



CITY COUNCIL AGENDA
COUNCIL MEETING WILL BE ONLINE ONLY

Due to the COVID-19 precautions, the Council Meeting 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 Zoom Meeting

[https://us02web.zoom.us/j/81177166418?](https://us02web.zoom.us/j/81177166418?pwd=UGhIOEQweFIWSkpIRGVCSUxzK0JxUT09)

pwd=UGhIOEQweFIWSkpIRGVCSUxzK0JxUT09

OR

Join By phone: (301) 715-8592

Meeting ID: 811 7716 6418

Passcode: 532661

In advance, the hearing impaired is advised to use Video Relay Services (VRS) at 711 to submit your questions/comments or contact the City Clerk at (301) 474-8000 or email banderson@greenbeltmd.gov.

Monday, October 11, 2021
8:00 PM

I. ORGANIZATION

1. Call to Order
2. Roll Call
3. Meditation and Pledge of Allegiance to the Flag
4. Consent Agenda - Approval of Council and Staff Recommendations (Items on the Consent Agenda [marked by *] will be approved as recommended by Council and

Staff, subject to removal from the Consent Agenda by Council.)

5. Approval of Agenda and Additions

II. COMMUNICATIONS

6. Presentations

- 6a. Dyslexia Awareness Month

Suggested Action:

Mayor Byrd will present a proclamation declaring October as Dyslexia Awareness Month.

[Dyslexia Awareness Month proc.pdf](#)

- 6b. Co-op Month Proclamation

Suggested Action:

Every October is a change to celebrate cooperatives, uniquely-local organizations. The theme for this year's National Co-Op Month is "Build Back for Impact". Members from more than 40,000 cooperatives nationwide will celebrate the advantage of cooperative membership and recognize the benefits and values cooperatives bring to their members and communities.

[CoopMonth 21 proc.pdf](#)

- 6c. Indigenous People's Day Proclamation

Suggested Action:

Mayor Byrd will present a proclamation declaring October 11th as Indigenous People's Day.

[Indigenous People Day proc.pdf](#)

7. Petitions and Requests

- *8. * Minutes of Council Meetings

9. Administrative Reports

- *10. * Committee Reports

- *10a. Advisory Planning Board Report #2021-04 - 7010 Greenbelt Road Zoning Text Amendment

Suggested Action:

It is recommended Council accept this report. This item appears later on this evening's agenda for Council action.

[APB Report 2021-04_7010 Greenbelt Road.pdf](#)

III. LEGISLATION

11. Eviction Notice Ordinance
-2nd Reading, Adoption

Suggested Action:

Reference: Resolution

Mayor Byrd introduced this ordinance for first reading at the last meeting. It is recommended the ordinance be introduced for second reading and moved for adoption tonight.

[Ordinance - Eviction Notice.pdf](#)

12. A Resolution to Negotiate the Purchase and Installation of Architectural Services for the Space Study Projects as outlined in the Request for Qualification from Frederic Ward and Associates at an Estimated Cost of \$61,000.00
-1st Reading

Suggested Action:

Reference: Resolution

Memorandum, Brian Kim, 10/04/2021

Proposal Frederick Ward Associates

RFQ Architectural Services

Architectural Firm Tally

The Space Study will evaluate the current use of City space, industry standards, security/health protocols, and identify current and future space needs within multiple departments, as outlined in the Request for Qualifications.

Architectural Firm will conduct a comprehensive space study of the following City of Greenbelt Facilities: Municipal Building, Community Center, Department of Public Works (DPW), Youth

Center, Greenbelt Aquatic and Fitness Center (GAFC), Greenbelt Police Department (GPD), and Springhill Lake Recreation Center (SLRC) in order to assess the current space needs, facility planning and possible relocation of City staff and associated services.

A total of fourteen firms responded to the Request for Qualifications. Stakeholders were invited to participate in a vote and the top four firms were then moved to the next phase of the solicitation process. All four firms were invited to participate in interviews conducted on August 2, 2021 and a Best and Final Offer (BAFO) round which included both an interview and site walkthrough conducted on August 16, 2021. All firms were asked to submit lump sum pricing to complete a space study on all Greenbelt Building/Facilities. Three proposals were received ranging in price from \$61,000.00 - \$132,350.00.

Staff is recommending that the City negotiate the purchase of Architectural Services for the Space Study Project with Frederick Ward and Associates at an estimated cost of \$61,000.00.

[Space_Study_Resolution.pdf](#)
[21.10.04_Memo_Space_Study_Award.pdf](#)
[19.12.09_RFQ_Architectural_Services.pdf](#)
[Architectural_Firm_Tally.pdf](#)
[FWA_21.08.17_BAFO.pdf](#)

IV. OTHER BUSINESS

13. 7010 Greenbelt Road Zoning Text Amendment
Suggested Action:

Reference: CB-83-2021- Proposed
APB Report - #2021-04
Memorandum - T. Pounds
7010 Greenbelt Road Plan and Renderings

CB-83-2021 was introduced by Councilmember Turner at the request of the development team of 7010 Greenbelt Road. The bill would allow for a slight increase in density (from 20 units per acre to 22 units per acre) for age-restricted units within Transportation Service Area 1 in the R-18 zone, enabling the construction of a proposed total of 95 units onsite. The development team has expressed that the increase in density would enable the provision of the desired interior community meeting space. The County Planning Board has recommended denial of the bill, raising a number of concerns including the possibility of unintended consequences for other R-18 properties throughout the County and implications of changing the existing zoning ordinance on the eve of implementing its 21st Century Subdivision and Zoning Ordinance. The bill was revised slightly to address these concerns, and the revised bill (included in Council's packet) was discussed by the Committee of the Whole (COW) on October 5. The COW voted unanimously in support of the bill. It is anticipated that the public

hearing for the bill will occur on October 12. Restrictive covenants on the site provide the City with approval authority over the Detailed Site Plan and currently cap density at 90 units for the site. The Advisory Planning Board voted 5-0 in support of the legislation, and the APB report is included in Council's packet. Staff recommends Council support CB-83-2021.

[CB-83-2021__Proposed_Dr_2_.pdf](#)

[APB Report 2021-04_7010 Greenbelt Road.pdf](#)

[T. Pounds memo.pdf](#)

[7010 Greenbelt Rd_Plan and renderings.pdf](#)

14. FY23 Recognition Group Policy Changes

Suggested Action:

Reference: Memorandum - G. Varda - 10/05/2021

Recognition Group Policy and Information Guide

Park and Recreation Advisory Board Report - #22-2

Arts Advisory Board Report - #22-1

In conjunction with the City of Greenbelt's annual budget development process, Greenbelt Recreation administers an application round for community groups requesting in-kind and/or financial support from the City in the coming fiscal year. Support is provided through the Recognition Group program, which offers Basic Certification (in-kind support), Project Grants, and Operating Grants, subject to Council approval. In consultation with the Arts Advisory Board and Park and Recreation Advisory Board, Greenbelt Recreation is recommending policy updates in preparation for the FY23 application cycle. Updates are suggested to enhance equity and address concerns raised by City Council and the Grant Review Panel in the FY22 cycle.

Greg Varda, Recreation Director and Nicole DeWald, Arts Supervisor will be present to answer questions.

[Recognition Group FY23 - Staff Memo.pdf](#)

[Recognition Group Policy and Info Guide FY23 Working Draft.pdf](#)

[PRAB Report - Recognition Group Policy Changes 10-1-21.pdf](#)

[AAB Report 22-1 AAB Recognition Groups Updates.pdf](#)

15. Police Reform Policy

Suggested Action:

Reference: Police Reform Policy - Mayor Byrd

Memorandum - R. Bowers - 09/10/2021

Mayor Byrd requested this item added to the agenda.

16. Council Activities

17. Council Reports

*18. * Reappointment to Advisory Boards

Suggested Action:

Reference: Reappointment Survey

Jacob Chesnutt has indicated his willingness to continue to serve on the Park and Recreation Advisory Board (PRAB).

Cindy Comproni has indicate her willingness to continue to serve on the Public Safety Advisory Committee (PSAC).

Erica Hernandez has indicated her willingness to continue to serve on the Greenbelt Advisory Committee on Environmental Sustainability (Green ACES).

Approval of this item on the consent agenda will indicate Council's intent to appoint Mr. Chesnutt, Ms. Comproni, and Ms. Hernandez to a new term

*19. * Appointment to Advisory Board

Suggested Action:

Reference: Application and Signed Code of Conduct

On September 22, 2021, Council interviewed Ms. Mary Wade for appointment to the Senior Citizens Advisory Committee (SCAC).

On October 4, 2021, Council interviewed Ms. Carol Shaw for appointment to the Senior Citizens Advisory Committee (SCAC).

Approval of this item on the consent agenda will indicate Council's intent to appoint Ms. Wade and Ms. Shaw to the Senior Citizens Advisory Committee.

V. MEETINGS

Meetings

Suggested Action:

[meetings.pdf](#)

Stakeholders

[Stakeholder Schedule.pdf](#)

City Council Agenda Item Report

Meeting Date: October 11, 2021

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Proclamation

Agenda Section: COMMUNICATIONS

Subject:

Dyslexia Awareness Month

Suggested Action:

Mayor Byrd will present a proclamation declaring October as Dyslexia Awareness Month.

Attachments:

[Dyslexia Awareness Month proc.pdf](#)

PROCLAMATION

WHEREAS, Dyslexia is a language-based learning disability that causes difficulties with reading, writing, spelling, and word pronunciation; and

WHEREAS, Dyslexia is distinguished from other learning disabilities by its weakness at the phonological level, and that it is neurobiological in origin; and

WHEREAS, the City of Greenbelt's most precious resource is its children, and Dyslexia affects one in five in the United States, or 20% of our population; and

WHEREAS, the onset and severity of Dyslexia varies in each individual and;

WHEREAS, because it takes individuals with Dyslexia longer to process phonemic information, the disability directly affects academic growth, achievement, and self-esteem; and

WHEREAS, Dyslexia is an unexpected disability and it is important to provide effective teaching approaches and related clinical educational intervention strategies for individuals with Dyslexia; and

WHEREAS, Dyslexia Awareness Month is an opportunity to acknowledge educators specializing in effective teaching strategies, and to celebrate the perseverance and many achievements of adolescents, students, and adults with Dyslexia

THEREFORE, BE IT RESOLVED, I, Colin A. Byrd, by the authority vested in me by the residents and City Council of Greenbelt do hereby proclaim October

DYSLEXIA AWARENESS MONTH

to work together to observe this month with appropriate programs and activities to advance the importance of early detection of learning disabilities like Dyslexia can't be overstated.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Greenbelt, Maryland, to be affixed this 11th day of October 2021.

COLIN A. BYRD
Mayor

City Council Agenda Item Report

Meeting Date: October 11, 2021

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Proclamation

Agenda Section: COMMUNICATIONS

Subject:

Co-op Month Proclamation

Suggested Action:

Every October is a change to celebrate cooperatives, uniquely-local organizations. The theme for this year's National Co-Op Month is "Build Back for Impact". Members from more than 40,000 cooperatives nationwide will celebrate the advantage of cooperative membership and recognize the benefits and values cooperatives bring to their members and communities.

Attachments:

[CoopMonth 21 proc.pdf](#)

PROCLAMATION

WHEREAS, cooperatives are created through the initiative and self-reliance of Americans who come together to meet common economic, social, and cultural needs through a democratically controlled enterprise that is owned and governed by its members and exists solely to serve the members' interests; and

WHEREAS, the theme of National Co-op Month 2021, "Build Back for Impact," is a chance to leverage our shared cooperative identity in the face of some of the biggest challenges we face: a global pandemic, climate emergency and systemic racism; and

WHEREAS, there are members from more than 40,000 cooperative businesses in the United States operating in every industry, including agriculture, child care, energy, financial services, publishing, food retail and distribution, housing, healthcare, insurance, telecommunications, and many others; and

WHEREAS, United States cooperatives serve some 350 million members, generate more than two million jobs, and make a substantial contribution to the economy with annual sales of \$652 billion and possessing assets of \$3 trillion; and

WHEREAS, since Greenbelt's founding in 1937, the spirit of COOPERATION has dramatically sustained and enriched our community; and

WHEREAS, the City of Greenbelt itself is a member of cooperatives, including purchasing cooperatives to help reduce the city's costs; and

WHEREAS, Greenbelt's cooperatives are greatly appreciated by all our citizens as being essential to the fabric of our daily lives. They are

◆ THE GREENBELT CONSUMER COOPERATIVE, INC.
◆ THE GREENBELT FEDERAL CREDIT UNION ◆ GREENBELT HOMES, INC. ◆
GREENBELT MAKERSPACE COOPERATIVE ◆ THE GREENBELT NEWS REVIEW ◆
THE NEW DEAL CAFE and ◆ THE GREENBELT NURSERY SCHOOL

WHEREAS, members of the Greenbelt Cooperative Incubator are seeking to form new cooperatives; and

WHEREAS, Greenbelt's cooperatives will celebrate with many activities throughout October Co-op Month.

NOW, THEREFORE, I, Colin A. Byrd, by the authority vested in me by the citizens and City Council of Greenbelt, do hereby proclaim October 2021 to be

CO-OP MONTH

during which we will join with all cooperatives, especially those in Greenbelt, as they celebrate their achievements, reaffirm their commitment to the values of cooperative enterprise, and look to the bright future that cooperatives will help create.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Greenbelt, Maryland, to be affixed this 11th day of October 2021.

COLIN A. BYRD, Mayor

ATTEST: Bonita Anderson, City Clerk

City Council Agenda Item Report

Meeting Date: October 11, 2021

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Proclamation

Agenda Section: COMMUNICATIONS

Subject:

Indigenous People's Day Proclamation

Suggested Action:

Mayor Byrd will present a proclamation declaring October 11th as Indigenous People's Day.

