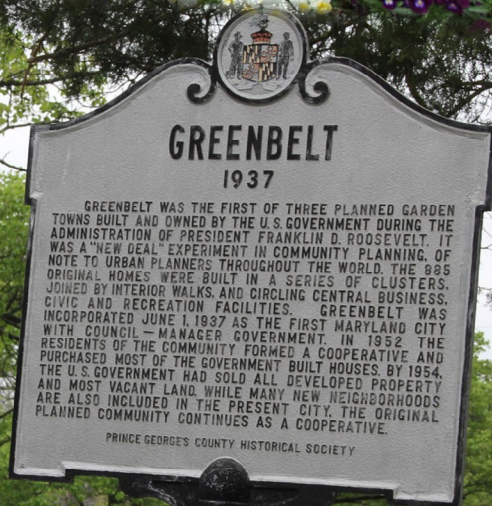


Fiscal Year 2022



INTRODUCTION



City of Greenbelt Adopted Budget Fiscal Year July 1, 2021-June 30, 2022

CITY COUNCIL

Colin A. Byrd, Mayor
Emmett V. Jordan, Mayor Pro Tem
Judith F. Davis
Leta M. Mach
Silke I. Pope
Edward V.J. Putens
Rodney M. Roberts

BUDGET PREPARATION STAFF

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

CITY MANAGER

Nicole Ard

DEPARTMENT DIRECTORS

Mary Johnson, Human Resources
Dale Worley, Information Technology
Elizabeth Park, Greenbelt CARES
Terri Hruby, Planning &
Community Development
Richard Bowers, Police
James Sterling, Public Works
Greg Varda, Recreation

Todd Pounds, City Solicitor



HOW TO USE THIS BUDGET BOOK

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

The budget is divided by tabs into sections, and a [Table of Contents](#) is included at the beginning of the book.

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

A [Table of Organization](#) is provided for the entire city organization. Tables of Organization for each department are located with the departmental budgets.

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

[Departmental Expenditures](#) are grouped by activity. Each section includes:

- Narratives describing the department or division’s mission, goals and objectives;
- FY 2021 accomplishments;
- FY 2022 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

25 CRESCENT ROAD, GREENBELT, MD 20770



June 7, 2021

Dear Greenbelt Residents:

Enclosed is the City of Greenbelt's Adopted Budget for the fiscal year beginning July 1, 2021, and ending June 30, 2022 (FY 2022).

The City Manager submitted a proposed budget to the City Council on March 22, 2021. The City Council held ten work sessions, as well as two public hearings in April and May, to review and study the proposal. As always, your interest and comments during this process were greatly appreciated.

CITY COUNCIL
Colin A. Byrd, Mayor
Emmett V. Jordan, Mayor Pro Tem
Judith F. Davis
Leta M. Mach
Silke I. Pope
Edward V.J. Putens
Rodney M. Roberts

The past fifteen months have been an unprecedented time for our City and Nation. Economic experts anticipate that local governments might be impacted for years to come. We recognize that some residents and businesses are still hurting from the pandemic. While property tax assessments increased, reduced business at places like restaurants, gas stations, stores, and theatres continue to impact revenue that fund City services. City revenues will be uncertain for some time. However, the City Manager recommended a variety of actions to take to secure our community's long-term sustainability. This included working with the City's financial advisor, Davenport & Associates, to re-finance outstanding debt, saving the City over \$600,000. A formal adoption of additional financial policies has also been proposed and work sessions held to discuss.

The \$31.5M adopted FY 2022 General Fund budget reflects an 8.1% increase in expenditures from the FY 2021 adopted General Fund budget. There is no increase on the City's Real Property tax rate or fees.

The adopted budget maintains existing services and funds a couple of temporary positions, that while not requested by staff, we feel will add benefit. Below are the changes:

- An increase in the workers compensation insurance premium (\$200,000);
- Funding to complete a Space Study of city facilities (\$80,000);
- A temporary intern position for the Economic Development Coordinator (\$3,600); and
- A contracted grant position (\$20,000).

A NATIONAL HISTORIC LANDMARK

PHONE: (301) 474-8000 www.greenbeltmd.gov

American Rescue Plan Act (ARPA) funding will be important in providing support to our residents and businesses as they continue to navigate life during the COVID-19 pandemic and rebuild and reimagine post-pandemic operations. The City is actively working to plan and prepare to implement the \$22.9M in ARPA funding, to be expended only under the four eligibility areas:

- Revenue replacement for the provision of government services to the extent of the reduction in revenue due to the COVID-19 public health emergency;
- COVID-19 expenditures or negative economic impacts of COVID-19, including assistance to small businesses, households, and hard-hit industries, and economic recovery;
- Premium pay for essential workers; and
- Investments in water, sewer, and broadband infrastructure.

