



The GENERAL FUND accounts for all revenues and expenditures which are not accounted for in other funds. It is where the largest and most important accounting activity is recorded. Its primary support is from property tax revenues, though it receives a variety of other revenues, and finances a wide range of programs. Most of the City's operations are financed from this fund.

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, Elections, Finance and Administrative Services, Information Technology, Legal Counsel, Municipal Building, Community Promotion and Public Officers Association budgets.

ACCOMPLISHMENTS FOR FY 2017

CITY COUNCIL

- Hired GovHR USA to assist in the recruiting and hiring of a new City Manager on the retirement of Michael McLaughlin in January 2017. After a nationwide search and public input process, the Council hired Nicole C. Ard, a 20 plus year professional, as City Manager.



- Approved an economic development report prepared by the Hyattsville Community Development Corporation. The report recommends the city do more outreach to the Greenbelt business community, look for opportunities to partner and facilitate business development and helped upgrade the city’s website with business-related information.
- Met with Prince George’s County School Board representatives and Director of Pupil Accounting and School Boundaries to request that school age children in the Greenbelt Station neighborhood be assigned to schools located in Greenbelt.
- Council members served on the Metropolitan Washington Council of Government (COG), Maryland Municipal League (MML), National League of Cities (NLC) and other committees. For example, Mayor Jordan served on the boards of COG and MML, Mayor Pro Tem Davis served on the Legislative Committee of the MML, Council member Roberts served on the COG Transportation Planning Board, Council member Pope chaired and Council Member Putens served on the NLC Small Cities Advisory Council, Council member Herling served on the COG Climate, Energy and Environment Policy Committee and Council member Mach chaired the NLC Human Development Committee.
- Conducted numerous meetings with stakeholders to represent the city’s interests. These included meetings with Prince George’s County Executive Rushern Baker, III and County Council Member Todd Turner, owners of Franklin Park at Greenbelt Station, the Director of the Beltsville Agricultural Research Center, two meetings with the city’s State and County delegation and four Four Cities meetings.
- Hosted the annual summer meeting of the National League of Cities Small Cities Council. Discussion topics included the problem of heroin/opioid use across the country and the value of municipal bonds.
- Held a “Welcome to Greenbelt” day for the new residents in Greenbelt Station. All city departments were represented and presented information on current events in the city and on city services.
- The Council met with the Greenbelt Homes, Inc. Board of Directors and Greenbelt East Advisory Coalition.
- Met with representatives of the T-Rex Corporation, who leased 7601 and 7615 Ora Glen Drive to work on a Census Bureau contract. This contract will result in bringing 600+ jobs to the area.
- Met with representatives of the property adjacent to and south of the Greenbelt Metro Station (North and South Core) to discuss future development options, including supporting the

effort to relocate a new headquarters for the Federal Bureau of Investigations (FBI) to the North Core and construction of a pedestrian/bicycle trail from the South Core to the Metro Station.

- Participated in training and workshops at conferences sponsored by NLC and MML.
- Executed a memorandum of understanding with Greenbelt Access Television, Inc. for use of studio space in the Community Center.
- Established a tax credit program for qualifying renters. This credit is in addition to the state's renters credit program.



ADMINISTRATION

- Worked on the transition for the new City Manager.
- Continued to work with the city's bond counsel and financial advisor, county staff and developer representatives on creating a tax increment financing (TIF) district for Greenbelt Station North Core. The TIF would help finance construction of a parking garage at the Greenbelt Metro Station if the area is selected to be the new headquarters for the FBI.

- Worked on a TIF for Greenbelt Station South Core as well. This TIF is to reimburse the costs of building Greenbelt Station Parkway, the main road in the development.
- Worked with the Community Relations Advisory Board (CRAB) and the Police Department to hold public forums on community-police relations.
- Was successful in getting the tax rate for the Maryland-National Capital Park and Planning Commission (M-NCPPC) corrected for the Greenbelt Station neighborhood. Residents were incorrectly charged the full M-NCPPC rate, not the lower rate charged to all other Greenbelt property owners.
- Worked with U.S. Department of Housing and Urban Development and Maryland Military Department on the surplus of the Greenbelt Armory.
- Undertook negotiations with the Greenbelt Fraternal Order of Police Lodge 32 on a collective bargaining agreement to start July 1, 2017.
- Hosted a graduate student from the University of Maryland School of Public Policy for the summer. She prepared a report on affordable housing.
- Held two business networking breakfasts for Greenbelt businesses.
- Renewed an agreement with the University of Maryland (UM) to enable Greenbelt residents to use the UM Shuttle. As of March 2017, 43 residents have purchased passes.
- Received the Government Finance Officers' Association (GFOA) Distinguished Budget Award for FY 2017. This award has been received each fiscal year since FY 1990.
- 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.

FINANCE AND ADMINISTRATIVE SERVICES

- Received a clean audit for the city's finances in Fiscal Year 2016.
- Obtained for the 32nd consecutive year, the GFOA Certificate of Achievement for Financial Reporting.
- Updated the city's purchasing/bidding limits.