Attachments:

[Indigenous People Day proc.pdf](#)

PROCLAMATION

WHEREAS, *Indigenous People have lived and thrived in North America from time immemorial; and*

WHEREAS, *the City of Greenbelt is proud to be home to many Indigenous People that are also members of Hispanic and Latino community, as well as many Afro-Indigenous People ; and*

WHEREAS, *Indigenous People in the Americas have long suffered persecution and removal from their homelands through the colonization settlement, and forming of America; and*

WHEREAS, *Indigenous People are resilient and have continued to thrive and prosper to the present day; and*

WHEREAS, *Indigenous People continue to advocate passionately for their community, way of life, and the wellbeing of the land they have been stewards of since time immemorial; and;*

WHEREAS, *the City of Greenbelt will integrate Indigenous knowledge and perspective into both practices and policy to combat the institutional racism impacting Indigenous People who continue to face hardships as a result of centuries of neglectful policies and actions responsible for the present-day disproportionate outcomes in health, education, and economic mobility; and*

WHEREAS, *in 1977, the International Conference on the Discrimination Against Indigenous People in the Americas first proposed the idea of Indigenous Peoples' Day as a way to re-imagine Columbus Day; and*

WHEREAS, *the 2021 Indigenous Peoples' Day shall be used to express a commitment to the prosperity and well-being of Indigenous People through City policies, practices, advocacy, and investments that ensure greater access to historically sacred lands and opportunity for communal collaboration on City initiatives, while honoring our nation's Indigenous history and contributions;*

THEREFORE, BE IT RESOLVED, *I, Colin A. Byrd, by the authority vested in me by the residents and City Council of Greenbelt do hereby proclaim October 11th*

INDIGENOUS PEOPLES' DAY

in the City of Greenbelt and urge all citizens to recognize the importance of this observance to participate in events, activities, and educational programs designed to increase awareness of the importance of Indigenous People in our community.

IN WITNESS WHEREOF, *I have hereunto set my hand and caused the Seal of the City of Greenbelt, Maryland, to be affixed this 11th day of October 2021.*

PROCLAMATION

COLIN A. BYRD
Mayor

City Council Agenda Item Report

Meeting Date: October 11, 2021

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Meeting Minutes

Agenda Section: COMMUNICATIONS

Subject:

* Minutes of Council Meetings

Suggested Action:

Attachments:

City Council Agenda Item Report

Meeting Date: October 11, 2021

Submitted by: Terri Hruby

Submitting Department: Planning

Item Type: Board and Committee Reports

Agenda Section: COMMUNICATIONS

Subject:

Advisory Planning Board Report #2021-04 - 7010 Greenbelt Road Zoning Text Amendment

Suggested Action:

It is recommended Council accept this report. This item appears later on this evening's agenda for Council action.

Attachments:

[APB Report 2021-04_7010 Greenbelt Road.pdf](#)

ADVISORY PLANNING BOARD**REPORT NO. 2021-04****REPORT TO COUNCIL****Date: 9/27/2021****SUBJECT: 7010 Greenbelt Road Zoning Text Amendment**

On September 22, 2021, the Advisory Planning Board (APB) received a briefing from Planning Staff regarding the 7010 Greenbelt Road project team's request for support of legislation to facilitate the subject development. The project team is requesting the City's support of a zoning text amendment that would allow the construction of age-restricted multi-family housing subject to a Detailed Site Plan and at a slightly higher density than is currently permitted in the R-18 zone (22 units per acre rather than 20 units per acre). The project team is proposing the increase in density to make it feasible to include a community meeting space to address Council's expressed desires. The legislation has been introduced at the County by Council Member Turner on behalf of the project team.

Members of the development team were also present at the meeting and provided information to the Board. The Board was able to view the revised site concept which now proposes 95 for-sale age-restricted units distributed throughout four (4) buildings. (The previous version of the concept plan proposed 90 units.) The site concept also includes outdoor exercise amenities and a pavilion.

SUMMARY:

The Board voted (5-0) to support the legislation, understanding that if the legislation passes and the development team proceeds to Detailed Site Plan the City will have the authority to review and approve the site plan. The Board acknowledged issues such as traffic, architecture, EV charging stations, parking, site access, etc. will need to be carefully considered at the Detailed Site Plan stage. APB will continue to review the proposed development if the site concept continues to move forward.

Respectfully Submitted,

Keith Chernikoff
Chair

City Council Agenda Item Report

Meeting Date: October 11, 2021

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: LEGISLATION

Agenda Section: LEGISLATION

Subject:

Eviction Notice Ordinance

-2nd Reading, Adoption

Suggested Action:

Reference: Resolution

Mayor Byrd introduced this ordinance for first reading at the last meeting. It is recommended the ordinance be introduced for second reading and moved for adoption tonight.

Attachments:

[Ordinance - Eviction Notice.pdf](#)

Introduced: Mayor Byrd
1st Reading: September 27, 2021
Passed:
Posted:
Effective:

ORDINANCE NUMBER XXXX

CITY OF GREENBELT

EVICITION NOTICE ORDINANCE

WHEREAS, The City Council believes it is important to provide additional assistance for tenants; and

WHEREAS, The City desires to assist those residents of Greenbelt who live in residential apartments by having landlords give eviction notice to the City of Greenbelt and for the City to maintain records to possibly provide resources to be a benefit for apartment dwellers.

NOW, THEREFORE, BE IT ORDAINED the City Council of Greenbelt adopts this Eviction Notice Ordinance for tenants and apartment dwellers by requiring all landlords or property managers of any residential property in Greenbelt to give notice of evictions to the City's Planning and Community Development Department as follows:

1. In any eviction proceedings of any resident in the City of Greenbelt, within three (3) days of said filing of the eviction proceeding with the Court, the landlord or property manager shall provide written notice, which shall include the tenant's name, address, unit address, property owner, landlord or property manager name, address, contact information, and a brief description of the reason for said eviction to the City of Greenbelt's Planning and Community Development Department of said eviction for the City to maintain records of said eviction as well as to determine if assistance resources can be provided or made available to the tenant. The failure to give the notice as required herein shall result in a municipal infraction and a fine of One Hundred (\$100.00) Dollars per instance.

BE IT FURTHER ORDAINED by the Council of the City of Greenbelt that this ordinance shall become effective immediately upon its passage.

PASSED by the Council of the City of Greenbelt, Maryland, at its regular meeting of _____, 2021.

Colin A. Byrd, Mayor

ATTEST:

Bonita Anderson, City Clerk

City Council Agenda Item Report

Meeting Date: October 11, 2021

Submitted by: Brian Kim

Submitting Department: Public Works

Item Type: LEGISLATION

Agenda Section: LEGISLATION

Subject:

A Resolution to Negotiate the Purchase and Installation of Architectural Services for the Space Study Projects as outlined in the Request for Qualification from Frederic Ward and Associates at an Estimated Cost of \$61,000.00

-1st Reading

Suggested Action:

Reference:	Resolution
	Memorandum, Brian Kim, 10/04/2021
	Proposal Frederick Ward Associates
	RFQ Architectural Services
	Architectural Firm Tally

The Space Study will evaluate the current use of City space, industry standards, security/health protocols, and identify current and future space needs within multiple departments, as outlined in the Request for Qualifications.

Architectural Firm will conduct a comprehensive space study of the following City of Greenbelt Facilities: Municipal Building, Community Center, Department of Public Works (DPW), Youth Center, Greenbelt Aquatic and Fitness Center (GAFC), Greenbelt Police Department (GPD), and Springhill Lake Recreation Center (SLRC) in order to assess the current space needs, facility planning and possible relocation of City staff and associated services.

A total of fourteen firms responded to the Request for Qualifications. Stakeholders were invited to participate in a vote and the top four firms were then moved to the next phase of the solicitation process. All four firms were invited to participate in interviews conducted on August 2, 2021 and a Best and Final Offer (BAFO) round which included both an interview and site walkthrough conducted on August 16,

2021. All firms were asked to submit lump sum pricing to complete a space study on all Greenbelt Building/Facilities. Three proposals were received ranging in price from \$61,000.00 - \$132,350.00.

Staff is recommending that the City negotiate the purchase of Architectural Services for the Space Study Project with Frederick Ward and Associates at an estimated cost of \$61,000.00.

Attachments:

[Space_Study_Resolution.pdf](#)

[21.10.04_Memo_Space_Study_Award.pdf](#)

[19.12.09_RFQ_Architectural_Services.pdf](#)

[Architectural_Firm_Tally.pdf](#)

[FWA_21.08.17_BAFO.pdf](#)

Introduced:
1st Reading:
Passed:
Posted:
Effective:

RESOLUTION NUMBER 2XXX

A RESOLUTION TO NEGOTIATE THE PURCHASE AND INSTALLATION OF ARCHITECTURAL SERVICES TO CONDUCT SPACE STUDY FOR CITY OF GREENBELT BUILDINGS FROM FREDERICK WARD ASSOCIATES AT AN ESTIMATED COST OF \$61,000.00.

WHEREAS, since 2019 the need for all City building to be assessed due to change in services, size of departments, and safety protocol; and

WHEREAS, the space study is essential to understand departmental needs; and

WHEREAS, a Request for Qualification was issued; and

WHEREAS, the proposal from Frederick Ward Associates was determined to be in the City's best interest. NOW, THEREFORE,

BE IT RESOLVED by the Council of the City of Greenbelt, Maryland, that the City Manager be authorized to negotiate the purchase of Architectural Services to conduct the Space Study Project from Frederick Ward and Associates at an estimated cost of \$61,000.00.

PASSED by the Council of the City of Greenbelt, Maryland, at its Regular Meeting of _____, 2021.

Colin Byrd, Mayor

ATTEST:

Bonita Anderson, City Clerk

CITY OF GREENBELT
Department of Public Works
555 Crescent Road – Greenbelt, Maryland 20770
301.474.8004

MEMORANDUM

Date: October 4, 2021

To: Nicole Ard, City Manager

From: Brian Kim, Assistant Director of Public Works

Via: James Sterling, Public Works Director

Re: **Award of Request for Qualifications (RFQ) for Architectural Services – Space Study**

Public Works

The Fiscal Year (FY) 2022 Building Capital Reserve Fund includes \$80,000 to conduct a comprehensive space study of the following City of Greenbelt Facilities: Municipal Building, Community Center, Department of Public Works (DPW), Youth Center, Greenbelt Aquatic and Fitness Center (GAFC), Greenbelt Police Department (GPD), and Springhill Lake Recreation Center (SLRC) in order to assess the current space needs, facility planning and possible relocation of City staff and associated services.

The Space Study will evaluate the current use of City space, industry standards, security/health protocols, and identify current and future space needs within multiple departments. To this end, a Request for Qualification (RFQ) dated December 9, 2019 was issued and advertised on the Greenbelt website and Greenbelt News Review, the RFQ is attached. As a result, fourteen interested firms expressed interest and responded to the RFQ on January 10, 2021. A review panel was established and each of the fourteen firms were ranked, attached is the rankings.

The field was reduced to the top four ranked firms. All four firms were invited to participate in interviews conducted on August 2, 2021 and a Best and Final Offer (BAFO) round which included both an interview and site walkthrough was conducted on August 16, 2021. All firms were asked to submit lump sum pricing to complete a space study on all Greenbelt Building/Facilities. Three proposals were received ranging in price from \$61,000.00 - \$132,350.00.

Staff carefully reviewed the proposals from Frederick Ward and Associates (\$61,000.00), Morgan Design Group Architects (\$73,000.00), and finally Murphy & Dittenhafer Architects (\$132,350.00). All firms' references were checked without issue. All three firms references described them as qualified and dependable, capable of accomplishing the scope of work as described in the RFQ.

Staff has identified Frederick Ward Associates (FWA) as Best Value for the City of Greenbelt. FWA's proposal was most responsive as well as low bidder, the proposal is attached. FWA has completed projects of similar size and scope for the City of Bowie, Baltimore County, Carroll County, Hartford County, MD GSA, GSA and a multitude of other private and public sector companies/agencies. The costs of the services are \$61,000.00. The remaining budgeted funds will be used to analyze and assess possible alternative locations such as but not limited to Armory and or private office locations to address immediate departmental needs at the outcome of the space study process.

Summary Recommendations

Staff recommends Council approve the Frederick Ward Associates Proposal dated August 17, 2021 in the amount of \$61,000.00. Frederick Ward Associates is located at 5 South Main Street, Bel Air, Maryland 21014.

December 9, 2019

City of Greenbelt Request for Qualifications for Architectural Services

The City of Greenbelt, Maryland solicits qualifications of individual architects and architectural firms who seek consideration as the advisor to City on matters related to space needs assessment, facilities planning, and relocation of City staff and services. Greenbelt seeks to develop a plan to consider building renovation, new construction, and/or leasing of private space as options to meet the City's existing and future space needs. There is an immediate need for multiple departments to obtain more or more productive use of space.

The City has interest in evaluating the current use of City space, industry standards for space allocation and security related to delivery of a variety of services. Greenbelt has identified space needs in multiple departments spanning several buildings. Assistance would include interview and study of people working in facilities including: the Greenbelt Community Center (a renovated school), the Municipal Building, the Police Department, the Greenbelt Aquatic and Fitness Center, and the Youth Center.

Greenbelt is a chartered municipal government located within the Baltimore-Washington region in Prince George's County, Maryland. Greenbelt is nationally recognized as one of the historic planned communities of President Roosevelt's New Deal era. In 2017, Greenbelt celebrated the 80th anniversary of the community's incorporation and community spirit of cooperation and inclusion. An active citizenry of over 21,000 residents is served by the Council-Manager form of government. Seven Councilmembers appoint a city manager who oversees over 200 city employees who provide a variety of services including city police; social services (individual and family counseling, emergency relief, independent senior living support (geriatric case management, home visits by student nurses), GED and English as a Second Language Tutoring, training for parents and children); recreation including two community centers, an aquatic and fitness center, an arts program, as well as numerous parks, trails, a forest preserve, and Greenbelt Lake; public works; planning; code enforcement, animal control; and an affordable housing apartment building. Greenbelt has earned Sustainable Maryland designation and has dedicated staff to environmental stewardship. The City coordinates with Maryland National Capital Park and Planning Commission (MNCPC) as the City does not have zoning authority. For more information about the City, including department profiles, please visit greenbeltmd.gov.

The City anticipates formal establishment of an agreement to provide architectural services. The City of Greenbelt management seeks to make selection directly from this RFQ. Time is of the essence.

Scope of Work

Selected consultant will report to the City Manager and consult with the Public Works Director, subject experts, and others in: reviewing existing current spaces, evaluating service needs and short and long-term options. The scope of work includes:

- 1) Study and identify existing and future space needs for the organization to include square footages and current projected staff levels.
- 2). Assess the physical condition of the existing facility, including but not limited to: a. Structural; b. Plumbing/HVAC/Mechanical Issues; c. Compliance with ADA requirements for public buildings; d.

Compliance with building codes and other life-safety requirements; e. Maintenance issues/concerns; f. Storage; g. Furniture/Equipment Needs; h) Parking; i. Security of facilities (Access points, reception area safety, cameras) both in public and non-public areas; j. Sustainability (including energy efficiency)

3). Future facility needs pertaining to the following: a. Space needs for each department including both shared and individual workspace potential; b. Staffing growth potential; c. Storage; d. Breakroom; e. Meeting Rooms; f. Sustainability (energy, environment, and efficiency); g. IT and computer equipment; h. Audio Visual needs; I Facility safety and security (cameras, access points, etc.)

