CITY COUNCIL WORK SESSION AGENDA

Work Session - City Manager Update

COUNCIL MEETING WILL BE ONLINE ONLY

Due to the COVID-19 precautions, the Council Meeting will be held online and is planned to be cablecast on Verizon 21, Comcast 71 and 996 and streamed to www.greenbeltmd.gov/municipaltv.

Resident participation:
Join Zoom Meeting
https://us02web.zoom.us/j/83379688067?pwd=R1ZxN3B4UkZ4T0pQbFhtam1aWVhndz09
OR
Join By phone: (301) 715-8592
Meeting ID: 833 7968 8067
Passcode: 109258

In advance, the hearing impaired is advised to use Video Relay Services (VRS) at 711 to submit your
Wednesday, October 27, 2021
8:00 PM

Work Session Packet

City Manager Update
Suggested Action:

Reference: Financial Status Report
Capital Project Update
Additional background materials will be provided at the work session

Agenda

- Introductions
- Update
- Council Discussion
- Other Items

Financial Status Report.pdf
Capital Projects Update.pdf

Agenda Item No:

City Council Work Session Agenda Item Report

Meeting Date: October 27, 2021
Submitted by: Shaniya Lashley-Mullen
Submitting Department: Administration
Item Type: Work Session Item
Agenda Section: Work Session Packet

Subject:

City Manager Update

Suggested Action:

Reference: Financial Status Report
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Agenda

- Introductions
- Update
- Council Discussion
- Other Items

Attachments:

Financial Status Report.pdf
Capital Projects Update.pdf

CITY OF GREENBELT

MEMORANDUM

DATE: October 19, 2021

TO: Nicole Ard
City Manager

FROM: Bertha A. Gaymon
City Treasurer

RE: FY2022 Financial Status Report and Forecast as of September 30, 2021

The Finance Department submits this memo and the accompanying financial schedules as an update to the FY2022 budget as of September 30, 2021—the end of the first quarter of the fiscal year. In summary, the City's financial status is stable and in sound condition as indicated in the enclosed reports.

There are several reports for your review. First, you will find the standard monthly financial reports that show the budget vs. actual variances and percentages of selected revenue and expenditure lines that compares them to the previous year and to historical percentages. Additionally, you will find the Financial Forecast Schedule that lays out the quarterly information in the same format as contained in the budget document providing a side-by-side comparisons of the major revenue and expenditure categories. While this document currently shows no significant variance at the end of this first quarter as it is rather early in the fiscal year; it will eventually show more in-depth information as we move through the fiscal year. The plan is to use this Financial Schedule to identify if, when and where possible adjustment may be needed in future quarterly reports.

As a reminder, last year during the 2021 budget year, major adjustments were made for anticipated revenue losses assuming the pandemic would last approximately six months and then businesses would then reopen. Such projections were carried in the FY2022 budget numbers although some income sources were projected to grow gradually quarter to quarter. Such income sources i.e. hotel/motel taxes and revenue from recreation activities are actually trending in this manner. While the COVID-19 pandemic continued during this quarter, its impact seemed to have lessened based on the trends and revenue received to date. Again, we recognize it is too early in the fiscal year to begin making any recommendations for budget adjustment; however, staff remains optimistic that near term prospects will remain positive. The following narrative explains the quarterly information and briefly discusses the attached FY2022 Financial Forecast Schedule.

All of the enclosed financial reports show that overall, the City is sound financial condition. We have received/confirmed 70.48% of total revenue and expended only 20.96% of expenditures in the first quarter of the fiscal year. This means income is coming in faster than being spent. Staff believes this will continue and offers the following update on the major income and expense categories. Starting with the City's major revenue sources that include 1) real estate taxes, 2) personal property taxes, 3) other taxes i.e. hotel/motel and highway taxes; 4) income from other sources including licenses and permits, 5) fines and forfeitures and 6) other fees for services, the variances and assumptions are discussed in the next section of this memorandum.

REVENUE

1. Real Estate Taxes:

Real estate taxes represent $20,318,200 or 64.81% of total income in FY2022. Actual receipts/confirmation of net real estate taxes total $20,819,503 as of September 30, 2021.

Forecast:

Real estate tax revenue, being the highest revenue source, was recently confirmed by the County—a billing of $20,871,873 and Finance has booked this amount as the planned receivable for FY2022. While staff acknowledges there will be adjustments to this amount, the good news is that the actual billing is close to the budget amount. The first of six real estate tax installments should occur in October.

