

# Fiscal Year 2022



## GENERAL GOVERNMENT

*General Government personnel are dedicated to ensuring the responsiveness of the City Government to its citizens. By implementing City Council policy, responding to citizen inquiries, exercising fiduciary prudence with City monies, communicating with the public, and coordinating the many services and functions of City departments, General Government personnel work to increase the efficiency and effectiveness of the Greenbelt local government.*

# GENERAL GOVERNMENT

## PURPOSE

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

## ACCOMPLISHMENTS FOR FY 2021

### CITY COUNCIL

- Held meetings and Council activities virtually due to the Pandemic.
- 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 (MWCOG), Maryland Municipal League (MML) and National League of Cities (NLC) as well as various committees. For example: Mayor Byrd served on the MWCOG Board of Directors; Mayor Pro Tem Jordan served on the MML Board and the MWCOG Transportation Planning Board; Council member Davis served on the MML Legislative Committee, and the NLC Energy, Environment and Natural Resources committee; Council member Mach served on the MWCOG Climate, Energy and Environment Policy Committee and Air Quality Committee, the MML Executive Committee, and the NLC Human Development Committee; Council member Pope served on the NLC Public Safety and Crime Prevention Committee; Council member Putens served on the MWCOG Human Services Policy Committee, and the NLC Public Safety and Crime Prevention Committee; and Council member Roberts served as an alternate on the MWCOG Transportation Planning Board.
- Conducted numerous virtual meetings with stakeholders to represent the city's interests. These included meetings with Greenbelt Homes, Inc., Greenbelt East Advisory Coalition, Comptroller Franchot, County Executive, Alsobrooks, Prince George's County Memorial Library System, Beltway Plaza, Greenway Center, NASA Goddard Space Flight Center, Washington Metropolitan Area



Transit Authority, Roosevelt Center Owner, Franklin Park, one meeting 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).
- Refinanced \$4.1 Million in outstanding City debt to achieve significantly lower interest rates while maintaining the same loan payoff term.
- Participated in virtual training and workshops at conferences sponsored by MML and NLC.

## **ADMINISTRATION**

- Continued all essential city services during the unprecedented and constantly changing COVID-19 Pandemic.
- Attended numerous virtual meetings and briefings with local, county and state officials.
- Participated in virtual business, regional and community events.
- Represented the city by virtually attending MWCOG Chief Administrative Officers Committee meetings.
- Received the Government Finance Officers' Association (GFOA) Distinguished Budget Award for FY 2021. This award has been received each fiscal year since FY 1990.
- Hired a City Treasurer and Assistant City Manager.
- Provided legislative advocacy at the county, state and federal level by analyzing and tracking many bills in addition to hosting one virtual meeting with legislators.
- Began planning for the November 2, 2021 City Election.
- Virtually attended the International City/County Management Association (ICMA), National Forum for Black Public Administrators (NFBPA), and League of Women in Government and Maryland Municipal League (MML) conferences.

## **ECONOMIC DEVELOPMENT**

- Provided one-on-one technical assistance to over 60 local businesses that were impacted by the COVID-19 pandemic by sharing information about the various emergency relief programs; meeting to discuss their needs and challenges; connecting them to technical service providers; and walking them through various processes for obtaining relief funding.

- Coordinated the Greenbelt Business Improvement and Recovery Fund that helped to provide 20 local small businesses with relief assistance to manage the ongoing impacts of the COVID-19 pandemic.
- Transitioned in-person quarterly Business Coffees to Virtual Business Coffees to continue creating a space for businesses to connect, share resources and network during the pandemic.



- Partnered with Prince George’s County Economic Development Corporation and Maryland Small Business Development Center to provide an overview of COVID-19 resources, including financial assistance to support local small businesses.
- Transformed the Business Brief newsletter into a mechanism for sharing COVID-19 updates and information to a growing list of over 2,000 subscribers.
- Built upon relationships with key business resource and technical assistance providers including Prince George’s County Economic Development Corporation, Maryland Small Business Development Center, Maryland Department of Commerce and local financial institutions to support local businesses during the pandemic. .

## HUMAN RESOURCES

- Due to COVID-19, staff started teleworking full-time in mid-March 2020. Thanks to IT, the move to teleworking went seamlessly. New hire orientations, retirements and interviews were processed following COVID-19 restrictions and safety protocols. All others duties of the HR office continued with no disruption in services.
- Assisted employees who came into contact with a person with COVID-19 or who themselves tested positive for COVID-19, conducting contact tracing and contacting the health department to determine the appropriate course of action.
- Continued scanning employee files into Laserfiche and worked towards electronic onboarding.
- Held eight tests for Police Officers and Communications Specialists.
- As the city was in the 2<sup>nd</sup> year of a 3-year contraction with Express Scripts, which gives the city approximately \$160,000 in rebates annually, we were obligated to remain with an insurance pro-

vider that allowed us to separate our prescription drug and health insurance coverages. Negotiated a better rate with CareFirst (current provider) with a -1% decrease in insurance costs.

- Processed seven retirements in FY 2020, and estimate processing ten retirements by the end of FY 2021.
- Assisted retirees with enrolling into monthly electronic payments for their health, prescription and dental benefits.
- Provided employees with information related to the Employee Assistance Program, Families First Coronavirus Response Act, and unemployment benefits.
- Responded to over 100 requests for information on unemployment claims, including notifying the Unemployment Tax Service, who handles the city's unemployment claims, of possible fraudulent claims. Notified employees who had claims filed under their names, providing them with information on steps they should take.
- Served as the staff liaison to the Public Safety Advisory Committee.

## **FINANCE**

- Due to staffing changes, Finance was in a period of learning and transition.
- Began researching the necessary steps to obtain a new financial system in FY 2022.
- Received a clean audit for the city's finances for FY 2020 and obtained the GFOA Certificate of Achievement for Financial Reporting for the 36th consecutive year.

