

# City of Greenbelt

## City Manager's Report

### Week Ending May 15, 2020

1. May 10-16 is National Police Week; thank you to everyone for your service.
2. As noted in the daily reports to Council and senior staff, continued emergency response and recovery planning. This includes work to address Federal legislation and City operations.
3. Please see the County Executive's Order emailed yesterday and attached.
4. In follow up to information regarding the task force, attached separately is the new agreement.
5. Attached are the County's responses to municipal questions regarding the CARES Act funding.
6. Also attached is the Line Item Detail budget report.
7. Attached is the final draft of the City's Green Purchasing Policy that was requested at the Public Works budget work session.
8. Dr. Park confirmed that the use of SNAP funds is expected to return to the Farmers Market soon. Council will recall a previous report that the non-profit providing the token-based program closed about a month ago. Greenbelt Farmers Market has a volunteer planning the safer return of a similar resource. Hopefully residents' electronic benefits will soon work as well, if not already.
9. Met with Davenport financial consultants on refinancing and long-term financial planning. As shared in the budget letter, the firm has suggested refinancing the City's existing debt. Another suggestion was a public sale and/or preparation to obtain a bond rating so that the rating and material is ready for future fiscal years if/when needed to assist in generating funds for capital projects. They did this last year with College Park. Given this is a change in how the City has operated (it has been many years since the City was rated) and will require education, they are prepared to help explain bond ratings, related processes and coordination. Given the current economy, this is an uncertain time, yet they explained this could help position the City to better fund capital projects. We will report back as more information is available. Note, Davenport explained that the process is not like the consumer market.  
  
At a minimum, refinancing 2001 and 2013 debt via a RFP to banks could possibly yield additional savings over a decade. Davenport would handle the RFP at no cost and no obligation to act on the RFP responses.
10. The transition to the new City telephone system will begin Monday, May 18. Work will be done in sections/buildings and staff will coordinate any public messaging, if needed. Thank you in advance to all IT staff as well as departments for their time.
11. Met and/or corresponded with staff and legal counsel regarding personnel, operations, budget and legal matters.
12. Participated in City Council work sessions, National Forum for Black Public Administrators convening of city/county managers on reopening government, and the Greenbelt Rotary virtual meeting.

### 13. Assistant City Manager

- a. Emergency management due to COVID-19.
- b. Held a weekly call with the Museum Director.
- c. Monitored County and regional calls.
- d. Virtually attended the Regular Meeting and Work Session.
- e. Worked with the City Treasurer and City Manager to prepare and finalize background materials for the Final Budget Work Session.
- f. Hosted CRAB's first Zoom meeting.
- g. Reviewed the Heroes Act and drafted correspondence to the City's federal delegation.

### 14. City Treasurer

- a. FY 2021 Budget preparation
- b. COVID-19
  1. Developing plan for CARES funding
  2. Planning for re-opening
- c. Working with College Park on responding to GFOA scope of work questions.

### 15. Information Technology

- a. Phone upgrade preparation
- b. Deployed 3 additional laptops for remote use
- c. Prepared order for additional laptops
- d. Reviewed COVID-19 project ideas
- e. Participated in re-open discussions

### 16. Economic Development

- a. COVID-19 Outreach
  - Local retail
  - Local banks
  - Local economic developers
- b. Webinars & Events
  - Attended City Council meeting
  - Attended Budget Work Session to review FY 2021 Economic Development budget
  - CBRE Virtual Lunch & Learn: Retail Reopening
  - International Council for Shopping Centers (ICSC): Kimco Realty Leadership Discussion on Reopening
  - Inc. Weekly Town Hall with US Chamber of Commerce
- c. Economic Development Admin
  - Outreach to businesses to touch base about COVID-19, concerns and plans.
  - Working with staff to coordinate communications about COVID-19 to the community.

cc: Department Heads

David Moran, Assistant City Manager  
Mary Johnson, Human Resources Officer  
Bonita Anderson, City Clerk



Angela D. Alsobrooks  
County Executive

# PRINCE GEORGE'S COUNTY GOVERNMENT

## OFFICE OF THE COUNTY EXECUTIVE

### EXECUTIVE ORDER No. 8-2020

May 14, 2020

### CONTINUED DECLARATION OF A LOCAL STATE OF EMERGENCY FOR PRINCE GEORGE'S COUNTY, MARYLAND

**WHEREAS**, Section 14-111 of the Public Safety Article of the Annotated Code of Maryland provides for the declaration of a Local State of Emergency; and