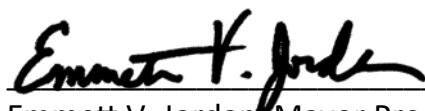
Because of the restrictions on the use of ARPA funds, the Council recognizes the need for City resources to supplement Federal, State and County relief efforts to support neighbors and businesses in need. A series of community sessions to obtain public feedback and ideas will help the City plan how to use ARPA and other funds.

The City, State, and Nation will continue to fight COVID-19. The financial steps taken in this budget will help the City ensure long-term sustainability and continuity of essential services. We are proud to continue Greenbelt's legacy as a planned community providing exceptional service. Thank you for your support and the opportunity to represent you.

Sincerely,



Colin Byrd, Mayor



Emmett V. Jordan, Mayor Pro-Tem



Judith F. Davis, Council Member



Leta M. Mach, Council Member



Silke I. Pope, Council Member



Edward V.J. Putens, Council Member



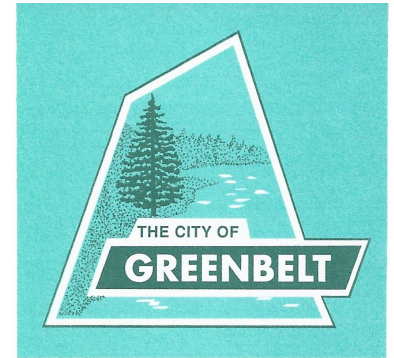
Rodney M. Roberts, Council Member

CITY OF GREENBELT, MARYLAND

OFFICE OF THE CITY MANAGER

25 CRESCENT ROAD, GREENBELT, MD. 20770

March 22, 2021



Nicole C. Ard
City Manager

Honorable Mayor and City Council,

Enclosed is the City of Greenbelt's Proposed Fiscal Year 2022 Budget. 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 continue to be impacted by COVID-19 pandemic-related job loss, business closures or restrictions, and possible commercial real estate tax abatements. On-going need for disaster relief to individuals and businesses is also anticipated. Similarly, taxes and fees tied to commercial activity and/or City services will continue to be impacted by County and State health restrictions which impact business and City operations. This includes income, amusement, personal property (including corporate), lodging taxes, recreation fees, and parking citation fines. Commercial abatements (the amount of real property tax that property owners appeal and the City is required to pay back or forfeit), are expected to increase due to forced business closures, and will likely impact FY 2022 and the next several fiscal years given the State's practice of enabling retroactive abatements. Revenues are detailed in the Sources of Revenue section of the Proposed Budget, as well as the accompanying chart.

The FY 2021 Proposed Budget was finalized as the COVID-19 pandemic was unfolding. In April 2020, I recommended and Council approved using fund balance and deferring certain expenses. A mid-year budget adjustment and reclassification was approved to support additional crisis counseling for Greenbelt CARES and Greenbelt Police, combining two part-time positions into one full-time position, and adding a second full-time position to help address pandemic related casework and supplement County and contract crisis counselors. My March 2021 recommendation is that the Council continues to defer the following items to adjust the budget as the nation expands vaccine distribution: 1. Filling certain positions; and 2. Non-loan or grant funded capital projects.

My goal remains the same, to adjust spending in order to protect our current employees' jobs - keep employees safe and able to provide essential services that in turn keep our community safe and vibrant. Every effort was made to retain employees, their knowledge, skills and experience, in anticipation of the full return of City programs and activities. As in-person training and professional devel-



opment opportunities return, and Federal, County and State health guidelines allow, City employees should be able to take advantage of those opportunities as well.

The FY 2022 Proposed Budget includes another year of limited expenditures to provide essential services, address employee retention, and critical infrastructure related to cybersecurity, finance, safety and health. The majority of the City's General Fund budget is comprised of employee compensation related expenses. Employee health insurance premium costs will decrease by 1%, a savings of approximately \$17,700. As of the date of this report, the workers compensation cost estimate was not available, yet is expected to increase.

A classification and compensation study, 3% employee performance merit increases and 2% cost of living adjustments (COLA) were deferred in the FY 2021 budget. The FY 2022 proposal includes funding the study, merit and COLA, as well as an initial amount dedicated to support implementation of study recommendations. Compensation studies are typically conducted every five years. Greenbelt's last study was conducted in 2008.

While the City has recently hired numerous police officers and communications specialists, there continues to be turnover, retirements, and greater numbers of police academy recruits and cadets than lateral or more experienced police officers from other agencies. While limited in duties before their graduation, cadets have continued to work in the Animal Control and Parking Enforcement units, as well as in Administration before starting their academy class. The City has not completed collective bargaining with the Fraternal Order of Police. The one-year agreement reached last year remains in effect.

The proposal does not recommend tax rate or user fee increases or additional staff. There is an increase in the constant yield tax rate, discussed later in this letter and in the Revenue section.

