CITY COUNCIL WORK SESSIONS AGENDA

Budget Work Session - Overview, General Fund, General Government, Miscellaneous & Other Funds
Virtual
COUNCIL MEETINGS WILL BE ONLINE

Due to the COVID-19 precautions, the Council Meetings will be held online and is planned to be cablecast on Verizon 21, Comcast 71 and 996 and streamed to www.greenbeltmd.gov/municipaltv.

Resident participation:
Join By phone: (301) 715-8592
Meeting ID: 971 7864 3275
Password (if needed): 997282

In advance the hearing impaired is advised to use MD RELAY at 711 to submit your questions/comments or contact the City Clerk at (301) 474-8000 or email banderson@greenbeltmd.gov.
Thursday, April 16, 2020
8:00 PM

Work Session Packet - *Agenda*

- *Introductions*
- *Council Discussion*
- *Questions and Answers*
- *Other Items*

Budget Work Session - Overview, General Fund, General Government, Miscellaneous & Other Funds
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Introduction.pdf
General Fund.pdf

General Government.pdf
Miscellaneous.pdf
Other Funds.pdf

CITY OF GREENBELT, MARYLAND
MEMORANDUM

TO: City Council

VIA: Nicole C. Ard, City Manager

FROM: David E. Moran, Assistant City Manager DEM
Laura Allen, City Treasurer

DATE: April 16, 2020

SUBJ: Potential FY 2021 Revenue and Expenditure Impacts of COVID-19

Staff has begun to try and estimate potential FY 2021 revenue shortfalls due to the COVID-19 Pandemic and identify FY 2021 expenditure savings to address them. Certain revenues are definitely impacted (i.e., when movie theaters are closed the City receives $0 admissions & amusement tax revenue). Likewise reduced hotel occupancy lowers the hotel/motel tax received by the City and less driving impacts Highway User, speed camera, red light camera and parking citation revenues. Attached are two spreadsheets which provide preliminary revenue estimates and recommended expenditure reductions. Departmental directors assisted with the preparation of these spreadsheets. As has been discussed over the past few weeks, our focus is on community and employee safety, health and continuity of government.

Revenues

Developing these revenue estimates is more of a guesstimating exercise than a science. There are many unknowns which significantly affect these estimates. Below are a few examples.

- Duration of stay-at-home orders and City facility closures to the public.
- Once businesses do reopen and stay at home orders are modified/lifted, how long does it take for certain revenues to fully recover, or reach a new normal lower level
- The General Assembly is expected to reconvene later this year and may take additional steps to address the State's revenue challenges; additional negative impacts on local governments (i.e. Highway User Revenue cut) should be expected.
- Long-term impacts on property tax revenue (commercial abatements, residential appeals, etc.) due to business closures, rent/mortgage defaults, etc.

What is certain is that there will be revenue impacts. Staff's best case and unlikely estimate which assumes everything is back to 100% normal by July 1 is a $1.4 to $1.6 million revenue reduction.

Expenditures

Most expenditure reductions aren't an all or nothing situation. There are a range of options for the City to consider. For example, the City could fund certain capital projects (grant-funded, urgent projects, etc.) and not others or give full or partial salary increases to employees (i.e., COLA but no Merit, 1% COLA instead of 2% or January 1 COLA instead of July 1). Past prudent fiscal management put the City in a good financial position before this crisis.

Since so much is unknown now, and will likely still be unknown when the Budget is adopted on June 8, it is important for the City to maintain as much budget flexibility as possible. Full or partial items could be budgeted in FY 2021, but not implemented until the second half (after January 1 of FY 2021 if the City is still able to afford them.

Staff seeks Council direction regarding which expenditure reduction options should be implemented. Attached are recommended adjustments as previously shared with Council. The City needs to affirm expectations to further plan for FY 2021. Providing policy direction to staff now will help the City manage the unknown as we move through FY 2021.

COVID-19 Potential Estimated Revenue Impacts

DRAFT 4/16/2020 at 1:28 PM

	FY 2020 Estimated	Monthly	Min % Reduce	Min $$$ Reduce	Max % Reduce	Max $$$ Reduce
Hotel Motel Tax	$825,000	$68,750	80%	-$192,500	95%	-$228,594
Income Tax	$3,465,000	$288,750	15%	-$151,594	25%	-$252,656
Admissions & Amusement	$280,000	$23,333	100%	-$81,667	100%	-$81,667
Recreation Charges	$1,635,600		43%	-$703,308	43%	-$703,308
Red Light Cameras	$500,000	$41,667	80%	-$116,667	90%	-$131,250
Speed Cameras	$350,000	$29,167	80%	-$81,667	90%	-$91,875
Parking Citations	$75,000	$6,250	80%	-$17,500	90%	-$19,688
Highway User	$558,800	$46,567	25%	-$40,746	50%	-$81,492
Commercial Abatements						
TOTAL	$7,689,400	$504,483		-$1,385,648		-$1,590,529

Assumptions:

Recreation losses are 4 months (March-June) of 452200-457000
Other Losses are mid-March to June 30 (3.5 months)

	FY 2021 Proposed	Monthly	Min % Reduce	Min $$$ Reduce	Max % Reduce	Max $$$ Reduce
Hotel Motel Tax	$900,000	$75,000	80%	-$180,000	95%	-$213,750
Income Tax	$3,585,000	$298,750	20%	-$179,250	35%	-$313,688
Admissions & Amusement	$280,000	$23,333	100%	-$70,000	100%	-$70,000
Recreation Charges	$1,653,000		35%	-$578,550	35%	-$578,550
Red Light Cameras	$450,000	$37,500	80%	-$90,000	90%	-$101,250
Speed Cameras	$350,000	$29,167	80%	-$70,000	90%	-$78,750
Parking Citations	$75,000	$6,250	80%	-$15,000	90%	-$16,875
Highway User	$569,900	$47,492	25%	-$35,619	100%	-$142,475
Commercial Abatements				-$482,000		-$750,000
TOTAL	$7,862,900	$517,492		-$1,700,419		-$2,265,338

Assumptions:

Recreation losses are July-September of 452200-457000
Other Losses are July-September (3 months)

	FY 2021 Proposed	Monthly	Min % Reduce	Min $$$ Reduce	Max % Reduce	Max $$$ Reduce
Hotel Motel Tax	$900,000	$75,000	25%	-$56,250	50%	-$112,500
Income Tax	$3,585,000	$298,750	15%	-$134,438	25%	-$224,063
Admissions & Amusement	$280,000	$23,333	25%	-$17,500	50%	-$35,000
Recreation Charges	$1,653,000		6%	-$99,180	6%	-$99,180
Red Light Cameras	$450,000	$37,500	25%	-$28,125	50%	-$56,250
Speed Cameras	$350,000	$29,167	25%	-$21,875	50%	-$43,750
Parking Citations	$75,000	$6,250	25%	-$4,688	50%	-$9,375
Highway User	$569,900	$47,492	20%	-$28,495	100%	-$142,475
Commercial Abatements				-$482,000		-$750,000
TOTAL	$7,862,900	$517,492		-$872,550		-$1,472,593

Assumptions:

Losses are October-December (3 months).
Partial Reopen of City Facilities/Economy on 9/1/20

Total Potential Losses 6 months	**-$3,086,066**	**-$3,855,866**
Total Potential Losses 9 months	**-$3,958,616**	**-$5,328,459**

FY 21 Savings and Potential Cuts
In Recommended Priority Order
Draft 4/16/2020 at 2:57 PM

Item	Savings Amount	Potential Minimum	Potential Midpoint	Potential Maximum	Running Total
Health Insurance Savings (10%-0%)	$157,800				$157,800
Debt Service Fund (Dam Loan @ 0.4%)	$20,000				$177,800
MEA Grant Match - Solar EV Charger	$33,100				$210,900
Defer Compensation Study		$75,000	$75,000	$75,000	$285,900
Cancel Non-Essential Travel & Training		$116,200	$116,200	$116,200	$402,100
Continue Certain Vacant Positions		$693,600	$693,600	$693,600	$1,095,700
Selective Hiring Freeze (future vacancies)		Unknown	Unknown	Unknown	
Draw Down Gen. Fund Balance to 12%		$725,000	$1,450,000	$1,450,000	$2,545,700
Defer/Eliminate FY 21 Salary Increases		$0	$275,000	$550,000	$3,095,700
Defer FY 21 Capital Projects		$0	$1,011,450	$2,022,900	$5,118,600
Defer FY 21 Replacement Fund Purchases		$0	$224,150	$448,300	$5,566,900
TOTAL	**$210,900**	**$1,609,800**	**$3,845,400**	**$5,356,000**	

Continued Vacant Postion List
PCD Assistant Director=151,000
CARES Volunteer Coordinator=35,000
GAIL Mobility Coordinator=32,000
Police Deputy Chief=216,600
Animal Control Officer=64,000
Police Records Clerk=60,000
1/2 Time Parking Officer=23,000
1/2 Time Animal Control Officer=32,000
2 Police Officers for 6 months=80,000

Deferred Replace Fund List
Electric Sedan=38,000
4X4 Pick-Up Truck=39,500
Dump Truck Body=16,000
Bucket Truck=205,000
ETX Printers=18,000
Small Hybrid SUV=26,200
4X4 Pickup Truck=37,500
Tractor & Equipment=55,000

Deferred Capital Projects List
Ped/Bike Improvements=20,000
Bus Shelters & Accessibility=20,000
Street Resurfacing=798,500
Miscellaneous Concrete=70,000
Street Lighting Pilot=49,700
Greenbrook Trails=16,000
Dog Park=30,000
Attick Park Master Plan=45,000
Playground - WG Surfacing=65,700
Greenbelt Station Fitness Area=37,500
Municipal Building Card Reader=45,800
Musueum - Visitor & Education=25,000
Police Station Air Handling=189,500
Youth Center - Replace Roof=192,000
Youth Center - Windows=76,800
Youth Center - Gym HVAC Unit=57,800
AFC Indoor Pool Deck=14,200
AFC Exterior Sheetmetal=11,900
AFC Floor Surfacing=4,500
Comm. Ctr. Exterior Painting=153,000
CARES Relocation=100,000

MEMORANDUM

April 16, 2020

To: **City Manager Nicole Ard**

From: **City Treasurer Laura Allen**

Subject: **Mayor's questions regarding funding economic stimulus activities and deferring collection of City taxes**

During the April 14, 2020 Council meeting, Mayor Byrd asked me if the City had funding available to develop a stimulus package for local businesses and what the impact would be on the City's revenue if tax charges were deferred.

Stimulus Package

Staff estimates the City's revenue losses from COVID-19 to range from approximately $1.4 million to $6 million or from roughly 5% to 19% of the City's $32 million revenue budget.

The best case scenario assumes businesses reopen and City services begin to return to normal in July. The worst case scenario assumes businesses remain closed and social distancing requirements continue through December. The magnitude of the impact is unknown because the duration of the business closures and social distancing requirements is unknown.

The City does not have the same level of resources available as the federal, state or county governments. Prince George's County recently established a $15 million loan fund and $2 million grant fund to provide emergency relief to businesses. The City's Economic Development Department has a small revolving loan fund with a current balance of $77,000 and a budgeted increase of $25,000 in the FY 2021 Proposed Budget. Given the number of businesses in the community, this amount would ineffective in addressing the need.

One component of the estimated revenue loss associated with COVID-19 is real property tax abatements. Many commercial properties are allowed to appeal their assessments based on the failure of the property to generate an expected level of profit or income. I've known developers in certain parts of the state to appeal every chance they get, in some cases annually. I met with the Deputy Director of the State Department of Assessments and Taxation (SDAT) about two years ago and he indicated they generally reduce the assessment by 20% - 40% when requested. Commercial property owners know they have this option and they use it on a regular basis. In my opinion, that's an incentive already imbedded in the system aimed at reducing our primary revenue source.

Greenbelt's historic high for real property assessment appeals was $1.4 million in 2016. State law enables retroactive assessments which makes the budgeting process even more challenging because these amounts are largely unknown. I believe we'll see real property tax abatements reach a new level because of the forced business closures. They have the perfect argument.

The Council had the foresight to hire an Economic Development Director and invest in the City's business community. From my perspective, the business retention and attraction program she's put into place is a stimulus program. For the reasons cited above, I'm unable to recommend the City commit more resources at this time.

Deferring Tax Collections

Taxes, especially real property taxes, are the City's primary revenue source. Prince George's County bills for the City's real property taxes and staff has reached out to see if they plan to make any changes to the usual billing cycle (bills issued July/August with a fall due date).

The City handles its own billing process for personal property taxes and issues those bills periodically throughout the year.

For both revenue categories, the City typically receives 75% to 95% of the receipts by the second quarter of the fiscal year (October – December). Delaying the billing process will likely create cash flow issues for the City because the timing of the receipts would be delayed.

The state handles the billing processes for Income Taxes, Admissions and Amusement Taxes, Hotel/Motel Taxes and Highway Users Revenues. Greenbelt's portion of those funds are provided to the City by the state.

On March 12, 2020, Governor issued an Order regarding Licenses and Permits which, as I understand it, prohibits the City from enforcing deadlines on its bills. As long as that Order is in effect, we're able to bill but not enforce the due date.

I would recommend the City continue with its usual billing process and comply with Governor's Order, if in effect, by not enforcing the due date.

Cc: Assistant City Manager David Moran
Economic Development Director Charise Liggins

Ms. Davis

Treasurer Allen:

How many people applied for renter's credit in F2020?

As of March 30, 2020, the City provided a total of $5,000 in credits to 28 residents.

IT Worley:

1. Will new security cameras be installed this year? Where?

Yes, security cameras are slated for Hanover Parkway and Schrom Hills Park. This shutdown has disrupted the supply chains a bit and delayed installations. The Hanover Parkway camera should be ready to install by the end of the month. Schrom Hills is waiting for some dry weather for PW to install a pole near the basketball courts. We had intended to also install 3 cameras in Franklin Park. That may not happen until early FY21.

2. In F2020, there was a Management Objective to update the March 2016 Strategic Operational Plan. Was this done?

Yes, it was completed in November 2019. Copy attached. Given the current situation, I will review and adjust in late summer or early fall.

City Planner Hruby: Have we begun processing licenses for Air BnBs (short term rentals)? How many?

City staff has requested updates from DPIE staff on the status of its Short-Term Rental program since the City is not aware of any County licenses being issued for short-term rentals in Greenbelt (Please note it is our understanding the City of Bowie is not aware of any for its jurisdiction). Property owners had until April 1, 2020 to apply for the required license and the County's program provides for a 90 day review period.

City staff had a very positive meeting with DPIE staff in November. City staff informed DPIE staff that once a City of Greenbelt property owner obtains a County short-term rental license he/she will be required to obtain a City of Greenbelt rental license which will require a City inspection. Our code does not differentiate between a long-

term rental and a short-term rental so our licensing and inspection procedures are the same for both, except we will require short-term rentals to submit a copy of their approved County License and associated documentation with their City rental license application.

Staff has also requested that the County share with us its list of properties in the City that are registered with short-term rental hosts. Per the County legislation that was passed host platforms (i.e., Airbnb, HomeAway, etc.) are required to provide this information to the County.

Since short-term rentals are regulated through zoning, City inspections staff will be working closely with County Code Enforcement on gaining compliance with County and City rental licensing requirements.

When staff learns more on the status of the County's program it will be shared with the City Manager and Council.

City Manager Ard:

p. ix—There's a conflict with this statement "Fees and daily admission rates for the Aquatic and Fitness Center will remain the same" and the statement on p. 15 that there will be a 3% increase for all passes and a 25 cent increase in daily admission. Which is correct?

A fee increase was included in the revenue numbers for the Aquatic and Fitness Center before the COVID-19 crisis broke. Staff's current perspective is this fee increase should be deferred.

p. xi: Are the priorities in light italics the ones you suggest we defer? If not, which?
There seems to have been a copying issue with the work plan document which made some items seem lighter than others. I recommend continuing advocacy efforts including Economic Development, Arts, Transportation, Housing, Schools, Public Safety and Historic Preservation, and deferring capital projects unless they are funded by a grant or by the state.

p. 40– Why is there such a huge increase in referrals?

It will take some time to answer this question. We will have answer for you in the next several days.

p. 230—Would you please give the number of persons who applied to the Homeowner Investment Program in F2020? For what purpose?

This question will take time to research and we'll provide a response to the Council within two weeks.

p. 233:

1. Shouldn't the Art Fund accumulate if not spent? This would allow for larger projects to be financed.

Please see the bottom of page 247 where the Arts Restoration and Acquisition Fund accumulates in the Special Projects Fund.

2. Would you please give the number of business loans from the revolving fund in F2020 and for what purpose?

The City has not issued any loans in FY 2020 from this fund.

Mr. Jordan

Buddy Attick Park Parking Lot project status, including funding

Update Buddy Attick Park Parking Lot Improvement Project - The project is waiting one final approval from the County and then staff can proceed with preparing the final draft of the RFP and advertising the project. In the meantime, staff has submitted a Program Open Space application to the County and once the County provides the required documentation the Program Open Space application will be submitted to the Department of Natural Resources so it can be reviewed and scheduled for Board of Public Works Approval. While some POS funds have been encumbered for the Project ($123,114), the City's adopted FY 2020 Annual program included requesting additional POS funding ($98,571).

It should be noted that prior to advertising the RFP, staff will be evaluating the current status of the various funding sources dedicated to this project and will consult the

City's engineer regarding constructability of the project given current Federal, State and County mandates/orders. Staff has been keeping the Chesapeake Trust informed about the status of the project, and while they have indicated our grant funds need to be spent soon (Total funding awarded was $187,700, and the City has received $20,000 to date) they continue to work with City staff as they understand the project is progressing forward.

Ms. Mach

On page 16, there is a comment that the Red Light camera vendor did not transfer monies due Greenbelt. Have we received the monies?

Yes, the narrative indicates the City received the back payment and expects the revenue to be higher than previous because of this correction.

On Page 33, there is a recommendation to examine the city fund balance policy and increase the amount in these. Under Fund Transfers on pages 232 and 233 there is note of additions to some funds. Does staff feel these are adequate or is more needed?

The City has a fund balance policy for the General Fund only. Staff recommends reviewing the minimum threshold policy for the General Fund and developing reserve policies with minimums for some of the city's larger capital and equipment funds.



City of Greenbelt
Department of Information Technology
Strategic and Operational Plan
November 2019

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Introduction

The City of Greenbelt has a history of progressive forward thinking that dates back to its origins as an experimental community. It is that progressive forward thinking nature that has made Greenbelt in many ways a leader in local government. That same forward thinking has made the City a leader in Information Technology in the County as well as in the region. Information Technology no longer just supports the back office operations of the city. The City relies on information technology to support its day to day local operations as well as public safety which in turn has a direct impact on the City government's ability to service and communicate with the citizens as well as many aspects of the local economy. Although the IT function is not new to the City, the establishment of a formal IT department happened just 10 years ago. This document outlines where we are as an IT function and where we want to go in the coming years. This vision for the coming years will ensure that the City looks to the future, and recognizes that IT will be a critical piece of that future.

Overview - Strengths and Weaknesses

An undertaking such as this necessitates that we look at and focus on areas of weakness or opportunities for improvement. However, it is equally important to look at and recognize areas of strength that we can leverage and build upon.

Strengths

- City Council and City Manager recognize the importance of a solid, secure and resilient Information Technology infrastructure.

- The IT group has created a reputation and a level of confidence within the City staff as a professional group that knows the IT industry and provides a consistent, solid stable network environment for the end users.

- The IT group participates in regional IT groups and initiatives. Greenbelt is a member of Council of Governments (COG) and participates on the COG Chief Information Officer (CIO) committee. Greenbelt is a member of and participates in the Maryland Municipal League IT committee. Greenbelt is also a key member of the Prince Georges County I-Net and serves on several committees including the Budget, Technical, Communications and Executive committees. This gives public visibility to the knowledge and talents of our staff and has helped establish Greenbelt as a strong IT player in this region.

- The City purchases most IT equipment centrally and utilizes core standards to standardize equipment purchases. This helps keep the hardware consistent which aids in stability and makes it easier to support.

- The City has standardized PC deployments to streamline the support function. Keeping the hardware and deployed software consistent helps keep the support function costs and time minimized.

- The IT group has streamlined the day to day operational support of systems to allow the addition of numerous systems over the last several years with the addition of only 1 staff member to strengthen desktop support and provide additional application support to the departments.

- The IT group has undertaken a systematic upgrade/replacement strategy to remove aging or obsolete equipment in order to maintain optimum performance.

Opportunities for Improvement

- IT spending and staffing are under resourced. IT spending and staffing are significantly below national averages for local municipalities. Those averages range from 2.5 – 5.4% of total spending and 3-5% of total staffing. For FY 2020 the City's budget shows IT spending at 2.87%, which is slightly up but still consistent with previous years. In the absence of sufficient IT support, the efficiency and effectiveness of critical business functions will suffer, including provision of eGovernment services, coordination of essential public safety services, maintenance of essential infrastructure, and proactive growth management.

- Network security is critical to the IT function and the stability of the network. In today's environment, security incidents have become a matter of "when something happens" not "if something happens". The City has not done a security analysis with an outside vendor to validate the security of the network and expose any possible weaknesses in the network. While there has been no evidence of an intrusion into our network or any evidence of any data loss, the City should not feel complacent.

- Network Monitoring is also critical to the IT function and the stability of the network. Monitoring the traffic that traverses the network is an important part of identifying intrusions or unwanted activity. The City should invest in this type of technology.

- The City data center does not fully align with modern design standards. City Hall does not have any access control to the data center, no separately controlled environment, and is located in a high dust content area. Long term backup power has been added to the environment recently. The Police server room is in much better shape with regard to those areas. While the City does have two data centers, there is no cross failover between data centers.

- Geospatial Information Systems (GIS) mapping are becoming more prevalent and useful to municipalities. Greenbelt uses GIS in the Planning and Community Development, Public Works, and Police departments. None of those departments have any staff with specific training on managing, maintaining and using GIS data. Each department maintains their own mapping data with little or no sharing between departments. Consolidating the data and providing a trained "expert" for GIS support of all departments would streamline and raise all departments capabilities in this area.

- Major gaps exist in core business automation. Several business functions still rely on shadow applications and manual, labor-intensive, paper-based processes to compensate for inadequate automation. The City is currently working on automating the timesheet process as well as starting with document management in HR and Administration. There is much more to do as information remains siloed – increasing data duplication, paper file duplication, and slowed operations.

- The City's server growth has been over the past 10 years has been accompanied by an even greater growth rate in Applications and Services that are provided. This growth has strained the department's resources and the demand for support and services continues to grow.

- The City's use of surveillance cameras has increased dramatically over the years. The City is now at a stage where replacement of the initial camera infrastructure is underway and will likely be ongoing. Additionally, the City's Public Safety Advisory Committee has identified an additional 11 intersections where cameras are recommended to provide additional public safety support. The Police have recommended that those camera locations include License Plate Reader technology as well.

Assessment

Over the last 10 years, the department has grown and evolved into a solid IT department. State of the art technologies have been employed to streamline the day to day operations of the department enabling staff to more efficiently monitor and maintain the IT environment while adding just one staff person, as applications and services have been added. During this time, the IT department has established itself as a reliable and trusted resource to the end user community. IT staff have also participated in several local municipal associations and established Greenbelt as a key member of those associations.

The IT department however, is still under-funded for an organization of this size. As indicated by the departments spending metrics, the department is over-performing while under-spending. The department has taken on so much in such a short time that the staff has reached a saturation point where the normal IT best practices are sometimes not being completely followed.

Given today's business dependency on computers, IT uniquely interacts with most employees in every department. That interaction gives IT some cross departmental insights that can be valuable making IT a "change agent" for the City. As such, IT should be involved in every City project that has an IT component, to help ensure success of the project.

With GIS being used in multiple departments across the city and a lack of dedicated trained staff, it would be efficient to consolidate the management and maintenance of the GIS data across the city under one position. Most government entities of Greenbelt's size have dedicated GIS staff to manage and maintain the GIS data for all departments.

Looking Forward

This section outlines some of the major operational tasks and decisions we see coming over the next 36 months. Some of these tasks are already on our plate, some are being watched for outside influences or further information, and some are "crystal ball" visions.

- Server 2003 – This operating system is end of life and no longer supported by Microsoft. We are in the process of replacing these servers but it will take some time to complete. Some of these servers are part of larger decisions to be made over the next 12 months.

- CAD/Records – A number of the 2003 servers noted above are related to our CAD infrastructure. The City has made the decision to move our CAD/Records infrastructure to the County's CAD system. The City is in the process of making this shift and is expected to complete the transfer of day to day operations within the next 12 months. After that, the City will explore converting our existing data to the County's system.

- NG911 – Next Generation 911 will require police departments to be able to receive calls for service utilizing the many communication tools that people use in their everyday lives, including texts, video, social media, and email. The first mandate will be to be able to receive a text call for service. As a secondary PSAP (911 calls do not go directly to our Police), we are removed from the direct responsibility for this. However, the County is required to receive these types of calls and that will require us to be able to receive those calls transferred from the County dispatchers. The County has installed a new CAD/RMS system and has offered for Greenbelt to be on that system. As noted above, the City has decided to move to the County's CAD system which will facilitate the ability to receive NG911 calls for service. This will relieve a large future financial burden from the City.

- Planning – We are piloting a mobile solution for inspectors to electronically prepare inspection reports and populate them into the Utopia software. If successful, it could help streamline the day to day operations and reduce the data entry requirements. This pilot is included in the FY20 Budget.

- Windows 10 – We made a decision to stick with Windows XP for a number of years. That decision was prompted by our thin staffing and the implementation of the CAD system that required a lot of IT staff time. While that was the right decision at the time, given the circumstances, it put us behind in transitioning away from Windows XP at its end of support. It is our plan to begin the move from Windows 7 to Windows 10 (or whatever operating system is next) sooner, so that we do not face the same transition issues.

- Phone System – Our phone system has an end of life date of 2017. That is not end of support but the hardware is aging and should be replaced before it fails and parts and/or repair is not available. This is likely to be a cost in the $50K range. This upgrade was anticipated to be included with the FY21 Budget. However, current operational issues have forced us to re-evaluate and move that timeline up. We will be asking for funding to make this upgrade/replacement this fiscal year. With a major cost like this, it is an opportune time to shop our phone system with other vendors. We have been researching this opportunity with a number of vendors offering both on premise phone solutions as well as cloud based solutions.

- Document Management – The City is in the process deploying a document management system to reduce paper and the related storage requirements, increase retrieval efficiency, and protect the documents. HR had taken the lead in initial deployment and development of this solution. Administration is preparing to begin development of their solution. Additional areas that readily lean themselves to this technology include the City Clerk – minutes and code and Finance – Accounts Payable records. There are a number of other areas that could of course benefit from this technology as well. The annual cost for this solution will increase as additional departments expand the use of this technology.

- Electronic Timesheets – This has been on IT's list in the past but did not get much traction. This type of technology will streamline the payroll process and reduce the time spent on timesheets at the departmental level as well as in Payroll. A solution has been procured and is being deployed.

- GIS Consolidation – The City should consider consolidation all of the GIS data and employing (or training) someone to manage the data. This position would also be the GIS champion for using GIS and expand its use and benefit to the City across all departments.

- The City's revenue from Cable TV services from Comcast and Verizon have been and are expected to continue shrinking over the coming years. This is due largely to consumers shifting from traditional cable TV to streaming services that are provided via the Internet. Cable companies are also working to eliminate local franchises and replace them with a state-wide franchise. This opens the opportunity for the City to explore the possibility of building our own fiber network that could provide citizens with an alternative solution. If the City did build a network, it would also provide connectivity throughout the City for any number of City needs….cameras, Wifi, Smart City initiatives….

Recommendations

1. Recommend consolidation of GIS functions from various departments under a dedicated person with GIS training to manage and maintain the GIS data for the City. This would also facilitate our working with other jurisdictions on GIS/CAD related projects. This could possibly be accomplished by moving a position from one department to another versus adding a new position.
   Estimated cost - $50,000 + benefits / year

2. Recommend an outside security audit of the City's network to ensure the security of City data.
   Estimated cost - $10,000

3. Recommend the City upgrade/replace our phone system in FY20.
   Estimated cost - $50,000

4. Recommend the City expand our Document Management deployment to Finance and City Clerk areas.
   Estimated cost - $15,000

5. Recommend the City contract for a feasibility study to determine the costs and feasibility of building our own fiber network.
   Estimated cost - $75,000

PROPOSED BUDGET

Fiscal Year July 1, 2020-June 30, 2021

CITY COUNCIL

Colin A. Byrd, Mayor
Emmett V. Jordan, Mayor Pro Tem
Judith F. Davis
Leta M. Mach
Silke I. Pope
Edward V.J. Putens
Rodney M. Roberts

BUDGET PREPARATION STAFF

Laura Allen, City Treasurer
David E. Moran, Assistant City Manager
Anne Marie Belton, Executive Associate
Beverly Palau, Public Information and Communications Coordinator

CITY MANAGER

Nicole Ard

DEPARTMENT DIRECTORS

Mary Johnson, Human Resources
Dale Worley, Information Technology
Elizabeth Park, Greenbelt CARES
Terri Hruby, Planning & Community Development
Richard Bowers, Police
James Sterling, Public Works
Joe McNeal & Greg Varda, Recreation (Acting)
Todd Pounds, City Solicitor

THE CITY OF GREENBELT

HOW TO USE THIS BUDGET BOOK

The budget is the city organization's operational master plan for the fiscal year. This section is designed to acquaint the reader with the organization in order to get the most out of the information contained herein.

The budget is divided by tabs into sections, and a **Table of Contents** is included at the beginning of the book.

The **City Manager's Message**, in the very front of the book, summarizes what is going on in the budget and tells the story behind the numbers. It identifies major issues, notes decisions to be made by the City Council when adopting the budget, and conveys a thorough understanding of what the budget means for this fiscal year.

A **Table of Organization** is provided for the entire city organization. Tables of Organization for each department are located with the departmental budgets.

A budget summary is presented in the **General Fund – Revenues and Expenditures** section. Included in this summary are listings of total revenues and expenditures for the remainder of this fiscal year (estimated), next fiscal year, and past years. Expenditures are broken down into three categories: personnel expenses, other operating expenses, and capital expenditures. A one-page "executive summary" of all of the above is also included.

Departmental Expenditures are grouped by activity. Each section includes:

- Narratives describing the department or division's mission, goals and objectives;
- FY 2020 accomplishments;
- FY 2021 issues and services;
- A table of organization;
- Personnel details;
- Past and projected expenditures; and
- Measures by which to judge the performance of the department during the next fiscal year, including how services are rated by citizens. Scores are rated on a scale of 1 (poor) to 5 (excellent).

