

City of Greenbelt

City Manager's Report

Week Ending November 20, 2020

1. Attached please find a confidential memo on legal and personnel matters.
2. As the County's and the 20770 zip code's case numbers have increased dramatically, City employee schedules are again adjusting to more stringent staggered shifts, alternating days, smaller crews, and continued telework. Due to health or safety matters, there may be situations where staffing will not allow a reservation of a recreation facility or program. There may be delays.
3. Staff is committed to continuity of essential services and providing the high quality service. This requires protecting City staff and their families. The Council and public's consideration is appreciated.
4. I will be asking department directors to have staff help make community outreach/wellness calls during the days that they might not report to the office. Chief Bowers has agreed to have officers help. This follows Recreation employees helping the City outreach to businesses and landlords during the pandemic.
5. An update on CARES Act Funding expenditures as of this week is included in the Council Agenda packet under the item requested by Mayor Pro Tem Jordan. Treasurer Bertha Gaymon provided a spreadsheet of spending and reimbursements to date.
6. As emailed last week, staff met today's deadline to have expended at least 60% of funds. Staff is processing invoices and paperwork to submit the next reimbursements. As shared with Council, staff anticipates exceeding the 80% threshold as well. Staff from every department have invested a considerable amount of time in this effort- from direct service delivery to the community and other City departments, to reviewing and processing payment and information requests.
7. To date, 82 households have received housing and utility support.
8. To date, 19 businesses have been extended offers of business relief grants. I signed the grant agreements today; checks are ready for businesses. An additional business grant offer will be extended and if accepted, the agreement completed next week. The business relief grant awards offered total \$300,000. When the businesses have signed all of the agreements, an announcement will be made. The business review panel will also be recognized.
9. As shown in the City Manager's update video earlier this week, staff has made strides in CARES Act Fund safety improvements. This includes constructing the Youth Center storefront and front counter improvements, as well as installation of barriers like sneeze

guards, access controls in the Municipal Building, as well as touchless drinking fountains in high traffic area.

10. Similarly, the pick-up truck for the public works crew was received this week. The truck is currently being outfitted with a lift gate. This will help support social distancing of the crew while they perform essential work.
11. The City's purchase of personal protective equipment for employees and visitors, as well as cleaning contractors and supplies will be even more vital given the recent County COVID-19 case and hospitalization trends.
12. In follow-up to Councilmember Roberts request for the planning director to have a conference call with the proposed legal consultant, on the date of this report, Terri Hruby, Todd Pounds, and David Moran held a conference call with the City Manager to discuss the firm's submission and Mr. Pounds' previous call with the attorney. Ms. Hruby will call the proposed firm on Monday morning for any final details.
13. Met with and/or teleconferenced with staff on personnel, legal, and operational matters.
14. Attended the Council work session on Beltway Plaza Redevelopment and the City Manager's Update.
15. **Assistant City Manager**
 - a. Emergency management due to COVID-19.
 - b. Met virtually with the Museum Director.
 - c. Attended the Work Session on November 18.
 - d. Prepared and submitted the PY 47 CDBG Applications.
 - e. Met with Planning Director and representatives from the Resilience Financing pilot project to review the Cherrywood Lane Complete Green Street project.
16. **City Treasurer/Finance**
 - a. Worked with former City Treasurer to complete the monthly financial report as of October 31, 2020.
 - b. Continued working with staff to expend COVID funds—Finance processed 17 business assistance, 4 rental/utility assistance and 1 eviction relief assistance payments this week bringing total payments to 93.
 - c. Submitted 60% of COVID expenditures to the County for reimbursement as required by November 20.
 - d. Attended the County's CARES Update Meeting today.
 - e. The FY 2020 UFR was submitted to the auditors for review.
 - f. Thanks to all the departments for submitting their purchase card logs early. This enabled Finance to process and post all the transactions to the system so that we could include these items with this week's Coronavirus Relief Fund submission.

17. Information Technology

- a. Worked with Amazon – continued business account setup
- b. Resolved door access card issue for Police
- c. Attended Everbridge Administrators meeting – virtual
- d. Attended COG-CIO meeting - virtual

18. Economic Development

- a. Business Outreach & Engagement
 - i. Retail business COVID-19 related technical assistance in partnership with Prince George’s County Economic Development Corporation
 - ii. 4 businesses outreached related to Small Business Saturday
 - iii. Business relief outreach and assistance
- b. Meetings & Events
 - i. Work Session for Beltway Plaza Phase I Detailed Site Plan
 - ii. Greenbelt Virtual Fall Business Coffee - 38 Attendees
 - iii. International Council for Shopping Centers (ICSC): The Art of Adaptive Marketing to Attract Local Consumers
 - iv. Special Council Meeting
 - v. City Manager Update
- c. Economic Development Admin
 - i. Working with Public Information Office on Small Business Saturday Planning activities

cc: Department Heads

David Moran, Assistant City Manager

Mary Johnson, Human Resources Officer

Bonita Anderson, City Clerk