



**CITY COUNCIL AGENDA
COUNCIL MEETING WILL BE ONLINE ONLY**

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

Resident participation:

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/84420241465?pwd=bnZhL3pKb0tLUC9hZ1BkVFdadDJhQT09>

Passcode: 736144

OR

Join By phone: (301) 715-8592

Webinar ID: 844 2024 1465

Password: 736144

In advance the hearing impaired is advised to use MD RELAY at 711 to submit your questions/comments or contact the City Clerk at (301) 474-8000 or email

banderson@greenbeltmd.gov.

Monday, September 14, 2020

8:00 PM

I. ORGANIZATION

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

Agenda by Council.)

5. Approval of Agenda and Additions

II. COMMUNICATIONS

6. Presentations

- 6b. Public Lands Day

Suggested Action:

National Public Lands Day is the nation's largest hands-on volunteer effort to improve and enhance public lands. Brian Townsend, Assistant Public Works Director, will be present to receive the proclamation and provide an update on this event.

[Public Lands DayProclamation2020.pdf](#)

[Flyer - National Public Lands Day 2020](#)

[CouncilAgenda PublicLandsIndianCreek2020](#)

- 6c. Arbor Day Proclamation

[ArborDay](#)

7. Petitions and Requests

- *8. * Minutes of Council Meetings

Suggested Action:

* Work Session, March 20, 2019

* Work Session, May, 28, 2019

* Regular Meeting, June 3, 2019

* Work Session, July 15, 2019

* Work Session, January 22, 2020

* Regular Meeting, February 24, 2020

* Special Meeting, June 14, 2020

* Special Meeting, August 3, 2020

[WS190320.pdf](#)

[RM190528.pdf](#)

[RM190603.pdf](#)

[WS190715.pdf](#)

[WS200122.pdf](#)

[RM200224.pdf](#)

[SM200614.pdf](#)

[SM200803.pdf](#)

- 8a. Closed Session Statement, July 29, 2020

Suggested Action:

Closed Session of July 29, 2020: The following motion is needed: In accordance with the General Provisions Article, Section 3-306(c)(2) of the Annotated Code of Public General Laws of Maryland, I move that the minutes of tonight's meeting reflect that Council met in closed session on Wednesday, July 29, 2020, at 10:46 p.m. virtual by zoom. Council held this closed meeting in accordance with the General Provisions Article, §3-305(b)(1) and (7) 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; any other personnel matter that affects one or more specific individuals; 2) to consult with legal counsel regarding outstanding legal matters.

The purpose of this meeting was a briefing by the City Manager and City Solicitor on personnel matters and legal issues (Maglev, potential litigation, etc)..

Vote to close session:

Ms. Davis - Yes

Mr. Jordan- Yes

Ms. Mach - Yes

Ms. Pope - Yes

Mr. Putens - Yes

Mr. Roberts - No

Mayor Byrd- No

The following staff members were in attendance: Nicole Ard, City Manager, Todd Pounds, City Solicitor, Mary Johnson, Human Resources Director; Rick Bowers, Police Chief, and Bonita Anderson, City Clerk.

Council took no actions during this session.

[Closed Session Form_07 29 20.pdf](#)

8b. Closed Session Statement, August 17, 2020

Suggested Action:

Closed Session of August 17, 2020: The following motion is needed: In accordance with the General Provisions Article, Section 3-306(c)(2) of the Annotated Code of Public General Laws of Maryland, I move that the minutes of tonight's meeting reflect that Council met in closed session on Monday, August 17, 2020, at 8:18 p.m. virtual by zoom. Council held this closed meeting in accordance with the General Provisions Article, §3-305(b)(1) 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; any other personnel matter that affects one or more specific individuals.

The purpose of the meeting was to discuss City Manager performance evaluation.

Vote to close session:

Ms. Davis - Yes

Mr. Jordan- Yes

Ms. Mach - Absent

Ms. Pope - Yes

Mr. Putens - Absent

Mr. Roberts - No

Mayor Byrd- Yes

The following staff members were in attendance: Bonita Anderson, City Clerk (left at 8:19 pm).

Council took no actions during this session.

[Closed Session Form_08 17 20.pdf](#)

9. Administrative Reports

*10. * Committee Reports

10a. Greenbelt Advisory Committee on Trees Report #2020-2 (Arbor Day Proclamation)

Suggested Action:

Approval of this item on the Consent Agenda will indicate Council accepted this report.

[ACT_Report_2020_2.pdf](#)

10b. Forest Preserve Advisory Board Report# 2020-5 (FPAB's Public Walk-through of the Sunrise Tract of the Greenbelt Forest Preserve.)

