

# City of Greenbelt

## City Manager's Report

### Week Ending November 19, 2021

1. Attached is the October 2021 financial report.
2. **Assistant City Manager**
  - a. Followed up on the MML proclamations for Mr. Putens and Ms. Mach.
  - b. Attended Monday's Council work session on Police Reform, and Wednesday's work session on Council Rules and Committee Assignments.
  - c. Completed the backlog of CRAB minutes and submitted for review.
  - d. Processed employee additions/form.
  - e. Approved check requests/invoices.
  - f. Followed up on Council/resident questions/concerns.
  - g. Attended two vendor presentations for a new finance management system.
  - h. Attended the first steering committee meeting for the Greenbelt Business Alliance.
  - i. Worked with Chief Bowers to draft the Police Reform Resolution for Council review.
3. **Human Resources**
  - a. Conducted a new hire orientation for Council Member Gordon and a Police Officer Candidate.
  - b. Updated personnel spreadsheet for the City Treasurer for the FY 2023 budget.
  - c. Responded to Prince George's County regarding proof of insurance for three children of a staff member.
  - d. Submitted retirement paperwork to Maryland State Retirement Pension System for former Council Member Putens.
  - e. Processed payments for retiree bills and worked adjustments in retiree accounts for two former staff members.
  - f. Continued to track and update the COVID-19 spreadsheet and followed up with Council to provide current vaccination status of the city.
  - g. Entered increases into the payroll system for the Greenbelt Aquatic and Fitness Center increase of base pay.
  - h. Continued to complete the first draft of the City's Job Classification and Compensation Study.
  - i. Attend a Municipal HR Roundtable with the cities of: College Park, Rockville, Takoma Park, Bowie and Hyattsville.
  - j. Attend a Team Lead check in with the GARE-Cohort for the city.
4. **Finance**
  - a. Prepared and submitted monthly financial report.
  - b. Finalized CAFR transmittal letter and submitted to the auditors.
  - c. Joined virtual meetings with the county regarding various financial reports.
  - d. Responded to the county regarding tax differential questions.
  - e. Scheduled and participated in two vendor demonstrations of proposed solutions of a financial management system.
  - f. Processed purchase orders and vendor payments.
5. **Information Technology**
  - a. Participated in two vendor demos for a new Finance system.
  - b. Copied Dispatch phone forward process to Matt for IT Instructions.
  - c. Updated Alarm system for new employees.

## **6. Economic Development**

- a. Reached out to the local hospitality business to inquire about information shared by a resident. The General Manager is currently out of office but said that they would follow-up upon return.
- b. Shared Prince George's County EDC Step Forward training program with three eligible businesses.
- c. Met with Greenbelt Business Improvement and Recovery Fund Review Committee to discuss application review process and feedback. Submitted 38 of the 48 applications for review. Responded to six application inquiries.
- d. Attended Woodspring Suites networking event.
- e. Participated in a kickoff meeting with the Greenbelt Business Alliance Steering Committee.
- f. Met with Black History Month & Culture Subcommittee to discuss the business panel. Reached out to three local businesses and organizations to participate on panels as requested.

## **7. Public Information**

- a. Met with the Assistant City Manager regarding the Public Information office.
- b. Met with A/V vendors to discuss the updating and completion of the current A/V system.
- c. Met with Fovndry to discuss their current role and status updates to the News Review and City Connector projects.
- d. Worked with Human Resources regarding hiring two new staff members.
- e. Met with Granicus to schedule online training sessions.

cc: Department Heads

Tim George, Assistant City Manager

Dawane Martinez, Human Resources Director

Bonita Anderson, City Clerk



# CITY OF GREENBELT, MARYLAND

## OFFICE OF THE CITY TREASURER

25 CRESCENT ROAD, GREENBELT, MD. 20770

**Date:** November 18, 2021  
**To:** Timothy George, Acting City Manager  
**From:** Bertha A. Gaymon, City Treasurer  
**Subject:** October 2021 Financial Report

Attached is the financial information for the City of Greenbelt as of October 31, 2021. In summary, the City remains in stable financial condition. Highlights are as follows:

### Revenues

Total revenue for FY2022 is \$31,350,000 in the Adopted Budget. As of October 31, 2021, overall receipts are \$22,926,936 or 73.13%. As a point of comparison, this time last year, overall revenue was 67.99% and in the five-year historical trend, it was 68.38%. A summary of the major revenue sources are detailed below.