Budget comments are also included which explain significant revenue and expenditure issues within each budget.

The **Analysis and Background** section contains charts and graphs that further describe the city's condition including background reports on budget issues, a debt service schedule, and demographic information.

Finally, a **Glossary** at the back of the book defines technical terms used throughout the budget document.

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CITY OF GREENBELT, MARYLAND

OFFICE OF THE CITY MANAGER

25 CRESCENT ROAD, GREENBELT, MD. 20770

April 14, 2020

Nicole C. Ard
City Manager

Honorable Mayor and City Council,

Enclosed is the City of Greenbelt's Proposed Fiscal Year 2021 Budget. These numbers were finalized as COVID-19 was unfolding and will need to be adjusted during the budget process as more information becomes available. In many sections of the budget, the narrative has been updated to specify the steps departments have taken to respond.

The proposal outlines the City's operational plans, financial forecast, goals, accomplishments and service level trends. It is anticipated that the City's tax base will be severely impacted by COVID-19 pandemic-related job loss and furloughs, delays in disaster relief to individuals and businesses, and deferral of taxes and fees offered by the State and Federal governments. Similarly, taxes and fees tied to commercial activity and/or City services will be severely impacted by closed businesses and City facilities. This includes income, amusement, personal property (including corporate), and lodging taxes, as well as Highway User Revenue, red light camera, speed camera and parking citation fines. Commercial abatements are expected to increase significantly due to forced business closures, and will likely impact FY 2021 and the next several fiscal years given the state's practice of enabling retroactive abatements. Revenues are detailed in the Revenue Section of the Proposed Budget, as well as the accompanying chart.

The numbers in the FY 2021 Proposed Budget were finalized as COVID-19 was unfolding. It is my recommendation that the Council consider using fund balance, and deferring the following items to adjust the budget as our new economic reality unfolds:

1. Filling certain positions;
2. Non-loan or grant funded capital projects; and
3. Employee performance merit increases and cost of living adjustments.

We recently learned employee health insurance premium costs will not increase; a savings of approximately $150,000 which has not been factored into the proposed budget. The proposal does not recommend tax rate increases or additional staff.

It is my goal to adjust our spending given the impacts to our revenue in order to protect our current employees' jobs. The City managed the most recent recession with that goal in mind. It's my recommendation that this goal be adopted for this crisis as well.

The FY 2021 Proposed Budget includes funds to complete the final phase of the Police Station's heating and air conditioning repair to address unsuitable workplace conditions, as well as previously committed reclassifications for five employees working out of class and already discussed with Council in 2019. Police academy recruits and cadets will continue their training and assignments in preparation for joining the City force. Five of those recruits will be graduating later this month. The City has not completed collective bargaining with the Fraternal Order of Police.

The Proposed Budget continues compliance with established City debt policy and fund balance guidance as well as funding the annual stipend to the Friends of Old Greenbelt Theatre and contributions to community non-profit service providers.

As the COVID-19 pandemic unfolds and the City and all levels of governments respond and plan for an unknown future, the Proposed Budget attempts to solely maintain essential services based on anticipated return to lifted social distancing practices by June; however, this situation may evolve with a recovery window of up to 24 months. I am assessing the need to discontinue paying certain non-classified employees (part-time, seasonal) should recreation services not return to operation by June 1, 2020. Every effort will be made to retain these employees, their knowledge, skills and experience, in anticipation of the return of City programs and activities.

This assumes that lessened restrictions on public facilities and businesses may begin in June, yet may not return until September or later. The goal during the pandemic has been to support the State and County Health and Emergency Management leaders in the fight to protect public and employee health, safety and continuity of government operations. As the City prepared and responded to the pandemic, a new way of operating was thrust upon the organization. The City may continue some practices, recognizing cost savings or efficiency. Additional investment or support may be needed to operate in a post-COVID-19 pandemic environment.

While there are many competing needs facing the City, the intent of the Proposed Budget as in the past, is to continue to build capacity to protect community investment in individuals, families, and neighborhoods. Most management objectives remain the same, as well as affiliated accomplishments achieved. While recent years realized new revenue and builder support for services given construction of new residential homes in the Greenbelt Station Subdivision, that construction has ended and the builder funds are being used to build the trail that the builder was supposed to build, the WMATA Connection Trail. No additional funds will come from that source for services like police, public works, or recreation. City staff will soon take over maintenance of the park, roads, and other infrastructure in addition to the current police patrols and park trash collection, and periodic recreation activity. Similarly, future revenue from that neighborhood, income tax or property tax, may not be enough to solely support the community's desired public recreation facilities, and as Council committed to address recreation services in Greenbelt West overall during Council's Spring 2020 goal setting session.

In fact, while residential property tax revenue had been increasing (most likely attributed to regional trends and new local development), commercial real property and related personal property taxes have declined for several years. The City of Greenbelt primarily relies on Real Property Tax revenue to comprise the General Fund; however, other revenue sources also support services such as roads, police, park maintenance, counseling, equipment and buildings. Funds from employment and business conducted at movie theatres, hotels, restaurants, gas stations and motor vehicle registrations are among those that generate additional City revenue. The General Fund also helps pay the City's debt payments in compliance with City debt and Fund Balance policies. The General Fund also supplements user fee-paid services like recreation. Other user fees include those collected when service is provided such as during commercial and residential code inspections. The Waste Collection Fee and the Recycling Only rates remain the same at $70 per quarter and $36 per year, respectively. Fees and Daily Admission rates at the Aquatic & Fitness Center are the same. Fees are limited to users of the recreation services. However, given COVID-19 required closures, facilities may remain closed until June, possibly longer.

As noted in the past, fund balances should be preserved at a level that supports sustainability, particularly for the General Fund which supports essential government services. While the General Fund's fund balance was used in recent years, in contrast, use of fund balance during this pandemic is the very reason such a reserve exists - to support emergency preparation, response, and recovery. GFOA recommends maintaining a level equivalent to two month's operational expenses, often considered at a level of generally 15%; I concur. However, I am recommending maintaining the General Fund's fund balance to at least 12-13% as the City does not know the extent to which this disaster will continue to unfold; other non-related emergencies may develop and require additional resources; and should revenue projections or cash flow become further stressed, for example, large commercial real estate tax abatements are actualized at past years' levels throughout the next several fiscal years, the City needs to be prepared.

This is an unprecedented situation and exacerbates the existing concern regarding the potential fluctuation of the commercial real estate tax base, the long list of deferred capital projects like building and infrastructure repair and replacement. As noted in past years and last month, without reduced future expenditures and/or future revenue enhancements, the organization will continue to be challenged in maintaining current services and restricted in creating new initiatives or service that require additional resources. Several long-term initiatives from Council's 2018 Goal Setting Session facilitated by the Novak Group continue to be reflected in the Proposed FY 2021 Budget. However, most of the top and high priorities set during Council's February 2020 annual goal setting session are deferred.

COUNCIL GOALS

In February 2020, Council met with the Novak Group to review priorities. Council reaffirmed Factors Critical for Greenbelt's Long-Term Success, some on-going initiatives, as well as new top and high priority action steps for the next fiscal years with emphasis on key action in the next 12 to 18 months. More detailed action steps, including longer term activities are outlined within the departmental management by objectives in each proposed departmental budget. Also listed are a sampling of the accomplishments achieved in FY 2020. While Council has not met to formally adopt these factors and goals, based on the discussion the following outlines funds and resources affiliated with each goal.

Factors Critical for Greenbelt's Long-Term Success:

- Enhance Sense of Community
- Economic Development and Sustainability
- Improve Transportation Opportunities
- Maintain Greenbelt as an Environmentally Proactive Community
- Improve and Enhance Public Safety
- Preserve and Enhance Greenbelt's Legacy as a Planned Community
- Promote Quality of Life for all Residents
- Provide Excellent Constituent Services
- Maintain and Invest in Infrastructure

PROPOSED WORK PLAN FY2020-FY2022

The following high priority areas will help staff develop a work plan supplemented by weekly city reports, monthly finance reports and quarterly City Manager's updates that report progress on action, budgeting and financial considerations to obtain Council feedback on short and long-term plans for the City and each department.

2020 City Council Workplan

Outcomes

Enhance Sense of Community
TOP PRIORITY
- Work to Improve Dog Park

HIGH PRIORITY
- Finish gateway signage project

Economic Development and Sustainability
- Develop community development policies
- Continue to implement outreach tools

Improve Transportation Opportunities
TOP PRIORITY
- Greenbelt Road streetscape

HIGH PRIORITY
- Shuttle

Maintain Greenbelt as an Environmentally Proactive Community
- Complete City street projects – begin construction on Cherrywood complete street
- Dam repair near completion/redo the parking lot as environmentally sound and inviting
- Completing WMATA Trail Permits

Improve and Enhance Public Safety
TOP PRIORITY
- Armory acquisition
- Transition to County CAD System

Preserve and Enhance Greenbelt's Legacy as a Planned Community
TOP PRIORITY
- Finalize NCO zoning

HIGH PRIORITY
- Roosevelt Center Arts District

Promote Quality of Life for all Residents
TOP PRIORITY
- Enhance Recreation in Greenbelt West

Provide Excellent Constituent Services
HIGH PRIORITY
- Work with schools to explore public-private partnership for non-renovated schools
- Continue to Advocate against the Maglev

Maintain and Invest in Infrastructure
TOP PRIORITIES
- Office space reallocation and space utilization study
- Senior housing opportunities
- Refine capital projects funding policy

Facilitated by TheNovakConsultingGroup.com

High priority items to address the Factors Critical for Long-Term Success:

- Complete the City Facility Space Study and Security Needs (Building Capital Reserve Fund, two projects including access card reader and CARES facility)

- Acquire the Former Armory (Capital Projects- no funds budgeted at this time, advocacy with Volunteer Fire Company to State continues)

- Continue to Promote and Explore Private Senior Housing Opportunities (no funds, General Fund)

- Enhance Recreational Opportunities in Greenbelt West (Capital Projects and Greenbelt West Fund, including over $2 Million budgeted for the WMATA Trail construction project, with $325,000 in State bond bill funding secured)

- Continue Advocacy for State, Federal and grant funding to engineer, design, and construct the Greenbelt Road Streetscape Project (Capital Projects, no funds budgeted at this time).

- Improve the Existing Dog Park (Capital Projects, work will also address continued effort to site a future park and work with the private sector on possible sites).

- Continue to Work with County and Local Groups to Finalize the Neighborhood Conservation Overlay Zone (General Fund funded staff support).

There are several on-going issues that staff will monitor, including Federal priorities and funding, tax payer burden including the County tax differential, sustainability, services for individuals requiring special assistance, and compliance with City policies such as debt and fund balance. Staff continues to monitor federal priorities impacting not only City operations, but also the local economy. COVID-19 has added an additional level of uncertainty regarding Federal funding, priorities, and future availability of grants and subsidies that have supplemented limited city resources to provide services like housing for senior citizens and the disabled, energy and sustainability, family services, public safety, as well as infrastructure. While the City anticipates some level of Federal reimbursement via the County and State, as seen with the relief being distributed to the private sector and individuals, there may be a delay, significant restrictions or changes when time comes to support local governments. The City may not get reimbursed. It is all in flux. FEMA reimbursement of eligible expenses could be at $.75/per $1.

To further help reduce taxpayer burden, the City will continue to advocate for adjustment of the County tax differential to better reflect City investment in services, facilities, and equipment. Prince George's County lowers the property tax rate paid by City residents. The lower tax rate paid to Prince George's County and the Maryland-National Capital Park and Planning Commission (M-NCPPC) is called the tax differential. Greenbelt residents pay a lower County tax rate per $100 assessed valuation and a lower M-NCPPC tax rate than residents living in unincorporated areas of the County. As in past years, a detailed breakdown of the tax rates is in the Analysis and Background section of this document.

Regarding Green Ridge House, the City's agreement with the Federal Housing and Urban Development Department for Green Ridge House was renewed with Green Ridge House designated as a Section 202 property serving seniors. Existing non-senior, disabled tenants have been grandfathered as residents. Significant facility needs continue to be addressed using the enterprise fund's reserves which are dedicated solely to Green Ridge House. For example, recent repairs included elevator work for the 40 year old building managed by Community Realty. On the human scale, grants have been secured to provide some residents with caseworker and home health aide and other related services through the City's GAIL program. Special appreciation is extended to the company for moving an employee into an empty unit to help serve residents during the pandemic.

Regarding environmental sustainability, please note that Greenbelt continues to meet and exceed both State of Maryland and Metropolitan Washington Council of Government's (MWCOG) reduction of greenhouse gas emissions goals. The City continues to actively pursue State grants to support further energy efficiency improvements. The City is on the second vendor for a Solar Farm Purchase Project. Further, the City's electric agreement with its current provider was extended in anticipation that the Solar Farm agreement, when in place and operational with wind credits, will be good for the planet and provide costs savings. The City has also supported State legislation and research to better help position residents and property owners for better utility agreements and rates.

Capital improvements in Greenbelt are funded through four funds: Capital Projects Fund, the Building Capital Reserve Fund, the Community Development Block Grant Fund, and the Greenbelt West Infrastructure Fund. In FY 2021, this primarily reflects the WMATA Connection Trail at about $2 Million and State Highway User Revenue or Community Development Block Grant funded road repair or replacement. Successful capital projects recently completed or underway in FY 2020 include: completion of the Old Greenbelt Theatre roof repair and HVAC replacement; preparatory work and conservation plan for the upcoming grant funded repair and preservation of the "Mother and Child" and historic bas reliefs; upcoming completion of the State mandated and State low-interest loan funded Greenbelt Lake Dam Repair project; road resurfacing throughout the City (using State Highway User Revenue Funds and Federal Community Development Block Grant Funds respectively); Hanover Parkway Bike Pathway Plan completion and recommendation; Bus Shelter improvements; Cherrywood Lane Green and Complete Street design completion; upcoming resurfacing of tennis courts at Braden Field and Lakecrest Drive; completion of the Gateway Signage Design; securing an engineer to assist with a scope for Lakecrest and American Legion Drive Intersection engineering; and various concrete and sidewalk repairs. Various other on-going planning efforts include work to address the

Bus Stop Safety and Accessibility Plan, the Pedestrian and Bicycle Master Plan, and the Gateway Signage Improvement Plan.

Federal Community Development Block Grant funds have been used to support infrastructure. An application has been submitted for future Community Development Block Grant funding. In addition, future federal funding availability continues to be monitored. CDBG may be an area to support appropriation for additional City or non-profit provided social services, including affordable housing, Post-COVID-19.

The Building Capital Reserve Fund is funded primarily to replace the last portion of the air handler system at the Police Department, about $190,000; around $46,000 for security improvements in City facilities; and $100,000 to address space and facility needs for departments including Greenbelt CARES. This may be impacted by the new operating processes and environment post-COVID-19. The Public Works Department was tasked with completing the RFQ process for architectural services to support space study of existing City facilities and assess future space need and improvements.

The proposed Replacement Fund supports the purchase of vehicles and equipment. It includes the replacement of the City's large bucket truck at $205,000 and several other vehicles and equipment items for total proposed expenditures of $448,000. There is an opportunity to defer some/all of these vehicle purchases to address COVID-19 shortfalls. The condition of the fleet, along with the replacement schedule will be monitored and revisited following recovery of the pandemic.

While not a part of the City's Replacement Fund, Council is thanked for previously authorizing the release of funds to the Greenbelt Volunteer Fire Company to expedite the purchase of a new fire engine during FY 2020, a fiscal year earlier than anticipated.

Regarding debt service policy, the City continues to be in compliance. In addition, staff continues to work with the financial advisors and trustees to monitor the TIF. In follow-up to my recommendation last year, I along with the City Treasurer and Assistant City Manager met with financial advisors from Davenport to address long-term sustainable planning for debt, capital, and operational matters. City staff is assessing the feasibility of their refunding proposal. In addition, the City's voter-approved low interest loan for repairs to Greenbelt Lake Dam yielded a lower than anticipated rate of about .4%, generating a savings of about $20,000 annually.

APPRECIATION

The pandemic response has made government operations and budgeting more challenging. Yet City employees continue to rise to the occasion. Staff crafted a budget initially designed to meet many community and organizational needs, only to be spoiled by a rapidly changing global health crisis and subsequent financial markets drop, unemployment, and government ordered "stay at home" and business closures. The revised proposed budget reflects deferred priorities yet continued commitment to the community and City employees. Council and the community's consideration during this time are appreciated.

Special thank you to Ms. Laura Allen, City Treasurer, who coordinated budget preparation; Mr. David Moran, Assistant City Manager; Ms. Anne Marie Belton, Executive Associate; Ms. Beverly Palau, Public Information and Communications Coordinator; and department and division directors, supervisors, and employees City-wide. I am proud that 24-hours a day/7 days a week, and during this pandemic especially, City employees have demonstrated courage, compassion, creativity, and dedication. City employees provide safety, assistance, and joy to our neighbors and businesses, often while facing personal challenges at home. I cannot thank you enough for your bravery during this uncertain time. You each bring unique value, skills and experience that cannot be replaced. Working together we will help our community, organization, and each other recover as quickly as possible. I believe in each of you and am committed to you and your family's safety during this global disaster.

Respectfully Submitted,

Nicole C. Ard
City Manager

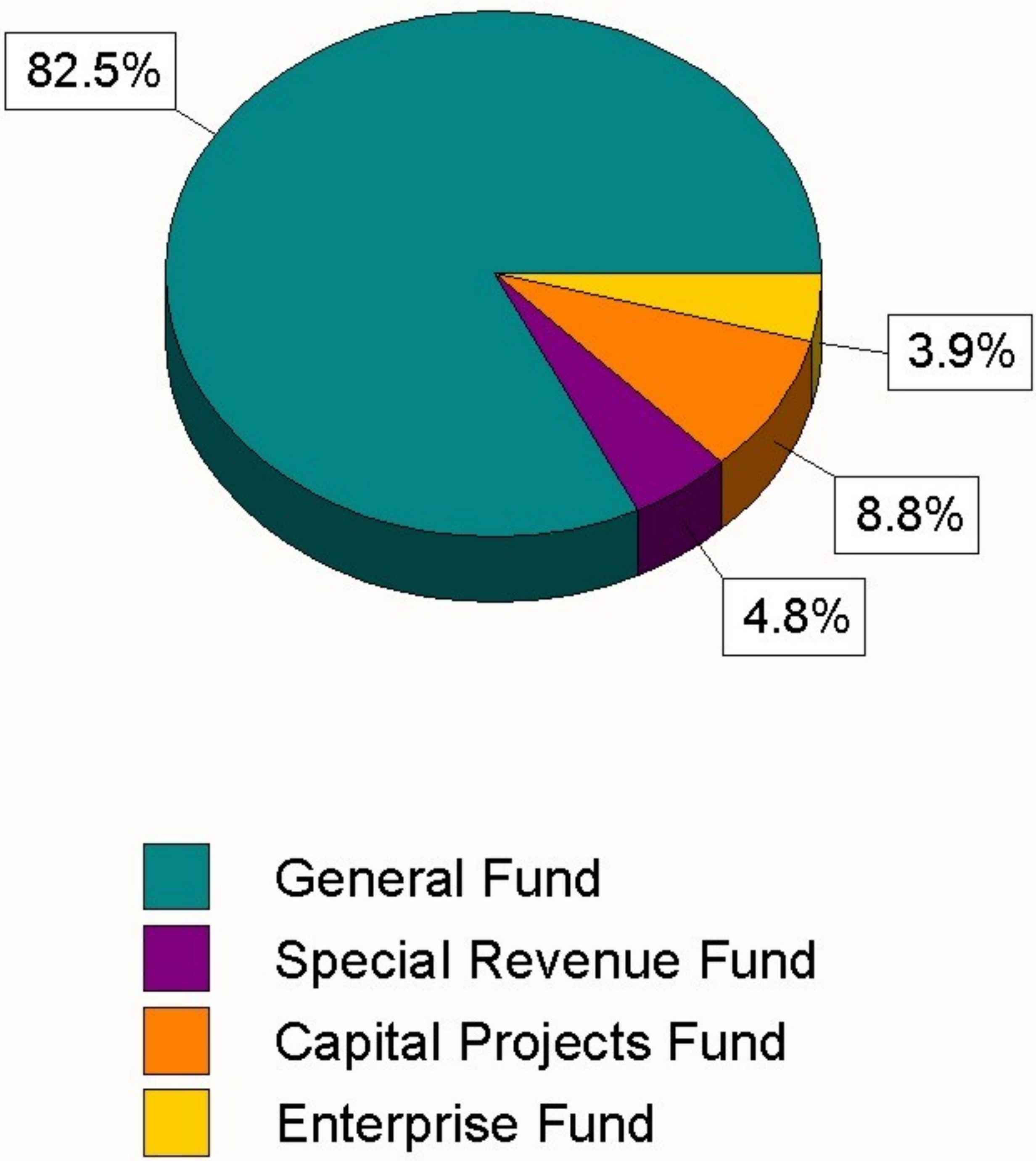
Notes...

BUDGET AT A GLANCE

- **$32,925,900 General Fund Expenditure Budget, a $1,937,800 or 5.9% increase from FY 2020.**
- **Revenues of $32,981,435, or 5.5% higher than FY 2020.**
- **Residential property assessments are estimated to increase 6.3% and commercial properties are expected to increase 4.8%.**
- **Highway User Revenue budgeted at $569,900.**
- **36.4% of all General Fund expenditures go to Public Safety.**
- **2% pay adjustment for classified employees plus merit/step increase.**
- **Residential waste collection fee remains the same - $70 per quarter or $280 per year.**
- **$4.4 Million in capital projects proposed, $2,030,000 for WMATA Connection Trail, $798,500 for street resurfacing and $334,900 for roof,window and HVAC replacement at the Youth Center.**
- **At the end of FY 2021, the city’s Undesignated and Unreserved fund balance is estimated to be $5.4 million or 16.4% of Total Expenditures.**

Summary of Budget Expenditures

FY 2021 Proposed Budget



Fiscal Years 2018 - 2021

Summary of Budget Revenues

FUND	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
GENERAL FUND	$28,517,755	$30,166,197	$31,173,600	$31,908,600	$32,981,035	$0
SPECIAL REVENUE FUNDS						
Cemetery	$2,045	$1,593	$2,200	$300	$2,100	$0
Debt Service	706,663	814,252	820,200	819,000	1,033,200	0
Replacement	562,148	413,035	382,500	823,000	476,000	0
Special Projects	403,068	408,476	373,500	992,400	368,000	0
TOTAL SPECIAL REVENUE	$1,673,924	$1,637,356	$1,578,400	$2,634,700	$1,879,300	$0
CAPITAL PROJECTS FUNDS						
Building Capital Reserve	$725,194	$1,197,902	$525,000	$902,500	$753,000	$0
Capital Projects	707,671	1,361,889	3,677,900	3,834,100	1,115,500	0
2001 Bond	1,028,670	0	0	0	0	0
Community Development Block Grant	116,250	128,240	140,800	252,100	154,600	0
Greenbelt West Infrastructure	18,243	6,431,299	95,000	91,000	345,000	0
TOTAL CAPITAL PROJECTS	$2,596,028	$9,119,330	$4,438,700	$5,079,700	$2,368,100	$0
ENTERPRISE FUND						
Green Ridge House	$1,466,597	$1,430,465	$1,477,200	$1,520,100	$1,516,400	$0
TOTAL ALL FUNDS	$34,254,303	$42,353,348	$38,667,900	$41,143,100	$38,744,835	$0

Fiscal Years 2018 - 2021

Summary of Budget Expenditures

FUND	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
GENERAL FUND	$28,147,173	$29,894,923	$30,988,100	$31,259,910	$32,925,900	$0
SPECIAL REVENUE FUNDS						
Cemetery	$0	$0	$0	$0	$0	$0
Debt Service	555,146	639,428	1,037,400	1,057,200	1,127,200	0
Replacement	385,750	489,727	300,000	355,900	448,300	0
Special Projects	612,210	415,449	423,300	427,700	341,500	0
TOTAL SPECIAL REVENUE	$1,553,106	$1,544,604	$1,760,700	$1,840,800	$1,917,000	$0
CAPITAL PROJECTS FUNDS						
Building Capital Reserve	$44,736	$173,333	$605,700	$607,600	$83,100	$0
Capital Projects	734,375	895,404	3,642,600	3,649,900	1,264,900	0
2001 Bond	0	0	0	0	0	0
Community Development Block Grant	115,400	128,240	140,800	252,100	154,600	0
Greenbelt West Infrastructure	36,114	5,217,113	1,850,000	219,500	2,030,000	0
TOTAL CAPITAL PROJECTS	$930,625	$6,414,090	$6,239,100	$4,729,100	$3,532,600	$0
ENTERPRISE FUND						
Green Ridge House	$316,947	$1,374,307	$1,501,700	$1,523,100	$1,560,400	$0
TOTAL ALL FUNDS	$30,947,851	$39,227,924	$40,489,600	$39,352,910	$39,935,900	$0

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

City of Greenbelt

Maryland

For the Fiscal Year Beginning

July 1, 2019

Christopher P. Morrill

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented an award of Distinguished Presentation to the City of Greenbelt for its annual budget for the fiscal year beginning July 1, 2019

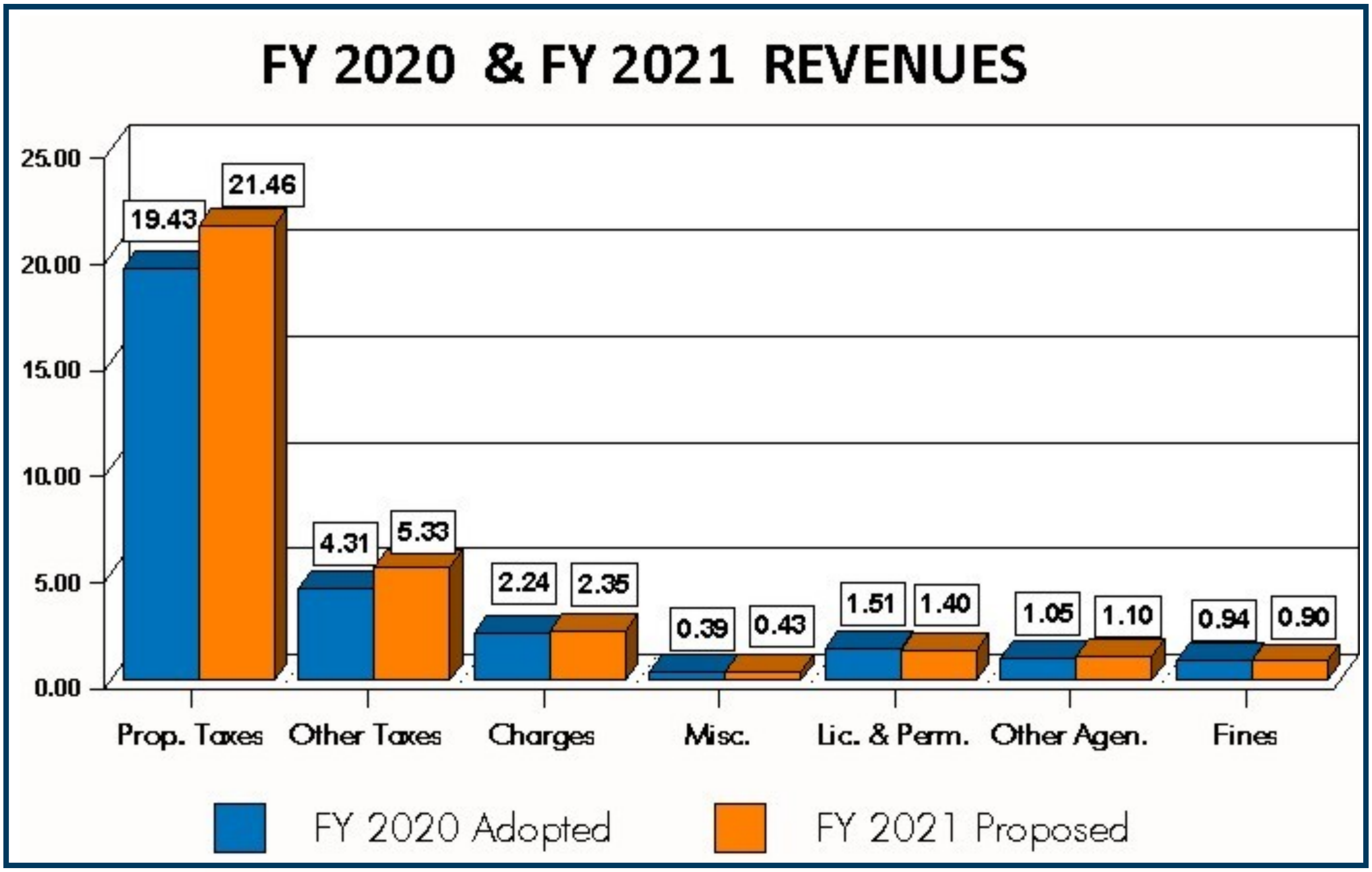
In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operational guide, as a financial plan, and as a communication device.

