



CITY COUNCIL WORK SESSIONS AGENDA

**Budget Work Session - Planning / Economic Development
Virtual
COUNCIL MEETINGS WILL BE ONLINE**

Due to the COVID-19 precautions, the Council Meetings will be held online and is planned to be cablecast on Verizon 21, Comcast 71 and 996 and streamed to www.greenbeltmd.gov/municipaltv.

**Resident participation:
Join By phone: (301) 715-8592
Meeting ID: 879 0647 5569
Password: 761688**

**In advance the hearing impaired is advised to use MD RELAY at 711 to submit your questions/comments or contact the City Clerk at (301) 474-8000 or email banderson@greenbeltmd.gov.
Wednesday, May 13, 2020
8:00 PM**

Work Session Packet - *Agenda*

- *Introductions*
- *Council Discussion*
- *Questions and Answers*
- *Other Items*

Budget Work Session - Grants & Contributions/Planning/Economic Development
Suggested Action:
Agenda

Grants & Contributions
Planning Department
Economic Development
[Grants and Contributions.pdf](#)

[April 2020 Work Program.pdf](#)
[Copy of housing data 4.2020.pdf](#)
[Foreclosures Fiscal Years 5.2020.pdf](#)
[Permits Comparison 2019.pdf](#)
[RENTALS BY SUBDIVISION 42019 & 2020.pdf](#)
[FY21 Economic Development Summary Notes.pdf](#)
[Questions for Planning_Economic Development Budget Work Session.pdf](#)
[FY21 ED Budget Questions & Responses.pdf](#)
[Ms. Mach's Budget Questions.pdf](#)
[FY 2021 Capital Prioritized.pdf](#)
[FY 2021 BCR Prioritized.pdf](#)

City Council Work Sessions Agenda Item Report

Meeting Date: May 13, 2020

Submitted by: Terri Hruby

Submitting Department: Planning

Item Type: Work Session Item

Agenda Section:

Subject:

Budget Work Session - Grants & Contributions/Planning/Economic Development

Suggested Action:

Agenda

Grants & Contributions
Planning Department
Economic Development

Attachments:

[Grants and Contributions.pdf](#)

[April 2020 Work Program.pdf](#)

[Copy of housing data 4.2020.pdf](#)

[Foreclosures Fiscal Years 5.2020.pdf](#)

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[FY21 Economic Development Summary Notes.pdf](#)

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[FY 2021 Capital Prioritized.pdf](#)

[FY 2021 BCR Prioritized.pdf](#)

Funds are provided in this budget for contributions approved by City Council to service based oriented organizations that provide services to the community.

BUDGET COMMENTS

- 1) Prior to FY 2018, the majority of city contributions were budgeted in the Special Events budget (Account 690). With the new Recognition Group process approved in late 2016, the related contributions have been relocated to this budget.
- 2) Three categories are funded in this budget. Line 68, Contributions - Recognition Groups, provides funding for resident based organizations that provide service to the Greenbelt community.
- 3) Line 69, Grants, consists of funds provided to non-resident organizations that provide services to Greenbelt residents. An additional \$1,500 is allocated for worthy causes not known as of the publication of this document.
- 4) The final category, line 70, is Advisory Boards & Committees. Prior to FY 2020, funds set aside for these citizen groups were dispersed in various departmental budgets. Because there is a greater need and desire to be more proactive by citizen groups, the funding of their initiatives will now be shown together in this budget.



GRANTS & CONTRIBUTIONS Acct. No. 910	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget*	FY 2021 Adopted Budget
OTHER OPERATING EXPENSES						
22 Organizational Leaders						
Swim Coaches	\$8,500	\$8,610	\$8,000	\$8,650	\$8,000	
30 Concert Band Conductor	0	3,600	3,600	3,600	3,600	
68 Contributions - Recognition						
01 - Boys & Girls Club	14,995	15,000	14,300	14,000	13,000	
02 - Aquatic Boosters	500	500	1,000	1,000	1,000	
03 - Greenbelt Concert Band	3,950	500	0	300	0	
04 - Greenbelt Youth Baseball	10,000	10,000	10,000	10,000	10,000	
06 - Greenbelt Tennis Association	0	0	0	0	800	
07 - Greenbelt Arts Center	34,300	34,300	34,300	34,300	34,300	
10 - Greenbelt Babe Ruth	3,800	2,500	3,500	3,500	3,500	
11 - Greenbelt Senior Softball	960	465	900	900	900	
16 - New Deal Café Arts (FONDCA)	2,500	2,500	2,800	2,800	2,800	
17 - Greenbelt Soccer Alliance	3,000	3,800	4,500	4,500	4,000	
18 - GEMZ	0	1,827	2,000	2,000	2,700	
19 - Makerspace	0	0	0	0	0	
20 - CHEARS	0	1,000	0	0	0	
21 - Ctr. For Dynamic Governance	3,000	3,000	3,600	3,600	0	
22 - Boys to Men	1,000	0	0	0	1,500	
23 - Greenbelt Unplugged	0	0	0	0	150	
Total Contributions	\$78,005	\$75,392	\$76,900	\$76,900	\$74,650	\$0
69 Grants						
11 - GIVES	\$1,160	\$1,510	\$1,000	\$1,550	\$1,000	
12 - Meals on Wheels	2,000	3,000	3,000	3,000	3,000	
13 - Washington Ear	1,000	1,000	1,000	1,000	1,000	
99 - Miscellaneous	1,226	0	1,500	1,500	1,500	
Total Grants	\$5,386	\$5,510	\$6,500	\$7,050	\$6,500	\$0
70 Advisory & Citizen Groups						
ACE	\$0	\$0	\$18,000	\$18,000	\$18,000	
CERT	0	0	1,500	1,500	1,500	
PSAC	0	0	900	900	900	
CART	0	0	1,500	1,500	1,500	
AAB	0	0	1,000	1,000	1,000	
FPAB	0	0	2,000	2,000	2,000	
Total Advisory & Citizen Groups	\$0	\$0	\$24,900	\$24,900	\$24,900	\$0
TOTAL GRANTS & CONTRIBUTIONS	\$91,891	\$93,112	\$119,900	\$121,100	\$117,650	\$0

