

City of Greenbelt

Office of the City Manager Report for Week Ending December 17, 2021



1. City Manager's Office

- a. Attended Council Regular Meeting and work session with GHI.
- b. Attended two Police Community Crime Forums: Greenbriar and Municipal Building.
- c. Met with Jim Sterling re: budget and transition.
- d. Met with PIO and vendors to discuss studio upgrades.
- e. Met with staff and consultant to review a draft ARPA Engagement Plan.
- f. Worked with staff to redraft/reformat the City Manager's report.
- g. Met with Denise Knight to discuss the eviction process.
- h. Processed employee additions/forms.
- i. Approved check requests/invoices.
- j. Followed up on Council/resident questions/concerns.

2. Human Resources

- a. Completed and submitted the City's employee census for Lifeworks Strategies for the calendar year 2022.
- b. Completed verification of active City employees for annual News Review ad, adding new employees and removing those no longer employed with the City. Collaborated with the Public Information Department on a plan for next year's ad making it easier all around.
- c. Calculated medical flexible and dependent care deductions for calendar year 2022.
- d. Completed on boarding for the Temporary Emergency Case Manager (CARES) and the Production Assistant (Public Information).
- e. Updated the City's COVID-19 tracker with new vaccination cards that were submitted to HR.
- f. Scheduled the first round of interviews for the vacant Community Development Inspector position.
- g. Updated the first draft of the Job Classification and Compensation RPF with staff comment and sent out the next draft for review. Date to be advertised is January 7, 2022.
- h. Attended Regular Council Meeting.
- i. Attended APRA engagement meeting.
- j. Completed the Newsletter and forwarded it to the Public Information Department.

3. Finance

- a. Attended a regular meeting of the City Council.
- b. Finalized November 2021 monthly financial statements.
- c. Prepared and submitted the Speed Camera Activity Report to the County.
- d. Prepared and submitted the Debt Survey to the County.
- e. Reviewed several reports on property and name transfers received from the County.
- f. Attended a staff meeting to review ARPA community engagement plan.
- g. Processed purchase orders and vendor checks.

4. Information Technology

- a. Participated in a discovery meeting with ESRI re: Police Dashboard requirements.
- b. Setup new users.
- c. Upgraded Dispatch workstation.

5. **Economic Development**

- a. Met with Greenbelt Business Improvement and Recovery Fund review committee to finalize their recommendations. Sent recommendations to Finance and Admin for review. Notified 24 applicants about funding and currently working to process payments. Demographic data on applications submitted are attached.
- b. Worked with Black History Month & Culture Committee to finalize business panels that they are planning during February.
- c. Engaged with three businesses and organizations about plans for 2022 and discussed opportunities to work together.
- d. Participated in Greenbelt Business Alliance Steering Committee meeting.
- e. Attended ARPA Engagement Plan meeting.

6. **Public Information**

- a. Attended Council regular meeting.
- b. Updated website, social media channels and calendar with relevant content.
- c. Completed layout and design of the GNR Holiday Ad, GNR Weekly Ad, City Connector and Employee Monthly newsletter.
- d. Recorded regular weekly council meetings and work sessions and uploaded to the website for on-demand access.
- e. Continued training the new public information specialist and started training the new production assistant.
- f. Created ARPA website landing page.
- g. Facilitated meeting with contractors for the studio upgrade which is slated to begin at the end of December/early January.
- h. Met with Xfinity/Comcast to fix the aspect ratio for Channel 71 and 996.
- i. Captured photos at employee retirement party.
- j. Processed invoices for payment.

7. **ARPA/ COVID**

Greenbelt ARPA Funds Assistance Programs Update (as of 12/13/21)

Rent and Utility Assistance

136 Greenbelt Households were granted assistance totaling \$ 431,661.76

Mortgage and HOA fee Assistance

2 Greenbelt Households were granted assistance totaling \$5,519.56

8. **Petitions & Requests**

Attached is the listing of petitions and requests along with status updates.

cc: Department Heads

Tim George, Assistant City Manager

Dawane Martinez, Human Resources Director

Bonita Anderson, City Clerk

Greenbelt Business Improvement & Recovery Fund Round II

Application Info				
Applications Submitted	Applications Submitted to Committee for Review	Applications Approved by Committee	Total Amount of Grant Funds to be Disbursed	Payment Status
48	39	24	\$400,000	Pending
Self-identified Minority- & Women-owned Businesses				
	All Applicants		Approved Applicants	
	#	%	#	%
Minority Owned	26	54%	11	46%
Women Owned	22	46%	9	38%

