

City of Greenbelt

City Manager's Report

Week Ending September 4, 2020

1. Attached please find a confidential memo on a legal matter.
2. As reported yesterday, and in follow-up to the County Executive's press conference, the County is not progressing to Stage 3 at this time. Beverly Palau has posted a link to the press conference. The County officials are concerned about the County's infection and positive rates possibly rising, particularly after this holiday weekend. As of the date of this report, according to the County dashboard, Zip Code 20770 has had 631 confirmed positive cases.
3. Regarding the City facilities, there is no change in status. As noted during Wednesday's work session, the Youth Center restrooms are open to the public. The public can also purchase tennis tokens. Staff anticipates repair work and continued coordination between Recreation and Public Works regarding expanded public access to the Youth Center and the Fitness Wing of the Aquatic and Fitness Center.
4. Greg Varda and Recreation staff will begin implementing an additional 80 plus classes in various forms, primarily outdoors, virtual, and if in person, a very small group (like 2-3 people in the ceramics studio or a class in the gym). An announcement is anticipated within the next few weeks regarding additional services.
5. Principal McNeill reports that residents will be able to use the Eleanor Roosevelt High School Track starting Tuesday, September 8. The track will be available from 7 am to 12 pm. Residents will enter the track using the turn style. As reported yesterday, Mr. McNeill explained that the "temporaries" located at the high school are for other schools. The temporaries will be there for a short time and then be moved.
6. Reviewed the draft GFOA budget award submission developed by Anne Marie Belton.
7. Two public meeting permits were approved and noted for your interest: Greenbelt Elementary School PTA book donation drop-off activity (located behind the Co-op on Sunday, September 6th) and a multi-day Democratic Club voter registration/absentee vote information table (located in front of the Pop-up Theatre from mid-September through October). Recreation also issued a permit for the Club at Schrom Hills Park's shelter. Lt. Gullede and park rangers have been made aware of the activities and will monitor accordingly.
8. Attached is email correspondence about SRO training.
9. Also attached is an email about a positive ripple effect of recreation programs.
10. Met with and/or teleconferenced with staff and City Solicitor regarding financial and operational matters.
11. Participated on a conference call with Metropolitan Washington Council of Governments Chief Administrative Officers.
12. Participated in Council work sessions regarding the housing development proposed for 7010 Greenbelt Road and the proposed Royal Farms development.

13. Attached is an update on Fiscal Year 2020 finances.

14. Assistant City Manager

- a. Served as Acting City Treasurer.
- b. Emergency management due to COVID-19.
- c. Attended two work sessions.
- d. Prepared for a CRAB Meeting.
- e. Participated in a Zoom meeting to discuss the Natural Infrastructure and Resilience Finance pilot project.

15. City Treasurer/Finance

- a. Processed vendor payments, purchase orders and payroll.
- b. Exploring a method for payment of waste collection bills online.
- c. Continued to work closing out the fiscal year and audit related tasks.

16. Information Technology

- a. Worked on the Municipal Building security structure.
- b. Attended PTI Tech Talk event.
- c. Attended Municipal Update meeting re: Comcast Negotiations.
- d. Worked on Body Worn Camera upload configuration with the County.

17. Economic Development

- a. On leave.

cc: Department Heads

David Moran, Assistant City Manager

Mary Johnson, Human Resources Officer

Bonita Anderson, City Clerk

Fwd: SRO training

Nicole Ard <nard@greenbeltmd.gov>

Fri 9/4/2020 1:29 PM

To: Anne Marie Belton <abelton@greenbeltmd.gov>

Anne Marie,

Please Also include this email in the weekly report.

Thank you,
Nicole

Sent from my iPhone

Begin forwarded message:

From: Richard Bowers <rbowers@greenbeltmd.gov>
Date: September 2, 2020 at 2:43:26 PM EDT
To: Emmett Jordan <ejordan@greenbeltmd.gov>
Cc: Nicole Ard <nard@greenbeltmd.gov>
Subject: RE: SRO training

Mayor Pro Tem,

I apologize for the delay, we have had folks in and out so it took some time to make sure we were not missing anything.

Last school year, the SRO made six criminal arrests and issued 45 traffic citations. This does not reflect the number of incidents he investigated, but was able to resolve through the school administration. The traffic enforcement was done before and after school increase pedestrian safety. Additionally the SRO teaches a Police Procedures and Concepts class. Works with school staff and parents to address student behavioral issues through mentoring and de-escalates conflicts between students.

Chief.

From: Emmett Jordan
Sent: Wednesday, August 26, 2020 12:56 PM
To: Richard Bowers
Cc: Nicole Ard
Subject: RE: SRO training

Chief:

I'm following up on my request to see if you can supply a listing of our SRO's activities in terms of citations or infractions.