## **INFORMATION TECHNOLOGY**

- Represented the city by serving 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 the proposed SCMaglev train and proposals to widen State Highways.
- Hired specialized legal counsel and consultants to review Draft Environmental Impact Statements.
- 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

- Worked with Greenbelt Recreation to create a Virtual Recreation Center
- Helped to publicize Census 2020 by creating graphics, holding various events, posting on social media and website, creating videos and submitting newspaper advertisements.
- Worked with Greenbelt CARES to post virtual GED Classes and ESOL Classes.
- Created a successful online portal for the Festival of Lights Art and Craft Fair
- Created a regular COVID-19 report covering a wide range of topics.
- Created a 10am Kids Posting everyday throughout the summer highlighting dance, cooking, stories and arts and crafts.
- 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 community/City groups such as the American Legion, the Labor Day Committee, and the ACE Committee to create virtual ceremonies.
- Continued to broadcast virtual meetings on the City's cable channels and by live streaming.
- Worked to promote participation in the 2020 Census by holding several events, producing videos, flyers, newspapers and more.
- Assisted in videotaping virtual programs for the Summer Camp program.
- Set up a way for charitable donations to be made through the City's website using PayPal.
- Work with the Forest Preserve Advisory Board to create new materials for the website and a new printed brochure.



# ISSUES & SERVICES FOR FY 2022

## CORONAVIRUS (COVID-19) PANDEMIC

This pandemic exploded towards the end of FY 2020 and continued throughout FY 2021. 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” and “how to Zoom.” As of the writing of this document, city employees are being vaccinated, COVID cases and deaths in the region are dropping, the county and state are easing certain restrictions, and there is cautious optimism about a more normal summer and fall. Still, Pandemic impacts during FY 2022 and how long it will take to fully restore in-person city services are unknown.

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 2022.

## 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 comprehensive.

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.

- 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 in Maryland to \$15 per hour by 2025. The move from \$7.25 to the current \$11.75 changed the fiscal reality in the Recreation Department. Summer camps revenue no long-



er exceed direct expenditures. The planned minimum wage increase from \$11.75 per hour to \$15.00 will 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 also 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 is in the process of reevaluating its reserve and fund balance policies. The city has a current policy of maintaining at least a 10% unassigned fund balance which only applies to the General Fund. Staff, and the city's financial advisor, believe this is too low and recommend increasing this minimum threshold to 20% for the General Fund, as well as developing 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.

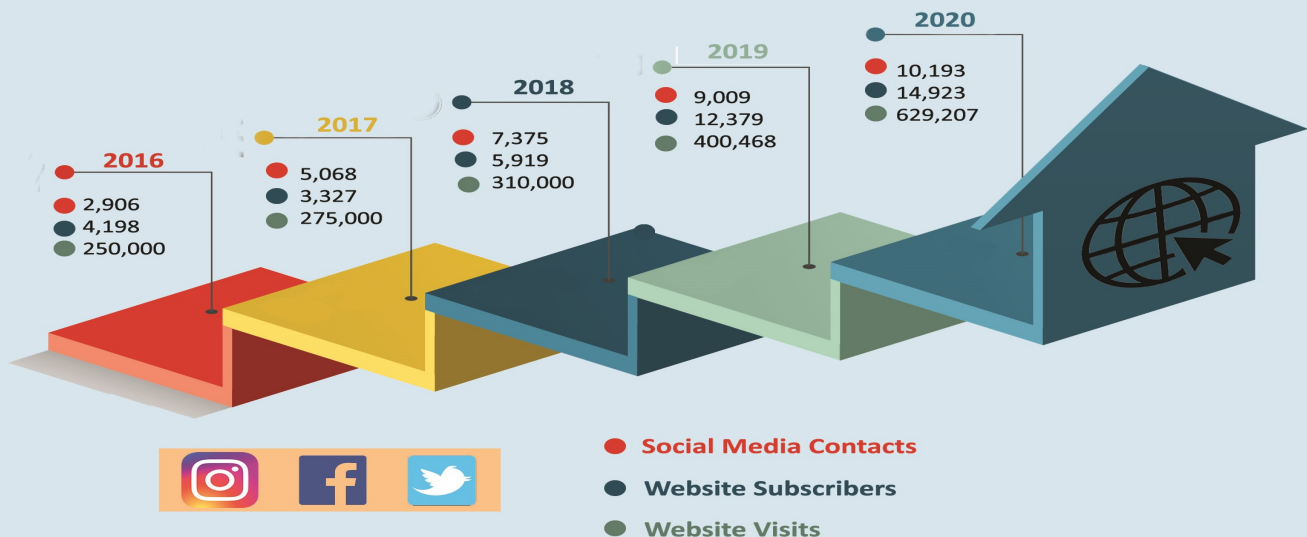
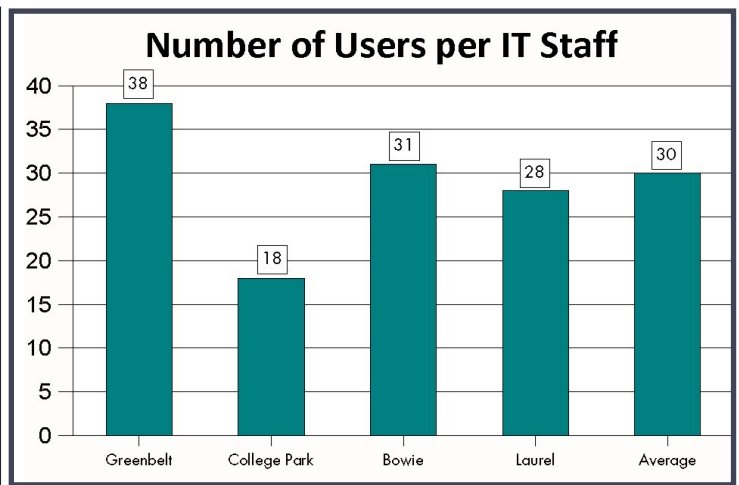
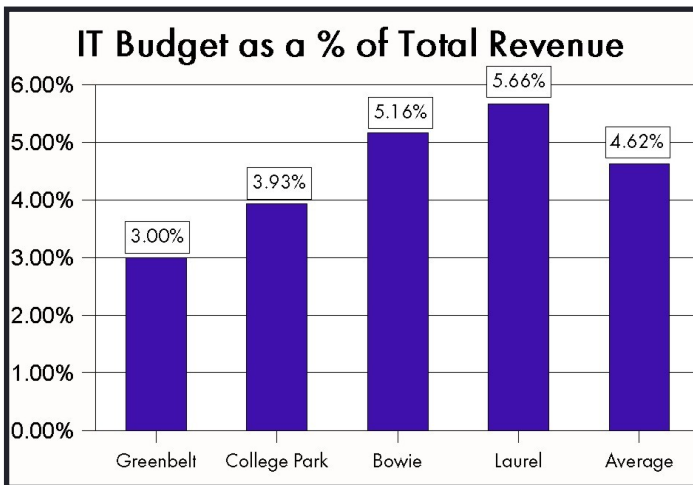
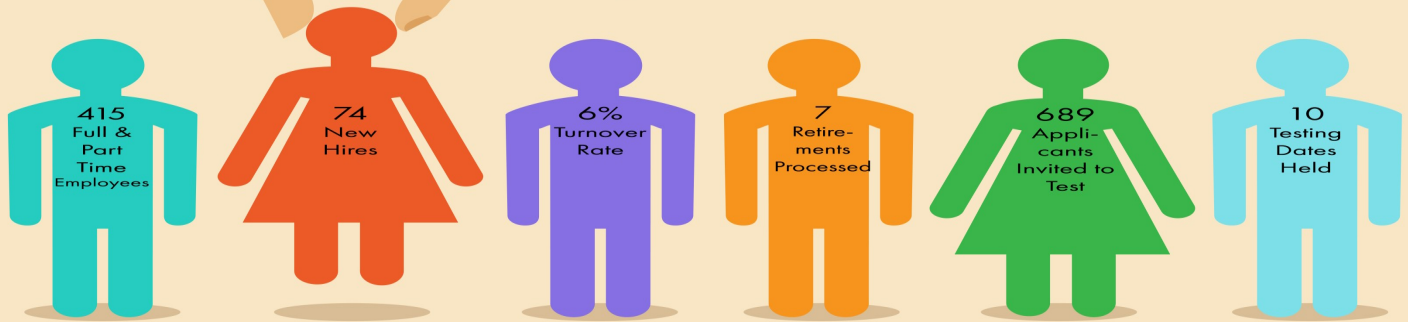
The city has generally tried to fund these ongoing repairs and upgrades with a "pay-as-you-go" strategy. However, the city has not been able to set aside sufficient funds to meet all the needs.