*Pending Grants Review Panel recommendation and Council approval.

PLANNING WORK PROGRAM
April 2020

Planning Projects

1. Program Open Space – Staff is preparing development application for Buddy Attick Park parking lot project and working to close out completed projects.
2. Maryland State Consolidated Transportation Program – Staff reviewed and prepared comments for City Council consideration.
3. GHI right-of-way procedures – An MOU has been executed with GHI and this project will be closed out.
4. Bike Share – City Council voted to approve the bike share easement agreement. It is anticipated that station installation will occur late summer.
5. Prepare plan/outline to evaluate cemetery and remains of Hamilton Family home site – No Action has been taken.
6. Cherrywood Lane Complete and Green Street project – Phase 2 kick-off meeting was held. The City is currently reviewing the draft 15% design plans submitted by RK&K
7. WMATA trail connection – The Connection Agreement with WMATA has been executed. The plans are in the County's Mandatory Referral review process and Woodlawn continues to monitor permit reviews and approvals and is working on finalizing utility designs.
8. WSSC Boxwood Waterline Replacement Project – Project has been completed.
9. County proposed stormwater retrofit projects - The Greenbrook Lake Retrofit project is underway.
10. University Square Outfall and Stream Restoration Project – The County's Department of the Environment is scheduled to begin this project in June 2020. Staff has been working with County staff on public notification.
11. County Zoning Re-write – A letter on the Countywide Sectional Map Amendment was submitted to the Prince George's County Council. Staff has been reviewing the draft NCO Zone Development Standards and is preparing comments. A City Council work session was held on May 6, 2020.
12. County Legislation – Staff continues to monitor and review proposed zoning bills.
13. MD Bikeways Grant for Hanover Parkway – City Council voted to proceed with the completion of 30% design plans for the off-road shared-use path option. The 30% design plans were submitted to the MDOT Bikeways program for review in early April.
14. Highway Widening Project Proposal – Staff is monitoring the project closely and attending meetings as appropriate and preparing responses to project documents as needed.
15. MAGLEV – Staff continues to monitor the project.
16. Loop Project– No recent activity, but staff continues to monitor the project.
17. Census 2020 – Census outreach efforts have shifted to online engagement including social media posts and a Facebook Live event. Staff is continuing to

attend County and Census Bureau meetings and exploring additional outreach options.

18. Maryland Arts and Entertainment District Designation – Members of staff have met to discuss the specifics of the program. No change in status.
19. Indian Creek Trail Improvements - Staff met with Recreation Staff to discuss project. Waiting to receive the County study on trail lighting. No change in status.
20. Small Cell Legislation – Staff is working with IT Director, the Public Information and Communications Coordinator, consultant and attorney on developing permit application, design standards and review requirements/procedures.
21. Short Term Rentals – Staff met with County Department of Permitting, Inspections and Enforcement to discuss implementation of the County's program. Staff has been seeking an update from the County since to date the City has not seen any rental license applications for County approved short-term rentals.
22. Parking at Greenbelt Station - On-street parking options have been drafted. A response memo has been drafted to respond to resident ideas about ways to increase parking availability at Greenbelt Station.

Capital Projects

1. Gateway Sign – Proposals have been received for both the pole signs and the Southway Sign. Staff has reached out to a proposing firm to revise their proposal to remove demolition of the sign. Staff is also working with the pole sign companies to revise estimates. Three estimates have been received for the cast stone sign for Southway. Staff has also contacted a Landscape Architecture and Urban Design firm to explore the options for lighting and decorative bollards near the sign.
2. Greenbrook Trails – No recent activity.
3. Buddy Attick Park Parking Lot Redesign – Final permitting is underway and staff is preparing project for bidding.
4. Cleaning of Mother and Child Statue and Bas Reliefs – The RFP was released and four (4) proposals were received for the cleaning of the Mother and Child Statue and Bas Reliefs. This project is on hold until the window remediation process can begin.
5. Greenbelt Lake/Dam – A Certificate of Substantial Completion has been issued. Project is expected to be completed by end of May. Two of three reimbursement requests have been submitted to the Maryland Department of the Environment.
6. Prepare recommendation(s) for additional dog park sites – A City Council work session was held on May 29, 2019. Staff is working on an improvement plan for the existing dog park.
7. Bus Stop Safety and Accessibility Study/Issues – Next Bus signs were installed at Roosevelt Center stops. Staff has been working with the Director of Public Works and the County on the County's plan to undertake several bus stop

improvement projects in Greenbelt East and West. Staff is working with Public Works on identifying locations for new bus shelters.

