



CITY COUNCIL AGENDA
Regular Meeting

This meeting will be held in-person and virtual.

**25 Crescent Road
Greenbelt, MD 20770**

OR

**Virtual Participation
Zoom Webinar Attendees:**

**During "Petitions and Requests," please submit your request in writing via email to
questions@greenbeltmd.gov**

**<https://us02web.zoom.us/j/81512630086?pwd=TxkTeU8xZDNZMUINQIRsbGhtY3Jldz09>
Dial-in: 301 715 8592
Webinar ID: 815 1263 0086
Passcode: 768310**

**Tuesday, September 27, 2022
7:30 PM**

I. ORGANIZATION

1. Call to Order
2. Roll Call
3. Meditation and Pledge of Allegiance to the Flag
4. Petitions and Requests

5. Consent Agenda - Approval of 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.)
6. Approval of Agenda and Additions

II. COMMUNICATIONS

7. Presentations

7a. National Hispanic Heritage Month

Suggested Action:

National Hispanic Heritage Month is September 15 to October 15. This year's theme, " Unidos: Inclusivity for a Stronger Nation." Mayor Jordan will present a proclamation in recognition of National Hispanic Heritage Month.

[National Hispanic Heritage Month.pdf](#)

7b. Cooperative 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 " Co-Ops Build Economic Power." Representatives from Greenbelt's six cooperatives have been invited to attend tonight's meeting to receive a proclamation announcing the City's support and recognition of cooperative business and organizations during October.

[Proclamation.pdf](#)

7c. Space Study Recommendations

Suggested Action:

Barry Miller, with Frederick Ward and Association, will be at tonight's meeting to present recommendations for the space usage of City facilities.

[Greenbelt Space Planning Study Presentation Drawings.pdf](#)

[Greenbelt Space Planning Study Presentation - FINAL.pdf](#)

*8. * Minutes of Council Meetings

Suggested Action:

* Work Session - July 7, 2021

* Regular Meeting - August 8, 2022

[WS210707.pdf](#)

[RM220808.pdf](#)

9. Administrative Reports

Suggested Action:

Reference: This link will display the weekly report for the City Manager and City

Departments

https://www.greenbeltmd.gov/government/city-administration/city-manager-s-office/weekly-reports/-folder-1453#docan2352_4054_3510

*10. * Committee Reports

III. LEGISLATION

IV. OTHER BUSINESS

11. American Rescue Plan Act (ARPA) Fund Spending Plan

Suggested Action:

Council has had four Community Input Meetings; one Focus Group Discussion; and four Work Sessions to identify priorities and various programs/projects to spend the American Rescue Plan Act (ARPA) Funding.

Attached is the list Council has identified as the top priorities to allocate the funding.

Council direction is sought.

[Copy of ARPA Funding Priorities Council Work Session 2022-09-14.pdf](#)

12. FY 2023-2028 Draft Maryland Consolidated Transportation Program

Suggested Action:

City staff has reviewed the Draft FY 2023 – 2028 Draft Maryland Department of Transportation Consolidated Transportation Program (CTP). Staff also virtually attended the annual staff level pre-tour meeting.

The FY 2023 -2028 Draft CTP totals a record \$19.49 billion six-year capital budget, representing a \$2.2 billion increase from the Final FY 2022-2027 CTP. Other projects of interest to the City remain on hold or continue to be unfunded. The increase is the result of many factors including \$1.3 billion in additional federal formula fund from the bipartisan Infrastructure Investment and Jobs Act (IIJA) passed by Congress last fall, an increased share of state corporate income tax revenue allocated to MDOT and improved post-pandemic revenue estimates.

Staff recommends that City Council transmit a letter to the Maryland Department of Transportation Secretary supporting the funding for the design of a full interchange at the Greenbelt Metro Station and for transit and pedestrian and bicycle related projects and restate

the City's opposition to: the SCMAGLEV project, the I-495 & I-270 Managed Lanes project and MD 201 Extended. Staff also recommends City Council request the MD 193 Greenbelt Road Improvement Project be added to the CTP.

[2022 County Priority Letter.pdf](#)

[CTP Project Pages.pdf](#)

[Staff Memo.pdf](#)

13. Council Activities

14. Council Reports

*15. * Council Rules

Suggested Action:

At the August 10th Work Session, Council discussed moving the discussion of the Meeting Calendar to the Work Session preceding a Regular Meeting. Therefore, the upcoming Work Sessions Meetings and the Meeting Calendar will be removed from the Regular Meeting Agenda and added to the Work Session preceding a forthcoming Regular Meeting.

[Standing Rules 2022.pdf](#)

*16. * Revised City Logo Policy

Suggested Action:

Councilmember Davis requested this item be added to the agenda.

PROPOSAL FOR REVISED CITY LOGO POLICY

Policy for Use of the City Logo

The City Manager has the authority to grant permission to use the City Logo after notifying the City Council about such a request. Permission may be given with the following criteria:

1. Permission must be sought by an organization or individual before using the City Logo or any design or rendering which closely resembles or is derived from the City Logo.
2. Permission for use of the logo will only be granted to individuals or non-profit organizations who benefit the community and are based in Greenbelt.
3. The activity for which the logo is to be used must have a clear public purpose or provide significant benefit to an organization which contributes to the quality of life in Greenbelt.
4. Permission to use the logo is limited to a particular event or promotion. No individual or organization may use the logo on an ongoing basis.
5. Permission to use the logo once does not imply that an individual or organization has license to use the logo in future events or promotions.

Separate requests must be submitted for each use.

6. The City Manager and City Council reserve the right to deny any request for any reason. Ability to meet the criteria stated in this policy does not ensure that an individual or organization will receive permission to use the logo.

V. MEETINGS

Meetings

[meetings.pdf](#)

Stakeholders

[Stakeholder Schedule.pdf](#)

City Council Agenda Item Report

Meeting Date: September 27, 2022

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: ORGANIZATION

Agenda Section: ORGANIZATION

Subject:

Call to Order

Suggested Action:

Attachments:

City Council Agenda Item Report

Meeting Date: September 27, 2022

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: ORGANIZATION

Agenda Section: ORGANIZATION

Subject:

Roll Call

Suggested Action:

Attachments:

City Council Agenda Item Report

Meeting Date: September 27, 2022

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: ORGANIZATION

Agenda Section: ORGANIZATION

Subject:

Meditation and Pledge of Allegiance to the Flag

Suggested Action:

Attachments:

City Council Agenda Item Report

Meeting Date: September 27, 2022

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: COMMUNICATIONS

Agenda Section: ORGANIZATION

Subject:

Petitions and Requests

Suggested Action:

Attachments:

City Council Agenda Item Report

Meeting Date: September 27, 2022

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Proclamation

Agenda Section: COMMUNICATIONS

Subject:

National Hispanic Heritage Month

Suggested Action:

National Hispanic Heritage Month is September 15 to October 15. This year's theme, " Unidos: Inclusivity for a Stronger Nation." Mayor Jordan will present a proclamation in recognition of National Hispanic Heritage Month.

Attachments:

[National Hispanic Heritage Month.pdf](#)

PROCLAMATION

WHEREAS, each year, Americans observe National Hispanic Heritage Month from September 15 to October 15 by celebrating the culture, heritage, and countless contributions of those whose ancestors were indigenous to North America as well as those who came from Spain, Mexico, the Caribbean, Central America, and South America and

WHEREAS, the theme of National Hispanic Heritage Month 2022 is “Unidos: Inclusivity for a Stronger Nation,” in celebrating the contributions and achievements of Hispanic and Latino Americans, we have an opportunity to rededicate ourselves to the very best of what our nation aspires to be; a place that welcomes immigrants and their descends and celebrates multiculturalism, weaving diverse cultures and traditions into our national fabric for the betterment of all; and

WHEREAS, what began in 1968 as Hispanic Heritage Week under President Johnson and was expanded by President Reagan in 1988 to cover 30 days starting on September 15 and ending on October 15; and

WHEREAS, although too numerous to recognize individually by name, Latinos serve as civil rights leaders and community organizers, corporate leaders and elected officials, soldiers, educators, journalists, first responders, pioneers in art and science, healthcare professionals, athletes, inventors, entertainers, and so much more; and

WHEREAS, Hispanics continue their rich history of significant and diverse contributions to the cultural, educational, economic, and political vitality of the City of Greenbelt;

NOW, THEREFORE, I, Emmett V. Jordan, by the authority vested in me by the residents and City Council of Greenbelt, do hereby proclaim September 15 – October 15 as:

NATIONAL HISPANIC HERITAGE MONTH

and encourage all residents to honor the Latino community’s rich diversity and celebrate the many ways they contribute to our nation and society.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Greenbelt, Maryland, to be affixed this 27th day of September 2022.

Emmett V. Jordan
Mayor

ATTEST: Shaniya Lashley-Mullen
Assistant to the City Clerk

City Council Agenda Item Report

Meeting Date: September 27, 2022

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Proclamation

Agenda Section: COMMUNICATIONS

Subject:

Cooperative 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 " Co-Ops Build Economic Power." Representatives from Greenbelt's six cooperatives have been invited to attend tonight's meeting to receive a proclamation announcing the City's support and recognition of cooperative business and organizations during October.

Attachments:

[Proclamation.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 2022 "Co-ops Build Economic Power," is a chance to lift up the cooperative business model as the best way to build an economy that empowers everyone, and

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

NOW, THEREFORE, I, Emmett V. Jordan, by the authority vested in me by the residents and City Council of Greenbelt, do hereby proclaim October 2022 to be

COOPERATIVE 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 27th day of September 2022.

Emmett V. Jordan
Mayor

ATTEST: Shaniya Lashley-Mullen
Assistant to the City Clerk

City Council Agenda Item Report

Meeting Date: September 27, 2022

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Presentations

Agenda Section: COMMUNICATIONS

Subject:

Space Study Recommendations

Suggested Action:

Barry Miller, with Frederick Ward and Association, will be at tonight's meeting to present recommendations for the space usage of City facilities.

Attachments:

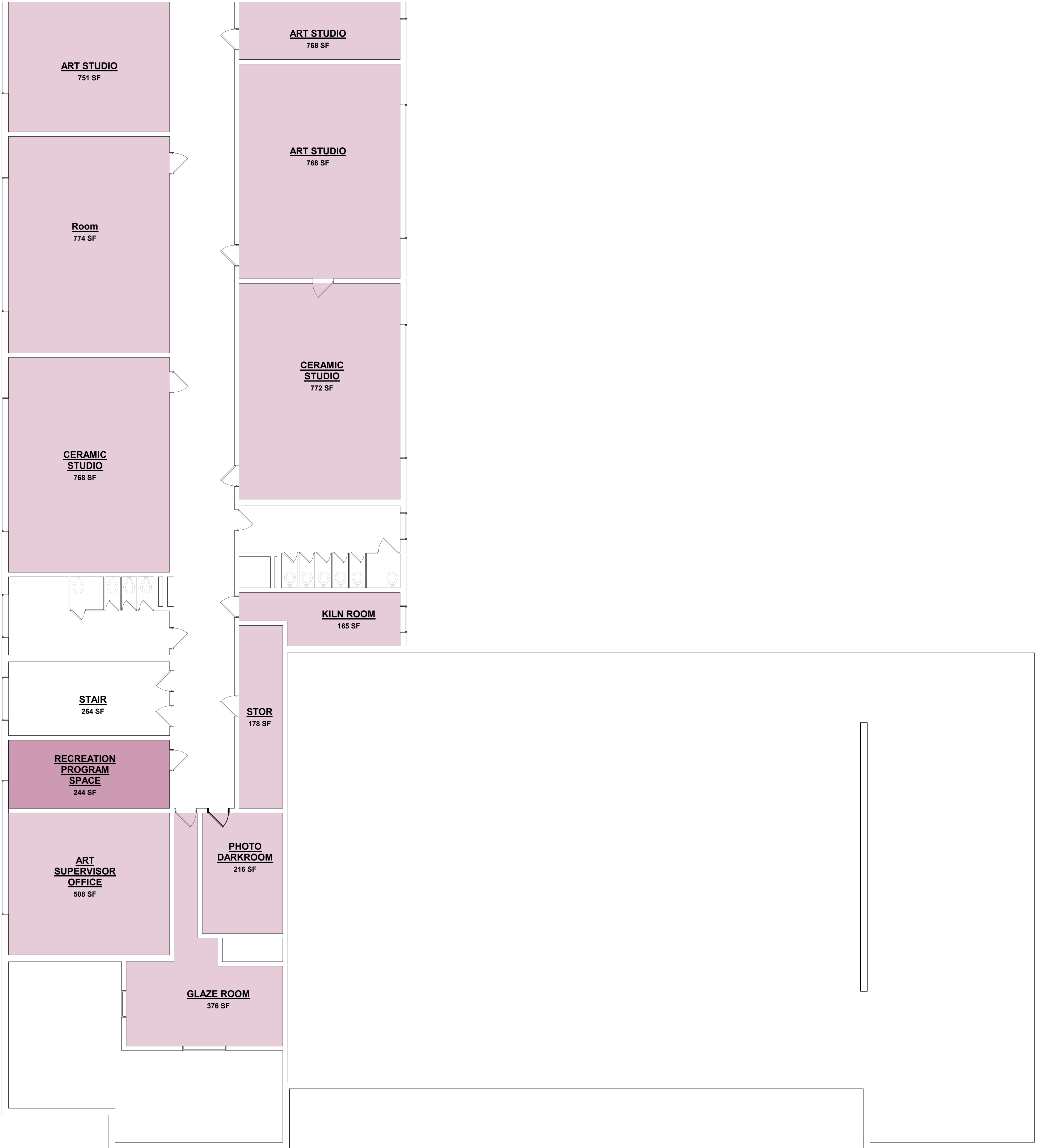
[Greenbelt Space Planning Study Presentation Drawings.pdf](#)

[Greenbelt Space Planning Study Presentation - FINAL.pdf](#)

- RECREATION PROGRAMED SPACE
- NEW RECREATION PROGRAMED SPACE

1

A107

EXISTING SECOND FLOOR PLAN - SOUTH Copy 1
1/8" = 1'-0"

DATE: 09/27/22	DRAWING NO: A107
SCALE: AS NOTED	
DRAWN BY: Author	
CHECKED BY: Checker	FWA JOB NUMBER 2211324.00

COMMUNITY CENTER

PROJECT DESCRIPTION
GREENBELT COMMUNITY
CENTER
15 CRESCENT RD.
GREENBELT, MD 20770

CLIENT:

CITY OF GREENBELT

FWA

ARCHITECTS
ENGINEERS
PLANNERS
SURVEYORS
410-838-7900
www.frederickward.com

FREDERICK WARD ASSOCIATES
P.O. Box 727, S. South Main Street, 4th Fl., Maryland 21014

REVISIONS	
REV#	DESCRIPTION

CITY OF GREENBELT - SPACE UTILIZATION/NEEDS STUDY

GREENBELT, MARYLAND

SEPTEMBER 27, 2022



AGENDA CITY COUNCIL

INTRODUCTION

- FREDERICK WARD

PROCESS

- GOAL
- QUESTIONNAIRES & INTERVIEWS
- BASE DRAWINGS
- PROGRAM
- SPACE PLAN

RESULTS

- OBSERVATIONS
- AVAILABLE SPACE
- FINDINGS
- GROUND FLOOR EAST
- MUNICIPAL BUILDING
- PRO'S & CON'S
- RECOMMENDATIONS



FREDERICK WARD ASSOCIATES

5 SOUTH MAIN STREET, BEL AIR, MARYLAND

1

FIRM DETAILS

Architectural + Engineering Services
42 employees
65+ years in business

2

BARRY A. MILLER, AIA, LEED AP+

Masters of Architectural Degree from Arizona State University
37 years of professional experience
Director of Architecture for FWA

3

EXPERIENCE

Programming and Space Planning experience for SHA, MTA, MAA, MdTA, UMMC, Harford County DPW, Baltimore County DPW, Cecil County DPW, Howard County Bureau of Facilities, HCPS, BCPS, BCPSS, Riverdale DPW.



PROCESS GOAL

1

IDENTIFY SOLUTIONS TO OVERCROWDED DEPARTMENTS WITHIN THE CITY

- Police Department
- CARES Program
- GAIL Program
- Administration Department
- Recreation Department
- Department of Planning & Community Development
- Department of Information Technology
- Department of Community Promotion/Public Information
- Finance Department

2

NEEDS VS. WANTS

- Needs are items necessary for a program to function efficiently and within regulations of an authority;
- Wants are items that can enhance or expand a program but are not necessary to sustain critical operations.

PROCESS

QUESTIONNAIRES & INTERVIEWS

2

DISTRIBUTED QUESTIONNAIRES

Chief Bower :
Liz Park :
Tim George:
Greg Varda:
Andrew Phelan:
Terri Hruby:

Police Department
CARES Program
Interim City Manager
Department of Recreation
Department of Recreation
Department of Planning &
Community

Development

Dale Worley:

Department of Information
Technology

Chondria Andrews:

Community Promotion/Public
Information

Bertha Gaymon:

Finance Department

The image shows three overlapping 'PROGRAMMING FORM QUESTIONNAIRE' documents from Frederick Ward Associates. The top document is partially filled out with handwritten information. The middle document is also partially filled out. The bottom document is blank.

PROGRAMMING FORM QUESTIONNAIRE

Project Name: City of Greenbelt Space Study
Project Number: 2211334.00
Date: January 17, 2022

Department: RECREATION
Representative: Andrew Phelan
Position: Assistant Director of Recreation Facilities and Operations

SECTION A: GENERAL FUNCTION AND WORK FLOW

Briefly describe your group's basic functions and responsibilities:
Through our expansive programming and numerous facilities and parks, Greenbelt Recreation provides numerous opportunities in recreation, aquatics, arts, and culture. Our services greatly contribute to the well-being and quality of life of the Greenbelt community.

To whom does this department report?
Greenbelt Recreation follows a standard flowchart for full-time staff...
Coordinator>>>Supervisor>>>Assistant Director>>>Director
Ultimately, the department reports to the City Manager.

Identify other departments that your department must have adjacency to, and indicate the reasons for proximity and interaction.
Our facilities can operate sufficiently without direct adjacency to other City of Greenbelt departments.

