



CITY COUNCIL WORK SESSION AGENDA

Work Session-City Manager's Update/ FY 2025 Pre-Budget Discussion

This meeting will be held in-person and virtual.

**25 Crescent Road
Greenbelt, MD 20770**

OR

**Virtual Participation
Zoom Webinar Attendees:**

Please submit your request in writing via email to questions@greenbeltmd.gov

<https://us02web.zoom.us/j/85858593706?pwd=a0ZmdytuR2x5Y1czU1RmNG9lYkI5dz09>

Dial-in: 301 715 8592

Webinar ID: 858 5859 3706

Passcode: 831009

Monday, January 29, 2024

7:30 PM

I. Work Session - City Manager's Update/ FY 2025 Pre-Budget Discussion

1. Work Session - City Manager's Update/ FY 2025 Pre-Budget Discussion

Suggested Action:

Agenda

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

[FY2024 Budget Update.pdf](#)

[2024.01.29_FY2025 Budget Preparation and Revenue Shortfall Update.pdf](#)

2. Special Meeting/Closed Session - Personnel and Pending Legal Matters
Suggested Action:

OFFICIAL NOTICE

In accordance with Section 3-305(b)(1), (3), (7), and (8) of the General Provisions Article of the *Annotated Code of the Public General Laws of Maryland*, a closed session of the Greenbelt City Council will be held on Monday, January 29, 2024, immediately following the Council Work Session – City Manager’s Update/ FY 2025 Pre-Budget Discussion, in the Council Chambers of the Municipal Building: 1) to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals; 2) to consider the acquisition of real property for a public purpose and matters directly related thereto; 3) to consult with counsel to obtain legal advice on a legal matter; and 4)) to consult with staff, consultants, or other individuals about pending or potential litigation.

The purpose of this meeting is 1) to address personnel matters over which this public body has jurisdiction; and

2) to consider the acquisition of real property for a public purpose and matters directly related thereto; and

3) to consult with legal counsel regarding outstanding legal matters; and

4) to consult with staff, consultants, or other individuals about pending or potential litigation.

**** The public may attend the Council Work Session prior to the closed session and observe the vote of the Council to move into the closed session on Monday, January 29, 2024.***

Bonita Anderson

City Clerk

City Council Work Session Agenda Item Report

Meeting Date: January 29, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Work Session Item

Agenda Section: Work Session - City Manager's Update/ FY 2025 Pre-Budget Discussion

Subject:

Work Session - City Manager's Update/ FY 2025 Pre-Budget Discussion

Suggested Action:

Agenda

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

Attachments:

[FY2024 Budget Update.pdf](#)

[2024.01.29_FY2025 Budget Preparation and Revenue Shortfall Update.pdf](#)

[FY 2024 Q2 MBOs.pdf](#)



CITY OF GREENBELT

MEMORANDUM

DATE: January 24, 2024

TO: City Council

THRU: Josue Salmeron
City Manager

FROM: Bertha A. Gaymon
City Treasurer

RE: FY2024 Budget Update as of December 31, 2023 and FY2025 Revenue Budget Assumptions

The Finance Department submits this memo and the accompanying financial schedules as an update to the FY2024 budget. Included is the FY2024 Quarterly Summary in a side-by-side format to allow for easy comparison of the various revenue and expense line items. Also enclosed is the FY2024 vs. FY2023 & Historical Schedules for Revenue and Expenditures. This financial information shows the current trends and the status of planned activities. In summary, the City's overall financial condition remains stable—the FY2024 adopted revenue budget is \$36,082,900—actual receipts total \$27,624,575 or 76.56% as of December 31, 2023. This means income continues to come in faster than expenditures are being paid out

As we begin the FY2025 budget preparation process, current trends indicate that General Fund revenue in FY2024 is likely to exceed the adopted budget of \$36,082,900 and expenditures are also likely to be lower than the FY2024 adopted budget of \$36,046,700. This was the case in FY2023 and FY2022. Specifically, actual revenue was \$2,602,265 more than budget in FY2023 and was \$1,156,524 more than budget in FY2022. Likewise, expenses were \$1,172,199 less than budgeted in FY2023 and were \$1,597,742 less than budgeted in FY2022. We will continue to monitor all revenue and expense lines and will advise you if any adjustments are necessary as we move along the remainder of this fiscal year.

Looking at current trends, we offer the following updates on the major income and expense categories for the current FY2024 year and also include actual numbers for prior years FY2023 and FY2022. Using this information, we have made assumptions regarding the amounts we plan to include in the FY2025 proposed revenue budget. Brief details about the various revenue lines for these four years are as follows:

REVENUE

1) Real Estate Tax Revenue

- In FY2024, net real estate revenue is budgeted at \$22,505,200 and actual receipts total \$22,556,024 as of December 31, 2023. At the present time, only \$50,000 is needed to reach the budgeted amount and we anticipate the full amount or more by year's end. Abatements is the main reason this income source may be reduced and thus far, \$268,351 has been issued in abatements. It is noted there is \$700,000

budgeted for abatements this year and we believe this will cover future abatements for the remainder of this year.

- In FY2023, actual receipts were \$21,246,236—an amount of \$135,964 less than the \$21,382,200 budget. This was mainly due to higher abatements that totaled \$802,735 for this year.
- In FY2022, actual receipts were \$213,969 higher than budgeted even after realizing \$246,971 of abatements.
- For FY2025, we will propose net real estate revenue to grow by up to 5%. We are expecting the State's Municipal Assessment by Use Code Report this week—this report will identify the net real estate revenue the State will bill to Greenbelt residents in FY2025.

2) Property Tax Revenue

- In FY2024, property tax is budgeted at \$1,896,700 and actual receipts total \$1,081,136 as of December 31, 2023. This indicates we need to collect \$815,564 in the next six months. This is close to the actual amount received at this time last year and by year's end, actual receipts exceeded the adopted budget. As such, we expect to receive the full amount by year's end.
- In FY2023, actual receipts were \$1,856,632—an amount of \$19,932 more than the \$1,836,700 budget.
- In FY2022, actual receipts were \$65,450 higher than budget.
- For FY2025, we will propose maintaining the same level of revenue as the current year which actually represents the FY2019 pre-pandemic range. We will continue to closely monitor the trend of payments to ensure the best projections for the coming year.

3) Other Taxes

In FY2024, the budget amount from Other Taxes is \$4,525,700 and actual receipts total \$1,513,837 as of December 31, 2023.

a) Income Tax

- Income Taxes represents the highest tax payments and this income source is budgeted at \$3,360,000 and actual receipts total \$1,219,732 as of December 31, 2023. Payments are coming in slower than the amount received at this time last year; however, we anticipate the full amount being received by year's end.
- In FY2023, actual receipts were \$3,698,845—an amount of \$498,845 more than the \$3,200,000 budget.
- In FY2022, actual receipts were \$502,913 over budget.
- In FY2025, , we will propose maintaining the current year level of revenue which also maintains this income source at pre-pandemic levels of \$3,000,000 to \$3,200,000.

b) Admissions and Amusement Revenue

- In FY2024, the budget amount from this source is \$100,000 and actual receipts total \$38,994 as of December 31, 2023. Payments from this income source are close to last year's amounts and we anticipate the full amount will be realized by year's end.
- In FY2023, actual receipts were \$183,176—an amount of \$123,176 more than the \$60,000 budget.
- For FY2022, actual receipts were \$40,922 over budget.
- For FY2025, we will propose increasing this income source as the trend shows it growing each year. Pre-pandemic levels were \$150,000 to \$170,000.

c) Hotel/Motel Revenue

- In FY2024, the budget amount from Hotel/motel revenue is \$350,000 and there are no receipts as of December 31, 2023. Although there are no payments received to date, it is assumed this is a timing matter and not a reduction in this income source. This was the case last year and actual receipts exceeded the budget by year's end.
- In FY2023, actual receipts were \$403,609—an amount of \$103,609 more than the \$300,000 budget.
- For FY2022, the actual receipts were \$175,698 over budget.
- For FY2025, we plan to increase this income source as the trends show it growing each year. The pre-pandemic levels were in the \$450,000 and above range.

d) State Highway Revenue

- In FY2024, the budget amount for State Highway is \$715,700 and actual receipts total \$255,111 as of December 31, 2023. Payments are higher than this point last year—it was \$63,165. We forecast this income source being reduced based on recent information from the State Highway Administration team who are suggesting a reduction.
- In FY2023, actual receipts were \$586,941—an amount of \$11,559 less than the \$598,500 budget.
- For FY2022, actual receipts were \$175,698 over budget.
- For FY2025, we plan to reduce this income source in accordance with information provided by the Highway Administration representatives who are predicting lower amounts in FY2025.