8. Theatre Renovations – Staff is reviewing the FOGT’s request to connect the theatre space to the popup theatre and to make façade changes to the popup space.

Development Review

1. Greenbelt Station –
 - a. Stream Valley Trail – Staff continues to work with Woodlawn on work that needs to be completed for the City to accept the parcels adjacent to the trail.
 - b. Central Park – Park has been conveyed to the City and is under a year maintenance bond. Woodlawn continues to be responsible for mowing the park.
 - c. North Core – No activity
 - d. South Core – Staff continues to monitor construction activity and holds regular progress meetings with developer
 - e. WMATA Trail – Continue to coordinate with Woodlawn, WMATA, M-NCPPC and PEPCO on trail design and permitting
2. Beltway Plaza Redevelopment – A Preliminary Plan of Subdivision was approved by the Prince George’s County Planning Board and supported with conditions by the City.
3. Royal Farms/Urgent Care Center Proposal – No activity.
4. Multi-Family Development at Former Nursing Home – Tenacity is currently working on proposals for the site. Staff will continue to review proposals. No Status Change
5. Lutheran Church affordable housing proposal - Staff met with representatives from the project. In Spring of 2020 they will be seeking City support at the state level to receive support for the project No Status Change
6. Capital Office Park Proposed NRP/Greenbelt Metro Multi-Family Development – A pre-construction for erosion and sediment control was held on May 4, 2020. Clearing and grading operations to being early May.
7. Windsor Green Recreation Center Renovations and Expansion – The project has an approved Detailed Site Plan.
8. Erosion and Sediment Control – The State conducted an inspection of the City’s permitting and inspection program. Staff has been working with GPI and CP&J inspectors to ensure all construction sites remain in compliance.
9. Variances/Departures – No activity.
10. Crescent Square Certification of Non-Conforming Use (CNU) Application – Staff reviewed the CNU application. The Prince George’s County Planning Board approved the Application in April 2020.
11. Bureau of Engraving and Printing’s Proposal to Relocate to BARC – Staff has been monitoring this project closely. Staff attended a scoping meeting on the

Traffic Impact Statement. The Traffic Impact Statment is anticipated to be released soon for public review and comment.

12. Eleanor Roosevelt High School Addition – The PTSA has entered into an MOU with the Neighborhood Design Center to develop architectural plans for an addition to the high school. This project is currently on hold. When this project resumes Planning Staff will be participating.

Traffic/Safety Improvements

1. Traffic Calming Requests
 - a. SHA coordination of Bike and Ped plan improvements – No recent activity. Staff has identified several grant programs to coordinate with SHA on identified areas of the Master Bike and Ped plan.
 - b. Lakecrest Drive – Speed analysis completed and memorandum sent to City Manager.
 - c. Lastner Lane and Ridge Road intersection. – No activity
2. Speed Sentry (MP) – Speed Sentry units repaired and deployed in field. Continue to collect and analyze data, and make recommendations as appropriate. Speed sentry units are currently deployed on Ridge Road between Research Road and Lastner Lane. The Speed Sentry program is currently on hold. When this program resumes the speed sentry units will be moved to Frankfort Drive.
3. Pedestrian and Bicycle Master Plan - The update of the Ped/Bike Master Plan is being finalized.
4. St. Hugh's Pedestrian Signal – Staff is working with Public Works to hard-wire the signal to address operational issues.
5. Parkway Parking – No activity to date, but staff will be studying the feasibility of making Parkway one-way and installing angled parking.

Code Enforcement

1. Fieldstone Franklin Park – Arranged a meeting with the new management team and with Stakeholders to discuss 2020 annual inspection and reinspection.
2. Create Utopia system file to track and monitor all foreclosures properties – All Code Enforcement Officers are enrolled in state foreclosure registry 2020 and to enforce Chapter 10 Article VI.
3. Windshield Inspections – continue to report windshield inspections to administrative staff for tracking.
4. Chapter 4 Revisions – Preparing resolution to enact proposed revisions to Chapter 4. Reviewing Chapter 9, 10, 11, 11.5 and 16 in case revisions are needed.
5. Inspector Certifications – Inspectors are working on obtaining additional training in Erosion and Sediment control and building construction.

6. Remote Code Enforcement – Staff is working to create an inspection program for Remote Code Enforcement Inspections (RCEI) for pandemic outbreak.
7. Community Outreach – Staff is working to schedule meetings homeowner and community associations to discuss Code Enforcement. Staff prepared outreach materials for Covid-19.
8. Roosevelt Center – Staff is working to set up meeting with Roosevelt Center businesses, Owners and Stakeholders.

Administration

1. APB & Board of Appeals (Planning Staff) – Planning staff meets routinely with APB and on an as need basis with the Board of Appeals.
2. False Alarm Do not Respond List – Staff works closely with inspection staff to reduce the number of businesses on the City's do not respond list.
3. Community Development Software – Staff has completed converting the City Code to Excel format so that inspectors can prepare violation notices in the field. Conversion is approximately 80 percent complete.
4. Department efficiency initiatives – Working with IT to deploy Utopia capabilities in the field.
5. Finances – Staff has been processing invoices for payments, including tracking capital projects and grant funded projects.
6. Continuity of Operations Plan (COOP) – Staff prepared the first department's COOP plan.