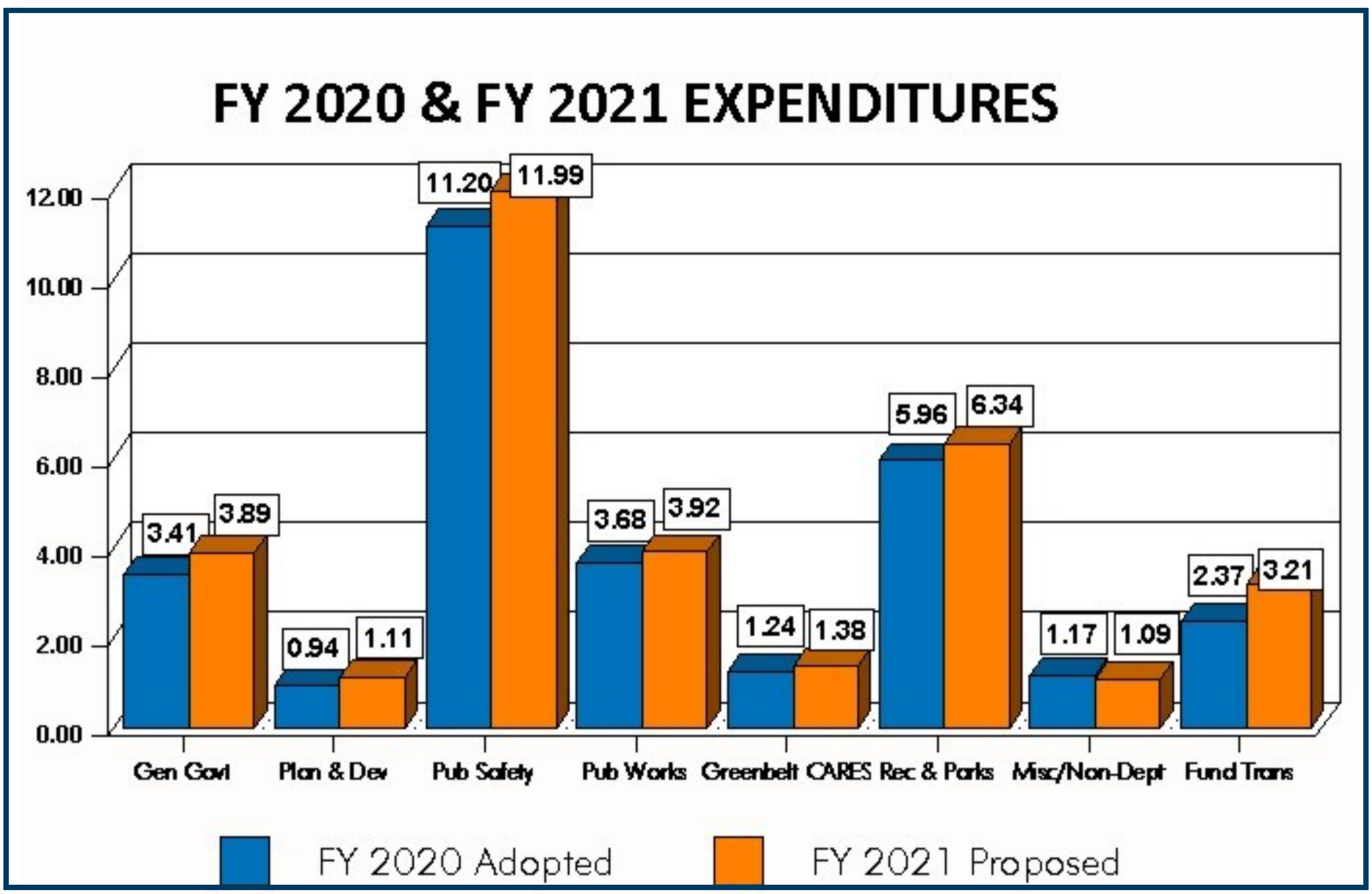
The award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

GENERAL FUND SUMMARY

	FY2018 Actual Trans.	FY2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
FUND BALANCE AS OF JULY 1						
Unassigned	$4,574,488	$4,945,069	$3,092,778	$4,736,326	$5,346,758	
Nonspendable & Assigned	231,724	231,724	300,000	711,742	750,000	
TOTAL FUND BALANCE	$4,806,212	$5,176,793	$3,392,778	$5,448,068	$6,096,758	$0
REVENUES						
Real Estate Taxes	$16,484,748	$17,635,268	$18,552,100	$18,640,100	$19,589,900	$0
Personal Property Taxes	1,820,867	1,822,529	1,889,000	1,878,700	1,868,700	0
Other Taxes	4,257,404	4,669,472	4,835,400	5,128,800	5,334,900	0
Licenses and Permits	1,559,799	1,484,562	1,431,300	1,408,600	1,400,000	0
Intergovernmental	1,101,432	1,084,727	1,070,500	1,085,300	1,104,435	0
Charges for Services	2,237,163	2,316,911	2,274,500	2,333,000	2,350,900	0
Fines and Forfeitures	744,639	650,553	652,000	952,500	902,000	0
Interest	78,655	149,028	200,000	180,000	150,000	0
Miscellaneous Revenue	198,047	306,548	223,800	256,600	280,200	0
Interfund Transfers	35,000	46,600	45,000	45,000	0	0
TOTAL REVENUES	**$28,517,755**	**$30,166,197**	**$31,173,600**	**$31,908,600**	**$32,981,035**	**$0**
EXPENDITURES						
General Government	$2,984,823	$3,326,068	$3,588,800	$3,853,400	$3,892,900	$0
Planning and Development	787,973	902,517	1,042,900	829,700	1,113,300	0
Public Safety	10,023,899	10,575,996	11,554,100	10,811,100	11,991,600	0
Public Works	3,366,600	3,682,517	3,842,800	3,725,500	3,922,900	0
Greenbelt CARES	1,131,991	1,249,585	1,276,800	1,172,800	1,376,000	0
Recreation and Parks	5,710,277	5,794,288	6,139,400	5,939,410	6,335,800	0
Miscellaneous	229,273	244,151	279,700	292,200	317,700	0
Non-Departmental	823,668	692,801	766,600	836,800	765,700	0
Fund Transfers	3,088,670	3,427,000	2,497,000	3,799,000	3,210,000	0
TOTAL EXPENDITURES	**$28,147,173**	**$29,894,923**	**$30,988,100**	**$31,259,910**	**$32,925,900**	**$0**
Fund Balance Increase/(Decrease)	$370,581	$271,274	$185,500	$648,690	$55,135	$0
FUND BALANCE AS OF JUNE 30						
Unassigned	$4,945,069	$4,736,326	$3,278,278	$5,346,758	$5,401,893	$0
Nonspendable & Assigned	231,724	711,742	300,000	750,000	750,000	
TOTAL FUND BALANCE	**$5,176,793**	**$5,448,068**	**$3,578,278**	**$6,096,758**	**$6,151,893**	**$0**
% Unasigned Fund Balance to Expenditures for the Year	17.6%	15.8%	11.5%	17.1%	16.4%	

Revenue Increase/(Decrease) as a %	10.29%	5.78%	3.34%	5.78%	3.36%	
Expenditure Increase/(Decrease) as a %	5.98%	6.21%	3.66%	4.57%	5.33%	
Net Cash Flow Growth Rate as a %	4.32%	-0.43%	-0.32%	1.21%	-1.97%	


FY 2020 & FY 2021 REVENUES
25.00
20.00
15.00
10.00
5.00
0.00
19.43
21.46
4.31
5.33
2.24
2.35
0.39
0.43
1.51
1.40
1.05
1.10
0.94
0.90
Prop. Taxes
Other Taxes
Charges
Misc.
Lic. & Perm.
Other Agen.
Fines
FY 2020 Adopted
FY 2021 Proposed


FY 2020 & FY 2021 EXPENDITURES
12.00
10.00
8.00
6.00
4.00
2.00
0.00
3.41
3.89
0.94
1.11
11.20
11.99
3.68
3.92
1.24
1.38
5.96
6.34
1.17
1.09
2.37
3.21
Gen Govt
Plan & Dev
Pub Safety
Pub Works
Greenbelt CARES
Rec & Parks
Misc/Non-Dept
Fund Trans
FY 2020 Adopted
FY 2021 Proposed

FY 2021 Revenues

FY 2021 Expenditures

GENERAL FUND SUMMARY - REVENUES						
Account Classification	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
TAXES						
411000 Real Property						
411100 Real Property	$17,116,225	$17,904,120	$19,117,300	$19,207,800	$20,113,600	
411200 Property Abatement	(245,011)	(14,388)	(297,900)	(297,900)	(297,900)	
411210 Real Prop. Abate. Prior Yr.	(183,773)	(554)	(100,000)	(100,000)	(100,000)	
411220 Homestead Tax Credit	(161,720)	(201,969)	(126,500)	(120,100)	(76,100)	
411230 Homeowners Tax Credit	(40,972)	(51,941)	(40,800)	(49,700)	(49,700)	
Total Real Property Taxes	**$16,484,748**	**$17,635,268**	**$18,552,100**	**$18,640,100**	**$19,589,900**	**$0**
412000 Personal Property						
412100 Personal Property - Local	15,507	12,254	16,000	14,000	14,000	
412110 Public Utilities	306,827	331,497	320,000	330,000	330,000	
412120 Ordinary Business Corp.	1,446,057	1,459,460	1,500,000	1,450,000	1,450,000	
412140 Local Prior Year Taxes	377	0	0	0	0	
412150 Utility Prior Year Taxes	3,870	0	0	0	0	
412160 Ordinary Prior Year Taxes	13,476	29,570	20,000	40,000	30,000	
412200 Abatements - Current	(58,363)	(122,804)	(40,000)	(40,000)	(40,000)	
412210 Abatements - Prior Year	(26,766)	(23,766)	(40,000)	(40,000)	(40,000)	
413100 Penalties & Interest	25,167	40,317	20,000	30,000	30,000	
414100 Payment in Lieu	94,716	96,000	93,000	94,700	94,700	
Total Personal Property Taxes	**$1,820,867**	**$1,822,529**	**$1,889,000**	**$1,878,700**	**$1,868,700**	**$0**
421000 Other Taxes						
421100 Income Taxes	2,747,028	3,371,654	3,100,000	3,465,000	3,585,000	
421200 Admiss & Amusements	160,392	138,361	160,000	280,000	280,000	
421300 Hotel/Motel Tax	956,465	722,739	1,025,000	825,000	900,000	
422100 Highway	393,519	436,718	550,400	558,800	569,900	
Total Other Taxes	**$4,257,404**	**$4,669,472**	**$4,835,400**	**$5,128,800**	**$5,334,900**	**$0**
TOTAL TAXES	**$22,563,020**	**$24,127,268**	**$25,276,500**	**$25,647,600**	**$26,793,500**	**$0**
LICENSES & PERMITS						
431000 Street Use						
431100 Street Permits	$145,384	$69,845	$50,000	$13,000	$10,000	
431200 Residential Prop. Fees	664,510	663,995	655,300	659,800	659,800	
431300 Bldg. Construction	53,017	53,735	50,000	53,000	53,000	
431400 Commercial Property	210,065	213,156	210,000	210,000	210,000	
431500 Variance/Departure	2,340	0	0	0	0	
431600 Dev. Review Fees	3,000	15,364	0	10,000	10,000	
432000 Business Permits						
432100 Traders	35,770	31,220	33,000	32,000	32,000	
432300 Liquor License	9,223	8,511	9,900	12,700	10,100	
432400 Non-Residential Alarm	33,950	28,550	30,000	30,000	30,000	
433000 Other Licenses & Permits						
433100 Animal	0	0	0	0	0	
433200 Dog Park Fees	75	65	3,050	50	50	
433300 Boats	24	21	50	50	50	
433400 Cable Television	402,441	400,101	390,000	388,000	385,000	
TOTAL	**$1,559,799**	**$1,484,562**	**$1,431,300**	**$1,408,600**	**$1,400,000**	**$0**

Account Classification	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
REVENUE FROM OTHER AGENCIES						
441000 Grants from Federal Gov't						
441105 HIDTA	$6,845	$5,177	$8,000	$8,000	$8,000	
441114 Service Coordinator	97,502	75,724	59,000	59,000	78,135	
441115 FEMA Reimbursement	0	0	0	0	0	
441199 One Time Grants	3,428	0	0	0	0	
442000 Grants from State Gov't						
442101 Police Protection	455,500	445,669	450,000	445,000	445,000	
442102 Youth Services Bureau	65,008	65,008	65,000	65,000	65,000	
442118 Maryland State Arts	37,263	39,339	44,700	44,700	44,700	
442199 Traffic Safety (SHA)	22,297	38,222	35,200	35,000	35,000	
443000 Grants from County Gov't						
443102 Youth Services Bureau	30,000	30,000	30,000	50,000	50,000	
443106 Landfill Disposal Rebate	57,652	57,652	57,700	57,700	57,700	
443107 Code Enforcement	6,500	6,500	6,500	6,500	6,500	
443110 Financial Corporation	437	437	400	400	400	
443127 School Resource Officer	80,000	80,000	80,000	80,000	80,000	
443128 M-NCPPC	234,000	234,000	234,000	234,000	234,000	
443199 One Time Grants	5,000	7,000	0	0	0	
TOTAL	**$1,101,432**	**$1,084,727**	**$1,070,500**	**$1,085,300**	**$1,104,435**	**$0**
SERVICE CHARGES FOR SERVICES						
451000 Sanitation & Waste Removal						
451100 Waste Collection & Disposal	$674,788	$676,867	$679,000	$679,000	$679,000	
451200 Recycling Fee	7,137	7,504	7,200	7,200	7,200	
452000 - 457000 Recreation						
452101 Therapeutic Recreation	18,884	15,427	13,000	14,000	14,000	
452102 Park Permits	5,355	7,915	6,000	3,000	6,000	
452103 Tennis Courts Lighting	3,913	5,558	6,000	6,000	6,000	
452105 Recreation Concessions	3,048	2,624	3,000	2,800	3,000	
452199 Miscellaneous	2,734	3,874	4,000	2,500	3,000	
452200 Recreation Centers	27,637	22,838	23,000	19,500	20,000	
453000 Aquatic and Fitness Center	569,601	605,979	586,000	581,000	594,500	
454000 Community Center	215,294	215,353	190,900	207,900	207,900	
455000 Greenbelt's Kids	529,930	555,495	562,000	595,000	595,000	
456000 Fitness & Leisure	64,397	67,085	69,000	80,000	80,000	
457000 Arts	98,809	116,789	111,900	123,900	123,900	
458000 Other Charges/Fees						
458101 GED Co-pay	1,710	1,440	1,500	1,300	1,500	
458103 Bus Fares	7,577	7,414	7,500	7,400	7,400	
458104 Univ. of MD Bus Pass	760	550	0	0	0	
458202 Pet Adoption	5,590	4,200	4,500	2,500	2,500	
TOTAL	**$2,237,163**	**$2,316,911**	**$2,274,500**	**$2,333,000**	**$2,350,900**	**$0**

Account Classification	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
FINES & FORFEITURES						
460101 Parking Citations	$93,357	$71,139	$75,000	$75,000	$75,000	
460102 Citation Late Fees	9,805	4,950	5,000	5,500	5,000	
460103 Impound Fees	5,925	5,200	5,000	6,000	6,000	
460121 Municipal Infractions	12,240	11,665	12,000	12,000	12,000	
460122 False Alarm Fees	7,750	3,075	5,000	4,000	4,000	
460201 Red Light Camera Fines	155,835	133,760	110,000	500,000	450,000	
460301 Speed Camera Fines	459,727	420,763	440,000	350,000	350,000	
TOTAL	**$744,639**	**$650,553**	**$652,000**	**$952,500**	**$902,000**	**$0**
470000 Interest & Dividends	$78,655	$149,028	$200,000	$180,000	$150,000	
MISCELLANEOUS REVENUES						
480101 Rents & Concessions	$580	$510	$500	$500	$500	
480200 Sale of Recyclable Material	5,580	5,791	5,500	5,000	5,000	
480301 Other	20,182	31,059	20,000	25,000	25,000	
480302 Purchase Card Rebates	4,588	5,248	5,000	5,000	5,000	
480303 EV Charging Station	0	720	0	1,000	1,000	
480402 Animal Control Contri.	365	1,088	500	500	1,500	
480403 Franklin Park Partnership	64,163	69,996	70,000	70,000	70,000	
480404 Four Cities Street Cleaning	64,273	94,695	84,600	86,900	86,800	
480405 IWIF Reimbursement	10,616	69,740	10,000	10,000	10,000	
480406 GRH Service Coordinator	27,700	27,700	27,700	27,700	27,700	
480407 GRH Mental Wellness				25,000	25,000	
480501 Museum Admission Fees					1,000	
480502 Museum Gift Shop Sales					6,000	
480503 Museum Walking Tours					2,700	
480504 Museum FOGM Transfer					13,000	
TOTAL	**$198,047**	**$306,548**	**$223,800**	**$256,600**	**$280,200**	**$0**
INTERFUND TRANSFERS						
490101 From Special Projects Fund	$35,000	$46,600	$45,000	$45,000	$0	
TOTAL	**$35,000**	**$46,600**	**$45,000**	**$45,000**	**$0**	**$0**
TOTAL GENERAL FUND REVENUES	**$28,517,755**	**$30,166,197**	**$31,173,600**	**$31,908,600**	**$32,981,035**	**$0**

		Actual and Estimated FY 2020		Proposed FY 2021	
REAL PROPERTY	Date of Finality	Assessment	Adopted Rate $0.8275	Assessment	Proposed Rate $0.8275
Full Year	January 1	$2,307,612,000	$19,095,500	$2,428,013,143	$20,091,800
3/4 Year Additions	April 1	15,212,890	94,400	2,250,000	14,000
1/2 Year Additions	July 1	3,943,202	16,300	1,500,000	6,200
1/4 Year Additions	October 1	750,000	1,600	750,000	1,600
Homestead Credit		(14,512,700)	(120,100)	(9,200,000)	(76,100)
Homeowners Credit		(6,000,000)	(49,700)	(6,000,000)	(49,700)
Abatements - Real Property		(36,000,000)	(297,900)	(36,000,000)	(297,900)
Total		$2,271,005,392	$18,740,100	$2,381,313,143	$19,689,900

		Actual and Estimated FY 2020		Proposed FY 2021	
PERSONAL PROPERTY	Date of Finality	Assessment	Revenue Rate $1.7225	Assessment	Proposed Rate $1.7225
Locally Assessed	January 1	$811,600	$14,000	$811,600	$14,000
Public Utilities	January 1	18,550,700	320,000	18,550,700	320,000
Business Corporations	January 1	84,058,000	1,450,000	84,058,000	1,450,000
Abatements - Personal Property	January 1	(2,318,800)	(40,000)	(2,318,800)	(40,000)
Total		$101,101,500	$1,744,000	$101,101,500	$1,744,000
Total Assessable Base/Property Taxes					
One cent (1¢) on the Real Property Tax Rate Yields			$230,600		$237,900
One cent (1¢) on the Personal Property Tax Rate Yields			$10,100		$10,100
Total Yield for One cent (1¢) on the Real & Personal Property Tax Rates			$240,700		$248,000

Note: Prior to FY 2001, real property was assessed at 40% of actual value. This accounts for the difference in tax rates between real and personal property.

In this section, revenue sources in the General Fund are explained with comparisons between previous years' actual receipts, the original budget, an estimate for the current year, and the proposed revenue for the new fiscal year. The City's Fund Balance is also discussed. Revenues are budgeted on a modified accrual basis which means they are recorded when revenues are measurable and available to spend. The major categories of revenue are: 1) Real Property Tax, 2) Ordinary Business Corporations (Corporate Personal Property Tax), 3) State Shared Taxes, 4) Licenses and Permits, 5) Revenue from Other Agencies, 6) Service Charges, 7) Fines and Forfeitures and 8) Miscellaneous.

IMPACT OF COVID-19

On March 5, 2020, Governor Larry Hogan issued a Declaration of State of Emergency and Existence of Catastrophic Health Emergency – COVID-19. The City of Greenbelt assessed the situation and restricted public access to most city facilities and canceled programs to ensure the health and safety of its citizens and employees. Governor Hogan subsequently issued a series of orders resulting in the closure of non-essential businesses and a requirement for non-essential employees to stay home.

The impact of COVID-19 on the city's financial health is unknown at this time largely because there is no clear end in sight to the social distancing requirements and business closures.

Forecasts are particularly challenging when so much is unknown. Specifically,

- The virus's properties are not fully understood and could change.
- The role of asymptomatic patients is not fully understood.
- The true rates of infection and immunity are uncertain.
- Policy responses will be uneven, often delayed and there will be missteps.
- The reactions of firms and households are uncertain.

Forecasts in this environment will likely be inaccurate. For example, consensus estimates for initial unemployment claims in the United States were around 1.6 million at the end of March 2020, but the figure came in at 3.28 million – an historically unprecedented figure, about five times greater than the largest weekly increase in the global financial crisis. The intensity of the shock will be determined by the underlying virus properties, policy responses as well as consumer and corporate behavior in the face of adversity.[1]

[1] Understanding the Economic Shock of Coronavirus, Carlsson-Szlezak, Reeves and Swartz, Harvard Business Review, March 27, 2020.

Preliminary estimates of the revenue loss to the City of Greenbelt range from $2.6 million to $3.6 million assuming the social distancing requirements end in June and many businesses reopen. These revenue reductions are expected to affect the last four months of FY 2020 and the first quarter of FY 2021. This range of potential revenue loss will increase if the business closure and stay at home requirements extend beyond June 30, 2020.

The numbers in the FY 2021 Proposed Budget were finalized as the COVID-19 outbreak hit the United States. These numbers will be adjusted during the budget process as the actual impacts on the City's financial position become more apparent and the Council provides policy guidance to the City Manager regarding which adjustments they would like staff to make as we continue to serve the Greenbelt community during the crisis. Expenditure reductions the City has considered in the past when faced with financial challenges include:

- Defer capital projects
- Continue vacation positions/selective hiring freeze
- Draw down on General Fund Reserves
- Eliminate non-essential training
- Defer employee raises and cost of living adjustments (COLAs)
- Delay the implementation of new initiatives (e.g. Employee Compensation Study)

FUND BALANCE

Fund Balance represents the accumulated total of revenues over expenditures since the beginning of the government in June 1937. The City's current fund balance guideline is to maintain a minimum balance equal to 10% of General Fund expenditures.

FUND BALANCE GOAL/GUIDELINE

In the short term, it is prudent to maintain reserves should the City experience a revenue shortfall or an emergency major operating expenditure. The current goal for the fund balance of the General Fund is to maintain a 10% ratio of fund balance to current year expenditures. Even when adhered to, the current guideline is not sophisticated enough to ensure long-term financial stability.

Prudent financial management requires a fund balance goal be stated in a manner that gives clear direction in order to maintain financial stability throughout trying economic times. Therefore, the fund balance of the General Fund should increase at the same pace as expenditures each fiscal year during economic expansions. Going forward, the goal should be to increase the fund balance during expanding economies so that a minimum balance of 10% of current year expenditures is achievable at the end of the next recession.

The fund balances for other funds are currently at a level necessary to meet the needs of the immediately succeeding fiscal year. However, current fund balances of capital funds, expected transfers in, and other revenues are not sufficient to fund all of the City's needs. The City recognizes that the fund balances of these other funds, particularly the Capital Projects Fund, must be sufficient to support near and long-term infrastructure projects, e.g. road reconstruction, building renovations, etc. If this goal is not met, the "pay as you go" approach cannot be achieved. There have been significant increases to the transfers from the General Fund to the Capital Projects Fund in recent fiscal years. As a result, the outlook for achieving adequate funding for much needed infrastructure projects has improved.

The fund balance has three parts. An unassigned balance is held without a specific purpose. These "reserves" are necessary to fund unexpected expenditures or revenue shortfalls that could occur. The other two designations for fund balance (non-spendable and assigned) are designated for specific initiatives.

The unassigned fund balance of the General Fund is projected to be 17.1% at the end of FY 2020. The unassigned fund balance is expected to decline by 0.7% in FY 2021, to 16.4%. As annual budgets increase, the fund balance must increase as well or it will decline as a percent of fund balance. Therefore, fund balance "in dollars" must increase over time or the result will be a decline in the financial health of the City.

The General Fund Summary sheet (page 1) shows the allocation of monies that have been designated for a specific use within the City's total fund balance. This portion of fund balance complements the remaining funds which are undesignated and unreserved. Examples of designated fund balance include funds set aside for inventories and encumbrances for obligations initiated in a prior fiscal year that is not payable until the subsequent fiscal year. These funds must be used for the designated purpose.

REVENUE ISSUES & FORECASTS

During periods of healthy revenue growth, governments must prepare for the next economic downturn. This is especially true for municipal governments as many of their revenue sources are dictated, controlled, and/or influenced by the larger governmental entities in which they are located. Fiscal year 2021 will be the fourth consecutive year in which revenues are projected to increase over the previous fiscal year albeit at a lower pace.

The City must increase its reserves in the funds that pay for infrastructure obligations. The objective in taking this "long view" is to be prepared for the inevitable economic downturn whenever it may occur because infrastructure is one of the first areas to be cut during periods of declining revenue. Therefore, all efforts to increase capital project funding during good times is money well saved for the lean fiscal years surely to come.

Real estate revenue is the City's largest source of income. In the FY 2021 Proposed Budget, net real estate revenue (revenue less abatements and other reductions) accounts for 59.4% of total General Fund revenue. This is approximately 2.1% lower than the high point of 61.5% in FY 2010. It should be noted that in FY 1989, real estate revenue was only 48.5% of total General Fund revenue. The trend to a higher reliance on real estate revenue could place the City in a more vulnerable position fiscally when the next recession occurs. A diversified revenue stream is the best defense against a slowing economy.

Greenbelt increased its real property tax rate for FY 2020 for three primary reasons. First, residents approved a referendum in November 2017 to borrow up to $2.5 million to implement federally mandated improvements to the Greenbelt Lake Dam. In the referendum literature, residents were informed that a tax rate increase of $0.0075 may be required to support the new borrowing. In FY 2019, the city was able to obtain approval for a low-interest loan from the State of Maryland Department of Natural Resources (DNR) enabling the project to proceed. Second, City services continued to expand putting pressure on city resources. By FY 2020, city staffing increased by 16.3 full-time equivalent (FTE) positions since the last property tax rate increase in FY 2014. Third, the City adopted Prince George's County's minimum wage law in 2014 which was more generous than the law adopted by the State of Maryland. The result was a 35% or $400,000 increase in wages to part-time employees over a four year period. Because this series of increases in the minimum wage were substantial, the City was not able to "pass along" all of the increased costs to users. Legislation enacted by the Maryland General Assembly during FY 2020 requires employers, including municipal governments, to pay phased-in higher minimum wages capping out at $15.00 per hour in 2025 for employers with 15 or more employees, and in 2026 for employers with fewer than 15 employees.

REAL PROPERTY

The latest real estate assessment valuation for Greenbelt was completed in calendar year 2019 and set the baseline for assessed values for fiscal years 2020, 2021 and 2022. Therefore, FY 2020 was the first year of the next triennial assessment period ending in FY 2022. The City relies upon information from the State Department of Assessment and Taxation (SDAT) local office in Upper Marlboro to estimate the market value of real estate property in Greenbelt. The City of Greenbelt's real property consists of three types: individual homeowners (consisting of single family homes, townhomes and condominiums), apartment rental property and commercial business property. Residential homeowner property (56%) combined with apartments (21%) account for 77% of total assessed value in Greenbelt. Commercial property accounts for the remaining 23% of assessed value currently, down from 36% of total value in FY 2012. While FY 2021 assessments for commercial properties are 23% lower than their peak in 2012, data from SDAT, indicates FY 2021 will be the first year that assessments for commercial properties have increased in the time period.

Total assessed real property values increased to $2.29 million in FY 2020 and to $2.42 billion in FY 2021. During the past 10 years, real property values peaked in FY 2011 at $2.24 billion before the city felt the impact of the 2008 Recession. In FY 2014, the value of real property in Greenbelt declined to $1.78 billion, a decrease of 20.5%. From peak to trough and back again required nine fiscal years. Residential property assessments are projected to increase 6.3% in FY 2021 while commercial properties are expected to increase 4.8%.

The City estimates real property abatements of $297,900 in FY 2020 and $100,000 for prior year abatements. Using information provided by SDAT via the Constant Yield Tax Rate Certification Report as a point of reference, staff estimates abatements to continue at $297,900 in FY 2021 and $100,000 for all prior years (FY 2020 and earlier).

Assessment increases are limited to 10% per year. This limit to a homeowner's assessment is called the "Homestead Property Tax Credit." It is estimated that these reductions will result in credits of $120,100 in FY 2020 and $76,100 in FY 2021. The State of Maryland has a second tax credit based upon a homeowner's income that limits the amount of property taxes owed. The City has "piggybacked" on this credit for homeowners in Greenbelt who qualify for the State credit. This additional credit is limited to 25% of the amount of the State credit. It is estimated that this credit will be $49,700 in FY 2020 and FY 2021 .

PERSONAL PROPERTY

This designation contains three types of personal property: (1) Locally Assessed, (2) Public Utility and (3) Ordinary Business Corporation. The Personal Property Tax (PPT) is an ad valorem tax levied annually on all stock in a business, which includes furniture, equipment and inventory. Locally Assessed Personal Property Tax comes from unincorporated operations (e.g. sole proprietorships and partnerships). The Public Utility portion is a tax paid by public utilities on the value of stock and materials (e.g. poles and substations) owned by electric, communication and water companies located in Greenbelt. The Ordinary Business Corporation portion is paid by corporations doing business in Greenbelt. All companies owning business personal property and operating in Greenbelt are assessed as of January 1st in the subsequent fiscal year.

Corporate personal property tax revenue exceeded $1.8 million in fiscal years 2005, 2006 and 2007. The recession and better inventory controls are cited as the primary reasons for the decline of this revenue source. Revenue was $1.45 million in FY 2017, a 5.2% decline from a year earlier. This revenue source came in at $1.44 million in FY 2018 and bounced up to $1.46 million in FY 2019. It is estimated that revenue for corporate personal property taxes decrease slightly to $1.45 million in FY 2020 and in FY 2021.

The two largest utilities, Pepco and Verizon, account for approximately 70% of personal property taxes from utility companies annually. Largely due to a 6.8% increase to the Pepco assessment, Utility Personal Property Taxes ended FY 2019 8% higher than in FY 2018. The FY 2020 adopted budget for personal property tax for utilities has been reduced to $320,000 to reflect the usual revenue decline following a substantial investment by a utility company to their infrastructure due to depreciating the new assets in the subsequent year. However, the FY 2020 trend indicates this revenue source should come in at $330,000 by the end of the year. The FY 2021 proposed budget assumes the same amount.

STATE SHARED TAXES

Income Tax – The City receives four estimated income tax payments from the State each fiscal year. These payments represent the State's best estimate of the income tax monies due to the City. In addition, the City receives five residual payments. These payments are the result of income tax payers receiving additional time to file their returns after the April 15th deadline. The ratio of estimated to residual payments is approximately 3 to 1.

The average growth rate for income tax since 1990 has been 3.15%. After growing an average of 6.95% annually from FY 2014 to FY 2017, income tax receipts declined from $2,896,261 in FY 2017 to $2,747,028 in FY 2018, or 5.43%. The decline was entirely due to a reduction in the residual income payments of $170,191. This trend revered in FY 2019, when income taxes increased to $3.4 million or by approximately 23%. This revenue category is expected to rise slightly to $3.5 million in FY 2020 and $3.6 million in FY 2021 or by approximately 3% in each of those fiscal years.

OTHER LOCAL TAXES

Admissions and Amusement (A&A) Taxes are levied on the gross receipts of a variety of entertainment and amusement activities. The City taxes gross receipts from these activities at the maximum rate of 10%. Approximately 75% of this revenue is derived from the admissions to movie theaters. Renovations to local theaters resulted in a 75% projected increase in revenue in FY 2020 from $160,000 to $280,000. A&A Taxes are expected to remain at $280,000 for FY 2021.

Hotel/Motel Taxes are levied upon the room rates charged to visitors staying at Greenbelt's six hotels. Revenues are not expected to meet budgeted expectations due to renovations at two hotels during FY 2020. The decrease is expected to be short-term. The FY 2020 and FY 2021 Hotel/Motel Taxes are estimated at $825,000 and $900,000 respectively.

