



## **CITY COUNCIL WORK SESSION AGENDA**

**Budget Work Session - Overview, Revenue and General Government/Other Funds/Non-Departmental and Fund Transfers**

**Municipal Building & Virtual**

**This meeting will be held in-person and virtual.**

**25 Crescent Road  
Greenbelt, MD 20770**

**OR**

**Virtual Participation:**

**Join Zoom Webinar**

**<https://us02web.zoom.us/j/83191179930?pwd=L2MvR0NqNDlpUTRHT21hMzlrSlhkUT09>**

**Webinar ID: 831 9117 9930**

**Join By Phone: (301) 715-8592**

**Password (if needed): 805595**

**In advance, the hearing impaired is advised to use Video Relay Services (VRS) at 711 to submit your questions/comments or contact the City Clerk at (301) 474-8000 or email [banderson@greenbeltmd.gov](mailto:banderson@greenbeltmd.gov).**

**Wednesday, March 30, 2022  
8:00 PM**

### **Budget Work Session Packet**

**Budget Work Session - Overview, Revenue and General Gov't/Oher Funds/Non-Departmental and Fund Transfer**

**Suggested Action:**

**Reference: Introduction**

General Fund  
General Government  
Non-Departmental and Fund Transfer  
Other Funds

Agenda

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

[1-Introduction.pdf](#)

[2-General Fund.pdf](#)

[3-General Government.pdf](#)

[10-Non Dept and Fund Transfer.pdf](#)

[11-Other Funds.pdf](#)

[Membership Training - by dept.pdf](#)

[Office Vacancy Rates\\_5\\_26\\_22.pdf](#)



# City of Greenbelt Proposed Budget Fiscal Year July 1, 2022-June 30, 2023

## CITY COUNCIL

Emmett V. Jordan, Mayor  
Kristen L.K. Weaver, Mayor Pro Tem  
Colin A. Byrd  
Judith F. Davis  
Ric Gordon  
Silke I. Pope  
Rodney M. Roberts

## BUDGET PREPARATION STAFF

Bertha Gaymon, City Treasurer  
Vacant, Assistant City Manager  
Anne Marie Belton, Executive Associate  
Chondria Andrews, Public Information and  
Communications Coordinator

## CITY MANAGER

Timothy George (Acting)

## DEPARTMENT DIRECTORS

Dr. Elizabeth Park, Greenbelt CARES  
Dawane Martinez, Human Resources  
Dale Worley, Information Technology  
Terri Hruby, Planning &  
Community Development  
Richard Bowers, Police  
Brian Kim, Public Works (Acting)  
Brian Townsend, Public Works (Acting)  
Greg Varda, Recreation

Alexander & Cleaver, City Solicitor



# HOW TO USE THIS BUDGET BOOK

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

The budget is divided by tabs into sections, and a [Table of Contents](#) is included at the beginning of the book.

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

A [Table of Organization](#) is provided for the entire city organization. Tables of Organization for each department are located with the departmental budgets.

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

[Departmental Expenditures](#) are grouped by activity. Each section includes:

- Narratives describing the department or division's mission, goals and objectives;
- FY 2022 accomplishments;
- FY 2023 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



Timothy E. George  
Acting City Manager

March 28, 2022

Honorable Mayor and City Council,

On behalf of the entire City team, I am pleased to present the Fiscal Year 2023 (FY23) Budget and Capital Improvement Plan for the City of Greenbelt. The FY23 budget is the City's operational and financial master plan for the coming year (July 1, 2022 to June 30, 2023) and reflects the City's ongoing challenges recovering and rebuilding from COVID-19, incorporation of the City Council's strategic priorities, servicing the needs of the community, and support of staff. As we continue to work through the COVID-19 pandemic, we remain dedicated to ensuring we are responsible stewards in safeguarding the use of public tax dollars and will continue to be resourceful in delivering the results our residents expect and deserve.

As the City of Greenbelt emerges from the COVID-19 pandemic, and with a substantial allocation of American Rescue Plan Act dollars, we are presented with a unique opportunity to rethink, discuss, and determine as a community how to best allocate this once in a lifetime funding to provide for generational change. We have an opportunity to repair and upgrade essential buildings and facilities, while looking forward to expand our operations and reach into the community to provide an even greater level of service and amenities for our residents. It is the responsibility of the City to continue to refine daily operations to achieve efficiencies where possible and to bring forward projects, initiatives, and ideas that align with the Mission, Values, and Guiding Principles of the City and recommend priorities to the City Council to better serve our community.

### **Overview of the FY 2023 Budget**

The Proposed FY 2023 Budget is \$33.2 million, an increase of 5.1% (\$1.6M) over the Adopted FY 2022 Budget. The City's operating budget is broken down into two main areas, revenues and expenditures. The revenues budget includes all monies, funds, grants, etc. that are expected to come to the City over the fiscal year. The expenditures budget includes all of the expenses and costs of running City operations over the fiscal year.

**A NATIONAL HISTORIC LANDMARK**

PHONE: (301) 474-8000 [www.greenbeltmd.gov](http://www.greenbeltmd.gov)

For the FY23 budget, and as we emerge from the pandemic, staff was focused on keeping expenditures as constant as possible, recognizing that as the City, community and overall economy continue to open up, expenditures will increase as we return to pre-pandemic activities and service provision.

The Budget is supported with revenues of \$33.4 million, an increase of 6.3% (\$1.98M) over the Adopted FY 2022 Budget with no property tax rate increase. The majority of the revenue comes from Real Property Taxes, Income Tax receipts, and the Speed and Red Light Camera Enforcement Programs. The revenues for FY23 are also augmented by the inclusion of \$839K in American Rescue Plan Act (ARPA) lost revenues that will cover police vehicles, CARES, police and planning positions not funded due to the pandemic. The budget also includes \$3.5M in ARPA lost revenue funds included in the Special Projects fund to cover the Replacement Fund, Capital Projects Fund and Building Capital Reserve to upgrade critical city facility infrastructure and provide capital acquisitions that were put on hold during the pandemic due to anticipated revenue losses.

In developing the budget, there were four key influences:

1. Work within constrained fiscal conditions coming out of the pandemic.
2. Reflect Council's FY22 and FY23 goals in the work plan.
3. Appropriately apply ARPA lost revenue funds, to provide for overdue critical infrastructure upgrades.
4. Maintain the current high level of service delivery, public safety and recreational amenities for our residents.

## **Select FY22 Accomplishments**

Before proceeding further, it is worth noting some of the significant accomplishments from the past year. Also note that within each departmental section in this budget key accomplishments specific to that department are presented.

1. The Finance Department has completed an RFP evaluation and selection and will be moving forward on a new financial management system for the City.
2. Critical infrastructure projects completed, or underway, include: HVAC at the Police Department, Buddy Attick Park parking lot improvements, and bus shelters were added on Hanover Parkway and Cherrywood Lane.
3. The Human Resources Department will soon begin working with a firm to conduct a Compensation and Classification Study to assess our current compensation system and compare it to our peers with implementation of the findings in the FY24 budget.



4. A space study evaluating current space and space needs and projecting future needs is being completed with recommendations to be implemented in FY23.
5. The City has the following designations: Tree City USA, Playful City, Bee City USA, Sustainable Maryland Certified, Green Power Partner, and Maryland Smart Energy Committee, and has been awarded the Certificate of Achievement for Excellence in Financial Reporting and Distinguished Budget Presentation awards.

## **Working Within Constrained Fiscal Conditions: Covid-19 Pandemic**

The City of Greenbelt, and the greater Prince George's County community, continues to recover and emerge from the COVID-19 pandemic. The City's budget was significantly impacted in FY21 and FY22 by the pandemic with revenue losses from Recreation and hotel/motel tax; however, with COVID-19 infection rates falling, mask mandates being removed in the City, County and thorough the State, and the economy on the rebound, there is reason for optimism in FY23. Real estate values in Greenbelt have remained high, even increasing in value. The FY 2023 the budget is proposed to exceed \$33 million for the first time. For this budget year only, and because of the infusion of ARPA non-restricted "lost revenue" dollars, there will not be a need for fund transfers out of the General Fund to support the Capital Budget or Replacement Fund. This is a one-time opportunity for the City to catch up on critically needed facility infrastructure improvements and refill important staff positions.

## **Revenue Highlights**

Below is a brief summary of the key revenue inputs into the budget, how they have changed through the pandemic and the impact, if any, on the FY23 budget.

- 1. Real Property** – Greenbelt, like most municipal governments, relies primarily on Real Estate Taxes for the bulk of its revenue. Real Property Tax revenue is the City's main revenue source, and the FY23 budget comprises 64% of the City's total revenue at \$21.4 million. This revenue is calculated based on an estimate of the assessed value of real property in Greenbelt by the Maryland State Department of Assessments and Taxation (SDAT).

The estimated gross assessed value of real property for FY23 is \$2.40 billion, a 6.45% increase from last year's assessed value of \$2.25 billion. The Real Property estimated gross assessed value is expected to grow significantly when the Motiva apartment complex comes online in FY23. The City also anticipates an increase, likely in FY24, due to the proposed mixed-use development at Beltway Plaza. Should the Greenbelt area be selected as the location for a new headquarters for the Federal Bureau of Investigation (FBI), then there will be growth beyond FY23.

## 2. Economy Driven Revenues

Beyond property values, the three revenues listed below provide some insight to the “State of the Economy” in Greenbelt.

- A. *Business/Corporate Property*** – This revenue is generated by the property and inventory of businesses in Greenbelt. The estimate for FY23 is \$1.8 million, roughly equal to the three-year average of FY20, FY21 and FY22. This revenue is down slightly from FY21, but above FY22 and showing recovery. It is further evidence of the vacancy in commercial offices in the City.
- B. *Income Taxes*** - Receipts from Income Taxes are projected at \$3.15 million for FY23, a 3.5% increase over FY20 actual and a \$106,000 increase over current FY22 estimates.
- C. *Hotel/Motel Taxes*** – This revenue source is down considerably with the entertainment/leisure sector of the economy hit the hardest by the pandemic. From a recent high of just over \$1M in FY17, revenues dropped to \$475K in FY20 and again down to \$321K in FY21. With the country coming out of the pandemic and mask/ travel restrictions being lifted, we are optimistic that these revenues will return. However, the FY23 budget conservatively estimates these revenues at \$300,000.
- D. *Highway User Revenues (HUR)*** – The State of Maryland collects taxes on gasoline sales and vehicle sales and registrations. It then distributes a portion to local governments. Despite the pandemic, this revenue was not impacted by the pandemic as much as would have been expected. HUR in FY20 were \$506,200, rising \$65,500 in FY21 to \$571,600 and are expected to stay at that level in FY22. Due to an overall state surplus from last year, HUR in FY23 is expected to increase to just under \$600K at \$598,500.

## 3. American Rescue Plan Act (ARPA) – State and Local Fiscal Recovery Funds

The ARPA Interim Final Rule and Final Rule both permit recipients to use State and Local Fiscal Recovery Funds (SLFRF) for government services in an amount equal to revenue lost due to the pandemic. An important change presented in the Final Rule, Treasury is permitting recipients to determine the amount of revenue lost due to the pandemic either according to a formula or by claiming a standard allowance of up to \$10 million, not to exceed their total award allocation. A recipient that plans to use the standard allowance will make a one-time election and report it to Treasury through regular programmatic reporting. Based on the recommendations of the Treasury/ State representatives, the City is electing to use the standard allocation. This is for several reasons:

- A. *Unrestricted Use Allocations.*** ARPA funds that are allocated as lost revenue are not subject to the restrictions in the Final Rule and can be used for any governmental purpose. These unrestricted funds can be used for any project, including those in the “restricted” list, but taking this step allows for greater flexibility.

**B. *Reduced Reporting Requirements.*** Lost revenues are also not subject to the strict reporting requirements of restricted funds. Allocations still need to be reported and included in the City's federal submission, but the relaxed reporting rules will make it far easier on staff to process.

Although the City is taking the full \$10M allocation as allowed by the Final Rule, the FY23 budget is only allocating \$3.5 million to cover critical Capital Projects, the Replacement Fund and Building Capital Reserves. The General Fund budget also includes \$840K in ARPA funds to cover police vehicles and additional personnel in both CARES and the police department put on hold because of the pandemic. By using this ARPA allocation, no funds will need to be transferred from the General Fund in FY23, and the City will be able to catch up on much needed infrastructure projects and vehicle acquisitions.

Additional sources of revenues and associated narratives are included in the Sources of Revenue section.

## **Expense Highlights**

While most expenses are relatively flat, increasing only by the cost of living/ inflation, there are key expense categories that see increases in FY23.

**Personnel/Compensation.** For FY23, a 2% Cost of Living Allowance (COLA) pay adjustment is budgeted for all employees. This proposal is in accord with the Collective Bargaining Agreement and in line with what nearby jurisdictions are expected to provide. A step or merit increase of 3% is also budgeted. The budget includes a pay adjustment for non-classified employees due to an increase in the minimum wage by the state. Staff is proposing to accelerate the statutory timeline and bring the minimum wage for all non-classified staff to \$15/hour, achieving the state deadline two years ahead of schedule. This will allow Greenbelt to be more competitive in attracting summer and seasonal employees and other part-time non-classified employees.

The FY23 budget also includes several additions to staff, many are in keeping with Council goals and directives. These staff positions are listed below.

1. Administration: Diversity, Equity and Inclusion Coordinator
2. Administration: F/T classified Grants Coordinator (a shared position with Economic Development)
3. Information Technology: Security Analyst
4. Information Technology: IT Assistant Director (in place of the Network Engineer)
5. Planning: fund the Assistant Director of Planning (previously approved by not funded)
6. Public Information: increase the PIO Assistant to full-time, unfund the Video Specialist position
7. Police: Crisis Intervention Counselor

The FY22 budget funded a Compensation and Classification Study that is scheduled to begin in April 2022. While the results and recommendations of that study will be implemented in FY24, the FY23 budget includes a set-aside of \$250,000 to help offset the anticipated needs for payroll adjustments. This amount is based upon a peer review with other Prince George's County municipalities that have recently conducted and implemented similar compensation studies.

**Building Capital Reserve Budget.** The building capital reserve budget, projected totaling \$1,636,000, covers critical infrastructure projects for the repair/ replacement of aging facilities. Also included are funds to implement the results of the space study. These will be funded with lost revenues from ARPA. The key projects proposed for FY23 are in the table below.

| PROJECT                                                  | ESTIMATE           |
|----------------------------------------------------------|--------------------|
| Community Center: Chiller Replacement (2 units)          | \$705,000          |
| Municipal Building: Council Room & Finance: AHU Unit     | \$131,000          |
| GPD – New Roof                                           | \$405,000          |
| Community Center: Boiler Replacement (2 units)           | \$150,000          |
| Space Study: Recommendations/Improvements                | \$175,000          |
| Youth Center: AHU Replacement (2 <sup>nd</sup> Unit Gym) | \$70,000           |
| <b>TOTAL:</b>                                            | <b>\$1,636,000</b> |

**Replacement Fund.** \$429,500 is budgeted in the Replacement Fund. It is proposed to purchase a vehicle for Administration, three vehicles, a fuel management system, and a deep tine aerator for Public Works, ETIX equipment for Police, and a Ford Cargo Van for Animal Control. As with the Capital Budget presented above, the funding for the FY23 Replacement Fund will come from the ARPA lost revenue allocation.

| PROJECT                               | ESTIMATE         |
|---------------------------------------|------------------|
| Administration: Ford Escape Hybrid    | \$28,000         |
| Police: ETIX Equipment                | \$18,000         |
| Animal Control: Ford Cargo Van w/Cage | \$45,000         |
| Public Works: Fuel Management System  | \$22,000         |
| Public Works: Roll Back Truck         | \$75,000         |
| Public Works: Dump Truck, Crew Cab    | \$75,600         |
| Public Works: Deep Tine Aerator       | \$22,500         |
| Parks: 1 ½ Ton Dump Truck             | \$72,000         |
| Parks: Ford Custom Cab                | \$71,400         |
| <b>TOTAL:</b>                         | <b>\$429,500</b> |

**Capital Projects Budget.** The Capital Projects budget, projected totaling \$1,390,000, covers to be used for capital projects such as master planning for Planning and Recreation projects, road construction and concrete repair and other large projects not directly related to the City’s physical facilities. As with Capital Reserve and the Replacement Fund, these projects will also be funded with lost revenues from ARPA. The key projects proposed for FY23 are in the table below.

| PROJECT                                | ESTIMATE           |
|----------------------------------------|--------------------|
| Pedestrian/Bicycle Master Plan         | \$20,000           |
| Bus Stop Accessibility Study           | \$20,000           |
| Street Resurfacing                     | \$900,000          |
| Miscellaneous Concrete Repairs         | \$100,000          |
| Street Light Pilot Project             | \$50,000           |
| Greenbrook Trails                      | \$50,000           |
| Buddy Attick Park Inclusive Playground | \$250,000          |
| <b>TOTAL:</b>                          | <b>\$1,390,000</b> |

## COUNCIL'S GOALS

The Proposed Budget includes numerous proposals to make progress on Council's Goals. Listed below are some of the proposals along with accomplishments from the current year.

| Outcome Area                                                    | Top Priorities from 2021                                                                                                                    | Status Update                                                                                                                                       |
|-----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| Enhancing Our Sense of Community                                | Build more inclusive self-image beyond our legacy as a planned community (gateway signage, public art)                                      | <ul style="list-style-type: none"> <li>City is working on the gateway signage; have secured grant funding</li> </ul>                                |
|                                                                 | Racial and geographic equity                                                                                                                | <ul style="list-style-type: none"> <li>GARE cohort underway to advance racial equity and opportunities for all.</li> </ul>                          |
|                                                                 | Continue to offer recreation programming for all ages to ensure positive relations throughout the community                                 | <ul style="list-style-type: none"> <li>In progress</li> <li>Priority may need more specificity, or to be included in a success statement</li> </ul> |
| Ensuring Economic Development and Sustainability                | Continue and expand resources and funding for COVID-19 affected businesses and organizations                                                | <ul style="list-style-type: none"> <li>In progress</li> <li>Focus on assisting small businesses</li> </ul>                                          |
| Improving Transportation Opportunities                          | Greenbelt Road streetscape                                                                                                                  | <ul style="list-style-type: none"> <li>In progress</li> </ul>                                                                                       |
|                                                                 | City shuttle/circulator                                                                                                                     | <ul style="list-style-type: none"> <li>In progress</li> </ul>                                                                                       |
|                                                                 | Capital bike share                                                                                                                          | <ul style="list-style-type: none"> <li>Additional work is in progress on the Capital Bike Share program</li> </ul>                                  |
| Maintaining Greenbelt as an Environmentally Proactive Community | Oppose the SC Maglev and other intrusions (Beltway widening, B-W Parkway widening, and BEP printing facility at BARC) on City's environment | <ul style="list-style-type: none"> <li>In progress</li> </ul>                                                                                       |
|                                                                 | Continue fighting proposed projects that denude Greenbelt                                                                                   | <ul style="list-style-type: none"> <li>In progress</li> </ul>                                                                                       |
|                                                                 | Save forest preserve                                                                                                                        | <ul style="list-style-type: none"> <li>In progress</li> </ul>                                                                                       |
| Improving and Enhancing Public Safety                           | Armory property                                                                                                                             | <ul style="list-style-type: none"> <li>Securing the deed</li> </ul>                                                                                 |
|                                                                 | Public health/safety                                                                                                                        | <ul style="list-style-type: none"> <li>Work underway, including community policing discussions</li> </ul>                                           |
|                                                                 | Police reform                                                                                                                               | <ul style="list-style-type: none"> <li>Police reform efforts are in progress with changes to the General Orders</li> </ul>                          |

| Outcome Area                                                       | Top Priorities from 2021                                    | Status Update                                                                                                                                                                        |
|--------------------------------------------------------------------|-------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Promoting Quality of Life, Health, and Wellbeing for all Residents | Enhance recreation amenities in Greenbelt West              | <ul style="list-style-type: none"> <li>In progress</li> </ul>                                                                                                                        |
|                                                                    | Programs and help for seniors and children                  | <ul style="list-style-type: none"> <li>In progress</li> </ul>                                                                                                                        |
|                                                                    | Promote housing and food security during and post COVID-19  | <ul style="list-style-type: none"> <li>In progress</li> </ul>                                                                                                                        |
| Maintaining and Investing in Infrastructure                        | Office space reallocation and space utilization study       | <ul style="list-style-type: none"> <li>In progress, recommendations expected in April</li> </ul>                                                                                     |
|                                                                    | Senior housing options                                      | <ul style="list-style-type: none"> <li>Work underway, to be the focus of the new Community Development Asst Director</li> </ul>                                                      |
|                                                                    | Refine capital projects funding policy                      | <ul style="list-style-type: none"> <li>In progress</li> </ul>                                                                                                                        |
| Supporting Equity and Inclusion within Greenbelt                   | Community visioning                                         | <ul style="list-style-type: none"> <li>This will begin around the use of ARPA funding</li> </ul>                                                                                     |
|                                                                    | Broaden citizen involvement in meetings through technology  | <ul style="list-style-type: none"> <li>Several technology upgrades are in place, making it easier for residents to participate in meetings virtually (e.g., Zoom options)</li> </ul> |
|                                                                    | Enhance/expand City election process for more participation | <ul style="list-style-type: none"> <li>Initiatives have been implemented (e.g., voting by mail), additional activities planned</li> </ul>                                            |

Looking downrange into FY23, the Council recently conducted a retreat to establish goals and priorities for the coming year. These are listed below.

### 2022-23 Top Priorities

- Promote staff morale and support
- Focus on equity and inclusion
- Increase tree canopy by adding to the Forest Preserve

### Other Priorities

- Increase funding for public safety
- Identify stormwater issues and create a focused management plan
- Reduce the City's Carbon Footprint
- Purchase available land in Greenbelt West and create a new City park, including playing fields

- Work for federal protection of BARC and adjoining properties
- Address health disparities
- Hold the tax rate/ expense line – long-term financial planning
- Develop and implement short- and long-term strategies for community and economic development
- Improve Council collaboration

## **LONG TERM OUTLOOK**

Most experts believe an economic recovery is underway nationally and regionally, though it varies from location to location. Greenbelt may be in an upward trend as well. First, development at Motiva will positively impact the City's revenues. Second, the proposed multi-phase mixed-use development planned for Beltway Plaza will have a significant impact on the City, both in terms of tax impact as well as social impact. The project is slated to include 2,500 apartments and condominiums, as well as 20,000 square feet of indoor recreational space for the City and five acres of open space. Current retail space will be reduced from 1 million to 700,000 square feet. The redevelopment is planned to occur in phases over the span of a decade. Third, if the area adjacent to the Metro Station is selected to be the location for a new headquarters for the Federal Bureau of Investigation (FBI), then there will be new development for the next five to ten years. The FBI is seeking a location for the construction of 2.1 million square feet of leasable office space near a Metro station to house around 11,000 employees. In addition, there could be private mixed-use development occurring between the station and the FBI campus. Lastly, should the Greenbelt location be selected it will have enormous positive economic benefits on the nearby commercial office, residential and retail properties.

## **Thanks and Acknowledgements!**

The preparation of Greenbelt's budget is a significant undertaking by many people - the department heads and their staff do a great amount of work in preparing proposals to promote Council's goals and meet the budget directives while maintaining Greenbelt's quality services. My thanks are extended to each of them.

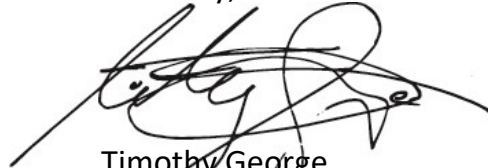
Then there are the people who handle the myriad of details of reviewing the numbers and narrative, and the preparing of this document. These people are Bertha Gaymon, City Treasurer, who handles many of the details of budget preparation; Anne Marie Belton, Executive Associate, who stepped up



to take on the task of Other Funds, Capital Funds and Replacement Fund in addition to inputting the information into this document; and Chondria Andrews, Public Information and Communications Coordinator, and her staff, who worked to include tables, graphics and photos to make this document easy and pleasant to read and understand as a budget can be. My very special thanks to them!

To the citizens, the City Council of Greenbelt and all City employees, thank you for your commitment to this City and the dedication to make Greenbelt great. I especially appreciate everyone's time, input, effort, understanding and patience as we continue to work our way through, and hopefully out of, the unprecedented times and challenges of the COVID-19 pandemic.

Sincerely,

A handwritten signature in black ink, appearing to read 'Timothy George', written over a horizontal line.

Timothy George  
Acting City Manager

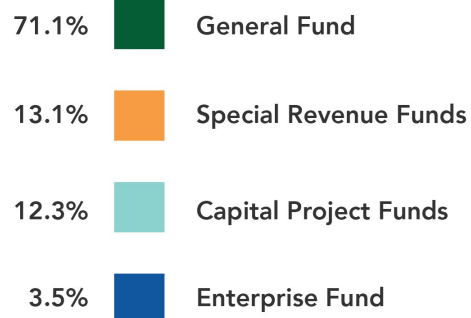
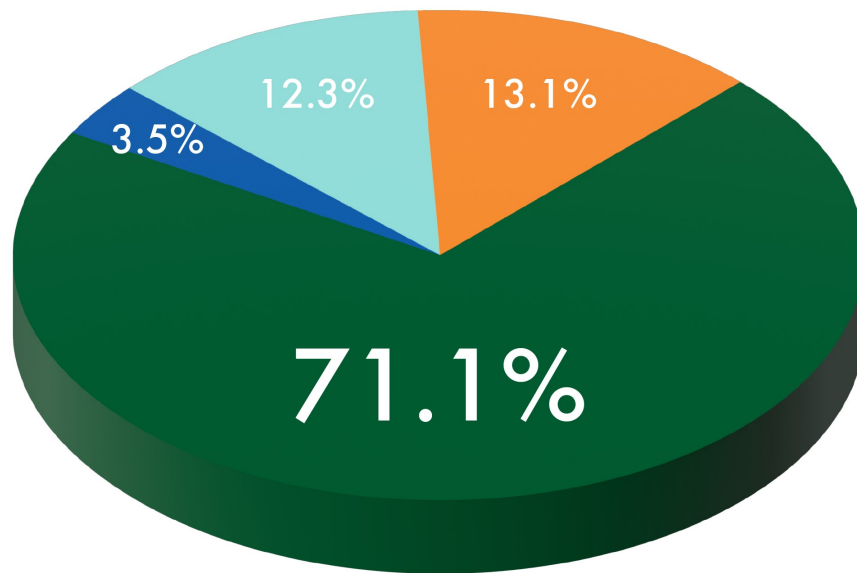
***Notes...***



- **\$33,140,400 General Fund Expenditure Budget, a \$1,568,900 or 5.1% increase from the FY 2022 Adopted Budget.**
- **Proposed Revenues are \$33,352,800 or 6.3% higher than FY 2022, with no tax rate increase.**
- **Residential property assessments are estimated to increase 5.24% and commercial properties are expected to increase 5.90%.**
- **Highway User Revenue proposed at \$598,500.**
- **37.6% of all General Fund expenditures go to Public Safety.**
- **2% pay adjustment for classified employees plus a merit/ step increase.**
- **Health insurance costs are the same as FY 2022.**
- **Residential waste collection fee remains the same - \$70 per quarter or \$280 per year.**
- **\$3.5 Million in capital projects proposed including \$1.66M in Capital Reserves, including HVAC repairs and numerous AHU installs, \$1.39M in Capital Projects including \$900,000 for street resurfacing, \$250,000 for the Buddy Attick Inclusive Playground and \$439K in Replacement Fund for vehicles and systems upgrades.**
- **Special Projects Fund includes the first tranche of ARPA funding for as well as new IT hardware and funds for public art**
- **At the end of FY 2023, the city's Undesignated and Unreserved fund balance is estimated to be \$8.1 million or 24.2% of Total Expenditures.**

# Summary of Budget Expenditures

FY 2023 Proposed Budget



| Fiscal Years 2020 - 2023          |                             |                             |                              |                                |                               |                              |
|-----------------------------------|-----------------------------|-----------------------------|------------------------------|--------------------------------|-------------------------------|------------------------------|
| Summary of Budget Revenues        |                             |                             |                              |                                |                               |                              |
| FUND                              | FY 2020<br>Actual<br>Trans. | FY 2021<br>Actual<br>Trans. | FY 2022<br>Adopted<br>Budget | FY 2022<br>Estimated<br>Trans. | FY 2023<br>Proposed<br>Budget | FY 2023<br>Adopted<br>Budget |
| GENERAL FUND                      | \$30,838,311                | \$32,604,307                | \$31,363,000                 | \$30,261,300                   | \$33,352,800                  |                              |
| SPECIAL REVENUE FUNDS             |                             |                             |                              |                                |                               |                              |
| Cemetery                          | \$1,283                     | \$775                       | \$700                        | \$700                          | \$100                         |                              |
| Debt Service                      | 830,869                     | 5,108,107                   | 1,010,500                    | 1,010,300                      | 1,040,300                     |                              |
| Replacement                       | 367,148                     | 5,329                       | 310,400                      | 306,400                        | 434,700                       |                              |
| Special Projects                  | 899,319                     | 349,499                     | 362,700                      | 11,803,533                     | 11,803,533                    |                              |
| TOTAL SPECIAL REVENUE             | \$2,098,620                 | \$5,463,711                 | \$1,684,300                  | \$13,120,933                   | \$13,278,633                  | \$0                          |
| CAPITAL PROJECTS FUNDS            |                             |                             |                              |                                |                               |                              |
| Building Capital Reserve          | \$498,152                   | \$448,799                   | \$681,000                    | \$681,000                      | \$1,687,000                   |                              |
| Capital Projects                  | 2,402,139                   | 428,402                     | 1,473,600                    | 1,723,700                      | 1,390,000                     |                              |
| Community Development Block Grant | 111,268                     | 140,835                     | 194,000                      | 194,000                        | 0                             |                              |
| Greenbelt West Infrastructure     | 244,518                     | 2,330                       | 327,400                      | 339,000                        | 2,004,700                     |                              |
| TOTAL CAPITAL PROJECTS            | \$3,256,077                 | \$1,020,366                 | \$2,676,000                  | \$2,937,700                    | \$5,081,700                   | \$0                          |
| ENTERPRISE FUND                   |                             |                             |                              |                                |                               |                              |
| Green Ridge House                 | \$1,545,335                 | \$1,498,631                 | \$1,504,500                  | \$1,500,300                    | \$1,550,300                   |                              |
| TOTAL ALL FUNDS                   | \$37,738,343                | \$40,587,015                | \$37,227,800                 | \$47,820,233                   | \$53,263,433                  | \$0                          |
| Fiscal Years 2020 - 2023          |                             |                             |                              |                                |                               |                              |
| Summary of Budget Expenditures    |                             |                             |                              |                                |                               |                              |
| FUND                              | FY 2020<br>Actual<br>Trans. | FY 2021<br>Actual<br>Trans. | FY 2022<br>Adopted<br>Budget | FY 2022<br>Estimated<br>Trans. | FY 2023<br>Proposed<br>Budget | FY 2023<br>Adopted<br>Budget |
| GENERAL FUND                      | \$29,208,766                | \$29,780,008                | \$31,571,500                 | \$31,262,900                   | \$33,188,200                  |                              |
| SPECIAL REVENUE FUNDS             |                             |                             |                              |                                |                               |                              |
| Cemetery                          | \$0                         | \$0                         | \$0                          | \$0                            | \$0                           |                              |
| Debt Service                      | 1,048,930                   | 5,160,819                   | 1,052,400                    | 1,052,400                      | 1,052,200                     |                              |
| Replacement                       | 360,780                     | 10,986                      | 448,800                      | 439,600                        | 429,500                       |                              |
| Special Projects                  | 392,935                     | 316,614                     | 922,000                      | 2,622,000                      | 4,639,200                     |                              |
| TOTAL SPECIAL REVENUE             | \$1,802,645                 | \$5,488,419                 | \$2,423,200                  | \$4,114,000                    | \$6,120,900                   | \$0                          |
| CAPITAL PROJECTS FUNDS            |                             |                             |                              |                                |                               |                              |
| Building Capital Reserve          | \$744,724                   | \$325,478                   | \$839,400                    | \$814,400                      | \$1,661,000                   |                              |
| Capital Projects                  | 2,561,607                   | 359,099                     | 1,943,100                    | 2,011,800                      | 1,390,000                     |                              |
| Community Development Block Grant | 111,268                     | 140,835                     | 194,000                      | 194,000                        | 0                             |                              |
| Greenbelt West Infrastructure     | 219,524                     | 440,030                     | 2,056,500                    | 165,600                        | 2,700,000                     |                              |
| TOTAL CAPITAL PROJECTS            | \$3,637,123                 | \$1,265,442                 | \$5,033,000                  | \$3,185,800                    | \$5,751,000                   | \$0                          |
| ENTERPRISE FUND                   |                             |                             |                              |                                |                               |                              |
| Green Ridge House                 | \$1,354,158                 | \$1,461,742                 | \$1,569,000                  | \$1,525,300                    | \$1,618,800                   |                              |
| TOTAL ALL FUNDS                   | \$36,002,692                | \$37,995,611                | \$40,596,700                 | \$40,088,000                   | \$46,678,900                  | \$0                          |



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Greenbelt  
Maryland**

For the Fiscal Year Beginning

**July 01, 2021**

*Christopher P. Morill*

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, 2021.

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.

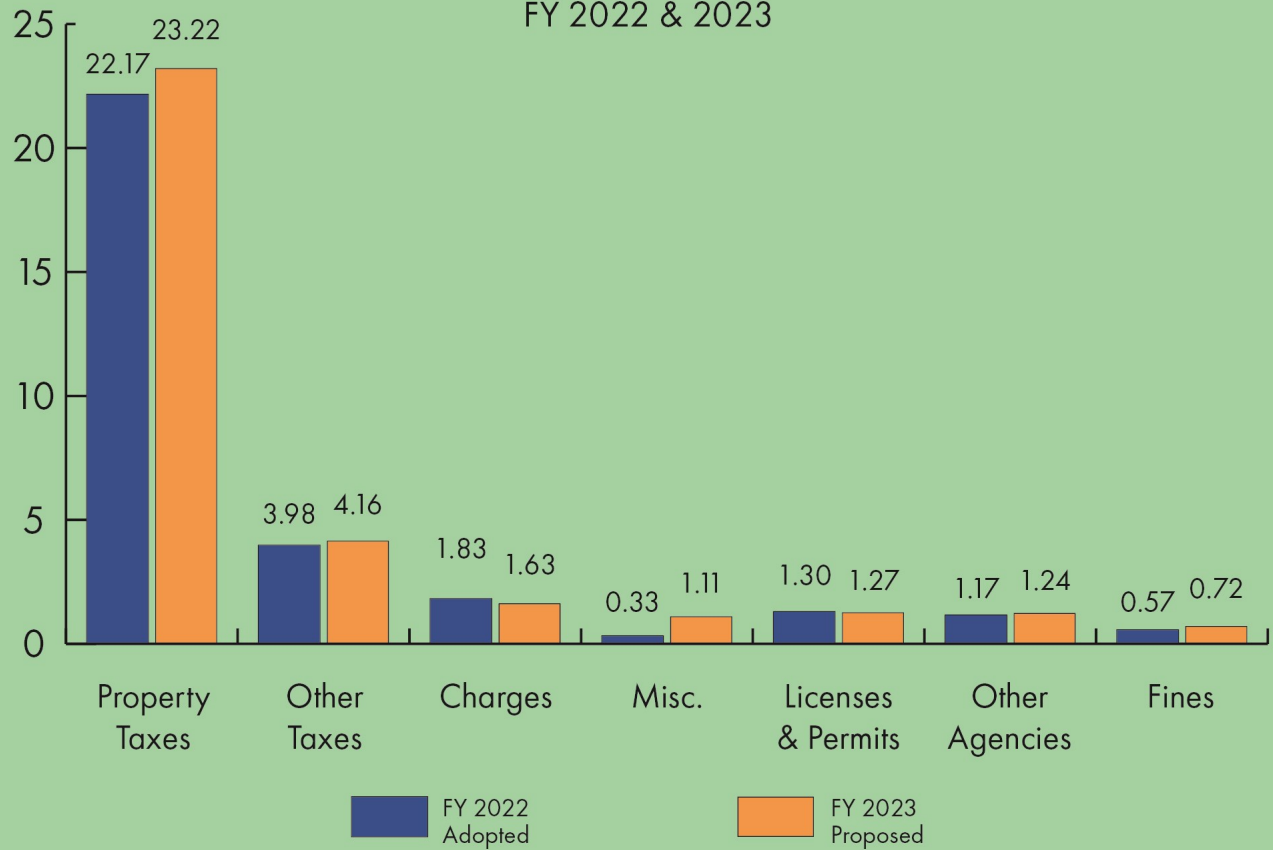
The award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

