom Hills Park Rentals	8,190	6,805	4,000	4,000	4,000	
Fee Based Revenue	\$42,687	\$42,809	\$42,000	\$33,800	\$38,000	\$0
M-NCPPC Grant	70,000	70,000	70,000	70,000	70,000	
Total	\$112,687	\$112,809	\$112,000	\$103,800	\$108,000	\$0

AQUATIC & FITNESS CENTER

FY 21

The Aquatic and Fitness Center consists of an indoor pool, outdoor pool and fitness center. It receives the majority of its funds from revenues from season passes and daily admissions to both residents and non-residents. Expenditures in this account reflect the cost of operating and maintaining the Center, as well as the cost of full-time professional staff, pool managers, lifeguards, customer service representatives, fitness attendants, instructors and other pool staff. The first phase of the Aquatic and Fitness Center opened in September 1991. The second phase, the fitness center, opened in September 1993.

Performance Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Estimated	FY 2021 Estimated
Community Questionnaire Scores	<u>2013</u>	<u>2015</u>	<u>2017</u>	<u>2019</u>
Center	4.37	4.32	4.31	4.34
Programs	4.43	4.27	4.36	4.36
Daily Admission				
September thru May				
Resident	5,222	5,524	5,600	5,660
Non-Resident	10,653	11,629	11,800	12,100
Subtotal	15,875	17,153	17,400	17,760
Summer				
Resident	6,350	7,049	7,200	7,270
Non-Resident	8,304	9,903	10,100	10,300
Weekend & Holiday Guest	645	317	300	1,000
Subtotal	15,299	17,269	17,600	18,570
Total	31,174	34,422	35,000	36,330
Pass Attendance				
September thru May				
Resident	27,262	30,562	31,000	31,310
Non-Resident	13,641	13,231	13,400	13,530
Corporate	705	451	500	520
Employee	187	245	200	200
Subtotal	41,795	44,489	45,100	45,560
Summer				
Resident	14,067	15,497	15,700	15,860
Non-Resident	6,230	6,759	6,900	6,970
Corporate	234	206	200	520
Employee	506	465	500	700
Subtotal	21,037	22,927	23,300	24,050
Total	62,832	67,416	68,400	69,610
Classes (average of 230 per year)	12,495	13,540	13,700	12,350
Swim Team	5,326	4,967	5,000	5,080
City Camps	2,761	2,404	2,400	2,420
Special Events	363	440	400	400
Rentals	625	315	300	310
Other (Showers, Meetings, etc.)	490	876	900	910
Total	116,066	124,380	126,100	127,410
Pass Sales - Residents (includes Corporate & Employee)	961	1,014	1,000	1,010
Pass Sales - Non-Residents	458	484	500	510
Full Time Equivalents	19.3	19.3	19.3	19.3

MANAGEMENT OBJECTIVES

- If funding is approved, proceed with resurfacing the locker room floors and various tiled surfaces.
- Proceed with repair of the indoor pool deck drain system and surrounding tile work if funding is approved.
- Conduct an evaluation of the outdoor pool filter system and make a recommendation regarding possible replacement of the system.

BUDGET COMMENTS

- 1) The revenues presented below include a 3% increase for all passes and a 25 cent increase for all daily admissions.
- 2) Managers/Guards/Fitness Attendants, line 26, is reduced slightly from the FY 2020 Adopted Budget to more closely match actual and estimated expenses.

REVENUE SOURCES	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
Daily Admissions	\$159,508	\$185,784	\$180,000	\$175,000	\$180,000	
Annual Passes	217,279	233,101	215,000	230,000	230,000	
Winter Passes	13,169	11,969	14,000	12,000	12,000	
Summer Passes	20,828	28,272	23,000	25,000	25,000	
Monthly Passes	9,082	7,941	8,000	7,500	8,000	
Rentals	8,815	5,029	10,000	5,000	5,000	
Water Classes	42,353	39,327	40,000	32,000	38,000	
Personal Training	3,629	2,902	4,000	4,000	3,000	
Swim Classes	88,811	85,593	86,000	83,000	86,000	
Merchandise	5,153	4,572	5,000	4,500	4,500	
Concessions	974	1,489	1,000	3,000	3,000	
Fee Based Revenue	\$569,601	\$605,979	\$586,000	\$581,000	\$594,500	\$0
General City Revenues	518,913	529,661	603,800	536,300	574,000	
M-NCPPC Grant	100,000	100,000	100,000	100,000	100,000	
Total	\$1,188,515	\$1,235,640	\$1,289,800	\$1,217,300	\$1,268,500	\$0
% of Expenditures Covered by Fees	48%	49%	45%	48%	47%	

AQUATIC & FITNESS CENTER Acct. No. 650	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
PERSONNEL EXPENSES						
01 Salaries	\$238,382	\$250,838	\$266,400	\$242,500	\$266,800	
06 Repair/Maintain Building	79,842	83,910	85,000	85,000	85,000	
20 Recreation Instructors	53,251	43,408	53,000	49,000	53,000	
21 Customer Service Representative	80,519	82,239	85,000	82,000	85,000	
26 Managers/Guards/Fitness Attendants	252,010	271,189	284,000	276,000	281,000	
27 Overtime	3,154	3,096	3,500	3,000	3,500	
28 Employee Benefits	118,878	143,582	150,200	132,300	147,300	
Total	\$826,035	\$878,262	\$927,100	\$869,800	\$921,600	\$0
OTHER OPERATING EXPENSES						
33 Insurance	\$7,140	\$6,809	\$7,400	\$7,400	\$7,800	
34 Other Services	4,097	4,168	4,100	4,100	4,100	
38 Communications	2,275	4,597	2,500	2,500	2,500	
39 Utilities						
Electrical Service	111,971	95,522	108,500	102,000	102,000	
Gas Service	31,563	28,672	32,000	31,000	30,500	
Water & Sewer	40,390	35,748	40,000	40,000	40,000	
45 Membership & Training	4,472	4,124	3,200	3,300	3,300	
46 Building Maintenance	116,406	132,637	122,800	116,400	116,400	
48 Uniforms	2,059	2,263	2,000	2,000	2,000	
52 Departmental Equipment	11,486	9,647	8,000	8,000	8,000	
55 Office Expenses	8,861	8,784	8,300	7,900	7,900	
61 Chemicals	19,264	23,176	20,900	21,400	20,900	
67 Merchandise	2,495	1,231	3,000	1,500	1,500	
Total	\$362,480	\$357,378	\$362,700	\$347,500	\$346,900	\$0
TOTAL AQUATIC & FITNESS CENTER	\$1,188,515	\$1,235,640	\$1,289,800	\$1,217,300	\$1,268,500	\$0



Funds in this account provide for the staffing and maintenance costs of the Community Center. The facility was built in 1937 and has been designated an historic site by Prince George’s County. This 55,000 square foot facility is home to the Greenbelt Co-Op Nursery School, *Greenbelt News Review*, Greenbelt Inter-generational Volunteer Exchange Services (GIVES), Greenbelt Museum, the city’s Planning & Community Development Department

and the Greenbelt Access Television (GATe) studio. Unique facilities located at the Center include a senior center, dance studio, gymnasium with stage, ceramic studios, artists studios, commercial kitchen with dining halls, art gallery and rehearsal space.

Performance Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Estimated	FY 2021 Estimated
Community Questionnaire Score	<u>2013</u> 4.43	<u>2015</u> 4.32	<u>2017</u> 4.35	<u>2019</u> 4.43
Number of participants				
Co-Op Preschool	12,411	12,342	12,400	12,400
Adult Day Care	4,200	1,185	0	0
News Review	4,000	4,000	4,000	4,000
Greenbelt Arts Center	384	63	200	200
Greenbelt Access Television (GATE)	2,400	2,400	2,400	2,400
Artists in Residence Studios	439	1,158	1,000	1,000
Gymnasium	15,440	16,433	16,000	16,000
Special Programs/Permits	31,319	33,093	32,000	32,000
Total	70,593	70,674	68,000	68,000
Full Time Equivalent	8.6	8.6	8.6	8.6

MANAGEMENT OBJECTIVES

- If funding is approved, paint and weatherize the exterior of the facility.
- Manage shared use of the Ground Floor East space until a dedicated use is determined.
- Evaluate practices for issuing use permits for the commercial kitchen space.

BUDGET COMMENTS

- 1) The Proposed Budget includes a 10% increase in hourly room rental rates for FY 2021.
- 2) Building Maintenance, line 46, is expected to stabilize in FY 2021 after the FY 2019 peak.
- 3) Even with higher fees, the amount of General City Revenue needed to support the Community Center will increase in FY 2021.

COMMUNITY CENTER Acct. No. 660	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
PERSONNEL EXPENSES						
01 Salaries	\$282,173	\$300,176	\$311,500	\$310,000	\$322,200	
06 Repair/Maintain Building	130,102	146,280	155,000	155,000	155,000	
26 Center Leaders	85,381	89,943	85,000	90,000	90,000	
27 Overtime	9,271	6,585	4,000	6,000	6,000	
28 Employee Benefits	125,701	134,644	138,500	136,300	150,600	
Total	\$632,629	\$677,628	\$694,000	\$697,300	\$723,800	\$0
OTHER OPERATING EXPENSES						
33 Insurance	\$4,970	\$4,707	\$5,200	\$5,200	\$5,600	
34 Other Services	13,063	13,074	13,000	13,000	13,000	
38 Communications	5,544	5,351	5,000	5,000	5,000	
39 Utilities						
Electrical Service	84,144	78,087	84,000	80,000	80,000	
Gas Service	26,725	26,984	27,500	27,400	27,200	
Water & Sewer	8,052	8,696	8,300	8,300	8,300	
45 Membership & Training	1,988	2,457	2,500	2,600	2,600	
46 Building Maintenance	81,853	88,196	83,300	79,400	81,000	
48 Uniforms	1,332	1,146	900	900	900	
52 Departmental Equipment	4,594	2,636	3,100	3,100	3,100	
55 Office Expenses	5,504	6,411	6,200	6,300	6,300	
Total	\$237,769	\$237,745	\$239,000	\$231,200	\$233,000	\$0
TOTAL COMMUNITY CENTER	\$870,398	\$915,373	\$933,000	\$928,500	\$956,800	\$0
REVENUE SOURCES						
Tenants	\$119,257	\$94,797	\$95,900	\$95,900	\$95,900	\$0
Rentals	92,743	120,043	91,500	111,000	111,000	0
Miscellaneous	3,294	513	3,500	1,000	1,000	0
Fee Based Revenue	\$215,294	\$215,353	\$190,900	\$207,900	\$207,900	\$0
M-NCPPC Grant	40,000	40,000	40,000	40,000	40,000	
General City Revenue	615,104	660,020	702,100	680,600	708,900	
Total	\$870,398	\$915,373	\$933,000	\$928,500	\$956,800	\$0
Fees as % of Expenditure	25%	24%	20%	22%	22%	

GREENBELT'S KIDS



From its beginning, Greenbelt has recognized the importance of recreation for Greenbelt's kids. This budget provides for the numerous recreation and cultural activities for the youth of Greenbelt, such as day camps, after-school activities, trips and classes. This budget provides both fee based and free class programs to make recreation activities available to all youth, regardless of their socio-economic background. The goal is to provide a diverse array of quality programs to meet the needs and interests of Greenbelt's youth.

The goal is to provide a diverse array of quality programs to meet the needs and interests of Greenbelt's youth.

Performance Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Estimated	FY 2021 Estimated
Community Questionnaire Scores	<u>2013</u>	<u>2015</u>	<u>2017</u>	<u>2019</u>
Camp programs	4.57	4.49	4.37	4.49
Summer Camps				
Pine Tree I (6-8 years)	5,486	5,302	6,214	6,200
Pine Tree II (9-11 years)	3,639	4,498	5,954	5,900
YOGO (12-14 years)	1,808	1,959	2,321	2,300
Creative Kids (6-12 years)	4,092	4,275	4,200	4,200
Encore	608	627	620	620
Kinder	1,958	2,060	2,000	2,000
Circus	1,139	280	1,600	1,600
Festival Arts	n/a	n/a	n/a	250
Performance	152	175	160	160
Springhill Lake Rec Center Programs	1,040	2,500	4,500	4,500
Summer Playground (M-NCPPC)	6,800	6,800	4,000	6,600
School Year Programs				
Schools Out/Snow Day Movies	467	535	250	500
Spring Camps	251	460	570	600
Mom's Morning Out	3,213	2,857	2,800	3,000
Children's Classes/Leagues	4,279	1,458	1,800	2,000
Performing Arts Classes	12,733	10,025	10,250	10,250
Total	47,665	43,811	47,239	50,680
Full Time Equivalents	11.9	11.9	11.9	11.9

MANAGEMENT OBJECTIVES

- Plan and implement Mobile Recreation Unit program.
- Continue to provide free or below cost programming for Greenbelt's Kids to ensure social equity in Greenbelt.

BUDGET COMMENTS

- 1) Program Instructors, line 20, reflects the minimum wage increase, as well as additional Performing Arts classes and programs at the Springhill Lake Recreation Center.
- 2) Decreases in line 34, Other Services, and increases in line 20, Program Instructors, are due to the transition of the Circus Camp from a contractor to employee lead program.
- 3) Miscellaneous Camps revenue remains unchanged because the number of camps offered has stabilized. Performing Arts Classes revenue increased due to additional dance classes.

GREENBELT'S KIDS Acct. No. 665	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
PERSONNEL EXPENSES						
01 Salaries	\$63,168	\$65,875	\$70,400	\$72,400	\$74,500	
20 Program Instructors	318,867	338,172	340,000	379,000	382,000	
28 Employee Benefits	40,324	42,594	42,800	42,900	46,500	
Total	\$422,359	\$446,641	\$453,200	\$494,300	\$503,000	\$0
OTHER OPERATING EXPENSES						
34 Other Services	\$36,428	\$2,009	\$27,000	\$10,000	\$10,000	
43 Equipment Rental	22,905	23,500	27,000	27,000	27,000	
45 Membership & Training	961	2,062	1,700	1,700	1,700	
48 Uniforms	6,003	2,530	3,500	3,500	3,500	
52 Departmental Equipment	5,493	6,654	6,500	6,500	7,500	
58 Special Programs	55,302	61,659	51,000	53,600	55,200	
Total	\$127,092	\$98,414	\$116,700	\$102,300	\$104,900	\$0
TOTAL GREENBELT'S KIDS	\$549,451	\$545,055	\$569,900	\$596,600	\$607,900	\$0
REVENUE SOURCES						
Camp Pine Tree	\$215,632	\$226,165	\$215,000	\$245,000	\$245,000	
Kinder Camp	40,466	45,052	45,000	46,000	46,000	
Creative Kids Camp	122,329	123,227	130,000	120,000	120,000	
Circus Camp	25,002	20,299	40,000	40,000	40,000	
Miscellaneous Camps	18,144	16,833	15,000	15,000	15,000	
Mom's Morning Out	51,072	56,778	50,000	50,000	50,000	
Performing Arts Classes	47,676	61,254	60,000	70,000	70,000	
Miscellaneous Classes	9,609	5,887	7,000	9,000	9,000	
M-NCPPC Grant	12,000	12,000	12,000	12,000	12,000	
Total	\$541,930	\$567,495	\$574,000	\$607,000	\$607,000	\$0
Revenue (Over/Under) Expenditures	(\$7,521)	\$22,440	\$4,100	\$10,400	(\$900)	\$0
Revenue as % of Expenditure	99%	104%	101%	102%	100%	



This budget includes senior programs and special population programs. Special population programs are for people with and without disabilities participating in recreation together! Greenbelt Recreation offers full and active participation for individuals with disabilities. We provide individuals reasonable accommodations that will enhance their recreation experience. We help provide social, physical, educational, and cultural development for all individuals of all abilities.

Performance Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Estimated	FY 2021 Estimated
Community Questionnaire Scores	<u>2013</u>	<u>2015</u>	<u>2017</u>	<u>2019</u>
Seniors Programming	4.57	4.40	4.37	4.16
Senior Programs				
City Sponsored				
Fee based programs/classes	1,845	1,928	1,900	1,900
Free Classes	1,301	1,348	1,300	1,300
Trips & Special Events Attendance	853	493	540	700
Senior Lounge & Game Room Drop In	911	925	1,000	1,000
Senior Game Room Activities	955	1,000	1,100	1,100
Golden Age Club	1,416	1,385	1,400	1,400
Inclusion Programs	1,415	1,430	1,500	1,500
Co-Sponsored				
Food & Friendship	3,466	3,782	4,000	4,000
Community College Classes (SAGE)	6,422	4,400	5,000	5,000
Holy Cross Hospital Exercise	9,680	9,702	9,800	9,800
GIVES	1,321	1,341	1,340	1,340
Total	29,585	27,734	28,880	29,040
Full Time Equivalent	2.7	2.7	2.7	2.7

MANAGEMENT OBJECTIVES

- Continue to evaluate the department’s inclusion program.
- Visit and evaluate senior centers out of the area to determine what new and different programs can be implemented in Greenbelt.
- Work with the GAIL program to encourage Green Ridge House residents, and other seniors/ baby boomers, to participate in recreation programs.

BUDGET COMMENTS

- 1) Due to the retirement and leave payout of the longtime Therapeutic Recreation Supervisor, Salaries, line 01, spiked higher in FY 2018.
- 2) Special Programs, line 58, is lower in FY 2018 and FY 2019 as a result of the transition period to the new Therapeutic Supervisor.

THERAPEUTIC RECREATION Acct. No. 670	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
PERSONNEL EXPENSES						
01 Salaries	\$115,827	\$67,072	\$69,900	\$69,900	\$74,300	
19 Program Leaders	42,154	40,308	44,500	43,300	44,500	
28 Employee Benefits	32,718	25,116	27,300	27,560	26,300	
Total	\$190,699	\$132,496	\$141,700	\$140,760	\$145,100	\$0
OTHER OPERATING EXPENSES						
33 Insurance	\$219	\$177	\$200	\$200	\$200	
34 Other Services	1,185	610	1,000	1,000	1,000	
45 Membership & Training	795	707	800	300	300	
52 Departmental Equipment	310	25	300	300	300	
58 Special Programs	19,365	15,736	28,000	20,500	20,500	
Total	\$21,874	\$17,255	\$30,300	\$22,300	\$22,300	\$0
TOTAL THERAPEUTIC RECREATION	\$212,573	\$149,751	\$172,000	\$163,060	\$167,400	\$0
REVENUE SOURCES						
Program Revenues	\$18,884	\$15,427	\$13,000	\$14,000	\$14,000	
M-NCPPC Grant	12,000	12,000	12,000	12,000	12,000	
Total	\$30,884	\$27,427	\$25,000	\$26,000	\$26,000	\$0



Successful programming in this account is meant to meet the social and leisure time needs of adults (13 years and older) within the city. The Recreation Department does this through sports, trips, fitness classes, performing arts opportunities, educational classes and other experiences supported by fees charged to the participants.

Performance Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Estimated	FY 2021 Estimated
Community Questionnaire Scores	<u>2013</u>	<u>2015</u>	<u>2017</u>	<u>2019</u>
Fitness Classes	4.47	4.20	4.47	4.46
Youth/Adult Classes	4.51	4.38	4.37	4.41
Weight Lifting Club	350	350	350	350
Cycling Series	0	60	100	100
Health Fair	219	224	225	225
Franchise Leagues & Tournaments	3,100	4,200	6,100	3,000
Fitness Classes	7,029	8,806	8,900	8,900
Offered	67	60	60	60
Went	60	58	58	58
Performing Arts Classes/Programs	1,812	1,137	1,200	1,200
Total	12,510	14,777	16,775	13,675
Full Time Equivalents (FTE)	1.8	1.8	1.8	1.8

MANAGEMENT OBJECTIVES

- Collaborate with Greenbelt Tennis Association to provide new special events to promote the association and increase community awareness and membership.
- Promote availability of proposed outdoor pickle ball courts, if approved.
- Offer a group cycling series, and bike safety education program.

BUDGET COMMENTS

- 1) Departmental Equipment, line 52, is higher in FY 2018 and FY 2019 reflecting the demand rental portable bathrooms at Northway ball fields.
- 2) Special Programs, line 58, expenses for the popular Gobble Wobble 5K Run/Walk are expected to remain at \$3,000 in the FY 2021 Proposed Budget.
- 3) Revenue for Performing Arts Classes dipped in FY 2019 due to a reduction in the number of classes offered as two longtime class instructors retired.

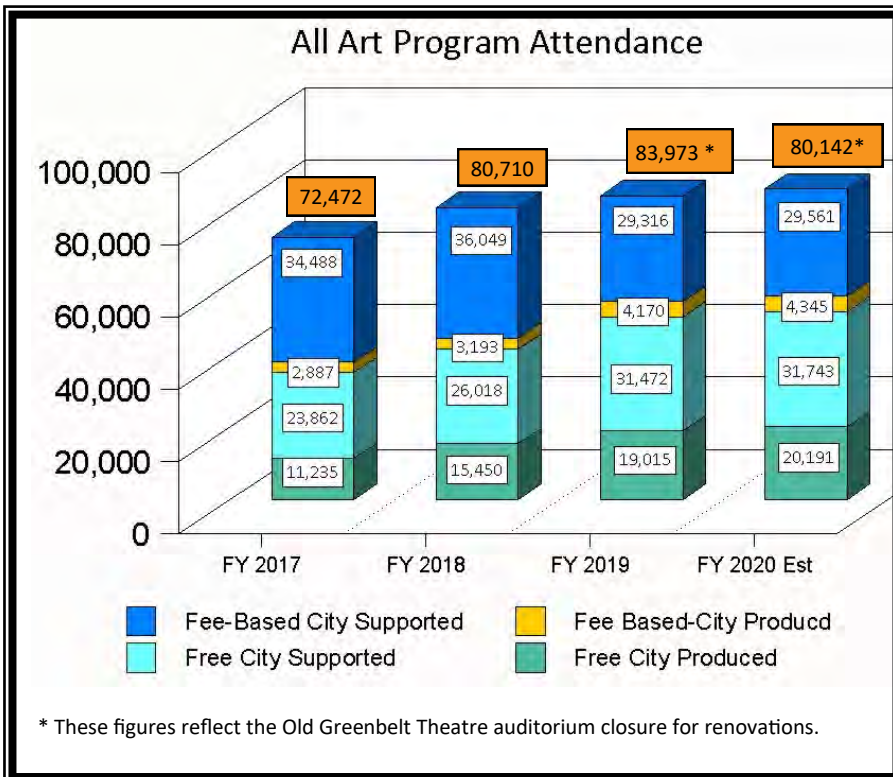
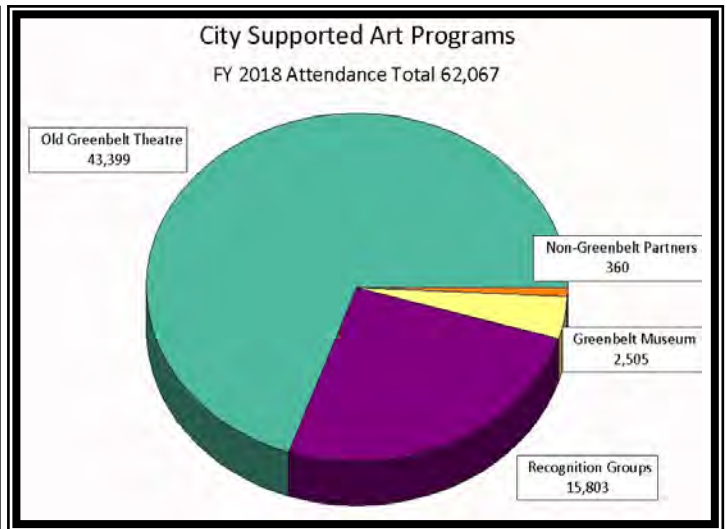
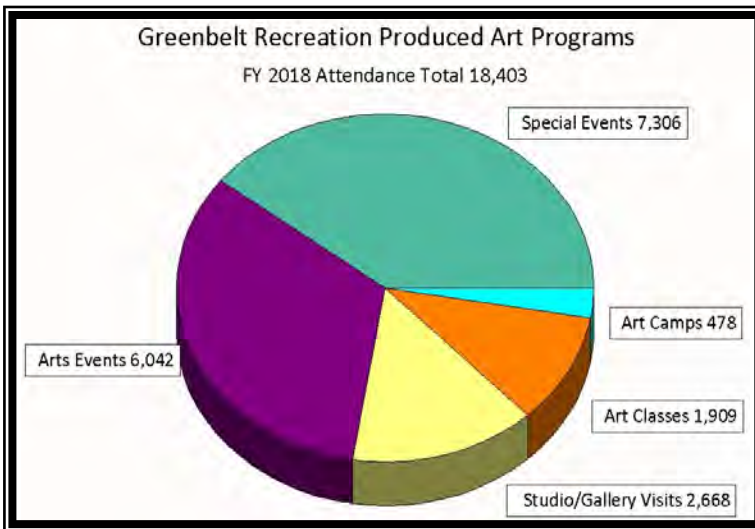
FITNESS & LEISURE Acct. No. 675	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
PERSONNEL EXPENSES						
01 Salaries	\$66,375	\$69,690	\$73,400	\$72,100	\$77,100	
20 Recreation Instructors	2,053	1,043	1,000	1,000	1,000	
27 Overtime	1,822	3,453	3,000	3,000	3,000	
28 Employee Benefits	21,234	23,784	25,500	24,700	27,300	
Total	\$91,484	\$97,970	\$102,900	\$100,800	\$108,400	\$0
OTHER OPERATING EXPENSES						
34 Other Services	\$26,921	\$33,602	\$33,400	\$33,900	\$34,000	
45 Membership & Training	75	60	200	200	200	
47 Park Fixture Expenses	0	0	0	1,000	2,000	
52 Departmental Equipment	2,051	2,169	1,500	1,600	1,500	
58 Special Programs	0	3,393	3,000	3,000	3,000	
69 Awards	52	0	0	0	0	
Total	\$29,098	\$39,224	\$38,100	\$39,700	\$40,700	\$0
TOTAL FITNESS & LEISURE	\$120,582	\$137,194	\$141,000	\$140,500	\$149,100	\$0
REVENUE SOURCES						
Leagues & Tournaments	\$5,995	\$4,513	\$5,000	\$5,000	\$5,000	
Performing Arts Classes	10,898	3,756	10,000	10,000	10,000	
Fitness Classes	47,504	67,085	54,000	65,000	65,000	
Total	\$64,397	\$75,354	\$69,000	\$80,000	\$80,000	\$0
Revenue as % of Expenditure	53%	55%	49%	57%	54%	0%

CITY OF GREENBELT ARTS AND CULTURE SNAPSHOT

The city supports a vibrant cultural life for all ages through both direct services and support for community partner organizations. The charts on this page summarize the city's investments in all of these programs, as well as their collective impact.

