City of Greenbelt

City Manager's Report Week Ending July 2, 2020

- 1. As the Greenbelt Station work session is being rescheduled, staff will work with the HOA to find a mutually agreeable date, obtain discussion topics from HOA members, and generate the reports on agenda items noted by Council. In response to a Council question about developer participation, please note staff learned that while there has been a recent change in property maintenance staff and board members, the developer is still a part of the HOA board composition.
- 2. Attached is the April 2020 Police Department Monthly Crime Report.
- 3. Thank you to staff throughout the organization who will be working during the holiday weekend to keep everyone safe. Police, Public Works and Recreation will all have staff on duty. Thank you to Recreation and Public Information for the virtual holiday activities designed to help the community safely celebrate July 4th.
- 4. Congratulations to the Police Department on the inaugural Chief's bicycle ride held this past weekend!
- 5. Congratulations to GAIL and recreation staff for great work on today's food distribution at the Community Center. Recreation handled registration and GAIL staffed the actual event.
- 6. Attached is the interim facility improvement report from Public Works. Again, thank you to Jim Sterling, Brian Kim, Brian Townsend, Richard Sorzano and all staff who are working to keep the City facilities, parks, and roads safe and clean for employees and the public. I also appreciate the creativity of staff and directors as the City continues work on recovery and future service delivery options.
- 7. Working with staff on emergency recovery efforts, including walk through of proposed facility improvements with staff and contractor.
- 8. Please see the attached County update from Ms. Hill. This includes a gift card giveaway from Councilmember Franklin.
- 9. Please see the inserted distribution flyer for an upcoming event at the Temple.
- 10. In response to a Council member's questions, please see the emailed responses (separate cover) regarding both park permits on July 4th and the Church's traffic plan.
- 11. As noted, in accordance with the County orders regarding social distancing during this public health emergency, the large picnic areas were blocked off at both Buddy Attick Park and Schrom Hills Park. Likewise, public information staff will be reiterating announcements regarding park usage and the cancelled events to help avoid large crowds. Staff from multiple City departments will be deployed to engage with residents, remind them of social distancing and park rules, as well as help keep the City facilities, like restrooms, clean.
- 12. Regarding Restoration Church's worship service and distribution event, Captain Sagan and two officers will be on hand to help implement the traffic plan and signage developed with the Church.
- 13. Please note the letter provided by legal counsel on the Armory and Maglev. Also sent this week were updates on the Armory via email.

- 14. Please review confidential personnel message sent on Wednesday, as well as today's memo in the Council packet.
- 15. A committee has been sent Treasurer applications for review. Interviews will be scheduled within the next week.
- 16. Met and/or corresponded with staff and legal counsel on financial, personnel and legal matters.
- 17. Participated in the City Council Special Meeting on Legal Consultation, Collective Bargaining, and Personnel Matters.

18. Assistant City Manager

- a. Served as Acting City Treasurer.
- b. Emergency management due to COVID-19.
- c. Held a weekly call with the Museum Director.
- d. Conducted a kickoff meeting with Museum staff now that the July 1 transition is happening.
- e. Prepared agenda and background materials for a CRAB meeting on July 9.

19. City Treasurer/Finance

- a. Processed purchase orders and payments.
- b. Along with Human Resources, interviewed candidates for a temporary Accounting Technician position.
- c. Conducted an auto parts inventory.

20. Information Technology

- a. Discussed employee onboard/separation checklist with HR.
- b. Discussed building security with PW and door security vendor.
- c. Setup Dispatch users in the door security system.

