

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. Included in this category are the City Council, Administration (City Manager's Office), Elections, Finance and Administrative Services, Information Technology, Legal Counsel, Municipal Building, Community Promotion and Public Officers Association budgets.



ACCOMPLISHMENTS FOR FY 2011

CITY COUNCIL

⌘ Council members served on various Council of Government (COG), Maryland Municipal League (MML), National League of Cities (NLC) and other committees. For example, Mayor Davis served as the President of COG and on the MML Board, Mayor Pro Tem Jordan served on the board of the Prince George's County Municipal Association, Council member Roberts served on the COG Transportation Planning Board, Council members Pope and Putens served on the NLC Small Cities Advisory Council and MML Convention Planning Committee, Mr. Herling served on the COG Metropolitan Development Policy committee, and Ms. Mach was chair of the COG Air Quality Committee.



⌘ Conducted a number of meetings with stakeholders to represent the city's interests including meetings with newly elected State's Attorney Alsobrooks, the new management partners of Franklin Park at Greenbelt Station, two meetings with the city's State and County delegation, and four Four Cities meetings. County Executive Baker attended one of the Four Cities meetings.

⌘ Reviewed and updated the Visioning Goals adopted in 2009.



⌘ Advocated on behalf of Greenbelt transit users as the Washington Metropolitan Area Transit Authority and Prince George's County reviewed and modified bus service in the city. The Council also worked to make the University of Maryland shuttle service available to residents.

- ⌘ After years of lobbying for a new Greenbelt Middle School, the Council participated in the groundbreaking for a new school on September 27, 2010. The school is scheduled to open in August 2012.
- ⌘ Established a Greenbelt Middle School Task Force to recommend future possible uses of the current Middle School which includes the original Greenbelt High School.
- ⌘ Authorized participation in the Baltimore-Washington Partnership for Forest Stewardship.

ADMINISTRATION

- ⌘ Managed the city through a difficult fiscal situation caused by a downturn in the economy and state budget cuts.
- ⌘ Conducted a nationwide search for a new Recreation Director which attracted over 60 candidates.
- ⌘ City Clerk completed the Municipal Clerks Academy sponsored by Old Dominion University to become a Certified Municipal Clerk.
- ⌘ Negotiated and executed a contract with Clean Currents to achieve wind energy credits for 100% of the electricity used by the city beginning July 1, 2011. The agreed to rate will also reduce the city's electric costs by approximately \$100,000.
- ⌘ Coordinated efforts to get power restored and communicate status updates following the July 26, 2010 and January 26, 2011 storms.
- ⌘ Assistant City Manager has served as lead person in identifying uses for the \$93,000 Energy Efficiency and Conservation Block Grant (EECBG) and the Springhill Lake Recreation Center renovation and HVAC replacement projects.
- ⌘ Served on the COG Chief Administrative Officers, the Maryland City/County Management Association (MCCMA) and the Handbook and Scholarship committees of the Maryland Municipal Clerks Association.

- ⌘ Administered Community Development Block Grant program including stimulus funds.
- ⌘ Awarded the Government Finance Officers' Association (GFOA) Distinguished Budget Award each fiscal year since FY 1988 with the exception of FY 1989.
- ⌘ Provided legislative advocacy at the County, State and Federal level by analyzing and tracking many bills in addition to hosting two Legislative Dinners.
- ⌘ Attended the International City/County Management Association (ICMA), Maryland Municipal League (MML) and International Institute of Municipal Clerks Region II annual conferences.
- ⌘ Coordinated a Naturalization Ceremony held during the Greenbelt Day weekend. This was part of the June Peace Month activities.

FINANCE AND ADMINISTRATIVE SERVICES

- ⌘ Received a clean audit for the city's financial management system in Fiscal Year 2010.
- ⌘ Obtained for the 26th consecutive year, the GFOA Certificate of Achievement for Financial Reporting.
- ⌘ Planned and hosted the 12th annual Health and Wellness Fair for employees and citizens.
- ⌘ Produced a Request for Proposal and completed a selection process for audit services and banking services.

INFORMATION TECHNOLOGY

- ⌘ Assisted Public Works with choosing and implementing a Fleet Management solution.
- ⌘ Assisted Planning and Community Development with choosing and implementing a Planning and Code Enforcement software solution.
- ⌘ Led the city's effort in contracting with and implementing the New World Systems Computer Aided Dispatch and Records Management System.

- ⌘ Consolidated majority of city copier services under one vendor.
- ⌘ Consolidated city printer services under a Managed Services contract.
- ⌘ Completed implementation of emergency call boxes and video surveillance cameras at Springhill Lake Elementary, Springhill Lake Recreation Center and on Metro Access Drive.
- ⌘ Upgraded 25 Personal Computers and two (2) servers.
- ⌘ Deployed 11 new computer systems throughout the city.
- ⌘ Assisted with deployment and connection of License Plate Readers on Police cruisers. Greenbelt is the first municipality in the state to be fully functional and connected to Maryland State Police.
- ⌘ Identified an opportunity and implemented a solution utilizing our existing I-Net connection for connecting our new Police radio system to the County radio system, resulting in a significant cost reduction and ongoing savings to the city.
- ⌘ Represented the city by serving on a number of regional and state-wide committees including COG-CIO Committee, COG Interoperability Committee, Prince George's County I-Net Budget, Technical and Executive Committees, and the Maryland Municipal League's IT Group.

LEGAL COUNSEL

- ⌘ Provided advice on various matters including contracts, development proposals and personnel issues.

COMMUNITY PROMOTION

- ⌘ Wrote and published four editions of the Greenbelt Bulletin, the city's newsletter.