TOTAL FY 2019 ARTS AND CULTURAL PARTICIPATION: 83,973

This does not include the audience served by indoor and outdoor public art, which is significantly greater.



MANAGEMENT OBJECTIVES

- Provide a new Festival Arts Camp during August to enhance Performing Arts program offerings late in the camp season.
- Coordinate with NRP Group/Greenbelt Metro Development to facilitate the incorporation of public art into the Cherrywood Lane residential development.

BUDGET COMMENTS

- 1) Recreation Instructors, line 20, is higher due to the increase in ceramic classes.
- 2) Other Services, line 34, includes the cost of contractual workshop instruction, which are variable but covered by registration fees, as well as stipends for Artist in Residence Program jurors in FY 2018.

ARTS Acct. No. 685	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
PERSONNEL EXPENSES						
01 Salaries	\$78,482	\$82,457	\$86,300	\$86,000	\$92,700	
19 Program Leaders	38,570	37,664	40,500	38,000	46,300	
20 Recreation Instructors	33,044	37,230	37,000	37,000	40,000	
28 Employee Benefits	31,089	34,118	34,000	34,200	31,000	
Total	\$181,184	\$191,469	\$197,800	\$195,200	\$210,000	\$0
OTHER OPERATING EXPENSES						
34 Other Services	\$1,646	\$3,310	\$3,800	\$3,800	\$6,000	
37 Public Notices	1,956	2,263	1,600	1,600	1,800	
45 Membership & Training	497	258	1,600	400	1,300	
52 Departmental Equipment	5,826	3,080	8,000	7,000	9,500	
58 Special Program Expenses	1,360	3,001	3,000	3,000	3,000	
75 Arts Supplies	15,127	14,797	13,800	13,850	17,500	
Total	\$26,412	\$26,709	\$31,800	\$29,650	\$39,100	\$0
CAPITAL OUTLAY						
94 Arts Restoration &	\$0	\$0	\$5,000	\$0	\$0	
Total	\$0	\$0	\$5,000	\$0	\$0	\$0
TOTAL ARTS	\$207,596	\$218,178	\$234,600	\$224,850	\$249,100	\$0
REVENUE SOURCES						
Art Classes	\$27,938	\$35,890	\$33,000	\$40,000	\$40,000	
Ceramic Classes	67,487	76,454	75,000	80,000	80,000	
Craft Fair	3,385	4,445	3,900	3,900	3,900	
Maryland State Arts Council	37,263	39,339	44,700	44,700	44,700	
Total	\$136,072	\$156,128	\$156,600	\$168,600	\$168,600	\$0
Revenue as % of Expenditure	66%	72%	67%	75%	68%	



This account includes the city’s costs for special events. No full-time Recreation staff salary is included here, but salaries for Public Works labor and part-time program leaders are accounted for here. The Special Events budget lends support to events held annually throughout the city including the Labor Day Festival, Fall Fest and the Celebration of Spring.

Performance Measures	FY 2018 Actual	FY 2019 Actual	FY 2019 Estimated	FY 2020 Estimated
Community Questionnaire Scores	<u>2013</u>	<u>2015</u>	<u>2017</u>	<u>2019</u>
Special Events	4.53	4.50	4.54	4.59
Costume Contest & Parade	1,700	1,700	1,750	1,750
Fall Fest	1,000	900	1,200	1,200
Festival of Lights Activities - Tree Lighting and Craft Show	4,800	4,850	4,850	4,850
Black History Month Celebration	0	500	1,500	2,000
Celebration of Spring	500	600	600	600
Easter Egg Hunt/Activities	800	800	800	800
GRAD Night	0	0	0	350
Greenbelt Day Weekend	325	350	400	425
Blood Drives	450	422	400	400
Moonlit Movies	175	175	300	300
Total	9,750	10,297	11,800	12,675
Full Time Equivalents	0.4	0.4	0.4	0.4

MANAGEMENT OBJECTIVES

- Develop a strategy to address the increase in attendance at community special events.
- Evaluate the increase in number and scope of special events in terms of increased demand on staff resources and budget limitations.

BUDGET COMMENTS

- 1) Organizational Leaders, line 22, is where funding for Greenbelt Swim Team coaches was budgeted in FY 2018. Funding for the coaches is now located in Grants and Contributions (Account 910).
- 2) Special Events/Activities, line 23, accounts for Public Works staff efforts to provide logistical assistance to Recreation Department programs.

SPECIAL EVENTS Acct. No. 690	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
PERSONNEL EXPENSES						
19 Program Leaders	\$11,109	\$11,591	\$11,500	\$12,000	\$12,000	
22 Organization Leaders	1,555	0	0	0	0	
23 Special Events/Activities	44,955	40,030	48,000	45,000	45,000	
28 Employee Benefits	3,151	2,531	3,200	3,200	3,200	
Total	\$60,770	\$54,152	\$62,700	\$60,200	\$60,200	\$0
OTHER OPERATING EXPENSES						
52 Departmental Equipment	\$968	\$569	\$500	\$500	\$500	
58 Special Programs	49,173	41,236	42,600	45,300	43,800	
Total	\$50,141	\$41,805	\$43,100	\$45,800	\$44,300	\$0
TOTAL SPECIAL EVENTS	\$110,911	\$95,957	\$105,800	\$106,000	\$104,500	\$0

Funds in this account provide for the salaries of the Parks crews and other Public Works personnel when working in the parks, as well as supplies and materials used in maintaining the parks, playgrounds, athletic fields and tennis courts. Besides the city-owned athletic fields at Braden Field, McDonald Field, Schrom Hills Park and Northway Fields, the city maintains an athletic field on the School Board property in Windsor Green.

Performance Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Estimated	FY 2021 Estimated
Community Questionnaire Scores	<u>2013</u>	<u>2015</u>	<u>2017</u>	<u>2019</u>
Park Maintenance	4.25	4.19	4.18	4.23
Plantings	4.40	4.38	4.25	4.29
Ball Field Maintenance	4.07	4.12	4.03	4.13
Park Acreage				
City	514	532	532	532
National Park	1,100	1,100	1,100	1,100
State Property	75	75	75	75
Number of Playgrounds				
City Owned	22	22	22	22
Covered by Maintenance Agreement	14	14	14	14
Park Permits Issued				
Buddy Attick Park	62	33	30	60
Schrom Hills	177	179	190	190
Athletic Fields				
City Property	8	8	8	8
School Property	1	1	1	1
Number of Tennis Courts				
Fitness Courses	1	1	1	1
Dog Park	1	1	1	1
Tree Work (calendar year)				
Hazardous Live Trees Removed	45	50	50	48
Dead Trees Removed	14	12	10	12
Trees Lost in Storms	3	3	4	3
New Trees Planted	403	180	283	180
Full Time Equivalents (FTE)				
Parks	10	10	10	10
Horticulture	5	6	6	6

MANAGEMENT OBJECTIVES

- Maintain Tree City USA status.
- Conduct a National Public Land’s Day activity to support the city’s green ecosystem.
- Conduct an Earth Day event to improve the natural environment.
- Implement recommendations of the Tree Master Plan.
- Continue to pursue funding for environmental programming.

BUDGET COMMENTS

- 1) Park & Playground Maintenance, line 24 and Employee Benefits, line 28 increase to reflect additional staff resources committed by the Public Works Department for FY 2021.
- 2) The amount budgeted in Other Services, line 34, is for contractual tree work.



PARKS Acct. No. 700	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
PERSONNEL EXPENSES						
05 Salaries - Park Rangers	\$20,832	\$17,972	\$15,000	\$17,700	\$17,700	
24 Park & Playground Maint.	572,149	590,201	705,000	694,700	759,000	
25 Repair/Maintain Vehicles	6,179	7,836	10,000	12,000	12,000	
27 Overtime	7,713	7,783	12,000	12,000	12,000	
28 Employee Benefits	269,697	277,711	255,800	294,900	329,900	
Total	\$876,570	\$901,503	\$997,800	\$1,031,300	\$1,130,600	\$0
OTHER OPERATING EXPENSES						
30 Professional Services	\$3,600	\$2,005	\$2,000	\$2,000	\$2,000	
33 Insurance - LGIT	5,321	5,387	5,900	5,600	6,000	
34 Other Services	40,796	33,464	30,000	30,000	30,000	
38 Communications	1,137	1,137	1,200	1,500	2,000	
39 Utilities						
Electrical Service	15,397	15,155	15,000	16,000	16,000	
Water & Sewer	2,856	3,058	4,000	4,000	4,000	
43 Equipment Rental	1,763	2,716	3,000	3,000	3,000	
45 Membership & Training	4,433	4,110	4,800	5,100	6,600	
46 Maintain Bldg & Structures	10,352	12,171	11,000	11,000	11,000	
47 Park Fixture Expenses	16,531	15,932	16,400	16,800	16,800	
48 Uniforms	4,477	4,695	6,000	6,000	6,000	
49 Tools	16,703	19,873	19,500	18,500	18,500	
50 Motor Equipment						
Repairs & Maintenance	18,035	32,359	25,800	25,800	24,900	
Vehicle Fuel	12,529	16,418	20,000	20,000	20,000	
52 Playground Equipment	29,216	30,066	30,000	33,000	30,000	
63 Landscaping Supplies	12,915	28,149	30,600	30,600	30,600	
64 Lighting Supplies	2,840	2,840	1,500	1,500	1,500	
Total	\$198,901	\$229,535	\$226,700	\$230,400	\$228,900	\$0
TOTAL PARKS	\$1,075,471	\$1,131,038	\$1,224,500	\$1,261,700	\$1,359,500	\$0

Funds are provided in this budget for contributions approved by City Council to service based oriented organizations that provide services to the community.

BUDGET COMMENTS

- 1) Prior to FY 2018, the majority of city contributions were budgeted in the Special Events budget (Account 690). With the new Recognition Group process approved in late 2016, the related contributions have been relocated to this budget.
- 2) Three categories are funded in this budget. Line 68, Contributions - Recognition Groups, provides funding for resident based organizations that provide service to the Greenbelt community.
- 3) Line 69, Grants, consists of funds provided to non-resident organizations that provide services to Greenbelt residents. An additional \$1,500 is allocated for worthy causes not known as of the publication of this document.
- 4) The final category, line 70, is Advisory Boards & Committees. Prior to FY 2020, funds set aside for these citizen groups were dispersed in various departmental budgets. Because there is a greater need and desire to be more proactive by citizen groups, the funding of their initiatives will now be shown together in this budget.



GRANTS & CONTRIBUTIONS Acct. No. 910	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget*	FY 2021 Adopted Budget
OTHER OPERATING EXPENSES						
22 Organizational Leaders						
Swim Coaches	\$8,500	\$8,610	\$8,000	\$8,650	\$8,000	
30 Concert Band Conductor	0	3,600	3,600	3,600	3,600	
68 Contributions - Recognition						
01 - Boys & Girls Club	14,995	15,000	14,300	14,000	13,000	
02 - Aquatic Boosters	500	500	1,000	1,000	1,000	
03 - Greenbelt Concert Band	3,950	500	0	300	0	
04 - Greenbelt Youth Baseball	10,000	10,000	10,000	10,000	10,000	
06 - Greenbelt Tennis Association	0	0	0	0	800	
07 - Greenbelt Arts Center	34,300	34,300	34,300	34,300	34,300	
10 - Greenbelt Babe Ruth	3,800	2,500	3,500	3,500	3,500	
11 - Greenbelt Senior Softball	960	465	900	900	900	
16 - New Deal Café Arts (FONDCA)	2,500	2,500	2,800	2,800	2,800	
17 - Greenbelt Soccer Alliance	3,000	3,800	4,500	4,500	4,000	
18 - GEMZ	0	1,827	2,000	2,000	2,700	
19 - Makerspace	0	0	0	0	0	
20 - CHEARS	0	1,000	0	0	0	
21 - Ctr. For Dynamic Governance	3,000	3,000	3,600	3,600	0	
22 - Boys to Men	1,000	0	0	0	1,500	
23 - Greenbelt Unplugged	0	0	0	0	150	
Total Contributions	\$78,005	\$75,392	\$76,900	\$76,900	\$74,650	\$0
69 Grants						
11 - GIVES	\$1,160	\$1,510	\$1,000	\$1,550	\$1,000	
12 - Meals on Wheels	2,000	3,000	3,000	3,000	3,000	
13 - Washington Ear	1,000	1,000	1,000	1,000	1,000	
99 - Miscellaneous	1,226	0	1,500	1,500	1,500	
Total Grants	\$5,386	\$5,510	\$6,500	\$7,050	\$6,500	\$0
70 Advisory & Citizen Groups						
ACE	\$0	\$0	\$18,000	\$18,000	\$18,000	
CERT	0	0	1,500	1,500	1,500	
PSAC	0	0	900	900	900	
CART	0	0	1,500	1,500	1,500	
AAB	0	0	1,000	1,000	1,000	
FPAB	0	0	2,000	2,000	2,000	
Total Advisory & Citizen Groups	\$0	\$0	\$24,900	\$24,900	\$24,900	\$0
TOTAL GRANTS & CONTRIBUTIONS	\$91,891	\$93,112	\$119,900	\$121,100	\$117,650	\$0

*Pending Grants Review Panel recommendation and Council approval.



The city provides a limited transportation service within Greenbelt, the Greenbelt Connection, utilizing a ten-passenger, wheelchair lift-equipped van and an automobile. Current service consists of dial-a-ride service seven days a week. Users call the Public Works Department to arrange a ride, normally 24 hours in advance. The Connection then transports them door-to-door.

The current fee is \$1.00 to seniors and physically challenged individuals, and \$2.00 to all other residents.

Performance Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Estimated	FY 2021 Estimated
Community Questionnaire Scores	<u>2013</u>	<u>2015</u>	<u>2017</u>	<u>2019</u>
	n/a	n/a	n/a	4.16
Riders	6,945	7,162	7,200	7,200
Average of Riders per day	20	20	20	20
Mileage	22,823	23,699	25,500	25,000
Full Time Equivalents (FTE)	1.4	1.4	1.4	1.4

MANAGEMENT OBJECTIVES

- Provide high quality, reliable and responsive transportation service to the Greenbelt community.

GREENBELT CONNECTION Acct. No. 920	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
PERSONNEL EXPENSES						
01 Salaries	\$67,829	\$70,368	\$70,000	\$70,000	\$70,800	
25 Repair/Maintain Vehicles	1,029	2,294	3,000	3,000	3,000	
27 Overtime	1,611	2,310	100	4,000	3,500	
28 Employee Benefits	24,796	26,926	27,500	27,700	29,200	
Total	\$95,265	\$101,898	\$100,600	\$104,700	\$106,500	\$0
OTHER OPERATING EXPENSES						
33 Insurance	\$33	\$27	\$100	\$100	\$100	
38 Communications	749	748	800	1,200	1,200	
48 Uniforms	380	247	500	500	500	
50 Motor Equipment						
Repairs & Maintenance	5,367	3,354	5,800	7,700	7,000	
Vehicle Fuel	5,346	7,494	5,500	5,500	5,500	
Total	\$11,875	\$11,870	\$12,700	\$15,000	\$14,300	\$0
TOTAL GREENBELT CONNECTION	\$107,140	\$113,768	\$113,300	\$119,700	\$120,800	\$0
REVENUE SOURCES						
Bus Fares	\$7,577	\$7,414	\$7,500	\$7,400	\$7,400	
General City Revenues	99,564	106,355	105,800	112,300	113,400	
Total	\$107,140	\$113,768	\$113,300	\$119,700	\$120,800	\$0



The Greenbelt Museum, located at 10B Crescent Road, opened in October 1987 as part of the city's 50th Anniversary. In March 2016, the city was able to purchase the adjoining home, 10A Crescent Road, from the Dwyer family. The new space will house a Greenbelt visitor center, a research and reading room, collections storage and office space. Consolidation of museum functions at 10A will allow expanded hours for the museum.

The museum is cooperatively run by the city and the Friends of the Greenbelt Museum (FOGM). The museum's historic home is open for tours from 1 pm to 5 pm on Sundays and by appointment. The museum creates interpretive exhibits which are on display in the Community Center; the exhibit room is open daily during Community Center hours. The museum's collection contains original Greenbelt furniture, domestic objects and textiles from the 1930s through the 1940s, as well as works of art related to Greenbelt's history. The museum also interprets the historic section of Greenbelt through guided tours and a self-guided walking tour enhanced by interpretive wayside panels.

The museum is staffed by a full-time Museum Director, a part-time Volunteer/Education Coordinator and a part-time Operations and Outreach Manager. The director became a city employee in FY 2001 as part of a grant program from the Maryland Historical Trust. The Volunteer/Education Coordinator position was established in FY 2007, and the Office Manager position was established in FY 2017. Both positions have been paid for by FOGM. In FY 2021, it is proposed that the Education/Volunteer Coordinator become a part-time city employee, partially supported by interest from a National Endowment for the Humanities grant awarded to FOGM in FY 2007.

VISION

We envision a cooperative society that is inspired and empowered by its awareness of history and uses its knowledge of the past to shape the future.

MISSION STATEMENT

We are a community museum that provides gateways to the New Deal history and living legacy of Greenbelt, Maryland. The Greenbelt Museum inspires residents, students and visitors to explore this planned cooperative community.

ACCOMPLISHMENTS

Exhibits/Programs/Tours

- The Museum's current exhibit, *The Knowing Hands That Carve This Stone: The New Deal Art of Lenore Thomas Straus*, remains on view in the Community Center. The exhibit was supported by a \$5,000 grant from the Maryland Heritage Areas Authority through Maryland Milestones/ATHA, Inc. The exhibition focuses on sculptor Lenore Thomas Straus, who was a young woman in her twenties when she carved several landmark works in Greenbelt, Maryland for the Resettlement Administration in the late 1930s. These sculptures include the seminal piece "Mother and Child," which is the centerpiece of the historic Roosevelt Center, and a series of bas reliefs depicting the Preamble to the U.S. Constitution on the front of the Greenbelt Community Center. The exhibition features information about the artist's life, examples of her work and includes examples of artists whom she influenced. Programming in conjunction with the exhibit is ongoing. It has included a variety of lectures and children's activities including clay modeling, and creating prints of the artist's sculptures.
- In July 2019, the Museum participated in the Fox 5 Morning Show's Zip Trip filmed in Greenbelt. The Museum was chosen as one of the five local attractions not to miss. A short filmed segment about the Museum ran on the channel throughout the morning and staff set up a table at the event in Roosevelt Center to promote the Museum.
- In August 2019, the Museum hosted a Prince George's African American Museum and Cultural Center event. Their Community Treasure Chest project is a series of ongoing events that they are holding to preserve the local histories of families, individuals, and communities and to celebrate African American history across the county. Greenbelt was one of several local communities where they held events.
- During the 2019 Labor Day weekend, the Museum offered a free walking tour and free tours of the Museum house on Sunday and Labor Day Monday. Between the two days over 100 people visited. The Retro Town Fair was held on the grounds of 10A Crescent, next door



to the Museum house. This was the second year that a legacy category was included. This non-judged category is comprised of family heirlooms and treasures handmade by previous generations. These items were on display inside 10A Crescent. The Fair was well attended and plans are in place for it to continue in FY 2021. The Fair is the Museum's version of the earliest Greenbelt Fairs, in which judges chose the best produce, flowers, crafts, and more.

- From September 1 to the end of October, the Museum participated in Greenbelt's celebration of NASA's 60th Anniversary with a display of items in the collection related to NASA/Goddard at the Museum house.
- On December 1 and 2, the Museum participated in the Recreation Department's juried art and craft fair, Festival of Lights. The Museum's gift shop offered books about Greenbelt's history, souvenirs, and vintage style toys in a room of the fair set aside for nonprofits. The Museum's annual holiday open house took place on December 6 at 10B Crescent. The historic house was decorated with vintage holiday decorations including a Christmas tree and a menorah and free tours were offered. Over 65 people attended the event.
- In March, the Museum and the Old Greenbelt Theatre are partnering with the Prince George's Philharmonic in conjunction with their Saturday, March 28 show. The Philharmonic will perform Aaron Copland's Music for Movies which includes sections of the score that he wrote for *The City*, a 1939 documentary partially filmed in Greenbelt that promotes planned communities. The Theatre is screening the film in mid-March and the Museum will offer tours emphasizing what life was like in 1939.
- In Spring, the Museum will again participate in various outreach initiatives with area schools. We participate in the Greenbelt Elementary Spring Fair and will offer activities highlighting Greenbelt's history. The Education/Volunteer Coordinator will also participate in area schools' career days which allow students an opportunity to explore how and why museums can be an important part of their communities.
- As a part of the Greenbelt Day celebrations, the Museum will co-host an event on June 6 with the Living New Deal project from University of California at Berkeley which is attempting to document New Deal art, buildings, projects, and more across the country. The project is producing a map of New Deal sites in Washington, D.C. and a select few in the suburbs including Greenbelt. The event is a launch of the new map.



- The Museum Director worked with several writers, filmmakers, and researchers in FY 2020. A writer for *The Guardian* newspaper did an interview for an article for the newspaper's online "Cities" series. A filmmaker from the American Association of State Highway and Transportation Officials filmed an interview for a short film on behalf of the organization. A lecturer from the Kansas City Art Institute working on a film about New Deal art programs reached out for help with Lenore Thomas Straus. Staff assisted graduate students at the University of Maryland on a project focused on Greenbelt history. The Riderwood Television station interviewed Museum staff for a short film they were making about Greenbelt.
- The Museum's popular lecture series continued this year. In July 2019, Amanda Kolson Hurley gave a lecture and book signing for her book, *Radical Suburbs: Experimental Living on the Fringes of the American City*. The book features a chapter on Greenbelt and its history, placing our experimental community in the context of a variety of other suburban experiments. The October lecture was by Stuart Eisenberg, Executive Director of the Hyattsville CDC, who talked about Mapping Racism which is an ongoing multi-faceted project which addressed the historic use of racially-restrictive deed covenants in the area. The project employed dance, theatrical experiences, and a series of workshops to focus on remnant, built structures with the legacies of segregation and how local communities coped with them. In January, Mary Corbin Sies, Associate Professor of American Studies at the University of Maryland and Isabelle Gournay, Professor Emerita, University of Maryland discussed a new book that they edited along with Robert Freestone. The book, *Iconic Planned Communities and the Challenge of Change*, also includes a chapter co-written by Sies and Gournay entitled Greenbelt: Sustaining the Legacy.
- Since 2012, when the Museum established an Archive of the African American Experience in Greenbelt as part of the city's 75th anniversary celebration, we have been actively pursuing information about African Americans in and around Greenbelt. Research is ongoing about who the African Americans were who lived on the land before Greenbelt was built, the workers who helped in building the community and who may have worked here afterwards, documentation pertaining to Greenbelt's segregation, and the community's eventual integration. Patricia Glaser, a M.A. candidate in Library and Information Science at University of Maryland, completed a practicum with us in 2019 which focused on early African Americans in Greenbelt.
- The Museum Director continued to serve on the Board of Directors of the Maryland Museums Association. Elected in 2015, she will serve through 2020. The Maryland Museums Association is an alliance of historical and cultural institutions that collect, hold, interpret, and protect the cultural and material heritage within the State. The association advocates for members by enhancing professionalism in those institutions and individuals, and promoting awareness of museum interests.

- City staff, Museum staff and the FOGM Board, continued to work on the establishment of an Education and Visitor Center at 10A Crescent. The city acquired the home next door to the Museum house in 2016. Following recovery from an interior flood at the Museum house in 2017 and conceptual planning with the non-profit Neighborhood Design Center in 2018, in 2019 FOGM requested proposals from architecture firms to create a final design. With City Council approval, FOGM hired Old Line Architects in July of 2019. Old Line Architects completed existing conditions drawings of 10A and has met with FOGM Board and staff several times to refine plans for 10A. FOGM has also met with the technical services



staff of Greenbelt Homes, Inc., who are the property owners, (the city owns the perpetual right to occupy the space as per the cooperative's language) to discuss what will be possible within the guidelines of the housing cooperative. Through this process Board and staff have refined the designs to a final layout, and Old Line Architects have begun the process of developing more detailed plans and potential finishes. Following input from City Council at a spring 2020 work session, these drawings will be used by a contractor in the final phase of the project. Current projections put completion of the renovation and establishment of the Education and Visitor Center in late 2022, though the permitting process and fundraising may delay that timeframe.

- Once completed, 10A Crescent Road will provide space for the Museum to expand and will feature facilities for programming and museum education. It will also house a Greenbelt visitor center, an archives room, collections storage, a gift shop and office space. Consolidation of museum functions at 10A will also allow the museum to expand open hours. The Museum frequently uses the space, despite the fact that 10A has not yet become the Education and Visitor Center. The majority of walking tour groups start their tours there, museum and FOGM Board meetings are held there, some portion of the collection is temporarily stored on the second floor, and it is utilized for Museum events such as Deco the Halls and the Retro Town Fair.
- FOGM, with help from the Museum Director, has raised \$200,000 thus far through naming opportunities, grants from the Maryland Heritage Areas Authority/Maryland Historic Trust and the Redevelopment Authority of Prince George's County, as well as through participation in the Community Investment Tax Credit Program through the state of Maryland.
- Throughout FY 2020, FOGM and city staff collaborated to restructure the relationship between the nonprofit (FOGM) and the city which included clarification of roles and the transfer of certain revenue streams and expenditures.