- Planned and hosted the 18th annual Health and Wellness Fair for employees and citizens.
- Implemented NEOGOV, a human resource software, which will aid job applicant processing and follow-up.

INFORMATION TECHNOLOGY

- Represented the city 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.
- Along with the Public Information Coordinator, served on the Comcast Franchise Renegotiation team and County/municipal Institutional Network working group.
- Continued to lead the Mid-Atlantic Users Group for New World customers.
- Worked with Police Department staff and a vendor to implement and deploy mobile technologies to police cruisers.
- Upgraded 25 personal computers, decommissioned two (2) servers, upgraded two (2) network switches, completed removal of Windows XP from the network and completed the deployment of Windows 7.
- Continued a pilot project to test mobile technologies with Community Development Inspectors.
- Began researching document management solutions.

COMMUNITY PROMOTION

- As part of the economic development study conducted by the Hyattsville Community Development Corporation, an economic development “tool box” was added to the city’s website. This tool box promotes city businesses and provides information on how to start or expand a business in Greenbelt.
- Issued a Request for Proposal (RFP) to upgrade the audio, video and presentation capabilities in the Council Chambers and Community Center Multipurpose Room.
- Served as a member of the Comcast Franchise Negotiating Team, I-Net Project Information Task Force and the I-Net Executive Committee.
- Started a weekly informational blog which highlights city projects, accomplishments and more.

- Oversaw the installation of a new playback and bulletin board system for the city’s Municipal Access Channel. The city now broadcasts on Verizon 21, Comcast 71 and streams live on www.greenbeltmd.gov/municipaltv and in high definition on Comcast 998.
- Expanded the use of informational videos on YouTube and social media sites.
- Highlighted a different city employee or department with short “Municipal Minute” videos on Facebook and YouTube.

LEGAL COUNSEL

- Assisted in the contract preparation for the new City Manager.
- Assisted on Tax Incremental Financing (TIF) issues related to Greenbelt Station.
- Handled numerous public information requests.
- Provided advice on various matters including contracts, development proposals and personnel issues.

ISSUES AND SERVICES FOR FY 2018

FINANCIAL MANAGEMENT

City infrastructure needs continue to be deferred given limited resources to fully fund projects on a “pay as you go” basis. Alternative funding is needed to catch up and keep up with associated costs. The City has experienced a small increase in owner-occupied residential property values, yet commercial property values continue to lag. Revenues have not recovered to pre-2009 levels, including real property tax and Highway User Fees. Increases have been driven by new construction in Greenbelt Station North Core, which is nearing completion.

In addition, previously anticipated growth from a potential Federal Bureau of Investigation (FBI) headquarters in Greenbelt Station North Core is now unclear. The project delay announced in March 2017 further fuels hesitancy among some businesses and property owners regarding investment in improvements or long-term plans. Staff will monitor revenues and prioritize operations and capital projects given the delay, continued falling commercial property values, potential future commercial and apartment tax abatements, as well as higher than desired office vacancies. The next property assessment will be in 2018.

UNCERTAIN FEDERAL PRIORITIES

In past years, the former City Manager referred to the challenge of “constrained fiscal re-

sources.” In FY 2017 and 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.

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.

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 in 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. This complements City Council’s offer to pay \$500 for the referral of an applicant who is

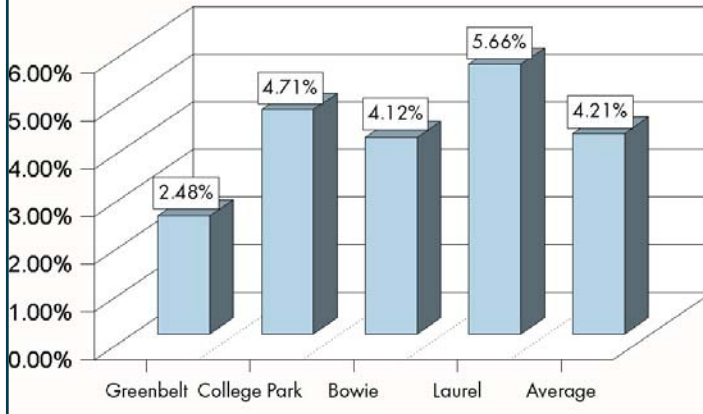
GENERAL GOVERNMENT DASHBOARD

FINANCE AND ADMINISTRATIVE SERVICES

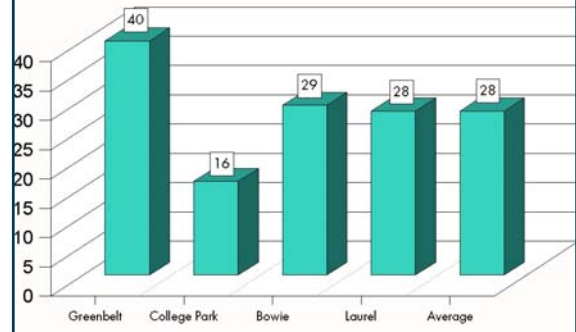
	FY 2014	FY 2015	FY 2016	FY 2017
Received Government Finance Officers Association (GFOA) Budget Award	●	●	●	●
Received GFOA Financial Reporting Award	●	●	●	●
Maintain Bond Rating of "A" or Higher	●	●	●	●
Personnel Turnover Rate less than 10 percent	●	●	●	●

