

City of Greenbelt

City Manager's Report

Week Ending June 25, 2021

1. Attached is the monthly financial report for May 2021.
2. **Assistant City Manager**
 - a. Met with Economic Development Coordinator and business stakeholders.
 - b. Met with Chief Bowers and command staff, and toured public safety facilities.
 - c. Met with finance department to review the FY 2022 budget.
 - d. Attended Council closed session, work session and CRAB meeting.
 - e. Worked with CRAB on finalizing the survey and planning for upcoming forums.
 - f. Drafted responses to Council inquiries.
 - g. Processed employee personnel actions.
 - h. Approved check requests.
3. **Human Resources**
 - a. Onboarded 23 Recreation employees and three Public Works summer help employees.
 - b. Contacted two new classified staff to review electronic onboarding paperwork; they will be starting July 6, 2021.
 - c. Processed one resignation, terminating them in insurance plans and ICMA-RC and enrolling them with ABG, our COBRA provider.
 - d. Worked on uploading personnel files and documents using the new electronic system.
 - e. Conducted additional interviews for the Public Information and Communications Coordinator.
 - f. Scheduled interviews for the Facility Tech opening.
4. **City Treasurer/Finance**
 - a. Joined a webinar held by Senator Van Hollen that provided more guidance on the ARPA funds.
 - b. Began updating the FY 2022 budget book with numbers adopted at Council meetings.
 - c. Joined Council meeting to discuss the status of the collective bargaining process.
 - d. Processed purchase orders and vendor payments.
5. **Information Technology**
 - a. Attended MD Digital Inclusion Summit – Virtual
 - b. Replaced outdoor pool camera
 - c. Updated the bank's PCI Questionnaire for credit card processing
6. **Economic Development**
 - a. 10 businesses engaged about COVID-19-related updates.
 - b. Confirmed new car dealership moving into former Capitol Cadillac dealership.
 - c. Meeting with local businesses to discuss exploration of local business alliance.
 - d. Work Session – Beltway Plaza
 - e. Participated in Public Information and Communications Coordinator interviews.

cc: Department Heads

Tim George, Assistant City Manager

Dawane Martinez, Human Resources Director

Bonita Anderson, City Clerk



City of Greenbelt, Maryland Memorandum

To: Nicole C. Ard, City Manager
From: Bertha A. Gaymon, City Treasurer
Date: June 24, 2021
Subject: May 2021 Financial Report

Revenues

Total revenue for FY2021 is \$29,622,835 in the Adopted Budget. As of May 31, 2021, overall receipts have exceeded budgeted expectations with a total of \$29,774,975 or 101.51%. As a point of comparison, this time last year, overall revenue was at \$28,520,284 or 91.49% and the six-year historical comparison was at 68.72%. A summary of the major revenue sources are detailed below.

Net real estate revenue as of May 2021 is \$19,920,493 – this time last year it was \$19,009,636 which is a \$901,860 difference year-to-year. This is mostly due to the adjustments made in the Adopted Budget to address possible financial impacts during the pandemic. Several facts are noteworthy. Hopefully, you recall the initial change in real estate tax that reduced it from \$19,589,900 to \$18,090,800 in the FY2021 Adopted budget. Additionally, in December 2020, it was acknowledged that abatements to date were very low – only \$8,483 at that time. As such, staff recommended, and Council approved, a second adjustment – reducing abatements from \$1,897,000 to \$632,000. It is noted as of May 31, 2021 abatements total \$38,345.

It is also important to note that while there continues to be some uncertainty about abatements, we continue to believe that large amounts of abatement will eventually occur. Therefore, it was further recommended and approved to hold any unused portion of the \$632,000 from the FY2021 budget. This amount will be added to the FY2022 amount of \$450,000 which will provide approximately \$1,082,000 to cover abatements in FY2022.

Personal Property Taxes collections are also higher this year over last year – \$1,676,896 received this year and \$1,462,847 at the same time last year. The final June billing should add approximately \$60,000 by year's end. With this, the FY2021 total is estimated to be \$1,736,896.

Income tax as of May 2021 is at a higher level compared to last year. The City has received income tax payments from the State for FY2021 totaling \$2,612,388 or 85.73%. Last year at this time the amount was \$2,429,268 or 78.36%. Admissions and Amusement taxes and Hotel/Motel taxes are also collected by the state and provided to the City. These payments are sent on a quarterly basis; and the amount for admissions and amusement is \$6,660 compared to last year's amount of \$181,242 and the amount hotels/motels is \$173,709 compared to last year amount of \$360,585. With restrictions lifted for the past month, we anticipate these collections growing each

month.

