

City of Greenbelt

City Manager's Report

Week Ending July 24, 2020

1. Attached is a confidential packet – legal.
2. If you have not already, please provide Anne Marie with any feedback and/or edits to the draft Council letter for the FY 2021 Adopted Budget. The attached copy contains edits from Ms. Davis and Ms. Mach.
3. Davenport has indicated favorable responses have been received to the refinancing RFP, reflecting the possibility for higher than anticipated cost savings. Staff will be meeting with Davenport and bond counsel to discuss next steps, including any needed Council action before the next regular Council meeting (August 10). Davenport has suggested that a quick response will be needed to take advantage of the responses.
4. Met with Greg Varda, Joe McNeal and Stephen Parks who briefed on remaining work to open the outdoor pool. Staff has moved closer to setting an opening date and should have an opening date by early next week. Additional staff training is scheduled for this weekend. Lifeguards are also shoring up time in the pool given they had no pool time over the past four months. Staff is very proud and believe that the extra time taken will help yield one of the safest pool environments in our area.
5. Jim Sterling reports that the electronics recycling event scheduled for tomorrow is cancelled due to a collection issue.
6. Jim Sterling also noted that staff will work with the credit union on a September paper shredding event. The remaining paper and cardboard containers at the Greenbelt East Recycling Center will be removed by the former contractor next week. However, a new contractor has been selected. Staff hopes that the contractor will start in August. While people are leaving items at the Public Works facility, no major issues have been reported due to the former contractor discontinuing their paper/cardboard service. Jim noted the fantastic job that Kim is doing in facing large amounts of items being left behind. Thank you to Kim and everyone in Public Works who are keeping the City clean!
7. Two police recruits will be enrolled in the upcoming Calvert County police academy. Given the pandemic, other academies have discontinued programs. Calvert County's academy will cost about \$2,000 more given the need for the students to stay in a dormitory.
8. Christal Batey is coordinating City participation in County Chair Turner's drive-up food distribution that is scheduled for next week. She is also working with the Pearl Elegance Foundation for volunteers to support the event and other outreach to senior citizens. During a call this week with County representatives, Lt. Gullledge and Sharon Johnson, we learned that the Chair's office is bringing resources from Employ Prince George's and the Census.
9. In follow-up to a daily report, please provide date(s) that work for your schedule to participate in the City's first virtual business coffee. Suggested dates are all Wednesdays: August 12, 19 or 26. The event would be held from 9 – 10:30am.
10. Conducting panel interviews today for City Treasurer.
11. Attached please find the latest message from the State MDA staff regarding the cultural study for the I-495/I-270 managed lane study.

12. Signed the nursery school facility lease.
13. Participated in the annual fraud interview with the auditors.
14. Signed the GHI playground mowing agreement sent by GHI this week. The agreement had expired. No changes were made. A copy can be sent to Council if desired. The City will address sustainable land care policy.
15. Staff reports that the Labor Day Festival Committee has indicated it wants to conduct some form of event. Please see attached email.
16. Met with and or teleconferenced with staff regarding personnel, legal and operations.
17. Participated in the Four Cities Virtual Meeting.
18. **Assistant City Manager**
 - a. On leave.
19. **City Treasurer/Finance**
 - a. Processed payroll, vendor payments and purchase orders.
 - b. Continued to prepare for the upcoming annual audit.
20. **Information Technology**
 - a. Reviewed and commented on Access Control proposals for PW, MB, and YC
 - b. Attended virtual Everbridge Users Group conference
 - c. Worked with PW and vendor on relocation of Nomad camera unit to Franklin Park – requested by PD.
 - d. Reviewed Verizon Wireless cell phone account
21. **Economic Development**
 - a. COVID19 Outreach
 - i. County economic development
 - ii. Greenbelt community development
 - iii. Local property manager
 - b. Meetings & Webinars
 - i. Grant Management Software Demo
 - ii. Entrepreneur.com Webinar: Future Proof Business & Prepare for New Normal
 - iii. Department of Planning & Community Development Meetings on Proposed/Existing Projects
 - c. Economic Development Admin
 - i. Updates, follow-up and edits for proposed business grant fund.
 - ii. Worked with the Public Information Office to update retail and dining guide.
 - iii. Outreach to businesses to touch base about covid19, concerns and plans.
 - iv. 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

June 8, 2020

Dear Greenbelt Residents:

Enclosed is the City of Greenbelt's Adopted Budget for the fiscal year beginning July 1, 2020, and ending June 30, 2021 (FY 2021). The City Manager submitted a proposed budget to the City Council on April 14, 2020.

The past four months have been an unprecedented time for our City and Nation. Federal and State "Stay at Home" orders were aimed to contain and eradicate the global health pandemic, COVID-19. However, economic experts anticipate that local governments might be impacted for years to come as residents and businesses face difficulty earning income to pay for food, gas, rent, mortgages, taxes and fees. Even if someone can afford to, they may not feel comfortable to be inside retail stores, theaters or restaurants. These and other transactions impact revenue that fund City services. City revenues will be uncertain for some time.