SECTION A: GENERAL FUNCTION AND WORK FLOW

Briefly describe your group's basic functions and responsibilities:

Greenbelt CARES provides mental health counseling, crisis intervention services, educational supports, case management, community outreach and resource programs, public health programming and services and information and referral services. The department provides services to children, adolescents, adults and seniors.

SECTION B: EVALUATION OF CURRENT SPACE

What is your general evaluation of your current space for your department?

1. The department is in desperate need of more space for staff. Currently all offices are used as shared space with 5 offices housing 2 desks. For example, the Director's office is also used by staff/interns when she is not using it and the Community Resource Advocate has an additional desk in her office for the Public Health intern and the Bilingual Community Outreach Coordinator shares her office as well.
2. We do not have a space to run groups or a dedicated play therapy room. Groups are offered in the Council Room or in recreation center. Offices currently are not sufficiently sound proof for counseling privacy. The reception area is very cramped on the first floor and there is no specific waiting area on the second floor. When we have family clinic, families have to wait in lobby of building and on second floor they are in the area outside the council room.
3. GAIL program staff are scattered throughout the building rather than being in a central location together.
4. Interns do not have a dedicated space and often are sharing staff spaces. Nursing Interns do not have a large room to meet in and are using council room or "library" depending on availability. These groups range from 12 to 15 interns each semester.

SECTION D: PERSONNEL PROJECTIONS / GROWTH INDICATIONS

Staff Summary: Complete the information below.

- List positions that make up your company.
- List positions by current head count quantities.
- List positions and quantities for future.
- Indicate whether positions are full-time, contract employees, or temporary employees.

Job Position	Current and Projected Personnel per Job Title					P = Private Office WS = Work Station (Note any expected workspace type change.)	FT = Full-Time C = Contract T = Temp		
	2022	2024	2027	2029	2032				
Director	1	1	1	1	1	P	FT		
Clinical Supervisor	1	1	1	1	1	P	FT		
Family Counselor	1	1	1	1	1	P	PT		
Crisis Intervention Counselor	3	3	3	3	3	P	FT		

PROCESS QUESTIONNAIRES & INTERVIEWS

3

QUESTIONNAIRES ADDRESSED

- Each group's basic functions and responsibilities;
- Whom the department reports;
- Adjacency to other departments and within departments;
- Evaluation of Current space;
- Positive items of existing space;
- Areas of improvement required to meet needs of department;
- Required spaces within the department;
- Current and projected space requirements;
- Equipment needs;
- Personnel projections/growth indications over 2, 5, 7 and 10 year periods.

4

CONDUCTED INTERVIEWS

- Face to Face Interview with each department head;
- Toured each department with Staff.



PROCESS

BASE DRAWINGS

5

DRAWINGS AND SITE VISITS

- FWA obtained existing drawings of all 7 existing buildings;
- Visited each building to confirm accuracy of the drawings;
- Developed computerized drawing of each building and modified drawing to approximate existing conditions.

		Existing			
		Room Name	Staff Name	Area sf	Area sf
C E N T R A L		Director	Lisa Park	152.88	office
		Clinical Supervisor	Teresa Smithson	152.88	office
		Family Counselor	Tammy Macaluso	35.88	office
		Crisis Intervention	Ricky Jackson	128.88	office
		Crisis Intervention	Myah Moore	128.88	
		Crisis Intervention	Rickada		office
		Administrative Assistant	Mary Barnhill	172.88	nubile
		Storage		45.88	
		Graduate Intern - Counseling	S. Johnson	Need Office to use already	
		Emergency Assistance Case Manager	Tyler Parrish, Pamela Blende	Need Office to use already	
		Waiting area		115.88	ugh for up to 15-20 people
		Vocational & Education Counselor	Ogre		nubile
		Community Case Manager	Raji Ayoko		nubile
		Group Facilitator			nubile
P A B L I S M		Delinquency Vocational Counselor	Bernice Stephens		nubile
		Geriatric Counselor	Gladys Willis	182.88	nubile
		Family Therapy Room - four		Large enough for family therapy 4-8 people	
		Personal Room			
		Storage			
		Community Resource Advocate	Chakelal Boley	288.88	office
		Geriatric Case Manager	Sharon Johnson	127.88	office
		Bilingual Community Out-Reach Coordinator	Katherine Parale	115.88	office
		Senior Coordinator	Phyllis		nubile
		Senior Mental Health Counselor			nubile
		Public Health Intern	Valerie		nubile
		Marketing Intern	62-65 interns	In the office of our, need room large enough for	
C O U N T Y I N T E R I M		Public Information & Communications Specialist	Chandra Redman	151.88	office
		Public Information Specialist	Jamie Winkler	115.88	office
		Video Producer	TBD		nubile
		Production Assistant	Lola Brown		nubile
		Studio		151.88	
I N T E R I M C I T Y		Director	Dale Worley	37.88	office
		Assistant Director	Brice Knecht	37.88	office
		Network Engineer			office
		Network Administrator	Ty Brown	37.88	office
		PC Support Specialist 1	Matt Zurek		nubile
		Help Desk Assistant 1	Clay Norman	35.88	nubile
		Security Analyst	TBD - Location TBD		nubile
		Application Support Specialist			nubile
		Break/Workstation		245.88	
		Storage		175.88	
		IT Server Room		24.88	
		Conference Room		162.88	
		Storage		54.88	
		City Manager	OPEN	154.88	office

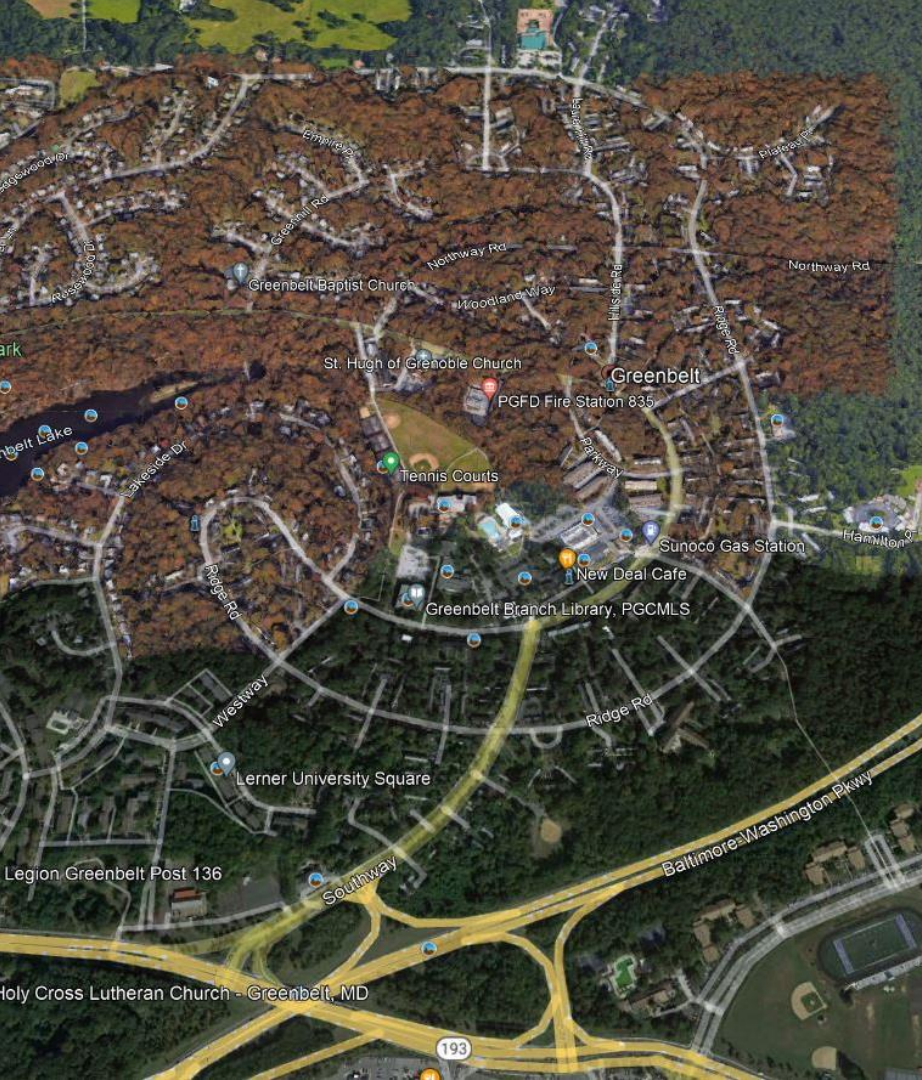
PROCESS PROGRAM

6

PROGRAM DEVELOPMENT

- Data collected in the questionnaire and during the interviews was compiled in a spreadsheet;
- Existing space use was identified;
- Needs vs Wants were assessed;
- Proposed programs were developed based on immediate needs of the departments.

7



PROCESS

SPACE PLANS

8

SPACE PLAN DEVELOPMENT

- Based on the results of the programs, FWA reviewed each department's space and provided space plan drawings identifying possible reconfigurations of space, as required;
- Considerations during this phase of work included consolidating staff within departments, relocation of staff within departments, acquisition of additional space and construction of building additions.

RESULTS

OBSERVATIONS

1

DEPARTMENT "NEEDS AND WANTS"

- Departments with the greatest immediate "needs" are:
 - CARES and GAIL Programs;
 - Administration Department;
 - IT Department.
- The Department with a largest growth potential is Recreation.

2

CARES & GAIL PROGRAM

- Recent growth, doubled up offices and HIPAA regulations present the greatest "needs" in our study;
- Council has allocated \$1.5 million in ARPA funds for expansion
- Consolidation of staff would make the programs more efficient.

RESULTS

AVAILABLE SPACE

3

ADMINISTRATION DEPARTMENT

- 4 new positions require additional office space
- Grant Coordinator; Economic Development Manager; intern and Diversity Equity and Inclusion Officer.

4

IT DEPARTMENT

- New IT Security Specialist requires space
- Existing location is in the basement of the municipal building;
- The basement is in violation of the ADA due to not containing an accessible entry; Stair access only.

5

RECREATION DEPARTMENT

- As the largest user of the Community Center Building, Recreation could benefit from additional space to develop new programs for the community;

RESULTS

FINDINGS

1

LIMITED AVAILABLE SPACE

- Based on our study, there is little readily available space within the buildings that are part of this investigation;
- Ground Floor East (GFE) in the Community Center Building contains the greatest amount of immediate ready space: 4,400 square feet unoccupied space.

2

SPACE OPTIONS

- OPTION 1: Renovation of GFE \$600,000 of ARPA funds available
- OPTION 2: Rental space to provide relief to overcrowded conditions; estimated at \$100,000/year, 3 years with ARPA funds and use of operating budget for remaining 5-7 years.
- OPTION 3: City Hall Expansion of approximately 3000sf with an estimated cost of \$2.5 million for rental, design & construction plus Capital cost.

RESULTS

FINDINGS

3

IMMEDIATE SPACE “NEEDS”

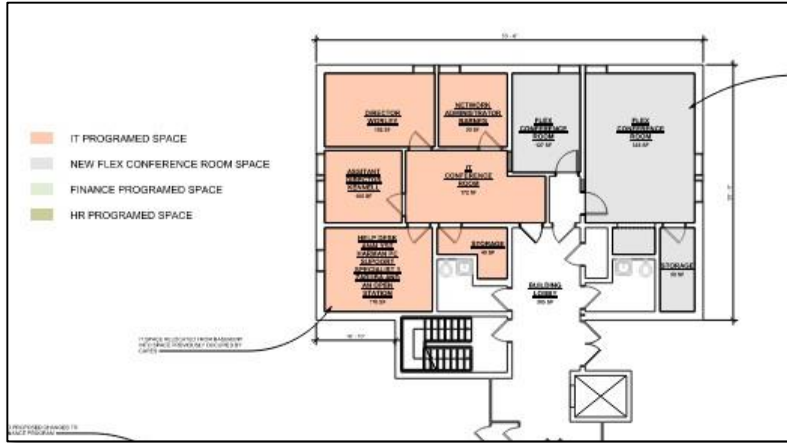
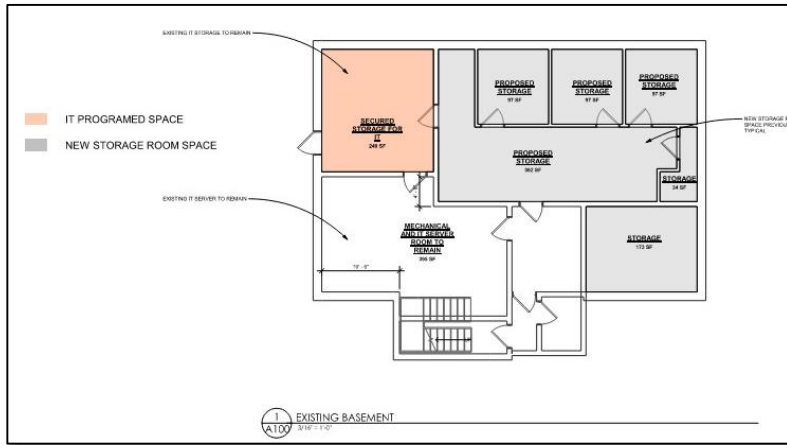
- City Services are adding 7 new staff members within the CARES and GAIL Programs and City Hall.
- This equates to 1,700 sf of future office space not currently available in City Hall (Municipal Building).

4

GENERAL NEEDS OF ALL DEPARTMENTS

- A lack of storage was identified as the greatest “need” of nearly all departments;
- Conference room space was identified as the next greatest “need”;
- Additional space was the greatest “want” from most departments, though department heads were aware of the lack of space and were making existing space work for their organizations.





RESULTS

MUNICIPAL BUILDING

1

BASEMENT LEVEL

- IT offices and conference rooms will be moved to the 1st floor of the building.
- IT server and IT storage will remain in basement
- Basement will become shared dedicated storage for City use.

2

1st FLOOR LEVEL

- With move of Cares IT offices and conference room will occupy part of the space.
- Additional conference rooms will be developed for shared use within the building.

RESULTS

PRO'S & CON'S

3

Pro's

- Reduce overcrowded conditions within the Municipal Building;
- Provides required space for CARES & GAIL Program;
- Eliminates need for long term lease off site;
- Consolidates staff back into departments;
- Addresses ADA accessibility;
- Maintains growth within existing structures which reduce costs and permit review times.

3

Con's

- Available space does not meet needs of future expansion;
- Tough decisions were made to separate "needs" from "wants", creating a compromise for most departments;
- The GFE building space will require updated services for mechanical, electrical and plumbing services with a conceptual estimated cost of 1 million in renovation construction cost.

RESULTS

RECOMMENDATIONS



The use of GFE to alleviate staff space needs and provide expansion space meets all the needs expressed in the Space Study

- Provides necessary expansion space for CARES & GAIL programs in GFE (3,400sf);
- Provides 1,000sf in GFE for Recreation programming;
- Provides additional office for Planning & Community Development;
- Relocates IT to the 1st floor of the Municipal Building (expansion and ADA compliance);
- Creates needed conference room on the 1st floor of the Municipal Building;
- Meets the multiple departments needs for storage by reprogramming the basement of the Municipal Building;
- Meets the needs of the Administration Department's expansion in the Municipal Building.

- QUESTIONS?



FREDERICK WARD ASSOCIATES

Architecture | Engineering | Planning | Surveying

City Council Agenda Item Report

Meeting Date: September 27, 2022

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Meeting Minutes

Agenda Section: COMMUNICATIONS

Subject:

* Minutes of Council Meetings

Suggested Action:

* Work Session - July 7, 2021

* Regular Meeting - August 8, 2022

Attachments:

[WS210707.pdf](#)

[RM220808.pdf](#)

WORK SESSION OF THE GREENBELT CITY COUNCIL held Wednesday, July 7, 2021, to discuss the Greenbelt Museum Updates on the Education and Visitor Center at 10-A Crescent.

Mayor Byrd started the meeting at 8:00 p.m. The meeting was held in the Council Room of the Municipal Building and virtually via Zoom.

PRESENT WERE: Councilmembers Judith F. Davis, Emmett V. Jordan, Leta M. Mach, Silke I. Pope, Edward V. J. Putens, Rodney M. Roberts, and Mayor Colin A. Byrd.

STAFF PRESENT WERE: Tim George, Assistant City Manager; Megan Searing-Young, Museum Director; and Shaniya Lashley-Mullen, Assistant to the City Clerk.

ALSO PRESENT WERE: Jennifer Ruffner, President of the Friends of the Greenbelt Museum Board of Directors; Stephen Oetken, Secretary of the Friends of the Greenbelt Museum Board of Directors; Christopher Weston, Old Line Architect (via Zoom); and others.

Ms. Searing-Young provided Council with an update on the reopening of the Greenbelt Museum. She noted that the Museum is currently offering free walking tours with preregistration during the summer, and Ms. Shelia Maffay-Tuthill, Education and Volunteer Coordinator, has been conducting virtual tours and online lectures. Ms. Searing-Young advised that staff has been discussing how to reopen the Museum safely.

There was a discussion regarding opening Council Chambers to the public. Mr. Roberts expressed he wasn't in favor of having a hybrid meeting, with only Council and staff in the chambers and the people participating by Zoom. Ms. Davis expressed her concern on vaccinations and stated that Council is maintaining social distancing. Mayor Byrd noted that the hybrid meeting allows for more public participation. Ms. Mach stated that it's not safe to open to the public just yet, but it's safe for the public to participate via Zoom.

Ms. Ruffner thanked Council for their support and provided the Friends of the Greenbelt Museum (FOGM) Mission Statement. She noted that 10-A would serve as a visitor center for the City and an educational center. The newly renovated space will provide accessibility to all visitors, a hands-on learning lab, and a gift shop. Ms. Ruffner informed Council that FOGM had raised \$300,000 for renovations through fundraising. The public phase of the fundraising will launch at the end of the year.

Mr. Weston provided a PowerPoint presentation. He explained that one of the goals was restoring the historical appearance of 10-A, which included demolishing the existing non-historical exterior and interior amenities, and preserving the historic finishes.

Mr. Roberts stated that the new additions to 10-A don't match the City's and County's new zoning regulations.

Mr. Weston outlined GHI's regulations, which included the maximum square footage of the addition, which is limited to the original structure's square footage; yard lines will be determined by GHI and generally conform to man-made boundaries. The extras shouldn't exceed one-half the distance between the original building and the yard line, and additions on the garden side of the building must extend to the dividing partitions between the buildings or not leave less than five feet.