4) License and Permits Revenue

- In FY2024, the budget amount from this income source is \$1,297,600 and actual receipts total \$237,004 as of December 31, 2023. Payments are received when permits are renewed which have varying timeframes. We anticipate receiving the full amount by year's end.
- In FY2023, actual receipts were \$1,290,003—an amount of \$16,603 more than the \$1,273,400 budget.
- In FY2022, actual receipts were \$84,445 lower than budget.
- In FY2025, we will continue to take a conservative approach. This income source could increase as fees were raised last year and payments will again be based on annual renewals.

5) Intergovernmental Revenue

- In FY2024, the budget amount for grants from federal, state and county is \$1,360,300 and actual receipts total \$381,719 as of December 31, 2023. Since we have not received any notifications of any pending adjustments, we anticipate full payments from all grants by year's end.
- In FY2023, actual receipts were \$1,624,895—an amount of \$449,595 more than the \$1,175,300 budget due to receiving additional grant funds not included in the adopted budget.
- For FY2022, actual receipts were \$98,298 over budget due to receiving additional grant funds not included in the adopted budget.
- For FY2025, we will assume the same payments from the same grants currently in place.

6) Charges for Services

- In FY2024, the budget amount from Charges for Services is \$2,004,200 and actual receipts total \$968,107 as of December 31, 2023. Charges are comprised of a number of different activities including recreation programs. Actual receipts are at varying amounts at this point of the fiscal year. However, we are beginning to assess the trends in order to estimate how the current year might end.
- In FY2023, actual receipts totaled \$2,088,491—an amount \$455,491 more than the \$1,633,000 budget.

- For FY2022, actual receipts were \$314,083 lower than budget.
- For FY2025, we will review the trend of each line item to determine if some of the income sources can return to pre-pandemic levels.

7) Fines and Forfeitures

- In FY2024, the budget amount from Parking and other citations as well as red light and speed camera revenue is \$544,000 and actual receipts total \$316,449 as of December 31, 2023. This is close to the amount received at this time last year and actual receipts exceeded the budget by year's end. We expect the same will occur by the end of FY2024.
- For FY2023, actual receipts totaled \$1,022,065—an amount of \$300,565 more than the \$721,500 budget.
- For FY2022, actual receipts were \$343,646 more than budget mostly due to red light camera fines.
- For FY2025, we will review this income source and may not increase any of the income lines as it is hoped that travelers will eventually slow down and refrain from running red lights as a result of possibly receiving fines and other citations.

8) Interest

- In FY2024, the budget amount from interest income is \$100,000 and actual receipts is \$291,962 as of December 31, 2023. Since the amount has already exceeded the adopted budget, we will continue to record the amounts received each month. Interest rates has continued to rise over the past years; however, the Federal Reserve Board is predicting a slow down on the increases.
- In FY2023, actual receipts were \$452,161—an amount of \$432,161 more than the \$20,000 budget.
- For FY2022, actual receipts were \$30,301 lower than budget.
- For FY2025, we will propose an increase to this income source, especially if the Federal Reserve continues to raise interest rates in the coming months.

9) Miscellaneous

- In FY2024, the budget amount from this income source is \$249,200 and actual receipts total \$151,987 as of December 31, 2023. This income comes from the partnerships with Four Cities and AIMCO. These amounts are constant each year and it is expected all payments will be received by year's end.
- In FY2023, actual receipts were \$479,074—an amount of \$231,174 more than the \$247,900 budget. It is noted that several partnerships were eliminated from this category after FY2023 i.e., the Museum.
- For FY2022, actual receipts were \$86,893 over budget.
- For FY2025, we will confirm all relationships will continue and assume the same amounts as current year.

We believe the current year trends as well as the activity from prior years FY2023 and FY2022 support our plans to propose the indicated amounts for the various income sources in FY2025.

EXPENSES

The overall expenditure budget total \$36,046,700 in FY2024 and actual expenses total \$21,386,961 or 59.33% as of December 31, 2023. It is too early in the fiscal year to begin identifying any specific program or activity that may require adjustments. We will complete this exercise as part of the FY2025 budget preparation process.

I hope you find this financial information useful. We look forward to further discussing the City's financial status with you at our upcoming quarterly meeting.

City of Greenbelt
FY2024 Financial Quarterly Report (Budget Format)
as of December 31, 2023

	FY2024 Adopted Budget	% of Budget	Actual as of December 31, 2023	% Received and/or Expended	Remaining Amount Budgeted for January 1, 2024 through June 30, 2024
REVENUES					
Real Estate Taxes	\$22,505,200	62.37%	\$22,556,024	100.23%	(\$50,824) over
Personal Property Taxes	1,896,700	5.26%	1,081,136	57.00%	815,564 under
Other Taxes	4,525,700	12.54%	1,513,834	33.45%	3,011,866 under
Licenses and Permits	1,297,600	3.60%	237,004	18.26%	1,060,596 under
Intergovernmental	1,360,300	3.77%	381,719	28.06%	978,581 under
Charges for Services	2,004,200	5.55%	968,107	48.30%	1,036,093 under
Fines and Forfeitures	544,000	1.51%	316,449	58.17%	227,551 under
Interest	100,000	0.28%	291,962	291.96%	(191,962) over
Miscellaneous Revenue	249,200	0.69%	151,987	60.99%	97,213 under
Interfund Transfers	1,600,000	4.43%	126,353	7.90%	1,473,647 under
TOTAL REVENUES	\$36,082,900	100%	\$27,624,575	76.56%	\$8,458,325
EXPENDITURES					
General Government	\$4,923,900	13.66%	\$2,465,959	50.08%	\$2,457,941 under
Planning and Development	1,405,500	3.90%	571,206	40.64%	834,294 under
Public Safety	11,553,000	32.05%	7,213,557	62.44%	4,339,443 under
Public Works	4,586,400	12.72%	2,447,249	53.36%	2,139,151 under
Greenbelt CARES	1,606,300	4.46%	796,463	49.58%	809,837 under
Recreation and Parks	7,452,400	20.67%	4,109,535	55.14%	3,342,865 under
Miscellaneous	322,300	0.89%	202,709	62.89%	119,591 under
Non-Departmental	1,259,400	3.49%	922,783	73.27%	336,617 under
Fund Transfers	2,937,500	8.15%	2,657,500	90.47%	280,000 under
TOTAL EXPENDITURES	\$36,046,700	100%	\$21,386,961	59.33%	\$14,659,739
FUND BALANCE - INCREASE / (DECREASE)	\$36,200	\$0	\$6,237,614		(\$6,201,414)