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.

# GENERAL GOVERNMENT DASHBOARD

## HUMAN RESOURCES

FY 2020 ACTUAL



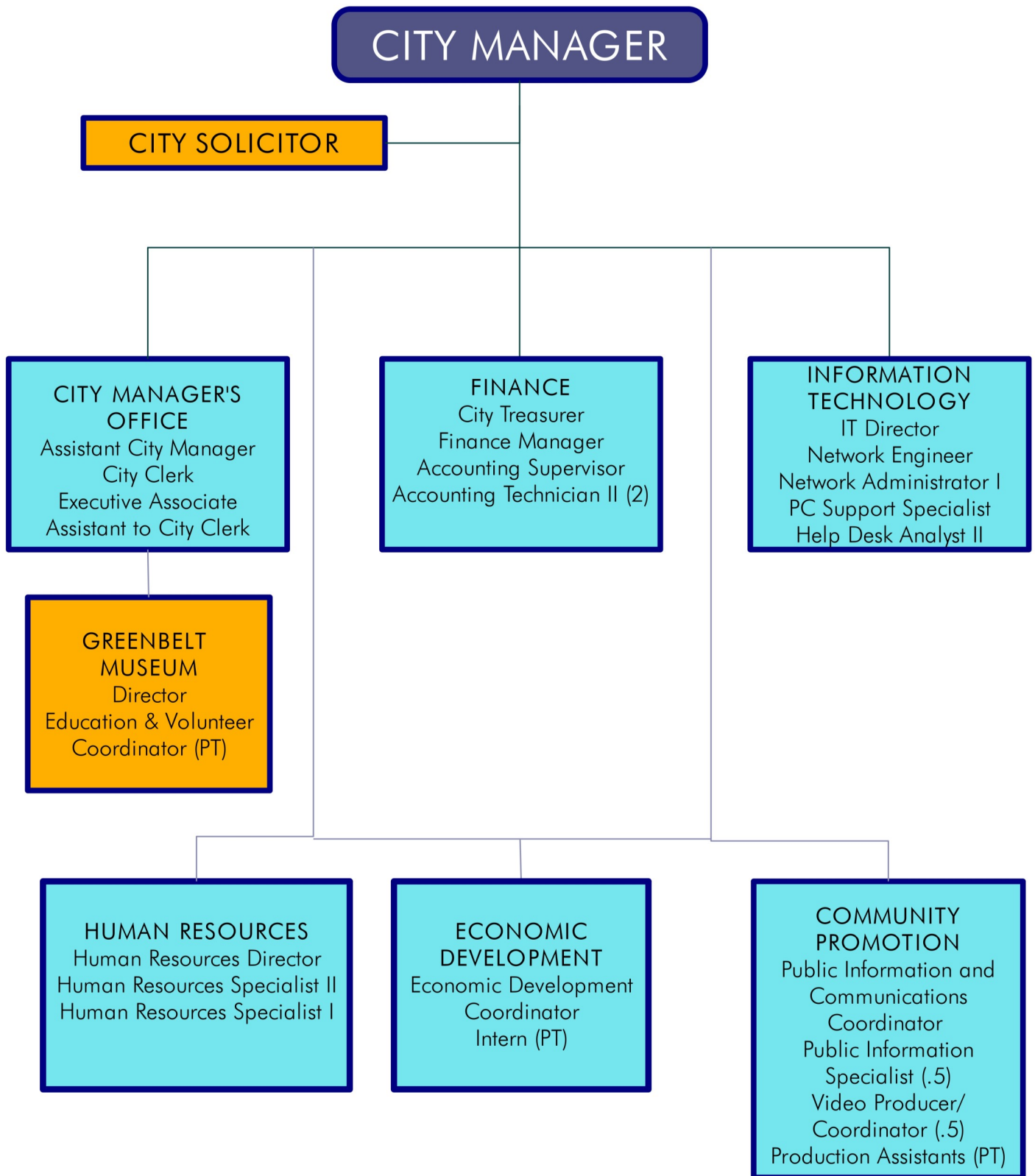
# PERSONNEL STAFFING

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

	Grade	Auth. FY 2020	Auth. FY 2021	Prop. FY 2022	Auth. FY 2022
<b>110 City Council</b>					
Mayor	\$12,000	1	1	1	1
Council	\$10,000	6	6	6	6
<b>120 City Manager's Office</b>					
City Manager	\$160,000	1	1	1	1
Assistant City Manager	GC-26	1	1	1	1
City Clerk	GC-20	1	1	1	1
Executive Associate	GC-16	1	1	1	1
Assistant to the City Clerk	GC-14	0	1	1	1
Administrative Assistant II	GC-13	1	0	0	0
Total FTE		5	5	5	5
<b>125 Economic Development</b>					
Economic Development Coordinator	GC-20	1	1	1	1
Economic Development Intern	N/C	0	0	0	0.1
Total FTE		1	1	1	1.1
<b>135 Human Resources</b>					
Human Resources Director	GC-25	1	1	1	1
Human Resources Specialist II	GC-16	1	1	1	1
Human Resources Specialist I	GC-14	1	1	1	1
Total FTE		3	3	3	3
<b>140 Finance</b>					
City Treasurer	GC-26	1	1	1	1
Finance Manager	GC-22	1	1	1	1
Accounting Supervisor	GC-16	1	1	1	1
Accounting Technician II	GC-13	2	2	2	2
Total FTE		5	5	5	5
<b>145 Information Technology</b>					
IT Director	GC-25	1	1	1	1
Network Engineer	GC-20	1	1	1	1
Network Administrator I	GC-17	1	1	1	1
IT Specialist I	GC-15	1	1	1	1
IT Help Desk Analyst II	GC-13	1	1	1	1
Total FTE		5	5	5	5
<b>190 Community Promotion</b>					
Public Information & Communications Coordinator	GC-22	0	1	1	1
Public Information & Communications Coordinator	GC-18	1	0	0	0
Public Information Specialist	GC-13	0.5	0.5	0.5	0.5
Video Producer/Coordinator	GC-11	0.5	0.5	0.5	0.5
Production Asst./Camera Operator	N/C	0.5	0.5	0.5	0.5
Total FTE		2.5	2.5	2.5	2.5
<b>930 Museum</b>					
Museum Director	GC-18	1	1	1	1
Volunteer & Eductaion Coordinator	N/C	0	0.4	0.4	0.4
Total FTE		1	1.4	1.4	1.4
<b>Total General Government FTE (not including Council Members)</b>		<b>22.5</b>	<b>22.9</b>	<b>22.9</b>	<b>23</b>



# ADMINISTRATION ORGANIZATIONAL CHART



# CITY COUNCIL



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