There was a discussion regarding the HVAC system. Mr. Roberts advised that mini-splits get clogged up and don't prevent mold. Mr. Weston noted that the existing baseboard heaters are to remain. The purpose of installing the mini-splits was to provide air conditioning and dehumidification during the summer to protect the artifacts and documents in the building. Mr. Roberts stated that he was opposed to installing mini splits in the unit.

Based on a question asked by Mr. Jordan, Ms. Ruffner answered that these are the current construction plans to start the formal permit process with GHI. She advised that FOGM was going to seek both GHI and the County permits concurrently. Ms. Ruffner explained that FOGM was also inviting the neighbors to view the house to seek their input. She noted that plans for the outdoors would be part of the second phase of the project.

Ms. Davis suggested adding shutters to the front window of 10-A because it resembles a honeymoon cottage. She expressed her concern regarding the cost of the project. Ms. Searing-Young advised that the overall cost of the project pre-pandemic was \$550,000. She explained that between FOGM efforts, grant writing and fundraising efforts \$300,000 has been raised. The campaign's public phase will be open in the fall and will be a more general effort to fundraise for the project.

Molly Lester, a Greenbelt resident, expressed her concern that the added addition to 10-A proposed on the garden side of the unit has taken away the basic concept of the original plan by the current design.

Mr. Putens asked if there is a security plan. Ms. Searing-Young noted that there is a security system in both 10-A and 10-B. Mr. Putens commented that he has heard of units having HVAC issues and requested investing in keeping the units dry as Mr. Roberts suggested. Mr. Putens also requested that Council review the Museum's phase-in plan.

Ms. Davis suggested planting more annual plants and bushes for the garden side of 10-A and that the humidifier system that is installed cannot be too dry.

There was a discussion regarding the garden side walkway and property line.

Based on a question asked by Ms. Davis, Ms. Ruffner answered there hadn't been an updated Memorandum of Understanding (MOU) between the Museum and the City for more than ten years. She explained that changes were made regarding adding an employee and the new contract would be the new language that Council and the Museum staff has already agreed upon. Ms. Ruffner stated that the staff is scheduling an additional work session to discuss the MOU.

Informational Items

Ms. Davis thanked Ms. DeWald, Arts Supervisor, for the new art show exhibition in the Council Chambers.

Ms. Davis thanked Public Works, Police, and CERT for a beautiful fireworks display.

Mr. Jordan thanked Administration and Public Information staff for assisting with the first hybrid work session. However, he noted that many kinks needed to be worked out.

Ms. Mach asked the Museum staff about the joint project with the Old Greenbelt Theater, that the addition would have a history of Greenbelt. Ms. Searing-Young answered that she would follow up with Dr. Catlin McGrath and provide Council with the update.

Mayor Byrd thanked all of the City staff.

Mr. Jordan moved that Council enter into Closed Session in accordance with the General Provisions Article 3-305-(b)(1) of the General Provisions Article of the Annotated Code of Public General Laws of Maryland to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction and any other personnel matter that affects one or more specific individuals.

Ms. Davis seconds the motion.

ROLL CALL:	Ms. Davis -	Yes
	Mr. Jordan -	Yes
	Ms. Mach -	Yes
	Ms. Pope -	Yes
	Mr. Putens -	Yes
	Mr. Roberts -	Yes
	Mayor Byrd -	Yes

Mr. Jordan announced that Council would not return to the open session after the closed session.

The meeting ended at 9:23 p.m.

Respectfully submitted,

*Shaniya Lashley-Mullen
Assistant to the City Clerk*

REGULAR MEETING OF THE GREENBELT CITY COUNCIL held August 8, 2022.

Mayor Jordan called the meeting to order at 7:32 p.m.

ROLL CALL was answered by Councilmembers Colin A. Byrd, Judith F. Davis, Brandon R. Gordon, Silke I. Pope, Rodney M. Roberts, Kristen L.K. Weaver, and Mayor Emmett V. Jordan.

ALSO PRESENT were Tim George, Interim City Manager; Terri Hruby, Director of Planning and Community Development; Willis Shafer, Director of Public Works; Holly Simmons, Community Planner; and Shaniya Lashley-Mullen, Assistant to the City Clerk.

Mayor Jordan asked for a moment of silence in honor of former resident Karen Zevallos who passed since the last Council meeting. Mr. Roberts then led the pledge of allegiance to the flag.

Mayor Jordan moved to special order #7 Presentations before the consent agenda. Mr. Gordon seconded. The motion passed 7-0.

PRESENTATIONS: Linda Ivy provided Council with an update on the 2022 Labor Day Festival, which included the rides, entertainment, and parade.

PETITIONS AND REQUESTS:

- Dr. Lois Rosado, Lakecrest Drive, requested that a representative of respective groups be represented on the Reparations Commission. She also requested that the deadline for the application be extended and that invitations to apply be sent to the business community, the Homeowners Associations, and the Greenbelt Interfaith Leadership Association (GILA). Dr. Rosado explained that the interviews shouldn't be held publicly.

- Lore Rosenthal, 2 Ct Gardenway, requested that the Zoom "Question and Answer" feature be read during the meeting. She stated that the Covid level in Prince George's County is high.

- Michael Canavan, Public Works employee, requested that premium pay for Public Works employees for the first year of the pandemic be \$4,000, and for the second year of the pandemic be \$2,000.

- Bill Orleans, a Greenbelt resident, requested Council to direct the Ethics Commission to review all candidate financial disclosure forms in the most recent election.

CONSENT AGENDA: It was moved by Ms. Davis and seconded by Mr. Gordon the consent agenda be approved with an amendment. The motion passed 7-0.

Council thereby took the following actions:

MINUTES OF COUNCIL MEETINGS:

Work Session – August 31, 2020

Work Session – April 6, 2021

Work Session – May 17, 2021

Approved as presented.

COMMITTEE REPORTS:

Forest Preserve Advisory Board Report #2022-04 (Request to Public Works for Removal of Pavilion and Grill in the Greenbriar Tract of the Forest Preserve: Council accepted this report.

REAPPOINTMENT TO ADVISORY BOARD/COMMITTEE: Council reappointed Ronald Bjorkland to the Greenbelt Advisory Committee on Environmental Sustainability (Green ACES).

RESIGNATION FROM ADVISORY GROUP: Council accepted the Public Safety Advisory Committee (PSAC) recommendation of removing William James; and William Fishburne's resignation from the Board of Election.

APPROVAL OF AGENDA: Ms. Davis requested that the Forest Preserve Advisory Board request to Public Works for removal of pavilion and grill in the Greenbriar Tract of the Forest Preserve be added to the agenda as item #21. It was moved by Mr. Gordon and seconded by Ms. Davis to approve the agenda as amended. The motion passed 7-0.

MINUTES OF COUNCIL MEETINGS: None

ADMINISTRATIVE REPORTS:

Mr. George explained that staff has been busy conducting interviews for the Economic Development Manager, and the Grant Coordinator position was advertised again. He noted that the Compensation Study is moving forward and Mr. Martinez, the Director of Human Resources, worked with the Department of Public Works to complete the surveys.

Based on a question asked by Mayor Jordan, Ms. Hruby provided Council with an update of the Buddy Attick Parking Lot project. She stated that there was a slight delay due to a grading issue. The project is behind a few weeks and she will provide Council with a revised project schedule.

Ms. Davis noted that Todd Pounds, City Solicitor, was elected President of the MML Attorney Association. She was appointed Vice Chair of the MML Legislation Committee.

Based on a question asked by Mr. Gordon, Mr. George answered that he will follow-up with Mr. Shafer, Director of Public Works, regarding the bus stop issue on Ora Glen. Mr. Gordon stated that he was appointed Chair of the MML Young Municipal Leaders.

LEGISLATION:

A Resolution to Authorize the Negotiated Purchase of Construction Service to Build a Gateway Signage Wall and Install Signage from Jopal Construction Inc. at a Lump Sum Cost of \$39,000, with an Agreement that if a Change in Material Price Increases More than 10% between the Time of

Estimate (July 2022) and Completion of Project an Extra Charge will Apply for this Increase:
Mayor Jordan read the agenda comments. Ms. Davis introduced the resolution for second reading adoption. Mr. Gordon seconded.

ROLL CALL:

Mr. Byrd	- No
Ms. Davis	- Yes
Mr. Gordon	- No
Ms. Pope	- Yes
Mr. Roberts	- No
Ms. Weaver	- Yes
Mayor Jordan	- No

The motion failed 3-4. (Mayor Jordan, Mr. Byrd, Mr. Gordon, Mr. Roberts)

Mr. Byrd moved to special order item #13, American Rescue Plan Act (ARPA) Fund Recommended Spending Plan. Mr. Roberts seconded.

AMERICAN RESCUE PLAN ACT (ARPA) FUND RECOMMENDED SPENDING PLAN:
Mayor Jordan read the agenda comments. Ms. Davis moved that Council defer item #1 Premium Pay for Essential Employees until the next Regular Meeting. Mayor Pro Tem Weaver seconded. There was discussion. Ms. Davis Called the Question and it was seconded by Mr. Gordon.

ROLL CALL:

Mr. Byrd	- No
Ms. Davis	- Yes
Mr. Gordon	- Yes
Ms. Pope	- Yes
Mr. Roberts	- No
Ms. Weaver	- Yes
Mayor Jordan	- Yes

The motion of calling the question passed 5-2. (Mr. Byrd, Mr. Roberts)

ROLL CALL:

Mr. Byrd	- Yes
Ms. Davis	- Yes
Mr. Gordon	- Yes
Ms. Pope	- Yes
Mr. Roberts	- No
Ms. Weaver	- Yes
Mayor Jordan	- Yes

The motion of deferring item #1 Premium Pay for Essential Employees until next Regular Meeting passed. 6-1 (Mr. Roberts).

Mr. Gordon moved that Council schedule a Special Meeting on Monday, August 29, 2022, on Premium Pay for Essential Employees. Ms. Pope seconded. The motion passed 7-0.

Ms. Davis moved that Council approve items #2-24 on the America Rescue Plan Act (ARPA) Fund Recommended Spending Plan. Mr. Gordon seconded. The motion passed 7-0.

A Resolution to Authorize the Negotiated Purchase of Certain Goods and Services from Various Vendors as Enumerated Herein when Total Fiscal Year Purchases from Each Vendor Exceed Ten Thousand Dollars (\$10,000): Mayor Jordan read the agenda comments. Ms. Davis introduced the resolution for first reading.

OTHER BUSINESS:

NICHELLE NICHOLS DAY: Mayor Jordan read the agenda comments. Mr. Byrd moved that Council direct staff to draft a Resolution that would annually declare December 28th as “Nichelle Nichols Day” in Greenbelt. There was discussion. Mayor Jordan explained that he would proclaim Nichelle Nichols Day this year but not annually.

REPARATIONS COMMISSION DISCUSSION: Mayor Jordan read the agenda comments. There was discussion. Ms. Pope left the meeting at 10:46 pm). Mayor Jordan moved that the Reparations Commission application period remain open until all 21 vacancies are filled. Mr. Gordon seconded. The motion failed 1-5 (Mayor Pro Tem Weaver, Mr. Byrd, Ms. Davis, Mr. Gordon, Mr. Roberts). Mayor Pro Tem Weaver moved to extend the Reparations Commission application deadline until August 31st and to increase outreach to HOAs and the business community. Ms. Davis amended the motion to include the interview process. Ms. Davis seconded. There was discussion. The motion passed 5-1 (Mayor Jordan). Mr. Roberts moved that Council table the discussion. Mayor Jordan seconded the motion. The motion failed 3-3 (Mayor Pro Tem Weaver, Mr. Byrd, Ms. Davis) Mr. Gordon moved that Council provide the applicants an option on how their interview process is conducted. Mr. Byrd seconded. There was discussion. Mr. Gordon adjusted his motion, that the interview process is conducted in the same format as the other Advisory Board/Committee interviews. Ms. Davis seconded. The motion passed 6-0.

COUNCIL ACTIVITIES:

- Chesapeake Bay Policy Committee Meeting, COG (Ms. Davis)
- FOGM Lecture: Historic Maryland Cookbooks (Ms. Davis)
- Meet and Greet ERHS Principal Dr. Portia Barnes (Ms. Davis, Mr. Gordon)
- Coffee with a Cop, Greenway Center Starbucks (Mayor Pro Tem Weaver, Ms. Davis, Mr. Gordon)
- Greenbelt Swim Team Awards Picnic (Ms. Davis, Mr. Gordon)
- Artists Reception, New Deal Café (Mayor Jordan, Ms. Davis)
- Senator Ben Cardin Meeting with Municipal Leaders (Mayor Pro Tem Weaver, Ms. Davis)
- White House Eviction Reform Summit (Ms. Davis)
- National Night Out, Hunting Ridge, Beltway Plaza (Mayor Jordan, Mayor Pro Tem Weaver, Ms. Davis, Mr. Gordon)

- Four Cities Meeting (Mayor Jordan, Mayor Pro Tem Weaver, Ms. Davis, Mr. Gordon, Mr. Roberts)
- Creative Kids Camp Performance: Summer Circus (Mayor Jordan, Ms. Davis)
- Artists Reception, Council Room (Mayor Jordan, Ms. Davis, Mr. Gordon)
- Metropolitan Washington Council of Governments Racial Equity Leader Series for Elected Officials (Mayor Pro Tem Weaver)
- National League of Cities Summer Board and Leadership Meeting (Mayor Jordan, Mayor Pro Tem Weaver)
- Metropolitan Washington Council of Governments Board Retreat (Mayor Jordan)

FOREST PRESERVE ADISORY BOARD – REQUEST TO PUBLIC WORKS FOR REMOVAL OF PAVILION AND GRILL IN THE GREENBRIAR TRACT OF THE FOREST PRESERVE:

Ms. Davis moved the Forest Preserve Advisory Board proposal to remove the small pavilion and metal grill in the Greenbriar Tract of the Forest Preserve. Mayor Pro Tem Weaver seconded. There was discussion. The motion passed 6-0.

MEETINGS: Council reviewed the meeting schedule.

ADJOURNMENT: A motion to adjourn the meeting was made by Mr. Gordon and seconded by Ms. Davis. The motion carried 6-0. The Mayor adjourned the regular meeting of August 8, 2022, at 11:25 p.m.

Respectfully submitted,

Shaniya Lashley-Mullen
Assistant to the City Clerk

"I hereby certify that the above and foregoing is a true and correct report of the regular meeting of the City Council of Greenbelt, Maryland, held August 8, 2022.

Emmett V. Jordan
Mayor

City Council Agenda Item Report

Meeting Date: September 27, 2022

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS

Subject:

American Rescue Plan Act (ARPA) Fund Spending Plan

Suggested Action:

Council has had four Community Input Meetings; one Focus Group Discussion; and four Work Sessions to identify priorities and various programs/projects to spend the American Rescue Plan Act (ARPA) Funding.

Attached is the list Council has identified as the top priorities to allocate the funding.

Council direction is sought.

Attachments:

[Copy of ARPA Funding Priorities Council Work Session 2022-09-14.pdf](#)

	POTENTIAL SPENDING PROJECTS	AVG COUNCIL PRIORITY	PROPOSED ESTIMATED COSTS	CATEGORY	LOCATION IN GREENBELT	3	2	1	0	Previous Score
0	GAFC Pool Room Remediation		\$500,000	Infrastructure	Center					
0	Tree Canopy Grant Program		\$100,000	Infrastructure	ALL					
34	Pedestrian/Bicycle Master Plan Implementation & traffic calming	2.60	\$300,000	Infrastructure	ALL	3	2	0	0	2.0
41	Bus Stop safety & accessibility plan implementation	2.60	\$300,000	Infrastructure	ALL	3	2	0	0	1.8
39	Conduct a Phase 1 environmental study on the PG Scrap property	2.60	\$20,000		West	3	2	0	0	1.8
26	Design & install HVAC upgrades at Youth Center - Addition Area, Community Center - Lower Level & GAFC - Ductwork	2.40	\$850,000	Infrastructure	Center	2	3	0	0	2.2
44	Healthcare vouchers for low-income families	2.20	\$500,000	Mental Health Resources	ALL	3	1	0	1	1.6
40	Aging infrastructure in the City should be given priority	2.20	Not funded	Infrastructure	ALL	3	1	0	1	1.8
43	Green infrastructure improvements	2.20	Not funded	Infrastructure	ALL	1	4	0	0	1.75
33	Upgrade and improve existing ballfields	2.20	\$2,350,000	Infrastructure	Center	2	2	1	0	2
27	Implement space study recommendations	2.20	\$325,000	Infrastructure	ALL	3	1	0	1	2.2
31	City-wide broadband feasibility study	2.00	\$80,000	Infrastructure	ALL	2	1	2	0	2.0
42	Install air purification systems in City owned buildings	2.00	Not funded	Infrastructure	ALL	1	3	1	0	1.8
35	Outdoor amenities (YC & SHLRC) & archery (behind the horseshoe pits)	2.00	\$100,000	Infrastructure	West	2	1	2	0	2
32	Develop marketing campaigns to highlight post COVID-19 resiliency (i.e. #shop	2.00	\$100,000	Small/Local Business Assistance	ALL	2	1	0	1	2
50	Electric bus for Recreation & Public Works	1.80	\$75,000	Infrastructure	ALL	2	1	1	1	1.6
38	Install solar charging stations for mobile devices at City Parks & visitor center	1.80	\$75,000	Infrastructure	ALL	1	2	2	0	1.8