Suggested Action:

Approval of this item on the Consent Agenda will indicate Council accepted this report.

[FPAB Report to Council 2020-5.pdf](#)

III. LEGISLATION

11. A Resolution to Authorize the Negotiated Purchase of FY 2021 Legal Services from Alexander & Cleaver PA at an estimated cost of **\$205,000**. - 1st Reading

Suggested Action:

Reference:

Resolution

Adopted Budget Page 52

Memorandum, A. Belton, 09/05/2019

Letter, T. Pounds, 01/11/2018

Mayor Byrd requested that this vendor be removed from the Negotiated Purchase List prior to it being approved by Council on August 10.

The FY 2021 Budget includes \$205,000 for legal services. The majority of these costs are for the services of the City Solicitor, Alexander & Cleaver PA. Since the amount paid to the firm annually is over \$10,000, a Resolution for Negotiated Purchase is required. The legal services line also includes payments to other firms as needed such as Best, Best & Krieger, the City's telecommunications counsel.

Below is a table listing the City's legal services costs since FY 2014.

Fiscal Year	Budget	Actual
2014	86,000	84,000
2015	88,000	86,531
2016	88,000	88,392
2017	88,000	133,454
2018	88,000	91,878
2019	120,000	195,866
2020	165,000	110,000

It is recommended the Resolution be introduced for first reading.

[Alexander_Cleaver_Resolution.pdf](#)
[FY 2021 Adopted Budget - Page 52.pdf](#)
[Memorandum, A. Belton, 09.05.2019.pdf](#)
[Letter, T. Pounds, 01.11.2018.pdf](#)

IV. OTHER BUSINESS

12. FY21 Recognition Groups

Suggested Action:

Reference:

Greenbelt Arts Center (3 files): FY21 original operating grant application, plus a revised budget and letter detailing adjustments made in light of COVID.

FONDCA (5 files): FY21 original project grant application, narrative, program summary and letter of support; COVID update letter.

AAB Report 21-1: This is the report about GAC and FONDCA that Council accepted at last night's meeting, included for convenience.

It is recommended that Council approve the FY 2021 Recognition Groups applications for Friends of New Deal Cafe Arts (FONDCA) and Greenbelt Arts Center (GAC).

Council approval is sought.

[FONDCA_FY21_application_narrative.pdf](#)
[FONDCA FY21 application.pdf](#)
[FONDCA FY21 COVID update letter.pdf](#)
[FONDCA_FY21_letter_of_support.pdf](#)
[FONDCA_FY21_program_summary.pdf](#)
[GAC COVID adjustments letter.pdf](#)
[GAC FY21 application.pdf](#)
[GAC FY21 updated budget info.pdf](#)
[AAB_21-1_GAC___FONDCA \(1\).pdf](#)

13. Maglev Task Force

Suggested Action:

TASK FORCE

On September 8, 2020, the City Council held a special meeting to discuss the SCMAGLEV project and strategies for moving forward in opposition of the project. The formation of a Greenbelt SCMALEV Task Force was discussed, and requested to be placed on tonight's meeting for discussion. The task force would be responsible for leading opposition efforts against the SCMAGLEV project including, but not limited to, identifying short and long term action strategies, public education and outreach, coordinating efforts with local and regional advocacy groups and agencies, assisting with social media campaign and building local and regional partnerships.

Historically, the City Council has established task forces by resolution and the resolution states the need for the task force, its purpose/responsibilities and its member composition including number and categories (i.e., citizen, board member, organization representative, organization representative, etc.). Members are typically appointed by the City Council. Task forces are also typically assigned a City Council liaison and city staff member appointed by the City Manager.

For the purpose of discussion, staff recommends the task force should consist of up to, but not more than, fifteen (12) members appointed by the City Council. Staff suggests that Council use the following criteria for a guide in appointing members: One (1) member in good standing each from the Advisory Planning Board, Forest Preserve Advisory Board, GreenACES/Green Team, Community Relations Advisory Board, Parks and Recreation Advisory Board and Advisory Committee on Trees. Up to four citizen members, preferably some with backgrounds in environmental law, social justice, environmental engineering and community engagement, and two (2) members representing Organizations/Groups involved in advocacy work in opposition to the MAGLEV project.

Staff recommends City Council approve the establishment of a Greenbelt SCMAGLEV Task Force, with the understanding that a Resolution establishing the task force will be included on City Council's regular meeting agenda for September 28, 2020 for first reading.

Council direction is sought.

