

# City of Greenbelt

## City Manager's Report

### Week Ending October 16, 2020

1. Included separately, please find a confidential report on personnel and legal matters.
2. Congratulations to everyone as Greenbelt was named 2020 Sustainable Maryland Champion! Greenbelt earned top points in the entire state for the University of Maryland's Sustainable Maryland Awards. Council, departments and volunteers have done an excellent job!
3. Ms. Liggins reports the system logged 24 additional new applications for business relief grants. Of the additional 24 submitted, some were not eligible for funding, including businesses located outside of the City limits and those not in good standing with the State. As of this week, the number of applications in review increased by 10 to 31 applications. Additional information has been sought for 15 applications.
4. An additional 16 households were provided housing and utility relief grants this week. Additional outreach to apartment owners will take place next week. Staff reached out to individuals who previously applied for County relief funds yet were not provided assistance when the County ran out of funding. Staff has also reached out to apartment complexes to directly connect with residents in need. Additional outreach to landlords will take place next week.
5. A portion of CARES Act funding was submitted to both Meals on Wheels and St. Hugh's Food Pantry.
6. Working with Greg Varda on special event requests for Buddy Attick Lake Park and Schrom Hills Park. This includes consideration of COVID-19 safety.
7. Met with and/or teleconferenced with staff and City Solicitor regarding legal, personnel and operational matters.
8. Attended the City Council's regular meeting and Council work session on Zoom Meetings.
9. Included in Council's packet is an updated Highway User Revenue estimate for Fiscal Years 2021 and 2022.
10. **Assistant City Manager**
  - a. Served as Acting City Treasurer.
  - b. Emergency management due to COVID-19.
  - c. Attended the Regular Meeting on October 12.
  - d. Met virtually with the Museum Director.
  - e. Participated in CDBG Subrecipient Workshop for Program Year 46 (FY 2021).
  - f. Prepared for a CRAB meeting next week.
11. **City Treasurer/Finance**
  - a. Processed vendor payments, employee payroll and purchase orders.
  - b. Met virtually with the County's accounting contractor regarding the City's CARES Act reimbursement.
  - c. Continued to respond to requests from the City's Auditor and provide information.
  - d. Participated in a County briefing on the FY 2022 Municipal Tax Differential submission process.

## 12. Information Technology

- a. Attended Council work session on Zoom meeting format.
- b. Attended meeting about possible recreation facility at Beltway Plaza.
- c. Upgraded camera software.
- d. Met with Admin and CARES – IT needs and planning.

## 13. Economic Development

- a. Business Outreach & Engagement
  - i. 15 businesses for follow-up on GBIRF application information, request for additional information, and eligibility updates.
  - ii. 4 businesses for technical assistance help with GBIRF application and eligibility criteria
- b. Meetings
  - i. Attended City Council meeting to discuss Maryland Economic Development Week.
- c. Economic Development Admin
  - i. Sent weekly Business Brief email newsletter to remind businesses about GBIRF application deadline and followed up with applicants that started, but did not submit application.
  - ii. Currently responding to inquiries about eligibility requirements and reviewing application details for assigning to the reviewer committee.
  - iii. Working with the Public Information Office on activities to promote Maryland Economic Development Week.
  - 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