

## City Manager's Report Week Ending April 3, 2020

1. Attached please find confidential memos.
2. Per previous daily update to Council and senior staff, during an April 2nd County emergency management conference call, the director suggested anticipating at least two more months at the same status. Recent Federal declaration allows possible reimbursement for eligible expenses at a rate of \$.75/per dollar. City departments will need to continue to review, track, and monitor expenditures for future review and consideration by County, State and Federal officials later this calendar year.
3. Coordinating Citywide pandemic response. Thank you to staff from every department that continue to provide City services during building restrictions. Of note are efforts by departments to continue to enhance the City's online offerings. Beverly Palau and Jenny Sterling reworked the City website's COVID-19 section, and along with the Museum and other departments are attempting to balance the stark online news of the pandemic with some positive, online entertainment activities from local and beyond.
4. It appears that several regional banks will begin taking business assistance loan applications on Monday, April 6th. This is the Cares Act Paycheck Protection Program. At least one bank indicated that banks are taking additional time to complete arrangements and ensure compliance with Federal requirements to serve businesses. Charise Liggins and Beverly Palau are working on information for businesses regarding which banks will accept applications on Monday (for example, BBT, whose message is attached).
5. Per reports to Council, virtually signed the telecommunications policy, planning documents, and Police/County Computer Aided Dispatch System MOU.
6. Laura Allen submitted the NLC/MML COVID-19 survey on behalf of the City.
7. Please see the attached message regarding a WMATA Facebook Live session on Sunday at 2.
8. Met with the City Treasurer and Assistant Manager to discuss projected revenue and FY2021 budget preparation.
9. Arranging additional community contacts for businesses, stakeholders, and other community organizations. Thanks again to Shaniya Lashley-Mullen, Ruth Campbell, Caroline Soter, and Cathy Pracht for their support in compiling and updating lists, as well as contacting organizations to check in and offer resource information.
10. Participating in various conference calls including the mentioned emergency management, Pepco utility, and staff teleconferences.
11. Met with and/or teleconferenced with staff and City Solicitor regarding operational, personnel, and legal matters.
12. Please see the attached update on Greenbelt Lake Dam from Jim Sterling.
13. Please see attached update on the request to support DC Vegan's effort to collect donations and feed food insecure people.

14. Assistant City Manager
  - a. Emergency management due to COVID-19.
  - b. Participated in County and regional conference calls related to COVID-19 as needed.
  - c. Worked on FY 2021 budget preparations.
  - d. Coordinated with the City's Bond Counsel and City officials regarding the Maryland Department of the Environment (MDE) loan for the Greenbelt Lake Dam project. A virtual loan closing is planned for April 15.
  
15. City Treasurer
  - a. COVID-19 response
    - Responded to various payroll and timesheet questions.
    - Prepared revenue and expenditure estimates as well as expenditure reduction options.
    - Continued to enroll employees in direct deposit.
  - b. FY 2021 budget preparation
  - c. Executime – Continued conversation with Tyler Technologies regarding project issues and ways to resolve them.
  
16. Information Technology
  - a. Configured additional laptops for remote access.
  - b. Worked on troubleshooting VPN capacity issues.
  - c. WebEOC monitoring and posting.
  
17. Economic Development
  - a. COVID19 Outreach
    - Local hotels
    - Local SBA lender banks for Paycheck Protection Program
    - Local medical offices
    - Government contracting businesses
    - Other small businesses across sectors
  - b. Webinars
    - Attended Special Online Council Meeting
    - International Economic Development Council (ICSC) Webinar - COVID-19: Demystifying Financial Programs & Resources
    - Entrepreneur.com - Ideas to Help Businesses go Digital in 2020
    - Bisnow (Real Estate) Town Hall: Leadership In Uncertainty
    - Entrepreneur.com - Working Remotely in Crisis
    - Prince George's County - Business Relief & Resources
    - Entrepreneur.com - Understanding Paycheck Protection Program
    - International Council for Shopping Centers (ICSC) – COVID-19 Resources for Businesses
  - c. Economic Development Admin
    - Outreach to businesses to touch base about COVID-19, concerns and plans.
    - Working with staff to coordinate communications about COVID-19 to the community.
    - See attached POLITICO article on potential challenges launching Paycheck Protection Program. Some local SBA lenders were still awaiting guidance on program implementation as of 5 pm on Thursday, April 2, 2020.