Housing Data April 2020

Residential Development	# of Units
Belle Point	97
Boxwood	198
Woodland Hills	68
Charlestowne Village	165
GHI	1600
Greenbriar	728
Lakes of Greenbelt Village	285
Greenbrook Estates	109
Greenbrook Village	220
Windsor Green	654
Greenspring	210
Greenwood Village	194
Hunting Ridge	362
Lakeside	126
Lakewood	108
North End	28
Lakecrest Circle	5
Greenbelt Road	1
Greenbelt Station South Core	507
TOTAL	5,665

Apartments Complexes	
Lawrence	48
Jane	52
Parke Crescent	84
Charlestowne North	179
Greenridge House	101
Glen Oaks	463
GDC Parkway	60
Lakeside North	276
University Square	496
Parkway Gardens	42
Crescent Square I	42
Crescent Square II	24
Franklin Park at Greenbelt Station	2885
Greenbelt Park	42
Verde Apartments	302
TOTAL APARTMENT UNITS	5,096

Total Housing Units	10,761
Percent Apartments	47.4%

Total Rental Units	
Single-Family Rental	284
Condominium Rentals	413
Apartment Rentals	5108

Total Rentals	5805
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% Total Rental Housing	54%
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FORECLOSURE DATA
CITY OF GREENBELT
As of May 2020

Subdivision	FY 2019	FY 2020
Belle Point	1	
Boxwood	1	
Charlestowne Village	5	1
Greenbelt Homes, Inc.	1	2
Greenbelt Lake Village	6	3
Greenbelt Station		
Greenbrier Phase 1	1	2
Greenbrier Phase 2	2	8
Greenbrier Phase 3	7	11
Greenbrook Estates		
Greenbrook Village	3	6
Greenspring 1		
Greenspring 2		
Greenwood Village		2
Hunting Ridge	3	8
Lakeside		2
Lakewood		
Windsor Green	7	5
Woodland Hills		

Permits Comparison 2019

Permits	College Park	Hyattsville	Bowie	New Carrollton	Montgomery County	Rockville	Laurel	Prince George's County	GB
Commercial Electrical	Do not issue	Do not issue	Do not issue	Do not issue	\$150.00 + Equipment	\$40	Do not issue	Sign \$40 Alarm \$85	\$50
Residential Electrical	Do not issue	Do not issue	Do not issue	Do not issue	\$90.00 + Equipment	\$40	Do not issue	Sign \$40 Alarm \$85	\$25
Commercial Interior	Under \$25,000=\$25 Over \$25,000=\$75	Do not issue	According to the cost of the job. \$25.00 minimum	Do not issue	Cost of the job x \$0.024	\$0.15 x SF	\$200 Filing fee + \$.009 of cost of the job	\$90	\$50
Residential Interior	Under \$25,000=\$25 Over \$25,000=\$75	Do not issue	According to the cost of the job. \$25.00 minimum	Do not issue	\$0.63 x SF	\$0.22 x SF	Do not issue	\$90	\$25
Commercial Sprinkler/Alarm	Under \$25,000=\$25 Over \$25,000=\$75	Do not issue	Do not issue	Do not issue	\$188	\$76	Do not issue	Sprinkler \$500 Alarm \$85	\$50
Residential Sprinkler/Alarm	Under \$25,000=\$25 Over \$25,000=\$75	Do not issue	Do not issue	Do not issue	\$128	\$76	Do not issue	Sprinkler \$115 Alarm \$85	\$25
Commercial Mechanical	Do not issue	Do not issue	Do not issue	Do not issue	\$105 + Equipment	\$55 + Equipment	\$150	\$65	\$50

Permits Comparison 2019

Permits	College Park	Hyattsville	Bowie	New Carrollton	Montgomery County	Rockville	Laurel	PG County	GB
Residential Mechanical	Do not issue	Do not issue	Do not issue	Do not issue	\$65 + Equipment	\$55 + Equipment	\$75.00	\$65	\$25
Deck	Under \$25,000=\$25 Over \$25,000=\$75	Do not issue	According to the cost of the job. \$25.00 minimum	Do not issue	Under 500 SF= \$180 Over 500 SF= \$0.71 per SF	new construction = \$.20 per sq. ft minimum \$115.00	Under 500 SF= \$100 Over 500 SF= \$150	\$115 + Grading Fee + 5 M-NCPPC	\$25
Fence	Under \$25,000=\$25 Over \$25,000=\$75	\$25.00	According to the cost of the job. \$25.00 minimum	Do not issue	\$72.00	\$35	<u>Residential</u> \$50 <u>Commercial</u> \$150	<u>Residential</u> \$110 <u>Commercial</u> \$150	\$20
New Home	Under \$25,000=\$25 Over \$25,000=\$75	Do not issue	According to the cost of the job. \$25.00 minimum	Do not issue	<u>Residential</u> Detached Under 5000 SF= \$0.71 per SF Over 5000 SF= \$1.01 per SF Attached \$1400.00 <u>Commercial</u> Under 5000 SF= \$1.19 per SF Over 5000 SF= \$1.79 per SF	<u>Residential</u> \$0.20 x SF <u>Commercial</u> \$0.22 x SF	<u>Residential</u> \$100 + .0075 of cost of the job <u>Commercial</u> \$200 + .009 of cost of the job	<u>Commercial</u> minimum \$3,500	\$250

