City Council
Work Session

Capital Projects Update
and City Manager Update

8 p.m.
Wednesday
September 23, 2015

Community Center
Multipurpose Room

CITY OF GREENBELT, MARYLAND
MEMORANDUM

TO: City Council

VIA: Michael P. McLaughlin MPM
City Manager

FROM: David E. Moran DEM
Assistant City Manager

DATE: September 4, 2015

SUBJ: Capital Projects Work Session

Attached are background materials for the Capital Projects work session on September 9. This packet contains three sections.

The first section is a Capital Projects update. This is a new report format staff is presenting for Council review and input.

The second section contains updated FY 2016 Budget pages from the Capital Projects section based on changes that have occurred since the Budget was presented in March and adopted in June. The FY 2015 Estimated columns have been updated to reflect the latest information. The FY 2016 Expected column reflects staff's latest projections. Not all pages, particularly the narrative sections, have been updated. Updates to the text and items added to the FY 2016 Budget by Council are shown in red.

The last page is a list a list of "Big Ticket" Capital Projects and rough cost estimates. Funding for these projects has not been identified.

Staff is aware of the following matter that requires Council input at the September 9 work session.

Decision on Playground Surfacing – In adopting the FY 16 Budget, Council added an additional $76,000 for removal & replacement of shredded rubber surfacing at the 1 Court Southway playground (City-owned). This amount would allow for use of Poured in Place (PIP) surfacing. In staff's opinion installation of PIP does not make sense unless the equipment is also replaced. Most of the equipment at this playground was installed more than 25 years ago with the exception of the swing which was replaced 8 years ago.

Based on the above, staff recommends replacing the Shredded Rubber with Engineered Wood Fiber (EWF) at an estimated cost of $12,000. The remaining $54,000 could be used toward replacement of shredded rubber at non-City owned playgrounds covered by the Playground Agreement or reprogrammed for other capital needs.

Capital Projects Update - 9/4/2015

Project	History	Schedule/Timing	Status
Street Resurfacing	FY 16 projects are Hanover Parkway (ERHS crosswalk to MD 193), a portion of Lastner Lane and base repair.	Fall 2015	Work planned for fall 2015.
Miscellaneous Concrete		Fall 2015	Work planned for fall 2015
Springhill Drive Reconstruction - CDBG	Prince George's County approved partial funding ($75K) for PY 41. Council approved additional funding ($45K) to complete project.	Spring 2016	Hired consultant to perform required environmental review.
Playground Improvements	Application for FY 2016 playground (Schrom Hills Fitness Area) was included in State FY 2016 Budget. Application for FY 17 project (Community Center playground) submitted 8/19/15.	Spring 2016	Awaiting Board of Public Works approval which is anticipated in Sept/Oct.
Pedestrian/Bike Plan Improvements	FY 16 projects are bike lane markings & signage on Ivy Ln. Crosswalk striping & curb ramps at Frankfort & Morrison & crosswalks on Ora Glen.	Spring 2016	FY 15 and 16 work planned for spring 2016.
MEA Energy Efficiency Improvements	City applied for $___ for FY 16 for improvements at Community Center.		
Bus Shelters			
Community Center - Implement HVAC Study	Engineering Study completed in 12/12. Board of Public Works approved POS funding on 2/5/14. Work Session held on 12/3/14. Council awarded engineering contract on 12/8/14. Prince George's Historic Preservation Commission approved work plan 6/4/15. Bid documents are being finalized.	Spring 2016	Demonstration fan coil unit installed at Community Center on 8/24.
Replace Roof at Aquatic & Fitness Center	Council approved Kalwall roof project on 12/8/14. Resolution for flat roof work approved on 8/10/15.	September & October 2015	Work Scheduled to begin September 9.
Replace 10-ton HVAC Unit @ AFC			
New Fire Panel @ AFC			
Replace duct work @ AFC			

Locker Room upgrade @ AFC	Work includes partition replacement, drywall repair/replacement & paining, and tile work facility wide.	September & October 2015	Partitions done. Tile work begins September 9. Locker room work starting September 28.
Greenbelt Lake Dam Repairs	General Assembly approved bond bill funding @ $285,000 for later phases. Only 1 response received to Bid for Phase 1 (Lake Drain). Seeking additional proposals for Phase 1 work.	Spring/Summer 2016	
Gateway Entrance Signage	Work Session held on 8/24.		Seeking proposal from sign designer.
Attick Park Master Plan	Parking Lot design RFP Issued. 4 proposals received.	Summer 2016	Staff is reviewing proposals and hope to make recommendation to Council in September.
Greenbrook Trails			
Recreation Facilities Needs Assessment			RFP being drafted.
Cherrywood Lane Complete/Green Street	Work Session held on 8/24.	Late Fall 2015	Working on conceptual design.
Old Greenbelt Middle School Programs	Toured facility on 8/4/14.		
Replace Lakewood Valley Stream Bridges			
Land Acquisition			Funds are available when parcels are identified.
New Dog Park	Council added to FY 16 Budget.		
K-9 Turf @ Animal Shelter	Council added to FY 16 Budget.		

FY 2016 CAPITAL PROJECTS LISTING AND PRIORITIZATION PROCESS

In preparation of the FY 2016 budget, the city's listing of capital projects was reviewed and revised. Based on input from key staff, a new listing of projects has been prepared. It categorizes projects two ways: proposed in the coming fiscal year and within a five year work plan.

The five year work plan is a projection, not a guarantee, that projects will be funded in a particular year. The current funding level and other miscellaneous funds are not sufficient to fund all the projects listed in the five year plan and is evidence of the need to increase contributions.

A current summary of capital projects is included in this section. The projects in the Capital Improvement Program were prioritized based on staff input. The proposed Capital Projects for FY 2016 reflect a strategy that maintains the city's transportation infrastructure and prioritizes the most needed projects.

The 2001 Bond Fund, established in FY 2003, accounts for the proceeds of the $3.5 million bond issue approved in November 2001.

The Greenbelt West Infrastructure Fund was created in FY 2008. This fund accounts for planned public improvements as a result of required contributions from Greenbelt West developers.

The Building Capital Reserve Fund was created in 2004. It was previously in the Other Funds section and has been relocated to this section of the Budget document.

In FY 2015, it is estimated that $2,693,600 will be spent across these funds. For FY 2016 a total of $2,724,700 is appropriated. Below is a table which illustrates the city's total Capital expenditures across these funds.

Capital Expenditures	FY 2013 Actual Trans.	FY 2014 Actual Trans.	FY 2015 Adopted Budget	FY 2015 Estimated Trans.	FY 2016 Proposed Budget	FY 2016 Adopted Budget
Fund Name						
Capital Projects Fund	$1,089,219	$521,493	$1,269,400	$948,800	$1,147,800	$1,358,800
Building Capital Reserve	97,830	168,290	1,100,000	221,100	1,198,000	1,198,000
2001 Bond Fund	0	52,516	1,210,800	1,300,000	0	0
CDBG Fund	90,034	0	168,000	223,700	118,900	118,900
Greenbelt West	12,062	75,000	100,000	0	260,000	260,000
TOTAL CAPITAL EXPENDITURES	**$1,289,145**	**$817,299**	**$3,848,200**	**$2,693,600**	**$2,724,700**	**$2,935,700**