INFORMATION TECHNOLOGY

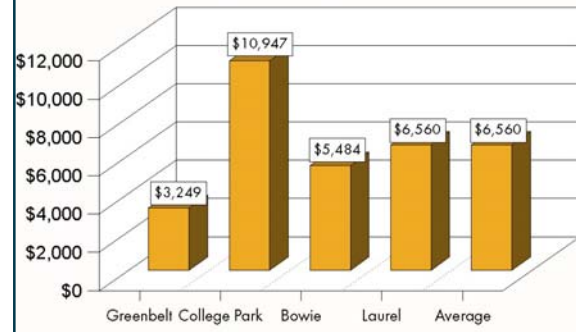
IT Budget as a % of Total Revenue



Number of Users per IT Staff

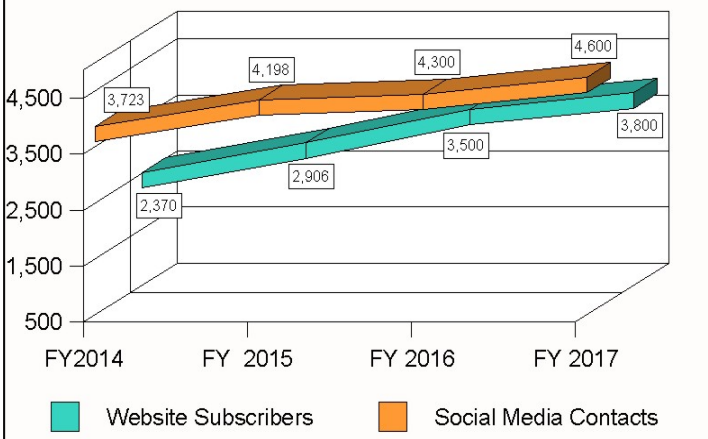


IT Spending Per User

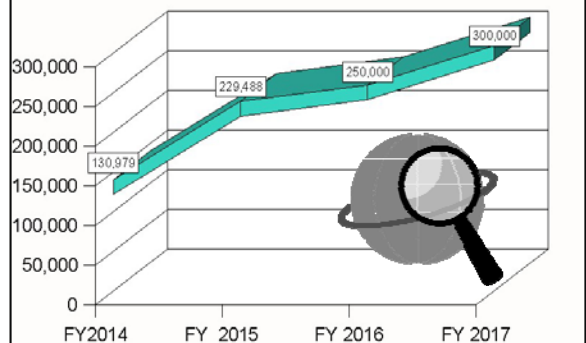


PUBLIC INFORMATION

Subscribers and Contacts



Website Visits

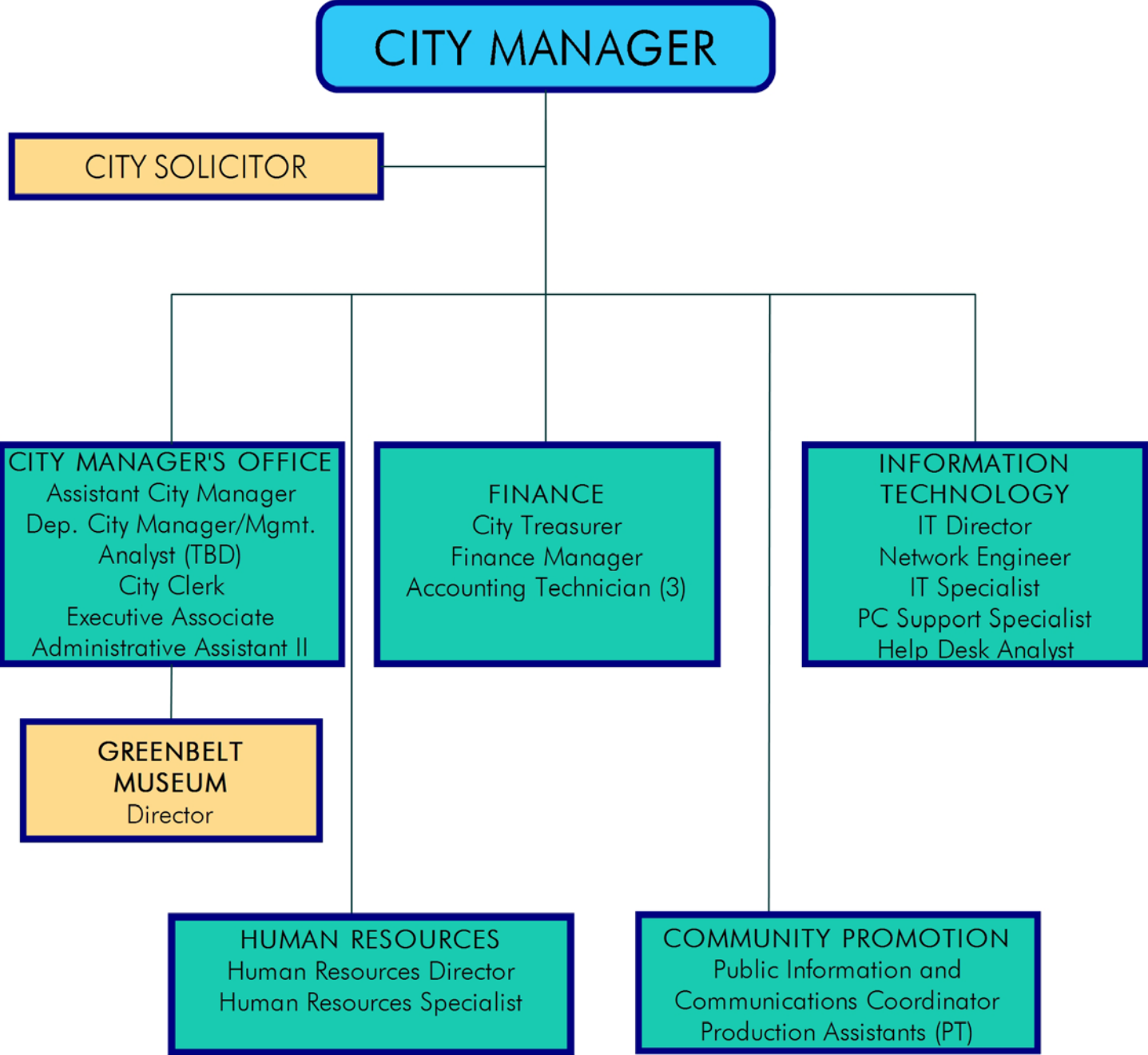


PERSONNEL STAFFING

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 2016	Auth. FY 2017	Prop. FY 2018	Auth. FY 2018
110 City Council					
Mayor	\$12,000	1	1	1	1
Council	\$10,000	6	6	6	6
120 City Manager's Office					
City Manager	\$160,000	1	1	1	1
Assistant City Manager	GC-23	1	1	1	1
Deputy City Manager/Management Analyst	TBD	1	1	1	1
City Clerk	GC-20	1	1	1	1
Executive Associate	GC-16	1	1	1	1
Administrative Assistant II	GC-14	1	1	1	1
Total FTE		6	6	6	6
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
Total FTE		7	7	7	7
145 Information Technology					
IT Director	GC-25	1	1	1	1
Network Engineer	GC-20	1	1	1	1
IT Specialist II	GC-16	1	1	1	1
P.C. Support Specialist	GC-14	1	1	1	1
IT Help Desk Analyst I	GC-12	1	1	1	1
Total FTE		5	5	5	5
190 Community Promotion					
Public Information & Communications Coordinator	GC-18	1	1	1	1
Public Information Specialist	GC-11	0	0	0.5	0.5
Production Asst./Camera Operator	N/C	0.5	0.5	0.5	0.5
Total FTE		1.5	1.5	2	2
930 Museum					
Museum Director	GC-18	1	1	1	1
Total FTE		1	1	1	1
Total General Government FTE (not including Council Members)		20.5	20.5	21	21

ADMINISTRATION ORGANIZATIONAL CHART



CITY COUNCIL



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

Performance Measures	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimated	FY 2018 Estimated