Permits Comparison 2019

Permits	College Park	Hyattsville	Bowie	New Carrollton	Montgomery County	Rockville	Laurel	PG County	GB
Raze	Under \$25,000=\$25 Over \$25,000=\$75	Do not issue	\$50.00	Do not issue	\$145.00	\$500	<u>Residential</u> \$150 <u>Commercial</u> \$200	<u>Residential</u> \$120 <u>Commercial</u> \$500	\$100
Sign	Under \$25,000=\$25 Over \$25,000=\$75	Do not issue	According to the cost of the job. \$25.00 minimum	Do not issue	<u>Residential</u> \$180.00 <u>Commercial</u> \$240.00	\$40	\$150	Free Standing \$200 Wall or Ground \$55	\$100

RENTALS BY SUBDIVISION

FY 2019 & FY 2020

Subdivision Name	Total Number of Rentals	
	FY 2019	FY 2020
Belle Point	10	14
Boxwood	6	10
Charlestowne Village	23	36
Greenbelt Homes, Inc. (GHI)	9	10
Greenbelt Lake Village	42	75
Greenbelt Station	22	18
Greenbrier	129	190
Greenbrook Estates	4	6
Greenbrook Village	29	39
Greenspring 1	1	3
Greenspring 2	4	8
Greenwood Village	35	27
Hunting Ridge	78	148
Lakeside	4	3
Lakewood	0	0
Windsor Green	147	108
Woodland Hills	1	2
Total Rentals	544	697

Created By C. Carroll

Economic Development Activity July 1, 2019 – March 6, 2020

ECONOMIC DEVELOPMENT
Develop and implement a comprehensive strategic plan to meet Greenbelt’s economic development goals.
The strategic planning process has not begun as it will be informed, in part, by a visioning process. Until then, staff is continuing to meet with businesses, residents, partner organizations and government agencies/departments to obtain feedback to be considered when City Council works to formalize strategic economic development goals.
Develop marketing and business assistance tools to aid economic development activities.
• Business Brief Newsletter: monthly e-newsletter sent to over 1,300 (and growing) focused on local business news, resources and events. • Business Spotlight series for residents and other businesses/organizations to learn about local Greenbelt businesses and organizations. • Updated Economic Development section of website with resource links to partner, county, state organizations.
Identify and provide technical assistance to businesses looking to start and/or expand in Greenbelt.
• 8 Business Brief Newsletters Published (eNewsletter Subscriber List: 1,386) • 33 Events, Workshops and Trainings Attended • 443 Businesses and Organizations Reached (via phone and email) for the following reasons: ○ Introduction and inform of business engagement efforts ○ Request meeting ○ Confirm office location in Greenbelt ○ Invite to upcoming business coffees *Note: Number of businesses and organizations reached does not include number of business and organizations that were researched and found to no longer be in business. That number is approximately 189. These are businesses that may have been closed for several years and often replaced by another business at the same location, however CoStar has not yet removed the closed business from their database. • 70 One-on-one Meetings ○ 42 General Technical Assistance (i.e. provide information) ○ 13 Startup Technical Assistance (i.e. overview of available business resources, incentives, etc.; facilitate introductions; coordinate meetings with county economic development, etc.) ○ 15 Information Gathering (i.e. businesses and organizations that may be future partners). *Note: Data collected reflects the period between 7/1/19 – 3/6/20.

Economic Development COVID19 Business Engagement & Recovery Considerations

Summary of Covid19 Economic Development Activity (as of May 8, 2020)

- 9 Covid19 Business Brief Newsletters
- 40+ Webinars from International Economic Development Council (IEDC), International Council for Shopping Centers (ICSC), Bisnow Town Halls (commercial real estate) and US Chamber of Commerce (in partnership with Inc.com)
- Targeted business outreach and engagement (with the help of the Recreation Department's administrative team):

Snapshot of COVID19 Business Outreach & Engagement

Outreach & Engagement	Number of Businesses Engaged
Businesses/Organizations Outreach (<i>note: this includes businesses were not able to verify; unclear if located in Lanham; businesses that are no longer open; businesses that relocated</i>)	748
Confirmed Active Businesses/Organizations in Greenbelt	625
Confirmed Covid19 Updates (<i>Verified by phone, email or website</i>)	278
Retail-related Businesses	168
Businesses provided direct technical assistance (<i>i.e. understanding emergency relief available, answering questions, researching information, connecting to other people/resources</i>)	35

Three Phase Recovery Plan*

1. Mobilization
2. Reopening
3. Recovery

*Source: International Economic Development Council Webinar – COVID19: A Ten-Point Recovery
https://www.iedconline.org/clientuploads/Downloads/webinars/040620_covid19_webinar.pdf

Considerations for Economic Development Recovery/ Resiliency

- Understanding new needs of businesses
- Rebuilding business ecosystem
- Business retention and expansion programming