Net real estate revenue as of October 31, 2021 is \$20,716,492—this time last year it was \$19,971,879 which is a \$744,613 increase year-to-year. There are two remaining quarterly distributions for real estate tax. Upon receipt, it is very likely that total real estate tax revenue in FY 2022 will meet the adopted budget amount.

Real estate tax abatements for FY 2022 and prior fiscal years (FY 2021 and earlier) are budgeted at \$450,000 and \$50,000 respectively. As of October, an amount of \$95,856 has been recorded—\$2,407 for current year and \$93,449 for prior year. The prior year amount is for two (2) properties—one property with abatements of \$33,926 for each year 2020 and 2021 and one property with an abatement of \$25,597 for 2020. As advised in an earlier report, it has been over 12 months since the City received an abatement of a significant amount. Real estate abatements totaled \$53,303 in FY 2021; \$39,447 in FY2020; and \$43,815 in FY2019. Since abatement amounts seem to be growing, it seem reasonable to assume abatement requests are moving through the State system and are now being awarded. Based on this, we may see larger amounts this year. Should this be the case, I remind you the City has \$1,042,553 set aside to cover abatements in FY2022.

One additional fact about real estate taxes, our State representative has advised of the following:

**“The City of Greenbelt is in the group of properties that was recently reassessed for their triennial assessment. Reassessment notices for all properties located in the City of Greenbelt will be mailed on Tuesday, December 28, 2021. The values on these notices will go into effect starting in fiscal year 2023 which begins on July 1, 2022. An increase in value for a property is phased in equally over the next three years. A decrease in value goes into full effect immediately rather than being phased in. Any property owner who wishes to appeal the value shown on their reassessment notice must file their appeal with the Prince George's County SDAT office by Friday, February 11. Information on the appeal process and deadline will be included with each notice”.**

In regards to corporate personal property tax (PPT), overall it is \$224,942 higher than a year ago. Income tax is \$314,768—amount \$225,752 less than a year ago. The City has received \$82,268 from the State for Highway User Revenue and \$9856 from admissions and amusement tax. The City has not received any hotel/motel taxes to date.

This information shows some fluctuations in the various tax revenue sources. However, I remind you that staff reviews each revenue line in depth in January when preparing revenue estimates for the succeeding budget year.

Overall Recreation revenue is 203,720 higher compared to last year at this time as a result of increased activities in the past four months.

Lastly, red light camera revenue is 225,935—\$88,916 higher over last year. This amount is close to adopted budget of \$292,500. If this level of violations continue, this revenue source may be significantly higher by year's end. Staff will monitor to determine if an adjustment should be made to the budget this year.

### **Expenditures**

Total expenditures for FY2022 are \$31,490,230. As of October 31, 2021, operating expenses are \$8,931,471 or 28.36%. As a point of comparison, last year at this time operating expenditures were 29.75% and the six-year historical comparison was at 26.17%.

With this, expenditures are in line with expectations and there are no known adjustments needed at this time.

