

Budgets included in this section are for funding the Greenbelt Museum, the Greenbelt Connection, various budgetary reserves, and the Fund Transfer account.

GRANTS & CONTRIBUTIONS

Funds are provided in this budget for contributions approved by City Council to non-city and non-recreation oriented organizations, both within and outside Greenbelt, which provide services to the community.

BUDGET COMMENTS

- 1) Prior to FY 2018, the majority of city contributions were budgeted in the Special Events budget (Account 690). These contributions were to recreation oriented organizations. With the new Recognition Group process approved in late 2016, the related contributions have been relocated to this budget.
- 2) Two categories are funded in the below budget. The first is <u>Contributions</u> which consists of funds provided for the Washington Ear (\$1,000), College Park Meals on Wheels (\$2,000) and Greenbelt Intergenerational Volunteer Exchange Service (GIVES) (\$1,000). These groups have previously been funded in this budget.
- 3) The second is <u>Recognition Groups</u> which provides funds for the Recognition Group process. For FY 2018, eight groups applied for \$81,100 in operating grants and four groups are seeking \$9,500 in project grants totaling \$90,600. \$81,400 is budgeted. (These figures include \$8,000 for swim team coaches.)
- 4) A report from the Recognition Group Grant Review Panel is due in late April/early May 2017.

GRANTS & CONTRIBUTIONS Acct. No. 910	FY 2015	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018
	Actual	Actual	Adopted	Estimated	Proposed	Adopted
ACCI. NO. 910	Trans.	Trans.	Budget	Trans.	Budget	Budget
OTHER OPERATING EXPENSES						
22 Organizational Leaders						
Swim Coaches	\$0	\$0	\$0	\$0	\$8,000	\$8,000
30 Professional Services	0	0	0	0	0	3,600
68 Contributions	4,500	4,000	5,000	10,000	4,000	6,500
68 Recognition Groups	0	0	0	0	73,100	76,200
Total	\$4,500	\$4,000	\$5,000	\$10,000	\$85,100	\$94,300
TOTAL GRANTS &	¢4 500	¢4.000	¢	\$10,000	¢05 100	¢04 200
CONTRIBUTIONS	\$4,500	\$4,000	\$5,000	\$10,000	\$85,100	\$94,300

GREENBELT CONNECTION



The city provides a limited transportation service, the Greenbelt Connection, within Greenbelt utilizing a ten-passenger, wheel chair lift-equipped van and an automobile. Current service consists of dial-a-ride service seven days a week. Users call the Public Works Department to arrange a ride, normally 24 hours in advance. The Connection then transports them door-to-door.

The current fee is \$1.00 to seniors and physically challenged individuals and \$2.00 to all other residents.

Performance Measures	FY 2015	FY 2016	FY 2017	FY 2018
Performance Measures	Actual	Actual	Estimated	Estimated
Community Questionnaire Scores	<u>2009</u>	<u>2011</u>	<u>2013</u>	<u>2015</u>
	3.98	4.15	n/a	n/a
Riders	6,312	6,113	6,700	6,700
Average of Riders per day	18	17	19	19
Mileage	20,297	20,979	24,000	24,000
Full Time Equivalents (FTE)	1.5	1.5	1.5	1.5

MANAGEMENT OBJECTIVES

Provide high quality, reliable and responsive service to the Greenbelt community.

BUDGET COMMENTS

1) The reduction in <u>Salaries</u> and <u>Employee Benefits</u>, lines 01 and 28, are caused by the retirement of the driver, a long time city employee, in the fall of 2016.

