

City of Greenbelt

City Manager's Report

Week Ending September 18, 2020

1. Enclosed please find a confidential personnel memo.
2. In follow-up to the request for the County guidance regarding non-profit eligibility for the business relief fund, please see the attached guidance.
3. Christal Batey and the GAIL program staff are preparing for an upcoming senior food distribution event in October. The event is being coordinated with the County.
4. As of the date of this report, Charise Liggins reports that nine applications have been received for the business relief program.
5. Coordinating with community organizations.
6. Participated in a webinar on promoting voting.
7. Participated in the first of the Metropolitan Washington Council of Governments equity series. There are more scheduled for the next several months. Information will be forwarded regarding recordings and readings.
8. Participated on the County emergency management call regarding the recent flooding incident.
9. Met with and/or teleconferenced with staff and City Solicitor regarding financial and operational matters.
10. Participated in the Council Regular Meeting as well as the work session regarding Beltway Plaza.
11. Attached is planning staff's response to a number of parking solutions that were suggested by a resident of Greenbelt Station Parkway to address the parking challenges facing the community. Staff will be engaging the resident as well as the HOA to discuss staff's response and suggested parking modifications.
12. There will be a drive through Census event on Wednesday, September 23, from 4 pm until 7 pm in the parking lot behind Beltway Plaza Mall. Information about the event has been shared with Springhill Lake Elementary, and Greenbelt HOAs are being asked to put the information on their listserves. Greenbelt's Public Information office will be boosting posts about the event on Instagram, Twitter and Facebook. There is an ad that will go out to all our listserves, and there is already one video up on Facebook!
13. **Assistant City Manager**
 - a. Served as Acting City Treasurer.
 - b. Emergency management due to COVID-19.
 - c. Attended Regular Meeting.
 - d. Held a virtual meeting with Museum staff.
 - e. Participated in a GFOA Webinar on revisions to their Distinguished Budget Presentation Award program.

14. City Treasurer/Finance

- a. Processed vendor payments, employee payroll and purchase orders.
- b. Drafting the Management Discussion and Analysis Letter for the FY 2020 Audit.
- c. Began working on CARES Act reimbursement.

15. Information Technology

- a. Met with DocuSign – possible electronic signature solution.
- b. Attended County’s Municipal recovery update call.
- c. Prepared iPads for Census event.
- d. Participated in Comcast Negotiating Team internal discussion.
- e. Led a discussion with Recreation re: remote classes, pain points, needs for the future.

16. Economic Development

- a. COVID-19 Outreach
 - i. Local restaurant
 - ii. Local retail
 - iii. Local hotel
- b. Meetings & Webinars
 - i. Greenbelt Business Improvement & Recovery Grant Overview Reviewer Webinars
- c. Economic Development Admin
 - i. Launched relief fund and currently responding to inquiries about eligibility requirements. So far, 18 applications have been started.
 - ii. Continuing to work with staff on implementation of business grant fund.
 - iii. Outreach to businesses to touch base about COVID-19 concerns and plans.
 - iv. Working with staff to coordinate communications about COVID-19 to the community.

cc: Department Heads

David Moran, Assistant City Manager
Mary Johnson, Human Resources Officer
Bonita Anderson, City Clerk

FW: Greenbelt Business Relief Fund - Confirming Documentation

Juppe, David B. <DBJuppe@co.pg.md.us>

Mon 8/24/2020 1:31 PM

To: Charise Liggins <cliggins@greenbeltmd.gov>

Cc: Hendricks, Amber <AHendricks@co.pg.md.us>; Himler, Thomas <THimler@co.pg.md.us>; OMBCOVID19 <OMBCOVID19@co.pg.md.us>

