

GREENBELT, MARYLAND

ADOPTED BUDGET FY 2018



CITY OF GREENBELT ADOPTED BUDGET

Fiscal Year July 1, 2017-June 30, 2018



CITY COUNCIL

Emmett V. Jordan, Mayor
Judith F. Davis, Mayor Pro Tem
Konrad E. Herling
Leta M. Mach
Silke I. Pope
Edward V.J. Putens
Rodney M. Roberts

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Nicole Ard

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Dale Worley, Information Technology
Celia W. Craze, Planning & Community
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Thomas Kemp, Police
James Sterling, Public Works
Julie McHale, Recreation
Karen Ruff, 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 2017 accomplishments;
- FY 2018 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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ANALYSIS AND BACKGROUND

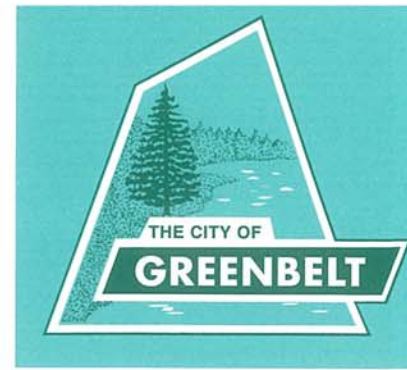
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CITY OF GREENBELT

25 CRESCENT ROAD, GREENBELT, MD. 20770-1886



June 5, 2017

Dear Fellow Greenbelt Citizens:

Enclosed is the City of Greenbelt's Adopted Budget for the fiscal year beginning July 1, 2017, and ending June 30, 2018 (FY 2018). The City Manager submitted a proposed budget to the City Council on March 27, 2017. The City Council held eight 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

Emmett V. Jordan, Mayor
Judith F. Davis, Mayor Pro Tem
Konrad E. Herling
Leta M. Mach
Silke I. Pope
Edward V.J. Putens
Rodney M. Roberts

The adopted FY 2018 budget is \$28,398,200, an increase of \$1,170,600, or 1% over the FY 2017 budget with no tax rate increase. This increase reflects improving economic and fiscal conditions for the City. These improving conditions are supported in part by the new development at Greenbelt Station which will extend into the next couple of years.

The adopted budget includes numerous proposals to enhance our community including:

- 1) \$166,000 for economic development initiatives which includes membership in the Prince George's County Chamber of Commerce;
- 2) The addition of a ½ time classified position in the Community Promotion department in recognition of the expanding responsibility of providing access and information to Greenbelt residents;
- 3) A reorganization in the Public Works Department created an opportunity to increase staffing by 1.3 full-time equivalents without increasing the cost to Greenbelt citizens;
- 4) No tax rate or fee increases;
- 5) A nationwide search for a Police Chief using an executive search firm; and

A NATIONAL HISTORIC LANDMARK

(301) 474-8000 FAX: (301) 441-8248

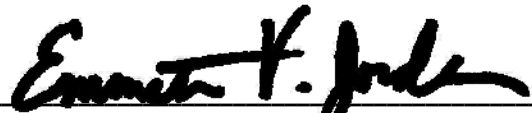
www.greenbeltmd.gov



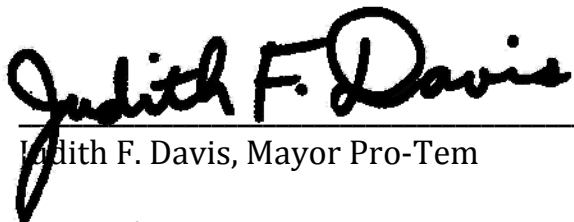
- 6) Almost \$2 million in Capital Projects funding for projects such as street resurfacing, Attick Park parking lot improvements, Aquatic and Fitness Center facility improvements, a potential second dog park, gateway signage, and repairs to the Mother & Child Statue and Community Center bas reliefs.

After a number of difficult years financially, we believe conditions have turned positive and anticipate continued positive conditions for the near future. We are pleased that we have been able to continue Greenbelt's history of community pride and service to its citizens. Thank you for the support you provide and the opportunity to represent you.

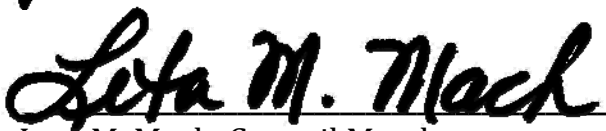
Sincerely,



Emmett V. Jordan, Mayor



Judith F. Davis, Mayor Pro-Tem



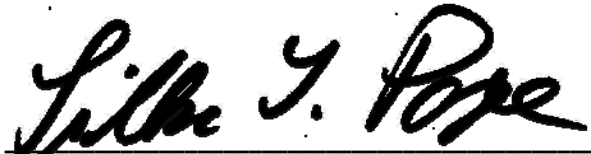
Leta M. Mach, Council Member



Edward V.J. Putens, Council Member



Konrad E. Herling, Council Member



Silke I. Pope, Council Member



Rodney M. Roberts, Council Member

CITY OF GREENBELT, MARYLAND

OFFICE OF THE CITY MANAGER

25 CRESCENT ROAD, GREENBELT, MD. 20770



March 27, 2017

Nicole C. Ard
City Manager

Honorable Mayor and City Council,

I am delighted to present the City of Greenbelt's Proposed Fiscal Year 2018 Budget. The proposed \$28.4M budget is balanced and outlines the city's operational plans, financial forecast, goals, accomplishments and service level trends.