# GENERAL FUND SUMMARY

|                                                           | FY 2020<br>Actual<br>Trans. | FY 2021<br>Actual<br>Trans. | FY 2022<br>Adopted<br>Budget | FY 2022<br>Estimated<br>Trans. | FY 2023<br>Proposed<br>Budget | FY 2023<br>Adopted<br>Budget |
|-----------------------------------------------------------|-----------------------------|-----------------------------|------------------------------|--------------------------------|-------------------------------|------------------------------|
| <b>FUND BALANCE AS OF JULY 1</b>                          |                             |                             |                              |                                |                               |                              |
| Unassigned                                                | \$4,439,289                 | \$6,068,834                 | \$4,323,631                  | \$8,893,133                    | \$7,853,275                   |                              |
| Nonspendable & Assigned                                   | 711,742                     | 711,742                     | 750,000                      | 711,742                        | 750,000                       |                              |
| <b>TOTAL FUND BALANCE</b>                                 | <b>\$5,151,031</b>          | <b>\$6,780,576</b>          | <b>\$5,073,631</b>           | <b>\$9,604,875</b>             | <b>\$8,603,275</b>            | <b>\$0</b>                   |
| <b>REVENUES</b>                                           |                             |                             |                              |                                |                               |                              |
| Real Estate Taxes                                         | \$18,990,275                | \$19,908,933                | \$20,318,200                 | \$19,770,400                   | \$21,382,200                  |                              |
| Personal Property Taxes                                   | 1,668,203                   | 1,911,488                   | 1,848,700                    | 1,828,700                      | 1,836,700                     |                              |
| Other Taxes                                               | 4,609,701                   | 4,322,330                   | 3,978,000                    | 3,782,950                      | 4,158,500                     |                              |
| Licenses and Permits                                      | 1,313,125                   | 1,465,385                   | 1,302,000                    | 1,289,950                      | 1,273,400                     |                              |
| Intergovernmental                                         | 1,127,505                   | 2,508,019                   | 1,169,300                    | 1,240,400                      | 1,240,300                     |                              |
| Charges for Services                                      | 1,752,848                   | 1,009,747                   | 1,846,900                    | 1,409,200                      | 1,633,000                     |                              |
| Fines and Forfeitures                                     | 956,459                     | 808,374                     | 569,000                      | 655,100                        | 721,500                       |                              |
| Interest                                                  | 114,893                     | 8,684                       | 50,000                       | 10,000                         | 20,000                        |                              |
| Miscellaneous Revenue                                     | 260,302                     | 296,648                     | 248,900                      | 242,600                        | 247,900                       |                              |
| Interfund Transfers                                       | 45,000                      | 364,700                     | 32,000                       | 32,000                         | 839,300                       |                              |
| <b>TOTAL REVENUES</b>                                     | <b>\$30,838,311</b>         | <b>\$32,604,307</b>         | <b>\$31,363,000</b>          | <b>\$30,261,300</b>            | <b>\$33,352,800</b>           | <b>\$0</b>                   |
| <b>EXPENDITURES</b>                                       |                             |                             |                              |                                |                               |                              |
| General Government                                        | \$3,725,829                 | \$4,085,698                 | \$4,084,600                  | \$4,152,400                    | \$4,577,400                   |                              |
| Planning and Development                                  | 809,113                     | 858,938                     | 1,011,900                    | 973,500                        | 1,160,800                     |                              |
| Public Safety                                             | 10,420,355                  | 10,296,950                  | 10,507,200                   | 10,633,800                     | 12,491,300                    |                              |
| Public Works                                              | 3,562,728                   | 3,912,387                   | 3,918,900                    | 4,200,100                      | 4,047,100                     |                              |
| Greenbelt CARES                                           | 1,244,950                   | 1,260,998                   | 1,383,500                    | 1,392,500                      | 1,501,200                     |                              |
| Recreation and Parks                                      | 5,646,696                   | 4,396,956                   | 6,428,200                    | 5,673,400                      | 6,529,100                     |                              |
| Miscellaneous                                             | 356,940                     | 369,605                     | 435,000                      | 435,000                        | 447,700                       |                              |
| Non-Departmental                                          | 945,154                     | 2,254,776                   | 1,027,200                    | 1,027,200                      | 1,363,600                     |                              |
| Fund Transfers                                            | 2,497,000                   | 2,343,700                   | 2,775,000                    | 2,775,000                      | 1,070,000                     |                              |
| <b>TOTAL EXPENDITURES</b>                                 | <b>\$29,208,766</b>         | <b>\$29,780,008</b>         | <b>\$31,571,500</b>          | <b>\$31,262,900</b>            | <b>\$33,188,200</b>           | <b>\$0</b>                   |
| <b>Fund Balance Increase/(Decrease)</b>                   | <b>\$1,629,545</b>          | <b>\$2,824,299</b>          | <b>(\$208,500)</b>           | <b>(\$1,001,600)</b>           | <b>\$164,600</b>              | <b>\$0</b>                   |
| <b>FUND BALANCE AS OF JUNE 30</b>                         |                             |                             |                              |                                |                               |                              |
| Unassigned                                                | \$6,068,834                 | \$8,893,133                 | \$4,115,131                  | \$7,853,275                    | \$8,017,875                   |                              |
| Nonspendable & Assigned                                   | 711,742                     | 711,742                     | 750,000                      | 750,000                        | 750,000                       |                              |
| <b>TOTAL FUND BALANCE</b>                                 | <b>\$6,780,576</b>          | <b>\$9,604,875</b>          | <b>\$4,865,131</b>           | <b>\$8,603,275</b>             | <b>\$8,767,875</b>            | <b>\$0</b>                   |
| % Unassigned Fund Balance to<br>Expenditures for the Year | 20.8%                       | 29.9%                       | 13.0%                        | 25.1%                          | 24.2%                         |                              |

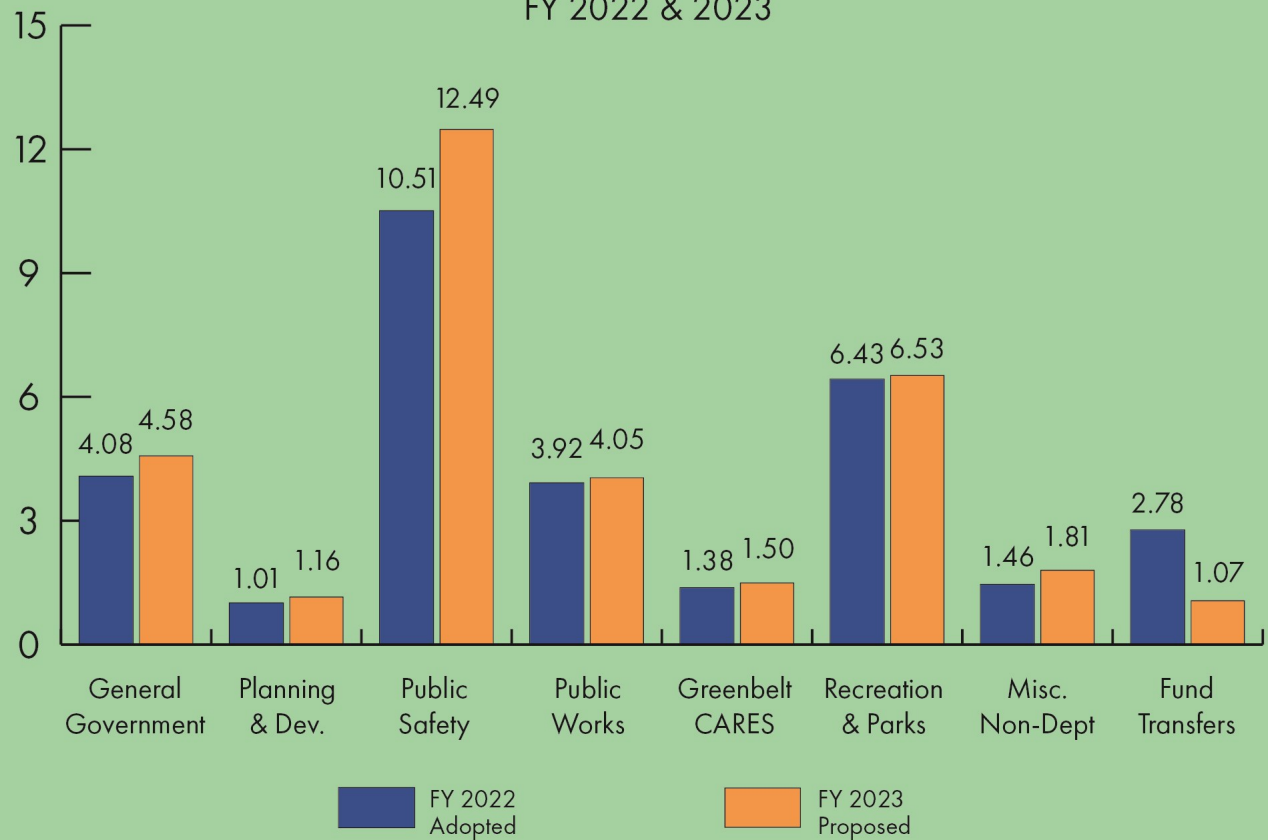
## REVENUES

FY 2022 & 2023



## EXPENDITURES

FY 2022 & 2023





## FY 2023 REVENUES



|                   |                |                       |                   |                    |                              |       |
|-------------------|----------------|-----------------------|-------------------|--------------------|------------------------------|-------|
| Property<br>Taxes | Other<br>Taxes | Licenses<br>& Permits | Other<br>Agencies | Service<br>Charges | Miscellaneous<br>& Transfers | Fines |
| 69.6¢             | 12.5¢          | 3.8¢                  | 3.7¢              | 4.9¢               | 3.3¢                         | 2.2¢  |

## FY 2023 EXPENDITURES



|                       |                           |                  |                 |                    |                       |                  |                              |
|-----------------------|---------------------------|------------------|-----------------|--------------------|-----------------------|------------------|------------------------------|
| General<br>Government | Planning<br>& Development | Public<br>Safety | Public<br>Works | Greenbelt<br>CARES | Recreation<br>& Parks | Fund<br>Transfer | Miscellaneous<br>& Non Dept. |
| 13.8¢                 | 3.5¢                      | 37.6¢            | 4.5¢            | 4.4¢               | 20.4¢                 | 8.8¢             | 4.6¢                         |

| GENERAL FUND SUMMARY - REVENUES            |                             |                             |                              |                                |                               |                              |
|--------------------------------------------|-----------------------------|-----------------------------|------------------------------|--------------------------------|-------------------------------|------------------------------|
| Account Classification                     | FY 2020<br>Actual<br>Trans. | FY 2021<br>Actual<br>Trans. | FY 2022<br>Adopted<br>Budget | FY 2022<br>Estimated<br>Trans. | FY 2023<br>Proposed<br>Budget | FY 2023<br>Adopted<br>Budget |
| <b>TAXES</b>                               |                             |                             |                              |                                |                               |                              |
| <b>411000 Real Property</b>                |                             |                             |                              |                                |                               |                              |
| 411100 Real Property                       | \$19,203,823                | \$20,078,154                | \$20,944,000                 | \$20,113,600                   | \$22,111,000                  |                              |
| 411200 Property Abatement                  | (33,279)                    | (24,219)                    | (450,000)                    | (100,000)                      | (450,000)                     |                              |
| 411210 Real Prop. Abate. Prior Yr.         | (10,536)                    | (15,229)                    | (50,000)                     | (150,000)                      | (150,000)                     |                              |
| 411220 Homestead Tax Credit                | (120,093)                   | (73,104)                    | (76,100)                     | (43,500)                       | (76,100)                      |                              |
| 411230 Homeowners Tax Credit               | (49,639)                    | (56,671)                    | (49,700)                     | (49,700)                       | (52,700)                      |                              |
| <b>Total Real Property Taxes</b>           | <b>\$18,990,275</b>         | <b>\$19,908,933</b>         | <b>\$20,318,200</b>          | <b>\$19,770,400</b>            | <b>\$21,382,200</b>           | <b>\$0</b>                   |
| <b>412000 Personal Property</b>            |                             |                             |                              |                                |                               |                              |
| 412100 Personal Property - Local           | 9,337                       | 13,334                      | 14,000                       | 14,000                         | 16,000                        |                              |
| 412110 Public Utilities                    | 331,768                     | 324,703                     | 330,000                      | 330,000                        | 330,000                       |                              |
| 412120 Ordinary Business Corp.             | 1,256,110                   | 1,410,111                   | 1,350,000                    | 1,350,000                      | 1,350,000                     |                              |
| 412140 Local Prior Year Taxes              | 0                           | 0                           | 0                            | 0                              | 0                             |                              |
| 412150 Utility Prior Year Taxes            | 0                           | 24                          | 0                            | 0                              | 0                             |                              |
| 412160 Ordinary Prior Year Taxes           | 28,157                      | 112,247                     | 110,000                      | 110,000                        | 112,000                       |                              |
| 412200 Abatements - Current                | (90,645)                    | (55,877)                    | (40,000)                     | (45,000)                       | (56,000)                      |                              |
| 412210 Abatements - Prior Year             | (14,953)                    | (47,325)                    | (40,000)                     | (55,000)                       | (50,000)                      |                              |
| 413100 Penalties & Interest                | 53,742                      | 59,571                      | 30,000                       | 30,000                         | 40,000                        |                              |
| 414100 Payment in Lieu                     | 94,688                      | 94,700                      | 94,700                       | 94,700                         | 94,700                        |                              |
| <b>Total Personal Property Taxes</b>       | <b>\$1,668,203</b>          | <b>\$1,911,488</b>          | <b>\$1,848,700</b>           | <b>\$1,828,700</b>             | <b>\$1,836,700</b>            | <b>\$0</b>                   |
| <b>421000 Other Taxes</b>                  |                             |                             |                              |                                |                               |                              |
| 421100 Income Taxes                        | 3,090,759                   | 3,419,532                   | 3,047,200                    | 3,047,200                      | 3,200,000                     |                              |
| 421200 Admiss & Amusements                 | 537,587                     | 9,866                       | 90,000                       | 15,000                         | 60,000                        |                              |
| 421300 Hotel/Motel Tax                     | 475,155                     | 321,283                     | 300,000                      | 150,000                        | 300,000                       |                              |
| 422100 Highway                             | 506,200                     | 571,649                     | 540,800                      | 570,750                        | 598,500                       |                              |
| <b>Total Other Taxes</b>                   | <b>\$4,609,701</b>          | <b>\$4,322,330</b>          | <b>\$3,978,000</b>           | <b>\$3,782,950</b>             | <b>\$4,158,500</b>            | <b>\$0</b>                   |
| <b>TOTAL TAXES</b>                         | <b>\$25,268,179</b>         | <b>\$26,142,751</b>         | <b>\$26,144,900</b>          | <b>\$25,382,050</b>            | <b>\$27,377,400</b>           | <b>\$0</b>                   |
| <b>LICENSES &amp; PERMITS</b>              |                             |                             |                              |                                |                               |                              |
| <b>431000 Street Use</b>                   |                             |                             |                              |                                |                               |                              |
| 431100 Street Permits                      | \$25,994                    | \$7,410                     | \$10,000                     | \$7,300                        | \$5,000                       |                              |
| 431200 Residential Prop. Fees              | 657,685                     | 678,333                     | 658,900                      | 550,000                        | 698,800                       |                              |
| 431300 Bldg. Construction                  | 24,294                      | 109,370                     | 60,000                       | 53,000                         | 30,000                        |                              |
| 431400 Commercial Property                 | 142,142                     | 243,275                     | 210,000                      | 210,000                        | 150,000                       |                              |
| 431500 Variance/Departure                  | 250                         | 2,050                       | 1,000                        | 2,000                          | 1,000                         |                              |
| 431600 Dev. Review Fees                    | 13,136                      | 3,493                       | 10,000                       | 10,000                         | 5,000                         |                              |
| <b>432000 Business Permits</b>             |                             |                             |                              |                                |                               |                              |
| 432100 Traders                             | 8,741                       | 30,905                      | 26,000                       | 32,000                         | 32,000                        |                              |
| 432300 Liquor License                      | 12,654                      | 7,663                       | 11,000                       | 10,100                         | 12,000                        |                              |
| 432400 Non-Residential Alarm               | 28,175                      | 18,900                      | 6,000                        | 30,000                         | 30,000                        |                              |
| <b>433000 Other Licenses &amp; Permits</b> |                             |                             |                              |                                |                               |                              |
| 433100 Animal                              | 0                           | 0                           | 0                            | 0                              | 0                             |                              |
| 433200 Dog Park Fees                       | 30                          | 603                         | 50                           | 500                            | 500                           |                              |
| 433300 Boats                               | 15                          | 21                          | 50                           | 50                             | 100                           |                              |
| 433400 Cable Television                    | 400,009                     | 363,362                     | 309,000                      | 385,000                        | 309,000                       |                              |
| <b>TOTAL</b>                               | <b>\$1,313,125</b>          | <b>\$1,465,385</b>          | <b>\$1,302,000</b>           | <b>\$1,289,950</b>             | <b>\$1,273,400</b>            | <b>\$0</b>                   |



| Account Classification                       | FY 2020<br>Actual<br>Trans. | FY 2021<br>Actual<br>Trans. | FY 2022<br>Adopted<br>Budget | FY 2022<br>Estimated<br>Trans. | FY 2023<br>Proposed<br>Budget | FY 2023<br>Adopted<br>Budget |
|----------------------------------------------|-----------------------------|-----------------------------|------------------------------|--------------------------------|-------------------------------|------------------------------|
| <b>REVENUE FROM OTHER AGENCIES</b>           |                             |                             |                              |                                |                               |                              |
| <b>441000 Grants from Federal Gov't</b>      |                             |                             |                              |                                |                               |                              |
| 441105 HIDTA                                 | \$7,664                     | \$3,120                     | \$8,000                      | \$8,000                        | \$8,000                       |                              |
| 441114 Service Coordinator                   | 84,907                      | 38,240                      | 78,000                       | 78,100                         | 78,000                        |                              |
| 441115 FEMA Reimbursement                    | 0                           | 0                           | 0                            | 0                              | 0                             |                              |
| 441199 One Time Grants                       | 0                           | 0                           | 0                            | 0                              | 0                             |                              |
| <b>442000 Grants from State Gov't</b>        |                             |                             |                              |                                |                               |                              |
| 442101 Police Protection                     | 447,290                     | 444,413                     | 445,000                      | 445,000                        | 445,000                       |                              |
| 442102 Youth Services Bureau                 | 65,008                      | 65,008                      | 65,000                       | 65,000                         | 65,000                        |                              |
| 442118 Maryland State Arts                   | 41,361                      | 41,186                      | 44,700                       | 44,700                         | 44,700                        |                              |
| 442127 SASS                                  | 30,097                      | 115,654                     | 0                            | 80,000                         | 80,000                        |                              |
| 442199 Traffic Safety (SHA)                  | 20,589                      | (190)                       | 35,000                       | 35,000                         | 35,000                        |                              |
| <b>443000 Grants from County Gov't</b>       |                             |                             |                              |                                |                               |                              |
| 443102 Youth Services Bureau                 | 50,000                      | 50,000                      | 80,000                       | 80,000                         | 80,000                        |                              |
| 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                      | 0                           | 80,000                       | 80,000                         | 80,000                        |                              |
| 443128 M-NCPPC                               | 234,000                     | 260,000                     | 269,000                      | 260,000                        | 260,000                       |                              |
| 443129 Cares Act                             | 0                           | 1,421,000                   | 0                            | 0                              | 0                             |                              |
| 443199 One Time Grants                       | 2,000                       | 5,000                       | 0                            | 0                              | 0                             |                              |
| <b>TOTAL</b>                                 | <b>\$1,127,505</b>          | <b>\$2,508,019</b>          | <b>\$1,169,300</b>           | <b>\$1,240,400</b>             | <b>\$1,240,300</b>            | <b>\$0</b>                   |
| <b>SERVICE CHARGES FOR SERVICES</b>          |                             |                             |                              |                                |                               |                              |
| <b>451000 Sanitation &amp; Waste Removal</b> |                             |                             |                              |                                |                               |                              |
| 451100 Waste Collection & Disposal           | \$677,798                   | \$667,638                   | \$679,000                    | \$679,000                      | \$679,000                     |                              |
| 451200 Recycling Fee                         | 7,137                       | 7,137                       | 7,200                        | 7,200                          | 7,200                         |                              |
| <b>452000 - 457000 Recreation</b>            |                             |                             |                              |                                |                               |                              |
| 452101 Therapeutic Recreation                | 8,224                       | 823                         | 5,000                        | 1,500                          | 3,000                         |                              |
| 452102 Park Permits                          | 1,250                       | 160                         | 3,000                        | 0                              | 1,000                         |                              |
| 452103 Tennis Courts Lighting                | 3,393                       | 3,065                       | 6,000                        | 3,000                          | 6,000                         |                              |
| 452105 Recreation Concessions                | 2,953                       | 7                           | 1,500                        | 0                              | 1,500                         |                              |
| 452199 Miscellaneous                         | 2,419                       | 225                         | 2,500                        | 0                              | 1,000                         |                              |
| 452200 Recreation Centers                    | 15,555                      | 2,561                       | 26,000                       | 2,500                          | 22,500                        |                              |
| 453000 Aquatic and Fitness Center            | 401,864                     | 48,826                      | 261,000                      | 202,900                        | 216,500                       |                              |
| 454000 Community Center                      | 176,273                     | 101,448                     | 150,900                      | 118,600                        | 150,900                       |                              |
| 455000 Greenbelt's Kids                      | 301,084                     | 86,061                      | 545,000                      | 250,000                        | 360,000                       |                              |
| 456000 Fitness & Leisure                     | 52,700                      | 35,897                      | 56,000                       | 50,500                         | 57,000                        |                              |
| 457000 Arts                                  | 91,027                      | 45,969                      | 92,400                       | 84,600                         | 116,000                       |                              |
| <b>458000 Other Charges/Fees</b>             |                             |                             |                              |                                |                               |                              |
| 458101 GED Co-pay                            | 1,042                       | 65                          | 1,500                        | 500                            | 1,500                         |                              |
| 458103 Bus Fares                             | 7,161                       | 6,490                       | 7,400                        | 7,400                          | 7,400                         |                              |
| 458104 Univ. of MD Bus Pass                  | 20                          | 0                           | 0                            | 0                              | 0                             |                              |
| 458202 Pet Adoption                          | 2,950                       | 3,375                       | 2,500                        | 1,500                          | 2,500                         |                              |
| <b>TOTAL</b>                                 | <b>\$1,752,848</b>          | <b>\$1,009,747</b>          | <b>\$1,846,900</b>           | <b>\$1,409,200</b>             | <b>\$1,633,000</b>            | <b>\$0</b>                   |

| Account Classification                 | FY 2020<br>Actual<br>Trans. | FY 2021<br>Actual<br>Trans. | FY 2022<br>Adopted<br>Budget | FY 2022<br>Estimated<br>Trans. | FY 2023<br>Proposed<br>Budget | FY 2023<br>Adopted<br>Budget |
|----------------------------------------|-----------------------------|-----------------------------|------------------------------|--------------------------------|-------------------------------|------------------------------|
| <b>FINES &amp; FORFEITURES</b>         |                             |                             |                              |                                |                               |                              |
| 460101 Parking Citations               | \$48,355                    | \$24,308                    | \$30,000                     | \$13,000                       | \$25,000                      |                              |
| 460102 Citation Late Fees              | 4,868                       | 625                         | 5,000                        | 2,100                          | 3,000                         |                              |
| 460103 Impound Fees                    | 6,675                       | 7,100                       | 6,000                        | 6,000                          | 7,000                         |                              |
| 460121 Municipal Infractions           | 6,025                       | 625                         | 6,000                        | 6,000                          | 7,000                         |                              |
| 460122 False Alarm Fees                | 1,500                       | 0                           | 2,000                        | 500                            | 2,000                         |                              |
| 460201 Red Light Camera Fines          | 552,779                     | 495,804                     | 292,500                      | 400,000                        | 450,000                       |                              |
| 460301 Speed Camera Fines              | 336,258                     | 279,912                     | 227,500                      | 227,500                        | 227,500                       |                              |
| <b>TOTAL</b>                           | <b>\$956,459</b>            | <b>\$808,374</b>            | <b>\$569,000</b>             | <b>\$655,100</b>               | <b>\$721,500</b>              | <b>\$0</b>                   |
| <b>470000 Interest &amp; Dividends</b> | <b>\$114,893</b>            | <b>\$8,684</b>              | <b>\$50,000</b>              | <b>\$10,000</b>                | <b>\$20,000</b>               |                              |
| <b>MISCELLANEOUS REVENUES</b>          |                             |                             |                              |                                |                               |                              |
| 480101 Rents & Concessions             | \$430                       | \$0                         | \$200                        | \$100                          | \$200                         |                              |
| 480200 Sale of Recyclable Material     | 3,182                       | 4,970                       | 5,000                        | 5,000                          | 5,000                         |                              |
| 480301 Other                           | 41,131                      | 67,346                      | 15,000                       | 15,000                         | 15,000                        |                              |
| 480302 Purchase Card Rebates           | 0                           | 0                           | 0                            | 0                              | 0                             |                              |
| 480303 EV Charging Station             | 407                         | 678                         | 500                          | 500                            | 500                           |                              |
| 480402 Animal Control Contr.           | 1,458                       | 1,165                       | 1,000                        | 1,000                          | 1,000                         |                              |
| 480403 Franklin Park Partnership       | 69,996                      | 69,996                      | 70,000                       | 70,000                         | 70,000                        |                              |
| 480404 Four Cities Street Cleaning     | 88,427                      | 93,264                      | 86,800                       | 86,800                         | 86,800                        |                              |
| 480405 IWIF Reimbursement              | 27,570                      | 7,429                       | 10,000                       | 10,000                         | 10,000                        |                              |
| 480406 GRH Service Coordinator         | 27,700                      | 27,700                      | 27,700                       | 27,700                         | 27,700                        |                              |
| 480407 GRH Mental Wellness             | 0                           | 9,600                       | 10,000                       | 10,000                         | 10,000                        |                              |
| 480410 Maglev Donations                | 0                           | 1,500                       | 0                            |                                |                               |                              |
| 480501 Museum Admission Fees           | 0                           | 0                           | 1,000                        | 0                              | 1,000                         |                              |
| 480502 Museum Gift Shop Sales          | 0                           | 0                           | 6,000                        | 3,000                          | 5,000                         |                              |
| 480503 Museum Walking Tours            | 0                           | 0                           | 2,700                        | 500                            | 2,700                         |                              |
| 480504 Museum FOGM Transfer            | 0                           | 13,000                      | 13,000                       | 13,000                         | 13,000                        |                              |
| <b>TOTAL</b>                           | <b>\$260,302</b>            | <b>\$296,648</b>            | <b>\$248,900</b>             | <b>\$242,600</b>               | <b>\$247,900</b>              | <b>\$0</b>                   |
| <b>INTERFUND TRANSFERS</b>             |                             |                             |                              |                                |                               |                              |
| From Capital Projects Fund             | \$0                         | \$0                         | \$0                          | \$0                            | \$0                           |                              |
| From Building Capital Reserve Fund     | 0                           | 0                           | 0                            | 0                              | 0                             |                              |
| MEA Grant Match (from BCR)             | 0                           | 0                           | 0                            | 0                              | 0                             |                              |
| 490101 From Special Projects Fund      | 45,000                      | 364,700                     | 32,000                       | 32,000                         | 839,300                       |                              |
| <b>TOTAL</b>                           | <b>\$45,000</b>             | <b>\$364,700</b>            | <b>\$32,000</b>              | <b>\$32,000</b>                | <b>\$839,300</b>              | <b>\$0</b>                   |
| <b>TOTAL GENERAL FUND REVENUES</b>     | <b>\$30,838,311</b>         | <b>\$32,604,307</b>         | <b>\$31,363,000</b>          | <b>\$30,261,300</b>            | <b>\$33,352,800</b>           | <b>\$0</b>                   |

# ASSESSABLE BASE — DETAIL

|                                                                                                                                                              |                  | Actual and Estimated<br>FY 2022 |                          | Proposed<br>FY 2023 |                           |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------------------------|--------------------------|---------------------|---------------------------|
| REAL PROPERTY                                                                                                                                                | Date of Finality | Assessment                      | Adopted Rate<br>\$0.8275 | Assessment          | Proposed Rate<br>\$0.8275 |
| Full Year                                                                                                                                                    | January 1        | \$2,530,986,900                 | \$20,944,000             | \$2,672,019,219     | \$22,111,000              |
| 3/4 Year Additions                                                                                                                                           | April 1          |                                 | \$0                      | 0                   | 0                         |
| 1/2 Year Additions                                                                                                                                           | July 1           |                                 | \$0                      | 0                   | 0                         |
| 1/4 Year Additions                                                                                                                                           | October 1        |                                 | \$0                      | 0                   | 0                         |
| Homestead Credit                                                                                                                                             |                  | (\$9,200,000)                   | (\$76,100)               | (10,644,000)        | (88,100)                  |
| Homeowners Credit                                                                                                                                            |                  | (\$6,000,000)                   | (\$49,700)               | (6,360,000)         | (52,700)                  |
| Abatements - Real Property                                                                                                                                   |                  | (\$54,380,700)                  | (\$450,000)              | (72,511,099)        | (600,000)                 |
| Total                                                                                                                                                        |                  | \$2,461,406,200                 | \$20,368,200             | \$2,582,504,120     | \$21,370,200              |
|                                                                                                                                                              |                  | Actual and Estimated<br>FY 2022 |                          | Proposed<br>FY 2023 |                           |
| PERSONAL PROPERTY                                                                                                                                            | Date of Finality | Assessment                      | Revenue Rate<br>\$1.7225 | Assessment          | Proposed Rate<br>\$1.7225 |
| Locally Assessed                                                                                                                                             | January 1        | \$811,600                       | \$14,000                 | \$811,600           | \$14,000                  |
| Public Utilities                                                                                                                                             | January 1        | 19,100,700                      | 330,000                  | 19,100,700          | 330,000                   |
| Business Corporations                                                                                                                                        | January 1        | 78,391,000                      | 1,350,000                | 78,391,000          | 1,350,000                 |
| Abatements - Personal Property                                                                                                                               | January 1        | (2,318,000)                     | (40,000)                 | (2,724,800)         | (47,000)                  |
| Total                                                                                                                                                        |                  | \$95,985,300                    | \$1,654,000              | \$95,578,500        | \$1,647,000               |
|                                                                                                                                                              |                  |                                 |                          |                     |                           |
| One cent (1¢) on the Real Property Tax Rate Yields                                                                                                           |                  |                                 | \$246,100                | \$312,100           |                           |
| One cent (1¢) on the Personal Property Tax Rate Yields                                                                                                       |                  |                                 | \$9,600                  | \$9,600             |                           |
| Total Yield for One cent (1¢) on the Real & Personal Property Tax Rates                                                                                      |                  |                                 | \$255,700                | \$321,700           |                           |
| 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. |                  |                                 |                          |                     |                           |

# SOURCES OF REVENUE

In this section, revenue sources in the General Fund are explained with comparisons between previous years' actual receipts, 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

In March 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 developing situation and upon consultation with Prince George's County Health and Emergency Management experts responded by restricting public access to most city facilities and canceling programs to ensure the health and safety of its residents and employees. The City Manager also issued an emergency declaration to support response, recovery and related operational and financial needs.

Based on these predictions, Council accepted the City Manager's recommendation to defer certain expenditures and with that policy direction, adjusted the Proposed Budget pending additional information regarding the impact on the City's financial position. Specifically, during the pandemic crisis, expenditure reductions were made to include: 1) the deferral of some capital projects; 2) the continuation of vacant positions/selective hiring freeze; 3) a draw down on General Fund Reserve; 4) the elimination non-essential training; 5) the deferral of employee raises and cost of living adjustments (COLAs); and 6) the delaying of the implementation of new initiatives (e.g. Employee Compensation Study).

Now, approximately two years later in March 2022, Governor Larry Hogan, and subsequently Prince George's County Executive Angela Alsobrooks, announced the lifting of all capacity limits, lifting the mandatory wearing of masking and distancing protocols.

Even so, the City of Greenbelt continues to assess the situation and will continue to move into FY 2023 deliberately, but cautiously, and will continue to monitor COVID-19 data and all Prince George's County Executive Orders. Since all restrictions are now lifted and offices and other city facilities are now fully opened and operational, the City plans to conduct business at close to pre-pandemic levels. For example, during the first Quarter of the fiscal year (July through September), since restrictions are now lifted, we assume businesses that remained viable during the past year will remain open and will operate at current levels which indicates moderate operations but not at pre-pandemic lev-

els. During the second and third Quarters (October through March), we assume businesses will be fully operational, but still operating at moderate levels while some of the public continue to be cautious and get re-acclimated with being unmasked and no longer social distancing; and during the final Quarter (April through June), we assume all businesses will be fully operating at a higher level and possibly returning to pre-pandemic levels.

## **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 15% of General Fund expenditures. This is a new minimum balance adopted by Council in September 2021 as a result of recommendations from Davenport & Company LLC – Public Finance (Davenport) to implement several new financial policies.

## **FUND BALANCE GOAL/GUIDELINE**

It remains important for the City to maintain reserves in case the City experiences a revenue shortfall or an emergency major operating expenditure. The current goal recommended by Davenport is for the Fund Balance of the General Fund to be maintained at a 15% ratio of Fund Balance to current year expenditures. Again, this recommendation was adopted by Council in September 2021 and it helps to ensure the City’s long-term financial stability. This 15% is a higher percentage than the previous year when the ratio was 10%. This increase should lessen the impact of any major, catastrophic events that would require the City to spend unbudgeted funds.

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. With the exception of FY2021, there have been significant increases to the transfers from the General Fund to various Capital Projects Funds. In FY2021, several items were deferred. As a result, the outlook for achieving adequate funding for much needed infrastructure projects has improved. However, moving forward, the City recognized that in today’s climate, the City’s efforts to recover from COVID-19 impacts may make it challenging to continue funding capital projects at previous years’ levels.

As the City continues to be proactive in addressing this matter, the City engaged the services of Davenport to explore other possible financing strategies that could afford the City the ability to support its long-term Capital Projects (infrastructure projects, e.g. road reconstruction, building renovations, etc.) which could eventually eliminate the “pay as you go” approach. As first steps, Davenport recommended, and the Council approved, several financial policies that: 1) establishes a Rainy-Day Fund (“RDF”) that will be maintained at a level not less than fifteen percent (15%) of General Fund expenditures; 2) establishes a Budget Stabilization Fund (“BSF”) that will be maintained at a level not



less than three percent (3%) and a target of five percent (5%) of General Fund expenditures; and 3) establishes a Capital Reserve Fund (“CRF”) that shall come from 50% of any annual operating surpluses in the City’s General Fund, as long as the City’s 15% policy for the RDF and 5% target for the BSF have been met. These financial policies should help the City maintain adequate funds necessary to continue running the City when unexpected expenditures or revenue shortfalls occur.

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. Again, the unassigned Fund Balance of the General Fund will be allocated per the new financial policies mentioned above.

## **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 2023 will be the fifth consecutive year in which overall revenues are projected to increase over the previous fiscal year (Adopted Budget).

The City recognizes the need to 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, the City continue efforts to increase capital project funding during good times to ensure available funds during leaner fiscal years that may come.

Real estate revenue continues to be the City’s largest source of income. In the FY2023 Proposed Budget, net real estate revenue (revenue less abatements and other reductions) accounts for 67.83% of total General Fund revenue. This is approximately 9.43% higher than the 58.50% five years ago in FY2017. Records indicate real estate revenue was 73.62% of total General Fund revenue thirteen years ago in FY2010.

This indicates the City continues to rely on property taxes to support its programs and activities. The advantage of this is that property taxes do not usually experience an immediate collapse in its revenues during recession or down times. Local assessment practices require that cities wait to estimate the value of land and property until the property is exchanged on the market or an assessment is conducted. Current property tax bills, therefore, typically reflect values of the property anywhere from 18 months to several years prior to collection. This makes property tax collection less responsive, or “elastic,” in the short term—but over time, as rising unemployment dampens real-estate de-



mand, the City will feel the impact of recessionary times somewhat like current COVID-19 times. Again, this trend of continued high reliance on real estate revenue could place the City in a more vulnerable position fiscally if, and when, the next recession occurs. A diversified revenue stream is the best defense against a slowing economy.

For the fourth consecutive year, the FY2023 budget was prepared with no increase in the real property tax rate—it remains at \$0.8275. As a reminder, the last time Greenbelt increased its real property tax rate was back in FY 2020 for three primary reasons. First, to cover the cost of implementing the federally mandated improvements to the Greenbelt Lake Dam. Second to cover the cost of expanded City services. By FY 2020, city staffing increased by 16.3 full-time equivalent (FTE) positions. Third, the City adopted Prince George’s County’s minimum wage law in 2014 that resulted in 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. It is again noted that the legislation enacted by the Maryland General Assembly during FY 2020 required employers, including municipal governments, to pay phased-in higher minimum wages capping out at \$15.00 per hour by 2025 for employers with 15 or more employees and by 2026 for employers with fewer than 15 employees.

Another revenue issue, in addition to taxes, is the fact that some of city revenues are derived from fees and charges for services such as trash collection and recycling fees. These revenue sources are threatened during recessionary times as they are “services by demand.” The COVID-19 pandemic adversely affected some fee-driven services (recreation and parking) because the demand for such services was reduced; however, it had a lesser effect on other revenue sources i.e., red light and speed camera fines, as the need for these services continued as the public continued to drive and speed during pandemic times.

The City recognizes COVID-19 impacts continue to linger even though all restrictions have been recently lifted. With this, the City of Greenbelt continues its conservative approach to budgeting for the 2023 fiscal year. Specifically, the City is not anticipating that all of its revenue streams will return to pre-pandemic levels and have therefore prepared its FY2023 revenue budget with the assumptions mentioned in the “Impact of COVID-19” section above. In summary, during the first Quarter, it is expected that businesses will operate at moderate levels; during the second and third Quarters, it is expected that businesses will be fully operational, and during the final Quarter, it is expected that businesses will be fully operating at higher levels and possibly returning to pre-pandemic levels.

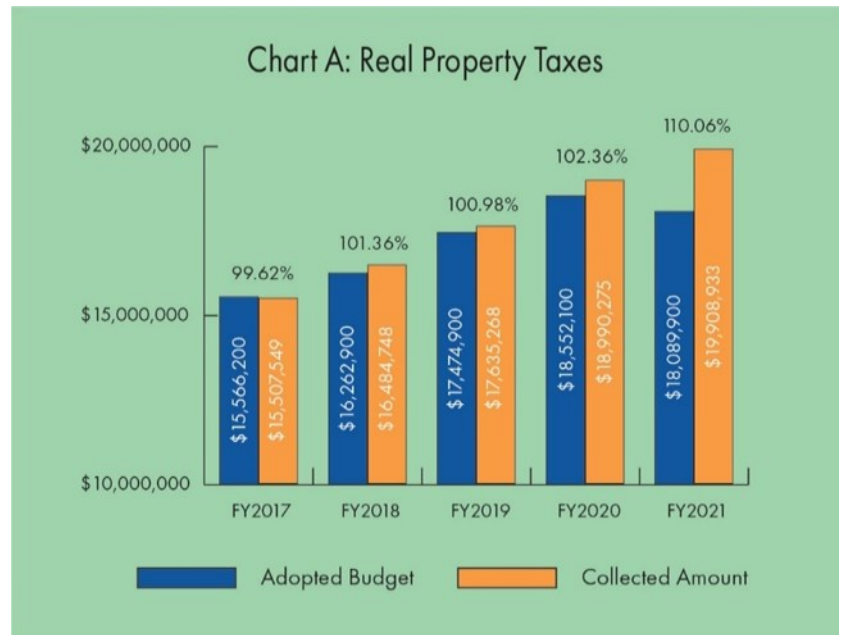
The overall FY2023 Proposed Budget is supported by \$33,352,800 in total revenue, an increase of \$2,002,800 or a 6.39% increase over the FY2022 Adopted Budget amount of \$31,350,000. The following summarizes the total revenue anticipated from each revenue category in FY2023 .

## REAL PROPERTY

Real property taxes (before adjustments) in the Proposed Budget total \$22,111,000—an increase of \$1,167,000 over the FY2022 Adopted Budget amount of \$20,944,000.

The City continues to rely 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. Property is assessed every three years. It is noted real estate assessment valuation for Greenbelt was completed in calendar year 2022 and sets the baseline for assessed values for fiscal years 2023, 2024 and 2025. Therefore, the FY 2023 is the first year of the next triennial assessment period and FY2025 is the last. The City of Greenbelt's real property continues to consist 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 in FY2023.

Real estate tax collections are projected to exceed the FY2022 adopted budget and increases are expected to continue in FY2023. This is similar to fiscal year 2021 when this income source exceeded the adopted budget even during the COVID-19 pandemic—it had less of an impact than anticipated. This trend is projected to continue in FY2023 with \$21,382,200 (after adjustments) for this revenue source. This is consistent with the State's Board of Revenue's recent estimates that increased revenue projections for FY2023. Real estate taxes have increased year by year as indicated in Chart A.