cc: Department Heads  
David Moran, Assistant City Manager  
Mary Johnson, Human Resources Officer  
Bonita Anderson, City Clerk

## Bonita Anderson

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**Subject:** FW: M&T Bank - PPP Update (CONFIDENTIAL)

**From:** Mulugeta, Meme  
**Sent:** Friday, April 3, 2020 12:00 PM  
**To:** Charise Liggins  
**Cc:** Washington II, Tyrone  
**Subject:** M&T Bank - PPP Update  
**Importance:** High

**Hello Ms. Liggins, please provide this new communication to all businesses that are interested in applying.**

Customer -

Last night, M&T was provided final SBA guidance required to process CARES Act Paycheck Protection Program (PPP) applications. We understand the importance of the PPP loan to you, your company, and the community. Due to this understanding, it is imperative that M&T gets the process right.

M&T, along with many other national and regional banks, has made the decision to delay the application process until Monday, April 6<sup>th</sup>. At that time, we will have a digital process for our customers to apply for the PPP loan.

As the #6 SBA lender nationally, we have decades of experience with the SBA. We understand that we have to have an efficient process for our customers to access these funds as quickly as possible. M&T is committed to getting this process right and we don't want to risk any mistakes that could put the forgivable portion of your loan at jeopardy.

We will soon have a sample application, a document check list, loan calculator, and FAQ document that will help prepare you to apply when the online application launches on Monday.

Clients can find up-to-date information regarding PPP applications at the following webpage:

[M&T Bank - PPP Update: https://www.mtb.com/help-center/be-informed-business/coronavirus#paycheck-protection-program](https://www.mtb.com/help-center/be-informed-business/coronavirus#paycheck-protection-program)

### **Meme Mulugeta**

Assistant Vice President | M&T Bank  
Greenbelt Branch | Branch Manager  
7599 Greenbelt Rd Greenbelt MD 20740

## Bonita Anderson

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**Subject:** FW: 100x Follow Up

**From:** Katherine Farzin  
**Sent:** Friday, April 03, 2020 1:02 PM  
**To:** Michael Jantz-Moon  
**Cc:** Christal Batey; Beverly Palau; Nicole Ard  
**Subject:** Re: 100x Follow Up

Hello Michael,

After speaking with my colleagues here are some suggestions/feedback:

- If this is donation-based, having different donation options (i.e. \$25, \$50, \$75 or an other donation option) would be more appropriate. This would allow people to donate what they feel most comfortable with.
- Instead of focusing on # of individuals fed (i.e. feeding 15 people for every \$100 donated), change program toward families and individuals (i.e. feed a family of 4 for \$X donated).
- How many meals would families receive? Is this just one meal a day? (Dinner) Two meals a day? (Lunch/Dinner) Week long meals? Or just one day? How long will you be providing meals?
- St. Hughs Food Pantry (301) 474-4322 would be a great place to contact to gauge interest in becoming a distribution site for you. Reaching out to other faith-based communities may be helpful as well.
- As far as, having residents that need meals, most of our GRH residents are not plant based. We don't know if they would be good candidates as many of them also have dietary restrictions (i.e. spices, sodium, puree).
- Beverly Palau, our Public Information and Communications Coordinator, is able to promote your program via Facebook and other media outlets she manages. I have cc'd her on

I hope this information was helpful! Please let me know if you have any questions.

Stay safe,  
Katherine F. Farzin

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**From:** Michael Jantz-Moon  
**Sent:** Friday, April 3, 2020 11:25 AM  
**To:** Katherine Farzin  
**Subject:** Re: 100x Follow Up

Hi Katherine,

We would like to get moving on this program as it is also designed to get folks on our team working as well.