SUMMARY

The estimated total assessed value for the coming year is 5.1% higher than last year. Total revenues are estimated to increase just 4.3% over the FY 2017 adopted revenues. A property tax rate increase is not requested. However several revenue trends are important in monitoring future revenue. There has been a 12.7% increase in owner-occupied residential assessments, while the assessed values of apartments increased only 1.2%. This follows the FY 2016 reduction in values of 4.6% and 5.8% respectively. Commercial property values continue to fall, dropping from the FY 2017 value, down 1.1%. In addition, Highway User Fee revenue is projected at \$392,000 and continues to lag behind past allocations, again limiting infrastructure investment. The City is monitoring potential cuts to Federal funding and agency reductions in force.

Regarding expenditures, the city's health insurance costs increased 4%, or about \$90,000. A 2% Cost of Living Adjustment is recommended, as well as a merit/step increase for all classified employees, or about \$450,000. The proposed budget increases public safety spending, including new vehicles and equipment. Also proposed is funding for recruitment of a new police chief following the retirement of the long-time chief of police last year. This time of transition is highlighted by the upcoming onboarding of four new police academy graduates who will be sworn into service today. Similarly, as the city is prime for development and redevelopment, proposed is the hire of a part-time information/outreach specialist to support community outreach and marketing. An additional \$116,000 is also earmarked to support economic development as the City Council develops an economic development plan and policy.



Just under \$2 million is proposed to invest in capital projects ranging from design of a replacement of the failing HVAC system at the historic Greenbelt Theatre (\$12,000), conducting over \$471,000 in street resurfacing, installing a new fitness center roof and three HVAC units (\$225,400), as well as replacement boilers at the Aquatic and Fitness Center (\$200,000) and replacing the Community Center playground (\$169,300). Also budgeted are funds to continue action on the Bus Stop Safety and Accessibility Plan, the Attick Park Master Plan, Maryland Energy Administration Energy Improvements, and sculpture repair (our responsibility to preserve the iconic “Mother and Child,” as well as the historic bas reliefs). Funds to continue Gateway Signage improvements and to supplement the citizen fundraising campaign for a second dog park are also proposed. There are numerous other infrastructure needs that remain unfunded at this time as needs outweigh current resources - buildings, roads, parks, the dam, equipment, and technology improvements. As we transition in staffing and outreach, our intent will be to support the City Council goals to expand the tax base while ensuring that Greenbelt is a thriving, sustainable, high quality of life community that people and businesses want to live and invest in.

PROPOSED BUDGET

EXPENDITURES

Similar to past years, key influences in developing the budget include:

1. Work within constrained fiscal conditions;
2. Federal, State, and local mandates;
3. Council goals –
 - a. Enhance the Sense of Community
 - b. Economic Development and Sustainability
 - c. Improve Transportation Opportunities
 - d. Maintain Greenbelt as an Environmentally Proactive Community
 - e. Improve and Enhance Public Safety
 - f. Preserve and Enhance Greenbelt’s Legacy as a Planned Community
 - g. Promote Quality of Life Programs for all Citizens
 - h. Provide excellent constituent service by advocating for residents with outside agencies/ organizations;

4. Provide quality, innovative and responsive city services; and
5. Increase investment in the City's infrastructure.

The Proposed FY 2018 Budget is \$28.4M, a 4.3% increase (\$1,180,600) over the Adopted FY 2017 Budget. Expenditures reflect maintaining current service levels, as well as limited salary savings from recent retirements and position vacancies. Though Collective Bargaining Agreement negotiations are on going, a 2% COLA and Step/Merit Increase for Classified Employees is proposed (\$450,000). \$97,000 is provided for the minimum wage increase. Funding for an economic development program is proposed (\$116,000). Also proposed is a .5 FTE Information/Outreach specialist to support community outreach. A reorganization of Public Works staff is proposed, including the conversion of 1 FTE to 2 FTEs follows the retirement of an employee which has no financial impact. Just under \$2 million is proposed to invest in capital projects, including grant supported improvements.

Proposed expenditures are balanced with projected revenues of \$28.4M, an increase of 4.3% over the adopted FY 2017 budget. Staff has not requested a property tax rate increase. Similar to last fiscal year, new residential development in Greenbelt Station has generated increased revenue, particularly Real Property Taxes. Additional revenue has also been the result of higher assessments for owner occupied housing, Income and Hotel/Motel Taxes, and the Speed Camera Enforcement Program.