GREENBELT CONNECTION Acct. No. 920	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2017 Estimated		FY 2018 Adopted
	Trans.	Trans.	Budget	Trans.	Budget	Budget
PERSONNEL EXPENSES						
01 Salaries	\$76,927	\$77,336	\$76,000	\$68,000	\$68,000	\$68,000
25 Repair/Maintain Vehicles	1,402	2,204	2,000	3,000	3,000	3,000
28 Employee Benefits	26,392	26,371	26,300	22,800	24,400	24,400
Total	\$104,721	\$105,911	\$104,300	\$93,800	\$95,400	\$95,400
OTHER OPERATING EXPENSES						
33 Insurance	\$35	\$38	\$100	\$100	\$100	\$100
38 Communications	1,003	1,052	1,100	800	500	500
48 Uniforms	430	629	500	500	500	500
50 Motor Equipment						
Repairs & Maintenance	7,901	2,824	5,500	4,000	5,500	5,500
Vehicle Fuel	10,043	5,171	7,200	5,500	6,900	6,900
Total	\$19,412	\$9,714	\$14,400	\$10,900	\$13,500	\$13,500
TOTAL GREENBELT	¢404400		¢440.500	¢4.0.4.500		#4.00.000
CONNECTION	\$124,133	\$115,625	\$118,700	\$104,700	\$108,900	\$108,900
REVENUE SOURCES						
Bus Fares	\$7,459	\$6,897	\$7,500	\$7,500	\$7,500	\$7,500
General City Revenues	116,674	108,728	111,200	97,200	101,400	101,400
Total	\$124,133	\$115,625	\$118,700	\$104,700	\$108,900	\$108,900

GREENBELT MUSEUM



The Greenbelt Museum opened in October 1987 as part of the City's Fiftieth Anniversary. The Museum is cooperatively run by the Friends of the Greenbelt Museum (FOGM) and the City of Greenbelt. The Museum's historic home is open for tours from 1 pm to 5 pm on Sundays and by appointment. The Museum creates interpretive exhibits which are on display in the Community Center. The exhibit room is open daily

during Community Center hours. The Museum's collection contains original Greenbelt furniture, domestic objects and textiles from the 1930s through the 1940s, as well as works of art related to Greenbelt's history. The Museum also interprets the historic section of Greenbelt through guided tours and a self-guided walking tour enhanced by interpretive wayside panels.

The Museum is staffed by a full-time Museum Director and a part-time Volunteer/Education Coordinator. The Director became a city employee in FY 2001 as part of a grant program from the Maryland Historical Trust. The Volunteer/Education Coordinator position was established in FY 2007 and is paid for by FOGM. This position was made possible through a grant from the National Endowment for the Humanities.

VISION

We envision a cooperative society that is inspired and empowered by its awareness of history and uses its knowledge of the past to shape the future.

MISSION STATEMENT

We are a community museum that provides gateways to the New Deal history and living legacy of Greenbelt, Maryland. The Greenbelt Museum inspires residents, students and visitors to explore this planned cooperative community.

ACCOMPLISHMENTS

Exhibits/Programs/Tours

• The Museum's current exhibition, The Knowing Hands That Carve This Stone: The New Deal

Art of Lenore Thomas Straus, remains on view in the Community Center. The exhibition was supported by a \$5,000 grant from the Maryland Heritage Areas Authority through Maryland Milestones/ATHA, Inc. The exhibition focuses on the sculptor Lenore Thomas Straus, who was a young woman only in her twenties when she carved several landmark works in Greenbelt for the Resettlement Administration in the late 1930s. These sculptures include the seminal pieces "Mother and Child," which is the centerpiece of historic Roosevelt Center, and a series of bas reliefs depicting the Preamble to the U.S. Constitution, on the front of the Greenbelt Community Center. In addition to these works, Thomas Straus carved both large and small pieces for other New Deal era housing projects, post offices, and for the home of Alice and Henry Ferguson in Accokeek, Maryland. The exhibition features information about the artist's life, examples of her work and examples of artists whom she influenced. Programming in conjunction with the exhibit is ongoing. It has included a variety of lectures, screening of a film about Works Progress Administration artists and children's activities. Work has begun on a 10 minute film which will accompany the exhibition and explore the artist's concern with social justice issues.