Performance Measures	FY 2019 Actual	FY 2020 Actual	FY 2021 Estimated	FY 2022 Estimated
Meetings Held:				
Regular	20	20	20	20
Special	6	18	6	6
Work & Closed Sessions	61	59	60	60
Public Hearings/Meetings	2	4	2	2
Ordinances Enacted	4	7	5	5
Resolutions Enacted	10	10	10	10
Charter Amendments Enacted	1	0	2	2

## **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

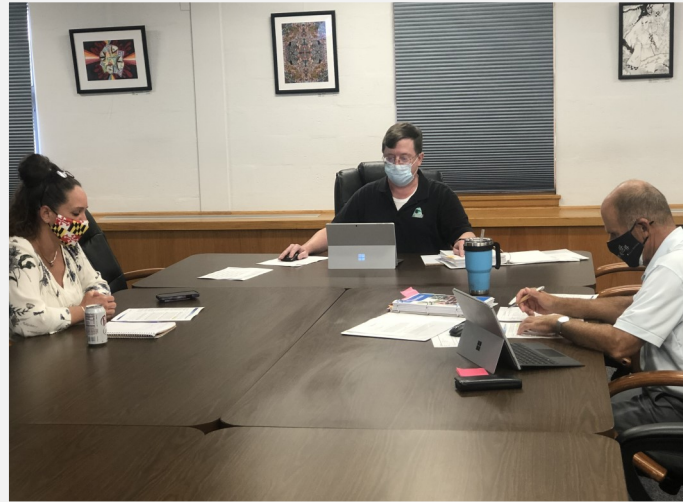
- 1) Membership & Training, line 45, funds are restored for in-person attendance at the Maryland Municipal League (MML) and National League of Cities (NLC) conferences.

CITY COUNCIL Acct. No. 110	FY 2019 Actual Trans.	FY 2020 Actual Trans.	FY 2021 Adopted Budget	FY 2021 Estimated Trans.	FY 2022 Proposed Budget	FY 2022 Adopted Budget
<b>PERSONNEL EXPENSES</b>						
01 Salaries	\$72,001	\$72,573	\$72,000	\$72,000	\$72,000	\$72,000
28 Employee Benefits	28,216	31,493	34,900	34,900	35,200	35,200
Total	\$100,217	\$104,066	\$106,900	\$106,900	\$107,200	\$107,200
<b>OTHER OPERATING EXPENSES</b>						
33 Insurance	\$7,238	\$8,665	\$9,100	\$10,100	\$11,800	\$11,800
45 Membership & Training	38,398	27,949	9,900	1,800	39,900	39,900
55 Office Expenses	456	1,624	1,700	1,200	1,700	1,700
58 Special Programs	1,248	5,000	0	0	0	0
Total	\$47,340	\$43,238	\$20,700	\$13,100	\$53,400	\$53,400
<b>TOTAL CITY COUNCIL</b>	<b>\$147,557</b>	<b>\$147,304</b>	<b>\$127,600</b>	<b>\$120,000</b>	<b>\$160,600</b>	<b>\$160,600</b>





# ADMINISTRATION



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

Performance Measures	FY 2019 Actual	FY 2020 Actual	FY 2021 Estimated	FY 2022 Estimated
Council referrals received (as of the end of the calendar year)	91	126	120	120
Staff Meetings	44	50	48	46
Full Time Equivalent (FTE)	5	5	5	5

## MANAGEMENT OBJECTIVES

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



## **BUDGET COMMENTS**

- 1) The budget for Membership & Training, line 45, covers attendance at the International City/County Management Association annual conference, the Maryland Municipal League fall and summer conferences, and the International Institute of Municipal Clerks conference.