The City has operated within limited resources for over a decade. Recent years modest revenue increases have been offset by factors such as needed transfers to the Capital Projects Fund (for example, the State of Maryland mandated Greenbelt Lake Dam Project), legislated increases in minimum wage for non-classified employees, and health insurance. Funds have gradually been transferred to reduce the remaining negative fund balance in the 2001 Bond Fund. More robust transfers are recommended for future years to eliminate the remaining fund balance of over \$1,000,000. Similarly, the City has significant unfunded capital project needs, particularly buildings, parks, roads, and other infrastructure.

REVENUE TRENDS

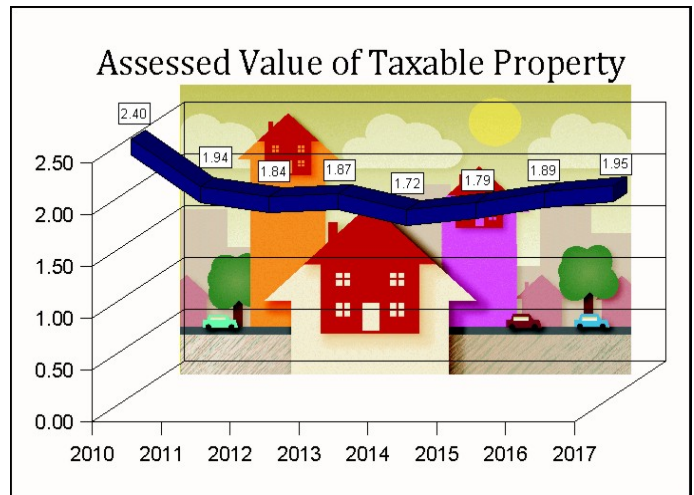
Revenues are detailed in the Revenue Section of the Proposed Budget, as well as the accompanying chart. As noted in past years:

1. **Real Property** – The Maryland State Department of Assessments and Taxation (SDAT) calculates Real Property Tax based on an estimate of the assessed value of real property in Greenbelt. Property is assessed every three years. The next property assessment will be conducted

in 2018. 58.6% of the City's total revenue in FY 2017 was Real Property Tax revenue or \$16.6 million (including abatements).

The estimated gross assessed value of real property for FY 2018 is \$2.03B, a 5.1% increase from FY 2017. FY 2017 was \$1.945B, a 2.9% increase from FY 2016, but 19.0% lower than FY 2010 - \$2.4B. Single family, townhouse, apartment, and condominium assessed values are higher primarily due to

new development in Greenbelt Station. Commercial properties continue to decline, assessed lower than FY 2017. The following chart tracks property tax assessments since FY 2010. Continued increased residential, apartment, and condominium related revenue is projected as Greenbelt Station development is completed. The City has received feedback that some property owners are hesitant to make building improvements or long-term plans until a decision is made regarding the FBI headquarters.



- 2. Business/Corporate Property** – This revenue is associated with businesses' property and inventory. The revenue stream continues to reflect commercial office vacancies.
- 3. Income Taxes** - Receipts from Income Taxes are projected at \$2.83 Million for FY 2018. This source continues to improve. Staff will monitor given potential Federal funding and workforce reductions that may impact Greenbelt residents and businesses.
- 4. Hotel/Motel Taxes** – Hotel/Motel Taxes, paid by guests at local hotels are estimated at \$1,000,000 for FY 2018, up from \$830,000 budgeted in FY 2017.
- 5. Highway User/Gas Tax (HUR)** –The City receives a portion of taxes paid on gasoline sales, as well as vehicle sales and registrations. The funds are collected by the State of Maryland. In FY 2010, the State reduction of Highway User Funds resulted in a loss of about \$500,000 for Greenbelt. The Greenbelt's HUR funding has not been restored to pre-FY 2010 levels. The City continues to lobby the State legislative delegation for restoration of HUR revenue.
- 6. Solid Waste Collection Fee/Recycling Rates-** The Waste Collection Fee and the Recycling Only rates remain the same at \$70 per quarter and \$36 per year, respectively. The Waste Collection fee increased in FY 2017 due to an increase in the County fee charged to the City.

7. **Recreation User Fees**- Fees and Daily Admission rates remain the same. Fees are limited to users of the recreation services.
8. **Traffic Enforcement Cameras** - The cameras are technological tools to help facilitate safe driving. New camera locations are being explored with the State Highway Administration for installation in future fiscal years.

COUNCIL'S GOALS

Below are examples of the many staff proposals to act on Council's goals. Also listed are a sampling of the accomplishments achieved in FY2017.

1. Enhance Sense of Community

- Accomplishment – Holiday Lighting of the Roosevelt Center trees, poles, and bushes.
- Accomplishment – Installed new “Welcome to Greenbelt Signage”
- Proposal – Install additional “Welcome to Greenbelt” signage following the Gateway Plan.
- Proposal – Hire a part-time employee to enhance community outreach.