- During the 2016 Labor Day weekend, the Museum offered free walking tours of the historic
 area, and free tours of the Museum house on Sunday and Labor Day Monday. In addition, 10A Crescent, site of what will be the new Education and Visitor Center, was open and the public was encouraged to leave comments about what they would like to see in the space.
- Due to an extended leave for the Museum's Education and Volunteer Coordinator, the Friends of the Greenbelt Museum temporarily filled the position with Ennis Barbery Smith. Her previous position was the Director of the Museum of Chincoteague in Virginia and she completed a practicum with the Greenbelt Museum in 2013.
- On October 2, 2016, a major water incident took place inside the Museum's historic house at 10-B Crescent. It was determined that a supply line beneath the kitchen sink had leaked, resulting in one to two inches of water on the first floor and causing water to condense, then drip from both first and second floor ceilings and walls onto the museum's collection of furnishings and artifacts. The Public Works Department and Greenbelt Homes, Inc. (GHI) staff were on the scene quickly to assist Museum staff and volunteers who had discovered the water. A restoration company came in to set up fans and dehumidifiers to help dry the house. Museum staff, Board members, and volunteers worked quickly to move collection items next door to 10-A Crescent and spread them out to dry, minimizing additional damage. GHI repaired the plumbing issue and made other repairs. Artworks on paper that sustained damage are being restored by a professional conservator. The house has been repainted. The

damaged historic rug on the first floor is being professionally cleaned and restored. Floors will be cleaned and polished, then staff will begin returning collection items to the house, most of which have recovered well. In lieu of Sunday open hours, the museum offered walking tours on Sundays. The current plan is for the house to reopen in spring 2017. To avoid an incident like this happening again, an updated security system has been installed in the house which includes a water alert system.

- The 2016 Dorothy Sucher Intern was scheduled to begin work in the fall of 2016, but has been rescheduled to begin in the spring of 2017, as some museum operations were interrupted due to the water incident. The Dorothy Sucher Memorial Internship was established in 2012 by Dr. Joseph Sucher, in honor of his late wife who was one of the Museum's founders.
- November 15, the Museum hosted an event at the Greenbelt Theatre which included a reception and screening of the film, *3 Brave Men*, along with remarks after the film by Judge Howard Chasanow. Mr. Chasanow's father was Abraham Chasanow, on whose life the film is based. He was a Navy Department employee who was dismissed from his position for being a security risk. Though he eventually was cleared of all charges, the incident typifies McCarthyera hysteria and had a deep impact on the Greenbelt community. The event was both a fundraiser for the Museum and an historical program. Over 160 people attended. Maryland Milestones/Anacostia Trails Area Authority, Inc. sponsored the event.
- The Museum Director served on the Board of Directors of the Maryland Museums Association (MMA). Elected in 2015, she will serve for a term of three years. MMA is an alliance of historical and cultural institutions that collect, hold, interpret, and protect the cultural and material heritage of the state. The association advocates for members by enhancing professionalism in those institutions and individuals, and promoting awareness of museum interests.
- In March 2017, the Museum participated in the Greenbelt Elementary School Fair and offered activities highlighting the work of Lenore Thomas Straus as well as information about Greenbelt's history.
- In May 2017, the Museum will participate in area schools' career days which provides students an opportunity to explore how and why museums are an important part of their communities.



- The annual Roosevelt Ride, a vintage-theme bicycle ride through central Greenbelt, will be held June 7 followed by a picnic in front of the Community Center. The event typically attracts 30 participants each year.
- The Museum continued to be a participating site in the University of Maryland's Museum Scholarship and Material Culture Certificate program. We plan to welcome interns from the program as well as serve as a local resource for the program.
- The Museum's popular lecture series continued. In July 2016, author and lecturer Franklin Vagnone came to Greenbelt to stay overnight at the Museum house and to give a lecture about his experiences staying in other historic homes across the country. In January 2017, the Museum screened the documentary, *Jersey Homesteads: In the Architectural Vanguard*, that explores the origins and Bauhaus-inspired architecture of a New Deal community built for Jewish garment workers in New Jersey 1936-1938. In April 2017, the Museum will host a lecture about the architect, Victorine DuPont Homsey, whose work included Greenbelt's North End School, and expansions to the Center School, now the Community Center, and the former Greenbelt Middle School. The Museum, along with the Recreation Department, will host a temporary exhibition in April 2017 which features Homsey. Entitled *Early Women of Architecture in Maryland*, the exhibit will be hung in the halls of the Community Center.
- Work in preparation for the creation of an Education and Visitor Center at 10-A Crescent and its incorporation into Museum operations is ongoing. Since the acquisition of 10-A Crescent in March 2016, Museum staff has reviewed and visited multiple off-site storage facilities. Off-site storage will be necessary when staff vacates the Museum office in the Community Center. Staff has worked closely with FOGM to identify needs and articulate a vision for the space. A request for proposals from firms who might potentially do the work to transform the former residence into an Education and Visitor Center is being developed. A selection of proposals will then be shared with City Council for comment and input. Once completed, 10-A Crescent Road will provide space for the Museum to expand and will feature space for additional pro-

