

City of Greenbelt

City Manager's Report

Week Ending July 31, 2020

1. In the July 24 City Manager Report, it was noted that two police recruits would be enrolled in an upcoming Calvert County academy with an additional cost of \$2,000. These two recruits will actually be attending the Carroll County Police Academy with an additional \$3,000 per recruit for lodging.
2. Attached is a FY 2020 Preliminary Financial Report.
3. Attached please find the latest County information from Ms. Ola Hill. This seems to include previous gubernatorial announcements and a link to the County press conference held earlier this week.
4. A release on the County Council's letter requesting extension of the State moratorium on evictions is also attached.
5. Please also find announcements from the State regarding the highway study. This went to my junk mail box yesterday; the message may be in your box also.
6. A chiller unit at the Community Center has failed. The emergency repair estimate from Boland is about \$35,000. I have authorized Mr. Brian Kim to proceed with the repair. Boland has handled City HVAC units for some time and is on the FY 2020 negotiated purchase list. Boland is listed on the recommended FY 2021 negotiated purchase list that is scheduled for second reading and approval on August 10. The repair will be performed and Council can retroactively address the emergency expenditure on August 10.
7. At this time, all three Greenbelt Aquatic and Fitness Center HVAC units appear to be functioning appropriately. Thank you to staff for addressing the issues to help be set for Monday's opening of the outdoor pool.
8. The regional reports continue to warn of cybersecurity issues and calls for terrorism. As has been in the news for several weeks, there is also a plea for people not to plant any seeds received in the mail unsolicited from unknown sources.
9. August 19 has been selected as the date for the virtual business coffee. Invitations will be sent next week.
10. In follow-up to Mayor Pro Tem Jordan's question, Ms. Charise Liggins reported that WAAVE, the medical cannabis dispensary located at 7327 Hanover Parkway, Suite A, is holding informal open houses. The next one is scheduled for Tuesday, August 4, at 6 pm. The owner has offered to extend an invitation to Council and staff to visit at that time. If you are not able to make that date, he is willing to greet you on the following Tuesday at the same time, or on another date.
11. The Crowne Plaza Hotel's Tugwell Room is in County permitting stages. Staff will forward information about the restaurant's opening when available.
12. Staff is following up on items from the City Manager's Update work session including information on the gas station sale, potential public use of the commercial kitchen, most recent connection ridership statistics and when set, the rescheduled electronics recycling date. Staff has also reached out to the credit union to learn about the rescheduled paper shredding event date. GCART is being contacted about the status of the animal trailer. Copies of policies will be sent also. Attached are answers to a few of these questions.

13. Reviewing material regarding the City's refinancing of 2011 and 2013 bonds.
14. Met with and or teleconferenced with staff and City Solicitor regarding personnel, legal, financial and operational matters.
15. Participated in Council work sessions including the capital projects work session and the Manager's Update. Thank you to all City staff who participated and provided support to both sessions.
16. **Assistant City Manager**
 - a. Served as Acting City Treasurer.
 - b. Emergency management due to COVID-19.
 - c. Attended virtual Work Sessions on Monday and Wednesday.
 - d. Held a weekly call with the Museum Director.
 - e. Reviewed FY 2020 Financial Report.
17. **City Treasurer/Finance**
 - a. Processed vendor payments and purchase orders.
 - b. Continued to prepare for the upcoming annual audit.
 - c. Worked on an annual submission to the Department of Labor and the IRS regarding the City's Cafeteria Plan for employees.
18. **Information Technology**
 - a. Follow up on various projects.
 - b. Worked with Recreation testing RecTrac for Pool re-opening.
 - c. Worked on several Toughbook issues for Police.
19. **Economic Development**
 - a. COVID19 Outreach
 - i. Local cleaning business
 - ii. Local hotel
 - iii. Local federal contracting business
 - b. Meetings & Webinars
 - i. Greater Washington Board of Trade Covid19 Briefing Call
 - ii. Maryland Economic Development Association (MEDA) Virtual Summer Conference
 - iii. US Chamber of Commerce Bi-weekly CO Virtual Event Series
 - iv. FSC First Legacy Fund Overview Webinar
 - v. Bisnow Webinar – Reopening Loudoun County
 - vi. Bisnow Webinar – Community Development & The Coronavirus
 - c. Economic Development Admin
 - i. Updates, follow-up and edits for proposed business grant fund.
 - ii. Outreach to businesses to touch base about COVID-19, concerns and plans.
 - iii. Working with staff to coordinate communications about COVID-19 to the community.