It is also important to again note that Staff continues to monitor real estate tax abatements which totals $53,303 as of September 30, 2021. We recognize the fact that the abatement process can take several years to come to fruition, and that there may be owners of commercial and residential properties who have challenged their tax assessments due to COVID-19 and other reasons. If owners are granted a lower assessment, this will result in tax abatements, thus reducing tax revenue for the City. Another reminder is that staff has already has a plan in place to cover some abatements in FY2022. Hopefully, you recall staff recommending and Council approving to hold any unused portion of the $632,000 from the FY2021 budget and add the amount to the FY2022 amount of $450,000. At the end of FY2021, real estate abatements totaled $39,447 which allowed the balance of $592,553 to be added to the $450,000 (FY2022 amount) bringing the grand total to $1,042,553 to cover abatements in FY2022.

2. Personal Property Taxes:

Income from personal property taxes represents $1,868,700 or 5.90% of total revenue in FY2022. Actual receipts of net property taxes total $464,207 as of September 30, 2021.

Forecast:

Payments from personal property tax occurs each month. The City receives assessment and abatement reports from the State every month containing ordinary, local, and operating taxes for each business in Greenbelt. From this information, the City generates an invoice based on the assessment reported and mails an invoice to the appropriate business. If an abatement for prior year is reported for a particular business, and that business has paid the tax (and interest if applicable) in full; then Finance will process a refund and a check is mailed to the business.

Commercial property taxes is another area where abatements could occur. As such, staff continues to monitor these accounts as it is understood that every property owner may request a tax abatement due to their inability to lease space. If this occurs, it is noted that even when appealed, taxes must be paid within the fiscal year due and any abatement would come later which could be up to 18 months or more. In this first quarter of the fiscal year, there are no abatements received for FY2022.

3. Other Taxes:

Other taxes represent $3,978,000 or 12.69% of total revenue in FY2022 and includes income taxes, admission and amusement, hotel/motel and highway taxes. Actual receipts from these income sources total $186,459 as of September 30, 2021.

Forecast:

a. Income Tax income budgeted at $3,047,200 in FY2022. Actual receipts for this quarter is $186,459. Last year at this time, receipts totaled $421,806. The majority of this income is usually received in the second and third quarters of the fiscal.

b. Admission & Amusement tax is budgeted at $90,000 in FY2022 in anticipation of the early re-opening of the movie theaters. Most theatres opened late August of this year. As a reminder, COVID-19 was still impacting this income source last year and the anticipated budget was drastically reduced from 175,000 to $25,000. In FY2022, this income source was projected to grow slowly but steadily with estimates being $90,000 by year's end. Payments for this income source are received quarterly and the first payment is expected next month.

c. Hotel/Motel taxes is budgeted at $300,000 in FY2022 as the Crowne Plaza reopened late last year and other hotels/motels remained opened during the pandemic. Although hotel/motel operations were reported to be slow, staff remains optimistic and continues to believe near term prospects for this revenue will be favorable. Payments for this income source are also received quarterly and the first payment is expected next month.

d. Highway tax is budgeted at $540,800 and was budgeted based on a letter from the Highway Administration. However, a recent letter revised the FY2022 amount increasing it to $570,750 for this year. The letter also notified the City of a reduced amount for next year. Payments for this income source are received quarterly and the first payment is expected next month.

4. License and Permits

License and Permit income represents $1,302,000 or 4.059% of the FY2022 total budget and includes income from -right-of-way permits, building permits, commercial licenses, rental licenses and other licenses i.e. cable television. Actual receipts from these income sources total $101,419 as of September 30, 2021.

Forecast:

There is an established schedule for renewal of rental licenses for our major apartment developments, and commercial and single-family rental license fees are due at varying months of the fiscal year. While some of the City's businesses experienced financial hardships during the pandemic, the majority are current on paying their annual licensing fees. Revenue from right-of-way and buildings permits is hard to forecast, but it is anticipated budget estimates will be met. Income from cable television are usually received in the second and third quarters of the fiscal year.

5. Revenue from Other Agencies (Intergovernmental)

This revenue source represents $1,169,300 or 3.73% of the total FY2022 budget and includes grant income from Federal, State and County agencies. Actual receipts from these income sources total $$41,200 as of September 30, 2022.