EXPENDITURE SUMMARY AND TABLE OF CONTENTS

FY 2016

Project	FY 2016 Budget	Fund	Page
Street Resurfacing	$405,000	Capital Projects	267
Miscellaneous Concrete	$40,000	Capital Projects	268
Springhill Drive Reconstruction	$118,900	CDBG Fund	276
Playground Improvements	$182,700	Capital Projects	268
Animal Control K-9 Turf	$15,000	Capital Projects	
Pedestrian/Bike Plan Improvements	$20,000	Capital Projects	267
MEA Lighting Improvements	$50,000	BCR Fund	272
Bus Shelters	$5,000	Capital Projects	267
Community Center - Implement HVAC Study	$395,000	BCR Fund	272
Replace Roof at Aquatic & Fitness Center	$690,000	BCR Fund	272
Replace 10-Ton HVAC Unit @ AFC	$14,000	BCR Fund	272
New Fire Panel @ AFC	$12,000	BCR Fund	272
Replace Duct Work @ AFC	$7,000	BCR Fund	272
Locker Room Ugrade @ AFC	$30,000	BCR Fund	272
Greenbelt Lake Dam Repairs	$164,000	Capital Projects	268
Gateway Entrance Signage	$20,000	Capital Projects	267
Attick Park Master Plan	$24,100	Capital Projects	268
Greenbrook Trails	$16,000	Capital Projects	268
Planning for Second Dog Park	$5,000	Capital Projects	
Recreation Facilities Needs Assessment	$50,000	Greenbelt West	277
Cherrywood Lane Complete/Green Street	$10,000	Greenbelt West	277
Old Middle School Programs	$200,000	Greenbelt West	277
Replace Lakewood Stream Valley Bridges	$12,000	Capital Projects	268
Land Acquisition	$450,000	Capital Projects	268
Combined Capital Funds Total	**$2,935,700**		

FY 2016 CAPITAL PROJECTS FUND

This fund accounts for monies appropriated as reserves in the General Fund to be used for capital projects. The annual appropriation for Capital Projects is set aside in the Fund Transfers budget (Account #999) of the General Fund and transferred to this fund which accounts for all expenditures.

Budget Comments

1) The proposed appropriation for FY 2016 is $405,000. The projects proposed in FY 2016 are listed below. The fund is projected to end the year with a balance of $15,938.

2) The City's Program Open Space (POS) balance as of FY 2015 is estimated at $1,286,000. POS funds budgeted in FY 2016 for Land Acquisition ($450,000), Community Center HVAC Improvements ($319,000) and roof replacement at the Aquatic & Fitness Center ($517,000) would reduce this amount to $0.

3) The projects listed below are based on preliminary estimates from staff. It is strongly recommended that a fund balance be maintained to cover cost overruns or unforeseen projects.

1. **Pedestrian/Bicycle Master Plan $20,000**

   Funding is included ($20,000) to continue implementing the recommendations of the pedestrian/bicycle plan including bike lane markings and signage on Ivy Lane, crosswalk striping and curb ramps at Frankfort Road & Morrison Drive and crosswalks at various intersections on Ora Glen Drive.

2. **Bus Shelters $5,000**

   It is proposed to construct one bus shelter in FY 2016. A location has not been determined.

3. **Gateway Entrance Signage $20,000**

   The City has had a proposed "Gateway Entrances" sign plan and design for several years. The sign on Southway would be undertaken first.

4. **Street Resurfacing $405,000**

   Based on a review of City streets, it is proposed to resurface Hanover Parkway from the Eleanor Roosevelt High School crosswalk to Greenbelt Road ($230,000) and Crescent Road from Kenilworth Avenue to Lastner Lane ($100,000). Funds are also budgeted for base repair ($30,000) and the City's share of the Springhill Drive CDBG Project ($45,000).

5. Miscellaneous Concrete Repairs $40,000

The ongoing repair of sidewalk and driveway apron infrastructure throughout the City is budgeted here.

6. Greenbrook Trails $16,000

These funds would be used to improve trails and pathways under an easement agreement with Greenbrook.

7. Attick Park Master Plan $24,100

These funds ($15,000 City & $9,100 Chesapeake Bay Trust) would be used to design stormwater management and water quality treatment measures at the parking lot. The City will receive a total of $187,700 in grant funds from CBT for this project. An initial payment of $20,000 from CBT was received in FY 2015.

8. Land Acquisition $450,000

Funds are budgeted to acquire additional park land/open space as parcels are identified and approved by Council. These funds come from Program Open Space.

9. Playground Improvements $182,700

This project would build a new outdoor adult fitness area at Schrom Hills Park ($106,700). A Community Parks & Playground grant is being sought to fund this project. Funds are also available to replace shredded rubber surfacing ($76,000) at City playgrounds.

10. Lake Dam Repair $164.000

The City has been notified by the State of Maryland that major repairs need to be made to the Greenbelt Lake Dam. The City entered into a agreement with the State of Maryland to complete these repairs over a five year period. These funds are to replace the drain pipe at the Lake.

11. Lakewood Stream Valley Bridges $12,000

These funds will be used to widen and replace the two narrow metal pedestrian bridges over the concrete channel.

12. Animal Control K-9 Turf 15.000

Special K-9 turf will be installed in the exercise yard behind the Animal Shelter.

13. Planning for Second Dog Park $5,000

TOTAL PROPOSED EXPENDITURES $1,358,800

CAPITAL PROJECTS FUND

	FY 2013 Actual Trans.	FY 2014 Actual Trans.	FY 2015 Adopted Budget	FY 2015 Estimated Trans.	FY 2016 Adopted Budget	FY 2016 Expected Trans.
BALANCE AS OF JULY 1	**$47,299**	**$201,175**	**$261,773**	**$343,038**	**$202,038**	**$233,738**
REVENUES						
Federal Grants						
441117 Safe Routes to School	$0	$655	$0	$164,900	$0	$0
State and County Grants						
442104 Program Open Space	122,162	0	500,000	0	450,000	450,000
442105 Stormwater Pollution Ctrl.	120,207	0	0	0	0	0
442123 Community Parks & Playgrounds	53,942	167,995	98,300	94,100	106,700	110,900
Miscellaneous						
470103 Interest on Investments	131	48	0	100	0	0
480301 Playground Agreement Payments	0	40,573	0	0	0	0
480301 Christacos Payment	33,702	0	0	0	0	0
480301 Pepco Rebate	0	4,085	0	0	0	0
480301 Contributions	0	0	0	0	0	6,700
480301 Nat. Fish & Wildlife Found.	0	0	148,000	148,000	0	0
480xxx Chesapeake Bay Trust	0	0	0	20,000	0	0
490000 General Fund Transfer	300,000	450,000	350,000	350,000	616,000	616,000
TOTAL REVENUE & FUND TRANSFERS	**$630,144**	**$663,356**	**$1,096,300**	**$777,100**	**$1,172,700**	**$1,183,600**
EXPENDITURES						
Public Safety						
920007 LED Outdoor Lighting	$11,713	$0	$0	$0	$0	$0
933303 Police Station Gas Tank	0	97,638	0	58,700	0	0
921400 Animal Control Shed	0	3,013	0	3,200	0	0
921400 Animal Control K-9 Turf	0	0	0	0	15,000	15,000
Total Public Safety	**$11,713**	**$100,651**	**$0**	**$61,900**	**$15,000**	**$15,000**
Public Works						
New Construction						
920300 Ped./Bike Master Plan	$0	$0	$17,100	$165,400	$20,000	$37,100
920400 Bus Shelters	637	6,660	5,000	3,600	5,000	5,000
921500 Gateway Signage	0	0	20,000	0	20,000	20,000
Total	$637	$6,660	$42,100	$169,000	$45,000	$62,100
Major Maintenance						
930400 Street Survey Projects	$259,312	$234,356	$300,000	$307,200	$405,000	$405,000
930500 Misc. Concrete Repairs	38,554	9,366	40,000	37,900	40,000	40,000
Total	$297,866	$243,722	$340,000	$345,100	$445,000	$445,000
Total Public Works	**$298,503**	**$250,382**	**$382,100**	**$514,100**	**$490,000**	**$507,100**