Hi Ms. Liggins,

I am writing in response to your email below, pertaining to the use of funds in the CARES Act. There are two separate issues involved in your question. The first relates to the distribution and eligibility of the Paycheck Protection Program (PPP) and the Small Business Administration's Economic Injury Disaster Loan (EIDL) program. These two programs were authorized under Title 1 of the CARES Act and included provisions relating to eligibility and the use of funds for those purposes. The second issue relates to the use of funds from the Coronavirus Relief Fund (CRF) by the County and municipalities, which was authorized under Title 5 of the CARES Act as well as additional guidance issued by the U.S. Treasury Department. Eligibility and use of the CRF is very limited. As it pertains to economic assistance to entities affected by the public health emergency, guidance received through August 10, 2020 indicates that:

1. Grants or loans may be made to small businesses to reimburse the cost of business interruption caused by required closures;
2. Governments have discretion to determine what payments are necessary, with the proviso that:
 - a. Assistance is tailored to businesses in need in response to the effects of COVID-19 such as having to close voluntarily to social distance or because demand is decreased due to COVID-19.
3. The only reference to non-profits in the guidance is that grants may be made to non-profits for the purpose of distributing assistance to citizens (for example grants to food banks).

The guidance does not appear to contemplate grants to provide economic assistance to non-profits or sole proprietorships/independent contractors. The County's business relief program is geared toward grants to small businesses, based on the focus of the existing guidance which differs substantially from the PPP and EIDL. Moreover, all CRF funds must be used for expenses that occur prior to December 30, 2020, thus any loan repayments received after that end date must be returned to the federal government. It is for that reason that the County chose to allocate CRF dollars for grants or in some cases, forgivable loans. A final concern is that any expenditure of CRF dollars for purposes deemed ineligible by the federal Inspectors General would have to be repaid by the County or municipality.

In sum, the PPP and EIDL programs were authorized under separate sections of the CARES Act and have substantially different eligibility and usage provisions than the CRF (which is the separate allocation of funds to the County from which the County chose to sub-allocate a portion to the municipalities). The guidance on use of CRF funds does not specifically include grants or loans to non-profits, sole proprietorships or independent contractors. Based on our review of the CARES Act and the additional CRF guidance, the Office of Management and Budget would recommend that the municipality use its CRF allocation for targeted grants to small businesses in need that experienced business interruptions due to the health emergency. Grants or loans to non-profits, independent contractors, or sole proprietorships do not seem to be consistent with the CRF guidance.

I trust that this responds to your inquiry, but please feel free to contact me if you have any questions.

Sincerely,
David Juppe
Legislative Analyst
Office of Management and Budget

From: Charise Liggins <cliggins@greenbeltmd.gov>**Sent:** Monday, August 24, 2020 10:24 AM**To:** OMBCOVID19 <OMBCOVID19@co.pg.md.us>**Subject:** FW: Greenbelt Business Relief Fund - Confirming Documentation

CAUTION: This email originated from an external email domain which carries the additional risk that it may be a phishing email and/or contain malware.

Hello again,

One other clarifying question is that the CARES Act allowed for nonprofit organizations, independent contractors/sole proprietorships to apply and receive funds for the Paycheck Protection Program and the SBA's Economic Injury Disaster Loan (EIDL). The County's business relief only allowed small businesses to apply. Greenbelt would like to allow nonprofit organizations sole proprietors/independent contractors to apply for program. Is this allowed as it was criteria that was allowed under the CARES Act for other programs?

Thank you.

Charise

Charise Liggins
Economic Development Coordinator
15 Crescent Road
Greenbelt, MD 20770

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C: 202.891.8071
E: cliggins@greenbeltmd.gov



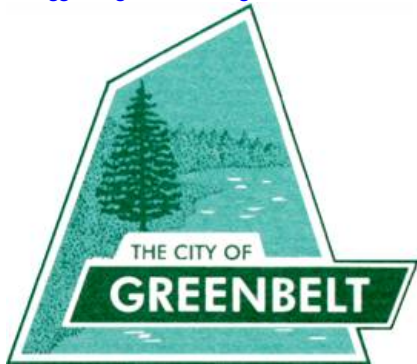
From: Charise Liggins
Sent: Monday, August 24, 2020 9:19 AM
To: OMBCOVID19
Subject: RE: Greenbelt Business Relief Fund - Confirming Documentation

Good morning Amber,

Thank you for this! Apologies for not seeing this in previous communications sent about the reimbursement.