The Assistant City Manager has created a list of recommended capital projects, replacement equipment and vehicles for funding. Most of these items were slated for funding in FY 2021 and deferred; ideally the items would be deferred again as a conservative approach is recommended. Yet in several instances, safety, director guidance, as well as increasing cost and use during the pandemic's social distancing requirements justify attention to these projects. This includes street repair and resurfacing, sidewalk maintenance, trail and bus stop improvements. Tennis court conditions were also mentioned during public meetings - the fact that socially distanced, small group children's dance classes and other recreation programs were conducted on the courts brings safety to focus. The previously deferred final phase of the Police Station's heating and air conditioning repair addresses unsuitable workplace conditions. The WMATA Connection Trail will be budgeted with supplemental State and developer funding. Proposed projects are described in the Proposed Budget's Capital Projects, Building Reserve, and Replacement Funds sections.

The replacement of the current Financial Management System was not included in the Capital Projects Plan, instead the cost is proposed in the Special Projects Fund. The project cannot be deferred again as Microsoft will stop supporting the current system in Fall 2021. Community Visioning deferred in FY 2021 will be addressed via the Economic Development Fund as it supports planning, recreation, transportation, environmental, economic and equity issues. Funds will also support the City staff's participation in the next regional cohort of Government Alliance on Race and Equity (GARE) offered through the Metropolitan Washington Council of Governments and other related equity recommendations and resources from the regional committee.

The Proposed Budget also 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 vaccines are being distributed, the Proposed Budget attempts to maintain essential services and assumes that lessened restrictions on public facilities and businesses may begin in June, yet may not fully open until September or later. However, this situation may evolve with a recovery window of up to another 12 months or more. During the pandemic, the City has supported 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 will continue telework, teleconferencing, and social distancing practices, recognizing safety initially, yet feedback from staff regarding health concerns, and at least one advisory board preferring virtual meetings given increased accessibility and member participation. Council, all advisory boards and staff throughout the organization are meeting virtually. This keeps the City organization connected with hundreds of volunteers, as well as community organizations that provide vital information and support to the City.

While many competing needs face the City, the Proposed Budget, as in the past, continues to build capacity to protect community investment in individuals, families, and neighborhoods. Most management objectives remain the same, as well as affiliated accomplishments achieved. Many objectives were deferred due to the COVID-19 pandemic's business and facility closures. The construction of new homes at Greenbelt Station Subdivision ended and developer funds are being used to fund the WMATA Connection Trail. City staff will soon take over maintenance of the park, roads, and other infrastructure in addition to the current police patrols, park trash collection, and periodic recreation activity with no additional funds from that source to support them or recreation in Greenbelt West. Apartments are under construction on Cherrywood Lane next to the Federal Courthouse and Capital Office Park corporate park.

Residential and commercial property tax revenue have both increased after several years of declining commercial real property tax revenue. The City primarily relies on Real Property Tax revenue, or about 65%, 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 guidelines, facilities and programs may remain restricted or prohibited until this summer, possibly longer, and further reduce revenue. FY 2021 recreation revenue loss alone was over \$700,000 due to closed facilities, reduced class offerings and reduced class size due to COVID-19 health restrictions. Staff shifted to virtual, outdoor and small group classes with initial focus on service, not fees given the economic crisis that followed the health emergency and the impact of recreation on individuals and community. Scholarships will continue to be promoted to support any resident's participation. Staff is also working with Maryland National Capital Park and Planning Commission (M-NCPPC) and private owners of properties like Franklin Park Apartments, Capital Office Park, Greenbelt Station Homeowners Association, and Beltway Plaza Mall on additional recreation space and activities.

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%. The City's financial advisors and staff recommend a 20% ratio of operating revenues. I concur. I recommend maintaining the General Fund's fund balance as the City does not know the extent to which this health emergency will continue to unfold; other non-related emergencies may develop and require additional resources (for example, severe weather event, Federal shut-down, or return to business closures); and should revenue projections or cash flow become 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, 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. Similar to last year, most of the top and high priorities set during Council’s February 2020 and 2021 facilitated annual goal setting sessions are deferred.

COUNCIL GOALS

In February 2021, 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 24 months. More detailed action steps, including longer term activities, are outlined within the departmental management by objective in each proposed departmental budget. Also listed are a sampling of the accomplishments achieved in FY 2021. Council adopted these factors and goals, based on the discussion and 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

ADOPTED COUNCIL WORK PLAN FY 2022-FY 2024

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.