- Role that City plays in helping customers/employees at local businesses feel safe
- Celebrating community pride (i.e. support #ShopLocal business campaigns)
- Fostering entrepreneurship and new business development (no poaching covenants during crisis)
- Workforce resources and tools
- Role in supporting property managers
- Role of technology, social media and other online resources in engaging businesses
- Rethinking events (i.e. Business Coffee)
- Partnerships with county, state and federal agencies

Tools to Support Business Engagement & Recovery

- Economic development strategy to translate vision into actionable goals and objectives
- Databases and Customer Relationship Management (CRM) systems (i.e. CoStar, Esri, etc.)
- Consumer-behavior tracking tools and reports
- More interactive, integrated online presence (i.e. website resources, webinars, videos, social media, etc.)
- Financial toolbox (i.e. compilation of available financial incentives, tax credits, grants and other financial resources)

Resources:

- Restore Your Economy: <https://restoreyoureconomy.org/index.php>
- International Economic Development Council - <https://www.iedconline.org/>
- Maryland Economic Development Association - <https://www.medamd.com/>
- International Council for Shopping Centers - <http://www.icsc.org/>
- Bisnow DC - <https://www.bisnow.com/washington-dc>
- Small Business Administration: <https://www.sba.gov/page/coronavirus-covid-19-small-business-guidance-loan-resources>
- Economic Development Administration: <https://www.eda.gov/>
- Maryland Department of Commerce: <https://govstatus.egov.com/md-coronavirus-business>
- Prince George's County Economic Development Corporation: <https://www.pgcedc.com/>
- FSC First: <https://fscfirst.com/>
- DPIE: <https://www.princegeorgescountymd.gov/1024/Permitting-Inspections-and-Enforcement>

Subject: FW: Questions for Planning/Economic Development Budget Worksession

From: Terri Hruby
Date: May 11, 2020 at 2:14:00 PM EDT
To: Charise Liggins, David Moran, Laura Allen
Cc: Molly Porter, Gilberto Cabrera, Nicole Ard

Subject: FW: Questions for Planning/Economic Development Budget Worksession

All,
I have provided responses to Council Member Davis's question below. I ask that you look over my responses to be sure you agree with them since some are related to budget numbers and capital projects.

Thank You,
Terri

Terri Hruby, AICP
Director of Planning and Community Development
City of Greenbelt

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

From: Judith Davis
Sent: Monday, May 11, 2020 11:58 AM
To: Nicole Ard; David Moran; Laura Allen; Terri Hruby; Charise Liggins
Cc: Council
Subject: Questions for Planning/Economic Development Budget Worksession

Economic Development

1. Will we able to obtain yearly reports on vacancies in individual commercial offices/office parks? Would there be a cost to do so?
2. How might you change the Business Coffee format?
3. What are the latest plans for the Visioning Event?

Planning and Community Development

1. p.58--Has Council been given updates to the proposed revisions to Chapter 4 of the City Code?
- City staff is proposing to include the updates that were presented to City Council previously, and approved by City Solicitor, as part of the City Code update that the Municipal Code Corporation is working on.

2. p.59–Does the inter-municipal code enforcement working group already include Berwyn Heights and College Park? Yes

3. p.59 and 76–There may be a surge of foreclosures by the beginning of 2021. How will we handle that? We are developing a new tracking system and will work with lending companies as needed to enforce property maintenance code.

4. p.61–Last year, it was stated that the \$72,000 engineering study of the Lakecrest Dr./MD 193 intersection had been tabled. Has it been brought back? This project is referenced on p.63 under the project list titled, "Unprogrammed Over the Next Five Years".

5. p.62–What are the planned improvements to the Dog Park? Please give an update on the asked for revision to Dog Park rules and an annual permit fee? Ms. Howerton was working on this project and it was placed on hold when she left. Draft rules have been prepared and Planning staff has discussed a resident/non-resident fee schedule with Recreation staff. Public Works staff is working on getting a price for running water to the site, which has taken longer than anticipated. Expected improvements include play amenities.

It was stated that an easement for the Turner Trail was conveyed by SHA to the City in the 70's. What plans are there for improvements to this trail? Public Works will be completing asphalt repairs.

6. p.63–What improvements are planned to the parking situation in Greenbelt Station? At this time staff has been working on a plan to make North Center and South Center Drives one-way to provide parking on both sides of the street. Staff is also preparing a response to suggestions made by a resident.

7. p.65–Do we have a Big Push plan for the final months of the Census? Do you have any idea when Census workers will be going to non-replying households? Staff is currently working on a newsletter that will heavily focus on the Census. Information in this newsletter will include general information about the Census, fighting misinformation about the Census, and various articles discussing the impact of the Census. Information about the Census will continue to be included in the News Review and the City's social media pages. Nonresponse follow-up is planned to occur between August 11th-October 31st. Households will be able to self-respond online, by phone, and by mail until October 31st.

8. p.67–Last year, two of the three code enforcement officers were ICC certified. Are they all now certified? Both Supervisory Inspector Cabrera and Inspector Crump are certified.

9. p.71–How are you working with/coordinating with the Economic Development officer? We provide support and guidance as needed/requested. Also, when appropriate we invite her to participate in meetings regarding development proposals.