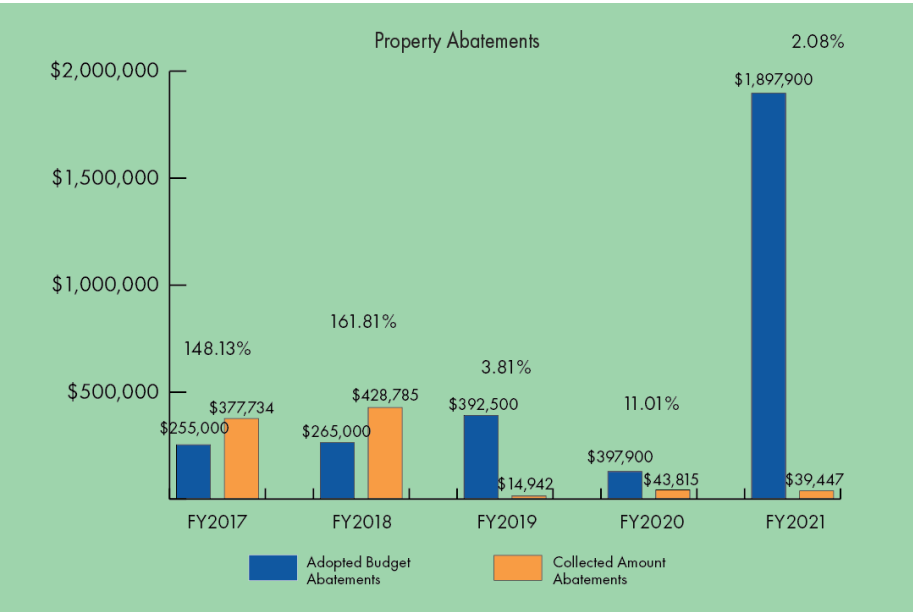


Real property values and the collection rate for the five years prior to FY2022 surpassed 100% for years 2018 through FY2021. In FY2017, the collection rate was 99.62%.

Real property abatements and other tax credits will continue to reduce real property revenue. The City continues to use the latest information provided by SDAT via the Constant Yield Tax Rate Certification Report as a point of reference. The amount of abatements in FY2023 is estimated at \$600,000 (\$450,000) for current year and prior year (\$150,000) combined.

A review of actual overall abatements in the five years prior to FY2022 (below) indicates varying amounts each year, ranging from \$39,500, \$43,800 and 15,000 in recent years, FY2021 through FY2019 and at higher amounts in years FY2018 and FY2017 with ranges of \$428,800 to \$377,700 respectively.

Since abatements were low in COVID-19 years, the City anticipates possible large amounts of abatements in the future and while there is no available information to confirm an actual amount, it is estimated to be upwards of \$1M dollars. To address this, in FY2021, Council approved holding any unused portion of FY2021 budgeted amount for abatements to help cover any pending abatements that might occur in FY2022 and in future years.



These funds remain in the fund balance and available to cover some of abatement cost that may occur in the future.

There are other credits awarded to homeowners that will reduce the real estate tax. First, the Homestead Property Tax Credit—an assessment limited to 10% per year. It was estimated that these reductions would result in credits of \$76,100 in the previous two years and the same amount is anticipated in FY 2023. Second, 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 called the Homeowners’ Tax Credit is limited to 25% of the amount of the State credit and was estimated at \$49,700 in FY 2021 and in FY 2022. In FY2023, the amount is estimated at \$52,700.

A review of both the Homestead Property Tax Credit and the Homeowners’ Tax Credit in the five years prior to FY2022 indicates varying amounts (noted in Chart A above) each year based on homeowners’ requests to the State of Maryland.

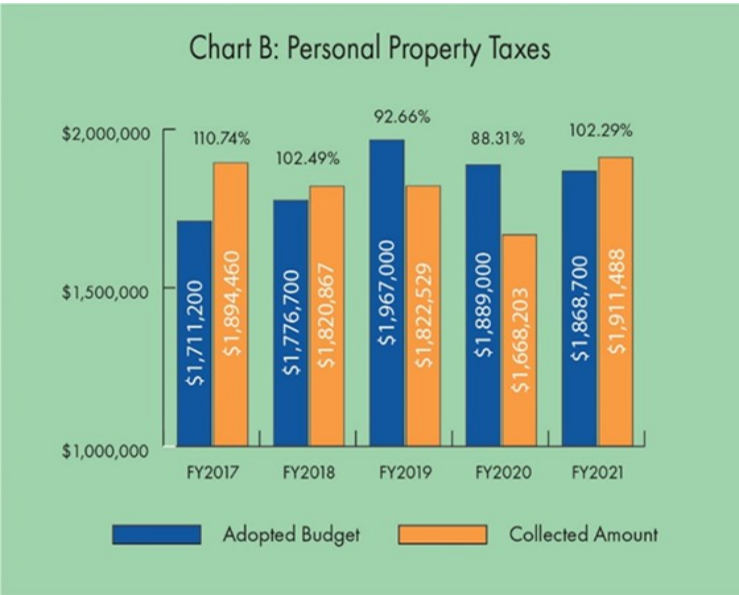
### PERSONAL PROPERTY

The City estimates Personal Property revenue in FY2023 at \$1,836,700. This represents a slight decrease under the FY2022 amount of \$1,848,700. This is the second consecutive year this income source is projected to decrease.

Personal Property revenue 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.

The decrease projected in both years is due to the Ordinary Business tax that is currently being received at a slower pace. Some payments budgeted for current year are likely to come in after the fiscal year ends. This is reflected in the FY2023 Proposed Budget as an increase in Ordinary Business Taxes Prior Year revenue line where \$110,000 is budgeted in FY2022 and \$112,000 is expected in FY2023.

A review of personal property (after adjustments) tax in the five years prior to FY2022 indicates in Chart B that personal property revenue fluctuated year to year and the collection rate was low some years. Actual receipts from this source in FY2017 were \$1.8 Million, or 110.74% of the budgeted amount \$1.7 Million; in FY2018, it was \$1.8 Million, or 102.49% of the budgeted amount of \$1.7 Million. In FY2019, the amount was \$1.8 Million, or 92.66% of the budgeted amount of \$1.9 Million. Actual receipts were lower in FY2020 with \$1.6 Million or 88.31% of the budgeted amount of \$1.8 Million and FY2021, it was \$1.9 or 102.06% of the budgeted amount of \$1.8 Million.



It is estimated that revenue for overall corporate personal property taxes will reach the anticipated amount budgeted in FY2022 by year’s end but will not yet reach pre-pandemic levels. Staff expects this will carry into FY2023 and has maintained \$1,350,000 in FY2023 for this revenue source.

The two largest utilities, Pepco and Verizon, continue to account for a major portion of personal property taxes from utility companies annually with an amount of \$330,000 in FY2023—the same amount budgeted in FY2022 and in FY2021.

## STATE SHARED TAXES

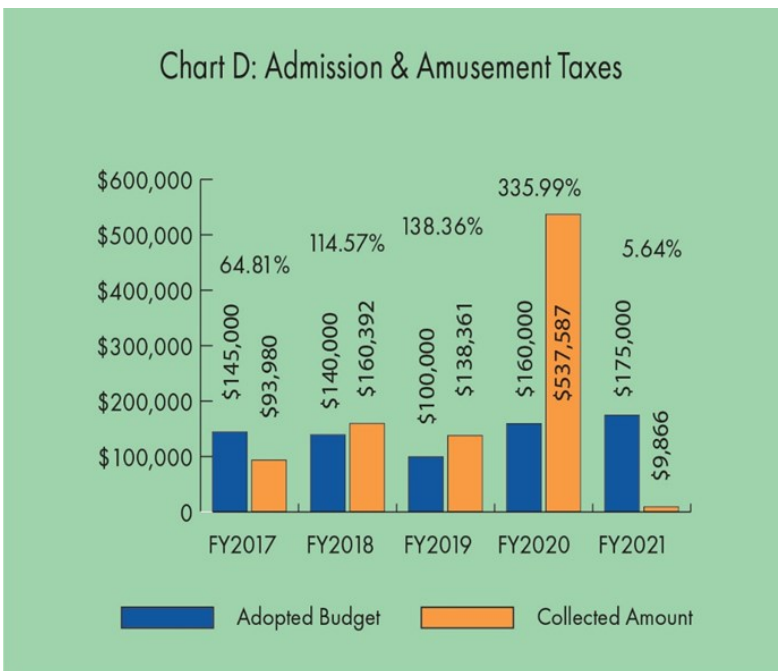
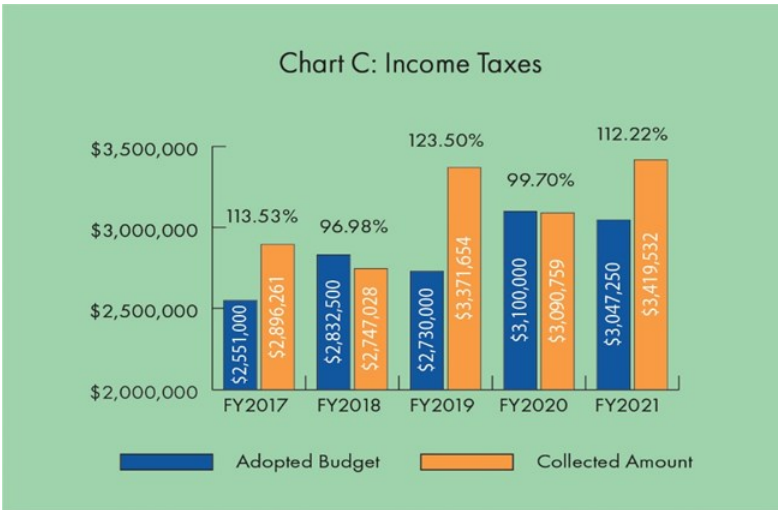
The City estimates overall Shared Taxes at \$4,158,500 in FY2023—an amount of \$180,500 over the FY2022 amount of \$3,978,000. The increase is mostly due the estimated Income Tax revenue that is expected to be higher in 2023 than in the previous year—from \$3,047,200 to \$3,200,000. The City receives 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 15<sup>th</sup> deadline.

A review of income tax revenue in the five years prior to FY2022 in Chart C indicates this income source increased each year and the collection rate ranged from 96% to 123% for fiscal years 2017 through 2020.

## OTHER LOCAL TAXES

The City estimates Admissions and Amusement (A&A) Taxes in FY2023 at \$60,000. Admissions and Amusement 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 usually derived from the admissions to movie theaters. In FY2020, renovations to local theaters resulted in a 75% projected increase from \$160,000 to \$280,000. This revenue source was expected to remain at \$280,000 in FY 2021.

However, this is an area where COVID-19 had a major negative impact. All movie theaters were closed in late FY2020 and have remained closed through March 2021 resulting in a significant decrease (\$15,000) in FY2021. The City budgeted \$90,000 in FY2022 and expects less than \$60,000 by



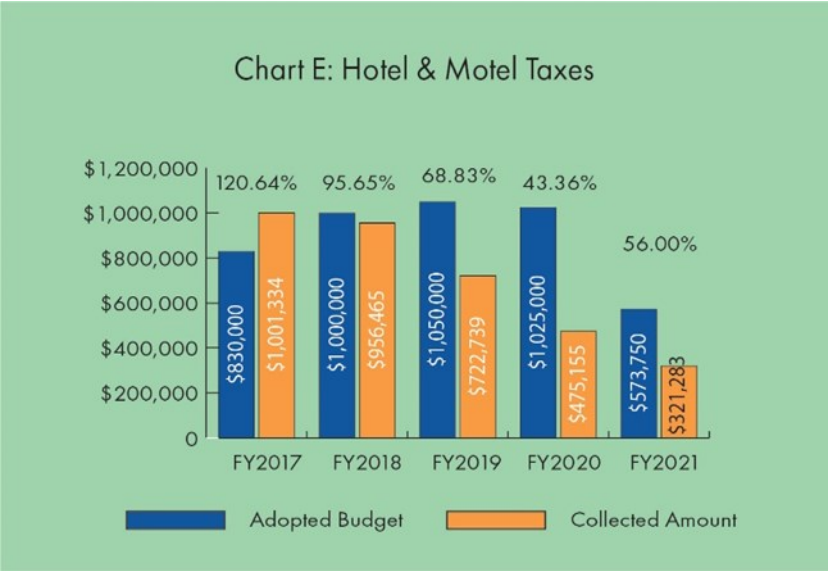


year’s end. Although theatres are now open at full capacity, the City continues to take a conservative approach by estimating \$60,000 in FY2023.

A review of Admissions and Amusement taxes in the five years prior to FY2022, indicated in Chart D (previous page), shows revenue increases were higher in pre-pandemic years and significantly decreased in fiscal year 2021. As a reminder, the high actual amount in FY2020 was a one-time back payment.

The City conservatively estimates **Hotel/Motel Taxes** in FY2023 at \$300,000. This is the same amount budgeted in FY2022 with actual receipts expected to be close to budget by year’s end. Taxes are levied upon the room rates charged to visitors staying at Greenbelt’s six hotels. This is another area where COVID-19 had a major negative impact in FY2021 and in FY2022 and rebounding continues to be slow. Some hotels closed while other had little to no visitor booking stays.

A review of Hotel/Motel taxes in the five years prior to FY2022 indicates in Chart E the collection rate for this revenue source fluctuated year by year. Again, there were multiple reasons as stated for the decline in FY2020.



The City estimates State Highway Administration (SHA) taxes in FY2023 at \$598,500. This is a \$27,700 increase over the FY2022 amount of \$570,750. This tax was established to address the need for the State to share Highway User Revenue with municipalities and counties. It involves annual allotments submitted by the Governor and approved annually by the Maryland Assembly. This revenue must be expended for the construction, reconstruction and/or maintenance of roads or streets.

A review of State Highway Administration (SHA) taxes in the five years prior to FY2022 indicates in Chart F revenue increased each year and the collection rate surpassed 100% in most years. Actual receipts, including the one-time monies for FY 2017 and FY 2018, were \$370,421 and \$393,519 respectively. The FY2019 amount slightly exceeded the budget at \$436,718. For FY2020, the city expected to receive slightly more than the budgeted amount or \$550,400 with \$506,200 actual receipts. In FY 2021, the State Highway Administration initially projected the City’s FY 2021 revenue at



\$284,950 but later increased the amount to \$510,500. Similarly, the initial amount estimated for FY2022 was \$540,800 but was later increased to \$570,750. The State Highway Administration estimates \$598,500 in FY2023.

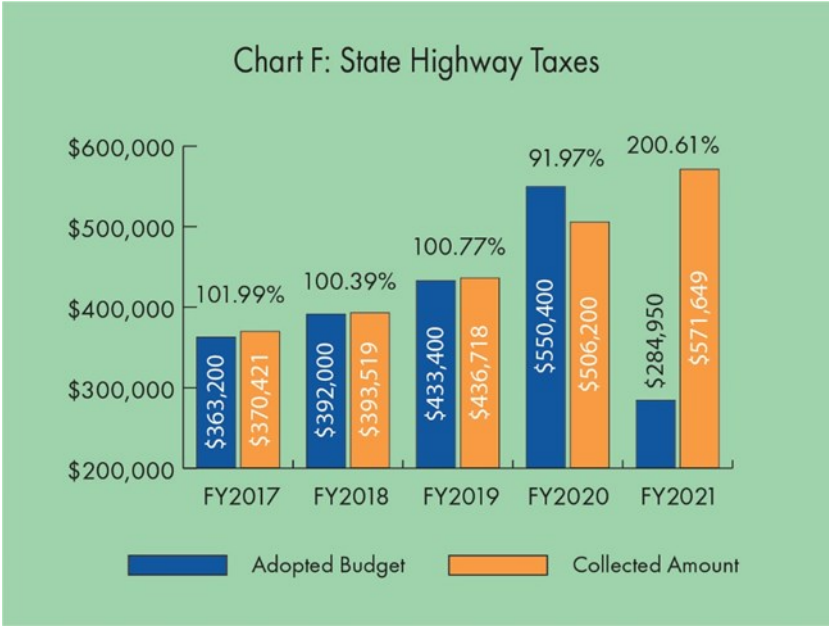
LICENSES AND PERMITS

The City estimates Licenses and Permits revenue in FY 2023 at \$1,273,400. This is \$28,600 less than the FY 2022 amount of \$1,302,000. The decrease is mainly due to reduced street permits, commercial property licenses and development review fees during COVID-19 times.

**Street 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.** 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. 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 FY2012. These fees have been very stable for many years. In FY2023, this revenue source is estimated at \$150,000—a decrease of \$60,000 from the \$210,000 budgeted in FY2021 and in FY2022.

**Cable Television Franchise Fees.** 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 most popular option for families seeking home entertainment. Competition from other mediums, e.g. Netflix, Hulu, Amazon, Apple TV, etc. have given families other entertainment options. There-



fore, it is expected that cable franchise fees will continue to decline over time—it was reduced by approximately 25% from \$385,000 to \$309,000 in FY2021 and remained at \$309,000 in FY2022 and is expected at the same amount in FY2023.

REVENUE FROM OTHER AGENCIES

The City estimates Revenue from Other Agencies in FY2023 at \$1,240,300. This is an increase over FY2022 (\$1,169,300). Revenue from Other Agencies are from federal, state and county grants. Most of these grants are applied for each year and are usually awarded each year. With one exception, the City anticipates payment from all current grants will be received in FY2023 at the same amount budgeted for FY2022.

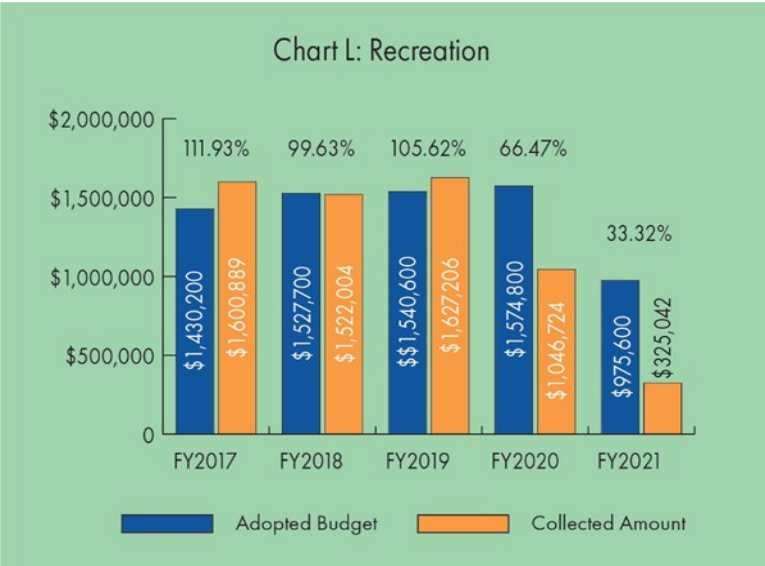
SERVICE CHARGES

The City estimates Service Charges in FY2023 at \$1,587,300. This is a \$246,000 reduction over the FY2022 amount of \$1,833,900. There are fluctuations in the various income lines under this category—some have increased while others decreased. Most of the decreases are again attributed to the COVID-19 pandemic.

An example of service charges includes **Refuse Collection and Refuse**. The City charges a 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 were proposed in FY 2022 and none is proposed in FY2023.

The City’s **Recreation Department** also charges user fees for many of its programs. This is another area where COVID-19 had major impacts. These user fees can be susceptible to economic pressures because of their discretionary nature. However, staff is optimistic about recovering from the pandemic in FY2023. Staff began to see participation increase in the last quarter of FY2022 and made the necessary adjustments for FY2022 in the FY2023 Budget. Moving into FY2023, with relaxed COVID-19 restrictions, the Recreation Department anticipates programs/services will be restored and revenues are anticipated to increase. In the first Quarter of FY2023, spring and summer



camps, and an array of classes/programs, will be restored. As long as COVID-19 continues to diminish, the Recreation Department will continue to move towards pre-pandemic operations for quarters two, three and four.

The Maryland-National Capital Park and Planning Commission (M-NCPPC) increased minimum wage for its aquatic staff to \$15 per hour. To help retain and attract aquatic staff to Greenbelt, aquatic position wages were increased to move closer to M-NCPPC. The FY2023 Proposed Budget has increased minimum wage to \$15 per hour which adequately addresses the compression that occurs when minimum wage is increased. This move will expedite the \$15 minimum wage as required by the state in the City of Greenbelt by two years. While this is the case, Recreation program fees cannot be increased to fully offset the accelerating increases of minimum wages, therefore, other City revenues, specifically real estate taxes, will continue to be required to balance recreation programming.

**Greenbelt Aquatic and Fitness Center (GAFC).** The GAFC opened for business in September 1991. 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 the GAFC budget. GAFC revenues were projected to be \$595,000 in FY 2021; however, the amount was reduced to \$216,800 due to the pandemic. As in other areas, FY2022 is showing an increase in participation at the GAFC which should increase revenue. However, staff does not anticipate revenue to increase substantially due to the extension of membership passes for time missed during the pandemic closure. It is anticipated that Membership Pass revenue will not fully recover until FY2024. The FY2022 adjusted year-end estimate is \$202,900 and the FY2023 proposed revenue is \$216,500.

**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 FY2013. Tenant rents are tied to the Consumer Price Index (CPI). Tenant leases expire throughout the fiscal year and are adjusted accordingly. This revenue source was budgeted in the FY2021 proposed budget at \$207,900; however, it was reduced to \$98,400 due to COVID-19 impacts. Staff expected the Center to have increased activities in FY2022 and projected this revenue source at \$150,900—it is now estimated at \$118,600 by year's end. The FY2023 estimate is again \$150,900 now that the Center has fully re-opened with no restrictions.

The **Greenbelt's Kids** budget accounts for revenues generated by programming focused toward children in Greenbelt. This includes spring and summer camps, after school programs and miscellaneous classes. The Recreation Department's long-standing goal for Greenbelt's Kids revenue to achieve a ratio of revenues to expenditures of 125% will not be attainable. The continued reliance on part-time staff to run programs (e.g. summer camps) and the effect of increasing minimum wage, has created the fiscal reality that revenues will at best cover operating expenditures on a one for one basis for some programs. Other programs will need to be subsidized by the City's General Fund. This revenue source was budgeted in the FY2021 proposed budget at \$295,000 but was reduced to \$59,000 due

to COVID-19 impacts. Staff expected this account to have increased activities in FY2022 and projected \$545,000—now estimated at \$250,000. The FY2023 estimate is \$360,000 now that all COVID-19 restrictions are removed.

A review of overall Recreation revenue in years prior to FY2022 indicates in Chart L revenue decreased in FY2020 and FY2021—the years of the Covid-19 pandemic. Prior to the pandemic—fiscal year 2017 through 2019, collections ranged from 99.63% to 111.93%.

## **FINES AND FORFEITURES**

The City estimates overall Fines and Forfeitures in FY2023 at \$721,500. This is a \$152,500 increase of the FY2022 amount of \$569,000. This significant increase is mainly due to Red Light Camera fees.

This category is comprised of fines for parking violations, impound fees, false fire alarm fines and other municipal infractions. Parking enforcement revenue was expected to be \$63,750 in FY 2021 but was \$24,300 at year's end. The budget amount was reduced in FY2022 to \$30,000 and is now estimated at approximately \$13,000. The estimated amount for FY2023 is \$25,000.

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 detailed receipts, it was determined the vendor had not transferred monies due to Greenbelt. Therefore, 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 was originally expected in FY2021 to be \$450,000; however, it was reduced to \$292,500 in anticipation to COVID-19 impacts. In FY2022, the City expected \$292,500; however, the amount is now estimated at over \$600,000 due to increased fines to drivers. However, because of the unpredictable nature of this revenue source, we are conservatively estimating FY2023 revenues at \$450,000.

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 FY2021 was initially estimated at \$350,000; however, this amount was also reduced to \$227,500 due to anticipated COVID-19 impacts—it totaled \$279,912 by year's end. Speed Camera revenue was budgeted at \$227,500 for FY2022 and is expected to total close to budget by year's end. The amount for FY2023 continues to be \$227,500.

A review of Fines and Forfeiture revenue in years prior to FY2022 indicates in Chart M revenue fluctuated year by year with ranges as low as 69.21% in FY2019 and as high as 132.36% in FY2021.

### INTERESTS AND INVESTMENTS

The City invests most of its available monies in the Maryland Local Government Investment Pool (MLGIP). The interest rate has been low over the past five years and continues to be low. Recently in March 2022, the Federal Reserve Board (FRB) announced it will raise its benchmark federal funds rate by a quarter percentage point to 0.25% and 0.5%, the first rate increase since 2018. Interest in the revenue budget was budgeted at \$150,000 for FY2021; however, it was reduced to \$10,000 for that year. It was budgeted at \$50,000 for FY2022 and expects to be less than \$10,000 by year’s end. However, the City anticipates a rate increase and budgeted \$20,000 in FY2023.

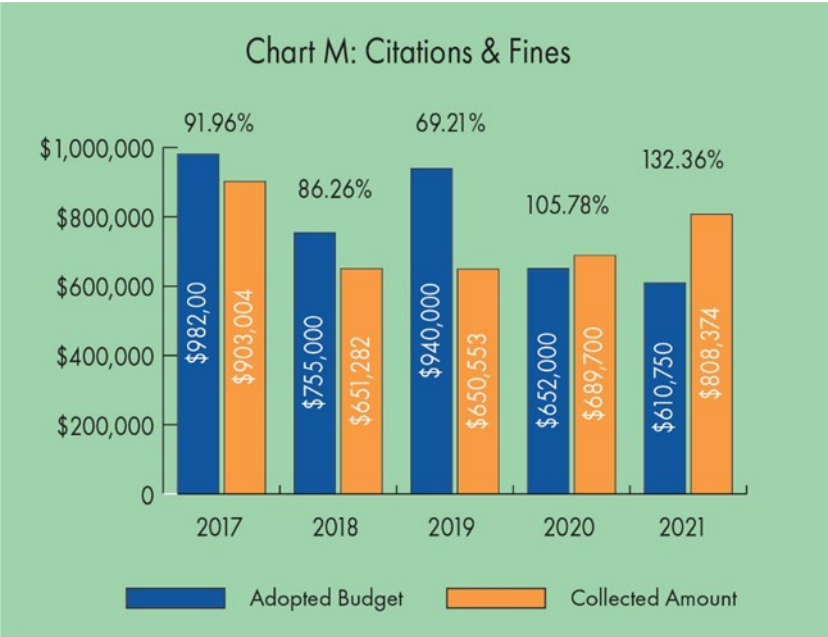
### MISCELLANEOUS

There are several miscellaneous revenue lines in FY2022 that are expected to continue in FY2023 including the City’s partnerships. In addition to rent and concessions, sales of recyclable material and several other miscellaneous sources, 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. The amount budgeted in FY2021 is \$70,000 and was proposed to maintain this agreement at \$70,000 in FY2022 and again in FY2023.

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 continue to be \$86,800 in FY2021 and the same for FY2022 and FY2023.

### FUND TRANSFER

New in FY 2023, there is \$839,300 in revenue to be transferred from the Special Projects Fund to the General Fund. This is where the American Rescue Plan Act funds are being managed. The City plans to use these funds to cover the cost of 10 police vehicles and a staff position in the Police Department and a staff position in the CARES Department.





## SUMMARY CHANGES TO GENERAL FUND EXPENDITURE LINE ITEMS

This section will explain changes that are common to many of the City's operating budgets. The information is consolidated here for your convenience. In the FY 2023 budget, a number of expenditures remained at the FY 2022 Adopted Budget amounts while others were either further decreased or were increased.

**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. The FY 2023 Budget includes both COLA and Merit increases.

**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. The cost of part-time salaries continues to grow as the minimum wage increases. Last year, it ranged from \$7.25 to \$11.50 per hour. The minimum wage rate increased to \$15.00 per hour.

**Line 28 - Benefits:** Health insurance premiums for FY 2023 are confirmed with no increase. Premiums are budgeted at the same level as FY 2022. Dental and prescription costs were both increased by 5% per notification of the City's providers for these services.

**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. There is a 5% increase in FY 2023 for LGIT. Workers Compensation is increased by 10% in FY 2023 as the new amount is forthcoming.

**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. With the current trend of extremely high gas prices, a 5% increase for fuel costs is budgeted for FY 2023. This is prudent even in light of the temporary State gas tax relief, and the possible release of the Federal gas surplus. While these efforts may help maintain/ lower fuel cost, they are temporary. 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.



| Year                           | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 | 2025  | 2026  | 2027  | 2028  | 2029  | 2030  |
|--------------------------------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|-------|-------|-------|-------|-------|-------|
| Population (millions)          | 7.5  | 7.6  | 7.7  | 7.8  | 7.9  | 8.0  | 8.1  | 8.2  | 8.3  | 8.4  | 8.5  | 8.6  | 8.7  | 8.8  | 8.9  | 9.0   | 9.1   | 9.2   | 9.3   | 9.4   | 9.5   |
| GDP (trillion USD)             | 45.0 | 48.0 | 51.0 | 54.0 | 57.0 | 60.0 | 63.0 | 66.0 | 69.0 | 72.0 | 75.0 | 78.0 | 81.0 | 84.0 | 87.0 | 90.0  | 93.0  | 96.0  | 99.0  | 102.0 | 105.0 |
| Life expectancy (years)        | 75.0 | 75.5 | 76.0 | 76.5 | 77.0 | 77.5 | 78.0 | 78.5 | 79.0 | 79.5 | 80.0 | 80.5 | 81.0 | 81.5 | 82.0 | 82.5  | 83.0  | 83.5  | 84.0  | 84.5  | 85.0  |
| Urban population (%)           | 55.0 | 56.0 | 57.0 | 58.0 | 59.0 | 60.0 | 61.0 | 62.0 | 63.0 | 64.0 | 65.0 | 66.0 | 67.0 | 68.0 | 69.0 | 70.0  | 71.0  | 72.0  | 73.0  | 74.0  | 75.0  |
| Renewable energy (%)           | 10.0 | 12.0 | 14.0 | 16.0 | 18.0 | 20.0 | 22.0 | 24.0 | 26.0 | 28.0 | 30.0 | 32.0 | 34.0 | 36.0 | 38.0 | 40.0  | 42.0  | 44.0  | 46.0  | 48.0  | 50.0  |
| CO2 emissions (Gt)             | 20.0 | 21.0 | 22.0 | 23.0 | 24.0 | 25.0 | 26.0 | 27.0 | 28.0 | 29.0 | 30.0 | 31.0 | 32.0 | 33.0 | 34.0 | 35.0  | 36.0  | 37.0  | 38.0  | 39.0  | 40.0  |
| Forest cover (%)               | 22.0 | 22.5 | 23.0 | 23.5 | 24.0 | 24.5 | 25.0 | 25.5 | 26.0 | 26.5 | 27.0 | 27.5 | 28.0 | 28.5 | 29.0 | 29.5  | 30.0  | 30.5  | 31.0  | 31.5  | 32.0  |
| Healthcare expenditure (GDP %) | 5.0  | 5.2  | 5.4  | 5.6  | 5.8  | 6.0  | 6.2  | 6.4  | 6.6  | 6.8  | 7.0  | 7.2  | 7.4  | 7.6  | 7.8  | 8.0   | 8.2   | 8.4   | 8.6   | 8.8   | 9.0   |
| Internet usage (%)             | 30.0 | 35.0 | 40.0 | 45.0 | 50.0 | 55.0 | 60.0 | 65.0 | 70.0 | 75.0 | 80.0 | 85.0 | 90.0 | 95.0 | 98.0 | 100.0 | 100.0 | 100.0 | 100.0 | 100.0 | 100.0 |
| Gender inequality index        | 0.60 | 0.58 | 0.56 | 0.54 | 0.52 | 0.50 | 0.48 | 0.46 | 0.44 | 0.42 | 0.40 | 0.38 | 0.36 | 0.34 | 0.32 | 0.30  | 0.28  | 0.26  | 0.24  | 0.22  | 0.20  |
| Urban population (millions)    | 4.1  | 4.2  | 4.3  | 4.4  | 4.5  | 4.6  | 4.7  | 4.8  | 4.9  | 5.0  | 5.1  | 5.2  | 5.3  | 5.4  | 5.5  | 5.6   | 5.7   | 5.8   | 5.9   | 6.0   | 6.1   |
| Renewable energy (TWh)         | 10.0 | 12.0 | 14.0 | 16.0 | 18.0 | 20.0 | 22.0 | 24.0 | 26.0 | 28.0 | 30.0 | 32.0 | 34.0 | 36.0 | 38.0 | 40.0  | 42.0  | 44.0  | 46.0  | 48.0  | 50.0  |
| CO2 emissions (Gt)             | 20.0 | 21.0 | 22.0 | 23.0 | 24.0 | 25.0 | 26.0 | 27.0 | 28.0 | 29.0 | 30.0 | 31.0 | 32.0 | 33.0 | 34.0 | 35.0  | 36.0  | 37.0  | 38.0  | 39.0  | 40.0  |
| Forest cover (%)               | 22.0 | 22.5 | 23.0 | 23.5 | 24.0 | 24.5 | 25.0 | 25.5 | 26.0 | 26.5 | 27.0 | 27.5 | 28.0 | 28.5 | 29.0 | 29.5  | 30.0  | 30.5  | 31.0  | 31.5  | 32.0  |
| Healthcare expenditure (GDP %) | 5.0  | 5.2  | 5.4  | 5.6  | 5.8  | 6.0  | 6.2  | 6.4  | 6.6  | 6.8  | 7.0  | 7.2  | 7.4  | 7.6  | 7.8  | 8.0   | 8.2   | 8.4   | 8.6   | 8.8   | 9.0   |
| Internet usage (%)             | 30.0 | 35.0 | 40.0 | 45.0 | 50.0 | 55.0 | 60.0 | 65.0 | 70.0 | 75.0 | 80.0 | 85.0 | 90.0 | 95.0 | 98.0 | 100.0 | 100.0 | 100.0 | 100.0 | 100.0 | 100.0 |
| Gender inequality index        | 0.60 | 0.58 | 0.56 | 0.54 | 0.52 | 0.50 | 0.48 | 0.46 | 0.44 | 0.42 | 0.40 | 0.38 | 0.36 | 0.34 | 0.32 | 0.30  | 0.28  | 0.26  | 0.24  | 0.22  | 0.20  |

