

City of Greenbelt

City Manager's Report

Week Ending November 13, 2020

1. Included separately is a confidential document from Comcast, as well as a document listing recommended recipients of CARES Act funds from the GBIRF Committee.
2. Also included separately are the results from the 2019 Community Questionnaire. Staff will prepare a presentation for a future Regular Meeting. This information will also be posted on the City website.
3. Attached separately, please find a confidential memo on a legal matter.
4. As reported yesterday, with the upcoming County health order, departments are adjusting employee schedules to accommodate telework and adherence to health guidelines like social distancing. The County guidance for face coverings to be worn indoors and outdoors, except during rigorous exercise has also been shared.
5. Please note that the organizer of this weekend's WABA bicycle ride has been contacted about the upcoming County health order. The order takes effect on Sunday. There will be multiple heats of 25 riders each at different times of the day.
6. Met with Charise Liggins, Economic Development Coordinator, and Bertha Gaymon, City Treasurer, to review business relief grant panel's recommendation. As previously reported, awards are anticipated within the next week. An appropriate appreciation is being explored for the volunteers who served on the panel.
7. Attached is the City Treasurer's spreadsheet outlining CARES Act related expenditures. This does not reflect all expenses related to the pandemic. Staff are working to update her spreadsheet. Several major expenditures will be completed within the next week, including the business relief grant awards, as well as the public works vehicle that is expected to be delivered next week to keep the crew safe.
8. Met with and/or teleconferenced with staff regarding personnel, operations, and financial matters.
9. **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. Staffed a CRAB meeting on Thursday.
 - e. Worked with the City Treasurer on the Municipal Tax Differential submission.
 - f. Finalized the 2019 Community Questionnaire Report.
10. **City Treasurer/Finance**
 - a. Completed and submitted Tax Differential Questionnaire and Request to County.
 - b. Updated COVID Relief Fund with actual and pending payments to ensure funds are expended per County guidelines. This will be a weekly report for the foreseeable future.
 - c. Met with several directors to obtain overview of program/projects.
 - d. Continued training with former city treasurer.
 - e. Processed vendor checks, purchase orders and payroll.

11. Information Technology

- a. Testing One Drive for City use.
- b. Attended Everbridge event for State and Local Government.
- c. Continued work on Windows 10 upgrades.

12. Economic Development

- a. Business Outreach & Engagement
 - i. 2 businesses COVID-19-related technical assistance
 - ii. 1 meeting to explore startup interest and resources
 - iii. 3 county departments to discuss business requests
- b. Events
 - i. Greater Washington Board of Trade Briefing Call: What Election Outcome Means for Business Community in DMV
 - ii. Greenbelt Virtual Fall Business Coffee, Tuesday, November 17th from 9:00AM – 10:30AM. Currently 44 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. Received tote bags from Amex for Small Business Saturday.
 - ii. Met with GBIRF application review committee to wrap up evaluator feedback.
 - iii. 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

Coronavirus Relief Fund Spending Plan - Greenbelt
 Schedule of Expenditures and Reimbursement Requests
 As of November 11, 2020

Max CRF Allocation \$1,421,000.00
 60% \$852,600.00 Must Expend by Nov. 20th/Will Meet This Requirement by Nov. 20th
 80% \$1,136,800.00 Must Expend by Dec. 1st/Will Meet This Requirement by Nov. 20th

	County Approved Amount	Actual Expenditures Processed by Finance	Balance Remaining	#1 Reimbursement Submission to County on October 4, 2020	#2 Reimbursement Submission to County on November 5, 2020	Total Submissions	Actual Expenditures vs. Total Submissions Variance	Director Confirmation of Pending Expenditures as of November 13, 2021	Pending Payments
Approved Items									
Operating									
PPEs/Screenings/Reconfigure	\$70,000.00	\$70,000.00	\$0.00	\$54,481.41		\$54,481.41	\$15,518.59		\$0.00
Food Assistance	60,000.00	12,780.00	47,220.00			0.00	12,780.00	Invoices in Hand to be paid week of Nov. 16th	10,000.00
Emergency Assistance	435,161.00	392,781.77	42,379.23		193,720.11	193,720.11	199,061.66	Invoices in Hand to be paid week of Nov. 16th	42,379.23
Business Assistance	300,000.00	-	300,000.00			0.00	0.00	Payments to Businesses forthcoming week of Nov. 16th	300,000.00
Deep Cleaning	77,680.00	51,451.50	26,228.50		20,898.00	20,898.00	30,553.50	Invoices in Hand to be paid week of Nov. 16th	15,000.00
Information Technology	5,000.00	4,210.56	789.44	2,651.34		2,651.34	1,559.22		0.00
Subtotal	\$947,841.00	\$531,223.83	\$416,617.17	\$57,132.75	\$214,618.11	\$271,750.86	\$259,472.97		\$367,379.23
Capital Outlay									
Buildings/Storage/Disinfecting	412,159.00	134,333.37	277,825.63		132,412.29	132,412.29	1,921.08	Invoices in Hand to be paid week of Nov. 16th	31,000.00
Information Technology	20,000.00	20,000.00	0.00	15,786.60		15,786.60	4,213.40		0.00
Vehicles	41,000.00	0.00	41,000.00			0.00	0.00	Invoices in Hand to be paid week of Nov. 16th	41,000.00
Subtotal	\$473,159.00	\$154,333.37	\$318,825.63	\$15,786.60	\$132,412.29	\$148,198.89	\$6,134.48		\$72,000.00
Total	\$1,421,000.00	\$685,557.20	\$735,442.80	\$72,919.35	\$347,030.40	\$419,949.75	\$265,607.45		\$439,379.23 Amount Pending for Week of Nov. 16
						\$419,949.75	\$265,607.45		\$685,557.20 Amount Expended thru 11-13-2020
									\$1,124,936.43 Expended by Nov. 20th
									Confirms the 60% and 80% threshold

Note 1: the \$265,607.45 will be submitted for reimbursement once appropriate documentation is received from department bank i.e. cancelled checks.

Note 2: No Reimbursement Payment Received from County to Date

Note 3: Finance responded to Inquiries from County Regarding Submission 1 on Nov. 6th. We assume \$979.26 may be rejected.

Note 4: Will Update this Schedule Each Week.

Note 5: There are other expenditures being made for Covid Relief not recorded here--this is only related to CRF expenditures.