<b>ADMINISTRATION Acct. No. 120</b>	<b>FY 2019 Actual Trans.</b>	<b>FY 2020 Actual Trans.</b>	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Estimated Trans.</b>	<b>FY 2022 Proposed Budget</b>	<b>FY 2022 Adopted Budget</b>
<b>PERSONNEL EXPENSES</b>						
01 Salaries	\$547,780	\$510,310	\$518,500	\$532,200	\$558,100	\$558,100
25 Repair/Maintain Vehicles	454	0	500	500	500	500
27 Overtime	4,082	6,337	9,000	5,000	5,000	5,000
28 Employee Benefits	196,618	193,203	213,700	267,900	211,500	211,500
Total	\$748,934	\$709,850	\$741,700	\$805,600	\$775,100	\$775,100
<b>OTHER OPERATING EXPENSES</b>						
30 Prof. Svcs. - Economic Development	\$113	\$0	\$0	\$0	\$0	\$0
33 Insurance	4,273	4,648	5,000	5,000	5,500	5,500
38 Communications	5,538	6,420	5,900	6,900	6,900	6,900
43 Equipment Rental	5,005	5,005	5,000	5,000	5,000	5,000
45 Membership & Training	28,836	15,599	6,100	5,200	6,100	6,100
50 Motor Equipment Maintenance	4,803	4,800	4,800	4,800	4,800	4,800
53 Computer Expenses	1,094	0	0	0	0	0
55 Office Expenses	14,953	13,263	18,600	12,900	16,500	16,500
69 Awards	0	395	0	0	0	0
Total	\$64,615	\$50,130	\$45,400	\$39,800	\$44,800	\$44,800
<b>TOTAL ADMINISTRATION</b>	<b>\$813,549</b>	<b>\$759,980</b>	<b>\$787,100</b>	<b>\$845,400</b>	<b>\$819,900</b>	<b>\$819,900</b>

# ECONOMIC DEVELOPMENT



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

Performance Measures	FY 2019	FY 2020	FY 2021	FY 2022
	Actual	Actual	Estimated	Estimated
Events hosted - i.e. Business Coffee	2	3	5	10
Number of Attendees	75	185	150	250
Business & Industry Meetings Attended	27	25	40	50
Business Publications	1	22	30	24
Businesses Reached	150	443	600	650
Business One-on-One Meetings	45	70	50	50
Business Technical Assistance	23	55	60	50
Full Time Equivalent (FTE)	1	1	1	1

## MANAGEMENT OBJECTIVES

- Work with the local business community to identify resources needed for business relief, recovery and long-term sustainability.
- Provide ongoing support to Greenbelt businesses recovering from the impacts experienced to COVID-19.
- 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.
- Restructure the Economic Development revolving loan fund to support COVID-19 recovery, and business retention or attraction initiatives.



## **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.



<b>ECONOMIC DEVELOPMENT Acct. No. 125</b>	<b>FY 2019 Actual Trans.</b>	<b>FY 2020 Actual Trans.</b>	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Estimated Trans.</b>	<b>FY 2022 Proposed Budget</b>	<b>FY 2022 Adopted Budget</b>
<b>PERSONNEL EXPENSES</b>						
01 Salaries		\$79,818	\$81,600	\$78,800	\$84,000	\$84,000
02 Part-time Salaries		0	0	0	0	3,600
28 Employee Benefits		25,570	28,100	18,900	28,200	28,200
Total		\$105,388	\$109,700	\$97,700	\$112,200	\$115,800
<b>OTHER OPERATING EXPENSES</b>						
37 Public Notices		\$0	\$3,000	\$3,000	\$3,000	\$3,000
38 Communications		515	600	600	600	600
45 Membership & Training		1,224	2,000	2,000	2,000	2,000
53 Computer Services		7,140	7,200	7,200	7,200	7,200
55 Office Expenses		126	1,000	1,000	1,000	1,000
58 Special Programs		1,739	7,000	7,000	7,000	7,000
Total		\$10,744	\$20,800	\$20,800	\$20,800	\$20,800
<b>TOTAL ECONOMIC DEVELOPMENT</b>	<b>n/a</b>	<b>\$116,132</b>	<b>\$130,500</b>	<b>\$118,500</b>	<b>\$133,000</b>	<b>\$136,600</b>

# ELECTIONS



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

Performance Measures	Voting Turnout		
	<u>Registered</u>	<u>Voting</u>	<u>Percent</u>
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.

<b>ELECTIONS Acct. No. 130</b>	<b>FY 2019 Actual Trans.</b>	<b>FY 2020 Actual Trans.</b>	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Estimated Trans.</b>	<b>FY 2022 Proposed Budget</b>	<b>FY 2022 Adopted Budget</b>
OTHER OPERATING EXPENSES						
34 Other Services	\$0	\$25,480	\$0	\$0	\$39,000	\$39,000
37 Notices & Publications	0	2,980	0	0	5,000	5,000
55 Office Expenses	0	1,281	0	0	1,500	1,500
71 Miscellaneous	0	1,231	0	0	1,500	1,500
Total	\$0	\$30,972	\$0	\$0	\$47,000	\$47,000
<b>TOTAL ELECTIONS</b>	<b>\$0</b>	<b>\$30,972</b>	<b>\$0</b>	<b>\$0</b>	<b>\$47,000</b>	<b>\$47,000</b>

# HUMAN RESOURCES



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

Performance Measures	FY 2019 Actual	FY 2020 Actual	FY 2021 Estimated	FY 2022 Estimated
Employees - Full & Part Time (W-2's issued)	489	415	415	450
Employment Applications Received	1,591	1,000	1,200	1,200
Turnover Rate	6.0%	6.0%	6.0%	6.0%
New Hires	97	74	35	70
Retirements processed	6	7	10	5
Testing Dates Offered (Police Officer Candidate, Communication Specialist & Administrative Assistant)	17	10	10	10
Applicants Invited to Testing (Police Officer Candidate, Communication Specialist & Administrative Associate)	986	689	500	500
Workers' Compensation Claims Filed	52	63	70	60
Full Time Equivalent (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, covers costs for broker services and counseling services for staff.
- 4) Employment advertisements and notices to staff for work related updates is covered in line 37, Public Notices.