City Council accepted the City Manager's recommendation that until a better financial picture is known, staff will continue cost saving measures and defer personnel and capital project related expenditures until January 2021. Council will periodically review revenues. This will help to protect the City's long-term sustainability, preserve continuity of essential service delivery, and maintain the City's ability to respond to a long-term COVID-19 emergency response and recovery effort, as well as a response to any other emergency that might arise during this time, such as a tornado or man-made disaster. City Council held eight virtual work sessions, as well as two virtual public hearings in April and May, to review and study the proposed budget. As always, community interest and comments were greatly appreciated.

The \$29.1M adopted FY 2021 budget reflects a 11.5% decrease in expenditures from the FY 2021 proposed budget, and a 6.5% decrease from the FY 2020 adopted budget. There is no increase on the City's Real Property tax rate or fees. As noted, the adopted budget defers many capital projects that are not receiving grants or other non-City funding. The City hopes to move forward on the WMATA Trail which has received both State and developer funding for construction. Projects funded in FY 2020 will continue until completion. Employee compensation, such as cost of living and performance merit increases, are deferred. Several vacant positions will not be filled, and travel for non-essential training has been deferred.

Council recognizes the need for City resources to supplement Federal, State and County relief efforts to support neighbors and businesses in need. As the emergency and recovery efforts continue, City expenditures will reflect relief activities. The City will continue to seek Federal and State funds and community partnerships to help do so.

The City, State, and Nation will beat COVID-19. The financial steps taken in this budget will help the City ensure long-term sustainability and continuity of essential services. We are proud to continue Greenbelt's legacy as a planned community providing exceptional service. Thank you for your support and the opportunity to represent you.

Fwd: I-495 and I-270 Managed Lanes Study - July 2020 Section 106 Update and Materials

Nicole Ard <nard@greenbeltmd.gov>

Thu 7/23/2020 4:45 PM

To: Terri Hruby <trhuby@greenbeltmd.gov>; Megan Young <myoung@greenbeltmd.gov>; Jim Sterling <jsterling@greenbeltmd.gov>; Greg Varda <gvarda@greenbeltmd.gov>; Joe Mason <jmason@investdavenport.com>; David Moran <dmoran@greenbeltmd.gov>; Anne Marie Belton <abelton@greenbeltmd.gov>

 2 attachments (366 KB)

MLS Update Letter_2020_July_23.pdf; ATT00001.htm;

All,
Please see below.

Thank you,
Nicole

Sent from my iPhone

Begin forwarded message:

From: Steve Archer <SArcher@mdot.maryland.gov>**Date:** July 23, 2020 at 3:35:35 PM EDT**To:** Steve Archer <SArcher@mdot.maryland.gov>**Cc:** "Beth Cole, MHT" <beth.cole@maryland.gov>, "Tim Tamburrino, MHT" <tim.tamburrino@maryland.gov>, "Marc Holma, Virginia DHR" <marc.holma@dhr.virginia.gov>, "Jeanette Mar, FHWA" <jeanette.mar@dot.gov>, "John Simkins, FHWA Virginia Division" <John.Simkins@dot.gov>**Subject: I-495 and I-270 Managed Lanes Study - July 2020 Section 106 Update and Materials**

Greetings I-495 and I-270 Managed Lanes Study Consulting Parties,

We hope you are all staying healthy and well. As part of continuing Section 106 consultation, after reviewing comments on the Section 106 Technical Reports provided in January, as well as additional project development and community input, we would like to provide you with a number of supplemental materials and updates. Please refer to the attached letter to the Maryland and Virginia State Historic Preservation Offices for additional detail.

These materials and updates include:

1. A revised Area of Potential Effects (APE). The APE has been updated to include proposed stream and wetland mitigation locations. These include locations in Anne Arundel, Charles and Frederick Counties (Maryland) in addition to Montgomery and Prince George's. The attached letter describes historic properties assessments and proposed additional evaluation, where warranted, for these locations.