4) Evaluate the adequacy of current facilities and make recommendations that address the needs and requirements identified for the various departments/functions if they remain in the current facilities. The recommendations must include estimated costs to renovate and/or expand these facilities, including site layouts for expansion. The selected architect should consider a time window of at least 20 years into the future.

5). The selected architect may be asked to support identification of building costs and site requirements to accommodate lease and/or purchase of private facilities in the community.

The City will request that the selected architect consult with appropriate City boards and committees, including the Planning and Advisory Boards at a public meeting as part of the study process. Other opportunity to collaborate for public outreach during the process will be encouraged. For example, incorporation of a survey or interviews of clients, patrons, and employees.

The selected firm will be required to make site visits and conduct interviews with City employees and officials to develop the final set of recommendations. A list of pros and cons of alternatives will be required. A general floor plan for design of the facility as recommended should be provided for each alternative.

The selected firm may also be asked to provide technical support while working with a commercial broker or implementation of any study recommendations.

Firms interested in consideration for service to Greenbelt should submit by 4:30 pm on January 3, 2020: their professional vitae, and responses to the Proposal Requirements to: Nicole Ard, City Manager, City of Greenbelt, Maryland, 25 Crescent Road, Greenbelt, MD 20770, ATTN: Architectural RFQ. Questions should be directed to Ms. Anne Marie Belton, Executive Associate, abelton@greenbeltmd.gov or 301-474-8000.

PLEASE NOTE: The selection of an architect or firm to provide the described scope of services will not be made on cost alone, but may be made based on the consideration of qualifications and factors contained in this Request for Qualifications. The City of Greenbelt reserves the right to reject any and all quotes or to request additional information from any or all applicants as determined to be in the best interest of the City.

Proposal Requirements

The Statement of Qualifications must address the following criteria:

A. Name of firm, owner, address and telephone number.

B. Description of the Firm.

C. Personnel Qualifications. Identify the key employee who will serve in the role of project manager; provide their resume and summarize their experience.

Provide the same for other employees (if any) in the firm who may assist with the provision of services. Provide responsibilities, background, and relevant experience of key employees who will be working directly on this project.

Provide at least three references from these organizations including names, contact persons and phone numbers.

Please also highlight any client work with historic buildings, renovation or retrofit. Also note any planning of spaces for medical-related services such as counseling and nursing, as well as service to diverse cultures and populations including inclusive services and spaces for people of various ages, emotional, mental and physical abilities.

D. Capability. Provide information about the architect and firm's capability to perform on short notice and in a timely manner. If the appointed project manager is not available are there other means of responding to requests?

E. Expert Advisors

Demonstrate experience and/or capacity to generate technical experts related to specialized architectural services.

F. Client List. Provide a list of current clients.

G. Description of Work Tasks. Approach To Communicating With The City. Describe the architect and firm's approach to communicating with the City in regard to progress reports, status reports, recommendations, status of opinions, etc.

H. Understanding of Services to Be Provided. Describe the attorney's/firm's understanding of the scope of work.

I. Work Schedule and Approach to Project Management. Provide a plan for service delivery, and an explanation of how tasks and projects are managed within the firm to ensure timely response and completion.

J. Conflict of Interest. List any clients you currently represent that could cause a conflict of interest with your responsibilities as legal counsel for Greenbelt and describe how you would be willing to resolve these or any future conflicts of interest.

K. Fees. Please provide rates for providing the services described above.

L. Statement: The attorney or firm, by submitting a proposal, certifies that to the best of its knowledge or belief, no elected or appointed official of the City is financially

interested, directly or indirectly, in their firm or in the purchase of services as described in this RFQ. They also certify that the information contained in the Statement of Qualifications is correct and complete to the best of their knowledge.

Evaluation Criteria:

This Request for Qualifications is a solicitation for information. The City is not obligated to enter into contract nor is it responsible for any costs associated with the preparation of proposals or interviews. The City reserves the right to accept or reject any and all submissions in the best interest of the City. In connection with the evaluation, the City may invite one or more applicants to make an oral presentation to the City at a time and location to be announced and may require the submission of supplemental material intended to substantiate or clarify information previously submitted.

The following information will be taken into consideration during the evaluation process:

- ☐ Meets qualifications identified in the Request for Qualifications
- ☐ Proposal includes complete and clear responses to items.
- ☐ Available dedicated staff with related experience.
- ☐ Capacity to perform work in a timely and responsive manner and at a level of experience commensurate with the level of service required by the City.
- ☐ The professional reputation for providing high-quality services, ability to work cooperatively with City representatives and demonstrates sound judgment, integrity, and reliability as determined by the references provided.
- ☐ Cost of providing basic and hourly services as per the submitted hourly rate.

Contract Award

The Contract will be awarded for a period agreed upon by the City and selected contractor and automatically renew for additional one year periods unless terminated by either party. All costs, directly or indirectly, related to the preparation of a response to this RFQ or any oral presentation required to supplement and/or clarify the RFQ which may be required shall be the sole responsibility of, and shall be borne by the applicant.

The individual or firm that represents the City is not an employee of the City; does not receive any City benefits, nor maintain an office provided by the City. The architects are independent contractors responsible for their own benefits, office expenses, insurances and staff throughout the term of this contract.

	Jim	Brian	Joe & Greg	David	Terri	Laura	TALLY
Bignell Watkins Hasser Architects			1	1			2
CRGA Design			1				1
Delta			1	1			2
Design Collective	1	1	1	1	1	1	6
Frederick Ward Associates	1	1	1		1		4
Harris-Kupfer							0
Heath Design Group	1						1
K Dixon Architecture				1			1
Mimar							0
Morgan Design Group	1			1	1	1	4
Murphy & Dittenhafer		1			1	1	3
Peck Peck & Associates			1				1
W2W Design Studio		1	1				2
WBCM						1	1

August 17, 2021

Mr. Brian Kim
Assistant Director of Public Works
City of Greenbelt Public Works
555 Crescent Road
Greenbelt, MD 20770

**Re: Proposal for Architectural Services
Space Utilization Study
Various City Owner Buildings**

Dear Brian:

Thank you for the opportunity to assist you with the space utilization study for the City Of Greenbelt. Based upon our discussions, field visit and the various building plans, we have prepared the following proposal for architectural and engineering design services. We understand the scope of services to be as follows:

Task 1: Create a set of floor plans for all the listed facilities. FWA has acquired the floor plans for these buildings as part of previous projects, which will aide in this task. From these existing and field verified spaces, we will create a set of documents for reference and future space planning and facility maintenance use. The list of facilities is as follows:

- a. Public Works Buildings
- b. City Municipal Building
- c. Police Station
- d. Community Center
- e. Youth Center
- f. Greenbelt Aquatic Fitness Center
- g. Springhill Lake Recreation Center

Task 2: Create an existing conditions programming document that includes color coded floor plans of each building and space indicating departments, circulation, public space, etc. with SF as well corresponding program spreadsheet. We expect to meet one time to review the progress and the correctness of these plans.

Task 3: Develop a programming spreadsheet document that addresses current, 5-year, and 10-year staffing and space needs for each department. We will meet with the appropriate representatives of each department and conduct information gatherings interviews to create the spreadsheet. We anticipate 30 to 45 minutes with each department. To save time we suggest that this be set-up as a series of meetings 45 to 60 minutes apart over a two day period to complete. We have based our fees utilizing this strategy.

Task 4: Based on the programming document, meetings with department managers and the color coded space plans FWA will discuss recommendations for accommodating current space needs and future growth through the relocation of departments, optimization of space or the acquisition of

new spaces. We foresee two meetings to discuss results and compile suggestions from department heads and/or others.

Task 5: Based upon the project needs space plans, we will determine the electrical, plumbing, IT, structural and HVAC requirements of the spaces addressed in Task 4 above. Our design team will address these areas from a concept design approach to develop a strategy for design and to develop a conceptual cost estimate.

Task 6: FWA will develop a final presentation package to review with department managers, City Manager and City Council. We have included one public meeting to present to City Council.

Task 7: FWA will assist with the assessments and investigations in regards to various HVAC and other infrastructure issues in the various buildings.

Meetings: FWA anticipates a total of nine meetings to complete this process. FWA will compile and distribute minutes of each meeting as well as plans and spreadsheet throughout the project.

The final product will be field condition drawings of the requested facilities showing current space use, an analysis of the existing program of the requested buildings, and a programming document and space plans for future consideration for expansion as an organization. These documents will be living documents that can be used to track the expansion or contraction of departments in the future. We will also create an assessment of the designed areas with a conceptual cost estimate that can be used for future budgeting of capital projects and facility budgeting.

SUMMARY OF PROJECT FEES:

The FWA project team proposes to complete the above seven tasks, along with the associated meetings for a lump sum fee of \$61,000, including reimbursables.

TOTAL PROJECT FEE: \$61,000

SCHEDULE:

We anticipate a three month schedule based upon the following items listed above:

Task 1: Document existing facilities Two weeks
Task 2: Document existing program Two weeks
Task 3: Program for future growth Two weeks (some overlap with tasks 1 & 2)
Task 4: Space planning Two weeks
Task 5: Final presentation Two weeks
Task 6: Design Concepts and Cost estimates Three weeks
Task 7: HVAC and other infrastructure issues Ongoing
Review time for City of Greenbelt One week
Meetings As required during contract period

TOTAL ESTIMATED CONTRACT TIME Three Months

REIMBURSABLE COSTS:

All reimbursable costs of the project including, without limitation, black & white copies, color bond & mylars, copies, postage, overnight and day courier deliveries, etc. are included in the above lump sum fee.

APPLICATION/PERMIT FEES:

All application fees shall be paid by the client at the time of application.

ADDITIONAL SERVICES NOT INCLUDED:

We can provide additional services at your request during any of the above phases if the scope of the project changes. Examples of additional services would be:

- Making owner design revisions to previously approved drawings;
- Attending meetings with permitting and reviewing agencies
- Architectural renderings other than those described above;
- Any service not specifically mentioned previously.

PROFESSIONAL FEES:

Itemized bills shall be sent on a monthly basis. Payment of bills shall be due upon receipt and are past due thirty (30) days from the invoice date. Client agrees to pay a finance charge of 1.5% (one and one-half per cent) per month or a maximum rate of 18% (eighteen per cent) per annum on past due accounts absent default by FWA. Frederick Ward Associates reserves the right at all times to suspend or terminate the work if the client's account is past due.

Our current Professional Fee Schedule for our agreements has been attached for your review. We understand that we will utilize the Terms and Conditions agreed upon for the North East Branch in order to expedite the approval process.

Thank you for the opportunity to present this proposal. Please feel free to contact me at your convenience to discuss any portion for this proposal. We look forward to working with you to create another successful APG Federal Credit Union project. Please indicate your acceptance by signing and returning one copy of this proposal to our office.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Ted M. Jasinski", followed by a long horizontal flourish line.

Ted M. Jasinski, AIA, NCARB
Vice President/Director of Architecture

City Council Agenda Item Report

Meeting Date: October 11, 2021

Submitted by: Terri Hruby

Submitting Department: Planning

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS

Subject:

7010 Greenbelt Road Zoning Text Amendment

Suggested Action:

Reference: CB-83-2021- Proposed
APB Report - #2021-04
Memorandum - T. Pounds
7010 Greenbelt Road Plan and Renderings

CB-83-2021 was introduced by Councilmember Turner at the request of the development team of 7010 Greenbelt Road. The bill would allow for a slight increase in density (from 20 units per acre to 22 units per acre) for age-restricted units within Transportation Service Area 1 in the R-18 zone, enabling the construction of a proposed total of 95 units onsite. The development team has expressed that the increase in density would enable the provision of the desired interior community meeting space. The County Planning Board has recommended denial of the bill, raising a number of concerns including the possibility of unintended consequences for other R-18 properties throughout the County and implications of changing the existing zoning ordinance on the eve of implementing its 21st Century Subdivision and Zoning Ordinance. The bill was revised slightly to address these concerns, and the revised bill (included in Council's packet) was discussed by the Committee of the Whole (COW) on October 5. The COW voted unanimously in support of the bill. It is anticipated that the public hearing for the bill will occur on October 12. Restrictive covenants on the site provide the City with approval authority over the Detailed Site Plan and currently cap density at 90 units for the site. The Advisory Planning Board voted 5-0 in support of the legislation, and the APB report is included in Council's packet. Staff recommends Council support CB-83-2021.

Attachments:

[CB-83-2021__Proposed_Dr_2_.pdf](#)
[APB Report 2021-04_7010 Greenbelt Road.pdf](#)
[T. Pounds memo.pdf](#)
[7010 Greenbelt Rd_Plan and renderings.pdf](#)

COUNTY COUNCIL OF PRINCE GEORGE'S COUNTY, MARYLAND

SITTING AS THE DISTRICT COUNCIL

2021 Legislative Session

Bill No. _____ CB-083-2021

Chapter No. _____

Proposed and Presented by _____ Council Member Turner

Introduced by _____

Co-Sponsors _____

Date of Introduction _____

ZONING BILL

1 AN ORDINANCE concerning

2 Apartment Housing for the Elderly

3 For the purpose of permitting Apartment Housing for the Elderly in the R-18 Zone, subject to

4 Detailed Site Plan but not Special Exception review under certain circumstances.

5 BY repealing and reenacting with amendments:

6 Section 27-441(b),

7 The Zoning Ordinance of Prince George's County, Maryland,

8 being also

9 SUBTITLE 27. ZONING.

10 The Prince George's County Code

11 (2019 Edition; 2020 Supplement).

