

City of Greenbelt

Office of the City Manager Report for Week Ending June 23, 2023



1. City Manager's Office

- The Interim Assistant City Manager prepared the Tree Canopy grant applications to provide to the Advisory Committee on Trees.
- The Interim Assistant City Manager served as the staff liaison for the June 20, 2023 City Council meeting.
- The Interim Assistant City Manager notified the recipients of the Education Scholarship Awards.
- Grant Coordinator reviewed email from Prince George's County regarding renewal of CDBG Cooperative Agreement; research and correspondence re: same.
- Grant Coordinator reviewed and updated database re CDBG award letter for Franklin Park Street Improvements.

2. Human Resources

- Met with the Baker Tilly team to finalize the logistics for the upcoming City Manager interviews.
- Updated the compensation study salaries based on recent increases from staff.
- Submitted invoices for Unemployment Tax Services and Group Vision to Finance for payment.
- Submitted Delta Dental invoice for July coverage to Finance for payment / reconciliation
- Responded to emails from NFP about open enrollment / coverage
- Posted Family Counselor and Community Mental Health Counselor position to website, Indeed and requested LinkedIn post from PIO
- Onboarded the new IT Specialist.

3. Finance

- Attended Council's regular meeting—presented pertinent information on the auditing firms that submitted proposals to conduct the City's annual audit. Council approved recommended selection.
- Attending the weekly meeting with Hagerty Consulting to discuss latest information about ARPA funds. One noteworthy fact is: As of April 10, 2023, the COVID-19 public health National Emergency has ended and therefore providing premium pay to eligible workers performing essential work during the COVID-19 public health emergency also ended.
- Distributed May 31, 2023 financial reports to City directors and managers.
- Participated in a meeting with representatives from the new financial system to discuss the next phase of scheduling timesheet training for City staff not trained in previous training sessions.
- Responded to several fraud alerts from City's bank.
- Begun the process of closing the current fiscal year and opening the new FY2024 fiscal year.
- Processed purchase orders and vendor payments.

4. Information Technology

- Acting City Manager for the week
- Welcome and orientation for new employee – Craig McGill – Security Analyst
- Worked on building a new Domain Controller server
- Attended WSSC work session with Council
- Monitored I-Net outage for equipment maintenance

5. **Economic Development**

- Conducted BRE visits with Greenbelt Coop Supermarket and Center for Vascular Medicine to discuss business needs and share resources
- Provided technical assistance on office spacing needs for entrepreneur seeking to relocate business in the City
- Attended County Deputy Chief Administrative Officer Meeting with Municipal Mayors concerning economic development
- Handled inquiries on ARPA grants for businesses
- Issued the latest edition of the Business Brief Bulletin
- Attended Constant Contact's webinar: Event Marketing Strategies for Building Lasting Connections
- Attended Avenu's webinar: Economic Uncertainty & the Impact on State and Local Governments
- Attended weekly Administrative Staff Meeting

6. **Public Information**

- Worked on website broken weblink report
- Worked on improving website accessibility scores
- Worked with potential applicant with website application issue
- Attended the regular council meeting and presented the updated ARPA marketing plan
- Schedule delivery of the Welcome Kits to Greenbelt HOAs, COAs and Apartments
- Corresponded with the Granicus representative regarding their proposed renewal contract
- Recorded and broadcasted weekly Council meetings via Zoom, Livestream and Cable TV
- Completed production of the weekly City Information & Events ad in the Greenbelt News Review
- Continued working on ongoing public information projects/events and administrative duties
- Updated City website, ARPA website, calendar, and social media channels with relevant content

7. **ARPA/COVID**

Updates for the Rent and Utility Assistance and the Mortgage and HOA fee Assistance are now updated on the city's ARPA webpage. Go to engagegreenbelt.org to view updates.

8. **Petitions & Requests**

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

cc: Department Heads

Tim George, Interim City Manager

Dawane Martinez, Human Resources Director

Bonita Anderson, City Clerk