City of Greenbelt
Revenues - FY2024 vs. FY2023 & Historical
December 31, 2023

Account Id	Account Description	FY2024 Approved Budget	Actual as of Dec-23	% of FY2024 Budget	% of FY2023 Actual	% of 5-Year Historical
Real Estate Tax						
001-41-1100-00	Taxes Real Estate	\$23,334,000	\$22,877,469	98.04%	100.43%	99.76%
001-41-1110-00	Taxes Real - Py	0	0	0	0	0
001-41-1200-00	Abatements-Real	-450,000	-66,732	14.83%	35.80%	5.39%
001-41-1210-00	Abatements-Py	-250,000	-201,619	80.65%	127.62%	58.82%
001-41-1220-00	Homestead Tax Credit	-76,100	-14,333	18.83%	25.48%	81.74%
001-41-1230-00	Gb Homeowners Tax Credit	-52,700	-38,762	73.55%	56.33%	58.12%
	Subtotal	\$22,505,200	\$22,556,024	100.23%	101.97%	103.42%
Personal Property Tax						
001-41-2100-00	Taxes Ppt Local	16,000	8,366	52.29%	65.75%	78.12%
001-41-2110-00	Taxes Ppt Utility	340,000	331,669	97.55%	97.74%	82.93%
001-41-2120-00	Taxes Ppt Corporate	1,400,000	764,518	54.61%	78.94%	58.15%
001-41-2150-00	Taxes Ppt Utility Py	0	0	0	0	0
001-41-2160-00	Taxes Ppt Corp Py	112,000	3,238	2.89%	62.84%	97.37%
001-41-2200-00	Ppt Abatements	-56,000	0	0.00%	37.38%	37.02%
001-41-2210-00	Ppt Abatements Py	-50,000	-1,326	2.65%	49.55%	62.03%
001-41-3100-00	Penalties & Interest	40,000	-49,005	-122.51%	-0.93%	39.67%
001-41-4100-00	Payments In Lieu Of Taxes	94,700	23,675	25.00%	25.00%	25.09%
	Subtotal	\$1,896,700	\$1,081,136	57.00%	80.07%	62.57%
Other Taxes						
001-42-1100-00	Taxes Income	3,360,000	1,219,732	36.30%	32.90%	35.71%
001-42-1200-00	Taxes A&A	100,000	38,994	38.99%	71.40%	24.09%
001-42-1300-00	Taxes Hotel/Motel	350,000	0	0.00%	50.74%	17.23%
001-42-2100-00	Taxes State Highway	715,700	255,111	35.64%	10.55%	29.20%
	Subtotal	\$4,525,700	\$1,513,837	33.45%	31.52%	31.85%
Licences & Permits						
	Permits	928,100	149,812	16.14%	34.45%	29.91%
	Business Licenses	59,500	18,122	30.46%	40.20%	46.81%
001-43-3400-00	CABLE TV	310,000	69,070	22.28%	25.17%	25.29%
	Subtotal	\$1,297,600	\$237,004	18.26%	32.53%	29.52%
Intergovernmental						
Grants - Federal						
001-44-1105-00	HITDA	8,000	0	0.00%	0.00%	21.28%
001-44-1107-00	Federal Public Safety	91,800	46,879	51.07%	0.00%	0.00%
Grants - State						
	Police					
001-44-1118-00	Md State Arts Council	0	74,658	0.00%	0.00%	0.00%
001-44-2101-00	Sass Grant	445,000	181,628	40.82%	82.10%	41.29%
001-44-2118-00	Other State Grants	50,700	29,620	58.42%	79.44%	78.94%
001-44-2127-00		160,200	6,481	4.05%	0.00%	0.00%
001-44-2199-00	Landfill Rebate	35,000	2,127	6.08%	9.75%	27.29%
001-44-2102-00	Code Enforcement	105,000	35,825	34.12%	44.39%	36.71%
Grants - County						
	School Resource Officer					
001-44-3106-00	Mncppc Operating Grants	57,700	0	0.00%	24.98%	29.98%
001-44-3107-00	Cares Act	6,500	0	0.00%	25.00%	30.00%
001-44-3110-00	County Grants: One-Time	400	0	0.00%	0.00%	0.00%
001-44-3127-00	School Resource Officer	140,000	0	0.00%	0.00%	20.00%
001-44-3128-00	MNCPPC Operating Grants	260,000	0	0.00%	0.00%	0.00%
001-44-3199-00	County Grants - One Time	0	4500	0.00%	0.00%	0.00%
	Subtotal	1,360,300	381,719	28.06%	41.90%	54.47%
Other						
001-45-0000-01	Refuse/Recycling	686,200	168,892	24.61%	24.79%	24.69%
001-45-0000-02	Recreation	30,200	15,279	50.59%	57.35%	31.18%
001-45-0000-03	Museum	21,700	0	0.00%	0.00%	0.00%
001-45-0000-04	Aquatic & Fitness	467,800	297,177	63.53%	109.60%	54.47%
001-45-0000-05	Community Center	151,100	64,912	42.96%	35.93%	46.07%
001-45-0000-06	Recreation Programs	439,300	277,948	63.27%	69.62%	39.05%

City of Greenbelt
Revenues - FY2024 vs. FY2023 & Historical
December 31, 2023

Account Id	Account Description	FY2024 Approved Budget	Actual as of Dec-23	% of FY2024 Budget	% of FY2023 Actual	% of 5-Year Historical
001-45-0000-07	Arts	191,500	137,567	71.84%	63.53%	47.49%
001-45-0000-08	Other Charges/Fees	16,400	6,330	38.60%	45.06%	48.47%
001-45-0000-09	Fines/Forfeitures	544,000	316,449	58.17%	65.90%	60.08%
001-45-0000-10	Interest	100,000	291,962	291.96%	709.54%	45.41%
001-45-0000-11	Miscellaneous	249,200	151,987	60.99%	41.23%	33.59%
001-45-0000-12	Interfund Transfers	1,600,000	126,353	7.90%	7.10%	34.37%
	Subtotal	\$4,497,400	\$1,854,856	41.24%	46.94%	42.41%
	General Fund Revenue Totals	\$36,082,900	\$27,624,575	76.56%	81.39%	79.66%

City of Greenbelt
Expenditures - FY2024 vs. FY2023 & Historical
December 31, 2023

Acct	Department	FY2024 Approved Budget	Actual as of Dec-23	% of FY2024 Budget	% of FY2023 Actual	% of 5-Year Historical
100	General Government					
	Salaries /Benefits	3,675,300	1,826,126	49.69%	45.26%	50.50%
	Operating	1,238,600	639,833	51.66%	29.21%	40.51%
	Capital Outlay	10,000	0	0.00%	#DIV/0!	0.00%
	Total General Government	4,923,900	2,465,959	50.08%	40.85%	47.94%
200	Plannin & Comm Development					
	Salaries /Benefits	1,222,400	535,581	43.81%	38.02%	43.22%
	Operating	183,100	35,625	19.46%	16.83%	46.98%
	Capital Outlay	0	0	#DIV/0!	#DIV/0!	#DIV/0!
	Total Planning & Comm Dev	1,405,500	571,206	40.64%	34.98%	43.79%
300	Public Safety					
	Salaries /Benefits	9,914,500	6,168,412	62.22%	53.24%	54.23%
	Operating	1,518,500	925,145	60.92%	39.14%	38.43%
	Capital Outlay	120,000	120,000	100.00%	100.00%	100.00%
	Total Public Safety	11,553,000	7,213,557	62.44%	51.04%	51.89%
400	Public Works Admin	2,777,700	1,511,664	54.42%	50.77%	53.91%
	Salaries /Benefits	867,100	401,232	46.27%	57.73%	47.02%
	Operating	11,000	0	0.00%	0.00%	#DIV/0!
	Capital Outlay	3,655,800	1,912,896	52.32%	52.24%	52.41%
	Total Public Works Admin					
450	Waste Collection					
	Salaries /Benefits	657,100	320,333	48.75%	49.06%	51.22%
	Operating	273,500	214,020	78.25%	66.91%	49.00%
	Capital Outlay	0	0	0.00%	43.75%	66.67%
	Total Waste Collection	930,600	534,353	57.42%	54.49%	50.62%
	Total Public Works	4,586,400	2,447,249	53.36%	52.67%	52.04%
500	CARES	1,530,000	727,288	47.54%	48.56%	50.85%
	Salaries /Benefits	76,300	69,175	90.66%	116.53%	91.71%
	Operating	0	0	0.00%	43.75%	66.67%
	Capital Outlay	1,606,300	796,463	49.58%	51.47%	52.51%
	Total CARES					
600	Recreation					
	Salaries /Benefits	3,677,500	2,042,796	55.55%	57.30%	50.92%
	Operating	784,600	471,027	60.03%	50.89%	45.53%
	Capital Outlay	0	0	0.00%	43.75%	66.67%
	Total Recreation	4,462,100	2,513,822	56.34%	56.17%	49.92%
650	Aquatic & Fitness					
	Salaries /Benefits	1,028,000	572,154	55.66%	50.07%	47.45%
	Operating	396,800	223,927	56.43%	58.42%	45.16%
	Capital Outlay	0	0	0.00%	43.75%	66.67%
	Total Aquatic & Fitness	1,424,800	796,081	55.87%	52.26%	46.81%
700	Parks					
	Salaries /Benefits	1,184,500	655,573	55.35%	50.63%	51.13%
	Operating	381,000	144,059	37.81%	96.57%	55.44%
	Capital Outlay	0	0	0.00%	43.75%	66.67%
	Total Parks	1,565,500	799,632	51.08%	58.72%	51.89%
	Total Recreation	7,452,400	4,109,535	55.14%	55.90%	49.70%