**WHEREAS**, Section 6-134, et seq., of the Prince George's County Code provides for the declaration of a Local State of Emergency; and

**WHEREAS**, the President of the United States proclaimed that the COVID-19 outbreak in the United States constituted a national emergency beginning March 1, 2020; and

**WHEREAS**, on March 5, 2020, the Governor of the State of Maryland declared a state of emergency and a catastrophic health emergency for the State of Maryland to control and prevent the spread of COVID-19 and these emergency declarations continue; and

**WHEREAS**, the World Health Organization, on March 11, 2020, announced that the COVID-19 outbreak can be characterized as a pandemic; and

**WHEREAS**, Prince George's County, Maryland previously issued the following emergency declarations: Executive Order Number 6-2020 dated March 16, 2020; Executive Order Number 7-2020 dated April 13, 2020; and CR-31-2020 adopted May 11, 2020; and

**WHEREAS**, Prince George's County, Maryland, with more than 10,400 confirmed positive cases of COVID-19, has the highest number of confirmed cases in the State of Maryland; and,

**WHEREAS**, Prince George's County, Maryland has more than 1,900 COVID-19 related hospitalizations and more than 350 deaths; and

**WHEREAS**, Prince George's County, Maryland is still experiencing a surge of County residents becoming ill with the virus and placing stress on the standard method of providing medical care;

**WHEREAS**, unemployment in Prince George's County, Maryland is currently at approximately fifteen percent and all the jobs created in the County over the last five years have been lost due to economic downturn caused by the current health crisis; and

**WHEREAS**, Prince George's County, Maryland has been and continues to be severely impacted by the COVID-19 outbreak; and

**WHEREAS**, the Order of the Governor of the State of Maryland Number 20-05-13-01, issued May 13, 2020, specifically authorized political subdivisions to issue more restrictive orders than issued by the Governor including requiring any businesses, organizations, establishments, or

facilities to close or modify their operations; and/or requiring individuals to remain indoors or to refrain from congregating; and

**WHEREAS**, the Prince George's County Maryland's available data does not show sufficient downward trend in the number of positive cases, hospitalizations, and deaths, or sufficient increase in necessary testing capacity, to support a re-opening or restart of certain businesses and activities; and

**WHEREAS CR-31-2020** authorizes the County Executive to amend the County's emergency declaration; now, therefore

**IT IS HEREBY ORDERED**, on this 14<sup>TH</sup> day of May, 2020, that I, Angela D. Alsobrooks, County Executive for Prince George's County, Maryland, hereby proclaim that a Local State of Emergency continues to exist in Prince George's County, Maryland. It is necessary and reasonable to save lives and to protect the public safety and welfare of all Prince Georgians during this pandemic, by controlling and preventing the further spread of COVID- 19, to issue the following orders:

**Effective May 15, 2020, beginning 5:00 p.m.:**

I. Stay-at-Home Order

A. All persons living in Prince George's County, Maryland are hereby ordered, effective as of 5:00 p.m. on May 15, 2020, to stay in their homes or places of residences ("Homes") except:

1. To conduct or participate in Essential Activities (defined below) or Permitted Outdoor Activities (defined below):
2. Staff and owners of businesses and organizations that are not required to close may travel:
  - a. Between their Homes and those businesses and organizations; and
  - b. To and from customers for the purpose of delivering goods or performing services; and
3. staff and owners of Non-Essential Businesses (defined below) may travel:
  - a. Between their Homes and those Non-Essential Businesses for the purpose of engaging in Minimal Operations; and
  - b. To and from customers for the purpose of delivering goods.

B. As used herein, "Essential Activities" means:

1. Obtaining necessary supplies or services for one's self, family, household members, pets, or livestock, including, without limitation: groceries, supplies for household consumption or use, supplies and equipment needed to work from home, laundry, and products needed to maintain safety, sanitation, and essential maintenance of the home or residence;
2. Engaging in activities essential for the health and safety of one's self, family, household members, pets, or livestock, including such things as seeking medical or behavior health or emergency services, and obtaining medication or medical supplies;
3. Caring for a family member, friend, pet, or livestock in another household or location, including, without limitation, transporting a family member, friend, pet, or livestock animal for essential health and safety activities;
4. Traveling to and from an educational institution for purposes of receiving meals or instructional materials for distance learning;
5. Travel required by a law enforcement officer or court order; or