Can you provide a summary listing of actions taken during a typical month, quarter, or school year at ERHS (whichever is most easily compiled).

Emmett V. Jordan
Mayor Pro Tem, Greenbelt City Council
25 Crescent Rd – Greenbelt, MD 20770
(301)715-3632 (call or text)

From: Richard Bowers
Sent: Monday, July 27, 2020 9:21 AM
To: Emmett Jordan
Cc: Nicole Ard
Subject: RE: SRO training

Mayor Pro Tem,

We are working on the putting together information for your second question, but I wanted to get the first part to you.

There is a State mandated course that the SRO has to attend. The program is hosted by the Maryland Center for School Safety. The course satisfies the mandate required by the Safe to Learn Act 2018 for all School Resource Officers and School Security Employees. Additional training is held by NASRO (National Association of School Resource Officers).

Chief

From: Emmett Jordan
Sent: Friday, July 24, 2020 2:13 PM
To: Richard Bowers
Cc: Nicole Ard
Subject: RE: SRO training

Chief:

I recently asked for some information about our SRO officer:

- 1) Is our Greenbelt SRO required to have any special training or does he have the option to obtain additional training specific to interacting with youth and families? If so are there any incentives for him to take additional training?
- 2) I am also wondering about the SRO's activities in terms of citations or infractions. Can you provide a summary listing of actions taken during a typical month, quarter, or school year at ERHS (whichever is most easily compiled).

I am not asking for a long, exhaustive report, but want to have a better overview so that I can better respond to questions from our residents.

Thanks!

Emmett V. Jordan
Mayor Pro Tem, Greenbelt City Council
25 Crescent Rd – Greenbelt, MD 20770
(301)715-3632 (call or text)

Re: the ripple effects of a program

Nicole Ard <nard@greenbeltmd.gov>

Fri 9/4/2020 1:26 PM

To: Greg Varda <gvarda@greenbeltmd.gov>

Cc: Nicole DeWald <ndewald@greenbeltmd.gov>; Di Quynn Reno <dquynnreno@greenbeltmd.gov>; Anne Marie Belton <abelton@greenbeltmd.gov>

Nicole/Greg,

Thank you sharing this. I will ask Anne Marie to share this in the weekly packet for Council.

Thank you for your work in helping make a difference,
Nicole

Sent from my iPhone

On Sep 3, 2020, at 1:32 PM, Greg Varda <gvarda@greenbeltmd.gov> wrote:

Thanks Nicole. Good to know that we can provide some relief for our AIRs and they can pass it forward to other artists.

From: Nicole DeWald
Sent: Thursday, September 3, 2020 12:38 PM
To: Greg Varda; Di Quynn Reno
Subject: the ripple effects of a program

This is an excerpt from an email I just received from Larry (Artist in Residence). The impact of our programs extends further than we might always realize.

...business has slowly begun to trickle in. All musicians are currently unemployed, even the most celebrated are reduced to Youtube performances. I do want you to know how important this space is for me. I could not continue if I had to rent commercial space. At the moment I am doing a \$4000 repair on a cello for a musician who is on unemployment. He will pay me over the next two years at no interest. I could not offer him these terms if I had monthly expenses to meet.

Thank you. For information about Greenbelt arts programs, visit www.greenbeltmd.gov/arts.

Nicole DeWald
Arts Supervisor

d 240.542.2057 / o 301.397.2208
www.greenbeltmd.gov/recreation
<image001.jpg>

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City of Greenbelt, Maryland

Memorandum

To: David Moran, Acting City Treasurer
From: Jeff Williams, Finance Department
Date: August 23, 2020
Subject: Fiscal Year 2020 Update

DM
JW

Fiscal Year General Fund 2020 Revenue

FY 2020 General Fund revenue is currently \$30,310,628 or approximately \$1.5 million lower than the estimate in the FY 2021 Proposed Budget document. An income tax payment of approximately \$300,000 will be received from the State on August 31st. This payment will be credited to FY 2020. Therefore, staff estimates that FY 2020 General Fund revenue will fall \$1.2 million short of the estimate in the adopted budget.

There is one large revenue payment that was due in FY 2020 that will not be received in time to credit FY 2020 revenues, apartment rental fees of \$316,000 from Franklin Park. It is important to note that while the \$316,000 will not be credited to FY 2020, these monies are not lost and will be paid after negotiating with the owners of the property (which is the preferred method), placing a tax lien on the property, or some other method to ensure the City of Greenbelt is paid in full. The result is that the delinquent rental fee revenue will be credited to FY 2021.

Overall, the reductions in revenue are a direct result of the economy shutting down in March 2020. The revenues most affected were corporate personal property (\$194,000), hotel/motel (\$379,000), highway user (\$161,000), recreation including the fitness and community centers (\$578,000), and parking fines (\$95,000).