12 SECTION 1. BE IT ENACTED by the County Council of Prince George's County,
13 Maryland, sitting as the District Council for that part of the Maryland-Washington Regional
14 District in Prince George's County, Maryland, that Section 27-441(b) of the Zoning Ordinance of
15 Prince George's County, Maryland, being also Subtitle 27 of the Prince George's County Code,
16 be and the same is hereby repealed and reenacted with the following amendments:

17 **SUBTITLE 27. ZONING.**

18 **PART 5. RESIDENTIAL ZONES.**

19 **DIVISION 3. USES PERMITTED.**

20

Sec. 27-441. Uses permitted.**(b) TABLE OF USES.**

USE	ZONE							
	R-T	R-30	R-30C	R-18	R-18C	R-10A	R-10	R-H
(6) RESIDENTIAL/LODGING:								
* * * * *	*	*	*	*	*	*	*	*
Apartment housing for elderly or handicapped families in a building other than a surplus public school building (with provisions for increased density and reduced lot size in Multifamily Zones)	SE ⁶³	X	X	SE ^{81, 143}	SE	X	SE	SE
Apartment housing for elderly or handicapped families in a surplus public school building	SE	SE	SE	SE	SE	X	SE	SE
* * * * *	*	*	*	*	*	*	*	*

1 4 3 Permitted in the R-18 Zone without a Special Exception, provided:**(A) A Detailed Site Plan shall be approved in accordance with Part 3, Division 9;****(B) The subject property is located within Transportation Service Area 1;****(C) In addition to the requirements of Section 27-296(c), the site plan shall show the density, and the type and total number of dwelling units proposed. A condominium plat is recorded, in accordance with the provisions of the Maryland Condominium Act, setting out each dwelling as a separate unit;****(D) The density shall not be greater than 10% higher than that normally allowed in the zone;****(E) Age restrictions in conformance with the Federal Fair Housing Act shall be set forth in covenants submitted with the application, which shall be approved with the Detailed Site Plan as and filed in the land records prior to certification of the Detailed Site Plan the issuance of any building permit.**

1 SECTION 2. BE IT FURTHER ENACTED that this Ordinance shall take effect forty-five
2 (45) calendar days after its adoption.

Adopted this _____ day of _____, 2021.

COUNTY COUNCIL OF PRINCE GEORGE'S
COUNTY, MARYLAND, SITTING AS THE
DISTRICT COUNCIL FOR THAT PART OF
THE MARYLAND-WASHINGTON REGIONAL
DISTRICT IN PRINCE GEORGE'S COUNTY,
MARYLAND

BY: _____
Calvin S. Hawkins, II
Chair

ATTEST:

Donna J. Brown
Clerk of the Council

KEY:

Underscoring indicates language added to existing law.

[Brackets] indicate language deleted from existing law.

Asterisks *** indicate intervening existing Code provisions that remain unchanged.

* * * * *

ADVISORY PLANNING BOARD**REPORT NO. 2021-04****REPORT TO COUNCIL****Date: 9/27/2021****SUBJECT: 7010 Greenbelt Road Zoning Text Amendment**

On September 22, 2021, the Advisory Planning Board (APB) received a briefing from Planning Staff regarding the 7010 Greenbelt Road project team's request for support of legislation to facilitate the subject development. The project team is requesting the City's support of a zoning text amendment that would allow the construction of age-restricted multi-family housing subject to a Detailed Site Plan and at a slightly higher density than is currently permitted in the R-18 zone (22 units per acre rather than 20 units per acre). The project team is proposing the increase in density to make it feasible to include a community meeting space to address Council's expressed desires. The legislation has been introduced at the County by Council Member Turner on behalf of the project team.

Members of the development team were also present at the meeting and provided information to the Board. The Board was able to view the revised site concept which now proposes 95 for-sale age-restricted units distributed throughout four (4) buildings. (The previous version of the concept plan proposed 90 units.) The site concept also includes outdoor exercise amenities and a pavilion.

SUMMARY:

The Board voted (5-0) to support the legislation, understanding that if the legislation passes and the development team proceeds to Detailed Site Plan the City will have the authority to review and approve the site plan. The Board acknowledged issues such as traffic, architecture, EV charging stations, parking, site access, etc. will need to be carefully considered at the Detailed Site Plan stage. APB will continue to review the proposed development if the site concept continues to move forward.

Respectfully Submitted,

Keith Chernikoff
Chair

Council,

I wanted to make you aware of a text amendment change with regard to the property at 7010 Greenbelt Road.

As you know, this property is proposed for senior housing.

There are numerous zoning issues on the property with regard to this use and the applicant has contacted Councilperson Todd Turner to amend the zoning code through a "text amendment" to resolve those zoning issues. The applicant's attorney, Tom Haller, Esq. has contact both Terri and me to inform us of this text amendment and I have attached his email to me as well as the text amendment language proposed before the County Council. Basically, the applicant is looking to permit this use which would be for "multifamily age restricted housing" and to raise the density from a maximum of 90 to 95 units. The applicant would also be required to file a detailed site plan with regard to this use. This project would ultimately be for 4 story buildings which would be pursuant to a request for a community room.

I wanted to make you aware of this new Ordinance before the County Council and briefly explain its intent and the current status of this project.

Todd K. Pounds, Esq.

Todd Pounds

From: Tom Haller <thaller@gibbshaller.com>
Sent: Wednesday, September 15, 2021 6:39 PM
To: Todd Pounds
Subject: RE: 7010 Greenbelt Road
Attachments: R-18 Regulations - 2021 Legislation.docx

Todd,

Terri asked me to call you about the draft legislation. I have modified the legislation to hopefully address the concern she expressed about eliminating the need for a DSP. The revised legislation is attached. I will call you tomorrow to discuss.

As I discussed with Terri the other day, how we propose the text amendment is somewhat a matter of semantics. I started by amending the use table, since apartment housing for the elderly is a listed use. I was not trying to circumvent the SE process. If you look at the criteria for the SE, we would not qualify for it anyway because we are not a non-profit entity. So the footnote which allows a DSP under the circumstances listed does not get be out of the SE process, it just allows me to obtain an approval by DSP, which I have to do anyway. I didn't see that as a problem as our covenant with Greenbelt relates to the DSP process, not the SE process, so they have more control over the DSP than the SE. That said, as I told Terri, I could have just amended the regulations in the R-18 zone to say that if you are doing age restricted housing in the R-18 zone, you can get 22 units per acre rather than 20. You are still subject to the DSP process and the issue of an SE becomes irrelevant. That is what the attached draft does. I know that Councilman Turner has already prepared a draft premised on the original bill I drafted, but I assume it could be amended in committee to accomplish the same goal by amending the regulation if the City would prefer that approach.

Tom



GIBBS AND HALLER

Thomas H. Haller
1300 Caraway Court, Suite 102
Largo, MD 20774
(301)306-0033

From: Todd Pounds <tpounds@alexander-cleaver.com>
Sent: Monday, August 30, 2021 10:17 AM
To: Tom Haller <thaller@gibbshaller.com>; thruby@greenbeltmd.gov
Cc: Ian Black <ian@Tenacitygroup.com>
Subject: RE: 7010 Greenbelt Road

Tom

Let me talk to the City and Terri further about this matter and follow up with you. Thanks Todd

Todd K. Pounds, Esq.

Senior Vice President/Senior Litigation Attorney



Alexander & Cleaver
PROFESSIONAL ASSOCIATION

Attorneys at Law

PLEASE NOTE OUR NEW ADDRESS BELOW

6710 Oxon Hill Road, Suite 330
Oxon Hill, Maryland 20745
301-292-3300
(f) 301-292-3264
1-800-292-5297 Toll Free
tpounds@alexander-cleaver.com
www.alexander-cleaver.com

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From: Tom Haller <thaller@gibbshaller.com>
Sent: Wednesday, August 25, 2021 2:47 PM

To: Todd Pounds <tpounds@alexander-cleaver.com>; thruby@greenbeltmd.gov
Cc: Ian Black <ian@Tenacitygroup.com>
Subject: 7010 Greenbelt Road

Todd and Terri,

Consistent with our discussions with staff, attached is a letter advising you that the owner of the property located at 7010 Greenbelt Road has revised its development concept and is seeking to meet with the City Council at its earliest convenience. However, in order to implement the plan as now designed, a text amendment is required. We are asking Councilman Turner to present the text amendment, but to meet the timing deadlines for legislative processing, it will need to be presented before the City Council will have met to review the revised plan and express an opinion regarding the text amendment. Since the legislative process will take until late October or early November to complete, this will give us time to work through any remaining issues with the City. This letter informs the City as to what we are doing in the spirit of complete transparency and cooperation. Thank you and let me know if you have any questions.

Tom



GIBBS AND HALLER

Thomas H. Haller
1300 Caraway Court, Suite 102
Largo, MD 20774
(301)306-0033

COUNTY COUNCIL OF PRINCE GEORGE'S COUNTY, MARYLAND
SITTING AS THE DISTRICT COUNCIL
2021 Legislative Session

Bill No. _____ CB - - 2021 _____
 Chapter No. _____
 Proposed and Presented by _____
 Introduced by _____
 Co-Sponsors _____
 Date of Introduction _____

ZONING BILL

1 AN ORDINANCE concerning

2 R-18 Zone - Regulations

3 For the purpose of modifying certain regulations related to multifamily development in the R-
 4 18 zone under certain circumstances.

5 BY repealing and reenacting with amendments:

6 Section 27-442,

7 The Zoning Ordinance of Prince George's County, Maryland,
 8 being also

9 SUBTITLE 27. ZONING.

10 The Prince George's County Code
 11 (2019 Edition; 2020 Supplement).

12 SECTION 1. BE IT ENACTED by the County Council of Prince George's County,
 13 Maryland, sitting as the District Council for that part of the Maryland-Washington Regional
 14 District in Prince George's County, Maryland, that Section 27-442 of the Zoning Ordinance of
 15 Prince George's County, Maryland, being also Subtitle 27 of the Prince George's County Code,
 16 be and the same is hereby repealed and reenacted with the following amendments:

17 **SUBTITLE 27. ZONING.**

18 **PART 5. RESIDENTIAL ZONES.**

19 **DIVISION 4. REGULATIONS.**

Sec. 27-442. Regulations.

(h) TABLE VII - DENSITY (Maximum Dwelling Units Per Net Acre of Net Lot/Tract Area)

	ZONE									
	R-O-S	O-S	R-A	R-E	R-R	R-80	R-55	R-35	R-20	
One-family detached dwellings, in general	0.05	0.20	0.50	1.08	2.17	4.58	6.70	6.70	6.70	
One-family detached dwellings, cluster development ² (CB-54-1986)	-	-	-	-	3.00 ⁶	3.00	4.20	-	-	
One-family metropolitan dwellings (CB-33-2005)	-	-	-	-	2.00 ⁷	4.10 ⁸	-	-	-	
One-family semidetached dwellings	-	-	-	-	-	-	-	12.44	12.44	
One-family triple-attached dwellings	-	-	-	-	-	-	-	-	16.33	
Townhouses	-	-	-	-	-	-	-	-	16.33	
Townhouse, Transit Village (CB-37-2006)	-	-	-	-	-	-	-	-	-	
Two-family dwellings	-	-	-	-	-	-	-	12.44	-	
Three-family dwellings	-	-	-	-	-	-	-	-	-	
Multifamily dwellings (CB-114-1989)	-	-	-	-	-	-	-	-	-	

	ZONE									
	R-T	R-30	R-30C	R-18	R-18C	R-10A	R-10	R-H		
One-family detached dwellings, in general	6.70	6.70	6.70	6.70	6.70	-	6.70	6.70		
One-family detached dwellings, cluster development ² (CB-54-1986)	-	-	-	-	-	-	-	-		
One-family metropolitan dwellings (CB-33-2005)	6.00	-	-	-	-	-	-	-		
One-family semidetached dwellings	8.00	8.00	8.00	8.00	8.00	-	-	-		
One-family triple-attached dwellings	-	-	-	-	-	-	-	-		
Townhouses, constructed pursuant to a Detailed Site Plan filed prior to November 1, 1996, and in compliance with Section 3 of CB-55-1996 ⁹ (CB-55-1996)	8.00	8.00	8.00	8.00	8.00	-	-	-		
Townhouse, Transit Village (CB-37-2006)	12.00	-	-	-	-	-	-	-		
Townhouses, all others (CB-55-1996)	6.00	6.00	6.00	6.00	6.00	-	-	-		
Two-family dwellings	8.00	8.00	8.00	8.00	8.00	-	-	-		
Three-family dwellings, constructed pursuant to a Detailed Site Plan filed prior to November 1, 1996, and in compliance with Section 3 of CB-55-1996 ⁹ (CB-55-1996)	12.00	12.00	12.00	12.00	12.00	-	-	-		
Three-family dwellings, all others (CB-55-1996)	9.00	9.00	9.00	9.00	9.00	-	-	-		
Multifamily dwellings (CB-114-1989)	-	10.00	12.00	12.00 ³	14.00 ³	48.00 ⁵	48.00	48.40		
	-	-	-	20.00 ⁴	20.00 ^{4,10}	-	-	-		

¹⁰ If age restrictions in conformance with the Federal Fair Housing Act are set forth in covenants submitted with the Detailed Site Plan, and recorded prior to the issuance of a building permit, the density permitted shall not exceed 22 units per acre.

1 SECTION 2. BE IT FURTHER ENACTED that this Ordinance shall take effect forty-
 2 five (45) calendar days after its adoption.

Adopted this ____ day of _____, 2021.