- Walking tours and educational group visits continue to be popular museum activities. Some of the groups who visited Greenbelt were the Washington, D.C. chapter of the Democratic Socialists of America, Towson University Urban Planning Students, Communal Studies Conference attendees from Winterthur, employees and interns from the Eleanor Roosevelt archive at George Washington University, Art Deco Society of Washington, University of Maryland German students as part of the 100th Anniversary of the Bauhaus, students from the Potomac School, students from the College of Southern Maryland, Penn State University professors, Greenbelt home-schoolers, seniors from the Oak Crest Senior Center, docents from the Jewish Museum of Maryland, Red Hat Ladies and the Urban Affairs Institute.
- A new Museum initiative in FY 2020 was our partnership with Atlas Obscura and Airbnb. The Museum began offering walking tours via Atlas Obscura, a guide book and website that promotes tourism to lesser known sites. Following a joining of forces between Atlas Obscura and Airbnb, staff at the former invited the Museum to participate in its establishment of Airbnb experiences. The Museum has since offered nearly a dozen tours via the Airbnb platform and the partnership has resulted in exposure to entirely new audiences as a result of new marketing.

COLLECTIONS/ARCHIVES

- A volunteer gave approximately 200 hours to the Museum to scan a large portion of the photographs in the Museum's collection.
- In October 2019, staff from fine art storage company, ELY, Inc. a woman-owned business located in Forestville, MD, carefully packed roughly half the Museum collection and transported it to their secure, climate-controlled facility. All items sent were documented and inventoried and the Museum can access the collection at any time. ELY will return in spring 2020 for the rest of the collection that is to be put in storage. Transfer of these parts of the Museum collection is necessary because when 10A is complete, the Museum will no longer have use of Room 306 in the Community Center.
- The Museum acquired several important artifacts this year which include vintage clothing, an American flag, photographs, City of Greenbelt directories, an original metal milk box and household items.

FY 2021 will be the first year of operations under the new clarification of roles between FOGM and the city. Potentially, additional concerns may arise and Museum staff and/or FOGM will need to address them.

Planning for the new Education and Visitor Center at 10A Crescent will continue to consume staff resources. It is anticipated that plans will be finalized, city and GHI approval sought, permits obtained and additional funding identified in 2021. The goal is to renovate/construct the new space in FY 2022.

Museum staffing levels did not change in FY 2020. FOGM continues to support two part-time positions which staff the Museum in addition to the Director, who is a city employee. Sheila Maffay-Tuthill is the Museum's Education and Volunteer Coordinator and Lawana Holland-Moore is the part-time Operations and Outreach Manager. Once the Visitor and Education Center opens, there will need to be additional staff to successfully operate the expansion.

COMMENTS FROM VISITORS TO THE MUSEUM’S HISTORIC HOUSE AND EXHIBIT IN THE COMMUNITY CENTER

“Terrific community and exhibit of Lenore Thomas Straus works! Informative panels. Eloquent artist and sculpture!” 7/15/19

“Thank you for showing us around! It was great to see how my dad, grandparents, and great grandparents lived. All lived in Greenbelt.” 09/22/19

“Amazing to see all this local history preserved, and to see an original concept being maintained even today. Thanks so much, I learned so much today.” 11/17/19

“Wonderful tour! We learned a ton about the area and were really able to see the vision for the community through our guide’s eyes.” 1/18/20

Performance Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Estimated	FY 2021 Estimated
Number of Special Tours	32	42	50	50
Participants in Special Tours	732	755	775	800
Number of Sunday Visitors	493	479	500	500
Number of Program Attendees	1,171	950	1,000	1,050
Number of Exhibit Visitors*	2,200	2,200	2,200	2,200
Number of Volunteer/Intern Hours	4,800	4,800	4,800	4,800
Number of Memberships	124	135	150	150
* This is an estimate as many visitors do not sign the guest book in the Community Center.				

MANAGEMENT OBJECTIVES

- Continue planning to incorporate the new space at 10A Crescent into museum operations.
- Support Friends of the Greenbelt Museum in a Capital Campaign to raise funds for its portion of the transformation and operation of the expanded museum.
- Collaborate with Friends of Old Greenbelt Theatre to install the 75th anniversary timeline exhibit in the Screening Room, their second space.

BUDGET COMMENTS

- 1) Lines 02, 38, 39, 45, 53, 58 and 67 reflect new or increased expenditures due to the realignment of city/FOGM responsibilities.
- 2) Funds in Miscellaneous, line 71, in FY 2021 will be used to reprint the Walking Tour Trail Guide brochure.
- 3) The Friends of the Greenbelt Museum's operating budget for FY 2021 will be \$27,000.
- 4) The Revenues listed below are based on past FOGM experience.

GREENBELT MUSEUM Acct. No. 930	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
PERSONNEL EXPENSES						
01 Salaries	\$70,279	\$73,840	\$77,100	\$77,100	\$80,100	
02 Part-Time Salaries	0	0	0	0	13,000	
06 Building Maintenance	131	1,039	0	0	0	
28 Employee Benefits	35,052	37,647	40,500	40,700	42,500	
Total	\$105,463	\$112,526	\$117,600	\$117,800	\$135,600	\$0
OTHER OPERATING EXPENSES						
33 Insurance	\$66	\$60	\$100	\$100	\$100	
34 Other Services - GHI Charges	6,739	9,772	10,000	10,100	10,400	
38 Communications	1,934	2,727	2,300	2,300	3,000	
39 Utilities						
Electric	2,118	1,281	1,600	1,500	3,000	
Water & Sewer	357	372	400	400	400	
45 Membership & Training	0	0	0	0	2,800	
46 Maintain Building & Structure	513	519	500	500	500	
53 Computer Expenses	0	0	0	0	300	
55 Office Expense	120	101	6,000	6,900	8,400	
58 Special Programs	0	0	0	0	1,500	
67 Merchandise	0	0	0	0	3,000	
71 Miscellaneous	4,823	3,025	3,000	8,000	3,000	
Total	\$16,670	\$17,857	\$23,900	\$29,800	\$36,400	\$0
TOTAL GREENBELT MUSEUM	\$122,133	\$130,383	\$141,500	\$147,600	\$172,000	\$0
REVENUE SOURCES						
480501 Admission Fees					\$1,000	
480502 Gift Shop Sales					6,000	
480503 Walking Tours					2,700	
480504 FOGM Transfer					13,000	
Total	\$0	\$0	\$0	\$0	\$22,700	\$0

This budget includes funding for miscellaneous and unanticipated expenses that occur during a fiscal year.

Workers' Compensation Insurance

In 2019, the city changed providers due to service and cost concerns. FY 2020 estimated expenditures are expected to be higher than the budget due to a higher number of complicated claims. A 5% rate increase and continued high claim activity is assumed for FY 2021.

Other Services

The city self-insures unemployment claims. Those expenses are budgeted here.

Special Programs

The Greenbelt Theatre is an integral part of Roosevelt Center, a downtown shopping area. Funds have been budgeted to subsidize Friends of Old Greenbelt Theatre (FOGT) to ensure the current operator continues providing first-run and artistic films for the community at a reasonable cost.

During FY 2020, the subsidy increased to minimize the impact of the city's theater renovation project on the financial health of the non-profit operator. The subsidy reduces to the contracted required amount of \$50,000 for FY 2021.

Renter and Homeowner Investment Programs

Monies are allocated to assist low income renters (\$5,000). The city "piggybacks" on a state program with a 50% match. Prince George's County matches an additional 50%.

The Homeowner Investment Program (\$10,000) assists Greenbelters who desire to age in place the necessary equipment to assist daily activities, e.g. walk-in tubs, hand rails, etc.

Unallocated Appropriation

These monies are budgeted to allow City Council flexibility to approve initiatives that may arise during the fiscal year.

NON-DEPARTMENTAL Acct. No. 990	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
33 Insurance - Workers' Compensation						
Public Safety	\$433,069	\$317,970	\$330,000	\$359,750	\$377,700	
Public Works	239,687	187,773	195,000	212,600	223,200	
Recreation & Parks	17,169	14,733	16,000	17,450	18,300	
Total Workers' Compensation	\$689,925	\$520,476	\$541,000	\$589,800	\$619,200	\$0
34 Other Services - Unemployment Ins.	413	292	1,000	3,500	2,000	
46 Bldg. Maint. - Painting/Carpeting	6,202	8,874	6,000	6,000	6,000	
58 Special Programs						
Univ. of MD Bus Subsidy	4,452	0	0	0	0	
FOGT Subsidy	60,000	65,982	128,500	150,000	50,000	
Theater Past Due Electric Bill	4,500	0	0	0	0	
Homeowner Investment Program	0	0	10,000	10,000	10,000	
Renter's Credit	4,682	4,087	5,000	5,000	5,000	
Miscellaneous	1,800	8,952	4,500	4,500	4,500	
Total Special Programs	\$75,434	\$79,021	\$148,000	\$169,500	\$69,500	\$0
72 Unallocated Appropriation	3,397	25,819	22,200	20,000	20,000	
73 MD State Ret. Agency - Fees	31,558	29,041	28,400	28,000	29,000	
73 Retiree Prescription Subsidy	16,740	29,278	20,000	20,000	20,000	
TOTAL NON-DEPARTMENTAL	\$823,668	\$692,801	\$766,600	\$836,800	\$765,700	\$0

Several fund transfer accounts have been established to allocate funds from the General Fund budget to other funds. Monies are budgeted for transfer to the Building Capital Reserve Fund for building maintenance issues, the Capital Projects Fund to pay for capital projects, the Debt Service Fund to meet the city's debt requirements, and the Replacement Fund to replace city equipment.

Interfund Transfer – Building Capital Reserve Fund

This fund is intended to be a reserve to finance building issues that are too costly to be funded in operating budgets; however, recent economic times have limited the amount of funds actually set aside. Since General Fund revenues are expected to exceed expenditures, it is recommended an additional \$375,000 be transferred in FY 2020. \$700,000 is proposed as the FY 2021 transfer.

Interfund Transfer – Capital Projects Fund

This transfer provides funds to address the city's physical infrastructure needs such as street and sidewalk repair, and park improvements. Since General Fund revenues are expected to exceed expenditures, it is recommended an additional \$380,000 be transferred in FY 2020. \$1,000,000 is budgeted as the transfer for FY 2021.

Interfund Transfer – Debt Service Fund

It is proposed to transfer \$1,030,000 to the Debt Service Fund from the General Fund in FY 2021. The 2001 Bond Fund debt balance will be \$1,786,709 as of July 2020. This debt is scheduled to be satisfied in FY 2027. In FY 2014, the unfunded liability in two of the city's retirement plans was refinanced. As of July 2020, the balance of this debt will be \$2,292,359.

Tax Increment Financing (TIF) for Greenbelt Station was finalized in April 2019. As of July 2020 the debt balance is \$6,076,622.

The Greenbelt Lake Dam reconstruction is expected to be completed in FY 2020. In 2017, voters approved borrowing funds through a low-interest state loan for this project. The debt balance for this loan will be \$1,854,360 on July 1, 2020.

The payment schedule for these debt obligations is contained in the Debt Service Fund portion of the Other Funds section.

Interfund Transfer – Replacement Fund

Funds budgeted here are to support the replacement of the city’s vehicles and other equipment. Since General Fund revenues are expected to exceed expenditures, it is recommended an additional \$440,000 be transferred in FY 2020. In FY 2021, \$450,000 is proposed to be transferred.

Interfund Transfer – Special Projects

This transfer provides funding for certain activities within the Special Projects Fund.

An Economic Development Revolving Loan allocation was established in FY 2019. An additional \$52,000 is proposed in FY 2020 and \$25,000 is budgeted for 2021.

The Public Art allocation was initially budgeted in the Arts section (Account No. 685) of the Recreation Department, but was subsequently moved to the Special Projects Fund. A \$5,000 transfer is proposed in FY 2020 and FY 2021.

FUND TRANSFERS Acct. No. 999	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
Operating Transfers to:						
Building Capital Reserve Fund	\$335,000	\$1,000,000	\$475,000	\$850,000	\$700,000	
Capital Projects Fund	700,000	1,215,000	820,000	1,200,000	1,000,000	
Debt Service Fund	705,000	805,000	817,000	817,000	1,030,000	
Replacement Fund	320,000	350,000	360,000	800,000	450,000	
Special Projects:						
Economic Development	0	52,000	25,000	77,000	25,000	
Police Department	0	0	0	50,000	0	
Recreation Dept. - Public Art	0	5,000	0	5,000	5,000	
2001 Bond Fund *	1,028,670	n/a	n/a	n/a	n/a	
TOTAL FUND TRANSFERS	\$3,088,670	\$3,427,000	\$2,497,000	\$3,799,000	\$3,210,000	\$0

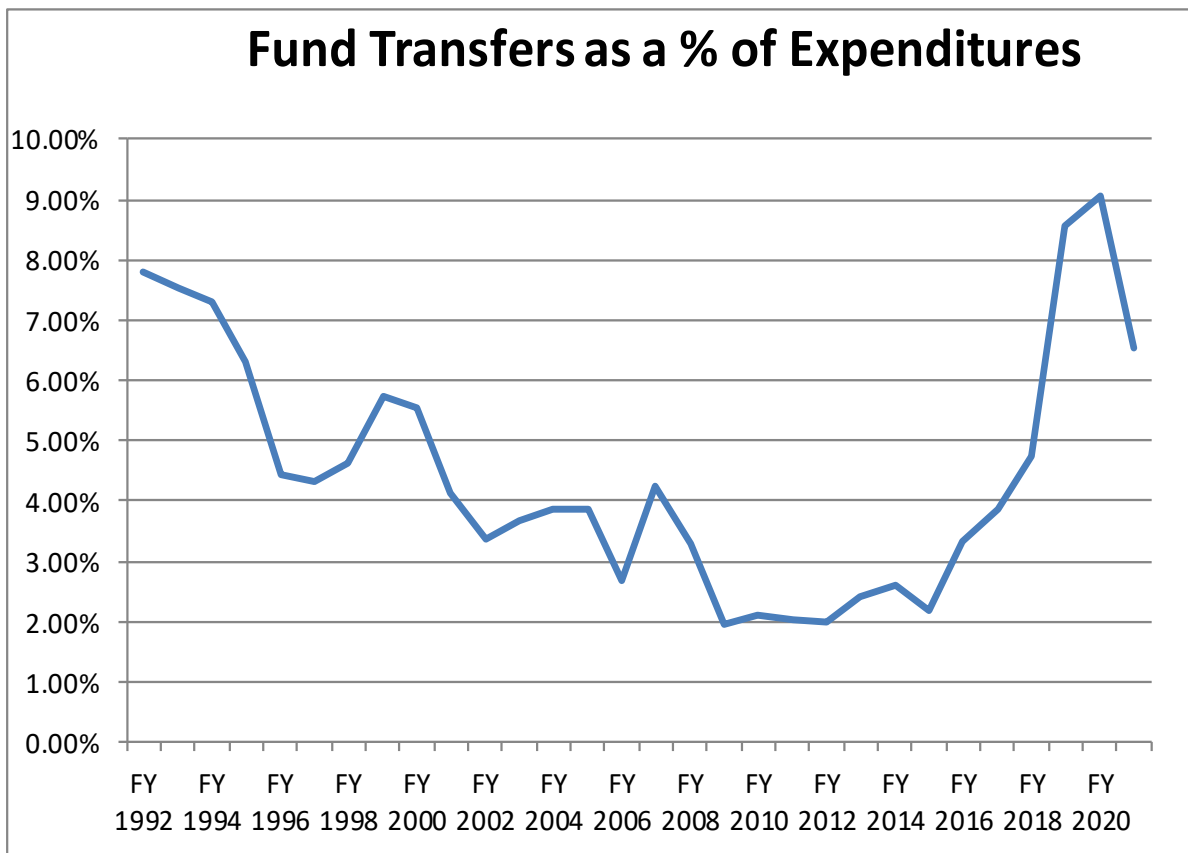
* The FY 2018 transfer eliminated the deficit in the 2001 Bond Fund. As a result, the fund was closed at the end of the fiscal year.

Fund Transfer History – Building Capital Reserve, Capital Projects & Replacement Funds

From FY 1992—FY 2015, transfers to these funds as a percent (%) of total General Fund expenditures generally declined. During this same time, the city added over 117,000 square feet of facilities. In FY 2016, the city began increasing budgeted transfers to address deferred facility and equipment needs.

In FY 2019 and 2020, additional funds were transferred due to one-time expenditure savings. This resulted in improved fund balances and allowed the city to fund additional projects.

An annual transfer level of 6-8% of General Fund expenditures is needed to meet the city’s existing capital and equipment needs. The FY 2021 proposed level is 6.53%. New or dedicated revenues will need to be identified to meet new capital needs and/or expand the Capital Improvement Program.





Section 6-19 of the City Code established a Cemetery Perpetual Maintenance Trust Fund for the City Cemetery on Ivy Lane. This fund receives proceeds (after deduction of expenses) from the sale of lots at the City Cemetery and any cemetery related contributions or donations.

The City Code provides that interest earned in this fund may be appropriated to defray ceme-

tery maintenance and improvement costs, while all other monies in the fund may only be utilized for investment purposes and the repurchase of cemetery lots.

BUDGET COMMENTS

1) No expenses or transfers are proposed for FY 2021.

CEMETERY FUND Fund 104	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
BALANCE AS OF JULY 1	<u>\$87,410</u>	<u>\$89,455</u>	<u>\$91,255</u>	<u>\$91,048</u>	<u>\$91,348</u>	
REVENUES						
470000 Interest	\$845	\$1,593	\$1,200	\$1,200	\$1,500	
480000 Other - Service Fees	1,200	0	1,000	(900)	600	
TOTAL REVENUES	<u>\$2,045</u>	<u>\$1,593</u>	<u>\$2,200</u>	<u>\$300</u>	<u>\$2,100</u>	<u>\$0</u>
EXPENDITURES						
490000 Interfund Transfer - General Fund	\$0	\$0	\$0	\$0	\$0	
TOTAL EXPENDITURES	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
BALANCE AS OF JUNE 30	\$89,455	\$91,048	\$93,455	\$91,348	\$93,448	\$0

This fund accounts for the payment of the principal and interest on the city's outstanding debt. Section 55 of the City Charter places a four percent limit (4%) of the assessed valuation for real estate for the amount of bonds that may be issued by the city. The city's assessed valuation as of July 1, 2020 will be \$2.4 billion. Therefore, the debt limit in FY 2021 is \$97.1 million. At the beginning of FY 2021, the city's estimated outstanding debt will be approximately \$12 million or 0.49% of the city's assessed valuation.

In FY 2021, the city's debt portfolio consists of four borrowings: (1) the 2001 Bond Issue and (2) the financing of an unfunded liability for Maryland State Retirement initiated in FY 2016, (3) the Tax Increment Financing (TIF) for the Greenbelt Station neighborhood, which was incurred in 2019, and (4) the Greenbelt Lake Dam reconstruction, which was incurred in April 2020.

The TIF debt must be fully funded by one-half of the real estate tax revenue from residential property in Greenbelt Station. For FY 2021, the State Department of Assessments and Taxation has certified that the assessments attributable to the Greenbelt TIF are \$257,054,342 or \$2,127,124 in real estate tax revenue. Therefore, the \$452,000 budgeted for the TIF in FY 2021 is considerably lower than 50% of the TIF revenue or \$1 million. The interest rate for the TIF is 3.24%.

The borrowing approved by referendum for the Greenbelt Lake Dam was finalized in April 2020. The FY 2020 expenditure shown on the next page is approximately one-half of the annual requirement to fund this debt. Therefore, the annual debt service for the lake dam will increase by approximately \$70,000 in FY 2021.

BUDGET COMMENTS

- 1) The General Fund transfer to the Debt Service Fund increases to \$1 million to accommodate the debt associated with the Greenbelt Lake Dam reconstruction project.
- 2) The fund balance in the Debt Service Fund decreases to \$5,000.

DEBT SERVICE FUND Fund 201	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
TOTAL FUND BALANCE AS OF JULY 1	\$10,927	\$162,444	\$311,144	\$337,268	\$99,068	
REVENUES						
470000 Interest Investments	\$1,663	\$9,252	\$3,200	\$2,000	\$3,200	
490000 General Fund Transfer	705,000	805,000	817,000	817,000	1,030,000	
TOTAL REVENUE & FUND TRANSFERS	\$706,663	\$814,252	\$820,200	\$819,000	\$1,033,200	
EXPENDITURES						
General Obligation						
895 2001 Bond Issue						
96 Principal	\$244,604	\$251,971	\$259,500	\$259,500	\$267,400	
97 Interest	72,448	65,081	57,600	57,600	49,700	
Total	\$317,052	\$317,052	\$317,100	\$317,100	\$317,100	
897 Unfunded Liability						
96 Principal	\$101,946	\$107,483	\$113,300	\$113,300	\$119,500	
97 Interest	136,148	130,611	124,800	124,800	118,600	
Total	\$238,094	\$238,094	\$238,100	\$238,100	\$238,100	
898 Lake Dam						
96 Principal	\$0	\$0	\$43,000	\$33,500	\$80,400	
97 Interest	0	0	21,000	16,500	39,600	
Total	\$0	\$0	\$64,000	\$50,000	\$120,000	
899 Greenbelt West TIF						
34 Other Services	\$0	\$9,950	\$6,000	\$6,000	\$6,000	
96 Principal	0	45,749	225,200	244,800	252,800	
97 Interest	0	28,583	187,000	201,200	193,200	
Total	\$0	\$84,282	\$418,200	\$452,000	\$452,000	
TOTAL EXPENDITURES	\$555,146	\$639,428	\$1,037,400	\$1,057,200	\$1,127,200	
FUND BALANCE AS OF JUNE 30	\$162,444	\$337,268	\$93,944	\$99,068	\$5,068	

BOND PRINCIPAL & INTEREST PAYMENT SCHEDULE

FY	All Debt		2001 Bond Fund (1)		MSRA Unfund Liability (2)		Greenbelt Station Tax Increment Financing (3)		Greenbelt Lake Dam Repair (4)	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
	2021	\$729,842	\$365,850	\$268,285	\$48,767	\$119,474	\$118,620	\$252,839	\$193,150	\$89,244
2022	\$752,970	\$344,827	276,253	40,800	125,962	112,132	261,154	184,835	89,601	7,060
2023	\$776,960	\$320,837	284,457	32,596	132,802	105,292	269,742	176,247	89,959	6,702
2024	\$801,850	\$295,946	292,904	24,148	140,014	98,080	278,613	167,376	90,319	6,342
2025	\$827,675	\$270,121	301,602	15,450	147,618	90,476	287,775	158,214	90,680	5,981
2026	\$854,475	\$243,321	310,559	6,493	155,634	82,460	297,239	148,750	91,043	5,618
2027	\$615,156	\$218,430	52,649	193	164,087	74,007	307,013	138,976	91,407	5,254
2028	\$581,881	\$198,863			172,998	65,096	317,110	128,879	91,773	4,888
2029	\$602,071	\$178,673			182,393	55,701	327,538	118,451	92,140	4,521
2030	\$623,116	\$157,629			192,298	45,796	338,309	107,680	92,509	4,153
2031	\$645,055	\$135,690			202,741	35,353	349,435	96,554	92,879	3,783
2032	\$667,927	\$112,817			213,751	24,343	360,926	85,063	93,250	3,411
2033	\$691,777	\$88,967			225,359	12,735	372,795	73,194	93,623	3,038
2034	\$596,281	\$65,417			117,228	1,819	385,055	60,934	93,998	2,664
2035	\$492,091	\$50,560					397,717	48,272	94,374	2,288
2036	\$505,548	\$37,102					410,797	35,192	94,751	1,910
2037	\$519,436	\$23,214					424,306	21,683	95,130	1,531
2038	\$533,770	\$8,881					438,259	7,730	95,511	1,151
2039	\$95,893	\$769							95,893	769
2040	\$96,276	\$385							96,276	385
Total	\$12,010,050	\$3,118,301	\$1,786,709	\$168,447	\$2,292,359	\$921,910	\$6,076,622	\$1,951,180	1,854,360	\$76,764

(1) This is a **non-taxable** debt issuance with an interest rate of 2.93%.

(2) This is a **taxable** debt issuance with an interest rate of 5.30%

(3) This is a **non-taxable** debt issuance with an interest rate of 3.24%.

(4) This is loan has an interest rate of 0.40%.

The Replacement Fund is for the purpose of setting funds aside annually so that at the time of scheduled replacement, adequate funds are available to replace a piece of equipment.

Prior to FY 2003, an amount equal to three (3) cents on the tax rate (\$162,900 in FY 2002) was budgeted in the General Fund budget to be transferred here. Now, a dollar amount based on need and available resources is budgeted. Funds not required to meet current obligations are invested. Interest earned is applied annually to various reserves, thereby reducing the amount of operating funds required to be contributed.

BUDGET COMMENTS

- 1) It is recommended that a Code Enforcement sedan be replaced with an electric sedan.
- 2) An aerial lift truck (\$205,000), a 4X4 pick-up truck (\$39,500) and a dump body (\$16,000) are proposed for replacement under Multi-Purpose Equipment.
- 3) It is proposed to replace Police Department ETIX printers \$18,000, and automated external defibrillators at a cost of \$13,000. ETIX printer replacement will be phased in over three years.
- 4) Under Animal Control, a small hybrid SUV is recommended for replacement.
- 5) Under Parks, it is proposed to replace a 4X4 pick-up truck (\$37,500) and a tractor (\$55,000).
- 6) It is estimated the Replacement Fund will begin Fiscal Year 2021 with a fund balance of \$763,329 and end at \$791,029. There are a number of costly vehicles and equipment items scheduled to be purchased in the next three years including dump trucks and communications equipment, so maintaining a sufficient fund balance reserve is necessary.