cc: Department Heads
David Moran, Assistant City Manager
Mary Johnson, Human Resources Officer
Bonita Anderson, City Clerk

City of Greenbelt, Maryland

Memorandum

To: David Moran, Acting City Treasurer
From: Jeff Williams, Finance Department
Date: July 24, 2020
Subject: Fiscal Year 2020 Preliminary

Fiscal Year 2020 Preliminary

Typically, the month of July is dedicated to preparing for the audit of the previous fiscal year and implementing the Adopted Budget for the new year. This includes the preliminary close of FY 2020 and the opening of FY 2021. The preliminary close allows the Finance Department to continue posting expenditures to the previous fiscal year using a “13th” period and begin recording new transactions in the subsequent fiscal year.

By all metrics, the mid-year results for FY 2020 were very promising. Most revenues were on track to meet or exceed their respective budgets. Fund balances in all funds were at their highest levels ever in Greenbelt’s 83 year history. Then, a worldwide pandemic halted almost all economic activity.

Building permitting ceased. Recreation classes were cancelled. Even red light camera fines came to a screeching halt, no pun intended. That said, the City responded quickly with expenditure reductions, e.g. major construction projects were placed on hold, personnel vacancies were held open, etc.

As a result, there is good news for Greenbelt. Despite many revenue sources falling significantly short of their respective budgets, it appears at this early stage of review that General Fund revenues will exceed expenditures by approximately \$900,000. Early estimates for revenues and expenditures are \$30.2 million and \$29.3 million respectively. These are very early estimates, but this is encouraging nonetheless.

FY 2020 Revenues

FY 2020 real estate revenue was unaffected by the pandemic as these revenues are calculated early in the fiscal year. The very good news here is that abatements budgeted at \$397,900 are \$43,800 or 11% of the adopted budget. A year ago, real estate abatements were less than \$15,000. It is likely that this very low level of abatement activity will increase significantly in 2021 as commercial property owners seek economic relief wherever they can find it.

Corporate personal property taxes are levied throughout the fiscal year. Because the State is responsible for assessing all businesses in Maryland and their office functions were curtailed

significantly during the early months of the pandemic, assessment data was not readily available. As a result, this revenue is significantly lower than pre-pandemic expectations.

However, it is possible and perhaps probable that there is just a delay in FY 2020 corporate personal property tax assessments to be forwarded to Greenbelt. Therefore, when the State Department of Assessments is able to operate at or near full capacity, assessments relating to FY 2020 will be forwarded to the City and billed to companies operating in Greenbelt in FY 2021.

Further, it is possible that because the “date of finality” for personal property taxes in FY 2021 is January 1st (or pre-pandemic), FY 2021 corporate property taxes may not decline significantly. That said, if businesses closed by the pandemic do not reopen, personal property taxes from those businesses will not be collectible.

Revenues most affected by the pandemic are the same revenues that increase and decrease as a result of economic activity or a lack thereof. However, this economic slowdown is historic. In Greenbelt, the revenues most affected by the shutdown were hotel/motel (down more than \$400,000), building permits (down \$365,000), and recreation programs (down more than \$350,000). It is still unclear where income tax revenue will end the fiscal year. More time is needed to review this revenue source.

Expenditures

General Fund revenues are currently estimated to end FY 2020 between \$1.7 million and \$2 million lower than the adopted budget. Currently, salary and benefits savings are \$1.9 million while operating and capital expenditures are \$400,000 lower than budget. There will be additional expenditures accrued back to FY 2020 in the coming weeks which is customary. The final expenditure total will not be final until late August with the completion of the audit field work.

The bottom line is that City of Greenbelt finances have fared very well through the beginning stage of what could be a long slog toward normalcy.