Lastly, it should be noted that Admissions & Amusement taxes are unusually high given theaters have been shut down since March. The City received a payment of \$356,344 for back payments due the City for the period October 2017 to January 2019. When the AMC Theaters were sold a few years ago, the new owners registered the theaters as located in Prince George's County, but not in the City of Greenbelt. Finance staff worked this matter for several years until it was resolved with the City receiving all monies due.

Fiscal Year General Fund 2020 Expenditures

General Fund revenue is currently \$29,443,620 or \$1.6 million less than the estimate in the FY 2021 Adopted Budget. As mentioned in the July report, the City responded quickly by holding vacant positions open and delaying capital projects if possible. As a result, the reductions in revenue are similar to the reduction in expenditures.

A few notable expenditure reductions are salaries (\$800,000), overtime (\$200,000), professional services (\$65,000), utilities (\$77,000), and motor equipment maintenance (\$114,000) which includes \$79,000 for gasoline/diesel.

It is unknown how long COVID-19 will be a daily part of everyday life. However, one thing is certain, the “V” shape recovery predicted by many in the financial community is unlikely to happen. The road to recovery will require patience and time to repair. That said, it is a road Greenbelt is well prepared to travel.

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 August 20	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)	(43,815)		(43,815)	354,085
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	2,998,024	300,000	3,298,024	(166,976)
421200	Admissions	160,000	280,000	537,587		537,587	257,587
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		580,599	(365,201)
433400	Cable	390,000	388,000	400,009		400,009	12,009
Grants - State							
442101	Police	450,000	445,000	447,290		447,290	2,290
442102	Youth Service	65,000	65,000	65,008		65,008	8
Grants - County							
443106	Landfill	57,700	57,700	57,652		57,652	(48)
443102	Youth Service	30,000	50,000	50,000		50,000	0
443127	School Resource Officer	80,000	80,000	80,000		80,000	0
443128	MNCPPC	234,000	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	478,598		478,598	(368,102)
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	114,893		114,893	(65,107)
480400	Partnerships	154,600	156,800	158,423		158,423	1,623
490000	Miscellaneous	459,700	568,700	534,762		534,762	(33,938)
Total		\$31,173,600	\$31,908,600	\$30,310,628	\$300,000	\$30,610,628	(\$1,297,972)

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

Department	FY 2020 Adopted Budget	FY 2020 Estimate in FY 2021 Proposed Budget	FY 2020 Expenditures as of 8/24/20	FY 2020 Expenditures vs. Estimate in Proposed Budget
General Government	\$3,721,400	\$3,853,400	\$3,725,830	\$127,570
Planning & Comm. Dev.	1,042,900	829,700	809,160	20,540
Public Safety	11,554,100	10,811,100	10,420,355	390,745
Public Works	3,842,800	3,725,500	3,797,533	(72,033)
Cares	1,200,200	1,087,600	1,244,950	(157,350)
Recreation	6,139,400	5,939,410	5,646,697	292,713
Miscellaneous	374,700	292,200	499,754	(207,554)
Non-Departmental	766,600	836,600	802,341	34,259
Fund Transfers	2,497,000	3,799,000	2,497,000	1,302,000
Total	\$31,139,100	\$31,174,510	\$29,443,620	\$1,730,890
100 General Government				
Salary/Benefits	\$2,815,200	\$2,837,400	\$2,863,110	(\$25,710)
Operating Expense	896,200	1,006,000	862,720	143,280
Capital Outlay	10,000	10,000	0	10,000
Total General Gov't	3,721,400	3,853,400	3,725,830	127,570
200 Planning & Comm Dev				
Salary/Benefits	887,800	670,700	658,255	12,445
Operating Expense	155,100	159,000	150,905	8,095
Capital Outlay				
Total Plan. & Comm. Dev.	1,042,900	829,700	809,160	20,540
300 Public Safety				
Salary/Benefits	9,466,600	8,620,000	8,333,165	286,835
Operating Expense	1,618,700	1,751,100	1,471,693	279,407
Capital Outlay	468,800	440,000	615,497	(175,497)
Total Public Safety	11,554,100	10,811,100	10,420,355	390,745
400 Public Works				
Salary/Benefits	2,976,300	2,880,700	3,036,583	(155,883)
Operating Expense	866,500	844,800	754,287	90,513
Capital Outlay	0	0	6,663	(6,663)
Total Public Works	3,842,800	3,725,500	3,797,533	(72,033)
500 Greenbelt Cares				
Salary/Benefits	1,147,800	1,009,700	1,144,760	(135,060)
Operating Expense	52,400	77,900	100,190	(22,290)
Capital Outlay	0	0	0	0
Total Cares	1,200,200	1,087,600	1,244,950	(157,350)
600 Recreation & Parks				
Salary/Benefits	4,843,200	4,696,560	4,534,020	162,540
Operating Expense	1,291,200	1,242,850	1,109,313	133,537
Capital Outlay	5,000	0	3,364	(3,364)
Total Recreation	6,139,400	5,939,410	5,646,697	292,713