21. Economic Development

- a. COVID19 Outreach
 - i. Local bank
 - ii. Local medical office
 - iii. Local retail
- b. Meetings & Webinars
 - i. Brookings Institute Ongoing Uncertainty In Hospitality
 - ii. ICMA From Relief to Resilience: Supporting Small Businesses During & After COVID-19
 - iii. International Council for Shopping Centers (ICSC) Reopening for Restaurants
 - iv. US Chamber of Commerce CO Blueprint Planning Through Uncertainty
- 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

GREENBELT POLICE DEPARTMENT <u>STATISTICAL REPORT</u>

April, 2020

Type of Offense (Includes		ector I belt Co			Sector : lin Par	2 k Area	Gree	ector 3 nbelt E sidenti	East	Gre	Sector 3 enbelt 1 mmerc	East		ector 4 way Pl			ector 5 tro Si		Se Branc	ector 6 hville <i>A</i>		Total Off Minus Unfo Case	ounded
attempts with exception of Murder)	Month	(-)	YTD	Month	(-)	YTD	Month	(-)	YTD	Month	(-)	YTD	Month	(-)	YTD	Month	(-)	YTD	Month	(-)	YTD	Month Minus Unfounded Cases	YTD Total
Murder	0		0	0		0	0		1	0		0	0		0	0		0	0		0	0	1
Rape	0		0	0		2	0		2	0		1	0		0	0		0	0		0	0	5
Robbery	0		0	2		10	0		1	0		2	0		2	0		0	0		0	2	15
Aggravated Assaults	1		1	2		13	0		1	0		1	1		2	0		0	0		0	4	18
Breaking or Entering	2		6	5		17	0		0	2		4	1		3	0		0	0		0	10	30
Larceny	5		22	7		59	10		19	8		39	5		26	0		3	1		4	36	172
Motor Vehicle Theft	0		2	3		12	0		3	0		0	0		3	0		0	0		1	3	21
Totals by Sector	8		31	19		113	10		27	10		47	7		36	0		3	1		5	55	262

- (*) Indicates that the unfounded incident was reported in a previous month, and therefore is subtracted from the 'YTD Total" incidents.
- (-) Note that per Uniform Crime Reporting guidelines, offenses can be cleared either by arrest, administrative closure or incident unfounded.
- Sector 1 Kenilworth Avenue north from Greenbelt Road to Cherrywood Lane and Greenbelt Road east from Kenilworth Avenue to Southway Road. Effective 1/1/97Ivy Lane and Cherrywood Lane changed to Sector 2. Kenilworth Avenue addresses are in Sector 1.
- Sector 2 Kenilworth Avenue south from Greenbelt Road to Old Calvert Road and Greenbelt Road west from Kenilworth Avenue to Branchville Road.
- Sector 3 Greenbelt Road east from Southway Road to Mandan Road, Hanover Parkway north from Greenbelt Road to the Baltimore-Washington Parkway south from Greenbelt Road to Good Luck Road. Sector 3 has been divided to distinguish offenses that occur in the sector's commercial and residential areas.
- Sector 4 Beltway Plaza Shopping Center and businesses on Greenbelt Road from Cherrywood Lane to the City line at Branchville Road.
- Sector 6 South of the WMATA/Metro Station Property, north of Branchville Rd./Greenbelt Rd., west of Cherrywood Lane, east of the B&O RR tracks

II. Total Offenses Year to Date - Five Year Comparison - All Sectors

January 1 to April 30 of each year

	<u>541</u>	iuary i to Aprii Su	of each year		
Type of Offense (includes attempts with Exception of Murder)	<u>2016</u>	<u>2017</u>	2018	<u>2019</u>	<u>2020</u>
Murder	1	2	1	0	1
Rape	1	2	2	1	5
Robbery	11	31	14	16	15
Aggravated Assaults	20	19	14	12	18
Breaking or Entering	35	44	28	16	30
Larceny	159	183	174	181	172
Motor Vehicle Theft	23	19	24	28	21
TOTALS	250	300	257	254	262

III. Police Service Summary

	2020 MONTH	ILY TOTAL	2019 MONT	HLY TOTAL	2020 YEAR-TO	-DATE TOTAL	2019 YEAR-TO	-DATE TOTAL
Calls for Service	2,9:	57	2,053		8,815		8,564	
Off-Duty Responses	12	7	285		8	12	1,233	
Premise Checks	2,050		373		3,481		1,811	
Traffic Stops	3		224		512		990	
Case Reports	13	7	206		679		761	
Field Ob. Reports	3		2	.1	25		6	7
ACRS Reports	12	<u></u>	2	27	80 99		9	
THE HERE THE HERE THE HERE THE HERE THE HERE THE HERE THE	Adult	Juvenile	Adult	Juvenile	YTD Adult	YTD Juvenile	YTD Adult	YTD Juvenile
Arrests	16	0	15	1	63	18	101	20

NOTE: November 2012 was the first full month of speed camera operation.