2. Economic Development and Sustainability

- Accomplishment – Implemented several “tools” developed by the Hyattsville Community Development Corporation (HCDC’s “economic development tool box”) to help retain existing Greenbelt businesses and attract new ones.
- Proposal – Continue to implement HCDC and Sage Policy Group study recommendations.
- Proposal – Develop an economic development plan, acquire staff support for business retention, expansion, and attraction services.
- Proposal – Continue work with Renard, County, and State to attract the FBI to Greenbelt.

3. Improve Transportation Opportunities

- Accomplishment – Continued implementation of recommendations from the Bus Stop Safety and Accessibility Study.
- Proposal– Work with the City of College Park, and the Town Berwyn Heights to address MD 193 improvements.
- Proposal – Continue work with County on bike share feasibility study.

4. Maintain Greenbelt as an Environmentally Proactive Community

- Accomplishment – Using State grant funds, completed a fourth phase of energy efficiency improvements. FY 2017 improvements occurred at the Youth Center, the Municipal Building, and the Community Center. The Community Center work was HVAC repairs which were installed without service interruption.
- Accomplishment – Dredged forebays project at Greenbelt Lake.
- Accomplishment – Installed recycling containers at the Northway Fields.
- Proposal – Design Greenbelt Theatre HVAC system to ensure the economic development partner can maintain service with a reliable unit and address PEPCO energy audit findings.
- Proposal – Complete a fifth phase of energy efficiency improvements, slated for the Greenbelt Fitness and Aquatic Center. Two boilers will be replaced.

5. Improve Public Safety

- Accomplishment – Expanded a pilot body camera program for officers to a permanent program applied to all officers.
- Proposal – Hire a police chief.
- Proposal – Continue work to establish a Police Explorers Program for youth.

6. Enhance Legacy as Planned Community

- Accomplishment – Implemented efforts of Friends of Greenbelt Museum to make 10-A Crescent a museum visitor center.
- Accomplishment – Monitored County’s zoning rewrite project in terms of impact on Historic Greenbelt.

7. Quality of Life Programs

- Accomplishment – In conjunction with Greenbelt Homes, Inc, developed hoarding support services.
- Accomplishment – Developed a wellness program targeted to residents in need in Franklin Park.
- Proposal – Expand recreation summer camps to accommodate a new school calendar.
- Proposal – Continue expansion of inclusive outdoor recreation activities for people with disabilities.

8. Constituent Service

- Accomplishment – Implementing the Tree Replacement Program
- Proposal – Complete negotiations with Comcast on cable television franchise.
- Proposal – Continue to work with appropriate agencies on transit service to Greenbelt Station.

KEY ISSUES

Some of the key issues facing the City in the coming year include:

- **Greenbelt Station**

As construction of residential units nears completion in Greenbelt Station South Core, staff will continue to outreach and connect with Greenbelt Station residents to promote and coordinate city services. For example, in FY 2017, City Council advocated on behalf of residents' concerns regarding access to the Greenbelt Metro Station. The City Council also lobbied to change policies on student assignments within the county school district's boundaries.

Similarly, the City continues support of Renard Development's effort to attract the new FBI headquarters to the Greenbelt Station North Core. The federal project will in turn attract additional new development, jobs, and revenue. While the project is on hold (as of March 2017), City staff, legal, and financial advisors continue to monitor potential infrastructure and services needed to support the project and related development in Greenbelt Station via Tax Increment Financing (TIF) debt.

- **Uncertain Federal Priorities**

In past years, the former city manager referred to the challenge of "constrained fiscal resources". In FY 2017 and FY 2018, the challenge is complicated by uncertainty regarding federal and state funding priorities and the resulting potential impact on the national, regional and local economies. There is also uncertainty regarding future availability of grants and subsidies that have supplemented limited city resources to provide services like housing for senior citizens and the disabled, as well as capital projects.

- **Economic Development**

The Council recently met to discuss goals for FY 2018 and among them included developing a policy and action steps such as hiring an employee to support business outreach, attraction, and retention. Similarly, department directors have identified the need for a position to proactively communicate and facilitate positive business interactions, as well as resource and

information sharing before a business approaches the City Council. The proposed budget includes \$116,000 to implement City Council's economic development policy and plan activities.

- **Police Chief Search and Police Succession Planning**

Greenbelt will recruit a new police chief. The former police chief retired October 2016 after 45 years of service. In addition, several other officers retired, leaving a gap in the roster. Four new academy graduates will be sworn in on March 27, 2017. Several seasoned officer candidates are under consideration for hire as the Human Resources and Police employees changed the application process to conduct thorough background checks of experienced officers in less time.

- **Infrastructure**

Expanded or remodeled facilities like the Aquatic and Fitness Center, the Community Center, and the Police Station could be considered "new" or more modern when compared to the original homes and facilities built in the 1930's. However, given past limited fund availability, there are many infrastructure needs including Greenbelt's buildings, facilities, parks, roadways, artwork, and equipment.

