

City of Greenbelt

City Manager's Report

Week Ending May 22, 2020

1. Thank you to Public Works staff during National Public Works Week!
2. Attached please find a letter from a resident expressing her appreciation to the refuse crew. Please note that Councilmember Mach also shared her appreciation for the crew's swift removal of several bags of pine needles on a rainy day. She expressed appreciation for leaving the area clean.
3. Thank you to everyone who helped organize the Virtual Celebration of Spring!
4. Attached please find a copy of the final CARES Act proposal. Thank you to Dr. Liz Park, Charise Liggins, Laura Allen, Brian Kim, Dale Worley, David Moran, Joe McNeal, Greg Varda, Rick Bowers, Mary Johnson, Terri Hruby, and Jim Sterling, who along with other staff at all levels of the organization are reviewing operations and making plans to address short and long-term response and recovery needs. The \$1.4 Million proposal follows Council discussion during work sessions and addresses housing and utilities, food, business, and City facilities/operations (almost one-third to each area). There is also a \$100,000 contingency. Staff research confirmed that assistance for non-profits and cooperatives is supported.
5. In follow-up to the daily reports, staff will work on potential FEMA/MEMA funding. The County emergency management call held last night indicated that planning for such discussions might start in a few weeks. The work done to address the CARES Act should help. There is no clear timeline on that process.
6. In follow-up to Councilmember Davis' question regarding the Volunteer Fire Company's COVID-19 related needs, Chief Ray confirmed that the County Fire is handling the Company's needs.
7. As noted, several organizations have cancelled July 4th activities and summer camps. In addition, communities are closing pools. While staff is working on COVID-19 facility and staffing challenges related to recreation centers and pools, please note that pools, like the general facilities, will not be able to open until later phases of recovery. Work needs to be done to address the facility, understand the health data, as well as help train staff about disease.
8. After speaking with the State representative regarding the former Armory, the City Solicitor followed up with the State. He is also following up with the Volunteer Fire Company.
9. Please note that in follow-up to the Greenbelt Station Nuisance complaint, staff indicates that about 6 prior contacts had been made to the address. The Chief reports that in addition to the officer making contact, the HOA also sent a notice. This is in addition to the City contacting the County regarding the rental not being registered.
10. Participating in a Metropolitan Washington Council of Governments regional coordination call as well as a County emergency management staff emergency call.
11. Participating in teleconferences with staff and/or the City Solicitor regarding personnel, operations, budget, emergency response and recovery, and legal matters.
12. Reviewing meeting minutes.
13. Attending virtual Council work sessions on budget and the Greenbelt Museum.

14. I spent time in a virtual meeting room with Rotary members as some of us had technical difficulty reaching this week's Club meeting. Mr. McNeill was the speaker and later sent food assistance information. The Club is working on support for middle schoolers and had been referred to Dr. Park and ACE. The Club was also informed of Council's ACE Award programs.

15. Assistant City Manager

- a. Emergency management due to COVID-19.
- b. Held a weekly call with the Museum Director.
- c. Virtually attended the Final Budget Work Session and the Work Session with FOGM.
- d. Coordinated with Community Realty staff and prepared background materials in advance of the Green Ridge House Work Session.
- e. Transmitted the letter to the City's Federal delegation encouraging support for the Heroes Act.

16. City Treasurer

- a. FY 2021 Budget preparation
 - Attended final budget work session
- b. COVID-19
 - CARES funding application
 - Planning for re-opening
- c. Attended GFOA virtual conference sessions on the CARES Act, auditing and accounting, fraud prevention and long-range financial forecasting.
- d. Due diligence work on refinancing proposal.