Meetings Held:				
Regular	21	20	20	21
Special	0	1	1	0
Work & Executive Sessions	71	67	72	70
Public Hearings/Meetings	2	2	2	2
Ordinances Enacted	4	7	6	6
Resolutions Enacted	7	11	10	10
Charter Amendments Enacted	0	0	0	0

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.
- Support efforts of Federal, State and County governments to bring a new FBI headquarters to Greenbelt Metro Station area.

BUDGET COMMENTS

- 1) Membership & Training, line 45, funds attendance at Maryland Municipal League (MML) and National League of Cities (NLC) conferences. In FY 2018, the NLC conference will be in Charlotte, North Carolina, the MML annual convention in Ocean City and the MML fall conference in Rockville.
- 2) Special Programs line 58 includes travel expenses for the City Manager interviews.

CITY COUNCIL Acct. No. 110	FY 2015 Actual Trans.	FY 2016 Actual Trans.	FY 2017 Adopted Budget	FY 2017 Estimated Trans.	FY 2018 Proposed Budget	FY 2018 Adopted Budget
PERSONNEL EXPENSES						
01 Salaries	\$72,000	\$72,555	\$72,000	\$72,000	\$72,000	\$72,000
28 Employee Benefits	24,902	24,359	23,800	23,800	23,800	23,800
Total	\$96,902	\$96,914	\$95,800	\$95,800	\$95,800	\$95,800
OTHER OPERATING EXPENSES						
30 Prof. Services - City Mgr.	\$0	\$0	\$0	\$22,500	\$0	0
33 Insurance	6,974	7,962	8,400	7,900	8,400	\$8,400
45 Membership & Training	29,089	30,065	29,000	29,000	29,000	29,000
55 Office Expenses	229	474	500	700	500	500
58 Special Programs	215	248	0	5,800	0	0
Total	\$36,507	\$38,749	\$37,900	\$65,900	\$37,900	\$37,900
TOTAL CITY COUNCIL	\$133,409	\$135,663	\$133,700	\$161,700	\$133,700	\$133,700