# GENERAL FUND SUMMARY - EXPENDITURES

|                                 | FY 2020<br>Actual<br>Trans. | FY 2021<br>Actual<br>Trans. | FY 2022<br>Adopted<br>Budget | FY 2022<br>Estimated<br>Trans. | FY 2023<br>Proposed<br>Budget | FY 2023<br>Adopted<br>Budget |
|---------------------------------|-----------------------------|-----------------------------|------------------------------|--------------------------------|-------------------------------|------------------------------|
| <b>GENERAL GOVERNMENT</b>       |                             |                             |                              |                                |                               |                              |
| 110 City Council                |                             |                             |                              |                                |                               |                              |
| Personnel Expenses              | \$104,066                   | \$104,132                   | \$107,200                    | \$107,200                      | \$108,900                     | \$0                          |
| Other Operating Expenses        | 43,238                      | 23,428                      | 53,400                       | 53,400                         | 53,400                        | 0                            |
| Total                           | <u>\$147,304</u>            | <u>\$127,560</u>            | <u>\$160,600</u>             | <u>\$160,600</u>               | <u>\$162,300</u>              | <u>\$0</u>                   |
| 120 Administration              |                             |                             |                              |                                |                               |                              |
| Personnel Expenses              | \$709,850                   | \$802,167                   | \$775,100                    | \$781,300                      | \$946,300                     | \$0                          |
| Other Operating Expenses        | 50,130                      | 39,288                      | 44,800                       | 42,000                         | 75,800                        | 0                            |
| Total                           | <u>\$759,980</u>            | <u>\$841,455</u>            | <u>\$819,900</u>             | <u>\$823,300</u>               | <u>\$1,022,100</u>            | <u>\$0</u>                   |
| 125 Economic Development        |                             |                             |                              |                                |                               |                              |
| Personnel Expenses              | \$105,388                   | \$107,318                   | \$115,800                    | \$113,800                      | \$124,300                     | \$0                          |
| Other Operating Expenses        | 10,744                      | 10,642                      | 20,800                       | 18,200                         | 48,800                        | 0                            |
| Total                           | <u>\$116,132</u>            | <u>\$117,960</u>            | <u>\$136,600</u>             | <u>\$132,000</u>               | <u>\$173,100</u>              | <u>\$0</u>                   |
| 130 Elections                   |                             |                             |                              |                                |                               |                              |
| Other Operating Expenses        | \$30,972                    | \$0                         | \$47,000                     | \$63,500                       | \$0                           | \$0                          |
| Total                           | <u>\$30,972</u>             | <u>\$0</u>                  | <u>\$47,000</u>              | <u>\$63,500</u>                | <u>\$0</u>                    | <u>\$0</u>                   |
| 135 Human Resources             |                             |                             |                              |                                |                               |                              |
| Personnel Expenses              | \$320,257                   | \$342,846                   | \$350,500                    | \$339,800                      | \$350,500                     | \$0                          |
| Other Operating Expenses        | 20,581                      | 27,021                      | 21,900                       | 26,200                         | 24,800                        | 0                            |
| Total                           | <u>\$340,838</u>            | <u>\$369,867</u>            | <u>\$372,400</u>             | <u>\$366,000</u>               | <u>\$375,300</u>              | <u>\$0</u>                   |
| 140 Finance                     |                             |                             |                              |                                |                               |                              |
| Personnel Expenses              | \$768,037                   | \$649,727                   | \$644,000                    | \$644,000                      | \$689,800                     | \$0                          |
| Other Operating Expenses        | 126,588                     | 146,579                     | 165,100                      | 152,900                        | 212,500                       | 0                            |
| Total                           | <u>\$894,625</u>            | <u>\$796,306</u>            | <u>\$809,100</u>             | <u>\$796,900</u>               | <u>\$902,300</u>              | <u>\$0</u>                   |
| 145 Information Technology      |                             |                             |                              |                                |                               |                              |
| Personnel Expenses              | \$588,007                   | \$611,712                   | \$586,200                    | \$633,800                      | \$752,200                     | \$0                          |
| Other Operating Expenses        | 151,999                     | 136,836                     | 170,400                      | 156,900                        | 155,000                       | 0                            |
| Capital Outlay                  | 0                           | 10,578                      | 10,000                       | 10,000                         | 10,000                        | 0                            |
| Total                           | <u>\$740,006</u>            | <u>\$759,126</u>            | <u>\$766,600</u>             | <u>\$800,700</u>               | <u>\$917,200</u>              | <u>\$0</u>                   |
| 150 Legal Counsel               |                             |                             |                              |                                |                               |                              |
| Other Operating Expenses        | \$188,141                   | \$472,433                   | \$435,000                    | \$435,000                      | \$435,000                     | \$0                          |
| Total                           | <u>\$188,141</u>            | <u>\$472,433</u>            | <u>\$435,000</u>             | <u>\$435,000</u>               | <u>\$435,000</u>              | <u>\$0</u>                   |
| 180 Municipal Building          |                             |                             |                              |                                |                               |                              |
| Personnel Expenses              | \$34,471                    | \$63,346                    | \$31,500                     | \$63,000                       | \$60,000                      | \$0                          |
| Other Operating Expenses        | 50,527                      | 46,649                      | 48,200                       | 48,200                         | 48,200                        | 0                            |
| Total                           | <u>\$84,998</u>             | <u>\$109,995</u>            | <u>\$79,700</u>              | <u>\$111,200</u>               | <u>\$108,200</u>              | <u>\$0</u>                   |
| 190 Community Promotion         |                             |                             |                              |                                |                               |                              |
| Personnel Expenses              | \$233,032                   | \$313,783                   | \$276,500                    | \$274,000                      | \$286,600                     | \$0                          |
| Other Operating Expenses        | 109,594                     | 102,664                     | 109,500                      | 117,500                        | 123,600                       | 0                            |
| Total                           | <u>\$342,626</u>            | <u>\$416,447</u>            | <u>\$386,000</u>             | <u>\$391,500</u>               | <u>\$410,200</u>              | <u>\$0</u>                   |
| 195 Public Officers Association |                             |                             |                              |                                |                               |                              |
| Other Operating Expenses        | \$80,207                    | \$74,549                    | \$71,700                     | \$71,700                       | \$71,700                      | \$0                          |
| Total                           | <u>\$80,207</u>             | <u>\$74,549</u>             | <u>\$71,700</u>              | <u>\$71,700</u>                | <u>\$71,700</u>               | <u>\$0</u>                   |
| <b>TOTAL GENERAL GOVERNMENT</b> | <b>\$3,725,829</b>          | <b>\$4,085,698</b>          | <b>\$4,084,600</b>           | <b>\$4,152,400</b>             | <b>\$4,577,400</b>            | <b>\$0</b>                   |

|                                                   | FY 2020<br>Actual<br>Trans. | FY 2021<br>Actual<br>Trans. | FY 2022<br>Adopted<br>Budget | FY 2022<br>Estimated<br>Trans. | FY 2023<br>Proposed<br>Budget | FY 2023<br>Adopted<br>Budget |
|---------------------------------------------------|-----------------------------|-----------------------------|------------------------------|--------------------------------|-------------------------------|------------------------------|
| <b>PLANNING &amp; COMMUNITY DEVELOPMENT</b>       |                             |                             |                              |                                |                               |                              |
| 210 Planning                                      |                             |                             |                              |                                |                               |                              |
| Personnel Expenses                                | \$307,392                   | \$322,708                   | \$368,100                    | \$368,100                      | \$395,900                     | \$0                          |
| Other Operating Expenses                          | 19,056                      | 11,342                      | 42,450                       | 42,400                         | 43,700                        | 0                            |
| Total                                             | <u>\$326,448</u>            | <u>\$334,050</u>            | <u>\$410,550</u>             | <u>\$410,500</u>               | <u>\$439,600</u>              | <u>\$0</u>                   |
| 220 Community Development                         |                             |                             |                              |                                |                               |                              |
| Personnel Expenses                                | \$350,864                   | \$355,767                   | \$448,150                    | \$447,100                      | \$605,500                     | \$0                          |
| Other Operating Expenses                          | 131,801                     | 169,122                     | 153,200                      | 115,900                        | 115,700                       | 0                            |
| Capital Outlay                                    | 0                           | 0                           | 0                            | 0                              | 0                             | 0                            |
| Total                                             | <u>\$482,665</u>            | <u>\$524,888</u>            | <u>\$601,350</u>             | <u>\$563,000</u>               | <u>\$721,200</u>              | <u>\$0</u>                   |
| <b>TOTAL PLANNING &amp; COMMUNITY DEVELOPMENT</b> | <u><b>\$809,113</b></u>     | <u><b>\$858,938</b></u>     | <u><b>\$1,011,900</b></u>    | <u><b>\$973,500</b></u>        | <u><b>\$1,160,800</b></u>     | <u><b>\$0</b></u>            |
| <b>PUBLIC SAFETY</b>                              |                             |                             |                              |                                |                               |                              |
| 310 Police Department                             |                             |                             |                              |                                |                               |                              |
| Personnel Expenses                                | \$8,215,720                 | \$8,489,289                 | \$8,318,100                  | \$8,396,700                    | \$9,753,100                   | \$0                          |
| Other Operating Expenses                          | 1,510,251                   | 1,385,387                   | 1,544,300                    | 1,535,600                      | 1,522,200                     | 0                            |
| Capital Outlay                                    | 414,572                     | 178,488                     | 254,000                      | 294,400                        | 725,900                       | 0                            |
| Total                                             | <u>\$10,140,543</u>         | <u>\$10,053,164</u>         | <u>\$10,116,400</u>          | <u>\$10,226,700</u>            | <u>\$12,001,200</u>           | <u>\$0</u>                   |
| 330 Animal Control                                |                             |                             |                              |                                |                               |                              |
| Personnel Expenses                                | \$117,445                   | \$104,396                   | \$177,100                    | \$181,900                      | \$271,900                     | \$0                          |
| Other Operating Expenses                          | 32,367                      | 19,389                      | 83,700                       | 85,200                         | 88,200                        | 0                            |
| Total                                             | <u>\$149,812</u>            | <u>\$123,786</u>            | <u>\$260,800</u>             | <u>\$267,100</u>               | <u>\$360,100</u>              | <u>\$0</u>                   |
| 340 Fire and Rescue Service                       |                             |                             |                              |                                |                               |                              |
| Other Operating Expenses                          | \$10,000                    | \$0                         | \$10,000                     | \$20,000                       | \$10,000                      | \$0                          |
| Capital Outlay                                    | 120,000                     | 120,000                     | 120,000                      | 120,000                        | 120,000                       | 0                            |
| Total                                             | <u>\$130,000</u>            | <u>\$120,000</u>            | <u>\$130,000</u>             | <u>\$140,000</u>               | <u>\$130,000</u>              | <u>\$0</u>                   |
| <b>TOTAL PUBLIC SAFETY</b>                        | <u><b>\$10,420,355</b></u>  | <u><b>\$10,296,950</b></u>  | <u><b>\$10,507,200</b></u>   | <u><b>\$10,633,800</b></u>     | <u><b>\$12,491,300</b></u>    | <u><b>\$0</b></u>            |
| <b>PUBLIC WORKS</b>                               |                             |                             |                              |                                |                               |                              |
| 410 Public Works Administration                   |                             |                             |                              |                                |                               |                              |
| Personnel Expenses                                | \$1,289,137                 | \$1,453,645                 | \$1,347,300                  | \$1,549,300                    | \$1,455,600                   | \$0                          |
| Other Operating Expenses                          | 157,484                     | 161,776                     | 166,200                      | 162,700                        | 164,100                       | 0                            |
| Total                                             | <u>\$1,446,621</u>          | <u>\$1,615,422</u>          | <u>\$1,513,500</u>           | <u>\$1,712,000</u>             | <u>\$1,619,700</u>            | <u>\$0</u>                   |
| 420 Equipment Maintenance                         |                             |                             |                              |                                |                               |                              |
| Personnel Expenses                                | \$163,736                   | \$176,904                   | \$193,900                    | \$193,900                      | \$189,200                     | \$0                          |
| Other Operating Expenses                          | 82,130                      | 121,609                     | 111,400                      | 117,200                        | 119,800                       | 0                            |
| Capital Outlay                                    | 6,663                       | 0                           | 0                            | 0                              | 0                             | 0                            |
| Total                                             | <u>\$252,529</u>            | <u>\$298,513</u>            | <u>\$305,300</u>             | <u>\$311,100</u>               | <u>\$309,000</u>              | <u>\$0</u>                   |

|                                    | FY 2020<br>Actual<br>Trans. | FY 2021<br>Actual<br>Trans. | FY 2022<br>Adopted<br>Budget | FY 2022<br>Estimated<br>Trans. | FY 2023<br>Proposed<br>Budget | FY 2023<br>Adopted<br>Budget |
|------------------------------------|-----------------------------|-----------------------------|------------------------------|--------------------------------|-------------------------------|------------------------------|
| 440 Street Maintenance             |                             |                             |                              |                                |                               |                              |
| Personnel Expenses                 | \$607,506                   | \$719,175                   | \$681,100                    | \$721,600                      | \$736,600                     | \$0                          |
| Other Operating Expenses           | 273,763                     | 277,899                     | 336,700                      | 346,500                        | 340,700                       | 0                            |
| Total                              | <u>\$881,269</u>            | <u>\$997,074</u>            | <u>\$1,017,800</u>           | <u>\$1,068,100</u>             | <u>\$1,077,300</u>            | <u>\$0</u>                   |
| 445 Four Cities Street Cleaning    |                             |                             |                              |                                |                               |                              |
| Personnel Expenses                 | \$86,440                    | \$90,728                    | \$89,200                     | \$86,500                       | \$88,400                      | \$0                          |
| Other Operating Expenses           | 31,546                      | 27,251                      | 28,300                       | 30,800                         | 28,900                        | 0                            |
| Total                              | <u>\$117,986</u>            | <u>\$117,979</u>            | <u>\$117,500</u>             | <u>\$117,300</u>               | <u>\$117,300</u>              | <u>\$0</u>                   |
| 450 Waste Collection & Disposal    |                             |                             |                              |                                |                               |                              |
| Personnel Expenses                 | \$546,555                   | \$531,084                   | \$575,950                    | \$572,000                      | \$541,500                     | \$0                          |
| Other Operating Expenses           | 172,176                     | 241,155                     | 225,450                      | 257,200                        | 236,700                       | 0                            |
| Total                              | <u>\$718,731</u>            | <u>\$772,239</u>            | <u>\$801,400</u>             | <u>\$829,200</u>               | <u>\$778,200</u>              | <u>\$0</u>                   |
| 460 City Cemetery                  |                             |                             |                              |                                |                               |                              |
| Personnel Expenses                 | \$0                         | \$8,643                     | \$2,500                      | \$2,500                        | \$2,500                       | \$0                          |
| Other Operating Expenses           | 2,125                       | 1,750                       | 2,800                        | 30,000                         | 2,800                         | 0                            |
| Capital Outlay                     | 0                           | 0                           | 0                            | 0                              | 0                             | 0                            |
| Total                              | <u>\$2,125</u>              | <u>\$10,393</u>             | <u>\$5,300</u>               | <u>\$32,500</u>                | <u>\$5,300</u>                | <u>\$0</u>                   |
| 470 Roosevelt Center               |                             |                             |                              |                                |                               |                              |
| Personnel Expenses                 | \$108,414                   | \$75,440                    | \$120,200                    | \$93,000                       | \$103,400                     | \$0                          |
| Other Operating Expenses           | 35,053                      | 25,328                      | 37,900                       | 36,900                         | 36,900                        | 0                            |
| Total                              | <u>\$143,467</u>            | <u>\$100,769</u>            | <u>\$158,100</u>             | <u>\$129,900</u>               | <u>\$140,300</u>              | <u>\$0</u>                   |
| <b>TOTAL PUBLIC WORKS</b>          | <b><u>\$3,562,728</u></b>   | <b><u>\$3,912,387</u></b>   | <b><u>\$3,918,900</u></b>    | <b><u>\$4,200,100</u></b>      | <b><u>\$4,047,100</u></b>     | <b><u>\$0</u></b>            |
| <b>GREENBELT CARES</b>             |                             |                             |                              |                                |                               |                              |
| 510 Youth Services Bureau          |                             |                             |                              |                                |                               |                              |
| Personnel Expenses                 | \$742,604                   | \$750,755                   | \$916,200                    | \$916,200                      | \$1,021,100                   | \$0                          |
| Other Operating Expenses           | 31,311                      | 28,425                      | 44,800                       | 45,300                         | 42,000                        | 0                            |
| Total                              | <u>\$773,915</u>            | <u>\$779,179</u>            | <u>\$961,000</u>             | <u>\$961,500</u>               | <u>\$1,063,100</u>            | <u>\$0</u>                   |
| 520 Greenbelt Assistance in Living |                             |                             |                              |                                |                               |                              |
| Personnel Expenses                 | \$320,831                   | \$320,810                   | \$343,400                    | \$343,400                      | \$350,500                     | \$0                          |
| Other Operating Expenses           | 63,484                      | 89,196                      | 7,800                        | 16,300                         | 16,300                        | 0                            |
| Total                              | <u>\$384,315</u>            | <u>\$410,006</u>            | <u>\$351,200</u>             | <u>\$359,700</u>               | <u>\$366,800</u>              | <u>\$0</u>                   |
| 530 Service Coordination Program   |                             |                             |                              |                                |                               |                              |
| Personnel Expenses                 | \$81,325                    | \$68,493                    | \$65,700                     | \$65,700                       | \$65,700                      | \$0                          |
| Other Operating Expenses           | 5,395                       | 3,320                       | 5,600                        | 5,600                          | 5,600                         | 0                            |
| Capital Outlay                     | 0                           | 0                           | 0                            | 0                              | 0                             | 0                            |
| Total                              | <u>\$86,720</u>             | <u>\$71,813</u>             | <u>\$71,300</u>              | <u>\$71,300</u>                | <u>\$71,300</u>               | <u>\$0</u>                   |
| <b>TOTAL GREENBELT CARES</b>       | <b><u>\$1,244,950</u></b>   | <b><u>\$1,260,998</u></b>   | <b><u>\$1,383,500</u></b>    | <b><u>\$1,392,500</u></b>      | <b><u>\$1,501,200</u></b>     | <b><u>\$0</u></b>            |



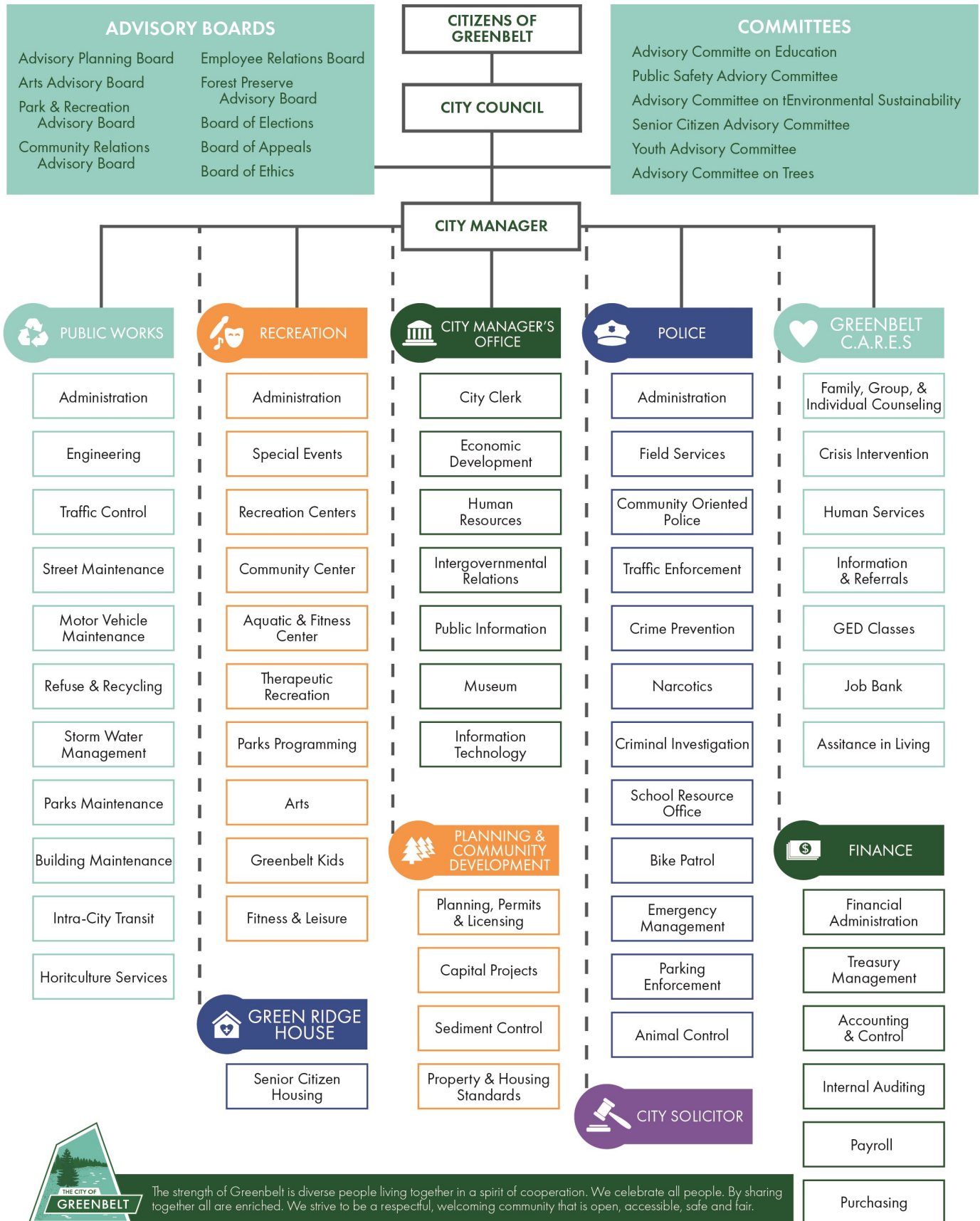
|                                | <b>FY 2020<br/>Actual<br/>Trans.</b> | <b>FY 2021<br/>Actual<br/>Trans.</b> | <b>FY 2022<br/>Adopted<br/>Budget</b> | <b>FY 2022<br/>Estimated<br/>Trans.</b> | <b>FY 2023<br/>Proposed<br/>Budget</b> | <b>FY 2023<br/>Adopted<br/>Budget</b> |
|--------------------------------|--------------------------------------|--------------------------------------|---------------------------------------|-----------------------------------------|----------------------------------------|---------------------------------------|
| <b>RECREATION &amp; PARKS</b>  |                                      |                                      |                                       |                                         |                                        |                                       |
| 610 Recreation Administration  |                                      |                                      |                                       |                                         |                                        |                                       |
| Personnel Expenses             | \$463,575                            | \$456,985                            | \$653,600                             | \$603,900                               | \$631,500                              | \$0                                   |
| Other Operating Expenses       | 54,756                               | 38,052                               | 63,500                                | 62,900                                  | 64,800                                 | 0                                     |
| Total                          | <u>\$518,331</u>                     | <u>\$495,036</u>                     | <u>\$717,100</u>                      | <u>\$666,800</u>                        | <u>\$696,300</u>                       | <u>\$0</u>                            |
| 620 Recreation Centers         |                                      |                                      |                                       |                                         |                                        |                                       |
| Personnel Expenses             | \$578,302                            | \$485,731                            | \$654,000                             | \$498,100                               | \$629,900                              | \$0                                   |
| Other Operating Expenses       | 115,336                              | 110,414                              | 127,400                               | 118,000                                 | 128,700                                | 0                                     |
| Total                          | <u>\$693,638</u>                     | <u>\$596,145</u>                     | <u>\$781,400</u>                      | <u>\$616,100</u>                        | <u>\$758,600</u>                       | <u>\$0</u>                            |
| 650 Aquatic and Fitness Center |                                      |                                      |                                       |                                         |                                        |                                       |
| Personnel Expenses             | \$814,019                            | \$578,156                            | \$874,400                             | \$840,400                               | \$1,002,800                            | \$0                                   |
| Other Operating Expenses       | 328,326                              | 280,402                              | 354,700                               | 301,300                                 | 355,800                                | 0                                     |
| Total                          | <u>\$1,142,345</u>                   | <u>\$858,558</u>                     | <u>\$1,229,100</u>                    | <u>\$1,141,700</u>                      | <u>\$1,358,600</u>                     | <u>\$0</u>                            |
| 660 Community Center           |                                      |                                      |                                       |                                         |                                        |                                       |
| Personnel Expenses             | \$670,031                            | \$330,071                            | \$724,650                             | \$718,200                               | \$660,800                              | \$0                                   |
| Other Operating Expenses       | 220,744                              | 0                                    | 227,350                               | 219,700                                 | 221,100                                | 0                                     |
| Total                          | <u>\$890,775</u>                     | <u>\$330,071</u>                     | <u>\$952,000</u>                      | <u>\$937,900</u>                        | <u>\$881,900</u>                       | <u>\$0</u>                            |
| 665 Greenbelt's Kids           |                                      |                                      |                                       |                                         |                                        |                                       |
| Personnel Expenses             | \$462,608                            | \$298,014                            | \$543,100                             | \$401,000                               | \$533,000                              | \$0                                   |
| Other Operating Expenses       | 90,295                               | 26,813                               | 105,400                               | 55,900                                  | 102,900                                | 0                                     |
| Total                          | <u>\$552,903</u>                     | <u>\$324,827</u>                     | <u>\$648,500</u>                      | <u>\$456,900</u>                        | <u>\$635,900</u>                       | <u>\$0</u>                            |
| 670 Therapeutic Recreation     |                                      |                                      |                                       |                                         |                                        |                                       |
| Personnel Expenses             | \$135,372                            | \$100,889                            | \$146,400                             | \$133,900                               | \$162,600                              | \$0                                   |
| Other Operating Expenses       | 12,725                               | 4,072                                | 22,700                                | 10,600                                  | 17,400                                 | 0                                     |
| Total                          | <u>\$148,097</u>                     | <u>\$104,961</u>                     | <u>\$169,100</u>                      | <u>\$144,500</u>                        | <u>\$180,000</u>                       | <u>\$0</u>                            |
| 675 Fitness & Leisure          |                                      |                                      |                                       |                                         |                                        |                                       |
| Personnel Expenses             | \$105,030                            | \$104,697                            | \$108,400                             | \$107,900                               | \$1,200                                | \$0                                   |
| Other Operating Expenses       | 34,293                               | 24,299                               | 36,700                                | 54,000                                  | 37,700                                 | 0                                     |
| Total                          | <u>\$139,323</u>                     | <u>\$128,996</u>                     | <u>\$145,100</u>                      | <u>\$161,900</u>                        | <u>\$38,900</u>                        | <u>\$0</u>                            |
| 685 Arts                       |                                      |                                      |                                       |                                         |                                        |                                       |
| Personnel Expenses             | \$214,032                            | \$220,235                            | \$221,700                             | \$215,900                               | \$436,500                              | \$0                                   |
| Other Operating Expenses       | 29,780                               | 28,686                               | 40,000                                | 40,600                                  | 43,300                                 | 0                                     |
| Total                          | <u>\$243,812</u>                     | <u>\$248,920</u>                     | <u>\$261,700</u>                      | <u>\$256,500</u>                        | <u>\$479,800</u>                       | <u>\$0</u>                            |
| 690 Special Events             |                                      |                                      |                                       |                                         |                                        |                                       |
| Personnel Expenses             | \$55,745                             | \$11,136                             | \$60,200                              | \$12,000                                | \$60,700                               | \$0                                   |
| Other Operating Expenses       | 38,780                               | 18,173                               | 46,800                                | 43,500                                  | 56,900                                 | 0                                     |
| Total                          | <u>\$94,525</u>                      | <u>\$29,309</u>                      | <u>\$107,000</u>                      | <u>\$55,500</u>                         | <u>\$117,600</u>                       | <u>\$0</u>                            |

|                                       | FY 2020<br>Actual<br>Trans. | FY 2021<br>Actual<br>Trans. | FY 2022<br>Adopted Budget  | FY 2022<br>Estimated<br>Trans. | FY 2023<br>Proposed<br>Budget | FY 2023<br>Adopted Budget |
|---------------------------------------|-----------------------------|-----------------------------|----------------------------|--------------------------------|-------------------------------|---------------------------|
| <b>700 Parks</b>                      |                             |                             |                            |                                |                               |                           |
| Personnel Expenses                    | \$1,035,305                 | \$1,057,331                 | \$1,183,500                | \$998,900                      | \$1,140,400                   | \$0                       |
| Other Operating Expenses              | 184,277                     | 222,801                     | 233,700                    | 236,700                        | 241,100                       | 0                         |
| Capital Outlay                        | 3,365                       | 0                           | 0                          | 0                              | 0                             | 0                         |
| <b>Total</b>                          | <b><u>\$1,222,947</u></b>   | <b><u>\$1,280,132</u></b>   | <b><u>\$1,417,200</u></b>  | <b><u>\$1,235,600</u></b>      | <b><u>\$1,381,500</u></b>     | <b><u>\$0</u></b>         |
| <b>TOTAL RECREATION &amp; PARKS</b>   | <b><u>\$5,646,696</u></b>   | <b><u>\$4,396,956</u></b>   | <b><u>\$6,428,200</u></b>  | <b><u>\$5,673,400</u></b>      | <b><u>\$6,529,100</u></b>     | <b><u>\$0</u></b>         |
| <b>MISCELLANEOUS</b>                  |                             |                             |                            |                                |                               |                           |
| <b>910 Grants and Contributions</b>   |                             |                             |                            |                                |                               |                           |
| Personnel Expenses                    | \$10,438                    | \$2,360                     | \$11,600                   | \$11,600                       | \$11,600                      | \$0                       |
| Other Operating Expenses              | 84,535                      | 71,402                      | 111,100                    | 111,100                        | 111,100                       | 0                         |
| <b>Total</b>                          | <b><u>\$94,973</u></b>      | <b><u>\$73,762</u></b>      | <b><u>\$122,700</u></b>    | <b><u>\$122,700</u></b>        | <b><u>\$122,700</u></b>       | <b><u>\$0</u></b>         |
| <b>920 Intra-City Transit Service</b> |                             |                             |                            |                                |                               |                           |
| Personnel Expenses                    | \$105,717                   | \$109,642                   | \$111,800                  | \$111,800                      | \$117,500                     | \$0                       |
| Other Operating Expenses              | 14,682                      | 11,430                      | 14,300                     | 14,300                         | 14,600                        | 0                         |
| <b>Total</b>                          | <b><u>\$120,399</u></b>     | <b><u>\$121,071</u></b>     | <b><u>\$126,100</u></b>    | <b><u>\$126,100</u></b>        | <b><u>\$132,100</u></b>       | <b><u>\$0</u></b>         |
| <b>930 Museum</b>                     |                             |                             |                            |                                |                               |                           |
| Personnel Expenses                    | \$117,472                   | \$133,984                   | \$136,600                  | \$136,600                      | \$140,500                     | \$0                       |
| Other Operating Expenses              | 24,097                      | 40,788                      | 49,600                     | 49,600                         | 52,400                        | 0                         |
| <b>Total</b>                          | <b><u>\$141,568</u></b>     | <b><u>\$174,772</u></b>     | <b><u>\$186,200</u></b>    | <b><u>\$186,200</u></b>        | <b><u>\$192,900</u></b>       | <b><u>\$0</u></b>         |
| <b>TOTAL MISCELLANEOUS</b>            | <b><u>\$356,940</u></b>     | <b><u>\$369,605</u></b>     | <b><u>\$435,000</u></b>    | <b><u>\$435,000</u></b>        | <b><u>\$447,700</u></b>       | <b><u>\$0</u></b>         |
| <b>NON-DEPARTMENTAL</b>               |                             |                             |                            |                                |                               |                           |
| Insurance                             | \$617,530                   | \$665,778                   | \$862,700                  | \$862,700                      | \$949,100                     | \$0                       |
| Other Services                        | 5,666                       | 40,715                      | 20,000                     | 20,000                         | 20,000                        | 0                         |
| Building Maint. - Painting            | 6,500                       | 6,750                       | 6,000                      | 6,000                          | 6,000                         | 0                         |
| Special Programs                      | 214,251                     | 983,558                     | 69,500                     | 69,500                         | 69,500                        | 0                         |
| Unallocated Appropriations            | 5,971                       | 53,397                      | 20,000                     | 20,000                         | 270,000                       | 0                         |
| MSRA Admin Fees                       | 27,107                      | 23,709                      | 29,000                     | 29,000                         | 29,000                        | 0                         |
| Retiree Prescription Subsidy          | 36,002                      | 51,878                      | 20,000                     | 20,000                         | 20,000                        | 0                         |
| CARES Act/COVID-19 Capital Exp.       | 32,128                      | 428,991                     | 0                          | 0                              | 0                             | 0                         |
| <b>TOTAL NON-DEPARTMENTAL</b>         | <b><u>\$945,154</u></b>     | <b><u>\$2,254,776</u></b>   | <b><u>\$1,027,200</u></b>  | <b><u>\$1,027,200</u></b>      | <b><u>\$1,363,600</u></b>     | <b><u>\$0</u></b>         |
| <b>FUND TRANSFERS</b>                 |                             |                             |                            |                                |                               |                           |
| Building Capital Res. Fund            | \$475,000                   | \$375,000                   | \$630,000                  | \$630,000                      | \$0                           | \$0                       |
| Capital Improvements                  | 820,000                     | 380,000                     | 805,000                    | 805,000                        | 0                             | 0                         |
| Debt Service Fund Payment             | 817,000                     | 1,010,000                   | 1,010,000                  | 1,010,000                      | 1,040,000                     | 0                         |
| Replacement Fund Reserve              | 360,000                     | 441,700                     | 300,000                    | 300,000                        | 0                             | 0                         |
| Special Projects Fund                 | 25,000                      | 137,000                     | 30,000                     | 30,000                         | 30,000                        | 0                         |
| <b>TOTAL FUND TRANSFERS</b>           | <b><u>\$2,497,000</u></b>   | <b><u>\$2,343,700</u></b>   | <b><u>\$2,775,000</u></b>  | <b><u>\$2,775,000</u></b>      | <b><u>\$1,070,000</u></b>     | <b><u>\$0</u></b>         |
| <b>TOTAL DEPARTMENTS</b>              | <b><u>\$29,208,766</u></b>  | <b><u>\$29,780,008</u></b>  | <b><u>\$31,571,500</u></b> | <b><u>\$31,262,900</u></b>     | <b><u>\$33,188,200</u></b>    | <b><u>\$0</u></b>         |

**Editorial Note:** Due to a formula error, the FY 2021 Adopted Total for Account 910 in the table above does not match the Total on Page 212. As a result, the amount adopted for Miscellaneous in Ordinance 1374 was \$92,750 lower than required. This will be corrected through a Supplemental Appropriation.



# CITY OF GREENBELT ORGANIZATIONAL CHART



# PERSONNEL STAFFING

|                                      | Auth.<br>FY 2020 | Auth.<br>FY 2021 | Auth.<br>FY 2022 | Prop.<br>FY 2023 | Auth.<br>FY 2023 |
|--------------------------------------|------------------|------------------|------------------|------------------|------------------|
| 100 General Government               | 21.1             | 21.5             | 21.6             | 21.5             |                  |
| 200 Planning & Community Development | 9.0              | 9.0              | 9.0              | 9.0              |                  |
| 300 Public Safety                    | 75.0             | 75.0             | 75.0             | 75.0             |                  |
| 400 Public Works                     | 57.0             | 57.0             | 57.0             | 57.0             |                  |
| 500 Greenbelt CARES                  | 11.6             | 12.6             | 12.6             | 12.6             |                  |
| 600 Recreation                       | 59.6             | 59.6             | 59.6             | 59.6             |                  |
| 930 Museum                           | 1.0              | 1.4              | 1.4              | 1.4              |                  |
| <b>Total FTE</b>                     | <b>234.3</b>     | <b>236.1</b>     | <b>236.2</b>     | <b>236.1</b>     | <b>0.0</b>       |

**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.

# GENERAL GOVERNMENT

## PURPOSE

Funds are provided under General Government to pay for salaries, consulting services, office equipment and supplies, maintenance of the Municipal Building, memberships in municipal associations, legal advertisements, special notices, citizen information publications and cable costs to support the City Council, manage the city on a daily basis and communicate with the residents of Greenbelt. Included in this category are the City Council, City Manager's Office, Economic Development, Elections, Human Resources, Finance, Information Technology, Legal Counsel, Municipal Building, Public Information & Community Promotion and Public Officers Association budgets.

## ACCOMPLISHMENTS FOR FY 2022

### CITY COUNCIL

- Held meetings and Council activities virtually due to the Pandemic.
- Returned to in-person Regular meetings with hybrid virtual connectivity.
- Advocated in opposition to a proposed Maglev train, and widening of I-495, I-270 and the Baltimore-Washington Parkway.
- Worked to oppose a proposed Bureau of Engraving and Printing (BEP) facility at the Beltsville Agricultural Research Center (BARC).
- Provided nearly \$1.5 million in immediate rental/ mortgage/ grant relief for Greenbelt residents and businesses affected by the COVID-19 pandemic. This funding was through the City's allocation of the American Rescue Plan Act (ARPA).
- Continued to advocate for Greenbelt children to remain in Greenbelt schools, and promoted the need for bus drivers and crossing guards for the safety of our children.
- 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 Jordan served on the MWCOG Board of Directors and the Region Forward Coalition; Mayor Pro Tem Weaver served on the MWCOG Board



of Directors and the Washington Air Quality Committee; Council member Davis served on the MWCOG Chesapeake Bay and Water Resources Policy Committee, MML Legislative Committee, and the NLC Energy, Environment and Natural Resources committee; Council member Gordon served on the MWCOG Air Quality Committee; Council member Pope served on the MWCOG Human Services Policy Committee, NLC Public Safety and Crime Prevention Committee; Council member Byrd served on the and the MWCOG Climate Energy and Environment Policy Committee; and Council member Roberts served on the MWCOG Transportation Planning Board.

- Conducted numerous virtual meetings with stakeholders to represent the city's interests. These included meetings with Greenbelt Homes, Inc., Greenbelt East Advisory Coalition, Prince George's County Memorial Library System, Prince George's County Economic Development Corporation, Beltway Plaza, NASA Goddard Space Flight Center, National Park Service, Doctors Hospital, Washington Metropolitan Area Transit Authority, WSSC, Pepco, Roosevelt Center Businesses, Franklin Park, and quarterly Four Cities meetings.
- Held the annual Legislative Dinner, virtually, with our state and county delegation.
- Participated in virtual training and workshops at conferences sponsored by MML and NLC.
- Held work sessions and public meetings on police reform and passed police reform changes to be implemented in the Greenbelt Police Department's General Orders.
- Began the process to establish a Reparations Commission.

## **ADMINISTRATION**

- Continued all essential city services during the unprecedented and constantly changing COVID-19 Pandemic.
- Attended numerous virtual meetings and briefings with local, county and state officials.
- Planned and coordinated an overall program for the allocation of ARPA funds to include immediate need delivery (\$1.5M), and mid- to long-term needs through community meetings, multiple avenues for stakeholder input. The input will be aggregated into a comprehensive fund allocation proposal (due May 2022) for Council/ community review and consideration.
- Participated in virtual business, regional and community events.
- Received the Government Finance Officers' Association (GFOA) Distinguished Budget Award for FY 2022. This award has been received each fiscal year since FY 1990.

- Provided legislative advocacy at the county, state and federal level by analyzing and tracking many bills in addition to hosting one virtual meeting with legislators.
- Planned and coordinated the November 2, 2021, City Election. This was the first time the city's election included main-in voting.



## ECONOMIC DEVELOPMENT

- Coordinated a second round of the Greenbelt Business Improvement and Recovery fund that provided 24 local small businesses and nonprofit organizations with relief assistance to recover from the COVID-19 pandemic.
- Hosted the Strategies for Creating Engaging Customer & Client Experiences webinar and panel discussion with three local businesses.
- Partnered with a local bank to host a small business roundtable to discuss additional financing resources available to grow and sustain businesses.
- Joined the Prince George's County American Jobs Center Network as a community stakeholder to be connected to workforce resources, partners and programs.
- Worked jointly with Prince George's County Economic Development Corporation to provide ongoing technical assistance to select businesses that were severely impacted by COVID-19. Held site visits and online meetings as well as met separately to discuss possible interventions, including available financing programs.

## HUMAN RESOURCES

- Staff continued to work with a hybrid telework schedule due to COVID-19. New hire orientations, retirements and interviews were processed following COVID-19 restrictions and safety protocols. All others duties of the HR office continued with no disruption in services.
- Assisted employees who came into contact with a person with COVID-19 or who themselves tested positive for COVID-19, conducting contact tracing and contacting the health department to determine the appropriate course of action.
- Implemented the city's COVID-19 policy and maintained the vaccination and booster tracker.



- Implemented the \$100 booster vaccination incentive for staff that was approved by Council in February 2022.
- Continued scanning employee files into Laserfiche. Electronic onboarding with Laserfiche was implemented in May 2021.
- Held seven tests for Police Officers and six for Communications Specialists.
- As the city completed a 3-year contract with Express Scripts, which gives the city approximately \$160,000 in rebates annually. The city was able to negotiate another 3-year contract with Care-First with a 1% decrease in insurance costs.
- Processed 12 retirements in FY 2021, and estimate processing seven retirements by the end of FY 2022.
- Assisted retirees with enrolling into monthly electronic payments for their health, prescription and dental benefits.
- Provided employees with information related to the Employee Assistance Program and unemployment benefits.
- Responded to over 90 requests for information on unemployment claims, including notifying the Unemployment Tax Service, who handles the city's unemployment claims, of possible fraudulent claims. Notified employees who had claims filed under their names, providing them with information on steps they should take.
- Provided Anti-Harassment in the Workplace training for all staff.
- Issued and received responses for the Job Classification and Compensation Study RFP.

## **FINANCE**

- Completed the review and implementation of new financial reserve policies.
- Completed the research and review process required to obtain a new financial system. Implementation is expected to occur before the end of FY 2022.
- Received a clean audit for the city's finances for FY 2021 and obtained the GFOA Certificate of Achievement for Financial Reporting for the 37th consecutive year.
- Began utilizing Laserfiche for department files.
- Managed the process of dispersing and reporting of the Federal CARES Act and American Rescue Plan Act (ARPA) funds.

## INFORMATION TECHNOLOGY

- Represented the city by serving 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 140 personal computers to Windows 10.
- Continued implementation of a document management solution.
- Expanded the city's camera infrastructure to cover Schrom Hills Park and Hanover Parkway.
- Assisted with the implementation and deployment of a door security system in the Municipal Building, Public Works facility and the Youth Center.
- Deployed a new server to host virtual servers.
- Helped deploy a new interview room recording solution at the Police Station.
- Assisted with the deployment of a new voice recording solution at the Police Station.

## LEGAL COUNSEL

- Worked on issues related to the proposed SCMaglev train and proposals to widen State Highways and BARC.
- Worked with the state to convert the Armory property to City of Greenbelt ownership.
- Hired specialized legal counsel and consultants to review Draft Environmental Impact Statements.
- Handled numerous public information requests.
- Provided advice on various matters including contracts, collective bargaining, development proposals and personnel issues.



## COMMUNITY PROMOTION

- Managed upgrades to the studio to include:
  - Worked with Verizon and Comcast to ensure a clear cable connection;
  - Incorporated a new captioning system via Zoom during live meetings; and
  - Updated the media rack and labeled and mapped them for troubleshooting.
- Implemented a hybrid solution for Council meetings and work sessions.
- Created a PIO online request form for departments to submit requests for assistance.
- Created a “How To” manual of operations for the studio.

# ISSUES & SERVICES FOR FY 2023

## **RECOVERING FROM THE CORONAVIRUS (COVID-19) PANDEMIC**

The COVID-19 pandemic exploded towards the end of FY 2020 and continued throughout FY 2021 and FY 2022. 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” and “how to Zoom.”

As COVID-19 cases continue to decrease, emergency declarations and mask mandates are rescinded and other business/ recreation use restrictions are lifted, the city is navigating a path forward for municipal operations and community support. There is cautious optimism about returning to a more normal summer and fall. The city’s top priority is to protect the health and safety of employees and the community.

This is also a time of incomparable opportunity to create generational change in planning for and allocating the \$22.88 million received in American Rescue Plan Act (ARPA) funds. The city provided \$1.5M in immediate assistance to residents and businesses and, at the writing of this document, is in the process of conducting community engagement towards the development of a comprehensive, long range reaching ARPA plan.