COUNTY COUNCIL OF PRINCE GEORGE'S
 COUNTY, MARYLAND, SITTING AS THE
 DISTRICT COUNCIL FOR THAT PART OF
 THE MARYLAND-WASHINGTON REGIONAL
 DISTRICT IN PRINCE GEORGE'S COUNTY,
 MARYLAND

BY: _____
 Calvin S. Hawkins, II
 Council Chair

ATTEST:

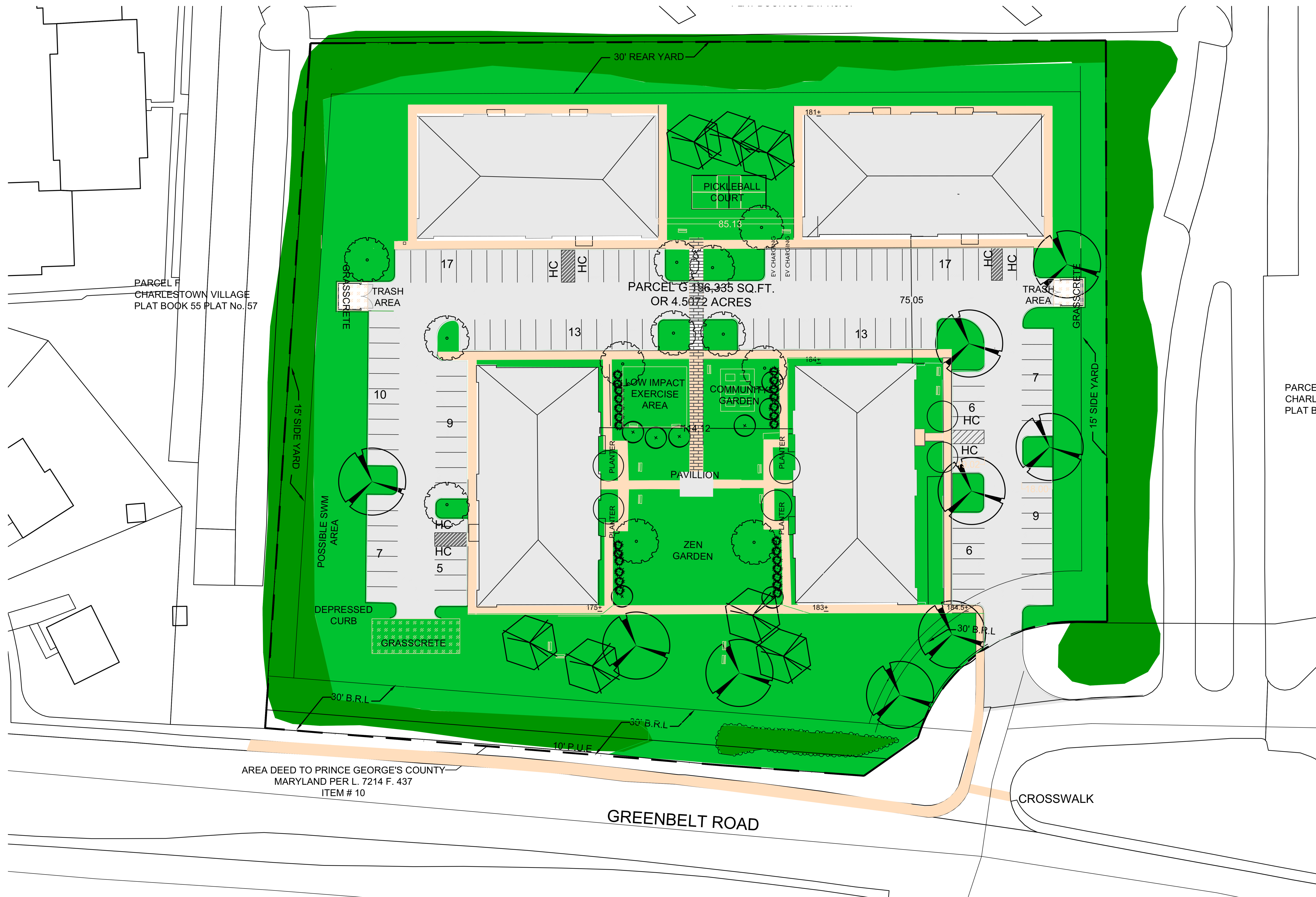
 Donna J. Brown
 Clerk of the Council

KEY:

Underscoring indicates language added to existing law.

[Brackets] indicate language deleted from existing law.

Asterisks*** indicate intervening existing Code provisions that remain unchanged.



SITE DATA ANALYSIS	
TRACT AREA	4.5076 AC.
ZONING	R-18
NO.OF UNITS ALLOWED	20 DU/AC
NO OF UNITS PROPOSED	90 UNITS
PARKING REQ'D	95 UNITS
(95 UNITS X .66 SP/UNIT)	63 SPACES
PARKING PROVIDED	119
(8 HC, 111 STD)	
LOADING REQ'D (95 UNITS)	NONE
(SEC 27-582, MULTIFAMILY <100 UNITS)	
MAX COVERAGE ALLOWED =	78,540.42 SF
(.40 x 196,351)	
PARKING & DRIVE AISLES =	37,271.44± SF
BUILDINGS 10,198 X 4 =	40,792.00 SF
PAVILLION	300.00 SF
TOTAL COVERAGE (39.9%)	78,363.44± SF
MIN. GREEN AREA REQUIRED =	117,810.63 SF
(.60 X 196,351)	
TOTAL GREEN AREA PROV.(60.1%)	117,987.56± SF
DIST. BETWEEN BLDGS	74'
BUILDING HEIGHT	47.7'
DIST. BETWEEN BLDGS 50' + 2' FOR EACH FT. OF HT OVER 36' (2 X 11.7 = 23.4)	
NOTE: THIS PLAN IS CONCEPTUAL IN NATURE LOCATION OF BUILDINGS AND AMENITIES ARE FOR DISCUSSION PURPOSES ONLY	

OWNER/DEVELOPER:

CONTACT:
PHONE:
EMAIL:

Rev. No.	Revision	Rev. Date
10	Moved bldgs. on north closer together and pickleball court to the southern open space	10/20/2020


CV, INC.
1395 PICCARD DRIVE, STE 370
ROCKVILLE, MARYLAND 20850
PHONE: (301) 637-2510
FAX: (240) 252-5612
CONTACT: CHINMAY VYAS, P.E.
EMAIL: CVYAS@CVINC.COM

PROFESSIONAL CERTIFICATION

I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MARYLAND, LICENSE NO. 200501, EXPIRATION DATE: 09/01/21

PROJECT		
7010 GREENBELT RD SITE ANALYSIS GREENBELT, MD 20770 PRINCE GEORGE'S COUNTY		
DATE: 10/20/2020	JOB NO. 20201034	
DESIGN:	SCALE:	SHEET NO: OF
CHECKED:		



7010 GREENBELT

Renderings shown are for illustrative purposes only. This image is an artist's concept so actual color schemes, elevations, and options may vary when project is constructed.

BRUNO CLAY
DESIGN

jiannotti@brunoclaydesign.com



7010 GREENBELT

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BRUNO CLAY
DESIGN

jiannotti@brunoclaydesign.com

City Council Agenda Item Report

Meeting Date: October 11, 2021

Submitted by: Greg Varda

Submitting Department: Recreation

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS

Subject:

FY23 Recognition Group Policy Changes

Suggested Action:

Reference: Memorandum - G. Varda - 10/05/2021

Recognition Group Policy and Information Guide

Park and Recreation Advisory Board Report - #22-2

Arts Advisory Board Report - #22-1

In conjunction with the City of Greenbelt's annual budget development process, Greenbelt Recreation administers an application round for community groups requesting in-kind and/or financial support from the City in the coming fiscal year. Support is provided through the Recognition Group program, which offers Basic Certification (in-kind support), Project Grants, and Operating Grants, subject to Council approval. In consultation with the Arts Advisory Board and Park and Recreation Advisory Board, Greenbelt Recreation is recommending policy updates in preparation for the FY23 application cycle. Updates are suggested to enhance equity and address concerns raised by City Council and the Grant Review Panel in the FY22 cycle.

Greg Varda, Recreation Director and Nicole DeWald, Arts Supervisor will be present to answer questions.

Attachments:

[Recognition Group FY23 - Staff Memo.pdf](#)

[Recognition Group Policy and Info Guide FY23 Working Draft.pdf](#)

[PRAB Report - Recognition Group Policy Changes 10-1-21.pdf](#)

[AAB Report 22-1 AAB Recognition Groups Updates.pdf](#)

Memorandum

To: Nicole Ard, City Manager
From: Greg Varda, Director, Recreation
Nicole DeWald, Arts Supervisor
CC: Anne Oudemans, Assistant Director, Recreation Programs
Andrew Phelan, Acting Assistant Director, Recreation Facilities
Date: October 5, 2021
Re: Recognition Group Program – Recommended Policy Updates for FY23

In conjunction with the City of Greenbelt’s annual budget development process, Greenbelt Recreation administers an application round for community groups requesting in-kind and/or financial support from the City in the coming fiscal year. Support is provided through the Recognition Group program, which offers Basic Certification (in-kind support), Project Grants, and Operating Grants, subject to Council approval. This Memorandum outlines staff’s recommendations for policy updates in preparation for the FY23 application cycle. A working draft of the FY23 Recognition Group Policy and Information Guide is enclosed for reference. Page numbers indicated in the text below refer to the Policy and Information Guide.

These recommendations have been developed in consultation with both the Arts Advisory Board (AAB) and the Park and Recreation Advisory Board (PRAB). Reports from AAB and PRAB are enclosed.

Levels of Support

1) Project Grants (p. 1): Staff recommend setting a cap of \$5,000 for project grant awards. There is currently no cap, but this is the amount of the highest project grant awarded for FY22. The purposes of the proposed cap are twofold: to support a change in the disbursement structure as described below, and to move applicants into the Operating Grant pool if support is needed at a higher level. The Operating Grant application involves a more thorough review, which staff believe is appropriate for all larger grants.

Eligibility and Other Requirements

2) All Recognition Groups – Political Organizations (p. 2): Staff recommend the addition of language barring political organizations from eligibility for this program. The proposed language mirrors that of the existing exclusion of religious organizations, and builds on other language in the document regarding political activities. Staff appreciate that all Recognition Groups bear the imprimatur of the City of Greenbelt, and that especially in the political arena, a risk exists of organizations working at cross purposes to City Council and creating confusion as to the City’s positions. Staff also recognize that the fundamental purposes of the Recognition Group program are to promote inclusion and social connectedness, rather than division.

3) All Recognition Groups – Non-Discrimination (p. 3): Staff recommend that an updated statement combining language from the Community Pledge with additional language from the Equal Employment Opportunity Commission be incorporated into the Guide, with thanks to the Department of Human Resources. The recommended statement also stipulates that Council may rescind City support should a Recognition Group fail to uphold their commitments in this area. The full text of the Community Pledge appears elsewhere in the Guide (p. 6).

4) Project Grants – Prior Basic Certification (p. 4): Staff recommend that community organizations no longer be required to operate at the “Basic Certification” (in-kind services only) level before applying for a project grant. We believe this will encourage community start-ups and enhance program equity by addressing the needs of organizations with less initial financial capital.

5) Project Grants – Matching Funds (p. 4): Staff recommend that first-time project grant recipients be required to match City funding at 50% (50 cents on the dollar) rather than 100% (dollar for dollar) as would continue to be required of other grantees. This change is proposed as an additional equity measure, having particular benefit for those organizations with fewer initial financial resources.

6) Disbursement Procedures – Project Grants (p.5): Currently, all funds awarded to project and operating grant recipients are paid out as reimbursements upon the groups’ provision of qualifying receipts. For project grants only, staff recommend that 50% of the awarded funds be paid out at the start of the new fiscal year. Groups would need to supply corresponding receipts to document the use of those funds. Once they do so, the remainder of their funds would be paid out in a second check for the remaining 50% of their grant award. Corresponding receipts would again need to be submitted before the end of the fiscal year. We are recommending this change as an additional step toward equity for community organizations with less financial capital. The change in disbursement procedures would apply to all project grant recipients, whether or not they have received prior City funding. With the project grant award cap of \$5,000 proposed above, the maximum financial risk assumed by the City in supporting any one applicant organization would be \$2,500.

7) Funding Restrictions – Board Member Compensation (p.6): In response to a concern raised by the FY22 Grant Review Panel and discussed at the Recognition Group worksession, staff have drafted a new proposed restriction on this subject. With respect to any staff or contractors who may also serve on an organization’s Board of Directors, we recommend stipulating that City funds may be used only to compensate those personnel who serve in a non-executive Board role. The intent of this restriction is to encourage oversight of compensation arrangements and create greater separation between personal and organizational financial interests in the preparation of grant requests.

ATTACHMENTS:

Draft FY23 Recognition Group Policy and Information Guide
AAB Report 22-1
PRAB Report 10/1/21

CITY OF GREENBELT – WORKING DRAFT, 9/3/21 POLICY AND INFORMATION GUIDE FOR RECOGNITION GROUPS

For technical assistance with online applications/documents:
contact the Public Information Coordinator at 240-542-2026 or _____

For other assistance:
contact the Recreation Department's Administrative Coordinator
at 301-397-2200 or cpracht@greenbeltmd.gov

LEVELS OF SUPPORT

The City of Greenbelt welcomes the initiative and creativity of citizens who organize to enhance the range of cultural, athletic, recreational, civic, service and social opportunities available to Greenbelt residents. In support of these efforts, the City offers three levels of support:

1. BASIC RECOGNITION GROUP CERTIFICATION entails the following privileges:

- limited free use of Recreation Department facilities in accordance with facility guidelines for cultural, athletic, recreational, civic, service and social activities that are open to the general public. Requests for use of City facilities will be handled at the staff level. *Note: free use is not available for religious or partisan political activities, or for income-generating activities other than authorized fundraisers at City events.* [Not new: highlighted for reference]
- inclusion in listings of contacts in City online and print publications as space allows
- ~~opportunity to apply the following fiscal year for a project grant~~

2. PROJECT GRANT: Eligible Recognition Groups community organizations may apply for financial assistance up to \$5,000 in City matching funds to help meet expenses associated with discrete, time-limited programs spanning less than 12 months. Examples include: festivals, tournaments, artist's residencies and specific community service initiatives. Project grant recipients receive all the privileges of basic Recognition Group certification and they have standing to apply for a project grant or operating grant in the following fiscal year if needed.

3. OPERATING GRANT: Eligible Recognition Groups may apply for City matching funds to help meet both programming and operational expenses. These may include: salaries and wages; contractual services; facility rent and utilities; fundraising expenses; marketing costs; supplies and equipment. Operating grant recipients receive all the privileges of basic Recognition Group certification and they have standing to apply for a project grant or operating grant in the following fiscal year if needed. An organization may apply for up to 50% of its operating budget (no cap).

APPLICATION PROCESS

Applications are available on the City's website: www.greenbeltmd.gov. All completed applications will be reviewed by staff. Organizations will be contacted for any corrections or clarifications as needed.

BASIC RECOGNITION GROUP CERTIFICATION

Organizations may submit an initial application at any time. All first-time applications will be reviewed by the Greenbelt Arts Advisory Board, Greenbelt Park and Recreation Advisory Board or the Community Relations Advisory Board as appropriate. New applicants are required to send a representative to meet with the Advisory Board which is reviewing their application. First time applications will be approved or denied by the Greenbelt City Council.

Groups must re-apply annually for renewal of their Recognition Group certification (usually in February), regardless of the timing of the organization's original filing. Applications will be reviewed by Recreation Department staff. Advisory boards may review your application at their option. If there are no concerns, your application can be approved by Recreation staff. If there are concerns, your application will be forwarded to the City Manager for further review.

PROJECT AND OPERATING GRANTS

Eligible organizations will have one opportunity each year to apply for grant funding, usually with a February deadline. All applications will be reviewed by staff to ensure completeness and eligibility. Advisory boards may review the applications at their option. All applications will be reviewed by a Grant Review Panel which will make funding recommendations to City Council. The Panel may request to meet with a representative of the applicant organization. Final decisions regarding funding will be made by the City Council in June for the period of July 1 through June 30 (the City's fiscal year).

ELIGIBILITY AND OTHER REQUIREMENTS

ALL RECOGNITION GROUPS

- 1. Mission.** The primary purpose of the organization should be to provide or underwrite ongoing cultural, athletic, recreational, civic, service and social opportunities which are open to the general public.
- 2. Political organizations are not eligible** for Recognition Group designation. These organizations are defined as groups having an affiliation with a political party, and/or having a primary mission of influencing legislation or public policy at the local, county, state or federal level. Approved Recognition Groups are not prohibited from engaging in public policy advocacy, as long as such advocacy is non-partisan and it is not their primary purpose or activity, at the discretion of the City Manager and Council.
- 3. Religious organizations are not eligible** for Recognition Group designation. These organizations are defined as groups having an affiliation with a religious organization or tradition and/or a mission which includes proselytizing activities, religious education, or worship practices.