<b>HUMAN RESOURCES Acct. No. 135</b>	<b>FY 2019 Actual Trans.</b>	<b>FY 2020 Actual Trans.</b>	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Estimated Trans.</b>	<b>FY 2022 Proposed Budget</b>	<b>FY 2022 Adopted Budget</b>
PERSONNEL EXPENSES						
01 Salaries		\$239,718	\$249,100	\$253,400	\$257,500	\$257,500
02 Part-time Salaries		0	0	0	0	0
28 Employee Benefits		80,539	86,600	86,600	93,000	93,000
Total		\$320,257	\$335,700	\$340,000	\$350,500	\$350,500
OTHER OPERATING EXPENSES						
30 Professional Services		\$4,654	\$5,000	\$5,000	\$8,000	\$8,000
30 Prof. Svcs. - Comp Study		0	0	0	0	0
37 Public Notices		9,732	14,000	6,000	8,000	8,000
38 Communications		1,340	600	1,100	1,100	1,100
45 Membership & Training		2,914	2,400	600	2,400	2,400
55 Office Expenses		1,941	2,400	1,300	2,400	2,400
Total		\$20,581	\$24,400	\$13,100	\$21,900	\$21,900
<b>TOTAL HUMAN RESOURCES</b>	<b>n/a</b>	<b>\$340,838</b>	<b>\$360,100</b>	<b>\$353,100</b>	<b>\$372,400</b>	<b>\$372,400</b>

# FINANCE



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

Performance Measures	FY 2019 Actual	FY 2020 Actual	FY 2021 Estimated	FY 2022 Estimated
Rate of Return on Investments MLGIP	2.41	0.28	0.07	0.10
Standard and Poor's LGIP Rated Index*	2.35	0.20	0.05	0.07
Purchase Orders Issued	467	511	550	575
Accounts Payable Checks Issued	2,731	2,678	2,700	2,700
Electronic Funds Transfers	432	448	455	460
Payroll				
Checks Issued	824	723	500	550
Paper Vouchers	1,172	1,160	1,000	1,050
E-Vouchers	6,451	6,595	6,500	6,800
Purchase Card Transactions	2,754	2,841	2,000	2,500
Businesses assessed personal property tax	780	725	750	760
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

- Upgrade or replace the current financial system to eliminate most manual processes and allow enhanced automated financial processes including: 1) allow electronic payments to/from city accounts; 2) allow electronic purchase order approval process; 3) allow time clock integration; and 4) provide digital copies of documents instead of paper files.

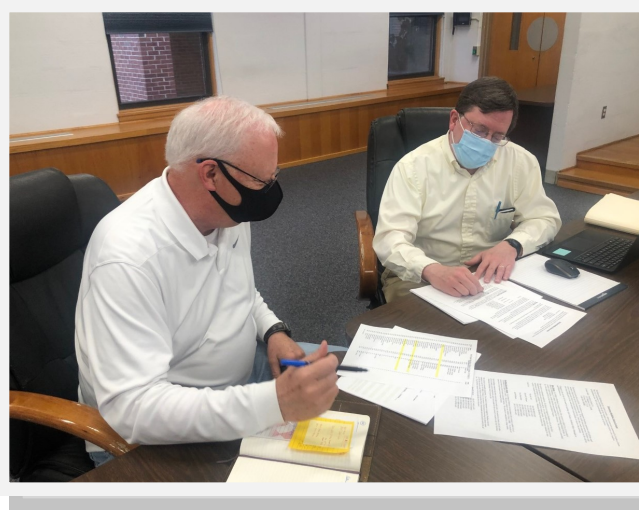
- Review and update Investment Policy.
- Update and produce a written financial policies and procedures manual.

## **BUDGET COMMENTS**

- 1) Line 01, Salaries, is higher in FY 2021 due to onboarding a new City Treasurer and the return of the previous City Treasurer to assist with training and overview of policies, practices and procedures.
- 2) Due to some staff opting out of benefit plans, line 28, Employee Benefits, is lower in FY 2022.
- 3) The higher expenses for Insurance, line 33, and Computer Expenses, line 53, are due to increases in general liability coverage in FY 2021 and a projected 3% increase in FY 2022. The contract that supports Central Square, the city's financial system increased in FY 201 and is expected to increase in FY 2022. Additionally, there will be training needs on the Central Square system that will add to the cost.

<b>FINANCE Acct. No. 140</b>	<b>FY 2019 Actual Trans.</b>	<b>FY 2020 Actual Trans.</b>	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Estimated Trans.</b>	<b>FY 2022 Proposed Budget</b>	<b>FY 2022 Adopted Budget</b>
<b>PERSONNEL EXPENSES</b>						
01 Salaries	\$627,900	\$567,854	\$434,000	\$466,300	\$460,900	\$460,900
27 Overtime	4,602	7,756	500	8,500	4,000	4,000
28 Employee Benefits	214,201	192,427	190,900	190,900	179,100	179,100
<b>Total</b>	<b>\$846,703</b>	<b>\$768,037</b>	<b>\$625,400</b>	<b>\$665,700</b>	<b>\$644,000</b>	<b>\$644,000</b>
<b>OTHER OPERATING EXPENSES</b>						
30 Professional Services	\$51,376	\$40,532	\$40,000	\$40,700	\$40,000	\$60,000
33 Insurance	6,509	7,508	7,800	8,500	11,100	11,100
34 Other Services	21,164	16,491	19,500	13,300	19,500	19,500
37 Public Notices	15,178	0	0	0	0	0
38 Communications	2,391	1,748	2,400	1,600	2,400	2,400
45 Membership & Training	5,867	865	2,200	700	2,200	2,200
53 Computer Expenses	51,778	45,748	59,000	64,000	59,000	59,000
55 Office Expenses	14,912	13,696	10,900	12,400	10,900	10,900
<b>Total</b>	<b>\$169,175</b>	<b>\$126,588</b>	<b>\$141,800</b>	<b>\$141,200</b>	<b>\$145,100</b>	<b>\$165,100</b>
<b>TOTAL FINANCE</b>	<b>\$1,015,878</b>	<b>\$894,625</b>	<b>\$767,200</b>	<b>\$806,900</b>	<b>\$789,100</b>	<b>\$809,100</b>