10. p.77–Why was there such a large increase in non-residential alarm fees? Non-residential alarm fees should be shown as \$30,000 for FY 2020 estimate and \$30,000 for FY 2021 proposed.

General questions

1. Which department should be assessing the status of bus shelters/bus stops according to the

Accessibility Plan? Planning and Public Works coordinate efforts on this.

2. Last year, I requested annual updates to the Bus Stop Safety and Accessibility Plan and to the Pedestrian and Bicycle Master Plan (what was accomplished/installed during the previous fiscal year). Will Council receive these updates? It would help when we consider Capital Projects expenditures. Staff does not have a written update on the Bus Stop Safety and Accessibility Plan at this time. Public Works is coordinating improvements to bus stops on Hanover Parkway and in Greenbelt West being completed by the County. Staff will be working with Public Works on installing a bus shelter on the east side of Hanover Parkway at the Hunting Ridge roundabout and is evaluating locations for the second shelter budgeted. Staff has drafted an update on the Pedestrian and Bicycle Master Plan to review with APB. The item was scheduled to be discussed at the Board's meeting in March that was canceled due to the pandemic. Staff expects APB to finalize the document in June and will share with Council when completed.

Previous questions from Mr. Jordan (Capital Projects)

1. Gateway Signage—What was the \$6819 expended on in 2019? Are any parts of the project funded for this year going to take place? Why can't the project be phased in over 5 years? Has grant funding been sought from ATHA or MHAA? The RFP process resulted in two proposals that staff was not satisfied with so staff has been reaching out to companies and soliciting prices for both the Southway sign and the Pole signs. Staff anticipates this project moving to construction in early summer. These signs are being funded by a \$50,000 Community Legacy grant and require a \$17,500 match. Maryland State Highway has approved the locations and pole specifications for our pole signs and will need to review final shop drawings but staff does not anticipate any issues. Once these signs are installed there are one or two column signs remaining and staff will be seeking grant funding for those as well.

2. Is there a written agreement for the Greenbrook Trail? Is it accessible to the public? Is there a map? This project has been on hold and the Greenbrook Trail has not been conveyed to the City and remains a private trail.

3. What is the status of \$1,639,000 North Core share revenue? This funding is tied to the development of the North Core.

Thank you for taking time to answer these questions ahead of the work session
Wednesday. J

J

Sent from my iPad

Council Member Davis' Questions

- **Will we be able to obtain yearly reports on vacancies in individual commercial offices/office parks? Would there be a cost to do so?**
 - The Commercial Office Vacancy reports provide an overview of vacancy rates by commercial office parks as well as individual buildings within each office park and standalone building as provided in the May 2020 report. This information is obtained through an annual subscription from the commercial real estate database company, CoStar.
- **How might you change the Business Coffee format?**
 - In the short-term, hosting business coffees in the Municipal Building may not be feasible once stay-at-home orders are lifted, in part, because of the size of the space and comfort level of attendees. Exploring ideas to engage businesses virtually is one option or in much smaller, perhaps industry-focused micro groups is another. Over the long-term, looking at larger venues may be required to ensure that adequate spacing and food/beverage safety standards are met.
- **What are the latest plans for the Visioning Event?**
 - My peripheral understanding of the visioning discussions is that the next step in the process is for staff to draft an RFP.

Mayor Pro-tem Jordan's Questions

- **Can you talk about any business retention strategies that have been put into place?**
 - While there is not a formal economic development strategy, the following business retention activities take place:
 - Site Visits
 - Networking – business coffee, introductions to other businesses
 - Resource-sharing – connecting businesses to various local, county, state business resources and technical assistance providers or other useful information
 - Troubleshooting – working with businesses through various issues/challenges (i.e. permits, utilities, etc.)
 - Survey and intake questions – to understand business needs
- **What sort of requests for information or assistance have been coming in from businesses impacted by Covid?**
 - Navigating and understanding available emergency assistance
 - Contact information for county, state and federal programs to ask specific questions or check status of emergency relief applications
 - Questions related to local banks and their processes for applying to emergency programs as well as understanding about other financial products available
 - Unemployment insurance resources (to a lesser extent) for themselves if they are independent contractors or for employees
 - Requests to share that businesses are open

- **What are the gaps in assistance programs and are there some gaps that the City can try to fill?**
 - Continuous surveying of the business community is needed to fully understand gaps, but some insights from feedback of businesses and other stakeholders include:
 - Financial Assistance – many businesses have shared desire for more grant funding, rather than taking on debt to provide much-needed support during pandemic. Main Street Alliance continues to advocate for federal stimulus packages to include grant funds for businesses.
 - Strategic Partnerships with Four Cities or other Nearby Municipalities – economic development efforts are trending towards regional alliances to share resources and marketing of combined assets (i.e. Northern Economic Development Virginia Alliance)
 - Localizing Business Resources – Business resource providers and technical assistance programs are spread across parts of the county and state. Businesses or entrepreneurs are not always able to travel very far to take advantage of resources. There is opportunity to bring some of those resources and technical assistance providers to Greenbelt virtually or in-person (i.e. small business fairs, business planning/financial management workshops, marketing, etc.); networking, etc.
 - Technology tools for businesses – potential opportunity to partner with local university and local tech companies to help provide technology tools and information for businesses (i.e. digital marketing, website development, app development, artificial intelligence, cybersecurity, etc.)
- **What's going to happen to with our retail?**
 - There isn't a definitive answer as there are a lot of factors. Each business has unique circumstances. Some of those factors include:
 - Length of time businesses continue to remain closed or at reduced operation levels and amount of time needed to ramp up, restock inventory or implement health/safety measures
 - A business' ability to pivot and adopt new business models (i.e. selling products online; offering curbside or delivery, etc.)
 - Types of emergency relief and technical assistance to support businesses through reopening
 - Ability for businesses to work with their respective property managers and maintain open communications
 - For retail chains/franchises, decisions that are being made at the corporate level
 - Comfort level of customers wanting to patronize businesses