CAPITAL PROJECTS FUND

	FY 2013 Actual Trans.	FY 2014 Actual Trans.	FY 2015 Adopted Budget	FY 2015 Estimated Trans.	FY 2016 Adopted Budget	FY 2016 Expected Trans.
Recreation and Parks						
New Construction & Land Acquisition						
920700 Greenbrook Trails	$0	$0	$16,000	$0	$16,000	$16,000
920800 Second Dog Park	0	0	0	500	5,000	5,000
932200 Attick Park Master Plan	0	0	15,000	0	24,100	24,100
929900 Land Acquisition	0	0	500,000	0	450,000	450,000
Total	$0	$0	$531,000	$500	$495,100	$495,100
Major Maintenance						
930800 SHL Rec. Ctr. Parking Lot	$0	$0	$148,000	$203,300	$0	$0
930900 Playground Improvements	93,684	149,195	98,300	94,100	182,700	186,900
931600 Braden Tennis Courts	59,071	0	0	0	0	0
931900 Dam Repair	0	21,184	110,000	12,500	164,000	164,000
932300 Hillside Outfall Project	6,666	81	0	0	0	0
930504 Schrom Hills Bollards	6,633	0	0	0	0	0
932200 Stream Valley Bridges	0	0	0	0	12,000	12,000
Total	$166,054	$170,460	$356,300	$309,900	$358,700	$362,900
Total Recreation and Parks	**$166,054**	**$170,460**	**$887,300**	**$310,400**	**$853,800**	**$858,000**
TOTAL EXPENDITURES	**$476,270**	**$521,493**	**$1,269,400**	**$886,400**	**$1,358,800**	**$1,380,100**
BALANCE AS OF JUNE 30	**$201,175**	**$343,038**	**$88,673**	**$233,738**	**$15,938**	**$37,238**

FY 2016 SUMMARY OF CAPITAL PROJECTS

Project Name	Total Cost FY 2016 - FY 2020	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
Bus Shelters	$25,000	$5,000	$5,000	$5,000	$5,000	$5,000
Street Improvements	$1,730,000	$330,000	$350,000	$350,000	$350,000	$350,000
Miscellaneous Concrete	$200,000	$40,000	$40,000	$40,000	$40,000	$40,000
Pedestrian/Bike Master Plan	$100,000	$20,000	$20,000	$20,000	$20,000	$20,000
Playground Improvements	$346,700	$106,700	$60,000	$60,000	$60,000	$60,000
Land Acquisition	$450,000	$450,000	$0	$0	$0	$0
Buddy Attick Improvements	$200,000	$0	$50,000	$50,000	$50,000	$50,000
Greenbelt Lake Water Quality Improvements	$724,000	$124,000	$150,000	$150,000	$150,000	$150,000
Buddy Attick Park Parking Lot	$266,800	$24,100	$242,700	$0	$0	$0
Gateways	$20,000	$20,000	$0	$0	$0	$0
Regrade Hanover Parkway Swales	$10,000	$0	$0	$10,000	$0	$0
Greenbrook Trails	$16,000	$16,000	$0	$0	$0	$0
Animal Control Facility	$25,000	$0	$25,000	$0	$0	$0
Tennis Court Color Coats	$75,400	$0	$32,000	$15,900	$27,500	$0
Stream Valley Bridges	$12,000	$12,000	$0	$0	$0	$0
Total	**$4,188,900**	**$1,147,800**	**$974,700**	**$700,900**	**$702,500**	**$675,000**

UNPROGRAMMED OVER THE NEXT FIVE YEARS

- Greenbelt Lake Dredging
- Community Center—Wall of Honor
- Re-Line Greenbelt Lake Inlet (near Lakecrest Drive) Pipes
- Recoat Youth Center Foam Roof
- Paint Community Center Exterior
- Springhill Lake Recreation Center Addition/ Middle School Plans
- Replace Floor on Community Center Gym Stage
- Upgrade Street Lights
- Resource Evaluation of Hamilton Cemetery and Homestead
- Greenbelt Theatre - Phase II
- Roosevelt Center Mall Upgrade – Phase II – Behind Statue
- Cemetery Expansion – Urn Wall
- New Iron Fencing & Water Amenities @ Aquatic & Fitness Center
- Northway Master Plan
- Schrom Hills Field Lighting
- Schrom Hills Park - New Trails
- Security Cameras at Schrom Hills Park
- McDonald Field Lights

BUILDING CAPITAL RESERVE FUND FY 2016

The purpose of this fund is to set aside funds for the replacement of major systems in the city's facilities. The City of Greenbelt operates over 190,000 square feet of facility space in which it has invested over $20 million to build or renovate. These facilities range in size from the 55,000 square foot Community Center to the very specialized Aquatic and Fitness Center to the less than 1,000 square foot Schrom Hills Park building. This fund accounts for replacement of mechanical, plumbing and electrical systems, roof systems and other costly systems in these facilities.

Facility	Square Footage
Community Center	55,000
Aquatic & Fitness Center	34,000
Youth Center	19,600
Springhill Lake Recreation Center	8,900
Schrom Hills Buildings	2,200
Attick Park Restrooms	600
Municipal Building	18,000
Police Station	15,900
Public Works Facility	30,400
Animal Shelter	900
Greenbelt Theatre	6,400
Subtotal	191,900
City Facility	
(not responsible for maintenance)	
Green Ridge House	49,000
Total	240,900

Budget Comments

1) In FY 2015, an HVAC unit was replaced at the Municipal Building ($11,000) and energy efficiency improvements were made at the Police Station and Public Works using grant funds.

2) Funds are budgeted in Community Center ($395,000) to implement HVAC improvements based on engineering recommendations and to replace the roof at the Aquatic & Fitness Center ($690,000). Program Open Space funds are proposed to cover 75% of these costs ($814,000).

3) Funds are also included in Aquatic and Fitness Center to replace a large 10-ton HVAC unit ($14,000), a fire alarm panel ($12,000), duct work ($7,000), and upgrade the locker rooms ($30,000).

4) The City is a Maryland Smart Energy Community and may receive $50,000 from the Maryland Energy Administration (MEA) for energy efficiency improvements at the Community Center.