	POTENTIAL SPENDING PROJECTS	AVG COUNCIL PRIORITY	PROPOSED ESTIMATED COSTS	CATEGORY	LOCATION IN GREENBELT	3	2	1	0	Previous Score
29	Implement remaining security system improvements (Access Control, CCTV/Monitoring)	1.80	\$1,000,000	Infrastructure	ALL	1	3	0	1	2
48	Guard Desk renovation (COVID) social distancing NOT FUNDED	1.80	Not funded	Infrastructure	Center	1	2	2	0	1.6
25	Create a network of safe walking/biking paths (INCLUDED WITH 34/41)	2.25	Not funded	Infrastructure	ALL	2	1	1	0	2.2
52	Design & construct streets, sidewalks, curb, gutter, ADA improvements (INCLUDED WITH 34/41)	2.00	Not funded	Infrastructure	ALL	1	3	1	0	1.6
28	Design & construct outdoor pavilion improvements/upgrades at Buddy Attick Lake Park	1.80	\$150,000	Infrastructure	Center	1	2	2	0	2.2
	COUNCIL STOPPED HERE		\$6,825,000							
37	Complete planning & engineering stage to construct Hanover Parkway Hiker/Biker	1.60	\$1,100,000	Infrastructure	East	1	2	1	1	1.8
46	New security-alarm for buildings	1.60	\$100,000	Infrastructure	ALL	1	2	1	1	1.6
54	Design & construct a pavilion for the summer camps behind the pool	1.60	\$150,000	Infrastructure	Center	0	4	0	1	1.4
49	Implement Armory feasibility study recommendations	1.50		Infrastructure	Center	1	1	1	1	1.6
47	Tablets for seniors to reduce social isolation	1.40	\$50,000	Mental Health Resources	ALL	1	1	2	1	1.6
36	Repave the GVFD parking lot	1.40	\$40,000		Center	1	1	2	1	2
57	Services for homeless population	1.40		Mental Health Resources	ALL	0	3	1	1	1.4
58	Public art/sprinklers (Grants/Developers)	1.40	\$200,000	Infrastructure	ALL	1	1	2	1	1.4

	POTENTIAL SPENDING PROJECTS	AVG COUNCIL PRIORITY	PROPOSED ESTIMATED COSTS	CATEGORY	LOCATION IN GREENBELT	3	2	1	0	Previous Score
59	Franklin Park needs outdoor play areas	1.40		Infrastructure	ALL	1	1	2	1	1.25
30	Solar panels on City buildings	1.20		Infrastructure	ALL	0	2	2	1	2
56	Broadband infrastructure in Community Center	1.20		Infrastructure	ALL	0	2	2	1	1.4
61	GAFC Splash Pad	1.20	\$400,000	Infrastructure	Center	1	0	3	1	1
62	Increase lights at Franklin Park	1.20		Infrastructure	WEST	1	1	1	2	1
66	Police Department/Criminal Investigation Unit office - renovation	1.20		Infrastructure	Center	1	1	1	2	0.75
45	Fund internet for school aged kids	1.00			ALL	1	1	0	3	1.6
53	Allocate 50% of ARPA funds to address racial disparities	1.00			ALL	1	0	2	2	1.5
51	Permeable parking surfaces to manage runoff	1.00		Infrastructure	ALL	0	1	3	1	1.6
55	Expand WIFI at Buddy Attick Park	1.00	\$50,000	Infrastructure	Center	0	1	3	1	1.4
63	Develop a new City Hall	1.00		Infrastructure	Center	1	0	2	2	1
64	Fund an ambulance for the BHVFD	1.00			ALL	0	2	1	2	1
67	Purchase a new elevator for the municipal building	1.00		Infrastructure	Center	1	0	2	2	0.6
70	Design & install a new roof for the municipal building	1.00		Infrastructure	Center	1	0	2	2	0.4
65	Multi-use turf fields	0.80		Infrastructure	ALL	0	1	2	2	1
60	Additional Windows computers	0.60	\$30,000	Infrastructure	ALL	0	0	3	2	1.2
68	Acquire PG Scrap and convert to City park	0.60			West	0	0	3	2	0.6
69	Partially dredge Greenbelt Lake	0.60		Infrastructure	Center	0	0	3	2	0.4
Total Estimated Allocations, Part 2			\$15,770,000							

City Council Agenda Item Report

Meeting Date: September 27, 2022

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS

Subject:

FY 2023-2028 Draft Maryland Consolidated Transportation Program

Suggested Action:

City staff has reviewed the Draft FY 2023 – 2028 Draft Maryland Department of Transportation Consolidated Transportation Program (CTP). Staff also virtually attended the annual staff level pre-tour meeting.

The FY 2023 -2028 Draft CTP totals a record \$19.49 billion six-year capital budget, representing a \$2.2 billion increase from the Final FY 2022-2027 CTP. Other projects of interest to the City remain on hold or continue to be unfunded. The increase is the result of many factors including \$1.3 billion in additional federal formula fund from the bipartisan Infrastructure Investment and Jobs Act (IIJA) passed by Congress last fall, an increased share of state corporate income tax revenue allocated to MDOT and improved post-pandemic revenue estimates.

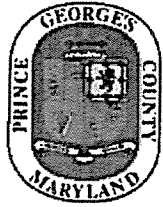
Staff recommends that City Council transmit a letter to the Maryland Department of Transportation Secretary supporting the funding for the design of a full interchange at the Greenbelt Metro Station and for transit and pedestrian and bicycle related projects and restate the City's opposition to: the SCMAGLEV project, the I-495 & I-270 Managed Lanes project and MD 201 Extended. Staff also recommends City Council request the MD 193 Greenbelt Road Improvement Project be added to the CTP.

Attachments:

[2022 County Priority Letter.pdf](#)

[CTP Project Pages.pdf](#)

[Staff Memo.pdf](#)



THE PRINCE GEORGE'S COUNTY GOVERNMENT

OFFICE OF THE COUNTY EXECUTIVE

June 9, 2022

Mr. James F. Ports, Jr.
Secretary
Maryland Department of Transportation
7201 Corporate Center Drive
Hanover, Maryland 21076

Dear Secretary Ports:

On behalf of the Executive branch of Prince George's County (the "County"), please find this letter providing an outline of high-level priorities as an interim between our most recent joint signature priority letter of November 18, 2021, and the official 2022 letter and projects list, traditionally sent later in the year. With the enactment of the Bipartisan Infrastructure Law (BIL), there is much needed relief in the form of more robust funding for traditional formula and discretionary programs, as well as several new discretionary programs. Some examples of new programs that the County has an interest in include, but are not limited to, the Safe Streets and Roads for All, Reconnecting Communities, and the Bridge Investment Program. In addition, the County views programs designed to promote electric vehicles and the transition of transit fleet to zero emission vehicles as extremely important new opportunities. The County is enthusiastic about the new and expanded opportunities as a result of this landmark reauthorization.

In preparation for the draft Consolidated Transportation Program (CTP) FY 2023-2028, Prince George's County continues to advance priorities for a comprehensive multimodal transportation network that will strengthen the County, the Capital region and the state. The County emphasizes projects that further wholistic transportation approaches like Vision Zero Prince George's, Transit Oriented Development (TOD), and strategies designed to spur economic growth while promoting sustainability, safety, and equity. In addition to forward thinking aspirational programs, dedicated funding is critical to preserving and maintaining County infrastructure and state of good repair needs of our aging roadways, bridges, sidewalks, facilities, and stormwater structures.

The County appreciates important recent improvements including the **Medical Center Drive Interchange**, construction funding for the **Blue Line Corridor Improvements**, and our collaborative initiatives in our collaborative efforts for accommodating a new FBI in **Greenbelt or Landover**, as well as the burgeoning joint development projects in **New Carrollton**. We are encouraged by these positive steps, however, historically, too many of the County's priority projects have stalled, been delayed or have not been advanced.

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As a result, while recent progress is very much appreciated, incremental steps alone will not be enough.

The widening gap within the Washington Region between East and West has become even more pronounced. By the year 2045, recent analysis provided by the Washington Metropolitan Council of Governments Transportation Planning Board (TPB) shows increased congestion of vehicular traffic in Prince George's County, which is more severely and disproportionately impacted than any other jurisdiction in the Region. This not only negatively affects Prince George's County, but directly impacts the long-term economic well-being of the State. While there is not a singular solution, working with Regional and interjurisdictional partners, emphasizing investment in addressing the jobs and housing imbalance is critical. A concerted and meaningful focus on Transit Oriented Development around the 15 Metro Stations in Prince George's County is integral to address equity, congestion and sustainability in the Washington Region. While this issue is larger than just transportation, it is a key component. The County looks forward to continued partnership and the State's leadership in addressing this vital matter and to prompt action.

We also appreciate the efforts of the State to get the **Purple Line** project back on track, but to also do so as expeditiously as possible while stressing aspects of pedestrian safety and the aesthetics of the alignment. The Purple Line is a light rail facility designed to enhance access for people walking, biking and using transit. We recognize the increase in crashes involving pedestrians and cyclists, and will continue to partner with the State to enhance safety improvements and countermeasures on local and state roadways in the County. Specifically, we urge integration of critical elements recommended by M-NCPPC (MD 193 SPACES report) and the County, including sidewalk and bicycle facilities where they currently do not exist in that segment and other portions of the alignment (i.e., along MD 410 Veterans Parkway). The County looks forward to working with the State and the Concessionaire on the path forward for expeditious completion of the project, advancing safety both during construction and operations once in revenue service.

The County requests that the State directs its resources toward projects that enhance community revitalization, promote economic development, increase transit access, reduce congestion, and improve roadway safety for all users. As we do these things, it is also important that critical elements of maintenance, including care of medians and trash removal are carried out effectively.

The projects expressed are some of the key priorities for the County and cover a range of transportation issues and areas that are needed in the draft FY 2023-2028 CTP. They include:

VEHICLE AND PEDESTRIAN SAFETY

- **Vision Zero Prince George's Multimodal Enhancements on State-Maintained Roadways:** Both Prince George's County and the State of Maryland are Vision Zero jurisdictions. During the COVID-19 period, we have been confronted even more clearly by the limitations and opportunities provided by our built environment.

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(301) 952-4131 • www.princegeorgescountymd.gov

We are grappling with how the risks to vulnerable road users might have recently changed and how we can effectively respond. The County and the State collaborate in implementing Vision Zero. However, much more is needed as the data shows a preponderance of these crashes are at night and along State maintained high-speed arterial roadways. We look forward to working with SHA, District 3, in advancing the Multiagency Vision Zero Working Group, which focuses on improving specific high pedestrian crash corridors as part context-driven design. As this is an important step, much more is needed to address safety for all road users.

TRANSIT/WMATA/MULTI-MODAL

- **Medical Center Drive Interchange/Blue Line Corridor Initiative Improvements:** Medical Center Drive is integral to the new University of Maryland Regional Medical Center and the gateway to the new downtown Largo, and the Blue Line Corridor. The County appreciates the appropriation of \$8.7 Million towards improvements to local infrastructure, now that the Medical Center Drive Interchange in the CTP, we look forward to expeditiously advancing the planning and design of this critical project and the others that support improvements in Largo and Blue Line Corridor, especially the Central Avenue Connector Trail.
- **New Carrollton:** Continued investment in this vital TOD, which will soon serve as the beginning of the Purple Line, is essential. With the incoming light rail, existing MARC and Amtrak Stations, and the Joint Development project involving WMATA and the State, additional funding is needed to enhance connectivity, environmental treatments, and streetscaping.
- **Federal Bureau of Investigations (FBI) Headquarters: I-95 / Greenbelt Metro Access; Landover Improvements:** The County is pleased that SHA has already renewed funding to complete design of the Greenbelt interchange and in working together with Federal partners in readying both the Greenbelt and Landover sites in anticipation of a GSA announcement on a new facility. Re-locating the principal facility for the FBI in Prince George's County is an essential part of the larger need to add much needed employment opportunities near where so many of the employees reside. We look forward to our continued efforts to ensure that both the Greenbelt and Landover locations are appropriately funded with the support infrastructure necessary for a successful bid and most importantly, facility that will best serve the needs and interests of both the State and County.

- **Washington Metropolitan Area Transit Authority (WMATA)**
Funding: Transit systems have been particularly hard hit during the pandemic. To address the recovery and the post-COVID 19 environment, sustained funding for the WMATA system is essential. While WMATA has been beset with numerous issues, a new era of leadership serves as an important opportunity to ensure that both the Metrorail and Metrobus systems receive the support that they need for success. An increased focus on Transit Oriented Development through the Joint Development Process and overall coordination are essential to the health and vibrancy of both WMATA and the County.
- **TheBus:** Prince George's County operates "TheBus," a transit system independent of WMATA and the system faces similar difficulties during the pandemic. More robust funding is needed for the Locally Operated Transit Systems (LOTS) programmed for Prince George's County. The County is in dire need to rehabilitating the existing facility, initiating the process for a new LEED certified facility, and making the successful transition to Zero Emission Busses and related infrastructure. Enhanced funding is critical to meet not only existing needs, but to enable future growth while addressing new efficiencies, technologies and climate change.
- **MD 5, Branch Avenue/Southern Maryland Rapid Transit:** Planning for the Branch Avenue corridor and the Southern Maryland Rapid Transit (SMRT), proposed fixed guideway project along the MD5/US-301 corridor from Prince George's County to Charles County, both need to be advanced. We look forward to working with the state on the first phase of the SMRT NEPA process, made possible through a recent earmark and matching funds from the 2021 General Assembly Session. Securing the remaining funding needed to complete the remaining project planning and design elements for the projects so they can move into construction is critical for this burgeoning corridor.
- **Bus Rapid Transit (BRT):** Prince George's County is finalizing a Feasibility Study, under the auspices of a State Innovation Transportation Innovation Grant (STIG), that demonstrated five routes for advancement as BRT. Continual funding will allow Prince George's County to advance the projects from study corridors to functioning BRT. Moving into the next phase of planning is critical to meet the needs of County residents, but also effectively connect to neighboring jurisdictions in Virginia and Montgomery County, which are aggressively pursuing their own initiatives.
- **Transit Oriented Development:** Placing an emphasis on bringing jobs closer to housing is central to a long term development and sustainability strategy for the County, the State and the Region.

Prince George's County appreciates MDOT advancing previously requested TOD designations. However, five additional TOD's in the County are needed as soon as possible and funding is needed for projects at TOD's including Greenbelt, New Carrollton, Branch Avenue and Largo.

STATE ROADS & HIGHWAYS

- **MD 210 Palmer Road at Livingston Road West Interchange):** We look forward to the long-awaited completion of the Kerby Hill Road interchange. Advancing expeditiously with subsequent interchanges are crucial to improve safety on this dangerous roadway. The County appreciates the coordinated effort in advancing a shared use bicycle-pedestrian corridor as well as planning of the next interchange.
- **MD4 at Suitland Parkway:** During the CTP Tour in 2020, the County expressed extreme displeasure regarding the delays, scale backs, and construction issues that have befallen this project. The County is pleased that the state has reinitiated the project and restored the flyover to the design as originally planned. However, given delays and inconvenience the community faces, it is imperative that SHA quickly complete this project.
- **US 1, Baltimore Avenue (MD 193 to I-95/495):** The County appreciates the State advancing Phase I of this vital project through the current construction process. The County is now looking to the State to quickly fund and advance the subsequent phases.

The passage of the BIL presents new and exciting opportunities for the County and the State. We look forward to collaborating with the Maryland Department of Transportation in leveraging and utilizing these programs to support a comprehensive multimodal transportation program through added attention to the projects that we have noted in this letter. Expeditious advance of these projects will strengthen Prince George's County, the region, and the State of Maryland. The traditional joint priority letter and list, once approved by the Council, will be provided later in the year. We thank you for your partnership.

Sincerely,



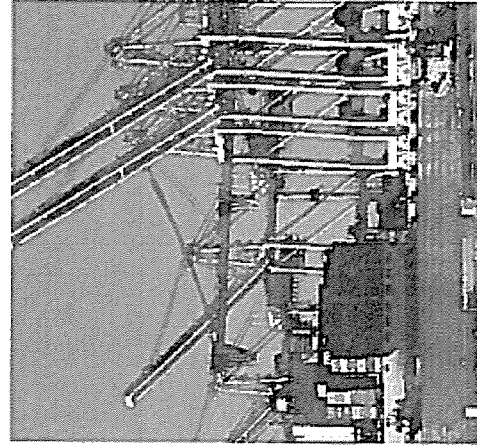
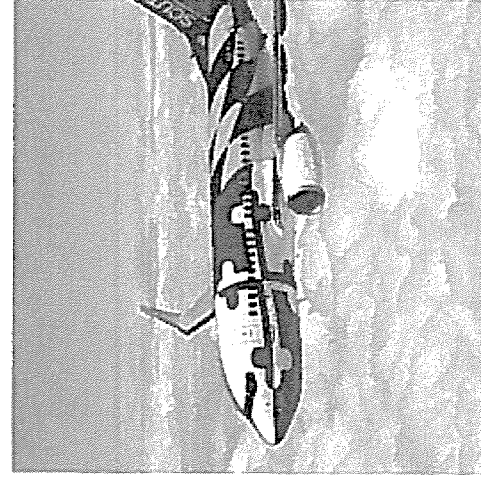
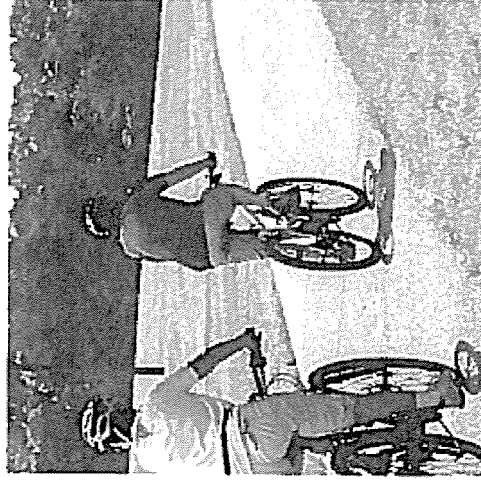
Angela Alsobrooks
County Executive

CC:

Honorable Joanne C. Benson, Chair, Prince George's County Senate Delegation
Honorable Nick Charles, Chair, Prince George's County House Delegation
The Honorable Calvin S. Hawkins, II, Chair, Prince George's County Council
The Honorable Deni L. Taveras, Vice-Chair, Prince George's County Council
Tara H. Jackson, Chief Administrative Officer, Office of the County Executive
Floyd E. Holt, Deputy Chief Administrative Officer, Acting Director, Department of Public Works and Transportation
Oluseyi A. Olugbenle, Deputy Director, DPW&T
Peter A. Shapiro, Chair, Prince George's County Planning Board, M-NCPPC
Andree Green Checkley, Prince George's County Planning Department, M-NCPPC
Bill Tyler, Director, Department of Parks and Recreation, M-NCPPC
Tim Smith, Administrator, MDOT State Highway Administration
Holly Arnold, Acting Administrator, Maryland Transit Administration
Heather Murphy, Director of Planning and Capital Programming, MDOT
Victor Weissberg, Major Projects Manager, DPW&T

MARYLAND AND CONSOLIDATED TRANSPORTATION PROGRAM

DRAFT FY2023-FY2028 2023 State Report on Transportation



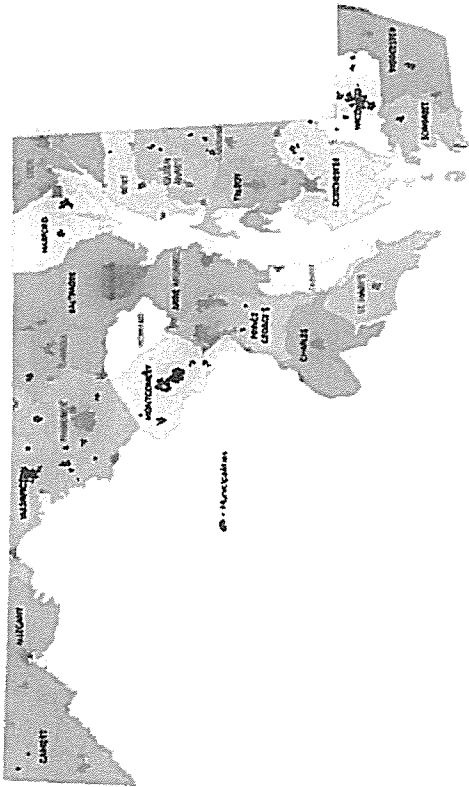
MDT MARYLAND DEPARTMENT OF TRANSPORTATION

Larry Hogan
Governor

Boyd K. Rutherford
Lt. Governor

James F. Ports, Jr.
Secretary

PROJECT: Highway User Revenue



DESCRIPTION: Highway User Revenue (HUR) are funds that are distributed from the Transportation Trust Fund to Baltimore City, local counties and municipalities for the benefit of local road systems. The calculation of local funding is based on a formula that incorporates roadway lane miles maintained by the jurisdiction and the number of registered vehicles in that jurisdiction.