For example, during FY 2017, the City partnered on a very successful forebay project at Greenbelt Lake. Greenbelt Lake dam repair project was started but remaining phases were placed on hold following higher than anticipated costs related to topography. The City awaits state approval to adjust the project agreement and schedule. However, the Community Center HVAC project is currently being finished without disruption of services and program. The City's many infrastructure needs are outlined in the Capital Projects section of the proposed budget. Funding is not available to support all projects during FY 2018. The City has gradually built savings over several years to support infrastructure projects. However, the need is outpacing the funds saved to support improvements paid this way. Alternative funding methods will need to be considered. As infrastructure needs are deferred, the cost of future related action (for example, maintenance, service or construction) might also increase. The FY 2018 proposed budget includes \$1.97 million in capital projects including \$425,400 for replacing two boilers and pool repairs at the Aquatic and Fitness Center, \$471,000 for street resurfacing, and \$169,300 for the Community Center Playground. Also included is funding to design a replacement HVAC system at the Greenbelt Theatre and \$150,000 for debt service. The 2001 Bond Fund balance is just over \$1 Million and represents the cost of infrastructure improvements funded by a bond approved in 2001.

- **Uncertainty of Federal, State, and Local Grant Funding**

At the time of budget development, staff is monitoring federal priorities impacting not only City operations, but also the local economy. For example, the City must consider the impact of lost jobs, direct cuts in funding to support City services, as well as reduced tax or fee revenue. The programs range from funding for infrastructure to environmental, energy efficiency, public safety, youth services, and housing for senior citizens and the disabled.

- **Sustainability & Energy Efficiency**

Greenbelt continues to meet and exceed both State of Maryland and Washington Metropolitan Council of Government's (MWCOC) reduction of greenhouse gas emissions goals. Several energy efficiency proposals for FY 2018 include replacement of the Greenbelt Aquatic and Fitness Center boilers and design of the Greenbelt Theatre HVAC system. The City will also replace three current vehicles with hybrids. The City continues to actively pursue State grants to support further energy efficiency improvements.

COMPENSATION

Collective Bargaining Agreement discussions with the Fraternal Order of Police are currently ongoing. In the interim, the proposed FY 2018 budget includes a 2% Cost of Living Adjustment (COLA) for classified employees plus merit/step increases ranging from 1-3% totaling \$450,000. This follows a 1.9% COLA pay adjustment and a step or merit increase budgeted in FY 2017 for all employees. The FY 2017 COLA complied with the police Collective Bargaining Agreement.

In FY 2018, non-classified employees will receive a pay adjustment due to an increase in the minimum wage (\$97,000). The City anticipates future budgets will be impacted by future minimum wage increases. The City's pay scale is in compliance with the City's Living Wage Police that was adopted in 2007. According to the State Department of Labor, Licensing and Regulation and the State wage level is \$13.63 per hour as of September 2016. The City pay scale exceeds this amount.

City contributions toward employee health insurance premiums are budgeted at a projected 4% increase for FY 2018. Staff has worked with CareFirst to contain costs as much as possible. However, there is an overall increase in premium structure of 12%, with the individual employee paying more for coverage. As noted last year, the City changed CareFirst plans in FY 2017 to avoid a fifth year of double-digit premium increases. The plan reduced co-pays to encourage employees to visit doctors. A higher deductible was covered by the City's medical reimbursement. Co-pay remains at \$0; the co-pay for a specialist visit is \$30.

TAX DIFFERENTIAL

For many years, Prince George's County has lowered the property tax rate paid by City residents. The property tax rate is adjusted to reflect city residents' investment in City services such as police, public works, and human services (CARES). The adjustment made reflects the level of services provided by Prince George's County in Greenbelt. For example, the County does not provide police or public works services within City limits. The County does provide paid fire fighters to supplement the Greenbelt Volunteer Fire Department. 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 of \$0.859 per \$100 assessed valuation and a lower M-NCPPC tax rate of \$0.1346 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. For FY 2018, it is expected that the County tax differential for Greenbelt residents will remain the same. Following a brief period of uncertainty and City Council lobbying, the County agreed to maintain the current ratio, which had been slated to increase the tax paid by residents. The City will advocate for representation in the upcoming countywide tax differential task force.

CAPITAL 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 2017, over \$2 million in capital expenses were budgeted. In FY 2018, just under \$2 million is budgeted.