- ⌘ Completed "Welcome to Greenbelt" booklet which was printed and posted on the city's website. Booklet is included in the Welcome Packet Program.
- ⌘ Held two well attended community "Packet Stuffing" parties where over 1,000 welcome packets were assembled. About 800 of those packets have been distributed to apartment complexes and homeowners associations to be distributed to new residents.
- ⌘ Worked with IT and city departments to create various e-mail lists that residents can register for to receive various city publications and announcements.
- ⌘ The city's Facebook page reached over 1,000 fans which allowed the city to get its own Facebook address, facebook.com/cityofgreenbelt, making it easier to advertise and locate. Fan base now stands around 1,200.
- ⌘ Created the layout for four Recreation Brochures, the Camp Brochure, and the I-Net Committee's Annual Report. Provided graphics for the city budget and created numerous brochures and other flyers for city departments.
- ⌘ Incorporated and created informational videos in the various sections of Greenbelt CityLink.
- ⌘ Worked with Fox 5 to assemble various groups from the city to be featured on Fox's "Hometown Fridays" news segment.



GREENBELT IS FEATURED ON FOX 5's "HOMETOWN FRIDAYS!"

ISSUES AND SERVICES FOR FY 2012

Financial Management

Once again, the main issue for the City Manager's office and Finance and Administrative Services in FY 2012 will be to deal with the impacts of the economic downturn while maintaining quality city services. While there are signs the world and national economies are beginning to improve, city revenues will be constrained and likely flat through FY 2013. This situation has been detailed in the Introductory message. In addition, in each of the last two fiscal years (FY 2010 and 2011), the city has experienced significant declines in revenue after the budgets were adopted. In FY 2010, Highway User Revenue and Police Aid were slashed \$540,000 two months after the start of the fiscal year. In FY 2011, Property Taxes came in \$600,000 lower than were projected by the State Department of Assessments and Taxation. As a result, one focus for FY 2012 will be to closely monitor the city's revenue stream and expenses to avoid going into deficit. A second focus will be to continue to look for savings and efficiencies in city operations to reduce costs in future years.

While the city's fiscal situation has been difficult, Council leadership and staff resourcefulness has enabled the organization to provide quality services, including responding to and handling a number of severe weather conditions, without the layoffs or furloughs used by other governmental agencies. The staff resourcefulness is evidenced by the \$1,000,000 in savings, cuts and reductions that have occurred over the past three years.

Workload

Staff workload has been a concern for a few years. The number of city positions has been reduced from 226.25 in FY 2009 to 219.6 in FY 2012. Proposed for FY 2012 is a reduction of one position in Public Works with the intention of critically assessing the need for any position that becomes vacant. Additional staff can be well utilized in every department if resources were available. Specifically, within General Government, the expansion of Council from five to seven members has caused an increased workload, especially as Council members have become more involved in other regional organizations. Quality service to the community will always be the standard, but there may be impacts on the expectations of what can be accomplished and when.

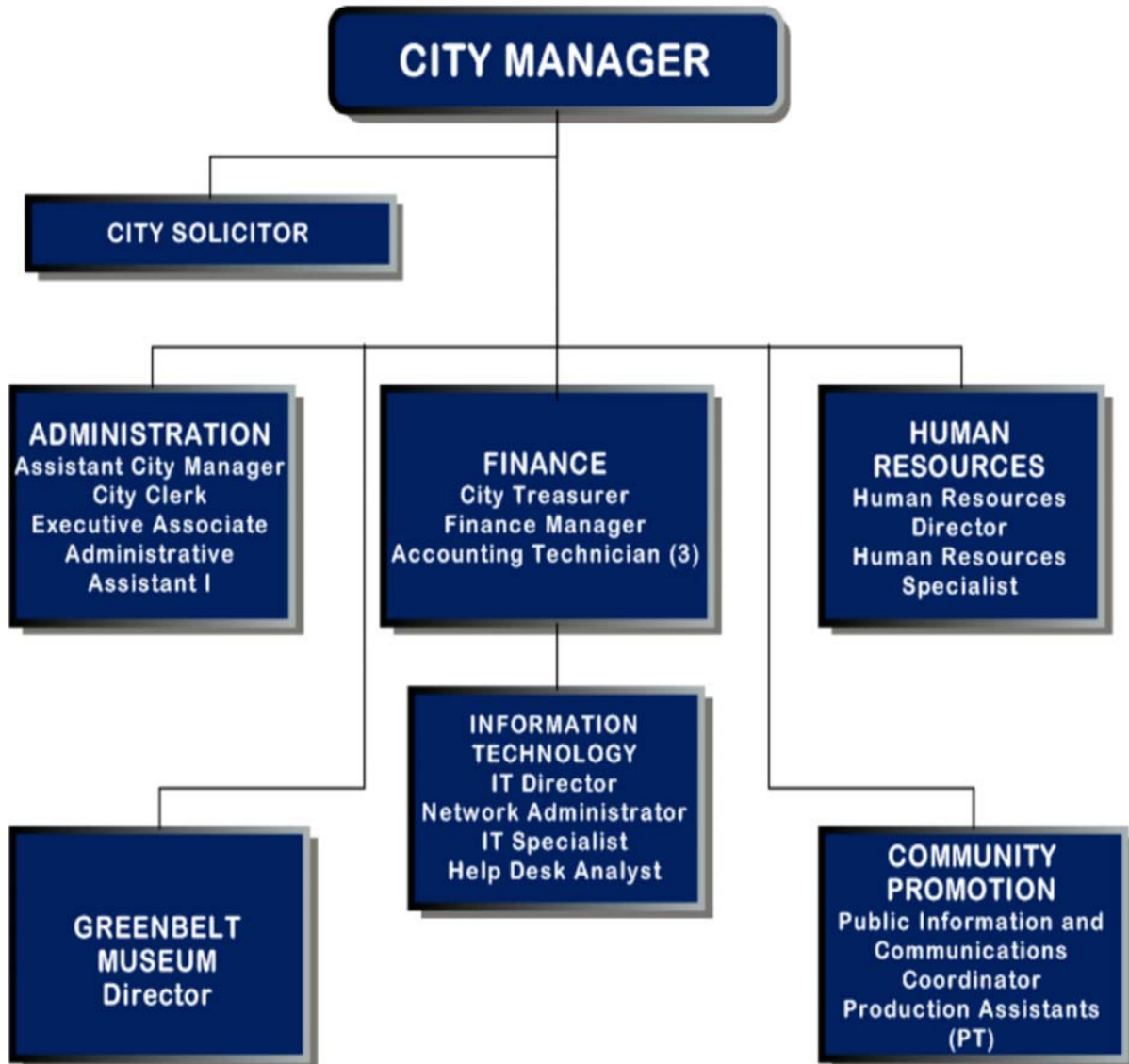
75th Anniversary and Greenbelt Middle School