6. Traveling to and from a Federal, State, or local government building for a necessary purpose.
- C. As used herein, "Permitted Outdoor Activities" means the following, done in compliance with applicable Maryland State Secretary of Health's Directives, Health Officer Directives, and social distancing guidance published by the Centers for Disease Control and the Maryland Department of Health:
1. Outdoor exercise activities, such as walking, hiking, running, biking, or individual and small group sports such as golfing, tennis, and similar activities;
  2. Outdoor fitness instruction;
  3. Recreational fishing, hunting, shooting, and archery;
  4. Recreational boating;
  5. Horseback riding; and
  6. Visiting cemeteries
- D. Except as set forth in Paragraph I.E. of this Order, Non-Essential Businesses (as defined below) shall remain closed to the public.
- E. Staff and owners may continue to be on-site at Non-Essential Businesses for only the following purposes:
1. Facilitating remote working (a/k/a/ telework) by other staff;
  2. Maintaining essential property;
  3. Preventing loss of, or damage to property, including without limitation, preventing spoilage of perishable inventory;
  4. Performing essential administrative functions, including without limitation, picking up mail and processing payroll; and
  5. Caring for live animals.
- F. Non-Essential Businesses are defined as all businesses, organizations, establishments, and facilities that are not part of the critical infrastructure sectors identified by the U.S. Department of Homeland Security, Cybersecurity and Infrastructure Security Agency (currently described at <https://www.cisa.gov/identifying-critical-infrastructure-during-covid-19> (collectively, "Non-Essential Businesses")

## II. Closure of Certain Specific Businesses, Organizations and Facilities

### A. Senior Centers

1. All senior citizen activities centers (as defined in Section 10- 501 (i) of the Human Services Article of the Maryland Code) shall remain closed.

### B. Restaurants and Bars

1. Restaurants, bars, and other similar establishments that sell food or beverages for consumption on-premises in Prince George's County, Maryland ("Restaurants and Bars") shall remain closed to the general public, except that, in accordance with any social-distancing recommendations of Maryland Department of Health or Prince George's County Health Department, food and beverages may be:
  - a. Sold if such food or beverages are promptly taken from the premises, i.e., on a carry-out or drive-through basis; or
  - b. Delivered to customers off the premises.
2. This Order does not apply to food or beverage services in health care facilities, which are expressly excluded from the definition of "Restaurants and Bars."

C. Fitness Centers

1. This Executive Order controls the occupancy and use of fitness centers, health clubs, health spas, gyms, aquatic centers, and self-defense schools in Prince George's County, Maryland ("Fitness Centers").
2. All Fitness Centers shall remain closed to the general public, except that the portion of any Fitness Center that is licensed or otherwise permitted by applicable law, regulation, or order to provide child care services may remain open to the general public for the purpose of continuing to provide such child care services.

D. Theaters

1. Theatres in Prince George's County, Maryland at which live performances occur or motion pictures are shown shall remain closed to the general public.

E. Malls

1. This Executive Order controls the occupancy and use of shopping centers in Prince George's County, Maryland that have one or more enclosed pedestrian concourses ("Enclosed Malls").
2. Except as set forth in paragraphs II.E.3 and II.E.4 of this Order, the following portions of Enclosed Malls shall remain closed to the general public:
  - a. Pedestrian concourses and other interior common areas open to the general public, including without limitation, food courts; and
  - b. Retail establishments only accessible to the general public from enclosed pedestrian concourses or other interior areas.
3. Retail establishments attached to Enclosed Malls that are directly accessible from the outside are not required to close.
4. Access to the general public to the following portions of Enclosed Malls is not prohibited:
  - a. That primarily sell groceries or pharmacy products, or
  - b. At which licensed professionals provide health care services; and
  - c. Pedestrian concourses and other interior common areas, but solely to the extent necessary for the general public to access the retail establishments described in this sub-paragraph.

F. Other Recreational Establishments

1. Except for those activities allowed as Permitted Outdoor Activities as defined in paragraph I.C of this Order, "Recreational Establishments" includes:
  - a. Bingo halls;
  - b. Bowling alleys;
  - c. Pool halls;
  - d. Amusement parks;
  - e. Roller- and ice-skating rinks;
  - f. Social and fraternal clubs, including without limitation, American Legion posts, VFW posts, and Elks Clubs;
  - g. Campgrounds; and



# CRF MUNICIPALITY QUESTIONS AND RESPONSES

Released: 5/14/2020

## GENERAL FEEDBACK:

Please note the guidance provided is based on the U.S. Department of Treasury guidance released on May 4, 2020. The County's interpretation of the guidance may change if additional information is released by the U.S. Department of Treasury.