4. **Non-profit status.** Recognition Group certification is available to not-for-profit organizations only.
5. **Benefit to the community.** The organization's activities should reflect significant participation by, and benefit to, Greenbelt residents.
6. **Liability insurance.** The City may require an organization to secure liability insurance for programming activities which the group intends to provide at City facilities. Insurance binders must be submitted to the Recreation Department business office before any such activities take place.
7. **Complementary services.** In order to be eligible for City recognition and support, an organization's proposed activities must be compatible with City of Greenbelt facilities, programs, services and financial interests.
8. **Non-Discrimination.** In applying for City support, Recognition Groups will affirm their commitment to providing a respectful, safe and fair environment for all leaders, personnel (paid or volunteer), participants, and spectators. Discrimination or abuse on the basis of race, color, sex, sexual orientation, gender identity, ancestry, religion, national origin, age*, marital or parental status or disability may result in the reduction or termination of City support at the discretion of the Greenbelt City Council. Recognition Groups are encouraged to identify and address any barriers to participation by diverse residents in their sponsored activities and governance. **Age ranges are permissible in program design.*
9. **City staff participation.** Classified City of Greenbelt employees are not permitted to hold appointed or elected leadership positions (as an officer, Board member, etc.) which are responsible for policy making, development, oversight and/or fiscal management of a City Recognition Group. This policy does not preclude classified employees from membership in Recognition Groups or participation in their sponsored activities in a non-leadership capacity.
10. **Background checks.** To help ensure the safety of young program participants, all staff, contractors, and/or volunteers whom the Recognition Group intends to entrust directly with the care and control of minors must complete a criminal background check. These individuals will undergo a criminal background check at the City's expense based on their social security numbers. Background checks are valid for only one year and must be resubmitted accordingly. It is the responsibility of each Recognition Group to ensure full compliance with this requirement, throughout the year. If your organization currently conducts background checks mandated by a parent organization, your organization's leader will be required to sign an affidavit affirming that all volunteers have completed a background check, provided the background checks meet or exceed the standards of the City's policy. For assistance with the background check policy, please contact Andrew Phelan at aphelan@greenbeltmd.gov or 240-542-2194. The City is facilitating this screening process in keeping with the "Operation TLC-Making Communities Safe" program of the National Recreation and Parks Association.

ADDITIONAL REQUIREMENTS - PROJECT GRANTS

- ~~1. **Recognition Group certification.** In order to apply for a project grant, an organization must have been functioning as a certified Recognition Group for the full fiscal year immediately preceding the period of support. For FY 2022 project grants: all groups operating as a Recognition Group in FY 2021 are eligible to apply.~~

1. **Financial review.** Prior to awarding a grant, the City of Greenbelt may at its option require an organization to provide a report from a certified public accountant reflecting the findings of a review of the organization's financial records. Any such review is to be conducted at the expense of the applicant organization.
2. **Checking account.** Any organization awarded a project grant will be required to maintain a checking account in the organization's name at a financial institution of their choice.
3. **Matching funds.** For every dollar awarded by the City of Greenbelt, a project grant recipient must contribute at least one dollar from other sources toward meeting their project expenses. Funds raised from any other source count toward this match, as long as they are spent in the fiscal year for which the grant is awarded. Examples include: dues; registration fees; donations; sales of memberships, tickets or goods; and other grant income. Funds spent from the organization's savings can be counted toward the match. Loans, planned giving commitments and income channeled into investments or endowment funds would not count toward the match.

First-time project grant recipients only: for every dollar awarded by the City of Greenbelt, the organization must contribute \$.50 (rather than \$1.00) from other sources toward meeting their project expenses.

A **match certification statement** will be required at the end of the fiscal year from all organizations which receive grants. If an organization is found to have fallen short of their required match, the amount of revenue that they contributed from other sources will be the maximum funding they are eligible to receive from the City in the following fiscal year. For example: if a group received \$5,000 from the City in FY 2022 but they only spend \$4,000 from other sources this year, \$4,000 is the maximum funding they could receive from the City in FY2023, even if a higher award was approved provisionally through the budget process.

ADDITIONAL REQUIREMENTS - OPERATING GRANTS

1. **Previous recipient of City funding.** In order to apply for an operating grant, an organization must hold current Recognition Group certification AND they must have received a project or operating grant from the City in at least one of the three fiscal years preceding the period of support. *For FY 2023 operating grants: groups must have been functioning as a Recognition Group in FY 2022, AND they must have received Recognition Group funding in FY 2020, FY 2021, and/or FY 2022.*
2. **501(c)3 non-profit status.** Operating grant applicants must hold 501(c)3 status, have applied for such status from the IRS, or have a fiscal sponsor that is a separate organization with 501(c)3 status through which the organization is able to raise funds.
3. **Financial review.** Prior to awarding a grant, the City of Greenbelt may at its option require an organization to provide a report from a certified public accountant reflecting the findings of a review of the organization's financial records. Any such review is to be conducted at the expense of the applicant organization.
4. **Checking account.** Any organization awarded a project grant will be required to maintain a checking account in the organization's name at a financial institution of their choice.
5. **Matching funds.** For every dollar awarded by the City of Greenbelt, an operating grant recipient must contribute one dollar from other sources toward their program and operating

expenses. Funds raised from any other source count toward this match, as long as they are spent on program and operating expenses in the fiscal year for which the grant is awarded. Examples include: dues; registration fees; donations; sales of memberships, tickets or goods; and other grant income. Funds spent from the organization's savings can be counted toward the match. Loans, planned giving commitments and income channeled into investments or endowment funds would not count toward the match.

A **match certification statement** will be required at the end of the fiscal year from all organizations which receive grants. If an organization is found to have fallen short of their required match, the amount of revenue that they contributed from other sources will be the maximum funding they are eligible to receive from the City in the following fiscal year. For example: if a group received \$5,000 from the City in FY 2022 but they only spend \$4,000 from other sources this year, \$4,000 is the maximum funding they could receive from the City in FY2023, even if a higher award was approved provisionally through the budget process.

REIMBURSEMENT DISBURSEMENT PROCEDURES

PROJECT GRANTS

- ~~1. Organizations awarded funding by City Council will be eligible to submit receipts for reimbursement.~~ Organizations awarded a project grant will be issued a check in the amount of 50% of their award, up to a maximum of \$2,500, in July of 2022. The organization will submit qualifying receipts for expenses in the amount of the initial disbursement before any additional funds will be released. Receipts may be submitted at any time at the Recreation Department business office located at the Greenbelt Youth Center.
2. After all qualifying receipts matching the initial disbursement have been received, the balance of the recipient's grant will be disbursed in a second check. The organization will submit receipts for qualifying expenses in the amount of the second disbursement **no later than June 3.**
3. Receipts should be accompanied by a note indicating the purpose of the expenditure. City funds can only be used for the purposes stated in the organization's application and approved by Council.
4. Disbursements will be issued exclusively in the form of checks made payable to the organization itself.
5. **Any allocated funds not used by the organization by the conclusion of the fiscal year on June 30 will revert to the City and not carry over into the next fiscal year. Any disbursed funds which the organization is unable to use for the approved purposes must be repaid to the City of Greenbelt by June 30.**

OPERATING GRANTS

1. Organizations awarded an operating grant will be eligible to submit qualifying receipts for reimbursement. Receipts may be submitted at any time at the Recreation Department business office located at the Greenbelt Youth Center. **For the fiscal year ending June**

30, all receipts must be submitted by June 3.

2. Receipts should be accompanied by a note indicating the purpose of the expenditure. City funds can only be used for the purposes stated in the organization's application and approved by Council.
3. Disbursements will be issued exclusively in the form of checks made payable to the organization itself.
4. **Any allocated funds not used by the organization by the conclusion of the fiscal year on June 30 will revert to the City and not carry over into the next fiscal year.**

FUNDING RESTRICTIONS FOR PROJECT AND OPERATING GRANTS

1. **City funds may not be used to purchase alcohol.** Alcohol may not be served at any City of Greenbelt facility without prior permission from City Council.
2. **City funds may not be used for equipment purchases over \$1,000** without the permission of the Recreation Department Director. Permission is required even in instances where a purchase was specifically noted in the group's funding request. The City reserves the right to purchase a requested item directly and make it available to the group for use as an alternative to reimbursing the group for purchase of that item. In the event that permission is granted for an outside purchase, the City will retain the right to borrow any equipment purchased with City funds at times of mutual convenience. In the event that an organization no longer needs a piece of equipment that was purchased with City funds, the organization will contact the Greenbelt Recreation Department and offer to donate the equipment to the City before making any other arrangements.
3. **City funds may not be re-granted** to any other organization or party. City money may be paid to individuals and organizations only for goods purchased or services provided.
4. **City funds may not be used to compensate any board member for their board service.** The City recognizes that some board members may also serve the organization in a staff or contractor role. City funds may NOT be used to compensate personnel if they hold an executive office on the board (Chair, Vice Chair, Secretary, Treasurer, for example.) However, City funds MAY be used to compensate personnel who hold a non-executive position on the board (Artistic Director, committee chair, at-large member, etc.)
5. **City funds may not be used for any partisan political activities or religious activities, and free room use will not be available for these purposes. Partisan political activities** are defined as any activities intended to promote or benefit a single political party or to promote declared party-affiliated candidates for public office. **Religious activities** are defined as worship practices, religious education, and proselytizing activities. [highlighted for reference]

Greenbelt Community Pledge

“The strength of Greenbelt is diverse people living together in a spirit of cooperation. We celebrate people of many cultures, faiths, and races living together. By sharing together all are enriched. We pledge to foster a community which is respectful, safe, and fair for all people.”

**PARK AND RECREATION ADVISORY BOARD
REPORT TO CITY COUNCIL**

Subject: Recognition Group Policy Changes

Background: In a September 3 Memorandum to PRAB and AAB, Greenbelt Recreation proposed seven changes to the existing recognition group policies, effective FY23, as summarized:

1. Establishing a \$5,000 maximum for project grants.
2. Barring political organizations from being eligible for the program.
3. Adding a non-discrimination statement.
4. Removing the prerequisite that groups operate under basic certification prior to being eligible for project grants.
5. Lowering the 100% matching funds requirement to 50% of the grant amount.
6. Providing groups with 50% of the grant amount at the start of the fiscal year.
7. Restricting the use of funds for board member compensation.

Recommendation: PRAB recommends approval of all policy changes as proposed. PRAB feels that these changes align with diversity, equity, and inclusion best practices, removing some structural barriers and encouraging new or less-established groups to seek support while still providing adequate oversight of city funds and resources.

Respectfully submitted by:
Jake Chesnutt, PRAB Chair
Ric Gordon, PRAB Vice-Chair

Greenbelt Arts Advisory Board Report 22-1

To: Greenbelt City Council
Date: September 9, 2021
Subject: Recognition Group Policy Updates

At their meeting on September 7, 2021, the Greenbelt Arts Advisory Board discussed proposed updates to the Greenbelt Recognition Group program guidelines proposed by Greenbelt Recreation. Board members unanimously recommended the following:

- 1) As proposed, setting a cap of \$5,000 for project grant awards
- 2) As proposed, barring political organizations from program eligibility
- 3) As proposed, adding a non-discrimination statement. Following the proposed language for the Policy and Information Guide, the Board additionally recommends that a question be added to the applications which directly asks organizations about their efforts to identify and remove barriers to diverse participation in their sponsored activities.
- 4) As proposed, removing the pre-requisite that community groups operate at the basic certification level (in-kind city support only) for one year before applying for a project grant. The Board recommends that alternative means be used to vet applications and assess the likelihood of a proposed project coming to fruition.
- 5) As proposed, requiring first-time project grant applicants to match city grant funds at a ratio of fifty cents to every dollar awarded. (After the first year, a dollar-for-dollar match would be required.)
- 6) Modifying project grant disbursement procedures in the following manner:
 - a. issuing a check to each project grant recipient in the amount of half of their grant award at the start of the new fiscal year
 - b. collecting receipts to document the appropriate expenditure of those funds
 - c. issuing a second check to the grant recipient for the remainder of their awarded funds
 - d. collecting receipts to document the appropriate expenditure of those funds
- 7) As proposed, adopting a restriction prohibiting the use of city funds to compensate executive Board members for work performed in a staff or contractor capacity. The Board agreed that it is preferable that executive officers not also serve the organization in such a capacity, regardless of funding sources; the Board would support the consideration of this factor by the grant review panel.

Respectfully Submitted,
Kristin Stenson, Chair, Arts Advisory Board

City Council Agenda Item Report

Meeting Date: October 11, 2021

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS

Subject:

Police Reform Policy

Suggested Action:

Reference: Police Reform Policy - Mayor Byrd

Memorandum - R. Bowers - 09/10/2021

Mayor Byrd requested this item added to the agenda.

Attachments:

[Police reform policy -- Byrd -- 10-11-2021.pdf](#)

[Memorandum.R._Bowers.09.10.2021.pdf](#)

October 11, 2021

Colleagues:

May this message find you in the best of health and spirit.

I thank the Public Safety Advisory Committee for its review of my proposed police reforms as well as those police reform policies that were adopted by the Maryland General Assembly in the 2021 state legislative session. In consideration of their very thoughtful feedback -- as well as other related impassioned forums, town halls, rallies, meetings, and work sessions held in Greenbelt over the last two years -- I am grateful to present the following set of police reforms for consideration by the city council.

Since the killing of individuals like George Floyd, Breonna Taylor, and even William Green, there have been calls nationwide and even in Greenbelt to defund or abolish the police, but, while such incidents have brought other jurisdictions to begin to consider such extraordinary measures, my view is that the Greenbelt Police Department and a multitude of its officers have done a lot of fine work over the course of its several decades of existence. The Greenbelt community has been extraordinarily fortunate to be served by many dedicated professionals that have put years into serving the department. And supporting the police department, including financially, should remain a top priority of city leadership as we work to make Greenbelt a safer community.