PURPOSE & NEED SUMMARY STATEMENT: Chapter 330, Laws of Maryland 2018 increases the allocation of HUR to Baltimore City, the counties and the municipalities from 9.6% to 13.5% of the funds credited to the Gasoline and Motor Vehicle Revenue Account (GMVRA). This increased allocation is for five fiscal years (FY 2020 - FY 2024). Chapter 330 also changes the definition of HUR from funds in the GMVRA to capital grants appropriated to the local jurisdictions. These changes were effective July 1, 2019. This increases local transportation funding and is included in the six year CTP total funding level.

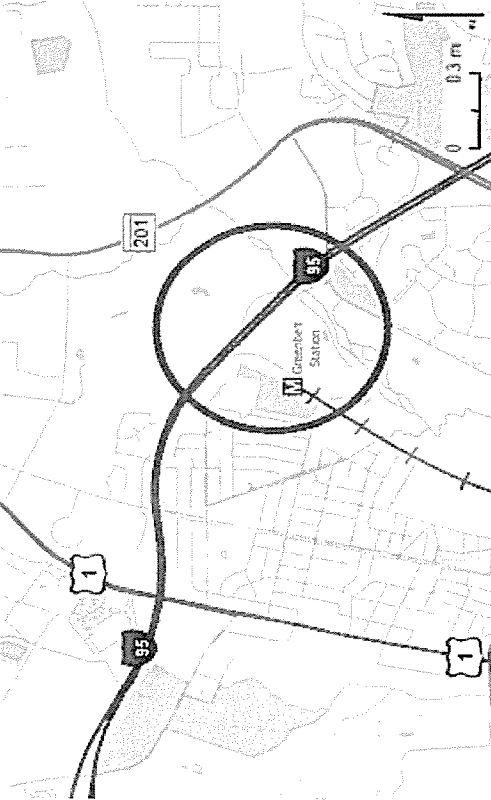
SMART GROWTH STATUS: ☒ Project Not Location Specific ☐ Not Subject to PFA Law

☐ Project Inside PFA ☐ Grandfathered
☐ Project Outside PFA ☐ Exception Will Be Required
☐ PFA Status Yet to Be Determined ☐ Exception Granted

STATUS: Funding ongoing.

SIGNIFICANT CHANGE FROM FY 2022 - 27 CTP: The increase in the project funding allocation is a result of Chapter 240 of 2022 to provide more funding to local jurisdictions.

POTENTIAL FUNDING SOURCE:										Classification:	
										STATE - N/A	
										FEDERAL - N/A	
										STATE SYSTEM: N/A	
										Estimated Annual Average Daily Traffic (vehicles per day)	
										CURRENT (2022)	
										PROJECTED (2042)	
										N/A	
										N/A	



PROJECT: I-95/I-495, Capital Beltway

DESCRIPTION: Construct a full interchange along I-95/I-495 at the Greenbelt Metro Station and extensions of acceleration and deceleration lanes along I-95/I-495 from US 1 to MD 201.

PURPOSE & NEED SUMMARY STATEMENT: This interchange would improve traffic operations on mainline I-95/I-495 and improve access to the Greenbelt Metro Station.

SMART GROWTH STATUS: ☐ Project Not Location Specific ☐ Not Subject to PFA Law

☒ Project Inside PFA ☐ Grandfathered
☐ Project Outside PFA ☐ Exception Will Be Required
☐ PFA Status Yet to Be Determined ☐ Exception Granted

STATUS: Engineering underway.

SIGNIFICANT CHANGE FROM FY 2022 - 27 CTP: None.

POTENTIAL FUNDING SOURCE:												
PHASE	TOTAL		EXPENDED	IN	YEAR	CURRENT	BUDGET	PROJECTED CASH REQUIREMENTS			SIX	BALANCE
	COST	ESTIMATED						FOR PLANNING PURPOSES ONLY				
	(\$000)		THRU	2022	2023	2024	2025...	2026...	2027...	2028...	YEAR	TO
Planning	1,561	1,561		0	0	0	0	0	0	0	0	0
Engineering	13,773	11,023		250	2,750	0	0	0	0	0	2,750	0
Right-of-way	129	129		0	0	0	0	0	0	0	0	0
Utilities	0	0		0	0	0	0	0	0	0	0	0
Construction	824	824		0	0	0	0	0	0	0	0	0
Total	16,298	13,538		250	2,750	0	0	0	0	0	2,750	0
Federal Aid	1,426	1,426		0	0	0	0	0	0	0	0	0
Special	14,851	12,111		250	2,750	0	0	0	0	0	2,750	0
Other	0	0		0	0	0	0	0	0	0	0	0

STIP REFERENCE #PG3331 8/01/2022

Classification:

STATE - Principal Arterial

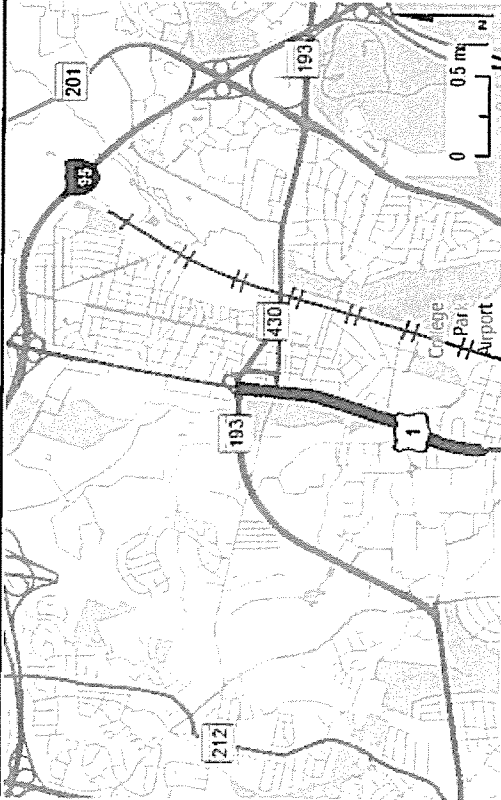
FEDERAL - Interstate

STATE SYSTEM: Primary

Estimated Annual Average Daily Traffic (vehicles per day)

CURRENT (2022) 212,800

PROJECTED (2042) 245,000



PROJECT: US 1, Baltimore Avenue

DESCRIPTION: Reconstruct US 1 from College Avenue to MD 193 (Segment 1). Includes bicycle and pedestrian improvements (1.5 miles).

PURPOSE & NEED SUMMARY STATEMENT: There are significant mobility needs along this segment of US 1. This project will improve traffic operations, pedestrian circulation, and safety. This project will also accommodate planned revitalization within College Park.

STATE GOALS: Maryland Transportation Plan (MTP) Goals/Selection Criteria:

- ☒ Safe, Secure, and Resilient
☒ Maintain & Modernize
☐ Economic Opportunity & Reduce Congestion
☒ Better Transportation Choices & Connections

- ☐ Quality & Efficiency
☐ Environmental Protection
☐ Fiscal Responsibility

SMART GROWTH STATUS: ☐ Project Not Location Specific ☐ Not Subject to PFA Law
☒ Project Inside PFA ☐ Grandfathered
☐ Project Outside PFA ☐ Exception Will Be Required
☐ PFA Status Yet to Be Determined ☐ Exception Granted

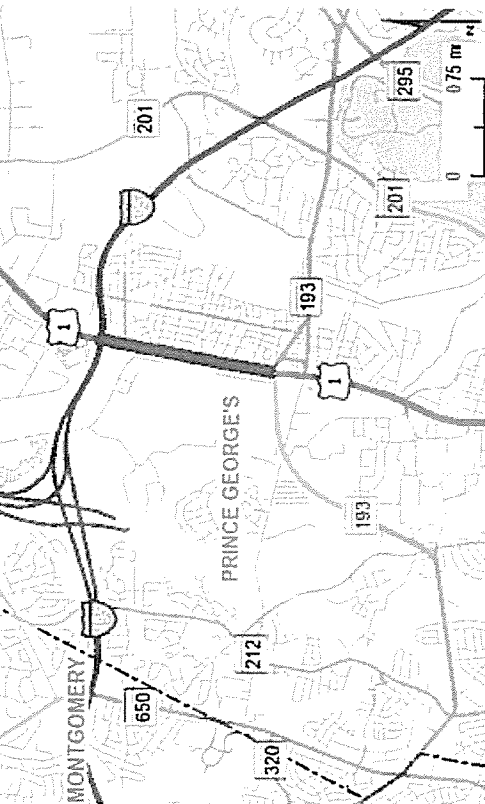
STATUS: Construction underway.

EXPLANATION: This project will improve traffic operations while enhancing bicycle and pedestrian mobility and safety.

SIGNIFICANT CHANGE FROM FY 2022 - 27 QTP: None.

POTENTIAL FUNDING SOURCE:										Classification:								
PHASE	TOTAL COST (\$000)	ESTIMATED COST (\$000)	EXPENDED THRU 2022	EXPENDED IN 2022	CURRENT YEAR 2023	BUDGET YEAR 2024	PROJECTED CASH REQUIREMENTS FOR PLANNING PURPOSES ONLY				STATE - Intermediate Arterial							
							...2025...	...2026...	...2027...	...2028...								
BALANCE TO COMPLETE										STATE SYSTEM: Secondary								
SIX YEAR TOTAL										Estimated Annual Average Daily Traffic (vehicles per day)								
Planning	0	0	0	0	0	0	0	0	0	0	CURRENT (2022) 35,600							
Engineering	9,672	9,672	0	0	0	0	0	0	0	0	PROJECTED (2042) 55,500							
Right-of-way	5,738	5,044	500	549	145	0	0	0	0	694								
Utilities	3,959	1,000	592	2,362	597	0	0	0	0	2,959								
Construction	33,055	16,846	7,800	7,427	8,783	0	0	0	0	16,209								
Total	52,423	32,561	8,892	10,398	9,525	0	0	0	0	19,862								
Federal-Aid	41,143	22,646	7,693	9,459	9,038	0	0	0	0	18,497								
Special	9,218	8,416	621	597	205	0	0	0	0	802								
Other	2,062	1,499	578	282	282	0	0	0	0	563								

STIP REFERENCE #PG8241 8/01/2022



PROJECT: US 1, Baltimore Avenue

DESCRIPTION: Reconstruct US 1 from MD 193 to I-95 (Capital Beltway) (Segments 2 and 3) (1.1 miles). Bicycle and pedestrian facilities will be included.

PURPOSE & NEED SUMMARY STATEMENT: There are significant mobility needs along this segment of US 1. This project would improve traffic operations, pedestrian circulation, safety, and accommodate planned revitalization within College Park.

SMART GROWTH STATUS: ☐ Project Not Location Specific ☐ Not Subject to PFA Law

☒ Project Inside PFA ☐ Grandfathered
☐ Project Outside PFA ☐ Exception Will Be Required
☐ PFA Status Yet to Be Determined ☐ Exception Granted

STATUS: Planning complete.

SIGNIFICANT CHANGE FROM FY 2022 - 27 CTP: None.

POTENTIAL FUNDING SOURCE:									
PHASE	ESTIMATED COST (\$000)	EXPENDED THRU 2022	EXPENDED IN 2022	CURRENT YEAR 2023	BUDGET YEAR 2024	PROJECTED CASH REQUIREMENTS FOR PLANNING PURPOSES ONLY ...2025... ..2026... ..2027... ..2028... ..2029... ..2030...	SIX YEAR TOTAL	BALANCE TO COMPLETE	
Planning	1,387	1,387	0	0	0	0	0	0	0
Engineering	0	0	0	0	0	0	0	0	0
Right-of-way	0	0	0	0	0	0	0	0	0
Utilities	0	0	0	0	0	0	0	0	0
Construction	0	0	0	0	0	0	0	0	0
Total	1,387	1,387	0	0	0	0	0	0	0
Federal-Aid	0	0	0	0	0	0	0	0	0
Special	1,293	1,293	0	0	0	0	0	0	0
Other	94	94	0	0	0	0	0	0	0

STIP REFERENCE #PG2531 B/01/2022

Classification:

STATE - Intermediate Arterial

FEDERAL - Other Principal Arterial

STATE SYSTEM: Secondary

Estimated Annual Average Daily Traffic (vehicles per day)

CURRENT (2022) 44,800

**PROJECT: Purple Line**

DESCRIPTION: The Purple Line is a 16-mile double track light rail line that will operate between Bethesda in Montgomery County and New Carrollton in Prince George's County. The Bethesda to Silver Spring segment will include a parallel hiker/biker trail. The line will include direct connections to Metrorail in four locations, all three MARC Train lines, and Amtrak. The project includes track, stations, railcars, and two operation and maintenance facilities. The project is being delivered as a public-private partnership for the design, construction, financing, operation, and maintenance of the facility.

PURPOSE & NEED SUMMARY STATEMENT: The Purple Line will provide faster, more reliable transportation between residential and major employment areas. It will enhance access to existing radial Metrorail lines, increase capacity of congested roadways, support economic development consistent with local master plans, and reduce environmental impacts.

STATE GOALS: Maryland Transportation Plan (MTP) Goals/Selection Criteria:

☒ Safe, Secure, and Resilient	☒ Quality & Efficiency
☒ Maintain & Modernize	☒ Environmental Protection
☒ Economic Opportunity & Reduce Congestion	☒ Fiscal Responsibility
☒ Better Transportation Choices & Connections	

EXPLANATION: The Purple Line will serve a corridor that currently lacks rail transit service and includes important commercial, institutional, and residential communities. Electrically powered trains will reduce air pollution and greenhouse gas emissions associated with cars and buses. Transit travel times in corridor will be reduced.

SMART GROWTH STATUS:

☒ Project Inside PFA	☐ Project Not Location Specific	☐ Grandfathered	☐ Not Subject to PFA Law
☐ Project Outside PFA	☐ Exception Will Be Required	☐ Exception Granted	
☐ PFA Status Yet to Be Determined			

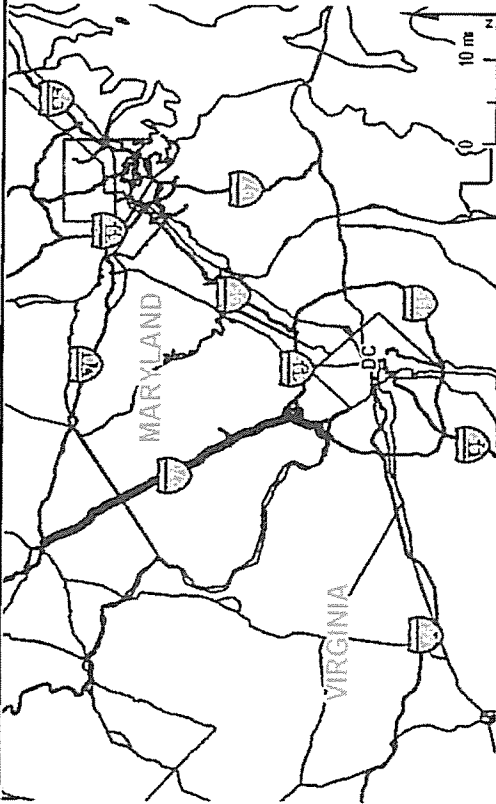
STATUS: The Board of Public Works approved the amendment to the P3 Agreement and the new design-build agreement in April 2022. MDTA is completing certain limited construction activities and full-scale construction by the new design-builder began in FY 2023.

SIGNIFICANT CHANGE FROM FY 2022 - 27 CTP:
Project budget increased with the addition of funding in FY 2028.

USAGE: Daily ridership estimated at 72,000 in 2040.