Charise

Charise Liggins
Economic Development Coordinator
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From: OMBCOVID19 [<mailto:OMBCOVID19@co.pg.md.us>]
Sent: Friday, August 21, 2020 10:42 AM
To: Charise Liggins; OMBCOVID19
Subject: RE: Greenbelt Business Relief Fund - Confirming Documentation

Good Morning:

As noted in the Municipality Reimbursement Summary Guide, the following documents must be submitted with your reimbursement request. Also, if you provide a grant over \$50,000, please make sure the recipients obtains a DUNS number and the information is provided in the documents. The County has received updated reporting requirements and this is a new requirement.

information to the Chief of Management and Budget, it has been returned to US & Company LLC.

Business Assistance Program Reimbursement Requests

- For the small business program, all municipalities are required to provide:
 - A copy of the signed agreement between the municipality and the business;
 - A copy of the program guidelines/eligibility requirements;
 - Proof of payment to the business; and
 - A summary report of the number of jobs retained by each business receiving assistance.
- The County created a COVID-19 Business Relief Fund (BRF) to support local businesses. Since both programs are funded by the CARES Act CRF program, the municipality must ensure that businesses avoid receiving relief from both the County program as well as the municipal program. Please make sure you review the FSC First website (<https://fscfirst.com/learn/covid-19-relief/>) for all grantees of the County's local business relief program. The FSC First website is updated every Friday by 7:00 PM.

Let me know if you have additional questions or concerns.

Thanks,

Amber

From: Charise Liggins <cliggins@greenbeltmd.gov>

Sent: Thursday, August 20, 2020 3:13 PM

To: OMBCOVID19 <OMBCOVID19@co.pg.md.us>

Subject: Greenbelt Business Relief Fund - Confirming Documentation

CAUTION: This email originated from an external email domain which carries the additional risk that it may be a phishing email and/or contain malware.

Good afternoon,

I just wanted to follow-up because we are getting ready to launch the application process for the City of Greenbelt's business relief program next Wednesday. We are requesting the following information in our application and wanted to double check with you that we are requesting the required information from businesses and organizations:

- Business Contact Information
- Number of employees
- Covid19 Impact (2019 Income Tax Return or Schedule C and 2020 Interim Income Statement for April, May, June to compare loss of revenue).
- Statement of Need
- W9 (for businesses that are awarded funds)

Once we submit documentation for reimbursement, is there additional documentation that we need to collect from the business? I'd imagine that we have to show some form of proof that the funds were disbursed, but is there any other documentation (i.e. signed grant agreements)?

Thank you!

Charise

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City of Greenbelt, Maryland
Memorandum

TO: Nicole Ard, City Manager
FROM: Molly Porter, Community Planner
VIA: Terri Hruby, Director of Planning and Community Development
DATE: September 14, 2020
SUBJECT: Parking Concerns at Greenbelt Station- South Core

Background:

On January 27, 2020 the Planning and Community Development Department received a letter from Mr. Eric Kruszewski, a resident of Greenbelt Station. This letter outlined a list of ideas of how to increase the number of parking spaces throughout the Greenbelt Station development to alleviate parking concerns that have been voiced by residents of Greenbelt Station. Planning staff has done an evaluation of these recommendations and additional recommendations raised by residents of the Greenbelt Station Development.

On August 12, 2020 City Council held a work session with the residents of Greenbelt Station. During this discussion Planning Staff presented their preliminary evaluations of the suggestions to increase the number of parking spaces throughout the Greenbelt Station development. Planning Staff indicated their support for a phased approach to increasing parking. This memorandum is intended to outline staff recommendations for the first phase of increasing parking in Greenbelt Station and to respond to other suggestions that staff does not feel are feasible at this time.