Speed Camera Location	April 2020 Violations	April <u>2019</u> Violations	Violations 2020 YTD	Red Light Camera Locations	April 2020 Citations	April 2019 Citations	Violations 2020 YTD
300 Crescent Road	34	59	137	EB Greenbelt Road@ Mandan Road	14	33	90
5900 Cherrywood Lane N/B	284	447	1,116	WB Greenbelt Road @Mandan Road	39	43	196
5900 Cherrywood Lane S/B	146	262	691	WB Greenbelt Road@Cherrywood	164	279	1,000
7700 Hanover Parkway E/B	30	41	136	NB Kenilworth Avenue@Cherrywood	83	127	418
7700 Mandan Road N/B	148	125	510	NB Kenilworth Avenue@NB I95- Off Ramp	65	67	235
7700 Blk MD193E/B	138	34	260	NB Kenilworth Avenue@SB I-95 Off Ramp	100	215	620
7700 Blk MD 193 W/B	432	206	882				
Totals	1,212	1,174	3,732	Totals	465	764	2,559

	2020 MONTHLY TOTAL	2019 MONTHLY TOTAL	2020 YEAR-TO-DATE TOTAL	2019 YEAR-TO-DATE TOTAL
Traffic Tickets	11	142	347	592
Parking Tickets	24	204	348	753
ERO's	0	20	39	93
Warnings	3	205	461	1,005

NOTE: Effective January 1, 2017, parking tickets issued by city parking enforcement officers were included in the amount of parking tickets issued for the month.

IV. Traffic Statistics - Year-to-Date Totals

<u>Accidents</u>	<u>YTD – 2020</u>	<u>YTD – 2019</u>		<u>YTD – 2020</u>	<u>YTD – 2019</u>
Property Damage	236	320	DUI Arrests	15	21
Personal Injury	28	35	Other Traffic Arrests	57	94
<u>Fatal</u>	0	0			
TOTALS	264	355			



CITY OF GREENBELT Department of Public Works 555 Crescent Road, Greenbelt, Maryland 20770

MEMORANDUM

DATE: July 2, 2020

TO: Nicole Ard, City Manager

FROM: James Sterling, Director of Public Works

REGARDING: Back to Work Facility Improvements

Background

In an effort to provide ongoing updates regarding facility improvements related to COVID-19, this memo summarizes guidance and examples of improvements in our facilities. The memo will also detail protocols and recommendations for bringing employees back to work. I will also address budget issues and the CARES Act Funding that will offset some of these costs.

The first priority will be the safety, health and welfare of the employees and citizens, who use City facilities. As the City gets back to business as usual, we will adhere to best practices that ensure the safety of your workers and customers. Reducing the risk of exposure to COVID-19 by implementing facility improvements and increasing cleaning and disinfection will be an important part of reopening public spaces. Careful planning, additional staffing and an increase emphasis on cleaning and disinfecting will be required.

The City will follow CDC recommendations as it relates to its facilities, which include:

- Moving or removing furniture to maintain six feet of social distancing, if possible- this includes reception areas, workspaces, break rooms, and anywhere else people congregate.
- Requiring masks indoors.
- Limiting occupancy in elevators.
- Ensuring the employees workplace is routinely cleaned and disinfected.
- Encouraging our employees to frequently wash their hands.
- Provide flexibility to our employees, providing training, education and clearly communicate policies and procedures.
- Reducing and disinfecting as many 'high touch surfaces' as possible.
- Additionally, follow guidance provided by the CDC, the Maryland Department of Health, the Prince George's County Health Department and any other organization that would provide guidance on a specific activity or business.

The number of moving parts is daunting - making changes to the building itself, staff behavior, and even the way work gets done. For the City, this means reopening slowly, in phases.