City of Greenbelt, Maryland
Revenues - (Approved Budget & Estimated Revenue)
Fiscal Year 2020

Account Number	Description	Approved Budget	Estimate in Proposed Budget	Revenue FY20 as of July 23	Est. Additional Revenue Accrual	Estimated FY 2020 Revenue	Over/(Under) Estimate
Taxes							
411100	Real Estate	\$19,117,300	\$19,207,800	\$19,203,822		\$19,203,822	(\$3,978)
411220	Real Estate Abatements	(397,900)	(397,900)	(43,845)		(43,845)	354,055
411230	Homestead Credit	(126,500)	(120,100)	(120,093)		(120,093)	7
411240	Homeowner's Credit	(40,000)	(49,700)	(49,639)		(49,639)	61
Personal Property							
						0	
412100	Local Current Year	16,000	14,000	9,337		9,337	(4,663)
412110	Utility	320,000	330,000	331,768		331,768	1,768
412120	Corporate - Current Year	1,500,000	1,450,000	1,256,110		1,256,110	(193,890)
412160	Corporate - Prior Years	20,000	40,000	28,157		28,157	(11,843)
412200	Abatements	(80,000)	(80,000)	(105,598)		(105,598)	(25,598)
Other Taxes							
421100	Income	3,100,000	3,465,000	2,954,866	300,000	3,254,866	(510,134)
421200	Admissions	160,000	280,000	181,242		181,242	(98,758)
421300	Hotel/Motel	1,025,000	825,000	446,178		446,178	(378,822)
422100	Highway	550,400	558,800	398,025		398,025	(160,775)
Licenses							
431200	Rental & Constr.	975,300	945,800	580,599	13,800	594,399	(365,201)
433400	Cable	390,000	388,000	306,807	102,000	408,807	(81,193)
Grants - State							
442101	Police	450,000	445,000	447,290		447,290	2,290
442102	Youth Service	65,000	65,000	54,630	10,400	65,030	(10,370)
Grants - County							
443106	Landfill	57,700	57,700	43,239	14,400	57,639	(14,461)
443102	Youth Service	30,000	50,000	4,875		4,875	(45,125)
443127	School Resource Officer	234,000	80,000	80,000		80,000	0
443128	MNCPPC	80,000	234,000	234,000		234,000	0
Other							
451000	Waste	686,200	686,200	684,935		684,935	(1,265)
452000	Recreation	797,900	846,700	570,501	(116,000)	454,501	(276,199)
453000	Fitness Center	586,000	581,000	401,864		401,864	(179,136)
454000	Community Center	190,900	207,800	176,273		176,273	(31,527)
460100	Fines & Forfeitures	102,000	163,000	67,422		67,422	(95,578)
460200	Red Light Cameras	110,000	330,000	552,779		552,779	222,779
460300	Speed Cameras	440,000	400,000	336,258		336,258	(63,742)
470000	Interest	200,000	180,000	112,627		112,627	(67,373)
480400	Partnerships	154,600	156,800	108,336		108,336	(48,464)
490000	Miscellaneous	459,700	568,700	539,466	50,000	589,466	(29,234)
Total		\$31,173,600	\$31,908,600	\$29,792,231	\$374,600	\$30,166,831	(\$2,116,369)

City of Greenbelt, Maryland
Expenditures - Adopted Budget & Estimated
Fiscal Year 2020