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 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 2015 Actual	FY 2016 Actual	FY 2017 Estimated	FY 2018 Estimated
Council referrals received (as of the end of the calendar year)	43	24	30	30
Staff Meetings	20	20	24	26
Full Time Equivalent (FTE)	6	6	6	6

MANAGEMENT OBJECTIVES

- Implement Council’s goals and policies.
- Monitor legislative proposals at the county, state and federal level that can impact Greenbelt.
- Implement economic development recommendations from Sage Policy Group and Hyattsville Community Development Corporation.
- Work with County and possible developer on bringing Federal Bureau of Investigation (FBI) headquarters to Greenbelt.

BUDGET COMMENTS

- 1) The increase in Salaries and Employee Benefits, lines 01 and 28, from FY 2016 to 2017 was caused by the filling of a vacant position and leave payout to a retired employee.
- 2) Expenses in Professional Services, line 30, in FY 2015 were for a consultant to aid the city in defining a strategy and role for economic development and a comprehensive update of the City Code. In FY 2016 and 2017, funds supported an economic development study by the Hyattsville Economic Development Corporation. Funding in FY 2018 is to implement the recommendations of these studies.
- 3) Costs in Equipment Rental, line 43, are copier leasing costs in the City Manager's office. A new lease began in January 2017 which lowers the monthly cost from \$1,319 to \$417.
- 4) The budget for Membership & Training, line 45, covers attendance at the International City and County Management Association annual conference in San Antonio, Texas, the Maryland Municipal League fall and summer conferences, and the International Institute of Municipal Clerks conference. Expenses for national conferences were under estimated for FY 2017.

ADMINISTRATION Acct. No. 120	FY 2015 Actual Trans.	FY 2016 Actual Trans.	FY 2017 Adopted Budget	FY 2017 Estimated Trans.	FY 2018 Proposed Budget	FY 2018 Adopted Budget
PERSONNEL EXPENSES						
01 Salaries	\$400,954	\$418,976	\$527,400	\$753,700	\$545,000	\$569,000
25 Repair/Maintain Vehicles	109	713	500	500	500	500
27 Overtime	0	0	0	2,000	2,000	2,000
28 Employee Benefits	145,923	146,983	189,200	195,800	206,200	206,200
Total	\$546,986	\$566,672	\$717,100	\$952,000	\$753,700	\$777,700
OTHER OPERATING EXPENSES						
30 Prof. Svcs. - Economic Development	\$38,565	\$13,750	\$66,000	\$25,000	\$66,000	\$66,000
33 Insurance	4,182	4,540	4,900	4,700	5,000	5,000
38 Communications	4,664	4,501	4,600	6,600	5,000	5,000
43 Equipment Rental	16,316	16,031	16,000	16,000	8,500	8,500
45 Membership & Training	15,573	15,618	14,000	13,800	15,600	15,600
50 Motor Equipment Maintenance	562	1,510	1,000	800	0	0
55 Office Expenses	23,959	21,819	24,500	24,900	23,700	23,700
Total	\$103,821	\$77,769	\$131,000	\$91,800	\$123,800	\$123,800
TOTAL ADMINISTRATION	\$650,807	\$644,441	\$848,100	\$1,043,800	\$877,500	\$901,500

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		
	<u>Registered</u>	<u>Voting</u>	<u>Percent*</u>
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%
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%

BUDGET COMMENTS

- 1) The next election will be November 7, 2017.
- 2) Other Services, line 34, expenses include payments to election clerks and judges, the cost for voting machines and technical support, and compiling the community questionnaire.
- 3) Miscellaneous, line 71, includes payment to Prince George’s County for voter cards and meals for election workers.

ELECTIONS Acct. No. 130	FY 2015 Actual Trans.	FY 2016 Actual Trans.	FY 2017 Adopted Budget	FY 2017 Estimated Trans.	FY 2018 Proposed Budget	FY 2018 Adopted Budget
OTHER OPERATING EXPENSES						
34 Other Services	\$0	\$28,391	\$0	\$0	\$30,000	\$30,000
71 Miscellaneous	0	1,905	0	0	2,000	2,000
Total	\$0	\$30,296	\$0	\$0	\$32,000	\$32,000
TOTAL ELECTIONS	\$0	\$30,296	\$0	\$0	\$32,000	\$32,000



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, employee benefits and management of city insurance coverage. An independent firm selected by the City Council audits city financial records annually.