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

Outcomes	Top Priorities	Possible Funding Sources
<i>Enhance Sense of Community</i>	<ul style="list-style-type: none"> • Build more inclusive self-image beyond our legacy as a planned community (gateway signage, public art) • Racial and geographic equity • Continue to offer recreation programming for all ages to ensure positive relations throughout the community 	<ul style="list-style-type: none"> • General Fund; State Grants-Community Legacy and Maryland Arts) • General Fund; Possible Local, State and Federal Grants,- CDBG, MWCOG TLC, State Program Open Space, M-NCPPC, Private Contributions - GILA • General Fund; County, State and Federal Grants - SASS, M-NCPPC, County Council, State Program Open Space; possible Federal and State Funds; Private Contributions - scholarships
<i>Economic Development and Sustainability</i>	<ul style="list-style-type: none"> • Continue and expand resources and funding for COVID-19 affected businesses and organizations 	<ul style="list-style-type: none"> • General Fund; Anticipate Possible Federal funds - CDBG, American Rescue Act, etc.; Private Contributions- GILA
<i>Improve Transportation Opportunities</i>	<ul style="list-style-type: none"> • Greenbelt Road Streetscape • City shuttle/circulator 	<ul style="list-style-type: none"> • General Fund, no funds budgeted at this time; Application submitted for MWCOG TLC Grant, continued legislative advocacy at State, County levels • General Fund, No Funds budgeted at this time
<i>Maintain Greenbelt as an Environmentally Proactive Community</i>	<ul style="list-style-type: none"> • Oppose the SC Mag Lev and other intrusions on City's environment (Beltway widening, B-W Parkway widening, and BEP printing facility at BARC) • Continue fighting proposed projects that denude Greenbelt • Save forest preserve 	<ul style="list-style-type: none"> • General Fund; Grants, Maryland Environmental Agency, Revitalization/Community Legacy; Private Contributions/Initiatives/Partnerships • General Fund; Cost Sharing with other governments, businesses, community organizations • General Fund; Cost Sharing with other governments, businesses, community organizations • General Fund

Outcomes	Top Priorities	Possible Funding Sources
<i>Improve and Enhance Public Safety</i>	<ul style="list-style-type: none"> • Armory property • Public health/safety 	<ul style="list-style-type: none"> • Capital Projects; General Funds - No funds budgeted at this time; Request for Proposals issued to evaluate possible hazards and abatement costs to support request for State/other assistance; State holds the deed pending evaluation/inventory; Volunteer Fire Company Chief is checking County CIP for new fire station funding status • General Fund, State and Federal Grants - Bullet proof Vest, County School Resource Officer, State Law Enforcement
<i>Preserve and Enhance Greenbelt's Legacy as a Planned Community</i>	<ul style="list-style-type: none"> • Ensuring sustainability and vitality of Roosevelt Center 	<ul style="list-style-type: none"> • General Fund; Economic Development Fund; Possible State or County grants, arts district; Private Contributions
<i>Promote Quality of Life for all Residents</i>	<ul style="list-style-type: none"> • Enhance recreation amenities in Greenbelt West • Programs and help for seniors and children • Promote housing and food security during and post COVID-19 	<ul style="list-style-type: none"> • General Fund; Economic Development Fund; Possible State or County grants, arts district; Private Contributions • General Fund; M-NCPPC, State, County, and Federal Grants-SASS, County Council Discretionary, Social Service; CDBG Application submitted) • General Fund; Private Contributions - GILA
<i>Provide Excellent Constituent Services</i>	<ul style="list-style-type: none"> • Community visioning • Broaden citizen involvement in meetings through technology • Enhance/expand City election process for more participation 	<ul style="list-style-type: none"> • Economic Development Fund • General Fund • General Fund
<i>Maintain and Invest in Infrastructure</i>	<ul style="list-style-type: none"> • Office space reallocation and space utilization study • Senior housing options • Refine capital projects funding policy 	<ul style="list-style-type: none"> • General Fund; Building Capital Reserve Fund, No funds budgeted at this time • Green Ridge House Apartments Fund; General Fund; No other funds budgeted at this time, advocacy continues with development reviews and contacts • General Fund, supported through savings from refinancing in FY 2021 and continued work with financial advisors reporting recommendations to complement budget presentation in March 2021

FY 2021 WORKPLAN ACCOMPLISHMENTS

- No work-related COVID-19 outbreaks were reported. Unfortunately, the few employees who tested positive seemed to be exposed at home or via family or friends. They have recovered and appear to have not spread the disease to co-workers. However, employees must remain vigilant and follow health guidelines. Everyone is being encouraged to accept the invitation to get vaccinated and support the City's expansion of service.
- Essential City services were maintained with new methods refined including split employee groups/units/crews and shifts to provide service and keep people safe. Telework, telehealth mental health counseling and programs, virtual code enforcement inspections, recreation classes and pre-school, and Council meetings are all examples. Over a hundred community volunteers, residents, and businesses continued to advise Council and staff via virtual participation during meetings of over a dozen City advisory boards on matters such as schools, the environment, development, and recreation. Likewise, a business relief grant review panel was formed from a variety of small and large corporate, non-profit and government partners. Staff maintained close contact with GILA faith and spiritual leaders and landlords, and recruited recreation staff to assist with wellness checks to business, homeowners and other organizations.
- COVID-19 Relief Activities for Safety, Health, and Equity – Developed and implemented CARES Act Relief Grants for: 20 Businesses (\$300,000); 87 households (\$440,440); and two community food providers College Park Meals on Wheels (\$50,000) and St. Hugh's Food Pantry (\$10,000); GILA/Community Foundation Partnership to administer the faith and spiritual group's charitable donations funded grants; \$50,000 City General Fund allocation for eviction relief; Mid-Fiscal Year 2021 conversion of two part-time crisis counselors into one full-time position as well as an additional full-time counselor to support Greenbelt CARES and Police Department; Food Deliveries to Food & Friendship as well as Green Ridge House residents, Drive-Thru food and diaper distributions, as well as support to County and non-profit distributions. Boosted Wi-Fi on public property for public use in parking lots. Maintained mental health counseling, dementia support, youth tutoring, and GED and ESOL classes virtually. Provided free preschool and recreation activities via the Virtual Recreation Center, as well as free recreation kits for children in Greenbelt West. Provided varied camps (in-person and virtual) to support parents and children in a pandemic environment with limited child care. Coordination with State, County, and non-profit social services, banks, landlords, housing, economic development, workforce development officials to support residents and businesses. (General Fund, CARES Act, Private Contributions)
- Facility Improvements – Staff installed building access improvements for security and health, including access card reader systems, storefront improvements, and physical barriers. Also addressed were certain air handling improvements and installation of touchless drinking water fountains to support employee and public return to facilities. Staff also performed maintenance