City of Greenbelt
Expenditures - FY2024 vs. FY2023 & Historical
December 31, 2023

Acct	Department	FY2024 Approved Budget	Actual as of Dec-23	% of FY2024 Budget	% of FY2023 Actual	% of 5-Year Historical
	Miscellaneous					
900	Salaries /Benefits	131,500	71,578	54.43%	54.22%	55.04%
	Operating	190,800	61,126	32.04%	36.51%	31.02%
	Capital Outlay	0	0	0.00%	43.75%	66.67%
	Total Miscellaneous	322,300	132,705	41.17%	47.23%	45.58%
	Operating Expenditures					
	Salaries /Benefits	\$25,798,500	\$14,410,509	55.86%	51.14%	52.17%
	Operating	\$5,910,300	\$3,185,169	53.89%	44.95%	42.79%
	Capital Outlay	\$141,000	\$141,000	100.00%	40.00%	0.06%
	Total Operating Expenditures	\$31,849,800	\$17,736,677	55.69%	49.89%	50.27%
	Reserve/Fund Transfers					
990	Res. Appr/Non-Dept	\$1,259,400	\$992,783	78.83%	68.44%	110.05%
990	IWIF Insurance	\$0	\$0	0.00%	43.75%	66.67%
999	Interfund Transfers	\$2,937,500	\$2,657,500	90.47%	100.00%	100.26%
	Total Reserve/Fund Transfers	\$4,196,900	\$3,650,283	86.98%	82.09%	103.50%
	Total General Fund	\$36,046,700	\$21,386,961	59.33%	52.45%	55.45%
	Recap					
	General Government	\$4,923,900	\$2,465,959	50.08%	40.85%	47.94%
	Planning & Community Development	\$1,405,500	\$571,206	40.64%	34.98%	43.79%
	Public Safety	\$11,553,000	\$7,213,557	62.44%	51.04%	51.89%
	Public Works	\$4,586,400	\$2,447,249	53.36%	52.67%	52.04%
	CARES	\$1,606,300	\$796,463	49.58%	51.47%	52.51%
	Recreation	\$7,452,400	\$4,109,535	55.14%	55.90%	49.70%
	Miscellenaous	\$1,581,700	\$1,125,488	71.16%	63.37%	91.03%
	Interfund Transfers	<u>\$2,937,500</u>	<u>\$2,657,500</u>	<u>90.47%</u>	<u>100.00%</u>	<u>100.26%</u>
	Total	\$36,046,700	\$21,386,961	59.33%	52.45%	55.45%

CITY OF GREENBELT, MARYLAND

OFFICE OF THE CITY MANAGER

25 CRESCENT ROAD, GREENBELT, MD. 20770



Josué Salmerón
City Manager

MEMORANDUM

Date: January 26, 2024
To: Council
Re: FY2025 Budget Preparation and Revenue Shortfall Update

Dear Council,

I want to address the recurring references by citizens to a \$2.6 million shortfall in revenues during Council meetings and clarify the status of our FY2025 budget development process. While we haven't had a formal discussion with Council about the FY2025 budget yet, our City Treasurer, Bertha Gaymon, and I issued budget preparation instructions to all departments on December 11, 2023. This memo outlined our funding priorities and disclosed the revenue shortfall, forecasted using financial data through November 30, 2023.

In anticipation of FY2025, we recognize that we are approaching a challenging budget year. We're nearing the completion of projects funded by the American Rescue Plan Act (ARPA), which significantly supported our infrastructure and service improvements. However, as these funds dwindle and we continue to face rising costs, our focus is on maintaining financial prudence and prioritizing initiatives that deliver substantial value to our community.

The funding priorities for FY2025, in order, include:

1. Sustaining funding to support the implementation of the Comp Study results from FY2024.
2. Increasing funding for worker's compensation and other benefits.
3. Providing funding to support COLA and merit increases for staff.
4. Allocating funds for Capital Projects and Building Capital Reserve Funds.
5. The limited potential for funding new vehicles or major equipment.

Our approach involves reviewing departmental budgets, ensuring that new initiatives are thoroughly justified and that existing resources are efficiently allocated. I understand the gravity of the projected revenue shortfall and assure you that we are dedicated to developing a balanced budget that aligns with our city's needs and aspirations.

I look forward to our continued collaboration to address the challenges ahead and presenting a post-ARPA funding budget to Council on March 25, 2024. I am open to any questions you may have regarding this process.

FY 2024 Management Objectives

As of July 1, 2023
(updated for January 29, 2024 work session)

CITY COUNCIL
Set policy and direction for the city.
<i>Ongoing.</i>
Represent the city's interests with federal, state and regional agencies.
<i>Ongoing.</i>
Meet regularly with major "stakeholders" in the city.
<i>Ongoing.</i>
Continue to oppose the proposed Maglev train, relocation of the Bureau of Engraving & Printing to BARC, and widening of the Baltimore-Washington Parkway and I-495.
<i>Continuing to work with Jill Grant & Associates to correspond with agencies regarding the city's opposition to the Maglev.</i>

ADMINISTRATION
Implement Council's goals and policies.
<i>Ongoing.</i>
Monitor legislative proposals at the county, state and federal level that can impact Greenbelt.
<i>Ongoing. Staff is researching a legislative services firm to assist in legislation tracking, potentially in partnership with the Four Cities.</i>
Administer training on the Grant Management Database to City departments so that all grant data is managed through the database.
<i>The grant database is in place and populated (complete). New grant opportunities are added to the database regularly as our Grant Coordinator identifies them (ongoing). The Grant Coordinator is working on identifying the financial account numbers for all of the city's grants dating back to 2019 (50% complete). The Grant Coordinator is developing the User Guide for the database. The Grant Coordinator presented an overview and orientation regarding Monday.com to senior staff; all Directors and Department grant contacts are registered for access to all grant information; a training video was distributed to all Directors and department grant contacts. Next steps – Grant Coordinator will provide one on one training as requested by staff.</i>
Develop a Diversity, Equity and Inclusion program and understanding, and develop city-wide DEI training for all staff.
<i>The implementation of the DEI program is in progress. Currently, we have successfully concluded Phase 1 of a comprehensive City-wide DEI audit aimed at identifying internal strengths, weaknesses and opportunities for DEI initiatives. Phase 2 will involve an external, community-based assessment with the objective of integrating the values, interests, needs, and desires of the most vulnerable communities into the municipal decision-making process. In combination, the two phases will provide the DEI officer a roadmap for development of a DEI strategic plan. Meanwhile, we will diligently work to address the cultural strengths, gaps and threats identified in the Phase 1 audit report as we anticipate the commencement of Phase 2.</i>
Manage and program ARPA projects, supporting City departments, to ensure that all approved projects are encumbered by the federal deadline of December 2024.
<i>Ongoing. Staff presented re-allocation recommendations to Council and received approval to proceed. ACM continues to follow up with staff on projects and deadlines. We are committed to expending/committing all funds by the 2024 deadline</i>

