

City of Greenbelt

City Manager's Report

Week Ending August 20, 2021

1. Included separately in your packet is a letter to MDOT and FRA requesting that they release a supplemental Environmental Impact Statement for public review and comment. It is requested that Council review and forward any comments to Holly Simmons so that the letter can be sent the week of August 23.
2. Enclosed separately is a confidential memo.
3. Correspondence with Senate Office regarding infrastructure project. Thank you to Holly Simmons for her research.
4. Correspondence with NASA Goddard. Staff will be meeting next week in preparation of a future Council presentation related to the Center planning.
5. Signed the CDBG documents for Social Services funding. As noted earlier this week, the effort will support mental health and fiscal wellness activities. The total is about \$47,000.
6. The City was also awarded about \$154,000 in CDBG funds for infrastructure. That paperwork should be available soon.
7. Approved a rental assistance grant.
8. Expressed appreciation to a resident who alerted the City to street lamp outages along Cherrywood Lane. The resident had advocated directly to Pepco. Pepco Governmental Affairs staff helped further research the concern and expedite repair.
9. Reminder that the City needs a response regarding Pepco's community advisory board invitation. The deadline is August 25th.
10. Per correspondence earlier this week, the HIDTA agreement will be signed for renewal. I signed the regional public safety agreements.
11. Met with the City's financial advisors, management consultants, Bertha Gaymon, and Tim George to discuss planning for ARPA funding. This includes community outreach and strategy for spending plans.
12. Met with Terri Hruby, Charise Liggins, Holly Simmons, and a Maryland-National Capital Park and Planning Commission (M-NCPPC) representative regarding possible grant funding for planning efforts via the PAMC program. Staff will review the program for possible future City application, if appropriate later this year.
13. Met with and/or teleconferenced with staff and city attorney to discuss budget, personnel, legal, and operational matters.
14. Attended the Council work sessions regarding the Greenbelt Forest Preserve and Food Trucks.

15. Assistant City Manager

- a. Attended council work session (Food Trucks).
- b. Continued to advance the discussion and planning on ARPA.
- c. Drafted and submitted the CDBG-46R application.
- d. Worked with Finance on the RFP for the new financial software package.
- e. Met with Planning and Public Works Departments on an EV Charging Station proposal.

16. Human Resources

- a. Participated in interviews for the Maintenance Worker I position and CARES Bilingual Counselor.
- b. Met with Key Risk to review the workers compensation claims and put a workplace analysis plan in place for 2021.
- c. Drafted the 1st version of the City's COVID Policy
- d. Scheduled the communication specialist testing for the week of August 23.
- e. Hired a new Accounting Technician I.
- f. Successfully completed and processed the retiree payments.
- g. Reconciled Hartford Life insurance bill and CareFirst bills and submitted to finance for payment.
- h. Processed COLA's for the Police Department to be paid on August 20, 2021.

17. Finance

- a. Made selection for the Accounting Technician I position.
- b. Participated in Finance staff meeting and senior staff meeting.
- c. Met with various teams to continue/finalize discussions on 1) the request for proposal (RFP) for the new financial management system, 2) calculating loss revenue and 3) finalizing FY 2021 year end closing efforts.
- d. Continued discussions with various staff regarding possible plans for immediate use, monitoring and recording of ARPA funds.
- e. Participated in several discussions with consultants to learn how they might assist the City with various activities (i.e., community engagement) as we continue to develop a strategic plan for ARPA funds.
- f. Attended Wednesday's Council meeting on food trucks.
- g. Processed purchase orders and vendor payments.

18. Information Technology

- a. Worked with vendor to install cameras at Schrom Hills Park.
- b. Worked with vendor on camera issues.
- c. Attended a demo for Tyler Detect network monitoring solution.
- d. Analyzed needs for CARES/ Police connection – CIC's.

19. Economic Development

- a. Met with two businesses to discuss reopening plans, ongoing issues related to the pandemic, and ideas for supporting long-term business growth.
- b. Provided technical assistance to two businesses with issues related to interns to enhance digital presence and navigating new state funding program.
- c. Performed outreach to nine businesses about upcoming events, check-ins, and to share information related to office needs.
- d. International Economic Development Council (IEDC) Webinar - Supporting the Economic Growth of Entrepreneurs within Immigrant Communities
- e. Attended Council Work Session on Food Trucks.
- f. Participated in ARPA meeting and discussion with staff.

cc: Department Heads
Tim George, Assistant City Manager

Dawane Martinez, Human Resources Director
Bonita Anderson, City Clerk