14. To discuss and take action on finding a professional environmental engineering firm regarding the Maglev train.
Suggested Action:

Council Member Roberts requested this item be placed on tonight's agenda. With the anticipated release of the SCMAGLEV Draft Environmental Impact Statement (DEIS) in early spring 2020, and associated environmental evaluations and technical reports scheduled to be completed in the immediate future Mr. Roberts has proposed the City contract with an environmental engineering firm that has extensive knowledge of the NEPA process and experience in reviewing DEIS's for major infrastructure projects. The consultant would be tasked with reviewing the DEIS in coordination with City staff, legal counsel, and boards and committees; presenting its findings to the City Council and in assisting the City, in consultation with legal counsel, with the drafting of formal testimony/comments for the NEPA public hearing process.

Council direction is sought.

15. Prince George's County Historic Preservation Commission (HPC) Evaluation of Toaping Castle Site

Suggested Action:

Reference:

Memorandum, M. Porter, 09/09/2020 - Historic Preservation.

Toaping Castle Site - DSP

On September 15, 2020 the Prince George's County Historic Preservation Commission will be meeting to evaluate the Toaping Castle Site for potential designation as a Prince George's County Historic Site. The Historic Preservation Commission will also review the Royal Farms Detailed Site Plan (DSP) as it relates to the Toaping Castle. City staff has been working with County Historic Preservation staff on ensuring that there is interpretive signage, protective fencing, a buffer area, and public access to the Toaping Castle Site. These elements are consistent with the conditions associated with the previously approved DSP for this site. Staff recommends that City Council support the designation of the Toaping Castle site as a County Historic Site.

[Memorandum, M. Porter, 09/09/2020 - Historic Preservation.pdf](#)
[Toaping Castle Site - DSP.PDF](#)

16. Bench Dividers

Suggested Action:

Mayor Byrd requested this item be added to the agenda.

The motion would be to have the bench dividers removed.

17. American Heroes Project

Suggested Action:

Reference:

Email, T. Bumbry, 08/27/2020

Prince George's County MD Heroes Letter

Email, J. Small, 08.28.2020

Ms. Davis requested that this item be added to the agenda.

[Email, T. Bumbry, 08/27./2020.pdf](#)

[Prince George's County MD Heroes Letter.pdf](#)

[Email, J. Small, 08.28.2020.pdf](#)

18. High Crime in Apartment Complexes

Suggested Action:

Mayor Byrd requested this item be added to the agenda.

The motion would be to direct the City Solicitor to draft legislation to require apartment complexes to:

- * Conduct an annual security survey; and
- * Install security cameras and consider implementation of other measures in accordance with the findings of the surveys.

The law would apply to any apartment complex located in a police beat where there are 30 or more violent crimes annually.

19. COVID-19 Emergency Recovery and Reopening Status

Suggested Action:

Mayor Pro Tem Jordan requested this item be added to the agenda.

20. Council Activities

21. Council Reports

*22. * Reappointments to Advisory Boards

Suggested Action:

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Reference: Reappointment Survey

The following individuals has indicated their willingness to continue to serve on a City Advisory Board:

Benjamin Friedman - Advisory Planning Board (APB)

Elisabeth Kevorkian - Senior Citizens Advisory Committee (SCAC)

Bryan Bruns - Forest Preserve Advisory Board (FPAB)

Approval of this item on the consent agenda will indicate Council's intent to appoint them to a new term.

V. MEETINGS

Meetings

[meetings.pdf](#)

Stakeholders

[Stakeholder Schedule.pdf](#)

City Council Agenda Item Report

Meeting Date: September 14, 2020

Submitted by: Brian Townsend

Submitting Department: Public Works

Item Type: Proclamation

Agenda Section: COMMUNICATIONS

Subject:

Public Lands Day

Suggested Action:

National Public Lands Day is the nation's largest hands-on volunteer effort to improve and enhance public lands. Brian Townsend, Assistant Public Works Director, will be present to receive the proclamation and provide an update on this event.