ECONOMIC DEVELOPMENT
Create a framework for inclusive economic development to ensure that all startups and businesses receive equitable access to resources.
<i>Staff is exploring opportunities to use \$150,000 of allocated ARPA funds for entrepreneurs and startups to provide them with technical business expertise and support to scale up/expand their business. Staff expects to share details of this project with the City Council during the next quarter of FY 2024.</i>
Develop and implement a comprehensive business retention and expansion strategies to more effectively track, retain and grow local businesses.
<i>Throughout the quarter, staff conducted eight BRE visits to assess needs, build networks, and share resources. In addition, staff attended and/or participated in 14 industry events to support business connectivity and development.</i> <i>Staff has identified and plans to purchase software to track and manage BRE activities.</i>
Increase business outreach efforts by enhancing communication tools, expanding programmatic components and scale of business-related events, and increase business engagement sessions with local businesses.
<i>Sponsored the Greenbelt Business Alliance (GBA) One-Year Anniversary Event at Greenbelt Cinema. The event featured guest panelists of business leaders with approximately 50 attendees.</i> <i>As part of the Celebrating Greenbelt Development Program, coordinated a ribbon-cutting event for a new business in Beltway Plaza.</i>
Launch business resiliency initiatives that focus on capacity building and sustainability, along with social and economic factors for businesses.
<i>Ongoing.</i>
Provide ongoing support to Greenbelt businesses recovering from the impacts experienced due to COVID-19.
<i>Continued to manage the ARPA-funded Business Improvement Recovery Fund Round III and Business Capital Infrastructure Grant Program.</i> <i>The City issued 13 grant checks for the Business Improvement Recovery Fund Round III, totaling \$345,000. Furthermore, staff issued seven grant checks for the Business Capital Infrastructure Grant Program, totaling \$280,000.</i> <i>During the next quarter, staff plans to award majority of the remaining funds allocated to these grant programs.</i>

Establish and coordinate marketing campaigns that focus on the growth, recovery and resiliency of Greenbelt businesses and highlight their service and investment in the community.

Partnered with three local organizations to start the first phase of the City-wide Greenbelt Business Directory Project, which is funded by a \$15,000 grant from the National League of Cities. The partnering organizations have obtained software and are starting business outreach to complete the directory.

Staff is developing a plan to use \$100,000 of allocated ARPA funds for a business resiliency marketing campaign to highlight post-Covid business recovery efforts. Staff plans to release the Request for Proposals (RFP) to marketing firms for this project.

Economic Development Accomplishment Highlights

- Managed the ARPA-funded Business Improvement Recovery Fund Round III (\$700,000 allocated in total grant funds) and Business Capital Infrastructure Grant Program (\$500,000 allocated in total grant funds).

Issued 13 grant checks for the Business Improvement Recovery Fund Round III, totaling \$345,000 and issued seven grant checks for the Business Capital Infrastructure Grant Program, totaling \$280,000.

- Conducted eight business retention and expansion (BRE) survey visits with companies to assess their needs, build networks, and share resources. Attended 14 industry events/meetings that support business connectivity and growth.
- Sponsored the Greenbelt Business Alliance (GBA) One-Year Anniversary Event at Greenbelt Cinema. The event featured guest panelists of business leaders with approximately 50 attendees.
- Hosted ribbon-cutting event on November 18 to welcome new business in Beltway Plaza as part of the Celebrating Development Program.
- Partnered with Greenbelt CARES to coordinate and promote the October 14 Job Fair at Beltway Plaza.

FINANCE
Convert paper files to digital files.
<i>This effort remains a work in progress. For the current year and part of prior year, staff continues to maintain invoices and supporting documentation within the new Edmunds financial management system. For years prior to mid-2023, staff continues to digitize files on Laserfiche. This will be an ongoing effort as there are multiple years of files to digitize. Our retention schedule indicates general files should be maintained for seven year and there are some permanent files i.e., audits, that will not be digitized but maintained in our off-site storage.</i>
Work with county representatives to convert the city's levy book into a searchable database.
<i>This effort remains a work in progress with no movement for past two quarterly updates.</i>
Work with state representatives to receive real property abatement reports on a regular schedule and closer to the time the abatements are awarded.
<i>This effort remains a work in progress with no movement for past two quarterly updates. However, the Finance Department has since created a spreadsheet to record abatement information received in hard copy from the State each month. Although, this occurs at the end of each month, we have created a method to record and manipulate this data once entered into the spreadsheet.</i> <i>As a reminder, abatement information is currently sent to the City from the State as part of the monthly payment reports. Abatements simply show as amount(s) credited to the property owner. This is also a hard copy report received either by US mail or email that cannot be manipulated in any way.</i>

Finance Department Accomplishment Highlights

- New Financial Management System Implementation: As an update to implementing the new Edmunds financial management system, it is now live and is being fully used for timesheet submissions; entering and approving purchases, producing monthly financial information and preparing monthly invoices to residents.

Status: We are now at the final stage of implementation with the online bill pay feature being the last effort. We now have estimates in hand to give the cost of the City covering all fees associated with residents paying their waste collection, property tax and retiree bills online. Finance plans to present the cost estimates to Council for review and approval in February 2024.

- Worked with new external auditing firm to complete and file the City annual audit of FY2023 financial statements with the State of Maryland on time. Also, scheduled a close-out meeting with the auditors, City Manager and City Council in December 2023; however, the meeting was postponed until January 2024.
- Started the FY2025 budget process—setting timeliness, reviewing recurring salary and benefit costs as well as telephone services and other recurring cost. Also, have set a meeting schedule with City directors to review their planned expenditures for the remainder of the 2024 fiscal year and for upcoming 2025 fiscal year.
- Continue to produce monthly financial reports to City Directors to ensure they are aware of their respective departmental financial activity/status.
- Working with Police staff, submitted application for State Aid for Police Protection (SAPP) grant.
- Submitted application to GFOA for the Annual Comprehensive Financial Report Award (ACFR) formerly called Comprehensive Annual Financial Report (CAFR).
- Hired a new Accounting Technician.

INFORMATION TECHNOLOGY
Work with departments to make the most effective and efficient use of IT resources.
<i>Ongoing – Budget discussions with departments for FY 2025 planning.</i>
Implement additional network security monitoring and strengthening.
<i>Ongoing – Coming – new switches.</i>
Expand Laserfiche document management solution.
<i>Ongoing. Plan to work with Public Works administration staff.</i>
Continue systematic camera system upgrades and expansion.
<i>In process. Contract to expand and upgrade cameras in several buildings. – Winter 2024</i>

IT Accomplishment Highlights

- Fiber Project underway – Connects City buildings
- Camera upgrade project - Gearing up, January start
- Switch upgrades – will be done in conjunction with various other projects
- Feasibility Study for City Broadband – Contract under review, anticipate a February start
- NAS (Network Attached Storage) – purchased, installation pending

PUBLIC INFORMATION
Ensure brand accuracy across all city digital communications.
<i>Ongoing.</i>
Enhance and improve current communications platforms.
<i>Ongoing.</i>
Utilize targeted marketing ads on social media platforms for “high-level” city communications (i.e. surveys and elections).
<i>On hold. Budget limitations.</i>
Improve the User Experience/User Interface of the city website.
<i>Ongoing.</i>
Develop an emergency communications plan.
<i>Ongoing.</i>
Participate in continuing education initiatives to stay current on communication trends.
<i>Ongoing.</i>

Public Information Accomplishment Highlights

- PIO completed the ICMA High-Performance Leadership Academy (12-week Program)
- Assisted Team Maryland with the FBI Announcement and press conference in Greenbelt
- Facilitated interview with the City Clerk and PGCTV regarding the elections
- Maintained studio with software and hardware updates
- Purchased portable sound equipment (PA system and mics) for events
- Increased council meeting outreach by adding Facebook and YouTube to our communications strategy