Performance Measures	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimated	FY 2018 Estimated
Rate of Return on Investments MLGIP	0.07	0.37	0.70	1.00
Standard and Poor's LGIP Rated Index*	0.05	0.30	0.65	0.95
Bond Rating				
Moody's	A2	A2	A2	A2
Standard and Poor's	A+	A+	A+	A+
Purchase Orders Issued	442	508	500	500
Accounts Payable Checks Issued	2,900	3,198	3,000	3,000
Electronic Funds Transfers	360	383	400	400
Payroll Checks Issued	1,244	1,206	1,180	1,160
Electronic Payments				
Paper Vouchers	2,476	2,218	2,000	1,800
E-Vouchers	4,366	4,826	5,000	5,200
Purchase Card Transactions	2,984	3,031	3,000	3,000
No. of businesses assessed personal property	790	871	900	900
Employees - Full & Part Time (W-2's issued)	475	464	460	460
Employment Applications Received	2,231	2,335	2,200	2,200
Turnover Rate	4.1%	6.0%	5.0%	5.0%
Internal Audits	7	3	5	5
Average Number of Days to Process Payments	6	5	5	5
Full Time Equivalents (FTE)	7	7	7	7
*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

- Continue to update personnel policies and procedures.
- Form an employee group to update performance appraisals.
- Form an employee group to develop improvements to the City's payroll reporting system.
- Work with the IT Department and the city's bank to improve payment options , e.g. online bill pay for waste collection and personal property taxes.

BUDGET COMMENTS

- 1) The higher expense in Professional Services, line 30, in FY 2017 was due to required actuarial services to determine the retiree health insurance subsidy.
- 2) Public Notices, line 37, includes greater use of *The Washington Post* and its subsidiaries for advertising of jobs.
- 3) Computer Expenses, line 53, covers the support for the financial system which was upgraded in FY 2016.

FINANCE & ADMINISTRATIVE SERVICES Acct. No. 140	FY 2015 Actual Trans.	FY 2016 Actual Trans.	FY 2017 Adopted Budget	FY 2017 Estimated Trans.	FY 2018 Proposed Budget	FY 2018 Adopted Budget
PERSONNEL EXPENSES						
01 Salaries	\$535,118	\$546,978	\$577,100	\$568,000	\$556,100	\$581,100
27 Overtime	123	4,418	1,000	2,500	2,000	2,000
28 Employee Benefits	196,984	198,669	199,200	198,700	210,900	210,900
Total	\$732,225	\$750,065	\$777,300	\$769,200	\$769,000	\$794,000
OTHER OPERATING EXPENSES						
30 Professional Services	\$35,158	\$38,160	\$37,100	\$49,300	\$39,700	\$39,700
33 Insurance	5,283	5,972	6,200	6,300	6,800	6,800
34 Other Services	17,432	23,001	19,000	18,000	18,000	18,000
37 Public Notices	9,240	6,450	8,000	7,000	8,000	8,000
38 Communications	2,716	2,777	2,400	2,900	2,900	2,900
45 Membership & Training	5,853	7,785	7,200	7,000	7,600	7,600
53 Computer Expenses	45,389	50,857	53,000	50,000	53,000	53,000
55 Office Expenses	15,035	14,858	14,900	15,700	15,000	15,000
Total	\$136,106	\$149,860	\$147,800	\$156,200	\$151,000	\$151,000
TOTAL FINANCE & ADMINISTRATIVE SERVICES	\$868,331	\$899,925	\$925,100	\$925,400	\$920,000	\$945,000

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 2015 Actual	FY 2016 Actual	FY 2017 Estimated	FY 2018 Estimated	Industry Average*
IT Help Desk Requests	1,416	1,350	1,300	1,300	n/a
Projects Scheduled	4	4	3	3	n/a
Projects Completed	3	3	3	3	n/a
Number of users per IT staff	49.5	40.0	42.8	42.8	39
IT Budget as % of Total Revenue	2.06%	2.38%	2.48%	2.48%	5.40%
IT Spending per User	\$2,501	\$3,162	\$3,298	\$5,000	\$5,000
Full Time Equivalents (FTE)	5	5	5	5	n/a

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

IT Department Comparables	Greenbelt	College Park	Bowie	Laurel	Average
Number of IT staff (FTE)	5	4	12	9	7.5
Number of users	200	65	350	250	216.3
Total IT Budget	\$649,800	\$711,569	\$1,919,250	\$1,640,000	\$1,230,155
Total Revenue (millions)	\$26.2	\$15.1	\$46.6	\$29.0	\$29.2
Number of Users per IT staff	40	16	29	28	29
IT Budget as % of Total Revenue	2.48%	4.71%	4.12%	5.66%	4.21%
IT Spending per User	\$3,249	\$10,947	\$5,484	\$6,560	\$5,689

MANAGEMENT OBJECTIVES

- Work with department(s) to make most effective and efficient use of IT resources.
- Review and update IT Strategic Plan.
- Participate in cable television negotiations, leadership of county-wide Institutional Network (I-Net) and COG and MML IT groups.
- Determine course of action to implement Next Generation 911 (NG911) capabilities in Police Dispatch.
- Select and implement document management solutions.