Items to be Purchased

Community Development

Electric Sedan (712) \$38,000

Multi-Purpose Equipment

4X4 Pickup Truck (113) \$39,500

New Dump Truck Body (126) \$16,000

Bucket Truck (147) \$205,000

Police

ETIX Printers \$18,000

Automated External Defibrillators \$13,000

Animal Control

Small Hybrid SUV (704) \$26,300

Parks

4X4 Pickup Truck (408) \$37,500

Tractor & Equipment \$55,000

Total Proposed Expenditures **\$448,300**

REPLACEMENT FUND Fund 105	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
TOTAL FUND BALANCE AS OF JULY 1	\$196,523	\$372,921	\$249,921	\$296,229	\$763,329	
REVENUES						
470000 Interest on Investments	\$3,354	\$6,115	\$3,000	\$3,000	\$6,000	
480000 Ins./Auc. Proceeds	238,794	56,920	29,500	20,000	20,000	
480000 Payments from Other Cities	0	0	0	0	0	
490000 Interfund Transfer - General Fund	320,000	350,000	350,000	800,000	450,000	
TOTAL REVENUE & FUND TRANSFERS	<u>\$562,148</u>	<u>\$413,035</u>	<u>\$382,500</u>	<u>\$823,000</u>	<u>\$476,000</u>	<u>\$0</u>
EXPENDITURES						
91 New Equipment						
220 Community Development	\$36,941	\$38,162	\$0	\$0	\$38,000	
310 Police	0	33,708	0	0	31,000	
330 Animal Control	0	0	0	0	26,300	
410 Public Works Admin.	0	36,941	38,000	34,300	0	
420 Multi-Purpose Equipment	49,897	100,821	150,500	150,300	260,500	
445 Street Cleaning	252,290	597	0	0	0	
450 Waste Collection	0	180,174	0	0	0	
610 Recreation	0	0	24,000	34,800	0	
650 Aquatic & Fitness Center	0	20,847	0	0	0	
660 Community Center	5,162	0	0	0	0	
700 Parks	41,460	13,524	87,500	83,600	92,500	
920 Greenbelt Connection	0	64,953	0	0	0	
990 Non Departmental	0	0	0	52,900	0	
TOTAL EXPENDITURES	<u>\$385,750</u>	<u>\$489,727</u>	<u>\$300,000</u>	<u>\$355,900</u>	<u>\$448,300</u>	<u>\$0</u>
BALANCE AS OF JUNE 30	\$372,921	\$296,229	\$332,421	\$763,329	\$791,029	\$0

Veh #	Department/Item	Year Purch.	Repl. Year	Original Cost	Replace Cost	Est. FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
	Administration															
2	Dodge Grand Caravan	2017	2028	29,332	38,100	0	0	0	0	0	0	0	0	38,100	0	0
	Subtotal			29,332	38,100	0	0	0	0	0	0	0	0	38,100	0	0
	Community Development															
712	Ford Focus	2009	2021	11,427	23,200	0	38,000	0	0	0	0	0	0	0	0	0
727	Chevy Bolt - Electric	2018	2029	36,941	48,000	0	0	0	0	0	0	0	0	0	48,000	0
728	Chevy Bolt - Electric	2019	2030	38,162	49,600	0	0	0	0	0	0	0	0	0	0	49,600
	Subtotal			86,530	120,800	0	38,000	0	0	0	0	0	0	0	48,000	49,600
	Police Department															
	Police Radio System	2011	2022	729,700	729,700	0	0	729,700	0	0	0	0	0	0	0	0
	Voice Logging Recorder	2011	2022	22,327	22,300	0	0	22,300	0	0	0	0	0	0	0	0
	Handguns	2019	2029	33,708	40,500	0	0	0	0	0	0	0	0	0	40,500	0
	Pro-Tec Raid Vests	2015	2025	16,067	20,900	0	0	0	0	0	20,900	0	0	0	0	0
	ETIX Equipment		Var.		54,000	0	18,000	18,000	0	0	0	0	0	0	0	0
	TRUSPEED Laser	2014	2025	7,300	12,000	0	0	0	0	0	12,000	0	0	0	0	0
	Ford Fusion Hybrid	2014	2025	24,577	32,000	0	0	0	0	0	32,000	0	0	0	0	0
726	Live Scan	2014	2022	33,283	35,000	0	0	35,000	0	0	0	0	0	0	0	0
	Automated External Defibrillators	2014	2021	12,596	13,000	0	13,000	0	0	0	0	0	0	0	0	0
	Subtotal			879,558	959,400	0	31,000	805,000	18,000	0	64,900	0	0	0	40,500	0
	Animal Control															
704	Ford Escape SUV	2008	2021	25,276	26,300	0	26,300	0	0	0	0	0	0	0	0	0
799	Ford Cargo Van w/Cage package	2002	2021	26,039	38,000	0	0	38,000	0	0	0	0	0	0	0	0
	Subtotal			51,315	64,300	0	26,300	38,000	0	0	0	0	0	0	0	0
	Public Works Administration															
106	Chevy Bolt - Electric	2020	2031	34,259	44,500	34,300	0	0	0	0	0	0	0	0	0	0
104	Ford Explorer	2016	2027	25,794	33,500	0	0	0	0	0	0	0	33,500	0	0	0
105	Chevy Bolt - Electric	2019	2030	36,941	48,000	0	0	0	0	0	0	0	0	0	0	48,000
	Repeater - Channel 1 & 3	2004	2022	40,000	46,000	0	0	46,000	0	0	0	0	0	0	0	0
	Subtotal			96,994	126,000	34,300	0	46,000	0	0	0	0	33,500	0	0	48,000
	Multi-Purpose Equipment															
123	Ford 550 Dump Truck	2020	2031	84,100	109,900	84,100	0	0	0	0	0	0	0	0	0	0
112	Ford Roll Back Truck	1993	2021	25,927	37,000	0	0	37,000	0	0	0	0	0	0	0	0
113	4X4 ¾Ton Pick-up Truck	2006	2021	18,314	39,500	0	39,500	0	0	0	0	0	0	0	0	0
114	4X4 ¾ton Pickup	2020	2031	34,085	44,300	34,100	0	0	0	0	0	0	0	0	0	0
118	Ford 4X4 F350 Crew Cab	2014	2025	30,256	39,300	0	0	0	0	0	39,300	0	0	0	0	0
120	Skid Steer Loader	2019	2030	65,063	84,600	0	0	0	0	0	0	0	0	0	0	84,600
121	Ford F250 4X4 ¾ton Pickup	2017	2028	34,500	42,900	0	0	0	0	0	0	0	0	42,900	0	0
124	Ford F-450 Dump Truck Crew Cab	2010	2022	56,842	75,600	0	0	75,600	0	0	0	0	0	0	0	0
125	Ford 2 Ton Dump (Chassis in 06)	2006	2022	42,000	90,000	0	0	91,000	0	0	0	0	0	0	0	0
126	Ford 750 Dump	2007	2026	71,324	94,900	0	16,000	0	0	0	0	94,900	0	0	0	0

Veh #	Department/Item	Year Purch.	Repl. Year	Original Cost	Replace Cost	Est. FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
129	Case Backhoe	2016	2031	94,900	123,400	0	0	0	0	0	0	0	0	0	0	0
128	Asphalt Roller	2007	2022	24,900	36,100	0	0	36,100	0	0	0	0	0	0	0	0
145	Case #621 Loader	2008	2023	119,313	155,100	0	0	155,100	0	0	0	0	0	0	0	0
146	2007 F550 Aerial Lift	2013	2023	40,600	52,800	0	0	52,800	0	0	0	0	0	0	0	0
147	GMC Aerial Lift	1990	2021	68,950	205,000	0	205,000	0	0	0	0	0	0	0	0	0
150	Air Compressor	2018	2038	22,106	31,000	0	0	0	0	0	0	0	0	0	0	0
155	Cargo Van	2020	2031	32,148	41,800	32,100	0	0	0	0	0	0	0	0	0	0
152	Chevy 2500 Cargo Van	2014	2025	17,118	22,300	0	0	0	0	0	22,300	0	0	0	0	0
154	Ford Transit Cargo	2018	2029	27,791	36,100	0	0	0	0	0	0	0	0	0	0	0
159	Ford 4X4 Pick-up	2019	2030	34,430	44,800	0	0	0	0	0	0	0	0	0	0	44,800
197	Street Sweeper - 2018 Dulevo 600	2018	2028	69,855	90,800	0	0	0	0	0	0	0	0	0	0	0
	Paint Machine	2006	2020	5,000	6,500	0	0	6,500	0	0	0	0	0	0	0	0
	Concrete Sidewalk Grinder	2014	2029	10,000	14,500	0	0	0	0	0	0	0	0	0	14,500	0
	Subtotal			1,029,522	1,518,200	150,300	260,500	246,200	207,900	0	61,600	94,900	0	133,700	50,600	129,400
	Waste Collection Equipment															
213	Chevy 4X4 Pickup	2017	2028	35,000	40,300	0	0	0	0	0	0	0	0	40,300	0	0
211	Polaris GEM Electric Truck	2014	2024	20,737	27,000	0	0	0	0	27,000	0	0	0	0	0	0
264	Freightliner w/25cy packer	2016	2024	145,050	179,900	0	0	0	0	179,900	0	0	0	0	0	0
263	Freightliner w/18cy Packer	2015	2023	140,428	174,100	0	0	0	174,100	0	0	0	0	0	0	0
266	Freightliner w/25cy Packer	2019	2027	176,643	229,600	0	0	0	0	0	0	0	229,600	0	0	0
	Subtotal			517,858	650,900	0	0	0	174,100	206,900	0	0	229,600	40,300	0	0
	Recreation Administration															
300	Ford Escape Hybrid	2012	2023	28,700	29,000	0	0	0	29,000	0	0	0	0	0	0	0
310	Cargo Van	2020	2031	34,799	45,200	34,800	0	0	0	0	0	0	0	0	0	0
	Subtotal			63,499	74,200	34,800	0	0	29,000	0	0	0	0	0	0	0
	Aquatic & Fitness Center															
	Treadmills	2013	2023	24,975	32,500	0	0	0	32,500	0	0	0	0	0	0	0
	Stationary Bikes	2019	2029	20,847	27,100	0	0	0	0	0	0	0	0	0	27,100	0
	Step/Elliptical/Rowing Machines	Var.	Var.	23,646	30,700	0	0	0	0	30,700	0	0	0	0	0	0
	Circuit Training Equipment	2016	2031	51,500	67,000	0	0	0	0	0	0	0	0	0	0	0
	Subtotal			120,968	157,300	0	0	0	32,500	30,700	0	0	0	0	27,100	0
	Community Center															
	Commercial Freezer	2016	2036	5,000	6,500	0	0	0	0	0	0	0	0	0	0	0
	Commercial Refrigerator	1999	2022	10,000	14,000	0	0	14,000	0	0	0	0	0	0	0	0
	Commercial Stove	1996	2022	7,000	9,800	0	0	9,800	0	0	0	0	0	0	0	0
	Commercial Convection Oven	2003	2023	7,901	11,000	0	0	0	11,000	0	0	0	0	0	0	0
	Stage Lighting	2006	2026	10,000	15,000	0	0	0	0	0	0	15,000	0	0	0	0
	Subtotal			39,901	56,300	0	0	23,800	11,000	0	0	15,000	0	0	0	0
	Park Equipment															
401	4X4 Pickup Truck	2020	2031	34,085	44,300	34,100	0	0	0	0	0	0	0	0	0	0
409	Ford F 250 4X4 Pickup	2015	2026	28,100	36,500	0	0	0	0	0	0	36,500	0	0	0	0
405	Ford F-150 Pickup	2013	2024	15,100	20,100	0	0	0	0	20,100	0	0	0	0	0	0

<u>Veh #</u>	<u>Department/Item</u>	<u>Year Purch.</u>	<u>Repl. Year</u>	<u>Original Cost</u>	<u>Replace Cost</u>	<u>Est. FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>	<u>FY 2026</u>	<u>FY 2027</u>	<u>FY 2028</u>	<u>FY 2029</u>	<u>FY 2030</u>
407	Ford 1½Ton Dump Truck	2006	2022	46,699	63,900	0	0	63,900	0	0	0	0	0	0	0	0
408	Ford F-250 4X4 ¾ton Pickup	2008	2021	27,747	37,500	0	37,500	0	0	0	0	0	0	0	0	0
458	Ford F250 4X4 Pickup	2017	2028	33,700	42,900	0	0	0	0	0	0	0	0	42,900	0	0
402	Ford F250 4X4 Pickup	2016	2027	25,509	33,200	0	0	0	0	0	0	0	33,200	0	0	0
426	Ford Custom Cab	2005	2022	50,257	63,400	0	0	63,400	0	0	0	0	0	0	0	0
470	Kubota L2850 Tractor/backhoe	2016	2036	29,959	38,900	0	0	0	0	0	0	0	0	0	0	0
459	Ford 550 Dump	2017	2028	70,000	104,000	0	0	0	0	0	0	0	0	104,000	0	0
436	John Deere 3320 Tractor	2007	2027	14,624	23,400	0	0	0	0	0	0	0	23,400	0	0	0
471	Kubota 3060 Front Cut Mower	2016	2036	26,850	34,900	0	0	0	0	0	0	0	0	0	0	0
440	Bobcat Skid-Steer Loader	2006	2022	14,200	18,500	0	0	18,500	0	0	0	0	0	0	0	0
443	Kubota ZD331 Zero Turn Mower	2014	2025	13,409	17,400	0	0	0	0	0	17,400	0	0	0	0	0
448	Tag-A-Long Trailer	1985	2022	2,799	5,000	0	0	5,000	0	0	0	0	0	0	0	0
460	Leaf Vacuum	2018	2029	41,460	56,900	0	0	0	0	0	0	0	0	0	56,900	0
468	Wood Chuck Chipper	2020	2031	49,531	64,400	49,500	0	0	0	0	0	0	0	0	0	0
464	Kubota Big Tractor M8210 w/attach	1998	2021	36,063	55,000	0	55,000	0	0	0	0	0	0	0	0	0
465	Ford Stake Body (Body in 14)	2001	2021	43,592	58,400	0	0	0	58,400	0	0	0	0	0	0	0
466	Premier Trailer	2001	2021	5,000	5,000	0	0	5,000	0	0	0	0	0	0	0	0
469	Ford 750 2-Ton Dump (Body in 19)	2009	2024	70,496	93,800	0	0	0	0	93,800	0	0	0	0	0	0
	Deep Tine Aerator	2007	2022	15,500	22,500	0	0	22,500	0	0	0	0	0	0	0	0
	Stump Grinder	2014	2024	7,000	9,300	0	0	0	0	9,300	0	0	0	0	0	0
	Subtotal			696,680	949,200	83,600	92,500	178,300	58,400	123,200	17,400	36,500	56,600	146,900	56,900	0
	Intra-City Bus Service															
504	Lift Equipped Van	2019	2029	64,953	84,400	0	0	0	0	0	0	0	0	0	84,400	0
	Subtotal			64,953	84,400	0	0	0	0	0	0	0	0	0	84,400	0
	Non Departmental															
	Telephone Equipment	2020	2030	52,900	100,000	52,900	0	0	0	0	0	0	0	0	0	100,000
	Subtotal			52,900	100,000	52,900	0	0	0	0	0	0	0	0	0	100,000
	GRAND TOTAL			\$3,730,010	\$4,899,100	\$355,900	\$448,300	\$1,337,300	\$530,900	\$360,800	\$143,900	\$146,400	\$319,700	\$359,000	\$307,500	\$327,000
	Annual Revenues Required (11 Year Avg. Lifespan)			\$428,080												

OTHER FUNDS

This fund was established in FY 2001 to set aside funds for specific purposes. Funds set aside by the City Council or mandated to be accounted for separately will often be collected in one fiscal year with the related costs of the program expended over several subsequent years.

The largest on-going revenue designation in this fund is the city's set aside from Comcast and Verizon. The city receives funds from a three percent (3%) franchise fee for Public, Education and Government (PEG) access.

BUDGET COMMENTS

- 1) The \$80,000 in Information Technology, line 145, is to replace computers (\$25,000) and servers (\$10,000), continue implementation of document management solution with streamlined workflow (\$10,000), determine best way to provide devices to Planning Department Inspectors working in the field (\$5,000) and video camera upgrades (\$30,000).
- 2) The expenses in Community Promotion Equipment, line 190, are to replace audio/visual equipment as determined by the Public Information & Communications Coordinator.
- 3) The expenses in Police, line 310, are for the rental of eleven police vehicles for the drug task force (\$82,500). The cost of this program is offset by a federal grant (revenue account 441112). Additional funding may become available to fund Police Department capital improvement projects.
- 4) Transfers of \$5,000 in FY 2020 and FY 2021 are available to support future art restoration projects.
- 5) The city receives monies from cable franchises for the use of the public right-of-way. The city contributes two-thirds of the Public, Education and Government Access fees to Greenbelt Access Television, Inc. (GATe). The remaining third provides funding for IT and Community Promotion projects.

SPECIAL PROJECTS FUND Fund 101	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
TOTAL FUND BALANCE AS OF JULY 1	<u>\$671,713</u>	<u>\$462,571</u>	<u>\$432,771</u>	<u>\$455,598</u>	<u>\$1,025,298</u>	
REVENUES						
433401 Cable TV Franchise Fee	\$248,520	\$247,129	\$234,000	\$232,800	\$231,000	
441112 Federal Grants	82,500	78,993	82,500	82,500	82,500	
470000 Interest on Investments	6,500	7,354	9,000	7,500	6,500	
460111 Drug Forfeitures	0	0	0	0	0	
460201 Red Light Camera Delinquent	0	0	0	519,600	0	
460301 Del. Speed Camera Fines	18,000	18,000	18,000	18,000	18,000	
480499 Spay Neuter Grant	0	0	0	0	0	
480499 Miscellaneous	47,548	0	0	0	0	
490000 Interfund Transfers:						
Economic Development	0	52,000	25,000	77,000	25,000	
Public Safety	0	0	0	50,000	0	
Recreation - Public Art	0	5,000	5,000	5,000	5,000	
TOTAL REVENUES	<u>\$403,068</u>	<u>\$408,476</u>	<u>\$373,500</u>	<u>\$992,400</u>	<u>\$368,000</u>	<u>\$0</u>
EXPENDITURES						
125 Economic Development	\$0	\$0	\$0	\$0	\$0	
145 Information Technology	137,827	102,055	80,000	80,000	80,000	
190 Comm. Promo. Equipment	151,169	21,803	20,000	20,000	20,000	
190 Comm. Promo. Public Access	0	0	40,000	40,000	0	
310 Police	114,491	78,993	82,500	82,500	82,500	
330 Animal Control	(135)	0	0	0	0	
510 CARES	8,176	1,245	0	0	0	
685 Arts	0	0	0	5,000	5,000	
999 Transfer to General Fund	35,000	46,600	45,000	45,000	0	
999 Payment to GATe	165,681	164,753	155,800	155,200	154,000	
TOTAL EXPENDITURES	<u>\$612,210</u>	<u>\$415,449</u>	<u>\$423,300</u>	<u>\$427,700</u>	<u>\$341,500</u>	<u>\$0</u>
TOTAL FUND BALANCE AS OF JUNE 30	<u>\$462,571</u>	<u>\$455,598</u>	<u>\$382,971</u>	<u>\$1,020,298</u>	<u>\$1,051,798</u>	<u>\$0</u>
FUND BALANCE DESIGNATIONS						
Cable TV - funds available for IT infrastructure	\$253,043	\$164,961	\$236,100	\$57,561	\$34,561	
Public Safety	53,649	71,649	86,640	139,649	157,649	
Barnett Trust	87,449	86,204	42,362	86,204	86,204	
Economic Development Revolving Fund	0	52,000	0	129,000	154,000	
Recreation	0	0	0	0	0	
Arts Restoration & Acquisition	0	5,000	5,000	10,000	10,000	
Undesignated	68,430	75,784	33,511	602,884	609,384	
TOTAL	<u>\$462,571</u>	<u>\$455,598</u>	<u>\$403,613</u>	<u>\$1,025,298</u>	<u>\$1,051,798</u>	

An agency fund is used to account for assets of outside parties or assets held in escrow. Agency funds do not report operations as governmental funds (i.e. General Fund), only additions and deductions. The assets are not owned or controlled by the city, though the city maintains a fiduciary responsibility over the assets.

The city maintains one agency fund with distinct classifications. The classifications range from donations to individuals who require assistance to assets that were seized during criminal investigations.

1. The Recreation Department receives contributions from various sources. The monetary donations are used to support camp scholarships, special events and other designated programs as specified by the donor. Monies are transferred to the General Fund to offset the program as appropriate.
2. Donations are made by clients to Greenbelt CARES Youth and Family Services Bureau. These funds do not get regularly used and have been transferred to the Emergency Assistance Fund in FY 2016.
3. The Good Samaritan Fund provides financial assistance to out-of-town persons stranded in Greenbelt and low-income individuals in need of a few dollars to purchase gas or groceries. This program receives its funding from the churches in Greenbelt and other civic associations.
4. An Emergency Assistance Fund has been established to accept and disburse donations received to assist Greenbelt residents to pay rent to avoid possible eviction. Approximately a dozen individuals receive assistance from these funds each fiscal year.
5. People contribute to the Adopt-A-Tree Program for the purpose of allowing the city to identify a location for a tree. This balance is the amount of funds available to the city, when needed.
6. A program started in FY 2001 is the Adopt-A-Bench Program. This program is similar to the Adopt-A-Tree program, but enables people to dedicate benches throughout the city.
7. Confiscated funds obtained from arrests made by the Greenbelt Police Department are deposited here. When final disposition is determined, the funds are either returned to the individual (if the charges are dropped or the individual declared innocent in court), or the monies are transferred to the City's Special Projects Fund to be used for public safety. The assets generally are held for two to three years while a determination is made by the court system.
8. Contributions were made to the Advisory Committee on Education (ACE). These monies fund ACE initiatives such as its scholarship fund.
9. A CARES - Green Ridge House pet assistance program was created via a grant to help fund veterinary care and pet food.
10. The city supports the Greenbelt Volunteer Fire Department (GVFD) by setting funds aside each fiscal year. The purpose of these funds is to help fund equipment purchases for the GVFD.
11. The Spay and Neuter Clinic Agency Fund is for donations received for the purchase of supplies and equipment to perform cat and dog neuters at the shelter. This will reduce city cost for veterinary care for animals at the shelter, will allow development of a feral cat control program, and could allow extension of low cost spay and neuter services to the community.

	Balance FY 2018	FY 2019 Contribution	FY 2019 Debits	Balance 07/01/19	FY 2020 Estimated Contri.	FY 2020 Estimated Debits	Estimated Balance 07/01/20	FY 2021 Estimated Contri.	FY 2021 Estimated Debits	Estimated Balance 06/30/21
Recreation Department	\$10,623	\$1,946	\$0	\$12,569	\$1,000	\$0	\$13,569	\$1,000	\$0	\$14,569
Greenbelt CARES	1,010	0	(252)	758	0	(430)	329	0	(150)	179
Good Samaritan	1,806	640	(79)	2,367	350	(2,100)	617	400	(200)	817
Emergency Assistance	333	9,789	(9,722)	400	12,000	(11,500)	900	14,000	(13,000)	1,900
Adopt-A-Tree	1,775	600	(1,032)	1,343	2,500	(2,000)	1,843	1,000	(1,000)	1,843
Adopt-A-Bench	4,725	800	(359)	5,166	800	(400)	5,566	800	(400)	5,966
Drug and Evidence	53,790	828	0	54,618	2,000	0	56,618	2,000	0	58,618
Advisory Committee on Education	17,408	3,428	(4,000)	16,836	3,420	(4,000)	16,256	3,500	(4,000)	15,756
CARES - GRH Pet Assistance	1,833	0	0	1,833	0	(150)	1,683	0	(200)	1,483
Greenbelt Theater	0	250	0	250	100	0	350	100	0	450
Fire Department	440,773	120,000	(143,881)	416,892	120,000	(400,000)	136,892	120,000	0	136,892
Spay and Neuter Clinic	7,681	150	0	7,831	0	0	7,831	0	0	7,831

Green Ridge House is a city-owned apartment building for seniors. The 101-unit facility opened in 1979. About seventy-five (75) percent of the revenue to the facility comes from the U.S. Department of Housing and Urban Development Section 8 program and the balance comes from resident payments. No city funds are expended on Green Ridge House. The city contracts with Community Realty Company, Inc. (CRC) to manage the facility and grounds.

ACCOMPLISHMENTS

- Completed all three phases of modernizing both elevators.
- Installed a new main entrance canopy with the property name.
- Painted all fire doors, boiler room, meter room, trash rooms and all stairwells with a caution stripe on each step.
- Purchased new lobby furniture and conference room chairs for the management office.
- Installed new digital video recorder (DVR) for the community room television.
- Replaced windows as needed.

ISSUES & SERVICES

As a Section 8 complex, the rent charged to residents is subsidized by the federal government. In FY 2020, the market rent for a unit at Green Ridge House is \$1,297 per month. No rent increase is proposed for FY 2021.

The Community Resource Advocate (CRA) is the liaison between Green Ridge House management and city administration. The Service Coordinator focuses on resident case management.