### City of Bowie – Phone Call – Received 5/6/2020

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Is the A-133 single audit required if you accept CARES Act funding? Can the municipality request funding to support completing a A-133 Single Audit?

At this time, there has been no guidance from the federal government to indicate that the CARES program will be excluded from the Single Audit requirements. This includes the Paycheck Protection Program (PPP) and the Economic Injury Disaster Loan (EIDL) funding, which means that everyone should be prepared for a single audit if accepting funds over \$750,000 awarded under the CARES Act, including subrecipients.

### City of Greenbelt – Email: Laura Allen – Received 5/7/2020

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1. The city has not paid hazardous duty pay to its employees.
  - a. Would the county consider a retroactive hazardous duty payment to our employees to be a reimbursable expense?

Yes, if the hazardous duty payments meet the following Federal guidelines:

1. Are necessary expenditures incurred due to the public health emergency with respect to COVID-19 disease,
  2. The payments are provided to classes of employees including public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency; and
  3. The hazardous duty payments are paid between March 1, 2020 and December 15, 2020.
- b. Would the county consider hazardous duty pay to employees as part of the expense plan to be reimbursable without a contractual obligation to make such a payment?

Yes, if the hazardous duty pay is approved by the governing body and provided to the following classes of employees: public safety, public health, health care, human services, and similar employees



# CRF MUNICIPALITY QUESTIONS AND RESPONSES

Released: 5/14/2020

**whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.**

2. Are expenses prior to 3/1/20 reimbursable? Our Police Department purchased PPE in December 2019 in preparation for the emergency. Their forward thinking put us in a better position to respond.

**No. As noted in the U.S. Department of Treasury Coronavirus Relief Fund Guidance for State, Territorial, Local and Tribal Governments, the CARES Act provides that payments from the fund may only be used to cover costs that “were incurred during the period that begins on March 1, 2020 to December 30, 2020.”**

3. What expenses are included in payroll expenses? We would typically count salary and fringe benefit expenses; does the county consider those to be reimbursable or are some benefits excluded?

**Payroll expenses includes salary and benefit expenses for those employees whose work duties are substantially dedicated to mitigating or responding to the COVID-19 public health emergency (see “May recipients create a “payroll support program” for public employees?” – page 4 of the US Treasury FAQ dated May 4, 2020).**

4. The FAQs state “government may presume the payroll costs for public health and public safety employees are payments for services substantially dedicated to mitigating or responding to the COVID-19 public health emergency.” However, attachment 4 states “Do not reflect costs currently included in the approved FY 2020 or proposed FY 2021 budget unless the proposed budget specifically included costs to mitigate or respond to the COVID-19 public health emergency.” These states seem contradictory. Please clarify.

**As noted in the U.S Department of Treasury guidance, the CARES Act provides that payments from the Fund may only be used to cover costs that “were not accounted for in the budget most recently approved as of March 27, 2020 for the State or government.” Therefore, FY 2020 costs included in the approved budget are not eligible to be reimbursed. Regarding FY 2021 costs, if the government has included additional costs to mitigate or respond to the COVID-19 public emergency above their normal base budget, then those additional costs can be included in the request.**

# CRF MUNICIPALITY QUESTIONS AND RESPONSES

Released: 5/14/2020

## City of New Carrollton – Email: Karen Ruff – Submitted 5/7/2020

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Good afternoon. I am writing to inquire whether costs incurred in conducting a mail-in election rather than a traditional election, due to the COVID-19 pandemic and the executive orders issued by Governor Hogan, are subject to reimbursement. The cost of conducting a mail-in election will not only exceed the cost of conducting a traditional election, it will also exceed the amount budgeted in the City's FY20 budget for the May 2020 City election. The City would like to seek reimbursement for the costs associated with the mail-in election that exceed the budgeted amount for the May 2020 (traditional) election.

**Mail-in elections are eligible for reimbursement. However, you may want to check with the State Board of Elections since the State has requested additional funds from the US Election Assistance Commission to assist in the upcoming 2020 Election cycle. You may want to check with the State Board to see if they plan on aiding local governments through their Federal funding.**

## Town of Colmar Manor – Email: Dan Baden - Submitted 5/13/2020

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I have a question regarding hazard pay and the eligibility of costs for hazard pay. If we did not offer hazard pay prior to receiving these funds because our budget would not allow it, are we able to pay hazard pay retroactive back to the 3/1/2020 eligibility date and receive reimbursement for it when paid? If you are not the person to answer this question can you please direct me to the correct person.