Attachments:

[Public Lands DayProclamation2020.pdf](#)

[Flyer - National Public Lands Day 2020](#)

[CouncilAgenda PublicLandsIndianCreek2020](#)

PROCLAMATION

WHEREAS, National Public Lands Day was introduced in 1984 and has become the nation's largest, single-day volunteer event for public lands in the United States; and

WHEREAS, public lands provide locally accessible natural and cultural resources for environmental learning, wildlife appreciation and recreation; and

WHEREAS, public lands promote civic ideals that include shared stewardship and recognition of public ownership; and

WHEREAS, shared stewardship requires the goodwill, cooperation and active support of citizens, community, city and state officials, business leaders, children and adults; and

WHEREAS, recreation opportunities offered on public lands in Greenbelt help families lead a more active lifestyle and reduce the incidence of childhood obesity; and

WHEREAS, land conservation efforts improve access to public lands by urban residents and reduce barriers that prevent Americans from actively utilizing their public lands; and

WHEREAS, an alliance between private citizens, land managers and community leaders improves the condition of publicly held lands for the greater enjoyment and enrichment of all; and

WHEREAS, National Public Lands Day, co-sponsored by the National Environmental Education Foundation, the Bureau of Land Management, the Bureau of Reclamation, the Department of Defense, the Environmental Protection Agency, the National Park Service, U.S. Army Corps of Engineers, the U.S. Fish and Wildlife Service and the United States Department of Agriculture Forest Service, has become an annually anticipated event for local participation on publicly held lands in Greenbelt.

NOW, THEREFORE, I, Colin Byrd, by the authority vested in me by the citizens and City Council of Greenbelt, do hereby proclaim Saturday, September 26, 2020, to be

PUBLIC LANDS DAY

in Greenbelt and urge all our residents to support and participate in efforts to improve and protect our public lands which are a connection to our past, a pledge to our future generations, and a continuing source of joy and spiritual renewal for all our citizens.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Greenbelt, Maryland, to be affixed this 14th day of September 2020.

Colin Byrd, Mayor

ATTEST:

Bonita Anderson, City Clerk

NATIONAL PUBLIC LANDS DAY

September 26, 2020

**Indian Creek Trail off Cherrywood Ln.,
10 AM – 1 PM**

Join the City of Greenbelt Department of Public Works for a stream cleanup event in recognition of National Public Lands Day.

Volunteers are needed to clean up litter along Indian Creek.

Volunteers will meet up in the parking lot behind Beltway Plaza 6000 Greenbelt Road, Greenbelt, MD near the Shell gas station.

Reminders:

Bring a reusable water bottle

Wear weather-appropriate clothing and closed-toe shoes

Students: bring community-service forms

Face masks must be worn and social distancing protocols must be followed at all times

Volunteers must register in order to participate

To Register: Contact Kevin Carpenter-Driscoll at kdriscoll@greenbeltmd.gov





National Public Lands Day **Indian Creek Trail off Cherrywood Ln.** **September 26, 2020 from 10AM – 1PM**

AGENDA

TIME (Activity)	TASK (Responsible Personnel)
8:00 AM – 9:45 AM Set Up	1. Set up volunteer event signs, registration table, hand sanitizer, work gloves, and litter pickers (Kevin) 2. Take pictures (Kevin)
9:45 AM – 10:15 AM Check In	3. Ask volunteers to check in and fill out registration paperwork (Kevin) 4. Welcome / significance of service
10:15 AM – 10:30 AM Orientation	5. Presentation on importance/scope of project and its effect on the watershed (Kevin) 6. Safety reminders a. Face masks must be worn at all times b. All social distancing protocols must be followed c. Use hand sanitizer before acquiring gloves 7. Mayor speech and reading of proclamation (Colin Byrd) 8. Take pictures of volunteers working (Kevin)
10:30 AM – 10:35 AM 10:35 AM – 12:30 PM Service	9. Distribute gloves and litter pickers to volunteers 10. Supervision of litter cleanup (Kevin)
12:30 PM – 12:45 PM Clean Up	11. Collect work gloves and pickers (Kevin) 12. Consolidate/weigh collected litter (Kevin)
12:45 PM – 1:00 PM Evaluation	13. Distribute evaluation forms (Kevin) 14. Group picture in front of collected litter (Kevin) 15. Thank you to volunteers 16. Fill out service-learning forms for high school students

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City Council Agenda Item Report

Meeting Date: September 14, 2020

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: Proclamation

Agenda Section: COMMUNICATIONS

Subject:

Arbor Day Proclamation

Suggested Action:

Attachments:

[ArborDay](#)

PROCLAMATION

WHEREAS, Arbor Day was first celebrated in the state of Nebraska in 1872 in response to a state proclamation urging settlers and homesteaders to plant trees to provide "shade, shelter, fruit, fuel and beauty" for residents of the largely treeless plains; and

WHEREAS, on that first Arbor Day, more than one million trees were planted in Nebraska's communities and on its farms; and

WHEREAS, trees support our lives by providing us with paper, food for our tables and wood for our homes; and

WHEREAS, trees reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife; and

WHEREAS, trees in Greenbelt increase property values, enhance the economic vitality of business areas, and beautify our community; and

WHEREAS, Greenbelt is recognized as a Tree City USA by the National Arbor Day Foundation and is pledged to continuing its tree-planting and tree-care practices, as well as its policy of preserving green space and forests to enhance its historic "Green Belt"; and

WHEREAS, to those ends, the City, in 2000, established an Advisory Committee on Trees to study, investigate and advise Council on matters related to the City's tree resources; in 2003, established a Greenbelt Forest Preserve; in 2007, established a Forest Preserve Advisory Board to monitor its management and maintenance; and in 2010 joined the Baltimore Washington Partnership for Forest Stewardship.