Specific Facility Improvements

Because of COVID-19, buildings and facilities will have to be reimagined or redesigned. Creating separation and fewer touch points will play an important role in reopening of City spaces. How the public enters a building and where they go, may have limitations in the future. Touchless technology, opening and restricting of doorway access, access control systems and physical barriers will be the new norm for now.

Public Works has conducted initial and periodic inspections of the workplace to identify building modifications. Public Works has also worked with other departments to get input on what modifications they will need to accommodate a safe work environment for staff and the public. This will be a fluid issue that will be re-evaluated as buildings begin to reopen.

Currently the following improvements, material and equipment are in place or being worked on at this time:

- Forty (40) different types of sneeze guards are being installed. The material has been secured and the work is ongoing. This work should be completed in the next two weeks.
- Access control pricing is being obtained for the Public Works facility, Municipal building and the Youth Center. The Police Station access control is currently being installed.
- Interior modification of the Police Station. This work is currently under construction. The new workspace will help to create social distancing.
- Electro Static Sprayers, both the backpack variety and the gun have been secured. We do have some on backorder which should be here in early August.
- All cleaning and disinfecting materials are in place for reopening. Hand sanitizing stations will begin to go in buildings next week. Staff will be installing 24 standalone stations in various buildings and supplementing buildings with wall-mounted stations as needed.

CARES Act Funding

In the City's CARES Act Relief Fund Request there are four items that have specific impacts on Public Works, facilities and the budget. Those items are as follows:

Item	Fund Request	Description	Anticipated Costs
	Amount		
Personnel Service	\$103,680	Additional Contractual	We anticipate spending this
Contracts		Cleaning Help	amount. The increase

			disinfecting and cleaning will include parks, the outdoor pool and buildings when they reopen.
Masks, Cleaning Supplies, Hand Sanitizing Stations, PPE etc.	\$70,000		Currently, we have spent \$57,000 on this line item. We expect to spend \$100,000.
Contingency	\$100,000	This is to address unanticipated expenses. It could be part of facilities maintenance costs. TBD	
Capital Outlay- Reopening Cost	\$349,159	Access control, equipment and related costs	Attached with this memo is a breakdown on how the monies were estimated. We anticipate coming in on budget, but we are still waiting on proposals for access control. This is also contingent on being able to move monies around within the Capital Outlay funding.

Public Works is tracking man hours and all materials that are related to COVID-19. Man hours are not included in the CARES ACT Relief Request Fund. These documents that track COVID 19 activities are updated daily. These hours at some point may be reimbursable as a contingent item in the CARES ACT or from some other type of reimbursement through FEMA or MEMA.

Conclusion

Reducing the risk of exposure to COVID-19 can be achieved by increasing cleaning protocols and implementing the facility recommendations noted above. This memo should provide some insight to when facilities may come back online. Decisions such as bringing staff back before the public will also need to be evaluated. Once employees are back to work compliance to CDC guidelines will be important. Both the Police Department and Public Works have implemented strategies and policies to keep the workers and the public safe.



CITY OF GREENBELT DEPARTMENT OF PUBLIC WORKS EMERGENCY ACTION PLAN - COVID19 RELATED COSTS

DATE:

DATE	DESCRIPTION	PERIOD 01-Mar-2020 15-My-2020 COST	PERIOD 16-Mar-2020 15-DEC-2020 PLANNED	REFERENCE
15-May-2020	Labor	\$30,381.33		
15-Dec-2020	Labor		\$105,000.00	Operating
15-May-2020	Lunch	\$2,365.00		Operating
15-Dec-2020	Lunch		\$19,600.00	Operating
15-May-2020	Supplies	\$30,189.00		Operating
15-Dec-2020	Supplies		\$125,000.00	Operating
15-May-2020	Cleaning Contractor			
15-Dec-2020	B Clean		\$51,840.00	Operating
15-Dec-2020	P2		\$51,840.00	Operating
15-Dec-2020	Space Study		\$50,000.00	Cap Out
15-May-2020	Police Station			
15-Dec-2020	Re-Work Furniture		\$9,400.00	Cap Out
15-Dec-2020	Renovation - Conf Rm		\$30,000.00	Cap Out
15-Dec-2020	Recreation			
15-Dec-2020	Sneeze Guards		\$5,000.00	Cap Out
15-Dec-2020	Equipment			
15-Dec-2020	Electro Static Sprayer		\$14,500.00	Cap Out
15-Dec-2020	UV Lights		\$6,000.00	Cap Out
15-Dec-2020	Access Control City Buildings COVID 19		\$200,000.00	Cap Out
15-Dec-2020	Contignecy Building Retrofit COVID 19		\$30,000.00	
			_	
	SUB TOTALS:	\$62,935.33	\$698,180.00	
		d=c4.4		- 1

