

City of Greenbelt

City Manager's Report

Week Ending August 7, 2020

1. Thank you to all staff who helped prepare for and worked through this week's storms. This includes Public Works, Recreation, and Police. No issues were reported.
2. Thanks also to the Recreation, Public Works, and Public Information employees who worked hard to make the re-opening of the outdoor swimming pool a success. Unfortunately, the weather has not cooperated.
3. Greg Varda reports that on Saturday, August 8, the Department will announce that the pool's restricted age will be lowered from 14 years old to 12 years old. In addition, instead of 24-hours advanced notice, only four hours advanced notice will be needed to make a reservation at the Aquatic and Fitness Center. As staff reviews the first week of operations in the COVID-19 pandemic, additional changes are anticipated.
4. Staff is monitoring the weather for tonight's outdoor movies at Braden Field. More "socially distant" circles were allowed to be issued on the field.
5. Christal Batey reports that GAIL staff are preparing for a diaper and food distribution activity on Monday. The event will be held at the Community Center. Thanks also to Recreation staff who also continue to help distribute food to seniors from the Community Center each week.
6. The Fall Activity Guide will be available soon.
7. Interviews are underway for animal control supervisor and public works positions. Dispatcher tests are also being conducted.
8. Chief Bowers is following up on the issues shared during the Civic Association work session by the Charlestown and Belle Pointe associations. Likewise, Planning and Public Works staff were assigned to address traffic and parking concerns in the Lakecrest and Lastner Lane areas. Staff was also asked to check the pedestrian signal near St. Hugh's as that was recently fixed.
9. In follow-up to the session, Public Information was asked to follow-up with Boxwood and other associations regarding how to contact companies to improve telecommunications service and facility maintenance.
10. Charise Liggins reported that WAAVE's owner has offered an alternative open house date given the weather impacted last week's event. Please check your email and confirm your availability.
11. Conducting second round of interviews for City Treasurer.
12. Reviewing material regarding the City's refinancing of 2011 and 2013 bonds.
13. Met with and/or teleconferenced with staff and City Solicitor regarding financial and operational matters.

14. Participated on conference calls with County Emergency Management and Metropolitan Washington Council of Governments Chief Administrative Officers.

15. Participated in Council work sessions regarding Civic Associations and the Roosevelt Center. Also participated in Council's Special Meeting on the proposed refinancing.

16. Assistant City Manager

- a. Served as Acting City Treasurer.
- b. Emergency management due to COVID-19.
- c. Attended Special Meeting/Work Session on August 3.
- d. Held a weekly call with the Museum Director.
- e. Worked with City Bond Counsel and Financial Advisors regarding potential refinancing of City debt.
- f. Drafted agenda comments.
- g. Prepared for a Community Relations Advisory Board meeting.

17. City Treasurer/Finance

- a. Processed vendor payments and purchase orders.
- b. Continued to prepare for the upcoming annual audit. On-site work will begin Monday, August 10.

18. Information Technology

- a. Attended County Storm Prep call.
- b. Monitored WebEOC and Regional site during storm.
- c. Attended PTI webinar on new tech trends and topics for municipalities.

19. Economic Development

- a. COVID19 Outreach
 - i. Local bank
 - ii. Prince George's County Economic Development Corporation
- b. Meetings & Webinars
 - i. Roosevelt Center Work Session
 - ii. Upcoming Virtual Business Coffee – Wednesday, August 19, 2020 from 9:00AM – 10:30AM. Currently 22 people registered.
- c. Economic Development Admin
 - i. Working with staff on updates, follow-up and edits for the proposed business grant fund.
 - ii. Outreach to businesses to touch base about COVID-19, concerns and plans.
 - iii. 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