# INFORMATION TECHNOLOGY



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

Performance Measures	FY 2019 Actual	FY 2020 Actual	FY 2021 Estimated	FY 2022 Estimated	Industry Average*
IT Help Desk Requests	895	900	1,000	1,000	n/a
Projects Scheduled	4	5	5	5	n/a
Projects Completed	2	4	5	5	n/a
Number of users per IT staff	38.0	38.0	38.0	38.0	19
IT Budget as % of Total Revenue	2.75%	2.76%	2.79%	2.79%	2.50%
IT Spending per User	\$4,160	\$4,318	\$4,715	\$4,700	\$3,846
Full Time Equivalents (FTE)	5	5	5	5	n/a

\*Industry Average for Government/Education/Non-Profits - various sources for 2019

IT Department Comparables	Greenbelt	College Park	Bowie	Laurel	Average
Number of IT staff (FTE)	5	4	15	9	8.3
Number of users	192	72	470	250	246.0
Total IT Budget	\$892,000	\$820,908	\$3,043,300	\$1,640,000	\$1,599,052
Total Revenue (millions)	\$29.7	\$20.9	\$59.0	\$29.0	\$34.7
Number of Users per IT staff	38	18	31	28	30
IT Budget as % of Total Revenue	3.00%	3.93%	5.16%	5.66%	4.62%
IT Spending per User	\$4,646	\$11,402	\$6,475	\$6,560	\$6,500



## MANAGEMENT OBJECTIVES

- Work with departments to make most effective and efficient use of IT resources.
- Upgrade city computers to Windows 10 and Office 2019.
- Expand Laserfiche document management solution to the Finance Department.
- Continue systematic camera system upgrades and expansion.
- 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 County-Municipal Institutional Network (I-Net) is charged to Communications, line 38. This expenditure is \$34,000 for FY 2021 and is budgeted at \$45,000 for FY 2022. 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 45, Membership & Training, funds training for staff and attendance at local and long distance training sessions.
- 3) Line 53, Computer Expenses, includes \$34,000 for camera system maintenance.

<b>INFORMATION TECHNOLOGY Acct. No. 145</b>	<b>FY 2019 Actual Trans.</b>	<b>FY 2020 Actual Trans.</b>	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Estimated Trans.</b>	<b>FY 2022 Proposed Budget</b>	<b>FY 2022 Adopted Budget</b>
<b>PERSONNEL EXPENSES</b>						
01 Salaries	\$389,938	\$418,268	\$429,500	\$429,500	\$446,700	\$446,700
27 Overtime	1,239	1,440	500	3,600	0	0
28 Employee Benefits	168,259	168,299	184,900	232,000	182,100	139,500
Total	\$559,436	\$588,007	\$614,900	\$665,100	\$628,800	\$586,200
<b>OTHER OPERATING EXPENSES</b>						
33 Insurance	\$1,152	\$1,233	\$1,400	\$1,400	\$1,500	\$1,500
38 Communications	60,747	62,444	60,500	60,500	60,500	60,500
45 Membership & Training	5,875	5,050	10,500	8,000	11,500	11,500
53 Computer Expenses	73,923	81,770	83,600	88,000	95,900	95,900
55 Office Expenses	1,398	1,502	1,000	1,000	1,000	1,000
Total	\$143,095	\$151,999	\$157,000	\$158,900	\$170,400	\$170,400
<b>CAPITAL OUTLAY</b>						
91 New Equipment	\$12,551	\$0	\$10,000	\$10,000	\$10,000	\$10,000
Total	\$12,551	\$0	\$10,000	\$10,000	\$10,000	\$10,000
<b>TOTAL INFORMATION TECHNOLOGY</b>	<b>\$715,082</b>	<b>\$740,006</b>	<b>\$781,900</b>	<b>\$834,000</b>	<b>\$809,200</b>	<b>\$766,600</b>

# LEGAL COUNSEL



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

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

## BUDGET COMMENTS

- 1) Legal Services, line 30, covers routine and ongoing legal services, and Maglev legal costs.

LEGAL COUNSEL Acct. No. 150	FY 2019 Actual Trans.	FY 2020 Actual Trans.	FY 2021 Adopted Budget	FY 2021 Estimated Trans.	FY 2022 Proposed Budget	FY 2022 Adopted Budget
OTHER OPERATING EXPENSES						
30 Legal Services - General	\$195,866	\$114,441	\$200,000	\$140,000	\$150,000	\$150,000
30 Legal Svcs. - Maglev	0	0	0	300,000	250,000	250,000
31 Collective Bargaining	15,246	73,700	30,000	30,000	30,000	30,000
31 Miscellaneous - Cable & Cell	0	0	5,000	5,000	5,000	5,000
Total	\$211,112	\$188,141	\$235,000	\$475,000	\$435,000	\$435,000
<b>TOTAL LEGAL COUNSEL</b>	<b>\$211,112</b>	<b>\$188,141</b>	<b>\$235,000</b>	<b>\$475,000</b>	<b>\$435,000</b>	<b>\$435,000</b>

# MUNICIPAL BUILDING



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

## BUDGET COMMENTS

- 1) This budget accounts for the maintenance of the Municipal Building. It is a stable budget that does not fluctuate very much.

<b>MUNICIPAL BUILDING Acct. No. 180</b>	<b>FY 2019 Actual Trans.</b>	<b>FY 2020 Actual Trans.</b>	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Estimated Trans.</b>	<b>FY 2022 Proposed Budget</b>	<b>FY 2022 Adopted Budget</b>
<b>PERSONNEL EXPENSES</b>						
06 Repair/Maintain Building	\$26,197	\$34,471	\$30,000	\$31,000	\$31,500	\$31,500
Total	\$26,197	\$34,471	\$30,000	\$31,000	\$31,500	\$31,500
<b>OTHER OPERATING EXPENSES</b>						
39 Utilities						
Electrical Service	\$25,860	\$19,778	\$23,000	\$17,000	\$23,000	\$23,000
Gas	299	301	300	300	300	300
Water & Sewer Service	2,870	2,673	3,000	2,500	3,000	3,000
46 Maintain Building & Structure	20,125	27,775	21,200	21,400	21,900	21,900
Total	\$49,154	\$50,527	\$47,500	\$41,200	\$48,200	\$48,200
<b>TOTAL MUNICIPAL BUILDING</b>	<b>\$75,351</b>	<b>\$84,998</b>	<b>\$77,500</b>	<b>\$72,200</b>	<b>\$79,700</b>	<b>\$79,700</b>