TOTAL: \$761,115.33

NOTE:

01) Labor - NOT Loaded

NOTES
Reference: 20.05.15_EAP_COVID19_HOURS
Bldg, Playground, Parks, etc.
Required to address SD/Safety Requirements
Create additional workspace - SD
Social Distance Requirements
Playgrounds & Buildings
Buildings



CITY OF GREENBELT DEPARTMENT OF PUBLIC WORKS EMERGENCY ACTION PLAN - COVID19 RELATED COSTS

DATE:

DATE	DESCRIPTION	PERIOD 01-Mar-2020 15-May-2020 COST	PERIOD 16-Mar-2020 15-DEC-2020 PLANNED	BREAKDOWN	REFERENCE
15-May-2020	Police Station				
15-Dec-2020	Re-Work Furniture		\$9,400.00	\$9,400.00	Capital
15-Dec-2020	Renovation - Conf Rm		\$30,000.00	\$30,000.00	Capital
15-May-2020	CARES				
15-Dec-2020	Re-Work Furniture		\$30,000.00	\$30,000.00	Capital
15-Dec-2020	Renovation - Conf Rm		\$40,000.00	\$40,000.00	Capital
15-Dec-2020	Recreation				
15-Dec-2020	Sneeze Guards		\$15,000.00	\$15,000.00	Capital
15-Dec-2020	Equipment				
15-Dec-2020	Electro Static Sprayer		\$14,500.00	\$14,500.00	Capital
15-Dec-2020	UV Lights		\$10,259.00	\$10,259.00	
15-Dec-2020	Access Control		\$200,000.00	. ,	,
15-Dec-2020	Youth Center		. ,	\$35,000.00	Capital
15-Dec-2020	Public Works			\$75,000.00	Capital
15-Dec-2020	Police			\$30,000.00	Capital
15-Dec-2020	Municipal Building			\$40,000.00	Capital
	Springhill Rec Center			\$20,000.00	Capital
	SUB TOTALS:	\$0.00	\$349,159.00	\$349,159.00	

349159

\$0.00

NOTES
Create additional workspace - Social Distance for safe working conditions Police Officer.
Create additional workspace - Social Distance for safe working conditions Counselor, Dr., Patients.
Disinfect Playgrounds & Buildings
Disinfect Buildings/Target Areas
Re-work primary access points to restrict/control (social distance) safe employee/pedestrian movement. Replace/modify main intrance doors, strorefronts, & gates as required. Techinical security control system - access.
Security control system - access.

RE: UPDATES JULY 2

Hill, Ola M. <OMHill@co.pg.md.us>

Thu 7/2/2020 2:05 PM

To: tjames@bladensburgmd.gov; tadams@cityofbowie.org; rocio.treminio-lopez@brentwoodmd.gov

+24 others

Cc: mbroadbent@berwynheightsmd.gov; vtinelli@bladensburgmd.gov; alott@cityofbowie.org