BUDGET COMMENTS

1) The city's payment to the County-Municipal Institutional Network (I-Net) is charged to Communications, line 38. This expenditure was \$18,443 in FY 2017 and is budgeted at \$29,500 for FY 2018. The I-Net 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 (\$2,000) and cell phones for the IT staff (\$4,000).

INFORMATION TECHNOLOGY Acct. No. 145	FY 2015 Actual Trans.	FY 2016 Actual Trans.	FY 2017 Adopted Budget	FY 2017 Estimated Trans.	FY 2018 Proposed Budget	FY 2018 Adopted Budget
PERSONNEL EXPENSES						
01 Salaries	\$299,681	\$332,756	\$346,600	\$348,500	\$354,200	\$369,200
27 Overtime	1,218	1,244	1,000	1,000	1,000	1,000
28 Employee Benefits	127,040	148,293	150,700	148,700	160,600	160,600
Total	\$427,939	\$482,293	\$498,300	\$498,200	\$515,800	\$530,800
OTHER OPERATING EXPENSES						
30 Professional Services	\$0	\$0	\$10,000	\$0	\$0	\$0
33 Insurance	1,325	1,427	1,600	1,300	1,500	1,500
38 Communications	54,273	45,711	57,100	38,200	44,500	44,500
45 Membership & Training	8,070	5,506	11,000	12,000	12,000	12,000
53 Computer Expenses	36,820	28,973	34,300	34,700	49,700	49,700
55 Office Expenses	912	878	600	800	600	600
Total	\$101,400	\$82,495	\$114,600	\$87,000	\$108,300	\$108,300
CAPITAL OUTLAY						
91 New Equipment	\$7,268	\$5,589	\$12,000	\$12,000	\$12,000	\$12,000
Total	\$7,268	\$5,589	\$12,000	\$12,000	\$12,000	\$12,000
TOTAL INFORMATION TECHNOLOGY	\$536,607	\$570,377	\$624,900	\$597,200	\$636,100	\$651,100

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) John Shay of the law firm Brennan McKenna Manzi Shay is the City Solicitor. He is assisted by Karen Ruff at the firm.
- 2) In FY 2017, the City Solicitor was involved in discussions related to development at Greenbelt Station South Core, the possible relocation of the Federal Bureau of Investigations to Greenbelt Station in North Core, and contractual issues in the hiring of a new city manager. He also assisted on personnel matters, Maryland Public Information Act requests and reviewed contracts.
- 3) Collective Bargaining, line 31, tracks the expenses related to the cost of contract negotiations with the Fraternal Order of Police (FOP) Lodge 32. A three year agreement was negotiated in FY 2014 to cover FY 2015, 2016 and 2017. Negotiations of the next contract occurred in FY 2017.

LEGAL COUNSEL Acct. No. 150	FY 2015 Actual Trans.	FY 2016 Actual Trans.	FY 2017 Adopted Budget	FY 2017 Estimated Trans.	FY 2018 Proposed Budget	FY 2018 Adopted Budget
OTHER OPERATING EXPENSES						
30 Professional Services	\$86,531	\$88,392	\$88,000	\$88,000	\$88,000	\$88,000
31 Collective Bargaining	436	560	10,000	20,000	4,000	4,000
Total	\$86,967	\$88,952	\$98,000	\$108,000	\$92,000	\$92,000
TOTAL LEGAL COUNSEL	\$86,967	\$88,952	\$98,000	\$108,000	\$92,000	\$92,000

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) The reduction in Repair/Maintain Building, line 06 is due to a change in the staff person maintaining the building.
- 2) The increase in Maintain Building & Structure, line 46, was caused by the need to repair the basement door and related brick work.

MUNICIPAL BUILDING Acct. No. 180	FY 2015 Actual Trans.	FY 2016 Actual Trans.	FY 2017 Adopted Budget	FY 2017 Estimated Trans.	FY 2018 Proposed Budget	FY 2018 Adopted Budget
PERSONNEL EXPENSES						
06 Repair/Maintain Building	\$29,871	\$25,096	\$30,000	\$25,600	\$26,900	\$26,900
Total	\$29,871	\$25,096	\$30,000	\$25,600	\$26,900	\$26,900
OTHER OPERATING EXPENSES						
33 Insurance	\$84	\$90	\$100	\$100	\$100	\$100
39 Utilities						
Electrical Service	21,710	21,762	23,500	23,000	23,000	23,000
Gas	308	278	1,000	300	300	300
Water & Sewer Service	1,599	2,443	1,700	2,000	2,000	2,000
46 Maintain Building & Structure	14,950	15,771	20,600	23,900	20,800	20,800
Total	\$38,651	\$40,344	\$46,900	\$49,300	\$46,200	\$46,200
TOTAL MUNICIPAL BUILDING	\$68,522	\$65,440	\$76,900	\$74,900	\$73,100	\$73,100

PUBLIC INFORMATION & 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**, news articles and press releases, the city's web page, **Greenbelt CityLink**, at www.greenbeltmd.gov, the city's quarterly newsletter and social media.