Nicole C. Ard
City Manager
May 2021 Financial Report
Page 2 of 2

Highway Users Revenues is budgeted at \$540,800 in FY2021. Receipts as of May 2021 are lower compared to last year at same time – \$319,236 and \$334,262 respectively. And Recreation revenue is rebounding. As a reminder, this revenue source was reduced from \$1,653,300 to \$975,600 in the Adopted budget as most facilities were closed due to the pandemic. In December 2020, Recreation revenues were estimated to be \$306,000 by year's end – receipts total \$261,446 as of May 2021. This confirms that revenue is now increasing as a result of re-opening facilities.

Expenditures

Total expenditures for FY2021 are \$29,142,800. As of May 31, 2021, operating expenditures are \$26,768,295 or 91.56%. As a point of comparison, last year at this time operating expenditures were \$27,090,632 or 87.01% and the six-year historical comparison was at 111.03%.

With one last month to go, we will begin to finalize all current year projects and activities and true-up all accounts in preparation of closing the fiscal year and getting ready for the annual audit. Please note we will include those expenditures actually expended as well as those not yet paid and therefore booked as payables. It is noteworthy to highlight that there is already some fluctuation in the various departmental spending plans – due to either 1) lower than anticipated expenses, 2) a delay in paying some on-going items 3) unspent dollars due to unfilled positions, and/or 4) some projects moving slower than anticipated resulting in delayed spending. Also, as a reminder, during the year we implemented several unplanned projects that called for more funding for the Emergency Assistance Fund (GILA) to help Greenbelt residents (these funds were approved after the federal funds were dispersed) and the re-instatement of the cost of living (COLA) increases for staff.

I hope you find this financial information useful. Please let know if you have any questions or concerns.

City of Greenbelt
Revenues - FY 2021 vs. Historical & FY 2020
May 2021

Account Number		FY 2021 Budget	May-21	% of FY 2020 Budget	% of FY 2020 Actual	Historical %
Taxes						
411100	Real Estate	\$20,113,600	\$20,078,151	99.82%	100.45%	76.74%
411220	Real Estate Abatements	(1,897,900)	(38,345)	2.02%	7.76%	44.74%
411230	Homestead Credit	(76,100)	(73,104)	96.06%	94.94%	54.74%
411240	Homeowner's Credit	(49,700)	(46,209)	92.98%	105.92%	72.69%
Personal Property						
412100	Local Current Year	14,000	13,334	95.24%	58.36%	65.70%
412110	Utility - Current Year	330,000	324,703	98.39%	103.68%	78.97%
412120	Corporate - Current Year	1,450,000	1,311,902	90.48%	79.73%	66.47%
412140	Local - Prior Years	0	0	0.00%	0.00%	0.16%
412160	Corporate - Prior Years	30,000	112,121	373.74%	139.86%	42.00%
412200	Abatements	(80,000)	(85,164)	106.45%	127.65%	70.73%
Other Taxes						
421100	Income	3,047,250	2,612,388	85.73%	78.36%	55.46%
421200	Admissions	175,000	6,660	3.81%	113.28%	56.95%
421300	Hotel/Motel	573,750	173,709	30.28%	35.18%	42.59%
422100	Highway	284,950	319,236	112.03%	60.73%	71.47%
Licenses						
431200	Rental & Constr.	942,800	620,551	65.82%	55.01%	47.98%
433400	Cable	385,000	278,494	72.34%	78.05%	54.18%
Grants - State						
442101	Police	445,000	335,858	75.47%	74.32%	56.51%
442102	Youth Service	65,000	43,815	67.41%	63.67%	41.36%
Grants - County						
443106	Landfill	57,700	43,239	74.94%	49.96%	53.11%
443102	Youth Service	50,000	37,000	74.00%	110.55%	49.29%
443107	Code Enforcement	6,500	4,875	75.00%		
443108	MNCPPC	234,000	0	0.00%	100.00%	33.33%
443127	School Resource Officer	80,000	0	0.00%	100.00%	26.67%
443129	CARES ACT	0	1,421,000	0.00%	0.00%	0.00%
Other						
451000	Waste	686,200	506,118	73.76%	75.65%	56.51%
452000	Recreation	550,900	137,267	24.92%	70.19%	57.58%
453000	Fitness Center	216,800	29,279	13.51%	68.29%	64.74%
454000	Community Center	207,900	94,900	45.65%	91.15%	37.61%
460100	Fines & Forfeitures	90,750	26,956	29.70%	41.24%	56.01%
460200	Red Light Cameras	292,500	429,894	146.97%	479.75%	75.30%
460300	Speed Cameras	227,500	230,512	101.32%	65.77%	69.21%
470000	Interest	150,000	8,378	5.59%	56.31%	80.34%
480400	Partnerships	156,800	101,223	64.56%	70.22%	51.14%
490000	Interfund Transfers	364,700	364,700	100.00%	0.00%	0.00%
	Miscellaneous	497,935	351,356	70.56%	183.32%	65.99%
Adpoted Total		\$29,622,835	\$29,774,795	100.51%	91.78%	68.82%