The State Highway Administration (SHA) abandoned a long-standing formula in fiscal year 2008, when addressing its response to the Great Recession, to share **Highway User Revenue** with municipalities and counties. It was replaced with a slimmed down version and supplemented with annual allotments submitted by the Governor and approved annually by the Maryland Assembly. In FY 2020, the State re-established a formula to share these revenues equitably. This revenue must be expended for the construction, reconstruction and/or maintenance of roads or streets.

Actual receipts, including the one-time monies for FY 2017 and FY 2018, were $370,421 and $393,519 respectively. The FY 2019 amount slightly exceeded the budget at $436,718. For FY 2020, the city expects to receive slightly more than the budgeted amount or $558,800. The upward trend continues in FY 2021. The State Highway Administration projects the city's FY 2021 revenue at $569,900.

LICENSES AND PERMITS

Street Permit revenue represents fees paid by property owners to the City whenever improvements are made to the public right-of-way. The majority of these fees are paid by property developers within the City. Receipts from street permits are based upon the value of the improvement to the property.

Residential and Commercial Property Fees support the City's code enforcement program. The residential rental license fee was last increased in FY 2012, from $100 to $110. The increase kept the City's fees in line with the fees charged by other area jurisdictions. Apartment rental licenses comprise the largest portion of these fees. Rental fees from individual owners comprise approximately 15% of these revenues. Commercial entities located in Greenbelt must have a City license. The license fee is set in three tiers determined by the space occupied by the business. This fee was last increased in FY 2012. These fees have been very stable for many years. It is estimated at $210,000 in FY 2020 and FY 2021.

The City receives **Cable Television Franchise Fees** from cable TV operators that provide service to Greenbelt residents and businesses. The fee is based on 5% of annual gross subscriber revenues during the period of the franchise operation. The City granted a 15 year franchise to Comcast in 1999 which expired in 2014. That agreement continues to be in effect until the negotiations to renew the contract are complete. The City granted a second franchise agreement to Verizon which provides competition for residents and businesses. Cable is no longer the only choice for families seeking home entertainment. Competition from other mediums, e.g. Netflix, Hulu, Amazon, Apple TV, etc. have given families other entertainment options. Therefore, it is expected that cable franchise fees will decline slowly over time. Revenue from cable franchise fee peaked in FY 2017 and has trended lower for six consecutive quarters. Therefore, revenue estimates for FY 2020 and FY 2021 are $388,000 and $385,000, respectively.

REVENUE FROM OTHER AGENCIES

State Aid for Police Protection (SAPP) is allocated to counties and municipalities that have annual expenditures for police protection of at least $5,000 and employ at least one qualified full-time police officer. The State abandoned its long standing formula to allocate aid for police protection in favor of a flat dollar grant to local police agencies in FY 2011. Greenbelt's share of this grant for FY 2019 was $446,000, a decline from FY 2018 (2%). This grant is based on proportional expenditures state-wide. The City's FY 2020 SAPP revenue is estimated to be slightly less than budgeted at $445,000. Revenues for FY 2021 are projected to be the same.

Landfill Disposal Rebate - The County accepts solid waste from municipalities as well as private contractors. Municipalities receive a rebate of collected landfill fees. This rebate has been $57,700 since 1996 .

SERVICE CHARGES

The City charges a **Refuse Collection and Recycling** fee to all participating neighborhoods in Greenbelt. It should be noted that approximately 83% of the City's cost to provide refuse and recycling service is fixed. Salaries, benefits, equipment maintenance, insurance, etc. do not vary as a result of new or lost customers.

The two variable costs are the tipping fee for refuse and the recycling fee. The City increased its refuse collection fee by $3 per quarter, or 4.5%, to $70 in FY 2017 to cover the cost of using the County's Recycling Facility. It was the first increase since FY 2011. No increases to refuse and recycling fees are proposed in FY 2021.

The City's **Recreation Department** charges user fees for many of its programs. These user fees can be susceptible to economic pressures because of their discretionary nature. The Department is proposing fee increases for certain programs. In FY 2021, fee based recreation revenues are estimated to be $1,653,000, an increase of 0.5% from a year ago.

The Maryland National Capital Park and Planning Commission (M-NCPPC) increased their minimum wage in May 2018 for lifeguards to $15 per hour, or $3.50 higher than the starting pay for lifeguards at the Aquatic & Fitness Center. Greenbelt responded with wage increases as well, but did not match the M-NCPPC wage increase. Recreation program fees cannot be increased to fully offset the accelerating increases of minimum wages in nearby jurisdictions. Therefore, other City revenues, specifically real estate taxes, will continue to be required to balance recreation programing.

Greenbelt Aquatic and Fitness Center (GAFC) – The GAFC opened for business in September 1991. The facility remains open 365 days a year. User fees for the City's fitness center and swimming pools are accounted for here. Nowhere in the budget (except for possibly Greenbelt's Kids) is the effect of increasing the minimum wage felt more deeply than in this budget. Staff is recommending a 3% fee 57 increase for all passes and a 25 cent increase for all daily admissions. GAFC revenues are projected to be $581,000 and $595,000 in FY 2020 and FY 2021, respectively.

Community Center fee based revenue supports approximately 20% of the cost to operate the facility. Rental fees for the gym, dance studio, multipurpose room and meeting rooms were last increased in FY 2013. Tenant rents are tied to the Consumer Price Index (CPI). Tenant leases expire throughout the fiscal year and are adjusted accordingly. Staff is proposing a 10% increase in hourly room rental rates for FY 2021. Revenue for the Community Center is expected to be $208,000 in FY 2020 and FY 2021.

The **Greenbelt's Kids** budget accounts for all revenues generated by programing focused toward children in Greenbelt. This includes spring and summer camps, after school programs and miscellaneous classes. Camp fees account for approximately four-fifths of Greenbelt's Kids revenue.

The Recreation Department's long-standing goal for Greenbelt's Kids revenue to achieve a ratio of revenues to expenditures of 125% is no longer possible. The reliance on part-time staff to run youth programming (e.g. summer camps) and the effect of minimum wage increases over the past four fiscal years has created the fiscal reality that revenues will at best cover operating expenditures on a one for one basis.

FINES AND FORFEITURES

This category is comprised of the fines for parking violations, impound fees, false fire alarm fines and municipal infractions. The fine for Parking Tickets was last increased from $25 to $40 in FY 2006. Parking enforcement expected revenue is estimated at $75,000 for FY 2020 and FY 2021, respectively.

The City initiated its **Red Light Camera Program** in FY 2002. This program was designed to reduce the number of traffic signal violations and increase traffic safety within Greenbelt. During FY 2020, revenue in this program was coming in lower than expected. After reviewing the detailed receipts it was determined the vendor had not transferred monies due to Greenbelt. The city received a large one-time allocation which was placed in the Special Projects Fund to pay for a one-time project. Revenue in this category is expected to be $450,000 in FY 2021.

The City's **Speed Camera Program** began in November 2012. Because these cameras must be within one-half mile of a school, many of the cameras are in residential sections of the City. Revenue from speed cameras declined several years after peaking in the second year of the program. However, in recent fiscal years, the revenue has been relatively stable. Revenues for FY 2020 and FY 2021 are estimated at $350,000.

MISCELLANEOUS

The City invests most of its available monies in the Maryland Local Government Investment Pool (MLGIP). Rates at MLGIP rise and fall in line with the actions of the Federal Reserve Board (FRB). Prior to FY 2017, the interest rate was near zero. The FRB made its first quarter percent interest rate increase since the "Great Recession" in 2015. Since then, there was one rate increase in 2016, two more in 2017 and four one-quarter percent increases in calendar year 2018. In July 2019, the FRB reduced its rate by 0.25 percent, lowering the federal funds rate to a range of 2 percent to 2.25 percent. As a result, it is proposed to set the interest revenue budget at $150,000 for FY 2021.

Partnerships - The City has two active partnerships that provide additional services to the residents of Greenbelt. The first is a public private partnership to provide additional police support at the **Franklin Park Apartments**. In FY 2021, it is proposed to maintain this agreement at $70,000.

The second partnership provides street cleaning services to residents of Greenbelt, Berwyn Heights, College Park and New Carrollton (a.k.a. Four Cities). Expenditures account for the related expenditures are shown in the Public Works budget. It is estimated that the share of expenditures from Greenbelt's partners in the Four Cities will be $86,800 in FY 2021.

SUMMARY OF CHANGES TO GENERAL FUND EXPENDITURE LINE ITEMS

FY 21

This section will explain changes that are common to many of the City's operating budgets. The information is consolidated here for your convenience.

Lines 01 through 16 and 23 through 25- Salaries: Cost of living adjustments (COLA) of 2% for all classified employees are integrated into salary line items beginning on July 1. Merit pay is calculated at 3% on each individual employee's anniversary date which occurs throughout the fiscal year.

Lines 19 through 22 and 26: These line items account for part-time employee salaries. These line items show the variable personnel cost to provide many recreational services. Since FY 2015, part-time salaries have risen more than $400,000, or 55%, which is in line with the increase of the minimum wage from $7.25 to $11.50 per hour. It is believed that user revenue offsets to these wage increases would have made recreational programming unaffordable for many families.

Line 28 - Benefits: Health insurance premiums have not yet been set for FY 2021. However, a 10% increase is projected at this time for FY 2021.

Line 33 - Insurance: The City places its insurance needs with the Local Government Insurance Trust (LGIT) and Key Risk Insurance. LGIT provides the City with all lines of insurance except for workers' compensation.

Line 39 - Utilities: Estimated expenditures for all utilities are reflected in this line including natural gas, electricity, water and heating oil (used to heat the greenhouse at Public Works).

Line 50 - Motor Equipment Maintenance: The cost of motor vehicle fuel (gasoline and diesel) is the most difficult commodity to project a year or more into the future. That said, a good faith effort to estimate this commodity must be attempted. City vehicles require approximately 100,000 gallons of fuel annually. Therefore, a one cent increase or decrease in the average price of motor vehicle fuel will cost or save the City approximately $1,000. It should be noted that because of bulk purchasing, the City pays approximately 30 cents per gallon less than the prices at local Greenbelt gas stations.

GENERAL FUND SUMMARY - EXPENDITURES

	FY2018 Actual Trans.	FY2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
GENERAL GOVERNMENT						
110 City Council						
Personnel Expenses	$96,167	$100,217	$104,300	$103,500	$106,900	$0
Other Operating Expenses	47,513	47,340	43,900	45,500	50,700	0
Total	$143,680	$147,557	$148,200	$149,000	$157,600	$0
120 Administration						
Personnel Expenses	$640,826	$748,934	$724,200	$727,000	$773,700	$0
Other Operating Expenses	52,127	64,615	57,400	59,600	59,400	0
Total	$692,953	$813,549	$781,600	$786,600	$833,100	$0
125 Economic Development						
Personnel Expenses	$0	$0	$104,200	$103,700	$109,700	$0
Other Operating Expenses	0	0	21,700	19,800	20,800	0
Total	$0	$0	$125,900	$123,500	$130,500	$0
130 Elections						
Other Operating Expenses	$31,475	$0	$32,000	$31,200	$0	$0
Total	$31,475	$0	$32,000	$31,200	$0	$0
135 Human Resources						
Personnel Expenses	$0	$0	$318,700	$314,000	$335,700	$0
Other Operating Expenses	0	0	25,300	26,300	101,400	0
Total	$0	$0	$344,000	$340,300	$437,100	$0
140 Finance						
Personnel Expenses	$775,078	$846,703	$700,100	$752,300	$653,400	$0
Other Operating Expenses	159,350	169,175	139,100	140,800	145,000	0
Total	$934,429	$1,015,878	$839,200	$893,100	$798,400	$0
145 Information Technology						
Personnel Expenses	$531,762	$559,436	$594,400	$594,300	$614,900	$0
Other Operating Expenses	95,119	143,095	153,900	152,700	157,000	0
Capital Outlay	0	12,551	10,000	10,000	10,000	0
Total	$626,881	$715,082	$758,300	$757,000	$781,900	$0
150 Legal Counsel						
Other Operating Expenses	$152,893	$211,112	$195,000	$285,000	$235,000	$0
Total	$152,893	$211,112	$195,000	$285,000	$235,000	$0
180 Municipal Building						
Personnel Expenses	$32,860	$26,197	$28,500	$28,500	$30,000	$0
Other Operating Expenses	47,594	49,154	51,400	48,200	47,500	0
Total	$80,454	$75,351	$79,900	$76,700	$77,500	$0
190 Community Promotion						
Personnel Expenses	$161,853	$186,343	$108,200	$214,100	$261,800	$0
Other Operating Expenses	112,606	99,759	108,200	127,100	108,300	0
Total	$274,459	$286,102	$216,400	$341,200	$370,100	$0
195 Public Officers Association						
Other Operating Expenses	$47,599	$61,437	$68,300	$69,800	$71,700	$0
Total	$47,599	$61,437	$68,300	$69,800	$71,700	$0
TOTAL GENERAL GOVERNMENT	**$2,984,823**	**$3,326,068**	**$3,588,800**	**$3,853,400**	**$3,892,900**	**$0**

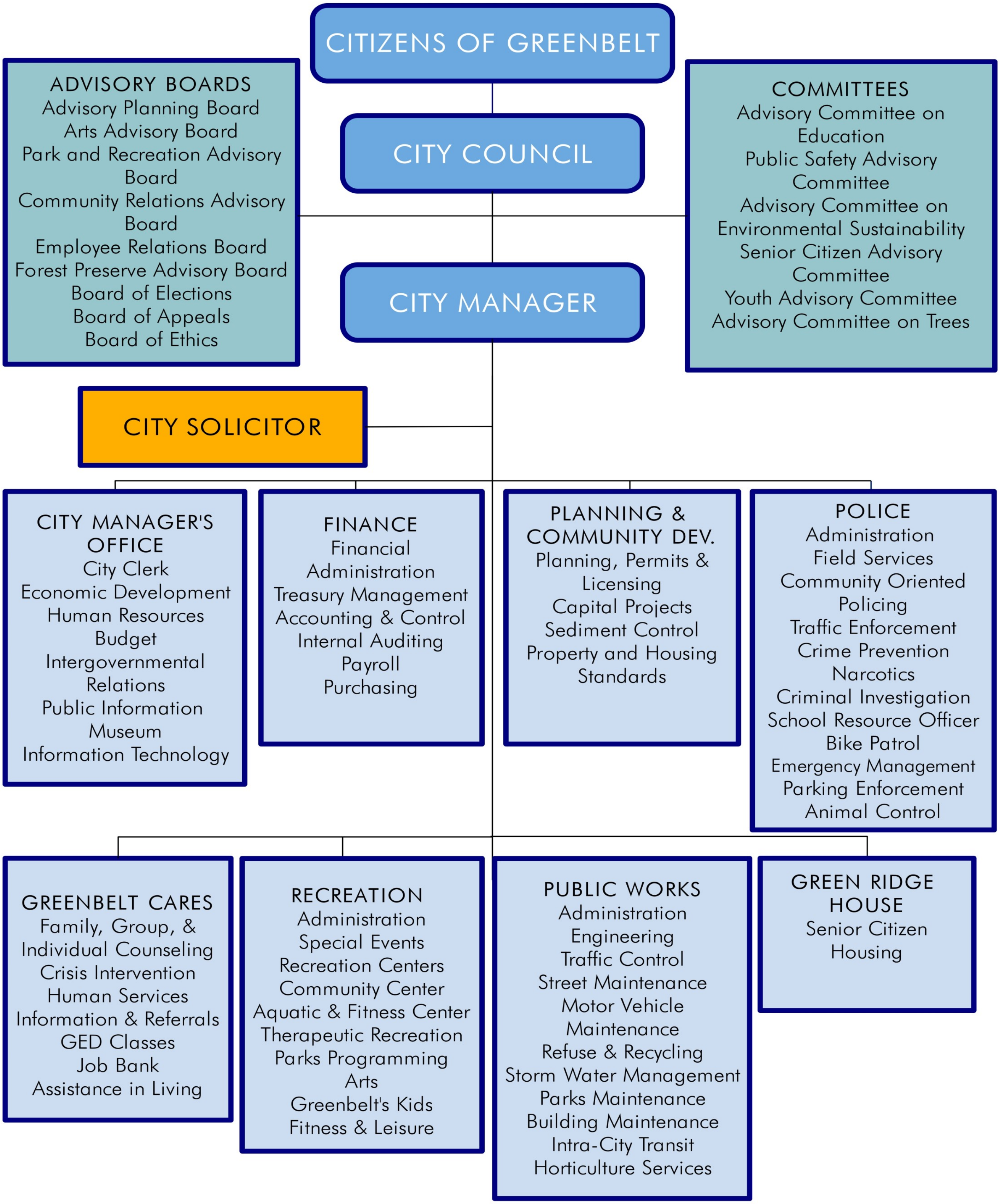
	FY2018 Actual Trans.	FY2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
PLANNING & COMMUNITY DEVELOPMENT						
210 Planning						
Personnel Expenses	$221,910	$287,995	$339,200	$313,600	$360,700	$0
Other Operating Expenses	51,167	7,782	40,700	41,200	41,000	0
Total	$273,077	$295,777	$379,900	$354,800	$401,700	$0
220 Community Development						
Personnel Expenses	$309,065	$386,602	$548,600	$357,100	$591,800	$0
Other Operating Expenses	205,832	220,138	114,400	117,800	119,800	0
Capital Outlay	0	0	0	0	0	0
Total	$514,896	$606,740	$663,000	$474,900	$711,600	$0
TOTAL PLANNING & COMMUNITY DEVELOPMENT	**$787,973**	**$902,517**	**$1,042,900**	**$829,700**	**$1,113,300**	**$0**
PUBLIC SAFETY						
310 Police Department						
Personnel Expenses	$7,873,420	$8,266,119	$9,173,400	$8,446,500	$9,519,800	$0
Other Operating Expenses	1,451,908	1,534,398	1,625,900	1,577,600	1,636,300	0
Capital Outlay	347,923	378,488	287,000	440,000	392,000	0
Total	$9,673,251	$10,179,005	$11,086,300	$10,464,100	$11,548,100	$0
330 Animal Control						
Personnel Expenses	$194,993	$210,205	$293,200	$173,500	$270,000	$0
Other Operating Expenses	57,655	56,786	44,600	43,500	43,500	0
Total	$252,647	$266,991	$337,800	$217,000	$313,500	$0
340 Fire and Rescue Service						
Other Operating Expenses	$10,000	$10,000	$10,000	$10,000	$10,000	$0
Capital Outlay	88,000	120,000	120,000	120,000	120,000	0
Total	$98,000	$130,000	$130,000	$130,000	$130,000	$0
TOTAL PUBLIC SAFETY	**$10,023,899**	**$10,575,996**	**$11,554,100**	**$10,811,100**	**$11,991,600**	**$0**
PUBLIC WORKS						
410 Public Works Administration						
Personnel Expenses	$1,111,395	$1,284,095	$1,349,100	$1,297,600	$1,375,700	$0
Other Operating Expenses	152,374	151,943	160,700	163,100	166,300	0
Total	$1,263,769	$1,436,038	$1,509,800	$1,460,700	$1,542,000	$0
420 Equipment Maintenance						
Personnel Expenses	$135,053	$164,153	$184,200	$169,600	$186,500	$0
Other Operating Expenses	96,966	103,305	115,800	105,200	111,100	0
Total	$232,019	$267,458	$300,000	$274,800	$297,600	$0

	FY2018 Actual Trans.	FY2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
440 Street Maintenance						
Personnel Expenses	$625,861	$647,572	$639,700	$665,400	$680,700	$0
Other Operating Expenses	309,837	283,371	330,000	309,400	325,900	0
Total	$935,698	$930,943	$969,700	$974,800	$1,006,600	$0
445 Four Cities Street Cleaning						
Personnel Expenses	$75,557	$80,878	$85,700	$86,200	$87,400	$0
Other Operating Expenses	24,566	31,055	27,100	29,600	28,300	0
Total	$100,123	$111,933	$112,800	$115,800	$115,700	$0
450 Waste Collection & Disposal						
Personnel Expenses	$539,592	$591,813	$604,000	$536,900	$596,600	$0
Other Operating Expenses	192,105	206,778	200,800	203,400	211,100	0
Total	$731,697	$798,591	$804,800	$740,300	$807,700	$0
460 City Cemetery						
Personnel Expenses	$4,067	$809	$2,500	$2,500	$2,500	$0
Other Operating Expenses	2,875	2,125	2,800	2,800	2,800	0
Capital Outlay	0	0	0	0	0	0
Total	$6,942	$2,934	$5,300	$5,300	$5,300	$0
470 Roosevelt Center						
Personnel Expenses	$72,982	$100,254	$111,100	$122,500	$117,700	$0
Other Operating Expenses	23,368	34,366	29,300	31,300	30,300	0
Total	$96,351	$134,620	$140,400	$153,800	$148,000	$0
TOTAL PUBLIC WORKS	**$3,366,600**	**$3,682,517**	**$3,842,800**	**$3,725,500**	**$3,922,900**	**$0**
GREENBELT CARES						
510 Youth Services Bureau						
Personnel Expenses	$684,229	$708,358	$744,900	$632,600	$876,100	$0
Other Operating Expenses	50,641	50,885	36,400	35,600	35,300	0
Total	$734,869	$759,243	$781,300	$668,200	$911,400	$0
520 Greenbelt Assistance in Living						
Personnel Expenses	$247,965	$306,533	$326,300	$296,400	$369,600	$0
Other Operating Expenses	11,235	33,170	11,100	41,800	7,800	0
Total	$259,200	$339,703	$337,400	$338,200	$377,400	$0
530 Service Coordination Program						
Personnel Expenses	$66,129	$73,316	$76,600	$80,700	$82,300	$0
Other Operating Expenses	0	0	0	0	4,900	0
Capital Outlay	71,793	77,323	81,500	85,700	0	0
Total	$137,921	$150,639	$158,100	$166,400	$87,200	$0
TOTAL GREENBELT CARES	**$1,131,991**	**$1,249,585**	**$1,276,800**	**$1,172,800**	**$1,376,000**	**$0**

	FY2018 Actual Trans.	FY2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
RECREATION & PARKS						
610 Recreation Administration						
Personnel Expenses	$622,085	$569,622	$661,000	$521,100	$652,300	$0
Other Operating Expenses	80,470	67,559	73,500	67,500	69,000	0
Total	$702,555	$637,181	$734,500	$588,600	$721,300	$0
620 Recreation Centers						
Personnel Expenses	$539,204	$569,681	$605,000	$585,800	$624,400	$0
Other Operating Expenses	133,022	159,240	129,300	126,500	127,300	0
Total	$672,226	$728,921	$734,300	$712,300	$751,700	$0
650 Aquatic and Fitness Center						
Personnel Expenses	$826,035	$878,262	$927,100	$869,800	$921,600	$0
Other Operating Expenses	362,480	357,378	362,700	347,500	346,900	0
Total	$1,188,515	$1,235,640	$1,289,800	$1,217,300	$1,268,500	$0
660 Community Center						
Personnel Expenses	$632,629	$677,628	$694,000	$697,300	$723,800	$0
Other Operating Expenses	237,769	237,745	239,000	231,200	233,000	0
Total	$870,398	$915,373	$933,000	$928,500	$956,800	$0
665 Greenbelt's Kids						
Personnel Expenses	$422,359	$446,641	$453,200	$494,300	$503,000	$0
Other Operating Expenses	127,092	98,414	116,700	102,300	104,900	0
Total	$549,451	$545,055	$569,900	$596,600	$607,900	$0
670 Therapeutic Recreation						
Personnel Expenses	$190,699	$132,496	$141,700	$140,760	$145,100	$0
Other Operating Expenses	21,874	17,255	30,300	22,300	22,300	0
Total	$212,573	$149,751	$172,000	$163,060	$167,400	$0
675 Fitness & Leisure						
Personnel Expenses	$91,484	$97,970	$102,900	$100,800	$108,400	$0
Other Operating Expenses	29,098	39,224	38,100	39,700	40,700	0
Total	$120,582	$137,194	$141,000	$140,500	$149,100	$0
685 Arts						
Personnel Expenses	$181,184	$191,469	$197,800	$195,200	$210,000	$0
Other Operating Expenses	26,412	26,709	31,800	29,650	39,100	0
Capital Outlay	0	0	5,000	0	0	0
Total	$207,596	$218,178	$234,600	$224,850	$249,100	$0
690 Special Events						
Personnel Expenses	$60,770	$54,152	$62,700	$60,200	$60,200	$0
Other Operating Expenses	50,141	41,805	43,100	45,800	44,300	0
Total	$110,911	$95,957	$105,800	$106,000	$104,500	$0

	FY2018 Actual Trans.	FY2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
700 Parks						
Personnel Expenses	$876,570	$901,503	$997,800	$1,031,300	$1,130,600	$0
Other Operating Expenses	198,901	229,535	226,700	230,400	228,900	0
Total	$1,075,471	$1,131,038	$1,224,500	$1,261,700	$1,359,500	$0
TOTAL RECREATION & PARKS	**$5,710,277**	**$5,794,288**	**$6,139,400**	**$5,939,410**	**$6,335,800**	**$0**
MISCELLANEOUS						
910 Grants and Contributions						
Personnel Expenses	$8,500	$8,610	$8,000	$8,650	$8,000	$0
Other Operating Expenses	(8,500)	(8,610)	16,900	16,250	16,900	0
Total	$0	$0	$24,900	$24,900	$24,900	$0
920 Intra-City Transit Service						
Personnel Expenses	$95,265	$101,898	$100,600	$104,700	$106,500	$0
Other Operating Expenses	11,875	11,870	12,700	15,000	14,300	0
Total	$107,140	$113,768	$113,300	$119,700	$120,800	$0
930 Museum						
Personnel Expenses	$105,463	$112,526	$117,600	$117,800	$135,600	$0
Other Operating Expenses	16,670	17,857	23,900	29,800	36,400	0
Total	$122,133	$130,383	$141,500	$147,600	$172,000	$0
TOTAL MISCELLANEOUS	**$229,273**	**$244,151**	**$279,700**	**$292,200**	**$317,700**	**$0**
NON-DEPARTMENTAL						
Insurance	$689,925	$520,476	$541,000	$589,800	$619,200	$0
Other Services	413	292	1,000	3,500	2,000	0
Building Maint. - Painting	6,202	8,874	6,000	6,000	6,000	0
Special Programs	75,434	79,021	148,000	169,500	69,500	0
Unallocated Appropriations	3,397	25,819	22,200	20,000	20,000	0
MSRA Admin Fees	31,558	29,041	28,400	28,000	29,000	0
Retiree Prescription Subsidy	16,740	29,278	20,000	20,000	20,000	0
TOTAL NON-DEPARTMENTAL	**$823,668**	**$692,801**	**$766,600**	**$836,800**	**$765,700**	**$0**
FUND TRANSFERS						
Building Capital Res. Fund	$335,000	$1,000,000	$475,000	$850,000	$700,000	$0
Capital Improvements	700,000	1,215,000	820,000	1,200,000	1,000,000	0
Debt Service Fund Payment	705,000	805,000	817,000	817,000	1,030,000	0
Replacement Fund Reserve	320,000	350,000	360,000	800,000	450,000	0
Special Projects Fund	0	57,000	25,000	132,000	30,000	0
2001 Bond Fund	1,028,670	0	0	0	0	0
TOTAL FUND TRANSFERS	**$3,088,670**	**$3,427,000**	**$2,497,000**	**$3,799,000**	**$3,210,000**	**$0**
TOTAL DEPARTMENTS	**$28,147,173**	**$29,894,923**	**$30,988,100**	**$31,259,910**	**$32,925,900**	**$0**

CITY OF GREENBELT ORGANIZATIONAL CHART



	Auth. FY 2018	Auth. FY 2019	Auth. FY 2020	Prop. FY 2021	Auth. FY 2021
100 General Government	21.0	22.5	22.5	22.5	
200 Planning & Community Development	8.0	9.0	9.0	9.0	
300 Public Safety	74.0	75.0	75.0	75.0	
400 Public Works	55.6	57.0	57.0	57.0	
500 Greenbelt CARES	10.3	11.6	11.6	11.6	
600 Recreation	59.6	59.6	59.6	59.6	
930 Museum	1.0	1.0	1.0	1.0	
Total FTE	229.5	235.7	235.7	235.7	0.0

NOTE: The Personnel Staffing schedules express all positions, including non-classified, in terms of Full Time Equivalent (FTE) expressed to the nearest tenth of a full time position (2,080 hours). Thus, a part time employee working 600 hours a year would be reported as .3 FTE and 4 employees working 600 hours would be reported as 1.2 FTE.

Notes...

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, Economic Development, Elections, Human Resources, Finance, Information Technology, Legal Counsel, Municipal Building, Public Information & Community Promotion and Public Officers Association budgets.

ACCOMPLISHMENTS FOR FY 2020

CITY COUNCIL

- Advocated in opposition to a proposed Maglev train, and widening of I-495, I-270 and the Baltimore-Washington Parkway.
- Council members served on boards and committees of the Metropolitan Washington Council of Governments (MWCOG), Maryland Municipal League (MML) and National League of Cities (NLC) as well as various committees. For example: Mayor Byrd served on the MWCOG Board of Directors; Mayor Pro Tem Jordan served on the MML Board and the MWCOG Transportation Planning Board; Council member Davis served on the MML Legislative Committee; Council member Mach served on the MWCOG Climate, Energy and Environment Policy Committee and the NLC Human Development Committee; Council member Pope served on the NLC Small Cities Council; Council member Putens served on the NLC Public Safety and Crime Prevention Committee; and Council member Roberts served as an alternate on the MWCOG Transportation Planning Board.
- Conducted numerous meetings with stakeholders to represent the city's interests. These included meetings with Greenbelt Homes, Inc., Greenbelt East Advisory Coalition, Prince George's

County Economic Development Corporation, Capital Office Park, National Park Service, Washington Metropolitan Area Transit Authority, Roosevelt Center Merchants Association, Prince George's County Fire Department, Greenbelt's Postmaster, two meetings with the city's state and county delegation and quarterly Four Cities meetings.

- Worked to oppose a proposed Bureau of Engraving and Printing (BEP) facility at the Beltsville Agricultural Research Center (BARC).
- Met with representatives of Beltway Plaza regarding redevelopment proposals for the site.
- Approved an ordinance to borrow up to $2.5 Million to repair the Greenbelt Lake Dam.
- Reviewed and approved the NRP/Greenbelt Metro proposal for multi-family residential development.
- Participated in training and workshops at conferences sponsored by MML and NLC.
- Finalized and approved the city's Sustainable Land Care Policy.