17. Information Technology

- a. Upgraded city's phone system
- b. Attended final Budget Work Session
- c. Participated in Comcast Negotiation meeting
- d. Participated in Md Municipal CIO meeting
- e. Reviewed CAD conversion timeline with Police

18. Economic Development

- a. COVID-19 Outreach
 - Local retail
 - Local economic developers
 - Regional economic development administration
- b. Webinars & Events
 - International Economic Development Council (IEDC): COVID-19: On Keeping Entrepreneurship Agile and Small Businesses Afloat
 - International Council for Shopping Centers (ICSC): Reopening for Retail & Real Estate
 - Bisnow Town Hall: Designing the Post Pandemic World
 - International Council for Shopping Centers (ICSC): Consumers Adapting to the Next New Normal
 - International Economic Development Council (IEDC): An Update of the CARES Act
- c. Economic Development Admin
 - Outreach to businesses to touch base about covid19, concerns and plans.
 - Working with staff to coordinate communications about covid19 to the community.

cc: Department Heads

David Moran, Assistant City Manager
Mary Johnson, Human Resources Officer
Bonita Anderson, City Clerk

Fwd: Public Works Shout Out
Nicole Ard <nard@greenbeltmd.gov>

Wed 5/20/2020 6:31 PM

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

Cc: Jim Sterling <jsterling@greenbeltmd.gov>; Mary Johnson <majohnson@greenbeltmd.gov>

Anne Marie,

Please place this in the weekly report for Council with her email redacted. I can also sent the original if needed.

Thank you,

Nicole

Sent from my iPhone

Begin forwarded message:

From: nard@greenbeltmd.gov

Date: May 20, 2020 at 6:29:01 PM EDT

To: Kristen Soter

Cc: Jim Sterling <jsterling@greenbeltmd.gov>, Mary Johnson <majohnson@greenbeltmd.gov>

Subject: Re: Public Works Shout Out

Ms. Soter,

Thank you for the feedback. Public Works employees do an awesome job! I am sure they will appreciate the acknowledgment of their work, it often goes in noticed. Ironically, this is National Public Works Week, so the timing is great!

Thanks again and take care,

Nicole

Sent from my iPhone

On May 20, 2020, at 1:09 PM, Kristen Soter wrote:

Last week I had numerous bags of extra trash plus several bags of lawn debris.

I called in a request and they were removed quickly and promptly.

Sincerely,

Kristen

I just wanted to say thank you and express my appreciation for the great job the crew does!

Coronavirus Relief Fund Budget Request - Greenbelt

Laura Allen <lallen@greenbeltmd.gov>

Fri 5/22/2020 4:31 PM

To: OMBCOVID19@co.pg.md.us <OMBCOVID19@co.pg.md.us>

Cc: Nicole Ard <nard@greenbeltmd.gov>; David Moran <dmoran@greenbeltmd.gov>; Liz Park <lpark@greenbeltmd.gov>; Jim Sterling <jsterling@greenbeltmd.gov>; Charise Liggins <cliggins@greenbeltmd.gov>

2 attachments (609 KB)

Attachment 3 - CRF Municipal Request Summary.docx; Attachment 4 - CRF Municipal Request Template - Greenbelt.xlsx;

Good afternoon, on behalf of City Manager Nicole Ard, I'm submitting the City of Greenbelt's Coronavirus Relief Fund Budget Request.

The City appreciate the County's willingness to support its cities and share the CARES funding.

Take care and be safe,

Laura Allen
CPFO, ICMA-CM
City Treasurer
City of Greenbelt, Maryland
lallen@greenbeltmd.gov
D: (240) 542-2011
O: (301) 474-1552

We're building the plane as we're flying it.

Dr. Judy Allen, District Superintendent of Schools for the DoDEA Pacific East (Mainland Japan) District

Attachment 3 Coronavirus Relief Fund (CRF) Municipality Request Summary

Municipality: Greenbelt

Contact Person: Nicole Ard, City Manager
Address: 25 Crescent Rd., Greenbelt, MD 20770
Telephone Number: 240-786-8038
E-Mail: nard@greenbeltmd.gov

Program Description/COVID-19 Need:

The City of Greenbelt has identified three primary needs for the CARES funding: resident support, business support, and reimbursement of COVID-19 related city expenses.