Are you interested in working on this or should we look for other distribution partnership options?

We'd love to keep this local but we also need to launch the campaign.

Thank you - I'm sure you are busy too!!

Warmly,

Michael

Sent from my iPhone

On Apr 1, 2020, at 5:52 PM, Katherine Farzin wrote:

Hello Michael,

I am still waiting to hear back from my colleagues. I did not forget about you!

Thanks,  
Katherine

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**From:** Michael Jantz-Moon  
**Sent:** Wednesday, April 1, 2020 11:24 AM  
**To:** Katherine Farzin  
**Subject:** 100x Follow Up

Hi Katherine,

Looping back to follow up. Please let me know what you all are thinking - we'd like to get moving on this ASAP.

Thank you!

Michael

**FW: WMATA Facebook Live Conversation - Sunday, April 5 at 2 p.m.**

Bonita Anderson <banderson@greenbeltmd.gov>

Fri 4/3/2020 3:22 PM

To: Anne Marie Belton <abelton@greenbeltmd.gov>

Anne Marie,

Do you need this item for the manager's report? I had printed it to attach.

Please advise.

Bonita

-----Original Message-----

From: Nicole Ard

Sent: Friday, April 03, 2020 3:05 PM

To: Bonita Anderson; David Moran

Subject: FW: WMATA Facebook Live Conversation - Sunday, April 5 at 2 p.m.

Bonita,

Please add this to the Manager's Report.

Thank you,

Nicole

-----Original Message-----

From: Scott, Charlie [<mailto:CScott@wmata.com>]

Sent: Friday, April 3, 2020 2:52 PM

To: Scott, Charlie

Subject: WMATA Facebook Live Conversation - Sunday, April 5 at 2 p.m.

Special Update from the Pandemic Task Force

Join us on Sunday, April 5 at 2 p.m. for our next Facebook Live Conversation regarding COVID-19 and Metro's response. During this live event, the questions employees submit will be addressed by the Pandemic Task Force, union leadership representing Local 922 and Local 2, and the Fraternal Order of Police (FOP).

What: Facebook Live Conversation

When: Sunday, April 5 at 2 p.m.

Where: Metro Forward Facebook <<https://nam03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.facebook.com%2FMetroForward%2F&data=02%7C01%7Cjseifert%40wmata.com%7C88a0cb4044554560265308d7d66c0b16%7Cad5836f40d7443cd83c57e69eaa67915%7C0%7C0%7C637213631839636776&sdata=poROtUYXCb7Zhb9anFG8Ap5wRMNvJHjR5KcliqimsFM%3D&reserved=0>>

If you are using a mobile device, enter "Metro Forward" in the search bar on the Facebook homepage to view our profile.

This event will continue to focus on addressing employee concerns about the ongoing, dynamic COVID-19 situation.

This is a live event, and will be recorded and posted online within 48 hours with closed captioning. Follow our Facebook page <<https://nam03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.facebook.com%2FMetroForward%2F&data=02%7C01%7Cjseifert%40wmata.com%7C88a0cb4044554560265308d7d66c0b16%7Cad5836f40d7443cd83c57e69eaa67915%7C0%7C0%7C637213631839646766&sdata=5QVHzeL04XlmUes6O7Q%2FVtmkF8Le2WS8sE2%2FZgDpbMg%3D&reserved=0>> to receive a notification when we go live on Sunday, April 5 at 2 p.m.

\* Charlie

Charlie Scott  
Senior Government Relations Officer, Maryland  
Washington Metropolitan Area Transit Authority  
600 Fifth Street, NW  
Washington, DC 20001  
cscott@wmata.com <<mailto:cscott@wmata.com>>

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Direct: 202.962.1006

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FW: greenbelt lake restoration -- 4/2/2020

Bonita Anderson <banderson@greenbeltnmd.gov>  
Fri 4/3/2020 3:25 PM

To: Anne Marie Belton <abelton@greenbeltnmd.gov>

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**From:** Nicole Ard  
**Sent:** Friday, April 03, 2020 3:18 PM  
**To:** Bonita Anderson; David Moran  
**Subject:** FW: greenbelt lake restoration -- 4/2/2020

Bonita,  
Please attach this to the City Manager's Report.