Forecast:

Grant payments are in accordance with the terms and conditions of the respective grants. The majority of payments from this income source are usually received in the second and third quarters of the fiscal year.

6. Charges for Services

Fees for services represents $1,833,900 or 5.85% of the total FY2022 budget and includes charges for waste removal, recreations fees and other smaller fees/charges. Actual receipts from these income sources total $231,927 as of September 30, 2022.

Forecast:

a. Waste collection and disposal are billed quarterly and payments are due 30 days thereafter. Payments will begin to arrive next month.
b. Recreation income that largely depends on the activities offered throughout the fiscal year is at $231,927—higher than the total amount collected last year. Staff projected revenue from this income source would grow slowly but steadily—increasing each quarter. The current trends supports the continuation of such projections as long as the Recreation Department remains open.

7. Fines and Forfeitures

This revenue source represents $569,500 or 1.81% of the total FY2022 budget and includes income from parking citations, red light and speed camera citations, and other fines. Actual receipts from these income sources total $225,046 as of September 30, 2022.

Forecast:

Fines for parking, false alarms, and speed cameras infractions are close to last year's amounts at this time—$61,361 and $62,883 respectively. However, red light fines are trending with significantly higher collections compared to a year ago—currently at $153,035 and last year at this time at $97,829. While it's too early in the year to determine if this pattern will continue, staff will closely monitor the situation and will provide an update in in the next quarterly review.

8. Interest

The FY2022 budget amount of $50,000 or .16% of the total budget. Actual receipts total $726 as of September 30, 2021.

Forecast:

Interest income comes from the City's TIF and Investment Pool accounts. Interest rates continue to be low due to continued low interest rates from the Federal Reserve. The rate is likely to continue to be low as the Federal Reserve responds to the various economic conditions.

With this, first quarter revenue results for the City are within an acceptable range.

EXPENSES

In FY2022, overall expenditures are budgeted at $31,570,000 of which a total of $6,586,487 have been expended as of September 30, 2021. At this point of the fiscal year, overall organizational expenses are slightly higher than this time last year ($5,749,866). Similar to revenue, it is too early in the fiscal year to begin identifying any specific program or activity that may require adjustments. While FY2022 expenditures are within the expected range, department directors offers the following updates on their respective departments, including:

Forecast:

General Government is budgeted at $4,083,100 or 12.93% of the total FY2022 expenditure budget. Actual expenditures total $853,429 which includes Council, Administration, Finance, Economic Development and other administrative activities. As a point of comparison, last year at this time, expenses were $848,851. The City Directors' update for these departments are that activities and associated costs are occurring as planned and there are no adjustments needed at this time.

Planning/Comm. Development is budgeted at $1,011,900 or 3.21% of the total FY2022 expenditure budget. Actual expenditures total $179,443 as of September 30, 2021. Last year at this time, expenditures totaled $175,819. The City Director's update for this department is that activities and associated costs are occurring as planned and no adjustments are recommended at this time

Public Safety Department is budgeted at $10,507,200 or 33.28% of the total FY2022 expenditure budget. Actual expenditures total $2,032,912 as of September 30, 2021. Last year at this time, expenditures totaled$2,083,454. The City Director's update for this department is that activities and associated costs are occurring as planned and no adjustments are recommended at this time.

Public Works is budgeted at $3,918,900 or 12.41% of the total FY2022 expenditure budget. Actual expenditures total $926,102 as of September 30, 2021. Last year at this time, expenditures totaled $898,797. The City Director's update for this department is that activities and associated costs are occurring as planned and no adjustments are recommended at this time.

Greenbelt Cares is budgeted at $1,383,500 or 4.38% of the total FY2022 expenditure budget. Actual expenditures total $281,427 as of September 30, 2021. Last year at this time, expenditures totaled$277,116. The City Director's update for this department is that activities and associated costs are occurring as planned and no adjustments are recommended at this time.

Recreation is budgeted at $6,428,200 or 20.36% of the total FY2022 expenditure budget. Actual expenditures total $1,345,663 as of September 30, 2021. Last year at this time, expenditures totaled $1,246,808. The City Director's update for this department confirms that the Recreation Department continues to move forward in offering programs and services to the community with a safety-first mentality. Facilities are open and programs are being offered in both the virtual and in person format. The modified half-day summer camp program proved to be successful. The increase in expenditures compared to last year are due to filling vacant classified positions and returning to normal operations which provide employment to many non-classified staff. Staff will continue to assess the environment and will increase recreational opportunities in a safe and methodical manner.