BUILDING CAPITAL RESERVE FUND Fund 102	FY 2013 Actual Trans.	FY 2014 Actual Trans.	FY 2015 Adopted Budget	FY 2015 Estimated Trans.	FY 2016 Adopted Budget	FY 2016 Expected Budget
BALANCE AS OF JULY 1	$98,902	$219,730	$221,230	$151,483	$234,383	($41,517)
REVENUES						
Miscellaneous						
442104 Program Open Space	$26,012	$0	$758,000	$51,200	$836,000	$836,000
442125 MD Energy Admin. (MEA)	0	0	40,000	63,900	50,000	80,000
480301 Pepco Rebates	0	0	0	9,500	0	20,000
470103 Interest on Investments	119	43	0	100	0	0
490000 General Fund Transfer	150,000	100,000	100,000	100,000	100,000	100,000
TOTAL REVENUE & FUND TRANSFERS	**$176,131**	**$100,043**	**$898,000**	**$224,700**	**$986,000**	**$1,036,000**
EXPENDITURES						
Municipal Building	$40,215	$69,904	$0	$10,200	$0	$0
Greenbelt Theatre	$0	$0	$50,000	$0	$0	$0
Recreation						
620 Recreation Centers	$5,870	$67,094	$0	$0	$0	$2,000
650 Aquatic & Fitness Center	0	0	650,000	288,500	753,000	468,000
660 Community Center	0	0	360,000	52,500	395,000	372,500
Total Recreation	$5,870	$67,094	$1,010,000	$341,000	$1,148,000	$842,500
Non-Departmental						
HVAC Study	$9,218	$0	$0	$0	$0	$0
Energy Efficiency	0	31,292	40,000	66,500	50,000	100,000
Total Non-Departmental	$9,218	$31,292	$40,000	$66,500	$50,000	$100,000
TOTAL EXPENDITURES	**$55,503**	**$168,290**	**$1,100,000**	**$417,700**	**$1,198,000**	**$942,500**
BALANCE AS OF JUNE 30	$219,730	$151,483	$19,230	($41,517)	$22,383	$51,983

2001 BOND FUND

FY 2016

This fund was established in FY 2003 to account for the proceeds of the $3.5 million bond issue that was approved by Greenbelt voters in November 2001. These proceeds were to support four projects: expansion and renovation of the Public Works facility, an addition to and renovation of the Springhill Lake Recreation Center, renovation of the Greenbelt theater and pedestrian/bicyclist/ traffic safety and playground improvements in Greenbelt East.

Budget Comments

1) Greenbelt East traffic calming measures and pedestrian improvements were completed in FY 2007. The total cost was $499,000.

2) The Public Works project was completed in 2009 at a cost of $4,961,000.

3) Plans for an addition to the Springhill Lake Recreation Center project were put on hold in 2005 when the proposed rebuild of the Springhill Lake neighborhood included a new 20,000 square foot recreation center. Since then, renovations to the Center were completed in FY 2012 using Community Development Block Grant (CDBG) funds and Capital Projects funds. Additional renovations including replacement of the roof and clerestory windows are underway supported with CDBG funds.

4) The Greenbelt Theatre renovation project is projected to be completed in 2015. It is estimated $1.3 million will be spent for this project in FY 2015. It is proposed to transfer $300,000 from the General Fund for this project.

5) This fund carries a negative fund balance. In FY 2013, an effort was begun to reduce the deficit by setting funds aside annually. It is suggested this situation be reviewed after FY 2015 closes.

2001 BOND FUND

2001 BOND FUND	Total Thru 6/30/13	FY2014 Actual Trans.	FY 2015 Adopted Budget	FY 2015 Estimated Trans.	FY 2016 Adopted Budget	FY 2016 Expected Trans.
BALANCE AS OF JULY 1		**($400,147)**	**($371,847)**	**($394,646)**	**($1,245,746)**	**($1,245,746)**
REVENUES						
442122 State Bond Bill	$8,000	$0	$300,000	$300,000	$0	$0
442124 Maryland Comm. Legacy	48,750	0	0	0	0	0
442125 MD Heritage Area Auth.	20,000	0	80,000	60,000	0	0
480499 Partners In Preservation	0	37,500	37,500	37,500	0	0
442199 State Grant - Rain Shelter	2,500	0	0	0	0	0
443125 Prince George's Cnty. Council	16,000	0	0	100,000	0	0
443199 County Storm Water Grant	50,000	0	0	0	0	0
470103 Interest on Investments	502,602	0	0	0	0	0
485001 2001 Bond Proceeds	3,500,000	0	0	0	0	0
490000 Transfer from Bldg. Cap. Res.	100,000	0	0	0	0	0
490000 Transfer from General Fund	875,000	0	0	0	300,000	300,000
490000 Transfer from Debt Service	232,000	0	0	0	0	0
490000 Transfer from Special Projects	0	20,000	0	0	0	0
Contributions	0	517	0	0	0	0
TOTAL REVENUES	**$5,354,852**	**$58,017**	**$417,500**	**$497,500**	**$300,000**	**$300,000**
EXPENDITURES						
539201 Public Works Facility	$4,961,068	$0	$0	$0	$0	$0
539311 Springhill Lake Rec. Center	7,000	0	0	0	0	0
539317 Greenbelt East Projects	498,655	0	0	0	0	0
539318 Theatre Renovation	288,276	52,516	1,210,800	1,348,600	0	0
TOTAL EXPENDITURES	**$5,754,999**	**$52,516**	**$1,210,800**	**$1,348,600**	**$0**	**$0**
FUND BALANCE AS OF JUNE 30	**($400,147)**	**($394,646)**	**($1,165,147)**	**($1,245,746)**	**($945,746)**	**($945,746)**

COMMUNITY DEVELOPMENT BLOCK GRANT

FY 2016

The city receives allocations of U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) funds through Prince George's County. These funds must be used in CDBG qualified neighborhoods. Since the 2000 Census, only the Franklin Park neighborhood has been CDBG eligible.

Budget Comments

1) For PY-40 (FY 2015), the city was awarded funding for a Youth Mentoring Program ($39,000) and funds were reprogrammed from PY 38 and PY 39-R for renovations at the Springhill Lake Recreation Center ($140,000).

2) For PY-41 (FY 2016), the city applied for funds to reconstruct Springhill Drive ($118,900) .

COMMUNITY DEVELOPMENT BLOCK GRANT	Total Trans.	FY2014 Actual Trans.	FY 2015 Adopted Budget	FY 2015 Estimated Trans.	FY 2016 Adopted Budget	FY 2016 Expected Trans.
REVENUES						
441000 Grants from Federal Gov't.						
Program Year 3 through 36	$3,648,846					
PY - 37	83,362					
PY - 38R	14,390					
PY - 38	0					
PY - 39	44,725			$2,500		$42,200
PY - 39R	0					
PY - 40	179,000		$168,000	39,000		140,000
PY - 41	75,000				$118,900	75,000
TOTAL REVENUES	**$4,045,323**	**$0**	**$168,000**	**$41,500**	**$118,900**	**$257,200**
EXPENDITURES						
Program Year 3 through 36	$3,648,846					
Franklin Park Street & Safety (PY-37)	73,328					
Youth & Family Empowerment (PY-37)	10,034					
Franklin Park Street & Safety (PY-38R)	14,390					
Springhill Lake Rec. Center (PY-38)	0					
Springhill Lake Rec. Center Lot (PY-39)	0					
Accessible Greenbelt (PY-39)	44,725			$2,500		$42,200
Springhill Lake Rec. Center (PY-39R)	0					
Springhill Lake Rec. Center (PY-40)	140,000			0		140,000
Youth Mentoring Program (PY-40)	39,000		$50,000	39,000		
Springhill Drive Improvements (PY-41)	75,000		118,000	0	$118,900	75,000
TOTAL EXPENDITURES	**$4,045,323**	**$0**	**$168,000**	**$41,500**	**$118,900**	**$257,200**

FY 2016

GREENBELT WEST INFRASTRUCTURE FUND

This fund was established to account for planned public improvements to be funded by required contributions from Greenbelt West developers. These improvements were obtained through negotiation to help address potential impacts of this new development.

Budget Comments

1) A payment of $1.3 million was received in February 2014. This payment is in accord with the covenants in the Greenbelt Station South Core development agreement. Additional payments totaling $649,000 are anticipated in future years.

2) Construction of townhomes began in the South Core as of spring 2014.

3) $10,000 is budgeted included to begin design work on the Cherrywood Lane Complete Green Street project. These funds match a $46,935 Low Impact Development Center grant.

4) $50,000 is budgeted for a needs analysis and assessment of city recreation facilities as part of the master planning of the supported improvements.

