

# City of Greenbelt

## City Manager's Report

### Week Ending October 9, 2020

1. Staff has sent correspondence (attached) to the Maryland Department of Transportation regarding the need to address the Sunrise Forest Preserve in the Managed Lane Study DEIS.
2. Congratulations to Deirdre Allen, Finance Manager. Dee prepares the CAFR and oversees the City's accounting functions, as well as coordination with auditors, City staff and other partners who provide information for operations and the CAFR. The Government Finance Officers Association awarded the City another award for excellence in government financial reporting. The award is for the fiscal year ending July 2019 - Dee's 15<sup>th</sup> CAFR. The current CAFR being completed for fiscal year ending June 2020 will be Dee's 16<sup>th</sup> year of production. I thank Dee, retired Treasurer Jeff Williams, David Moran, Lannay Tull, Marilou Whaples, Julissa Ramos, and Wendy Soriano for their hard work throughout this pandemic in maintaining continuity of financial operations, closing out fiscal year 2020, participating in the annual audit, and preparing the upcoming CAFR. The CAFR is anticipated to be complete later this month.
3. Reviewed and revised the CAFR message.
4. Consulted with staff regarding Fall Fest alternative activity at Shrom Hill Park. A select number of families can reserve a pumpkin or scarecrow activity pack for pick up at the Park. Families will be allowed to use the kits in the park or take them home. Up to 30 people total will be allowed to participate in each session, spread throughout the park by family unit. The event is by reservation only for Greenbelt residents only, with no walk-ups. There will also be no interaction with other families. Families can spread out in their own area similar to the moonlight movies designated and socially distant "family circles;" there will be no tables, chairs, or supplies provided beyond the craft kit. Greenbelt Police will provide each family with a treat bag to take home.
5. Thank you to Megan Searing-Young and Museum staff who developed a Fall scavenger hunt that families can download to do safely and independently.
6. Per the County Executive's press conference that half-court basketball will resume, Recreation has recommended installation of some rims. This would facilitate outdoor half-court play, yet not full court games. Outdoor courts at the Youth Center and Springhill Lake Recreation Center will re-open for half-court play. Buddy Attick Lake courts will remain closed.
7. Ms. Liggins reports the system logged 14 additional new applications for business relief grants. However, 7 of the 16 applications were not eligible, including three businesses located outside of the City limits and others who had already received County relief funds. As of this week, 21 applications are in review and additional information has been sought for 13 applications. Several more applications are in process of being filled out yet not submitted for review.
8. An additional two households were provided housing and utility relief grants this week.
9. Approved the hiring of two communications specialist candidates. Background applicants remain underway.
10. Reviewing and conferring with Chief Bowers regarding police officer applicants.

11. Regarding a councilmember's request for monitoring of the Dog Park, Chief Bowers confirmed that animal control staff has already been monitoring the Park weekly yet happy to report any findings in the weekly report. Staff is working to enhance the information provided.
12. Met with staff and City Solicitor regarding the cable television franchise. Attached via confidential document is a message from Beverly Palau.
13. Regarding legal expenses, please note that in addition to the City Manager review of monthly invoices, conferring with the Solicitor on items, Council receives a monthly financial report which includes a line item report.
14. Participated in the Metropolitan Washington Council of Governments Chief Administrative Officers Meeting as well as the annual regional poster competition. There was an affordable housing project that may be helpful for Greenbelt.
15. Met with City staff and the City Solicitor regarding the Armory. As reported, documents have been received and additional documentation has been requested. Staff is reviewing options for a scope of work to address environmental and facility assessments.
16. Met with and/or teleconferenced with staff and City Solicitor regarding legal, personnel and operational matters.
17. **Assistant City Manager**
  - a. Served as Acting City Treasurer.
  - b. Emergency management due to COVID-19.
  - c. Attended the Regular Meeting on October 5.
  - d. Worked to reschedule a CRAB meeting.
  - e. Transmitted prior correspondence to the Comptroller's office regarding the Maglev project.
18. **City Treasurer/Finance**
  - a. Processed vendor payments and purchase orders.
  - b. Submitted first CARES Act reimbursement.
  - c. Continued to respond to requests from the City's Auditor and provide information.
  - d. Personal property tax bills were mailed out.
19. **Information Technology**
  - a. Met with Zen City – Social Media Aggregator
  - b. Reviewed electronic signature solutions
  - c. Met with Public Works – IT needs and planning
  - d. Met with staff and Counsel re: cable box regulation
  - e. Met with Comcast – Franchise negotiations
20. **Economic Development**
  - a. Business Outreach & Engagement
    - i. Eleven businesses for follow-up on GBIRF application information, request for additional information and eligibility updates.
    - ii. Two businesses for technical assistance help with GBIRF application and eligibility criteria.
    - iii. Two hospitality businesses on COVID-19 related updates.
    - iv. Collaboration discussion with new economic development staff of nearby municipality on ideas to share resources.
    - v. Technical assistance for federal contracting business to connect and learn more about county economic development resources.