## **MANAGING AND FUNDING CAPITAL PROJECTS**

The city has aging facilities and infrastructure, many of which need critical improvements. Our “newer buildings,” like the indoor pool and police station, are over 30 years old; the Municipal Building and Youth Center are 45-60 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, through the use criteria established by the ARPA plan, has the opportunity to use “lost revenue” caused by the pandemic, and other ARPA dollars, to catch up on many critical infrastructure improvements put on hold through the pandemic and when previous capital funding has fallen short. While traditional fund transfers from the General Fund will resume, and likely increase, in future years, the opportunity to allocate a portion of this once in a lifetime funding should not be overlooked.

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.

## **STAFF RECRUITMENT AND RETENTION CHALLENGES**

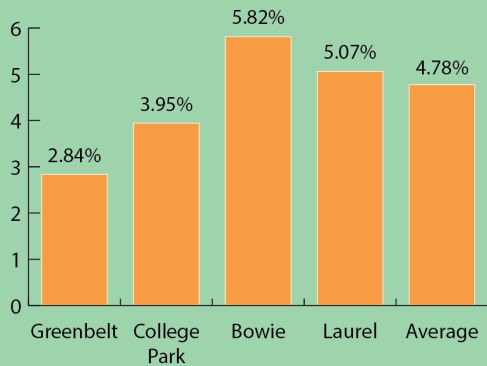
The city was understaffed throughout FY22 and struggled with recruitment and retention efforts as the Great Resignation took its toll on our staffing efforts. This issue touches every department in the City with each department down at least one-to-two staff members, and others like Police and Recreation, down far more. Administration is working with all the departments on coming up with solutions and actions to aid in the retention of current employees as well as recruit new employees in a highly competitive employee marketplace. The City is already moving forward with recruitment and retention initiatives, and additional programs and initiatives will come on-line in FY23. Some of the efforts underway now and proposed for FY23 are listed below.

- The FY23 budget proposes to increase the minimum wage to \$15/hour, two years ahead of the state requirement to provide a living wage and allow the City, specifically the Recreation Department who struggles with summer employment, be more competitive in recruitment.
- CARES and Economic Development are partnering with the County and business community to facilitate job fairs, linking Greenbelt residents to Greenbelt jobs and with County workforce development programs.
- In FY23, the City will be undertaking a Job Compensation Study that will look at the City's current compensation plan, merit system and will benchmark the City against peer communities.
- The FY23 budget also proposes to add a Diversity, Inclusion, and Equity Coordinator to assist Administration, Human Resources and City departments in recruitment and retention efforts regarding racial equity as well as overall city-wide diversity, inclusion and equity awareness.

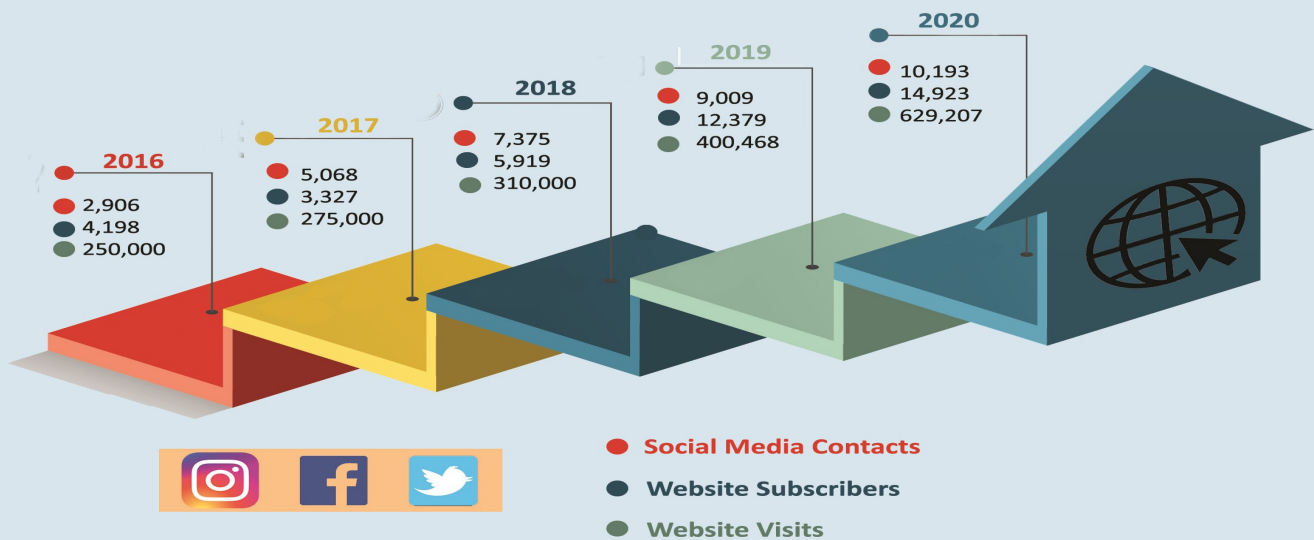
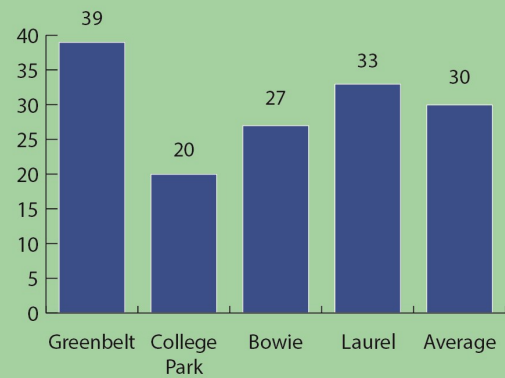
# GENERAL GOVERNMENT DASHBOARD

## INFORMATION TECHNOLOGY

IT Budget as a % of Total Revenue



Number of Users Per IT Staff



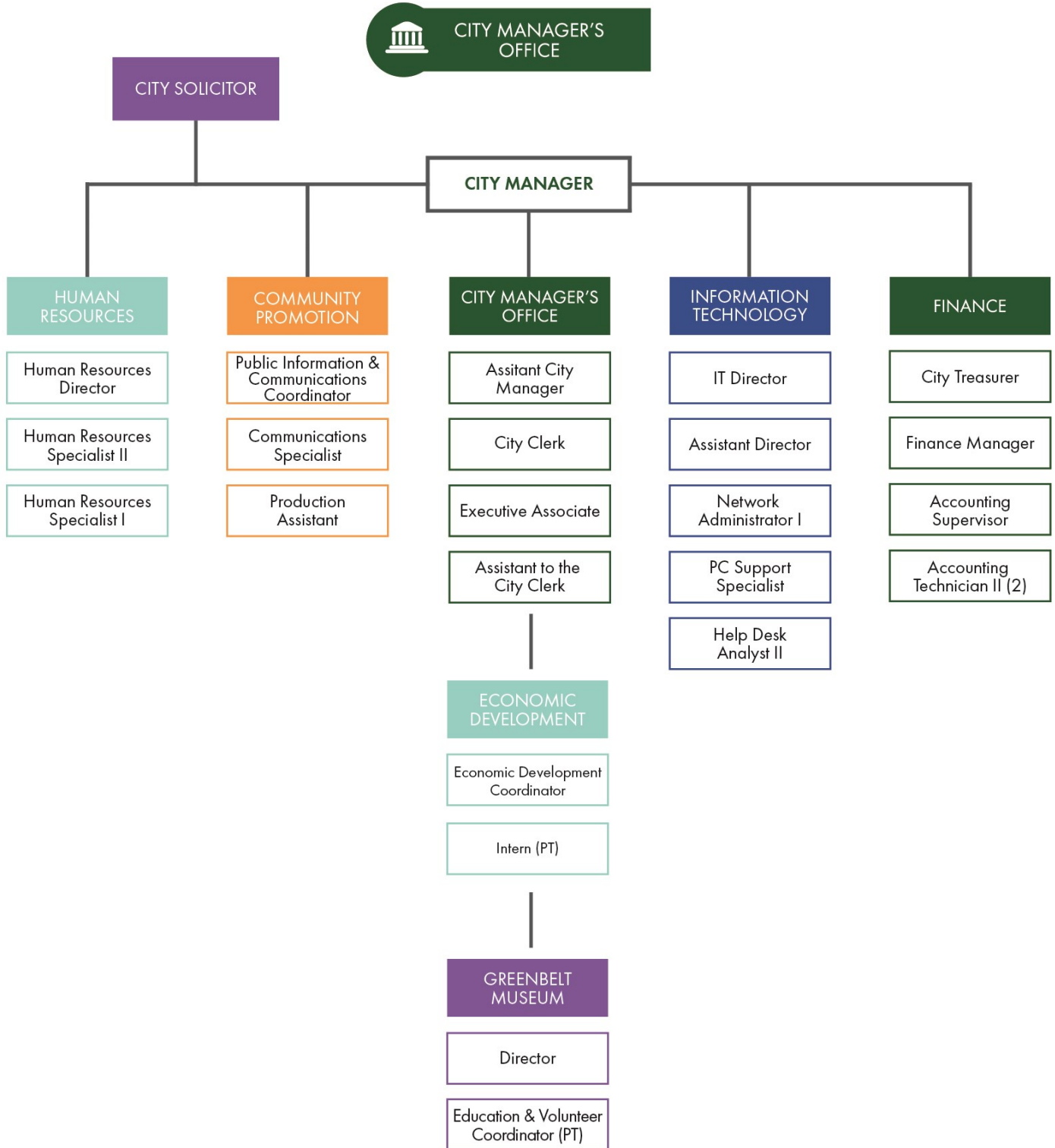


# PERSONNEL STAFFING

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

|                                                                     | Grade     | Auth.<br>FY 2021 | Auth.<br>FY 2022 | Prop.<br>FY 2023 | Auth.<br>FY 2023 |
|---------------------------------------------------------------------|-----------|------------------|------------------|------------------|------------------|
| <b>110 City Council</b>                                             |           |                  |                  |                  |                  |
| Mayor                                                               | \$12,000  | 1                | 1                | 1                |                  |
| Council                                                             | \$10,000  | 6                | 6                | 6                |                  |
| <b>120 City Manager's Office</b>                                    |           |                  |                  |                  |                  |
| City Manager                                                        | \$160,000 | 1                | 1                | 1                |                  |
| Assistant City Manager                                              | GC-26     | 1                | 1                | 1                |                  |
| Diversity, Equity and Inclusion Coordinator                         | GC-22     | 0                | 0                | 1                |                  |
| City Clerk                                                          | GC-20     | 1                | 1                | 1                |                  |
| Executive Associate                                                 | GC-16     | 1                | 1                | 1                |                  |
| Assistant to the City Clerk                                         | GC-14     | 1                | 1                | 1                |                  |
| Grant Coordinator                                                   | GC-14     | 0                | 0                | 1                |                  |
| Total FTE                                                           |           | 5                | 5                | 7                | 0                |
| <b>125 Economic Development</b>                                     |           |                  |                  |                  |                  |
| Economic Development Coordinator                                    | GC-20     | 1                | 1                | 1                |                  |
| Economic Development Intern                                         | N/C       | 0                | 0.1              | 0.1              |                  |
| Total FTE                                                           |           | 1                | 1.1              | 1.1              | 0                |
| <b>135 Human Resources</b>                                          |           |                  |                  |                  |                  |
| 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                |
| <b>140 Finance</b>                                                  |           |                  |                  |                  |                  |
| City Treasurer                                                      | GC-26     | 1                | 1                | 1                |                  |
| Finance Manager                                                     | GC-22     | 1                | 1                | 1                |                  |
| Accounting Supervisor                                               | GC-16     | 1                | 1                | 1                |                  |
| Accounting Technician II                                            | GC-13     | 2                | 2                | 2                |                  |
| Grant Coordinator                                                   | N/C       | 0                | 1                | 0                |                  |
| Total FTE                                                           |           | 5                | 6                | 5                | 0                |
| <b>145 Information Technology</b>                                   |           |                  |                  |                  |                  |
| IT Director                                                         | GC-25     | 1                | 1                | 1                |                  |
| Assistant Director                                                  | GC-22     | 0                | 0                | 1                |                  |
| Network Engineer                                                    | GC-20     | 1                | 1                | 0                |                  |
| Network Administrator I                                             | GC-17     | 1                | 1                | 1                |                  |
| Security Analyst                                                    | GC-16     | 0                | 0                | 1                |                  |
| IT Specialist I                                                     | GC-15     | 1                | 1                | 1                |                  |
| IT Help Desk Analyst II                                             | GC-13     | 1                | 1                | 1                |                  |
| Total FTE                                                           |           | 5                | 5                | 6                | 0                |
| <b>190 Community Promotion</b>                                      |           |                  |                  |                  |                  |
| Public Information & Communications Coordinator                     | GC-22     | 1                | 1                | 1                |                  |
| Public Information Specialist                                       | GC-13     | 0.5              | 0.5              | 1                |                  |
| Video Producer/Coordinator                                          | GC-11     | 0.5              | 0.5              | 0                |                  |
| Production Asst./Camera Operator                                    | N/C       | 0.5              | 0.5              | 0.5              |                  |
| Total FTE                                                           |           | 2.5              | 2.5              | 2.5              | 0                |
| <b>930 Museum</b>                                                   |           |                  |                  |                  |                  |
| Museum Director                                                     | GC-18     | 1                | 1                | 1                |                  |
| Volunteer & Education Coordinator                                   | N/C       | 0.4              | 0.4              | 0.4              |                  |
| Total FTE                                                           |           | 1.4              | 1.4              | 1.4              | 0                |
| <b>Total General Government FTE (not including Council Members)</b> |           | 22.9             | 24               | 26               | 0                |

# ADMINISTRATION ORGANIZATIONAL CHART



# CITY COUNCIL

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 2020<br>Actual | FY 2021<br>Actual | FY 2022<br>Estimated | FY 2023<br>Estimated |
|----------------------------|-------------------|-------------------|----------------------|----------------------|
| Meetings Held:             |                   |                   |                      |                      |
| Regular                    | 20                | 20                | 20                   | 20                   |
| Special                    | 18                | 12                | 20                   | 20                   |
| Work & Closed Sessions     | 59                | 57                | 57                   | 57                   |
| Public Hearings/Meetings   | 4                 | 3                 | 3                    | 3                    |
| Ordinances Enacted         | 7                 | 4                 | 4                    | 4                    |
| Resolutions Enacted        | 10                | 10                | 10                   | 10                   |
| Charter Amendments Enacted | 0                 | 1                 | 2                    | 2                    |

## 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 are restored to the pre-pandemic level for in-person attendance at the Maryland Municipal League (MML) and National League of Cities (NLC) conferences.

| <b>CITY COUNCIL<br/>Acct. No. 110</b> | <b>FY 2020<br/>Actual<br/>Trans.</b> | <b>FY 2021<br/>Actual<br/>Trans.</b> | <b>FY 2022<br/>Adopted<br/>Budget</b> | <b>FY 2022<br/>Estimated<br/>Trans.</b> | <b>FY 2023<br/>Proposed<br/>Budget</b> | <b>FY 2023<br/>Adopted<br/>Budget</b> |
|---------------------------------------|--------------------------------------|--------------------------------------|---------------------------------------|-----------------------------------------|----------------------------------------|---------------------------------------|
| PERSONNEL EXPENSES                    |                                      |                                      |                                       |                                         |                                        |                                       |
| 01 Salaries                           | \$72,573                             | \$72,280                             | \$72,000                              | \$72,000                                | \$72,000                               |                                       |
| 28 Employee Benefits                  | 31,493                               | 31,852                               | 35,200                                | 35,200                                  | 36,900                                 |                                       |
| Total                                 | \$104,066                            | \$104,132                            | \$107,200                             | \$107,200                               | \$108,900                              | \$0                                   |
| OTHER OPERATING EXPENSES              |                                      |                                      |                                       |                                         |                                        |                                       |
| 33 Insurance                          | \$8,665                              | \$10,021                             | \$11,800                              | \$11,800                                | \$11,800                               |                                       |
| 45 Membership & Training              | 27,949                               | 8,091                                | 39,900                                | 39,900                                  | 39,900                                 |                                       |
| 55 Office Expenses                    | 1,624                                | 315                                  | 1,700                                 | 1,700                                   | 1,700                                  |                                       |
| 58 Special Programs                   | 5,000                                | 5,000                                | 0                                     | 0                                       | 0                                      |                                       |
| Total                                 | \$43,238                             | \$23,428                             | \$53,400                              | \$53,400                                | \$53,400                               | \$0                                   |
| <b>TOTAL CITY COUNCIL</b>             | <b>\$147,304</b>                     | <b>\$127,560</b>                     | <b>\$160,600</b>                      | <b>\$160,600</b>                        | <b>\$162,300</b>                       | <b>\$0</b>                            |

# ADMINISTRATION



The Administration budget accounts for the cost of operating the City Manager's office, which also includes the office of the City Clerk. The City Manager's office provides staff support to the Mayor and Council, undertakes special research, handles citizens' inquiries and communications from other governments and agencies, prepares the agenda and supporting information for Council meetings and approves purchases and personnel actions. This office also provides direct supervision to city departments.

| Performance Measures                                               | FY 2020<br>Actual | FY 2021<br>Actual | FY 2022<br>Estimated | FY 2023<br>Estimated |
|--------------------------------------------------------------------|-------------------|-------------------|----------------------|----------------------|
| Council referrals received<br>(as of the end of the calendar year) | 12                | 10                | 10                   | 10                   |
| Staff Meetings                                                     | 50                | 50                | 50                   | 50                   |
| Full Time Equivalents (FTE)                                        | 5                 | 5                 | 5                    | 6                    |

## 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) The Grant Coordinator position was approved in FY 2022 as a non-classified position and was funded in the Finance Department. It is proposed to make this position a classified position to be accounted for in Administration. This position will also assist the Economic Development Coordinator. It is also proposed to include a Diversity, Equity and Inclusion Coordinator in FY 2023. Salaries, line 01, and Employee Benefits, line 28, are increased in FY 2023 due to these proposals.
- 2) The budget for Membership & Training, line 45, includes funding for staff to attend conferences and training opportunities. Examples of these conferences are the International City/County Management Association annual conference, the Maryland Municipal League fall and summer conferences, and the International Institute of Municipal Clerks conference.
- 3) Office Expenses, line 55, includes funds to purchase office furniture.

| ADMINISTRATION<br>Acct. No. 120       | FY 2020<br>Actual<br>Trans. | FY 2021<br>Actual<br>Trans. | FY 2022<br>Adopted<br>Budget | FY 2022<br>Estimated<br>Trans. | FY 2023<br>Proposed<br>Budget | FY 2023<br>Adopted<br>Budget |
|---------------------------------------|-----------------------------|-----------------------------|------------------------------|--------------------------------|-------------------------------|------------------------------|
| PERSONNEL EXPENSES                    |                             |                             |                              |                                |                               |                              |
| 01 Salaries                           | \$510,310                   | \$597,924                   | \$558,100                    | \$558,100                      | \$680,000                     |                              |
| 25 Repair/Maintain Vehicles           | 0                           | 0                           | 500                          | 0                              | 0                             |                              |
| 27 Overtime                           | 6,337                       | 5,227                       | 5,000                        | 10,000                         | 10,000                        |                              |
| 28 Employee Benefits                  | 193,203                     | 199,016                     | 211,500                      | 213,200                        | 256,300                       |                              |
| Total                                 | \$709,850                   | \$802,167                   | \$775,100                    | \$781,300                      | \$946,300                     | \$0                          |
| OTHER OPERATING EXPENSES              |                             |                             |                              |                                |                               |                              |
| 30 Prof. Svcs. - Economic Development | \$0                         | \$172                       | \$0                          | \$200                          | \$500                         |                              |
| 33 Insurance                          | 4,648                       | 4,456                       | 5,500                        | 4,600                          | 5,700                         |                              |
| 38 Communications                     | 6,420                       | 7,239                       | 6,900                        | 6,900                          | 6,900                         |                              |
| 43 Equipment Rental                   | 5,005                       | 5,005                       | 5,000                        | 5,000                          | 6,200                         |                              |
| 45 Membership & Training              | 15,599                      | 3,885                       | 6,100                        | 7,700                          | 28,600                        |                              |
| 50 Motor Equipment Maintenance        | 4,800                       | 5,000                       | 4,800                        | 2,600                          | 5,300                         |                              |
| 55 Office Expenses                    | 13,263                      | 13,531                      | 16,500                       | 15,000                         | 22,600                        |                              |
| 69 Awards                             | 395                         | 0                           | 0                            | 0                              | 0                             |                              |
| Total                                 | \$50,130                    | \$39,288                    | \$44,800                     | \$42,000                       | \$75,800                      | \$0                          |
| <b>TOTAL ADMINISTRATION</b>           | <b>\$759,980</b>            | <b>\$841,455</b>            | <b>\$819,900</b>             | <b>\$823,300</b>               | <b>\$1,022,100</b>            | <b>\$0</b>                   |



# ECONOMIC DEVELOPMENT



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. Building effective partnerships with organizations, institutions and other stakeholders throughout the region is a necessary part of effective business engagement.

| Performance Measures                  | FY 2020<br>Actual | FY 2021<br>Actual | FY 2022 Es-<br>timated | FY 2023<br>Estimated |
|---------------------------------------|-------------------|-------------------|------------------------|----------------------|
| Events hosted - i.e. Business Coffee  | 3                 | 7                 | 5                      | 8                    |
| Number of Attendees                   | 185               | 90                | 150                    | 250                  |
| Business & Industry Meetings Attended | 25                | 50                | 30                     | 40                   |
| Business Publications                 | 22                | 25                | 24                     | 24                   |
| Businesses Reached                    | 443               | 475               | 550                    | 600                  |
| Business One-on-One Meetings          | 70                | 55                | 65                     | 80                   |
| Business Technical Assistance         | 55                | 40                | 45                     | 60                   |
| Full Time Equivalents (FTE)           | 1                 | 1                 | 1                      | 1                    |

## MANAGEMENT OBJECTIVES

- Create a framework for inclusive economic development to ensure that all startups and businesses receive equitable access to resources.
- Develop comprehensive business retention and expansion strategies to more effectively track, retain and grow local businesses.
- Launch business resiliency initiatives that focus on sustainability, social and economic factors for businesses.
- Improve existing startup resources so that new businesses and entrepreneurs have a more efficient way to navigate starting their business.
- Provide ongoing support to Greenbelt businesses recovering from the impacts experienced due to COVID-19.

## BUDGET COMMENTS

- 1) Part-time salaries, line 02, covers the cost for Spring work assistance. Last year, Council added funds for a short-term temp and intern for Spring work. In FY 2023, the amounts are combined and increased to allow one person to work for a longer period of time.
- 2) Public Notices, line 37, provides funding to develop marketing collateral material for economic development and to promote local businesses.
- 3) Computer Services, line 53, provides funding for existing CoStar and SmarterSelect software subscriptions and adds the new ESRI GIS mapping software or similar service software subscription.
- 4) Business outreach, small business awards and business alliance support are funded in Special Programs, line 58.

| <b>ECONOMIC DEVELOPMENT<br/>Acct. No. 125</b> | <b>FY 2020<br/>Actual<br/>Trans.</b> | <b>FY 2021<br/>Actual<br/>Trans.</b> | <b>FY 2022<br/>Adopted<br/>Budget</b> | <b>FY 2022<br/>Estimated<br/>Trans.</b> | <b>FY 2023<br/>Proposed<br/>Budget</b> | <b>FY 2023<br/>Adopted<br/>Budget</b> |
|-----------------------------------------------|--------------------------------------|--------------------------------------|---------------------------------------|-----------------------------------------|----------------------------------------|---------------------------------------|
| PERSONNEL EXPENSES                            |                                      |                                      |                                       |                                         |                                        |                                       |
| 01 Salaries                                   | \$79,818                             | \$80,659                             | \$84,000                              | \$82,000                                | \$85,000                               |                                       |
| 02 Part-time Salaries                         | 0                                    | 0                                    | 3,600                                 | 3,600                                   | 10,000                                 |                                       |
| 28 Employee Benefits                          | 25,570                               | 26,659                               | 28,200                                | 28,200                                  | 29,300                                 |                                       |
| Total                                         | <u>\$105,388</u>                     | <u>\$107,318</u>                     | <u>\$115,800</u>                      | <u>\$113,800</u>                        | <u>\$124,300</u>                       | <u>\$0</u>                            |
| OTHER OPERATING EXPENSES                      |                                      |                                      |                                       |                                         |                                        |                                       |
| 37 Public Notices                             | \$0                                  | \$0                                  | \$3,000                               | \$3,000                                 | \$5,000                                |                                       |
| 38 Communications                             | 515                                  | 460                                  | 600                                   | 500                                     | 600                                    |                                       |
| 45 Membership & Training                      | 1,224                                | 1,673                                | 2,000                                 | 2,000                                   | 4,000                                  |                                       |
| 53 Computer Services                          | 7,140                                | 7,175                                | 7,200                                 | 7,200                                   | 18,200                                 |                                       |
| 55 Office Expenses                            | 126                                  | 0                                    | 1,000                                 | 1,000                                   | 1,000                                  |                                       |
| 58 Special Programs                           | 1,739                                | 1,334                                | 7,000                                 | 4,500                                   | 20,000                                 |                                       |
| Total                                         | <u>\$10,744</u>                      | <u>\$10,642</u>                      | <u>\$20,800</u>                       | <u>\$18,200</u>                         | <u>\$48,800</u>                        | <u>\$0</u>                            |
| <b>TOTAL ECONOMIC DEVELOPMENT</b>             | <b>\$116,132</b>                     | <b>\$117,960</b>                     | <b>\$136,600</b>                      | <b>\$132,000</b>                        | <b>\$173,100</b>                       | <b>\$0</b>                            |

# ELECTIONS

This budget funds the cost of city elections. Not included is the expense of the City Clerk as administrator of elections, which is accounted for in Administration (Account 120). Regular elections for the office of City Council are held the 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    |               |                |
|-----------------------|-------------------|---------------|----------------|
|                       | <u>Registered</u> | <u>Voting</u> | <u>Percent</u> |
| 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%          |
| November 2021 Regular | 15,047            | 2,675         | 17.8%          |

## **BUDGET COMMENTS**

- 1) The next election will be November 2, 2023.
- 2) The increase in Other Services, line 34, in FY 2022 was due to having ePoll books and mail-in ballots. Other items in this line are 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.

| <b>ELECTIONS<br/>Acct. No. 130</b> | <b>FY 2020<br/>Actual<br/>Trans.</b> | <b>FY 2021<br/>Actual<br/>Trans.</b> | <b>FY 2022<br/>Adopted<br/>Budget</b> | <b>FY 2022<br/>Estimated<br/>Trans.</b> | <b>FY 2023<br/>Proposed<br/>Budget</b> | <b>FY 2023<br/>Adopted<br/>Budget</b> |
|------------------------------------|--------------------------------------|--------------------------------------|---------------------------------------|-----------------------------------------|----------------------------------------|---------------------------------------|
| OTHER OPERATING EXPENSES           |                                      |                                      |                                       |                                         |                                        |                                       |
| 34 Other Services                  | \$25,480                             | \$0                                  | \$39,000                              | \$55,400                                | \$0                                    |                                       |
| 37 Notices & Publications          | 2,980                                | 0                                    | 5,000                                 | 4,800                                   | 0                                      |                                       |
| 55 Office Expenses                 | 1,281                                | 0                                    | 1,500                                 | 600                                     | 0                                      |                                       |
| 71 Miscellaneous                   | 1,231                                | 0                                    | 1,500                                 | 2,700                                   | 0                                      |                                       |
| Total                              | \$30,972                             | \$0                                  | \$47,000                              | \$63,500                                | \$0                                    | \$0                                   |
| <b>TOTAL ELECTIONS</b>             | <b>\$30,972</b>                      | <b>\$0</b>                           | <b>\$47,000</b>                       | <b>\$63,500</b>                         | <b>\$0</b>                             | <b>\$0</b>                            |

# HUMAN RESOURCES



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 2020<br>Actual | FY 2021<br>Actual | FY 2022<br>Estimated | FY 2023<br>Estimated |
|---------------------------------------------------------------------------------------------------------------|-------------------|-------------------|----------------------|----------------------|
| Employees - Full & Part Time (W-2's issued)                                                                   | 415               | 452               | 450                  | 450                  |
| Employment Applications Received                                                                              | 999               | 1,026             | 1,200                | 1,000                |
| Turnover Rate                                                                                                 | 8.0%              | 17.0%             | 12.0%                | 10.0%                |
| New Hires                                                                                                     | 74                | 97                | 70                   | 70                   |
| Retirements processed                                                                                         | 7                 | 12                | 7                    | 6                    |
| Testing Dates Offered (Police Officer Candidate, Communication Specialist & Administrative Assistant)         | 10                | 14                | 17                   | 16                   |
| Applicants Invited to Testing (Police Officer Candidate, Communication Specialist & Administrative Associate) | 689               | 399               | 450                  | 450                  |
| Workers' Compensation Claims Filed                                                                            | 63                | 70                | 50                   | 50                   |
| Full Time Equivalents (FTE)                                                                                   | 2                 | 3                 | 3                    | 3                    |

## MANAGEMENT OBJECTIVES

- Contract with a firm to perform the job classification and compensation study to be implemented in FY 2024.
- Implement Employee Navigator system to allow for electronic and paperless benefit enrollment, and to better inform employees about their benefits.
- Complete scanning of current employee files into Laserfiche.

## **BUDGET COMMENTS**

- 1) Salaries, line 01, and Employee Benefits, line 28, fluctuated in FY 2022 and FY 2023 due to the retirement of the previous Director and the incoming Director.
- 2) Professional Services, line 30, covers costs for broker services and counseling services for staff.
- 3) Employment advertisements and notices to staff for work related updates are covered in line 37, Public Notices.
- 4) Membership & Training, line 45, has increased to cover membership fees, subscriptions, training and professional development for the Human Resources staff.

| <b>HUMAN RESOURCES<br/>Acct. No. 135</b> | <b>FY 2020<br/>Actual<br/>Trans.</b> | <b>FY 2021<br/>Actual<br/>Trans.</b> | <b>FY 2022<br/>Adopted<br/>Budget</b> | <b>FY 2022<br/>Estimated<br/>Trans.</b> | <b>FY 2023<br/>Proposed<br/>Budget</b> | <b>FY 2023<br/>Adopted<br/>Budget</b> |
|------------------------------------------|--------------------------------------|--------------------------------------|---------------------------------------|-----------------------------------------|----------------------------------------|---------------------------------------|
| PERSONNEL EXPENSES                       |                                      |                                      |                                       |                                         |                                        |                                       |
| 01 Salaries                              | \$239,718                            | \$252,118                            | \$257,500                             | \$243,250                               | \$254,000                              |                                       |
| 27 Overtime                              | 0                                    | 3,957                                | 0                                     | 3,450                                   | 0                                      |                                       |
| 28 Employee Benefits                     | 80,539                               | 86,772                               | 93,000                                | 93,100                                  | 96,500                                 |                                       |
| Total                                    | \$320,257                            | \$342,846                            | \$350,500                             | \$339,800                               | \$350,500                              | \$0                                   |
| OTHER OPERATING EXPENSES                 |                                      |                                      |                                       |                                         |                                        |                                       |
| 30 Professional Services                 | \$4,654                              | \$4,774                              | \$8,000                               | \$8,000                                 | \$8,000                                |                                       |
| 34 Other Services                        | 0                                    | 50                                   | 0                                     | 0                                       | 0                                      |                                       |
| 37 Public Notices                        | 9,732                                | 18,596                               | 8,000                                 | 12,300                                  | 8,000                                  |                                       |
| 38 Communications                        | 1,340                                | 1,336                                | 1,100                                 | 1,100                                   | 1,100                                  |                                       |
| 45 Membership & Training                 | 2,914                                | 1,018                                | 2,400                                 | 2,400                                   | 5,300                                  |                                       |
| 55 Office Expenses                       | 1,941                                | 1,248                                | 2,400                                 | 2,400                                   | 2,400                                  |                                       |
| Total                                    | \$20,581                             | \$27,021                             | \$21,900                              | \$26,200                                | \$24,800                               | \$0                                   |
| <b>TOTAL HUMAN RESOURCES</b>             | <b>\$340,838</b>                     | <b>\$369,867</b>                     | <b>\$372,400</b>                      | <b>\$366,000</b>                        | <b>\$375,300</b>                       | <b>\$0</b>                            |



# FINANCE



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 2020<br>Actual | FY 2021<br>Actual | FY 2022<br>Estimated | FY 2023<br>Estimated |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|----------------------|----------------------|
| Rate of Return on Investments MLGIP                                                                                                                        | 0.28              | 0.03              | 0.06                 | 0.15                 |
| Standard and Poor's LGIP Rated Index*                                                                                                                      | 0.20              | 0.01              | 0.04                 | 0.13                 |
| Purchase Orders Issued                                                                                                                                     | 511               | 614               | 800                  | 750                  |
| Accounts Payable Checks Issued                                                                                                                             | 2,678             | 6,131             | 6,200                | 6,300                |
| Electronic Funds Transfers                                                                                                                                 | 448               | 383               | 400                  | 450                  |
| Payroll                                                                                                                                                    |                   |                   |                      |                      |
| Checks Issued                                                                                                                                              | 723               | 451               | 430                  | 400                  |
| Paper Vouchers                                                                                                                                             | 1,160             | 906               | 886                  | 860                  |
| E-Vouchers                                                                                                                                                 | 6,595             | 6,197             | 6,200                | 6,220                |
| Purchase Card Transactions                                                                                                                                 | 2,841             | 2,604             | 2,500                | 2,500                |
| Businesses assessed personal property tax                                                                                                                  | 725               | 810               | 830                  | 850                  |
| Average Number of Days to Process Payments                                                                                                                 | 5                 | 5                 | 5                    | 5                    |
| Full Time Equivalents (FTE)                                                                                                                                | 5                 | 5                 | 6                    | 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

- Implement a new financial management system that will eliminate most manual processes and allow enhanced automated financial processes including electronic payments, purchase order approval, time clock integration, and provide digital copies of documents.
- Convert paper files to digital files.
- Convert the city's levy book into a searchable database.

## **BUDGET COMMENTS**

- 1) The cost for auditing services, line 30, Professional Services, increased in FY 2022 due to the auditor's review of County CARES Act funds; the American Rescue Plan Act (ARPA) funds will also require the auditor's review.
- 2) Other Services, line 34, pay for payroll and bank fees, and the printing of Comprehensive Annual Financial Report (CAFR).
- 3) Line 53, Computer Expenses, covers the cost of the current accounting system (Central Square) which is being maintained until a new accounting system (\$36,000) is obtained and implemented, and covers the maintenance cost for the new software system (\$60,000).

| <b>FINANCE<br/>Acct. No. 140</b> | <b>FY 2020<br/>Actual<br/>Trans.</b> | <b>FY 2021<br/>Actual<br/>Trans.</b> | <b>FY 2022<br/>Adopted<br/>Budget</b> | <b>FY 2022<br/>Estimated<br/>Trans.</b> | <b>FY 2023<br/>Proposed<br/>Budget</b> | <b>FY 2023<br/>Adopted<br/>Budget</b> |
|----------------------------------|--------------------------------------|--------------------------------------|---------------------------------------|-----------------------------------------|----------------------------------------|---------------------------------------|
| PERSONNEL EXPENSES               |                                      |                                      |                                       |                                         |                                        |                                       |
| 01 Salaries                      | \$567,854                            | \$455,617                            | \$460,900                             | \$460,900                               | \$485,400                              |                                       |
| 27 Overtime                      | 7,756                                | 7,853                                | 4,000                                 | 4,000                                   | 5,000                                  |                                       |
| 28 Employee Benefits             | 192,427                              | 186,257                              | 179,100                               | 179,100                                 | 199,400                                |                                       |
| Total                            | \$768,037                            | \$649,727                            | \$644,000                             | \$644,000                               | \$689,800                              | \$0                                   |
| OTHER OPERATING EXPENSES         |                                      |                                      |                                       |                                         |                                        |                                       |
| 30 Professional Services         | \$40,532                             | \$48,161                             | \$60,000                              | \$60,000                                | \$66,200                               |                                       |
| 33 Insurance                     | 7,508                                | 8,439                                | 11,100                                | 8,400                                   | 12,100                                 |                                       |
| 34 Other Services                | 16,491                               | 16,450                               | 19,500                                | 1,900                                   | 19,500                                 |                                       |
| 38 Communications                | 1,748                                | 2,201                                | 2,400                                 | 2,300                                   | 2,300                                  |                                       |
| 45 Membership & Training         | 865                                  | 510                                  | 2,200                                 | 2,200                                   | 2,700                                  |                                       |
| 53 Computer Expenses             | 45,748                               | 56,592                               | 59,000                                | 68,200                                  | 98,800                                 |                                       |
| 55 Office Expenses               | 13,696                               | 14,225                               | 10,900                                | 9,900                                   | 10,900                                 |                                       |
| Total                            | \$126,588                            | \$146,579                            | \$165,100                             | \$152,900                               | \$212,500                              | \$0                                   |
| <b>TOTAL FINANCE</b>             | <b>\$894,625</b>                     | <b>\$796,306</b>                     | <b>\$809,100</b>                      | <b>\$796,900</b>                        | <b>\$902,300</b>                       | <b>\$0</b>                            |

# INFORMATION TECHNOLOGY



The Information Technology Department is responsible for providing information technology and communications to all departments within the city. The major activities of this department include coordination of the use of computers and other information systems throughout the city, providing ongoing 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 2020<br>Actual | FY 2021<br>Actual | FY 2022<br>Estimated | FY 2023<br>Estimated | Industry<br>Average* |
|-----------------------------------------------------------------------------------|-------------------|-------------------|----------------------|----------------------|----------------------|
| IT Help Desk Requests                                                             | 900               | 1,402             | 1,200                | 1,200                | n/a                  |
| Projects Scheduled                                                                | 5                 | 5                 | 4                    | 4                    | n/a                  |
| Projects Completed                                                                | 4                 | 4                 | 4                    | 4                    | n/a                  |
| Number of users per IT staff                                                      | 38.0              | 38.0              | 38.8                 | 38.8                 | 29                   |
| IT Budget as % of Total Revenue                                                   | 2.76%             | 2.79%             | 2.90%                | 2.90%                | 4.78%                |
| IT Spending per User                                                              | \$4,318           | \$4,715           | \$4,670              | \$4,670              | \$7,456              |
| Full Time Equivalents (FTE)                                                       | 5                 | 5                 | 5                    | 5                    | n/a                  |
| *Industry Average for Government/Education/Non-Profits - various sources for 2019 |                   |                   |                      |                      |                      |

| 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.
- Implement additional network security measures.
- Implement additional network security monitoring.
- Expand Laserfiche document management solution to the Finance Department.
- Continue systematic camera system upgrades and expansion.
- 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 County-Municipal Institutional Network (I-Net) is charged to Communications, line 38. This expenditure is \$28,500 for FY 2022 and is budgeted at \$33,000 for FY 2023. 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 (\$3,000), and cell phones for the IT and Administration staff (\$6,000).
- 2) Line 53, Computer Expenses, includes \$25,000 for camera system maintenance and expansion.

| INFORMATION TECHNOLOGY<br>Acct. No. 145 | FY 2020<br>Actual<br>Trans. | FY 2021<br>Actual<br>Trans. | FY 2022<br>Adopted<br>Budget | FY 2022<br>Estimated<br>Trans. | FY 2023<br>Proposed<br>Budget | FY 2023<br>Adopted<br>Budget |
|-----------------------------------------|-----------------------------|-----------------------------|------------------------------|--------------------------------|-------------------------------|------------------------------|
| PERSONNEL EXPENSES                      |                             |                             |                              |                                |                               |                              |
| 01 Salaries                             | \$418,268                   | \$432,346                   | \$446,700                    | \$474,400                      | \$529,000                     |                              |
| 27 Overtime                             | 1,440                       | 2,740                       | 0                            | 0                              | 0                             |                              |
| 28 Employee Benefits                    | 168,299                     | 176,627                     | 139,500                      | 159,400                        | 223,200                       |                              |
| Total                                   | \$588,007                   | \$611,712                   | \$586,200                    | \$633,800                      | \$752,200                     | \$0                          |
| OTHER OPERATING EXPENSES                |                             |                             |                              |                                |                               |                              |
| 30 Professional Services                | \$0                         | \$142                       | \$0                          | \$0                            | \$0                           |                              |
| 33 Insurance                            | 1,233                       | 1,358                       | 1,500                        | 1,400                          | 1,500                         |                              |
| 38 Communications                       | 62,444                      | 44,242                      | 60,500                       | 44,500                         | 51,000                        |                              |
| 45 Membership & Training                | 5,050                       | 3,244                       | 11,500                       | 14,100                         | 10,500                        |                              |
| 53 Computer Expenses                    | 81,770                      | 86,828                      | 95,900                       | 95,900                         | 91,000                        |                              |
| 55 Office Expenses                      | 1,502                       | 1,022                       | 1,000                        | 1,000                          | 1,000                         |                              |
| Total                                   | \$151,999                   | \$136,836                   | \$170,400                    | \$156,900                      | \$155,000                     | \$0                          |
| CAPITAL OUTLAY                          |                             |                             |                              |                                |                               |                              |
| 91 New Equipment                        | \$0                         | \$10,578                    | \$10,000                     | \$10,000                       | \$10,000                      |                              |
| Total                                   | \$0                         | \$10,578                    | \$10,000                     | \$10,000                       | \$10,000                      | \$0                          |
| <b>TOTAL INFORMATION TECHNOLOGY</b>     | <b>\$740,006</b>            | <b>\$759,126</b>            | <b>\$766,600</b>             | <b>\$800,700</b>               | <b>\$917,200</b>              | <b>\$0</b>                   |

## 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) Legal Services, line 30, covers routine and ongoing legal services, and Maglev legal costs.

| LEGAL COUNSEL<br>Acct. No. 150  | FY 2020<br>Actual<br>Trans. | FY 2021<br>Actual<br>Trans. | FY 2022<br>Adopted<br>Budget | FY 2022<br>Estimated<br>Trans. | FY 2023<br>Proposed<br>Budget | FY 2023<br>Adopted<br>Budget |
|---------------------------------|-----------------------------|-----------------------------|------------------------------|--------------------------------|-------------------------------|------------------------------|
| OTHER OPERATING EXPENSES        |                             |                             |                              |                                |                               |                              |
| 30 Legal Services - General     | \$114,441                   | \$434,162                   | \$150,000                    | \$150,000                      | \$150,000                     |                              |
| 30 Legal Svcs. - Maglev         | 0                           | 0                           | 250,000                      | 250,000                        | 250,000                       |                              |
| 31 Collective Bargaining        | 73,700                      | 38,271                      | 30,000                       | 30,000                         | 30,000                        |                              |
| 31 Miscellaneous - Cable & Cell | 0                           | 0                           | 5,000                        | 5,000                          | 5,000                         |                              |
| Total                           | \$188,141                   | \$472,433                   | \$435,000                    | \$435,000                      | \$435,000                     | \$0                          |
| <b>TOTAL LEGAL COUNSEL</b>      | <b>\$188,141</b>            | <b>\$472,433</b>            | <b>\$435,000</b>             | <b>\$435,000</b>               | <b>\$435,000</b>              | <b>\$0</b>                   |



# MUNICIPAL BUILDING

The operating and maintenance expenses of the Municipal Building are charged to this account. Principal expenses are for salaries, utility services and supplies for the Public Works employees who maintain the building.