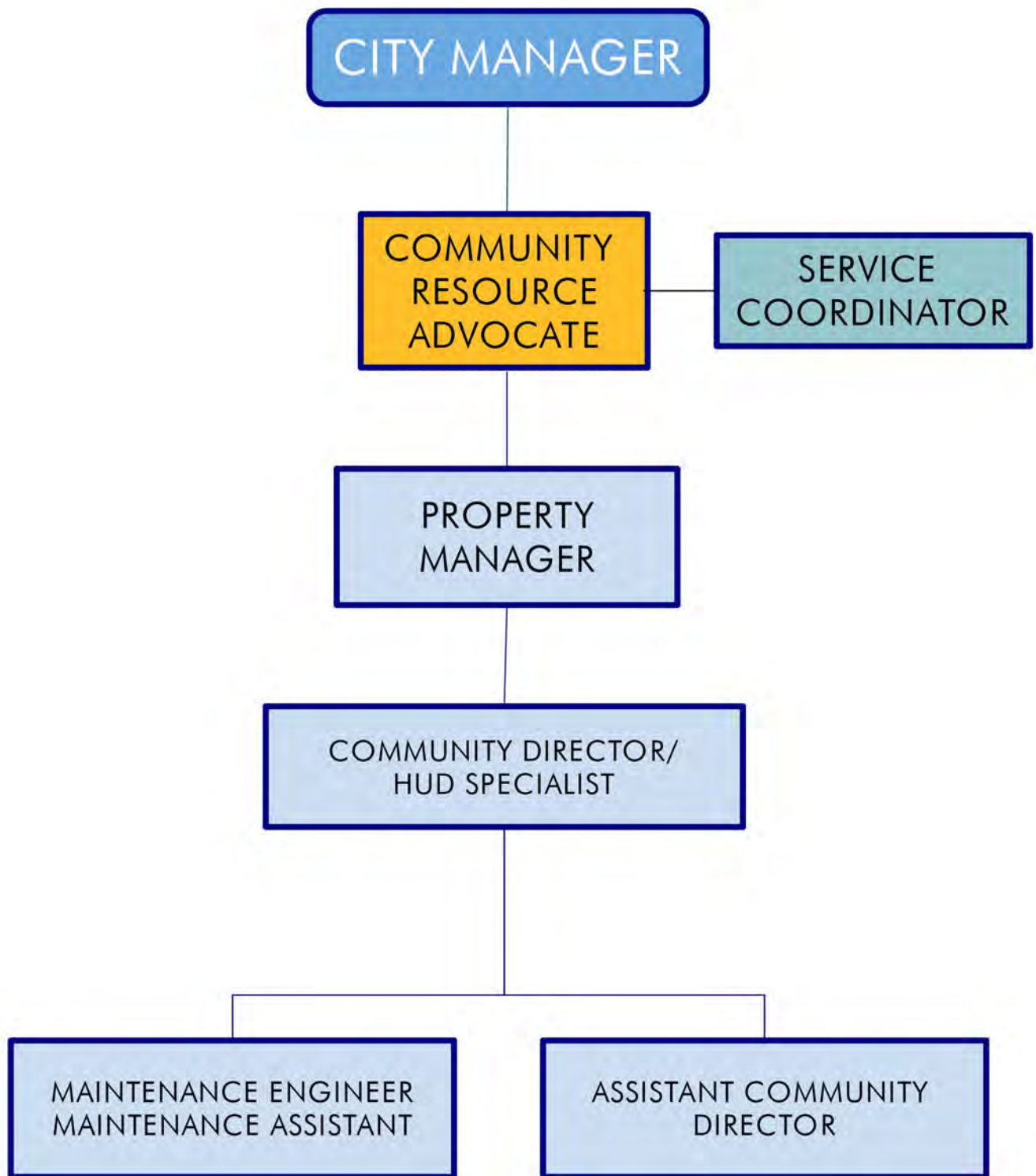
In response to the changing needs of residents, the city worked with Community Realty to pay for clinical counseling services in FY 2020, which continue in FY 2021.

Historically, parking has been a challenge, but the current parking lot configuration provides 55 spaces on-site with 47 permits issued for vehicles.

The building's roof has an estimated life expectancy of three years. Funding to replace the roof is included in the FY 2021 Budget. The city and Community Realty have discussed the feasibility of installing solar as part of this project, but a final determination has not been made yet.

BUDGET COMMENTS

- 1) Vacancy losses are higher based on the average of the last several years.
- 2) In FY 2021, Miscellaneous Administrative costs increase reflecting counseling services provided to residents (\$13,000). The cost of this service is billed to Community Realty in FY 2020. This arrangement continues in FY 2021.
- 3) Resident amenities are enhanced by replacing two computers (\$3,000) and increasing the social activities budget by \$5,400 to \$31,200 for FY 2021.
- 4) Service Contracts budgets for pest control and security camera services increase in response to residents' needs.
- 5) For FY 2021, proposed capital expenditures of \$263,600 include:
 - Apartment Renovations (\$10,000) - electric range and refrigerator replacements.
 - Building Improvements (\$173,700) - window replacements, patch, paint and repairs to building exterior and roof replacement.
 - Common Area Renovation (\$79,900) - new fitness equipment, replace hallway carpeting with vinyl flooring, additional camera to screen parking lot and upgrade system, paint the storage room, and tapered file folders for each resident's door to hold fliers, letters, and other pieces of correspondence.



Green Ridge House Budget

Fiscal Year 2021

	Actual FY 2018	Actual FY 2019	Budget FY 2020	Projected FY 2020	Budget FY 2021	Proposed FY 2021
Section 2 Revenue						
Rental Revenue						
Potential Resident Rent Income	409,097	453,182	404,800	478,200	424,430	424,400
HUD Potential Rent Subsidy	1,090,147	1,046,452	1,094,400	1,133,200	1,147,534	1,147,500
Vacancy Loss	(26,855)	(59,170)	(11,000)	(80,400)	(44,013)	(44,000)
Employee Units	(10,255)	(14,844)	(14,800)	(15,600)	(15,564)	(15,600)
Ending Prepaid Rent	-	-	-	-	-	-
Ending Delinquency	-	-	-	-	-	-
Total Rental Revenue	1,462,134	1,425,620	1,473,400	1,515,400	1,512,387	1,512,300
Other Revenue						
Late Fees	-	84	300	100	300	300
Laundry Income	3,581	3,397	3,200	3,400	3,200	3,200
Tenant Damages Fees	838	1,182	-	900	-	-
Interest Income - Checking	36	182	100	200	100	100
Miscellaneous Income	8	-	200	-	375	400
Total Other Revenue	4,463	4,845	3,800	4,700	3,975	4,000
Total Revenue	1,466,597	1,430,465	1,477,200	1,520,100	1,516,362	1,516,400
Section 3 - Operating Expenses						
Administrative						
Management Fees	66,086	64,556	67,100	68,400	68,236	68,200
Bank Fees	569	170	400	500	500	500
Computer Services	13,898	11,516	9,500	10,100	13,680	13,700
Educational Training	424	1,162	1,000	500	3,766	3,800
Social Activities	22,715	24,756	25,800	23,500	31,210	31,200
Legal Fees	15,259	1,375	5,000	-	5,000	5,000
Miscellaneous Administrative	34,661	33,535	42,200	18,200	54,495	54,500
Credit Reports	1,077	3,515	1,100	1,100	1,140	1,100
Office Supplies	12,810	14,374	15,500	9,800	15,794	15,800
Postage	207	56	400	300	350	400
Professional Fees	-	270	200	200	230	200
Audit Fees	9,000	9,360	9,500	9,500	9,500	9,500
Office Equipment Rental	-	-	-	-	-	-
Uniforms	130	-	-	-	-	-
Misc. Operating Expense	11,079	13,337	5,100	3,400	8,500	8,500
Advertising and Promotion	-	-	1,000	100	1,000	1,000
Cable/Internet/Phone	17,202	17,329	17,600	17,800	17,981	18,000
Interest on Security Deposits	427	419	500	1,300	-	-
Total Administrative	205,544	195,730	201,900	164,700	231,382	231,400

Green Ridge House Budget

Fiscal Year 2021

	Actual FY 2018	Actual FY 2019	Budget FY 2020	Projected FY 2020	Budget FY 2021	Proposed FY 2021
Section 4- Payroll						
Salaries	263,076	280,809	293,300	286,900	299,789	299,800
Payroll Taxes	20,689	21,723	26,000	21,900	26,981	27,000
Temporary Help	-	-	500	-	\$500	500
401K Contribution Match	-	-	14,400	14,400	-	-
Employers 401K Expense	3,394	4,204	3,300	300	4,676	4,700
Total Payroll	287,159	306,736	337,500	323,500	331,946	332,000
Section 5 - Utilities						
Electricity - Common Area	53,087	49,905	67,100	69,300	72,088	72,100
Electricity Vacant Units	499	706	700	1,600	1,600	1,600
Water & Sewer	64,447	59,521	65,000	70,800	73,636	73,600
Gas - Common Area	28,096	22,531	25,900	26,000	27,007	27,000
Total Utilities	146,129	132,663	158,700	167,700	174,331	174,300
Section 6 Service Contracts						
Elevator Contract	7,215	6,254	9,700	6,400	10,870	10,900
Exterior Landscaping Contract	38,329	33,996	42,600	29,600	42,580	42,600
Fire & Life Safety Contract	1,843	16,294	10,100	3,900	10,225	10,200
Contract Cleaning	37,710	44,578	43,900	37,400	43,900	43,900
Access Control	2,769	4,552	3,300	2,500	8,860	8,900
Pest Control Contract	2,351	2,793	3,100	3,100	4,364	4,400
Trash Removal	12,092	10,152	10,300	10,600	12,436	12,400
Total Service Contracts	102,309	118,619	123,000	93,500	133,235	133,300
Section 7 - Insurance						
Employee Health Insurance	15,419	17,670	14,400	24,700	26,925	26,900
Worker's Compensation	4,357	2,846	2,600	3,000	3,235	3,200
Multi Peril Insurance	943	59,616	58,500	61,200	64,092	64,100
Flood Insurance	-	-	1,000	1,000	1,046	1,000
Fiduciary Liability	277	164	300	100	145	100
Other Insurance	18	-	-	-	-	-
Excess Liability	2,573	2,713	2,700	2,600	2,702	2,700
3rd Party Liability	349	365	400	400	375	400
Total Insurance	23,936	83,374	79,900	93,100	98,520	98,500

Green Ridge House Budget

Fiscal Year 2021

	Actual FY 2018	Actual FY 2019	Budget FY 2020	Projected FY 2020	Budget FY 2021	Proposed FY 2021
Section 8 - Maintenance						
Electrical	2,187	2,350	4,200	3,200	4,160	4,200
HVAC	12,998	27,775	19,000	30,300	18,818	18,800
Misc. Maintenance	2,768	5,459	4,200	4,100	6,000	6,000
Pavement and Grounds	-	5,310	5,000	-	5,000	5,000
Plumbing	6,764	8,183	12,000	600	11,983	12,000
Snow Removal	8,795	13,415	10,000	7,000	10,000	10,000
Repairs Covered by Insurance	-	-	-	-	-	-
Reimburse. from Insurance Claims	-	-	-	-	-	-
Replacement Units & Parts	19,701	18,404	16,800	18,900	18,500	18,500
Redecoration Costs	-	-	-	-	-	-
Painting - Public Space	22,165	270	25,000	22,600	25,000	25,000
Appliance Maintenance	728	-	-	2,600	-	-
Floor Repairs	-	-	-	-	-	-
Roof Repairs	-	1,347	25,000	25,000	12,500	12,500
Janitorial Supplies	4,108	5,070	3,000	5,700	3,000	3,000
Expense Reimbursement	(5)	(7,114)	-	-	-	-
Total Maintenance	80,209	80,469	124,200	119,900	114,961	115,000
Section 9 - Turnover Costs						
Apartment Painting	7,505	9,185	10,300	14,400	10,360	10,400
Carpet Cleaning	5,035	6,180	20,200	4,800	20,150	20,200
Apartment Cleaning	1,740	765	4,800	1,600	4,050	4,100
Total Turnover Costs	14,280	16,130	35,300	20,800	34,560	34,700
Section 10 - Taxes & Reserves						
Hazard/Property Ins. Escrow	(11,812)	-	-	15,000	-	-
MIP Escrow	(31,094)	-	-	-	-	-
Mortgage Escrow	(7,021)	-	-	84,300	-	-
Replacement Reserves	(655,995)	330,000	330,000	330,000	330,000	330,000
Residual Receipts	(4,295)	-	-	-	-	-
Personal Property Tax	-	-	-	-	-	-
Real Estate Tax	94,716	96,000	96,000	96,000	96,000	96,000
Insurance Escrow	56,049	-	-	-	-	-
Misc. Tax and License	14,918	14,586	15,200	14,600	15,220	15,200
Total Taxes & Reserves	(544,534)	440,586	441,200	539,900	441,220	441,200
Debt Service						
Mortgage Payable Current	105,470	-	-	-	-	-
Principal	-	-	-	-	-	-
Interest	1,915	-	-	-	-	-
Total Debt Service	1,915	-	-	-	-	-
Total Operating Expenses	316,947	1,374,307	1,501,700	1,523,100	1,560,155	1,560,400
Revenues/Expenditures Favorable/(Unfavorable)	1,149,650	56,158	(24,500)	(3,000)	(43,793)	(44,000)

Green Ridge House Budget

Fiscal Year 2021

	Actual FY 2018	Actual FY 2019	Budget FY 2020	Projected FY 2020	Budget FY 2021	Proposed FY 2021
Section 11 - Capital Expenditures						
Apartment Renovations	11,720	3,942	10,000	-	10,000	10,000
Building Improvements	57,598	318,478	301,300	301,300	173,655	173,700
Carpet	854	5,694	-	3,600	-	-
Common Area Renovations	165,625	114,466	37,200	18,800	79,850	79,900
Consultant Fee	2,000	3,990	-	-	-	-
New Equipment	-	3,081	-	600	-	-
TOTAL CAPITAL EXPENSES	237,797	449,651	348,500	324,300	263,505	263,600

CAPITAL PROJECTS LISTING AND PRIORITIZATION PROCESS

In preparation of the FY 2021 budget, the city's listing of capital projects was reviewed and revised. Based on input from key staff, a new listing of projects has been prepared. It categorizes projects two ways: proposed in the coming fiscal year, and within a five year work plan.

The five year work plan is a projection, not a guarantee, that projects will be funded in a particular year. The current funding level and other miscellaneous funds are not sufficient to fund all the projects listed in the five year plan and is evidence of the need to increase contributions.

The projects in the Capital Improvement Program were prioritized based on staff input. A current summary of capital projects is included in this section. The proposed Capital Projects for FY 2021 reflect a strategy that maintains the city's transportation and parks infrastructure and prioritizes the most needed projects.

The Building Capital Reserve Fund was created in FY 2004. It was previously in the Other Funds section and has been relocated to this section of the budget document.

The 2001 Bond Fund, established in FY 2003, accounts for the proceeds of the \$3.5 million bond issue approved in November 2001. This fund was closed in FY 2018.

The Greenbelt West Infrastructure Fund was created in FY 2008. This fund accounts for planned public improvements as a result of required contributions from Greenbelt West developers.

In FY 2020, it is estimated that \$5,098,000 will be spent across these funds. For FY 2021, a total of \$4,411,800 is appropriated. Below is a table which illustrates the city's total capital expenditures across these funds.

Capital Expenditures	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
Fund Name						
Capital Projects Fund	\$734,375	\$895,404	\$3,642,600	\$3,649,900	\$1,264,900	
Building Capital Reserve	536,010	261,687	914,600	976,500	962,300	
2001 Bond Fund	0	0	0	0	0	
Greenbelt West	36,114	5,217,113	1,850,000	219,500	2,030,000	
CDBG Fund	115,400	128,240	140,800	252,100	154,600	
TOTAL CAPITAL EXPENDITURES	<u>\$1,421,899</u>	<u>\$6,502,444</u>	<u>\$6,548,000</u>	<u>\$5,098,000</u>	<u>\$4,411,800</u>	<u>\$0</u>

EXPENDITURE SUMMARY AND TABLE OF CONTENTS

FY 21

Project	FY 2021 Budget	Fund	Page
Pedestrian/Bike Improvements	\$20,000	Capital Projects	261
Bus Shelters & Accessibility Study	\$20,000	Capital Projects	261
Street Resurfacing	\$798,500	Capital Projects	261
Miscellaneous Concrete	\$70,000	Capital Projects	261
Street Lighting Pilot	\$49,700	Capital Projects	261
Greenbrook Trails	\$16,000	Capital Projects	262
Dog Park	\$30,000	Capital Projects	262
Attick Park Master Plan	\$45,000	Capital Projects	262
Playground Improvements - WG Surfacing	\$65,700	Capital Projects	262
Greenbelt Station Outdoor Fitness Area	\$150,000	Capital Projects	262
Municipal Building - Card Reader	\$45,800	BCR Fund	266
Museum - Visitor & Education Center	\$25,000	BCR Fund	266
Police Station - Air Handling Unit	\$189,900	BCR Fund	266
Youth Center - Replace Foam Roof	\$192,000	BCR Fund	266
Youth Center - Storefront/Office Windows	\$76,800	BCR Fund	266
Youth Center - Gym HVAC Unit	\$57,800	BCR Fund	266
Youth Center - Bathroom Renovations	\$8,300	BCR Fund	266
Aquatic & Fitness Ctr. - Indoor Pool Deck	\$14,200	BCR Fund	266
Aquatic & Fitness Ctr. - Sheetmetal	\$11,900	BCR Fund	266
Aquatic & Fitness Ctr. - Floor Surfacing	\$4,500	BCR Fund	266
Community Center - Exterior Painting	\$153,000	BCR Fund	266
CARES Relocation Expenses	\$100,000	BCR Fund	266
MEA Energy Efficiency Improvements	\$83,100	BCR Fund	266
Greenbelt Station Trail	\$2,030,000	Greenbelt West	270
PY 46 Project - Edmonston Road	\$154,600	CDBG	271
Combined Capital Funds Total	\$4,411,800		

This fund accounts for monies appropriated as reserves in the General Fund to be used for capital projects. The annual appropriation for Capital Projects is set aside in the Fund Transfers budget (Account #999) of the General Fund and transferred to this fund which accounts for all expenditures.

BUDGET COMMENTS

- 1) The proposed appropriation for FY 2021 is \$1,000,000. The projects proposed in FY 2021 are listed below. The fund is projected to end the year with a balance of \$419,570.
- 2) The city’s Program Open Space (POS) estimated balance as of June 30, 2020 is projected to be \$797,500. The city’s FY 2020 Annual Program allocates \$488,400 for Land Acquisition.
- 3) The projects listed below are based on preliminary estimates from staff. It is strongly recommended that a fund balance be maintained to cover cost overruns or unforeseen projects.

1. Pedestrian/Bicycle Master Plan\$20,000

This funding is to continue implementing the recommendations of the pedestrian/bicycle master plan.

2. Bus Stop Accessibility Study\$20,000

It is proposed to begin implementing the bus stop accessibility study. Additional bus shelters will be considered as part of this work.

3. Street Resurfacing\$798,500

Based on a review of city streets, it is proposed to resurface Parkway (\$207,100), Ridge Road: Southway-Crescent (\$308,800), Lakeside Drive: Lakecrest-Maplewood (\$227,000) and Northway: Hillside-Ridge (\$55,600).

4. Miscellaneous Concrete Repairs\$70,000

The ongoing repair of sidewalk and driveway apron infrastructure throughout the city is budgeted here.

5. Street Lighting Pilot	\$49,700
In cooperation with Pepco, this funds a pilot project to upgrade certain street lights along Crescent Road and Ora Glen Drive.	
6. Greenbrook Trails	\$16,000
These funds would be used to improve trails and pathways under an easement agreement with Greenbrook.	
7. Dog Park	\$30,000
These funds are to upgrade the existing park and/or the installation of a second dog park, once a location is identified and approved.	
8. Attick Park Master Plan.....	\$45,000
Funds are included to update the Attick Park Master Plan.	
9. Playground Improvements.....	\$215,700
This project would install a new outdoor fitness area in Greenbelt Station (\$150,000). A Community Parks & Playground grant or POS funding would be used to fund 75% of this project (\$112,500). Funds are also included for Windsor Green playground surfacing (65,700).	
TOTAL PROPOSED EXPENDITURES.....	\$1,264,900

CAPITAL PROJECTS FUND						
	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
BALANCE AS OF JULY 1	<u>\$411,474</u>	<u>\$384,770</u>	<u>\$311,170</u>	<u>\$384,770</u>	<u>\$568,970</u>	
REVENUES						
State and County Grants						
442104 Program Open Space	\$0	\$126,737	\$452,500	\$207,900	\$0	
442123 Comm. Parks & Plygds	0	0	50,200	51,700	112,500	
442111 Md. Hist Trust	0	0		21,900	0	
442122 State Bond Bill	0	0	285,000	285,000	0	
442126 MEA Water Quality Loan	0	0	2,000,000	1,854,000	0	
442128 MDOT Bikeways	0	0	50,000	50,000	0	
Miscellaneous						
443103 Chesapeake Bay Trust	0	0	0	93,900	0	
470103 Interest on Investments	7,671	8,152	3,500	3,000	3,000	
480301 Playground Agreements	0	0	16,700	16,700	0	
480301 Community Legacy	0	0	0	50,000	0	
480301 Contributions	0	12,000	0	0	0	
490000 General Fund Transfer	700,000	1,215,000	820,000	1,200,000	1,000,000	
TOTAL REVENUE & FUND	<u>\$707,671</u>	<u>\$1,361,889</u>	<u>\$3,677,900</u>	<u>\$3,834,100</u>	<u>\$1,115,500</u>	<u>\$0</u>
TRANSFERS						
EXPENDITURES						
Public Safety						
921400 Animal Control Cages	\$0	\$0	\$0	\$0	\$0	
Total Public Safety	\$0	\$0	\$0	\$0	\$0	\$0
Public Works						
New Construction						
920300 Ped./Bike Master Plan	\$0	\$46,032	\$70,000	\$70,000	\$20,000	
920400 Bus Shelters/Accessibility	17,082	18,842	20,000	20,000	20,000	
921500 Gateway Signage	0	6,819	0	90,000	0	
Total	\$17,082	\$71,693	\$90,000	\$180,000	\$40,000	\$0
Major Maintenance						
930400 Street Survey Projects	\$488,310	\$608,774	\$634,700	\$634,700	\$798,500	
930500 Misc. Concrete Repairs	39,896	48,955	50,000	73,600	70,000	
XXXXXX Street Lighting	0	0	0	0	49,700	
Total	\$528,206	\$657,729	\$684,700	\$708,300	\$918,200	\$0
Total Public Works	\$545,288	\$729,422	\$774,700	\$888,300	\$958,200	\$0

CAPITAL PROJECTS FUND

	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
Recreation and Parks						
New Construction & Land Acquisition						
920700 Greenbrook Trails	\$0	\$0	\$16,000	\$0	\$16,000	
920800 Dog Park	0	1,700	30,000	0	30,000	
932200 Attick Park Master Plan	8,304	0	0	390,000	45,000	
929900 Land Acquisition	0	0	400,000	0	0	
Total	\$8,304	\$1,700	\$446,000	\$390,000	\$91,000	\$0
Major Maintenance						
930900 Playground Improvements	\$171,157	\$51,690	\$66,900	\$66,900	\$215,700	
931900 Dam Repair	9,626	54,647	2,285,000	2,139,000	0	
539205 Sculpture Repair	0	0	0	90,500	0	
930600 Outdoor Pool	0	57,945	0	0	0	
931600 Lights/Tennis Courts	0	0	70,000	75,200	0	
Total	\$180,783	\$164,282	\$2,421,900	\$2,371,600	\$215,700	\$0
Total Recreation and Parks	\$189,087	\$165,982	\$2,867,900	\$2,761,600	\$306,700	\$0
TOTAL EXPENDITURES	<u>\$734,375</u>	<u>\$895,404</u>	<u>\$3,642,600</u>	<u>\$3,649,900</u>	<u>\$1,264,900</u>	<u>\$0</u>
BALANCE AS OF JUNE 30	\$384,770	\$851,255	\$346,470	\$568,970	\$419,570	\$0

SUMMARY OF CAPITAL PROJECTS

	Total Cost FY 2021 - FY 2025	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
Project Name						
Pedestrian/Bike Master Plan	\$130,000	\$20,000	\$20,000	\$30,000	\$30,000	\$30,000
Bus Shelters/Accessibility Study	\$130,000	\$20,000	\$20,000	\$30,000	\$30,000	\$30,000
Gateway Signage	\$120,000	\$0	\$120,000	\$0	\$0	\$0
Street Improvements	\$5,153,100	\$953,100	\$1,000,000	\$1,000,000	\$1,100,000	\$1,100,000
Miscellaneous Concrete	\$440,000	\$70,000	\$80,000	\$90,000	\$100,000	\$100,000
Greenbrook Trails	\$16,000	\$16,000	\$0	\$0	\$0	\$0
Dog Park	\$30,000	\$30,000	\$0	\$0	\$0	\$0
Aquatic & Fitness Center	\$230,600	\$30,600	\$200,000	\$0	\$0	\$0
Community Center	\$153,000	\$153,000	\$0	\$0	\$0	\$0
Greenbelt CARES Relocation	\$100,000	\$100,000	\$0	\$0	\$0	\$0
Playground Improvements	\$575,700	\$215,700	\$90,000	\$90,000	\$90,000	\$90,000
Buddy Attick Improvements	\$245,000	\$45,000	\$50,000	\$50,000	\$50,000	\$50,000
Gbelt. Lake Water Quality Improv.	\$600,000	\$0	\$150,000	\$150,000	\$150,000	\$150,000
Regrade Hanover Parkway Swales	\$50,000	\$0	\$50,000	\$0	\$0	\$0
Police Station	\$189,900	\$189,900	\$0	\$0	\$0	\$0
Municipal Building	\$45,800	\$45,800	\$0	\$0	\$0	\$0
Museum	\$75,000	\$25,000	\$50,000	\$0	\$0	\$0
Youth Center	\$834,900	\$334,900	\$300,000	\$200,000	\$0	\$0
Energy Efficiency Improvements	\$443,100	\$83,100	\$85,000	\$85,000	\$95,000	\$95,000
Greenbelt Station Trail	\$2,030,000	\$2,030,000	\$0	\$0	\$0	\$0
Street Light Upgrades	\$99,700	\$49,700	\$50,000	\$0	\$0	\$0
Total	\$11,691,800	\$4,411,800	\$2,265,000	\$1,725,000	\$1,645,000	\$1,645,000

UNPROGRAMMED OVER THE NEXT FIVE YEARS

- Greenbelt Lake Dredging
- Resource Evaluation of Hamilton, Turner & Walker Cemeteries and Hamilton Homestead
- Re-Line Greenbelt Lake Inlet (near Lakecrest Drive) Pipes
- Community Center—Wall of Honor
- Springhill Lake Recreation Center Addition
- Replace Floor on Community Center Gym Stage
- Upgrade Street Lights
- Roosevelt Center Mall Upgrade – Phase II – Behind Statue
- Cemetery Expansion – Urn Wall
- Recreation Facilities Master Plan Projects
- Schrom Hills Field Lighting
- Schrom Hills Park - New Trails
- McDonald Field Lights
- Design Intersection Improvements at MD 193 and Lakecrest Drive.
- New City Office Space

The purpose of this fund is to set aside funds for the replacement of major systems in the city’s facilities. The City of Greenbelt operates over 190,000 square feet of facility space in which it has invested over \$20 million to build or renovate. These facilities range in size from the 55,000 square foot Community Center to the very specialized Aquatic and Fitness Center to the less than 1,000 square foot Animal Shelter and Attick Park Restrooms. This fund accounts for replacement of mechanical, plumbing and electrical systems, roof systems and other costly systems in these facilities.