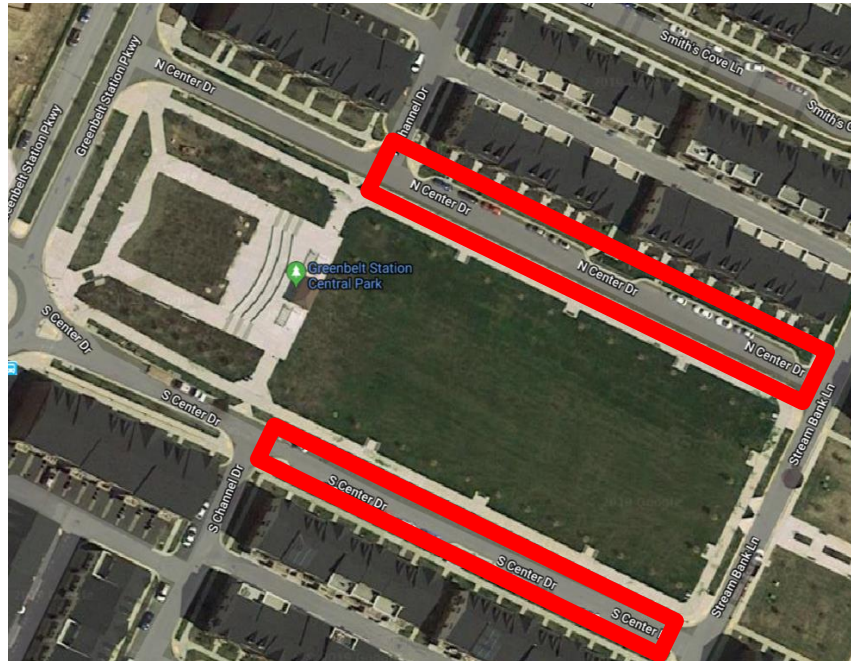
Greenbelt Station Parkway:

Several suggestions were made with respect to Greenbelt Station Parkway. These include, back-in angled parking, reducing the width of the median, and extending parking further south on Greenbelt Station Parkway. Through their evaluation Planning Staff found that the road width would not accommodate back-in angled parking. Planning staff is also not supportive of reducing the median width as the median is an important aspect of defining the community and the narrowing of the median would negatively impact the “parkway” effect that was intended for the area.

Planning staff does recommend that the individual parking space markings be removed and instead mark the ends of the allowed parking areas. This approach has been taken in other areas of the city and will allow for additional vehicles, depending on the size of the vehicles, to park along Greenbelt Station Parkway.

North and South Center Drive:

Planning staff also studied the feasibility of converting North and South Center Drives to accommodate one-way traffic and parking on both sides of the road. Currently North Center Drive and South Center Drive are two-way streets with on-street parking allowed on one side of each street. On-street parking is also only permitted on a portion of each street. On North Center Drive, parking is permitted between North Channel Drive and Stream Bank Lane. On South Center Drive, parking is permitted between South Channel Drive and Stream Bank Lane. The general area where parking is permitted is shown below:



The area on each street where parking is permitted is approximately 370 feet long. Parking is not currently permitted on the entirety of these streets because there are bulb-outs on both streets which restrict the width of the road. Currently twelve (12) parking spaces are permitted on each street for a total of twenty-four (24) on-street parking spaces.

These parking spaces are not individually marked, and instead they are capped at both ends. Staff's calculation of 24 spaces is based on the minimum parking space size as detailed in the County Code, however because the individual spaces are not marked these areas can accommodate more than 24 vehicles depending on the type and size of vehicle.

Parking is not permitted between North/South Channel Drive and Greenbelt Station Parkway because the variable right-of-way is not wide enough to allow for bidirectional traffic and on-street parking. Planning staff recommends that both North Center Drive and South Center Drive be converted to one-way which will accommodate on-street parking on both sides of the road.