## BUDGET COMMENTS

- 1) The increase in line 06, Repair/ Maintain Building, is due to increased maintenance staff time to clean the building.

| MUNICIPAL BUILDING<br>Acct. No. 180 | FY 2020<br>Actual<br>Trans. | FY 2021<br>Actual<br>Trans. | FY 2022<br>Adopted<br>Budget | FY 2022<br>Estimated<br>Trans. | FY 2023<br>Proposed<br>Budget | FY 2023<br>Adopted<br>Budget |
|-------------------------------------|-----------------------------|-----------------------------|------------------------------|--------------------------------|-------------------------------|------------------------------|
| PERSONNEL EXPENSES                  |                             |                             |                              |                                |                               |                              |
| 06 Repair/Maintain Building         | \$34,471                    | \$63,346                    | \$31,500                     | \$63,000                       | \$60,000                      |                              |
| Total                               | \$34,471                    | \$63,346                    | \$31,500                     | \$63,000                       | \$60,000                      | \$0                          |
| OTHER OPERATING EXPENSES            |                             |                             |                              |                                |                               |                              |
| 39 Utilities                        |                             |                             |                              |                                |                               |                              |
| Electrical Service                  | \$19,778                    | \$18,369                    | \$23,000                     | \$23,000                       | \$23,000                      |                              |
| Gas                                 | 301                         | 323                         | 300                          | 300                            | 300                           |                              |
| Water & Sewer Service               | 2,673                       | 1,729                       | 3,000                        | 3,000                          | 3,000                         |                              |
| 46 Maintain Building & Structure    | 27,775                      | 26,227                      | 21,900                       | 21,900                         | 21,900                        |                              |
| Total                               | \$50,527                    | \$46,649                    | \$48,200                     | \$48,200                       | \$48,200                      | \$0                          |
| <b>TOTAL MUNICIPAL BUILDING</b>     | <b>\$84,998</b>             | <b>\$109,995</b>            | <b>\$79,700</b>              | <b>\$111,200</b>               | <b>\$108,200</b>              | <b>\$0</b>                   |



## PUBLIC INFORMATION AND COMMUNITY PROMOTION

This budget funds the work of communicating to the Greenbelt citizenry on community activities, events and issues of interest. The prime communication tools used are 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](http://www.greenbeltmd.gov), various listserves and quarterly printed and monthly electronic newsletters.

| Performance Measures                                          | FY 2020<br>Actual | FY 2021<br>Actual | FY 2022<br>Estimated | FY 2023<br>Estimated |
|---------------------------------------------------------------|-------------------|-------------------|----------------------|----------------------|
| Council Meetings Cablecast<br>(Regular, Special and Hearings) | 78                | 81                | 80                   | 80                   |
| Number of Cable Subscribers as of 12/31                       | 5,520             | 4,730             | 4,800                | 5,000                |
| Website Subscribers                                           | 14,923            | 14,179            | 15,000               | 16,000               |
| Website Visits/ Page Views                                    | 592,720           | 762,726           | 772,000              | 782,000              |
| Social Media Contacts                                         | 10,193            | 9,059             | 10,500               | 12,500               |
| Full Time Equivalents (FTE)                                   | 2.5               | 2.5               | 2.5                  | 2.5                  |

### MANAGEMENT OBJECTIVES

- Continue ensuring brand accuracy across all city digital communication.
- Enhance and improve current communications platforms.
- Create a strategic alliance with local municipal public information officers.
- Research costs to soundproof the studio.

## BUDGET COMMENTS

- 1) The funds in Other Services, line 34, pay for interpreting a monthly charge to support video streaming (\$8,000) and supporting the city's upgraded website (\$24,000).
- 2) Membership & Training, line 45, covers membership, subscriptions and publication cost including Cision Online News Monitoring & Press Release Service (\$3,800/Year); LinkedIn Learning (\$30/Month, per user; 3 Users); AP Style Guide (\$81/Year; 3 Users); Hootsuite Social Media Monitoring (\$129/Month; 3 Users); Monsido Inc. - Website Accessibility Compliance Application - \$3,300/annually; ArchiveSocial - Social Media Archives - \$199/ month; and Spotify Music Service \$10.59/month.
- 3) Expenditures for Special Programs, line 58, include the advisory board reception (\$9,500), employee holiday lunch (\$4,500) and retirement events.

| <b>COMMUNITY PROMOTION<br/>Acct. No. 190</b> | <b>FY 2020<br/>Actual<br/>Trans.</b> | <b>FY 2021<br/>Actual<br/>Trans.</b> | <b>FY 2022<br/>Adopted<br/>Budget</b> | <b>FY 2022<br/>Estimated<br/>Trans.</b> | <b>FY 2023<br/>Proposed<br/>Budget</b> | <b>FY 2023<br/>Adopted<br/>Budget</b> |
|----------------------------------------------|--------------------------------------|--------------------------------------|---------------------------------------|-----------------------------------------|----------------------------------------|---------------------------------------|
| PERSONNEL EXPENSES                           |                                      |                                      |                                       |                                         |                                        |                                       |
| 01 Salaries                                  | \$149,864                            | \$243,035                            | \$189,400                             | \$189,400                               | \$185,400                              |                                       |
| 02 Part-time Interns                         | 4,074                                | 118                                  | 20,000                                | 20,000                                  | 10,000                                 |                                       |
| 27 Overtime                                  | 21,004                               | 992                                  | 6,000                                 | 3,500                                   | 3,000                                  |                                       |
| 28 Employee Benefits                         | 58,090                               | 69,638                               | 61,100                                | 61,100                                  | 88,200                                 |                                       |
| Total                                        | \$233,032                            | \$313,783                            | \$276,500                             | \$274,000                               | \$286,600                              | \$0                                   |
| OTHER OPERATING EXPENSES                     |                                      |                                      |                                       |                                         |                                        |                                       |
| 34 Other Services                            | \$48,567                             | \$39,321                             | \$41,000                              | \$43,000                                | \$45,000                               |                                       |
| 37 Notices & Publications                    | 32,143                               | 36,885                               | 42,400                                | 42,400                                  | 42,400                                 |                                       |
| 38 Communications                            | 610                                  | 575                                  | 600                                   | 600                                     | 600                                    |                                       |
| 45 Membership & Training                     | 6,575                                | 4,498                                | 6,000                                 | 6,000                                   | 15,900                                 |                                       |
| 53 Computer Expenses                         | 1,041                                | 5,540                                | 500                                   | 700                                     | 700                                    |                                       |
| 58 Special Programs                          | 20,500                               | 15,237                               | 14,000                                | 19,800                                  | 14,000                                 |                                       |
| 69 Awards                                    | 158                                  | 0                                    | 400                                   | 400                                     | 400                                    |                                       |
| 71 Miscellaneous                             | 0                                    | 609                                  | 4,600                                 | 4,600                                   | 4,600                                  |                                       |
| Total                                        | \$109,594                            | \$102,664                            | \$109,500                             | \$117,500                               | \$123,600                              | \$0                                   |
| <b>TOTAL COMMUNITY PROMOTION</b>             | <b>\$342,626</b>                     | <b>\$416,447</b>                     | <b>\$386,000</b>                      | <b>\$391,500</b>                        | <b>\$410,200</b>                       | <b>\$0</b>                            |
| REVENUE SOURCES                              |                                      |                                      |                                       |                                         |                                        |                                       |
| Cable TV Franchise Fees                      | \$400,009                            | \$363,362                            | \$309,000                             | \$385,000                               | \$309,000                              |                                       |
| <b>Total</b>                                 | <b>\$400,009</b>                     | <b>\$363,362</b>                     | <b>\$309,000</b>                      | <b>\$385,000</b>                        | <b>\$309,000</b>                       | <b>\$0</b>                            |

# 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 2020<br>Actual<br>Trans. | FY 2021<br>Actual<br>Trans. | FY 2022<br>Adopted<br>Budget | FY 2022<br>Estimated<br>Trans. | FY 2023<br>Proposed<br>Budget | FY 2023<br>Adopted<br>Budget |
|------------------------------------------------------|-----------------------------|-----------------------------|------------------------------|--------------------------------|-------------------------------|------------------------------|
| Membership and Training                              |                             |                             |                              |                                |                               |                              |
| Maryland Municipal League (MML)                      | \$25,598                    | \$25,086                    | \$26,000                     | \$26,000                       | \$26,000                      |                              |
| Council of Governments (COG)                         | 38,086                      | 36,665                      | 31,000                       | 31,000                         | 31,000                        |                              |
| Prince George's County Municipal Association (PGCMA) | 3,168                       | 3,168                       | 3,200                        | 3,200                          | 3,200                         |                              |
| Anacostia Trails Heritage Area (ATHA)                | 5,977                       | 5,977                       | 6,000                        | 6,000                          | 6,000                         |                              |
| National League of Cities (NLC)                      | 2,954                       | 2,152                       | 2,000                        | 2,000                          | 2,000                         |                              |
| Miscellaneous                                        | 0                           | 0                           | 500                          | 500                            | 500                           |                              |
| Total                                                | \$75,783                    | \$73,049                    | \$68,700                     | \$68,700                       | \$68,700                      | \$0                          |
| Miscellaneous                                        |                             |                             |                              |                                |                               |                              |
| ACE Scholarship                                      | \$4,424                     | \$1,500                     | \$1,500                      | \$1,500                        | \$1,500                       |                              |
| Other                                                | 0                           | 0                           | 0                            | 0                              | 0                             |                              |
| Grand Total                                          | \$80,207                    | \$74,549                    | \$70,200                     | \$70,200                       | \$70,200                      | \$0                          |

## BUDGET COMMENTS

- 1) Membership & Training, line 45, is the same as FY 2022 expenses for the city's advisory boards and committees.

| PUBLIC OFFICERS ASSOCIATIONS<br>Acct. No. 195 | FY 2020<br>Actual<br>Trans. | FY 2021<br>Actual<br>Trans. | FY 2022<br>Adopted<br>Budget | FY 2022<br>Estimated<br>Trans. | FY 2023<br>Proposed<br>Budget | FY 2023<br>Adopted<br>Budget |
|-----------------------------------------------|-----------------------------|-----------------------------|------------------------------|--------------------------------|-------------------------------|------------------------------|
| OTHER OPERATING EXPENSES                      |                             |                             |                              |                                |                               |                              |
| 45 Membership & Training                      | \$75,783                    | \$73,049                    | \$70,200                     | \$70,200                       | \$70,200                      | \$0                          |
| 71 Miscellaneous                              | 4,424                       | 1,500                       | 1,500                        | 1,500                          | 1,500                         | 0                            |
| Total                                         | \$80,207                    | \$74,549                    | \$71,700                     | \$71,700                       | \$71,700                      | \$0                          |
| <b>TOTAL PUBLIC OFFICERS ASSOCIATIONS</b>     | <b>\$80,207</b>             | <b>\$74,549</b>             | <b>\$71,700</b>              | <b>\$71,700</b>                | <b>\$71,700</b>               | <b>\$0</b>                   |



# NON-DEPARTMENTAL

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 2023 estimated expenditures are expected to be higher for the second consecutive year due to a higher number of complicated claims. For FY 2023, a 10% rate increase is budgeted.

## **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 was reduced to the contracted required amount of \$50,000 for FY 2021 and is proposed at the same level for FY 2023.

## **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 by providing funding for 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. One initiative involves the results of the compensation study taking place in FY 2022. The results of the study are anticipated to be available by the end of the current fiscal year and \$250,000 is budgeted to begin implementation.

| <b>NON-DEPARTMENTAL<br/>Acct. No. 990</b> | <b>FY 2020<br/>Actual<br/>Trans.</b> | <b>FY 2021<br/>Actual<br/>Trans.</b> | <b>FY 2022<br/>Adopted<br/>Budget</b> | <b>FY 2022<br/>Estimated<br/>Trans.</b> | <b>FY 2023<br/>Proposed<br/>Budget</b> | <b>FY 2023<br/>Adopted<br/>Budget</b> |
|-------------------------------------------|--------------------------------------|--------------------------------------|---------------------------------------|-----------------------------------------|----------------------------------------|---------------------------------------|
| 33 Insurance - Workers' Compensation      |                                      |                                      |                                       |                                         |                                        |                                       |
| Public Safety                             | \$343,169                            | \$433,976                            | \$559,772                             | \$559,772                               | \$615,800                              |                                       |
| Public Works                              | 258,347                              | 230,145                              | 300,715                               | 300,715                                 | 330,800                                |                                       |
| Recreation & Parks                        | 16,013                               | 1,657                                | 2,213                                 | 2,213                                   | 2,500                                  |                                       |
| <b>Total Workers' Compensation</b>        | <b>\$617,530</b>                     | <b>\$665,778</b>                     | <b>\$862,700</b>                      | <b>\$862,700</b>                        | <b>\$949,100</b>                       | <b>\$0</b>                            |
| 34 Other Services - Unemployment Ins.     | 5,666                                | 40,715                               | 20,000                                | 20,000                                  | 20,000                                 |                                       |
| 46 Bldg. Maint. - Painting/Carpeting      | 6,500                                | 6,750                                | 6,000                                 | 6,000                                   | 6,000                                  |                                       |
| 58 Special Programs                       |                                      |                                      |                                       |                                         |                                        |                                       |
| FOGT Subsidy                              | 142,242                              | 48,000                               | 50,000                                | 50,000                                  | 50,000                                 |                                       |
| Homeowner Investment Program              | 0                                    | 30                                   | 10,000                                | 10,000                                  | 10,000                                 |                                       |
| CARES Act/COVID-19                        | 66,627                               | 932,370                              | 0                                     | 0                                       | 0                                      |                                       |
| Renter's Credit                           | 4,256                                | 3,158                                | 5,000                                 | 5,000                                   | 5,000                                  |                                       |
| Miscellaneous                             | 1,125                                | 0                                    | 4,500                                 | 4,500                                   | 4,500                                  |                                       |
| <b>Total Special Programs</b>             | <b>\$214,251</b>                     | <b>\$983,558</b>                     | <b>\$69,500</b>                       | <b>\$69,500</b>                         | <b>\$69,500</b>                        | <b>\$0</b>                            |
| 72 Unallocated Appropriation              | 5,971                                | 53,397                               | 20,000                                | 20,000                                  | 270,000                                |                                       |
| 73 MD State Ret. Agency - Fees            | 27,107                               | 23,709                               | 29,000                                | 29,000                                  | 29,000                                 |                                       |
| 73 Retiree Prescription Subsidy           | 36,002                               | 51,878                               | 20,000                                | 20,000                                  | 20,000                                 |                                       |
| 93 CARES Act/COVID-19 Capital Expenses    | 32,128                               | 428,991                              | 0                                     | 0                                       | 0                                      |                                       |
| <b>TOTAL NON-DEPARTMENTAL</b>             | <b>\$945,154</b>                     | <b>\$2,254,776</b>                   | <b>\$1,027,200</b>                    | <b>\$1,027,200</b>                      | <b>\$1,363,600</b>                     | <b>\$0</b>                            |



# 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. There is no proposed transfer from the General Fund in FY 2023. Funds for building improvements will be transferred from the Special Projects Fund - ARPA for proposed improvements.

## **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. There is no proposed transfer from the General Fund in FY 2023. Funds for Capital Projects will be transferred from the Special Projects Fund - ARPA for proposed improvements.

## **Interfund Transfer – Debt Service Fund**

It is proposed to transfer \$1,040,000 to the Debt Service Fund from the General Fund in FY 2023. The Refunding Bond A (2001 Bond) debt balance will be \$1,247,607 as of July 2022. 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 and this debt was refinanced, (Refunding Bond B) again in FY 2021. As of July 2022, the balance of this debt will be \$2,017,987.

Tax Increment Financing (TIF) for Greenbelt Station was finalized in April 2019. As of July 2022 the debt balance is \$5,562,629.

The Greenbelt Lake Dam reconstruction was completed in FY 2021. In 2017, voters approved borrowing funds through a low-interest state loan for this project. The debt balance for this loan will be \$1,675,515 on July 1, 2022.

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. There is no proposed transfer from the General Fund in FY 2023. Funds for the Replacement Fund will be transferred from the Special Projects Fund - ARPA for proposed improvements.

## **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. \$25,000 is budgeted for FY 2023.

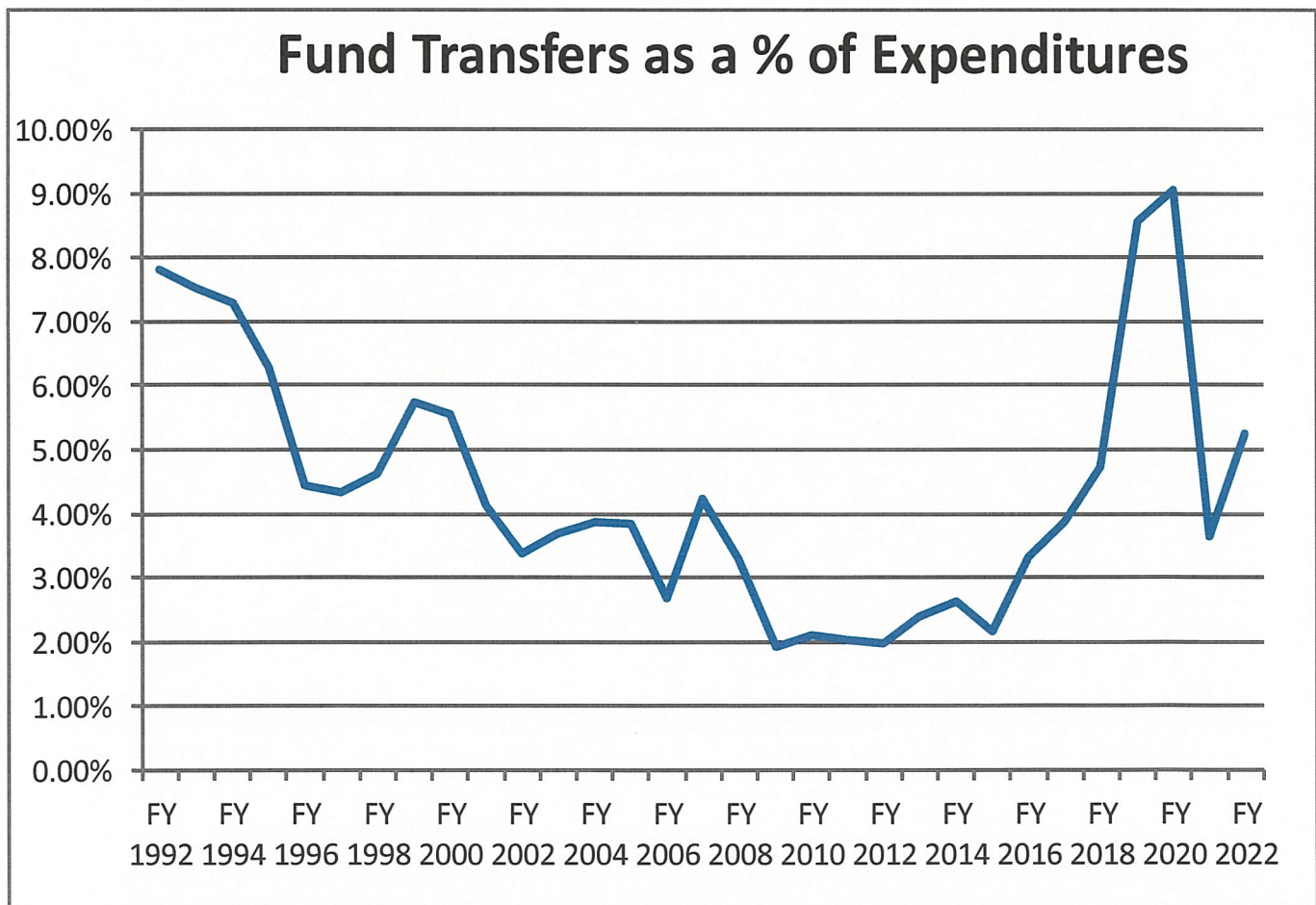
The Public Art allocation was initially budgeted in the Arts section (Account No. 685) of the Recreation Department, but was subsequently moved to the Special Projects Fund. A \$5,000 transfer is proposed in FY 2023.

| <b>FUND TRANSFERS<br/>Acct. No. 999</b> | <b>FY 2020<br/>Actual<br/>Trans.</b> | <b>FY 2021<br/>Actual<br/>Trans.</b> | <b>FY 2022<br/>Adopted<br/>Budget</b> | <b>FY 2022<br/>Estimated<br/>Trans.</b> | <b>FY 2023<br/>Proposed<br/>Budget</b> | <b>FY 2023<br/>Adopted<br/>Budget</b> |
|-----------------------------------------|--------------------------------------|--------------------------------------|---------------------------------------|-----------------------------------------|----------------------------------------|---------------------------------------|
| Operating Transfers to:                 |                                      |                                      |                                       |                                         |                                        |                                       |
| Building Capital Reserve Fund           | \$475,000                            | \$375,000                            | \$630,000                             | \$630,000                               | \$0                                    |                                       |
| Capital Projects Fund                   | 820,000                              | 380,000                              | 805,000                               | 805,000                                 | 0                                      |                                       |
| Debt Service Fund                       | 817,000                              | 1,010,000                            | 1,010,000                             | 1,010,000                               | 1,040,000                              |                                       |
| Replacement Fund                        | 360,000                              | 441,700                              | 300,000                               | 300,000                                 | 0                                      |                                       |
| Special Projects:                       |                                      |                                      |                                       |                                         |                                        |                                       |
| Economic Development                    | 25,000                               | 77,000                               | 25,000                                | 25,000                                  | 25,000                                 |                                       |
| Police Department                       | 0                                    | 50,000                               | 0                                     | 0                                       | 0                                      |                                       |
| Recreation Dept. - Public Art           | 0                                    | 10,000                               | 5,000                                 | 5,000                                   | 5,000                                  |                                       |
| <b>TOTAL FUND TRANSFERS</b>             | <b>\$2,497,000</b>                   | <b>\$2,343,700</b>                   | <b>\$2,775,000</b>                    | <b>\$2,775,000</b>                      | <b>\$1,070,000</b>                     | <b>\$0</b>                            |

## **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 from 7.8% in FY 1992 to 2.2% in FY 2015. During this same time period, the city added over 117,000 square feet of facilities. Like other city expenditures, Fund Transfers must increase over time to keep pace with growing costs. An annual transfer level of 6-8% of General Fund expenditures is needed to meet the city's existing capital and equipment needs.

In FY 2016, the city began increasing budgeted transfers to address deferred facility and equipment needs. The FY 2021 budget cut these transfers due to concerns about the Pandemic's impact on city revenues. In FY 2019 and 2021, additional funds were transferred due to one-time expenditure savings. This resulted in improved fund balances and allowed the city to fund additional projects.





# CEMETERY FUND



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 2023.

| CEMETERY FUND<br>Fund 104                   | FY 2020<br>Actual<br>Trans. | FY 2021<br>Actual<br>Trans. | FY 2022<br>Adopted<br>Budget | FY 2022<br>Estimated<br>Trans. | FY 2023<br>Proposed<br>Budget | FY 2023<br>Adopted<br>Budget |
|---------------------------------------------|-----------------------------|-----------------------------|------------------------------|--------------------------------|-------------------------------|------------------------------|
| <b>BALANCE AS OF JULY 1</b>                 | <u>\$91,048</u>             | <u>\$92,331</u>             | <u>\$92,048</u>              | <u>\$92,048</u>                | <u>\$92,748</u>               |                              |
| <b>REVENUES</b>                             |                             |                             |                              |                                |                               |                              |
| 470000 Interest                             | \$1,083                     | \$75                        | \$100                        | \$100                          | \$100                         |                              |
| 480000 Other - Service Fees                 | 200                         | 700                         | 600                          | 600                            | 600                           |                              |
| <b>TOTAL REVENUES</b>                       | <u>\$1,283</u>              | <u>\$775</u>                | <u>\$700</u>                 | <u>\$700</u>                   | <u>\$700</u>                  | <u>\$0</u>                   |
| <b>EXPENDITURES</b>                         |                             |                             |                              |                                |                               |                              |
| 490000 Interfund Transfer -<br>General Fund | \$0                         | \$0                         | \$0                          | \$0                            | \$0                           |                              |
| <b>TOTAL EXPENDITURES</b>                   | <u>\$0</u>                  | <u>\$0</u>                  | <u>\$0</u>                   | <u>\$0</u>                     | <u>\$0</u>                    | <u>\$0</u>                   |
| <b>BALANCE AS OF JUNE 30</b>                | <b>\$92,331</b>             | <b>\$93,106</b>             | <b>\$92,748</b>              | <b>\$92,748</b>                | <b>\$93,448</b>               | <b>\$0</b>                   |

## 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 (4%) limit 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, 2022 will be \$2.7 billion. Therefore, the debt limit in FY 2023 is \$106.8 million. At the beginning of FY 2023, the city's estimated outstanding debt will be approximately \$10.5 million or 0.43% of the city's assessed valuation.

In FY 2023, the city's debt portfolio consists of four borrowings: (1) the 2020 Refunding Bond A (2001 Bond Issue), (2) the 2020 Refunding Bond B (financing of an unfunded liability for Maryland State Retirement initiated in FY 2014), (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 2022, the estimated assessments attributable to the Greenbelt TIF are \$269,349,800 or \$2,228,870 in real estate tax revenue. The FY 2023 report has not yet been received. However, the results are expected to be the same as FY 2022 - the \$456,000 budgeted for the TIF debt payment in FY 2023 will likely be lower than 50% of the TIF revenue. The interest rate for the TIF is 3.24%.

The borrowing approved by referendum for the Greenbelt Lake Dam was finalized in April 2020.

### BUDGET COMMENTS

- 1) In FY 2021 the City refinanced the outstanding debt for the 2001 Bond Issue and the MSRPA Unfunded liability to take advantage of significantly lower interest rates. The rate on the 2001 debt went from 2.93% to 0.85%.
- 2) The fund balance in the Debt Service Fund is estimated to be \$12,495 at the end of FY 2023.
- 3) The fund transfer will need to increase to an estimated \$1,052,900 (a \$42,900 increase) in future years once the fund balance is exhausted.

| DEBT SERVICE FUND<br>Fund 201                 | FY 2020<br>Actual<br>Trans. | FY 2021<br>Actual<br>Trans. | FY 2022<br>Adopted<br>Budget | FY 2022<br>Estimated<br>Trans. | FY 2023<br>Proposed<br>Budget | FY 2023<br>Adopted<br>Budget |
|-----------------------------------------------|-----------------------------|-----------------------------|------------------------------|--------------------------------|-------------------------------|------------------------------|
| <b>TOTAL FUND BALANCE AS OF<br/>JULY 1</b>    | \$337,268                   | \$119,207                   | \$99,068                     | \$66,495                       | \$24,395                      |                              |
| <b>REVENUES</b>                               |                             |                             |                              |                                |                               |                              |
| 470000 Interest Investments                   | \$13,869                    | \$773                       | \$500                        | \$300                          | \$300                         |                              |
| 485000 Loan Proceeds                          | 0                           | 4,097,334                   | 0                            | 0                              | 0                             |                              |
| 490000 General Fund Transfer                  | 817,000                     | 1,010,000                   | 1,010,000                    | 1,010,000                      | 1,040,000                     |                              |
| <b>TOTAL REVENUE &amp; FUND<br/>TRANSFERS</b> | \$830,869                   | \$5,108,107                 | \$1,010,500                  | \$1,010,300                    | \$1,040,300                   | \$0                          |
| <b>EXPENDITURES</b>                           |                             |                             |                              |                                |                               |                              |
| <b>General Obligation</b>                     |                             |                             |                              |                                |                               |                              |
| 895 2001 Bond Issue                           |                             |                             |                              |                                |                               |                              |
| 96 Principal                                  | \$259,404                   | \$1,794,037                 | \$0                          | \$0                            | \$0                           |                              |
| 97 Interest                                   | 57,648                      | 11,415                      | 0                            | 0                              | 0                             |                              |
| Total                                         | \$317,052                   | \$1,805,452                 | \$0                          | \$0                            | \$0                           | \$0                          |
| 897 Unfunded Liability                        |                             |                             |                              |                                |                               |                              |
| 96 Principal                                  | \$113,320                   | \$2,292,357                 | \$0                          | \$0                            | \$0                           |                              |
| 97 Interest                                   | 124,774                     | 22,549                      | 0                            | 0                              | 0                             |                              |
| Total                                         | \$238,094                   | \$2,314,906                 | \$0                          | \$0                            | \$0                           | \$0                          |
| 89X 2020 Refunding Bond A                     |                             |                             |                              |                                |                               |                              |
| 34 Other Services                             |                             | \$30,241                    | \$0                          | \$0                            | \$0                           |                              |
| 96 Principal                                  |                             | 242,557                     | 292,700                      | 292,700                        | 295,000                       |                              |
| 97 Interest                                   |                             | 26,103                      | 11,900                       | 11,900                         | 9,400                         |                              |
| Total                                         |                             | \$298,901                   | \$304,600                    | \$304,600                      | \$304,400                     | \$0                          |
| 89X 2020 Refunding Bond B                     |                             |                             |                              |                                |                               |                              |
| 34 Other Services                             |                             | \$39,259                    | \$0                          | \$0                            | \$0                           |                              |
| 96 Principal                                  |                             | 134,026                     | 162,500                      | 162,500                        | 164,800                       |                              |
| 97 Interest                                   |                             | 9,181                       | 29,400                       | 29,400                         | 27,100                        |                              |
| Total                                         |                             | \$182,466                   | \$191,900                    | \$191,900                      | \$191,900                     | \$0                          |
| 898 Lake Dam                                  |                             |                             |                              |                                |                               |                              |
| 34 Other Services                             | \$27,719                    | \$3,217                     | \$3,200                      | \$3,200                        | \$3,200                       |                              |
| 96 Principal                                  | 0                           | 89,244                      | 89,600                       | 89,600                         | 90,000                        |                              |
| 97 Interest                                   | 932                         | 7,218                       | 7,100                        | 7,100                          | 6,700                         |                              |
| Total                                         | \$28,651                    | \$99,679                    | \$99,900                     | \$99,900                       | \$99,900                      | \$0                          |
| 899 Greenbelt West TIF                        |                             |                             |                              |                                |                               |                              |
| 34 Other Services                             | \$19,131                    | \$13,413                    | \$10,000                     | \$10,000                       | \$10,000                      |                              |
| 96 Principal                                  | 244,789                     | 252,839                     | 261,200                      | 261,200                        | 269,700                       |                              |
| 97 Interest                                   | 201,213                     | 193,165                     | 184,800                      | 184,800                        | 176,300                       |                              |
| Total                                         | \$465,133                   | \$459,417                   | \$456,000                    | \$456,000                      | \$456,000                     | \$0                          |
| <b>TOTAL EXPENDITURES</b>                     | \$1,048,930                 | \$5,160,819                 | \$1,052,400                  | \$1,052,400                    | \$1,052,200                   | \$0                          |
| <b>FUND BALANCE AS OF<br/>JUNE 30</b>         | <b>\$119,207</b>            | <b>\$66,495</b>             | <b>\$57,168</b>              | <b>\$24,395</b>                | <b>\$12,495</b>               | <b>\$0</b>                   |



## BOND PRINCIPAL & INTEREST PAYMENT SCHEDULE

| All Debt |              |             | 2020 Refunding Bond A<br>(2001 Bond Fund)<br>(1) |          | 2020 Refunding Bond B<br>(MSRA Unfund Liability)<br>(2) |           | Greenbelt Station<br>Tax Increment Financing<br>(3) |             | Greenbelt Lake<br>Dam Repair<br>(4) |          |
|----------|--------------|-------------|--------------------------------------------------|----------|---------------------------------------------------------|-----------|-----------------------------------------------------|-------------|-------------------------------------|----------|
| FY       | Principal    | Interest    | Principal                                        | Interest | Principal                                               | Interest  | Principal                                           | Interest    | Principal                           | Interest |
| 2023     | \$819,646    | \$219,398   | \$295,185                                        | \$9,350  | \$164,760                                               | \$27,099  | \$269,742                                           | \$176,247   | \$89,959                            | \$6,702  |
| 2024     | 833,720      | 205,324     | 297,705                                          | 6,830    | 167,083                                                 | 24,776    | 278,613                                             | 167,376     | 90,319                              | 6,342    |
| 2025     | 848,141      | 190,904     | 300,247                                          | 4,289    | 169,439                                                 | 22,420    | 287,775                                             | 158,214     | 90,680                              | 5,981    |
| 2026     | 862,919      | 176,125     | 302,810                                          | 1,726    | 171,827                                                 | 20,031    | 297,239                                             | 148,750     | 91,043                              | 5,618    |
| 2027     | 624,330      | 162,059     | 51,660                                           | 220      | 174,250                                                 | 17,609    | 307,013                                             | 138,976     | 91,407                              | 5,254    |
| 2028     | 585,590      | 148,919     |                                                  |          | 176,707                                                 | 15,152    | 317,110                                             | 128,879     | 91,773                              | 4,888    |
| 2029     | 598,876      | 135,633     |                                                  |          | 179,198                                                 | 12,661    | 327,538                                             | 118,451     | 92,140                              | 4,521    |
| 2030     | 612,543      | 121,967     |                                                  |          | 181,725                                                 | 10,134    | 338,309                                             | 107,680     | 92,509                              | 4,153    |
| 2031     | 626,601      | 107,909     |                                                  |          | 184,287                                                 | 7,572     | 349,435                                             | 96,554      | 92,879                              | 3,783    |
| 2032     | 641,061      | 93,408      |                                                  |          | 186,885                                                 | 4,934     | 360,926                                             | 85,063      | 93,250                              | 3,411    |
| 2033     | 655,938      | 78,571      |                                                  |          | 189,520                                                 | 2,339     | 372,795                                             | 73,194      | 93,623                              | 3,038    |
| 2034     | 551,359      | 64,104      |                                                  |          | 72,306                                                  | 506       | 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    | \$10,503,738 | \$1,825,233 | \$1,247,607                                      | \$22,415 | \$2,017,987                                             | \$165,233 | \$5,562,629                                         | \$1,573,195 | 1,675,515                           | \$64,390 |

(1) This is a **non-taxable** debt issuance with an interest rate of 0.85%.

(2) This is a **taxable** debt issuance with a interest rate of 1.40%

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

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

(1) This is a **non-taxable** debt issuance with an interest rate of 0.85%.

(2) This is a **taxable** debt issuance with a interest rate of 1.40%

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

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

[illegible]

# REPLACEMENT FUND

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.

In FY 2023, it is proposed to infuse ARPA lost revenue funding to catch up on needed equipment.