The City plans to use \$460,000 to provide housing support (rent, and mortgage if eligible), utility and food support to its residents. For rent and utility support, the City would work in partnership with Prince George’s County, using the County’s rent assistance application process as the initial intake tool. The City would increase the hours of a current crisis intervention counselor to review the applications and generate the payments. A total of \$60,000 would be allocated as food support with \$50,000 used to pay Meals on Wheels to provide food to home bound seniors in Greenbelt, and \$10,000 would be donated to a local food bank serving our community.

A total of \$300,000 would be allocated to a business grant program to support our local businesses and nonprofits (to the extent they are eligible).

The City is also allocating \$100,000 in contingency for unanticipated expenses related to our COVID-19 response.

The balance of the funding would be used to reimburse the City for COVID-19 related expenses incurred within the eligible time frame, and anticipated expenses after that date.

Total Funding Request*: \$1,421,000

*** The total funding request must not exceed the municipality’s allocation as specified in Attachment 4 (excel template).**

Summary of Funding Request:**

Salaries	\$106,680
Fringe Benefits	\$8,161
Operating Expenses	\$937,000
Capital Outlay	\$369,159
Total	\$1,421,000
Number of Positions	0.10 FTE

Attachment 3
Coronavirus Relief Fund (CRF) Municipality Request
Summary

****Municipalities must submit both Attachment 3 and Attachment 4 to the Office of Management and Budget (OMBCOVID19@co.pg.md.us) by May 22, 2020 in order to be considered for funding. If your municipality does not anticipate any new expenditures, please indicate not applicable (N/A) in the template and submit back to OMB.**

**Prince George's County - Office of Management and Budget
Coronavirus Relief Fund (CRF) Request - TAB 2 - March 1 - December 15**

Municipality Name:	Greenbelt	Program Description/COVID-19 Need: Description (80 Characters Max):	Greenbelt COVID-19 Recovery Fund		
Maximum Request Amount	\$1,421,000	Over/(Under) Maximum Request Amount	\$0		
Commitment Item Name	No. of Positions	Actual Expenditures - March 1 - May 15	Planned Expenditures - May 16 - December 15	Total Funding Request Amount	Line Item Description of Request (Required) - should include assumptions and justification for staffing/operating resource/type of service/price per/# of units purchased
COMPENSATION					
Temporary/Seasonal		\$ -	\$ -	\$ -	
Short/Limited Term			3,000	3,000	Cost of additional hours added to current part-time crisis intervention counselor employee to review applications and process support payments. Assumes 10 hours a week for 10 weeks.
Overtime				-	
Personal Service Contracts			103,680	103,680	Cleaning contractor - increased hours and facilities to meet COVID-19 standards
TOTAL - COMPENSATION	0	\$ -	\$ 106,680	\$ 106,680	
FRINGE BENEFITS					
Employer FICA	7.65%	\$ -	\$ 8,161	\$ 8,161	
TOTAL - FRINGE BENEFITS		-	8,161	8,161	
TOTAL - PERSONNEL COST		\$ -	\$ 114,841	\$ 114,841	
OPERATING					
Item Description					
Housing support (rent, and mortgage if eligible) and utility support to residents		\$ -	\$ 397,000	\$ 397,000	
Food support - Meals on Wheels (\$50,000) and donation to local food bank (\$10,000)			60,000	60,000	
Greenbelt Business Improvement and Recovery Fund			300,000	300,000	
Licenses and subscriptions to enable remote meetings		10,000		10,000	
Masks, hand sanitizing stations and related supplies, thermometers, PPE, etc.		20,000	50,000	70,000	
Covid-19 contingency to address unanticipated expenses			100,000	100,000	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
				-	
TOTAL - OPERATING		\$ 30,000	\$ 907,000	\$ 937,000	
CAPITAL OUTLAY					
Item Description					
Laptops and docking stations		\$ 20,000.0	\$ -	\$ 20,000	
Reopening costs - access control, equipment and related expenses			349,159	349,159	
				-	
				-	
				-	
				-	
				-	
				-	
TOTAL - CAPITAL OUTLAY		\$ 20,000	\$ 349,159	\$ 369,159	
TOTAL REQUEST		\$ 50,000	\$ 1,371,000	\$ 1,421,000	