Department	Original & Final Budget	FY 2020 Estimate in Proposed Budget	FY 2020 Expenditures as of 7/23/20	Estimated Add'l Expenditures to be Recorded in FY20	Estimated Final Expenditures	Estimated Expenditures vs. Final Budget
General Government	\$3,721,400	\$3,853,400	\$3,700,324	\$37,600	\$3,737,924	(\$16,524)
Planning & Comm. Dev.	1,042,900	829,700	792,913	47,000	839,913	202,987
Public Safety	11,554,100	10,811,100	10,315,963	158,400	10,474,363	1,079,737
Public Works	3,842,800	3,725,500	3,542,401	63,900	3,606,301	236,499
Cares	1,200,200	1,087,600	1,229,920	12,000	1,241,920	(41,720)
Recreation	6,139,400	5,939,410	5,626,521	92,600	5,719,121	420,279
Miscellaneous	374,700	292,200	355,258	7,200	362,458	12,242
Non-Departmental	766,600	836,600	802,341	3,700	806,041	(39,441)
Fund Transfers	2,497,000	3,799,000	2,497,000		2,497,000	0
Total	\$31,139,100	\$31,174,510	\$28,862,641	\$422,400	\$29,285,041	\$1,854,059
100 General Government						
Salary/Benefits	\$2,815,200	\$2,837,400	\$2,854,365	\$37,600	\$2,891,965	(\$76,765)
Operating Expense	896,200	1,006,000	845,959		845,959	50,241
Capital Outlay	10,000	10,000	0		0	10,000
Total General Gov't	3,721,400	3,853,400	3,700,324	37,600	3,737,924	(16,524)
200 Planning & Comm Dev						
Salary/Benefits	887,800	670,700	654,444	47,000	701,444	186,356
Operating Expense	155,100	159,000	138,469		138,469	16,631
Capital Outlay						
Total Plan. & Comm. Dev.	1,042,900	829,700	792,913	47,000	839,913	202,987
300 Public Safety						
Salary/Benefits	9,466,600	8,620,000	8,273,969	158,400	8,432,369	1,034,231
Operating Expense	1,618,700	1,751,100	1,426,497		1,426,497	192,203
Capital Outlay	468,800	440,000	615,497		615,497	(146,697)
Total Public Safety	11,554,100	10,811,100	10,315,963	158,400	10,474,363	1,079,737
400 Public Works						
Salary/Benefits	2,976,300	2,880,700	2,786,470	63,900	2,850,370	125,930
Operating Expense	866,500	844,800	749,268		749,268	117,232
Capital Outlay	0	0	6,663		6,663	(6,663)
Total Public Works	3,842,800	3,725,500	3,542,401	63,900	3,606,301	236,499

City of Greenbelt, Maryland
Expenditures - Adopted Budget & Estimated
Fiscal Year 2020

Department	Original & Final Budget	FY 2020 Estimate in Proposed Budget	FY 2020 Expenditures as of 7/23/20	Estimated Add'l Expenditures to be Recorded in FY20	Estimated Final Expenditures	Estimated Expenditures vs. Final Budget
500 Greenbelt Cares						
Salary/Benefits	1,147,800	1,009,700	1,135,410	12,000	1,147,410	390
Operating Expense	52,400	77,900	94,510		94,510	(42,110)
Capital Outlay	0	0	0		0	0
Total Cares	1,200,200	1,087,600	1,229,920	12,000	1,241,920	(41,720)
600 Recreation & Parks						
Salary/Benefits	4,843,200	4,696,560	4,523,300	92,600	4,615,900	227,300
Operating Expense	1,291,200	1,242,850	1,099,857		1,099,857	191,343
Capital Outlay	5,000	0	3,364		3,364	1,636
Total Recreation	6,139,400	5,939,410	5,626,521	92,600	5,719,121	420,279
900 Miscellaneous						
Salary/Benefits	226,200	231,150	230,047	7,200	237,247	(11,047)
Operating Expense	148,500	61,050	125,211		125,211	23,289
Capital Outlay	0	0	0		0	0
Total Miscellaneous	374,700	292,200	355,258	7,200	362,458	12,242
990 Non-Departmental	766,600	836,600	802,341	3,700	806,041	(39,441)
999 Interfund Transfers	2,497,000	3,799,000	2,497,000		2,497,000	0
Total General Fund	\$31,139,100	\$31,174,510	\$28,862,641	\$422,400	\$29,285,041	\$1,854,059
Salary/Benefits	\$22,363,100	\$20,946,210	\$20,458,005	\$418,700	20,876,705	1,486,395
Operating Expense	5,028,600	5,142,700	4,479,771		4,479,771	548,829
Capital Outlay	483,800	450,000	625,524		625,524	(141,724)
Non-Departmental	766,600	836,600	802,341	3,700	806,041	(39,441)
Interfund Transfers	2,497,000	3,799,000	2,497,000		2,497,000	0
Total General Fund	\$31,139,100	\$31,174,510	\$28,862,641	\$422,400	\$29,285,041	\$1,854,059