In the FY 2018 Capital Projects Fund, projects totaling \$1,430,400 are proposed. These will be funded with existing fund balance, State grants and a transfer of \$700,000 from the General Fund. The key projects proposed for FY 2018 are:

1. Resurfacing of Hamilton Place, Morrison Drive, Forestway and a portion of Ridge Road from Plateau to Hamilton—\$471,000
2. Buddy Attick Park Parking Lot—\$300,000
3. Community Center Playground—\$169,300

Capital Projects competed in FY 2017 include:

Repairs of the Greenbelt Lake Dam Phase I - \$355,000

While the drain replacement was completed, other dam work has been delayed. The City has applied to the State of Maryland for a project extension, an amendment to the project agreement, and assistance in identifying additional funding sources to address higher than anticipated project costs due to geography encountered. Unfortunately, because of a consent decree, funding sources are limited. If the State amends the agreement, that could help improve the City's eligibility for a wider range of funding sources. This also allows the City to develop, evaluate, and implement solutions to the project's challenges.

- Resurfacing- Rosewood Drive, White Birch Court, Mathew Street, Brett Place, and a portion of Northway from Hillside to Ridge - \$385,000

Various Planning Efforts (\$65,000):

- Bus Stop Safety and Accessibility Plan
- Pedestrian and Bicycle Master Plan; and the
- Gateway Signage Plan

Building Capital Reserve Fund

\$537,400 is budgeted primarily to fund facility improvements at the Aquatic and Fitness Center. In FY 2017, \$175,300 was budgeted, \$100,000 of which was grant funded energy efficiency improvements.

Community Development Block Grant Fund

The City received \$116,300 Funds in FY 2017. These funds were used for Breezewood Drive street improvements. The City did not apply for CDBG funds for FY 2018. Future federal funding availability will be monitored.

DEBT SERVICE

\$705,000 is proposed to be transferred from the General Fund to the Debt Service Fund. The proposed budget includes an additional \$150,000 for debt service payments. The City's current outstanding general obligation debt is \$2,546,027 and is scheduled to be paid within 10 years. Annual payments are \$555,000. \$150,000 has been proposed to start payment toward the Greenbelt Station tax increment financing debt. The authorization is sought for FY 2018.

GREEN RIDGE HOUSE

The City's agreement with the Federal Housing and Urban Development Department for Green Ridge House will need to be renegotiated before it expires in March 2019. Current Federal regulations require that the process start at least 180 days before. Staff is anticipating potential funding changes before March 2019. In the interim, staff is researching and monitoring regulations and funding related to Senior housing and housing for the disabled. Green Ridge House is home to residents receiving housing subsidized through both regulations.

Replacement Fund

\$227,000 is budgeted in the proposed Replacement Fund. The proposed budget includes a leaf vacuum, cargo van and hybrid code enforcement sedan. In addition, handguns originally budgeted but not purchased in FY 2017 are proposed for purchase in FY 2018. Other purchases include a new street sweeper for the 4-Cities Coalition (Berwyn Heights, College Park, Greenbelt, and New Carrollton).

APPRECIATION

Thank you to the department directors and employees who prepare departmental budgets, evaluate their performance via statistics, comparison to other organizations, and customer surveys, and review of management objectives aimed at City Council goals. As a new arrival in Greenbelt, I appreciate the effort to help by City Council, department directors, and employees to help me learn about the organization at a time when the budget process had already started before my arrival. Special thank you to Mr. Jeff Williams, City Treasurer, who as in past years, coordinated budget preparation; retired city manager Mr. Michael McLaughlin; Mr. David Moran, Assistant City Manager; Ms. Anne Marie Belton, Executive Associate; Ms. Beverly Palau, Public Information and Communications Coordinator; department and division directors, and employees throughout the organization who have shared their passion for Greenbelt and the work they do. Along with City Council and our residents, you make our city the best place to live and a great organization to work for.