Miscellaneous Expenses are budgeted at $1,027,200 or 1.38% of the total FY2022 expenditure budget. Actual expenditures total $281,427 as of September 30, 2021. Last year at this time, expenditures were trending less at $219,030.

Based on this analysis of the City's financial statements and reports, there are no recommendations for adjustments in the revenue stream or departmental spending plans at this time. We will continue to monitor all revenue sources as well as the activities and trends and will keep you updated on a quarterly basis.

I hope you find this financial information useful. I look forward to further discussing the City's financial status with you at your convenience. In the meantime, please do not hesitate to contact me if you have any questions or concerns.

City of Greenbelt
FY2022 Financial Quarterly Report (Budget Format)
as of September 30, 2021

	FY2022 Adopted Budget	% of Budget	Actual as of Sept 30, 2021	Remaining Amount Budgeted for Oct 1, 2021 through June 30, 2022	
REVENUES					
Real Estate Taxes	$20,318,200	64.81%	$20,819,503	($501,303)	over
Personal Property Taxes	1,848,700	5.90%	467,281	1,381,419	under
Other Taxes	3,978,000	12.69%	186,459	3,791,541	under
Licenses and Permits	1,302,000	4.15%	101,419	1,200,581	under
Intergovernmental	1,169,300	3.73%	41,200	1,128,100	under
Charges for Services	1,833,900	5.85%	231,927	1,601,973	under
Fines and Forfeitures	569,000	1.81%	225,046	343,954	under
Interest	50,000	0.16%	726	49,274	under
Miscellaneous Revenue	248,900	0.79%	23,487	225,413	under
Interfund Transfers	32,000	0.10%	0	32,000	under
TOTAL REVENUES	**$31,350,000**	**100%**	**$22,097,047**	**$9,252,953**	
EXPENDITURES					
General Government	$4,083,100	12.93%	$853,429	$3,229,671	under
Planning and Development	1,011,900	3.21%	179,443	832,457	under
Public Safety	10,507,200	33.28%	2,032,912	8,474,288	under
Public Works	3,918,900	12.41%	926,102	2,992,798	under
Greenbelt CARES	1,383,500	4.38%	281,427	1,102,073	under
Recreation and Parks	6,428,200	20.36%	1,345,953	5,082,247	under
Miscellaneous	435,200	1.38%	81,631	353,569	over
Non-Departmental	1,027,200	3.25%	885,581	141,619	under
Fund Transfers	2,775,000	8.79%	0	2,775,000	under
TOTAL EXPENDITURES	**$31,570,200**	**100%**	**$6,586,478**	**$24,983,722**	
FY2022 APPROVED AMOUNT FROM FUND BALANCE	**$220,200**	**0.69%**	**$0**	**$220,200**	under
FUND BALANCE - INCREASE / (DECREASE)	**$31,790,400**	**100.69%**	**$6,586,478**	**$25,203,922**	