## **BUDGET COMMENTS**

- 1) It is proposed that a vehicle be purchased for use by the Administration office. A small hybrid SUV is recommended (\$28,000).
- 2) It is proposed to replace approximately 15 of the Police Department's ETIX in vehicle printers at a cost of \$18,000.
- 3) Under Animal Control, the cargo van with a cage is recommended for replacement (\$45,000).
- 4) The fuel management system located at Public Works has reached the end of its useful life. The current system does not function properly and causes periodic service disruptions. A new fuel management system is proposed at \$22,000.
- 5) A roll back truck (\$75,000), and a dump truck crew cab (\$75,600) are proposed for replacement under Multi-Purpose Equipment.
- 6) Under Parks, it is proposed to replace a 1 1/2 ton dump truck (\$72,000), a custom cab truck (\$71,400), and a deep tine aerator (\$22,500).
- 7) It is estimated the Replacement Fund will begin Fiscal Year 2023 with a fund balance of \$163,741 and end at \$168,941. 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

### Administration

|                    |          |
|--------------------|----------|
| Ford Escape Hybrid | \$28,000 |
|--------------------|----------|

### Police

|                |          |
|----------------|----------|
| ETIX Equipment | \$18,000 |
|----------------|----------|

### Animal Control

|                                     |          |
|-------------------------------------|----------|
| Ford Cargo Van w/Cage package (799) | \$45,000 |
|-------------------------------------|----------|

### Public Works Administration

|                        |          |
|------------------------|----------|
| Fuel Management System | \$22,000 |
|------------------------|----------|

### Multi-Purpose Equipment

|                       |          |
|-----------------------|----------|
| Roll Back Truck (112) | \$75,000 |
|-----------------------|----------|

|                           |          |
|---------------------------|----------|
| Dump Truck Crew Cab (124) | \$75,600 |
|---------------------------|----------|

### Parks

|                            |          |
|----------------------------|----------|
| 1 1/2 Ton Dump Truck (407) | \$72,000 |
|----------------------------|----------|

|                       |          |
|-----------------------|----------|
| Ford Custom Cab (426) | \$71,400 |
|-----------------------|----------|

|                   |          |
|-------------------|----------|
| Deep Tine Aerator | \$22,500 |
|-------------------|----------|

|                                    |                         |
|------------------------------------|-------------------------|
| <b>Total Proposed Expenditures</b> | <b><u>\$429,500</u></b> |
|------------------------------------|-------------------------|

| <b>REPLACEMENT FUND<br/>Fund 105</b>      | <b>FY 2020<br/>Actual<br/>Trans.</b> | <b>FY 2021<br/>Actual<br/>Trans.</b> | <b>FY 2022<br/>Adopted<br/>Budget</b> | <b>FY 2022<br/>Estimated<br/>Trans.</b> | <b>FY 2023<br/>Proposed<br/>Budget</b> | <b>FY 2023<br/>Adopted<br/>Budget</b> |
|-------------------------------------------|--------------------------------------|--------------------------------------|---------------------------------------|-----------------------------------------|----------------------------------------|---------------------------------------|
| <b>TOTAL FUND BALANCE AS OF JULY 1</b>    | <u>\$296,229</u>                     | <u>\$302,597</u>                     | <u>\$754,697</u>                      | <u>\$296,941</u>                        | <u>\$163,741</u>                       |                                       |
| <b>REVENUES</b>                           |                                      |                                      |                                       |                                         |                                        |                                       |
| 470000 Interest on Investments            | \$4,564                              | \$266                                | \$400                                 | \$100                                   | \$200                                  |                                       |
| 480000 Ins./Auc. Proceeds                 | 2,584                                | 3,364                                | 10,000                                | 6,300                                   | 5,000                                  |                                       |
| 480000 Payments from Other Cities         | 0                                    | 0                                    | 0                                     | 0                                       | 0                                      |                                       |
| 490000 Interfund Transfer - General Fund  | 360,000                              | 1,700                                | 300,000                               | 300,000                                 | 0                                      |                                       |
| XXXXXX Special Projects Fund Trans - ARPA | 0                                    | 0                                    | 0                                     | 0                                       | 429,500                                |                                       |
| <b>TOTAL REVENUE &amp; FUND TRANSFERS</b> | <u>\$367,148</u>                     | <u>\$5,329</u>                       | <u>\$310,400</u>                      | <u>\$306,400</u>                        | <u>\$434,700</u>                       | <u>\$0</u>                            |
| <b>EXPENDITURES</b>                       |                                      |                                      |                                       |                                         |                                        |                                       |
| 91 New Equipment                          |                                      |                                      |                                       |                                         |                                        |                                       |
| 120 Administration                        | \$0                                  | \$0                                  | \$0                                   | \$0                                     | \$28,000                               |                                       |
| 145 Information Technology                | 53,049                               | 0                                    | 0                                     | 0                                       | 0                                      |                                       |
| 220 Community Development                 | 0                                    | 0                                    | 38,000                                | 38,000                                  | 0                                      |                                       |
| 310 Police                                | 4,689                                | 7,623                                | 31,500                                | 18,500                                  | 18,000                                 |                                       |
| 330 Animal Control                        | 0                                    | 0                                    | 26,300                                | 26,300                                  | 45,000                                 |                                       |
| 410 Public Works Admin.                   | 34,260                               | 0                                    | 0                                     | 0                                       | 22,000                                 |                                       |
| 420 Multi-Purpose Equipment               | 150,367                              | 0                                    | 260,500                               | 260,500                                 | 150,600                                |                                       |
| 610 Recreation                            | 34,799                               | 0                                    | 0                                     | 0                                       | 0                                      |                                       |
| 700 Parks                                 | 83,616                               | 3,363                                | 92,500                                | 96,300                                  | 165,900                                |                                       |
| <b>TOTAL EXPENDITURES</b>                 | <u>\$360,780</u>                     | <u>\$10,986</u>                      | <u>\$448,800</u>                      | <u>\$439,600</u>                        | <u>\$429,500</u>                       | <u>\$0</u>                            |
| <b>BALANCE AS OF JUNE 30</b>              | <u>\$302,597</u>                     | <u>\$296,941</u>                     | <u>\$616,297</u>                      | <u>\$163,741</u>                        | <u>\$168,941</u>                       | <u>\$0</u>                            |



| <u>Veh #</u>                       | <u>Department/Item</u>            | <u>Year</u> | <u>Repl. Year</u> | <u>Original Cost</u> | <u>Replace Cost</u> | <u>Est. FY 2022</u> | <u>FY 2023</u> | <u>FY 2024</u> | <u>FY 2025</u> | <u>FY 2026</u> | <u>FY 2027</u> | <u>FY 2028</u> | <u>FY 2029</u> | <u>FY 2030</u> | <u>FY 2031</u> | <u>FY 2032</u> |
|------------------------------------|-----------------------------------|-------------|-------------------|----------------------|---------------------|---------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| <b>Administration</b>              |                                   |             |                   |                      |                     |                     |                |                |                |                |                |                |                |                |                |                |
| 2                                  | Dodge Grand Caravan Hybrid SUV    | 2017        | 2029              | 29,332               | 38,100              | 0                   | 0              | 0              | 0              | 0              | 0              | 0              | 38,100         | 0              | 0              | 0              |
|                                    |                                   | 2023        | 2035              | 28,000               | 37,000              | 0                   | 28,000         | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              |
|                                    | Subtotal                          |             |                   | 57,332               | 75,100              | 0                   | 28,000         | 0              | 0              | 0              | 0              | 0              | 38,100         | 0              | 0              | 0              |
| <b>Community Development</b>       |                                   |             |                   |                      |                     |                     |                |                |                |                |                |                |                |                |                |                |
| 712                                | Ford Focus                        | 2009        | 2022              | 11,427               | 38,000              | 38,000              | 0              | 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              | 48,000         | 0              | 0              | 0              |
| 728                                | Chevy Bolt - Electric             | 2019        | 2030              | 38,162               | 49,600              | 0                   | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 49,600         | 0              | 0              |
|                                    | Subtotal                          |             |                   | 86,530               | 135,600             | 38,000              | 0              | 0              | 0              | 0              | 0              | 0              | 48,000         | 49,600         | 0              | 0              |
| <b>Police Department</b>           |                                   |             |                   |                      |                     |                     |                |                |                |                |                |                |                |                |                |                |
|                                    | Police Radio System               | 2011        | 2025              | 729,700              | 500,000             | 0                   | 0              | 0              | 500,000        | 0              | 0              | 0              | 0              | 0              | 0              | 0              |
|                                    | Voice Logging Recorder            | 2011        | 2022              | 22,327               | 18,500              | 18,500              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              |
|                                    | Handguns                          | 2019        | 2029              | 33,708               | 40,500              | 0                   | 0              | 0              | 0              | 0              | 0              | 0              | 40,500         | 0              | 0              | 0              |
|                                    | Pro-Tec Raid Vests                | 2015        | 2026              | 16,067               | 20,900              | 0                   | 0              | 0              | 0              | 20,900         | 0              | 0              | 0              | 0              | 0              | 0              |
|                                    | ETIX Equipment                    |             | Var.              |                      | 54,000              | 0                   | 18,000         | 18,000         | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              |
|                                    | TRUSPEED Laser                    | 2014        | 2026              | 7,300                | 12,000              | 0                   | 0              | 0              | 0              | 12,000         | 0              | 0              | 0              | 0              | 0              | 0              |
| 726                                | Ford Fusion Hybrid                | 2014        | 2026              | 24,577               | 32,000              | 0                   | 0              | 0              | 0              | 32,000         | 0              | 0              | 0              | 0              | 0              | 0              |
|                                    | Live Scan                         | 2014        | 2023              | 33,283               | 35,000              | 0                   | 0              | 35,000         | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              |
|                                    | Automated External Defibrillators | 2014        | 2022              | 12,596               | 13,000              | 0                   | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              |
|                                    | Subtotal                          |             |                   | 879,558              | 725,900             | 18,500              | 18,000         | 53,000         | 518,000        | 64,900         | 0              | 0              | 40,500         | 0              | 0              | 0              |
| <b>Animal Control</b>              |                                   |             |                   |                      |                     |                     |                |                |                |                |                |                |                |                |                |                |
| 704                                | Ford Escape SUV                   | 2008        | 2022              | 25,276               | 26,300              | 26,300              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              |
| 799                                | Ford Cargo Van w/Cage package     | 2002        | 2023              | 26,039               | 38,000              | 0                   | 45,000         | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              |
|                                    | Subtotal                          |             |                   | 51,315               | 64,300              | 26,300              | 45,000         | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              |
| <b>Public Works Administration</b> |                                   |             |                   |                      |                     |                     |                |                |                |                |                |                |                |                |                |                |
|                                    | Fuel Management System            | 2022        | 2032              | 22,000               | 30,000              | 0                   | 22,000         | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 44,500         | 0              |
| 106                                | Chevy Bolt - Electric             | 2020        | 2031              | 34,259               | 44,500              | 0                   | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 44,500         | 0              |
| 104                                | Ford Explorer                     | 2016        | 2027              | 25,794               | 33,500              | 0                   | 0              | 0              | 0              | 0              | 33,500         | 0              | 0              | 0              | 0              | 0              |
| 105                                | Chevy Bolt - Electric             | 2019        | 2030              | 36,941               | 48,000              | 0                   | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 48,000         | 0              | 0              |
|                                    | Repeater - Channel 1 & 3          | 2004        | 2023              | 40,000               | 46,000              | 0                   | 0              | 46,000         | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              |
|                                    | Subtotal                          |             |                   | 158,994              | 202,000             | 0                   | 22,000         | 46,000         | 0              | 0              | 33,500         | 0              | 0              | 48,000         | 89,000         | 0              |
| <b>Multi-Purpose Equipment</b>     |                                   |             |                   |                      |                     |                     |                |                |                |                |                |                |                |                |                |                |
| 123                                | Ford 550 Dump Truck               | 2020        | 2031              | 84,100               | 109,900             | 0                   | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 109,900        | 0              |
| 112                                | Ford Roll Back Truck              | 1993        | 2023              | 25,927               | 75,000              | 0                   | 75,000         | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              |
| 113                                | 4X4 ¾Ton Pick-up Truck            | 2006        | 2022              | 18,314               | 39,500              | 39,500              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              |
| 114                                | 4X4 ¾Ton Pickup                   | 2020        | 2031              | 34,085               | 44,300              | 0                   | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 44,300         | 0              |
| 118                                | Ford 4X4 F350 Crew Cab            | 2014        | 2026              | 30,256               | 39,300              | 0                   | 0              | 0              | 0              | 39,300         | 0              | 0              | 0              | 0              | 0              | 0              |
| 120                                | Skid Steer Loader                 | 2019        | 2030              | 65,063               | 84,600              | 0                   | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 84,600         | 0              | 0              |
| 121                                | Ford F250 4X4 ¾Ton Pickup         | 2017        | 2028              | 34,500               | 42,900              | 0                   | 0              | 0              | 0              | 0              | 0              | 42,900         | 0              | 0              | 0              | 0              |
| 124                                | Ford F-450 Dump Truck Crew Cab    | 2010        | 2023              | 56,842               | 75,600              | 0                   | 75,600         | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              |
| 125                                | Ford 2 Ton Dump (Chassis in 06)   | 2006        | 2024              | 42,000               | 91,000              | 0                   | 0              | 91,000         | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              |
| 126                                | Ford 750 Dump (Body in 22)        | 2007        | 2026              | 71,324               | 94,900              | 16,000              | 0              | 0              | 0              | 94,900         | 0              | 0              | 0              | 0              | 0              | 0              |

| <u>Veh #</u>                        | <u>Department/Item</u>            | <u>Year</u><br><u>Purch.</u> | <u>Repl.</u><br><u>Year</u> | <u>Original</u><br><u>Cost</u> | <u>Replace</u><br><u>Cost</u> | <u>Est.</u><br><u>FY 2022</u> | <u>FY 2023</u> | <u>FY 2024</u> | <u>FY 2025</u> | <u>FY 2026</u> | <u>FY 2027</u> | <u>FY 2028</u> | <u>FY 2029</u> | <u>FY 2030</u> | <u>FY 2031</u> | <u>FY 2032</u> |
|-------------------------------------|-----------------------------------|------------------------------|-----------------------------|--------------------------------|-------------------------------|-------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| 129                                 | Case Backhoe                      | 2016                         | 2031                        | 94,900                         | 123,400                       | 0                             | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 123,400        | 0              |
| 128                                 | Asphalt Roller                    | 2007                         | 2024                        | 24,900                         | 36,100                        | 0                             | 0              | 36,100         | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              |
| 145                                 | Case #621 Loader                  | 2008                         | 2024                        | 119,313                        | 155,100                       | 0                             | 0              | 155,100        | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              |
| 146                                 | 2007 F550 Aerial Lift             | 2013                         | 2024                        | 40,600                         | 52,800                        | 0                             | 0              | 52,800         | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              |
| 147                                 | GMC Aerial Lift                   | 1990                         | 2022                        | 68,950                         | 205,000                       | 205,000                       | 0              | 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                        | 0                             | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 41,800         | 0              |
| 152                                 | Chevy 2500 Cargo Van              | 2014                         | 2025                        | 17,118                         | 22,300                        | 0                             | 0              | 0              | 22,300         | 0              | 0              | 0              | 0              | 0              | 0              | 0              |
| 154                                 | Ford Transit Cargo                | 2018                         | 2029                        | 27,791                         | 36,100                        | 0                             | 0              | 0              | 0              | 0              | 0              | 0              | 36,100         | 0              | 0              | 0              |
| 159                                 | Ford 4X4 Pick-up                  | 2019                         | 2030                        | 34,430                         | 44,800                        | 0                             | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 44,800         | 0              | 0              |
| 197                                 | Street Sweeper - 2018 Dulevo 6000 | 2018                         | 2028                        | 69,855                         | 90,800                        | 0                             | 0              | 0              | 0              | 0              | 0              | 0              | 90,800         | 0              | 0              | 0              |
|                                     | Paint Machine                     | 2006                         | 2024                        | 5,000                          | 6,500                         | 0                             | 0              | 6,500          | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              |
|                                     | Concrete Sidewalk Grinder         | 2014                         | 2030                        | 10,000                         | 14,500                        | 0                             | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 14,500         | 0              | 0              |
|                                     | Subtotal                          |                              |                             | 1,029,522                      | 1,557,200                     | 260,500                       | 150,600        | 341,500        | 22,300         | 134,200        | 0              | 42,900         | 126,900        | 143,900        | 319,400        | 0              |
| <b>Waste Collection Equipment</b>   |                                   |                              |                             |                                |                               |                               |                |                |                |                |                |                |                |                |                |                |
| 213                                 | Chevy 4X4 Pickup                  | 2017                         | 2029                        | 35,000                         | 40,300                        | 0                             | 0              | 0              | 0              | 0              | 0              | 0              | 40,300         | 0              | 0              | 0              |
| 211                                 | Polaris GEM Electric Truck        | 2014                         | 2025                        | 20,737                         | 27,000                        | 0                             | 0              | 0              | 27,000         | 0              | 0              | 0              | 0              | 0              | 0              | 0              |
| 264                                 | Freightliner w/25cy packer        | 2016                         | 2025                        | 145,050                        | 179,900                       | 0                             | 0              | 0              | 179,900        | 0              | 0              | 0              | 0              | 0              | 0              | 0              |
| 263                                 | Freightliner w/18cy Packer        | 2015                         | 2024                        | 140,428                        | 174,100                       | 0                             | 0              | 174,100        | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              |
| 266                                 | Freightliner w/25cy Packer        | 2019                         | 2028                        | 176,643                        | 229,600                       | 0                             | 0              | 0              | 0              | 0              | 0              | 229,600        | 0              | 0              | 0              | 0              |
|                                     | Subtotal                          |                              |                             | 517,858                        | 650,900                       | 0                             | 0              | 174,100        | 206,900        | 0              | 0              | 229,600        | 40,300         | 0              | 0              | 0              |
| <b>Recreation Administration</b>    |                                   |                              |                             |                                |                               |                               |                |                |                |                |                |                |                |                |                |                |
| 300                                 | Ford Escape Hybrid                | 2012                         | 2024                        | 28,700                         | 29,000                        | 0                             | 0              | 29,000         | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              |
| 310                                 | Cargo Van                         | 2020                         | 2031                        | 34,799                         | 45,200                        | 0                             | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 45,200         | 0              |
|                                     | Subtotal                          |                              |                             | 63,499                         | 74,200                        | 0                             | 0              | 29,000         | 0              | 0              | 0              | 0              | 0              | 0              | 45,200         | 0              |
| <b>Aquatic &amp; Fitness Center</b> |                                   |                              |                             |                                |                               |                               |                |                |                |                |                |                |                |                |                |                |
|                                     | Treadmills                        | 2013                         | 2024                        | 24,975                         | 32,500                        | 0                             | 0              | 32,500         | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              |
|                                     | Stationary Bikes                  | 2019                         | 2029                        | 20,847                         | 27,100                        | 0                             | 0              | 0              | 0              | 0              | 0              | 0              | 27,100         | 0              | 0              | 0              |
|                                     | Step/Elliptical/Rowing Machines   | Var.                         | Var.                        | 23,646                         | 30,700                        | 0                             | 0              | 30,700         | 0              | 0              | 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              | 63,200         | 0              | 0              | 0              | 0              | 27,100         | 0              | 0              | 0              |
| <b>Community Center</b>             |                                   |                              |                             |                                |                               |                               |                |                |                |                |                |                |                |                |                |                |
|                                     | Commercial Freezer                | 2016                         | 2036                        | 5,000                          | 6,500                         | 0                             | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              |
|                                     | Commercial Refrigerator           | 1999                         | 2024                        | 10,000                         | 14,000                        | 0                             | 0              | 14,000         | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              |
|                                     | Commercial Stove                  | 1996                         | 2024                        | 7,000                          | 9,800                         | 0                             | 0              | 9,800          | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              |
|                                     | Commercial Convection Oven        | 2003                         | 2024                        | 7,901                          | 11,000                        | 0                             | 0              | 11,000         | 0              | 0              | 0              | 0              | 0              | 0              | 0              | 0              |
|                                     | Stage Lighting                    | 2006                         | 2027                        | 10,000                         | 15,000                        | 0                             | 0              | 0              | 0              | 0              | 15,000         | 0              | 0              | 0              | 0              | 0              |
|                                     | Subtotal                          |                              |                             | 39,901                         | 56,300                        | 0                             | 0              | 34,800         | 0              | 0              | 15,000         | 0              | 0              | 0              | 0              | 0              |

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| Veh #                                            | Department/Item                   | Year Purch. | Repl. Year | Original Cost | Replace Cost | Est. FY 2022 | FY 2023 | FY 2024 | FY 2025 | FY 2026 | FY 2027 | FY 2028 | FY 2029 | FY 2030 | FY 2031 | FY 2032 |
|--------------------------------------------------|-----------------------------------|-------------|------------|---------------|--------------|--------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| Park Equipment                                   |                                   |             |            |               |              |              |         |         |         |         |         |         |         |         |         |         |
| 401                                              | 4X4 Pickup Truck                  | 2020        | 2031       | 34,085        | 44,300       | 0            | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 44,300  | 0       |
| 409                                              | Ford F 250 4X4 Pickup             | 2015        | 2026       | 28,100        | 36,500       | 0            | 0       | 0       | 0       | 36,500  | 0       | 0       | 0       | 0       | 0       | 0       |
| 405                                              | Ford F-150 Pickup                 | 2013        | 2024       | 15,100        | 20,100       | 0            | 0       | 20,100  | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       |
| 407                                              | Ford 1½Ton Dump Truck             | 2006        | 2023       | 46,699        | 72,000       | 0            | 72,000  | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       |
| 408                                              | Ford F-250 4X4 ¾ton Pickup        | 2008        | 2022       | 27,747        | 37,500       | 41,300       | 0       | 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       | 42,900  | 0       | 0       | 0       | 0       |
| 402                                              | Ford F250 4X4 Pickup              | 2016        | 2027       | 25,509        | 33,200       | 0            | 0       | 0       | 0       | 0       | 33,200  | 0       | 0       | 0       | 0       | 0       |
| 426                                              | Ford Custom Cab                   | 2005        | 2023       | 50,257        | 71,400       | 0            | 71,400  | 0       | 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        | 2029       | 70,000        | 104,000      | 0            | 0       | 0       | 0       | 0       | 0       | 0       | 104,000 | 0       | 0       | 0       |
| 436                                              | John Deere 3320 Tractor           | 2007        | 2028       | 14,624        | 23,400       | 0            | 0       | 0       | 0       | 0       | 0       | 23,400  | 0       | 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        | 2024       | 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       | 17,400  | 0       | 0       | 0       | 0       | 0       | 0       |
| 448                                              | Tag-A-Long Trailer                | 1985        | 2024       | 2,799         | 5,000        | 0            | 0       | 5,000   | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       |
| 460                                              | Leaf Vacuum                       | 2018        | 2030       | 41,460        | 56,900       | 0            | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 56,900  | 0       | 0       |
| 468                                              | Wood Chuck Chipper                | 2020        | 2031       | 49,531        | 64,400       | 0            | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 64,400  | 0       |
| 464                                              | Kubota Big Tractor M8210 w/attach | 1998        | 2022       | 36,063        | 55,000       | 55,000       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       |
| 465                                              | Ford Stake Body (Body in 14)      | 2001        | 2024       | 43,592        | 58,400       | 0            | 0       | 58,400  | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       |
| 466                                              | Premier Trailer                   | 2001        | 2024       | 5,000         | 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       | 93,800  | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       |
|                                                  | Deep Tine Aerator                 | 2007        | 2023       | 15,500        | 22,500       | 0            | 22,500  | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       |
|                                                  | Stump Grinder                     | 2014        | 2024       | 7,000         | 9,300        | 0            | 0       | 9,300   | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       |
|                                                  | Subtotal                          |             |            | 696,680       | 965,300      | 96,300       | 165,900 | 210,100 | 0       | 53,900  | 33,200  | 66,300  | 104,000 | 56,900  | 108,700 | 0       |
| Intra-City Bus Service                           |                                   |             |            |               |              |              |         |         |         |         |         |         |         |         |         |         |
| 504                                              | Lift Equipped Van                 | 2019        | 2029       | 64,953        | 84,400       | 0            | 0       | 0       | 0       | 0       | 0       | 0       | 84,400  | 0       | 0       | 0       |
|                                                  | Subtotal                          |             |            | 64,953        | 84,400       | 0            | 0       | 0       | 0       | 0       | 0       | 0       | 84,400  | 0       | 0       | 0       |
| Non Departmental                                 |                                   |             |            |               |              |              |         |         |         |         |         |         |         |         |         |         |
|                                                  | Telephone Equipment               | 2020        | 2030       | 52,900        | 100,000      | 0            | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 100,000 | 0       |
|                                                  | Subtotal                          |             |            | 52,900        | 100,000      | 0            | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 0       | 100,000 | 0       |
| GRAND TOTAL                                      |                                   |             |            | 3,820,010     | 4,848,500    | 439,600      | 429,500 | 951,700 | 747,200 | 253,000 | 81,700  | 338,800 | 509,300 | 398,400 | 662,300 | 0       |
| Annual Revenues Required (11 Year Avg. Lifespan) |                                   |             |            | \$481,150     |              |              |         |         |         |         |         |         |         |         |         |         |

# SPECIAL PROJECTS FUND

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 first designation in the fund is the American Rescue Plan Act (ARPA) lost revenue funds. The second 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 \$85,000 in Information Technology, line 145, is to replace computers (\$25,000) and servers (\$10,000), continue implementation of document management solution with streamlined workflow (\$15,000), 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).
- 4) The expenses in CARES/ GAIL come from the Barnett Trust and help fund assistance programs for seniors.
- 5) The transfer of \$5,000 in FY 2023 is to support future art restoration projects.
- 6) New in FY 2023 are the American Rescue Plan Act (ARPA) funds at \$3.2M which represents lost revenue in FY 2020 and FY 2021 during the COVID-19 pandemic. In early March 2020, Governor Hogan issued a Declaration of State of Emergency and Existence of Catastrophic Health Emergency – COVID-19. With guidance from the Prince George's County Health and Emergency Management experts, the City responded by restricting public access to most city facilities and canceling programs to ensure the health and safety of its residents and employees. Governor Hogan and County Executive Alsobrooks 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 orders closed or curtailed operations of many Greenbelt stores, theaters, hotels and other places frequented by the public.



As a result of this pandemic, the City lost significant revenue. However, the City was awarded \$22.88M in ARPA funds. The ARPA guidelines provide for the municipalities to designate a portion to be used for lost revenue - either a calculated amount (\$3.2M for the City) or a flat amount of \$10M. The City has elected to allocate the \$10M maximum to lost revenue. This allows for more flexible use of the funds with reduced reporting requirements easing the burden on staff.

It is noted this Special Projects budget shows ARPA revenue for current year and in FY 2023 and expenditures in the current fiscal year (FY 2022) and the recommended expenditures in FY 2023. There is also a separate accounting of the Special Projects Fund relating only to ARPA revenue and expenditures that confirms the following existing and planned expenditures including:

|                                                                                                                          |             |
|--------------------------------------------------------------------------------------------------------------------------|-------------|
| Rental & Utility Assistance, Mortgage Assistance,<br>Business Assistance and Meals (FY 2022)                             | \$2,000,000 |
| Capital Projects Fund (Fund 303) for identified external<br>Infrastructure needs (FY 2023)                               | \$1,390,000 |
| Building Capital Reserve Fund (Fund 102) for updating,<br>Replacing and enhancing city facilities (FY 2023)              | \$1,636,000 |
| Replacement Fund (Fund 105) for replacement of equipment<br>(FY 2023)                                                    | \$ 429,500  |
| General Fund (Fund 001) for purchasing police vehicles and<br>Adding positions in Police and CARES departments (FY 2023) | \$ 839,300  |

- 7) The city receives monies from cable franchises for the use of the public right-of-way. The city contributes two-thirds of the fees deposited to the Fund to Greenbelt Access Television, Inc. (GATe). The remaining third provides funding for IT and Community Promotion projects.



| SPECIAL PROJECTS FUND<br>Fund 101                                              | FY 2020<br>Actual<br>Trans. | FY 2021<br>Actual<br>Trans. | FY 2022<br>Adopted<br>Budget | FY 2022<br>Estimated<br>Trans. | FY 2023<br>Proposed<br>Budget | FY 2023<br>Adopted<br>Budget |
|--------------------------------------------------------------------------------|-----------------------------|-----------------------------|------------------------------|--------------------------------|-------------------------------|------------------------------|
| <b>TOTAL FUND BALANCE AS OF JULY 1</b>                                         | <u>\$455,598</u>            | <u>\$961,983</u>            | <u>\$1,092,583</u>           | <u>\$994,867</u>               | <u>\$735,567</u>              |                              |
| <b>REVENUES</b>                                                                |                             |                             |                              |                                |                               |                              |
| 433401 Cable TV Franchise Fee                                                  | \$246,565                   | \$223,994                   | \$231,000                    | \$231,000                      | \$231,000                     |                              |
| 441112 Federal Grants                                                          | 61,632                      | 78,750                      | 82,500                       | 82,500                         | 82,500                        |                              |
| 470000 Interest on Investments                                                 | 8,260                       | 751                         | 1,185                        | 1,185                          | 1,185                         |                              |
| 470104 Econ Dev Fund Interest                                                  | 59                          | 110                         | 15                           | 15                             | 15                            |                              |
| 460201 Red Light Camera Delinquent                                             | 519,670                     | 0                           | 0                            | 0                              | 0                             |                              |
| 460301 Del. Speed Camera Fines                                                 | 17,508                      | 15,894                      | 18,000                       | 18,000                         | 18,000                        |                              |
| 442150 ARPA Grant                                                              |                             |                             |                              | 11,440,833                     | 1,440,833                     |                              |
| 480499 Miscellaneous                                                           | 20,625                      | 0                           | 0                            | 0                              | 0                             |                              |
| ARPA - Lost Revenue                                                            | 0                           | 0                           | 0                            | 0                              | 10,000,000                    |                              |
| 490000 Interfund Transfers:                                                    |                             |                             |                              |                                |                               |                              |
| Economic Development                                                           | 25,000                      | 25,000                      | 25,000                       | 25,000                         | 25,000                        |                              |
| Public Safety                                                                  | 0                           | 0                           | 0                            | 0                              | 0                             |                              |
| Recreation - Public Art                                                        | 0                           | 5,000                       | 5,000                        | 5,000                          | 5,000                         |                              |
| <b>TOTAL REVENUES</b>                                                          | <u>\$899,319</u>            | <u>\$349,499</u>            | <u>\$362,700</u>             | <u>\$11,803,533</u>            | <u>\$11,803,533</u>           | <u>\$0</u>                   |
| <b>EXPENDITURES</b>                                                            |                             |                             |                              |                                |                               |                              |
| 135 Human Resources                                                            | \$0                         | \$0                         | \$100,000                    | \$100,000                      | \$0                           |                              |
| 140 Finance                                                                    | 0                           | 0                           | 400,000                      | 100,000                        | 0                             |                              |
| 145 Information Technology                                                     | 87,889                      | 65,291                      | 80,000                       | 80,000                         | 85,000                        |                              |
| 190 Comm. Promo. Equipment                                                     | 7,469                       | 17,573                      | 35,000                       | 35,000                         | 10,000                        |                              |
| 190 Comm. Promo. Public Access                                                 | 4,800                       | 0                           | 0                            | 0                              | 0                             |                              |
| 310 Police                                                                     | 82,500                      | 78,461                      | 108,100                      | 108,100                        | 82,500                        |                              |
| 520 CARES & GAIL                                                               | 900                         | 5,960                       | 7,900                        | 7,900                          | 7,900                         |                              |
| 685 Arts                                                                       | 0                           | 0                           | 5,000                        | 5,000                          | 5,000                         |                              |
| 990 ARPA (Actual Expenditures)                                                 | 0                           | 0                           | 0                            | 2,000,000                      | 0                             |                              |
| 999 Transfer to General Fund                                                   | 45,000                      | 0                           | 32,000                       | 32,000                         | 0                             |                              |
| 999 ARPA/Transfers to Capital Projects, Building<br>Capital & Replacement Fund | 0                           | 0                           | 0                            | 0                              | 4,294,800                     |                              |
| 999 Payment to GATe                                                            | 164,377                     | 149,329                     | 154,000                      | 154,000                        | 154,000                       |                              |
| <b>TOTAL EXPENDITURES</b>                                                      | <u>\$392,935</u>            | <u>\$316,614</u>            | <u>\$922,000</u>             | <u>\$2,622,000</u>             | <u>\$4,639,200</u>            | <u>\$0</u>                   |
| <b>TOTAL FUND BALANCE AS OF JUNE 30</b>                                        | <u><b>\$961,983</b></u>     | <u><b>\$994,867</b></u>     | <u><b>\$533,283</b></u>      | <u><b>\$10,176,400</b></u>     | <u><b>\$7,899,900</b></u>     |                              |
| <b>FUND BALANCE DESIGNATIONS</b>                                               |                             |                             |                              |                                |                               |                              |
| Cable TV - funds available for IT infrastructure                               | \$422,726                   | \$414,526                   | \$2,992                      | \$376,526                      | \$358,526                     |                              |
| Public Safety                                                                  | (2,817)                     | 13,366                      | 156,449                      | 156,449                        | 156,449                       |                              |
| Barnett Trust                                                                  | 44,350                      | 38,390                      | 61,904                       | 30,490                         | 22,590                        |                              |
| Economic Development Revolving Fund                                            | 93,394                      | 118,504                     | 143,519                      | 143,519                        | 168,534                       |                              |
| Arts Restoration & Acquisition                                                 | 0                           | 5,000                       | 15,000                       | 10,000                         | 10,000                        |                              |
| Undesignated                                                                   | 404,330                     | 405,081                     | 92,938                       | 18,583                         | 37,768                        |                              |
| Undesignated ARPA                                                              | 0                           | 0                           | 0                            | 9,440,833                      | 7,146,033                     |                              |
| <b>TOTAL</b>                                                                   | <u><b>\$961,983</b></u>     | <u><b>\$994,867</b></u>     | <u><b>\$472,802</b></u>      | <u><b>\$735,567</b></u>        | <u><b>\$753,867</b></u>       |                              |

| SPECIAL PROJECTS FUND<br>AMERICAN RESCUE PLAN ACT Fund 101 | FY 2020<br>Actual<br>Trans. | FY 2021<br>Actual<br>Trans. | FY 2022<br>Adopted<br>Budget | FY 2022<br>Estimated<br>Trans. | FY 2023<br>Proposed<br>Budget | FY 2023<br>Adopted<br>Budget |
|------------------------------------------------------------|-----------------------------|-----------------------------|------------------------------|--------------------------------|-------------------------------|------------------------------|
| <b>TOTAL FUND BALANCE AS OF JULY 1</b>                     | <u>\$0</u>                  | <u>\$0</u>                  | <u>\$0</u>                   | <u>\$0</u>                     | <u>\$9,440,833</u>            |                              |
| <b>REVENUES</b>                                            |                             |                             |                              |                                |                               |                              |
| ARPA Amount in FY2022                                      | \$0                         | \$0                         | \$0                          | \$11,440,833                   | \$0                           |                              |
| ARPA Amount in FY2023                                      | 0                           | 0                           | 0                            | 0                              | 11,440,833                    |                              |
| <b>TOTAL REVENUES</b>                                      | <u>\$0</u>                  | <u>\$0</u>                  | <u>\$0</u>                   | <u>\$11,440,833</u>            | <u>\$11,440,833</u>           | <u>\$0</u>                   |
| <b>EXPENDITURES</b>                                        |                             |                             |                              |                                |                               |                              |
| 52589802 - Rental & Utility Assistance                     | \$0                         | \$0                         | \$0                          | \$1,200,000                    | \$0                           |                              |
| 52589803 - Mortgage Assistance                             | 0                           | 0                           | 0                            | 200,000                        | 0                             |                              |
| 52589804 - Meals/Other Non-profit                          | 0                           | 0                           | 0                            | 100,000                        | 0                             |                              |
| 52589805 Business Assistance                               | 0                           | 0                           | 0                            | 500,000                        | 0                             |                              |
| 525898XX Capital Projects                                  | 0                           | 0                           | 0                            | 0                              | 1,390,000                     |                              |
| 525898XX Building Capital Reserve Fund                     | 0                           | 0                           | 0                            | 0                              | 1,636,000                     |                              |
| 525898XX Replacement Fund                                  | 0                           | 0                           | 0                            | 0                              | 429,500                       |                              |
| 525898XX General Fund                                      |                             |                             |                              |                                | 839,300                       |                              |
| <b>TOTAL EXPENDITURES</b>                                  | <u>\$0</u>                  | <u>\$0</u>                  | <u>\$0</u>                   | <u>\$2,000,000</u>             | <u>\$4,294,800</u>            | <u>\$0</u>                   |
| <b>TOTAL FUND BALANCE AS OF JUNE 30</b>                    | <u>\$0</u>                  | <u>\$0</u>                  | <u>\$0</u>                   | <u>\$9,440,833</u>             | <u>\$16,586,866</u>           | <u>\$0</u>                   |

# AGENCY FUNDS

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. There is also the Mary Geiger Fund. 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<br>FY 2020 | FY 2021<br>Contribution | FY 2021<br>Debits | Balance<br>07/01/21 | FY 2022<br>Estimated<br>Contri. | FY 2022<br>Estimated<br>Debits | Estimated<br>Balance<br>07/01/22 | FY 2023<br>Estimated<br>Contri. | FY 2023<br>Estimated<br>Debits | Estimated<br>Balance<br>06/30/23 |
|------------------------------------|--------------------|-------------------------|-------------------|---------------------|---------------------------------|--------------------------------|----------------------------------|---------------------------------|--------------------------------|----------------------------------|
| Recreation Department              | \$7,464            | \$947                   | \$0               | \$8,411             | \$500                           | (\$1,000)                      | \$7,911                          | \$500                           | (\$1,000)                      | \$7,411                          |
| Mary Geiger Fund                   | 3,510              | 0                       | (145)             | 3,365               | 0                               | (150)                          | 3,215                            | 0                               | (150)                          | 3,065                            |
| Greenbelt CARES                    | 307                | 0                       | 0                 | 307                 | 0                               | 0                              | 307                              | 0                               | 0                              | 307                              |
| Good Samaritan                     | 2,427              | 28,943                  | (18,767)          | 12,603              | 20,000                          | (25,000)                       | 7,603                            | 20,000                          | (17,000)                       | 10,603                           |
| Emergency Assistance               | 11,374             | 95,026                  | (57,325)          | 49,075              | 25,000                          | (65,000)                       | 9,075                            | 25,000                          | (20,000)                       | 14,075                           |
| Adopt-A-Tree                       | 1,614              | 2,725                   | (1,812)           | 2,527               | 1,000                           | (500)                          | 3,027                            | 1,000                           | (500)                          | 3,527                            |
| Adopt-A-Bench                      | 5,874              | 2,400                   | (1,552)           | 6,722               | 1,000                           | (500)                          | 7,222                            | 1,000                           | (500)                          | 7,722                            |
| Drug and Evidence                  | 56,264             | 564                     | 0                 | 56,828              | 550                             | 0                              | 57,378                           | 500                             | 0                              | 57,878                           |
| Advisory Committee on<br>Education | 18,242             | 3,521                   | (2,500)           | 19,263              | 3,500                           | (7,500)                        | 15,263                           | 3,500                           | (5,000)                        | 13,763                           |
| CARES - GRH Pet Assistance         | 966                | 0                       | 0                 | 966                 | 0                               | 0                              | 966                              | 0                               | 0                              | 966                              |
| Fire Department                    | 136,892            | 120,000                 | (256,892)         | 0                   | 120,000                         | 0                              | 120,000                          | 120,000                         | 0                              | 240,000                          |
| Spay and Neuter Clinic             | 7,831              | 0                       | 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

- Purchased new exercise equipment for the fitness center.
- Installed letterboxes at each apartment door.
- Upgraded security camera hard drive and replaced three inoperable cameras.
- Replaced fire pump system and related control systems with the fire protection system.
- The kitchen hood was modernized and made code compliant.
- Painted all interior common areas of the building.
- Windows were replaced as needed.