RE: UPDATES JULY 31

HM

Hill, Ola M. <OMHill@co.pg.md.us>

Fri 7/31/2020 9:07 AM

To: tjames@bladensburgmd.gov; tadams@cityofbowie.org; rocio.treminio-lopez@brentwoodmd.gov

+24 others

Cc: mbroadbent@berwynheightsmd.gov; vtinelli@bladensburgmd.gov; alott@cityofbowie.org

+160 others

2 attachments (2 MB)Download allSave all to OneDrive - City of Greenbelt

1. Governor Hogan Face Covering Mandate: We have created a graphic for Governor Hogan's new statewide mandate on face coverings, to help inform residents of the new order that takes effect tomorrow, July 31 at 5:00 PM.
2. Press Conference Link: Just as a reminder for everyone, anyone who missed the press conference can watch it via YouTube. We have put up a link on our YouTube page. A special edition newsletter with all updates outlined will go out tomorrow as well. The link to the press conference is below:
 - a. <https://www.youtube.com/watch?v=k1fCc8FZigA>

Ola M. Hill

Municipal Liaison

Office of the County Executive

omhill@co.pg.md.us

Office: 301-952-3781

Cell: 240-825-9183

Posted on: July 30, 2020

COUNCIL APPROVES LETTER URGING GOVERNOR HOGAN TO EXTEND AND EXPAND STATE MORATORIUM ON EVICTIONS...

COUNCIL APPROVES LETTER URGING GOVERNOR HOGAN TO EXTEND AND EXPAND STATE MORATORIUM ON EVICTIONS DUE TO COVID-19

State Evictions Protections Expected to Expire Friday, July 31st

Prince George's County Council, during a virtual session on Monday, July 27, 2020, voted to authorize Council Chair Todd M. Turner's signature on a letter to Governor Larry Hogan urging an extension and expansion of State evictions protections beyond the expected expiration date of tomorrow, Friday, July 31st.

The Council, voting in support of the correspondence, joins the General Assembly, Maryland Attorney General Brian Frosh, jurisdictions throughout the state, and several legal, community and nonprofit organizations seeking to extend evictions protections to Marylanders as a result of the COVID-19 health and economic crisis until January 2021.

Council Chair Turner says State eviction protections should continue as residents struggle to meet the ongoing financial challenges presented by COVID-19. "Prince George's County residents, and many of our neighbors, have been presented with an onslaught of financial challenges resulting from COVID-19, and it is critically important that we identify ways to lessen their burden. State eviction protections should be extended and expanded so residents who are challenged with making ends meet, do not have to contend with the fear of eviction or homelessness as a result of this global pandemic."

The County Council, in an effort to protect residents threatened with eviction, previously adopted CB-16-2020, an emergency measure amending the Landlord-Tenant Code to prohibit rent increases, rental terminations, provide payment plans with certain tenants, and prohibit late fees or penalties from being charged during the COVID-19 state-wide emergency. In addition, the Council approved the use of over \$8 million in Coronavirus Aid, Relief and Economic Security (CARES) Act funding for housing and rental assistance, including establishing the County Emergency Rental Assistance (ERA) program in early May.

The correspondence expresses the Council's support of the research, findings and recommendations expressed in Maryland Attorney General Brian Frosh's correspondence, from Delegates Kumar Barve, Chair, and Dana Stein, Vice-Chair, of the House Environment and Transportation Committee and the Senate Judicial Proceedings Committee Workgroup Report on COVID-19 and Housing, dated July 22, 2020.

-0-

[CB-16-2020](#)

I-495 & I-270 Managed Lanes Study DEIS Public Hearings Information

M

MDOT SHA P3 Program <495-270-p3@mdot.maryland.gov>

Fri 7/31/2020 8:20 AM

To: Nicole Ard



Greetings.