The sections of road that are twenty-six (26) feet or wider can accommodate parking on both sides and maintain ten (10) feet for vehicular traffic. The narrower sections of the roadway can accommodate one side of the road for parking and maintain a twelve (12) foot wide travel lane.

According to the Institute of Transportation Engineers on-street parking is not recommended near traffic circles. Therefore on-street parking is not recommended between Greenbelt Station Parkway and South Channel Drive. This section of the roadway can remain bidirectional.

After the intersection with South Channel Drive the road would become one-way traffic only heading towards Stream Bank Lane. The section of this road that is one-way would be 340 feet or .06 miles.

The entirety of North Center Drive would become one-way with all traffic directed towards Greenbelt Station Parkway. The entirety of the one- way road-way would be 560 feet or .11 miles.

This recommendation would allow for an additional 34 parking spaces in this area. The total amount of parking in this area would provide 58 parking spaces. It is important to note again that this calculation is based on the on-street parking space size as detailed in the County Code. Without marking the individual spots these areas may accommodate more vehicles.

Additional Recommendations Raised

Several suggestions have been made to convert additional streets throughout the development to one-way streets in order to increase the number of parking spaces. These suggestions have primarily been for private streets within the development and therefore would be under the purview of the HOA. Staff also notes that County Planning Staff has confirmed that converting private streets to one-way would likely require a revision of the Detailed Site Plan at the County.

Some residents have also suggested exploring the opportunity to convert greenspace to small parking areas. The three areas suggested were, the small park area located along South Center Drive, a small portion of Central Park, and the greenspace area north of Branchville Road. Planning staff recommends against converting greenspace to parking areas for a variety of reasons. Greenspace is an important aspect of this community and should be used for active/passive recreation purposed instead of being converted for parking purposes. Conversion of green space within the community will also have adverse impacts on those homeowners who purchased their units based on approved plans and designated green areas. Also, these recommendations would be the most costly. In addition to these concerns, County Planning Staff has confirmed that the conversion of greenspace to parking areas would likely require a revision to the Detailed Site Plan. Planning staff believes that recommendations that would create less impact and be less costly should be implemented before further consideration of these recommendations.

Some residents have also raised the creation and implementation of a permitting process for public Greenbelt Station Streets. This recommendation was made by a resident after an observational analysis that suggested Verde Apartment residents are opting to not utilize the existing parking garage and instead utilize the public on-street parking spaces.

Private streets in Greenbelt Station require a parking permit according to the Greenbelt Station Master Association, Inc. Policy Resolution No. 2017-1, “Any individual who operates or parks a motor vehicle on Private Roads of the Association shall register for and display a resident parking permit on the vehicle...” The policy further states, “All Owners will be issued two (2) resident parking permits per residence. The resident parking permit must be made visible at all times...”

With respect to public streets there are administrative concerns about the creation, implementation, and management of a permit parking program. At this time Planning staff does not recommend the creation of a parking permit program in this area.

Conclusion and Recommendations:

As stated previously Planning staff believes that parking recommendations should be implemented in phases. These recommendations should also be evaluated and implemented after close coordination with residents of Greenbelt Station and the HOA. At this time staff recommends the following ways to increase parking throughout the Greenbelt Station South Core development:

1. Remove the individual parking space markings on Greenbelt Station Parkway
2. Convert South Center Drive to a one-way street east of South Channel Drive with traffic flowing towards Stream Bank Lane
3. Convert North Center Drive to a one-way street directing traffic flow towards Greenbelt Station Parkway
4. Work with Verde Apartments on creative solutions to increase the number of visitor parking spaces and ways to more fully utilize the existing parking garage, if it is determined that it is not currently fully utilized.

After the implementation of these initial suggestions, Planning staff recommends a reevaluation of parking concerns in the Greenbelt Station development to determine if additional steps need to be taken.