Thank you,  
Nicole

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**From:** Colin A. Byrd  
**Sent:** Friday, April 3, 2020 9:53 AM  
**To:** Jim Sterling; Nicole Ard  
**Cc:** Terri Hruby; Brian Kim  
**Subject:** Re: greenbelt lake restoration -- 4/2/2020

Mr. Sterling:

Perfect -- thank you very much.

Warm regards,

Colin Byrd  
Mayor -- City of Greenbelt

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**From:** Jim Sterling <jsterling@greenbeltnmd.gov>  
**Sent:** Friday, April 3, 2020 9:24 AM  
**To:** Colin A. Byrd <colinabyrd@greenbeltnmd.gov>; Nicole Ard <nard@greenbeltnmd.gov>  
**Cc:** Terri Hruby <thruby@greenbeltnmd.gov>; Brian Kim <bkim@greenbeltnmd.gov>  
**Subject:** RE: greenbelt lake restoration -- 4/2/2020

Mr. Byrd,

- This week we did a facetime inspection with the Maryland Department of the Environment. Typically these inspections are done when a contractor is requesting substantial completion. There are two major issues left at this time:
1. Pressurizing grout around a manhole. The submittal for this task was just approved yesterday. This will require the Lake to be lowered again and a specialized grouting contractor to perform this task. Once the Lake is lowered the silt fence that is in the water at this time will be removed. The contractor will provide a mobilization date as soon as he gets one from his subcontractor.
  2. Completion of all the punch list items from this week's inspection.

Jim

James Sterling  
City of Greenbelt  
Director of Public Works

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**From:** Colin A. Byrd  
**Sent:** Thursday, April 02, 2020 8:54 PM  
**To:** Nicole Ard  
**Cc:** Jim Sterling  
**Subject:** greenbelt lake restoration -- 4/2/2020

Ms. Ard:

Good evening,

What's the current status of the restoration of Greenbelt Lake?

Warm regards,

Colin Byrd  
Mayor -- City of Greenbelt





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### FINANCE

## Banks warn of chaotic launch of small business lending program

They're concerned that the expectations the administration has publicly set are unrealistic.



Treasury Secretary Steve Mnuchin. | Patrick Semansky/AP Photo

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By **ZACHARY WARBRODT**  
04/02/2020 09:30 AM EDT

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Banks are warning that a \$350 billion lending program for struggling small businesses won't be ready when it launches Friday because the Trump administration has failed to provide them with the necessary guidelines and has set requirements for the loans that are unworkable.

The lenders complain that Treasury Secretary Steven Mnuchin boxed them in with an unrealistic deadline and that the ground rules they've been given for the program, which is intended to deliver rapid aid to a huge number of ailing businesses, could delay the assistance for weeks or longer.

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The banks, which will be responsible for processing loan applications and doling out money, are expecting millions of applications from businesses. Some fear a disaster that could dwarf the failed kickoff of the Obamacare enrollment web site in 2013.

“Banks are ready and willing to lend, but they need clear rules of the road and a streamlined process to be able to get funding into the hands of small business

owners in the coming days,” said Greg Baer, president and CEO of the Bank Policy Institute, which represents the nation's biggest lenders.

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The tensions illustrate the difficulties in store for distributing the record \$2 trillion in aid that Congress made available last week in a sweeping economic rescue package. The potential failure to deliver small business aid as promised — one of the first big rollouts from the legislation — could deal a major blow to public confidence as a crippling recession looms.

That urgency was underscored on Thursday, when the Labor Department reported that unemployment claims soared to a record-smashing 6.6 million last week, more than double the previous week, signaling more economic pain from the coronavirus pandemic.