not otherwise accessible with regular operations/visitor flow (General Fund, CARES Act, Building Reserve Fund)

- Census 2020 Outreach and Planning - A multi-departmental team effort reached Greenbelt residents throughout the City during a global pandemic and health restrictions achieving a 71% response rate.
- Refinanced outstanding bonds saving over \$600,000 over the next several years and engagement of financial consultants to support long-range financial planning.
- Offered free Greenbelt Connection senior transportation to national election polling places regardless of age, as well as outreach to support the County elections board reach to voters on election process and polling place changes.
- The City Facility Space Study and Security Needs RFQ was issued, tours conducted with architectural and engineering firms, and responses received. The project was deferred given the pandemic.
- Enhanced Recreational Opportunities in Greenbelt West (Capital Projects and Greenbelt West Fund inclusion of continued design on the \$2+ Million WMATA Trail construction project, with \$325,000 in State bond bill funding secured.) The City also worked with private property owners to advocate for additional and improved recreation facilities, including a redevelopment project, existing and new facilities online with current construction of a new apartment complex near the Courthouse and Capital Office Park, and expansion of recreation programs and partnerships at Springhill Lake Recreation Center, like the Eagle Vision youth program and free recreation kits to children.
- Improved the Existing Dog Park (Capital Projects), with development and Council adoption of new rules and annual permit fee structure, community engagement on permits, and monitoring. Research was performed and quotes readied regarding on logistics, including cost estimates and utility availability for security camera, security access system, and drinking fountains installation for future Capital Projects funding.
- Continued to work with County and Local Groups to Finalize the Neighborhood Conservation Overlay Zone (General Fund funded staff support).
- Provided technical assistance to developers and Council regarding new developments including the new apartments, as well as proposals for 7010 Greenbelt Road, Lutheran Church Senior Housing, Beltway Plaza Mall Redevelopment, Royal Farms Retail Store/Gas Station, USDA BARC/ Bureau of Engraving and Printing, NASA Goddard Strategic Plan, (General Fund staff support, possible impact on permit fee revenue).
- Displayed continued proactive environmental leadership when recertified as Sustainable Maryland, earning the top number of points statewide; engaged community coalitions, County, State and Federal legislators, legal and professional consultants to fight the Maglev train, development

at USDA campus, and proposed highway widenings; supported additional community composting grant; replanted the Eleanor Roosevelt Tree; boosted food forests; earned Bee City designation as well as continued Tree City designation; and implemented the Firefly Sanctuary. Continued energy improvements to facilities. Electric vehicle charging stations were added to Schrom Hills Park and Springhill Lake Recreation Center by Pepco. The City also approved requests for installation of private electric vehicle chargers in neighborhoods. Supplemented by socially-distanced volunteer activities throughout the City to protect trees and pollinators, Forest Preserve, and support composting, litter pick-up, recycling, and education, environmental activism continued.

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. There is current uncertainty regarding the American Rescue Act funding allocations to local governments and related requirements. The City eagerly awaits 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 or funding via the County and State, there may continue to be delays.

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 assessed 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. Unfortunately, the County tax differential changed resulting in a higher payment rates for property owners. The County denied the City's appeal.

Regarding environmental sustainability, Greenbelt continues to meet and exceed both State of Maryland and Metropolitan Washington Council of Government's (MWCOCG) reduction of greenhouse gas emissions goals. The City continues to actively pursue State grants to support further energy efficiency improvements.