**City of Greenbelt, Maryland**  
**Revenues - FY 2022 vs. FY 2021& Historical**  
**October 2021**

<b>Account Number</b>	<b>Description</b>	<b>FY 2022 Budget</b>	<b>Oct-21</b>	<b>% of FY 2021 Budget</b>	<b>% of FY 2020 Actual</b>	<b>Historical %</b>
<b>Taxes</b>						
411100	Real Estate	\$20,944,000	20,872,806	99.66%	99.98%	99.51%
411210	Real Estate Abatements	(500,000)	(95,856)	19.17%	15.53%	13.36%
411220	Homestead Credit	(76,100)	(44,503)	58.48%	100.00%	99.63%
411230	Homeowner's Credit	(49,700)	(15,955)	32.10%	41.64%	38.09%
	<b>Subtotal</b>	<b>20,318,200</b>	<b>20,716,492</b>	<b>101.96%</b>	<b>100.32%</b>	<b>101.62%</b>
<b>Personal Property</b>						
412100	Local	14,000	640	4.57%	82.40%	65.93%
412110	Utility	330,000	33,708	10.21%	9.78%	34.88%
412120	Corporate	1,350,000	515,446	38.18%	17.35%	44.16%
412140	Local - Prior Years	0	0	0.00%	0.00%	100.00%
412160	Corporate - Prior Years	110,000	96,745	87.95%	83.69%	70.57%
412200	Abatements	(80,000)	(70,283)	87.85%	21.87%	16.24%
413100	Penalties & Interest	30,000	7,486	24.95%	0.00%	0.00%
414100	Payment in Lieu	94,700	0	0.00%	0.00%	0.00%
	<b>Subtotal</b>	<b>1,848,700</b>	<b>583,742</b>	<b>31.58%</b>	<b>18.77%</b>	<b>44.39%</b>
<b>Other Taxes</b>						
421100	Income	3,047,200	314,768	10.33%	15.81%	6.88%
421200	Admissions	90,000	9,856	10.95%	59.52%	13.27%
421300	Hotel/Motel	300,000	0	0.00%	9.02%	0.65%
422100	Highway	540,800	82,286	15.22%	0.94%	44.34%
	<b>Subtotal</b>	<b>3,978,000</b>	<b>406,911</b>	<b>10.23%</b>	<b>13.44%</b>	<b>9.88%</b>
<b>Licenses</b>						
431000	Permits	950,800	145,516	15.30%	26.95%	19.88%
433400	Cable	309,000	40,971	13.26%	26.11%	14.43%
	<b>Subtotal</b>	<b>1,259,800</b>	<b>186,487</b>	<b>14.80%</b>	<b>26.73%</b>	<b>18.33%</b>
<b>Grants - State</b>						
442101	Police	445,000	109,170	24.53%	25.19%	25.03%
442102	Youth Service	65,000	0	0.00%	0.00%	0.00%
	<b>Subtotal</b>	<b>510,000</b>	<b>109,170</b>	<b>21.41%</b>	<b>21.98%</b>	<b>21.90%</b>
<b>Grants - County</b>						
443106	Landfill	57,700	14,413	24.98%	25.00%	16.67%
443102	Youth Service	80,000	0	0.00%	0.00%	0.00%
443108	MNCPPC	259,000	0	0.00%	0.00%	0.00%
443127	School Resource Ofc.	80,000	0	0.00%	0.00%	0.00%
	<b>Subtotal</b>	<b>476,700</b>	<b>14,413</b>	<b>3.02%</b>	<b>3.92%</b>	<b>2.45%</b>
<b>Other</b>						
451000	Refuse/Recycling	686,200	169,189	24.66%	24.69%	24.95%
452000	Recreation	724,400	113,206	15.63%	64.77%	45.30%
453000	Fitness Center	261,000	126,223	48.36%	258.52%	42.99%
454000	Community Center	150,900	21,119	14.00%	20.82%	25.08%
460100	Fines/Foreitures	49,000	8,008	16.34%	34.58%	35.69%
460200	Red Light Cameras	292,500	225,935	77.24%	27.64%	36.38%
460300	Speed Cameras	227,500	71,529	31.44%	27.54%	29.94%
470000	Interest	100,000	1,111	1.11%	325.25%	20.93%
480400	Partnerships	156,800	11,666	7.44%	7.15%	7.63%
490000	Interfund Transfers	32,000	0	0.00%	0.00%	0.00%
	<b>Subtotal</b>	<b>2,680,300</b>	<b>747,986</b>	<b>27.91%</b>	<b>29.53%</b>	<b>32.78%</b>
<b>Miscellaneous</b>						
		<u>278,300</u>	<u>161,736</u>	<u>58.12%</u>	<u>3.28%</u>	<u>15.05%</u>
	<b>Total</b>	<b>\$31,350,000</b>	<b>\$22,926,936</b>	<b>73.13%</b>	<b>67.99%</b>	<b>68.38%</b>