Regular Meeting 11/22/2021					
Date	Name	Petition/Request	Department / Staff	Resolution	Council/ Resident Follow-up Date
11/22/2021	Lore Rosenthal	Asked if the space study can indicate which buildings are currently using gas.	DPW - Jim/Brian K	City staff already has a list of buildings with gas service.	Replied to Ms. Rosenthal 12/8
11/22/2021	Bill Orleans	Requested that the Ethics Commission review all candidate financials, not just the winners.	City Council/Bonita	TBD	
11/22/2021	Ed Fallon	Can the City add evictions to the Monthly Administrative Reports?	Liz and/or Terri	Information will be added as received	
11/22/2021	Daniel These	What is the status of the Reparations Committee?	City Council	TBD	
11/22/2021	J Davis	What is Pepco doing with the vegetations management plan	DPW, Brian Townsend	There is no scheduled Pepco work	Replied to Council 12/8/21
11/22/2021	J Davis	Status of the Space Study, 2nd reading	DPW, Brain Kim and	The 2nd Reading and approval occurred on 10/25	Completed - Emailed Council
11/22/2021	J Davis	Inquiry on status of ARPA plan and spending	Admin, ACM George	Draft Engagement Plan Work session on 12/20	Completed - ARPA Meeting Scheduled for 12/20
11/22/2021	J Davis	Davis - Green ACES, School Boundaries and School Redistricting opinions	Staff Liaison	Added to the list of meetings to schedule in February	

Regular Meeting 12/13/2021

Date	Name	Petition/Request	Department / Staff	Resolution	Council/ Resident Follow-up Date
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12/13/2021	Bill Orleans	Requested who called for the Special Meeting on Nov 1	Admin	Meeting was called by Silke Pope to address the resignation of Mr. Roberts	<i>Emailed Mr. Orleans 12/17/21</i>
12/13/2021	Bill Orleans	Requested the Ethics Commission review all candidates financial disclosures	Council		
12/13/2021	Thies	Requested that Council refrain from speaking during Petitions and Requests and assign the meeting host duties to staff to eliminate perceived oppression	City Council	Request to Council taken under advisement	<i>No further action</i>
12/13/2021	Ruth White	Requested improvements to Branden Field	City Council	Council asked that she submit her request in writing	<i>No further action</i>
12/13/2021	Lore Rosenthal	Requested information on the status of the Reparations Committee	City Council/Admin		
12/13/2021	Lore Rosenthal	Suggested we remove CC from the Zoom feed on the TV broadcast because it is duplicative	PIO	The CC cannot be removed. Staff is looking to modify it to be more legible	<i>Emailed a response, 12/15/21</i>
12/13/2021	Renauld Brown	Asked for information on the status of Ms. Ard	City Council	Request to Council taken under advisement	<i>No further action</i>
12/13/2021	Michael Hartman	Doesn't feel like the GreenAces, or other Advisory Reports, should go straight to consent	Admin/Clerk		<i>Emailed GreenACES and staff.</i>
12/13/2021	John Lippert	Agreed with the P&R from L.Rosenthal and M.Hartman	none	Request to Council taken under advisement	<i>No further action</i>

12/13/2021	Fred Gasper	Has a presentation he would like to make to Council but will start with the APB Board	none	Request to Council taken under advisement	No further action
12/13/2021	J. Davis	Only use the terms Greenbelt East, Greenbelt West and Greenbelt Historic	Admin	ACM followed up with admin and Senior Staff, 12/14/21	Emailed staff, 12/14/21
12/13/2021	R Roberts	Asked why we keep dumping hazardous materials (road millings) at Northway Park	DPW	Material will be removed.	No further action
12/13/2021	K Weaver	Likes the new ARPA updates and requested that it be posted online and in the GNR	PIO/Admin	New ARPA webpage being developed	12/17/2021
12/13/2021	E Jordan	He would like the PD Crime Report revised to include more data like before	PD/Bowers	PD is working on refining the report.	12/16/2021
12/13/2021	J Davis	Asked for the PD report to be revised, specifically to remove jargon/acronyms and make it more readable	PD/Bowers	PD is working on refining the report.	12/16/2021
12/13/2021	E Jordan	Asked to be kept in the loop with the Electec contract.			
12/13/2021	E Jordan	Status of CRAB referral questions	ACM/Admin	Staff liaison forwarded concerns to the CRAB co-chairs	12/14/2021