PHASE	POTENTIAL FUNDING SOURCE:										SIX YEAR TOTAL	BALANCE TO COMPLETE
	TOTAL COST (\$000)	ESTIMATED COST (\$000)	EXPENDED THRU CLOSE YEAR	PREVIOUS YEAR	CURRENT YEAR	BUDGET YEAR	FOR PLANNING PURPOSES ONLY	PLANNING PURPOSES ONLY	GENERAL	OTHER		
Planning	47,371	47,371	0	0	0	0	0	0	0	0	0	0
Engineering	511,637	356,737	41,100	41,900	41,200	30,600	30,400	10,800	0	0	154,900	0
Right-of-way	303,864	278,564	31,401	20,300	5,000	0	0	0	0	0	25,300	0
Utility	103	103	99	0	0	0	0	0				

PROJECT: I-270, Eisenhower Memorial Highway, and I-495, Capital Beltway - Phase 1



DESCRIPTION: Phase 1 includes the addition of managed lanes from the American Legion Bridge (ALB) to I-70, including replacement of the ALB and includes the NEPA study for Phase 1 North (I-370 to I-70). Phase 1 South (ALB to I-370) will leverage \$3.5 billion in construction funding, \$145 million in developer rights fees to offset MDOT costs, and \$5 million for Vision Zero efforts. In addition, the project will provide \$300 million to support transit services, \$50 million for community grants, \$25 million for emerging technologies over the operating term of the agreement (45 years). Phase 1 North, will also leverage a multi-billion dollar private construction investment as well as provide future financial benefits to the State of Maryland. Upon financial close and as part of the upfront payment for Phase 1 South and in consultation with Montgomery County, \$60 million will support the design of one of Montgomery County's transit priorities.

PURPOSE & NEED SUMMARY STATEMENT: The purpose of the I-495 & I-270 Public-Private Partnership (P3) Program is to provide long-term congestion relief on I-495 and I-270 by providing new options and opportunities for travelers while also being responsible to the community and the environment.

SMART GROWTH STATUS: ☐ Project Not Location Specific ☐ Not Subject to PFA Law

☐ Project Inside PFA ☐ Grandfathered
☐ Project Outside PFA ☐ Exception Will Be Required
☒ PFA Status Yet to Be Determined ☐ Exception Granted

STATUS: Project planning and preliminary engineering for Phase 1 South (ALB to I-370) is underway.

SIGNIFICANT CHANGE FROM FY 2022 - 27 CTP: The cost increase of \$240.0 million is for Phase 1 South engineering and for Phase 1 North planning and engineering.

POTENTIAL FUNDING SOURCE: ☒ SPECIAL ☒ FEDERAL ☐ GENERAL ☐ OTHER

Classification:

STATE - Principal Arterial

FEDERAL - Interstate

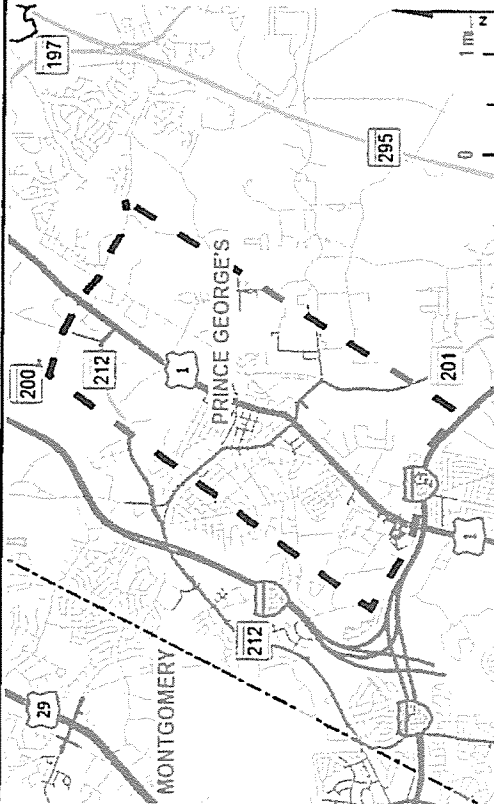
STATE SYSTEM: Primary

Estimated Annual Average Daily Traffic (vehicles per day)

CURRENT (2022) N/A

PROJECTED (2042) N/A

PHASE	TOTAL ESTIMATED COST (\$000)	EXPENDED THRU 2022	EXPENDED IN 2022	CURRENT YEAR 2023	BUDGET YEAR 2024	PROJECTED CASH REQUIREMENTS FOR PLANNING PURPOSES ONLY	...	...2025...	...2026...	...2027...	...2028...	SIX YEAR TOTAL	BALANCE TO COMPLETE
Planning	81,010	56,010	29,282	10,000	10,000	5,000	0	0	0	0	0	25,000	0
Engineering	258,000	15,000	15,000	45,000	44,000	50,000	45,000	45,000	45,0				



PROJECT: MD 201 Extended and US 1, Baltimore Avenue

DESCRIPTION: Study of capacity improvements on MD 201 and US 1 from I-95/I-495 (Capital Beltway) to north of Muirkirk Road (7.1 miles). Bicycle and pedestrian access will be considered as part of this project.

PURPOSE & NEED SUMMARY STATEMENT: US 1 and MD 201 have significant mobility needs during peak periods. The industrial and employment centers in the area are being developed, which is expected to further increase traffic.

SMART GROWTH STATUS: ☐ Project Not Location Specific ☐ Not Subject to PFA Law

☐ Project Inside PFA ☐ Grandfathered
☐ Project Outside PFA ☐ Exception Will Be Required
☒ PFA Status Yet to Be Determined ☐ Exception Granted

STATUS: Project on hold.

SIGNIFICANT CHANGE FROM FY 2022: 27 CTP: None.

POTENTIAL FUNDING SOURCE:

PHASE	TOTAL ESTIMATED COST (\$000)	EXPENDED THRU 2022	EXPENDED IN 2022	CURRENT YEAR 2023	BUDGET YEAR 2024	PROJECTED CASH REQUIREMENTS FOR PLANNING PURPOSES ONLY	SIX YEAR TOTAL	BALANCE TO COMPLETE
Planning	6,839	6,839	0	0	0	...2025... ...2026... ...2027... ...2028...	0	0
Engineering	0	0	0	0	0	0	0	0
Right-of-way	0	0	0	0	0	0	0	0
Utilities	0	0	0	0	0	0	0	0
Construction	0	0	0	0	0	0	0	0
Total	6,839	6,839	0	0	0	0	0	0
Federal-Aid	0	0	0	0	0	0	0	0
Special	6,839	6,839	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0

STIP REFERENCE #PG9491 8/01/2022

Classification:

STATE - Minor Arterial
 FEDERAL - Other Principal Arterial
 STATE SYSTEM: Secondary
Estimated Annual Average Daily Traffic (vehicles per day)
 CURRENT (2022) 43,400
 PROJECTED (2042) 59,300



PROJECT: Baltimore-Washington Superconducting Maglev (SCMAGLEV) Project

DESCRIPTION: Baltimore-Washington Rapid Rail (BWRR), a private company based in Maryland, is proposing to construct an SCMAGLEV train system between Baltimore, Maryland and Washington, DC with an intermediate stop at BWI Marshall Airport. An Environmental Impact Statement (EIS) is being prepared to evaluate the potential impacts of the construction and operation of such a system. This phase of the project is being funded by a grant from the Federal Railroad Administration with matching funds provided by BWRR.

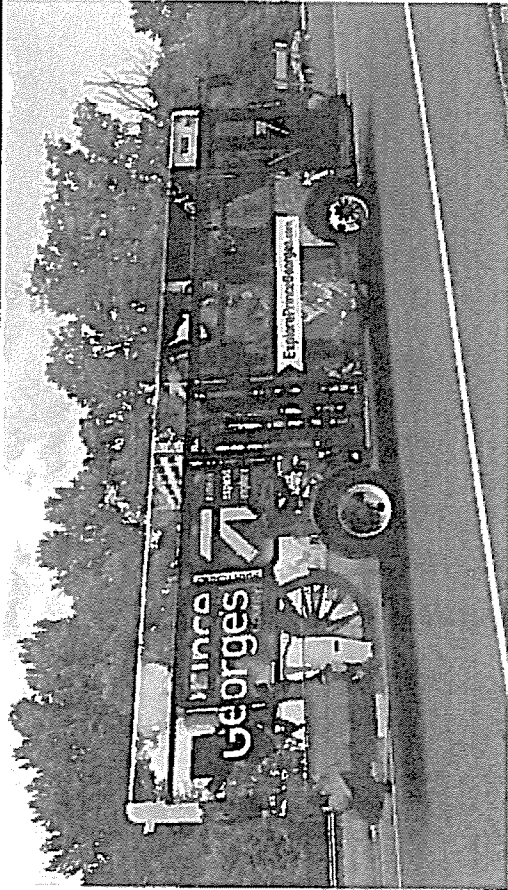
PURPOSE & NEED SUMMARY STATEMENT: Over the next 30 years, population in the Baltimore-Washington region is expected to grow by 30 percent, significantly increasing demand on roadways and railways between the two cities. The purpose of BWRR's proposed action is to increase capacity, reduce travel time, and improve both reliability and mobility options between Baltimore and Washington, with possible future extensions to New York City.

SMART GROWTH STATUS: ☐ Project Not Location Specific ☐ Not Subject to PFA Law
☐ Project Inside PFA ☐ Grandfathered
☒ Project Outside PFA ☐ Exception Will Be Required
☒ PFA Status Yet To Be Determined ☐ Exception Granted

STATUS: On August 25, 2021 FRA advised that the Maglev NEPA process was paused to review project elements and determine next steps. FRA will share the revised project schedule when it is determined.

SIGNIFICANT CHANGE FROM FY 2022 - 27 CTP:
None

PHASE	POTENTIAL FUNDING SOURCE:		EXPENDED THRU CLOSE YEAR	PREVIOUS YEAR	CURRENT YEAR	BUDGET YEAR	FOR PLANNING PURPOSES ONLY				SIX YEAR TOTAL	BALANCE TO COMPLETE
	TOTAL COST (\$000)						2025...	2026...	2027...	2028...		
Planning	34,749	28,657	0	6,092	0	0	0	0	0	0	6,092	0
Engineering	0	0	0	0	0	0	0	0	0	0	0	0
Right-of-way	0	0	0	0	0	0	0	0	0	0	0	0
Utility	0	0	0	0	0	0	0	0	0	0	0	0
Construction	0	0	0	0	0	0	0	0	0	0	0	0
Total	34,749	28,657	0	6,092	0	0	0	0	0	0	6,092	0
Federal-Aid	27,800	22,926	0	4,874	0	0	0	0	0	0	4,874	0
Special	0	0	0	0	0	0	0	0	0	0	0	0
Other	6,949	5,731	0	1,218	0	0	0	0	0	0	1,218	0



PROJECT: Prince George's County Local Bus Program

DESCRIPTION: Funding for bus replacements as well as capital improvements to bus facilities.

PURPOSE & NEED SUMMARY STATEMENT: These investments will make The Bus system more reliable and convenient while improving passenger access to the Metrorail system.

SMART GROWTH STATUS: ☒ Project Not Location Specific ☐ Not Subject to PFA Law
☐ Project Inside PFA ☐ Grandfathered
☐ Project Outside PFA ☐ Exception Will Be Required
☐ PFA Status Yet to Be Determined ☐ Exception Granted

STATUS: Project funding will support annual bus replacements and improvements to bus stops throughout the Prince George's County.

SIGNIFICANT CHANGE FROM FY 2022-27 CTP:

Project cost increased by \$6.9M due the completion of grant agreements between MDOT MTA Prince George's County as well as the addition of FY 28. Additional project funding enabled by IJJA increases.

USAGE:

PHASE	POTENTIAL FUNDING SOURCE:										SIX YEAR TOTAL	BALANCE TO COMPLETE	
	TOTAL		SPECIAL		FEDERAL		GENERAL		OTHER				
	ESTIMATED COST (\$000)	EXPENDED THRU CLOSE YEAR	PREVIOUS YEAR	CURRENT YEAR	BUDGET YEAR	FOR PLANNING PURPOSES ONLY	PLANNING PURPOSES ONLY	PLANNING PURPOSES ONLY	PLANNING PURPOSES ONLY	PLANNING PURPOSES ONLY	YEAR TOTAL		
Planning	0	0	0	0	0	...	...	...	...	...	0	0	
Engineering	807	690	531	117	0	0	0	0	0	0	117	0	
Right-of-way	0	0	0	0	0	0	0	0	0	0	0	0	
Utility	0	0	0	0	0	0	0	0	0	0	0	0	
Construction	22,391	13,141	1,185	6,750	500	500	500	500	500	500	9,250	0	
Total	23,198	13,831	1,716	6,867	500	500	500	500	500	500	9,367	0	
Federal-Aid	15,172	7,506	1,581	5,667	400	400	400	400	400	400	7,667	0	

BICYCLE AND PEDESTRIAN RELATED PROJECTS

The Maryland Department of Transportation has various funding programs for bicycle and pedestrian programs. Program funds are used for both design and construction. Several programs are administered as competitive grant programs, in which available funds are awarded to projects managed by local governments and other partners.

<u>PROGRAM NAME</u>	<u>PROJECTS CURRENTLY FUNDED FOR CONSTRUCTION</u>	<u>FY2023-2028 CTP BIKE/PED FUNDING[^]</u>
<u>State Highway Administration</u>		
ADA Program	13,796,000	50,000,000
Retrofit Bicycle Program	28,832,000	70,500,000
Neighborhood Conservation*	8,192,477	23,900,000
Primary/ Secondary Program**	1,429,296	1,429,296
Retrofit Sidewalk Program	14,714,226	127,500,000
Recreational Trails Program***	2,290,000	6,741,720
Transportation Alternatives Program***	43,904,000	87,500,000
<u>The Secretary's Office</u>		
Kim Lamphier Bikeways Network Program	9,159,754	15,953,631
Total	122,317,753	383,524,647

[^] Includes planning, design and construction funds

* Funding is estimated as a portion of total program funding based on recent bike/ped expenditures

** Additional funding is expected as major projects advance to construction and bicycle and pedestrian costs are itemized

*** Funding is estimated based on projected federal appropriations and historic program spending on bicycle and pedestrian projects; see typical awards on pages below

**** No additional earmark projects are expected at this time. Ongoing earmark projects are listed below.



PROJECT: Zero Emission Bus Pilots

DESCRIPTION: Purchase of three 60-foot Battery Electric Buses (BEBs) and charging stations based at Kirk Bus Division utilizing competitive grant funds from Federal Transit Administration and four 40-foot battery electric buses and charging infrastructure utilizing funds made available by an agreement with Volkswagen. Purchase and installation of battery electric bus charging equipment at Kirk Storage Building and providing new utilities power to feed these charging equipment.

PURPOSE & NEED SUMMARY STATEMENT: Maryland's 2019 Greenhouse Gas Emissions Reduction Act requires MDTA to upgrade 50 percent of its fleet (approximately 375 buses) to zero-emission technology by 2030. MDTA has committed to meet this target in the Regional Transit Plan. To accomplish this ambitious goal, MDTA's next large bus procurement needs to be for zero-emission buses.

STATE GOALS: Maryland Transportation Plan (MTP) Goals/Selection Criteria:

☒ Safe, Secure, and Resilient	☒ Quality & Efficiency
☒ Maintain & Modernize	☒ Environmental Protection
☐ Economic Opportunity & Reduce Congestion	☐ Fiscal Responsibility
☐ Better Transportation Choices & Connections	

EXPLANATION: This project will allow MDTA to pilot emerging low and/or no emission technologies.

SMART GROWTH STATUS:		☒ Project Not Location Specific	☐ Not Subject to PFA Law
☐ Project Inside PFA	☐ Grandfathered		
☐ Project Outside PFA	☐ Exception Will Be Required		
☐ PFA Status Yet to Be Determined	☐ Exception Granted		

STATUS: Three (3) 60-foot and four (4) 40-foot battery electric buses are expected to be delivered in FY 23. The design for pilot charging infrastructure is complete.

SIGNIFICANT CHANGE FROM FY 2022 - 27 CIP:
Project funding allocation increased by \$4.1M due to the addition of the Zero Emission Bus pilot charging infrastructure project at Kirk.

USAGE:
Core Bus annual ridership in FY 22 exceeded 19 million.

PHASE	POTENTIAL FUNDING SOURCE:										SIX YEAR TOTAL	BALANCE TO COMPLETE
	TOTAL		SPECIAL		FEDERAL		GENERAL		OTHER			
	ESTIMATED COST (\$000)	EXPENDED THRU CLOSE YEAR	PREVIOUS YEAR	CURRENT YEAR	BUDGET YEAR	FOR PLANNING PURPOSES ONLY				...	...	...
Planning	0	0	0	0	0	...	...	...	...	...	...	0
Engineering	659											

CITY OF GREENBELT, MARYLAND
MEMORANDUM

TO: Tim George, Interim City Manager
FROM: Terri Hruby, Director of Planning and Community Development
DATE: September 21, 2022
SUBJECT: Draft State Consolidated Transportation Program, FY 2023-2028

The Maryland Department of Transportation (MDOT) has released its six-year Draft FY 2023-2028 Consolidated Transportation Program (CTP) which is Maryland's six-year capital budget for transportation projects. The Annual Tour meeting for Prince George's County is scheduled for September 29, 2022 at 10:00 am in Largo Administration Room. The Final CTP will be submitted to the Legislators in January for consideration during the 2023 General Assembly session.

The FY 2023-2028 Draft CTP totals a record \$19.9 billion six-year capital budget, nearly \$2.2 billion increase from the \$17.7 billion Final FY 2022-2027 CTP. The increase is the result of many factors including \$1.3 billion in additional federal formula funds from the bipartisan Infrastructure Investment and Jobs Act (IIJA) passed by Congress last fall, an increased share of state corporate income tax revenue allocated to MDOT and improved post-pandemic revenue estimates. The IIJA additional funding was programmed as follows: \$178 for airports, \$166 million for transit and \$966 million for highways.

The Draft CTP budgets \$10 billion to MDOT State Highway Administration (MDOT SHA), up from \$7.9 billion in the 2022-2027 Final CTP. Of this amount, \$2.2 billion, up from \$1.4 billion, is Highway User Revenues allocated to the local jurisdictions. The draft CTP proposes to invest \$6.9 billion to system preservation projects, an \$800 million increase from last year's final CTP.

In June 2022, the Prince George's County Council submitted a priority letter to MDOT in preparation of the FY 2023-2028 CTP. The County's letter includes a list of priority projects that were chosen using several criteria including capacity improvements, revitalization, safety improvements, and economic development. The County's FY 2023 priority letter is largely the same as the previous year. I-95/ Greenbelt Metro Access, WMATA Funding, TheBus and US 1, Baltimore Avenue (MD 193 to I-95/495) continue to be noted priorities. The County Council has not finalized its FY 2022 Priority Project List. In recent years, MD 193 - University Boulevard improvements has been listed as the second priority under planning projects with Phase I being US 1 to Hanover Parkway and Phase II being County Line to Adelphi and advocated for both phases to move into planning. Unfortunately, this project continues not be included in the State's Draft CTP.