The plans for the celebration of the city's 75th anniversary and for a use of the existing Greenbelt Middle School are well underway. In FY 2012, both projects will come to fruition. It is anticipated that these projects will consume a noticeable amount of effort throughout the organization, including the various General Government staff. In addition, a city election will be conducted in November 2011.

Capital Needs

This budget puts forth a proposal to refinance the city's existing debt in order to save the city money in the short term, enable additional debt to be incurred to fund the final piece of the Public Works facility and begin renovation of the Greenbelt Theatre. There are other large capital expenses that need consideration as well, such as Greenbelt Lake dredging and dam repair, and roof replacement at the Aquatic and Fitness Center. It should be noted that it was 15 to 20 years ago that the city embarked on a capital project program that resulted in an indoor pool, new Police station and Community Center. These facilities are coming of an age where they will be in need of large dollar investments to keep operating efficiently. This will create additional pressure on the city's finances.

ADMINISTRATION



PERSONNEL STAFFING

The schedule below depicts the personnel staffing for the various budget accounts in the General Government section of the budget. The listed Job Titles/Grades were the result of the Classification and Compensation Study implemented effective July 1, 2008.

| PERSONNEL STAFFING | Grade | Auth. FY 2010 | Auth. FY 2011 | Prop. FY 2012 | Auth. FY 2012 |
|---|---------------|------------------|------------------|------------------|------------------|
| 110 City Council | | | | | |
| Mayor | \$12,000 | 1 | 1 | 1 | 1 |
| Council | \$10,000 | 4 | 6 | 6 | 6 |
| 120 Administration | | | | | |
| City Manager | \$138,000 | 1 | 1 | 1 | 1 |
| Assistant City Manager | GC-23 | 1 | 1 | 1 | 1 |
| City Clerk | GC-20 | 1 | 1 | 1 | 1 |
| Executive Associate | GC-16 | 1 | 1 | 1 | 1 |
| Administrative Assistant I | GC-12 | 1 | 1 | 1 | 1 |
| Total FTE | | 5 | 5 | 5 | 5 |
| 140 Finance & Administrative Services | | | | | |
| City Treasurer | GC-26 | 1 | 1 | 1 | 1 |
| Human Resources Director | GC-25 | 1 | 1 | 1 | 1 |
| Finance Manager | GC-22 | 1 | 1 | 1 | 1 |
| Human Resources Specialist II | GC-16 | 1 | 1 | 1 | 1 |
| Accounting Technician I & II | GC-12 & 13 | 3 | 3 | 3 | 3 |
| Contract Postal Employee | N/C | .5 | - | - | - |
| Total FTE | | 7.5 | 7 | 7 | 7 |
| 145 Information Technology | | | | | |
| IT Director | GC-25 | 1 | 1 | 1 | 1 |
| Network Administrator II | GC-18 | 1 | 1 | 1 | 1 |
| IT Specialist II | GC-13 | 1 | 1 | 1 | 1 |
| IT Help Desk Analyst I | GC-12 | 1 | 1 | 1 | 1 |
| Total FTE | | 4 | 4 | 4 | 4 |
| 190 Community Promotion | | | | | |
| Public Info. & Comm. Coordinator | GC-18 | 1 | 1 | 1 | 1 |
| Production Asst./ Camera Operators | N/C | .5 | .5 | .5 | .5 |
| Total FTE | | 1.5 | 1.5 | 1.5 | 1.5 |
| 930 Museum | | | | | |
| Museum Director | GC-18 | 1 | 1 | 1 | 1 |
| Total FTE | | 1 | 1 | 1 | 1 |
| Total General Government FTE (not including Council members) | | <u>19</u> | <u>18.5</u> | <u>18.5</u> | <u>18.5</u> |

CITY COUNCIL



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

| Performance Measures | FY 2009 Actual | FY 2010 Actual | FY 2011 Estimated | FY 2012 Estimated |
|-----------------------------|---------------------------|---------------------------|------------------------------|------------------------------|
| Meetings Held: | | | | |
| Regular | 20 | 19 | 21 | 21 |
| Special | 0 | 2 | 1 | 1 |
| Work sessions | 55 | 67 | 55 | 55 |
| Public Hearings/Meetings | 8 | 2 | 2 | 2 |
| Ordinances Enacted | 4 | 3 | 3 | 3 |
| Resolutions Enacted | 13 | 16 | 16 | 16 |
| Charter Amendments Enacted | 2 | 4 | 2 | 2 |

Management Objectives

- ✧ Set policy and direction for the city.
- ✧ Represent the city’s interests with state and regional agencies.
- ✧ Meet regularly with major “stakeholders” in the city.
- ✧ Continue progress on the Visioning goals adopted in February 2009.
- ✧ Conduct a community goals setting session as part of the 75th Anniversary activities.
- ✧ Hold stakeholder meeting with community hotels.