+162 others

Councilman Franklin Employee Relief Fund.pdf

691 KP

Virtual Town Hall Census 2020.pdf

852 KB

- 1. Stand Up & Deliver/Capital Area Food Bank: We are resharing both of these graphics so everyone can post one final reminder for these food distributions. Friday, July 3, we are distributing groceries to go. The social media language has also been slightly updated to reflect that it's being shared again later in the week.
- 2. Mental Health Sessions: All the mental health webinars that our office hosted in the month of May, as well as the Spanish-language mental health webinar held in June, are now available online for anyone to view who was not able to tune in. They are available from our YouTube page as videos. We aren't asking everyone to share all the videos, but we wanted to provide you this information to share with anyone who may be looking for mental health information and resources. The link to the YouTube page is below for your convenience:
 - a. https://www.youtube.com/channel/UCPtYkLv9ruqXokknHev8Ypg
- 3. Employ Prince George's and Councilman Franklin launched the COVID-19 Hourly Employee Relief Fund.
- 4. Census Virtual Town Hall Meeting

Ola M. Hill Municipal Liaison Office of the County Executive omhill@co.pg.md.us

Office: 301-952-3781 Cell: 240-825-9183



APPLY TODAY!

In response to the Coronavirus (COVID-19), Employ Prince George's and Councilman At Large, Mel Franklin, have partnered to provide \$200 cash cards to **eligible Prince George's County** residents who were recently laid off due to the COVID-19 Pandemic.

Prince George A. Prince

How To Apply:

Step 1

Visit www.employpgedge.com and register with Employ Prince George's

Step 2

Select "Apply for Prince George's County COVID-19 Hourly Employee Relief Fund"

Step 3

Complete the required applicant questionnaire

THANK YOU COUNCILMAN Mel Franklin

For Your Contribution!

S?

Step 4

Upload the required documentation to confirm your layoff is due to the Coronavirus (COVID-19) Pandemic



Step 5

Confirm and monitor your email updates

Employ Prince George's assesses all applicants of the Prince George's County COVID-19 Hourly Employee Relief Fund applications one by one. There are limited financial resources available, and priority will be given to hourly workers who have earned \$19 or less prior to being laid off due to the pandemic.

The Prince George's County COVID-19 Hourly Employee Relief Fund has recieved funding from **Prince George's County Councilmember**, **Mel Franklin** to help **Prince George's County** residents. Through these economic hardships, Employ Prince George's is dedicated to partnering and meeting the needs of those negatively effected by the pandemic.



#WeAreEPG



Contact Us Today



Call: (301) 618-8403



www.EmployPG.org/COVID19



EPGCD2@co.pg.md.us





The Virtual Town Hall is to educate, empower and engage individuals about the importance of completing the Census and to provide information about US Census employment opportunities.







Sponsored by Board Members Sandra Shephard and Pamela Boozer-Strother with partnership from the Prince George's County Office of the County Executive and the US Census Bureau.

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Dale forma cunited States® Census 2020

✓ Educate ✓ Empower ✓ Employ ✓ Engage

TUESDAY, JULY 7th, 2020 6:00 p.m. - 7:30 p.m.

Presenters

Sandra Shephard PGCPS Board Member At-Large



Thomas Johnson Office of Community Relations



Joseline Peña-Melnyk Maryland State Delegate



Deni Taveras County Council Member



Walter Simmons Employ Prince George's

Simultaneous spanish interpretation will be available during the forum. Listen in by calling 508-924-5155.

No code is needed.

Zoom Number: 1 301-715-8592 Zoom Meeting ID: 897 6377 6629 Password: Census 2020

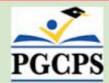


Sri Siva Vishnu Temple

6905 Cipriano Road, Lanham MD 20706 Tel: (301) 552-3335

E-Mail: ssvt@ssvt.org Web Site: https://www.ssvt.org/





in Partnership with

ANGARAI



HINDU AMERICAN COMMUNITY SERVICES, INC. (HACSI)



DRIVE BY GRAB & GO 1008 Grocery Bags Giveaway

AT

Sri Siva Vishnu Temple

6905 Cipriano Road Lanham MD 20706

ON

Friday, July 3, 2020 10:00 AM to 1:00 PM

While Supplies Last

Supported by the

Indian American Community of DC Metro Area for COVID19 Relief Setty Family Foundation and Mulpuri Foundation Inc



MASKS ARE REQUIRED