NOW THEREFORE, I, Colin Byrd, by the authority vested in me by the citizens and City Council of Greenbelt, do hereby proclaim Wednesday, April 22nd, 2020 to be

ARBOR DAY

in Greenbelt and urge all our residents to support efforts to protect our trees which are a connection to our past, a pledge to our future generations, and a continuing source of joy and spiritual renewal for all our citizens.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Greenbelt, Maryland, to be affixed this 22nd day of April 2020.

Colin Byrd, Mayor

ATTEST: Bonita Anderson, City Clerk

City Council Agenda Item Report

Meeting Date: September 14, 2020

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Meeting Minutes

Agenda Section: COMMUNICATIONS

Subject:

* Minutes of Council Meetings

Suggested Action:

- * Work Session, March 20, 2019
- * Work Session, May, 28, 2019
- * Regular Meeting, June 3, 2019
- * Work Session, July 15, 2019
- * Work Session, January 22, 2020
- * Regular Meeting, February 24, 2020
- * Special Meeting, June 14, 2020
- * Special Meeting, August 3, 2020

Attachments:

[WS190320.pdf](#)
[RM190528.pdf](#)
[RM190603.pdf](#)
[WS190715.pdf](#)
[WS200122.pdf](#)
[RM200224.pdf](#)
[SM200614.pdf](#)
[SM200803.pdf](#)

WORK SESSION OF THE GREENBELT CITY COUNCIL Monday, March 20, 2019, with School Board Representative Joshua Thomas.

Mayor Jordan started the meeting at 8:01 p.m. It was held in Room 201 of the Community Center.

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

Staff members present were City Manager Nicole Ard, Assistant City Manager David Moran, Police Chief Bowers, and City Clerk Bonita Anderson.

Also present were Prince George's County School Board Member Joshua Thomas; Kathleen Gallagher, Greenbelt News Review; Melinda Brady, Advisory Committee on Education (ACE) chair; Dr. Lois Rosado, and others.

School Board Representative Joshua Thomas

Mr. Thomas noted that he is the newly elected representative on the Prince George's County Board of Education. He represents District 2, grew up in Glenn Dale, graduated from Eleanor Roosevelt High School (ERHS), and now lives in College Park. Mr. Thomas also noted that after graduating from Howard University, he became a middle-school teacher with Teach for America and now works in management for the organization.

Mr. Thomas indicated that his decision to run for office was based on his belief that the school board should have more members with classroom teaching experience. He stated that he is currently visiting the 18 schools in his district, by walking the buildings and meeting the principals and staff. Mr. Thomas noted that he recognizes the City's concerns with Springhill Lake Elementary School and that he made that his first stop in Greenbelt.

Ms. Brady described ACE's programs, the ACE grants program, and the annual ACE Educator and Student Awards.

There was a discussion about the City's support and funding for the School Resource Officer (SRO) at Eleanor Roosevelt High School that includes the officer's car, equipment, and uniform. Chief Bowers noted that the SRO takes the place of a County Police Officer and works closely with the school administration and campus security. The Police Department also continues to teach the D.A.R.E. program in the fifth-grade classes of Springhill Lake and Greenbelt Elementary Schools. Chief Bowers indicated that the objective of the D.A.R.E. program is to take a broader approach in teaching children to make the right decisions.

Ms. Pope noted that the program teaches skills in problem-solving and working together, which is much needed. She also noted that the HVAC system at Springhill Lake Elementary was recently cleaned, which hadn't been done in many years. Ms. Pope noted that there is mold in the building, the external portable classrooms are in bad condition, with loose railings and nails,

and the majority of the water fountains have been turned off. Ms. Pope also indicated that a new building is needed.

Mayor Jordan noted that a considerable increase in the number of school children might be on the horizon in Greenbelt West, with Greenbelt Station and a mixed-use development proposed by Beltway Plaza. He also noted the bad condition of the portable classrooms at ERHS.