Performance Measures	FY 2015 Actual	FY 2016 Actual	FY 2017 Estimated	FY 2018 Estimated
Council Meetings Cablecast (Regular, Special and Hearings)	44	47	45	48
Number of Cable Subscribers as of 12/31	6,906	6,780	6,875	6,900
Comcast	3,693	3,356	3,400	3,400
Verizon	3,213	3,424	3,475	3,500
Website Subscribers	2,370	2,906	3,500	3,800
Website Visits	229,488	258,900	260,000	270,000
Social Media Contacts	3,723	4,198	4,300	4,600
Full Time Equivalents (FTE)	1.5	1.5	1.5	2.0

MANAGEMENT OBJECTIVES

- Oversee upgrade of Greenbelt Municipal Access studio and presentation systems in Council Room and Community Center.
- Explore new content management system and redesign for website (\$25,000).
- Develop operations manual for city communications.

BUDGET COMMENTS

- 1) The expenses in Professional Services, line 30, are for legal advice on cable franchise renegotiations and other telecommunication issues.
- 2) 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 website by Civic Plus (\$5,300).
- 3) Funds are included in Special Programs, line 58, for the advisory board reception (\$7,500), employee holiday lunch (\$4,500) and retirement events.
- 4) The city's contribution to Greenbelt Access Television, Inc. (GATe) which has been in this budget in the past (Contributions, line 68) is now in the Special Projects Fund.

COMMUNITY PROMOTION Acct. No. 190	FY 2015 Actual Trans.	FY 2016 Actual Trans.	FY 2017 Adopted Budget	FY 2017 Estimated Trans.	FY 2018 Proposed Budget	FY 2018 Adopted Budget
PERSONNEL EXPENSES						
01 Salaries	\$103,384	\$100,912	\$101,600	\$104,500	\$134,900	\$134,900
27 Overtime	5,031	6,901	6,000	7,000	6,000	6,000
28 Employee Benefits	39,783	40,558	39,700	40,400	42,900	42,900
Total	\$148,198	\$148,371	\$147,300	\$151,900	\$183,800	\$183,800
OTHER OPERATING EXPENSES						
30 Professional Services	\$0	\$1,467	\$4,000	\$4,000	\$4,000	\$4,000
33 Insurance	52	57	100	0	0	0
34 Other Services	23,349	23,879	24,200	23,300	44,100	44,100
37 Notices & Publications	33,174	30,620	39,000	32,000	35,000	35,000
38 Communications	795	600	600	600	600	600
45 Membership & Training	1,558	2,296	2,300	3,300	3,300	3,300
53 Computer Expenses	130	180	200	300	200	200
58 Special Programs	21,071	19,999	16,900	21,200	16,700	16,700
68 Contributions	154,425	0	0	0	0	0
69 Awards	224	195	500	400	400	400
71 Miscellaneous	1,246	321	800	800	800	800
Total	\$236,024	\$79,614	\$88,600	\$85,900	\$105,100	\$105,100
TOTAL COMMUNITY	\$384,222	\$227,985	\$235,900	\$237,800	\$288,900	\$288,900
REVENUE SOURCES						
Cable TV Franchise Fees	\$403,086	\$412,453	\$420,000	\$420,000	\$428,000	\$428,000
Cable TV Franchise Fees - Other	82,925	0	0	0	0	0
Total	\$486,011	\$412,453	\$420,000	\$420,000	\$428,000	\$428,000

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 2016	FY 2017	FY 2018
	Actual	Estimated	Proposed
Membership and Training			
Prince George's County Municipal Association (PGCMA)	\$3,168	\$3,168	\$3,200
Council of Governments (COG)	14,845	15,241	15,700
Maryland Municipal League (MML)	25,827	24,536	23,700
National League of Cities (NLC)	1,861	1,861	1,900
Anacostia Trails Heritage Area (ATHA)	2,999	2,999	3,000
Other	996	1,346	1,500
Total	\$49,697	\$49,151	\$49,000
Miscellaneous			
ACE Scholarship	\$1,000	\$1,000	\$1,000
Other	909	914	500
Grand Total	\$51,606	\$51,065	\$50,500

BUDGET COMMENTS

- For FY 2018, the membership fee for Maryland Municipal League (MML) is expected to drop 5% to \$23,700. The fee for Council of Governments (COG) is projected to increase \$500 (3.2 percent).

PUBLIC OFFICERS ASSOCIATIONS Acct. No. 195	FY 2015 Actual Trans.	FY 2016 Actual Trans.	FY 2017 Adopted Budget	FY 2017 Estimated Trans.	FY 2018 Proposed Budget	FY 2018 Adopted Budget
OTHER OPERATING EXPENSES						
45 Membership & Training	\$48,469	\$48,701	\$49,300	\$49,200	\$49,000	\$49,000
71 Miscellaneous	1,909	996	1,500	1,900	1,500	1,500
Total	\$50,378	\$49,697	\$50,800	\$51,100	\$50,500	\$50,500
TOTAL PUBLIC OFFICERS ASSOCIATIONS	\$50,378	\$49,697	\$50,800	\$51,100	\$50,500	\$50,500