ADMINISTRATION

- Worked with the Community Relations Advisory Board (CRAB) and the Greenbelt Police Department to hold a youth forum on community-police relations.
- Participated in business, regional and community events.
- Represented the city by attending MWCOG Chief Administrative Officers Committee meetings.
- Received the Government Finance Officers' Association (GFOA) Distinguished Budget Award for FY 2020. This award has been received each fiscal year since FY 1990.
- Hired a City Treasurer.
- Issued a Request for Qualifications (RFQ) for architectural services to address city facility space needs.
- Provided legislative advocacy at the county, state and federal level by analyzing and tracking many bills in addition to hosting two legislative dinners.
- Held a city election where 16 and 17 year olds were able to vote, and early voting hours were increased.
- Attended the International City/County Management Association (ICMA), National Forum for Black Public Administrators (NFBPA), League of Women in Government, Maryland City/County Management Association (MCCMA) and Maryland Municipal League (MML) conferences.

ECONOMIC DEVELOPMENT

- Worked to establish Greenbelt's business ecosystem by growing attendance at quarterly business coffees, visiting local businesses, and attending business conferences and events.
- Launched monthly Business Brief newsletter and grew email list to over 1,000 subscribers.
- Collaborated with various residents and local organizations, like the Greenbelt Community Development Corporation, on community engagement initiatives (i.e. Strong Towns).
- Partnered with Prince George's County Economic Development Corporation to recognize businesses during National Small Business Week (May) and Economic Development Week (October).
- Fostered relationships with key business resources and technical assistance providers including Prince George's County Economic Development Corporation, Maryland Economic Development Association, Maryland Procurement Technical Assistance Center, Maryland Women's Business Center, Goddard Advocacy Partnership and NASA Office of Small Business Services.

HUMAN RESOURCES

- Hired a third employee in Human Resources that is handling Workers' Compensation claims and OSHA reporting, as well as other duties.
- Held 10 testing dates for Police Officer, Communications Specialist and Administrative Assistants.
- Continued scanning employee files into Laserfiche.
- Received six bids for health insurance coverage from four different companies; conducted health insurance survey of all employees; negotiated a better rate with CareFirst (current provider) based on the results of the survey; negotiated the option for a three year contract with Express Scripts providing approximately $160,000 in rebates for the city.
- Processed six retirements in FY 2019, and estimate processing eight retirements by the end of FY 2020.
- Planned and hosted the 21st annual Health and Wellness Fair for employees and citizens.
- Served as the staff liaison to the Public Safety Advisory Committee.

FINANCE

- Worked with the city's financial software provider toward an "e-gov" solution that allows online payments for a variety of services.

- Received a clean audit for the city's finances in fiscal year 2019 and obtained for the 35th consecutive year, the GFOA Certificate of Achievement for Financial Reporting.

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.
- Served on the Comcast Franchise Renegotiation team.
- Continued working with the Police Department and the city's vendor to implement and deploy mobile technologies to police cruisers.
- Upgraded 30 personal computers.
- Continued implementation of a document management solution.
- Expanded the city's camera infrastructure to cover Schrom Hills Park and Hanover Parkway.
- Replaced the city-wide phone system.
- Facilitated the police migration to Prince George's County's Computer Aided Dispatch (CAD) solution.
- Began piloting mobility solutions for Code Enforcement Inspectors.
- Successfully created and deployed remote connectivity infrastructure during the Covid-19 pandemic to support over 40 employees working from home.

LEGAL COUNSEL

- Worked on issues related to small cell deployment and Federal Communications Commission rulings regarding cable franchise agreements.
- Handled numerous public information requests.
- Provided advice on various matters including contracts, collective bargaining, development proposals and personnel issues.
- Engaged in collective bargaining with the Fraternal Order of Police.

COMMUNITY PROMOTION

- Reinstated a bi-weekly blog, Greenbelt City Roundup, highlighting some of lesser known programs of the city.
- Increased the number and variety of newsletters regularly going out to subscribers through GovDelivery. This includes a new weekly, "Greenbelt This Week," a monthly "Business Brief," a new GAFC quarterly and a Police newsletter.
- Created a series of Business Spotlight videos to use on Facebook, YouTube and eventually the city's website.
- Worked to promote the 2020 Census by creating graphics, social media posts, organizing events and working with the Planning Department.
- Increased our city service and program highlight videos by hiring a new half-time producer.
- Continued to serve on the Institutional Network's Executive and Public Information Committees, attended the National Association for Telecommunications and Advisors conference, representing Greenbelt in cable franchise negotiations and I-Net committees, and reviewed issues concerning small cell implementation.
- Worked with Greenbelt.com to transfer ownership over to the City of Greenbelt. Will work with Economic Development to possibly use the url for a commerce site.
- Worked with the producers of Fox 5 News to schedule, contact, and suggest groups and people for their Hometown segment that would show off all that Greenbelt has to offer.

CORONAVIRUS (COVID-19) PANDEMIC

This pandemic exploded towards the end of FY 2020 while the FY 2021 Proposed Budget document was being finalized. This resulted in unprecedented emergency management actions by the city including restricting public access to most city facilities and certain park/play areas, asking many employees to work at home and learning new terms like social distancing. Depending on the length and scope of the COVID-19 Pandemic, impacts to the city could continue into FY 2021. Much of the narrative throughout the budget document was written prior to the pandemic.

The city's top priority is to protect the community's health and safety. Essential city services (Police, Public Works, etc.) will continue, while other services may be curtailed or delivered differently. Emergency management and recovery from the pandemic will remain a significant focus in FY 2021.

FINANCIAL MANAGEMENT - LONG RANGE PLANNING

The City of Greenbelt is full of talented and energized citizens. They bring new and innovative ideas to the government for support and funding. This presents a unique challenge with regard to the funding necessary to implement and sustain these new ideas. Unfortunately, not all ideas can be funded. There is a tipping point between the extent of government services, or said another way: the size of the government, and the community's ability to afford these services. By all accounts, the services provided to Greenbelt residents are vast and complex.

In FY 2020, a one and a half cent real estate tax rate increase was necessary to maintain prior year service levels. It is possible that the City of Greenbelt Government is close to reaching or has already reached its maximum size in terms of what the community can afford. It is recommended that the practice of partial funding of new initiatives with the assumption that revenue growth in successive fiscal years will support these new initiatives be discontinued. This practice makes balancing subsequent fiscal years more challenging.

There remain several challenges in the near future which will require careful planning to negotiate.

- The current economic expansion will come to an end at some point. Future salary increases and benefit costs will be difficult to afford if the economy and growth rate slows or actually declines.
- The General Assembly approved legislation during the 2020 Session to phase in an increase in the minimum wage statewide in Maryland to $15 per hour by 2025. The move from $7.25 to the current $11.50 changed the fiscal reality in the Recreation Department. Summer camps revenue no longer exceed direct expenditures. Increasing the minimum wage from $11.50 per hour to

$15.00 would require a fee increase and/or a subsidy from other city revenues, specifically real estate tax, to continue summer camp programs.

- There is ongoing pressure to add services, staff and programs while holding the line on tax rate and fee increases. However, there is reluctance to reduce services and programs.

The City of Greenbelt must plan for the next downturn and take steps to ensure its finances are on solid ground. In other words, municipal governments must continually review operations, efficiency and effectiveness, and consider long and short term goals. When the economy slows, pressure to reduce funding for capital expenditures will exist. That practice, while fundamentally sound in the short term, is likely to cause difficulty funding vital infrastructure needs in the longer term. The city must be ready and fiscally nimble to change as necessary.

The city should also examine its reserve and fund balance policies. The city has a policy of maintaining at least a 10% unassigned fund balance which only applies to the General Fund. Staff believes it is necessary to reexamine and potentially increase this minimum threshold for the General Fund, as well as develop reserve policies and minimums for some of the city's larger capital and equipment funds.

Staff will continue to monitor all aspects of the city's fiscal sustainability to ensure Greenbelt remains one of the best managed municipalities in the State of Maryland.

MANAGING AND FUNDING CAPITAL PROJECTS

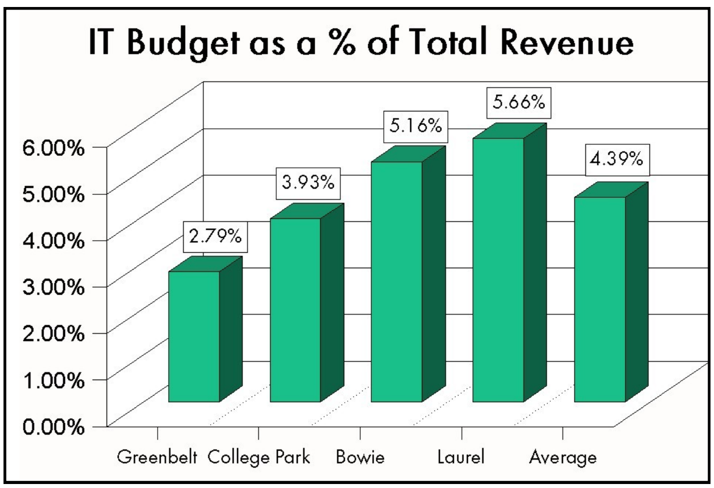
The city has aging facilities and infrastructure. Newer buildings, like the indoor pool and police station, are over 30 years old; the Municipal Building and Youth Center are 43-60 years old and the oldest facilities like the Community Center, theater and outdoor pool have been renovated, but are still over 80 years old. These facilities require significant mechanical and structural replacements. Allocations to the capital projects and reserve funds have increased in recent years, but not by enough to address all the needs.

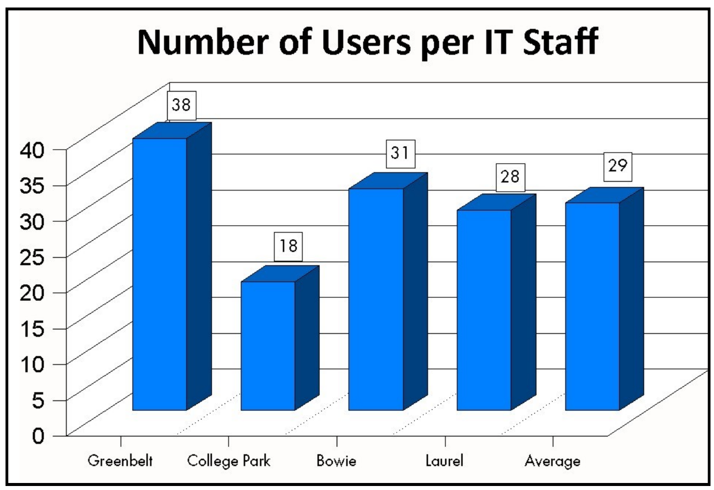
The city has generally tried to fund these ongoing repairs and upgrades with a "pay-as-you-go" strategy. However, the city has not been able to set aside sufficient funds to meet all the needs.

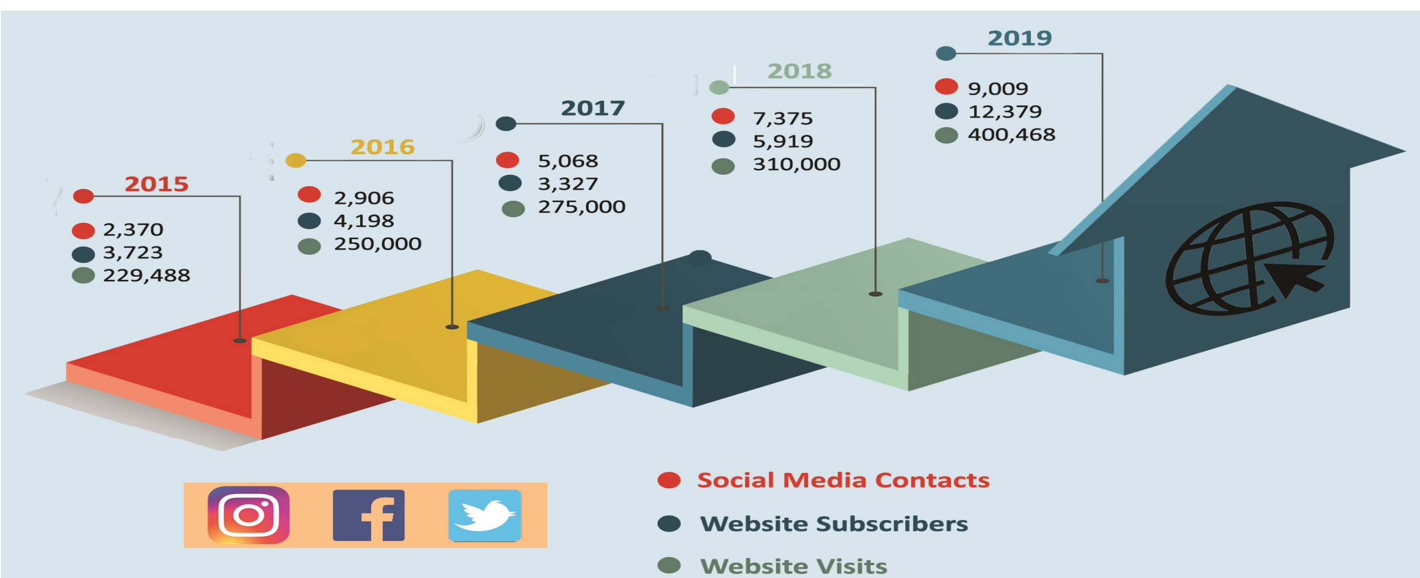
These fund transfers must be increased in future years. Consideration should also be given to bond financing and other borrowing mechanisms to address some of these infrastructure needs. New revenue sources would definitely be needed for any new capital projects.

Notes...


HUMAN RESOURCES
FY 2019 ACTUAL
489 Full & Part Time Employees
97 New Hires
6% Turnover Rate
6 Retire-ments Processed
986 Appli-cants Invited to Test
17 Testing Dates Held


IT Budget as a % of Total Revenue
6.00%
5.00%
4.00%
3.00%
2.00%
1.00%
0.00%
2.79%
3.93%
5.16%
5.66%
4.39%
Greenbelt
College Park
Bowie
Laurel
Average


Number of Users per IT Staff
40
35
30
25
20
15
10
5
0
38
18
31
28
29
Greenbelt
College Park
Bowie
Laurel
Average

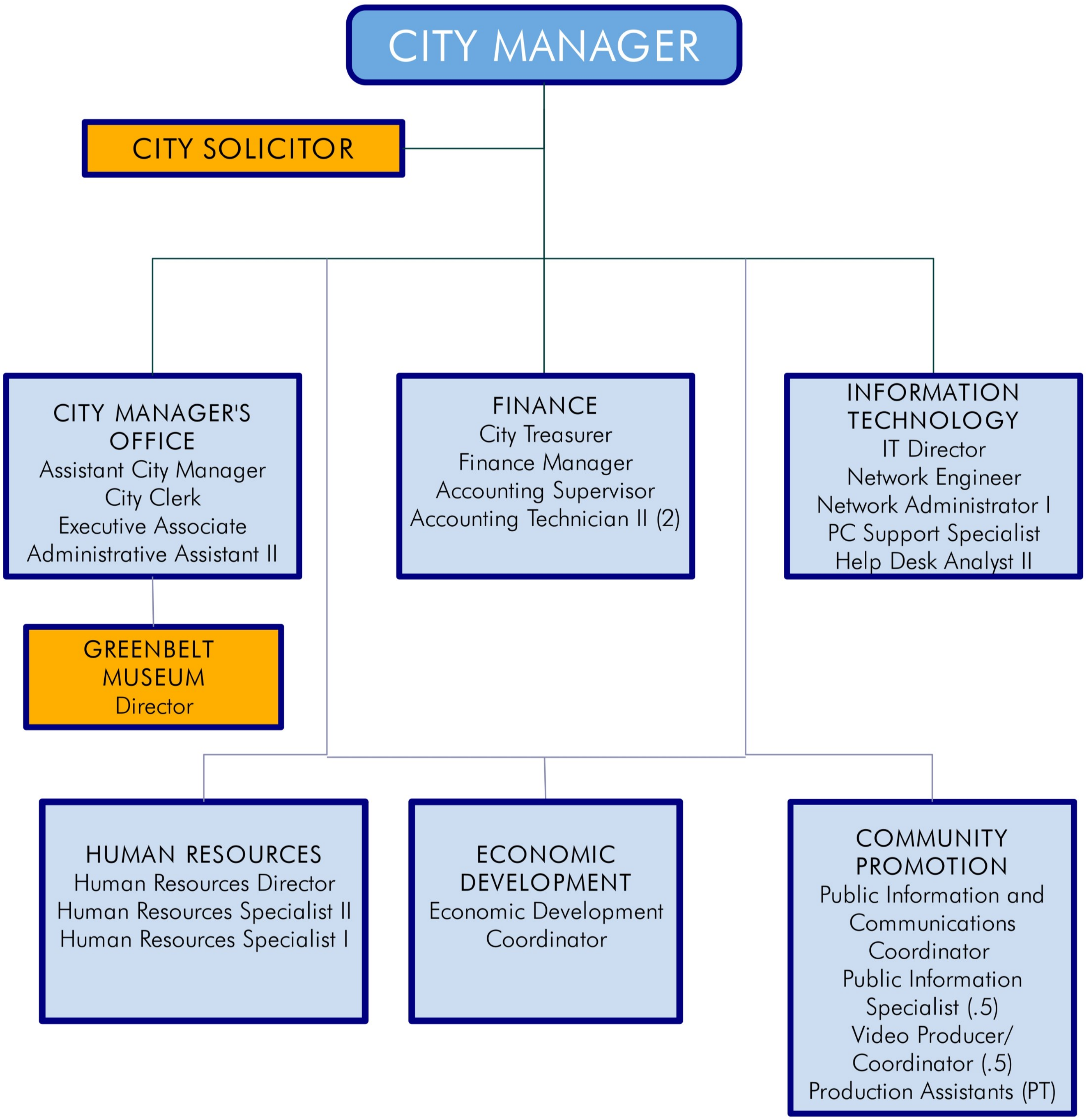

2015
2,370
3,723
229,488
2016
2,906
4,198
250,000
2017
5,068
3,327
275,000
2018
7,375
5,919
310,000
2019
9,009
12,379
400,468
Social Media Contacts
Website Subscribers
Website Visits

77

The schedule below depicts the personnel staffing for the various budget accounts in the General Government section of the budget.

	Grade	Auth. FY 2019	Auth. FY 2020	Prop. FY 2021	Auth. FY 2021
110 City Council					
Mayor	$12,000	1	1	1	
Council	$10,000	6	6	6	
120 City Manager's Office					
City Manager	$160,000	1	1	1	
Assistant City Manager	GC-26	1	1	1	
City Clerk	GC-20	1	1	1	
Executive Associate	GC-16	1	1	1	
Assistant to the City Clerk	GC-14	0	0	1	
Administrative Assistant II	GC-13	1	1	0	
Total FTE		5	5	5	0
125 Economic Development					
Economic Development Coordinator	GC-20	1	1	1	
Total FTE		1	1	1	0
135 Human Resources					
Human Resources Director	GC-25	1	1	1	
Human Resources Specialist II	GC-16	1	1	1	
Human Resources Specialist I	GC-14	1	1	1	
Total FTE		3	3	3	0
140 Finance					
City Treasurer	GC-26	1	1	1	
Deputy City Treasurer	GC-23	1	0	0	
Finance Manager	GC-22	0	1	1	
Accounting Supervisor	GC-16	1	1	1	
Accounting Technician II	GC-13	2	2	2	
Total FTE		5	5	5	0
145 Information Technology					
IT Director	GC-25	1	1	1	
Network Engineer	GC-20	1	1	1	
Network Administrator I	GC-17	1	1	1	
P.C. Support Specialist	GC-14	1	1	1	
IT Help Desk Analyst II	GC-13	1	1	1	
Total FTE		5	5	5	0
190 Community Promotion					
Public Information & Communications Coordinator	GC-22	0	0	1	
Public Information & Communications Coordinator	GC-18	1	1	0	
Public Information Specialist	GC-13	1	0.5	0.5	
Video Producer/Coordinator	GC-11	1	0.5	0.5	
Production Asst./Camera Operator	N/C	0.5	0.5	0.5	
Total FTE		3.5	2.5	2.5	0
930 Museum					
Museum Director	GC-18	1	1	1	
Total FTE		1	1	1	0
Total General Government FTE (not including Council Members)		23.5	22.5	22.5	0

ADMINISTRATION ORGANIZATIONAL CHART



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

Performance Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Estimated	FY 2021 Estimated
Meetings Held:				
Regular	21	20	21	20
Special	1	6	5	5
Work & Closed Sessions	62	61	62	60
Public Hearings/Meetings	2	2	2	2
Ordinances Enacted	6	4	4	4
Resolutions Enacted	12	10	10	10
Charter Amendments Enacted	2	1	2	1

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.

BUDGET COMMENTS

1) Membership & Training, line 45, funds attendance at Maryland Municipal League (MML) and National League of Cities (NLC) conferences. In FY 2021, the NLC conference will be in Tampa, Florida, the MML annual convention in Ocean City and the MML fall conference in College Park.

CITY COUNCIL Acct. No. 110	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
PERSONNEL EXPENSES						
01 Salaries	$72,001	$72,001	$72,000	$72,000	$72,000	
28 Employee Benefits	24,167	28,216	32,300	31,500	34,900	
Total	$96,167	$100,217	$104,300	$103,500	$106,900	$0
OTHER OPERATING EXPENSES						
33 Insurance	$7,345	$7,238	$7,900	$8,700	$9,100	
45 Membership & Training	31,087	38,398	34,900	34,900	39,900	
55 Office Expenses	1,709	456	1,100	1,900	1,700	
58 Special Programs	7,372	1,248	0	0	0	
Total	$47,513	$47,340	$43,900	$45,500	$50,700	$0
TOTAL CITY COUNCIL	**$143,680**	**$147,557**	**$148,200**	**$149,000**	**$157,600**	**$0**

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 2018 Actual	FY 2019 Actual	FY 2020 Estimated	FY 2021 Estimated
Council referrals received	3	91	95	95
(as of the end of the calendar year)				
Staff Meetings	43	44	44	44
Full Time Equivalents (FTE)	5	5	5	5

MANAGEMENT OBJECTIVES

- Implement Council's goals and policies.
- Monitor legislative proposals at the county, state and federal level that can impact Greenbelt.
- Update the Greenbelt Road Corridor Improvement study.
- Continue to oppose the proposed Maglev train and widening of the Baltimore-Washington Parkway and I-495.

BUDGET COMMENTS

1) Economic development issues previously funded in line 30, Professional Services, have been transferred to the new Economic Development Department (125).

2) The budget for Membership & Training, line 45, covers attendance at the International City/County Management Association annual conference in Toronto, Canada, the Maryland Municipal League fall and summer conferences and the International Institute of Municipal Clerks conference.

ADMINISTRATION Acct. No. 120	**FY 2018 Actual Trans.**	**FY 2019 Actual Trans.**	**FY 2020 Adopted Budget**	**FY 2020 Estimated Trans.**	**FY 2021 Proposed Budget**	**FY 2021 Adopted Budget**
PERSONNEL EXPENSES						
01 Salaries	$463,151	$547,780	$520,500	$520,500	$543,500	
25 Repair/Maintain Vehicles	488	454	500	500	500	
27 Overtime	2,632	4,082	3,000	9,000	9,000	
28 Employee Benefits	174,555	196,618	200,200	197,000	220,700	
Total	$640,826	$748,934	$724,200	$727,000	$773,700	$0
OTHER OPERATING EXPENSES						
30 Prof. Svcs. - Economic Development	$100	$113	$0	$0	$0	
33 Insurance	4,601	4,273	4,700	4,700	5,000	
38 Communications	4,262	5,538	4,600	5,900	5,900	
43 Equipment Rental	6,387	5,005	5,000	5,000	5,000	
45 Membership & Training	16,612	28,836	19,100	20,100	20,100	
50 Motor Equipment Maintenance	4,817	4,803	4,800	4,800	4,800	
53 Computer Expenses	0	1,094	0	0	0	
55 Office Expenses	15,349	14,953	19,200	19,100	18,600	
69 Awards	0	0	0	0	0	
Total	$52,127	$64,615	$57,400	$59,600	$59,400	$0
TOTAL ADMINISTRATION	**$692,953**	**$813,549**	**$781,600**	**$786,600**	**$833,100**	**$0**

The Economic Development initiatives focus on fostering a vibrant, local business community. This is done in part by promoting Greenbelt's quality of life, amenities and proximity to Washington, DC and Baltimore metropolitan hubs across the region. By serving as a liaison to entrepreneurs and businesses, economic development staff can offer technical assistance that leads to sustainable business growth and development. Necessary links to partnering organizations throughout the region will be provided.

Performance Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Estimated	FY 2021 Estimated
Events hosted - i.e. Business Coffee	n/a	2	10	10
Number of Attendees	n/a	75	300	350
Business & Industry Meetings Attended	n/a	27	25	40
Business Publications	n/a	1	12	16
Businesses Reached	n/a	150	250	400
Business One-on-One Meetings	n/a	45	100	65
Business Technical Assistance	n/a	23	15	45
Full Time Equivalents (FTE)		1	1	1

MANAGEMENT OBJECTIVES

- Implement strategic economic development goals and objectives established based upon Council's overall vision for Greenbelt.
- Promote economic development initiatives that support business attraction and retention in Greenbelt.
- Develop targeted business development outreach efforts to more effectively engage Greenbelt businesses across sectors.

BUDGET COMMENTS

1) Economic Development was a new budget in FY 2020. In prior fiscal years, salary, benefits and operating initiatives were budgeted in Administration, Account 120.

2) Line item 58, Special Programs, provides funding to expand the city's contact with its business community.

3) In addition to the funds shown on this page, a $25,000 transfer to the Special Projects Fund is shown in Fund Transfers, Account 999. The purpose of this transfer is to fund a revolving loan account available to Greenbelt businesses with the goal of attracting new business as well as improving the viability of existing businesses in the city.

ECONOMIC DEVELOPMENT Acct. No. 125	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
PERSONNEL EXPENSES						
01 Salaries			$77,900	$77,900	$81,600	
28 Employee Benefits			26,300	25,800	28,100	
Total			$104,200	$103,700	$109,700	$0
OTHER OPERATING EXPENSES						
37 Public Notices			$5,000	$3,000	$3,000	
38 Communications			600	600	600	
45 Membership & Training			2,000	2,000	2,000	
53 Computer Services			3,400	7,200	7,200	
55 Office Expenses			1,700	1,000	1,000	
58 Special Programs			9,000	6,000	7,000	
Total			$21,700	$19,800	$20,800	$0
TOTAL ECONOMIC DEVELOPMENT			**$125,900**	**$123,500**	**$130,500**	**$0**

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 first 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 other matters.

Performance Measures	**Voting Turnout**		
	Registered	**Voting**	**Percent**
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%
November 2017 Regular	13,597	2,569	18.9%
November 2019 Regular	14,645	2,180	14.9%

BUDGET COMMENTS

1) The next election will be November 2, 2021.
2) Other Services, line 34, includes payments to election clerks and judges, the cost for voting machines and technical support, and compiling the community questionnaire.
3) Notices & Publications, line 37, expenses are for a special election issue of the Greenbelt Bulletin.
4) Miscellaneous, line 71, includes payment to Prince George's County for voter cards and meals for election workers.

ELECTIONS Acct. No. 130	**FY 2018 Actual Trans.**	**FY 2019 Actual Trans.**	**FY 2020 Adopted Budget**	**FY 2020 Estimated Trans.**	**FY 2021 Proposed Budget**	**FY 2021 Adopted Budget**
OTHER OPERATING EXPENSES						
34 Other Services	$25,858	$0	$26,000	$25,600	$0	
37 Notices & Publications	3,915	0	4,000	3,000	0	
55 Office Expenses	1,175	0	1,500	1,300	0	
71 Miscellaneous	528	0	500	1,300	0	
Total	$31,475	$0	$32,000	$31,200	$0	$0
TOTAL ELECTIONS	**$31,475**	**$0**	**$32,000**	**$31,200**	**$0**	**$0**

Human Resources is responsible for administering programs designed to attract, retain and motivate employees. The department strives to attract a diverse and efficient workforce, as well as administering employee benefits, labor relations, testing, safety programs and insurance claims.

Performance Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Estimated	FY 2021 Estimated
Employees - Full & Part Time (W-2's issued)	470	489	480	480
Employment Applications Received	1,572	1,591	1,500	1,500
Turnover Rate	5.0%	6.0%	6.0%	6.0%
New Hires	90	97	90	90
Retirements processed	4	6	7	4
Testing Dates Offered (Police Officer Candidate, Communication Specialist & Administrative Assistant)	10	17	14	12
Applicants Invited to Testing (Police Officer Candidate, Communication Specialist & Administrative Associate)	805	986	800	800
Vehicle Claims Filed	24	31	24	24
Workers' Compensation Claims Filed	41	52	40	40
Full Time Equivalents (FTE)	2	2	3	3

MANAGEMENT OBJECTIVES

- Continue to scan current employee files into Laserfiche (document management system) and work toward an electronic onboarding process.
- If funding is approved, request proposals and contract with a firm to perform a salary and compensation study.

BUDGET COMMENTS

1) Human Resources was a new department in FY 2020. In prior fiscal years, staff and operating expenditures relating to personnel were accounted for in the Finance & Administration Services Department (Account 140).

2) The operating expenditures shown here have resulted in corresponding reductions for line items in the Finance Department.

3) Professional Services, line 30, funds a compensation and classification study.

HUMAN RESOURCES Acct. No. 135	**FY 2018 Actual Trans.**	**FY 2019 Actual Trans.**	**FY 2020 Adopted Budget**	**FY 2020 Estimated Trans.**	**FY 2021 Proposed Budget**	**FY 2021 Adopted Budget**
PERSONNEL EXPENSES						
01 Salaries			$236,500	$234,500	$249,100	
02 Part-time Salaries			4,000	0	0	
28 Employee Benefits			78,200	79,500	86,600	
Total			$318,700	$314,000	$335,700	$0
OTHER OPERATING EXPENSES						
30 Professional Services			$4,700	$5,000	$5,000	
30 Prof. Srvs. - Comp Study			$0	$0	75,000	
37 Public Notices			14,000	14,000	14,000	
38 Communications			600	600	600	
45 Membership & Training			2,900	3,900	4,400	
55 Office Expenses			3,100	2,800	2,400	
Total			$25,300	$26,300	$101,400	$0
TOTAL HUMAN RESOURCES	**n/a**	**n/a**	**$344,000**	**$340,300**	**$437,100**	**$0**

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 and data processing. An independent firm selected by the City Council audits city financial records annually.