Budget Comments

- 1) The increase in Salaries, line 01, and Benefits, line 28, beginning in FY 2010 reflects the additional cost of expanding the Council from five to seven members.
- 2) Similar to the above comment, costs for Membership & Training, line 45, have increased due to more Council members attending conferences such as the National League of Cities and the Maryland Municipal League (MML). In FY 2012, these conferences will be in Phoenix, Arizona and Cambridge, respectively. This line item is being kept at the same dollar amount as in FY 2011 because the days of the MML conference have been changed from a Thursday-Saturday to a Monday-Wednesday which is expected to lessen the ability to attend.

| CITY COUNCIL Acct. No. 110 | FY 2009 Actual Trans. | FY 2010 Actual Trans. | FY 2011 Adopted Budget | FY 2011 Estimated Trans. | FY 2012 Proposed Budget | FY 2012 Adopted Budget |
|---------------------------------------|--------------------------------------|--------------------------------------|---------------------------------------|---|--|---------------------------------------|
| PERSONNEL EXPENSES | | | | | | |
| 01 Salaries | \$51,801 | \$65,524 | \$72,000 | \$72,000 | \$72,000 | \$72,000 |
| 28 Employee Benefits | 12,993 | 17,849 | 19,500 | 22,300 | 22,300 | 22,300 |
| Total | \$64,794 | \$83,373 | \$91,500 | \$94,300 | \$94,300 | \$94,300 |
| OTHER OPERATING EXPENSES | | | | | | |
| 33 Insurance | \$7,977 | \$8,775 | \$9,200 | \$10,000 | \$10,800 | \$10,800 |
| 45 Membership & Training | 18,134 | 25,810 | 26,700 | 26,700 | 26,700 | 26,700 |
| 55 Office Expenses | 404 | 1,064 | 700 | 700 | 700 | 700 |
| 58 Special Programs | 129 | 0 | 200 | 200 | 200 | 2,200 |
| Total | \$26,644 | \$35,649 | \$36,800 | \$37,600 | \$38,400 | \$40,400 |
| TOTAL CITY COUNCIL | \$91,438 | \$119,022 | \$128,300 | \$131,900 | \$132,700 | \$134,700 |



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, complaints 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 2009 Actual | FY 2010 Actual | FY 2011 Estimated | FY 2012 Estimated |
|--|---------------------------|---------------------------|------------------------------|------------------------------|
| Council referrals received (as of the end of the calendar year) | 41 | 50 | 45 | 45 |
| Staff Meetings | 35 | 36 | 34 | 35 |
| Full Time Equivalentents (FTE) | 5.0 | 5.0 | 5.0 | 5.0 |

Management Objectives

- ✧ Manage city through difficult economic climate while maintaining quality services.
- ✧ Support city-wide efforts to celebrate the city’s 75th Anniversary.
- ✧ Implement Council’s goals and policies as identified in this document and in the Visioning document.
- ✧ If authorized, prepare bond referendum issue to refinance existing debt and incur additional debt for capital projects.

Budget Comments

- 1) The increase in Employee Benefits, line 28, in FY 2011 and 2012 was caused by a miscalculation in the cost of the deferred compensation program.
- 2) Costs in Equipment Rental, line 43, are printer leasing costs in the City Manager's office.
- 3) The budget for Membership & Training, line 45, covers attendance at the International City and County Management Association annual conference in Milwaukee, attendance at the Maryland Municipal League fall and summer conferences and the International Institute of Municipal Clerks conference.

| ADMINISTRATION Acct. No. 120 | FY 2009 Actual Trans. | FY 2010 Actual Trans. | FY 2011 Adopted Budget | FY 2011 Estimated Trans. | FY 2012 Proposed Budget | FY 2012 Adopted Budget |
|---|--------------------------------------|--------------------------------------|---------------------------------------|---|--|---------------------------------------|
| PERSONNEL EXPENSES | | | | | | |
| 01 Salaries | \$406,382 | \$413,938 | \$424,100 | \$420,000 | \$420,800 | \$429,800 |
| 25 Repair/Maintain Vehicles | 113 | 324 | 500 | 500 | 500 | 500 |
| 28 Employee Benefits | 129,656 | 138,796 | 136,000 | 146,200 | 145,200 | 145,200 |
| Total | \$536,151 | \$553,058 | \$560,600 | \$566,700 | \$566,500 | \$575,500 |
| OTHER OPERATING EXPENSES | | | | | | |
| 33 Insurance | \$3,920 | \$4,573 | \$4,000 | \$2,800 | \$3,900 | \$3,900 |
| 34 Other Services | 75 | 0 | 0 | 0 | 0 | 0 |
| 38 Communications | 2,706 | 3,370 | 3,900 | 3,900 | 3,900 | 3,900 |
| 43 Equipment Rental | 14,774 | 17,113 | 16,000 | 16,000 | 16,000 | 16,000 |
| 45 Membership & Training | 14,216 | 15,818 | 11,800 | 11,800 | 11,800 | 11,800 |
| 50 Motor Equipment Maintenance | 454 | 821 | 600 | 600 | 600 | 600 |
| 55 Office Expenses | 32,304 | 18,178 | 18,100 | 18,100 | 18,100 | 18,100 |
| 69 Awards | 261 | 0 | 400 | 400 | 400 | 400 |
| Total | \$68,710 | \$59,873 | \$54,800 | \$53,600 | \$54,700 | \$54,700 |
| TOTAL ADMINISTRATION | \$604,861 | \$612,931 | \$615,400 | \$620,300 | \$621,200 | \$630,200 |