**Yes, however the hazardous pay must be approved by the governing body as well as meet the following Federal guidelines:**

- **Are necessary expenditures incurred due to the public health emergency with respect to COVID-19 disease,**
- **The payments are provided to classes of employees including public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency; and**
- **The hazardous duty payments are paid between March 1, 2020 and December 15, 2020.**

# CRF MUNICIPALITY QUESTIONS AND RESPONSES

Released: 5/14/2020

City of Laurel – Email: Michele Saylor – Submitted 5/13/2020

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Good afternoon. I have the following questions regarding the 5/22/2020 submission:

We have issued Purchase Orders to at least 3 vendors for equipment and supplies. Should those be included in Actual expenditures or Planned expenditures?

**Purchase orders should be placed under planned expenditures. Actual expenditures should reflect only payments released to vendors.**

What is the time table for the response to the Actual and Planned expenditures in the 5/22/2020 submission?

**All municipalities should expect a response from the County within 15 business days if all documentation is properly completed.**

What type of documentation do you want included with our submission on 5/22/2020?

**Each municipality is required to submit the following documents by May 22, 2020:**

**Attachment 3 - CRF Municipal Request Summary  
Attachment 4 - CRF Municipal Request Template.**

**All attachments should be emailed to [OMBCOVID19@co.pg.md.us](mailto:OMBCOVID19@co.pg.md.us). Further guidance about the required reimbursement documents will be provided after the approval of the municipality's CRF spending plan by the County.**

Is the leasing of equipment an acceptable expenditure, or do we need to plan to purchase outright?

**As of the current US treasury guidelines, leasing costs are not prohibited provided it relates to mitigating or responding to the COVID-19 public health emergency. However, please note that the funds for leasing must be paid before the December 15, 2020 reimbursement deadline. Any leasing costs paid after that date will not be eligible for reimbursement.**

If Exempt employees were given Personal Leave Earned for time worked after their regular schedule, is the value of that time reimbursable?

**No, Per the U.S. Department of Treasury Guidance, the CARES Act funding can be used for expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions.**

# CRF MUNICIPALITY QUESTIONS AND RESPONSES

Released: 5/14/2020

Is the compensation reimbursable for those employees that were sent home due to pre-existing conditions, but their job responsibilities are not conducive to teleworking?

**No, Per the U.S. Department of Treasury Guidance, CARES Act funding can be used to meet payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency only.**

**Town of North Brentwood – Email: Jacqueline Goodall – 5/13/2020**

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I know that during the meeting it was stated that some cost incurred between March 1st and May 1st if eligible be reimbursed.

However, the question has arisen regarding back pay for hazardous duty. Can back pay be paid for eligible employees for hazardous duty pay be paid from the date the town declared a state of emergency, if not previously paid?

**Per the U.S. Department of Treasury guidelines, CARES Act funding may only be used to cover costs that were incurred during the period that begins on March 1 and ends on December 30, 2020. Therefore, all back pay for hazardous duty must fall within this time period.**

Do you know what is the percentage that is used for hazardous duty pay? I have heard that some jurisdiction are paying a flat \$2/hour, however I have seen on federal sites that it can be as much as 25%. What is the county's rate?

**There is no standard percentage that is being used for hazardous pay. This is determined by each municipality. The County is not paying a percentage rate. The County is paying a bi-weekly hazard pay stipend depending on if the employee is an essential public facing employee (\$350) or essential non-public facing employee (\$200) whose job is substantially dedicated to mitigating the COVID-19 crisis.**

Can towns participate in collective purchasing of items such as PPE's to bring down the overall cost?

**Yes.**

I hope that you can assist me with providing answers to these questions.

# CRF MUNICIPALITY QUESTIONS AND RESPONSES

Released: 5/14/2020

## Other Calls

Glenarden - Kenneth Jones – 5/13/2020

- Responses covered in above items

Berwyn Heights – Town Manager Broadbent – 5/14/2020

PPE

Election Costs

Hazard Pay – Police and Public Works

Small Business Program

- Responses covered in above items.