# PUBLIC INFORMATION AND COMMUNITY PROMOTION



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

Performance Measures	FY 2019 Actual	FY 2020 Actual	FY 2021 Estimated	FY 2022 Estimated
Council Meetings Cablecast (Regular, Special and Hearings)	78	78	80	80
Number of Cable Subscribers as of 12/31	6,546	5,520	5,000	4,800
Comcast	3,557	2,871	2,500	2,400
Verizon	2,989	2,649	2,500	2,400
Website Subscribers	12,379	14,923	16,000	18,500
Website Visits	108,000	161,000	172,000	176,000
Social Media Contacts	9,009	10,193	11,500	12,000
Full Time Equivalents (FTE)	2.5	2.5	2.5	2.5

## MANAGEMENT OBJECTIVES

- Create Council Meeting summaries for social media.
- Upgrade the Municipal Access playback system.
- Create a manual for studio operations.
- Continue to enhance and improve our current communications platforms.
- Create hybrid Live/Virtual meeting format.
- Find a way to caption hybrid meetings.



## **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 (\$24,000).
- 2) Expenditures for Special Programs, line 58, include the advisory board reception (\$9,500), employee holiday lunch (\$4,500) and retirement events.

<b>COMMUNITY PROMOTION Acct. No. 190</b>	<b>FY 2019 Actual Trans.</b>	<b>FY 2020 Actual Trans.</b>	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Estimated Trans.</b>	<b>FY 2022 Proposed Budget</b>	<b>FY 2022 Adopted Budget</b>
<b>PERSONNEL EXPENSES</b>						
01 Salaries	\$96,922	\$149,864	\$147,800	\$147,800	\$189,400	\$189,400
02 Part-time Interns	31,644	4,074	30,000	2,000	20,000	20,000
27 Overtime	11,107	21,004	6,000	6,000	6,000	6,000
28 Employee Benefits	46,670	58,090	78,000	78,000	61,100	61,100
<b>Total</b>	<b>\$186,343</b>	<b>\$233,032</b>	<b>\$261,800</b>	<b>\$233,800</b>	<b>\$276,500</b>	<b>\$276,500</b>
<b>OTHER OPERATING EXPENSES</b>						
34 Other Services	\$37,201	\$48,567	\$41,000	\$41,300	\$41,000	\$41,000
37 Notices & Publications	35,547	32,143	42,400	42,400	42,400	42,400
38 Communications	500	610	600	600	600	600
45 Membership & Training	7,502	6,575	6,000	6,000	6,000	6,000
53 Computer Expenses	466	1,041	500	500	500	500
58 Special Programs	18,215	20,500	17,000	17,000	14,000	14,000
69 Awards	328	158	400	400	400	400
71 Miscellaneous	0	0	400	400	4,600	4,600
<b>Total</b>	<b>\$99,759</b>	<b>\$109,594</b>	<b>\$108,300</b>	<b>\$108,600</b>	<b>\$109,500</b>	<b>\$109,500</b>
<b>PROMOTION</b>	<b>\$286,102</b>	<b>\$342,626</b>	<b>\$370,100</b>	<b>\$342,400</b>	<b>\$386,000</b>	<b>\$386,000</b>
<b>REVENUE SOURCES</b>						
Cable TV Franchise Fees	\$400,101	\$400,009	\$385,000	\$385,000	\$309,000	\$309,000
<b>Total</b>	<b>\$400,101</b>	<b>\$400,009</b>	<b>\$385,000</b>	<b>\$385,000</b>	<b>\$309,000</b>	<b>\$309,000</b>

# PUBLIC OFFICERS ASSOCIATIONS



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

Breakdown	FY 2019 Actual Trans.	FY 2020 Actual Trans.	FY 2021 Adopted Budget	FY 2021 Estimated Trans.	FY 2022 Proposed Budget	FY 2022 Adopted Budget
Membership and Training						
Maryland Municipal League (MML)	\$24,516	\$25,598	\$26,000	\$26,000	\$26,000	\$26,000
Council of Governments (COG)	19,030	38,086	31,000	31,000	31,000	31,000
Prince George's County Municipal Association (PGCMA)	6,337	3,168	3,200	3,200	3,200	3,200
Anacostia Trails Heritage Area (ATHA)	5,977	5,977	6,000	6,000	6,000	6,000
National League of Cities (NLC)	3,485	2,954	3,500	2,000	2,000	2,000
Miscellaneous	248	0	500	500	500	500
Total	\$59,593	\$75,783	\$70,200	\$68,700	\$68,700	\$68,700
Miscellaneous						
ACE Scholarship	\$1,844	\$4,424	\$1,500	\$1,500	\$1,500	\$1,500
Other	0	0	0	0	0	0
Grand Total	\$61,437	\$80,207	\$71,700	\$70,200	\$70,200	\$70,200

## BUDGET COMMENTS

- 1) In FY 2019, the membership fee for the Anacostia Trails Heritage Area increased from \$2,999 to \$6,000.
- 2) Membership & Training, line 45, is reduced slightly to reflect FY 2021 expenses for the city's advisory boards and committees.

PUBLIC OFFICERS ASSOCIATIONS Acct. No. 195	FY 2019 Actual Trans.	FY 2020 Actual Trans.	FY 2021 Adopted Budget	FY 2021 Estimated Trans.	FY 2022 Proposed Budget	FY 2022 Adopted Budget
OTHER OPERATING EXPENSES						
45 Membership & Training	\$59,593	\$75,783	\$70,200	\$68,700	\$68,700	\$68,700
71 Miscellaneous	1,844	4,424	1,500	1,500	1,500	1,500
Total	\$61,437	\$80,207	\$71,700	\$70,200	\$70,200	\$70,200
<b>TOTAL PUBLIC OFFICERS ASSOCIATIONS</b>	<b>\$61,437</b>	<b>\$80,207</b>	<b>\$71,700</b>	<b>\$70,200</b>	<b>\$70,200</b>	<b>\$70,200</b>