Performance Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Estimated	FY 2021 Estimated
Rate of Return on Investments MLGIP	1.87	2.41	1.60	1.50
Standard and Poor's LGIP Rated Index*	1.81	2.35	1.55	1.45
Purchase Orders Issued	430	467	450	450
Accounts Payable Checks Issued	2,740	2,731	2,730	2,730
Electronic Funds Transfers	438	432	435	435
Payroll				
Checks Issued	933	824	860	820
Paper Vouchers	1,543	1,172	1,160	1,140
E-Vouchers	5,802	6,451	6,480	6,540
Purchase Card Transactions	2,945	2,754	2,850	2,900
Businesses assessed personal property tax	805	780	800	800
Average Number of Days to Process Payments	5	5	5	5
Full Time Equivalents (FTE)	5	5	5	5

*Standard and Poor's reviews local government pools and reports an average rate of return. Standard and Poor's does not estimate return in future periods.

MANAGEMENT OBJECTIVES

- Require all employees to receive pay electronically. Neighboring municipalities that mandate 100% employee participation include Berwyn Heights, College Park, Laurel, Gaithersburg and Rockville. This objective aligns well with other “green” initiatives throughout the city. Further, it will eliminate the time required to produce paper checks.

- Partner with the Assistant City Manager to produce a more detailed capital projects section for the FY 2022 budget.
- Review and update the Investment Policy.

BUDGET COMMENTS

1) Expenditures in line 01, Salaries, and line 28, Employee Benefits, in FY 2021 is lower due to the transition to a new City Treasurer and the payout of retirement benefits to the previous City Treasurer in FY 2020.
2) The higher expenses in Insurance, line 33, and Computer Expenses, line 53, are due to increases in general liability coverage and the support contract for Central Square, the city's financial system.
3) Line 38, Communications, are higher than budgeted in FY 2020 due to higher than expected local phone costs.

FINANCE Acct. No. 140	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
PERSONNEL EXPENSES						
01 Salaries	$578,622	$627,900	$528,600	$555,500	$455,000	
27 Overtime	768	4,602	500	2,000	500	
28 Employee Benefits	195,688	214,201	171,000	194,800	197,900	
Total	$775,078	$846,703	$700,100	$752,300	$653,400	$0
OTHER OPERATING EXPENSES						
30 Professional Services	$40,575	$51,376	$38,000	$38,000	$40,000	
33 Insurance	6,285	6,509	7,000	7,700	7,800	
34 Other Services	19,994	21,164	19,500	19,500	19,500	
37 Public Notices	20,046	15,178	0	0	0	
38 Communications	2,246	2,391	1,200	2,100	2,400	
45 Membership & Training	5,333	5,867	5,400	5,400	5,400	
53 Computer Expenses	50,196	51,778	56,000	56,000	59,000	
55 Office Expenses	14,675	14,912	12,000	12,100	10,900	
Total	$159,350	$169,175	$139,100	$140,800	$145,000	$0
TOTAL FINANCE	**$934,429**	**$1,015,878**	**$839,200**	**$893,100**	**$798,400**	**$0**

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 2018 Actual	FY 2019 Actual	FY 2020 Estimated	FY 2021 Estimated	Industry Average*
IT Help Desk Requests	1,100	895	900	1,000	n/a
Projects Scheduled	4	4	5	5	n/a
Projects Completed	4	2	4	5	n/a
Number of users per IT staff	38.0	38.0	38.0	38.0	39
IT Budget as % of Total Revenue	2.75%	2.75%	2.76%	2.79%	5.40%
IT Spending per User	$4,160	$4,160	$4,318	$4,715	$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	15	9	8.3
Number of users	190	70	467	250	244.3
Total IT Budget	$895,803	$820,908	$3,043,300	$1,640,000	$1,600,003
Total Revenue (millions)	$32.1	$20.9	$59.0	$29.0	$35.3
Number of Users per IT staff	38	18	31	28	29
IT Budget as % of Total Revenue	2.79%	3.93%	5.16%	5.66%	4.39%
IT Spending per User	$4,715	$11,727	$6,517	$6,560	$7,380

MANAGEMENT OBJECTIVES

- Work with departments to make most effective and efficient use of IT resources.
- Assist the police department with the conversion of existing data to the county's CAD/RMS systems.
- Expand Laserfiche document management solution.
- Continue systematic camera system upgrades.
- Participate in cable television negotiations, leadership of county-wide Institutional Network (I-Net), COG and MML IT groups.

BUDGET COMMENTS

1) The city's payment to the countywide municipal Institutional Network (I-Net) is charged to Communications, line 38. This expenditure was $45,000 in FY 2020 and is budgeted at $45,000 for FY 2021. The I-Net serves as the backbone that supports the city's phone and computer network. The other expenses in this line item are maintenance of the phone system ($9,000), internet access ($1,500) and cell phones for the IT and Administration staff ($5,000).

2) Line 53, Computer Expenses, includes $34,000 for camera system maintenance.

INFORMATION TECHNOLOGY Acct. No. 145	**FY 2018 Actual Trans.**	**FY 2019 Actual Trans.**	**FY 2020 Adopted Budget**	**FY 2020 Estimated Trans.**	**FY 2021 Proposed Budget**	**FY 2021 Adopted Budget**
PERSONNEL EXPENSES						
01 Salaries	$368,598	$389,938	$407,200	$407,000	$429,500	
27 Overtime	3,856	1,239	2,000	500	500	
28 Employee Benefits	159,308	168,259	185,200	186,800	184,900	
Total	$531,762	$559,436	$594,400	$594,300	$614,900	$0
OTHER OPERATING EXPENSES						
33 Insurance	$1,250	$1,152	$1,400	$1,400	$1,400	
38 Communications	51,899	60,747	59,700	60,000	60,500	
45 Membership & Training	7,799	5,875	12,500	10,700	10,500	
53 Computer Expenses	32,740	73,923	79,300	79,600	83,600	
55 Office Expenses	1,430	1,398	1,000	1,000	1,000	
Total	$95,119	$143,095	$153,900	$152,700	$157,000	$0
CAPITAL OUTLAY						
91 New Equipment	$0	$12,551	$10,000	$10,000	$10,000	
Total	$0	$12,551	$10,000	$10,000	$10,000	$0
TOTAL INFORMATION TECHNOLOGY	**$626,881**	**$715,082**	**$758,300**	**$757,000**	**$781,900**	**$0**

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) In January 2018, the law firm of Alexander & Cleaver, located in southern Prince George's County, was selected to replace the previous firm after it dissolved due to the retirements of the principal owners.

2) 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 2017 to cover FY 2018, 2019 and 2020. Negotiations for the next contract are underway.

LEGAL COUNSEL Acct. No. 150	**FY 2018 Actual Trans.**	**FY 2019 Actual Trans.**	**FY 2020 Adopted Budget**	**FY 2020 Estimated Trans.**	**FY 2021 Proposed Budget**	**FY 2021 Adopted Budget**
OTHER OPERATING EXPENSES						
30 Legal Services	$91,878	$195,866	$165,000	$205,000	$205,000	
30 Legal Svcs. - Maglev	0	0	0	50,000	0	
31 Collective Bargaining	61,016	15,246	30,000	30,000	30,000	
Total	$152,893	$211,112	$195,000	$285,000	$235,000	$0
TOTAL LEGAL COUNSEL	**$152,893**	**$211,112**	**$195,000**	**$285,000**	**$235,000**	**$0**

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) This budget accounts for the maintenance of the Municipal Building. It is a stable budget that does not fluctuate very much.
2) FY 2020 Estimated Transactions reflect higher than expected HVAC and plumbing related expenses off-set by lower electric service costs. The FY 2021 Proposed Budget assumes this pattern continues.

MUNICIPAL BUILDING Acct. No. 180	**FY 2018 Actual Trans.**	**FY 2019 Actual Trans.**	**FY 2020 Adopted Budget**	**FY 2020 Estimated Trans.**	**FY 2021 Proposed Budget**	**FY 2021 Adopted Budget**
PERSONNEL EXPENSES						
06 Repair/Maintain Building	$32,860	$26,197	$28,500	$28,500	$30,000	
Total	$32,860	$26,197	$28,500	$28,500	$30,000	$0
OTHER OPERATING EXPENSES						
39 Utilities						
Electrical Service	$26,696	$25,860	$27,000	$23,000	$23,000	
Gas	313	299	300	300	300	
Water & Sewer Service	2,864	2,870	2,900	3,000	3,000	
46 Maintain Building & Structure	17,720	20,125	21,200	21,900	21,900	
Total	$47,594	$49,154	$51,400	$48,200	$47,500	$0
TOTAL MUNICIPAL BUILDING	**$80,454**	**$75,351**	**$79,900**	**$76,700**	**$77,500**	**$0**

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 social media, the city's municipal access television channels, **Comcast Channel 71 and Verizon 21**, news articles and press releases, the city's web page at *www.greenbeltmd.gov*, various listserves and quarterly printed and monthly electronic newsletters.

Performance Measures	**FY 2018 Actual**	**FY 2019 Actual**	**FY 2020 Estimated**	**FY 2021 Estimated**
Council Meetings Cablecast				
(Regular, Special and Hearings)	48	78	75	75
Number of Cable Subscribers as of 12/31	6,553	6,546	6,500	6,500
Comcast	3,237	3,557	3, 600	3,600
Verizon	3,316	2,989	3,200	3,400
Website Subscribers	5,919	12,379	14,000	16,000
Website Visits	297,419	400,468	500,000	600,000
Social Media Contacts	7,375	9,009	10,000	11,500
Full Time Equivalents (FTE)	2.0	2.5	2.5	2.5

MANAGEMENT OBJECTIVES

- Investigate starting a podcast highlighting city issues and services.
- Implement an improved microphone system for the council room.
- Create a manual for studio operations.
- Continue to enhance and improve our current communications platforms.

BUDGET COMMENTS

1) 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 upgraded website ($32,000).

2) Expenditures for Special Programs, line 58, include the advisory board reception ($7,500), employee holiday lunch ($4,500) and retirement events.

COMMUNITY PROMOTION Acct. No. 190	**FY 2018 Actual Trans.**	**FY 2019 Actual Trans.**	**FY 2020 Adopted Budget**	**FY 2020 Estimated Trans.**	**FY 2021 Proposed Budget**	**FY 2021 Adopted Budget**
PERSONNEL EXPENSES						
01 Salaries	$94,613	$96,922	$146,300	$140,500	$147,800	
02 Part-time Interns	17,017	31,644	30,000	7,500	30,000	
27 Overtime	7,597	11,107	6,000	10,000	6,000	
28 Employee Benefits	42,626	46,670	58,500	56,100	78,000	
Total	$161,853	$186,343	$240,800	$214,100	$261,800	$0
OTHER OPERATING EXPENSES						
34 Other Services	$49,406	$37,201	$49,000	$59,000	$41,000	
37 Notices & Publications	38,643	35,547	34,400	42,400	42,400	
38 Communications	600	500	600	600	600	
45 Membership & Training	6,278	7,502	5,900	6,650	6,000	
53 Computer Expenses	408	466	500	500	500	
58 Special Programs	16,363	18,569	17,000	17,150	17,000	
69 Awards	318	328	400	400	400	
71 Miscellaneous	590	(354)	400	400	400	
Total	$112,606	$99,759	$108,200	$127,100	$108,300	$0
TOTAL COMMUNITY PROMOTION	**$274,459**	**$286,102**	**$349,000**	**$341,200**	**$370,100**	**$0**
REVENUE SOURCES						
Cable TV Franchise Fees	$402,441	$400,101	$390,000	$388,000	$385,000	
Total	**$402,441**	**$400,101**	**$390,000**	**$388,000**	**$385,000**	**$0**

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 2018 Actual Trans.**	**FY 2019 Actual Trans.**	**FY 2020 Adopted Budget**	**FY 2020 Estimated Trans.**	**FY 2021 Proposed Budget**	**FY 2021 Adopted Budget**
Membership and Training						
Maryland Municipal League (MML)	$23,717	$24,516	$24,500	$26,000	$26,000	
Council of Governments (COG)	15,725	19,030	29,100	29,100	31,000	
Prince George's County Municipal Association (PGCMA)	0	6,337	3,200	3,200	3,200	
Anacostia Trails Heritage Area (ATHA)	2,999	5,977	6,000	6,000	6,000	
National League of Cities (NLC)	3,507	3,485	3,500	3,500	3,500	
Miscellaneous	900	248	500	500	500	
Total	$46,848	$59,593	$66,800	$68,300	$70,200	$0
Miscellaneous						
ACE Scholarship	$634	$1,844	$1,500	$1,500	$1,500	
Other	116	0	0	0	0	0
Grand Total	$47,599	$61,437	$68,300	$69,800	$71,700	$0

BUDGET COMMENTS

1) For FY 2019, the membership fee for the Anacostia Trails Heritage Area increased from $2,999 to $6,000.

2) The FY 2021 Proposed Budget contains slight increases in MML and COG membership fees.

PUBLIC OFFICERS ASSOCIATIONS Acct. No. 195	**FY 2018 Actual Trans.**	**FY 2019 Actual Trans.**	**FY 2020 Adopted Budget**	**FY 2020 Estimated Trans.**	**FY 2021 Proposed Budget**	**FY 2021 Adopted Budget**
OTHER OPERATING EXPENSES						
45 Membership & Training	$46,848	$59,593	$66,800	$68,300	$70,200	
71 Miscellaneous	751	1,844	1,500	1,500	1,500	
Total	$47,599	$61,437	$68,300	$69,800	$71,700	$0
TOTAL PUBLIC OFFICERS ASSOCIATIONS	**$47,599**	**$61,437**	**$68,300**	**$69,800**	**$71,700**	**$0**

Funds are provided in this budget for contributions approved by City Council to service based oriented organizations that 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). With the new Recognition Group process approved in late 2016, the related contributions have been relocated to this budget.

2) Three categories are funded in this budget. Line 68, Contributions - Recognition Groups, provides funding for resident based organizations that provide service to the Greenbelt community.

3) Line 69, Grants, consists of funds provided to non-resident organizations that provide services to Greenbelt residents. An additional $1,500 is allocated for worthy causes not known as of the publication of this document.

4) The final category, line 70, is Advisory Boards & Committees. Prior to FY 2020, funds set aside for these citizen groups were dispersed in various departmental budgets. Because there is a greater need and desire to be more proactive by citizen groups, the funding of their initiatives will now be shown together in this budget.

GRANTS & CONTRIBUTIONS Acct. No. 910	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget*	FY 2021 Adopted Budget
OTHER OPERATING EXPENSES						
22 Organizational Leaders						
Swim Coaches	$8,500	$8,610	$8,000	$8,650	$8,000	
30 Concert Band Conductor	0	3,600	3,600	3,600	3,600	
68 Contributions - Recognition						
01 - Boys & Girls Club	14,995	15,000	14,300	14,000	13,000	
02 - Aquatic Boosters	500	500	1,000	1,000	1,000	
03 - Greenbelt Concert Band	3,950	500	0	300	0	
04 - Greenbelt Youth Baseball	10,000	10,000	10,000	10,000	10,000	
06 - Greenbelt Tennis Association	0	0	0	0	800	
07 - Greenbelt Arts Center	34,300	34,300	34,300	34,300	34,300	
10 - Greenbelt Babe Ruth	3,800	2,500	3,500	3,500	3,500	
11 - Greenbelt Senior Softball	960	465	900	900	900	
16 - New Deal Café Arts (FONDCA)	2,500	2,500	2,800	2,800	2,800	
17 - Greenbelt Soccer Alliance	3,000	3,800	4,500	4,500	4,000	
18 - GEMZ	0	1,827	2,000	2,000	2,700	
19 - Makerspace	0	0	0	0	0	
20 - CHEARS	0	1,000	0	0	0	
21 - Ctr. For Dynamic Governance	3,000	3,000	3,600	3,600	0	
22 - Boys to Men	1,000	0	0	0	1,500	
23 - Greenbelt Unplugged	0	0	0	0	150	
Total Contributions	$78,005	$75,392	$76,900	$76,900	$74,650	$0
69 Grants						
11 - GIVES	$1,160	$1,510	$1,000	$1,550	$1,000	
12 - Meals on Wheels	2,000	3,000	3,000	3,000	3,000	
13 - Washington Ear	1,000	1,000	1,000	1,000	1,000	
99 - Miscellaneous	1,226	0	1,500	1,500	1,500	
Total Grants	$5,386	$5,510	$6,500	$7,050	$6,500	$0
70 Advisory & Citizen Groups						
ACE	$0	$0	$18,000	$18,000	$18,000	
CERT	0	0	1,500	1,500	1,500	
PSAC	0	0	900	900	900	
CART	0	0	1,500	1,500	1,500	
AAB	0	0	1,000	1,000	1,000	
FPAB	0	0	2,000	2,000	2,000	
Total Advisory & Citizen Groups	$0	$0	$24,900	$24,900	$24,900	$0
TOTAL GRANTS & CONTRIBUTIONS	**$91,891**	**$93,112**	**$119,900**	**$121,100**	**$117,650**	**$0**

*Pending Grants Review Panel recommendation and Council approval.

GREENBELT CONNECTION

The city provides a limited transportation service within Greenbelt, the Greenbelt Connection, utilizing a ten-passenger, wheelchair 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 2018 Actual	FY 2019 Actual	FY 2020 Estimated	FY 2021 Estimated
Community Questionnaire Scores	2013	2015	2017	2019
	n/a	n/a	n/a	4.16
Riders	6,945	7,162	7,200	7,200
Average of Riders per day	20	20	20	20
Mileage	22,823	23,699	25,500	25,000
Full Time Equivalents (FTE)	1.4	1.4	1.4	1.4

MANAGEMENT OBJECTIVES

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

GREENBELT CONNECTION Acct. No. 920	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
PERSONNEL EXPENSES						
01 Salaries	$67,829	$70,368	$70,000	$70,000	$70,800	
25 Repair/Maintain Vehicles	1,029	2,294	3,000	3,000	3,000	
27 Overtime	1,611	2,310	100	4,000	3,500	
28 Employee Benefits	24,796	26,926	27,500	27,700	29,200	
Total	$95,265	$101,898	$100,600	$104,700	$106,500	$0
OTHER OPERATING EXPENSES						
33 Insurance	$33	$27	$100	$100	$100	
38 Communications	749	748	800	1,200	1,200	
48 Uniforms	380	247	500	500	500	
50 Motor Equipment						
Repairs & Maintenance	5,367	3,354	5,800	7,700	7,000	
Vehicle Fuel	5,346	7,494	5,500	5,500	5,500	
Total	$11,875	$11,870	$12,700	$15,000	$14,300	$0
TOTAL GREENBELT CONNECTION	**$107,140**	**$113,768**	**$113,300**	**$119,700**	**$120,800**	**$0**
REVENUE SOURCES						
Bus Fares	$7,577	$7,414	$7,500	$7,400	$7,400	
General City Revenues	99,564	106,355	105,800	112,300	113,400	
Total	**$107,140**	**$113,768**	**$113,300**	**$119,700**	**$120,800**	**$0**

The Greenbelt Museum, located at 10B Crescent Road, opened in October 1987 as part of the city's 50th Anniversary. In March 2016, the city was able to purchase the adjoining home, 10A Crescent Road, from the Dwyer family. The new space will house a Greenbelt visitor center, a research and reading room, collections storage and office space. Consolidation of museum functions at 10A will allow expanded hours for the museum.

The museum is cooperatively run by the city and the Friends of the Greenbelt Museum (FOGM). 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, a part-time Volunteer/Education Coordinator and a part-time Operations and Outreach Manager. 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 the Office Manager position was established in FY 2017. Both positions have been paid for by FOGM. In FY 2021, it is proposed that the Education/Volunteer Coordinator become a part-time city employee, partially supported by interest from a National Endowment for the Humanities grant awarded to FOGM in FY 2007.

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 exhibit, *The Knowing Hands That Carve This Stone: The New Deal Art of Lenore Thomas Straus*, remains on view in the Community Center. The exhibit was supported by a $5,000 grant from the Maryland Heritage Areas Authority through Maryland Milestones/ATHA, Inc. The exhibition focuses on sculptor Lenore Thomas Straus, who was a young woman in her twenties when she carved several landmark works in Greenbelt, Maryland for the Resettlement Administration in the late 1930s. These sculptures include the seminal piece "Mother and Child," which is the centerpiece of the 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. The exhibition features information about the artist's life, examples of her work and includes examples of artists whom she influenced. Programming in conjunction with the exhibit is ongoing. It has included a variety of lectures and children's activities including clay modeling, and creating prints of the artist's sculptures.
- In July 2019, the Museum participated in the Fox 5 Morning Show's Zip Trip filmed in Greenbelt. The Museum was chosen as one of the five local attractions not to miss. A short filmed segment about the Museum ran on the channel throughout the morning and staff set up a table at the event in Roosevelt Center to promote the Museum.
- In August 2019, the Museum hosted a Prince George's African American Museum and Cultural Center event. Their Community Treasure Chest project is a series of ongoing events that they are holding to preserve the local histories of families, individuals, and communities and to celebrate African American history across the county. Greenbelt was one of several local communities where they held events.
- During the 2019 Labor Day weekend, the Museum offered a free walking tour and free tours of the Museum house on Sunday and Labor Day Monday. Between the two days over 100 people visited. The Retro Town Fair was held on the grounds of 10A Crescent, next door

to the Museum house. This was the second year that a legacy category was included. This non-judged category is comprised of family heirlooms and treasures handmade by previous generations. These items were on display inside 10A Crescent. The Fair was well attended and plans are in place for it to continue in FY 2021. The Fair is the Museum's version of the earliest Greenbelt Fairs, in which judges chose the best produce, flowers, crafts, and more.

- From September 1 to the end of October, the Museum participated in Greenbelt's celebration of NASA's 60^{th} Anniversary with a display of items in the collection related to NASA/Goddard at the Museum house.
- On December 1 and 2, the Museum participated in the Recreation Department's juried art and craft fair, Festival of Lights. The Museum's gift shop offered books about Greenbelt's history, souvenirs, and vintage style toys in a room of the fair set aside for nonprofits. The Museum's annual holiday open house took place on December 6 at 10B Crescent. The historic house was decorated with vintage holiday decorations including a Christmas tree and a menorah and free tours were offered. Over 65 people attended the event.

- In March, the Museum and the Old Greenbelt Theatre are partnering with the Prince George's Philharmonic in conjunction with their Saturday, March 28 show. The Philharmonic will perform Aaron Copland's Music for Movies which includes sections of the score that he wrote for *The City*, a 1939 documentary partially filmed in Greenbelt that promotes planned communities. The Theatre is screening the film in mid-March and the Museum will offer tours emphasizing what life was like in 1939.
- In Spring, the Museum will again participate in various outreach initiatives with area schools. We participate in the Greenbelt Elementary Spring Fair and will offer activities highlighting Greenbelt's history. The Education/Volunteer Coordinator will also participate in area schools' career days which allow students an opportunity to explore how and why museums can be an important part of their communities.
- As a part of the Greenbelt Day celebrations, the Museum will co-host an event on June 6 with the Living New Deal project from University of California at Berkeley which is attempting to document New Deal art, buildings, projects, and more across the country. The project is producing a map of New Deal sites in Washington, D.C. and a select few in the suburbs including Greenbelt. The event is a launch of the new map.

- The Museum Director worked with several writers, filmmakers, and researchers in FY 2020. A writer for *The Guardian* newspaper did an interview for an article for the newspaper's online "Cities" series. A filmmaker from the American Association of State Highway and Transportation Officials filmed an interview for a short film on behalf of the organization. A lecturer from the Kansas City Art Institute working on a film about New Deal art programs reached out for help with Lenore Thomas Straus. Staff assisted graduate students at the University of Maryland on a project focused on Greenbelt history. The Riderwood Television station interviewed Museum staff for a short film they were making about Greenbelt.
- The Museum's popular lecture series continued this year. In July 2019, Amanda Kolson Hurley gave a lecture and book signing for her book, *Radical Suburbs: Experimental Living on the Fringes of the American City*. The book features a chapter on Greenbelt and its history, placing our experimental community in the context of a variety of other suburban experiments. The October lecture was by Stuart Eisenberg, Executive Director of the Hyattsville CDC, who talked about Mapping Racism which is an ongoing multi-faceted project which addressed the historic use of racially -restrictive deed covenants in the area. The project employed dance, theatrical experiences, and a series of workshops to focus on remnant, built structures with the legacies of segregation and how local communities coped with them. In January, Mary Corbin Sies, Associate Professor of American Studies at the University of Maryland and Isabelle Gournay, Professor Emerita, University of Maryland discussed a new book that they edited along with Robert Freestone. The book, *Iconic Planned Communities and the Challenge of Change*, also includes a chapter co-written by Sies and Gournay entitled Greenbelt: Sustaining the Legacy.
- Since 2012, when the Museum established an Archive of the African American Experience in Greenbelt as part of the city's 75th anniversary celebration, we have been actively pursuing information about African Americans in and around Greenbelt. Research is ongoing about who the African Americans were who lived on the land before Greenbelt was built, the workers who helped in building the community and who may have worked here afterwards, documentation pertaining to Greenbelt's segregation, and the community's eventual integration. Patricia Glaser, a M.A. candidate in Library and Information Science at University of Maryland, completed a practicum with us in 2019 which focused on early African Americans in Greenbelt.
- The Museum Director continued to serve on the Board of Directors of the Maryland Museums Association. Elected in 2015, she will serve through 2020. The Maryland Museums Association is an alliance of historical and cultural institutions that collect, hold, interpret, and protect the cultural and material heritage within the State. The association advocates for members by enhancing professionalism in those institutions and individuals, and promoting awareness of museum interests.

- City staff, Museum staff and the FOGM Board, continued to work on the establishment of an Education and Visitor Center at 10A Crescent. The city acquired the home next door to the Museum house in 2016. Following recovery from an interior flood at the Museum house in 2017 and conceptual planning with the non-profit Neighborhood Design Center in 2018, in 2019 FOGM requested proposals from architecture firms to create a final design. With City Council approval, FOGM hired Old Line Architects in July of 2019. Old Line Architects completed existing conditions drawings of 10A and has met with FOGM Board and staff several times to refine plans for 10A. FOGM has also met with the technical services staff of Greenbelt Homes, Inc., who are the property owners, (the city owns the perpetual right to occupy the space as per the cooperative's language) to discuss what will be possible within the guidelines of the housing cooperative. Through this process Board and staff have refined the designs to a final layout, and Old Line Architects have begun the process of developing more detailed plans and potential finishes. Following input from City Council at a spring 2020 work session, these drawings will be used by a contractor in the final phase of the project. Current projections put completion of the renovation and establishment of the Education and Visitor Center in late 2022, though the permitting process and fundraising may delay that timeframe.

- Once completed, 10A Crescent Road will provide space for the Museum to expand and will feature facilities for programming and museum education. It will also house a Greenbelt visitor center, an archives room, collections storage, a gift shop and office space. Consolidation of museum functions at 10A will also allow the museum to expand open hours. The Museum frequently uses the space, despite the fact that 10A has not yet become the Education and Visitor Center. The majority of walking tour groups start their tours there, museum and FOGM Board meetings are held there, some portion of the collection is temporarily stored on the second floor, and it is utilized for Museum events such as Deco the Halls and the Retro Town Fair.
- FOGM, with help from the Museum Director, has raised $200,000 thus far through naming opportunities, grants from the Maryland Heritage Areas Authority/Maryland Historic Trust and the Redevelopment Authority of Prince George's County, as well as through participation in the Community Investment Tax Credit Program through the state of Maryland.
- Throughout FY 2020, FOGM and city staff collaborated to restructure the relationship between the nonprofit (FOGM) and the city which included clarification of roles and the transfer of certain revenue streams and expenditures.

- Walking tours and educational group visits continue to be popular museum activities. Some of the groups who visited Greenbelt were the Washington, D.C. chapter of the Democratic Socialists of America, Towson University Urban Planning Students, Communal Studies Conference attendees from Winterthur, employees and interns from the Eleanor Roosevelt archive at George Washington University, Art Deco Society of Washington, University of Maryland German students as part of the 100th Anniversary of the Bauhaus, students from the Potomac School, students from the College of Southern Maryland, Penn State University professors, Greenbelt home-schoolers, seniors from the Oak Crest Senior Center, docents from the Jewish Museum of Maryland, Red Hat Ladies and the Urban Affairs Institute.
- A new Museum initiative in FY 2020 was our partnership with Atlas Obscura and Airbnb. The Museum began offering walking tours via Atlas Obscura, a guide book and website that promotes tourism to lesser known sites. Following a joining of forces between Atlas Obscura and Airbnb, staff at the former invited the Museum to participate in its establishment of Airbnb experiences. The Museum has since offered nearly a dozen tours via the Airbnb platform and the partnership has resulted in exposure to entirely new audiences as a result of new marketing.

COLLECTIONS/ARCHIVES

- A volunteer gave approximately 200 hours to the Museum to scan a large portion of the photographs in the Museum's collection.
- In October 2019, staff from fine art storage company, ELY, Inc. a woman-owned business located in Forestville, MD, carefully packed roughly half the Museum collection and transported it to their secure, climate-controlled facility. All items sent were documented and inventoried and the Museum can access the collection at any time. ELY will return in spring 2020 for the rest of the collection that is to be put in storage. Transfer of these parts of the Museum collection is necessary because when 10A is complete, the Museum will no longer have use of Room 306 in the Community Center.
- The Museum acquired several important artifacts this year which include vintage clothing, an American flag, photographs, City of Greenbelt directories, an original metal milk box and household items.

FY 2021 will be the first year of operations under the new clarification of roles between FOGM and the city. Potentially, additional concerns may arise and Museum staff and/or FOGM will need to address them.

Planning for the new Education and Visitor Center at 10A Crescent will continue to consume staff resources. It is anticipated that plans will be finalized, city and GHI approval sought, permits obtained and additional funding identified in 2021. The goal is to renovate/construct the new space in FY 2022.

Museum staffing levels did not change in FY 2020. FOGM continues to support two part-time positions which staff the Museum in addition to the Director, who is a city employee. Sheila Maffay-Tuthill is the Museum's Education and Volunteer Coordinator and Lawana Holland-Moore is the part-time Operations and Outreach Manager. Once the Visitor and Education Center opens, there will need to be additional staff to successfully operate the expansion.