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 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 possibly other matters.

| Performance Measures | Voting Turnout | | |
|-----------------------|----------------|--------|----------|
| | Registered | Voting | Percent* |
| November 1991 Regular | 7,481 | 2,454 | 32.8% |
| November 1993 Regular | 8,842 | 2,169 | 24.5% |
| November 1995 Regular | 8,003 | 2,007 | 25.1% |
| November 1997 Regular | 9,722 | 2,098 | 21.6% |
| March 1999 Referendum | 10,144 | 1,764 | 17.4% |
| November 1999 Regular | 9,913 | 1,996 | 20.1% |
| November 2001 Regular | 10,602 | 2,345 | 22.1% |
| November 2003 Regular | 10,859 | 2,073 | 19.1% |
| November 2005 Regular | 11,350 | 2,094 | 18.4% |
| November 2007 Regular | 10,668 | 1,898 | 17.8% |
| November 2009 Regular | 12,123 | 2,399 | 19.8% |

*Universal Registration began as of January 1, 1990. State law required the City to use the voter list kept by Prince George's County for federal, state and county elections, rather than the City list that had been kept previously. This change resulted in an increase in the number of persons registered to vote starting with the 1991 regular elections.

Budget Comments

1) The next election will be November 8, 2011.

| ELECTIONS Acct. No. 130 | FY 2009 Actual Trans. | FY 2010 Actual Trans. | FY 2011 Adopted Budget | FY 2011 Estimated Trans. | FY 2012 Proposed Budget | FY 2012 Adopted Budget |
|------------------------------------|--------------------------------------|--------------------------------------|---------------------------------------|---|--|---------------------------------------|
| OTHER OPERATING EXPENSES | | | | | | |
| 34 Other Services | \$0 | \$22,118 | \$0 | \$0 | \$22,000 | \$22,000 |
| 37 Public Notices | 0 | 4,990 | 0 | 0 | 5,000 | 5,000 |
| 55 Office Expenses | 0 | 0 | 0 | 0 | 0 | 0 |
| 71 Miscellaneous | 0 | 17,994 | 0 | 0 | 18,000 | 18,000 |
| Total | \$0 | \$45,102 | \$0 | \$0 | \$45,000 | \$45,000 |
| TOTAL ELECTIONS | \$0 | \$45,102 | \$0 | \$0 | \$45,000 | \$45,000 |

FINANCE AND ADMINISTRATIVE SERVICES



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, recruitment and screening of employment applicants, data processing and management of city insurance coverage. An independent firm selected by the City Council audits city financial records annually.

| Performance Measures | FY 2009 Actual | FY 2010 Actual | FY 2011 Estimated | FY 2012 Estimated |
|---|-------------------|-------------------|----------------------|----------------------|
| Rate of Return on Investments MLGIP | .56 | .34 | .19 | .34 |
| Standard and Poor's LGIP Rated Index* | .48 | .29 | .14 | .29 |
| Bond Rating | | | | |
| Moody's | A2 | A2 | A2 | A2 |
| Standard and Poor's | A+ | A+ | A+ | A+ |
| Purchase Orders Issued | 539 | 511 | 520 | 500 |
| Accounts Payable Checks Issued | 3,189 | 3,073 | 3,114 | 3,100 |
| Electronic Funds Transfers | 259 | 312 | 335 | 340 |
| Payroll Checks Issued | 1,796 | 1,617 | 1,504 | 1,500 |
| Direct Deposits Issued | 6,221 | 6,416 | 5,430 | 3,000 |
| E-Vouchers | - | - | 1,200 | 3,600 |
| Purchase Card Transactions | 1,835 | 2,536 | 2,390 | 2,500 |
| No. of businesses assessed personal property tax | 807 | 843 | 930 | 950 |
| Refuse Collection Billings | 2,616 | 2,638 | 2,641 | 2,645 |
| Employees – Full Time and Part Time (W-2's issued) | 450 | 440 | 440 | 440 |
| Employment Applications Received | 1,472 | 822 | 1,000 | 1,000 |
| Internal Audits | 11 | 9 | 10 | 10 |
| Average Number of Days to Process Payments | 4 | 4 | 3.5 | 3.0 |
| Full Time Equivalents (FTE) | 7.5 | 7.5 | 7.5 | 7.5 |

*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

- ☒ Provide high quality city services in a cost effective manner. (Visioning)
 - Implement on-line bill paying for payments to the city such as refuse bills and property taxes.

Budget Comments

- 1) The expenses for Professional Services, line 30, are below budget in FY 2011 because a report on post-retirement benefits (OPEB) only has to be done on a bi-annual basis.
- 2) The budget for Other Services, line 34, has been lowered for FY 2012 due to anticipated lower banking fees as a result of the bidding of banking services in FY 2011.
- 3) Public Notices, line 37, is reduced due to a greater use of on-line resources to advertise job openings.