City of Greenbelt
Revenues - FY 2022 vs. FY 2021 & Historical
September 2021

Account Number	Description	FY 2022 Budget	Sep-21	% of FY 2022 Budget	% of FY 2021 Actual	Historical %
	Taxes					
411100	Real Estate	$20,944,000	$20,872,806	99.66%	99.98%	99.43%
411210	Real Estate Abatements	(500,000)	(1,440)	0.29%	2.80%	7.44%
411220	Homestead Credit	(76,100)	(44,343)	58.27%	100.00%	99.64%
411230	Homeowner's Credit	(49,700)	(7,521)	15.13%	8.51%	9.42%
	Personal Property					
412100	Local	14,000	640	4.57%	80.86%	47.34%
412110	Utility	330,000	33,708	10.21%	9.78%	4.85%
412120	Corporate	1,350,000	436,666	32.35%	12.56%	32.03%
412140	Local - Prior Years	0		0.00%	#DIV/0!	77.19%
412160	Corporate - Prior Years	110,000	63,415	57.65%	76.40%	66.83%
412200	Abatements	(80,000)	(70,223)	87.78%	5.49%	9.31%
413100	Penalty & Interest	30,000	3,074	10.25%	10.26%	0.00%
414100	Paymennt in Lieu	94,700	0	0.00%	0.00%	0.00%
	Other Taxes					
421100	Income	3,047,200	186,459	6.12%	12.34%	3.89%
421200	Admissions	90,000	0	0.00%	0.00%	0.00%
421300	Hotel/Motel	300,000	0	0.00%	0.00%	0.00%
422100	Highway	540,800	0	0.00%	0.94%	22.38%
	Licenses					
431000	Permits	950,800	73,923	7.77%	13.45%	11.50%
433400	Cable	309,000	0	0.00%	0.00%	0.00%
	Grants - State					
442101	Police	445,000	0	0.00%	0.00%	20.93%
442102	Youth Service	65,000	0	0.00%	0.00%	0.00%
	Grants - County					
443106	Landfill	57,700	0	0.00%	0.00%	0.00%
443102	Youth Service	80,000	0	0.00%	0.00%	0.00%
443128	MNCPPC	259,000	0	0.00%	0.00%	0.00%
443127	School Resource Ofc.	80,000	0	0.00%	0.00%	0.00%
	Other					
451000	Refuse/Recycling	686,200	(544)	-0.08%	-0.24%	-0.04%
452000	Recreation	724,400	104,779	14.46%	15.90%	40.63%
453000	Fitness Center	216,000	109,307	50.60%	7.82%	31.97%
454000	Community Center	150,900	15,140	10.03%	11.02%	16.90%
460100	Fines/Foreitures	49,000	5,747	11.73%	29.19%	27.55%
460200	Red Light Cameras	292,500	165,935	56.73%	19.73%	20.87%
460300	Speed Cameras	227,500	53,364	23.46%	19.05%	20.37%
470000	Interest	100,000	726	0.73%	31.60%	11.40%
480400	Partnerships	86,800	0	0.00%	0.00%	6.05%
490101	Interfund Transfer	32,000	0	0.00%	0.00%	0.00%
	Miscelleanous	393,300	95,428	24.26%	2.19%	5.83%
	Total	**$31,350,000**	**$22,097,047**	**70.48%**	**63.96%**	**64.77%**

City of Greenbelt

Expenditures - FY 2022 vs. FY 2021 & Historical
September 2021

Acct. No.	Department	FY 2022 Budget	Sep-21	% of FY 2022 Budget	% of FY 2021 Actual	Historical %
100	**General Government**					
	Salary/Benefits	$2,909,760	$647,588	22.26%	17.09%	22.76%
	Operating Expense	1,243,410	205,841	16.55%	14.59%	23.73%
	Capital Outlay	10,000		0.00%	0.00%	0.00%
	Total General Gov't	**4,163,170**	**853,429**	**20.50%**	**22.43%**	**22.96%**
200	**Planning/Comm. Dev.**					
	Salary/Benefits	815,864	164,202	20.13%	18.73%	22.51%
	Operating Expense	196,036	15,241	7.77%	5.50%	8.63%
	Capital Outlay			0.00%	0.00%	0.00%
	Total Plan. & Comm. Dev.	**1,011,900**	**179,443**	**17.73%**	**17.39%**	**19.20%**
300	**Public Safety**					
	Salary/Benefits	8,495,200	1,701,971	20.03%	20.21%	22.10%
	Operating Expense	1,638,000	330,941	20.20%	30.47%	26.96%
	Capital Outlay	374,000		0.00%	0.00%	0.00%
	Total Public Safety	**10,507,200**	**2,032,912**	**19.35%**	**21.59%**	**21.84%**
400	**Public Works**					
	Salary/Benefits	2,434,029	574,656	23.61%	17.08%	22.38%
	Operating Expense	683,401	169,231	24.76%	20.16%	21.91%
	Capital Outlay			0.00%	0.00%	0.00%
	Total	**3,117,430**	**743,888**	**23.86%**	**21.07%**	**22.26%**
450	**Waste Collection**					
	Salary/Benefits	575,950	$147,009	25.52%	23.53%	24.33%
	Operating Expense	225,450	35,205	15.62%	13.70%	18.78%
	Capital Outlay			0.00%	0.00%	0.00%
	Total	801,400	182,214	22.74%	20.46%	22.82%
	Total Public Works	**3,918,830**	**926,102**	**23.63%**	**21.19%**	**22.38%**
500	**Cares**					
	Salary/Benefits	1,326,010	261,306	19.71%	19.31%	23.10%
	Operating Expense	57,490	20,121	35.00%	11.31%	20.04%
	Capital Outlay			0.00%	0.00%	0.00%
	Total Cares	**1,383,500**	**281,427**	**20.34%**	**21.94%**	**22.77%**
600	**Recreation**					
	Salary/Benefits	3,107,990	642,644	20.68%	34.89%	30.41%
	Operating Expense	673,910	139,307	20.67%	53.49%	32.20%
	Capital Outlay	0	0	0.00%	0.00%	0.00%
	Total	**$3,781,900**	**781,951**	**20.68%**	**31.24%**	**30.92%**
650	**Aquatic & Fitness Center**					
	Salary/Benefits	$874,300	$199,790	22.85%	38.01%	27.60%
	Operating Expense	352,800	68,742	19.48%	35.14%	24.29%
	Capital Outlay	2,000	0	0.00%	0.00%	0.00%
	Total	**1,229,100**	**268,532**	**21.85%**	**37.07%**	**26.57%**
	Total Recreation	**5,011,000**	**$1,050,483**	**20.96%**	**30.09%**	**29.81%**