**Expenditures - FY2022 vs. FY 2021 & Historical  
October 2021**

Acct. No.	Department	FY 2022 Budget	Oct-21	% of FY 2022 Budget	% of FY 2021 Actual	Historical %
100	<b>General Government</b>					
	Salary/Benefits	\$2,909,760	932,827	32.06%	30.36%	26.55%
	Operating Expense	1,163,640	291,624	25.06%	24.31%	26.63%
	Capital Outlay	10,000	0	0.00%	0.00%	0.00%
	<b>Total General Gov't</b>	<b>4,083,400</b>	<b>1,224,451</b>	<b>29.99%</b>	<b>28.68%</b>	<b>26.55%</b>
200	<b>Planning/Comm. Dev.</b>					
	Salary/Benefits	815,864	238,269	29.20%	30.28%	25.23%
	Operating Expense	196,036	21,404	10.92%	21.13%	8.78%
	Capital Outlay	0	0	0.00%	0.00%	0.00%
	<b>Total Plan. &amp; C. D.</b>	<b>1,011,900</b>	<b>259,673</b>	<b>25.66%</b>	<b>28.36%</b>	<b>21.14%</b>
300	<b>Public Safety</b>					
	Salary/Benefits	8,495,200	2,499,302	29.42%	29.71%	25.15%
	Operating Expense	1,638,000	387,098	23.63%	27.52%	29.87%
	Capital Outlay	374,000	0	0.00%	0.00%	0.00%
	<b>Total Public Safety</b>	<b>10,507,200</b>	<b>2,886,400</b>	<b>27.47%</b>	<b>28.55%</b>	<b>24.77%</b>
410	<b>Public Works</b>					
	Salary/Benefits	2,434,029	813,166	33.41%	30.79%	25.84%
	Operating Expense	683,401	222,800	32.60%	32.65%	26.49%
	Capital Outlay	0	0	0.00%	#DIV/0!	0.00%
	<b>Total</b>	<b>3,117,430</b>	<b>1,035,966</b>	<b>33.23%</b>	<b>31.16%</b>	<b>25.98%</b>
450	<b>Waste Collection</b>					
	Salary/Benefits	575,950	193,450	33.59%	36.72%	27.84%
	Operating Expense	225,450	61,342	27.21%	30.44%	22.39%
	Capital Outlay	0	0	0.00%	0.00%	0.00%
	<b>Total</b>	<b>801,400</b>	<b>254,791</b>	<b>31.79%</b>	<b>34.76%</b>	<b>26.38%</b>
	<b>Total Public Works</b>	<b>3,918,830</b>	<b>1,290,757</b>	<b>32.94%</b>	<b>31.87%</b>	<b>26.07%</b>
500	<b>Greenbelt Cares</b>					
	Salary/Benefits	1,326,010	394,543	29.75%	32.38%	27.03%
	Operating Expense	57,490	25,623	44.57%	22.22%	25.25%
	Capital Outlay	0	0	0.00%	0.00%	0.00%
	<b>Total Greenbelt Cares</b>	<b>1,383,500</b>	<b>420,165</b>	<b>30.37%</b>	<b>31.41%</b>	<b>26.79%</b>
600	<b>Recreation</b>					
	Salary/Benefits	3,107,990	891,413	28.68%	34.38%	33.03%
	Operating Expense	673,910	173,496	25.74%	32.60%	33.35%
	Capital Outlay	0	0	0.00%	100.00%	0.00%
	<b>Total</b>	<b>\$3,781,900</b>	<b>1,064,909</b>	<b>28.16%</b>	<b>34.99%</b>	<b>33.21%</b>