There was a discussion about the drainage issues at the rear of Greenbelt Elementary School. Mr. Thomas indicated that the schools' capital improvement budget lists Springhill Lake for a new school, with funding to begin in Fiscal Year 2020-2021. He noted that the county supervisor of building maintenance accompanied him on a tour of Springhill Lake and identified several pending work orders.

Mr. Byrd inquired about the possibility of moving Springhill Lake up on the list. Mr. Thomas replied that, in reality, the priority would be not to let it slip lower. He noted that he was very supportive of holding the school's place on the list but also noted that this is an area where hearing from constituents can make a difference.

Ms. Davis indicated that there are issues with ERHS students leaving the school grounds during the day and creating problems in the surrounding residential areas. She noted that Greenbriar and the City police have spoken with Principal McNeill, but nothing will change if attendance is not enforced. Chief Bowers noted that the problem is complicated because some students have an early dismissal, so police officers often cannot tell which ones are leaving legitimately.

Both Mayor Jordan and Ms. Davis indicated that the prior School Board Representative Lupi Grady had started the initiative with the City Council on Greenbelt students attending Greenbelt schools, hoping that he would champion that initiative as well. Mr. Thomas noted that in some instances, there is a significant difference in the level at which the schools are at overcapacity. He also noted that Parkdale High School is now at 103 percent capacity, while Eleanor Roosevelt High School is at 126 percent. Mr. Thomas agreed that Greenbelt students should attend Greenbelt Schools, and he will continue the initiative with the City Council. Ms. Mach noted that she objects to sending students to overcrowded schools outside of Greenbelt and that there was an agreement with the County assuring that all Greenbelt high school students would attend Eleanor Roosevelt High School.

There was a discussion about the school boundaries and some progress made to enable residents of Greenbelt Station to send their children to Greenbelt Elementary rather than Berwyn Heights. The boundary line did not include the new development in Greenbelt schools. During the 2018-2019 school year, these children could attend Greenbelt Elementary with no county transportation provided, but starting with the 2019-2020 school year, a bus is to pick them up.

Mr. Thomas noted that Ms. Mach mentioned an agreement and asked to review the document. Mr. Moran noted that he would provide Mr. Thomas with a copy of the agreement.

Mayor Jordan noted that there is an issue as school nurses that were certified at the elementary level are no longer being used and school secretaries now provide that care. He noted that the

schools should go back to having a certified nurse with adequate training to perform this duty. Ms. Pope noted that she has been trained and has one student she assists; she said they have a nurse that comes in periodically from Greenbelt Elementary. Mr. Thomas noted that the school board is looking into this matter as well as the shortage of school bus drivers.

Ms. Mach provided the dates of the upcoming Advisory Committee on Education programs and events and noted that Mr. Thomas would be invited to attend.

Mr. Jones, Ridge Road, inquired about resolving the issue with children using his property as a path to the elementary school. He suggested a pedestrian path on the City's property. Ms. Davis indicated that this could be discussed during the budget process on pedestrian improvements.

Council thanked Mr. Thomas for attending the Work Session.

Informational items were discussed.

The meeting ended at 10:37 p.m.

Respectfully submitted,

*Bonita Anderson
City Clerk*

REGULAR MEETING OF THE GREENBELT CITY COUNCIL held Monday, May 28, 2019.

Mayor Jordan called the meeting to order at 8:04 pm.

ROLL CALL was answered by Councilmembers Colin A. Byrd, Judith F. Davis, Leta M. Mach, Silke I. Pope, Rodney M. Roberts, and Mayor Emmett V. Jordan. Councilmember Edward V. J. Putens arrived at 9:16 pm due to work.

ALSO PRESENT were City Manager Nicole Ard, City Solicitor Todd Pounds, Assistant City Manager David E. Moran, Police Chief Rick Bowers, LT. Tim White, Planning Director Terri Hruby, Community Planner Judith Howerton, Public Works Director Jim Sterling, and City Clerk Bonita Anderson.

Mayor Jordan asked for a moment of silence in memory of residents Gina McLaughlin and Lois Lane. Ms. Mach then led the pledge of allegiance to the flag.

APPROVAL OF CONSENT AGENDA: Ms. Davis requested the minutes of January 9, 2019, and January 23, 2019, Work Sessions be removed from the consent agenda and to be redone and submitted to Council for approval at a future meeting. With this change, it was moved by Ms. Pope and seconded by Ms. Mach that the consent agenda be approved. The motion passed 6-0.

Council thereby took the following actions:

Minutes of Council Meetings
Regular Meeting, September 24, 2018
Regular Meeting, September 11, 2018
Interview, January 14, 2019
Interview, April 23, 2019
Interview, May 13, 2019
Approved as presented.