- vi. Discussion with local commercial property manager about process for renting to new tenants.
- b. Economic Development Admin
  - i. Sent weekly Business Brief email newsletter to remind businesses about GBIRF application deadline.
  - ii. Currently responding to inquiries about eligibility requirements and reviewing application details for assigning to the reviewer committee.
  - iii. Worked with CARES to compile a list of businesses for 2020 Thanksgiving Drive outreach for sponsorship.
  - iv. Continuing to work with staff on implementation of business grant fund.

cc: Department Heads

David Moran, Assistant City Manager

Mary Johnson, Human Resources Officer

Bonita Anderson, City Clerk

**FW: Managed Lane Study - Greenbelt**

Nicole Ard &lt;nard@greenbeltmd.gov&gt;

Fri 10/9/2020 2:50 PM

**To:** Anne Marie Belton <abelton@greenbeltmd.gov>**Cc:** Terri Hruby <thruby@greenbeltmd.gov>; David Moran <dmoran@greenbeltmd.gov>; Bonita Anderson <banderson@greenbeltmd.gov>

Anne Marie,

This can be included for Council's weekly report.

Thanks,

Nicole

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**From:** Terri Hruby**Sent:** Wednesday, October 7, 2020 10:04 PM**To:** Nicole Ard**Cc:** David Moran**Subject:** Fwd: Managed Lane Study - Greenbelt

Nicole,

During Senior staff meeting yesterday I became aware of the FPAB's report regarding the Sunrise Property and the Managed Lane Study DEIS. Please note as reflected below City staff has communicated concerns about the failure of the DEIS to address the Sunrise Forest Preserve. While staff is preparing comments for City Council to review at its last meeting in October, staff felt this issue needed to be brought to MDOT's attention immediately.

Please see below correspondence to date between MDOT SHA P3 staff and city planning staff.

Thank You,

Terri

Sent from my iPhone

Begin forwarded message:

**From:** Erron Ramsey <eramsey@rkk.com>**Date:** September 14, 2020 at 1:48:35 PM EDT**To:** Terri Hruby <thruby@greenbeltmd.gov>**Cc:** Steve Archer <SArcher@mdot.maryland.gov>, "Caryn Brookman (Consultant)" <CBrookman.consultant@mdot.maryland.gov>**Subject: RE: Managed Lane Study - Greenbelt**

Good afternoon Terri,

Thank you for following up with the deeds regarding the Sunrise Parcel. Moving forward the Managed Lanes Study (MLS) will identify the Sunrise Parcel as forest conservation and preservation open space. After the public comment period on the DEIS and in consideration of those comments, a recommended Preferred Alternative will be identified. As preliminary design is advanced on a Preferred Alternative, the Study Team will look into avoidance and minimization options to impacts to this parcel. The Study Team would also like to hold a coordination meeting with your staff this fall to discuss this parcel and other City of Greenbelt properties potential impacted by the project including Buddy Attick Lake and Indian Springs Park. The avoidance, minimization and mitigation discussed at future coordination meetings would be documented in the Final Environmental Impact Statement (FEIS).

Thank you,

Erron

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**ERRON L.G. RAMSEY, AICP**

Project Manager



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Baltimore, MD 21202

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**From:** Terri Hruby <[thruby@greenbeltmd.gov](mailto:thruby@greenbeltmd.gov)>  
**Sent:** Friday, September 11, 2020 12:34 PM  
**To:** Steve Archer <[SArcher@mdot.maryland.gov](mailto:SArcher@mdot.maryland.gov)>  
**Cc:** Erron Ramsey <[eramsey@rkk.com](mailto:eramsey@rkk.com)>  
**Subject:** RE: Managed Lane Study - Greenbelt

Steve,

Please find attached the Deed for the Sunrise parcel referenced below. Also, the Maryland DNR Program Open Space acquisition project number was 4401-16-618. I have also attached the section of the City Code that designated the parcel a Forest Preserve.

Please let me know if you have any questions.

Thank You,  
Terri

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

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**From:** Steve Archer [<mailto:SArcher@mdot.maryland.gov>]  
**Sent:** Monday, August 24, 2020 9:43 AM  
**To:** Terri Hruby  
**Cc:** Erron Ramsey  
**Subject:** RE: Managed Lane Study - Greenbelt

Hi Terri,

Thanks for bringing this to our attention. Erron Ramsey is on the MDOT SHA P3 team and is helping to coordinate the parks/preserves 4(f) related issues, so I'm copying her here to assist with your inquiry. If you have any deed information or other background on the parcel, that would be helpful for Erron in resolving the issue.

Thanks,

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](mailto:sarcher@mdot.maryland.gov)

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**From:** Terri Hruby <[thruby@greenbeltmd.gov](mailto:thruby@greenbeltmd.gov)>  
**Sent:** Friday, August 21, 2020 11:21 AM  
**To:** Steve Archer <[SArcher@mdot.maryland.gov](mailto:SArcher@mdot.maryland.gov)>  
**Subject:** Managed Lane Study - Greenbelt

Good Morning Steve,

I hope all is well. City planning staff is in the process of reviewing the DEIS for the Managed Lane Study and we have noticed that it appears that a parcel of City owned park land that is regulated as a Forest Preserve Area and was purchased with POS monies does not appear to have been identified as such in the DEIS. Can you verify if the parcel was omitted from the evaluation process? I have included a map of the City's forest preserve areas and the parcel in question is referred to as the Sunrise Preserve on the attached map. The parcel is located on the east side of the Capital Beltway at the terminus of Hanover Drive. The parcel is well within the LOD.

As you can imagine there is a lot of concern surrounding potential impacts to this valuable forest preserve. Who at MDOT/SHA can we work with to expeditiously address our concerns if the parcel was excluded?

Thank You,  
Terri

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

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