The Federal Highway Administration (FHWA) and the Maryland Department of Transportation State Highway Administration (MDOT SHA) have completed the [Draft Environmental Impact Statement \(DEIS\) and Draft Section 4\(f\) Evaluation](#) for the I-495 & I-270 Managed Lanes Study. [Six Joint Public Hearings](#) will be conducted to hear testimony on the DEIS and the Joint Federal/State Application (JPA) for the Alteration of Any Floodplain, Waterway, Tidal or Nontidal Wetland in Maryland.

The Public Hearing [brochure](#) and the Public Hearing [online presentation](#), featuring a narration of virtual display boards, are now available on the [Program website](#). You may also pick up a Public Hearing brochure at any location where a hard copy of the DEIS is [available for review](#). Note that the content of the online presentation can be translated into other languages on the web page; translated versions of the DEIS Executive Summary are also available on the Program website.

Comments on the DEIS and JPA must be submitted between July 10 and October 8, 2020. The public comment period may be extended 30 days. Please visit the Program website, 495-270-P3.com/DEIS, for updates. All comments received, whether at the hearing through oral testimony or through other methods (comment form, email, and letter) will be given equal consideration. Learn ways to comment on the DEIS and JPA [here](#).

Managed Lanes Study In-Person Public Hearings' COVID-19 Social Distancing Protocols

In an effort to safeguard the public and staff, individuals considering attending the in-person Public Hearings on September 1st and September 10th should follow the “everyday preventative actions” as

established by the CDC.

A reminder that in-person hearings are by appointment only and participation at virtual hearings is encouraged. The following procedures and social distancing protocols have been developed in adherence to CDC guidelines; facility occupancy and admittance requirements; and in coordination with MDOT SHA and the State of Maryland. Thank you in advance for your cooperation.

While at the Public Hearing:

- Wear face coverings at all times.
- Remember to social distance, at least 6 feet apart.
- Sanitize your hands upon arrival and frequently throughout your time at the hearing. Hand sanitizing stations will be available throughout the hearing spaces.
- Follow all signage and direction from staff which is designed to adhere to capacity requirements and support social distancing.

MDOT SHA has worked with all facilities to ensure adherence to State guidelines regarding capacity and other related safety protocols.

Additionally, staff will disinfect all hearing materials and equipment before and after each hearing. A Hearing Health and Safety Officer has been designated for all hearings. Questions or concerns can be directed to the hearing registration area.

Sincerely,

Lisa B. Choplin, DBIA
Director, I-495 & I-270 P3 Program
MARYLAND DEPARTMENT OF TRANSPORTATION
STATE HIGHWAY ADMINISTRATION

Request for Assistance:

The Maryland Relay Service can assist teletype users at 7-1-1. Persons requiring assistance to participate, such as an interpreter for hearing/speech difficulties or assistance with the English language, should contact the Program toll-free number at 833-858-5960 by August 3, 2020.

[Unsubscribe nard@greenbeltmd.gov](#)

[Update Profile](#) | [About our service provider](#)

Sent by 495-270-p3@mdot.maryland.gov powered by



Try email marketing for free today!

From: Nicole Ard
Sent: Friday, July 31, 2020 12:51 PM
To: Jim Sterling; Brian Townsend
Cc: Bonita Anderson; Anne Marie Belton; David Moran
Subject: Follow-up up items from 7/29 Work Session

Jim,

In addition to the GCART trailer sent in another email, here are some other items that were asked about regarding public works. If you could please provide a status update that would be helpful. I have copied Bonita and David in case I forgot something.

Has a date been set for the electronics recycling event. They were informed again of that the dates were in the works for both electronics and paper.

October for electronics recycling and paper recycling is scheduled to begin in 2 weeks.

How many trees have been lost due to recent storms.

We had 3 trees come down on city property and numerous branches.

Have safety strips been installed at the Roosevelt Center sidewalk steps per the Senior Citizen Advisory Committee request. The only safety strips installed were at the steps between the Library and Community Center.

How many riders used the Greenbelt Connection during the pandemic?

Counts below

March 9th	334
April	399
May	418
June	502
July	561
Total	2214