Highlights from the Draft 2022-2027 CTP of interest to the City are below.

- I-95/I-495 Capital Beltway/Full Interchange at Greenbelt Metro Station (Page SHA-PG-12) -This project includes the construction of a full interchange at the Greenbelt Metro Station. The project is in engineering and the FY 2023-2028 Draft CTP allocates an estimated \$2.8 million in FY 2023 for engineering. No funding is allocated beyond FY 2023.
- US 1, Baltimore Avenue (Pages SHA-PG 11 & SHA-PG-28)-This project includes the reconstruction, including bicycle and pedestrian improvements, of US 1 from College Avenue to I-95. Segment 1, College Avenue to MD 193, is under construction and there are no significant changes from FY 2022-2027. Planning for Segments 2 & 3, MD 193 to I-95, has been completed but the CTP does not allocate funding to move this project forward to engineering.
- Purple Line (Pages MTA - 42)- The Purple Line is a 16-mile light rail line that will extend from Bethesda in Montgomery County to New Carrollton in Prince George's County. The project has experienced significant delays. In April 2022 the Board of Public Works approved a new design-build agreement. MDOT MTA is completing certain limited construction activities and full-scale construction by the new design-builder is scheduled to begin in FY 2023. The Draft CTP allocates \$595 million for this project over the next six years.
- I-270 Eisenhower Memorial Highway, and I-495 Capital Beltway, Phase 1 (Page SHA-SW-5)) -Phase 1 includes the addition of Managed Lanes from the American Legion Bridge to I-70. The project planning and preliminary engineering for Phase 1 South (American Legion Bridge to I-370) is underway. The FY 2023-2028 Draft CTP allocates an additional \$268M for planning and engineering of Phase 1.
- MD 201 Extended (Page SHA-PG-22)-This project involves a study of capacity improvements on MD 201 and US 1 from I-95/I-495 to north of Muirkirk Road. This project will consider bicycle and pedestrian access. This project remains on hold with no monies budgeted for FY2023-2028.
- Baltimore-Washington Superconducting MAGLEV (Page TSO-8)-This project proposes the construction of an SCMAGLEV train system between Baltimore and Washington, DC. As City Council is aware a Draft Environmental Impact Statement (DEIS) was released on January 15, 2021. At this time the Federal Railroad Administration (FRA) has paused the project to, "review project elements to determine the next steps." The Draft CTP shows \$6,092 million budgeted for FY 2023. The CTP does not identify any significant changes from the FY 2022-2027 CTP.
- Prince George's County Local Bus Program (Page MTA-48)- Programmed funding includes monies for bus replacements as well as capital improvements to bus facilities.

The Draft CTP proposes a \$6.9 million increase in funding, with a six-year total of \$9.3M.

- Bicycle and Pedestrian Related Projects (Pages BP-1)-The Maryland Department of Transportation has various funding programs for bicycle and pedestrian programs. Program funds are used for both design and construction. The total amount of funding provided in the FY 2023-2028 CTP for pedestrian and bicycle programs is \$383.5 million, compared to \$252.6 million in the previous CTP. Several programs are administered as competitive grant programs, including the Transportation Alternatives Program which the City received \$1.5 million for the Greenbelt Station/WMATA Hiker/Biker Trail.
- Zero Emission Bus Pilots (Page MTA-28)- Maryland's 2019 Greenhouse Gas Emissions Reduction Act requires MDOT MTA to upgrade 50 percent of its fleet (approximately 375 buses) to zero emission technology by 2030. This project provides for the purchase of three (3) 60-foot Battery Electric Buses (BEBs) and charging stations based at Northwest Bus Division. Project funding allocation was increased by \$4.1 million, for a total of \$11.4 million.

Staff recommends City Council transmit a letter to the Maryland Department of Transportation stating the City's opposition to: the SCMAGLEV project, the Traffic Relief Plan (1-495 & I-270 Managed Lane Study), and MD 201 Extended. Staff also recommends that City Council request the MD 193 Greenbelt Improvement Project (referred to by the County as MD 193-University Blvd project) be added to the CTP. As in previous years the letter will address those project and initiatives, including the Greenbelt Metro full interchange, that the City supports.

City Council Agenda Item Report

Meeting Date: September 27, 2022

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS

Subject:

* Council Rules

Suggested Action:

At the August 10th Work Session, Council discussed moving the discussion of the Meeting Calendar to the Work Session preceding a Regular Meeting. Therefore, the upcoming Work Sessions Meetings and the Meeting Calendar will be removed from the Regular Meeting Agenda and added to the Work Session preceding a forthcoming Regular Meeting.

Attachments:

[Standing Rules 2022pdf](#)



STANDING RULES FOR THE CITY COUNCIL

EFFECTIVE: January 10, 2022

25 CRESCENT ROAD
GREENBELT, MD 20770-1886

STANDING RULES FOR THE COUNCIL OF THE CITY OF GREENBELT, MARYLAND

January 10, 2022

I. Council Meetings

1. Regular Council Meetings

- a. In accordance with the City Charter, which prescribes that the City Council shall meet not less frequently than once each month, the following schedule is hereby established for Council to meet in regular session: Regular meetings shall be held on the second and fourth Mondays, except for the months of July, August, and December when Council shall meet on the second Monday only. When any regularly scheduled meeting falls on a declared city or religious holiday the meeting shall be held on the following Tuesday at the same hour unless otherwise provided by motion of the City Council. By agreement of a majority, the Council may dispense with or reschedule any regular meeting provided that at least one meeting of Council shall be held in each calendar month. Such action shall be taken by motion at a regular meeting preceding the one to be changed where time permits.
- b. Regular meetings of the Council shall be held at 7:30 p.m. in the Council Room of the Municipal Building unless Council, by motion, designates another time or another public place within the corporate limits of the City of Greenbelt.

2. First Meeting Following Council Election

- a. At 7:30 p.m. on the first Monday following a regular Council election or run-off election, the Council shall meet at the usual place for holding its meetings, and the newly elected members shall, upon taking the oath of office, assume the duties of office. If an emergency meeting needs to be held between the election and the first meeting, the newly elected members shall take the oath of office at this meeting, and assume the duties of the office.
- b. At the organizational meeting following a Council election, the newly elected members shall, before entering upon the duties of their office, take or subscribe to the oath or affirmation prescribed by City Charter. Such oaths or affirmations shall be made before the retiring Mayor or Mayor Pro Tem, except for the Mayor who, upon being elected, shall take the same oath before the Clerk of the Circuit Court for Prince George's County or before one of the Clerk's sworn deputies

- c. At the organizational meeting following a regular Council election, a majority of the members of Council shall choose one of its members as Mayor and shall also choose one of its members as Mayor Pro Tem. If a vacancy occurs in the office of Mayor, or in case of the Mayor's absence or disability, the Mayor Pro Tem shall act as Mayor for the unexpired term or during the continuance of the absence or disability of the Mayor.

3. Committee-of-the-Whole Meetings (Work Sessions)

Committee-of-the-whole meetings (work sessions) of the City Council may be held for the purpose of receiving and discussing information on such matters as deemed desirable and to request staff to obtain such other information as Council may request, provided that no formal actions shall be taken at such meetings and provided further that such meetings shall be open to the public. Work sessions are scheduled at convenient times based upon availability of Councilmembers. Informational items to be discussed at a work session shall be identified at the beginning of the meeting. Councilmembers may report such informational items at the end of the meeting. These informational items shall be recorded in the minutes under Other Business.

4. Closed Sessions

The Council shall have the right to meet in closed sessions, which shall be closed to the public, to consider items of a sensitive nature. Such meetings shall be held in accordance with the applicable provisions of the General Provisions Article, Section 3-305 of the *Annotated Code of Public General Laws of Maryland*. Closed sessions shall be called by the City Clerk upon the written request of the Mayor, the City Manager, or four members of Council.

5. Special Meetings

Special meetings shall be called by the City Clerk upon the written request of the Mayor, the City Manager, or four members of Council. The City Clerk shall prepare a notice of the special meeting, stating the time and place of the meeting and the subjects to be considered at the special meeting. No subjects other than stated in the notice shall be considered at the special meeting, except by unanimous consent of all members of Council. Notices of special meetings shall be served upon each member of Council and the City Manager, or left at their usual places of residence, at least two hours before the time of the meeting. It shall also be the duty of the City Clerk, immediately upon receipt of a written request for a special meeting, to make diligent effort to notify each member of Council and the City Manager, by email, text, telephone or otherwise, of such special meeting.

6. Attendance at Meetings

Members shall attend all regular and special meetings, and work sessions of the Council. If a Councilmember cannot attend a regular or special meeting of the Council because of illness or other unavoidable circumstance, the Council shall be so advised. The Council shall have the power to compel the attendance of any absent member by a majority vote of the members present at any meeting.

In the event that a councilmember is unable to physically attend the meeting and desires to participate in the meeting (including voting) by electronic means (telephone, skype, etc.), the councilmember may do so with the approval of a super-majority of the Councilmembers physically present providing:

- a. The councilmember has all the materials for the meeting in his/her possession;
- b. The councilmember can be clearly heard and understood by all those present at the meeting; and
- c. The councilmember can clearly hear and understand all those present at the meeting.
- d. If the meeting is a closed session, participation must be done in a private and confidential manner.

7. Notice of Meetings of the Council

Written notice of all public meetings of the City Council shall be posted on the bulletin board at the Municipal Building, listed on the city's cable television access channels, listed on the city Website, and shared to the City's Social Media showing the date, time, place, and topic(s) of such meetings. Notice of regular meetings of the Council, public hearings and, insofar as possible, work sessions and special meetings shall be published in the *Greenbelt News Review* the week preceding the Council meeting and shall include a preliminary agenda or, in the case of work sessions, the topic(s) to be considered.

8. Meetings of Council Open to the Public

All meetings of the Council, with the exception of closed sessions authorized by applicable state law, shall be open to the public. Residents of the city and others shall have a reasonable opportunity to be heard on any matter being considered at the meeting. This should be read at the beginning of each meeting and added to the top of each agenda. Persons desiring to speak on a matter being considered by the Council shall raise their hands, physically or virtually, in front of Council and, after being recognized by the presiding officer, shall identify themselves and their place of residence, shall confine themselves to the question under debate, avoid personalities, and refrain from impugning the motives of any Councilmember's argument or vote or the statements of any other resident or person. Residents of Greenbelt shall have precedence over others in being

recognized. No person shall speak more than once upon any one subject until every other person choosing to speak thereon shall have spoken, and no person shall speak for a longer than three minutes at any one time without the consent of Council.

II. Presiding Officer

1. Presiding Officer

The Mayor or, in the Mayor's absence, the Mayor Pro Tem shall preside at all meetings of the Council. At the hour appointed for the Council to meet, the Mayor or, in the Mayor's absence, the Mayor Pro Tem shall take the chair and immediately call the members to order. At all regular meetings of Council, the roll shall be called by the City Clerk. The City Clerk shall enter in the minutes of all meetings the names of the members present.

2. Temporary Chair

In case of the absence of the Mayor and Mayor Pro Tem at a meeting of Council, the City Clerk shall call the Council to order. If a quorum is found to be present, the Council shall proceed to elect, by majority vote of those present, a Chair of the meeting who shall preside until the arrival of the Mayor or Mayor Pro Tem. The temporary Chair shall not preside beyond the adjournment of the meeting for which he or she was elected.

III. Quorum

A majority of the members elected to the Council shall constitute a quorum to conduct business. However, any number of members present may convene to compel the attendance of absent members.

IV. City Manager and Members of Staff

The City Manager shall have the right to take part in the discussion of all matters coming before the Council, and other members of staff shall be entitled to take part in discussions of the Council relating to their respective offices.

V. Minutes

1. Minutes of Meetings

The proceedings of the Council shall be briefly and accurately stated in the minutes. Titles of all ordinances and resolutions with their designated numbers shall be entered in the minutes and shall be preserved in a book for that purpose. The City Clerk shall keep minutes of all meetings, including special meetings, work sessions and closed sessions, and not less than three days before a regular meeting shall furnish each member of Council and the City Manager with copies of minutes of preceding meetings. Minutes of

regular meetings should be presented for Council's approval within 30 days, unless there are mitigating circumstances reported to Council.

Under the General Provisions Article 3-306(B)(2)(i) of State Law which states that minutes of meetings are not required if live and archived video is available, the video of Council meetings will serve as meeting minutes until the written minutes of the meetings are approved by Council.

2. Minutes Open to Public Review

Minutes of regular meetings, special meetings, public hearings, public meetings, and work sessions shall be available for review in the City Clerk's office during regular office hours. However, minutes shall not be available until approved by the Council in regular meeting. Approved minutes are also posted on the City website. Minutes of closed sessions of the Council held in accordance with applicable state law shall not be open to public inspection.

3. List of Action Items

Following each work session, a list of action items shall be prepared and provided to Council. A thank-you letter should be sent out after all stakeholder meetings listing the three top action items that was discussed.

VI. Duties and Privileges of Members

1. Seating Arrangement

Members shall occupy the respective seats at the Council table assigned by the Mayor at the organizational (Charter) meeting. Any two or more members may exchange seats by joining in a written notice to the Mayor to that effect.

2. Right to Floor

- a. Before speaking on any matter, a member shall seek the floor by addressing the presiding officer and, once recognized by the chair, shall confine comments to the question under debate, avoid personalities, and refrain from impugning the motives of any other member's argument or vote. No member of Council shall interrupt another without that member's consent. To obtain such consent, the member shall first address the presiding officer.
- b. Members of Council shall not raise personnel matters pertaining to alleged improper performance or conduct of any city employee(s) or Council appointee(s) at a public Council meeting. Any concerns about the conduct or performance of any city employee(s) or Council appointee(s) shall be brought to the attention of the City Manager, or a closed session of Council may be requested to discuss the personnel matter.

- c. As a practice City Council sets policy and budget priorities within the scope of its local jurisdictional authority and on matters directly related to its local sphere of influence. As a body, City Council shall not generally take positions on foreign, national, or regional issues that do not directly affect the conduct of the City's business.

3. Right of Appeal

Any member may appeal to the Council for a ruling on a decision of the presiding officer. The member making the appeal may briefly state the reason for the appeal, and the presiding officer may explain the ruling. However, there shall be no debate on the appeal. The presiding officer shall put the question: "Shall the decision of the Chair be sustained?" If a majority of the members present vote "yes," the ruling of the Chair is sustained; otherwise, it is overruled.

4. Limitation of Debate

No member shall be allowed to speak more than once upon any one subject until every other member choosing to speak thereon shall have spoken, and no member shall speak for a longer time than five minutes without consent of Council.

5. Voting

- a. When a question is put, every member present or attending remotely by electronic means shall vote either in the affirmative, the negative or abstain. Any member shall be entitled to abstain so long as such member gives a reason for abstaining and such reason falls within one of the following:
 - 1. When to vote would or could be considered improper pursuant to the City and State Ethics Laws.
 - 2. When to vote could or may show bias for or against a person, organization or business that the member has a close personal relationship with thus reflecting poorly on the member and the office such member holds.
 - 3. When for any other reason a member is not comfortable voting and has given the Chair a reason for requesting to abstain so long as excused by the Chair or Council by vote as provided for herein below.

Application to be excused from voting shall be made to the Chair before the votes are called for. After the member has briefly stated the reason for the request to be excused, the decision thereon shall be made by a super-majority of councilmembers present without debate.

Except as provided in the City Charter or these rules, all voting shall be by voice vote or by such other method as a majority of the Council shall decide for any particular vote.

- b. The “yeas” and “nays” (i.e., a vote by roll call) shall be taken upon the passage of all ordinances and resolutions and upon demand of any member made before the negative vote has been called for. Each Councilmember’s name shall be called in alphabetical order, except that the presiding officer shall be called to vote last. It shall not be in order for members to explain or comment upon their votes during roll call. A record of the “yeas” and “nays” and not voting on any roll call vote shall be entered upon the minutes of the proceedings of the Council.

6. Personal Privilege

The right of a member to address the Council on a question of personal privilege shall be limited to cases in which his or her integrity, character, or motives are assailed, questioned, or impugned.

7. Dissents and Protests

Any member shall have the right to express dissent from or protest against any ordinance, resolution, or act of Council and have the reason therefor entered upon the minutes. Such dissent or protest must be filed in writing, couched in respectful language, and presented to Council no later than the next regular meeting following the date of passage of the ordinance or resolution or action objected to.

8. Disorderly Conduct or Violation of Rules

A member of Council indulging in any language or conduct unbecoming a Councilmember shall be called to order by the presiding officer and, in such case, the offending member shall lose the floor and shall not proceed without the approval of a majority of members present. The Council may, by a vote of not fewer than six members, expel a member from a meeting for disorderly conduct or the violation of Council rules.

9. Demonstration or Disorder Among Bystanders

If any confusion, demonstration or disorder arises in the Council chamber, the presiding officer may, upon his or her initiative or upon the request of any member, enforce order. If the offending person or persons be a spectator, such person or persons may be ejected from the chamber. If any member of Council shall object to the ruling of the presiding officer, such member shall have the right to appeal to the Council.

VII. Council Procedure

1. Order of Business

The business of all regular meetings of Council shall be transacted in the following order, with items under “Other Business” to be listed in the order of greatest public interest. For the printed agenda, such determination shall be made by the City Manager, provided that, as an organizational matter, the order of business may be modified at the meeting by the presiding officer, with the consent of Council or by a motion of Council.

2. Agenda

I. Organization

Call to Order

Roll Call

Meditation and Pledge of Allegiance to the Flag

Consent Agenda – Council and Staff Recommendations

Approval of Agenda and Additions

II. Communications

Presentations

Public Hearings

Petitions and Requests

Minutes of Council Meetings

Administrative Reports

Committee Reports

III. Legislation

Ordinances – Second Reading

Resolutions – Second Reading

Ordinances – First Reading

Resolutions – First Reading

IV. Other Business

Council Activities *

Council Reports *

~~V. Meetings~~

* Council Reports and Council Activities will be done at the regular meeting only if time allows. Council Reports and Council Activities may also be done at any work session. No member shall speak for more than five minutes without the consent of a simple majority of Council.