Sincerely,



Nicole Ard
City Manager

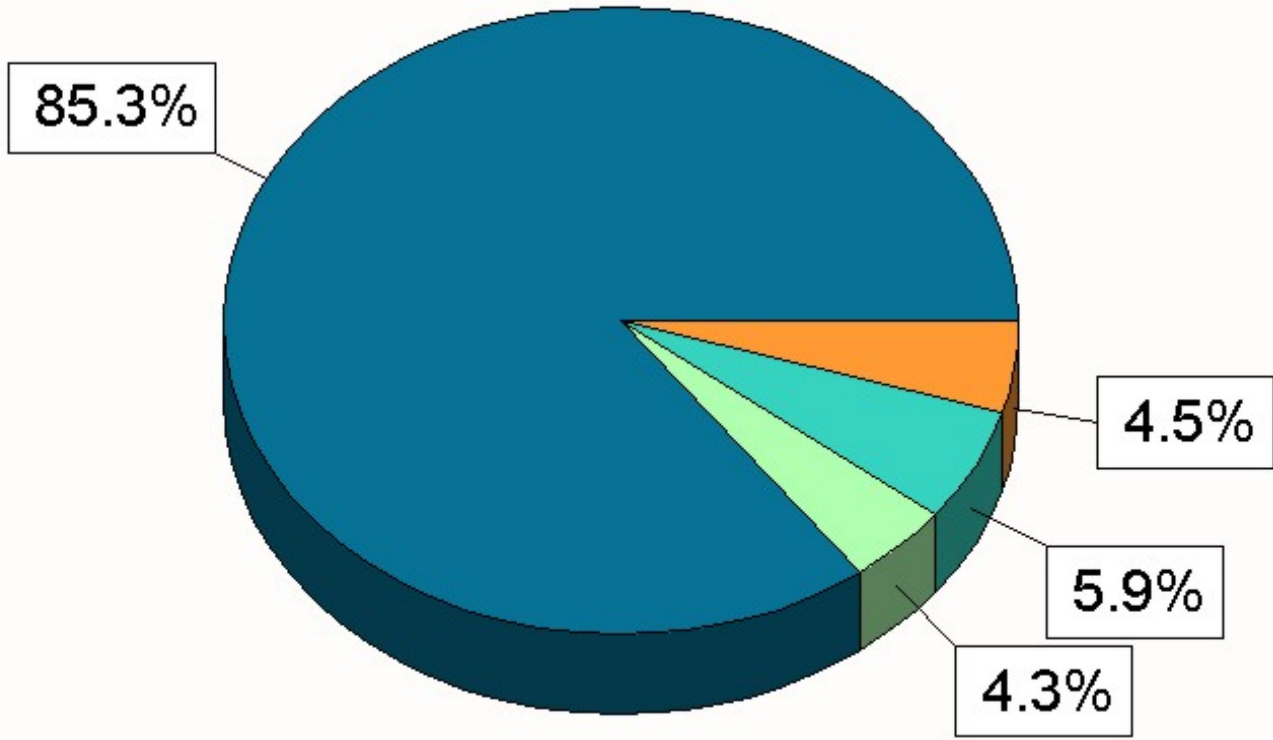
BUDGET AT A GLANCE







- **\$28,408,200 General Fund Budget, a \$1,180,600 or 4.3% increase from FY 2017.**
- **Revenues of \$28,408,200, or 4.3% higher than FY 2017, with no tax rate increase.**
- **Property assessments estimated to increase 5.1% due to increase in value of owner occupied housing and new construction at Greenbelt Station South Core.**
- **Highway User Revenue budgeted at \$392,000.**
- **37.1% of all General Fund expenditures go to Public Safety.**
- **2% pay adjustment for classified employees plus merit/step increase.**
- **\$97,000 budgeted for increase in minimum wage.**
- **Health insurance costs 4% higher.**
- **Residential waste collection fee remains the same - \$70 per quarter or \$280 per year.**
- **\$1.97 Million in capital projects proposed, including \$425,000 for Aquatic & Fitness Center facility improvements \$471,000 for street resurfacing and \$169,300 for Community Center playground.**
- **At the end of FY 2018, the city's Undesignated and Unreserved fund balance is estimated to be \$3.8 million or 13.5% of Total Expenditures.**

Summary of Budget Expenditures

FY 2018 Adopted Budget



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

Fiscal Years 2015 - 2018

Summary of Budget Revenues

FUND	FY 2015 Actual Trans.	FY 2016 Actual Trans.	FY 2017 Adopted Budget	FY 2017 Estimated Trans.	FY 2018 Proposed Budget	FY 2018 Adopted Budget
GENERAL FUND	\$26,310,534	\$25,855,891	\$27,227,600	\$27,560,900	\$28,408,200	\$28,398,200
SPECIAL REVENUE FUNDS						
Cemetery	\$1,235	\$639	\$1,000	\$1,200	\$1,200	\$1,200
Debt Service	525,040	555,210	555,100	555,200	705,200	705,200
Replacement	113,144	196,217	205,100	205,500	325,200	325,200
Special Projects	336,290	417,978	343,000	332,829	363,800	363,800
TOTAL SPECIAL REVENUE	\$975,709	\$1,170,044	\$1,104,200	\$1,094,729	\$1,395,400	\$1,395,400
CAPITAL PROJECTS FUNDS						
Building Capital Reserve	\$224,671	\$519,048	\$200,000	\$770,300	\$533,500	\$533,500
Capital Projects	776,136	729,740	1,659,200	755,000	1,618,800	1,618,800
2001 Bond	497,500	300,000	0	0	0	0
Community Development Block	2,500	189,623	116,300	191,300	0	0
Greenbelt West Infrastructure	14,412		500	65,000	5,000	5,000
TOTAL CAPITAL PROJECTS	\$1,515,219	\$1,738,411	\$1,976,000	\$1,781,600	\$2,157,300	\$2,157,300
ENTERPRISE FUND						
Green Ridge House	\$1,444,965	\$1,476,114	\$1,469,000	\$1,468,400	\$1,515,800	\$1,515,800
TOTAL ALL FUNDS	\$30,246,427	\$30,240,460	\$31,776,800	\$31,905,629	\$33,476,700	\$33,466,700

