

City of Greenbelt

City Manager's Report

Week Ending May 1, 2020

1. Included please find a confidential packet on personnel matters.
2. Attached is a draft letter to County Council Chair Turner expressing appreciation for the Youth Service Bureau funding included in the FY 2021 Budget. Please provide any feedback on this letter by May 5.
3. Included separately are several budget reports. They are City Council conference expenses, membership/training by department, seven reports from Human Resources, two Tax Differential documents and property tax appeals.
4. Attached under separate cover is the Greenbelt Farmers Market's security plan to date. Following a teleconference with City staff and the Volunteer Fire Chief Ray, the letter for the County application was sent to the Market organizers with the City Manager's signature, no Council action is needed. A copy of the letter is attached.
5. In follow-up to the Council work session request, Public Works staff are installing blue lights. Governor Hogan's request for blue lights for healthcare heroes and flag lowering is being honored. The military flyover is scheduled for May 2nd and outlined in the afternoon update.
6. Let us thank all City employees as next week is the annual Public Service Recognition Week. 24 hours a day, 7 days a week, Greenbelt employees demonstrate professionalism, dedication, and compassion for the community. During these uncertain times I appreciate all that they do and how they will help the City recover.
7. Join me in expressing appreciation for administrative staff in honor of City Clerk Week, slated for next week. This includes City Clerk Bonita Anderson, Executive Associate Anne Marie Belton, and Administrative Associate Shaniya Lashley-Mullen. These employees coordinate public meetings to public document requests and management, as well as everything in between. Thank you!
8. The upcoming week will also recognize economic development professionals. So thank you to Charise Liggins and the recreation staff who have supported her during the pandemic, administrative staff who support Charise and business outreach efforts throughout the year. Businesses have shared their thanks for your effort in navigating State, County, and Federal programs.
9. Recreation staff reports that the new face covering signs should be installed by the end of the day at Buddy Attick Park. Thank you to everyone who worked on the additional signage and installation.
10. Communication with the County Administrator regarding potential reimbursement for the City, including process for municipality to follow. As of the date of this report, the County Administrator is supposed to report on how this will take place.
11. Communication with representatives from County Chairman Turner's office, Dr. Park, and Franklin Park Apartments regarding a potential non-profit service provider supporting low-income seniors and families with food in the area of Franklin Park Apartments and Green Ridge House Apartments.

12. Communication with a representative of County Councilmember Hawkins' Office who asked about the City's needs. I noted Council had shared concern regarding the availability of testing in Greenbelt, as well as food and essentials.
13. Participated in the Metropolitan Washington Council of Governments' regional coordination call for Chief Administrative Officers on recovery planning.
14. Communication with local event organizers.
15. Correspondence and teleconferencing with City staff regarding personnel, budget, and operational matters.
16. Participation in Council Regular Meeting, Budget Work Session, webinars, and virtual Rotary club meeting.
17. **Assistant City Manager**
 - a. Emergency management due to COVID-19.
 - b. Held a weekly call with the Museum Director.
 - c. Worked on revenue and expenditure analysis.
 - d. Participated in the Regular Meeting on 4/27 and Work Session 4/29.
 - e. Finalized and transmitted CDBG Cooperation Agreement.
 - f. Prepared two Budget reports.

18. **City Treasurer**

- a. FY 2021 Proposed Budget questions follow up:

Mayor Pro Tem Jordan:

1. What is the undesignated fund balance in the Special Projects Fund?
The undesignated fund balance is largely attributed to the transfer of \$519,600 in red light camera revenue during FY 2020. Fund balance accrues when revenues exceed expenditures. At the time the FY 2021 Budget was prepared, staff estimated undesignated fund balance in this fund to be approximately \$603,000.
2. Do we have an adequate retainer for the City Attorney?
The previous City Treasurer, Jeff Williams, reviewed the contract and recommended moving away from a retainer approach in 2018. The City has paid the invoices for services rendered since then.