## ISSUES & SERVICES

As a Section 8 complex, the rent charged to residents is subsidized by the federal government. In FY 2022, the market rent for a unit at Green Ridge House is \$1,297 per month. Green Ridge House has been granted a gross market increase for FY 2023 that will increase the subsidy and change the monthly rent of a unit to \$1,337 with no impact to residents.

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 2022, which will continue in FY 2023.

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

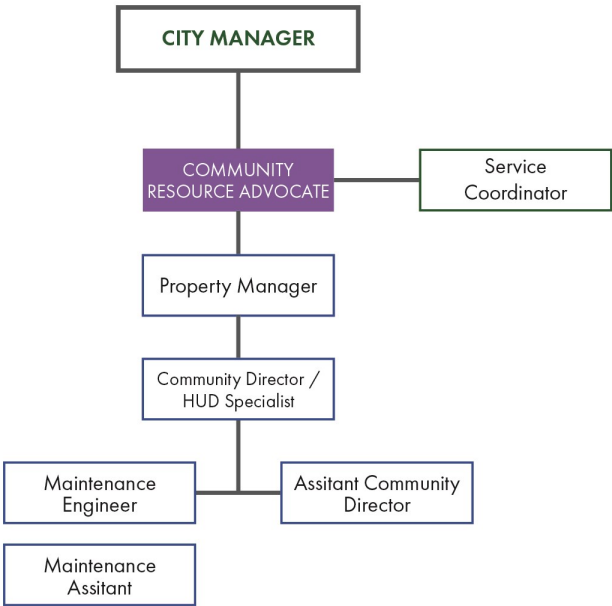
The building's roof has an estimated life expectancy of one year left. Funding to replace the roof will be included in the FY 2023 budget. The city and Community Realty continue to exploring the feasibility of installing solar panels as part of this project.



## **BUDGET COMMENTS**

- 1) Vacancy losses continue to be higher based on the averages from past years.
- 2) In FY 2023, Miscellaneous Administrative costs include funding for counseling services provided to residents (\$13,000), the Service Coordinator (\$27,700), and office supplies (\$15,800).
- 3) Service Contracts budgets for pest control, security camera services, elevator services, cleaning and trash removal. `
- 4) For FY 2023, proposed capital expenditures of \$1,009,500 include:
  - Apartment Renovations (\$10,000) - electric range and refrigerator replacements.
  - Building Improvements (\$960,000) - window replacements and roof replacement.
  - Common Area Renovation (\$14,500) - new fitness equipment and add additional camera to screen parking lot and upgrade system.
  - Consultant Fees for Roof Replacement project (\$25,000) - construction administration fees and design fees for potential solar panels.

GREEN RIDGE HOUSE ORGANIZATIONAL CHART



| Green Ridge House Budget |         |         |         |           |                 |
|--------------------------|---------|---------|---------|-----------|-----------------|
| Fiscal Year 2023         |         |         |         |           |                 |
|                          | Actual  | Actual  | Adopted | Estimated | Proposed Budget |
|                          | FY 2020 | FY 2021 | FY 2022 | FY 2022   | FY 2023         |

## Section 2 Revenue

### Rental Revenue

|                                   |                  |                  |                  |                  |                  |
|-----------------------------------|------------------|------------------|------------------|------------------|------------------|
| Potential Resident Rent Income    | \$479,639        | \$501,595        | \$424,400        | \$498,100        | \$534,700        |
| Gross Potential Rent - Affordable | 1,131,768        | 1,070,369        | 1,147,500        | 1,073,800        | 1,085,700        |
| Vacancy Loss                      | (75,294)         | (63,621)         | (44,000)         | (46,700)         | (46,700)         |
| Employee Units                    | (15,564)         | (16,861)         | (31,100)         | (31,100)         | (32,100)         |
| Ending Prepaid Rent               | -                | -                | -                | -                | -                |
| Ending Delinquency                | -                | -                | -                | -                | -                |
| <b>Total Rental Revenue</b>       | <b>1,520,549</b> | <b>1,491,482</b> | <b>1,496,800</b> | <b>1,494,100</b> | <b>1,541,600</b> |

### Other Revenue

|                            |                  |                  |                  |                  |                  |
|----------------------------|------------------|------------------|------------------|------------------|------------------|
| Pet Fee Income             | 125              | 1,375            | \$1,000          | 2,100            | 2,400            |
| Late Fees                  | 75               | 81               | 300              | 100              | 100              |
| Laundry Income             | 3,288            | 3,303            | 3,300            | 3,600            | 3,600            |
| Tenant Damages Fees        | 517              | 907              | \$900            | 200              | 400              |
| Interest Income            | 137              | 37               | 100              | 0                | 100              |
| Interest Income - Other    | 21,010           | 1,446            | 2,000            | 200              | 2,000            |
| Miscellaneous Income       | 15               | -                | 100              | 0                | 100              |
| Forfeited Security Deposit | (381)            | -                | -                | 0                | 0                |
| <b>Total Other Revenue</b> | <b>24,786</b>    | <b>7,149</b>     | <b>7,700</b>     | <b>6,200</b>     | <b>8,700</b>     |
| <b>Total Revenue</b>       | <b>1,545,335</b> | <b>1,498,631</b> | <b>1,504,500</b> | <b>1,500,300</b> | <b>1,550,300</b> |

## Section 3 - Operating Expenses

### Administrative

|                               |                |                |                |                |                |
|-------------------------------|----------------|----------------|----------------|----------------|----------------|
| Management Fees               | 69,479         | 67,308         | 67,700         | 67,500         | 69,800         |
| Bank Fees                     | 321            | 172            | 200            | 200            | 200            |
| Computer Services             | 18,448         | 17,563         | 14,900         | 11,800         | 23,600         |
| Dues and Subscriptions        | 401            | 644            | \$900          | 400            | 500            |
| Educational Training          | 456            | 862            | 700            | 500            | 600            |
| Social Activities             | 17,903         | 8,819          | 31,200         | 28,100         | 34,200         |
| Legal Fees                    | 219            | 310            | 700            | 600            | 400            |
| Miscellaneous Administrative  | 38,369         | 50,440         | 55,600         | 60,700         | 56,500         |
| Credit Reports                | 3,781          | 980            | 1,200          | 1,300          | 1,400          |
| Office Supplies               | 12,970         | 13,623         | 15,100         | 17,800         | 17,400         |
| Postage                       | 177            | 201            | 400            | 100            | 400            |
| Professional Fees             | 189            | -              | 200            | 0              | 200            |
| Audit Fees                    | -              | 9,700          | 9,500          | 9,500          | 9,500          |
| Office Equipment Rental       | -              | -              | -              | -              | -              |
| Uniforms                      | -              | -              | -              | -              | -              |
| Misc. Operating Expense       | 6,199          | 7,486          | 11,200         | 10,400         | 11,200         |
| Advertising and Promotion     | 70             | 704            | 1,000          | 1,000          | 1,000          |
| Cable/Internet/Phone          | 17,093         | 15,451         | 18,000         | 15,800         | 18,000         |
| Interest on Security Deposits | 1,261          | 1,346          | 500            | 1,800          | 500            |
| <b>Total Administrative</b>   | <b>187,336</b> | <b>195,609</b> | <b>229,000</b> | <b>227,500</b> | <b>245,400</b> |

## Green Ridge House Budget

### Fiscal Year 2023

|  | Actual<br>FY 2020 | Actual<br>FY 2021 | Adopted<br>FY 2022 | Estimated<br>FY 2022 | Proposed<br>Budget<br>FY 2023 |
|--|-------------------|-------------------|--------------------|----------------------|-------------------------------|
|--|-------------------|-------------------|--------------------|----------------------|-------------------------------|

#### Section 4- Payroll

|                         |                |                |                |                |                |
|-------------------------|----------------|----------------|----------------|----------------|----------------|
| Salaries                | 277,056        | 287,669        | 309,500        | 307,600        | 316,200        |
| Payroll Taxes           | 21,306         | 23,022         | 27,900         | 24,900         | 28,500         |
| Temporary Help          | -              | -              | 500            | -              | 500            |
| 401K Contribution Match | 4,676          | 4,850          | 5,000          | 4,900          | 5,000          |
| Employers 401K Expense  | 277            | 317            | 400            | 300            | 400            |
| <b>Total Payroll</b>    | <b>303,315</b> | <b>315,858</b> | <b>343,200</b> | <b>337,700</b> | <b>350,600</b> |

#### Section 5 - Utilities

|                           |                |                |                |                |                |
|---------------------------|----------------|----------------|----------------|----------------|----------------|
| Electricity - Common Area | 54,946         | 46,963         | 65,900         | 56,400         | 58,700         |
| Electricity Vacant Units  | 2,172          | 1,756          | 2,000          | 1,600          | 2,000          |
| Water & Sewer             | 63,189         | 64,514         | 64,200         | 74,000         | 76,900         |
| Gas - Common Area         | 9,416          | 21,262         | 27,700         | 26,400         | 27,500         |
| <b>Total Utilities</b>    | <b>129,723</b> | <b>134,495</b> | <b>159,800</b> | <b>158,400</b> | <b>165,100</b> |

#### Section 6 Service Contracts

|                                |               |                |                |                |                |
|--------------------------------|---------------|----------------|----------------|----------------|----------------|
| Elevator Contract              | 7,670         | 7,691          | 11,000         | 9,400          | 11,000         |
| Exterior Landscaping Contract  | 29,830        | 28,353         | 42,000         | 35,200         | 42,900         |
| Fire & Life Safety Contract    | 3,281         | 29,136         | 9,800          | 11,300         | 12,200         |
| Contract Cleaning              | 42,636        | 50,915         | 56,500         | 54,800         | 50,700         |
| Access Control                 | 2,019         | 1,810          | 8,900          | 9,300          | 8,900          |
| Pest Control Contract          | 3,314         | 2,728          | 4,600          | 2,500          | 4,600          |
| Trash Removal                  | 11,095        | 16,422         | 14,700         | 14,700         | 14,300         |
| <b>Total Service Contracts</b> | <b>99,845</b> | <b>137,055</b> | <b>147,400</b> | <b>137,200</b> | <b>144,600</b> |

#### Section 7 - Insurance

|                           |               |               |                |                |                |
|---------------------------|---------------|---------------|----------------|----------------|----------------|
| Employee Health Insurance | 23,695        | 26,287        | 30,200         | 30,400         | 31,000         |
| Worker's Compensation     | 2,761         | 2,640         | 3,500          | 3,400          | 3,600          |
| Multi Peril Insurance     | 60,863        | 62,726        | 65,800         | 65,300         | 68,400         |
| Flood Insurance           | -             | -             | -              | 0              | 0              |
| Fiduciary Liability       | 138           | 227           | 300            | 200            | 300            |
| Other Insurance           | -             | -             | -              | 0              | 0              |
| Excess Liability          | 2,573         | 2,699         | 2,700          | 3,600          | 3,800          |
| 3rd Party Liability       | 357           | 287           | 300            | 300            | 300            |
| <b>Total Insurance</b>    | <b>90,387</b> | <b>94,866</b> | <b>102,700</b> | <b>103,200</b> | <b>107,400</b> |

## Green Ridge House Budget

### Fiscal Year 2023

|                                  | Actual        | Actual         | Adopted          | Estimated     | Proposed Budget |
|----------------------------------|---------------|----------------|------------------|---------------|-----------------|
|                                  | FY 2020       | FY 2021        | FY 2022          | FY 2022       | FY 2023         |
| <b>Section 8 - Maintenance</b>   |               |                |                  |               |                 |
| Electrical                       | 3,580         | 3,760          | 4,200            | 2100          | 4200            |
| HVAC                             | 39,933        | 22,123         | 18,800           | 17100         | 19600           |
| Misc. Maintenance                | 4,312         | 7,330          | 4,700            | 6200          | 4800            |
| Pavement and Grounds             | -             | -              | 5,500            | 0             | 5500            |
| Plumbing                         | 1,866         | 7,975          | 12,000           | 11400         | 12000           |
| Snow Removal                     | 810           | 17,937         | 10,000           | 35200         | 27000           |
| Repairs Covered by Insurance     | -             | -              | -                | -             | -               |
| Reimburse. from Insurance Claims | -             | -              | -                | -             | -               |
| Replacement Units & Parts        | 19,877        | 11,118         | 16,800           | 10500         | 18000           |
| Maintenance Assistance           | -             | 360            | 400              | 200           | 200             |
| Structural Repair                | -             | 46,000         | -                | -             | -               |
| Windows and Doors                | 2,990         | -              | -                | -             | -               |
| Painting - Public Space          | 4,162         | 3,750          | 25,000           | 2200          | 25000           |
| Painting Occupied Unit           | 1,280         | -              | -                | -             | -               |
| Appliance Maintenance            | -             | 247            | -                | -             | -               |
| Floor Repairs                    | -             | -              | -                | -             | -               |
| Roof Repairs                     | -             | 760            | 12,500           | -             | 12500           |
| Janitorial Supplies              | 7,797         | 2,066          | 1,500            | 3100          | 1500            |
| Expense Reimbursement            | -             | -              | -                | -             | -               |
| <b>Total Maintenance</b>         | <b>86,607</b> | <b>123,426</b> | <b>\$111,400</b> | <b>88,000</b> | <b>130,300</b>  |

### Section 9 - Turnover Costs

|                             |               |               |               |               |               |
|-----------------------------|---------------|---------------|---------------|---------------|---------------|
| Apartment Painting          | 11,795        | 11,790        | 11,800        | 14,100        | 14,100        |
| Carpet Cleaning             | 3,896         | 6,697         | 18,000        | 17,000        | 18,200        |
| Apartment Cleaning          | 1,980         | 2,560         | 4,500         | 1,600         | 3,200         |
| <b>Total Turnover Costs</b> | <b>17,671</b> | <b>21,047</b> | <b>34,300</b> | <b>32,700</b> | <b>35,500</b> |

### Section 10 - Taxes & Reserves

|                                   |                |                |                |                |                |
|-----------------------------------|----------------|----------------|----------------|----------------|----------------|
| Hazard/Property Ins. Escrow       | -              | -              | -              | -              | -              |
| MIP Escrow                        | -              | -              | -              | -              | -              |
| Mortgage Escrow                   | -              | -              | -              | -              | -              |
| Real Estate Tax                   | 94,688         | 94,700         | 96,000         | 96,000         | 94,700         |
| Replacement Reserves              | 330,000        | 330,000        | 330,000        | 330,000        | 330,000        |
| Residual Receipts                 | -              | -              | -              | -              | -              |
| Personal Property Tax             | -              | -              | -              | -              | -              |
| Insurance Escrow                  | -              | -              | -              | -              | -              |
| Misc. Tax and License             | 14,586         | 14,686         | 15,200         | 14,600         | 15,200         |
| <b>Total Taxes &amp; Reserves</b> | <b>439,274</b> | <b>439,386</b> | <b>441,200</b> | <b>440,600</b> | <b>439,900</b> |



| Green Ridge House Budget |         |         |         |           |                 |
|--------------------------|---------|---------|---------|-----------|-----------------|
| Fiscal Year 2023         |         |         |         |           |                 |
|                          | Actual  | Actual  | Adopted | Estimated | Proposed Budget |
|                          | FY 2020 | FY 2021 | FY 2022 | FY 2022   | FY 2023         |

#### Debt Service

|                                                      |                  |                  |                  |                  |                  |
|------------------------------------------------------|------------------|------------------|------------------|------------------|------------------|
| Mortgage Payable Current                             | -                | -                | -                | -                | -                |
| Principal                                            | -                | -                | -                | -                | -                |
| Interest                                             | -                | -                | -                | -                | -                |
| <b>Total Debt Service</b>                            | -                | -                | -                | -                | -                |
| <b>Total Operating Expenses</b>                      | <b>1,354,158</b> | <b>1,461,742</b> | <b>1,569,000</b> | <b>1,525,300</b> | <b>1,618,800</b> |
| <b>Revenues/Expenditures Favorable/(Unfavorable)</b> | <b>191,177</b>   | <b>36,889</b>    | <b>(64,500)</b>  | <b>(25,000)</b>  | <b>(68,500)</b>  |

#### Section 11 - Capital Expenditures

|                               |                |                |                |                |                  |
|-------------------------------|----------------|----------------|----------------|----------------|------------------|
| Apartment Renovations         | 0              | 3,876          | 10,000         | 3,100          | 10,000           |
| Building Improvements         | 181,057        | 94,527         | 97,700         |                | 960,000          |
| Appliances                    | 1,602          | -              | -              | -              | -                |
| Carpet                        | 9,245          | 5,680          | -              | 4,700          | -                |
| Common Area Renovations       | 36,890         | 60,432         | 20,200         | 75,400         | 14,500           |
| Consultant Fee                | 0              | 509            | 25,000         | 6,500          | 25,000           |
| New Equipment                 | 637            | -              | -              | 2,900          | -                |
| Major Repairs                 | 0              | -              | -              | 64,800         | -                |
| <b>TOTAL CAPITAL EXPENSES</b> | <b>229,431</b> | <b>165,024</b> | <b>152,900</b> | <b>157,400</b> | <b>1,009,500</b> |

## Membership & Training Accounts

|                                 | <b>FY 2019<br/>Actual</b> | <b>FY 2020<br/>Actual</b> | <b>FY 2021<br/>Actual</b> | <b>FY 2022<br/>Estimated</b> | <b>FY 2023<br/>Proposed</b> |
|---------------------------------|---------------------------|---------------------------|---------------------------|------------------------------|-----------------------------|
| Council                         | \$38,398                  | \$27,949                  | \$8,091                   | \$39,900                     | \$39,900                    |
| Administration                  | 28,836                    | 15,599                    | 3,885                     | 7,700                        | 28,600                      |
| Economic Development            | 5,867                     | 1,224                     | 1,673                     | 2,000                        | 4,000                       |
| Human Resources                 | N/A                       | 2,914                     | 1,018                     | 2,400                        | 5,300                       |
| Finance                         | N/A                       | 865                       | 510                       | 2,200                        | 2,700                       |
| Information Technology          | 5,875                     | 5,050                     | 3,244                     | 14,100                       | 10,500                      |
| Community Promotion             | 7,502                     | 6,575                     | 4,498                     | 6,000                        | 15,900                      |
| Planning                        | 4,887                     | 2,423                     | 656                       | 8,600                        | 9,600                       |
| Community Development           | 2,154                     | 3,189                     | 95                        | 900                          | 4,900                       |
| Police                          | 57,301                    | 82,956                    | 61,165                    | 70,000                       | 74,000                      |
| Animal Control                  | 1,444                     | 340                       | 172                       | 800                          | 3,800                       |
| Public Works Administration     | 13,923                    | 13,117                    | 5,383                     | 18,500                       | 18,600                      |
| CARES                           | 4,497                     | 7,581                     | 4,186                     | 8,200                        | 8,200                       |
| GAIL                            | 4,377                     | 2,798                     | 1,520                     | 3,600                        | 3,600                       |
| Service Coordination Program    | 1,965                     | 353                       | 1,085                     | 2,000                        | 2,000                       |
| Recreation Administration       | 6,125                     | 8,519                     | 5,107                     | 6,000                        | 6,900                       |
| Recreation Centers              | 143                       | 71                        | 0                         | 300                          | 300                         |
| Aquatic & Fitness Center        | 4,124                     | 2,350                     | 3,121                     | 3,300                        | 3,400                       |
| Community Center                | 2,457                     | 1,411                     | 813                       | 2,500                        | 2,400                       |
| Greenbelt's Kids                | 2,062                     | 449                       | 417                       | 3,200                        | 3,200                       |
| Therapeutic Recreation          | 707                       | 473                       | (39)                      | 500                          | 600                         |
| Fitness & Leisure               | 60                        | 10                        | 240                       | 200                          | 200                         |
| Arts                            | 258                       | 152                       | 174                       | 600                          | 1,100                       |
| Parks                           | 4,110                     | 3,562                     | 1,873                     | 6,600                        | 6,600                       |
| Museum                          | N/A                       | 0                         | 0                         | 2,800                        | 2,800                       |
| <br>Subtotal                    | <br>\$197,072             | <br>\$189,930             | <br>\$108,887             | <br>\$212,900                | <br>\$259,100               |
| <br>Public Officers (Acct. 195) | <br>\$59,593              | <br>\$75,783              | <br>\$73,049              | <br>\$70,200                 | <br>\$70,200                |
| <br>Total                       | <br>\$256,665             | <br>\$265,713             | <br>\$181,936             | <br>\$283,100                | <br>\$329,300               |

# Building Vacancy Report

| Building                                                                                      | Space Type | Vacant |       | Vacant Available |       | Total Available |       | Avg Rate   | Asking Rent | Leasing Activity |       | Net Absorption |         |
|-----------------------------------------------------------------------------------------------|------------|--------|-------|------------------|-------|-----------------|-------|------------|-------------|------------------|-------|----------------|---------|
|                                                                                               |            | SF     | %     | SF               | %     | SF              | %     |            |             | QTD              | YTD   | QTD            | YTD     |
| 9001 Edmonston Rd<br>Greenbelt, MD 20770<br>79,226 SF RBA                                     | Direct     | 14,720 | 18.6% | 14,720           | 18.6% | 76,002          | 95.9% | -          | -           | 0                | 0     | 0              | (4,000) |
|                                                                                               | Sublet     | 0      | 0.0%  | 0                | 0.0%  | 0               | 0.0%  | -          | -           | 0                | 0     | 0              | 0       |
|                                                                                               | Total      | 14,720 | 18.6% | 14,720           | 18.6% | 76,002          | 95.9% | -          | -           | 0                | 0     | 0              | (4,000) |
| 9111 Edmonston Rd<br>Nationwide Building<br>Greenbelt, MD 20770<br>39,545 SF RBA              | Direct     | 21,846 | 55.2% | 21,846           | 55.2% | 25,114          | 63.5% | \$19.50/fs | \$19.50/fs  | 0                | 0     | 0              | 0       |
|                                                                                               | Sublet     | 0      | 0.0%  | 0                | 0.0%  | 0               | 0.0%  | -          | -           | 0                | 0     | 0              | 0       |
|                                                                                               | Total      | 21,846 | 55.2% | 21,846           | 55.2% | 25,114          | 63.5% | \$19.50/fs | \$19.50/fs  | 0                | 0     | 0              | 0       |
| 6401 Golden Triangle Dr<br>Triangle Centre<br>Greenbelt, MD 20770<br>80,454 SF RBA            | Direct     | 1,000  | 1.2%  | 1,000            | 1.2%  | 1,000           | 1.2%  | \$20.50/fs | \$20.50/fs  | 0                | 2,333 | 2,333          | 2,333   |
|                                                                                               | Sublet     | 0      | 0.0%  | 0                | 0.0%  | 3,652           | 4.5%  | \$18.40/fs | \$18.40/fs  | 0                | 0     | 0              | 0       |
|                                                                                               | Total      | 1,000  | 1.2%  | 1,000            | 1.2%  | 4,652           | 5.8%  | \$18.85/fs | \$18.85/fs  | 0                | 2,333 | 2,333          | 2,333   |
| 6000-6250 Greenbelt Rd<br>Beltway Plaza Mall<br>Greenbelt, MD 20770<br>810,384 SF RBA         | Direct     | 56,733 | 7.0%  | 56,733           | 7.0%  | 58,333          | 7.2%  | -          | -           | 0                | 0     | 0              | 0       |
|                                                                                               | Sublet     | 0      | 0.0%  | 0                | 0.0%  | 0               | 0.0%  | -          | -           | 0                | 0     | 0              | 0       |
|                                                                                               | Total      | 56,733 | 7.0%  | 56,733           | 7.0%  | 58,333          | 7.2%  | -          | -           | 0                | 0     | 0              | 0       |
| 7701 Greenbelt Rd<br>Commerce Center 1<br>Greenbelt, MD 20770<br>125,400 SF RBA               | Direct     | 2,235  | 1.8%  | 2,235            | 1.8%  | 76,877          | 61.3% | \$21.00/fs | \$21.00/fs  | 0                | 0     | 0              | 1,146   |
|                                                                                               | Sublet     | 2,436  | 1.9%  | 2,436            | 1.9%  | 2,436           | 1.9%  | \$23.00/fs | \$23.00/fs  | 0                | 0     | 0              | 0       |
|                                                                                               | Total      | 4,671  | 3.7%  | 4,671            | 3.7%  | 79,313          | 63.2% | \$21.06/fs | \$21.06/fs  | 0                | 0     | 0              | 1,146   |
| 8713-8751 Greenbelt Rd<br>Greenbelt Commons 1<br>Greenbelt, MD 20770<br>13,530 SF RBA         | Direct     | 2,007  | 14.8% | 2,007            | 14.8% | 4,621           | 34.2% | -          | \$22.00/mg  | 0                | 0     | 0              | 0       |
|                                                                                               | Sublet     | 0      | 0.0%  | 0                | 0.0%  | 0               | 0.0%  | -          | -           | 0                | 0     | 0              | 0       |
|                                                                                               | Total      | 2,007  | 14.8% | 2,007            | 14.8% | 4,621           | 34.2% | -          | \$22.00/mg  | 0                | 0     | 0              | 0       |
| 7474 Greenway Center Dr<br>Maryland Trade Center 2<br>Greenbelt, MD 20770<br>171,160 SF RBA   | Direct     | 46,331 | 27.1% | 46,331           | 27.1% | 52,726          | 30.8% | \$23.50/fs | \$23.50/fs  | 0                | 7,705 | 0              | 7,705   |
|                                                                                               | Sublet     | 6,152  | 3.6%  | 6,152            | 3.6%  | 6,152           | 3.6%  | -          | -           | 0                | 0     | 0              | 0       |
|                                                                                               | Total      | 52,483 | 30.7% | 52,483           | 30.7% | 58,878          | 34.4% | \$23.50/fs | \$23.50/fs  | 0                | 7,705 | 0              | 7,705   |
| 7500 Greenway Center Dr<br>Maryland Trade Center 1<br>Greenbelt, MD 20770<br>192,536 SF RBA   | Direct     | 52,621 | 27.3% | 47,341           | 24.6% | 48,503          | 25.2% | \$23.51/fs | \$23.51/fs  | 5,280            | 5,280 | (2,592)        | (5,490) |
|                                                                                               | Sublet     | 11,779 | 6.1%  | 11,779           | 6.1%  | 11,779          | 6.1%  | \$14.00/fs | \$14.00/fs  | 0                | 0     | 0              | 0       |
|                                                                                               | Total      | 64,400 | 33.4% | 59,120           | 30.7% | 60,282          | 31.3% | \$21.18/fs | \$21.18/fs  | 5,280            | 5,280 | (2,592)        | (5,490) |
| 7501 Greenway Center Dr<br>Maryland Trade Center III<br>Greenbelt, MD 20770<br>185,613 SF RBA | Direct     | 41,084 | 22.1% | 41,084           | 22.1% | 41,084          | 22.1% | -          | -           | 0                | 0     | 0              | (1,213) |
|                                                                                               | Sublet     | 2,068  | 1.1%  | 2,068            | 1.1%  | 2,068           | 1.1%  | \$22.00/fs | \$22.00/fs  | 0                | 0     | 0              | 0       |
|                                                                                               | Total      | 43,152 | 23.2% | 43,152           | 23.2% | 43,152          | 23.2% | \$22.00/fs | \$22.00/fs  | 0                | 0     | 0              | (1,213) |

### Building Vacancy Report

| Building                                                                             | Space Type | Vacant  |        | Vacant Available |        | Total Available |        | Avg Rate   | Asking Rent      | Leasing Activity |                | Net Absorption |     |
|--------------------------------------------------------------------------------------|------------|---------|--------|------------------|--------|-----------------|--------|------------|------------------|------------------|----------------|----------------|-----|
|                                                                                      |            | SF      | %      | SF               | %      | SF              | %      |            |                  | QTD              | YTD            | QTD            | YTD |
| 7601 Ora Glen Dr<br>Greenbelt, MD 20770<br>79,648 SF RBA                             | Direct     | 0       | 0.0%   | 0                | 0.0%   | 79,648          | 100.0% | -          | -                | 0                | 0              | 0              | 0   |
|                                                                                      | Sublet     | 0       | 0.0%   | 0                | 0.0%   | 0               | 0.0%   | -          | -                | 0                | 0              | 0              | 0   |
|                                                                                      | Total      | 0       | 0.0%   | 0                | 0.0%   | 79,648          | 100.0% | -          | -                | 0                | 0              | 0              | 0   |
| 7615 Ora Glen Dr<br>Greenbelt, MD 20770<br>47,838 SF RBA                             | Direct     | 47,838  | 100.0% | 47,838           | 100.0% | 47,838          | 100.0% | -          | -                | 0                | 0              | 0              | 0   |
|                                                                                      | Sublet     | 0       | 0.0%   | 0                | 0.0%   | 0               | 0.0%   | -          | -                | 0                | 0              | 0              | 0   |
|                                                                                      | Total      | 47,838  | 100.0% | 47,838           | 100.0% | 47,838          | 100.0% | -          | -                | 0                | 0              | 0              | 0   |
| 7850 Walker Dr<br>Patriot Business Park West<br>Greenbelt, MD 20770<br>88,400 SF RBA | Direct     | 3,112   | 3.5%   | 3,112            | 3.5%   | 24,961          | 28.2%  | \$25.00/fs | \$24.50/mg       | 0                | 0              | 0              | 0   |
|                                                                                      | Sublet     | 0       | 0.0%   | 0                | 0.0%   | 0               | 0.0%   | -          | -                | 0                | 0              | 0              | 0   |
|                                                                                      | Total      | 3,112   | 3.5%   | 3,112            | 3.5%   | 24,961          | 28.2%  | \$25.00/fs | \$24.50/mg       | 0                | 0              | 0              | 0   |
| 7852 Walker Dr<br>Patriot Business Park East<br>Greenbelt, MD 20770<br>88,400 SF RBA | Direct     | 0       | 0.0%   | 0                | 0.0%   | 2,806           | 3.2%   | \$25.50/fs | \$25.50/fs       | 0                | 0              | 0              | 0   |
|                                                                                      | Sublet     | 0       | 0.0%   | 0                | 0.0%   | 0               | 0.0%   | -          | -                | 0                | 2,806          | 0              | 0   |
|                                                                                      | Total      | 0       | 0.0%   | 0                | 0.0%   | 2,806           | 3.2%   | \$25.50/fs | \$25.50/fs       | 0                | 2,806          | 0              | 0   |
| 7855 Walker Dr<br>Golden Triangle<br>Greenbelt, MD 20770<br>130,140 SF RBA           | Direct     | 39,970  | 30.7%  | 0                | 0.0%   | 0               | 0.0%   | -          | -                | 0                | 0              | 0              | 0   |
|                                                                                      | Sublet     | 6,738   | 5.2%   | 6,738            | 5.2%   | 6,738           | 5.2%   | \$14.00/fs | \$14.00/fs       | 0                | 0              | 0              | 0   |
|                                                                                      | Total      | 46,708  | 35.9%  | 6,738            | 5.2%   | 6,738           | 5.2%   | \$14.00/fs | \$14.00/fs       | 0                | 0              | 0              | 0   |
| Grand Totals                                                                         |            |         |        |                  |        |                 |        |            |                  |                  |                |                |     |
|                                                                                      | Space Type | Vacant  |        | Vacant Available |        | Total Available |        | Avg Rate   | Leasing Activity |                  | Net Absorption |                |     |
|                                                                                      |            | SF      | %      | SF               | %      | SF              | %      |            | QTD              | YTD              | QTD            | YTD            |     |
| 23 properties representing<br>3,135,108 SF                                           | Direct     | 635,124 | 20.3%  | 589,874          | 18.8%  | 861,716         | 27.5%  | \$23.10/fs | 0                | 15,318           | (18,771)       | (21,200)       |     |
|                                                                                      | Sublet     | 29,533  | 0.9%   | 29,533           | 0.9%   | 34,385          | 1.1%   | \$16.71/fs | 0                | 2,806            | 0              | 0              |     |
|                                                                                      | Total      | 664,657 | 21.2%  | 619,407          | 19.8%  | 896,101         | 28.6%  | \$22.76/fs | 0                | 0                | (18,771)       | (21,200)       |     |

# Building Vacancy Report

| Building                                                                                         | Space Type | Vacant  |       | Vacant Available |       | Total Available |       | Avg Rate   | Asking Rent   | Leasing Activity |     | Net Absorption |          |
|--------------------------------------------------------------------------------------------------|------------|---------|-------|------------------|-------|-----------------|-------|------------|---------------|------------------|-----|----------------|----------|
|                                                                                                  |            | SF      | %     | SF               | %     | SF              | %     |            |               | QTD              | YTD | QTD            | YTD      |
| 7525 Greenway Center Dr<br>Greenway East Professional Ct<br>Greenbelt, MD 20770<br>78,000 SF RBA | Direct     | 2,457   | 3.2%  | 2,457            | 3.2%  | 2,457           | 3.2%  | \$31.42/fs | \$29.00/+u&ch | 0                | 0   | 0              | 0        |
|                                                                                                  | Sublet     | 0       | 0.0%  | 0                | 0.0%  | 1,200           | 1.5%  | \$20.00/fs | \$20.00/fs    | 0                | 0   | 0              | 0        |
|                                                                                                  | Total      | 2,457   | 3.2%  | 2,457            | 3.2%  | 3,657           | 4.7%  | -          | -             | 0                | 0   | 0              | 0        |
| 7301-7315 Hanover Pky<br>Greenbelt, MD 20770<br>16,310 SF RBA                                    | Direct     | 1,000   | 6.1%  | 1,000            | 6.1%  | 2,880           | 17.7% | \$27.59/fs | \$25.00/+e&c  | 0                | 0   | (1,000)        | (1,000)  |
|                                                                                                  | Sublet     | 0       | 0.0%  | 0                | 0.0%  | 0               | 0.0%  | -          | -             | 0                | 0   | 0              | 0        |
|                                                                                                  | Total      | 1,000   | 6.1%  | 1,000            | 6.1%  | 2,880           | 17.7% | \$27.59/fs | \$25.00/+e&c  | 0                | 0   | (1,000)        | (1,000)  |
| 7317-7327 Hanover Pky<br>Hanover Office Park<br>Greenbelt, MD 20770<br>20,790 SF RBA             | Direct     | 2,000   | 9.6%  | 2,000            | 9.6%  | 2,000           | 9.6%  | \$19.99/fs | \$19.99/fs    | 0                | 0   | 0              | 0        |
|                                                                                                  | Sublet     | 0       | 0.0%  | 0                | 0.0%  | 0               | 0.0%  | -          | -             | 0                | 0   | 0              | 0        |
|                                                                                                  | Total      | 2,000   | 9.6%  | 2,000            | 9.6%  | 2,000           | 9.6%  | \$19.99/fs | \$19.99/fs    | 0                | 0   | 0              | 0        |
| 6301 Ivy Ln<br>Capital Office Park<br>Greenbelt, MD 20770<br>116,149 SF RBA                      | Direct     | 59,662  | 51.4% | 59,662           | 51.4% | 59,662          | 51.4% | \$22.48/fs | \$22.48/fs    | 0                | 0   | 0              | 0        |
|                                                                                                  | Sublet     | 360     | 0.3%  | 360              | 0.3%  | 360             | 0.3%  | \$55.00/fs | \$55.00/fs    | 0                | 0   | 0              | 0        |
|                                                                                                  | Total      | 60,022  | 51.7% | 60,022           | 51.7% | 60,022          | 51.7% | \$22.67/fs | \$22.67/fs    | 0                | 0   | 0              | 0        |
| 6303 Ivy Ln<br>Capital Office Park<br>Greenbelt, MD 20770<br>145,299 SF RBA                      | Direct     | 100,694 | 69.3% | 100,694          | 69.3% | 115,390         | 79.4% | \$22.51/fs | \$22.51/fs    | 0                | 0   | 0              | (3,518)  |
|                                                                                                  | Sublet     | 0       | 0.0%  | 0                | 0.0%  | 0               | 0.0%  | -          | -             | 0                | 0   | 0              | 0        |
|                                                                                                  | Total      | 100,694 | 69.3% | 100,694          | 69.3% | 115,390         | 79.4% | \$22.51/fs | \$22.51/fs    | 0                | 0   | 0              | (3,518)  |
| 6305 Ivy Ln<br>Capital Office Park<br>Greenbelt, MD 20770<br>145,299 SF RBA                      | Direct     | 22,419  | 15.4% | 22,419           | 15.4% | 22,419          | 15.4% | \$23.20/fs | \$23.20/fs    | 0                | 0   | 405            | 760      |
|                                                                                                  | Sublet     | 0       | 0.0%  | 0                | 0.0%  | 0               | 0.0%  | -          | -             | 0                | 0   | 0              | 0        |
|                                                                                                  | Total      | 22,419  | 15.4% | 22,419           | 15.4% | 22,419          | 15.4% | \$23.20/fs | \$23.20/fs    | 0                | 0   | 405            | 760      |
| 6404 Ivy Ln<br>Greenbelt, MD 20770<br>167,264 SF RBA                                             | Direct     | 42,972  | 25.7% | 42,972           | 25.7% | 42,972          | 25.7% | \$26.70/fs | \$26.70/fs    | 0                | 0   | (18,748)       | (18,753) |
|                                                                                                  | Sublet     | 0       | 0.0%  | 0                | 0.0%  | 0               | 0.0%  | -          | -             | 0                | 0   | 0              | 0        |
|                                                                                                  | Total      | 42,972  | 25.7% | 42,972           | 25.7% | 42,972          | 25.7% | \$26.70/fs | \$26.70/fs    | 0                | 0   | (18,748)       | (18,753) |
| 6406 Ivy Ln<br>Capital Office Park<br>Greenbelt, MD 20770<br>167,079 SF RBA                      | Direct     | 17,943  | 10.7% | 17,943           | 10.7% | 17,943          | 10.7% | \$26.92/fs | \$26.92/fs    | 0                | 0   | 0              | 0        |
|                                                                                                  | Sublet     | 0       | 0.0%  | 0                | 0.0%  | 0               | 0.0%  | -          | -             | 0                | 0   | 0              | 0        |
|                                                                                                  | Total      | 17,943  | 10.7% | 17,943           | 10.7% | 17,943          | 10.7% | \$26.92/fs | \$26.92/fs    | 0                | 0   | 0              | 0        |
| 6411 Ivy Ln<br>Capital Office Park<br>Greenbelt, MD 20770<br>146,644 SF RBA                      | Direct     | 56,480  | 38.5% | 56,480           | 38.5% | 56,480          | 38.5% | \$24.19/fs | \$24.19/fs    | 0                | 0   | 831            | 830      |
|                                                                                                  | Sublet     | 0       | 0.0%  | 0                | 0.0%  | 0               | 0.0%  | -          | -             | 0                | 0   | 0              | 0        |
|                                                                                                  | Total      | 56,480  | 38.5% | 56,480           | 38.5% | 56,480          | 38.5% | \$24.19/fs | \$24.19/fs    | 0                | 0   | 831            | 830      |