City of Greenbelt

Expenditures - FY 2022 vs. FY 2021 & Historical
September 2021

Acct. No.	Department	FY 2022 Budget	Sep-21	% of FY 2022 Budget	% of FY 2021 Actual	Historical %
700	**Parks**					
	Salary/Benefits	1,183,480	236,209	19.96%	22.13%	27.28%
	Operating Expense	233,720	58,970	25.23%	15.44%	20.17%
	Capital Outlay	0	0	0.00%	0.00%	0.00%
	Total Parks	**1,417,200**	**295,180**	**20.83%**	**24.96%**	**25.98%**
900	**Miscellaneous**					
	Salary/Benefits	256,400	65,253	25.45%	19.46%	25.28%
	Operating Expense	178,600	16,378	9.17%	-5.31%	-0.87%
	Capital Outlay	0	0	0.00%	0.00%	0.00%
	Total Miscellaneous	**435,000**	**81,631**	**18.77%**	**16.45%**	**21.29%**
	Operating Expenditures					
	Salaries/Benefits	$21,978,983	$4,640,629	21.11%	21.62%	23.93%
	Operating Expense	5,482,817	1,059,979	19.33%	27.08%	24.51%
	Capital Outlay	386,000	0	0.00%	0.00%	3.70%
	Total Operating Exp.	**$27,847,800**	**$5,700,607**	**20.47%**	**22.87%**	**23.60%**
985	**Reserves/Fund Transfers**					
	Res. Appr./Non-Dept.	164,500	20,289	12.33%	2.15%	14.27%
	Workers' Comp Ins.	862,700	865,581	100.33%	104.74%	84.04%
	Interfund Transfers	2,695,000	0	0.00%	0.00%	0.00%
	Total Reserves/Non-Dept	**3,722,200**	**885,870**	**23.80%**	**22.19%**	**18.47%**
	Total General Fund	**$31,570,000**	**$6,586,478**	**20.86%**	**21.92%**	**23.02%**
	General Government	$4,163,170	853,429	20.50%	16.38%	22.96%
	Planning	1,011,900	179,443	17.73%	15.95%	19.20%
	Public Safety	10,507,200	2,032,912	19.35%	21.02%	21.84%
	Public Works	3,918,830	926,102	23.63%	18.23%	22.38%
	Cares	1,383,500	281,427	20.34%	18.55%	22.77%
	Recreation	6,428,200	1,345,663	20.93%	33.19%	29.00%
	Miscellaneous	1,462,200	967,501	66.17%	30.32%	48.25%
	Interfund Transfers	2,695,000	0	0.00%	0.00%	0.00%
	Total	**$31,570,000**	**$6,586,478**	**20.86%**	**21.92%**	**23.02%**

Capital Projects

Pedestrian/Bicycle Master Plan – Continue implementing the recommendations of the pedestrian/bicycle master plan

The Planning staff continues to work with the Advisory Planning Board to update the Pedestrian/Bicycle Master Plan.

Bus Stop Accessibility Study – Begin implementing the bus stop accessibility study. Additional bus shelters will be considered as part of this work.

Bus stop improvements are addressed during street repaving projects as feasible. The new bus shelter on Hanover Parkway at Hunting Ridge is currently being installed. Staff is working with the developer of the new multi-family development on Cherrywood Lane to upgrade the bus stop along its frontage. Staff is researching solar light options.

Street Resurfacing – Resurface Parkway, Ridge Road from Southway to 1 Court Ridge, Lakeside Drive from Lakecrest to Maplewood and Northway from Hillside to Ridge.

