

City of Greenbelt

City Manager's Report

Week Ending November 6, 2020

1. Please check this week's emails for several updates including information on NASA Goddard's newest facility, the Instrument Development Facility. Public Information staff will prepare a congratulatory social media posting on such an innovative addition.
2. Attached is a follow-up email from Terri Hruby about the county's meeting date for the Royal Farms DSP.
3. Recreation staff assisted in calling landlords to make them aware of the availability for county eviction relief funds. Planning & Community Development staff are working on capturing more detailed information in the future. As of this afternoon, 680 non-apartment dwellings of various types including the possibility for multiple units owned by the same owner were contacted.
4. Met with Police Chief Bowers, CARES Director Dr. Liz Park, Finance Director Bertha Gaymon, and Human Resources Director Mary Johnson to further discuss enhancements to mental health related services. The CDBG application is an example of some of the efforts that will be presented to Council. Thank you to Dr. Park and Chief Bowers and their staff.
5. Mary Johnson has distributed to departments the annual requests for reclassifications.
6. The Finance Office processed additional relief payments for 16 households.
7. Please review the Pepco filing and streetlight proposal sent by the company last week. Staff will generate additional information. Additional information was also requested of the company during the MWCOG Chief Administrative Officers meeting. This includes additional information regarding the impacts on municipalities and ratepayers, particularly low-income residents. Staff can also request a presentation for Council, if desired.
8. Participated in the MWCOG chief administrative officers meeting, Council work sessions with the library system and State Highway Administration, and the public hearing and special meeting on eviction and rental relief.
9. Met with/and or teleconferenced with staff regarding operational, financial and personnel matters.
10. **Assistant City Manager**
 - a. Emergency management due to COVID-19.
 - b. Met virtually with the Museum Director.
 - c. Attended the Work Session on Monday.
 - d. Prepared Agenda and background materials for a CRAB meeting on Thursday.
 - e. Worked with the City Treasurer on transition issues.
 - f. Reviewed CDBG proposals and prepared agenda comments for Monday.

11. City Treasurer/Finance

As I continue to get acquainted with the Finance Department's functions and responsibilities, I have completed the following:

- a. Created a Finance Calendar of Annual Events and will populate it with all major events for the year by month. I have also created a Finance Calendar of Weekly Tasks and will populate it with the routine Finance tasks, activities and deadlines for the month. Updating these documents will be an ongoing project for the next several months with the final information being included in a Finance Policies and Procedures Manual for which the Finance Team will produce and eventually share with all staff.
- b. Read through the entire FY 2021 budget document to prepare for the next monthly financial report, as well as prepare for the budget formation process for next year.
- c. Set scheduled meetings with key individuals i.e. Finance Team and the Assistant City Manager.
- d. Developing a training schedule with Jeff to identify weekly training efforts for month of November.
- e. Reconciled COVID Relief Fund to indicate actual expenditures to date, available balances, as well as reimbursement submissions to the County. This will be a weekly report for the foreseeable future.

12. Information Technology

- a. Reviewed server outage from the weekend.
- b. Met with Nauticon re: printer and copier infrastructure.
- c. Worked with Amazon on business account setup.
- d. Presented at a PTI event – Managing a remote workforce.

13. Economic Development

- a. Business Outreach & Engagement
 - i. 2 businesses - COVID-19 related technical assistance
 - ii. 4 businesses - discussion about holiday plans and promotions
 - iii. 2 county municipalities resource-sharing discussions
- b. Events
 - i. Greenbelt Virtual Fall Business Coffee, Tuesday, November 17 from 9:00AM – 10:30AM. Currently 24 registrants.
- c. Economic Development Admin
 - i. Working with the Public Information Office on campaigns to support businesses during Thanksgiving and Holiday Season, including promoting small businesses for American Express' Small Business Saturday. Requested promotional materials for "Shop Small" campaign and was approved to receive tote bags, posters and other material for distribution.
 - ii. Wrapping up evaluator feedback and review of GBIRF applications for final review next week.

cc: Department Heads

David Moran, Assistant City Manager
Mary Johnson, Human Resources Officer
Bonita Anderson, City Clerk

Re: Royal Farms

Nicole Ard <nard@greenbeltmd.gov>

Thu 11/5/2020 7:08 AM

To: Terri Hruby <thruby@greenbeltmd.gov>

Cc: Todd Pounds <tpounds@alexander-cleaver.com>; Anne Marie Belton <abelton@greenbeltmd.gov>

Terri,

Thank you. I will ask Anne to include this in the weekly packet as discussed during last night's work session.

Nicole

Sent from my iPhone

On Nov 4, 2020, at 10:19 PM, Terri Hruby <thruby@greenbeltmd.gov> wrote:

Nicole,

In follow-up to City Council's inquiry about the Prince George's County Planning Board's approval of the DSP for Royal Farms, the Resolution outlining the Planning Board's action/findings is scheduled to be adopted by the Planning Board on November 12, 2020 on its consent agenda. The Resolution has not yet been posted online. Following the adoption of the Planning Board's Resolution staff will consult with Mr. Pounds about next steps. As stated previously, the City has 30 days after the date of the notice of the Planning Board's decision (required to occur within 7 days of the Planning Board adopting its Resolution) to appeal the Planning Boards action to the District Council.

Based on the schedule above I would recommend City Council defer discussion of next steps until the City receives official notice of the Planning Board's decision/resolution, and Mr. Pounds and staff have had an opportunity to review the Resolution..

Thank You,
Terri

Terri Hruby
Director of Planning and Community Development
City of Greenbelt
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