Facility	Square Footage
Community Center	55,000
Aquatic & Fitness Center	34,000
Public Works Facility	30,400
Youth Center	19,600
Municipal Building	18,000
Police Station	15,900
Springhill Lake Recreation Center	8,900
Greenbelt Theater	6,400
Schrom Hills Buildings	2,200
Greenbelt Museum	2,100
Animal Shelter	900
Attick Park Restrooms	600
Subtotal	194,000
City Facility (not responsible for maintenance)	
Green Ridge House	49,000
Total	243,000

BUDGET COMMENTS

- 1) It is proposed to install a key card system at the Municipal Building at a cost of \$45,800.
- 2) Funds are budgeted (\$25,000) to support the renovation of the Museum Visitor & Education Center at 10A Crescent.
- 3) Replace the HVAC Air Handling unit at the Police Station a cost of \$189,900.
- 4) Funds are budgeted to relocate Greenbelt CARES (\$100,000) once a solution is identified.
- 5) It is proposed to replace the roof (\$192,000), entrance, storefront and main office windows (\$76,800), gym HVAC system (\$57,800) and the bathroom partitions (\$8,300) at the Youth Center.
- 6) Under Aquatic & Fitness Center, there is \$14,200 budgeted to repair the indoor pool deck, \$11,900 to install sheet-metal eaves and overhangs on the exterior and \$4,500 for a pilot project to test non-slip locker room flooring.
- 7) At the Community Center, it is proposed to repaint and repoint the exterior at a cost of \$153,000.
- 8) The city is a Maryland Smart Energy Community and has been awarded over \$385,000 in recent years for energy efficiency improvements. The city has applied for \$50,000 in FY 2021 towards the purchase of an Autonomous Solar Electric Vehicle Charging Station at a total cost of \$83,100.

BUILDING CAPITAL RESERVE FUND Fund 102	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
BALANCE AS OF JULY 1	(\$363,922)	(\$174,739)	\$416,761	\$761,476	\$687,476	\$0
REVENUES						
Miscellaneous						
442104 Program Open Space	\$382,385	\$121,686	\$0	\$0		
442125 MD Energy Admin. (MEA)	0	73,500	50,000	50,000	50,000	
480301 Pepco Rebates	7,808		0	0	0	
470103 Interest on Investments	0	2,716	0	2,500	3,000	
490000 General Fund Transfer	335,000	1,000,000	475,000	850,000	700,000	
TOTAL REVENUE & FUND TRANSFERS	\$725,194	\$1,197,902	\$525,000	\$902,500	\$753,000	\$0
EXPENDITURES						
Municipal Building	\$0	\$0	\$0	\$0	\$45,800	\$0
Museum	\$0	\$0	\$0	\$0	\$25,000	\$0
Police Station	\$0	\$0	\$223,900	\$283,900	\$189,900	\$0
CARES	\$0	\$0	\$0	\$0	\$100,000	
Recreation						
620 Recreation Centers	\$0	\$0	\$0	\$0	\$334,900	
650 Aquatic & Fitness Center	461,088	69,994	0	0	30,600	
660 Community Center	30,186	18,360	55,000	55,000	153,000	
700 Schrom Hills Park	0		30,000	30,000	0	
Total Recreation	\$491,274	\$88,354	\$85,000	\$85,000	\$518,500	\$0
Non-Departmental						
Reserves Study	\$0	\$8,971	\$0	\$0	\$0	
Theater	0	71,422	549,600	549,600	0	
Energy Efficiency	44,736	92,940	56,100	58,000	83,100	
Total Non-Departmental	\$44,736	\$173,333	\$605,700	\$607,600	\$83,100	\$0
TOTAL EXPENDITURES	\$536,010	\$261,687	\$914,600	\$976,500	\$962,300	\$0
BALANCE AS OF JUNE 30	(\$174,739)	\$761,476	\$27,161	\$687,476	\$478,176	\$0

This fund was established in FY 2003 to account for the proceeds of the \$3.5 million bond issue that was approved by Greenbelt voters in November 2001. These proceeds were to support four projects: expansion and renovation of the Public Works facility, an addition to and renovation of the Springhill Lake Recreation Center, renovation of the Greenbelt Theater and pedestrian/bicyclist/traffic safety and playground improvements in Greenbelt East.

BUDGET COMMENTS

- 1) No more work associated with this fund is anticipated.
- 2) Greenbelt East traffic calming measures and pedestrian improvements were completed in FY 2007. The total cost was \$499,000.
- 3) The Public Works project was completed in 2009 at a cost of \$4.96 million.
- 4) Plans for an addition to the Springhill Lake Recreation Center project were put on hold in 2005 when a proposed redevelopment of the Springhill Lake neighborhood included a new 20,000 square foot recreation center. Since then, renovations to the Center have been completed using Community Development Block Grant (CDBG) funds and Capital Projects funds.
- 5) The Greenbelt Theatre renovation project was completed in 2015 at a total cost of \$1.77 million.
- 6) In FY 2018, a transfer of \$1,028,670 from the General Fund was made to eliminate the deficit in this Fund.

2001 BOND FUND	Total Thru 6/30/18	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
BALANCE AS OF JULY 1		<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
REVENUES						
442122 State Bond Bill	\$308,000	\$0	\$0	\$0	\$0	\$0
442124 Maryland Comm. Legacy	48,750	0	0	0	0	0
442125 MD Heritage Area Auth.	80,000	0	0	0	0	0
480499 Partners In Preservation	75,000	0	0	0	0	0
442199 State Grant - Rain Shelter	2,500	0	0	0	0	0
443125 Prince George's Cnty. Council	116,000	0	0	0	0	0
443199 County Storm Water Grant	50,000	0	0	0	0	0
470103 Interest on Investments	502,602	0	0	0	0	0
485001 2001 Bond Proceeds	3,500,000	0	0	0	0	0
490000 Transfer from Bldg. Cap. Res.	100,000	0	0	0	0	0
490000 Transfer from General Fund	2,203,670	0	0	0	0	0
490000 Transfer from Debt Service	232,000	0	0	0	0	0
490000 Transfer from Special Projects	20,000	0	0	0	0	0
Contributions	517	0	0	0	0	0
TOTAL REVENUES	<u>\$7,239,039</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
EXPENDITURES						
539201 Public Works Facility	\$4,961,068	\$0	\$0	\$0	\$0	\$0
539311 Springhill Lake Rec. Center	7,000	0	0	0	0	0
539317 Greenbelt East Projects	498,655	0	0	0	0	0
539318 Theatre Renovation	1,772,316	0	0	0	0	0
TOTAL EXPENDITURES	<u>\$7,239,039</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
FUND BALANCE AS OF JUNE 30	\$0	\$0	\$0	\$0	\$0	\$0

This fund was established to account for planned public improvements to be funded by required contributions from the developers of Greenbelt Station. These improvements were obtained through negotiation to help address impacts of this new development. There may be additional contributions in future years.

BUDGET COMMENTS

- 1) A payment of \$1.3 million was received in February 2014. An additional payment of \$500,000 was received in April 2016. These payments are in accord with the covenants in the Greenbelt Station South Core development agreement.
- 2) Construction of townhomes began in the South Core as of spring 2014 and apartments began in 2015.
- 3) In FY 2019, Greenbelt Station Tax Increment Financing (TIF) proceeds and expenditures are accounted for in this Fund.
- 4) Funds are budgeted in FY 2021 for the WMATA Trail.
- 5) Unless additional revenues are received through development of the North Core, this fund will be exhausted.

GREENBELT WEST INFRASTRUCTURE FUND	Estimated Project Total	Trans. Thru FY 2019	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
BALANCE AS OF JULY 1			<u>\$1,758,438</u>	<u>\$3,057,234</u>	<u>\$2,928,734</u>	
REVENUES						
Greenbelt Station Payments (\$3,578,000)						
South Core Share	\$1,949,000	\$1,916,509	\$0	\$0	\$0	
North Core Share	1,639,000	0	0	0	0	
General Fund Transfer (TIF)	0	0	0	0	0	
Special Taxing District	0	0	0	0	0	
Miscellaneous	0	172,468	0	0	0	
State Bond Bill	0	0	75,000	0	325,000	
Chesapeake Bay Trust	0	0	0	56,000	0	
Interest	0	81,327	20,000	35,000	20,000	
TIF Bond Proceeds	0	6,367,158	0	0	0	
TOTAL REVENUES	\$3,588,000	\$8,537,462	\$95,000	\$91,000	\$345,000	\$0
EXPENDITURES						
North/South Connector Road		\$121,749	\$0	\$0	\$0	
Cherrywood Streetscape	\$500,000	63,853	0	71,000	0	
Cherrywood Sidewalk	278,000	0	0	0	0	
Public Recreation Facilities (\$2,000,000)						
Rec. Facility Master Plan	50,000	50,000	0	0	0	
Other	1,950,000	0	0	0	0	
Police Station Addition	500,000	96,241	0	0	0	
Interpretive Center/Trails	300,000	997	1,850,000	0	2,030,000	
Public Art	10,000	0	0	0	0	
TIF Payments		5,147,388	0	148,500	0	
TOTAL EXPENDITURES	\$3,588,000	\$5,480,228	\$1,850,000	\$219,500	\$2,030,000	\$0
Committed Fund Balance (TIF Only)		\$1,255,187	0	\$1,118,228	\$1,118,228	
Committed Fund Balance (Public Art)		\$0	0	\$0	\$10,000	
Committed Fund Balance (Cherrywood Streetscape)		\$0	0	\$0	\$115,147	
FUND BALANCE AS OF JUNE 30		<u>\$1,802,047</u>	<u>\$3,438</u>	<u>\$1,810,506</u>	<u>\$359</u>	<u>\$0</u>

The city receives allocations of U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) funds through Prince George’s County. These funds must be used in CDBG qualified neighborhoods. Since the 2000 Census, only the Franklin Park neighborhood has been CDBG eligible.

BUDGET COMMENTS

- 1) For PY-45 (FY 2020), the city was awarded funds to reconstruct Breezewood Drive (\$140,800) from Cherrywood Terrace to and including the Cherrwood Lane intersection.
- 2) The county announced the availability of reprogrammed funds and for PY-45R the city was awarded \$111,300 for Cherrywood Lane street and sidewalk work.
- 3) For PY-46 (FY 2021), the city applied for funds to reconstruct a portion of Edmonston Road (\$154,600).

COMMUNITY DEVELOPMENT BLOCK GRANT	Total Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
REVENUES						
441000 Grants from Federal Gov't.						
Program Year 3 through 39	\$3,791,323					
PY - 40	173,165					
PY - 41	75,000					
PY - 42	116,250					
PY - 43	0					
PY - 44	128,240	\$128,240				
PY - 45	140,835		\$140,800	\$140,800		
PY - 45R	111,268			111,300		
PY - 46	154,570				\$154,600	
TOTAL REVENUES	<u>\$4,690,651</u>	<u>\$128,240</u>	<u>\$140,800</u>	<u>\$252,100</u>	<u>\$154,600</u>	<u>\$0</u>
EXPENDITURES						
Program Year 3 through 39	\$3,791,323					
Springhill Lake Rec. Center (PY-40)	140,000					
Youth Mentoring Program (PY-40)	33,165					
Springhill Drive Improvements (PY-41)	75,000					
Breezewood Drive Improvements (PY-42)	116,250					
PY-43	0					
Breezewood Drive Improvements (PY-44)	128,240	\$128,240				
Franklin Park Street Improvements (PY-45)	140,835		\$140,800	\$140,800		
Cherrywood Ln. Sidewalk & Street (PY-45R)	111,268			111,300		
Edmonston Road (PY 46)	154,570				\$154,600	
TOTAL EXPENDITURES	<u>\$4,690,651</u>	<u>\$128,240</u>	<u>\$140,800</u>	<u>\$252,100</u>	<u>\$154,600</u>	<u>\$0</u>

The city's budgeting process is for the purpose of developing a financial plan for utilizing the city's available funds during a fiscal year to accomplish established goals and objectives. It also:

- Provides citizens with an understandable financial plan in which the welfare of the citizens may be enhanced or reduced in the budgeting process;
- Prioritizes goals that will provide for community needs;
- Defines the financial plan that will be used to achieve stated goals; and
- Determines the level of taxation required.

LEGAL REQUIREMENTS

The City Charter provides for the budgeting process and the subsequent accountability must, in turn, conform to the Uniform Financial Reporting Requirements of the State of Maryland. Under State law, each municipality, county and special district shall use a fiscal year of July 1 through June 30 and shall report on the fiscal year basis. Under the City Charter:

- 1) The City Manager at or before the first council meeting in April shall submit a budget for the ensuing fiscal year;
- 2) The budget for each fiscal year must be adopted on or before the tenth day of June of the fiscal year currently ending;
- 3) The City Manager's budget message shall explain the budget in fiscal and work program terms. The proposed budget shall outline the financial policies for the ensuing fiscal year and indicate major changes with reasons for such changes;
- 4) The budget shall provide a complete financial plan for all city funds and activities. The budget shall include all debts and other outstanding financial obligations and projected revenues for the ensuing fiscal year;
- 5) The budget shall provide proposed expenditures for current operations during the ensuing fiscal year, detailed by offices, departments, and agencies in terms of their respective work programs and the methods of financing such expenditures;
- 6) The City Council shall publish in one or more newspapers of general circulation in the city a notice of the time and places where copies of the message and budget are available for public inspection and the time and place for a public hearing on the budget;
- 7) Following the public hearing, the Council may adopt the budget with or without amendment;
- 8) Immediately upon adoption of the budget, the City Council shall adopt an ordinance appropriating funds for the ensuing fiscal year and shall levy all property and other taxes required to realize the income estimated.

BUDGET PRODUCT

The final product resulting from the budgeting process is the budget document consisting of three major parts – a budget message, a series of revenue and expenditure tables and descriptive materials, along with the budget adoption ordinance.

The budget is constructed based on the classification and codes contained in the city’s accounting system.

The budget is built on four basic components: Funds, Departments, Revenues and Expenditures. The following general description of Funds which the city uses and the expected sources of revenues may be useful.

FUNDS

The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures, or expenses as appropriate.

The city has the following funds:

- 1) The **GENERAL FUND** is the general operating fund of the city. It is used to account for all financial resources except those required to be accounted for in another fund.
- 2) **SPECIAL REVENUE FUNDS** are used to account for the proceeds of specific revenue sources (other than special assessments, expendable trusts, or major capital projects) that are legally restricted to expenditures for specified purposes. Included in this group are the Cemetery, Replacement and Special Projects Funds.
- 3) **DEBT SERVICE FUND** is used to pay the principal and interest on general obligation and special assessment bonds issued by the city. It is funded by a transfer of General Fund revenues and special assessment payments.
- 4) **CAPITAL IMPROVEMENT FUNDS** are used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by Proprietary Funds and Trust Funds).
- 5) **ENTERPRISE FUND** is used to account for operations that are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. The operation of the Green Ridge House, a city owned elderly housing facility, is accounted for in this fund.
- 6) **AGENCY FUNDS** are used to account for assets held by the city as an agent for individuals, private organizations, other governments, and/or other funds. These Agency Funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operation.

November 25	Send out forms to recognition groups.
December 4	Prepare background information for budget preparation.
December 18	Issue guidelines and background information to departments.
January 6 thru March 6	Review of departmental budgets by City Treasurer.
February 25	Funding requests due from recognition groups.
March 9	Begin final review of budget.
April 10	Print budget.
April 14	Submittal of budget to Council.
April 16 thru May 27	Budget review work sessions by Council with public and departments, including Green Ridge House.
April 25	Review of recognition group applications by Grant Review Panel.
May 11 & May 26	Public Hearings on budget.
June 8	Adoption of General Fund, Capital Funds, Other Funds, and Green Ridge House budgets.

The City of Greenbelt's financial policies provide the basic structure for the overall fiscal management of the city.

BUDGET

- Approximately ninety days prior to the beginning of the fiscal year, the City Manager shall submit a proposed budget to the Council estimating revenues and expenditures for the next year.
- Proposed expenditures shall not exceed estimated revenues and applied fund balance, if any.
- The City Council shall adopt a balanced budget prior to the beginning of the fiscal year.
- The City Council shall adopt an Ordinance appropriating funds for the ensuing fiscal year.
- The city's budget is prepared for fiscal year operations beginning July 1 and ending June 30.
- The budget is a total financial management plan for annual operations. Budgets are prepared by department heads and reviewed by the City Treasurer and City Manager prior to submission to the City Council.
- The Comprehensive Annual Financial Report is used in determining prior year actual expenditures. The report presents the accounts on the basis of funds and account groups. The basis of accounting refers to the time at which revenues and expenditures are recognized and reported in the financial statements.
- The basis of accounting for developing all funds, except for the Green Ridge House budget, is modified accrual, which is the same basis as the City's Comprehensive Annual Financial Report (CAFR). The Green Ridge House budget is based upon the accrual method of accounting.
- Appropriations lapse at year-end. Budgets are controlled on a line item accounting. An encumbrance system is used to reserve appropriations that have been obligated. Encumbrances outstanding at year-end are reported as reservations of fund balances since they do not constitute expenditures or liabilities.

AMENDING THE BUDGET

- The City Manager is authorized to transfer budgeted amounts within departments within any fund.
- City Council approval is necessary to transfer the unencumbered balance from one department for use by any other department.

CAPITAL BUDGET

- Capital improvement funds are included as a part of the budget. These funds list the capital projects to be undertaken in the fiscal year, including an explanation of the project, project budget, and funding sources.
- A listing of capital projects for the next five years is also prepared with an estimated cost. This list is revised annually.

- A priority of the projects is proposed by the City Manager in consultation with the departments. The priority results in whether a project is included or not in one of the capital funds.
- The City Council reviews the capital improvement funds in its review of the budget and may modify or adopt the capital projects as it sees fit.

LONG TERM DEBT

- The city uses General Obligation Debt only to finance the cost of long lived capital assets that typically exceed \$200,000, and not for normal operating expenditures. The debt payback period generally should not exceed the useful life of the assets acquired.
- A “pay as you go” approach is used by the city for equipment replacement and the majority of capital projects work.
- The city’s bonds carry favorable ratings of A2 at Moody’s Investors Service and A+ at Standard & Poor’s Corporation.
- All unmatured long-term indebtedness of the city, other than long-term indebtedness applicable to the Enterprise Fund, is accounted for in the Debt Service Fund. The general long-term debt is secured by the general credit and taxing powers of the city.
- The city’s debt limit is set by charter at 4% of the city’s assessed property valuation.
- The long-term liabilities of the Enterprise Fund consist of a mortgage payable to the Community Development Administration of the State of Maryland, Department of Economic and Community Development, and is secured by land and buildings. The mortgage is an obligation of the Green Ridge House, to be paid from earnings and profits of the enterprise.

RESERVE POLICY

- The city will strive to maintain the unassigned General Fund balance at a level not less than ten (10) percent of current year expenditures.

INVESTMENTS

- The city is authorized to invest in obligations of the United States Government, federal government agency obligations and repurchase agreements secured by direct government or agency obligations.
- The selection of investments reflects diversification which provides the maximum yield or return on city funds.

BASIS OF BUDGETING

- The city uses the modified accrual basis of accounting for budgeting purposes as governed by the Generally Accepted Accounting Principles (GAAP) as applicable to governments. The one exception is the Green Ridge House (GRH) Fund which is an enterprise fund. GRH is reported on a full accrual basis in the

city's financial report. The city reporting entity is determined by criteria set forth in Governmental Accounting Standards Board (GASB) Codification of Governmental Accounting and Financial Reporting Standards Section 2100.

- All Governmental Fund revenues and expenditures are accounted for using the modified accrual basis of accounting. Revenues are recognized when they become measurable and available as net current assets. Gross receipts and taxes are considered "measurable" when in the hands of intermediary collecting governments and are recognized as revenues at that time. Property taxes are the primary source of revenues susceptible to accrual.
- The City Council provides for an independent annual audit for all city accounts and funds. Such audits are made by a certified public accounting firm.
- The City Manager keeps the City Council fully informed as to the financial condition of the city by providing a monthly financial report.
- Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. Exceptions to this general rule include principal and interest on general long-term debt which is recognized when due.
- The Agency Fund assets and liabilities are accounted for using the modified accrual basis.
- The Enterprise Fund is accounted for using the accrual basis of accounting. Revenues are recognized when they are earned and expenses are recognized when they are incurred.

PERSONNEL

The city's largest and most valuable resource is its employees. The city has established personnel policies to maintain productive employee relationships in a safe and harmonious environment. These policies are:

- Attract and retain qualified employees who meet or exceed the minimum qualifications for each position;
- Employees are selected based on suitability for each position without regard to race, color, creed, religion, sex, age, handicap, or national origin;
- The concepts of affirmative action and upward mobility are actively supported;
- Each employee will be compensated with a fair and competitive wage for work performed;
- Eligible employees will be provided paid leave time, recognized holidays, and other benefits;
- Each employee has the right to discuss with management any matter concerning the employee's or the city's welfare;
- Supervisors treat all employees with courtesy, dignity, and consideration; and
- Opportunities for training, development, and advancement are provided within established regulations.

RELATIONSHIP BETWEEN THE CAPITAL & OPERATING BUDGETS

FY 21

In FY 2021, there are no capital projects which will significantly impact the city's operating budget.

The Building Capital Reserve Fund includes monies to replace the roof, certain windows and doors and gymnasium HVAC system at the Youth Center. With these improvements, energy efficiency should improve, and utility and repair costs will likely decline.

There should be continual maintenance funds budgeted for public artwork. Funds are again budgeted in FY 2021 to implement this process. This will help reduce the need for periodic capital funding for artwork restoration and repair.