Ongoing. Resurfacing of streets identified above is complete. Street base repair is scheduled to be completed in the Spring. Areas in West, East and Central Greenbelt have been identified and will be prioritized.

Miscellaneous Concrete Repairs – Ongoing repair of sidewalk and driveway apron infrastructure throughout the city.

About half of the miscellaneous concrete work has been completed. The rest is scheduled for the Spring.

Greenbrook Trails – Improve trails and pathways under an easement agreement with Greenbrook.

No progress this quarter. Staff has materials and Planning and Public Works will apply attention to this project during the next quarter.

Dog Park – Upgrade the existing park and/or the installation of a second dog park, once a location is identified and approved.

Staff is looking at opportunities to make improvements to the existing dog park. Staff is monitoring the park and new policies enforced. Owners are obtaining permits. Staff is ready to follow-up on locks as approved when Council confirms that remains desired.

Attick Park Parking Lot – Renovate the Attick Park parking lot.

Staff is interviewing contractors who responded to the RFP for this project and anticipates making a recommendation to City Council for award of contract in November. Staff recently executed the grant agreement for the recently awarded Chesapeake & Atlantic Coastal Bays Trust fund grant.

Playground Improvements – Install a new outdoor fitness area in Greenbelt Station.

Met with Greenbelt Station's HOA Grounds Committee and Activity Committee to discuss outdoor recreation amenities. Location of the fitness area is under discussion. New equipment was installed at the Research Road playground and staff is preparing to submit for Program Open Space reimbursement.

Outdoor Pool Sand Filter

No progress this quarter.

Tennis Courts Color Coat – New color coat at the Braden Field courts 5-8 and Lakecrest tennis courts.
Community information meeting was held on October 18 to present a staff recommendation to add pickle ball lines to the project. A staff recommendation will be sent to Administration in the near future.
Gateway Sign Project – Complete Phase I of the Gateway Sign project that includes the Southway welcome sign and a couple pole signs
Staff has been working with a design consultant to finalize construction details/plans for both the Southway sign and pole mounted signs. Staff has submitted pole sign locations and design specifications to the State Highway Administration for review and approval. Contractors have been identified for the construction of the Southway sign and staff has requested a final cost estimate based on revised construction drawings. Staff anticipates recommending an award of contract for both sign designs to the City Council in December.
Cleaning/Repairs to Bas Reliefs and Mother and Child Statue
The conservator has completed the cleaning and repairs to the Mother and Child Statue and bas reliefs. The base of the statue was assessed by the Maryland Historical Trust and no structural concerns were identified. The project scope was expanded to include cleaning of the base which has been completed. Staff has finalized the design/content of the interpretive sign that is to be located in the immediate vicinity of the Mother and Child Statue, and it is expected the sign will take seven weeks to fabricate; installation will immediately follow.
Greenbelt Station Trail
Design and engineering continue to progress. Staff has been working with Woodlawn and WMATA staff to finalize design details and address complex engineering questions. Consultants will be brought to Council for inclusion on the negotiated purchase list as Woodlawn prepares to turn billing over to the city since they are close to fulfilling their financial obligation. Woodlawn will continue to assist with design and permitting. Construction is anticipated to start in summer of 2022. The city received $1,528,837 in Transportation Alternatives Set Aside funds and will be working with program staff to meet funding obligations.
Transportation Land-Use Connections (TLC) Greenbelt Road Corridor Plan
MWCOG has completed the procurement process and has selected Kittleson & Associates, Inc. to complete the project. City staff had an introductory meeting with the consultant and the project is officially underway. It is anticipated the project will be completed by the end of May 2022. Over the next couple of weeks, staff will be working with the consultant on the project schedule and stakeholder identification. Stakeholder meetings are anticipated to occur in December, January and February.

Wayfinding Plan – Planning Assistance to Municipalities and Communities Program (PAMC)
In consultation with County Planning staff, city staff has drafted an application for the county's PAMC program for the completion of a City-wide Wayfinding Plan. A resolution in support of the city's application was presented to City Council at its October 25, 2021 regular meeting. Once submitted, the city should receive notification if the project is selected for funding by the end of the year. PAMC projects typically take 18 months to complete and are completed at no cost to the city.
Hanover Parkway Bicycle Facilities Plan
Efforts to obtain federal funds were unsuccessful. Staff continues to research grant funding opportunities and will pursue funding as opportunities present themselves.