PLANNING	
Oversee the design, permitting and construction of the WMATA connection trail.	
<i>The City received notice of approval of its NPDES permit from Maryland Department of the Environment. Staff is consulting WMATA staff on its thoughts regarding the recent announcement of the FBI relocating to Greenbelt and the implications to trail project. Staff continues to submit monthly reports to the Transportation Alternatives Program grant staff and has shared that work on procurement documents is currently on hold as the City works to understand the impacts of the recent FBI announcement on the future location/design/permitting of the trail.</i>	
Manage the implementation of ARPA projects associated with pedestrian and bicycle improvements and bus safety and accessibility improvements.	
<i>Staff met with Public Works staff on January 9, 2024 to review the ARPA project list approved by City Council and to discuss the implementation process. The City's consulting engineer, GPI, has kicked off the Traffic Calming Study and is in the process of analyzing speed data which was recently collected. Planning staff is working to compile a list of proposed bus safety and accessibility projects and anticipates presenting the plan to APB in February, followed by City Council in early March.</i>	
Manage the Wayfinding Signage project being completed by the county under the Planning Assistance to Municipalities program.	
<i>Staff has worked with the County and the consultant (Neighborhood Design Center) to research wayfinding best practices, to identify major destinations, and to develop an interactive map and survey for the community to provide feedback on proposed destinations addressed by the study.</i>	
Work with the State Highway Administration on the Greenbelt Road (MD 193) corridor planning.	
<i>The State Highway Administration has submitted a grant under the Reconnecting Communities and Neighborhoods grant program. Notification of awards is expected in the spring of 2024.</i>	

COMMUNITY DEVELOPMENT
Expand the community development software capabilities and complete the implementation of the portability of community development software to inspectors while in the field and coordinate training with the software vendor.
<i>The Department has received demonstrations from several community development software vendors and has requested cost proposals from a select few. Staff is reviewing proposals and preparing a staff recommendation.</i>
Increase the inspections at Franklin Park at Greenbelt Station to exceed a 20 percent inspection rate.
<i>Achieved a 50% inspection rate for Franklin Park at Greenbelt Station.</i>
Increase on-line capabilities to improve efficiency and reduce paper usage by accepting on-line payments, permits and license applications.
<i>Staff continues to work with the City Treasurer on implementing an on-line payment option.</i>
Develop a strategy for addressing the licensing of short-term rentals
<i>The County is providing monthly reporting of short-term rental applications received for Greenbelt addresses. Staff is reporting suspected unlicensed short-term rentals properties to the County for enforcement. Staff plans to evaluate strategies for improving compliance.</i>

Planning & Community Development Accomplishment Highlights

- Promoted Gilberto Cabrera to the position of Assistant Director of Community Development.
- Received notification from the Maryland Department of the Environment of the City's continued delegation of erosion and sediment control enforcement authority.
- Received Council approval of ARPA spending plan for Pedestrian and Bicycle Improvement projects.
- Oversaw the review of a Special Exception application for a daycare center at Beltway Plaza.
- Managed the review and approval of a Departure From Sign Design Standards for Honda of Greenbelt.

POLICE

Community Safety: Community safety is the priority of the Police Department. This overall goal determines how the department focuses its efforts in the areas of community outreach, enforcement, staff development, and the use of technology.

The department continues to focus on property crimes and crimes committed by juvenile offenders.

During November and December, in partnership with Maryland State Police (MSP), the department conducted high-visibility patrols to increase activity in Franklin Park. Patrol areas focused on safety around local schools and business areas. This detail produced several arrests and a decrease in activity in the area.

During the holiday season, grant funds from the State Highway Administration were used to conduct DUI enforcement activities.

Community Outreach: The department recognizes that to be successful there needs to be partnerships with all of the residents of Greenbelt. The Department will take every opportunity to develop relationships and build trust with our community.

The department has participated in community events and focused patrols around areas with a higher crime risk.

Hosted several events during the last quarter of the year, including Trunk or Treat and Shop with a Cop. The department held a community meeting with the residents of Greenbelt Station.

Develop Staff: Providing department staff with training, career opportunities, education and promotion will reduce turnover and create a stable department to meet the needs of our community.

The department continues to stay focused on maintaining full staffing. However, during this quarter, three officers retired, and one resigned from the department. Adding five officer candidates who began academy training in November offset this.

The department conducted entry-level testing and anticipates hiring additional officer candidates for a March Academy.

ANIMAL CONTROL
Raise citizen awareness about sharing our environment with wildlife animals.
<i>Animal Services has created flyers and pamphlets to share with the public throughout the city in public areas and via social media.</i>
Continue to establish working relationships with animal resource organizations.
<i>Animal Services has continued working on these relationships and improving relationships with Pat Hall, Prince George's County Animal Control, and the College Park Animal Control entities.</i>
Raise citizen awareness regarding animal cruelty with the assistance of the Greenbelt Police Department.
<i>Animal Services and the Police PIO partnered to create social media content regarding animal cruelty.</i>

Public Safety Accomplishment Highlights

- The department hired five officer candidates who began the police academy in November of 2023.
- Hosted multiple community functions including, Truck or Treat, Thanksgiving Turkey giveaway, and Shop with a COP. The department also hosted a community meeting at Greenbelt Station
- Directed Patrols on the west side of the city around the schools and businesses resulted in 11 recovered handgun arrests and 12 arrests for possession of a stolen vehicle.
- Awarded reaccreditation during the November CALEA Conference. This is the department's sixth award of accreditation.

PUBLIC WORKS ADMINISTRATION
Improve both internal and external customer service requests through faster service and follow-up contact.
<i>Automate/leverage technology. As we move towards a more automated “delivery” system this will require IT upgrades/infrastructure support.</i>
Provide staff with a positive and supportive work environment through staff meetings, training opportunities and recognition events.
<i>Increased supervisory meetings from monthly to weekly in addition to the monthly meetings.</i>
Complete all ARPA projects by December 2024.
<i>Ongoing – with the understanding that project start dates are completely driven by others as well as factors outside our control such as but not limited to code changes, equipment availability, etc.</i>
Reduce the city’s greenhouse gas generation in-line with State and COG goals of 80% by 2050.
<i>The goal for 2020 has been reached. We are working on the goal for 2050, but more drastic measures will need to be taken, such as electrifying our buildings, all our fleets (including Police), and ameliorating our buildings envelope.</i>
As required by the city’s participation in the Maryland Smart Energy Communities program, continue to reduce electricity usage.
<i>We have made good progress by switching to LEDs. More retrofitting can be done, as well as insulating buildings and changing windows.</i>
Collaborate with organizations, businesses and apartment complexes to promote recycling.
<i>Ongoing – everyday commitment.</i>
Develop a city-wide food waste collection program.
<i>Ongoing – everyday commitment.</i>
Reduce internal work orders through better daily facility inspections
<i>Ongoing – everyday commitment.</i>

MULTI-PURPOSE EQUIPMENT
Incorporate additional alternative fuel vehicles into the city fleet when possible.
<i>Work continues. Hybrid vehicles have been purchased for the Police Department. All electric vehicles are being purchased for Code Enforcement, Public Works Admin, and Administration.</i>
Utilize vehicle software to track mechanics hours and cost of repairs.
<i>Ongoing – everyday commitment.</i>
Develop a 10-year EV equipment and vehicle plan, which will replace gas equipment with EV technology.
<i>Ongoing – everyday commitment.</i>

STREET MAINTENANCE
Continue replacing street signage in compliance with the Manual of Uniform Traffic Control Devices (MUTCD).
<i>Ongoing – everyday commitment.</i>
Conduct the annual street and sidewalk assessment survey to identify hazards and develop upcoming paving schedule.
<i>Ongoing – everyday commitment. Streets and sidewalks are inspected and assessed yearly and updated via GIS.</i>
Develop ten-year paving and concrete infrastructure program.
<i>Ongoing – everyday commitment.</i>
Haul 2,000 yards of mulch from Northway Fields to the Prince George's County compost facility.
<i>Ongoing – everyday commitment.</i>
Inventory city street signs and develop a replacement program.
<i>Ongoing – everyday commitment.</i>
Shorten the annual leaf collection schedule by condensing routes and completing two collections in each designated section by December 31.
<i>Ongoing – everyday commitment.</i>
Using Community Development Block Grant funds, resurface Springhill Lane from Breezewood Drive to Market Street.
<i>Ongoing – Full NTP pending.</i>

FOUR CITIES STREET CLEANING

Provide high quality street cleaning service to the Four Cities Coalition.
<i>Ongoing – everyday commitment.</i>
Sweep all city streets a minimum of eight times per year.
<i>Ongoing – everyday commitment.</i>
Meet semi-annually with the other communities to review operations.
<i>Ongoing – everyday commitment.</i>