5) $200,000 is budgeted to renovate classrooms in old Greenbelt Middle School if a decision is made to use the classrooms.

GREENBELT WEST INFRASTRUCTURE FUND	Estimated Project Total	Trans. Thru FY 2014	FY 2015 Adopted Budget	FY 2015 Estimated Trans.	FY 2016 Proposed Budget	FY 2016 Adopted Budget
BALANCE AS OF JULY 1			**$1,306,635**	**$1,313,263**	**$1,313,763**	**$1,313,763**
REVENUES						
Greenbelt Station Payments	$3,578,000	$1,491,509	0	$0	$0	0
General Fund Transfer (TIF)	0	0	0	0	0	0
Special Taxing District	0	0	0	0	0	0
Revenue Bond Proceeds	8,400,000	0	0	0	0	0
Interest	0	5,690	0	500	0	0
TOTAL REVENUES	**$11,978,000**	**$1,497,199**	**$0**	**$500**	**$0**	**$0**
EXPENDITURES						
North/South Connector Road	$8,400,000	$84,104	$0	$0		
Cherrywood Streetscape	500,000	3,591	0	0	$10,000	$10,000
Cherrywood Sidewalk	278,000	0	0	0	0	0
Public Recreation Facilities	1,800,000	0	50,000	0	50,000	50,000
Police Station Addition	500,000	96,241	0	0	0	0
Interpretive Center/Trails	300,000	0	0	0	0	0
Old Middle School Programs	200,000	0	50,000	0	200,000	200,000
TOTAL EXPENDITURES	**$11,978,000**	**$183,936**	**$100,000**	**$0**	**$260,000**	**$260,000**
FUND BALANCE AS OF JUNE 30		$1,313,263	$1,206,635	$1,313,763	$1,053,763	$1,053,763

Identifiable Big Ticket Capital Projects

City Projects within five years		Total
Public Works Facility Refinancing		$800,000
Theater Renovation Shortfall		$150,000
Theater Renovation – Phase II		???
Greenbelt Lake Dredging		???
Community Center Gym Windows		???

Other Big Ticket Items for Consideration		
Greenbelt Fire Station (from County CIP)		$8,600,000
Land Acquisition	500,000	
Design & Construction	8,100,000	
Springhill Lake Recreation Center Addition		???

Updated – Sepetember 2015

City of Greenbelt, Maryland
Memorandum

To: Michael P. McLaughlin, City Manager MPM
From: Jeffrey L. Williams, City Treasurer JW
Date: September 16, 2015
Subject: August 2016 Financial Report

Revenues
Revenues are 60.8% of the adopted budget compared to 62.8% a year ago and 63.2% historically. Real estate revenue for FY 2016 is approximately $216,000 less than budgeted. However, the City budgeted an additional $100,000 for real estate taxes to account for new construction in Greenbelt West. Therefore, the initial shortfall will be supplemented with additional revenue this fiscal year that was not available in recent fiscal years.

The State Highway Administration forwarded large "one-time" payments at the beginning of the most recent two fiscal years. The August 2014 payment was $223,382. This early payment for highway user fees has not yet been received in FY 2016.

Despite not receiving this payment, actual receipts for the first two months are approximately $320,000 higher than a year ago mostly on the strength of real estate taxes. Recreation revenues have done well this summer as well. Recreation revenue is approximately $40,000 higher than a year ago. The bulk of the increase is the result of successful summer camps in which receipts increased $38,000 compared to FY 2015.

It is very early in the fiscal year, but it is accurate to report that red light and speed cameras have kept pace with recent history. The July payment for speed cameras (received in August) was $52,000 which is on track with receipts in FY 2015.

Expenditures
Operating expenditures are 17.6% of the adopted budget compared to 17.9% in FY 2016 and 16.8%, historically. The timing of expenditures is fairly consistent, but not exact. Therefore, fluctuations of less than one percent are normal during the course of any fiscal year.

Insurance premiums for the Local Government Insurance Trust (LGIT) are $3,000 lower than the adopted budget of $161,100. The Chesapeake Employers (formerly the Injured Workers' Insurance Fund- IWIF) premiums are currently $59,000 over the adopted budget, but will be reduced by $36,000 as a result of the annual audit of FY 2015 costs. Staff has questioned one of the findings in the audit relating to payments to retirees. If successful, an additional credit would be granted.

The most recent purchase of gasoline cost the City $2.07 per gallon. The budget estimate for FY 2016 is $2.70 per gallon of motor vehicle fuel. The actual cost per gallon in FY 2015 was $2.62 per gallon.

FY 2015 Audit - Preliminary Recap

While the audit field work is complete, there remain several revenue figures that have not been finalized due to lagging information from Federal grants. Therefore, a final accounting is not yet available.

As of September 16, General Fund revenue is $26,310,500 or $368,300 higher than the estimate in the FY 2016 Proposed Budget. Expenditures ended the fiscal year at $25,162,900 or $72,700 higher than the estimate.

Despite that a few minor adjustments could occur before the financial statements are finalized, staff believes with confidence that fund balance will increase approximately $1,150,000. While that result is very good news, it must be tempered with a deficit of $400,000 a year ago.

City of Greenbelt, Maryland
Revenue - FY 2016 vs. FY 2015 & Historical
August

Account Number	Description	FY2016 Budget	Aug-15	% of Budget	%of FY 2015	Historical %
	Taxes					
411100	Real Estate	$15,578,100	$15,361,291	98.61%	103.97%	99.80%
411220	Real Estate Abatements	(300,000)	0	0.00%	0.00%	0.52%
411230	Homestead Credit	(20,000)	(18,835)	94.18%	50.64%	100.47%
	Homeowner's Credit	(50,000)	24	-0.05%	0.00%	0.00%
	Personal Property					
412100	Local	12,000	3,960	33.00%	24.77%	19.36%
412110	Utility	290,000	0	0.00%	9.59%	1.40%
412120	Corporate	1,400,000	55,175	3.94%	8.23%	8.36%
412140	Local - Prior Years	200	0	0.00%	0.00%	5.63%
412160	Corporate - Prior Years	30,000	48,557	161.86%	67.24%	23.91%
412200	Abatements	(80,000)	0	0.00%	6.30%	24.23%
	Other Taxes					
421100	Income	2,434,000	0	0.00%	0.00%	0.03%
421200	Admissions	145,000	0	0.00%	0.00%	0.00%
421300	Hotel/Motel	710,000	0	0.00%	0.00%	0.00%
422100	Highway	362,000	0	0.00%	72.38%	53.88%
	Licenses					
431000	Permits	1,094,000	59,177	5.41%	5.16%	6.98%
433400	Cable	415,000	0	0.00%	0.00%	0.00%
	Grants - State					
442101	Police	479,400	0	0.00%	0.00%	0.00%
442102	Youth Service	65,000	0	0.00%	0.00%	0.00%
	Grants - County					
443106	Landfill	57,700	0	0.00%	0.00%	0.00%
443102	Youth Service	30,000	0	0.00%	0.00%	0.00%
443108	MNCPPC	234,000	0	0.00%	0.00%	0.00%
443127	School Resource Ofc.	80,000	0	0.00%	0.00%	0.00%
	Other					
451000	Refuse/Recycling	657,000	0	0.00%	0.00%	0.00%
452000	Recreation	721,200	261,267	36.23%	31.97%	25.53%
453000	Fitness Center	530,600	111,071	20.93%	18.37%	17.23%
454000	Community Center	213,100	16,981	7.97%	13.39%	9.56%
460100	Fines/Foreitures	135,000	34,574	25.61%	10.62%	18.12%
460200	Red Light Cameras	300,000	65,374	21.79%	16.59%	17.93%
460300	Speed Cameras	350,000	52,092	14.88%	15.74%	6.84%
470000	Interest	1,000	122	12.20%	13.11%	4.26%
480400	Partnerships	126,000	0	0.00%	0.00%	3.82%
	Miscelleanous	433,800	16,801	3.87%	3.20%	5.51%
	Adpoted Total	**$26,434,100**	**$16,067,631**	**60.78%**	**62.81%**	**63.23%**