Committee Reports:

Community Relations Advisory Board (CRAB) Report #2019-1 (City Holiday Decorating Contest): Council accepted this report.

Arts Advisory Board (AAB) Report #19-6 (The S.P.A.C.E., Free Art for All): Council accepted this report.

Park and Recreation Advisory Board (PRAB) Report #19-4 (Random Unselfish Acts of Kindness): Council accepted this report.

Park and Recreation Advisory Board (PRAB) Report #19-5 (Greenbelt Black History Month Committee): Council accepted this report.

Bike Task Force Subcommittee Approval: Council approved the Pedestrian and Bike Task Force as a subcommittee of the Advisory Planning Board.

Appointments to Advisory Groups: Council appointed Laurie Siegel and Toni Mathewson to the Board of Elections and Lance Beasley to the Park and Recreation Advisory Board.

Reappointments to Advisory Groups: Council reappointed Ronnie Scotkin to a new term on the Senior Citizens Advisory Committee.

APPROVAL OF AGENDA: Mayor Jordan requested "Letter to Comptroller Peter Franchot regarding the Maryland Board of Public Works Hearing on June 5" be added to the agenda. With this addition, it was moved by Ms. Pope and seconded by Ms. Davis that the agenda be approved. The motion passed 6-0.

PRESENTATIONS:

Peace Month Proclamation: Mayor Jordan read a proclamation to recognize June as Peace Month. Alexander Barnes Sr. received the proclamation on behalf of the Prince George's Peace and Justice Coalition. Mr. Barnes described the upcoming activities for Peace Month.

Adopt-A-Shelter-Cat Month Proclamation: Mayor Jordan read a proclamation to recognize June as Adopt-A-Shelter-Cat Month. Animal Control Officers Howard Stanback and Lauren Crossed, members of Greenbelt Community Animal Response Team (GCART), and other organizations were present to accept the proclamation and described the adoption of sheltered cats process and upcoming events.

Eleanor Roosevelt High School Junior Classical League Members: Mayor Jordan announced that the Eleanor Roosevelt High School Junior Classical League won the Maryland State convention in Easton, Maryland. Latin Teacher Matthew Moore introduced the Junior Classical League members. Council congratulated the team on their recent achievement.

Public Hearing – Proposed FY 2020 Budget: Mayor Jordan read the agenda comments. He then announced the meeting was recessed for the public hearings at 8:34 pm.

Bill Orleans inquired about the improvement to the City Connection transportation services throughout City. He asked that the City increase this service and recommend the City consider additional affordable housing initiatives for residents. He requested a copy of the marketing plan with HUD.

There was no other public comment on the proposed budget. The public hearing on the proposed budget ended at 8:44 pm.

Constant Yield Tax Rate: Mayor Jordan announced that a notice had been published in accordance with State law. He then announced the public hearing on the CYTR at 8:45 pm. There was no testimony from the general public. Mayor Jordan announced that the City's tax rate would be set at the June 3, 2019, regular meeting in the Council Room of the Municipal Building.

Mayor Jordan read a comment from Brian Otten's that was submitted by email. No other public comment was received.

The meeting reconvened at 8:53 pm.

PETITIONS AND REQUESTS:

Stefan Brodd requested that the two dog waste stations be removed from Buddy Attick Lake Park.

Jonathan Taylor requested that the City Council direct the City Manager to provide an income adjusted constant yield rate. He noted that this would be a rate to be applied to the assessed value of homes that will yield an amount of taxes for the City related to the personal income in the City. Mayor Jordan asked Mr. Taylor to submit his request in writing.

Bill Orleans requested if there was funding in the Public Safety budget for training in the FY 2020 proposed budget. He asked the City Solicitor if the City is precluded by State law from taxing the City's commercial property more than the amount taxed by the State, and if not, the Council should consider it in the FY 2021 budget.

MINUTES OF COUNCIL MEETINGS:

Minutes – Work Sessions of January 9, 2019, and January 23, 2019: Ms. Davis requested the minutes to be redone and submitted to Council for approval at a future meeting.

ADMINISTRATIVE REPORTS:

Ms. Ard noted that the City participated in the County dog waste station program. Mr. Sterling noted that the trash cans are being heavily used for dog waste. He also noted the City's participation in the scoop/poop station program. Ms. Ard replied to the petitions and request items that were previously requested. She noted the upcoming Greenbelt Day Weekend events.