But the truth of the matter is that no police department is perfect, and we cannot ignore concerns, however frequent or infrequent they may be, that have been raised by some residents of and visitors to Greenbelt whose sense of fairness has, on occasion, been broken or whose sense of trust has, on occasion, been betrayed by officers that have strayed from the department's most noble ideals. They may be relatively few, but we cannot invalidate those experiences or turn a blind eye to those realities, however rare or common they have been in Greenbelt. And, in order to build even broader trust in the department and to promote even fairer treatment of Greenbelt residents of every background, we must take action to reduce the likelihood that our residents and visitors experience the worst in policing, while increasing the likelihood that our residents and visitors experience the best that the fine men and women of the Greenbelt Police Department have to offer.

Sincerely,

Colin Byrd
Mayor
City of Greenbelt

- Police reform policy related motion
 - I move that the city council direct city staff to take the following actions described below related to reforming policing in Greenbelt.

2021 Greenbelt police reform

- De-escalation and use of force
 - Add a definition of de-escalation to the definition section of General Order 616-02.
 - Modify the language of General Order 618 to include: "The Department's policy is to use only the reasonable force necessary to accomplish a lawful objective and to apply de-escalation techniques when possible."
 - Establish a system to identify police officers who are considered likely to use excessive force and to retrain, counsel or if needed reassign them.
 - Issue a general order requiring referral to the state's attorney office for investigation of any officer whose conduct results in a fatality.
- Duty to intervene
 - Modify General Order 202-KK to include anti-retaliation and whistleblower protections.
- Civil liberties
 - Modify the general orders to limit the use of no knock warrants, in accordance with HB670 of the 2021 General Assembly.
 - Modify General Order 638-06 to specify that when forcibly entering a premise, officers must loudly and clearly identify themselves as police officers.
 - Ban the detention of a civilian who is not suspected of a specific crime.
 - Direct staff to reconsider whether GPD interview procedures with juveniles fully meet the "doctrine of parens patriae, where the State plays the role of the parent, rather than adversary, to the child" as noted in Section 05 of General Order 804.
 - Have a provision added to General Orders 804 and 664 (concerning Student Resource Officers, identified in the General Order as first and foremost law enforcement officers) which requires that interrogations be conducted in a "fair, impartial and objective manner" as specified in General Order 105.II.
 - Require that GPD submit data concerning juveniles arrested between 2017 and 2019; the race and gender of the juvenile charged; the nature of the charges; and how many of these arrests were conducted by the SRO. This data shall be provided every six months for three cycles after which

the recommendation will be re-visited regarding the frequency of reports regarding juvenile arrest data.

- Transparency
 - Modify general orders to prohibit officers from preventing civilians from recording police-civilian interactions so long as the person is acting lawfully and safely.
 - Have the definition of 'complaint' broadened so all complaints or concerns about an individual officer's actions and/or Departmental policy can be documented and properly reviewed, even if the ultimate resolution is that the complaint is determined to be 'unfounded' or 'unsubstantiated.'
 - Modify General Order 674 to require the release of all body camera footage within 7 working days of a request and within 3 working days of a request for footage related to a use of force incident.
 - Add a provision to General Order 674-6 saying that, if an officer fails to turn on his/her body camera and/or
 - turns off the body camera without just cause the officer will be subject to discipline up to and including discharge.
 - Add a provision to General Order 674-09(C) saying that stop and frisk incidents based on suspicion be included on the list of incidents that the supervisor shall review.
 - Require GPD to make the terms of such settlements public on a yearly basis.
 - Require that new general orders or modifications to existing orders be submitted to the city manager, city council, and PSAC at least four business days prior to the change.
- Militarization
 - By January 2024, require that GPD assess the utilization of the department's existing military vehicle, and determine whether there is a compelling public safety need to retain the vehicle or whether there are other ways to satisfactorily meet the public safety interest currently being served by that military vehicle.
- Hiring
 - Require that a specialist in law enforcement recruitment diversity be hired by the Department by the end of Fiscal Year 2023.
- Training
 - Require ongoing training and attention first and foremost to officer and civilian safety as well as assuring the incorporation of de-escalation techniques and awareness of the influence of bias, conscious or unconscious.
- Stop and frisk

- Expressly ban all stop and frisk tactics that have been declared unconstitutional, including those tactics that were found unconstitutional in the case of *Floyd v. City of New York*.
- Expressly prohibit stopping people solely based on race and gender.
- Other
 - Require that at the time a citation is being issued, officers explain to each traffic violator receiving a citation that traffic court has the authority to dismiss or reduce the ticket and/or fine upon hearing a plea of not guilty or guilty with explanation from the violator. In order to assure uniformity in the information provided, it is recommended that a card with this information be printed, English on one side Spanish on the other, for the officer to provide to each traffic violator receiving a citation, so that the traffic violator receives the information both verbally and in written form.
 - Require that GPD submit quarterly reports regarding traffic stops and traffic stop outcomes for ongoing review. After three cycles, the recommendation can be revisited regarding the frequency of reports regarding traffic stops and traffic stop outcomes.
 - Require that GPD provide data on the number of all stops and frisks based on suspicion for the last three years, 2018 – 2020, including race, gender, age range of the person, details of the reason for the suspicion and whether the person was subsequently arrested.
 - Require GPD to reconsider its policy to retain photographs whom GPD suspects, based on “reasonable articulable suspicion”, may have committed crimes but who are not arrested because of lack of probable cause. If it is concluded that GPD has a compelling need to retain such photographs, require that the photographs be expunged after no more than one year.
 - Require that a new general order be developed emphasizing GPD’s commitment to community policing/guardian mindset of “protect and serve” rather than a warrior “law and order” mindset. The new General Order would confirm the value GDP places on the collaborative nature of community policing and the integration of community policing concepts in all of its interactions with the community.

CITY OF GREENBELT, MARYLAND

POLICE DEPARTMENT

550 CRESCENT ROAD, GREENBELT, MD 20770



Richard Bowers
Chief of Police

Date: September 10, 2021
To: Nicole Ard, City Manager
CC: Timothy George, Assistant City Manager
From: Richard Bowers, Chief of Police
Subject: Council Reply for PSAC Report Dated May 5th, 2021

Ms. Ard,

At the May 5th City Council work session the Public Safety Advisory Committee presented their report on Mayor Byrd's fair and just policing act. The report outlined several areas where the committee recommended changes to current police policy. At the conclusion of the meeting Council requested the Police Department review the recommendation and supply feedback on which changes the department could implement.

Police Department staff have reviewed the report and supplied feedback for the recommendations. While the department waits for guidance from the State on the pending changes to the law there are some changes the department can make prior to that guidance.

I have attached a comparison chart for reference to the PSAC report.

Richard Bowers

Chief of Police

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PSAC Recommendation	Department Response
Page 3 de-escalation "The mayor's proposal seeks to limit the use of force, as does the April 2021 legislation and the general orders of the GPD " "However, given the importance and overarching value of de-escalation in police/community interactions, particularly those for which use of force is being considered, it is recommended that a definition of de-escalation be added to the definition section of General Order 616-02."	The department agrees with this recommendation and updates can be included after the current Commission on Accreditation for Law Enforcement Agencies (CALEA) review is complete in the fall of 2021. The department's assessment cycle runs from October 1st to September 30th of each year.
Page 4 use of force. "However, again given the importance of de-escalation it is recommended that the language in General Order 618 should be modified to include: "The Department's policy is to use only the reasonable force necessary to accomplish a lawful objective and to apply de-escalation techniques when possible"	The Use of Force Policy is currently subject to CALEA assessment. Once assessment review is complete, it is the Department's intention to update the use of force policy. These updates are intended to ensure compliance with new State Law and CALEA standards. The Maryland Police Training Commission (MPTC) is tasked with providing guidance for new use of force policy standards.
Page 7 use of force "The GPD, in accordance with the April 2021 legislation, must establish a system to identify police officers who are considered likely to use excessive force and to retrain, counsel or if needed reassign them."	The department currently has a system in place to meet this standard. General order 431 Early Intervention Program is designed to identify issues. This policy was updated in June 2020 to incorporate new CALEA mandates. This policy will be updated again to ensure it is in compliance with new laws.
Page 7 use of force "Under the April 2021 legislation the GPD should Issue a general order requiring referral to the state's attorney office for investigation of any officer whose conduct results in a fatality."	The department is preparing a new policy to address the changes in the upcoming law. Guidance will be provided by the Attorney General's Office in conjunction with the Maryland State Police for the process of how these investigations will be handled.
Page 7 duty to intervene "The mayor's proposal would require a duty to intervene by other officers where it is perceived that excessive force is being used; to require a report to a supervisor and to ban retaliation for making such reports. General Order 202-KK requires such intervention and reporting but does not expressly ban retaliation. The April 2021 legislation gives whistleblower protection to such individuals." "The general orders must be modified to include such protections."	The department will make the changes to this order pursuant of the new State law. Currently the City provides "whistleblower" protections in City Code Sec. 13-234(b).
Page 8 civil liberties "Even so there are legitimate situations where forceable entry by officers is necessary. Those situations are enumerated in General Order 638-06. It is recommended that the General Order specify that when forcibly entering a premise, officers loudly and clearly identify themselves as police officers."	The department will be modifying the current policy to be consistent with the new State law. These changes pertain to the execution of "no-knock" warrants but will affect the entire policy.
Page 9 civil liberties	Current policy and practices are within CALEA, Federal

"The mayor's proposal would ban detaining a civilian who is not suspected of a specific crime. Although some of the language of the general orders we have examined implies that this practice should be followed, we recommend that a more precise general order be promulgated to cover this situation	and State standards. However, if a policy lacks clarity it could be updated. Additionally, a detained person can only to be held long enough to determine if there is criminal involvement or upon the completion of official law enforcement matter.
Page 10 civil liberties "It is recommended that Council request GPD reconsider whether GPD interview procedures with juveniles fully meet the "doctrine of parens patriae, where the State plays the role of the parent, rather than adversary, to the child" as noted in Section 05 of General Order 804."	Department policy and practices meet national standards and are audited by CALEA. Furthermore, our policy and practices meet the State of Maryland standards.
Page 10 civil liberties "PSAC also recommends that a provision be added to General Orders 804 and 664 (concerning Student Resource Officers, identified in the General Order as first and foremost law enforcement officers) which requires that interrogations be conducted in a "fair, impartial and objective manner" as specified in General Order 105.II. "	The SRO must abide by all agency policies including general order 105. Therefore it would not be needed in a second location. Furthermore, the SRO is bound by additional policy and procedures that are developed by the Board of Education.
Page 10 civil liberties "We further recommend that GPD submit data concerning juveniles arrested between 2017 and 2019; the race and gender of the juvenile charged; the nature of the charges; and how many of these arrests were conducted by the SRO." "We recommend this data be provided every six months for three cycles after which the recommendation will be re-visited regarding the frequency of reports regarding juvenile arrest data."	The department can provide the data.
Page 11 transparency "The mayor's proposal would prohibit an officer from telling members of the public not to record video footage of police-civilian encounters. The April 2021 legislation prohibits officers from preventing recordings so long as the person is acting lawfully and safely. The GPD should modify its general orders to be consistent with the legislation."	The department will modify general orders to coincide with the State's codification of regulations.
Page 11 transparency "The mayor's proposal would require that complaints and disciplinary records be made public and that expungement of these records be prohibited. The April 2021 legislation directly addresses this issue insofar as it allows the public to see some disciplinary and internal affairs records, including complaints a department ruled baseless." "The GPD should modify its general orders to be consistent with the legislation."	The department will modify general orders to coincide with the State's codification of regulations.
Page 11 transparency "GPD General Order 634 identifies and provides	General order 635A requires investigation of all complaints, including anonymous ones. The department

examples of both reportable complaints and non-reportable complaints as determined by the Department. The General Order states that complaints are accepted "when a citizen comes...and the complaint fits within the reportable realm as describe in this Order". The Order of not reportable complaints are those where the action being complained about "is an accepted police practice and the officer's actions were in accordance with Departmental policy" and/or the situation is "within the officer's discretion...[and] in accordance with Departmental policy." "It is recommended that the definition of a complaint be broadened so all complaints or concerns about an individual officer's actions and/or Departmental policy can be documented and properly reviewed, even if the ultimate resolution is that the complaint has no merit."	is required to adhere to the mandate by CALEA standards. Additionally CALEA does not define the word complaint. Unless the State of Maryland defines the word "complaint" in its interpretation of the "Maryland Police Accountability Act of 2021 attempts to interpret could cause confusion with the State's new process. The department is waiting for guidance from MPTC on policy updates to ensure compliance.
Page 12 transparency "The mayor's proposal would require release of all body camera footage within three days of a request. State law mandates that 30 days is the deadline and 3 days is an impossible goal to meet." "As a compromise, we recommend that General Order 674 incorporate a tiered deadline process to allow for more speedily release of body camera footage, upon request, of those incidents involving use of force, stop and frisk and other serious altercations. This recommendation may have to be modified where the State's Attorney becomes involved in a criminal proceeding involving camera footage."	The department acknowledges this policy needs updating and will do so upon MPTC releasing the State's recommended policy or at the minimal codifying the new regulations. Whatever date is chosen needs to be obtainable. If the turnaround is unreasonable and the agency cannot meet the prescribed time identified in the policy, it could result a loss of public confidence and in a non-compliance issue for CALEA accreditation.
Page 12 transparency "The mayor's proposal would dictate when a body camera should be turned on and off. General Order 674-6(C) and 674-G spell out in detail when the camera should be turned on and off and to assure that all relevant encounters are covered. PSAC strongly believes that the use of body cameras is the best deterrent to overreaching by a rogue officer and would recommend a provision in the general orders to the effect that if an officer fails to turn on his/her body camera and/or turns off the body camera without just cause the officer will be subject to discipline up to and including discharge."	The body camera policy sets out the practice and procedure which officers are to adhere to. The department does not include possible sanctions for policy violations in policy. All discipline and sanctions are outlined in general orders 202 and 401. The department conducts audits to ensure compliance to the policy and provides training, counseling and discipline as needed.
Page 13 transparency "General Order 674-09(C) enumerates those incidents when "a supervisor shall review the Body Worn Camera System (BWCS) recording". "PSAC recommends that stop and frisk incidents based on suspicion be included on the list of incidents that the supervisor shall review."	This would require research but could be considered during the general order modification to see if the request can be accommodated.
Page 13 transparency "There is a provision in the mayor's proposal which has	While there have not been any recent settlements. The City follows the guidance of its insurance carrier, Local