Fiscal Years 2015 - 2018

Summary of Budget Expenditures

FUND	FY 2015 Actual Trans.	FY 2016 Actual Trans.	FY 2017 Adopted Budget	FY 2017 Estimated Trans.	FY 2018 Proposed Budget	FY 2018 Adopted Budget
GENERAL FUND	\$25,162,903	\$26,620,778	\$27,227,600	\$26,818,000	\$28,408,200	\$28,398,200
SPECIAL REVENUE FUNDS						
Cemetery	\$0	\$0	\$0	\$0	\$0	\$0
Debt Service	555,147	555,147	555,200	555,200	555,200	555,200
Replacement	172,485	456,797	209,000	173,200	227,000	227,000
Special Projects	165,755	430,097	616,000	405,000	630,000	630,000
TOTAL SPECIAL REVENUE	\$893,387	\$1,442,041	\$1,380,200	\$1,133,400	\$1,412,200	\$1,412,200
CAPITAL PROJECTS FUNDS						
Building Capital Reserve	\$417,653	\$510,199	\$175,300	\$730,200	\$537,400	\$537,400
Capital Projects	886,541	621,833	1,730,200	865,200	1,430,400	1,430,400
2001 Bond	1,348,574	82,950	0	1,400	0	0
Community Development Block	2,500	112,063	116,300	191,300	0	0
Greenbelt West Infrastructure	13,877		0	110,000	0	0
TOTAL CAPITAL PROJECTS	\$2,669,145	\$1,327,045	\$2,021,800	\$1,898,100	\$1,967,800	\$1,967,800
ENTERPRISE FUND						
Green Ridge House	\$1,405,563	\$1,440,861	\$1,447,000	\$1,438,000	\$1,503,100	\$1,503,100
TOTAL ALL FUNDS	\$30,130,998	\$30,830,725	\$32,076,600	\$31,287,500	\$33,291,300	\$33,281,300

FY 2018 Budget Summary

Fund	Total All Funds	General Fund	Special Revenue Funds	Debt Service Fund	Capital Projects Funds	Enterprise Fund
Revenue						
Taxes & Special Assessments	\$22,404,100	\$22,404,100				\$0
Licenses & Permits	1,757,500	1,502,700	\$254,800			0
Intergovernmental	2,234,900	1,068,600	90,000		1,076,300	
Interest	39,600	32,000	1,400	\$200	6,000	
Charges for Services	2,252,800	2,252,800	0			0
Fines & Forfeitures	898,000	880,000	18,000			0
Contributions	0		0			0
Miscellaneous	279,000	223,000	6,000		50,000	
Fund Transfers	2,085,000	35,000	320,000	705,000	1,025,000	
Bond Proceeds	0		0			0
Enterprise Fund	1,515,800		0			\$1,515,800
Total Revenue	\$33,466,700	\$28,398,200	\$690,200	\$705,200	\$2,157,300	\$1,515,800
Expenditures						
General Government	\$3,427,800	\$3,167,800	\$260,000			\$0
Planning & Development	1,039,000	998,000	41,000			0
Public Safety	10,854,300	10,672,300	182,000			0
Public Works	4,185,400	3,449,900	117,000		618,500	
Social Services	1,107,400	1,105,400	2,000			0
Recreation & Parks	7,071,000	5,781,700	52,000		1,237,300	
Miscellaneous	882,000	326,800		\$555,200		0
Non-Departmental	1,126,300	846,300	168,000		112,000	
Fund Transfers	2,085,000	2,050,000	35,000			0
Enterprise Fund	1,503,100					\$1,503,100
Total Expenditures	\$33,281,300	\$28,398,200	\$857,000	\$555,200	\$1,967,800	\$1,503,100
Projected Fund Balances						
July 1, 2016	\$7,977,201	\$3,849,173	\$885,394	\$10,635	\$1,099,059	\$2,132,940
FY 2017 Expected Revenues	\$32,460,829	\$27,560,900	\$1,094,729	\$555,200	\$1,781,600	\$1,468,400
FY 2017 Expected Expenditures	31,842,700	26,818,000	1,133,400	555,200	1,898,100	1,438,000
Balances at June 30, 2017	\$8,595,330	\$4,592,073	\$846,723	\$10,635	\$982,559	\$2,163,340
FY 2017 Budgeted Revenues	\$33,466,700	\$28,398,200	\$690,200	<u>\$705,200</u>	\$2,157,300	\$1,515,800
FY 2017 Budgeted Expenditures	33,281,300	28,398,200	857,000	555,200	1,967,800	1,503,100
Balances at June 30, 2018	\$8,780,730	\$4,592,073	\$679,923	\$160,635	\$1,172,059	\$2,176,040

Note: Explanation of fund balance changes can be found in the narrative section for each fund. For Special Revenue Funds, see pages 249 through 254 and pages 256 and 257. For Debt Service Fund, see pages 246 and 247. For Capital Projects Funds, see pages 269 through 278.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Greenbelt
Maryland**

For the Fiscal Year Beginning

July 1, 2016

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, 2016.

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.