City of Greenbelt, Maryland

General Fund Expenditures

Line Item Summaries for FY 2018 - FY 2021

Line Item	Description	FY 2018 Actual	FY 2019 Actual	FY 2020 Adopted	FY 2020 Estimated	FY 2021 Proposed
1	Regular	\$5,151,450	\$5,594,128	\$6,255,200	\$5,786,200	\$6,475,600
3	Police officer	3,698,700	3,841,971	4,290,100	3,991,700	4,495,900
4	Police civilian	789,919	863,716	1,090,900	876,000	960,500
5	Park Ranger	20,832	17,972	15,000	17,700	17,700
6	Building Maintenance.	638,135	690,441	731,900	723,600	749,900
8	Street Maintenance	104,169	102,791	105,000	100,000	100,000
11	Snow & Ice Removal	79,730	102,482	70,000	70,000	70,000
12	Leaf & Brush Removal	94,881	79,995	90,000	80,000	80,000
13	Storm Sewer Maintenance	6,887	18,946	15,000	15,000	15,000
15	Street Landscaping	75,372	89,159	80,000	80,000	80,000
16	Waste Collection	344,739	366,945	370,000	330,000	360,000
19	Program Leaders	91,832	89,751	96,500	96,000	102,800
20	Recreation Instructors	407,215	419,853	431,000	466,000	476,000
21	Cashiers	80,519	82,239	85,000	82,000	85,000
22	Organizational Leaders	10,055	8,422	8,000	8,650	8,000
23	Special Events	44,955	40,030	48,000	45,000	45,000
24	Park Maintenance	571,911	590,156	705,000	694,700	759,000
25	Vehicle Maintenance	137,002	161,010	190,000	168,500	188,000
26	Center Assistants	473,968	499,078	509,000	499,000	507,000
	<b>Classified Salaries</b>	<b>11,758,682</b>	<b>12,559,742</b>	<b>14,056,100</b>	<b>12,978,400</b>	<b>14,396,600</b>
	<b>Part-time Salaries</b>	<b>1,063,589</b>	<b>1,099,343</b>	<b>1,129,500</b>	<b>1,151,650</b>	<b>1,178,800</b>
27	Overtime	1,039,548	1,065,853	988,100	1,083,500	1,075,000
28	Health Benefits	1,420,706	1,547,431	1,613,370	1,537,680	1,730,340
	Other Benefits	3,770,484	4,052,769	4,545,030	4,209,930	4,903,710
	<b>Total Salaries &amp; Benefits</b>	<b>\$19,053,009</b>	<b>\$20,325,138</b>	<b>\$22,332,100</b>	<b>\$20,961,160</b>	<b>\$23,284,450</b>
30	Prof. Services	406,223	494,953	348,400	411,100	467,100
31	Other Legal Services	61,016	15,246	35,000	35,000	35,000
33	Insurance - Wkrs' Comp	689,925	520,476	541,000	589,800	619,200
33	Insurance - LGIT	166,697	163,109	177,700	167,900	176,000
34	Other Services	471,678	376,581	434,300	453,900	419,300
35	Street Line Painting	4,250	6,000	6,000	6,000	6,000
37	Notices & Publications	75,440	63,158	78,000	75,200	72,200
38	Communications	169,592	182,284	178,700	176,250	178,950
39	Utilities:					
	Electric	513,061	462,359	476,500	475,000	476,500
	Gas	87,428	78,844	86,100	83,300	82,400
	Water & Sewer	94,283	88,931	93,700	95,300	95,300
	Heating Oil	4,427	4,861	3,800	4,000	4,500
42	Building Rental	35,700	35,700	35,700	35,700	35,700
43	Equipment Rental	31,055	31,312	36,500	38,900	37,200
45	Membership & Training	206,793	256,666	294,300	323,550	334,250
46	Building Maintenance	374,855	471,066	412,600	399,000	406,400
47	Park Fixtures	16,531	16,521	16,900	18,300	19,300
48	Uniforms	74,558	83,669	99,000	99,600	99,600
49	Tools	36,642	43,960	41,200	39,300	40,200