the topic heading "settlements". We assume that this means relaying to the public how much money was given in settlements to private citizens due to alleged police misconduct." "We recommend Council consider requiring GPD to make the terms of such settlements public on a yearly basis. Excluded from disclosure through redactions should be any terms in the settlement labelled confidential by the parties and otherwise ensuring privacy by excluding the names and addresses of the parties to the settlement."	Government Insurance Trust (LGIT) in these matters. LGIT will make professional recommendations but the final decision on lawsuits rest with City Management and City Council. Additionally legal settlements typically carry confidentiality agreements that may prohibit any public release.
Page 14 transparency "In order to address transparency/accountability issues, it is recommended that a procedure be devised under which new general orders or modifications to existing orders be submitted to the Public Safety Officer/City Manager either before or after implementing changes to the general orders (as agreed to by these parties). After implementation, the City Manager or City Manager's designee are to forward the submission/s to PSAC within two weeks of implementation. Implementation of these changes is not and shall not be dependent upon PSAC comment."	It would not be an issue to provide notice to PSAC when general orders are updated. When general orders are changed they are made available to the public through the city webpage.
Page 14 Militarization "The mayor's proposal would ban the use of military weapons by the GPD and require the return of a military vehicle currently in use. The military vehicle utilized by GPD has been re-purposed and has served useful functions, including saving lives. We do not recommend that the GPD dispose of this vehicle. The April 2021 legislation puts limits on what type of military equipment police departments can obtain from DOD. The GPD has to follow this law."	The department will modify any policies to come into compliance with State law once the anticipated State direction is provided. The department is currently exploring the process of returning the rescue vehicle to the State of Maryland due to maintenance issues.
Page 15 hiring "Racial representation of officer workforce in proportion to the population has been a highlighted issue in CALEA's accreditation reports since 2009 and noted in the reports as an ongoing Department priority. Yet, 2015 – 2019 hiring data shows continued dominance in hiring of White officers, in GPD promotions and in its overall workforce. For more details on these issues see Appendix C Tables 3, 4, 5." "Accordingly we recommend that a specialist in law enforcement recruiting be hired by the Department to assist in improving these diversity statistics"	The departments hiring process is closely monitored by City Human Resources and audited by CALEA. The department does recognize the need to have a workforce that is reflective of the city population. Anything that would help with this endeavor would be appreciated up to and including the hiring of a recruiter that could specialize in recruiting outreach programs.
Page 16 racial profiling "the officer to provide to each traffic violator receiving a citation, so that the traffic PSAC recommends ongoing training and attention first and foremost to officer and civilian safety as well as assuring the incorporation of de-escalation techniques and awareness of the influence of bias, conscious or	The State of Maryland District Court explains this information on the citation form DR-49E. This information has been reviewed and has been found by CALEA to be within national standards. The department should not create a separate set of directions that may cause conflict with the courts.

unconscious.” “Further, it should be assured that at the time a citation is being issued, officers explain to each traffic violator receiving a citation that traffic court has the authority to dismiss or reduce the ticket and/or fine upon hearing a plea of not guilty or guilty with explanation from the violator. In order to assure uniformity in the information provided, it is recommended that a card with this information be printed, English on one side Spanish on the other, for violator receives the information both verbally and in written form.”	The department provides additional resources for non-English speakers, with the use of a translator. This can be done either in person or via telephone on the language line.
Page 17 racial profiling “It is recommended that GPD submit quarterly reports regarding traffic stops and traffic stop outcomes for ongoing review. After three cycles, the recommendation can be revisited regarding the frequency of reports regarding traffic stops and traffic stop outcomes.”	The department would recommend that any reports be completed not more than yearly. The process of collecting, analyzing and publishing the data is time consuming and would prove to be taxing on staff as well as provide limited comparisons. Additionally, the department is contracting with the University of Maryland to conduct an analysis of several years of traffic data which will be available later in 2021.
Page 18 oversight “Under LEOBR, which the April 2021 legislation repealed, the police chief and, ultimately, trial boards made final decisions on disciplinary matters. Under the new legislation, a civilian majority board is to decide complaints against officers. The police chief can increase, but not decrease, the penalties recommended by the board.” “The general orders must be consistent with the new legislation.”	General order modification to coincide with the State’s codification of regulations.
Page 18 stop and frisk “Recommendations: 1) Definitions of reasonable suspicion, proactively patrol and aggressively patrol be added to General Orders 620 and that examples of suspicious person and circumstances be provided;”	The general orders provide definitions where possible, we can review and determine if needed.
Page 18 stop and frisk “2) The General Order enumerate that the criteria for implementing the frisk of a suspect is the suspicion that the suspect is armed;”	Officers are trained to adhere to the standards of Terry v Ohio when determining when to conduct a Terry stop. Any modification must conform to existing legal standards.
Page 18 stop and frisk “3) GPD provide data on the number of all stops and frisks based on suspicion for the last three years, 2018 – 2020, including race, gender, age range of the person, details of the reason for the suspicion and whether the person was subsequently arrested. “	The department captures data for all calls for service, about 24,000 per year. The system does not capture if the call involved a Terry pat down and the department would not be able to provide a break down by age, race and gender for all of those calls for service. The department does capture demographic data related to arrests including the criminal charge. The department is currently engaged in other data

	collection projects including a data analysis of traffic stops being conducted by the University of Maryland. A second long term project is underway collecting demographic data for all Uniform Crime Report (UCR) related incidents. Lastly the department does not engage in a program of stop and frisk similar to the NYPD program. Officers only engage with individuals based on specific facts or circumstances and that justifies stopping a person thought to be involved in criminal activity at the time. Officers do not stop and detain individuals when there is no reasonable belief that criminal activity is occurring.
Page 18 stop and frisk “4) That council direct GPD to reconsider its policy to retain photographs whom GPD suspects, based on “reasonable articulable suspicion”, may have committed crimes but who are not arrested because of lack of probable cause. In PSAC’s view privacy rights outweigh GPD’s need to retain these photographs, currently determined by the General Order to be 7 years. If it is concluded that GPD has a compelling need to retain such photographs, it be required that the photographs be expunged after no more than one year.”	Further research warranted, however photos have a compelling use during investigations. Detectives regularly use photos to identify individuals involved in crime.
Page 19 general order ““PSAC recommends that a new general order be developed emphasizing GPD’s commitment to community policing/guardian mindset of “protect and serve” rather than a warrior “law and order” mindset. The new General Order would confirm the value GDP places on the collaborative nature of community policing and the integration of community policing concepts in all of its interactions with the community.”	The department has policy that provides guidance in this area. General order 100 provides for the department’s mission statement. This mission statement can be reviewed and updated as needed. Further, City staff is bound by the City Community Pledge which promotes community values.
Page 20 reform “We recommend that the GPD subscribe to and participate in the National Use of Force Database and the National Police Officer Decertification Database if and when the IACP proposals on police reform are adopted and implemented. Finally, we recommend that Council consider endorsing some or all of the IACP police reform proposals as noted in Appendix B.”	The department regularly follows proposals made by organizations such as the IACP. Some the department’s current policies are based on IACP model policies. Additionally, in the event that any national databases are created CALEA would likely mandate their use.

Notes

Commission on Accreditation for Law Enforcement Agencies (CALEA)

Maryland Police Training Commission (MPTC)

International Association of Chiefs of Police (IACP)

Local Government Insurance Trust (LGIT)

Maryland Police Accountability Act of 2021 effective date of July 1, 2022

City Council Agenda Item Report

Meeting Date: October 11, 2021

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS

Subject:

* Reappointment to Advisory Boards

Suggested Action:

Reference: Reappointment Survey

Jacob Chesnutt has indicated his willingness to continue to serve on the Park and Recreation Advisory Board (PRAB).

Cindy Comproni has indicate her willingness to continue to serve on the Public Safety Advisory Committee (PSAC).

Erica Hernandez has indicated her willingness to continue to serve on the Greenbelt Advisory Committee on Environmental Sustainability (Green ACES).

Approval of this item on the consent agenda will indicate Council's intent to appoint Mr. Chesnutt, Ms. Comproni, and Ms. Hernandez to a new term

Attachments:

City Council Agenda Item Report

Meeting Date: October 11, 2021

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS

Subject:

* Appointment to Advisory Board

Suggested Action:

Reference: Application and Signed Code of Conduct

On September 22, 2021, Council interviewed Ms. Mary Wade for appointment to the Senior Citizens Advisory Committee (SCAC).

On October 4, 2021, Council interviewed Ms. Carol Shaw for appointment to the Senior Citizens Advisory Committee (SCAC).

Approval of this item on the consent agenda will indicate Council's intent to appoint Ms. Wade and Ms. Shaw to the Senior Citizens Advisory Committee.

Attachments:

City Council Agenda Item Report

Meeting Date: October 11, 2021

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: MEETINGS

Agenda Section: MEETINGS

Subject:

Meetings

Suggested Action:

Attachments:

[meetings.pdf](#)

CITY OF GREENBELT, MARYLAND

25 Crescent Road, Greenbelt, MD 20770-1891

10/8/2021 1:39 PM



City Council Meetings & Work Sessions October – November

MML Fall Conference (Ellicott City)	Sun. – Tues	10/10 – 10/12	
Regular Meeting	Mon.	10/11	8:00 pm
No Meeting	Wed	10/13	8:00 pm
Work Session – TBD	Mon.	10/18	8:00 pm
Advisory Board and Committees Recognition Ceremony	Wed.	10/20	7:00 pm
Regular Meeting	Mon.	10/25	8:00 pm
Work Session – City Manager Update, (tentatively)	Wed.	10/27	8:00 pm
Closed Session – Pending Personnel and Legal Issues, (tentatively)	Wed.	10/27	Following CM WS
Four Cities Meeting (New Carrollton)	Thurs.	10/28	7:30 pm
No Meeting	Mon.	11/1	
Election	Tues	11/2	
No Meeting	Wed.	11/3	
Organizational Meeting of 44 th Council	Mon.	11/8	7:00 pm
Charter Meeting	Mon.	11/8	7:30 pm
Work Session – Prince George's County Economic Development Corp.	Wed.	11/10	8:00 pm
NLC City Virtual Summit	Fri. – Fri.	11/12 – 11/19	
Work Session – TBD	Mon.	11/15	8:00 pm
Work Session – TBD	Wed.	11/17	8:00 pm
Regular Meeting	Mon.	11/22	8:00 pm
Work Session – TBD	Wed.	11/24	8:00 pm
Work Session – TBD	Mon.	11/29	8:00 pm

- Councilmembers will present reports on conferences, meetings and events as the last item of business at Monday Work Sessions.

This schedule is subject to change. For confirmation, call 301-474-8000. Regular and Special meetings and Work Sessions are open to the public. If special accommodations are required for any disabled person, please call 301-474-8000 or 301-474-3870 no later than 10 a.m. on the meeting day. Deaf individuals are advised to use Video Relay Services (VRS) at 711 or e-mail banderson@greenbeltmd.gov to reach the City Clerk.

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. Unless otherwise noted, Council meetings will be virtually by zoom. Zoom meeting information for public participation is posted on the City's website at www.greenbeltmd.gov on the meetings calendar.

Bonita Anderson, City Clerk

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MD RELAY 711

CITY OF GREENBELT, MARYLAND

25 Crescent Road, Greenbelt, MD 20770-1891



10/8/2021 1:39 PM

Ready to be scheduled:

Closed Session (*Cable Ordinance*)
MARC Train Service/ MDOT
Arts & Entertainment District
Potential Bond Referendum/Capital Financing
Parke Crescent Apartment Complex
Bernard Penney (*Memorial Donation in honor of Leonie Penney*)
Cemetery Plans
City Contracting Policy
DPW&T (*Bikeshare Program*)
BARC
Hotels
Pepco
WSSC
GHI/WSSC

Board of Elections reports:

- Procedure for filling Council vacancies
- Proposal for voting by resident non-citizens
(*waiting for CRAB Report*)

Economic Development Advisory Committee
Economic Development Strategic Plan Retreat
Standing Rules and Procedures
Council Retreat
Prince George's County Economic Development Corp (*Nov. 10th*)

For later scheduling:

Zoning Enforcement
Parkway Apartment Owners/GHI (*parking*)
Northway Fields Master Plan
City Manager Updates (Jan, Pre-budget; July & Sept/Oct)
Meeting with County on Transportation Plan
Department of Permitting, Inspections & Enforcement (DPIE)
Museum Plan
Term Limits legislation (*referral submitted to CRAB*)
ERB Reports: (#2020-01 Procedures for Employee Appeals and Grievances); (#2021-02 Collective Bargaining for Non-Managerial Employees) (*waiting for CRAB Report*)

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MD RELAY 711

Annual														
Advisory Group Chairs	3/16	2/17	7/18	7/19	6/20	6/21								
Franklin Park at Greenbelt Station Mgmt.	8/16	11/17	12/18	12/19	12/20									
Greenbelt East Advisory Coalition	3/16	7/17	3/19	6/20										
Greenbelt Homes, Inc.	6/16	7/17	7/18	7/19	10/20	7/21								
Greenbelt Station	8/19	12/19	8/20	8/21										
County Executive/ County Council	12/13	9/16	1/19	8/20	11/20									
Biennial														
Roosevelt Center Merchants	11/16	1/18	1/20											
Beltsville Ag. Research Center/ NPS Greenbelt Park	03/14	7/16	8/18											
	7/15	1/18	1/20											
Beltway Plaza	9/14	3/17	9/20											
Greenbelt Community Garden Club	3/21	9/21												
Greenway Center	7/14	12/16	2/19	12/20										
Civic Associations	8/14	2/18	8/20											
NASA/GSFC	3/15	3/17	9/19	12/20										
PG Co. Economic Development Corp.	8/14	4/17	7/19											
School Board	2/16	5/17	10/18	3/19	9/20	9/21								
State Highway Administration	6/15	10/17	11/20											
Every Three Years														
Apartments	2/18	4/21												
Religious/Spiritual Organizations	3/13	6/15	6/19											
Greenbelt Watershed Groups	8/14	10/16	10/19											
Hotels														
University of Maryland	3/13	4/15												
Every Three Years or Major Issue														
Comcast	9/13	11/17	3/21											
Verizon	2/20													
PEPCO	9/14	1/17												
WSSC	12/12	9/16												
WGL	12/17													
Capital Office Park	12/12	1/16	9/19											
Other Business Parks:														
Maryland Trade Center														
Golden Triangle														
Hanover Parkway														
Belle Point														
Edmonston Road														

WMATA/PGDPW&T (Semi-Annual)	11/16	9/17	11/18	1/20										
Other/As Needed														
M-NCPPC/Planning Board (Major Issue)	6/06	7/14	10/19											
Business Coffee (Every Four Months)	10/17	2/18	8/18	11/18	2/19	5/19	8/19	12/19	3/20	8/20	11/20	2/21	6/21	10/21
State's Attorney (4 years)	2/11	4/15	9/19											
Roosevelt Center Owner	9/15	8/20												

(Rev. September 23, 2021)