Council Member Davis:

1. Would you please give the number of persons who applied to the Homeowner Investment Program in F2020? For what purpose?
The City hasn't received any applications but the program hasn't been widely advertised and isn't widely known. Staff is developing a recommendation to the City Manager that the \$10,000 allocation be redirected to support Greenbelt seniors during the COVID-19 crisis.
- b. Charity account balances as of 4/30/20:
The balance in Emergency Assistance Fund (rent relief) is \$1,724.

The balance in the Good Samaritan Fund is \$507 after a \$1,500 payment to St. Hugh of Grenoble Church's food pantry.

19. Information Technology

- a. Microsoft licensing discussion with Microsoft
- b. Additional remote access setup – PIO office
- c. Discuss TrackIT upgrade with vendor – ITHelp ticket tracking software
- d. Follow up with vendor on Hanover Pkwy camera
- e. Research PC imaging alternatives

20. Economic Development

- a. COVID-19 Outreach
 - Local medical offices
 - Local law firm
 - Local retailers
- b. Webinars & Events
 - International Economic Development Council (IEDC): Rebuilding Municipalities Around the Globe
 - International Council for Shopping Centers (ICSC): Retail Crisis Communication
 - Inc. Weekly Town Hall with US Chamber of Commerce
 - Economic Development Week, May 4-9, 2020 - a week full of webinars and virtual activities to acknowledge the work of economic development professionals across the globe.
- c. Economic Development Admin
 - Outreach to businesses to touch base about COVID-19, concerns and plans.
 - 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

Dear Chair Turner and Council Members,

The City of Greenbelt wishes to thank the Prince George's County Council for its continued support of the County's Youth Service Bureaus (YSB), including Greenbelt CARES. We are grateful to know that this funding is included in the FY21 budget as we know families are facing increasing stress and will need this support in FY21.

The County Council Special Appropriations Grant provided \$50,000 to Greenbelt CARES in FY 20. This funding supports a variety of programs and services for Greenbelt residents and Prince George's County residents at large. Teens receive life skills building groups, parents receive support and parenting skills, adults and teens participate in our anger management classes, and in FY20 we worked with DuVal High School to provide a Mental Health Wellness seminar to all their students.

Greenbelt CARES provides effective services in our community and is able to adapt in a timely manner when local needs arise. During the current State of Emergency, CARES adapted its programming to virtual means to continue contact with those in need. County funds help to maintain programs that provide youth and adults with important life skills to increase their ability to lead successful and productive lives.

Thank you.

Sincerely,

Colin Byrd

Mayor

CITY OF GREENBELT, MARYLAND

OFFICE OF THE CITY MANAGER

25 CRESCENT ROAD, GREENBELT, MD. 20770



April 29, 2020

Nicole C. Ard
City Manager

Prince George's County Health Department
Department of Permitting, Inspection and Enforcement
9400 Peppercorn Place
Largo, MD 20774

The City of Greenbelt, recognizing the particular conditions and concerns related to the COVID-19 virus, in addition to its overall approval to the market to operate in the Roosevelt Center parking lot (as previously provided), will work with the Greenbelt Farmers Market in running a safe and productive market. We recognize that coordination with County and State health and emergency management officials will be an ongoing priority to safely meet the needs of the public, vendors and organizers, connect people with fresh food and likewise farmers with business. In light of evolving health guidance and data, the organizer's plan has been enhanced to meet life safety and social distancing standards. City staff will work with the organizer, County and State officials to help address issues, if needed.

Please contact me if further information is needed from the City of Greenbelt.

Sincerely,

A handwritten signature in blue ink, appearing to read "Nicole Ard", is placed over a light blue rectangular background.

Nicole Ard
City Manager

/amb

cc: City Council
Terri Hruby, Director of Planning & Community Development
James Sterling, Director of Public Works
Richard Bowers, Chief of Police