City of Greenbelt, Maryland

Expenditures - FY 2016 vs. FY 2015 & Historical

August

	Department	FY 2016 Budget	August-15	% of FY 2016 Budget	FY 2015 %	Historical %
100	**General Government**					
	Salaries/Benefits	$2,161,900	$375,692	17.38%	18.43%	16.21%
	Operating Expense	707,900	127,498	18.01%	18.54%	20.05%
	Capital Outlay	7,000	0	0.00%	38.95%	0.00%
	Total General Gov't	**2,876,800**	**503,190**	**17.49%**	**18.51%**	**17.31%**
200	**Planning & Comm. Dev.**					
	Salaries/Benefits	817,800	143,460	17.54%	18.95%	16.84%
	Operating Expense	252,700	7,917	3.13%	2.35%	7.36%
	Capital Outlay	0	0	0.00%	0.00%	0.00%
	Total Plan. & Comm. Dev.	**1,070,500**	**151,377**	**14.14%**	**14.07%**	**15.35%**
300	**Public Safety**					
	Salaries/Benefits	8,568,500	1,412,893	16.49%	17.12%	14.85%
	Operating Expense	1,430,500	313,970	21.95%	22.19%	23.65%
	Capital Outlay	327,000	0	0.00%	0.00%	7.79%
	Total Public Safety	**10,326,000**	**1,726,863**	**16.72%**	**17.30%**	**15.77%**
400	**Public Works Admin.**					
	Salaries/Benefits	1,866,100	292,390	15.67%	17.71%	14.93%
	Operating Expense	605,700	84,723	13.99%	9.74%	15.53%
	Capital Outlay	0	0	0.00%	0.00%	0.00%
	Total	2,471,800	377,113	15.26%	**15.66%**	15.09%
450	**Waste Collection**					
	Salaries/Benefits	541,400	96,717	17.86%	16.66%	15.46%
	Operating Expense	184,300	9,000	4.88%	12.88%	11.43%
	Capital Outlay	0	0	0.00%	0.00%	0.00%
	Total	725,700	105,717	14.57%	15.72%	14.36%
	Total Public Works	**3,197,500**	**482,830**	**15.10%**	**15.68%**	**14.91%**
500	**Cares**					
	Salaries/Benefits	921,100	158,643	17.22%	18.17%	16.38%
	Operating Expense	71,900	6,239	8.68%	15.87%	18.39%
	Capital Outlay	0	0	0.00%	0.00%	0.00%
	Total Cares	**993,000**	**164,882**	**16.60%**	**18.01%**	**16.54%**
600	**Recreation**					
	Salaries/Benefits	2,421,800	605,887	25.02%	24.45%	20.69%
	Operating Expense	743,500	149,918	20.16%	18.37%	24.04%
	Capital Outlay	0	0	0.00%	0.00%	0.00%
	Total	$3,165,300	$755,805	23.88%	22.95%	21.54%

City of Greenbelt, Maryland

Expenditures - FY 2016 vs. FY 2015 & Historical

August

	Department	FY 2016 Budget	August-15	% of FY 2016 Budget	FY 2015 %	Historical %
650	**Aquatic & Fitness**					
	Salaries/Benefits	$723,600	$170,482	23.56%	23.34%	20.92%
	Operating Expense	371,400	51,142	13.77%	14.61%	15.20%
	Capital Outlay	0	0	0.00%	0.00%	0.00%
	Total	1,095,000	221,624	20.24%	20.27%	18.75%
	Total Recreation	**4,260,300**	**977,429**	**22.94%**	**22.25%**	**20.81%**
700	**Parks**					
	Salaries/Benefits	1,004,200	190,715	18.99%	20.24%	19.04%
	Operating Expense	212,600	28,582	13.44%	8.88%	11.85%
	Capital Outlay	0	0	0.00%	0.00%	0.00%
	Total Parks	**1,216,800**	**219,297**	**18.02%**	**18.18%**	**17.48%**
900	**Miscellaneous**					
	Salaries/Benefits	198,200	39,450	19.90%	18.45%	16.41%
	Operating Expense	186,700	19,149	10.26%	5.16%	11.29%
	Capital Outlay	0	0	0.00%	0.00%	0.00%
	Total Miscellaneous	**384,900**	**58,599**	**15.22%**	**13.33%**	**15.39%**
	Operating Expenditures					
	Salaries/Benefits	$19,224,600	3,486,329	18.13%	18.74%	16.30%
	Operating Expense	4,767,200	798,138	16.74%	16.17%	19.43%
	Capital Outlay	334,000	0	0.00%	1.05%	8.01%
	Total Operating Exp.	**$24,325,800**	**$4,284,467**	**17.61%**	**17.94%**	**16.79%**
	Reserves/Fund Transfers					
990	Reserve Appropriation	3,500	0	0.00%	8.60%	4.95%
990	IWIF Insurance	625,000	654,390	104.70%	100.00%	101.79%
999	Interfund Transfers	1,745,200	0	0.00%	0.00%	0.00%
	Total Reserves/Fund Trf.	**2,373,700**	**654,390**	**27.57%**	**34.78%**	**36.43%**
	Total General Fund	**$26,699,500**	**$4,938,857**	**18.50%**	**19.10%**	**18.51%**

City of Greenbelt, Maryland

Revenues - (Approved Budget, Estimate & Final Revenue)

Fiscal Year 2015

Account Number	Description	Approved Budget	Estimate in Proposed Budget	Final Revenue Fiscal Year 2015	Over/(Under) Estimate
	Taxes				
411100	Real Estate	$14,875,900	$14,871,300	$14,883,545	$12,245
411220	Real Estate Abatements	(450,000)	(350,000)	(234,928)	115,072
411230	Homestead Credit	(45,000)	(43,500)	(43,507)	(7)
411240	Homeowner's Credit	(50,000)	(50,000)	(39,204)	10,796
	Personal Property				
412100	Local Current Year	8,000	12,000	13,890	1,890
412110	Utility	316,000	290,000	310,093	20,093
412120	Corporate - Current Yea	1,457,500	1,457,500	1,261,262	(196,238)
412140	Local - Prior Years	200	200	0	(200)
412160	Corporate - Prior Years	25,000	22,000	88,668	66,668
412200	Abatements	(80,000)	(80,000)	(98,503)	(18,503)
	Other Taxes				
421100	Income	2,280,000	2,375,000	2,457,117	82,117
421200	Admissions	185,000	140,000	149,475	9,475
421300	Hotel/Motel	700,000	700,000	716,840	16,840
422100	Highway	322,000	322,000	305,938	(16,062)
	Licenses				
431200	Rental & Constr.	1,001,400	1,186,000	1,132,003	(53,997)
433400	Cable	481,300	520,000	486,011	(33,989)
	Grants - State				
442101	Police	511,000	479,400	491,791	12,391
442102	Youth Service	69,000	65,000	65,008	8
	Grants - County			0	
443106	Landfill	57,700	57,700	57,652	(48)
443102	Youth Service	30,000	30,000	30,000	0
443127	School Resource Officer	80,000	80,000	80,000	0
443128	MNCPPC	234,000	234,000	234,000	0
	Other			0	
451000	Waste	653,000	653,000	652,861	(139)
452000	Recreation	658,600	696,000	664,107	(31,893)
453000	Fitness Center	608,100	552,100	546,212	(5,888)
454000	Community Center	202,200	201,600	199,606	(1,994)
460100	Fines & Fortfeitures	171,000	120,000	144,459	24,459
460200	Red Light Cameras	240,000	320,000	323,132	3,132
460300	Speed Cameras	240,000	450,000	608,179	158,179
470000	Interest	700	1,000	1,796	796
480400	Partnerships	126,600	123,800	122,396	(1,404)
490000	Miscellaneous	432,100	506,100	700,635	194,535
	Adpoted Total	**$25,341,300**	**$25,942,200**	**$26,310,534**	**$368,334**