City of Greenbelt, Maryland

General Fund Expenditures

Line Item Summaries for FY 2018 - FY 2021

Line Item	Description	FY 2018 Actual	FY 2019 Actual	FY 2020 Adopted	FY 2020 Estimated	FY 2021 Proposed
50	Vehicle Maintenance:					
	Maintenance	258,109	278,885	289,400	280,450	294,650
	Fuel	184,540	202,398	206,900	209,200	209,200
52	Departmental Equipment	112,179	136,809	147,400	153,000	152,400
53	Computer Expense	221,886	220,231	249,600	275,300	285,500
55	Office Expense	138,915	139,383	163,200	150,350	148,650
57	K-9/Animal Control Exp.	63,571	61,079	53,600	38,600	47,600
58	Special Programs	264,844	294,701	337,500	384,950	253,900
59	Traffic Signs & Paint	20,115	19,467	19,500	21,500	21,500
60	Road & Paving Materials	9,658	7,569	11,000	10,000	11,000
61	Chemicals	33,302	38,972	53,900	44,400	53,900
62	Storm Drain Materials	2,921	357	2,000	1,500	2,000
63	Landscaping Supplies	28,736	41,911	46,700	46,400	46,400
64	Lighting Fixtures	3,225	12,718	4,500	6,500	6,500
67	Merchandise	2,495	1,231	3,000	1,500	4,500
68	Contribution Groups	93,391	85,393	86,900	76,900	87,450
69	Awards & Incentives	7,416	12,148	16,400	14,950	14,400
70	Boards & Committees	0	0	24,900	24,900	24,900
71	Miscellaneous	7,416	4,518	5,500	11,300	5,000
72	Reserve Appropriation	3,397	25,819	22,200	20,000	20,000
73	Retirement Plan Payments	48,298	58,319	48,400	48,000	49,000
75	Arts Expenses	15,127	14,797	13,800	14,550	17,500
76	Red Light Camera Expense	233,414	282,025	243,100	240,600	240,600
77	Speed Camera Expense	260,400	260,400	260,400	260,400	260,400
	<b>Operating</b>	<b>\$5,533,509</b>	<b>\$5,594,826</b>	<b>\$5,705,200</b>	<b>\$5,862,350</b>	<b>\$5,862,050</b>
81	Capital Projects Transfer	700,000	1,215,000	820,000	1,200,000	1,000,000
82	Debt Service Transfer	705,000	805,000	817,000	817,000	1,030,000
84	Replacement Fund Transfer	320,000	350,000	360,000	800,000	450,000
85	Econ. Dev. - Special Projects	0	52,000	25,000	77,000	25,000
85	Public Safety - Special Proj.	0	0	0	50,000	0
86	Building Capital Reserve	335,000	1,000,000	475,000	850,000	700,000
85	2001 Bond Fund Transfer	1,028,670	0	0	0	0
<b>91</b>	<b>New Equipment</b>	<b>383,985</b>	<b>427,959</b>	<b>328,800</b>	<b>517,400</b>	<b>449,400</b>
94	Art Restoration & Acq.	0	5,000	5,000	5,000	5,000
94	Fire Department Transfer	88,000	120,000	120,000	120,000	120,000
	<b>Total Reserves, Transfers &amp; Capital Outlay</b>	<b>\$3,560,655</b>	<b>\$3,974,959</b>	<b>\$2,950,800</b>	<b>\$4,436,400</b>	<b>\$3,779,400</b>
	<b>Total General Fund Expenditures</b>	<b>\$28,147,173</b>	<b>\$29,894,923</b>	<b>\$30,988,100</b>	<b>\$31,259,910</b>	<b>\$32,925,900</b>

# **CITY OF GREENBELT**

## **GREEN PURCHASING POLICY (Policy)**

### ***1. Purpose***

The City of Greenbelt recognizes its responsibility to minimize negative impacts on human health and the environment while supporting a diverse, equitable, and vibrant community and economy. The City of Greenbelt recognizes that the types of products and services the City of Greenbelt buys have inherent social, human health, environmental and economic impacts, and that the City of Greenbelt should make procurement decisions that embody the City of Greenbelt's commitment to sustainability.

The Policy will guide the City's efforts to procure environmentally sustainable products and services. While not all of these guidelines will be feasible in every procurement of goods and services, the City will make a good faith effort to incorporate these guidelines to the maximum extent possible in the procurement decisions. The Policy must be considered for purchasing and contracting in support of the operation and management of all City-owned buildings and facilities as well as their components, systems, operations and materials, and for all programs and events.

This Policy is intended to:

- Identify those sustainability factors that shall be incorporated into procurement decisions;
- Provide implementation guidance;
- Empower employees to be innovative and demonstrate leadership by incorporating sustainability factors into procurement decisions;
- Communicate the City of Greenbelt's commitment to sustainable procurement.

### ***2. Policy***

#### **2.1 General Policy Statement**

City of Greenbelt employees will procure materials, products or services in a manner that integrates fiscal responsibility, community, and environmental stewardship.