**REVENUES AND EXPENDITURES
LAST TEN FISCAL YEARS**

	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
REVENUES										
Taxes	\$17,156,269	\$17,202,913	\$16,228,567	\$16,583,213	\$19,082,572	\$19,954,117	\$19,863,400	\$21,763,522	\$22,563,020	\$24,127,268
Licenses and Permits	1,166,616	1,273,022	1,335,118	1,529,356	1,669,115	1,687,559	1,488,187	1,523,664	1,559,799	1,484,562
Intergovernmental	3,814,556	4,170,590	4,272,823	4,311,683	1,074,331	1,153,280	1,072,405	1,198,601	1,101,432	1,084,727
Charges for Services	2,011,418	1,954,498	2,103,679	2,115,521	2,134,068	2,077,320	2,092,012	2,293,509	2,237,164	2,316,911
Fines and Forfeitures	599,899	546,562	468,524	746,949	773,566	1,075,770	1,082,071	903,004	744,639	650,553
Interest	6,163	5,875	1,944	3,291	732	1,796	9,100	24,400	78,655	149,028
Miscellaneous	326,440	389,931	238,262	239,441	298,873	330,692	212,216	192,779	198,047	306,548
Interfund Transfers	0	0	0	0	0	30,000	36,500	35,000	35,000	46,600
TOTAL REVENUES	\$25,081,361	\$25,543,391	\$24,648,917	\$25,529,454	\$25,033,257	\$26,310,534	\$25,855,891	\$27,934,479	\$28,517,756	\$30,166,197
EXPENDITURES										
General Government	\$2,689,773	\$2,565,019	\$2,592,803	\$2,570,169	\$2,705,333	\$2,779,243	\$2,712,776	\$3,227,280	\$2,984,822	\$3,326,068
Planning & Comm. Dev.	1,033,317	1,011,690	861,510	874,842	843,425	1,103,492	1,026,005	1,113,276	787,973	902,517
Public Safety	10,563,613	9,941,113	9,674,868	10,042,369	10,699,156	10,069,006	10,208,369	10,156,807	10,023,898	10,575,996
Public Works	3,381,360	3,028,397	2,762,554	2,807,251	3,008,959	3,119,424	3,193,499	3,093,033	3,366,600	3,682,517
Greenbelt CARES	804,586	856,428	870,016	841,873	887,191	906,367	967,187	1,079,133	1,131,991	1,249,585
Recreation and Parks	5,039,683	4,927,228	4,978,147	4,911,060	5,067,688	5,135,580	5,526,104	5,768,335	5,710,277	5,794,288
Miscellaneous	199,519	204,777	206,628	207,100	225,229	230,329	426,791	238,726	229,273	244,151
Non-Departmental	288,812	859,163	1,556,243	1,370,570	936,675	744,306	753,746	747,049	823,668	692,801
Fund Transfers	1,313,300	1,268,000	1,185,100	1,150,000	950,000	1,075,000	1,745,200	1,605,000	3,088,670	3,427,000
TOTAL EXPENDITURES	\$25,313,963	\$24,661,815	\$24,687,869	\$24,775,234	\$25,323,656	\$25,162,747	\$26,559,677	\$27,028,639	\$28,147,172	\$29,894,923
UNASSIGNED FUND BALANCE	\$1,843,536	\$2,823,523	\$2,841,661	\$3,336,853	\$3,083,408	\$4,038,599	\$4,584,183	\$4,574,489	\$4,945,069	\$4,736,326
% of EXPENDITURES	7.3%	11.4%	11.5%	13.5%	12.2%	16.0%	17.3%	16.9%	17.6%	15.8%
DAYS IN RESERVE	26.6	41.8	42.0	49.2	44.4	58.6	63.0	61.8	64.1	57.8

MARYLAND STATE RETIREMENT AGENCY

Billings Last Ten Fiscal Years

Retirement

<u>Fiscal Year</u>	<u>Salaries</u>	<u>Billings</u>	<u>% Rate</u>
2011	220,620	34,836	15.79%
2012	225,036	35,871	15.94%
2013	166,983	23,678	14.18%
2014	168,646	25,297	15.00%
2015	n/a	n/a	n/a
2016	n/a	n/a	n/a
2017	n/a	n/a	n/a
2018	n/a	n/a	n/a
2019	n/a	n/a	n/a
2020	n/a	n/a	n/a

LEOPS

<u>Fiscal Year</u>	<u>Salaries</u>	<u>Billings</u>	<u>% Rate</u>
2011	3,501,491	1,255,947	32.74%
2012	3,016,582	1,107,746	33.09%
2013	2,946,695	989,277	29.85%
2014	2,930,595	930,757	31.76%
2015	2,850,077	867,848	30.45%
2016	3,051,923	974,784	31.94%
2017	3,133,978	977,174	31.18%
2018	3,202,946	984,906	30.75%
2019	3,378,791	1,061,954	31.43%
2020	3,316,772	1,068,664	32.22%

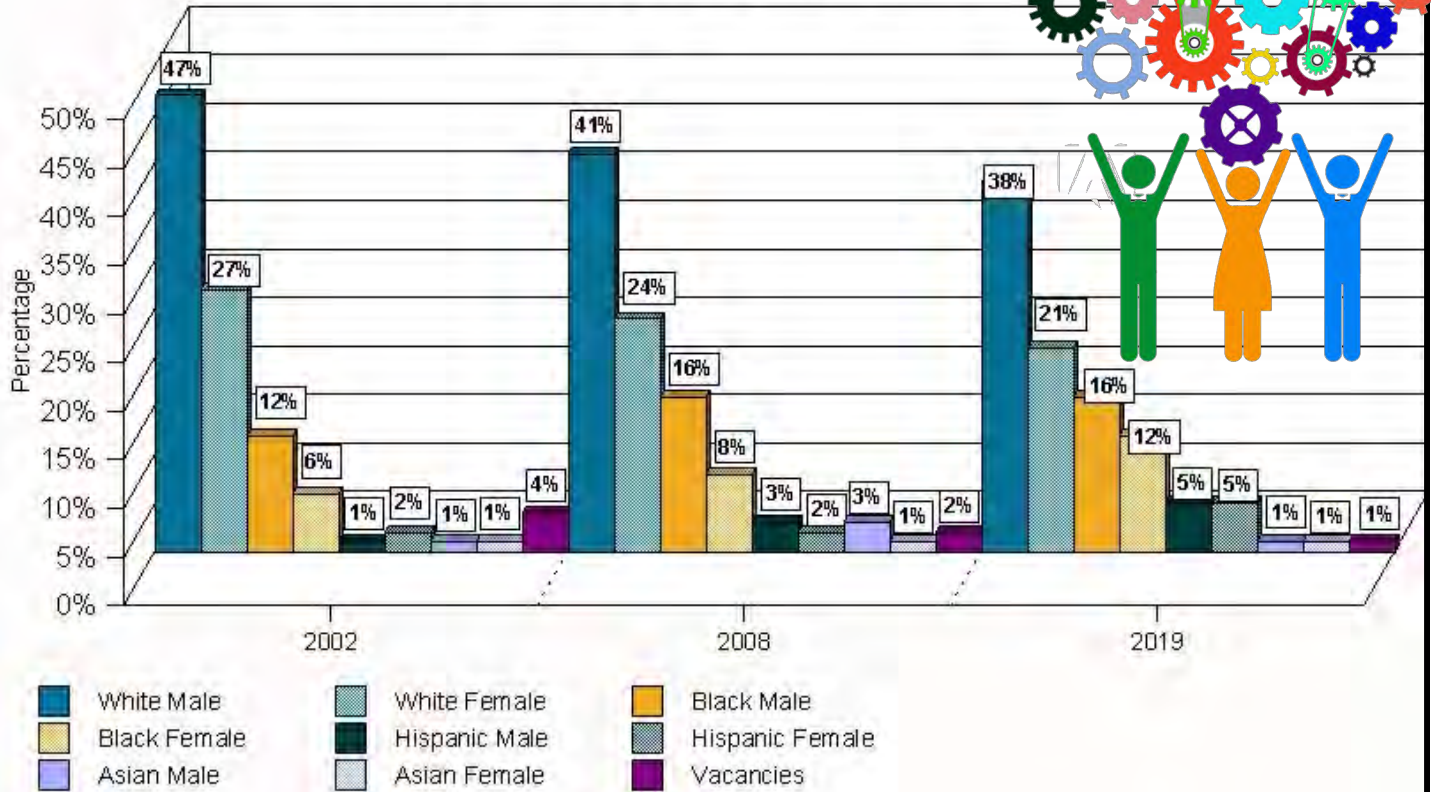
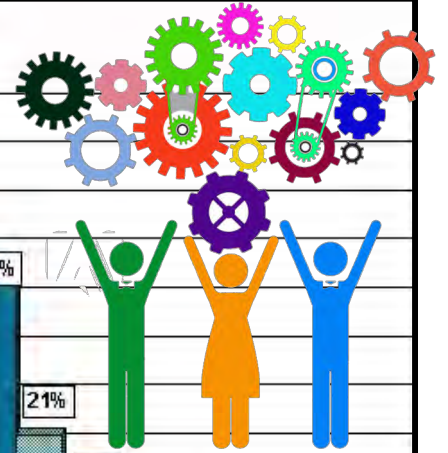
Pension

<u>Fiscal Year</u>	<u>Salaries</u>	<u>Billings</u>	<u>% Rate</u>
2011	6,937,520	748,883	10.79%
2012	6,952,146	758,067	10.94%
2013	6,850,951	629,059	9.18%
2014	6,730,134	696,437	10.00%
2015	6,943,870	699,067	10.07%
2016	6,959,454	599,428	8.61%
2017	7,330,066	587,084	8.01%
2018	7,791,008	664,573	8.53%
2019	7,699,557	694,883	9.02%
2020	8,172,225	768,515	9.40%

All Plans

<u>Fiscal Year</u>	<u>Salaries</u>	<u>Billings</u>	<u>% Rate</u>
2011	10,659,631	2,039,666	19.13%
2012	10,193,764	1,901,684	18.66%
2013	9,964,629	1,642,014	16.48%
2014	9,829,375	1,652,491	16.81%
2015	9,793,947	1,566,915	16.00%
2016	10,011,377	1,574,212	15.72%
2017	10,464,044	1,564,258	14.95%
2018	10,993,954	1,649,479	15.00%
2019	10,993,954	1,649,479	15.00%
2020	11,078,348	1,756,837	15.86%

COMPOSITION OF WORKFORCE



GREENBELT SCHOOL POPULATIONS

As of September 30

	2016	2017	2018	2019
Greenbelt Elementary	587	625	607	605
Springhill Lake Elementary	890	843	873	891
Magnolia Elementary	505	498	501	514
Turning Point Academy	627	618	593	390
Greenbelt Middle	1,273	1,315	1,360	1,468
Eleanor Roosevelt HS	2,514	2,602	2,649	2,629
Dora Kennedy French Immersion	660	671	673	676
Total	7,056	7,172	7,256	7,173

Source: Prince George's County Public Schools, Pupil Accounting

GENERAL SALARY SCHEDULE (GC)

AS OF JULY 1, 2020

FY 21

Grade	Pay Basis	Minimum	Midpoint	Maximum	Grade	Pay Basis	Minimum	Midpoint	Maximum
5	Annual	\$33,009.60	\$38,833.60	\$52,436.80	16	Annual	\$56,472.00	\$66,435.20	\$89,689.60
	Bi-Weekly	\$1,269.60	\$1,493.60	\$2,016.80		Bi-Weekly	\$2,172.00	\$2,555.20	\$3,449.60
	Hourly	\$15.87	\$18.67	\$25.21		Hourly	\$27.15	\$31.94	\$43.12
6	Annual	\$34,673.60	\$40,788.80	\$55,057.60	17	Annual	\$59,176.00	\$69,617.60	\$93,995.20
	Bi-Weekly	\$1,333.60	\$1,568.80	\$2,117.60		Bi-Weekly	\$2,276.00	\$2,677.60	\$3,615.20
	Hourly	\$16.67	\$19.61	\$26.47		Hourly	\$28.45	\$33.47	\$45.19
7	Annual	\$36,337.60	\$42,744.00	\$57,699.20	18	Annual	\$62,254.40	\$73,236.80	\$98,883.20
	Bi-Weekly	\$1,397.60	\$1,644.00	\$2,219.20		Bi-Weekly	\$2,394.40	\$2,816.80	\$3,803.20
	Hourly	\$17.47	\$20.55	\$27.74		Hourly	\$29.93	\$35.21	\$47.54
8	Annual	\$38,209.60	\$44,969.60	\$60,694.40	19	Annual	\$65,374.40	\$76,897.60	\$103,812.80
	Bi-Weekly	\$1,469.60	\$1,729.60	\$2,334.40		Bi-Weekly	\$2,514.40	\$2,957.60	\$3,992.80
	Hourly	\$18.37	\$21.62	\$29.18		Hourly	\$31.43	\$36.97	\$49.91
9	Annual	\$40,123.20	\$47,216.00	\$63,731.20	20	Annual	\$69,284.80	\$81,515.20	\$110,052.80
	Bi-Weekly	\$1,543.20	\$1,816.00	\$2,451.20		Bi-Weekly	\$2,664.80	\$3,135.20	\$4,232.80
	Hourly	\$19.29	\$22.70	\$30.64		Hourly	\$33.31	\$39.19	\$52.91
10	Annual	\$42,140.80	\$49,566.40	\$66,934.40	21	Annual	\$73,444.80	\$86,403.20	\$116,646.40
	Bi-Weekly	\$1,620.80	\$1,906.40	\$2,574.40		Bi-Weekly	\$2,824.80	\$3,323.20	\$4,486.40
	Hourly	\$20.26	\$23.83	\$32.18		Hourly	\$35.31	\$41.54	\$56.08
11	Annual	\$44,241.60	\$52,062.40	\$70,262.40	22	Annual	\$77,708.80	\$91,416.00	\$123,406.40
	Bi-Weekly	\$1,701.60	\$2,002.40	\$2,702.40		Bi-Weekly	\$2,988.80	\$3,516.00	\$4,746.40
	Hourly	\$21.27	\$25.03	\$33.78		Hourly	\$37.36	\$43.95	\$59.33
12	Annual	\$46,363.20	\$54,558.40	\$73,632.00	23	Annual	\$82,534.40	\$97,094.40	\$131,081.60
	Bi-Weekly	\$1,783.20	\$2,098.40	\$2,832.00		Bi-Weekly	\$3,174.40	\$3,734.40	\$5,041.60
	Hourly	\$22.29	\$26.23	\$35.40		Hourly	\$39.68	\$46.68	\$63.02
13	Annual	\$48,776.00	\$57,387.20	\$77,480.00	24	Annual	\$87,484.80	\$102,918.40	\$138,944.00
	Bi-Weekly	\$1,876.00	\$2,207.20	\$2,980.00		Bi-Weekly	\$3,364.80	\$3,958.40	\$5,344.00
	Hourly	\$23.45	\$27.59	\$37.25		Hourly	\$42.06	\$49.48	\$66.80
14	Annual	\$51,209.60	\$60,257.60	\$81,348.80	25	Annual	\$92,726.40	\$109,096.00	\$147,264.00
	Bi-Weekly	\$1,969.60	\$2,317.60	\$3,128.80		Bi-Weekly	\$3,566.40	\$4,196.00	\$5,664.00
	Hourly	\$24.62	\$28.97	\$39.11		Hourly	\$44.58	\$52.45	\$70.80
15	Annual	\$53,788.80	\$63,273.60	\$85,425.60	26	Annual	\$98,300.80	\$115,648.00	\$156,104.00
	Bi-Weekly	\$2,068.80	\$2,433.60	\$3,285.60		Bi-Weekly	\$3,780.80	\$4,448.00	\$6,004.00
	Hourly	\$25.86	\$30.42	\$41.07		Hourly	\$47.26	\$55.60	\$75.05

FY 2021 POSITON CLASSIFICATION AND GRADES FOR CLASSIFIED EMPLOYEES

GRADE	PRELIMINARY POSITION CLASSIFICATION
5	Public Works Maintenance Worker II
6	Transportation Operator I
7	Public Works Maintenance Worker III, Transportation Operator II
9	Parking Enforcement Officer I, Public Works Maintenance Worker IV
10	Parking Enforcement Officer II
11	Animal Control/Shelter Coordinator I, Public Information Producer/Coordinator, Public Works Maintenance Worker V
12	Accounting Technician I, Administrative Assistant I, Animal Control/Shelter Coordinator II, Community Development Inspector I, Electrician I, Environmental Coordinator I, Facilities Maintenance Technician I, IT Help Desk Analyst I, Mobility Coordinator, Police Records Specialist I, Vehicle Mechanic I
13	Accounting Technician II, Administrative Assistant II, Communications Specialist I, IT Help Desk Analyst II, Police Records Specialist II, Public Works Maintenance Worker VI, Service Coordinator, Volunteer Coordinator
14	Administrative Coordinator, Aquatics Coordinator I, Assistant to the City Clerk, Communications Specialist II, Community Center Coordinator I, Community Development Inspector II, Electrician II, Environmental Coordinator II, Facilities Maintenance Technician II, Human Resources Specialist I, PC Support Specialist I, Performing Arts Program Coordinator I, Recreation Coordinator I, Sustainability Coordinator I, Vehicle Mechanic II
15	Aquatics Coordinator II, Bilingual Community Outreach Coordinator, Community Center Coordinator II, GAIL Community Case Manager, IT Specialist I, Performing Arts Program Coordinator II, Police Data Administrator, Recreation Coordinator II, Sustainability Coordinator II
16	Accounting Administrator, Building Maintenance Supervisor, Community Planner I, Crime Prevention/ Public Information Officer, Crisis Intervention Counselor I, Executive Associate, Family Counselor I, Geriatric Case Manager, Horticultural Supervisor, Human Resources Specialist II, IT Specialist II, Mechanic Supervisor, Parks Supervisor, Police Accreditation Manager, Refuse Recycling Supervisor, Special Operations Supervisor, Street Maintenance Supervisor, Vocational/Educational Counselor I
17	Animal Control Supervisor, Facility Maintenance Manager, Network Administrator I, Recreation Coordinator II - Data Administrator, TR Supervisor – Special Populations
18	Aquatic & Fitness Center Supervisor, Arts Supervisor, Communications Supervisor, Community Center Supervisor, Community Planner II, Crisis Intervention Counselor II, Family Counselor II, Museum Director, Network Administrator II, Recreation Supervisor, Supervisory Inspector, Vocational/Educational Counselor II
19	Clinical Supervisor
20	City Clerk, Community Resource Advocate, Economic Development Coordinator, Network Engineer, Superintendent of Parks & Grounds
22	Assistant Community Development Director, Assistant Planning Director, Assistant Public Works Director – Operations, Assistant Public Works Director – Parks, Assistant Director – Recreation Facilities/Operations, Assistant Director – Recreation Programs, Finance Manager, Public Information/Communications Coordinator
25	Human Resources Director, IT Director
26	Assistant City Manager, City Treasurer, Greenbelt CARES Director, Planning Director, Public Works Director, Recreation Director

POLICE SALARY SCHEDULE

AS OF JULY 1, 2019*

FY 21

Salary Schedule							
Step	Pay Basis	POC	Officer	PFC	MPO	Cpl.	Sgt.
1	Annual	\$48,276.80	\$52,104.00	\$56,222.40	\$57,636.80	\$60,652.80	\$70,616.00
	Hourly	\$23.21	\$25.05	\$27.03	\$27.71	\$29.16	\$33.95
2	Annual	\$49,732.80	\$53,664.00	\$57,907.20	\$59,363.20	\$62,483.20	\$72,737.60
	Hourly	\$23.91	\$25.80	\$27.84	\$28.54	\$30.04	\$34.97
3	Annual	\$51,209.60	\$55,265.60	\$59,654.40	\$61,152.00	\$64,355.20	\$74,921.60
	Hourly	\$24.62	\$26.57	\$28.68	\$29.40	\$30.94	\$36.02
4	Annual	\$52,748.80	\$56,929.60	\$61,443.20	\$62,982.40	\$66,289.60	\$77,168.00
	Hourly	\$25.36	\$27.37	\$29.54	\$30.28	\$31.87	\$37.10
5	Annual	\$54,329.60	\$58,635.20	\$63,294.40	\$64,875.20	\$68,265.60	\$79,476.80
	Hourly	\$26.12	\$28.19	\$30.43	\$31.19	\$32.82	\$38.21
6	Annual	\$55,972.80	\$60,403.20	\$65,187.20	\$66,809.60	\$70,324.80	\$81,868.80
	Hourly	\$26.91	\$29.04	\$31.34	\$32.12	\$33.81	\$39.36
7	Annual	\$57,657.60	\$62,212.80	\$67,142.40	\$68,827.20	\$72,425.60	\$84,323.20
	Hourly	\$27.72	\$29.91	\$32.28	\$33.09	\$34.82	\$40.54
8	Annual	\$59,384.00	\$64,084.80	\$69,160.00	\$70,886.40	\$74,609.60	\$86,840.00
	Hourly	\$28.55	\$30.81	\$33.25	\$34.08	\$35.87	\$41.75
9	Annual	\$61,152.00	\$65,998.40	\$71,219.20	\$73,008.00	\$76,835.20	\$89,440.00
	Hourly	\$29.40	\$31.73	\$34.24	\$35.10	\$36.94	\$43.00
10	Annual	\$63,003.20	\$67,974.40	\$73,361.60	\$75,192.00	\$79,144.00	\$92,144.00
	Hourly	\$30.29	\$32.68	\$35.27	\$36.15	\$38.05	\$44.30
11	Annual	\$64,875.20	\$70,012.80	\$75,566.40	\$77,459.20	\$81,515.20	\$94,889.60
	Hourly	\$31.19	\$33.66	\$36.33	\$37.24	\$39.19	\$45.62
12	Annual	\$66,830.40	\$72,113.60	\$77,833.60	\$79,788.80	\$83,969.60	\$97,739.20
	Hourly	\$32.13	\$34.67	\$37.42	\$38.36	\$40.37	\$46.99
13	Annual	\$68,827.20	\$74,276.80	\$80,163.20	\$82,180.80	\$86,486.40	\$100,672.00
	Hourly	\$33.09	\$35.71	\$38.54	\$39.51	\$41.58	\$48.40
14	Annual	\$70,907.20	\$76,523.20	\$82,576.00	\$84,635.20	\$89,086.40	\$103,688.00
	Hourly	\$34.09	\$36.79	\$39.70	\$40.69	\$42.83	\$49.85
15	Annual	\$73,028.80	\$78,811.20	\$85,051.20	\$87,172.80	\$91,748.80	\$106,808.00
	Hourly	\$35.11	\$37.89	\$40.89	\$41.91	\$44.11	\$51.35
16	Annual	\$75,212.80	\$81,182.40	\$87,609.60	\$89,793.60	\$94,515.20	\$110,011.20
	Hourly	\$36.16	\$39.03	\$42.12	\$43.17	\$45.44	\$52.89
17	Annual	\$77,480.00	\$83,616.00	\$90,230.40	\$92,476.80	\$97,344.00	\$113,318.40
	Hourly	\$37.25	\$40.20	\$43.38	\$44.46	\$46.80	\$54.48

*As of the printing of this document, the Collective Bargaining Agreement (CBA) negotiations have not concluded. Therefore, the pay scale above does not reflect any increases for those covered by the agreement.

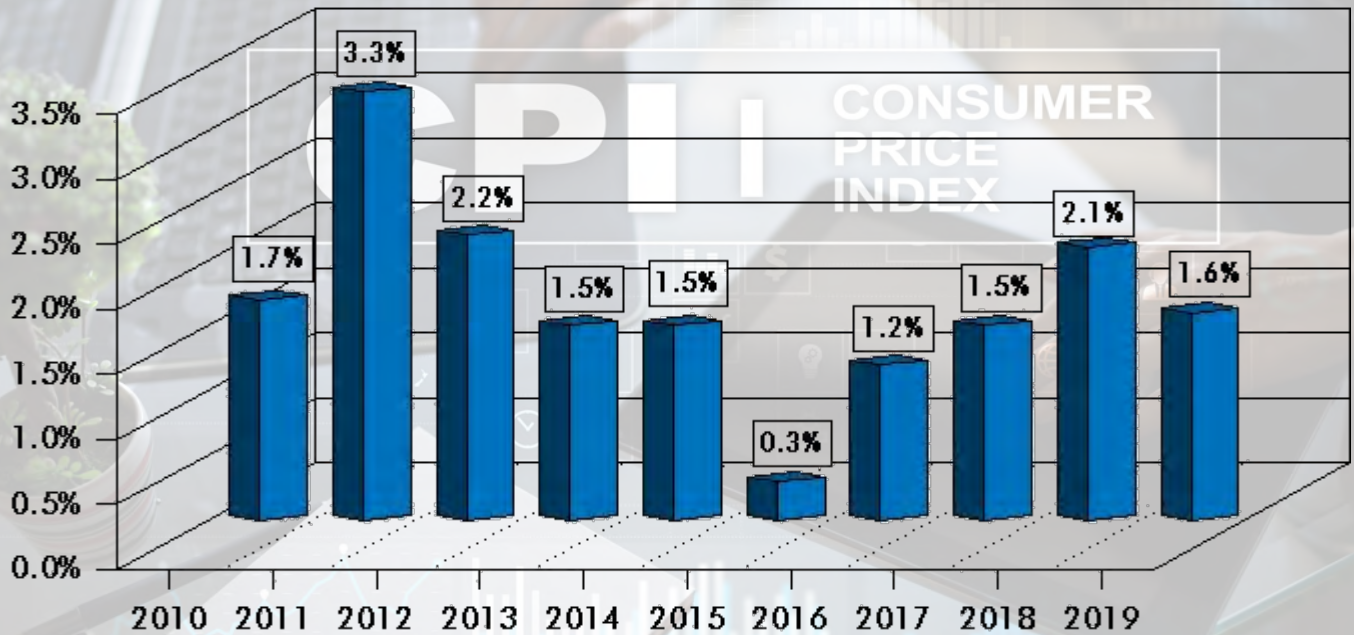
POLICE COMMAND STAFF SALARY SCHEDULE AS OF JULY 1, 2020

Position	Pay Basis	Minimum	Market	Maximum
Lieutenant	Annual	\$78,561.60	\$92,414.40	\$124,758.40
	Bi-Weekly	\$3,021.60	\$3,554.40	\$4,798.40
	Hourly	\$37.77	\$44.43	\$59.98
Captain	Annual	\$87,422.40	\$102,856.00	\$138,860.80
	Bi-Weekly	\$3,362.40	\$3,956.00	\$5,340.80
	Hourly	\$42.03	\$49.45	\$66.76
Deputy Chief	Annual	\$94,092.96	\$110,683.87	\$149,360.64
	Bi-Weekly	\$3,618.96	\$4,257.07	\$5,744.64
	Hourly	\$45.24	\$53.21	\$71.81
Chief	Annual	\$100,734.40	\$118,518.40	\$159,993.60
	Bi-Weekly	\$3,874.40	\$4,558.40	\$6,153.60
	Hourly	\$48.43	\$56.98	\$76.92

Note: All Police positions except Chief, Deputy Chief, Captain, Lieutenant and Police Officer Candidate (POC) are covered by a collective bargaining agreement (CBA) which specifies grades and steps for covered positions. The positions of Chief, Deputy Chief, Captain, Lieutenant and POC are shown for comparison purposes, but pay increases are not covered by the CBA.