- gramming and museum education. It will also house a Greenbelt visitor center, a research and reading room, collections storage, and office space.
- Work to support FOGM in a Capital Campaign to raise funds for its portion of the operation of the expanded Museum is ongoing. The Capital Campaign includes a naming opportunities program. In preparing for the Capital Campaign, staff is assisting FOGM with remaking the administrative side of the Museum which includes installing a new customer (member) relationship management system to improve communication with Museum members, establishing QuickBooks, building a new website, and switching from Square to Paypal for payment processing. In addition, staff has applied for multiple grants. The Museum has been awarded a Maryland Heritage Area Authority grant for \$50,000 which requires FOGM to raise \$37,500 as a match; a Maryland Department of Housing and Community Development Operating Assistance Grant for \$10,000 for expansion of staffing to support 10-A; a Greenbelt Community Foundation grant for \$5,000; and a grant for \$2,500 from Prince George's County Council member Todd M. Turner.
- Walking tours and focused education visits are popular museum activities. Some of the groups who visited Greenbelt this year were from the Eleanor Roosevelt archive at George Washington University, students from the College of Southern Maryland, a special needs group from Charles H. Flowers High School and Salisbury University. The Museum was also pleased to meet with and give tours to Dr. Tara Tappert, a former scholar in residence at the Library of Congress and founder of The Arts and the Military, a non-profit which focuses on the arts as both a form of therapy for returning veterans and as a vocation.

COLLECTIONS/ARCHIVES

- The Museum acquired several important artifacts which include: a stone cutting hammer that was used by Lenore Thomas Straus from Mr. and Mrs. Guilford of Surrey, Maine, who knew the artist; various household items and Greenbelt ephemera from the Moran family; a selection of cookbooks, linens, and wardrobe items from Mary-Denise Smith; and an original Boy Scout uniform and photographs from Gary C. Myers. The Museum also filmed oral histories from Donald Walker and John Shaffer.
- Researchers using the Museum's archives and collections included individuals from Princeton University, the University of Maryland, and Sally Stokes whose chapter about Greenbelt has recently been published in the book, *Lived Religion and the Politics of (In)Tolerance*. Several Greenbelt residents also used the archives.









COMMENTS FROM VISITORS TO THE LENORE THOMAS STRAUS EXHIBITION

"Beautiful exhibit. Thomas' work graces our city. It is informative to know more about her intentions and artistic process. Thank you." 7/11/16

"Never knew anything about the history of Greenbelt - even the fact of its existence or origins. This was amazing. Very inspirational." 7/16/16

"It's always wonderful looking at life which is art. So glad that African Americans were included." 9/12/16

Performance Measures	FY 2015	FY 2016	FY 2017	FY 2018
r er for mance weasures	Actual	Actual	Estimated	Estimated
Number of Special Tours	28	38	30*	35
Participants in Special Tours	600	659	350*	600
Number of Sunday Visitors	493	510	375*	500
Number of Program Attendees	850	850	850	850
Number of Exhibit Visitors**	2,200	2,200	2,500	2,500
Number of Volunteer/Intern Hours	4,800	4,800	4,800	4,800
Number of Memberships	325	325	325	350

^{*} These numbers are reduced as a result of the Museum house being closed.

^{**} This is an estimate as many visitors do not sign the guest book in the Community Center.

MANAGEMENT OBJECTIVES

- Ongoing programming related to current exhibit on Lenore Thomas, entitled *The Knowing* Hands That Carve This Stone: The New Deal Art of Lenore Thomas.
- With the acquisition of 10-A Crescent, undertake planning to incorporate the new site into Museum operations.
- Support the Friends of the Greenbelt Museum in a Capital Campaign to raise funds for its portion of the operation of the expanded Museum.