City of Greenbelt, Maryland
Expenditures - Budget/Estimated/Final
Fiscal Year 2015

	Department	Original Budget	Final Budget	FY 2015 Estimate in Proposed Budget	FY 2015 Expenditures as of 9/17/15	Favorable/ (Unfavorable) Variance
	General Government	$2,887,400	$2,812,400	$2,786,700	$2,779,243	$7,457
	Planning & Comm. Dev.	926,600	1,051,600	1,012,200	1,103,516	(91,316)
	Public Safety	10,209,300	10,159,300	9,991,400	10,069,007	(77,607)
	Public Works	3,159,000	3,139,000	3,112,100	3,119,424	(7,324)
	Cares	941,800	941,800	913,000	906,367	6,633
	Recreation	5,178,500	5,158,500	5,172,300	5,135,710	36,590
	Miscellaneous	237,200	237,200	227,100	230,329	(3,229)
	Non-Departmental	724,000	764,000	800,400	744,306	56,094
	Fund Transfers	1,075,000	1,075,000	1,075,000	1,075,000	0
	Total	**$25,338,800**	**$25,338,800**	**$25,090,200**	**$25,162,902**	**($72,702)**
100	**General Goverment**					
	Salary/Benefits	$2,105,700	$2,030,700	$1,981,200	$1,982,120	($920)
	Operating Expense	776,700	776,700	796,100	789,855	6,245
	Capital Outlay	5,000	5,000	9,400	7,268	2,132
	Total General Gov't	**2,887,400**	**2,812,400**	**2,786,700**	**2,779,243**	**7,457**
200	**Planning & Comm Dev**					
	Salary/Benefits	790,800	790,800	757,800	779,103	(21,303)
	Operating Expense	135,800	260,800	254,400	324,413	(70,013)
	Capital Outlay			0		0
	Total Plan. & Comm. Dev.	**926,600**	**1,051,600**	**1,012,200**	**1,103,516**	**(91,316)**
300	**Public Safety**					
	Salary/Benefits	8,576,700	8,526,700	8,250,200	8,228,586	21,614
	Operating Expense	1,356,100	1,356,100	1,468,700	1,497,598	(28,898)
	Capital Outlay	276,500	276,500	272,500	342,823	(70,323)
	Total Public Safety	**10,209,300**	**10,159,300**	**9,991,400**	**10,069,007**	**(77,607)**
400	**Public Works**					
	Salary/Benefits	2,370,600	2,370,600	2,314,400	2,323,879	(9,479)
	Operating Expense	788,400	768,400	797,700	795,545	2,155
	Capital Outlay	0	0	0		0
	Total Public Works	**3,159,000**	**3,139,000**	**3,112,100**	**3,119,424**	**(7,324)**
500	**Greenbelt Cares**					
	Salary/Benefits	865,600	865,600	844,500	841,116	3,384
	Operating Expense	76,200	76,200	68,500	65,251	3,249
	Total Cares	**941,800**	**941,800**	**913,000**	**906,367**	**6,633**
600	**Recreation & Parks**					
	Salary/Benefits	3,859,400	3,859,400	3,864,300	3,830,209	34,091
	Operating Expense	1,319,100	1,299,100	1,308,000	1,305,501	2,499
	Capital Outlay	0	0	0		0
	Total Recreation	**5,178,500**	**5,158,500**	**5,172,300**	**5,135,710**	**36,590**
900	**Miscellaneous**					
	Salary/Benefits	191,100	191,100	193,300	199,756	(6,456)
	Operating Expense	46,100	46,100	33,800	30,573	3,227
	Capital Outlay	0	0	0		0
	Total Miscellaneous	**237,200**	**237,200**	**227,100**	**230,329**	**(3,229)**
990	**Non-Departmental**	724,000	764,000	800,400	744,306	56,094
999	**Interfund Transfers**	1,075,000	1,075,000	1,075,000	1,075,000	0
	Total General Fund	**$25,338,800**	**$25,338,800**	**$25,090,200**	**$25,162,902**	**($72,702)**

To: City Council
From: Michael McLaughlin, City Manager
Date: July 23, 2015
Re: End of Year City Manager Update

Attached are a variety of reports for the End of Year City Manager Update.

1. End of Year Financial Report – The preliminary End of Year Financial Reports indicate the City will end the year in a very positive position. Attached is an Estimated Final Revenue work sheet which projects the City will end the year with revenues of $25.95 million, $610,000 higher than the Adopted Budget of a year ago and almost exactly where it was estimated four months ago in March. The higher revenue was caused primarily by higher than estimated Speed Camera receipts (+$368,000) and lower than expected Real Estate Abatements ($215,000).

   Expenses are estimated at $24.93 million, $412,000 lower than the Adopted Budget. The savings were caused largely by lower salary costs due to positons being vacant during the year and transition in the Police Department, and lower motor fuel costs ($74,000).

   These situations will increase the City's Fund Balance by just over $1 million to approximately $4.1 million or 16.4%. It is recommended Council plan on a work session after final numbers are available in September to discuss possible uses of a portion of the Fund Balance.

2. Capital Projects Update – Most of the FY 2015 planned capital projects have been completed including the renovation of the theatre. Uncompleted, but will be completed in FY 2016, are the Community Center HVAC upgrade, the Aquatic and Fitness Center roof, phase 1 of the Lake dam repair, and planning to reconstruct the Buddy Attick Park parking lot.

3. Pedestrian/Bicycle Master Plan Update - The FY 2015 budget includes $17,000 to install a raised crosswalk at Greenbelt Elementary and shared lane markings ("sharrows") along Springhill Drive. Both are planned to be done this summer/fall. The sharrows were delayed by the delay in the Safe Routes to School project.

   The FY 2016 budget includes $20,000 for bike lane markings and signage on Ivy Lane, crosswalk stripping and curb ramps at Frankfort & Morrison, and crosswalks at various locations on Ora Glen Drive. The bike lane markings are being reviewed by APB. Anticipated all projects will be Spring 2016.

4. Sustainability Framework – Attached is a detailed listing of progress which has been made related to the Sustainability Framework. Specific capital-type projects which will occur in FY 2016 include the upgrade of the HVAC system at the Community Center, installation of a new more energy efficient roof at the Aquatic and Fitness Center, and installation of more efficient lighting in the Community Center gym and 1967 wing. An application for $115,000 has been submitted for this work to the Maryland Energy Administration. Public Works has an MBO to "explore opportunities for solar energy".