Annual Growth in CPI

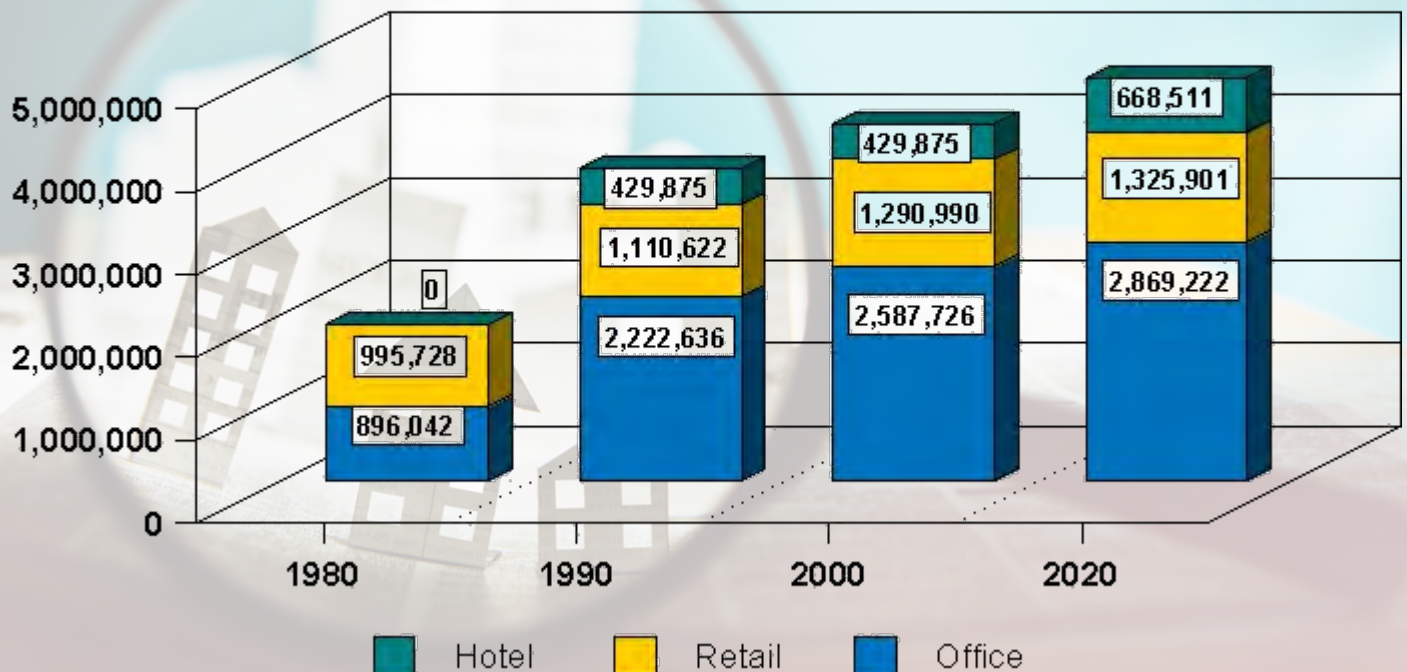
WASHINGTON METRO AREA



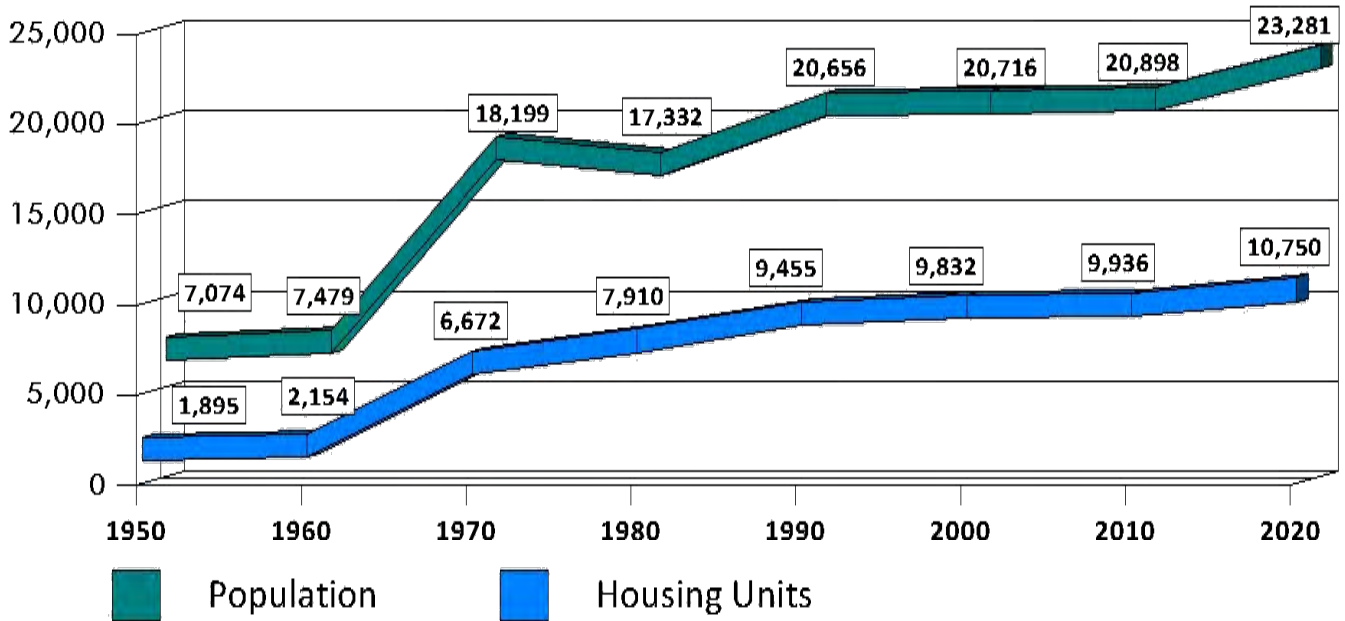
Data is based on the month of January report from the Bureau of Labor Statistics., <https://www.bls.gov/>.

Commercial Floor Area: Office, Retail & Hotel

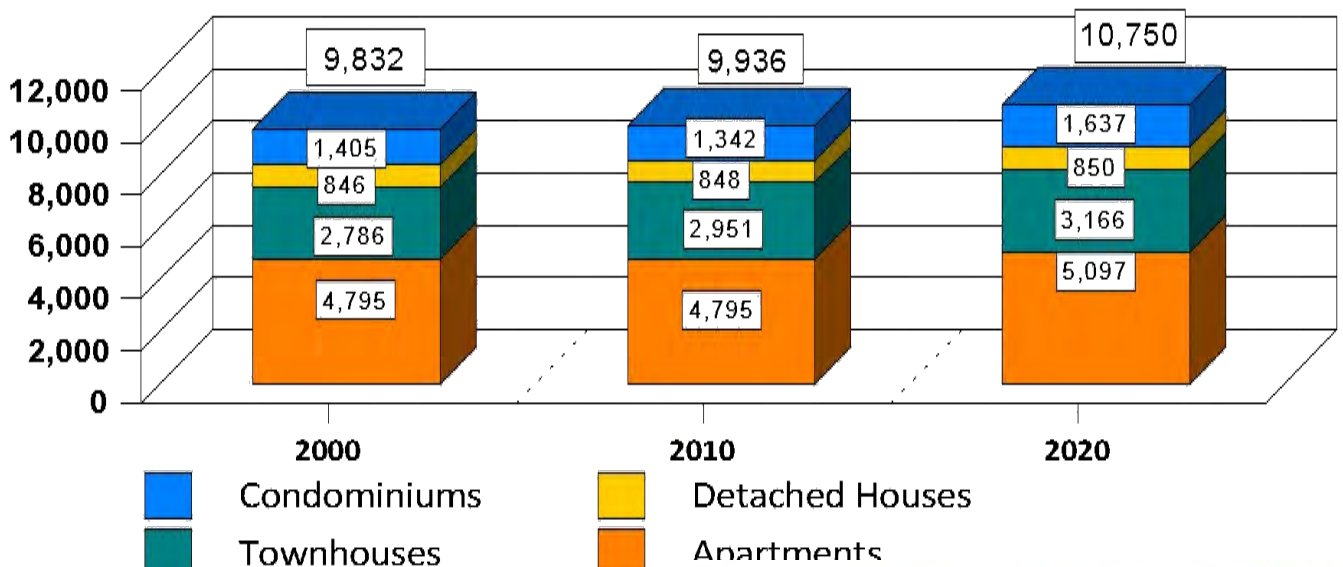
CITY OF GREENBELT



Population and Housing Units



Number of Dwelling Units By Type



GRANTS AWARDED/EXPECTED

FY 21

Revenues such as Police Aid, Highway User Revenue & Youth Service Bureau funding which are annual and formula based are not listed below.



Federal Grants

	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>
Federal					
CDBG	\$75,000	\$116,250	\$0	\$128,200	\$252,100
HUD - Service Coordinator	\$58,456	\$75,538	\$97,502	\$75,724	\$59,000
FEMA Reimbursement - Snow		\$106,414			
HIDTA	\$6,965	\$10,905	\$6,845	\$2,645	\$6,000
Safe Routes to Schools					
BPV Grant (Bullet Proof Vests)	\$3,912		\$3,428	\$2,532	\$3,000
UASI (COG) LinX Connectivity			Payment made for entire NCR Region		
UASI (COG) Maintenance for GreenbeltAlert			Payment made for entire NCR Region		
Subtotal	\$144,333	\$309,107	\$107,775	\$209,101	\$320,100



State Grants

	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>
Program Open Space	\$88,065	\$87,012	\$149,277	\$219,306	\$198,541
MD State Arts Council	\$20,675	\$33,947	\$37,263	\$39,339	\$41,361
Traffic Safety & Vehicle Theft	\$28,479	\$38,178	\$22,297	\$16,267	\$25,000
Community Parks & Playground	\$106,725			\$51,700	
MHAA/MHT - Sculpture					\$21,900
MHAA/MHT - FOGM		\$50,000			
MD Dept. of Housing & Community Dev. - FOGM		\$10,000			
Community Legacy		\$50,000			\$50,000
Bond Bill - Dam Repair & WMATA Trail					\$360,000
Police & Correctional Training Commissions		\$1,500			
Maryland Bikeways					\$50,000
MDE/MET Cleanup Greenup		\$9,248			
Department of Aging -GAIL				\$21,955	\$55,097
Smart Energy Communities	\$100,000		\$58,500	\$50,000	\$50,000
Subtotal	\$343,944	\$279,885	\$267,337	\$398,567	\$851,899



County Grants

	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>
SRO Grant	\$0	\$80,000	\$80,000	\$80,000	\$80,000
M-NCPPC Grants	\$234,000	\$234,000	\$234,000	\$234,000	\$234,000
YSB Grant	\$30,000	\$30,000	\$30,000	\$30,000	\$50,000
Redevelopment Authority - Community Impact (FOGM)				\$50,000	
Prince George's Arts Council (via schools)	\$1,500	\$2,180	\$2,180		\$1,940
CM Turner - Youth Service Bureau	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
CM Turner - Eviction Relief	\$2,500	\$2,500	\$2,000	\$2,000	\$2,000
CM Turner - FOGM		\$8,150			
CM Turner - Recreation	\$4,000	\$2,000		\$2,000	\$4,000
CM Turner - ACE	\$2,000	0	\$2,000	\$2,000	\$2,000
Subtotal	\$279,000	\$363,830	\$355,180	\$405,000	\$378,940



Other Grants

	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>
Greenbelt Community Foundation CARES & FOGM		\$5,000			
MWCOG Trans. Land Use Connection (TLC)		\$30,000			
Chesapeake Bay Trust					\$93,900
Low Impact Development Center - Cherrywood	\$46,935				
Barnett Estate - GAIL Donation	\$45,250				
Local Government Insurance Trust		\$1,394			
Rite Aid Grant - Prescription Drop Box		\$2,000			
National Fish and Wildlife Foundation - SHL Lot					
DC Diaper Bank (in-kind)				\$19,558	
Subtotal	\$92,185	\$38,394	\$0	\$19,558	\$93,900
TOTAL	\$859,462	\$991,216	\$730,292	\$1,032,226	\$1,644,839


GRANTS APPLIED FOR BUT NOT AWARDED

FY 21

	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>FY 2020</u>
<u>Federal</u>					
CDBG	\$45,000				
OJJDP FY15 Mentoring for Youth					
<u>State</u>					
Smart Energy Communities		\$100,000			
Community Parks & Playground		\$165,200	\$126,939		
MD Department of Housing & Community Dev.		\$35,000	\$25,000		
Maryland Historical Trust			\$15,800		
Maryland Bikeways			\$72,000		
<u>County</u>					
Redevelopment Authority - Community Impact (FOGM)			\$75,000		
Prince George's Arts Council (via schools)				\$2,180	
<u>Other</u>					
Jim Cassels Award - FOGM					
Visual Resources Association Foundation					
Greenbelt Community Foundation (GAIL & GHI)					
TOTAL	\$45,000	\$300,200	\$314,739	\$2,180	\$0



SWIMMING FACILITY RATE COMPARISONS

FACILITY	PROPOSED DAILY ADMISSION FEES				PROPOSED MEMBERSHIP FEES (3%)				PROPOSED SUMMER FEES			
	Res.	Non-Res.	Guest Fee		12 Month		9 Month		Res.	Non-Res.		
	Non-Summer				Memberships	Non-Res.	Memberships	Non-Res.	Res.	Non-Res.		
GREENBELT AQUATIC & FITNESS CENTER Owner: City of Greenbelt Indoor and Outdoor Pool(s), Hydrotherapy Pool & Fitness Center 	Youth (1-13)	\$3.00	\$4.25	n/a	Youth (1-13)	\$123	\$264	\$92	\$208	\$65	\$149	
	Young Adult (14-17)	\$4.00	\$5.25	n/a	Yng Adlt (14-17)	\$193	\$331	\$149	\$261	\$101	\$187	
	Adult (18-59)	\$5.00	\$6.25	n/a	Adult (18-59)	\$264	\$398	\$208	\$315	\$136	\$223	
	Senior (60+)	\$3.75	\$4.50	n/a	Senior (60+)	\$136	\$278	\$100	\$223	\$67	\$166	
	Summer – Weekdays											
	Youth (1-13)	\$3.50	\$4.75	n/a	Sgl. Pmt. Family	\$387	\$661	\$298	\$521	\$197	\$372	
	Young Adult (14-17)	\$4.50	\$5.75	n/a	Family	\$545	\$712	\$420	\$604	\$269	\$426	
	Adult (18-59)	\$5.50	\$6.75	n/a	Corporate	\$1,095	\$1,095	n/a	n/a	n/a	n/a	
	Senior (60+)	\$4.25	\$5.00	n/a								
	Summer – Weekends and Holidays											
Youth (1-13)	\$3.50	n/a	\$4.75									
Young Adult (14-17)	\$4.50	n/a	\$5.75									
Adult (18-59)	\$5.50	n/a	\$6.75									
Senior (60+)	\$4.25	n/a	\$5.00									
				CURRENT MEMBERSHIP FEES								
				12 Month		9 Month						
				Memberships	Non-Res.	Memberships	Non-Res.	Res.	Non-Res.	Res.	Non-Res.	
				Youth (1-13)	\$119	\$256	\$90	\$202	\$63	\$144		
				Yng Adlt (14-17)	\$187	\$321	\$144	\$253	\$98	\$181		
				Adult (18-59)	\$256	\$386	\$202	\$306	\$132	\$216		
				Senior (60+)	\$132	\$270	\$97	\$216	\$65	\$161		
				Sgl. Pmt. Family	\$376	\$642	\$289	\$506	\$192	\$362		
				Family	\$529	\$691	\$408	\$586	\$262	\$414		
				Corporate	\$1,063	\$1,063	n/a	n/a	n/a	n/a		
				Fit & Swim		County		Non-County				
				Adult (18-59)	\$9.00	Non-County \$12.00	Adult	Chld/Sr	Adult	Chld/Sr		
				Senior (60+)	\$7.00	\$10.00	\$60	\$48	\$78	\$62		
				Swim Only								
				Child	\$5.00	\$7.00	\$120	\$96	\$156	\$125		
				Adult	\$6.00	\$8.00	\$240	\$170	\$312	\$221		
				Senior	\$5.00	\$7.00	\$315	\$195	\$410	\$254		
				Fam-1 Yr.		\$510	\$663					
				Sr. Couple 1-Yr		\$315	\$410					
				ANNUAL MEMBERSHIPS - PRORATED								
				County		Non-County						
				Youth (1-17)	\$5.00	Non-County (Weekend) \$15.00	County		Non-County			
				Adult (18-54)	\$7.00	\$15.00	\$550	\$650	\$650	\$650		
				Senior (55+)	\$6.00	\$15.00	\$490	\$550	\$550	\$550		
						\$400	\$460					
						\$450	N/A					
						\$320	N/A					
				MARTIN LUTHER KING SWIM CENTER								
				Owner: Montgomery County								
				Indoor Pool only (Main & Teaching),								
				Weight Room (universal), Diving,								
				Hydrotherapy Pool								



CITY OF GREENBELT, MARYLAND						
Real Property Tax Rates - Direct and Overlapping Governments (1)						
Last 10 Fiscal Years						
Fiscal Year	City	Prince George's County	M-NCPPC	State of Maryland	Other (2)	Total
2011	0.790	0.783	0.1071	0.112	0.080	\$1.8721
2012	0.790	0.788	0.1071	0.112	0.080	\$1.8771
2013	0.790	0.793	0.1246	0.112	0.080	\$1.8996
2014	0.805	0.809	0.1246	0.112	0.080	\$1.9306
2015	0.8125	0.819	0.1246	0.112	0.080	\$1.9481
2016	0.8125	0.861	0.1346	0.112	0.080	\$2.0001
2017	0.8125	0.859	0.1346	0.112	0.080	\$1.9981
2018	0.8125	0.854	0.1346	0.112	0.080	\$1.9931
2019	0.8125	0.849	0.1346	0.112	0.080	\$1.9881
2020	0.8275	0.843	0.1346	0.112	0.080	\$1.9971
Unincorporated Area	n/a	1.00	0.2940	0.112	0.080	\$1.4860
Notes	1. In dollars per \$100 of assessed value.					
	2. Includes Washington Suburban Transit Commission Tax (\$0.026) and Stormwater/Flood Control Tax (\$0.054)					

AREA TAX RATES						
FY 2020						
	Municipal	Prince George's County	M-NCPPC	State of Maryland	Other	Total
Greenbelt	\$0.8275	\$0.843	\$0.1346	\$0.112	\$0.080	\$1.9971
Bowie	0.4000	0.848	0.294	0.112	\$0.026	\$1.6800
College Park	0.3250	0.966	0.294	0.112	\$0.080	\$1.7770
Hyattsville	0.6300	0.857	0.294	0.112	\$0.080	\$1.9730
Laurel	0.7100	0.817	n/a	0.112	\$0.080	\$1.7190
Mount Rainier	0.8100	0.856	0.294	0.112	\$0.080	\$2.1520
New Carrollton	0.6652	0.878	0.294	0.112	\$0.080	\$2.0292

Source: State Department of Assessments and Taxation

The Annual Budget contains specialized and technical terminology that is unique to public accounting and budgeting. This glossary has been prepared to assist the reader in understanding these terms when reviewing this budget.

ACCRUAL ACCOUNTING – The basis of accounting under which transactions are recognized when they occur, regardless of the timing of related cash flow.

AD VALOREM TAXES – Commonly referred to as property taxes, these are the charges levied on all real, and certain personal property, according to the property's assessed valuation and tax rate.

AGENCY FUND – A fund used to account for assets held by the city as an agent for individuals, private organizations, other governments and/or other funds; for example, Emergency Assistance.

APPROPRIATION – A legal authorization granted by the City Council which passes a budget ordinance to make expenditures and to incur obligations for specific purposes. An appropriation is limited as to both time and amount and to when it may be expended.

APPROPRIATION ORDINANCE – The official enactment by the City Council authorizing the city staff to obligate and expend the resources of the city.

ASSESSMENT – Valuing property for purposes of taxation. This is performed by the State Department of Assessments and Taxation.

BALANCED BUDGET – A budget in which appropriations for a given period are matched by estimated revenues.

BEGINNING FUND BALANCE – The cash available in a fund from the prior year.

BOND – A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date or dates in the future, called maturity date(s), together with periodic interest at a specified rate. Bonds are issued to finance the construction of capital projects such as public buildings, roads, etc.

BONDED DEBT – The portion of indebtedness represented by outstanding bonds.

BUDGET – A plan of financial operation containing an estimate of proposed expenditures for a given period of time and the proposed means of financing them. The term usually indicates a financial plan for a single fiscal year. It is usually necessary to specify the budget under consideration whether it is preliminary and tentative or whether it has been approved by the governing body, the City Council.

BUDGETARY BASIS – The city prepares its budget in conformity with the State of Maryland Manual of Uniform Financial Reporting. As part of its budgeting process it includes a portion of the fund balance that has been accumulated in prior years. In this manner, tax levies are minimal and all available resources are used.

BUDGET CALENDAR – The schedule of key dates set forth for the preparation and ultimate adoption of the budget.

CAPITAL IMPROVEMENT PROGRAM (CIP) – A multi-year plan for the scheduling, undertaking, and completing of capital improvements.

CAPITAL PROJECT FUND – Funds used to account for financial resources to be used for the acquisition or construction of major capital facilities. These are described in the separate Capital budget documents.

CAPITAL OUTLAY – Expenditures which result in the acquisition of an addition to fixed assets which have a value of \$1,000 or more and have a useful economic lifetime of more than five years.

COG - Council of Governments

DEBT SERVICE – The annual payment of principal and interest on the City’s bonded indebtedness.

DEPARTMENT – A major organizational unit of the City with overall responsibility for one or more activities or functions of the City.

ENTERPRISE FUND – A fund which totally supports its services from fees or charges.

ESTIMATED REVENUE – The amount of projected revenues to be collected during the fiscal year.

FEES – A general term used for any charge levied by the City associated with providing a service or permitting an activity. Major types of fees include recreation program registration fees, road construction permit fees, and refuse collection fees.

FISCAL POLICY – The City’s policies with respect to taxes, spending and debt management as these relate to City services, programs, and capital investment. Fiscal policy provides an agreed upon set of principles for the planning and programming of City budgets and their funding.

FISCAL YEAR – A period of 12 months to which the annual operating budget applies. The City of Greenbelt’s fiscal year is from July 1 through June 30.

FRINGE BENEFITS – These include the cost of Social Security, retirement, deferred compensation, group health, dental, and life insurance paid for the benefit of City employees. These expenses are over and above the cost of salaries and wages paid to employees.

FULL FAITH AND CREDIT – A pledge of the City’s taxing power to repay debt obligations.

FULL TIME EQUIVALENT (FTE) – The number of parts of a work period when combined equal one full time work period. One FTE is equal to one or more employees working a total of 2,080 hours in a year.

FUND – A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities and balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

FUND BALANCE – The excess of revenues over expenditures in any of the city’s funds which can be accumulated over time. It is reported as designated, meaning for a specific purpose or undesignated.

FUND DEFICIT – This results whenever funds (reserves) or monies set aside for contingencies and potential liabilities plus what is owed by the fund (liabilities) exceed what is owned by the fund (assets). A fund deficit is most likely to be the temporary result of expenditures being incurred in advance of revenues, as is the case with many grant programs. If a deficit results from a shortfall of revenues or unanticipated expenditures, the City must adopt a plan to eliminate the deficit.

GENERAL FUND – The major fund of the City used to account for all financial resources except those required to be accounted for in one of the City’s other funds.

GENERAL OBLIGATION BONDS – Bonds that finance a variety of public improvement projects which pledge the full faith and credit of the City.

GOVERNMENTAL FUNDS – A classification adopted by the National Council on Governmental Accounting to refer to all funds other than proprietary and fiduciary funds. The general fund, special revenue funds, capital projects funds, and debt service funds are the types of funds referred to as “governmental funds.”

HIDTA - High Intensity Drug Trafficking Areas

LEGAL LEVEL OF CONTROL – The City Manager is authorized to transfer budgeted amounts within departments within any fund; however, any revisions which alter the total expenditures of any fund or the transfer of funds between departments must be approved by the City Council.

LINE-ITEM BUDGET – The traditional form of budgeting, where proposed expenditures are based on individual objects of expenditure within a department or program. The Greenbelt budget is a line item budget.

MANAGEMENT OBJECTIVES – Objectives designated by the City Council, City Manager, or the department to be accomplished within the fiscal year.

MML - Maryland Municipal League

M-NCPPC - Maryland-National Capital Park and Planning Commission

MODIFIED ACCRUAL ACCOUNTING – A basis of accounting in which expenditures are accounted for on an accrual basis, but revenues are accounted for on a cash basis. This accounting technique is a combination of cash and accrual accounting since expenditures are immediately incurred as a liability when a purchase is authorized while revenues are not recorded until they are actually received.

NLC - National League of Cities

OPERATING BUDGET – The City Charter requires an operating budget which is a plan of current expenditures and the proposed means of financing them.

PEPCO - Potomac Electric Power Company

PERFORMANCE MEASURE – Departmental efforts which contribute to the achievement of the department’s mission statement and management objectives.

PERSONNEL EXPENSES – Costs of wages, salaries, and benefits for city employees; the largest of the three major expense categories in the budget.

RESERVE – Funds designated to be allocated in order to meet potential liabilities during the fiscal year.

REVENUE – Income for the fiscal year; the major categories are taxes, licenses and permits, revenue from other agencies, service charges, fines and forfeitures, and miscellaneous.

SPECIAL REVENUE FUNDS – This fund accounts for the proceeds of specific revenue sources that are restricted to expenditures for specified purposes. These include Community Development Block Grant, Replacement and Special Projects.

TAX RATE – An amount levied for each \$100 of assessed property value, as determined by the State Department of Assessments and Taxation, on both real and personal property within the City of Greenbelt. The City Council establishes the tax rate each year at budget time in order to finance General Fund activities.

TRANSFER OF FUNDS – A procedure established by City Charter, used to revise a budgeted amount after the budget has been adopted by City Council.

WSSC - Washington Suburban Sanitary Commission

Greenbelt was incorporated by act of the General Assembly of Maryland in 1937. The city’s original housing stock – consisting of 574 row house units, 306 apartment units, and a few prefabricated single family homes – was built during the 1930’s by President Roosevelt’s New Deal Resettlement Administration for the three-fold purpose of providing a model planned community, jobs for the unemployed, and low-cost housing. When he first visited Greenbelt, President Roosevelt was so impressed that he declared the town “an experiment that ought to be copied by every community in the United States.” In 1997, Greenbelt became a National Historic Landmark.

The City of Greenbelt has a Council-Manager form of government. The Council is composed of seven members elected every two years on a non-partisan basis. The City Manager is appointed by the City Council. As Chief Administrative Officer, the City Manager is responsible for enforcement of laws and ordinances, and appoints and supervises the heads of the departments of the city organization.

Greenbelt’s location gives its residents easy access to Washington, DC (12 miles), Baltimore (26 miles) and Annapolis, the state capital (22 miles). It is adjacent to NASA’s Goddard Space Flight Center and the University of Maryland.