| FINANCE & ADMINISTRATIVE SERVICES Acct. No. 140 | FY 2009 Actual Trans. | FY 2010 Actual Trans. | FY 2011 Adopted Budget | FY 2011 Estimated Trans. | FY 2012 Proposed Budget | FY 2012 Adopted Budget |
|--|--------------------------------------|--------------------------------------|---------------------------------------|---|--|---------------------------------------|
| PERSONNEL EXPENSES | | | | | | |
| 01 Salaries | \$471,263 | \$516,376 | \$519,500 | \$517,600 | \$519,600 | \$528,600 |
| 27 Overtime | 0 | 337 | 0 | 0 | 0 | 0 |
| 28 Employee Benefits | 159,314 | 170,753 | 165,700 | 188,100 | 190,300 | 190,300 |
| Total | \$630,577 | \$687,466 | \$685,200 | \$705,700 | \$709,900 | \$718,900 |
| OTHER OPERATING EXPENSES | | | | | | |
| 30 Professional Services | \$50,099 | \$59,957 | \$55,800 | \$48,900 | \$56,600 | \$56,600 |
| 33 Insurance | 5,000 | 4,778 | 5,200 | 4,200 | 5,000 | 5,000 |
| 34 Other Services | 36,726 | 37,877 | 32,800 | 37,000 | 22,100 | 22,100 |
| 37 Public Notices | 7,329 | 865 | 2,000 | 1,000 | 1,000 | 1,000 |
| 38 Communications | 1,998 | 2,297 | 2,300 | 2,500 | 2,500 | 2,500 |
| 45 Membership & Training | 6,551 | 3,699 | 9,300 | 7,700 | 8,300 | 8,300 |
| 53 Computer Expenses | 35,074 | 37,492 | 41,500 | 41,500 | 40,000 | 40,000 |
| 55 Office Expenses | 17,751 | 37,628 | 14,300 | 14,200 | 14,200 | 14,200 |
| Total | \$160,528 | \$184,593 | \$163,200 | \$157,000 | \$149,700 | \$149,700 |
| TOTAL FINANCE & ADMINISTRATIVE SERVICES | \$791,105 | \$872,059 | \$848,400 | \$862,700 | \$859,600 | \$868,600 |
| REVENUE SOURCES | | | | | | |
| Contract Postal Unit | \$11,433 | \$24,377 | \$0 | \$0 | \$0 | \$0 |

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 ongoing 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 2009 Actual | FY 2010 Actual | FY 2011 Estimated | FY 2012 Estimated | Industry Average* |
|---|-------------------|-------------------|----------------------|----------------------|----------------------|
| Number of IT Help Desk Requests | 1,064 | 1,059 | 875 | 900 | n/a |
| Number of Projects Scheduled | 8 | 9 | 9 | 6 | n/a |
| Number of Projects Completed | 9 | 9 | 9 | 6 | n/a |
| Staff time devoted to projects | 35% | 39% | 40% | 43% | n/a |
| Staff time devoted to IT Help Requests | 40% | 37% | 35% | 32% | n/a |
| Staff time devoted to Administrative Duties | 27% | 25% | 25% | 25% | n/a |
| Number of computer users per IT staff | 57.25 | 57.50 | 49.25 | 48.75 | 39 |
| IT Budget as % of Total Revenue | 1.86% | 1.74% | 1.74% | 2.12% | 5.40% |
| IT Spending per User | \$2,044 | \$2,111 | \$2,542 | \$2,670 | \$5,000 |
| Full Time Equivalents (FTE) | 4 | 4 | 4 | 4 | n/a |

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

Management Objectives

- ✧ Upgrade email exchange server.
- ✧ Upgrade Finance software server.

Budget Comments

- 1) In FY 2010 and 2011, the IT staff helped implement the Police CAD and RMS systems, new planning and code enforcement software, new fleet management software and other projects. As a result, a focus in FY 2012 will be ensuring that these new systems and other systems in the city are operating optimally.
- 2) The city's payment to the County-Municipal Institutional Network (I-Net) is charged to Communications, line 38. This expenditure was \$28,500 in FY 2010, \$24,000 in FY 2011, and will decrease further to \$21,600 in FY 2012. The INET 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 (\$11,000), internet access (\$7,000) and cell phones for the IT staff (\$4,000).
- 3) The budget for New Equipment, line 91, supports the on-going replacement of computers and other technology equipment in the city. Approximately 20% of the city's computers are replaced each year.

| INFORMATION TECHNOLOGY Acct. No. 145 | FY 2009 Actual Trans. | FY 2010 Actual Trans. | FY 2011 Adopted Budget | FY 2011 Estimated Trans. | FY 2012 Proposed Budget | FY 2012 Adopted Budget |
|---|--------------------------------------|--------------------------------------|---------------------------------------|---|--|---------------------------------------|
| PERSONNEL EXPENSES | | | | | | |
| 01 Salaries | \$236,143 | \$246,020 | \$243,700 | \$253,100 | \$253,100 | \$253,100 |
| 27 Overtime | 0 | 5,886 | 0 | 7,000 | 3,000 | 3,000 |
| 28 Employee Benefits | 76,728 | 88,369 | 83,400 | 92,700 | 94,200 | 94,200 |
| Total | \$312,871 | \$340,275 | \$327,100 | \$352,800 | \$350,300 | \$350,300 |
| OTHER OPERATING EXPENSES | | | | | | |
| 30 Professional Services | \$300 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 33 Insurance | 3,179 | 3,462 | 3,200 | 2,000 | 2,400 | 2,400 |
| 38 Communications | 75,031 | 50,710 | 53,500 | 46,000 | 42,600 | 42,600 |
| 45 Membership & Training | 7,846 | 11,031 | 9,000 | 6,300 | 8,800 | 8,800 |
| 53 Computer Expenses | 18,418 | 23,685 | 24,300 | 24,300 | 27,800 | 27,800 |
| 55 Office Expenses | 773 | 524 | 600 | 600 | 600 | 600 |
| Total | \$105,547 | \$89,412 | \$90,600 | \$79,200 | \$82,200 | \$82,200 |
| CAPITAL OUTLAY | | | | | | |
| 91 New Equipment | \$30,506 | \$22,811 | \$23,000 | \$23,200 | \$23,000 | \$23,000 |
| Total | \$30,506 | \$22,811 | \$23,000 | \$23,200 | \$23,000 | \$23,000 |
| TOTAL INFORMATION TECHNOLOGY | \$448,924 | \$452,498 | \$440,700 | \$455,200 | \$455,500 | \$455,500 |

LEGAL COUNSEL



This department provides legal advice and service to the City Council, City Manager and city departments.