BUDGET COMMENTS

- 1) The City acquired the unit at 10-A Crescent in March 2016. It will be used for a museum visitor center, research and archives, and staff offices. The expense is shown in line 94, Museum Expansion.
- 2) Other Services, line 34, has been increased to cover the monthly charges for the additional unit, 10-A Crescent.
- **3)** The funds in <u>Miscellaneous</u>, line 71, will be used to help establish a visitor and education center at 10-A Crescent and replace the interpretive panels throughout the community.
- **4)** The FY 2018 Friends of the Greenbelt Museum's operating budget will be \$35,000.

GREENBELT MUSEUM	FY 2015	FY 2016	FY 2017	FY 2017	FY 2018	FY 2018
Acct. No. 930	Actual	Actual	Adopted	Estimated	Proposed	Adopted
Acct. No. 930	Trans.	Trans.	Budget	Trans.	Budget	Budget
PERSONNEL EXPENSES						
01 Salaries	\$61,304	\$64,211	\$63,900	\$66,900	\$67,300	\$67,300
06 Building Maintenance	1,352	0	0	0	0	0
28 Employee Benefits	32,380	33,522	32,700	32,600	35,400	35,400
Total	\$95,036	\$97,733	\$96,600	\$99,500	\$102,700	\$102,700
OTHER OPERATING EXPENSES						
33 Insurance	\$127	\$129	\$100	\$400	\$400	\$400
34 Other Services - GHI Charges	1,820	3,810	7,800	11,800	9,500	9,500
38 Communications	1,554	1,637	1,600	1,600	1,600	1,600
39 Utilities						
Electric	0	61	0	600	600	600
Water & Sewer	576	336	1,000	400	500	500
71 Miscellaneous	2,584	3,267	4,000	3,500	6,500	8,300
94 Museum Expansion	0	204,193	0	0	0	0
Total	\$6,661	\$213,432	\$14,500	\$18,300	\$19,100	\$20,900
TOTAL GREENBELT MUSEUM	\$101,697	\$311,166	\$111,100	\$117,800	\$121,800	\$123,600

NON-DEPARTMENTAL

This budget includes funding for miscellaneous and unanticipated expenses that occur during a fiscal year.

Workers' Compensation Insurance

The City's workers' compensation insurance is with Chesapeake Employers' Insurance Company, formerly Injured Workers' Insurance Fund (IWIF). These expenses have been transferred from individual budgets to this budget, due to a sharp increase for this expenditure in FY 2011. The city's loss experience has improved since then and premiums have declined.

Other Services

The city is self-insured for unemployment claims. Those expenses are budgeted here.

Building Maintenance

Funds are set aside in this budget for the carpeting and painting of building interiors.

Special Programs

Funds budgeted here are for resident use of the University of Maryland shuttle service (\$4,500). In previous years, funds have been budgeted here for the Friends of the Greenbelt Theatre and the recommendations from the Sage Policy Group's Economic Development Study. In FY 2018, all economic development related funds have been consolidated in the Administration budget in General Government (Account 120).

Reserve Appropriation

Typically, any pay adjustments for employees are budgeted here.

For FY 2018, a 2.0% COLA and a step/merit increase are proposed for all eligible classified employees. \$450,000 is budgeted for these pay adjustments and related benefit costs.

Major Maintenance

This line item was intended to cover unanticipated big ticket repairs in city facilities such as replacement of a heat pump. No funds are budgeted for FY 2018.

