

# City of Greenbelt

## City Manager's Report

### Week Ending October 30, 2020

1. Included separately, please find a confidential document on a legal matter.
2. Congratulations to GAIL staff for a successful partnership with the County Health Department on flu shot clinics - 99 people were vaccinated at Beltway Plaza and 150 people at the Community Center.
3. Thanks also to the GAIL staff for work on the first produce distribution held since the pandemic started earlier this year. 371 residents received assistance.
4. As noted in a report earlier this week, given the County press conference, the County remains at Stage 2 during the pandemic. Staff continues to make progress on facility improvements and operational adjustments for safety.
5. According to an epidemiologist, the Health Department is still unable to provide COVID-19 case statistics at the municipal level. However, they did confirm that "69 positive cases who reside within in zip code 20770" were reported for the month of September. As of October 29, 2020, 73 cases were reported to date during the month. The date is based on when the person was tested." It was reiterated that the person was not necessarily exposed to the virus within the zip code.
6. Fourteen households received housing and utility relief this week. Staff will meet next week to discuss the remaining housing and utility relief funding given the newly available County program for landlords. As the County Executive indicated during her press conference that the new County program will be solely for rent, City effort may be needed to pay utilities. Likewise, staff hopes to have an estimate of any additional City funds to support residents' COVID-19 related housing and utility relief needs. As of the date of this report, over \$280,000 of the housing and relief funds have been distributed. This reflects payments to support neighbors in need across the City in apartment complexes as well as a single family rental property.
7. Kudos to Finance staff who have supported CARES staff in processing housing and utility relief funds. Finance employees meet with residents in person, obtain the last form of additional documentation, and provide the relief check to the resident. We appreciate everyone's effort in helping neighbors during this emergency.
8. Dr. Liz Park shared that CARES will be receiving a donation from the Safeway in Greenway Center at their grand reopening scheduled for November 13. They reached out to Dr. Park about the donation because they want to support the work Greenbelt CARES does for the community. Dr. Park will identify some ideas on how the donation might be used.
9. Signed the Maryland National Capital Park and Planning project contracts to support various City recreation activities including after school art, therapeutic recreation, the Community Center, and youth activities. As noted in the Recreation report, the total is around \$260,000.
10. Thank you to Recreation staff for continued vigilance in health screenings of guests and program participants.

11. Much appreciation to Recreation staff as outdoor fit club registrants received treat bags and pumpkin carving kits at Springhill Lake Recreation Center.
12. Congratulations to Public Works staff for supporting a record number of electronics recycling event attendees - 404 recyclers.
13. As noted in the departmental report, Public Works staff and the Bee Pollinators are completing plans and will come to a future Council meeting to discuss next steps in becoming a Bee City. This will include a proclamation.
14. Regarding a councilmember's request regarding the status of needed action regarding the Arts Advisory Board's report #23 to approve a gift of art from an artist, Greg Varda indicates that the project is on hold pending a technical issue. An art conservator and advisory board member raised a concern regarding potential damage to the artwork given materials used and the humidity of the stairwell area identified for art placement. The artist and advisory board have not been able to connect to discuss the conservator's recommendation. City staff had offered to construct a frame as an effort to possibly help, however that has been also impacted by the pandemic.
15. Regarding a councilmember's request to confirm the status of needed action regarding the FPAB report requesting Greenbriar Park to be designated as Forest Preserve, Jim Sterling provided an update. Jim clarified that Council accepted the report in July 2020 and the item could be discussed at a future Council meeting or work session for discussion to generate any public comment. Staff can begin developing legal documents for City Council, including relevant revisions to the City Code. Staff indicated that direction was sought as documents could be prepared for Council consideration and approval without the work session as well.
16. Regarding a councilmember's request for the status of needed action regarding a lighting plan and project by Public Works and Recreation, Jim Sterling and Nicole DeWald reviewed lighting options onsite during the evening. Options and locations are still being reviewed.
17. Regarding the status of the Community Center Bas Relief and window work, staff confirmed that the wood panels should be removed next week, weather permitting. While asbestos removal is finished, the painting is not yet complete.
18. Regarding signage at the electric vehicle charging station at Roosevelt Center, staff confirmed that the Arts Advisory Board, in consultation with Planning staff, continues to work on a proposed signage plan for the Roosevelt Center area. While it was canceled this week, staff had also signed up for a County wayfinding sign session.
19. Met with ICMA-RC representatives, David Moran, and Bertha Gaymon to discuss the City's accounts and education.
20. Met and/or teleconferenced with staff and City Solicitor on personnel, legal and operational matters.
21. Participated in the Greenbelt City Council regular meeting and the Four Cities Coalition meeting.
22. **Assistant City Manager**
  - a. Emergency management due to COVID-19.
  - b. Met virtually with the Museum Director.
  - c. Attended the Regular Meeting on Monday.
  - d. Welcomed Bertha Gaymon and worked with her on Finance matters.
  - e. Met virtually with the City's ICMA-RC representatives for an update.

### 23. **City Treasurer/Finance**

- a. Completed the onboarding process with Human Resources including the public official bond.
- b. Responded to various grant processing questions.
- c. Worked with former city treasurer Jeff Williams regarding financial processes and procedures i.e., received overview of monthly financial statements.
- d. Reviewing various financial documents for clarity and understanding of routine financial processes and procedures.
- e. Met with Finance staff to better understand roles and functions.
- f. Processed vendor checks and purchase orders.

### 24. **Information Technology**

- a. Attended Council meeting – Zoom format
- b. Met with Amazon re: account consolidation - Business account
- c. Attended two internal Comcast Negotiation team meetings
- d. Attended Comcast Franchise Negotiation meeting
- e. Performed RecTrac system upgrade

### 25. **Economic Development**

- a. Business Outreach & Engagement
  - i. 6 businesses for follow-up on GBIRF application request for additional information
  - ii. 2 businesses COVID-19 related technical assistance
  - iii. 3 business resource guest speaker requests for business coffee
  - iv. Business interested in working with Greenbelt CARES to support holiday outreach to families
- b. Webinar
  - i. Inc.com Business Reboot Webinar Series
  - ii. International Council for Shopping Centers: Holiday Shopping Outlook
  - iii. US Chamber of Commerce: Keeping America Safe & Open
- c. Economic Development Admin
  - i. Currently reviewing evaluator feedback on applications and reaching out to businesses to obtain additional information/clarification.
  - ii. 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