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

Budget Comments

- 1) In FY 2011, the City Solicitor was extensively involved in discussions related to proposed development at Beltway Plaza and renewed interest in development around Greenbelt Station. He also assisted on personnel matters, revising planning legislation, foreclosure legislation and roadside solicitation legislation.
- 2) In FY 2012, the retainer arrangement with the City Solicitor is proposed at \$84,000, the same as FY 2010 and 2011.
- 3) Collective Bargaining, line 31, tracks the expenses related to the cost of contract negotiations with the Fraternal Order of Police Lodge #32. A new three year contract went into effect July 1, 2010. Legal expenses exceeded the budget in FY 2010 and 2011 due to costs associated with the new collective bargaining agreement which took longer than expected to complete.

| LEGAL COUNSEL Acct. No. 150 | FY 2009 Actual Trans. | FY 2010 Actual Trans. | FY 2011 Adopted Budget | FY 2011 Estimated Trans. | FY 2012 Proposed Budget | FY 2012 Adopted Budget |
|--|--------------------------------------|--------------------------------------|---------------------------------------|---|--|---------------------------------------|
| OTHER OPERATING EXPENSES | | | | | | |
| 30 Professional Services | \$219,653 | \$98,354 | \$84,000 | \$84,000 | \$84,000 | \$84,000 |
| 31 Collective Bargaining | 9,973 | 63,479 | 10,000 | 22,000 | 5,000 | 5,000 |
| Total | \$229,626 | \$161,833 | \$94,000 | \$106,000 | \$89,000 | \$89,000 |
| TOTAL LEGAL COUNSEL | \$229,626 | \$161,833 | \$94,000 | \$106,000 | \$89,000 | \$89,000 |

MUNICIPAL BUILDING



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

Budget Comments

- building.
- 2) Electrical Service costs, line 39, are lower than normal in FY 2010 because only 10 months of expenses are shown. An additional bill was charged to FY 2009 and 2011 due to the timing of the receipt of the bills.
 - 3) Needed roof repairs (\$3,200) have caused the increase in Maintain Building & Structure, line 46, in FY 2011.

| MUNICIPAL BUILDING Acct. No. 180 | FY 2009 Actual Trans. | FY 2010 Actual Trans. | FY 2011 Adopted Budget | FY 2011 Estimated Trans. | FY 2012 Proposed Budget | FY 2012 Adopted Budget |
|---|--------------------------------------|--------------------------------------|---------------------------------------|---|--|---------------------------------------|
| PERSONNEL EXPENSES | | | | | | |
| 06 Repair/Maintain Building | \$22,584 | \$29,797 | \$22,400 | \$22,400 | \$22,400 | \$22,400 |
| Total | \$22,584 | \$29,797 | \$22,400 | \$22,400 | \$22,400 | \$22,400 |
| OTHER OPERATING EXPENSES | | | | | | |
| 33 Insurance | \$221 | \$186 | \$200 | \$100 | \$100 | \$100 |
| 39 Utilities | | | | | | |
| Electrical Service | 33,799 | 25,057 | 33,000 | 33,000 | 26,900 | 26,900 |
| Gas | 2,603 | 2,646 | 2,600 | 2,600 | 2,400 | 2,400 |
| Water & Sewer Service | 1,078 | 2,001 | 1,200 | 1,400 | 1,400 | 1,400 |
| 46 Maintain Building & Structure | 23,866 | 14,956 | 19,700 | 24,400 | 17,900 | 17,900 |
| Total | \$61,567 | \$44,846 | \$56,700 | \$61,500 | \$48,700 | \$48,700 |
| TOTAL MUNICIPAL BUILDING | \$84,151 | \$74,643 | \$79,100 | \$83,900 | \$71,100 | \$71,100 |

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 the city's cable television municipal access channels, **Comcast Channel 71 and Verizon 21**, the distribution of news articles and press releases, the city's web page, **Greenbelt CityLink**, at www.greenbeltmd.gov, and the city's quarterly newsletter.

| Performance Measures | FY 2009 Actual | FY 2010 Actual | FY 2011 Estimated | FY 2012 Estimated |
|---|-------------------|-------------------|----------------------|----------------------|
| Council Meetings Cablecast (regular, special and hearings) | 34 | 37 | 38 | 38 |
| Other Organization Meetings Cablecast | 4 | 3 | 2 | 2 |
| Programs Produced for Cablecast | 56 | 52 | 50 | 50 |
| Programs Cablecast Produced by Others | 0 | 0 | 3 | 3 |
| Number of Cable Subscribers as of 12/31 | 5,455 | 5,597 | 5,837 | 6,000 |
| Comcast | 4,959 | 4,565 | 3,922 | 3,800 |
| Verizon | 496 | 1,032 | 1,915 | 2,200 |
| Full Time Equivalents (FTE) | 1.5 | 1.5 | 1.5 | 1.5 |

Management Objectives

- ✧ Develop video (YouTube) promoting the city's 75th Anniversary.
- ✧ Expand the city's use of social media.
- ✧ Produce a video tour of Greenbelt.