NON-DEPARTMENTAL	FY 2015 Actual	FY 2016 Actual	FY 2017 Adopted	FY 2017 Estimated	FY 2018 Proposed	FY 2018 Adopted
Acct. No. 990	Trans.	Trans.	Budget	Trans.	Budget	Budget
33 Insurance - Workers' Compensation						
Public Safety	\$369,100	\$381,749	\$440,000	\$427,100	\$427,100	\$427,100
Public Works	214,300	221,643	230,000	236,400	236,400	236,400
Recreation & Parks	11,846	12,307	15,000	16,900	16,900	16,900
Total Workers' Compensation	\$595,246	\$615,699	\$685,000	\$680,400	\$680,400	\$680,400
34 Other Services	2,531	636	5,000	3,000	5,000	5,000
46 Bldg. Maint Painting/Carpeting	11,752	7,862	5,000	6,000	6,000	6,000
58 Special Programs						
Univ. of MD Bus Subsidy	4,452	4,452	4,500	4,500	4,500	4,500
FOGT Subsidy	0	41,667	25,000	25,000	0	0
Homeowner Investment Program	0	0	50,000	0	50,000	50,000
Theater Past Due Electric Bill	0	0	0	0	0	4,500
Total Special Programs	\$4,452	\$46,119	\$79,500	\$29,500	\$54,500	\$59,000
72 Unallocated Salaries	0	0	0	0	450,000	0
72 Unallocated Appropriation	54,536	17,992	20,000	10,000	60,000	30,900
73 MD State Ret. Agency - Fees	25,105	24,083	19,700	27,000	27,000	27,000
73 Retiree Prescription Subsidy	50,684	41,355	56,000	38,000	38,000	38,000
93 Major Maintenance	0	0	20,000	0	0	0
TOTAL NON-DEPARTMENTAL	\$744,306	\$753,746	\$890,200	\$793,900	\$1,320,900	\$846,300

FUND TRANSFERS

Several fund transfer accounts have been established to allocate funds from the General Fund budget to other funds. Monies are budgeted for transfer to the Building Capital Reserve Fund for building maintenance issues, the Capital Projects Fund to pay for capital projects, the Debt Service Fund to meet the city's debt requirements and the Replacement Fund to replace city equipment.

<u>Interfund Transfer - Building Capital Reserve Fund</u>

This fund was established in FY 2004. The City has a substantial investment in facilities such as the Community Center and the Aquatic and Fitness Center. This fund is intended to be a reserve to finance building issues that are too costly to be funded in operating budgets; however, recent economic times have limited the amount of funds actually set aside. \$325,000 is proposed as the FY 2018 transfer.

Interfund Transfer - Capital Projects Fund

This transfer provides funds to address the city's physical infrastructure needs such as street and sidewalk repair. \$700,000 is budgeted as the transfer for FY 2018.

Interfund Transfer - Debt Service Fund

This line item is for the transfer of General Fund monies to the Debt Service Fund. The city's general obligation debt was refinanced in FY 2012 which lowered the annual debt service payment. The current outstanding general obligation debt is \$2.55 million and is scheduled to be paid off in 10 years with annual payments of \$317,100. Council has expressed a desire to prepay this debt whenever possible in order to lower the total cost. It is recommended that these discussions occur annually after the close of the fiscal year.

In FY 2014, the unfunded liability in two of the city's retirement plans was refinanced. The annual payment for this refinancing is budgeted in the Debt Service Fund.

\$150,000 has been budgeted to begin paying the Greenbelt Station tax increment financing debt which is expected to be authorized in FY 2018.

\$705,000 is budgeted as the transfer for these three expenses in FY 2018.

Interfund Transfer - Replacement Fund

Funds budgeted here are to support the replacement of the City's vehicles and other equipment. In FY 2018, \$320,000 is proposed to be transferred.

Interfund Transfer - 2001 Bond Fund

\$300,000 was transferred to the 2001 Bond Fund in FY 2016 for theater renovation costs.

FUND TRANSFERS Acct. No. 999	FY 2015 Actual Trans.	FY 2016 Actual Trans.	FY 2017 Adopted Budget	FY 2017 Estimated Trans.	FY 2018 Proposed Budget	FY 2018 Adopted Budget
Operating Transfers to:						
Building Capital Reserve Fund	\$100,000	\$100,000	\$100,000	\$100,000	\$325,000	\$325,000
Capital Projects Fund	350,000	616,000	750,000	750,000	700,000	700,000
Debt Service Fund	525,000	555,000	555,000	555,000	705,000	705,000
Replacement Fund	100,000	174,200	200,000	200,000	320,000	320,000
2001 Bond Fund	0	300,000	0	0	0	0
TOTAL FUND TRANSFERS	\$1,075,000	\$1,745,200	\$1,605,000	\$1,605,000	\$2,050,000	\$2,050,000