VIII. Agenda

1. The Printed Agenda

- a. The City Manager shall include on the agenda any item at the request of any member of Council, provided that the member of Council shall have furnished to the City Manager a proposal in writing of the item for Council to enact or take other action on, and all relevant background and supporting documents to be shared with City Council and members of the public in time for inclusion with the printed agenda. The City Manager shall notify Council of this addition.
- b. At least two days before each regular meeting, the City Manager shall provide each member of Council at his or her home a copy of the agenda for the forthcoming meeting, together with copies of all ordinances, resolutions, and background material of matters to be considered at the meeting. Members of Council who do not wish to have such material delivered to their homes may so inform the City Manager and make other arrangements.
- c. Copies of the agenda and agenda comments shall be posted on the City website and on the bulletin board in the Municipal Building the Friday prior to each regular meeting. A reasonable number of copies of the agenda and agenda comments shall be available to the public at the Council meeting or earlier upon request, as available. If requested by candidates, printed copies of the agenda packet—less any material of a confidential nature but including the agenda, agenda comments, minutes of previous meetings, and background and briefing materials—shall be provided to certified candidates

2. Approval of Agenda; Consent Agenda

- a. As an item of business under Section I, Organization, the Council shall review the agenda and the consent agenda. Any member of Council or the City Manager may request the addition of an item to the agenda, or may request the removal of an item from the consent agenda so that it may be considered as a separate item of business. A request for the addition of an item to the agenda, or the removal of an item from the consent agenda, shall be a matter of consideration and shall be voted upon at the time the Council considers approval of the agenda or consent agenda, and Council action shall be reflected in the minutes of the meeting.
- b. Any member of Council who will be absent from a meeting may request that an agenda item or consent agenda item be postponed. Such a request for deferral, giving the reasons for the request, shall be submitted in writing, email or by telephone to the City Clerk, City Manager and Council. A request for deferral shall be a matter of consideration and shall be voted upon at the time the Council

considers approval of the agenda or consent agenda, and Council action shall be reflected in the minutes of the meeting.

- c. The consent agenda shall be used for the group disposition of routine and minor items of business, such as approval of minutes, acceptance of board/committee reports, and such other items as designated by the City Manager. Consent agenda items will be specially identified as such. For each item of the consent agenda, Council will receive a written staff recommendation.
- d. Ordinances and resolutions, matters requiring a roll call vote or the consent of six members of Council, and items added to the agenda at the meeting shall not be placed on the consent agenda.
- e. Unless an item set forth in the consent agenda is requested to be considered separately by any member of Council or is postponed (see above), the Council, by a single motion, shall adopt the recommendations of the City Manager as set forth in writing for each item included in the consent agenda. The approved recommendations for each consent agenda item, however, shall be set forth separately in the minutes of the meeting.

3. Minutes

Reading of the minutes of the preceding meeting shall not be required unless so requested by a member of Council or unless written copies have not been provided each member of Council.

4. Petitions and Requests

Petitions and requests are defined to include any communication addressed to the City, City Manager, Council (as a body) or all individual members of Council, making any specific or general request requiring Council action. Written communications shall be first received by the Council, after which the Council shall receive petitions and requests from residents of the City present physically or virtually at the meeting. Such petitions and requests shall be heard by the Council as communications and shall not be subject to consideration or deliberations at that time. Each petitioner shall be allowed five minutes in which to state the nature of the petition and may submit such additional written information as the petitioner deems appropriate. The petitioner may be granted additional time with the consent of the Council. Where more than one person is present on behalf of the same petition, one person shall be designated principal spokesperson, and other persons shall be recognized only for the purpose of clarifying the request being made. Upon a petition or request being presented, the Council shall take one of the following actions:

- Refer to city staff for handling and disposition. The petitioner and Council shall be apprised of the disposition made within 90 days if possible.

- Refer to city staff or to an advisory board or committee for investigation, evaluation, and report to the Council at a future meeting.
- Add to the agenda of a subsequent meeting.
- By motion duly adopted, place the matter on the agenda of the current meeting.

A listing of Petitions and their status shall be posted on the City website.

5. Communications Not Requiring Council Action

If a written communication addressed to the Council does not require Council action, the City Clerk shall send copies to the members of Council, together with copies of any replies made to the communication, and the matter shall not be placed on the agenda unless a member of the Council or the City Manager requests that it be considered.

6. Anonymous Communications

Anonymous communications shall not be considered by the Council.

IX. Ordinances and Resolutions

1. Introduction

Ordinances and resolutions shall be introduced in the Council only in printed or in written form. All ordinances—except ordinances making appropriations and ordinances codifying or rearranging existing ordinances or enacting a code of ordinances—shall be confined to one subject, and the subject or subjects of all ordinances shall be clearly expressed in the title. An ordinance or resolution may be introduced for first reading by the reading of its title by any member of Council and a second is not required.

- a. Resolutions are used to set forth legal decisions and official positions of the City Council, to approve contracts, to set policy and to implement programs.
- b. Ordinances are used to update the City Code and Charter and to adopt measures as required by State law.

2. Distribution of Copies

Copies of all ordinances and resolutions shall be prepared for distribution to all members of Council, the City Manager, and the City Clerk at the meeting at which the ordinance or resolution is introduced. Whenever any member of the Council is absent from such meeting, the City Clerk shall arrange to have copies delivered.

3. First Reading

The first reading of an ordinance or resolution shall be for information. If there is no objection, the proposed ordinance or resolution shall go on the calendar for the next meeting of Council. There will generally be no public debate or testimony on the first reading of an ordinance or resolution. Council may ask questions or for clarification as to intent.

4. Review and Referral

- a. All proposed ordinances and resolutions shall be reviewed by the City Manager and/or City Solicitor before being presented for second reading and adoption. The City Manager shall provide a brief digest of the provisions thereof, and, where it is proposed to amend an existing ordinance or resolution, such digest shall indicate the changes sought to be made.
- b. If the Council so desires, any pending ordinance or resolution may be referred to any standing or special committee for study and recommendation or to the City Manager for study, recommendations, redrafting, etc.

5. Amendments

When a proposed ordinance or resolution is substantively amended upon either its first or second reading, the amended ordinance or resolution shall be considered to have had its first reading only and must be read on a second day, unless the requirement for reading it on two separate days shall be dispensed with by a vote of not fewer than six members of Council, as prescribed by the City Charter (see 8 b.).

6. Appropriation Ordinances

Ordinances making appropriations shall be confined to the subject of appropriations. Each proposed ordinance providing for an appropriation shall show fully the purpose of the appropriation and the source from which the funds are to be derived. The City Manager shall submit a written recommendation on each appropriation ordinance showing what effect the ordinance would have on the annual budget.

7. Ordinance to Issue Bonds

Ordinances to issue bonds shall meet all the requirements of the City Charter and applicable statutes.

8. Adoption

- a. After an ordinance or resolution has received a first reading, it shall be placed on the agenda for second reading at the next meeting of Council. When a proposed ordinance or resolution comes up for second reading, it may be deferred for

further study, deferred to a future meeting of Council, amended, or adopted. No ordinance or resolution shall be adopted until it has been read on two separate days, unless the requirement for reading it on two separate days shall be dispensed with by a vote of not fewer than six members of Council. The final reading of each ordinance and resolution shall be in full unless a written or printed copy thereof shall have been furnished to each member of Council prior to such reading. The "yeas" and "nays" shall be taken upon the adoption of all ordinances and resolutions and entered in the minutes of the proceedings of the Council.

b. Dispensing of Reading on Separate Days

A roll call of the "yeas" and "nays" shall be taken on a motion to dispense with the requirement of reading an ordinance or resolution on two separate days (Charter ref. Sec. 9). When a motion to suspend the rules to dispense with the requirement for reading of an ordinance or resolution on two separate days fails to receive an affirmative vote of six members, the ordinance or resolution shall go over to the next regular meeting of the Council.

c. Vote on Ordinances Revising Appropriations and Resolutions to Transfer Funds

As required by Maryland law, ordinances revising appropriations and resolutions transferring funds shall require a vote of not fewer than six members of Council.

9. Enacting Clauses

The enacting clause of all ordinances shall be "Be It Ordained by the Council of the City of Greenbelt, Maryland." The enacting clause of all resolutions shall be "Be It Resolved by the Council of the City of Greenbelt, Maryland."

10. Effective Date

All ordinances and resolutions passed by the Council shall take effect at the time indicated therein, but not less than ten days after the date of their adoption, except ordinances and resolutions of an urgent nature, which may by direction of Council become effective on date of adoption.

11. Authentication and Publication

Upon its adoption, each ordinance or resolution shall be authenticated by the signature of the Mayor and the City Clerk and shall be recorded upon a book kept for that purpose. Each ordinance and resolution shall be published as soon as possible after its adoption by posting it in a public place or places for ten days or, when required, by publishing it once within ten days in a newspaper of general circulation in the city, or both.

X. Rules of Order

1. Precedence of Motions

When a question is before the Council, motions shall have the following precedence and no motion of lesser precedence may be addressed until the motion of higher precedence is voted upon. The order from highest to lowest precedence is: a) to adjourn which is not debatable; b) to fix the hour of adjournment; c) to lay the question or issue on the table indefinitely or to a time certain; d) to call for the previous question; e) to refer; f) to amend. All motions noted herein shall be addressed to the Mayor (or Chairperson of the meeting if the Mayor is absent) and shall be voted upon by the Council after discussion by the Council and interested members of the public. Comments by the public regarding the above motions (except a motion to adjourn) shall be limited to three (3) minutes.

2. Motions to Be Stated by Chair

When a motion is made and seconded, it shall be stated by the Chair before debate. Any member may demand that it be put in writing.

3. Withdrawal of Motion

A motion may not be withdrawn by the mover without the consent of the member seconding it.

4. Motions Made Out of Order

The Chair may, at any time, with the approval of at least six members of Council permit a member to introduce an ordinance, resolution, or motion out of the regular order.

5. Motion to Adjourn - When Not in Order - Not Debatable

A motion to adjourn shall be in order at any time, except as follows: a) when repeated without intervening business or discussion; b) when made as an interruption of a member while speaking; c) when the previous question has been ordered; and d) while a vote is being taken. A motion to adjourn is not debatable.

6. Motion to Lay on the Table

A motion to lay on the table shall preclude all amendments or debate on the subject under consideration. If the motion shall prevail, the consideration of the subject may be resumed at any time by a majority vote under other business, at the same or at a subsequent meeting. A motion to table is not debatable.

7. Call the Question

Any member of Council may at any time Call the Question on a motion previously made which has had any number of proposed amendments thereto so long as such motion receives a second. Once a second to this motion is received all debate shall cease regarding any proposed amendments and the Council shall vote on the Call the Question motion without debate. If approved by a majority of a quorum of the Council, then Council shall immediately and without debate or public comment vote on only the motion previously made with the last amendment. All other amendments shall be considered as failed. If such vote passes by a majority, the Council shall move to the next item on its agenda. If the main motion fails, the secondary motion and all subsequent amendments will again be before the Council for debate and possible action. Any motions still pending at this time will be deemed lost.

8. Division of Question

If a question contains two or more divisible propositions, the presiding officer, upon request of a member, may divide the same.

9. Amend - Strike Out, etc.

On an amendment to "strike out and insert," the words to be struck out and those to be inserted shall be read, and finally the sentence or paragraph, as it would stand if so amended, shall be read.

10. Amend an Amendment

A motion to amend an amendment shall be in order, but one to amend an amendment to an amendment shall not be introduced. An amendment modifying the intention of a motion shall be in order, but an amendment relating to a different matter shall not be in order.

11. Motion to Postpone

All motions to postpone to a certain time, excepting a motion to postpone indefinitely, may only be amended as to time. If a motion to postpone indefinitely is carried, the principal question shall be declared lost.

12. Reconsideration

After the decision on any question, any member who voted with the prevailing side may move a reconsideration of any action at the same or the next meeting. A motion to reconsider shall require the approval of at least four members of Council. After a motion for reconsideration has once been acted on, no other motion for reconsideration thereof shall be made without unanimous consent of all members of Council.

13. Suspension of Rules

Any provisions of these rules not governed by the Charter, state law, or ordinance may be temporarily suspended at any meeting of the Council by a vote of not fewer than six members of Council. The vote on any question to suspend the rules shall be by "yeas" and "nays" and shall be entered in the minutes.

A motion to suspend the rule requiring two readings on separate days shall be debatable and, upon such motion, the main question shall be open for debate.

14. Procedure in Absence of Rule

In the absence of a rule to govern a point of procedure, reference shall be had to the approved practice in parliamentary bodies.

15. Special Order

To make any subject a special order of business shall require the consent of the majority of members of Council present.

16. Tie Vote

In case of a tie in the vote on any proposal, the proposal shall be considered lost.

17. Special Committees

a. From time to time, the Council may set up Special Committees to act on special occasions or to perform other duties. Special committees may be created only by adoption of a resolution, which resolution shall clearly outline the function, authority, and responsibility of the committee, the number of persons to be on the committee, method of selection or appointment of members of the committee, reports to be required of committee, expiration date of committee, and any other pertinent information necessary for the proper functioning of the committee. Such Special Committees may also be called Task Forces.

b. Powers

No committee of any kind shall have the power of employing any person for, or on behalf of, the city or incurring any expense without prior authorization of the City Manager. The committee may request the City Manager to furnish information and assistance which may be granted, provided it is pertinent to the matter before the committee and is not in violation of provisions of the Charter or policies established by the Council.

c. Report of Committees

Committees shall submit reports from time to time as requested by the Council or the City Manager. All reports shall be in writing, and sufficient copies shall be made available for each member of Council, the City Manager, and the City Clerk.

XI. Miscellaneous

1. To Amend Rules

These rules may be amended or new rules adopted in the same manner as any other resolution is passed, except that the requirement for reading may not be waived except by unanimous consent, with a recorded vote of all members.

2. Request for Meetings by Other Parties

The Mayor and members of Council often encounter requests for meetings related to City business either with the Mayor, a member of Council, or more than one member of Council from outside parties (developers, stakeholders, elected officials, etc.). Such requests should be made known to the entire Council prior to any meeting taking place. Notification of such a request can be at a scheduled work session or meeting of the City Council or, in the case of an emergency, by direct communication from the Mayor or member of Council who was requested to meet. Unless agreed upon by a majority of Council, all members of Council may attend any such requested meeting. Further, any such meeting including four or more members of Council shall be publicized and open to the public unless a Closed Session has been properly requested.

Nothing herein shall apply to contacts made by outside parties with members of Council at a political or social function. It is understood that contacts of this type need not be reported to the entire City Council at the next regularly scheduled meeting or work session unless a request is made by such party that requires Council action.

3. Council Recognitions

Council may issue Proclamations or Letters in recognition of certain events or causes with local implications, etc. It will be the decision of the Mayor whether to issue a Proclamation or a Letter.

Generally, proclamations are official (formal) declarations by City Council and letters are official recognitions by City Council.

4. Virtual Council Meetings

Members of Council are required to be visible for the majority of the meeting, barring technical constraints or physical illness.

City Council Agenda Item Report

Meeting Date: September 27, 2022

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS

Subject:

* Revised City Logo Policy

Suggested Action:

Councilmember Davis requested this item be added to the agenda.

PROPOSAL FOR REVISED CITY LOGO POLICY

Policy for Use of the City Logo

The City Manager has the authority to grant permission to use the City Logo after notifying the City Council about such a request. Permission may be given with the following criteria:

1. Permission must be sought by an organization or individual before using the City Logo or any design or rendering which closely resembles or is derived from the City Logo.
2. Permission for use of the logo will only be granted to individuals or non-profit organizations who benefit the community and are based in Greenbelt.
3. The activity for which the logo is to be used must have a clear public purpose or provide significant benefit to an organization which contributes to the quality of life in Greenbelt.
4. Permission to use the logo is limited to a particular event or promotion. No individual or organization may use the logo on an ongoing basis.
5. Permission to use the logo once does not imply that an individual or organization has license to use the logo in future events or promotions. Separate requests must be submitted for each use.
6. The City Manager and City Council reserve the right to deny any request for any reason. Ability to meet the criteria stated in this policy does not ensure that an individual or organization will receive permission to use the logo.

Attachments:

City Council Agenda Item Report

Meeting Date: September 27, 2022

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



9/22/2022 3:28 PM

City Council Meetings & Work Sessions
September – October

Regular Meeting	Tues.	09/27	7:30 pm
Work Session – TBD	Wed.	09/28	7:30 pm
Work Session – TBD	Mon.	10/03	7:30 pm
Work Session – TBD	Wed.	10/05	7:30 pm
MML Fall Conference	Sun. – Tues.	10/09 – 10/11	
Regular Meeting	Tues.	10/11	7:30 pm
Work Session – TBD	Wed.	10/12	7:30 pm
Advisory Board/Committee Dinner	Sun.	10/16	5:00 pm
Work Session – TBD	Mon.	10/17	7:30 pm
Work Session – TBD	Wed.	10/19	7:30 pm
Regular Meeting	Mon.	10/24	7:30 pm
Work Session – City Manager's Quarterly Update	Wed.	10/26	7:30 pm
Closed Session – Personnel Matters/Legal Matters	Wed.	10/26	Following WS

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. Unless otherwise noted, meetings will be held in the Council Chambers in the Municipal Building (MB) at 25 Crescent Road and virtually by Zoom. Zoom meeting information for public participation is posted on the City's website at www.greenbeltmd.gov on the meeting calendar.

Bonita Anderson, City Clerk

A NATIONAL HISTORIC LANDMARK

(301) 474-8000

fax (301) 441-8248
www.greenbeltmd.gov

MD RELAY 711

CITY OF GREENBELT, MARYLAND

25 Crescent Road, Greenbelt, MD 20770-1891



9/22/2022 3:28 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
Cemetery Plans
City Contracting Policy
BARC
Hotels
Board of Elections reports:
- Procedure for filling Council vacancies
- Proposal for voting by resident non-citizens
 (*waiting for CRAB Report*)
- Early Voting
Economic Development Advisory Committee
Police Reform
ERB Reports: (#2020-01 Procedures for
Employee Appeals and Grievances)
Virtual Meetings Accessibility for Blind and
 Visually Impaired
Mosquito Control Discussion
Walk-way Light Fixture

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*)
Majority Leader Hoyer
Bernard Penney (*Memorial Donation in honor of
 Leonie Penney*)

State's Attorney														

(Rev. September 19, 2022)