#### **2.2 Sustainability Factors**

Buying goods locally and reducing transportation distance are two items that help improve the environment. Besides the benefits of buying local goods, consideration should also be given to products that come in easily recycled packages or better yet, less packaging. These factors and other considerations are spelled out in this section.



City of Greenbelt employees will incorporate the following factors when writing specifications for, or procuring, materials, products, or services.

Environmental factors to be considered include:

- Waste generation and recyclability
- Greenhouse gas emissions
- Pollutant and toxicity releases
- Energy consumption
- Depletion of natural resources
- Life cycle assessment
- Impacts on biodiversity

Fiscal Factors to be considered include, but are not limited to:

- Use reduction; buy only what you really need
- Product performance and quality
- Life-cycle cost assessment; lowest total cost
- Leveraging buying power
- Impact on staff time and labor
- Long-term financial analysis

While not all factors will be incorporated into every purchase, it is the intent of this Policy that City of Greenbelt employees will make a good faith effort to incorporate and balance these factors to the maximum extent possible.

### 2.3 Use of Best Practices

City of Greenbelt employees will utilize best practices in sustainable procurement as they evolve. As it applies to this Policy, best practices in sustainable procurement are those that utilize leading edge sustainability factors, standards, and procedures in an efficient and effective way that is successful and replicable.

### 2.4 City of Greenbelt Code and State Law

It is the intent of this Policy to complement City of Greenbelt code and State laws.

## ***3. Implementation Guidelines***

The City Manager or Designee shall ensure the development and maintenance of implementation guidelines that provide sufficient direction and clarity to carry out this Policy. Specifically:

- Ensure that the review and approval of products and services address recycled content, recyclability, energy and water conservation, life cycle cost, pollutant and toxins

reduction, forest protection, preference for local products, other environmental considerations, and support Green certification efforts.

- Incorporate product (including packaging) stewardship measures such as take back and end of life management into contract requirements.
- During an evaluative procurement process, require vendors to report environmental and economic benefits of green products.
- Include environmentally sustainable products and services in specification for City solicitations.
- Ensure goods, products and services support LEED certification.
- Procure environmentally preferable goods and services that meet environmental product standards established by governmental or other widely recognized authorities. An example could be Green Seal standards for janitorial products.
- Avoid materials that may be toxic or a pollutant. Consider impacts and threats of harm to human health and /or the environment.
- Purchase fleet vehicles that provide the best available fuel efficiency and net reduction in vehicle fleet emissions.
- The City will not purchase polystyrene foam cups, bowls and plates, or any other single-use food service wares that cannot be recycled or composted in the City's programs, unless there are no practicable alternatives. The City Manager shall make every effort to take actions to implement this Policy in all vendor contracts, concession agreements; at all City-sponsored events and in permits and leases involving the use of City property, where practicable and appropriate.

#### ***4. Responsibilities***

##### **4.1 Product and Service Standards**

The City Manager shall be responsible for:

- Ensuring City of Greenbelt staff utilizes product and service standards and best practices that comply with this Policy.
- Ensuring internal policies and procedures reference this Policy and incorporate the use of sustainable products and services that meet the intent of this Policy.

The City of Greenbelt Directors, Assistant Directors, and Supervisors shall be responsible for:

- Providing resources for assisting departments with standards and best practices in sustainable procurement.

##### **4.2 Specifications and Contracts**

The City of Greenbelt Directors shall be responsible for:

- Ensuring that specifications written by their department comply with this policy and incorporate sustainable procurement best practices.

The City of Greenbelt Department Directors, Assistant Directors, and Supervisors shall be responsible for:

- Ensuring purchasing manuals and other internal procedures reference this policy and incorporate best practices for specifying products and services that meet the intent of this policy.
- Ensuring that evaluation criteria for determining the responsibility of prospective contractors incorporate sustainability factors that meet the intent of this policy.
- Developing and integrating sustainable procurement boilerplate language into solicitation document templates.

#### 4.3 Data Collection and Performance Reporting

The City of Greenbelt Department Directors, Assistant Directors, and Supervisors shall be responsible for:

- Cooperating in gathering information for the purposes of tracking, reporting, and evaluating the City of Greenbelt's sustainable procurement activities and evaluating the effectiveness of this policy.
- Integrating department-specific sustainable procurement goals into City of Greenbelt's sustainability plans.

#### 4.4 Policy Review

The City Manager or Designee shall be responsible for periodically bringing together internal stakeholders to review this policy for updates. The policy review shall be completed at least every five (5) years, but may be done on a more frequent basis as needed.