Shaniya Lashley-Mullen

From: Bonita Anderson
Sent: Wednesday, May 13, 2020 1:07 PM
To: Shaniya Lashley-Mullen
Subject: Fw: budget questions

Shaniya,
Can you please print, scan and upload to Granicus for tonight's meeting. I removed the actual email addresses.
Thanks,
Bonita

From: Bonita Anderson
Sent: Wednesday, May 13, 2020 1:03 PM
To: Terri Hruby
Cc: David Moran; Nicole Ard; Laura Allen
Subject: Re: budget questions

Received, thank you.

From: Terri Hruby
Sent: Wednesday, May 13, 2020 1:02 PM
To: Bonita Anderson
Cc: David Moran; Nicole Ard; Laura Allen
Subject: FW: budget questions

Bonita,
Please find responses to Council Member Mach's questions below for you to post/circulate.

Thank You,
Terri

Terri Hruby, AICP
Director of Planning and Community Development
City of Greenbelt
(301)474-0569

From: Leta Mach
Sent: Wednesday, May 13, 2020 11:08 AM
To: Terri Hruby; Nicole Ard; Council
Cc: David Moran; Laura Allen
Subject: budget questions

I am pleased to read on page 70 that the Gateway Signage and bas relief and mother & child stature cleaning is expected to be completed in 2021. Just to be sure, do we need to put any money into the budget to accomplish this? – Monies are budgeted for these projects and will be carried forward in FY 2021.

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Also, I continue to want information on projects that are being all or partly funded by grants. Spending 25% on a project as a match is much better than dropping the project now and then having to spend 100% to do the project. That is being penny wise and pound foolish. The following planning projects are currently being partially funded by grants: Hanover Bicycle Feasibility Study, Cherrywood Lane Complete and Green Street Phase II Improvements (fully funded by TLC Grant), Buddy Attick Park Parking Lot Improvements, Restoration of Mother and child Statue and Bas Reliefs and Gateway Sign project.

Leta

FY 2021 Potential Capital Projects

<u>POS</u>	<u>Funded</u>	<u>Tax</u> <u>Rate</u>	<u>Other</u>	<u>Details</u>
Street Work	798,500	3.36		
Parkway			207,100	
Ridge: Southway-Westway			159,600	
Ridge: Westway-Lakeside-Crescent			149,200	
Lakeside: Lakecrest-Maplewood			227,000	
Northway: Hillside-Ridge			55,600	
Misc. Concrete	70,000	0.29		
* Playground Improvements GB Station Fitness	37,500	0.16		Assumes 112,500 in CPP/POS Funding
* Playground Surfacing WG	65,700	0.28		
* Dog Park	30,000	0.13		
* Update Attick Park Master Plan	45,000	0.19		
Ped/Bike Master Plan	20,000	0.08		
Bus Shelters/Accessibility	20,000	0.08		
* Greenbrook Trails	16,000	0.07		
Street Light Pilot	49,700	0.21		
TOTAL FY 2021	1,152,400	4.84	798,500	
City Fund Transfer	1,000,000			
Use of Capital Projects Fund Balance	152,400			

* Denotes POS eligible & requires 25% match

FY 2021 Potential BCR Projects

<u>POS</u>	<u>Funded</u>	<u>Tax</u> <u>Rate</u>	<u>Not</u> <u>Funded</u>	<u>Details</u>
AFC Indoor Pool Deck Tile	14,200	0.06		
AFC Locker Room Surfacing	4,500	0.02	28,600	Funds demo. project for vestibule & family changing
Police Station Air Handling Unit	189,900	0.80		Final phase of Police HVAC project to address workplace conditions.
* Youth Center Roof (Foam)	192,000	0.81		
* Youth Center Roof (Metal)			199,000	Additional Cost for Metal
Youth Ctr. Storefront & Office				
* Windows	76,800	0.32		
GAFC Sheetmetal Overhangs	11,900	0.05		
Municipal Building Card Reader	45,800	0.19		Addresses workplace security and is a Council priority,
Community Center Ext. Paint & Point	153,000	0.64		
Funding for CARES Relocation	100,000	0.42		
MEA Grant - Portable Solar EV Charger	33,100	0.14		Assumes 50,000 MEA Grant which was recently denied.
Museum Education & Visitor Center	25,000	0.11		
* Youth Center Bathroom Partitions	8,300	0.03		
* Youth Center HVAC Replacement Gym	57,800	0.24		
 TOTAL FY 2021	 912,300	 3.83		
 City Fund Transfer	 700,000			
 Use of BCR Fund Balance	 212,300			

* Denotes POS eligible & requires 25% match