News Release

Contact: Jamie Caswell
Pepco, Communications
202-872-2680 (media hotline)

FOR IMMEDIATE RELEASE

Pepco Gifting Programs Can Assist Family, Friends, Neighbors and More

*Programs provide customers with ways
to help those financially impacted by COVID-19*

WASHINGTON, D.C. (May 21, 2020) – As COVID-19 continues to present health and economic challenges to our customers in the District of Columbia and Maryland, Pepco wants to remind customers of the Gift of Energy program. From helping someone pay their energy bills to giving the gift of energy, these programs provide customers options to help ease the financial impacts of the pandemic.

“We want to remind our customers that we are here to help you,” said Donna Cooper, Pepco region president. “At this time, we are all looking for additional ways to support our local communities. We’ve suspended service disconnections, waived new late payment charges and more. But it’s also important to empower support within our communities. Through the Gift of Energy, we can help our customers help their friends, families, neighbors or even a local business.”

For those looking to assist a specific customer, Pepco offers the Gift of Energy. The program allows anyone to purchase credits for Pepco customers—including family and friends—that go toward their energy bills. The Gift of Energy is an easy way to alleviate an energy bill for a loved one or even a local business. All that is needed is the customer’s name and address or phone number associated with the account. The gift will appear on the recipient’s future energy bill as a credit. Those interested in making a purchase can do so online at pepco.com/gift or by calling 202-833-7500.

Throughout the year, Pepco offers many other programs to help customers manage their energy costs and save money. Existing assistance programs include:

- Low-income Home Energy Assistance Program (LIHEAP): A federal grant program to help low-income customers manage their energy costs and ensure service during the heating season.

Other programs supporting District customers include:

- The Utility Discount Program (UDP) assists low-income District residents to reduce their utility costs. Eligible customers may receive a discount of up to \$475 per year on their electric bill (\$300 per year if non-electric heat). District residents can visit the Department of Energy and the Environment website at doee.dc.gov to apply online.
- The Greater Washington Urban League provides up to \$500 in assistance to eligible customers in District facing disconnection. Customers can call 202-265-8200 or visit www.gwul.org.

Other programs supporting Maryland customers include:

- The Electric Universal Service Program (EUSP) helps eligible customers pay for a portion of their current electric bill. The Arrearage Retirement Assistance (ARA) program helps customers with large, past due electric and gas bills. If eligible, customers may receive forgiveness of up to \$2,000 towards their past due bill. The Utility Service Protection Program (USPP) is designed to help low-income families during the heating season. Information regarding these programs can be found on the Maryland Department of Human Services [Office of Home Energy Programs website](#) or by calling 1-800-332-6347.
- Income eligible Montgomery County residents can receive energy assistance from [Interfaith Works](#) by calling 301-762-8682.

In addition to energy assistance programs, Pepco has provided \$875,000 to District of Columbia and Maryland COVID-19 relief organizations with nearly half of the support coming from the Exelon Foundation.

For those struggling to pay their energy bills, Pepco reminds customers that energy assistance is still available. To learn more about state and local payment assistance programs, visit pepco.com/customer-support or call 202-833-7500.

Readers are encouraged to visit [The Source](#), Pepco's online news room. Find additional information about Pepco by visiting pepco.com. Follow us on Facebook at facebook.com/pepcoconnect and on Twitter at twitter.com/pepcoconnect. Our mobile app is available at pepco.com/mobileapp.

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Pepco is a unit of Exelon Corporation (Nasdaq: EXC), the nation's leading energy provider, with approximately 10 million customers. Pepco provides safe and reliable energy service to approximately 894,000 customers in the District of Columbia and Maryland.