WASTE COLLECTION

Continue to work with inhouse environmental staff to improve collection operations and reduce items that go to our landfills.
<i>Ongoing – everyday commitment.</i>
Promote and provide composting workshops.
<i>Ongoing – everyday commitment.</i>
Promote recycling to the community to expand knowledge and participation of recycling.
<i>Ongoing – everyday commitment.</i>
Elevate diversion rate to 67% through more public outreach.
<i>Ongoing – everyday commitment.</i>

ROOSEVELT CENTER

Maintain the Center as an attractive community gathering place and as a focal point of outdoor festivals and music.
<i>Ongoing – everyday commitment.</i>
Maintain the physical structure of the theater.
<i>Ongoing – everyday commitment. Requires new scope of work updated agreement to better understand responsibility.</i>

PARKS
Implement recommendations of the Greenbelt Urban Forest Master Plan.
<i>Ongoing – everyday commitment.</i>
Implement the Public Works Callery Pear tree replacement plan.
<i>Ongoing – everyday commitment.</i>
Maintain and enhance community livability in the city by promoting the aesthetic quality of the urban environment.
<i>Ongoing – everyday commitment.</i>
Develop a perennial gardens plan.
<i>Ongoing.</i>
Provide a system of attractive, safe, clean and accessible parks, playgrounds and ballfields throughout the city.
<i>Ongoing – everyday commitment.</i>
Provide oversight and management of the ARPA ballfield projects.
<i>Understood – recreation is spearheading this effort.</i>
Renovate one pedestrian bridge at Springhill Lake Recreation Center.
<i>Understood.</i>
Manage Northway mulch site, separating materials and reducing volume through better management
<i>Ongoing – everyday commitment.</i>

GREENBELT CONNECTION
Provide high quality, reliable and responsive service to the Greenbelt community.
<i>Ongoing – everyday commitment.</i>
Through rescheduling and call backs, increase ridership by 1 per day from 6,200 to 6,500.
<i>Ongoing – everyday commitment.</i>

Public Works Accomplishment Highlights

- Two snow events – addressed streets and sidewalks.
- HVAC Projects Completed: Municipal Building – Finance & Youth Center – Gym RTU.
- Horticulture, Parks, & Admin. – Attended Mid-Atlantic Nursery Trade Show (MANTS).
- Restoration of two bus stops, two bridges, and interior stage at Old Greenbelt Theater.
- Secured Equipment, to include but not limited to: variable message boards (2), vehicles, mobile CCTV security system, etc.

CARES
Work with the City Manager's Office to develop solutions for staff space needs.
<i>Director working with Recreation Department regarding shared use of GFE. Awaiting results of architecture study of City buildings.</i>
Work with the Police Department to implement and coordinate services to residents in crisis or who have contact with the Police Department.
<i>CARES continues to provide clinical supervision to the Police CIT counselors, provides follow up to residents referred for mental health and case management services, and CIT meet with GAIL team to coordinate care for seniors.</i>

ASSISTANCE IN LIVING (GAIL)
Work with CARES clinical staff and Green Ridge House staff to provide mental health resources and services to Greenbelt residents.
<i>Ongoing. Counselor is working with residents of Green Ridge House and senior Greenbelt residents providing mental health services.</i>
Seek to expand community partnerships with universities and community health programs.
<i>GAIL program is exploring how to work with the VSP Mobile Eye Care Clinic to provide vision exams and vouchers to obtain free eyeglasses for residents. The GAIL program continues to offer the Community Nursing Program. The GAIL program continues to explore opportunities to work with Luminus Health's and University of MD Capital Regions mobile wellness vans.</i>

SERVICE COORDINATION PROGRAM
Provide case management and information services to the residents of Green Ridge House.
<i>Staff continued to link residents with programs and services including energy assistance, Groceries to Go, Brown Bag Food Program, Vaccine Clinic, and the Community Nursing Program.</i>

CARES Accomplishment Highlights

- CARES staff completed the Drumming for Wellness training with Katy Gaughan. CARES will be incorporating Drumming into their mental health work with individuals and families.
- CARES and GAIL staff attended two community events at Greenbelt Middle School: International Parent Night and a Health Fair. The events provided parents with resources and aid from a variety of agencies
- GAIL staff held the Family and Unpaid Caregiver Resource Fair with more than 20 vendors on hand to provide resources to attendees.
- GAIL staff distributed Safeway gift cards to residents of Green Ridge House and Holiday Food boxes to residents in November and December.
- GAIL program hosted the Winter Wonderland event and distributed gifts for the holiday including toys, socks and coats for 50 children.

RECREATION ADMINISTRATION	
Manage the Recreation and Museum merger.	
	<i>In progress. Held meeting to discuss museum program needs and gain a better understanding of programs, budget, staffing and administrative needs.</i>
Evaluate retitling the department's title to better represent the programs and services that are offered to the community.	
	<i>No progress.</i>
Manage ARPA projects.	
	<i>In Progress.</i> • <i>Buddy Attick Master Plan - Contracted with Mahan Rykiel Associates Inc. Projected completion in January 2024.</i> • <i>Ballfield Improvements – Held several meetings with community stakeholders and project manager. Awaiting revised proposal from project manager to determine next steps.</i> • <i>Springhill Lake Recreation Center Playground Upgrade – Reallocation and contract approved. Awaiting scheduling with vendor. Hoping to have the new playground available by summer 2024.</i>

GREENBELT MUSEUM

Guide the museum back to pre-pandemic operations including tours, programs and on-site events while incorporating best practices for safe operation.

Complete. The Museum has fully resumed pre-pandemic operations. As of the beginning of FY 2024, the Museum has resumed normal open hours at the Museum house which are Sundays (1-5pm). We are continuing to recruit volunteers to help staff the house and are working with Recreation Department to help with part-time staff. The Museum had a successful Labor Day, Halloween event and winter events. Lectures continue to be popular. In addition, the Museum's transition to the Recreation Department has been successful and has already resulted in improvements in operations and valuable collaborations.

Support the Friends of the Greenbelt Museum in a Capital Campaign to raise funds for its portion of the transformation and operation of the expanded Museum.

In progress. The Capital Campaign for the Education and Visitor Center at 10A is ongoing. Museum staff worked with the Grants Coordinator and the Interim City Manager to submit a bond initiative request which was successful. The city was awarded \$100,000 in bond funds for the 10A project, bringing the total amount raised to \$330,000. The project is estimated to cost \$550,000, leaving still left to raise to approximately \$220,000. Prior to the bond funds, FOGM has raised \$230,000 to date through grants and private donations. The FOGM Board is continuing to work on fundraising.

Manage and oversee progress on the establishment of the Education and Visitor Center at 10A Crescent while complying with all Greenbelt Homes, Inc. rules and regulations, as well as the new Neighborhood Conservation Overlay Zone.

In progress. Plans for the new Education and Visitor Center at 10A Crescent continue to move forward. All completed architectural and engineering plans were submitted to GHI in August 2023 as part of a request for renovation and an addition on the garden side of 10A. Some additional technical drawings that were inadvertently omitted from the original transfer were forwarded to GHI in January 2024. Once GHI approval is attained, the next steps are identifying a project manager and acquiring the county and city permits so that initial demolition work can begin.

RECREATION CENTERS

Introduce a new method for center membership registration to streamline the process, address existing technical issues and ultimately improve the experience for both staff and customers

Complete. Preprinted cards are now utilized for all new Recreation Center memberships, greatly improving the efficiency in issuing a membership card and tracking visits while eliminating regular issues with card printers.

Assess current amenities in areas outside centers and identify improvements that can be supported through ARPA funds marked for Outdoor Recreation Amenities.

In progress. Springhill Lake Recreation Center outdoor area will be vastly improved with the installation of new playground equipment and a new basketball court. Youth Center outdoor amenities may be included in the scope of the Ballfield Improvements project, which will revitalize the Braden Field complex.

AQUATIC & FITNESS CENTER

Support the return of all classes and programs while identifying any adjustments to traditional offerings in response to increased or dwindling interest in specific programs.