5. Organizational Assessment – see attached memo

COUNCIL ACTION REQUESTS (CAR) REPORT
as of September 18, 2015

NO.	REQUESTOR	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (*=COMPLETED)
2015						
32	M & C Meeting	9/15	Check into Step Club request on bench and table request.	12/30/15	Planning	
31	Work Session	8/24	Develop a complete green street policy/standard.	6/30/16	Celia	
30	Work Session	8/19	Refer Greenbelt Station park plans to PRAB	9/30/15	Julie	On September agenda.
28	M & C Meeting	8/10	Research Federal rules on helicopter hovering.	9/30/15	David	Memo in 9/11/15 City Manager report.*
27	M & C Meeting	8/10	Incorporate PSAC recommendations into Emergency Operations Plan.	11/30/15	David	
26	M & C Meeting	8/10	Proceed on vacation of GHI ROW's.	12/31/15	Celia	
25	M & C Meeting	8/10	Install Belle Point Playground path.		Jim S.	Installed @ 9/15/15.*
23	M & C Meeting	8/10	Letters to State delegation re: Pepco tree work.	9/30/15	David	Sent 9/18/15.*
21	Work Session	8/05	Gateway Signage – Contact Sharon Bradley re: interest in updating design; review proposed locations.	10/30/15	Celia	
20	4 Cities	7/29	Draft letter for Four Cities on County fees for Farmers' Market.	8/30/15	Mike	Finalized 9/11/15. Being sent for signatures.*
19	M & C Meeting	7/13	Petition from Donna Hoffmeister – Research installation of peace pole near Peacemakers memorial benches.	10/30/15	David	Obtained pole on 7/31. On 10/5/15 agenda.

NO.	REQUESTOR	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (*=COMPLETED)
18	M & C Meeting	7/13	Petition from Donna Almquist – Cancel/Delay Contract #2015-01 Forest Preserve Health Assessment.	10/30/15	Mike/Celia	Health assessment RFP discussed at 8/31/15 work session. On 9/15/15 agenda for action.*
16	M & C Meeting	6/22	Review Joe Murray's Tick Control proposal – contact BARC and Greenbelt Park NPS.	12/30/15	Celia/Jim S.	
15	M & C Meeting	6/22	Provide Council with list of property acquisitions and available land.	9/30/15	Celia	
14	M & C Meeting	6/08	Refer to PSAC – feasibility of re-establishing "fire sirens" for emergency alerts.	12/30/15	Mary/Tom	
13	Work Session	6/03	Develop policy for Public Information Act requests, reflecting new legislative changes.	10/3/15	Cindy	
12	Work Session	4/29	Evaluate signage and markings between Community Center and Municipal Building, and by old Post Office – cars going wrong direction on one-way roadways.	9/30/15	Jim S.	Public Works has repainted a number of locations.
7	Work Session	2/04	Look into training on running meetings for advisory boards. Also on the mechanics of the city's referral process.	6/30/15	Cindy	
6	M & C Meeting	1/26	Report on petition from Tim Cohen-Mitchell on application to Youth Advisory Committee.	3/30/15	Cindy	
2014						
47	M & C Meeting	11/24	Arrange for two series of trainings by Darkness to Light organization – 1) employees and 2) public – evaluate future steps.	4/30/15	Liz	Update in 5/29/15 City Manager report. Community training to proceed. Staff training to occur in the Fall.
44	M & C Meeting	11/10	Work with CHEARS, alight and artists on installation of signage/artwork at Three Sisters Gardens.	6/30/15	Jim S./Julie	Delayed. Update sent 4/14/15 and 9/9/15.
36	Ms. Davis	10/18	Research interpretive sign on history of old Greenbelt Middle School.	12/30/14	David	Cost is around $1,800. School system has approved @ 8/24/15. Work underway.

NO.	REQUESTOR	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (*=COMPLETED)
32	Work Session	8/29	Assess pros and cons of relocating Parking Enforcement, Animal Control and/or Code Enforcement functions (Organizational Assessment).	12/30/14	Mike/Celia	
31	Work Session	8/29	Prepare revised MOU with GATE following 7/23/14 work session.	10/30/14	Mike	Met 4/1/15. Proposal received 6/10/15. Returned for more consideration.
30	Work Session	8/29	Prepare report on Green Ridge House admission policies.	10/30/14	Mike	
29	Mr. Putens	8/29	Develop position description for Deputy City Manager, Management Analyst and Deputy Chief positions.	11/30/14	Mary	Drafted @ 1/7/15.
17	M & C Meeting	7/14	Request installation of crosswalk on Southway in vicinity of B/W Parkway Ramp.	12/30/14	Mike	Sent to SHA. Discussed at 6/10/15 work session.
12	M & C Meeting	4/28	Prepare response to petition for drinking fountain in Roosevelt Center.	7/30/14	Jim S.	Response in 10/24/14 City Manager Report. Resent 8/7/15.
10	Work Session	4/23	Research whether city can/ should enforce recycling for multi-family housing.	6/30/14	John	
8	Work Session	3/26	Status of removing double poles.	4/30/14	Jim S.	Email sent 4/3/14. Discussed at GHI Work Session (6/30). Letters sent to Comcast and Verizon 7/14/14 and 8/14/14. At least 22 (25%) corrected since April 2015.
2013						
45	M & C Meeting	10/28	Are there limitations on how long banner signs can be in use – County Zoning Code or City Covenants – Franklin Park signage issue?	1/31/14	Celia	
39	M & C Meeting	10/14	Prepare report on pros and cons of city having CB-89 type legislation by 12/30/13.	12/30/13	John/Mike	Awaiting response from County Executive @ 12/11/13. Email update provided 2/4/14. City Solicitor opinion provided 2/14/14.

NO.	REQUESTOR	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (*=COMPLETED)
34	Work Session	7/15	Check on history of pipe in dam - Any agreement with SHA or WSSC? Any evidence that WSSC crushed pipe in install of 96 inch main?	12/30/13	Mike	
27	M & C Meeting	7/8	What would be next steps if County proceeds on Sunnyside project?	9/30/13	John	Met with City Solicitor on 9/11/13. Awaiting response from County Executive from 12/11/13 meeting.
2012						
5	M & C Meeting	3/12	Refer to P&CD, Rec. Dept., PRAB and YAC – Should there be a dog park in center part of city? Details in meeting minutes.	10/30/12	Celia/Julie	Changed due date to October 2012 due to workload. Funds provided in FY 2016 budget.
4	M & C Meeting	1/9	Refer Sustainable Land Care Policy to ACT, Green ACES, YAC and FPAB for review and comment.	3/30/12	Cindy	Referred at 1/13/12. FPAB has reviewed @ 7/19/12. YAC submitted report @ 9/19/12. ACT did detailed review in July and August 2013 and has submitted revised version @ 10/29/13. By end of 2014.
2011						
9	Work Session	6/13	Look at need for lighting along walkways between 11 and 13 Court Ridge. Also look at condition of existing lighting, walkway and vegetation. Further survey and referral to PSAC.	9/30/11	Mike	Checking power availability at 11 - 13 Courts.
2010						
32	Mayor Davis	6/25	Does city need its own ordinance to limit roadside solicitation per 2008 State law?	8/30/10	John	City Solicitor response in 9/3/10 City Manager Report. A city ordinance is being drafted.
28	Work Session	6/9	Draft legislation to implement new planning authority (CB–16).	9/30/10	John	County legislation approved 5/3/11. City Solicitor drafting language @ 1/25/12.

NO.	REQUESTOR	DATE	REQUEST	DUE DATE	REFERRED TO	STATUS/COMMENT (*=COMPLETED)
16	Work Session	4/21	Develop policy on when city will issue proclamation – Mayor's authority?	7/30/10	Cindy	Ms. Davis has reviewed proclamations back to 2000 and working on report.