COMMENTS FROM VISITORS TO THE MUSEUM'S HISTORIC HOUSE AND EXHIBIT IN THE COMMUNITY CENTER

"Terrific community and exhibit of Lenore Thomas Straus works! Informative panels. Eloquent artist and sculpture!" 7/15/19

"Thank you for showing us around! It was great to see how my dad, grandparents, and great grand-parents lived. All lived in Greenbelt." 09/22/19

"Amazing to see all this local history preserved, and to see an original concept being maintained even today. Thanks so much, I learned so much today." 11/17/19

"Wonderful tour! We learned a ton about the area and were really able to see the vision for the community through our guide's eyes." 1/18/20

Performance Measures	FY 2018 Actual	FY 2019 Actual	FY 2020 Estimated	FY 2021 Estimated
Number of Special Tours	32	42	50	50
Participants in Special Tours	732	755	775	800
Number of Sunday Visitors	493	479	500	500
Number of Program Attendees	1,171	950	1,000	1,050
Number of Exhibit Visitors*	2,200	2,200	2,200	2,200
Number of Volunteer/Intern Hours	4,800	4,800	4,800	4,800
Number of Memberships	124	135	150	150

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

MANAGEMENT OBJECTIVES

- Continue planning to incorporate the new space at 10A Crescent into museum operations.
- Support Friends of the Greenbelt Museum in a Capital Campaign to raise funds for its portion of the transformation and operation of the expanded museum.
- Collaborate with Friends of Old Greenbelt Theatre to install the 75th anniversary timeline exhibit in the Screening Room, their second space.

BUDGET COMMENTS

1) Lines 02, 38, 39, 45, 53, 58 and 67 reflect new or increased expenditures due to the realignment of city/FOGM responsibilities.
2) Funds in Miscellaneous, line 71, in FY 2021 will be used to reprint the Walking Tour Trail Guide brochure.
3) The Friends of the Greenbelt Museum's operating budget for FY 2021 will be $27,000.
4) The Revenues listed below are based on past FOGM experience.

GREENBELT MUSEUM Acct. No. 930	**FY 2018 Actual Trans.**	**FY 2019 Actual Trans.**	**FY 2020 Adopted Budget**	**FY 2020 Estimated Trans.**	**FY 2021 Proposed Budget**	**FY 2021 Adopted Budget**
PERSONNEL EXPENSES						
01 Salaries	$70,279	$73,840	$77,100	$77,100	$80,100	
02 Part-Time Salaries	0	0	0	0	13,000	
06 Building Maintenance	131	1,039	0	0	0	
28 Employee Benefits	35,052	37,647	40,500	40,700	42,500	
Total	$105,463	$112,526	$117,600	$117,800	$135,600	$0
OTHER OPERATING EXPENSES						
33 Insurance	$66	$60	$100	$100	$100	
34 Other Services - GHI Charges	6,739	9,772	10,000	10,100	10,400	
38 Communications	1,934	2,727	2,300	2,300	3,000	
39 Utilities						
Electric	2,118	1,281	1,600	1,500	3,000	
Water & Sewer	357	372	400	400	400	
45 Membership & Training	0	0	0	0	2,800	
46 Maintain Building & Structure	513	519	500	500	500	
53 Computer Expenses	0	0	0	0	300	
55 Office Expense	120	101	6,000	6,900	8,400	
58 Special Programs	0	0	0	0	1,500	
67 Merchandise	0	0	0	0	3,000	
71 Miscellaneous	4,823	3,025	3,000	8,000	3,000	
Total	$16,670	$17,857	$23,900	$29,800	$36,400	$0
TOTAL GREENBELT MUSEUM	**$122,133**	**$130,383**	**$141,500**	**$147,600**	**$172,000**	**$0**
REVENUE SOURCES						
480501 Admission Fees					$1,000	
480502 Gift Shop Sales					6,000	
480503 Walking Tours					2,700	
480504 FOGM Transfer					13,000	
Total	**$0**	**$0**	**$0**	**$0**	**$22,700**	**$0**

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

Workers' Compensation Insurance

In 2019, the city changed providers due to service and cost concerns. FY 2020 estimated expenditures are expected to be higher than the budget due to a higher number of complicated claims. A 5% rate increase and continued high claim activity is assumed for FY 2021.

Other Services

The city self-insures unemployment claims. Those expenses are budgeted here.

Special Programs

The Greenbelt Theatre is an integral part of Roosevelt Center, a downtown shopping area. Funds have been budgeted to subsidize Friends of Old Greenbelt Theatre (FOGT) to ensure the current operator continues providing first-run and artistic films for the community at a reasonable cost.

During FY 2020, the subsidy increased to minimize the impact of the city's theater renovation project on the financial health of the non-profit operator. The subsidy reduces to the contracted required amount of $50,000 for FY 2021.

Renter and Homeowner Investment Programs

Monies are allocated to assist low income renters ($5,000). The city "piggybacks" on a state program with a 50% match. Prince George's County matches an additional 50%.

The Homeowner Investment Program ($10,000) assists Greenbelters who desire to age in place the necessary equipment to assist daily activities, e.g. walk-in tubs, hand rails, etc.

Unallocated Appropriation

These monies are budgeted to allow City Council flexibility to approve initiatives that may arise during the fiscal year.

NON-DEPARTMENTAL Acct. No. 990	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
33 Insurance - Workers' Compensation						
Public Safety	$433,069	$317,970	$330,000	$359,750	$377,700	
Public Works	239,687	187,773	195,000	212,600	223,200	
Recreation & Parks	17,169	14,733	16,000	17,450	18,300	
Total Workers' Compensation	**$689,925**	**$520,476**	**$541,000**	**$589,800**	**$619,200**	**$0**
34 Other Services - Unemployment Ins.	413	292	1,000	3,500	2,000	
46 Bldg. Maint. - Painting/Carpeting	6,202	8,874	6,000	6,000	6,000	
58 Special Programs						
Univ. of MD Bus Subsidy	4,452	0	0	0	0	
FOGT Subsidy	60,000	65,982	128,500	150,000	50,000	
Theater Past Due Electric Bill	4,500	0	0	0	0	
Homeowner Investment Program	0	0	10,000	10,000	10,000	
Renter's Credit	4,682	4,087	5,000	5,000	5,000	
Miscellaneous	1,800	8,952	4,500	4,500	4,500	
Total Special Programs	**$75,434**	**$79,021**	**$148,000**	**$169,500**	**$69,500**	**$0**
72 Unallocated Appropriation	3,397	25,819	22,200	20,000	20,000	
73 MD State Ret. Agency - Fees	31,558	29,041	28,400	28,000	29,000	
73 Retiree Prescription Subsidy	16,740	29,278	20,000	20,000	20,000	
TOTAL NON-DEPARTMENTAL	**$823,668**	**$692,801**	**$766,600**	**$836,800**	**$765,700**	**$0**

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.

Interfund Transfer – Building Capital Reserve Fund

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. Since General Fund revenues are expected to exceed expenditures, it is recommended an additional $375,000 be transferred in FY 2020. $700,000 is proposed as the FY 2021 transfer.

Interfund Transfer – Capital Projects Fund

This transfer provides funds to address the city's physical infrastructure needs such as street and sidewalk repair, and park improvements. Since General Fund revenues are expected to exceed expenditures, it is recommended an additional $380,000 be transferred in FY 2020. $1,000,000 is budgeted as the transfer for FY 2021.

Interfund Transfer – Debt Service Fund

It is proposed to transfer $1,030,000 to the Debt Service Fund from the General Fund in FY 2021. The 2001 Bond Fund debt balance will be $1,786,709 as of July 2020. This debt is scheduled to be satisfied in FY 2027. In FY 2014, the unfunded liability in two of the city's retirement plans was refinanced. As of July 2020, the balance of this debt will be $2,292,359.

Tax Increment Financing (TIF) for Greenbelt Station was finalized in April 2019. As of July 2020 the debt balance is $6,076,622.

The Greenbelt Lake Dam reconstruction is expected to be completed in FY 2020. In 2017, voters approved borrowing funds through a low-interest state loan for this project. The debt balance for this loan will be $1,854,360 on July 1, 2020.

The payment schedule for these debt obligations is contained in the Debt Service Fund portion of the Other Funds section.

Interfund Transfer – Replacement Fund

Funds budgeted here are to support the replacement of the city's vehicles and other equipment. Since General Fund revenues are expected to exceed expenditures, it is recommended an additional $440,000 be transferred in FY 2020. In FY 2021, $450,000 is proposed to be transferred.

Interfund Transfer – Special Projects

This transfer provides funding for certain activities within the Special Projects Fund.

An Economic Development Revolving Loan allocation was established in FY 2019. An additional $52,000 is proposed in FY 2020 and $25,000 is budgeted for 2021.

The Public Art allocation was initially budgeted in the Arts section (Account No. 685) of the Recreation Department, but was subsequently moved to the Special Projects Fund. A $5,000 transfer is proposed in FY 2020 and FY 2021.

FUND TRANSFERS Acct. No. 999	**FY 2018 Actual Trans.**	**FY 2019 Actual Trans.**	**FY 2020 Adopted Budget**	**FY 2020 Estimated Trans.**	**FY 2021 Proposed Budget**	**FY 2021 Adopted Budget**
Operating Transfers to:						
Building Capital Reserve Fund	$335,000	$1,000,000	$475,000	$850,000	$700,000	
Capital Projects Fund	700,000	1,215,000	820,000	1,200,000	1,000,000	
Debt Service Fund	705,000	805,000	817,000	817,000	1,030,000	
Replacement Fund	320,000	350,000	360,000	800,000	450,000	
Special Projects:						
Economic Development	0	52,000	25,000	77,000	25,000	
Police Department	0	0	0	50,000	0	
Recreation Dept. - Public Art	0	5,000	0	5,000	5,000	
2001 Bond Fund *	1,028,670	n/a	n/a	n/a	n/a	
TOTAL FUND TRANSFERS	**$3,088,670**	**$3,427,000**	**$2,497,000**	**$3,799,000**	**$3,210,000**	**$0**

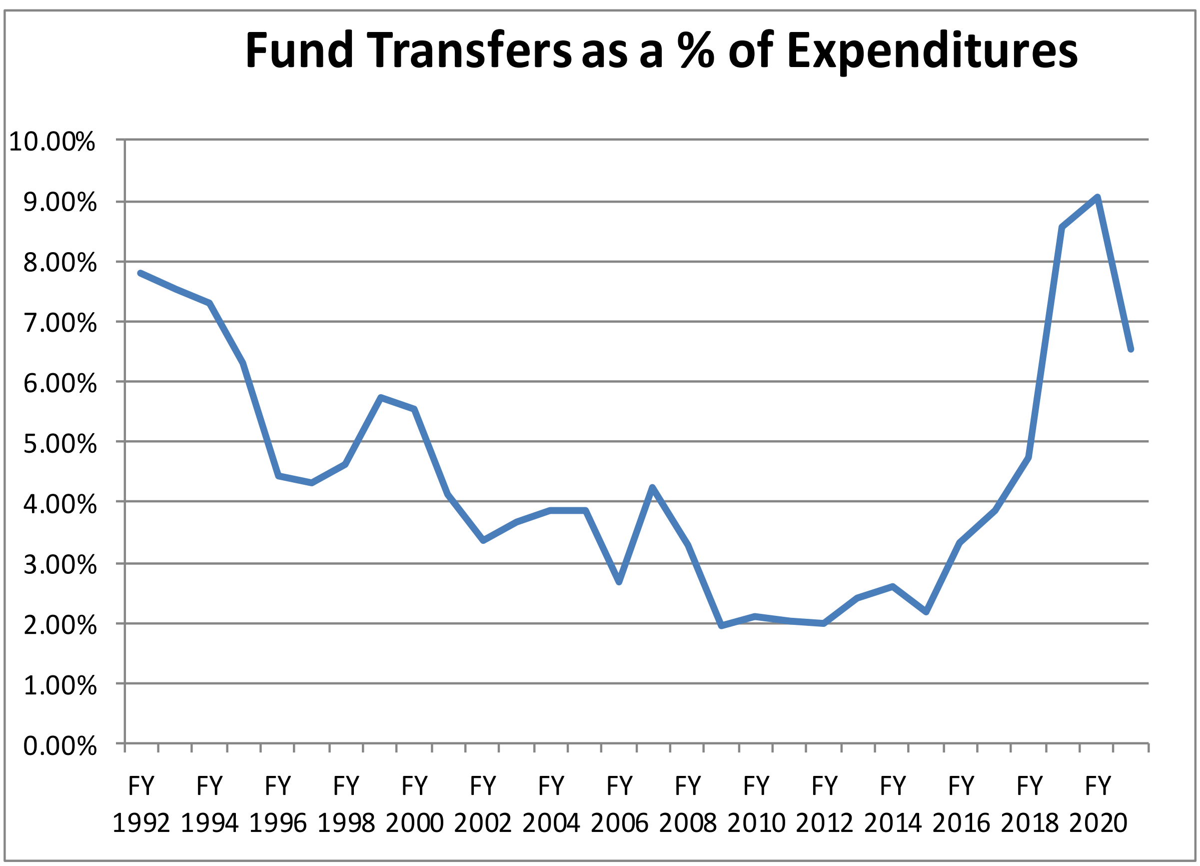
* The FY 2018 transfer eliminated the deficit in the 2001 Bond Fund. As a result, the fund was closed at the end of the fiscal year.

Fund Transfer History – Building Capital Reserve, Capital Projects & Replacement Funds

From FY 1992—FY 2015, transfers to these funds as a percent (%) of total General Fund expenditures generally declined. During this same time, the city added over 117,000 square feet of facilities. In FY 2016, the city began increasing budgeted transfers to address deferred facility and equipment needs.

In FY 2019 and 2020, additional funds were transferred due to one-time expenditure savings. This resulted in improved fund balances and allowed the city to fund additional projects.

An annual transfer level of 6-8% of General Fund expenditures is needed to meet the city's existing capital and equipment needs. The FY 2021 proposed level is 6.53%. New or dedicated revenues will need to be identified to meet new capital needs and/or expand the Capital Improvement Program.



Section 6-19 of the City Code established a Cemetery Perpetual Maintenance Trust Fund for the City Cemetery on Ivy Lane. This fund receives proceeds (after deduction of expenses) from the sale of lots at the City Cemetery and any cemetery related contributions or donations.

The City Code provides that interest earned in this fund may be appropriated to defray cemetery maintenance and improvement costs, while all other monies in the fund may only be utilized for investment purposes and the repurchase of cemetery lots.

BUDGET COMMENTS

1) No expenses or transfers are proposed for FY 2021.

CEMETERY FUND Fund 104	**FY 2018 Actual Trans.**	**FY 2019 Actual Trans.**	**FY 2020 Adopted Budget**	**FY 2020 Estimated Trans.**	**FY 2021 Proposed Budget**	**FY 2021 Adopted Budget**
BALANCE AS OF JULY 1	$87,410	$89,455	$91,255	$91,048	$91,348	
REVENUES						
470000 Interest	$845	$1,593	$1,200	$1,200	$1,500	
480000 Other - Service Fees	1,200	0	1,000	(900)	600	
TOTAL REVENUES	$2,045	$1,593	$2,200	$300	$2,100	$0
EXPENDITURES						
490000 Interfund Transfer - General Fund	$0	$0	$0	$0	$0	
TOTAL EXPENDITURES	$0	$0	$0	$0	$0	$0
BALANCE AS OF JUNE 30	**$89,455**	**$91,048**	**$93,455**	**$91,348**	**$93,448**	**$0**

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DEBT SERVICE FUND

This fund accounts for the payment of the principal and interest on the city's outstanding debt. Section 55 of the City Charter places a four percent limit (4%) of the assessed valuation for real estate for the amount of bonds that may be issued by the city. The city's assessed valuation as of July 1, 2020 will be $2.4 billion. Therefore, the debt limit in FY 2021 is $97.1 million. At the beginning of FY 2021, the city's estimated outstanding debt will be approximately $12 million or 0.49% of the city's assessed valuation.

In FY 2021, the city's debt portfolio consists of four borrowings: (1) the 2001 Bond Issue and (2) the financing of an unfunded liability for Maryland State Retirement initiated in FY 2016, (3) the Tax Increment Financing (TIF) for the Greenbelt Station neighborhood, which was incurred in 2019, and (4) the Greenbelt Lake Dam reconstruction, which was incurred in April 2020.

The TIF debt must be fully funded by one-half of the real estate tax revenue from residential property in Greenbelt Station. For FY 2021, the State Department of Assessments and Taxation has certified that the assessments attributable to the Greenbelt TIF are $257,054,342 or $2,127,124 in real estate tax revenue. Therefore, the $452,000 budgeted for the TIF in FY 2021 is considerably lower than 50% of the TIF revenue or $1 million. The interest rate for the TIF is 3.24%.

The borrowing approved by referendum for the Greenbelt Lake Dam was finalized in April 2020. The FY 2020 expenditure shown on the next page is approximately one-half of the annual requirement to fund this debt. Therefore, the annual debt service for the lake dam will increase by approximately $70,000 in FY 2021.

BUDGET COMMENTS

1) The General Fund transfer to the Debt Service Fund increases to $1 million to accommodate the debt associated with the Greenbelt Lake Dam reconstruction project.

2) The fund balance in the Debt Service Fund decreases to $5,000.

DEBT SERVICE FUND Fund 201	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
TOTAL FUND BALANCE AS OF JULY 1	$10,927	$162,444	$311,144	$337,268	$99,068	
REVENUES						
470000 Interest Investments	$1,663	$9,252	$3,200	$2,000	$3,200	
490000 General Fund Transfer	705,000	805,000	817,000	817,000	1,030,000	
TOTAL REVENUE & FUND TRANSFERS	$706,663	$814,252	$820,200	$819,000	$1,033,200	
EXPENDITURES						
General Obligation						
895 2001 Bond Issue						
96 Principal	$244,604	$251,971	$259,500	$259,500	$267,400	
97 Interest	72,448	65,081	57,600	57,600	49,700	
Total	$317,052	$317,052	$317,100	$317,100	$317,100	
897 Unfunded Liability						
96 Principal	$101,946	$107,483	$113,300	$113,300	$119,500	
97 Interest	136,148	130,611	124,800	124,800	118,600	
Total	$238,094	$238,094	$238,100	$238,100	$238,100	
898 Lake Dam						
96 Principal	$0	$0	$43,000	$33,500	$80,400	
97 Interest	0	0	21,000	16,500	39,600	
Total	$0	$0	$64,000	$50,000	$120,000	
899 Greenbelt West TIF						
34 Other Services	$0	$9,950	$6,000	$6,000	$6,000	
96 Principal	0	45,749	225,200	244,800	252,800	
97 Interest	0	28,583	187,000	201,200	193,200	
Total	$0	$84,282	$418,200	$452,000	$452,000	
TOTAL EXPENDITURES	$555,146	$639,428	$1,037,400	$1,057,200	$1,127,200	
FUND BALANCE AS OF JUNE 30	**$162,444**	**$337,268**	**$93,944**	**$99,068**	**$5,068**	

BOND PRINCIPAL & INTEREST PAYMENT SCHEDULE

	All Debt		2001 Bond Fund (1)		MSRA Unfund Liability (2)		Greenbelt Station Tax Increment Financing (3)		Greenbelt Lake Dam Repair (4)	
FY	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
2021	$729,842	$365,850	$268,285	$48,767	$119,474	$118,620	$252,839	$193,150	$89,244	$5,313
2022	$752,970	$344,827	276,253	40,800	125,962	112,132	261,154	184,835	89,601	7,060
2023	$776,960	$320,837	284,457	32,596	132,802	105,292	269,742	176,247	89,959	6,702
2024	$801,850	$295,946	292,904	24,148	140,014	98,080	278,613	167,376	90,319	6,342
2025	$827,675	$270,121	301,602	15,450	147,618	90,476	287,775	158,214	90,680	5,981
2026	$854,475	$243,321	310,559	6,493	155,634	82,460	297,239	148,750	91,043	5,618
2027	$615,156	$218,430	52,649	193	164,087	74,007	307,013	138,976	91,407	5,254
2028	$581,881	$198,863			172,998	65,096	317,110	128,879	91,773	4,888
2029	$602,071	$178,673			182,393	55,701	327,538	118,451	92,140	4,521
2030	$623,116	$157,629			192,298	45,796	338,309	107,680	92,509	4,153
2031	$645,055	$135,690			202,741	35,353	349,435	96,554	92,879	3,783
2032	$667,927	$112,817			213,751	24,343	360,926	85,063	93,250	3,411
2033	$691,777	$88,967			225,359	12,735	372,795	73,194	93,623	3,038
2034	$596,281	$65,417			117,228	1,819	385,055	60,934	93,998	2,664
2035	$492,091	$50,560					397,717	48,272	94,374	2,288
2036	$505,548	$37,102					410,797	35,192	94,751	1,910
2037	$519,436	$23,214					424,306	21,683	95,130	1,531
2038	$533,770	$8,881					438,259	7,730	95,511	1,151
2039	$95,893	$769							95,893	769
2040	$96,276	$385							96,276	385
Total	**$12,010,050**	**$3,118,301**	**$1,786,709**	**$168,447**	**$2,292,359**	**$921,910**	**$6,076,622**	**$1,951,180**	**1,854,360**	**$76,764**

(1) This is a **non-taxable** debt issuance with an interest rate of 2.93%.

(2) This is a **taxable** debt issuance with a interest rate of 5.30%

(3) This is a **non-taxable** debt issuance with an interest rate of 3.24%.

(4) This is loan has an interest rate of 0.40%.

Notes...

The Replacement Fund is for the purpose of setting funds aside annually so that at the time of scheduled replacement, adequate funds are available to replace a piece of equipment.

Prior to FY 2003, an amount equal to three (3) cents on the tax rate ($162,900 in FY 2002) was budgeted in the General Fund budget to be transferred here. Now, a dollar amount based on need and available resources is budgeted. Funds not required to meet current obligations are invested. Interest earned is applied annually to various reserves, thereby reducing the amount of operating funds required to be contributed.

BUDGET COMMENTS

1) It is recommended that a Code Enforcement sedan be replaced with an electric sedan.
2) An aerial lift truck ($205,000), a 4X4 pick-up truck ($39,500) and a dump body ($16,000) are proposed for replacement under Multi-Purpose Equipment.
3) It is proposed to replace Police Department ETIX printers $18,000, and automated external defibrillators at a cost of $13,000. ETIX printer replacement will be phased in over three years.
4) Under Animal Control, a small hybrid SUV is recommended for replacement.
5) Under Parks, it is proposed to replace a 4X4 pick-up truck ($37,500) and a tractor ($55,000).
6) It is estimated the Replacement Fund will begin Fiscal Year 2021 with a fund balance of $763,329 and end at $791,029. There are a number of costly vehicles and equipment items scheduled to be purchased in the next three years including dump trucks and communications equipment, so maintaining a sufficient fund balance reserve is necessary.

Items to be Purchased

Community Development	
Electric Sedan (712)	$38,000
Multi-Purpose Equipment	
4X4 Pickup Truck (113)	$39,500
New Dump Truck Body (126)	$16,000
Bucket Truck (147)	$205,000
Police	
ETIX Printers	$18,000
Automated External Defibrillators	$13,000
Animal Control	
Small Hybrid SUV (704)	$26,300
Parks	
4X4 Pickup Truck (408)	$37,500
Tractor & Equipment	$55,000
Total Proposed Expenditures	**$448,300**

REPLACEMENT FUND Fund 105	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
TOTAL FUND BALANCE AS OF JULY 1	$196,523	$372,921	$249,921	$296,229	$763,329	
REVENUES						
470000 Interest on Investments	$3,354	$6,115	$3,000	$3,000	$6,000	
480000 Ins./Auc. Proceeds	238,794	56,920	29,500	20,000	20,000	
480000 Payments from Other Cities	0	0	0	0	0	
490000 Interfund Transfer - General Fund	320,000	350,000	350,000	800,000	450,000	
TOTAL REVENUE & FUND TRANSFERS	$562,148	$413,035	$382,500	$823,000	$476,000	$0
EXPENDITURES						
91 New Equipment						
220 Community Development	$36,941	$38,162	$0	$0	$38,000	
310 Police	0	33,708	0	0	31,000	
330 Animal Control	0	0	0	0	26,300	
410 Public Works Admin.	0	36,941	38,000	34,300	0	
420 Multi-Purpose Equipment	49,897	100,821	150,500	150,300	260,500	
445 Street Cleaning	252,290	597	0	0	0	
450 Waste Collection	0	180,174	0	0	0	
610 Recreation	0	0	24,000	34,800	0	
650 Aquatic & Fitness Center	0	20,847	0	0	0	
660 Community Center	5,162	0	0	0	0	
700 Parks	41,460	13,524	87,500	83,600	92,500	
920 Greenbelt Connection	0	64,953	0	0	0	
990 Non Departmental	0	0	0	52,900	0	
TOTAL EXPENDITURES	$385,750	$489,727	$300,000	$355,900	$448,300	$0
BALANCE AS OF JUNE 30	**$372,921**	**$296,229**	**$332,421**	**$763,329**	**$791,029**	**$0**

Veh #	Department/Item	Year Purch.	Repl. Year	Original Cost	Replace Cost	Est. FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
	Administration															
2	Dodge Grand Caravan	2017	2028	29,332	38,100	0	0	0	0	0	0	0	0	38,100	0	0
	Subtotal			29,332	38,100	0	0	0	0	0	0	0	0	38,100	0	0
	Community Development															
712	Ford Focus	2009	2021	11,427	23,200	0	38,000	0	0	0	0	0	0	0	0	0
727	Chevy Bolt - Electric	2018	2029	36,941	48,000	0	0	0	0	0	0	0	0	0	48,000	0
728	Chevy Bolt - Electric	2019	2030	38,162	49,600	0	0	0	0	0	0	0	0	0	0	49,600
	Subtotal			86,530	120,800	0	38,000	0	0	0	0	0	0	0	48,000	49,600
	Police Department															
	Police Radio System	2011	2022	729,700	729,700	0	0	729,700	0	0	0	0	0	0	0	0
	Voice Logging Recorder	2011	2022	22,327	22,300	0	0	22,300	0	0	0	0	0	0	0	0
	Handguns	2019	2029	33,708	40,500	0	0	0	0	0	0	0	0	0	40,500	0
	Pro-Tec Raid Vests	2015	2025	16,067	20,900	0	0	0	0	0	20,900	0	0	0	0	0
	ETIX Equipment		Var.		54,000	0	18,000	18,000	18,000	0	0	0	0	0	0	0
	TRUSPEED Laser	2014	2025	7,300	12,000	0	0	0	0	0	12,000	0	0	0	0	0
726	Ford Fusion Hybrid	2014	2025	24,577	32,000	0	0	0	0	0	32,000	0	0	0	0	0
	Live Scan	2014	2022	33,283	35,000	0	0	35,000	0	0	0	0	0	0	0	0
	Automated External Defibrillators	2014	2021	12,596	13,000	0	13,000	0	0	0	0	0	0	0	0	0
	Subtotal			879,558	959,400	0	31,000	805,000	18,000	0	64,900	0	0	0	40,500	0
	Animal Control															
704	Ford Escape SUV	2008	2021	25,276	26,300	0	26,300	0	0	0	0	0	0	0	0	0
799	Ford Cargo Van w/Cage package	2002	2021	26,039	38,000	0	0	38,000	0	0	0	0	0	0	0	0
	Subtotal			51,315	64,300	0	26,300	38,000	0	0	0	0	0	0	0	0
	Public Works Administration															
106	Chevy Bolt - Electric	2020	2031	34,259	44,500	34,300	0	0	0	0	0	0	0	0	0	0
104	Ford Explorer	2016	2027	25,794	33,500	0	0	0	0	0	0	0	33,500	0	0	0
105	Chevy Bolt - Electric	2019	2030	36,941	48,000	0	0	0	0	0	0	0	0	0	0	48,000
	Repeater - Channel 1 & 3	2004	2022	40,000	46,000	0	0	46,000	0	0	0	0	0	0	0	0
	Subtotal			96,994	126,000	34,300	0	46,000	0	0	0	0	33,500	0	0	48,000
	Multi-Purpose Equipment															
123	Ford 550 Dump Truck	2020	2031	84,100	109,900	84,100	0	0	0	0	0	0	0	0	0	0
112	Ford Roll Back Truck	1993	2021	25,927	37,000	0	0	37,000	0	0	0	0	0	0	0	0
113	4X4 ¾Ton Pick-up Truck	2006	2021	18,314	39,500	0	39,500	0	0	0	0	0	0	0	0	0
114	4X4 ¾ton Pickup	2020	2031	34,085	44,300	34,100	0	0	0	0	0	0	0	0	0	0
118	Ford 4X4 F350 Crew Cab	2014	2025	30,256	39,300	0	0	0	0	0	39,300	0	0	0	0	0
120	Skid Steer Loader	2019	2030	65,063	84,600	0	0	0	0	0	0	0	0	0	0	84,600
121	Ford F250 4X4 ¾ton Pickup	2017	2028	34,500	42,900	0	0	0	0	0	0	0	0	42,900	0	0
124	Ford F-450 Dump Truck Crew Cab	2010	2022	56,842	75,600	0	0	75,600	0	0	0	0	0	0	0	0
125	Ford 2 Ton Dump (Chassis in 06)	2006	2022	42,000	90,000	0	0	91,000	0	0	0	0	0	0	0	0
126	Ford 750 Dump	2007	2026	71,324	94,900	0	16,000	0	0	0	0	94,900	0	0	0	0