**Expenditures - FY2022 vs. FY 2021 & Historical  
October 2021**

Acct. No.	Department	FY 2022 Budget	Oct-21	% of FY 2022 Budget	% of FY 2021 Actual	Historical %
650	<b>Aquatic &amp; Fitness</b>					
	Salary/Benefits	\$874,300	280,791	32.12%	31.83%	30.52%
	Operating Expense	352,800	92,293	26.16%	27.14%	27.67%
	Capital Outlay	2,000	0	0.00%	0.00%	0.00%
	Total	1,229,100	373,084	30.35%	30.30%	29.61%
	<b>Total Recreation</b>	<b>5,011,000</b>	<b>1,437,993</b>	<b>28.70%</b>	<b>33.91%</b>	<b>32.30%</b>
700	<b>Parks</b>					
	Salary/Benefits	1,183,480	334,219	28.24%	37.32%	30.13%
	Operating Expense	233,720	76,196	32.60%	25.23%	24.41%
	Capital Outlay			0.00%	0.00%	0.00%
	<b>Total Parks</b>	<b>1,417,200</b>	<b>410,416</b>	<b>28.96%</b>	<b>35.22%</b>	<b>29.08%</b>
900	<b>Miscellaneous</b>					
	Salary/Benefits	256,400	90,996	35.49%	32.66%	28.60%
	Operating Expense	178,600	20,571	11.52%	-5.93%	43.78%
	Capital Outlay	0	0	0.00%	28.79%	0.00%
	<b>Total Miscellaneous</b>	<b>435,000</b>	<b>111,566</b>	<b>25.65%</b>	<b>60.05%</b>	<b>30.16%</b>
<b>Operating Expenditures</b>						
	Salary/Benefits	\$21,978,983	6,668,975	30.34%	31.30%	27.09%
	Operating Expense	5,403,047	1,372,447	25.40%	29.98%	27.65%
	Capital Outlay	386,000	0	0.00%	20.94%	4.73%
	<b>Total Operating Exp.</b>	<b>\$27,768,030</b>	<b>8,041,421</b>	<b>28.96%</b>	<b>30.76%</b>	<b>26.73%</b>
<b>Reserves</b>						
990	Non-Departmental	164,500	24,468	14.87%	25.49%	26.48%
	Workers Comp. Ins.	862,700	865,581	100.33%	94.01%	86.94%
	Interfund Transfers	2,695,000	0	0.00%	0.00%	0.00%
	<b>Total Reserves/Non-Dept.</b>	<b>3,722,200</b>	<b>890,049</b>	<b>23.91%</b>	<b>31.27%</b>	<b>21.45%</b>
<b>Total General Fund</b>		<b>\$31,490,230</b>	<b>8,931,471</b>	<b>28.36%</b>	<b>30.82%</b>	<b>26.17%</b>
	General Government	\$4,083,400	1,224,451	29.99%	28.68%	26.55%
	Planning	1,011,900	259,673	25.66%	28.36%	21.14%
	Public Safety	10,507,200	2,886,400	27.47%	28.55%	24.77%
	Public Works	3,918,830	1,290,757	32.94%	31.87%	26.07%
	Cares	1,383,500	420,165	30.37%	31.41%	26.79%
	Recreation	6,428,200	1,848,409	28.75%	34.24%	31.62%
	Miscellaneous	1,462,200	1,001,616	68.50%	47.74%	56.35%
	Interfund Transfers	2,695,000	0	0.00%	0.00%	0.00%
<b>Total</b>		<b>\$31,490,230</b>	<b>\$8,931,471</b>	<b>28.36%</b>	<b>29.52%</b>	<b>26.17%</b>