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

Department	FY 2020 Adopted Budget	FY 2020 Estimate in FY 2021 Proposed Budget	FY 2020 Expenditures as of 8/24/20	FY 2020 Expenditures vs. Estimate in Proposed Budget
900 Miscellaneous				
Salary/Benefits	226,200	231,150	230,027	1,123
Operating Expense	148,500	61,050	237,599	(176,549)
Capital Outlay	0	0	32,128	(32,128)
Total Miscellaneous	374,700	292,200	499,754	(207,554)
990 Non-Departmental	766,600	836,600	802,341	34,259
999 Interfund Transfers	2,497,000	3,799,000	2,497,000	1,302,000
Total General Fund	\$31,139,100	\$31,174,510	\$29,443,620	\$1,730,890
Salary/Benefits	\$22,363,100	\$20,946,210	\$20,799,920	146,290
Operating Expense	5,028,600	5,142,700	4,686,707	455,993
Capital Outlay	483,800	450,000	657,652	(207,652)
Non-Departmental	766,600	836,600	802,341	34,259
Interfund Transfers	2,497,000	3,799,000	2,497,000	1,302,000
Total General Fund	\$31,139,100	\$31,174,510	\$29,443,620	\$1,730,890

Receive Updates



REDEVELOPMENT AUTHORITY ANNOUNCES GROUNDBREAKING OF A \$34 MILLION SENIOR APARTMENT COMPLEX

Prince George's County Maryland sent this bulletin at 08/28/2020 02:25 PM EDT



FOR IMMEDIATE RELEASE
August 28, 2020

CONTACT: Alexis Revis Yeoman
aryeoman@co.pg.md.us
(301) 758-5300

REDEVELOPMENT AUTHORITY ANNOUNCES GROUNDBREAKING OF A \$34 MILLION SENIOR APARTMENT COMPLEX

Largo, MD ---- The Redevelopment Authority of Prince George's County (RDA) serves as the Master Developer of the Towne Square at Suitland Federal Center and is pleased to announce the groundbreaking of the next major development project at the Towne Square, the Suitland Senior Apartments.

"We are Prince George's Proud that the Suitland Seniors Apartments project is officially underway, which will provide quality and affordable housing for our County's seniors," said Prince George's County Executive Angela Alsobrooks. "The Towne Square at Suitland Federal Center will be a vibrant, mixed-used development that will attract quality retail to the area, and we are excited that this development project and so many others continue to move forward across the County as we work to recover from this pandemic stronger than we've ever been before."

The Suitland Senior Apartments is a new \$34 million complex with 137-units that will serve individuals age 62 years and over. It will feature a rooftop terrace, a yoga room, fitness center, game room and club room. Laundry rooms will be located on each floor and 21 units will have in-unit washers and dryers. The building is designed to meet strict "green criteria," which includes Energy Star appliances and other measures, resulting in healthy homes with low utility costs.

"We are excited about the addition of this new state-of-the-art apartment complex for seniors," said Stephen Paul, Executive Director of the RDA. "The Towne Square at Suitland Federal Center is a pedestrian-friendly community and seniors will have a wealth of amenities right at their front door."

The building will have 72 units at 50% Average Median Income (AMI) rents, 45 units at 60% AMI, 16 units at 80% AMI, and 4 units that are unrestricted, or market rate. The project will take advantage of the new income averaging law so that the 80% units will qualify under the Low Income Housing Tax Credit program. Pre-leasing will begin in October 2021 and the complex's completion date is early 2022.

Upon completion, the Towne Square at Suitland Federal Center will be an active and vibrant mixed-use, pedestrian-oriented community that enhances the lifestyles of residents of the immediate and surrounding neighborhoods. The site is part of a mixed-use subdivision consisting of 219 town houses, 538 market rate multi-family units, 137 senior units, 80,000 square feet of retail and up to 50,000 square feet of public uses including an arts center and public plaza. The Towne Square at Suitland Federal Center site is approximately 25 acres and is located a half mile from the Suitland Metro Station and across the street from the U.S. Census Bureau Headquarters.

The development team for the Suitland Senior Apartments includes Mission First Housing Development Corporation, The Henson Development Company and the L.A. Bolden Company. The development team is partnering with the White Rose Foundation, a 501©3 organization and part of The Links, Inc., to provide office space in the building to specifically serve Suitland area seniors. RDA is the land owner for the Towne Square at Suitland Federal Center and has established a long-term lease with Mission First Housing Development Corporation.

###



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