City of Greenbelt
Expenditures - FY 2021 vs. Historical & FY 2020
May 2021

	Department	FY 2021 Budget	May-21	% of FY 2021 Budget	% of FY 2020 Actual	Historical %
100	General Government					
	Salary/Benefits	\$2,826,100	\$2,741,888	97.02%	89.76%	107.68%
	Operating Expense	872,600	809,147	92.73%	88.77%	106.92%
	Capital Outlay	10,000	6,196	61.96%	0.00%	73.65%
	Total General Gov't	3,708,700	3,557,231	95.92%	89.51%	107.42%
200	Planning & Comm Dev					
	Salary/Benefits	762,500	629,628	82.57%	90.77%	107.98%
	Operating Expense	124,800	167,212	133.98%	71.93%	82.45%
	Capital Outlay	0	0	0.00%	0.00%	0.00%
	Total Plan. & Comm. Dev.	887,300	796,841	89.81%	84.62%	102.02%
300	Public Safety					
	Salary/Benefits	9,032,200	8,126,085	89.97%	91.05%	112.25%
	Operating Expense	1,572,400	1,211,865	77.07%	87.94%	104.55%
	Capital Outlay	589,400	266,703	45.25%	77.97%	115.73%
	Total Public Safety	11,194,000	9,604,653	85.80%	89.95%	111.28%
400	Public Works					
	Salary/Benefits	2,311,100	2,365,478	102.35%	91.18%	100.56%
	Operating Expense	660,000	509,733	77.23%	84.73%	95.62%
	Capital Outlay	0	0	0.00%	0.00%	93.98%
	Total	2,971,100	2,875,212	96.77%	89.69%	99.41%
450	Waste Collection					
	Salary/Benefits	604,000	501,139	82.97%	89.91%	104.60%
	Operating Expense	205,800	198,148	96.28%	73.73%	98.80%
	Capital Outlay	0	0	0.00%	0.00%	0.00%
	Total	809,800	699,287	86.35%	85.66%	159.15%
	Total Public Works	3,780,900	3,574,499	94.54%	88.81%	98.08%
500	Greenbelt Cares					
	Salary/Benefits	1,182,000	1,060,437	89.72%	89.23%	107.61%
	Operating Expense	43,000	101,166	235.27%	90.49%	108.19%
	Capital Outlay	0	0	0.00%	0.00%	0.00%
	Total Cares	1,225,000	1,161,603	94.82%	89.31%	107.61%
600	Recreation					
	Salary/Benefits	2,981,200	2,170,339	72.80%	88.92%	95.58%
	Operating Expense	675,600	403,115	59.67%	87.27%	84.67%
	Capital Outlay	0	39,285	0.00%	0.00%	0.00%
	Total	3,656,800	2,612,739	71.45%	88.58%	93.78%

City of Greenbelt
Expenditures - FY 2021 vs. Historical & FY 2020
May 2021

	Department	FY 2021 Budget	May-21	% of FY 2021 Budget	% of FY 2020 Actual	Historical %
650	Aquatic & Fitness Center					
	Salary/Benefits	\$905,600	518,541	57.26%	88.10%	155.11%
	Operating Expense	346,900	238,961	68.88%	90.24%	152.89%
	Capital Outlay	0	0	0.00%	0.00%	0.00%
	Total	1,252,500	757,503	60.48%	88.76%	154.40%
	Total Recreation	4,909,300	3,370,242	68.65%	88.63%	104.58%
700	Parks					
	Salary/Benefits	1,084,600	990,749	91.35%	89.27%	109.40%
	Operating Expense	228,900	174,100	76.06%	82.31%	99.20%
	Capital Outlay	0	0	0.00%	0.00%	0.00%
	Total Parks	1,313,500	1,164,849	88.68%	87.98%	107.60%
900	Miscellaneous					
	Salary/Benefits	250,100	227,701	91.04%	91.74%	109.86%
	Operating Expense	66,600	109,772	164.82%	48.44%	198.86%
	Capital Outlay	0	430,616	0.00%	0.00%	0.00%
	Total Miscellaneous	316,700	768,089	242.53%	71.54%	149.77%
Operating Expenditures						
	Salary/Benefits	\$21,939,400	19,331,986	88.12%	90.27%	113.34%
	Operating Expense	4,796,600	3,923,221	81.79%	84.60%	123.23%
	Capital Outlay	599,400	742,800	123.92%	77.97%	123.06%
	Total Operating Expense	\$27,335,400	\$23,998,007	87.79%	88.90%	107.16%
Reserves						
	Non-Departmental	136,500	1,132,706	829.82%	218.57%	219.94%
	Workers' Compensation	629,200	625,882	99.47%	98.61%	112.28%
	Interfund Transfers	1,041,700	1,011,700	97.12%	66.34%	173.84%
	Total Reserves	1,807,400	2,770,288	153.27%	74.66%	158.12%
	Total General Fund	\$29,142,800	\$26,768,295	91.85%	86.96%	111.03%