

City of Greenbelt

City Manager's Report

Week Ending June 19, 2020

1. As noted in the daily updates to Council and staff, participated in meetings and/or correspondence regarding COVID-19 recovery efforts. Several staff participated in a County conference call with MEMA regarding COVID-19 related funding.
2. Consulting with staff and City Solicitor on personnel matters.
3. An offer was extended to a candidate for Recreation Director. A transition is being coordinated for Greg Varda to take over the helm.
4. An advertisement was posted for City Treasurer. The position will be advertised for two weeks and past candidates contacted. Additional temporary support is being arranged, as well as City Manager's Office staff continuing to perform Finance Department tasks, including Mr. Moran. Mr. Moran will act as Treasurer as in the past.
5. Congratulations to all Police and Information Technology staff who supported the City CAD Transfer. The City transitioned to the County Computer Aided Dispatch system (CAD) yesterday. This included work on individual Toughbooks used in the field. The project will help support community safety and department operations.
6. Staff has finalized a plan for the Fox5 COVID-19 related business interviews to be broadcast in late June. There were only three interview opportunities available. This will include interviews with the Mayor and two representatives of small business.
7. A complaint was received from a GHI member concerned about the GHI Housing Improvement Program and community spread of COVID-19. The member was concerned that the program would continue and sicken the community via workers entering homes. I suggested that the member and the others that she said she was working with contact the County Health Department Hotline if she had not already, as the hotline was set up to help provide guidance to individuals and organizations, could confirm the information shared by GHI, as well as any other protective measures. It was also noted that the County Health Department, the lead agency fighting community spread, would be able to assist with more technical expertise as an extension of the State.

The general manager of GHI confirmed that GHI's board discussed the program at public meetings. The program contractors will follow CDC guidelines, as GHI maintenance staff has been doing for some time. The Board offered members the option to "opt out." The finance committee is investigating the situation.

8. Participated in the City Council Special Meeting on Reopening, the Council Work Session on Refinancing, the Council Work Session with the Greenbelt East Advisory Coalition, and the Police Town Hall.
9. **Assistant City Manager**
 - a. Emergency management due to COVID-19.
 - b. Held weekly call with the Museum Director.
 - c. Virtually attended the Work Session on June 15 and the Community Meeting on June 18.

- d. Met virtually and worked with members of the Zero Waste Circle and Public Works staff regarding the composting grant opportunity.
- e. Prepared agenda comments and agenda background materials.
- f. Finalized and submitted contract documents to the County for the City's PY 45R project.

12. City Treasurer

- a. FY 2021 Budget
 - Adopted budget document preparation.
 - Financial system update.
- b. Prepared items for the June 22nd Council meeting
 - Bond Refinancing RFP
 - Audit Services for FY 2020
- c. Attended GFOA Debt Committee meeting - I received an update on the Municipal Securities Rulemaking Board's (MSRB) proposed changes to its Electronic Municipal Market Access (EMMA) portal. Cities issuing debt in the public market are required to use EMMA to file their voluntary and required disclosure information. EMMA serves as a repository for municipal investors. The latest MSRB proposal obligates cities to submit their financial statements within 120 days of the fiscal year end. If implemented, this will be difficult to meet because it's not possible for most cities and other government agencies to produce audited financial statements that quickly and posting unaudited information in EMMA carries its own set of risks.

13. Information Technology

- a. Attended GEAC work session – report on cameras
- b. Cutover Police CAD to the County's P1 CAD system
- c. Assisted Police with Town Hall meeting
- d. Discussed technology needs with Recreation
- e. Participated in Everbridge meeting re: changes to text messages

14. Economic Development

- a. COVID19 Outreach
 - i. Local restaurants
 - ii. Local hotels
 - iii. Local commercial property managers
- b. Meetings & Webinars
 - i. Attended Special Council Meeting
 - ii. Bisnow Workforce Development Series
 - iii. US Chamber of Commerce Opening Business Series
 - iv. International Council of Shopping Centers (ICSC) Webinar: Store Deployment Strategies
 - v. Inc. Business Reboot Series
- c. Economic Development Admin
 - i. Outreach to businesses to touch base about COVID-19, concerns and plans.
 - ii. 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