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 Mil-

lion and State Highway User Revenue or Community Development Block Grant funded road repair or replacement. FY 2022 needs include Financial System Replacement (in Special Projects Fund) by October 2021 due to Microsoft requirements, Armory assessment and planning, various deferred projects from FY 2021. Successful capital projects recently completed or underway in FY 2021 include: grant funded repair and preservation of the “Mother and Child” and historic bas reliefs; the completion of the Gateway Signage Phase 1 Project; and the Cherrywood Lane and Green Street design work. Various other on-going planning efforts include work to address the Bus Stop Safety and Accessibility Plan, the Pedestrian and Bicycle Master Plan, the Cherrywood Lane and Green Street design work; 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. This application went beyond the City’s traditional request for road funding and asked for social services funds in light of the pandemic and community need. While the County is the primary service provider, CDBG may be an area to support appropriation for additional City or non-profit provided social services, including affordable housing.

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 previously authorized the release of \$400,000 to the Greenbelt Volunteer Fire Company to expedite the purchase of a new fire engine during FY 2020, a fiscal year earlier than anticipated. On the evening of FY 2022 budget presentation, the Company will seek an extra \$256,000 for the remaining payment to the vendor for April 2021 inspection prior to delivery. The Company had previously anticipated borrowing and fundraising this amount.

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 Tax Increment Financing (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. Council approved my recommended refinancing, saving over \$600,000 over several years. City staff is pleased that Davenport has prepared a comprehensive financial review to support long-range financial planning. Davenport will present their findings in one week, during the first Council budget work session.

APPRECIATION

During the past year, City employees continued to demonstrate commitment to the community during a period of global health, political, social, and economic change. The proposed budget reflects deferred priorities yet continued commitment to the community and City employees. I thank Council, residents and employees for your patience, perseverance, and courage. Working together in adherence with the Community Pledge, respect for the dignity and worth of others, and kindness, Greenbelt will recover.

Special thank you to Ms. Bertha Gaymon, City Treasurer, who coordinated budget preparation; Mr. David Moran, Assistant City Manager; Ms. Anne Marie Belton, Executive Associate; Ms. Beverly Paulau, Public Information and Communications Coordinator; and department and division directors, supervisors, and employees City-wide. Each employee brings a unique skill set and experience that collectively makes us better. We also seek to learn and improve so that we can better serve our community, not be the barrier to a person's ability to thrive in Greenbelt. City employees' response to the constant uncertainty of the pandemic, health restrictions, and social unrest while providing 24-hours a day/7 days a week service continues to demonstrate that compassion, creativity, and dedication. Employees provided this service while facing personal challenges at home including illness, unemployment, loss of loved ones, and coping with national crises. I am proud of each of you and your historic role in making a difference in the lives of others. As your co-worker and a Greenbelt resident, thank you.

Respectfully Submitted,



Nicole C. Ard
City Manager

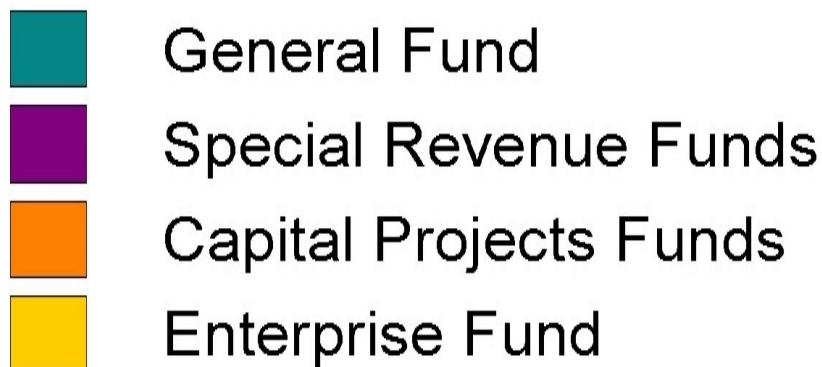
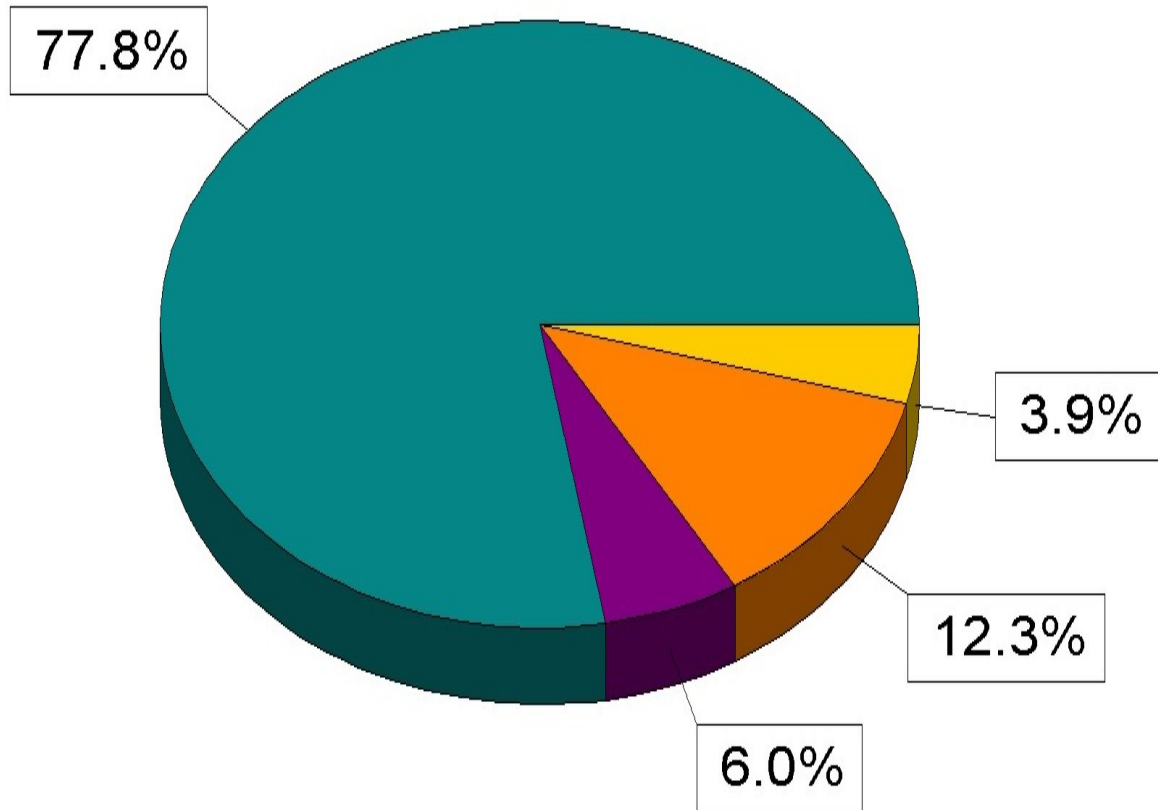