Budget Comments

- 1) The funds in Other Services, line 34, pay for interpreting costs for Council meetings and other events (\$6,500) and a monthly charge to support video streaming (\$8,300).
- 2) Funds are included in Special Programs, line 58, for the advisory board reception (\$6,000), employee holiday lunch (\$3,500) and retirement events (\$2,500).
- 3) The funds included in Contributions, line 68, are two payments to Greenbelt Access Television, Inc. (GATE). The first payment is a portion of the city's franchise fee. City Council direction is that 20% (1/5) of the city's franchise fee of the most recent completed year (FY 2010) be provided to GATE. As a cost saving measure for FY 2011, this payment was reduced from \$50,400 to \$40,000. The payment is proposed at the \$40,000 level again for FY 2012, rather than \$56,300 which is 20% of the city's FY 2010 franchise fee.

GATE also receives 33% (1/3) of the Public, Education and Government (PEG) Access fee that the city receives. This amount is estimated to be \$60,000 in FY 2012. This expense is offset by revenues that are now received in the General Fund.

- 4) The revenue section shows receipt of \$81,600 in Franchise Fees – Other. \$60,000 of this amount is transferred to GATE as mentioned above. The other amount, \$21,600 is paid to the County for management of the Institutional Network (I-Net). This expense is shown in the Information Technology budget, Account 145.

| COMMUNITY PROMOTION Acct. No. 190 | FY 2009 Actual Trans. | FY 2010 Actual Trans. | FY 2011 Adopted Budget | FY 2011 Estimated Trans. | FY 2012 Proposed Budget | FY 2012 Adopted Budget |
|--|--------------------------------------|--------------------------------------|---------------------------------------|---|--|---------------------------------------|
| PERSONNEL EXPENSES | | | | | | |
| 01 Salaries | \$89,140 | \$99,405 | \$91,600 | \$89,700 | \$91,600 | \$91,600 |
| 27 Overtime | 2,799 | 6,340 | 4,000 | 4,000 | 4,000 | 4,000 |
| 28 Employee Benefits | 19,574 | 21,469 | 20,600 | 21,700 | 22,300 | 22,300 |
| Total | \$111,513 | \$127,214 | \$116,200 | \$115,400 | \$117,900 | \$117,900 |
| OTHER OPERATING EXPENSES | | | | | | |
| 33 Insurance | \$126 | \$105 | \$100 | \$100 | \$100 | \$100 |
| 34 Other Services | 11,169 | 14,760 | 14,800 | 14,800 | 14,800 | 14,800 |
| 37 Notices & Publications | 31,032 | 35,840 | 37,000 | 36,000 | 37,000 | 37,000 |
| 45 Membership & Training | 1,417 | 2,119 | 1,600 | 1,600 | 1,600 | 1,600 |
| 53 Computer Expenses | 918 | 261 | 500 | 500 | 500 | 500 |
| 58 Special Programs | 12,844 | 16,981 | 12,000 | 12,000 | 12,000 | 12,000 |
| 68 Contributions | 99,443 | 105,984 | 94,000 | 98,000 | 100,000 | 116,300 |
| 69 Awards | 700 | 0 | 1,000 | 700 | 700 | 700 |
| 71 Miscellaneous | 293 | 794 | 1,000 | 1,000 | 1,000 | 1,000 |
| Total | \$157,942 | \$176,844 | \$162,000 | \$164,700 | \$167,700 | \$184,000 |
| TOTAL COMMUNITY PROMOTION | \$269,455 | \$304,058 | \$278,200 | \$280,100 | \$285,600 | \$301,900 |
| REVENUE SOURCES | | | | | | |
| Cable TV Franchise Fees | \$251,693 | \$281,610 | \$270,000 | \$290,000 | \$300,000 | \$300,000 |
| Cable TV Franchise Fees - Other | 60,214 | 83,284 | 86,000 | 86,000 | 81,600 | 81,600 |
| Total | \$311,907 | \$364,894 | \$356,000 | \$376,000 | \$381,600 | \$381,600 |

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 2010 | FY 2011 | FY 2012 |
|--|------------------------|------------------------|------------------------|
| Membership and Training | | | |
| Prince George's County Municipal Association (PGCMA) | \$3,168 | \$3,168 | \$3,200 |
| Council of Governments (COG) | 13,922 | 13,922 | 13,900 |
| Maryland Municipal League (MML) | 24,372 | 24,372 | 24,400 |
| National League of Cities (NLC) | 1,861 | 1,861 | 1,900 |
| Anacostia Trails Heritage Area (ATHA) | 2,364 | 2,364 | 2,400 |
| Memberships and Conferences for Advisory Board Members | 1,800 | 275 | 1,500 |
| Total | \$47,487 | \$45,962 | \$47,300 |
| Miscellaneous | | | |
| ACE Scholarship | \$2,000 | \$1,000 | \$1,000 |
| Other | 1,000 | 500 | 1,000 |
| Grand Total | <u>\$50,487</u> | <u>\$47,462</u> | <u>\$49,300</u> |

Budget Comments

- 1) In FY 2009, 2010 and 2011, the membership cost for the Maryland Municipal League (MML) and Metropolitan Washington Council of Governments (COG) were held flat to help member communities in these difficult economic times. Similar actions are expected for FY 2012.

| PUBLIC OFFICERS ASSOCIATIONS Acct. No. 195 | FY 2009 Actual Trans. | FY 2010 Actual Trans. | FY 2011 Adopted Budget | FY 2011 Estimated Trans. | FY 2012 Proposed Budget | FY 2012 Adopted Budget |
|---|--|--|---|---|--|---|
| OTHER OPERATING EXPENSES | | | | | | |
| 45 Membership & Training | \$47,123 | \$47,487 | \$47,300 | \$46,000 | \$47,300 | \$48,900 |
| 71 Miscellaneous | 978 | 3,000 | 2,000 | 1,500 | 2,000 | 2,000 |
| TOTAL PUBLIC OFFICERS ASSOCIATIONS | \$48,101 | \$50,487 | \$49,300 | \$47,500 | \$49,300 | \$50,900 |