Veh #	Department/Item	Year Purch.	Repl. Year	Original Cost	Replace Cost	Est. FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
129	Case Backhoe	2016	2031	94,900	123,400	0	0	0	0	0	0	0	0	0	0	0
128	Asphalt Roller	2007	2022	24,900	36,100	0	0	36,100	0	0	0	0	0	0	0	0
145	Case #621 Loader	2008	2023	119,313	155,100	0	0	0	155,100	0	0	0	0	0	0	0
146	2007 F550 Aerial Lift	2013	2023	40,600	52,800	0	0	0	52,800	0	0	0	0	0	0	0
147	GMC Aerial Lift	1990	2021	68,950	205,000	0	205,000	0	0	0	0	0	0	0	0	0
150	Air Compressor	2018	2038	22,106	31,000	0	0	0	0	0	0	0	0	0	0	0
155	Cargo Van	2020	2031	32,148	41,800	32,100	0	0	0	0	0	0	0	0	0	0
152	Chevy 2500 Cargo Van	2014	2025	17,118	22,300	0	0	0	0	0	22,300	0	0	0	0	0
154	Ford Transit Cargo	2018	2029	27,791	36,100	0	0	0	0	0	0	0	0	0	36,100	0
159	Ford 4X4 Pick-up	2019	2030	34,430	44,800	0	0	0	0	0	0	0	0	0	0	44,800
197	Street Sweeper - 2018 Dulevo 600(	2018	2028	69,855	90,800	0	0	0	0	0	0	0	0	90,800	0	0
	Paint Machine	2006	2020	5,000	6,500	0	0	6,500	0	0	0	0	0	0	0	0
	Concrete Sidewalk Grinder	2014	2029	10,000	14,500	0	0	0	0	0	0	0	0	0	14,500	0
	Subtotal			1,029,522	1,518,200	150,300	260,500	246,200	207,900	0	61,600	94,900	0	133,700	50,600	129,400
	Waste Collection Equipment															
213	Chevy 4X4 Pickup	2017	2028	35,000	40,300	0	0	0	0	0	0	0	0	40,300	0	0
211	Polaris GEM Electric Truck	2014	2024	20,737	27,000	0	0	0	0	27,000	0	0	0	0	0	0
264	Freightliner w/25cy packer	2016	2024	145,050	179,900	0	0	0	0	179,900	0	0	0	0	0	0
263	Freightliner w/18cy Packer	2015	2023	140,428	174,100	0	0	0	174,100	0	0	0	0	0	0	0
266	Freightliner w/25cy Packer	2019	2027	176,643	229,600	0	0	0	0	0	0	0	229,600	0	0	0
	Subtotal			517,858	650,900	0	0	0	174,100	206,900	0	0	229,600	40,300	0	0
	Recreation Administration															
300	Ford Escape Hybrid	2012	2023	28,700	29,000	0	0	0	29,000	0	0	0	0	0	0	0
310	Cargo Van	2020	2031	34,799	45,200	34,800	0	0	0	0	0	0	0	0	0	0
	Subtotal			63,499	74,200	34,800	0	0	29,000	0	0	0	0	0	0	0
	Aquatic & Fitness Center															
	Treadmills	2013	2023	24,975	32,500	0	0	0	32,500	0	0	0	0	0	0	0
	Stationary Bikes	2019	2029	20,847	27,100	0	0	0	0	0	0	0	0	0	27,100	0
	Step/Eliptical/Rowing Machines	Var.	Var.	23,646	30,700	0	0	0	0	30,700	0	0	0	0	0	0
	Circuit Training Equipment	2016	2031	51,500	67,000	0	0	0	0	0	0	0	0	0	0	0
	Subtotal			120,968	157,300	0	0	0	32,500	30,700	0	0	0	0	27,100	0
	Community Center															
	Commercial Freezer	2016	2036	5,000	6,500	0	0	0	0	0	0	0	0	0	0	0
	Commercial Refrigerator	1999	2022	10,000	14,000	0	0	14,000	0	0	0	0	0	0	0	0
	Commercial Stove	1996	2022	7,000	9,800	0	0	9,800	0	0	0	0	0	0	0	0
	Commercial Convection Oven	2003	2023	7,901	11,000	0	0	0	11,000	0	0	0	0	0	0	0
	Stage Lighting	2006	2026	10,000	15,000	0	0	0	0	0	0	15,000	0	0	0	0
	Subtotal			39,901	56,300	0	0	23,800	11,000	0	0	15,000	0	0	0	0
	Park Equipment															
401	4X4 Pickup Truck	2020	2031	34,085	44,300	34,100	0	0	0	0	0	0	0	0	0	0
409	Ford F 250 4X4 Pickup	2015	2026	28,100	36,500	0	0	0	0	0	0	36,500	0	0	0	0
405	Ford F-150Pickup	2013	2024	15,100	20,100	0	0	0	0	20,100	0	0	0	0	0	0

Veh #	Department/Item	Year Purch.	Repl. Year	Original Cost	Replace Cost	Est. FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
407	Ford 1½Ton Dump Truck	2006	2022	46,699	63,900	0	0	63,900	0	0	0	0	0	0	0	0
408	Ford F-250 4X4 ¾ton Pickup	2008	2021	27,747	37,500	0	37,500	0	0	0	0	0	0	0	0	0
458	Ford F250 4X4 Pickup	2017	2028	33,700	42,900	0	0	0	0	0	0	0	0	42,900	0	0
402	Ford F250 4X4 Pickup	2016	2027	25,509	33,200	0	0	0	0	0	0	0	33,200	0	0	0
426	Ford Custom Cab	2005	2022	50,257	63,400	0	0	63,400	0	0	0	0	0	0	0	0
470	Kubota L2850 Tractor/backhoe	2016	2036	29,959	38,900	0	0	0	0	0	0	0	0	0	0	0
459	Ford 550 Dump	2017	2028	70,000	104,000	0	0	0	0	0	0	0	0	104,000	0	0
436	John Deere 3320 Tractor	2007	2027	14,624	23,400	0	0	0	0	0	0	0	23,400	0	0	0
471	Kubota 3060 Front Cut Mower	2016	2036	26,850	34,900	0	0	0	0	0	0	0	0	0	0	0
440	Bobcat Skid-Steer Loader	2006	2022	14,200	18,500	0	0	18,500	0	0	0	0	0	0	0	0
443	Kubota ZD331 Zero Turn Mower	2014	2025	13,409	17,400	0	0	0	0	0	17,400	0	0	0	0	0
448	Tag-A-Long Trailer	1985	2022	2,799	5,000	0	0	5,000	0	0	0	0	0	0	0	0
460	Leaf Vacuum	2018	2029	41,460	56,900	0	0	0	0	0	0	0	0	0	56,900	0
468	Wood Chuck Chipper	2020	2031	49,531	64,400	49,500	0	0	0	0	0	0	0	0	0	0
464	Kubota Big Tractor M8210 w/attach	1998	2021	36,063	55,000	0	55,000	0	0	0	0	0	0	0	0	0
465	Ford Stake Body (Body in 14)	2001	2021	43,592	58,400	0	0	0	58,400	0	0	0	0	0	0	0
466	Premier Trailer	2001	2021		5,000	0	0	5,000	0	0	0	0	0	0	0	0
469	Ford 750 2-Ton Dump (Body in 19)	2009	2024	70,496	93,800	0	0	0	0	93,800	0	0	0	0	0	0
	Deep Tine Aerator	2007	2022	15,500	22,500	0	0	22,500	0	0	0	0	0	0	0	0
	Stump Grinder	2014	2024	7,000	9,300	0	0	0	0	9,300	0	0	0	0	0	0
	Subtotal			696,680	949,200	83,600	92,500	178,300	58,400	123,200	17,400	36,500	56,600	146,900	56,900	0
	Intra-City Bus Service															
504	Lift Equipped Van	2019	2029	64,953	84,400	0	0	0	0	0	0	0	0	0	84,400	0
	Subtotal			64,953	84,400	0	0	0	0	0	0	0	0	0	84,400	0
	Non Departmental															
	Telephone Equipment	2020	2030	52,900	100,000	52,900	0	0	0	0	0	0	0	0	0	100,000
	Subtotal			52,900	100,000	52,900	0	0	0	0	0	0	0	0	0	100,000
	GRAND TOTAL			**$3,730,010**	**$4,899,100**	**$355,900**	**$448,300**	**$1,337,300**	**$530,900**	**$360,800**	**$143,900**	**$146,400**	**$319,700**	**$359,000**	**$307,500**	**$327,000**
	Annual Revenues Required (11 Year Avg. Lifespan)			$428,080												

This fund was established in FY 2001 to set aside funds for specific purposes. Funds set aside by the City Council or mandated to be accounted for separately will often be collected in one fiscal year with the related costs of the program expended over several subsequent years.

The largest on-going revenue designation in this fund is the city's set aside from Comcast and Verizon. The city receives funds from a three percent (3%) franchise fee for Public, Education and Government (PEG) access.

BUDGET COMMENTS

1) The $80,000 in Information Technology, line 145, is to replace computers ($25,000) and servers ($10,000), continue implementation of document management solution with streamlined workflow ($10,000), determine best way to provide devices to Planning Department Inspectors working in the field ($5,000) and video camera upgrades ($30,000).
2) The expenses in Community Promotion Equipment, line 190, are to replace audio/visual equipment as determined by the Public Information & Communications Coordinator.
3) The expenses in Police, line 310, are for the rental of eleven police vehicles for the drug task force ($82,500). The cost of this program is offset by a federal grant (revenue account 441112). Additional funding may become available to fund Police Department capital improvement projects.
4) Transfers of $5,000 in FY 2020 and FY 2021 are available to support future art restoration projects.
5) The city receives monies from cable franchises for the use of the public right-of-way. The city contributes two-thirds of the Public, Education and Government Access fees to Greenbelt Access Television, Inc. (GATe). The remaining third provides funding for IT and Community Promotion projects.

SPECIAL PROJECTS FUND Fund 101	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
TOTAL FUND BALANCE AS OF JULY 1	$671,713	$462,571	$432,771	$455,598	$1,025,298	
REVENUES						
433401 Cable TV Franchise Fee	$248,520	$247,129	$234,000	$232,800	$231,000	
441112 Federal Grants	82,500	78,993	82,500	82,500	82,500	
470000 Interest on Investments	6,500	7,354	9,000	7,500	6,500	
460111 Drug Forfeitures	0	0	0	0	0	
460201 Red Light Camera Delinquent	0	0	0	519,600	0	
460301 Del. Speed Camera Fines	18,000	18,000	18,000	18,000	18,000	
480499 Spay Neuter Grant	0	0	0	0	0	
480499 Miscellaneous	47,548	0	0	0	0	
490000 Interfund Transfers:						
Economic Development	0	52,000	25,000	77,000	25,000	
Public Safety	0	0	0	50,000	0	
Recreation - Public Art	0	5,000	5,000	5,000	5,000	
TOTAL REVENUES	$403,068	$408,476	$373,500	$992,400	$368,000	$0
EXPENDITURES						
125 Economic Development	$0	$0	$0	$0	$0	
145 Information Technology	137,827	102,055	80,000	80,000	80,000	
190 Comm. Promo. Equipment	151,169	21,803	20,000	20,000	20,000	
190 Comm. Promo. Public Access	0	0	40,000	40,000	0	
310 Police	114,491	78,993	82,500	82,500	82,500	
330 Animal Control	(135)	0	0	0	0	
510 CARES	8,176	1,245	0	0	0	
685 Arts	0	0	0	5,000	5,000	
999 Transfer to General Fund	35,000	46,600	45,000	45,000	0	
999 Payment to GATe	165,681	164,753	155,800	155,200	154,000	
TOTAL EXPENDITURES	$612,210	$415,449	$423,300	$427,700	$341,500	$0
TOTAL FUND BALANCE AS OF JUNE 30	**$462,571**	**$455,598**	**$382,971**	**$1,020,298**	**$1,051,798**	**$0**
FUND BALANCE DESIGNATIONS						
Cable TV - funds available for IT infrastructure	$253,043	$164,961	$236,100	$57,561	$34,561	
Public Safety	53,649	71,649	86,640	139,649	157,649	
Barnett Trust	87,449	86,204	42,362	86,204	86,204	
Economic Development Revolving Fund	0	52,000	0	129,000	154,000	
Recreation	0	0	0	0	0	
Arts Restoration & Acquisition	0	5,000	5,000	10,000	10,000	
Undesignated	68,430	75,784	33,511	602,884	609,384	
TOTAL	**$462,571**	**$455,598**	**$403,613**	**$1,025,298**	**$1,051,798**	

An agency fund is used to account for assets of outside parties or assets held in escrow. Agency funds do not report operations as governmental funds (i.e. General Fund), only additions and deductions. The assets are not owned or controlled by the city, though the city maintains a fiduciary responsibility over the assets.

The city maintains one agency fund with distinct classifications. The classifications range from donations to individuals who require assistance to assets that were seized during criminal investigations.

1. The Recreation Department receives contributions from various sources. The monetary donations are used to support camp scholarships, special events and other designated programs as specified by the donor. Monies are transferred to the General Fund to offset the program as appropriate.

2. Donations are made by clients to Greenbelt CARES Youth and Family Services Bureau. These funds do not get regularly used and have been transferred to the Emergency Assistance Fund in FY 2016.

3. The Good Samaritan Fund provides financial assistance to out-of-town persons stranded in Greenbelt and low-income individuals in need of a few dollars to purchase gas or groceries. This program receives its funding from the churches in Greenbelt and other civic associations.

4. An Emergency Assistance Fund has been established to accept and disburse donations received to assist Greenbelt residents to pay rent to avoid possible eviction. Approximately a dozen individuals receive assistance from these funds each fiscal year.

5. People contribute to the Adopt-A-Tree Program for the purpose of allowing the city to identify a location for a tree. This balance is the amount of funds available to the city, when needed.

6. A program started in FY 2001 is the Adopt-A-Bench Program. This program is similar to the Adopt-A-Tree program, but enables people to dedicate benches throughout the city.

7. Confiscated funds obtained from arrests made by the Greenbelt Police Department are deposited here. When final disposition is determined, the funds are either returned to the individual (if the charges are dropped or the individual declared innocent in court), or the monies are transferred to the City's Special Projects Fund to be used for public safety. The assets generally are held for two to three years while a determination is made by the court system.

8. Contributions were made to the Advisory Committee on Education (ACE). These monies fund ACE initiatives such as its scholarship fund.

9. A CARES - Green Ridge House pet assistance program was created via a grant to help fund veterinary care and pet food.

10. The city supports the Greenbelt Volunteer Fire Department (GVFD) by setting funds aside each fiscal year. The purpose of these funds is to help fund equipment purchases for the GVFD.

11. The Spay and Neuter Clinic Agency Fund is for donations received for the purchase of supplies and equipment to perform cat and dog neuters at the shelter. This will reduce city cost for veterinary care for animals at the shelter, will allow development of a feral cat control program, and could allow extension of low cost spay and neuter services to the community.

AGENCY FUNDS

	Balance FY 2018	FY 2019 Contribution	FY 2019 Debits	Balance 07/01/19	FY 2020 Estimated Contri.	FY 2020 Estimated Debits	Estimated Balance 07/01/20	FY 2021 Estimated Contri.	FY 2021 Estimated Debits	Estimated Balance 06/30/21
Recreation Department	$10,623	$1,946	$0	$12,569	$1,000	$0	$13,569	$1,000	$0	$14,569
Greenbelt CARES	1,010	0	(252)	758	0	(430)	329	0	(150)	179
Good Samaritan	1,806	640	(79)	2,367	350	(2,100)	617	400	(200)	817
Emergency Assistance	333	9,789	(9,722)	400	12,000	(11,500)	900	14,000	(13,000)	1,900
Adopt-A-Tree	1,775	600	(1,032)	1,343	2,500	(2,000)	1,843	1,000	(1,000)	1,843
Adopt-A-Bench	4,725	800	(359)	5,166	800	(400)	5,566	800	(400)	5,966
Drug and Evidence	53,790	828	0	54,618	2,000	0	56,618	2,000	0	58,618
Advisory Committee on Education	17,408	3,428	(4,000)	16,836	3,420	(4,000)	16,256	3,500	(4,000)	15,756
CARES - GRH Pet Assistance	1,833	0	0	1,833	0	(150)	1,683	0	(200)	1,483
Greenbelt Theater	0	250	0	250	100	0	350	100	0	450
Fire Department	440,773	120,000	(143,881)	416,892	120,000	(400,000)	136,892	120,000	0	136,892
Spay and Neuter Clinic	7,681	150	0	7,831	0	0	7,831	0	0	7,831

GREEN RIDGE HOUSE

Green Ridge House is a city-owned apartment building for seniors. The 101-unit facility opened in 1979. About seventy-five (75) percent of the revenue to the facility comes from the U.S. Department of Housing and Urban Development Section 8 program and the balance comes from resident payments. No city funds are expended on Green Ridge House. The city contracts with Community Realty Company, Inc. (CRC) to manage the facility and grounds.

ACCOMPLISHMENTS

- Completed all three phases of modernizing both elevators.
- Installed a new main entrance canopy with the property name.
- Painted all fire doors, boiler room, meter room, trash rooms and all stairwells with a caution stripe on each step.
- Purchased new lobby furniture and conference room chairs for the management office.
- Installed new digital video recorder (DVR) for the community room television.
- Replaced windows as needed.

ISSUES & SERVICES

As a Section 8 complex, the rent charged to residents is subsidized by the federal government. In FY 2020, the market rent for a unit at Green Ridge House is $1,297 per month. No rent increase is proposed for FY 2021.

The Community Resource Advocate (CRA) is the liaison between Green Ridge House management and city administration. The Service Coordinator focuses on resident case management.

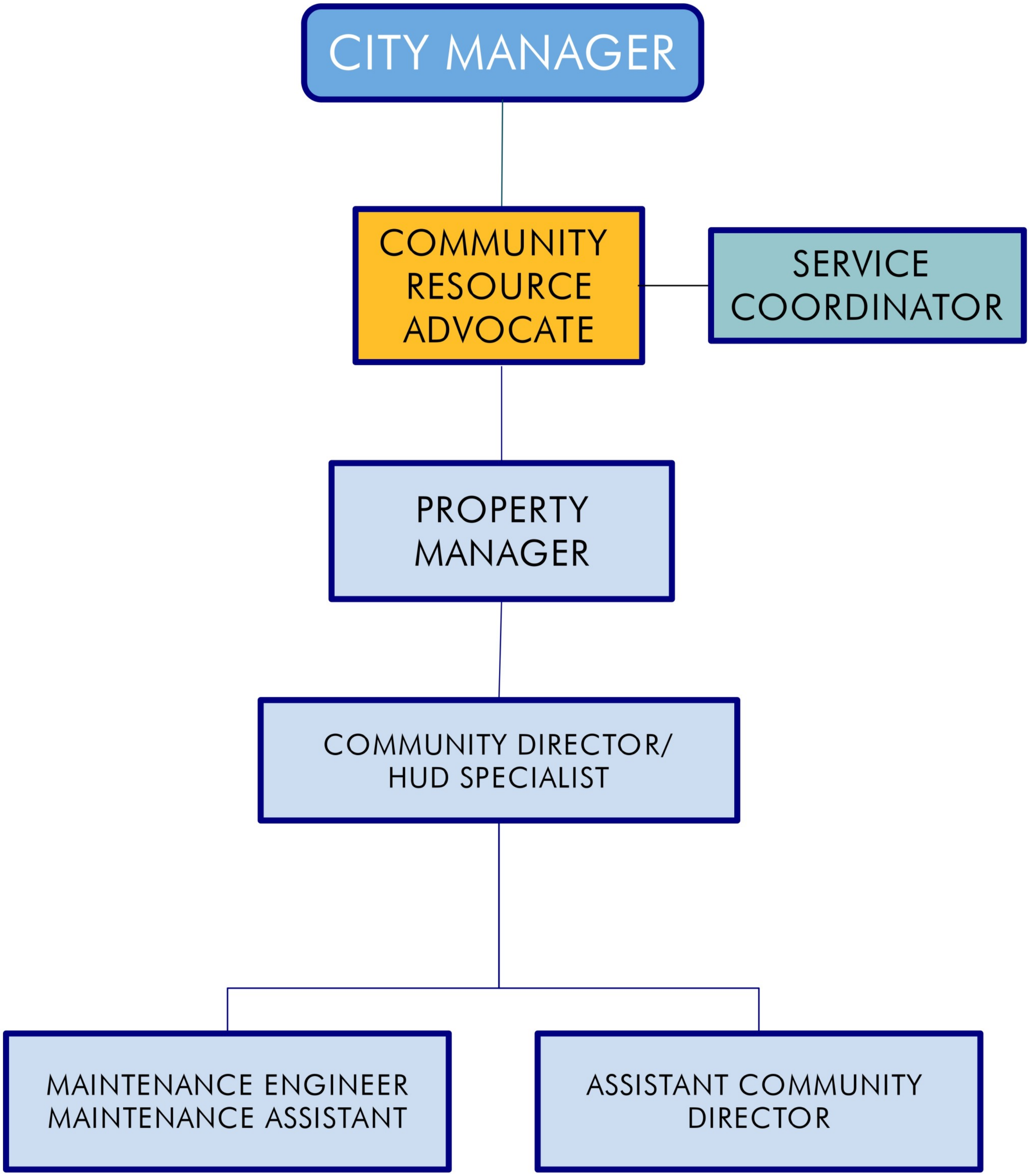
In response to the changing needs of residents, the city worked with Community Realty to pay for clinical counseling services in FY 2020, which continue in FY 2021.

Historically, parking has been a challenge, but the current parking lot configuration provides 55 spaces on-site with 47 permits issued for vehicles.

The building's roof has an estimated life expectancy of three years. Funding to replace the roof is included in the FY 2021 Budget. The city and Community Realty have discussed the feasibility of installing solar as part of this project, but a final determination has not been made yet.

BUDGET COMMENTS

1) Vacancy losses are higher based on the average of the last several years.
2) In FY 2021, Miscellaneous Administrative costs increase reflecting counseling services provided to residents ($13,000). The cost of this service is billed to Community Realty in FY 2020. This arrangement continues in FY 2021.
3) Resident amenities are enhanced by replacing two computers ($3,000) and increasing the social activities budget by $5,400 to $31,200 for FY 2021.
4) Service Contracts budgets for pest control and security camera services increase in response to residents' needs.
5) For FY 2021, proposed capital expenditures of $263,600 include:
    - Apartment Renovations ($10,000) - electric range and refrigerator replacements.
    - Building Improvements ($173,700) - window replacements, patch, paint and repairs to building exterior and roof replacement.
    - Common Area Renovation ($79,900) - new fitness equipment, replace hallway carpeting with vinyl flooring, additional camera to screen parking lot and upgrade system, paint the storage room, and tapered file folders for each resident's door to hold fliers, letters, and other pieces of correspondence.


CITY MANAGER
COMMUNITY RESOURCE ADVOCATE
SERVICE COORDINATOR
PROPERTY MANAGER
COMMUNITY DIRECTOR/ HUD SPECIALIST
MAINTENANCE ENGINEER MAINTENANCE ASSISTANT
ASSISTANT COMMUNITY DIRECTOR

Green Ridge House Budget

Fiscal Year 2021

	Actual FY 2018	Actual FY 2019	Budget FY 2020	Projected FY 2020	Budget FY 2021	Proposed FY 2021
Section 2 Revenue						
Rental Revenue						
Potential Resident Rent Income	409,097	453,182	404,800	478,200	424,430	424,400
HUD Potential Rent Subsidy	1,090,147	1,046,452	1,094,400	1,133,200	1,147,534	1,147,500
Vacancy Loss	(26,855)	(59,170)	(11,000)	(80,400)	(44,013)	(44,000)
Employee Units	(10,255)	(14,844)	(14,800)	(15,600)	(15,564)	(15,600)
Ending Prepaid Rent	-	-	-	-	-	-
Ending Delinquency	-	-	-	-	-	-
Total Rental Revenue	**1,462,134**	**1,425,620**	**1,473,400**	**1,515,400**	**1,512,387**	**1,512,300**
Other Revenue						
Late Fees	-	84	300	100	300	300
Laundry Income	3,581	3,397	3,200	3,400	3,200	3,200
Tenant Damages Fees	838	1,182	-	900	-	-
Interest Income - Checking	36	182	100	200	100	100
Miscellaneous Income	8	-	200	-	375	400
Total Other Revenue	**4,463**	**4,845**	**3,800**	**4,700**	**3,975**	**4,000**
Total Revenue	**1,466,597**	**1,430,465**	**1,477,200**	**1,520,100**	**1,516,362**	**1,516,400**
Section 3 - Operating Expenses						
Administrative						
Management Fees	66,086	64,556	67,100	68,400	68,236	68,200
Bank Fees	569	170	400	500	500	500
Computer Services	13,898	11,516	9,500	10,100	13,680	13,700
Educational Training	424	1,162	1,000	500	3,766	3,800
Social Activities	22,715	24,756	25,800	23,500	31,210	31,200
Legal Fees	15,259	1,375	5,000	-	5,000	5,000
Miscellaneous Administrative	34,661	33,535	42,200	18,200	54,495	54,500
Credit Reports	1,077	3,515	1,100	1,100	1,140	1,100
Office Supplies	12,810	14,374	15,500	9,800	15,794	15,800
Postage	207	56	400	300	350	400
Professional Fees	-	270	200	200	230	200
Audit Fees	9,000	9,360	9,500	9,500	9,500	9,500
Office Equipment Rental	-	-	-	-	-	-
Uniforms	130	-	-	-	-	-
Misc. Operating Expense	11,079	13,337	5,100	3,400	8,500	8,500
Advertising and Promotion	-	-	1,000	100	1,000	1,000
Cable/Internet/Phone	17,202	17,329	17,600	17,800	17,981	18,000
Interest on Security Deposits	427	419	500	1,300	-	-
Total Administrative	**205,544**	**195,730**	**201,900**	**164,700**	**231,382**	**231,400**

Green Ridge House Budget

Fiscal Year 2021

	Actual FY 2018	Actual FY 2019	Budget FY 2020	Projected FY 2020	Budget FY 2021	Proposed FY 2021
Section 4- Payroll						
Salaries	263,076	280,809	293,300	286,900	299,789	299,800
Payroll Taxes	20,689	21,723	26,000	21,900	26,981	27,000
Temporary Help	-	-	500	-	$500	500
401K Contribution Match	-	-	14,400	14,400	-	-
Employers 401K Expense	3,394	4,204	3,300	300	4,676	4,700
Total Payroll	**287,159**	**306,736**	**337,500**	**323,500**	**331,946**	**332,000**
Section 5 - Utilities						
Electricity - Common Area	53,087	49,905	67,100	69,300	72,088	72,100
Electricity Vacant Units	499	706	700	1,600	1,600	1,600
Water & Sewer	64,447	59,521	65,000	70,800	73,636	73,600
Gas - Common Area	28,096	22,531	25,900	26,000	27,007	27,000
Total Utilities	**146,129**	**132,663**	**158,700**	**167,700**	**174,331**	**174,300**
Section 6 Service Contracts						
Elevator Contract	7,215	6,254	9,700	6,400	10,870	10,900
Exterior Landscaping Contract	38,329	33,996	42,600	29,600	42,580	42,600
Fire & Life Safety Contract	1,843	16,294	10,100	3,900	10,225	10,200
Contract Cleaning	37,710	44,578	43,900	37,400	43,900	43,900
Access Control	2,769	4,552	3,300	2,500	8,860	8,900
Pest Control Contract	2,351	2,793	3,100	3,100	4,364	4,400
Trash Removal	12,092	10,152	10,300	10,600	12,436	12,400
Total Service Contracts	**102,309**	**118,619**	**123,000**	**93,500**	**133,235**	**133,300**
Section 7 - Insurance						
Employee Health Insurance	15,419	17,670	14,400	24,700	26,925	26,900
Worker's Compensation	4,357	2,846	2,600	3,000	3,235	3,200
Multi Peril Insurance	943	59,616	58,500	61,200	64,092	64,100
Flood Insurance	-	-	1,000	1,000	1,046	1,000
Fiduciary Liability	277	164	300	100	145	100
Other Insurance	18	-	-	-	-	-
Excess Liability	2,573	2,713	2,700	2,600	2,702	2,700
3rd Party Liability	349	365	400	400	375	400
Total Insurance	**23,936**	**83,374**	79,900	**93,100**	**98,520**	**98,500**

Green Ridge House Budget

Fiscal Year 2021

	Actual FY 2018	Actual FY 2019	Budget FY 2020	Projected FY 2020	Budget FY 2021	Proposed FY 2021
Section 8 - Maintenance						
Electrical	2,187	2,350	4,200	3,200	4,160	4,200
HVAC	12,998	27,775	19,000	30,300	18,818	18,800
Misc. Maintenance	2,768	5,459	4,200	4,100	6,000	6,000
Pavement and Grounds	-	5,310	5,000	-	5,000	5,000
Plumbing	6,764	8,183	12,000	600	11,983	12,000
Snow Removal	8,795	13,415	10,000	7,000	10,000	10,000
Repairs Covered by Insurance	-	-	-	-	-	-
Reimburse. from Insurance Claims	-	-	-	-	-	-
Replacement Units & Parts	19,701	18,404	16,800	18,900	18,500	18,500
Redecoration Costs	-	-	-	-	-	-
Painting - Public Space	22,165	270	25,000	22,600	25,000	25,000
Appliance Maintenance	728	-	-	2,600		
Floor Repairs	-	-	-	-	-	-
Roof Repairs	-	1,347	25,000	25,000	12,500	12,500
Janitorial Supplies	4,108	5,070	3,000	5,700	3,000	3,000
Expense Reimbursement	(5)	(7,114)	-	-	-	-
Total Maintenance	**80,209**	**80,469**	**124,200**	**119,900**	**114,961**	**115,000**
Section 9 - Turnover Costs						
Apartment Painting	7,505	9,185	10,300	14,400	10,360	10,400
Carpet Cleaning	5,035	6,180	20,200	4,800	20,150	20,200
Apartment Cleaning	1,740	765	4,800	1,600	4,050	4,100
Total Turnover Costs	**14,280**	**16,130**	**35,300**	**20,800**	**34,560**	**34,700**
Section 10 - Taxes & Reserves						
Hazard/Property Ins. Escrow	(11,812)	-	-	15,000	-	-
MIP Escrow	(31,094)	-	-	-	-	-
Mortgage Escrow	(7,021)	-	-	84,300	-	-
Replacement Reserves	(655,995)	330,000	330,000	330,000	330,000	330,000
Residual Receipts	(4,295)	-	-	-	-	-
Personal Property Tax	-	-	-	-	-	-
Real Estate Tax	94,716	96,000	96,000	96,000	96,000	96,000
Insurance Escrow	56,049	-	-			
Misc. Tax and License	14,918	14,586	15,200	14,600	15,220	15,200
Total Taxes & Reserves	**(544,534)**	**440,586**	**441,200**	**539,900**	**441,220**	**441,200**
Debt Service						
Mortgage Payable Current	105,470	-				
Principal	-	-	-	-	-	-
Interest	1,915	-	-	-	-	-
Total Debt Service	**1,915**	**-**	**-**	**-**	**-**	**-**
Total Operating Expenses	**316,947**	**1,374,307**	**1,501,700**	**1,523,100**	**1,560,155**	**1,560,400**
Revenues/Expenditures Favorable/(Unfavorable)	**1,149,650**	**56,158**	**(24,500)**	**(3,000)**	**(43,793)**	**(44,000)**

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Green Ridge House Budget

Fiscal Year 2021

	Actual FY 2018	Actual FY 2019	Budget FY 2020	Projected FY 2020	Budget FY 2021	Proposed FY 2021
Section 11 - Capital Expenditures						
Apartment Renovations	11,720	3,942	10,000	-	10,000	10,000
Building Improvements	57,598	318,478	301,300	301,300	173,655	173,700
Carpet	854	5,694	-	3,600	-	-
Common Area Renovations	165,625	114,466	37,200	18,800	79,850	79,900
Consultant Fee	2,000	3,990	-	-	-	-
New Equipment	-	3,081	-	600	-	-
TOTAL CAPITAL EXPENSES	**237,797**	**449,651**	**348,500**	**324,300**	**263,505**	**263,600**