- **\$31,309,000 General Fund Expenditure Budget, a \$2,166,200 or 7.43% increase from the FY 2021 Adopted Budget.**
- **Proposed Revenues are \$31,310,000 or 5.70% higher than FY 2021, with no tax rate increase.**
- **Residential property assessments are estimated to increase 4.35% and commercial properties are expected to increase 4.42%.**
- **Highway User Revenue proposed at \$540,800.**
- **33.6% of all General Fund expenditures go to Public Safety.**
- **2% pay adjustment for classified employees plus a merit/step increase.**
- **Health insurance costs are the same as FY 2021.**
- **Residential waste collection fee remains the same - \$70 per quarter or \$280 per year.**
- **\$5 Million in capital projects proposed including \$2,030,000 for the WMATA Connection Trail, \$944,800 for street resurfacing, \$667,700 for the Attick Park parking lot (contingent on grant funding) and \$310,900 for facility improvements at the Youth Center.**
- **Special Projects Fund includes funding for a new Finance System, Compensation Study and Community Visioning.**
- **At the end of FY 2022, the city's Undesignated and Unreserved fund balance is estimated to be \$6.3 million or 20.2% of Total Expenditures.**

SUMMARY OF BUDGET EXPENDITURES

Summary of Budget Expenditures

FY 2022 Adopted Budget



Fiscal Years 2019 - 2022						
Summary of Budget Revenues						
FUND	FY 2019 Actual Trans.	FY 2020 Actual Trans.	FY 2021 Adopted Budget	FY 2021 Estimated Trans.	FY 2022 Proposed Budget	FY 2022 Adopted Budget
GENERAL FUND	\$30,174,467	\$30,838,311	\$29,622,835	\$29,599,200	\$31,310,000	\$31,350,000
SPECIAL REVENUE FUNDS						
Cemetery	\$1,593	\$1,283	\$2,100	\$700	\$700	\$700
Debt Service	814,252	830,869	1,013,200	5,108,300	1,010,500	1,010,500
Replacement	413,035	367,148	26,000	452,100	310,400	310,400
Special Projects	408,476	899,320	368,000	474,700	362,700	362,700
TOTAL SPECIAL REVENUE	\$1,637,356	\$2,098,620	\$1,409,300	\$6,035,800	\$1,684,300	\$1,684,300
CAPITAL PROJECTS FUNDS						
Building Capital Reserve	\$1,197,902	\$498,152	\$3,000	\$450,200	\$601,000	\$681,000
Capital Projects	1,361,889	2,402,139	115,500	1,092,400	1,473,600	1,473,600
Community Development Block Grant	128,240	111,268	154,600	295,400	194,000	194,000
Greenbelt West Infrastructure	6,431,299	244,518	345,000	3,900	327,400	327,400
TOTAL CAPITAL PROJECTS	\$9,119,330	\$3,256,077	\$618,100	\$1,841,900	\$2,596,000	\$2,676,000
ENTERPRISE FUND						
Green Ridge House	\$1,430,465	\$1,545,335	\$1,516,400	\$1,487,800	\$1,504,500	\$1,504,500
TOTAL ALL FUNDS	\$42,361,618	\$37,738,343	\$33,166,635	\$38,964,700	\$37,094,800	\$37,214,800
Fiscal Years 2019 - 2022						
Summary of Budget Expenditures						
FUND	FY 2019 Actual Trans.	FY 2020 Actual Trans.	FY 2021 Adopted Budget	FY 2021 Estimated Trans.	FY 2022 Proposed Budget	FY 2022 Adopted Budget
GENERAL FUND	\$29,914,718	\$29,208,766	\$29,142,800	\$30,459,700	\$31,309,000	\$31,570,000
SPECIAL REVENUE FUNDS						
Cemetery	\$0	\$0	\$0	\$0	\$0	\$0
Debt Service	639,428	1,048,930	1,107,200	5,129,600	1,052,400	1,052,400
Replacement	489,727	360,780	0	0	448,800	448,800
Special Projects	415,449	392,935	341,500	344,100	922,000	922,000
TOTAL SPECIAL REVENUE	\$1,544,604	\$1,802,645	\$1,448,700	\$5,473,700	\$2,423,200	\$2,423,200
CAPITAL PROJECTS FUNDS						
Building Capital Reserve	\$261,687	\$744,724	\$212,300	\$328,500	\$759,400	\$839,400
Capital Projects	895,404	2,561,607	152,400	506,300	1,943,100	1,943,100
Community Development Block Grant	128,240	111,268	295,400	295,400	194,000	194,000
Greenbelt West Infrastructure	5,217,113	219,524	2,030,000	344,300	2,056,500	2,056,500
TOTAL CAPITAL PROJECTS	\$6,502,444	\$3,637,123	\$2,690,100	\$1,474,500	\$4,953,000	\$5,033,000
ENTERPRISE FUND						
Green Ridge House	\$1,374,307	\$1,354,158	\$1,574,600	\$1,469,500	\$1,569,000	\$1,569,000
TOTAL ALL FUNDS	\$39,336,073	\$36,002,692	\$34,856,200	\$38,877,400	\$40,254,200	\$40,595,200