The part of the legislation at issue — known as the "Paycheck Protection Program" — was designed to ramp up government-backed loans to small businesses, which are especially vulnerable to a deep economic slump. Congress tried to make the loans more enticing by allowing the loans to be forgiven if borrowers keep paying their employees.

Yet banks not only have operational and technical questions about how the program will work but also bigger concerns about the degree to which they'll be responsible for verifying borrower information — and then held liable if things go wrong. The industry was subject to billions of dollars of fines and lawsuits after the 2008 financial crisis and doesn't want to repeat the experience.

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A senior administration official said the agencies were doing all they could.

“Treasury and [the Small Business Administration], coordinating closely with the White House, are working at record speed to implement the Paycheck Protection Program,” the official said. “SBA’s top priority is making sure these programs are up and running as fast as possible to provide relief to American workers and businesses.”


An issue of paramount concern for banks is the extent to which they'll be expected to vet borrowers before approving loans and distributing funds.

Those worries grew Tuesday after Treasury and the SBA released brief guidelines for lenders participating in the program. The Trump administration said banks would need to verify that a borrower was in operation as of Feb. 15 and had paid employees, while also confirming average monthly payroll costs.

Banks say the verification requirements could lead to substantial delays in issuing loans — a mandate that could create a lag of weeks or more as they establish the necessary procedures. They are seeking greater assurances that they won't be held liable if a borrower obtains a loan after providing misleading information.

Absent greater flexibility, banks see a scenario where the program at launch only works well for their existing small business customers — the ones they know well — while other potential borrowers miss out on the \$350 billion.

"Banks are working to get money out the door as quickly as possible," said Consumer Bankers Association spokesperson Nick Simpson. "While the application has been significantly condensed, the verification process the government is requiring will likely take more time than many had originally hoped. Hopefully between now and Friday, we can further optimize the process."

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In a memo responding to Treasury on Tuesday, banks said lenders should only be required to confirm that borrowers have completed the loan application in line with its instructions — not validate the information. Borrowers are required to certify the information they provided, and banks should only be expected to pass along that information to the SBA, they said.

Nor do they want to be subject to "unlimited potential liability for things that they cannot control."

"The choice in administering the program is binary: If the primary goal is to make many loans in a short period of time, then the process must be automated, and the lender must be able to rely on a borrower attestation," the banks told Treasury. "If the primary goal is for the loans to be underwritten to ensure on the front end that all program requirements are met, then lenders will need to establish a process — which will necessarily be manual — to ensure that payroll calculations and other requirements are met. This in turn will entail a delay of weeks or months as lenders establish the necessary policies and procedures and train their personnel."

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Some banks are worried that the way the Trump administration is structuring the loans may even deter lenders from offering them in the first place.

In a letter Wednesday to Treasury and the SBA, the Independent Community Bankers of America said the 0.5 percent interest rate mandated by the administration was so low that for many banks "it will not be economic or feasible to participate in the program." The rate came as a surprise to banks after Congress decided to allow the rate to go as high as 4 percent.

The trade group, which represents the country's smallest lenders, also argued that the required two-year loan period — which Congress allowed to go as long as 10 years — was unreasonably short for struggling borrowers. Another concern is that the administration has provided little information on how the critical loan forgiveness part of the program will work.

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The community bankers group is urging Treasury and the Federal Reserve to immediately create a "liquidity facility" that would provide funding for banks to make the loans and securitize any loan balances that aren't forgiven.

"Taking all of the above concerns into consideration, many banks have already indicated that they will not be able to use the program under the current terms," the group's president, Rebeca Romero Rainey, said in the letter.

"Others will only use it for current customers, greatly limiting the purpose and

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potential of the Program. This would be an unacceptable lost opportunity at a time when we can least afford it."

**FILED UNDER:** WHITE HOUSE, SMALL BUSINESS ADMINISTRATION,  
DEPARTMENT OF TREASURY,



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