2. New and Revised National Register Eligibility Determinations. MDOT SHA has completed a determination of eligibility for the Morningstar Tabernacle No. 88 Moses Hall and Cemetery, and finds it NRHP-eligible; Forest Glen Tower was evaluated and found to be not eligible for the NRHP; the B&O Railroad Metropolitan Branch eligibility determination has been revised to include new information clarifying the period of significance, revising the boundary, and a list of contributing and noncontributing resources. The property remains eligible. These files may be found both at the FTP link below, as well as on the project DOE web-map (<http://bit.ly/495-270-DOE>).
3. New and Revised Effect Determinations. MDOT SHA makes a finding of Adverse Effect to the Morningstar Tabernacle No. 88 Moses Hall and Cemetery site, pending MHT concurrence with the eligibility finding. Upon review, MDOT SHA also makes an adverse effect finding for Carsonsedale. MDOT SHA has further reviewed design considerations and finds No Adverse Effect to B&O Railroad, Metropolitan Branch; Beltsville Agricultural Research Center (BARC) (newly assessed due to APE modifications); Capitol View Park Historic District, Suitland Parkway, and the Washington Aqueduct properties.
4. A comment-response matrix for consulting party comments received on the Section 106 Technical Reports provided in January 2020. Thank you for providing your input. Many of the comments related to similar resources or issues, so there is repetition/overlap in the responses, however we have left them in the matrix so individuals may see the responses to their own comments without needing to cross-reference with other parties.

Attachments, including APE maps, are available to download at the below Secure FTP link and will be posted for 2 weeks (**through August 7, 2020**). Two versions of the APE maps are available, a complete set (very large file), and a smaller reduced set showing only those areas where additions and changes have occurred.

<https://sftp1.mdot.state.md.us/>

Username: MLSResource

Password: I495I270

We respectfully request any comments from consulting parties on these additional materials and determinations by **no later than close-of-business Monday, August 24, 2020**. Comments may be emailed directly to me. Electronic communication is preferred as most state and federal staff are continuing to telework and hard copy mail receipt will be delayed. No hard copy of this submittal will be provided to SHPOs, unless requested, and if requested, will be provided at such time as normal operations resume.

Following this 30 day review period, MDOT SHA will be in touch regarding a date this fall for a consulting party meeting (likely to be virtual or have a virtual option) to advance Programmatic Agreement development.

Thank you for your continued consultation, please stay healthy and well, and feel free to contact me for additional information at any time.

Steve

Steve Archer

Cultural Resources Team Leader

Maryland Department of Transportation State Highway Administration

Environmental Planning Division

707 North Calvert Street

Baltimore, MD 21202

Phone 410-545-8508

sarcher@mdot.maryland.gov

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RE: Greenbelt Farmers Market on Labor Day?

Greg Varda <gvarda@greenbeltmd.gov>

Thu 7/23/2020 2:23 PM

To: Terri Hruby <thruby@greenbeltmd.gov>; Joe McNeal <jmcneal@greenbeltmd.gov>; Jim Sterling <jsterling@greenbeltmd.gov>; Anne Marie Belton <abelton@greenbeltmd.gov>

Cc: Nicole Ard <nard@greenbeltmd.gov>; Bonita Anderson <banderson@greenbeltmd.gov>; Richard Bowers <rbowers@greenbeltmd.gov>; Di Quynn Reno <dquynnreno@greenbeltmd.gov>; Taylor Hardy <thardy@greenbeltmd.gov>

Hello,

The Labor Day Committee submitted a permit request to have food trucks on Sept. 5 and 6. The details are sketchy. Di and Taylor attended the Labor Day meeting last Tuesday to gather more information but Linda was not in attendance. It seemed like no leg work had been done.

Di informed the committee that there are a number of items they need to do in order to have a public gathering:

- Follow the County Executive's Executive Order
- Provide detailed event information
- Provide a safety plan
- Recreation, Public Works and Police will review information/plan and provide a recommendation to the City Manager
- City Manager will provide information/plan to Council for review/approval
- If approved, the GLDFC will need to submit an insurance binder

We are still trying to gather more information and will touch base with Linda upon her return.

@Di and Taylor - if I missed anything feel free to chime in.

@Terri - I'll touch base with you when we get more information, hopefully next week.

Thanks,

Greg

-----Original Message-----

From: Terri Hruby

Sent: Thursday, July 23, 2020 8:48 AM

To: Greg Varda; Joe McNeal; Jim Sterling; Anne Marie Belton

Cc: Nicole Ard; Bonita Anderson; Richard Bowers

Subject: FW: Greenbelt Farmers Market on Labor Day?

Good Morning All,

The farmer's market is following up on its email requesting permission to have its market on Labor Day. I am not aware of what activities are planned this year. Can someone please advise?

Thank You,

Terri

Terri Hruby
Director of Planning and Community Development
City of Greenbelt
(301)474-0569

-----Original Message-----

From: Terry Kucera [<mailto:tkucera@greenbeltfarmersmarket.org>]
Sent: Monday, June 15, 2020 8:49 PM
To: Terri Hruby; Greg Varda; Jim Sterling; Greenbelt Police; Bonita Anderson
Cc: Greenbelt Farmers Market
Subject: Greenbelt Farmers Market on Labor Day?

Hi,
Given that the Labor Day festival has been canceled this year, the Greenbelt Farmers Market is wondering if we could operate on Sept. 6, a day we usually take off because our space is not available. Would that be ok with the City? Is there someone else we should be asking?

Best,
Terry Kucera
Greenbelt Farmers Market Board of Directors