FY 2022 Budget Summary

Fund	Total All Funds	General Fund	Special Revenue Funds	Debt Service Fund	Capital Projects Funds	Enterprise Fund
Revenue						
Taxes & Special Assessments	\$26,144,900	\$26,144,900				
Licenses & Permits	1,533,000	1,302,000	\$231,000			
Intergovernmental	2,413,300	1,169,300	82,500		\$1,161,500	
Interest	685,600	50,000	1,700	\$500	633,400	
Charges for Services	1,833,900	1,833,900	0		0	
Fines & Forfeitures	587,000	569,000	18,000		0	
Contributions	0	0	0		0	
Miscellaneous	334,600	248,900	10,600		75,100	
Fund Transfers	2,178,000	32,000	330,000	1,010,000	806,000	
Bond Proceeds	0	0	0		0	
Enterprise Fund	1,504,500	0	0			\$1,504,500
Total Revenue	\$37,214,800	\$31,350,000	\$673,800	\$1,010,500	\$2,676,000	\$1,504,500
Expenditures						
General Government	\$4,698,100	\$4,083,100	\$615,000			
Planning & Development	1,049,900	1,011,900	38,000			
Public Safety	10,863,000	10,507,200	165,900		\$189,900	
Public Works	5,281,900	3,918,900	260,500		1,102,500	
Social Services	1,391,400	1,383,500	7,900		0	
Recreation & Parks	10,111,300	6,428,200	97,500		3,585,600	
Miscellaneous	460,000	435,000	0		25,000	
Non-Departmental	2,209,600	1,027,200	0	\$1,052,400	130,000	
Fund Transfers	2,961,000	2,775,000	186,000		0	
Enterprise Fund	1,569,000					\$1,569,000
Total Expenditures	\$40,595,200	\$31,570,000	\$1,370,800	\$1,052,400	\$5,033,000	\$1,569,000
Projected Fund Balances						
July 1, 2020	\$15,470,836	\$7,040,326	\$1,355,928	\$119,207	\$3,981,902	\$2,973,474
FY 2021 Expected Revenues	\$38,669,300	\$29,599,200	\$927,500	\$5,108,300	\$1,546,500	\$1,487,800
FY 2021 Expected Expenditures	39,287,797	30,459,700	1,098,797	5,129,600	1,130,200	1,469,500
Balances at June 30, 2021	\$14,852,339	\$6,179,826	\$1,184,631	\$97,907	\$4,398,202	\$2,991,774
FY 2022 Budgeted Revenues	\$37,214,800	\$31,350,000	\$673,800	\$1,010,500	\$2,676,000	\$1,504,500
FY 2022 Budgeted Expenditures	40,595,200	31,570,000	1,370,800	1,052,400	5,033,000	1,569,000
Balances at June 30, 2022	\$11,471,939	\$5,959,826	\$487,631	\$56,007	\$2,041,202	\$2,927,274



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

City of Greenbelt

Maryland

For the Fiscal Year Beginning

July 1, 2020

Christopher P. Morill

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, 2020.

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.