In progress. We have been able to bring back the following programs: Children's Home School Swim Lessons, Aquacize, Aqua Zumba was replaced with Aqua Fitness. We will continue to work on bringing back our Private Swim Lesson Program.

Improve lifeguard recruitment, hiring and retention through a junior lifeguard program and lifeguard skills classes. Explore a collaboration with Camp YOGO participants.

In progress. Aquatic Coordinator working on reaching out to local high school swim teams and GMST Swim Team members. Staff is reaching out to Youth Center staff regarding cross training in the Spring.

Review membership application process and identify means to improve recordkeeping while keeping the procedures streamlined for patrons and staff.

In progress. Created Membership Application, updating Front Desk Staff in process. Plan to implement in January after staff meeting.

COMMUNITY CENTER

Manage the new access control/ keyless entry system, maintaining public accessibility while improving the safety/ security of the facility and its occupants
<i>In progress. The facility has transitioned to the new key fob access system and established a relationship with the IT Security Analyst to provide fobs and adjust users as needed. Currently awaiting the information from IT to access the system and receive training.</i>
Collaborate with the Greenbelt Police Department to implement facility emergency drills.
<i>In progress. Initial discussions have begun with the Greenbelt Police Department to determine feasibility of conducting drills.</i>
Promote high quality service and support to all tenants in the facility
<i>Complete. The staff makes positive customer experiences a priority and responds to tenant requests promptly. There is ongoing training and discussion about interactions to ensure best practices and priorities.</i>

RECREATION PROGRAMS

Collaborate with Greenbelt student organizations at the local high schools to gather input for structure and events for the Teen Takeover program and grow attendance.
<i>Complete. A volunteer group of high school students from Eleanor Roosevelt High School has been formed that gathers input from participants and the target audience. This group of volunteers also assists with creating decorations for the special events, working the different activities at Teen Takeover, and promotion of events to their peers. As a result, Teen Takeover has a core base of participants and the special events have grown.</i>
Explore options for offering a new elementary and middle school aged “Tween” Takeover program.
<i>In progress. The Youth Center Coordinator is having preliminary meetings with part-time staff to identify program structure, duration and facilitators. Program should be launched in Spring 2024.</i>
Evaluate current Summer Camp staff orientation to increase quality and streamline certain processes.
<i>In progress. This past summer, orientation was spread out over a full week so that the traditional Saturday orientation day could be more customized and primarily devoted to covering camp specific topics. The staff manual test was moved to a site online where it was graded instantly. In the past, reviewing the test and covering the staff manual took up most of the traditional Saturday orientation day. Moving the test online and spreading topics out over a week’s time allowed for more in-depth coverage of topics, higher quality training, and more time for staff to bond and connect prior to camp. There are some additional components that need to be revamped.</i>

Manage the popularity of pickleball.
<i>In progress. Recently, eight outdoor pickleball courts were provided at Braden Field and Lakecrest Courts. Permanent pickleball lines were added to provide two indoor courts at the Youth Center gym. The Community Center gym has one indoor court, identified as the location for novice players, and additional lines were laid out during the annual resurfacing to increase the gymnasium from a one to a two court facility. Experienced players are welcome to play at the Youth Center and register for a recreation center membership onsite.</i>

THERAPEUTIC RECREATION
Provide a comprehensive inclusion program to meet the increased need for inclusion support.
<i>In progress. Inclusion staff have been identified to support Fall, Winter, and Spring recreation classes and programs. An enhanced training program for inclusion staff is in development.</i>
Survey existing Active Aging participants to seek input on future program development for senior residents.
<i>No progress.</i>

ARTS
Explore strategies to expand the reach of art education programs during the school year.
<i>In progress. Activities have included: twice-monthly visual and performing arts workshops with afterschool program participants at the Springhill Lake Recreation Center; third grade visual and performing arts fieldtrip workshops for SHLES students; a weekly Drop-In Makers and Artists program for elementary students; and a preparatory workshop series for middle and high school students, expanding access to the Greenbelt Youth Musical. Financial support for these offerings was secured from the Anacostia Trails Heritage Area and the Maryland State Arts Council.</i>
As projects progress in the Greenbelt Station community, incorporate public art where possible.
<i>No progress. Project development is on hold pending action on higher priorities identified by the community. Staff are focused on an active public art initiative at Motiva.</i>

SPECIAL EVENTS

Incorporate the Greenbelt Museum and add historical elements to the department's annual events.

In progress. The Greenbelt Museum participates in Labor Day, Winter Lights Festival, and Greenbelt Day Weekend events. We hope to have the museum join Celebration of Spring in May of this year.

Work with citizen groups to assist in coordination of special events.

In progress. Greenbelt Recreation works year-round in supporting citizen groups special events. Some recent examples include: hosting several Labor Day Festival Committee events at the Community Center, Movie Night in Greenbelt Station, Senior Citizen Advisory Committee's Open Forum, and Black History & Culture Committee's Emancipation Day and Black History Month events.

Recreation Accomplishment Highlights

- The Community Center gym floor refinishing project was completed. Two pickleball courts were added. The City now has 8 outdoor and 4 indoor courts.
- All community holiday special events were well attended. In some cases, registrations were at an all-time high and standing room only was available for performances. This shows the popularity of community special events which establishes a strong city identity.
- Improve communication with our patrons who are not proficient in the English language. Staff have tested several tools and identified Google Translate. We have initiated a pilot program at the Greenbelt Aquatic & Fitness Center. Google Translate has been utilized to translate documents and signage, and most importantly to communicate pool membership information, daily admission details, facility rules, class information, hours of operation and much more. The next step is to train all GAFC staff on Google Translate, then purchase enough tablets to train staff in all recreation facilities. The training tablets will then be deployed at all city recreation facilities. We plan to complete the Language Translation Project by the end of the fiscal year. We're excited to welcome and inform all patrons, and be able to do so in their native language.

HUMAN RESOURCES

Develop and implement a comprehensive onboarding process, as well as an exit interview process.

Staff is updating a new hire checklist in addition to the electronic onboarding was rolled out in May 2021. An onboarding PowerPoint presentation is currently being finalized that covers all the HR topics during the face-to-face orientation. An electronic exit interview questionnaire is currently being finalized and set to rollout by early next year.

UPDATE:

Developed the electronic powerpoint onboarding system. The onboarding PowerPoint presentation has been successfully tested on (1) employee thus far and will be used for an

orientation for staff who will start on January 29. We will ask for their feedback at their in-person onboarding. Staff will also reach out to current employees for their feedback as well and make any suggested changes. We are currently working on an exit interview questionnaire (using Survey Monkey?) to be deployed within the next few months.

Finalize and implement the results of the Classification and Compensation Study.

The Classification and Compensation Study was implemented effective July 1, 2023 with all classified employees receiving their new job grades and time in service credit. Staff was able to see the changes reflect on the July 7th, 2023 pay check.

UPDATE:

This MBO is complete effective 7/1/2023. We are currently staying abreast of the market trends regarding salary changes for all of the City's positions along with a focusing on equity for the City.

Begin scanning former employee files into Laserfiche now that current staff files have been completed.

We have already begun the process of scanning the files of former employees. With the upgrade to the web version of Laserfiche system, the we are able to scan the documents using the copiers, which results in cleaner copies of documents. The PDFs generated are then imported to each individual's electronic file.

UPDATE:

The process of scanning the personnel files of former employees is ongoing. Staff is concentrating on the files of classified staff at the present time. Staff is diligently working to complete this task and is about 75% complete.

Review City policies and procedures to be sure they are compliant with state and federal rules and regulations

UPDATE:

We are currently working on revamping the annual evaluation form/ process to be more efficient and aligned between all departments with conducting annual evaluations properly.

In addition, we are currently revising the leave policy to allow new hire staff to be able to use earned annual leave after (3) months of service with the City instead of waiting (1) year after their start date. This incentive will assist in attracting new candidates to the City.

Accomplishments:

1. Developed the self-use electronic new hire, step-by step PowerPoint presentation for new staff.
2. Hired an Assistant Director, Community Development
3. Hired a new Dispatcher for the Police Department.