LEGISLATION:

An Ordinance to Amend Article IV, "Public Ethics," Of Chapter 2 "Administration" of the Greenbelt City Code to Expand the Number of Board Members

Mayor Jordan read the agenda comments.

Ms. Davis introduced the resolution for the first reading.

OTHER BUSINESS:

CAD Software License Purchase: Mayor Jordan read the agenda comments. Lt. White provided background on the Prince George's County Motorola Premier One Computer Aided Dispatch

(CAD) system. It was moved by Ms. Mach to approve the purchase of three (3) Motorola CAD software licenses for a total cost of \$43,500.00. Ms. Pope seconded. The motion passed 7-0.

Proposed Washington DC to Baltimore Loop Project and Solicitation of City Council

Comments: Mayor Jordan read the agenda comments. Ms. Howerton noted that the Planning staff reviewed the Environmental Assessment (EA) Report as well as the Programmatic Agreement (PA), and has met with a representative of the Boring Company to discuss details of the project. She showed a short video and a diagram of the proposed project. Ms. Howerton also presented the proposed alignment that would go through Greenbelt, where one of the Tunnel Boring Machine (TBM) Launch Shafts is proposed to be located in Greenbelt at 7474 and 7500 Greenway Center Drive, Greenbelt MD. The Washington D.C. to Baltimore Loop Project is being proposed by, and privately funded through, The Boring Company (TBC). The Loop will not serve the Greenbelt Community initially, but a station could be added at a later time if the City desires. It was moved by Ms. Davis that staff prepare formal comments and a draft position letter on the EA for City Council approval at its June 3 meeting. Mr. Putens seconded. The motion passed 7-0.

Award of Purchase – Two (2) Level Two Electric Vehicle Charging Stations: Mayor Jordan read the agenda comments. Mr. Sterling noted that the grant award was from the MEA grant funding phase six, in which the City was able to receive \$15,000. He also noted that the City was awarded \$50,000 for phase seven. The Electric Vehicle charging stations will be located at the Public Works facility and only used by City fleet vehicles. It was moved by Ms. Davis to approve the purchase of two (2) level two EV charging stations from ChargePoint Inc, 254 East Hacienda, Campbell, CA 95008, for \$16,616.00. Ms. Pope seconded. The motion passed 7-0.

National Film Registry Nomination for You Nazty Spy: Mayor Jordan read the agenda comments. Ms. Davis noted that the letter should be sent from individuals of Council instead of from the Council. It was moved by Mr. Putens to send a letter to Librarian of Congress Carla Hayden requesting that "You Nazty Spy" be included in the National Film Registry. Mr. Byrd seconded. The motion passed 4-3. (Mayor Jordan, Ms. Davis, and Ms. Pope)

SPECIAL ORDER: Mayor Jordan moved to Special Order item number #22 "Letter to Comptroller Peter Franchot regarding the Maryland Board of Public Works Hearing on June 5." Ms. Davis seconded. The motion passed 7-0. Mr. Byrd suggested that the Council send the letter to the entire Maryland Board of Public Works. Mayor Jordan requested that the staff draft a letter to be placed on the consent agenda of the Council's next meeting. The motion passed 7-0.

COUNCIL ACTIVITIES: Council noted their attendance at the following events.

WoodSpring Suites Hotel Grand Opening – Mayor Jordan, Ms. Davis, Mr. Putens, and Mr. Byrd
You Nazty Spy showing, Old Greenbelt Theatre – Ms. Davis, Ms. Mach, Mr. Putens, Ms. Pope, Mr. Roberts, and Mr. Byrd
Roosevelt Center Merchants' Association – Ms. Davis
Bike to Work Day – Mayor Jordan, Ms. Davis, and Mr. Putens

Chesapeake Bay Policy Committee, COG – Ms. Davis
Public Works Open House – Mayor Jordan, Ms. Davis, Ms. Mach, Ms. Pope, and Mr. Putens
Celebration of Spring, Springhill Lake Recreation Center – Mayor Jordan, Ms. Davis, Ms. Mach,
Ms. Pope, Mr. Byrd, and Mr. Putens
PGCMA Meeting, District Heights – Ms. Davis and Mr. Byrd
Infrastructure Round Table, Majority House Leader Steny Hoyer, Bowie – Mayor Jordan,
Ms. Davis and Mr. Byrd
Cookies at the Bridge – Mayor Jordan, Ms. Davis, and Ms. Pope
Memorial Day Commemoration – Mayor Jordan, Ms. Davis, Ms. Pope, Mr. Putens,
Mr. Roberts, and Mr. Byrd
They Shall Not Grow Old showing, Old Greenbelt Theatre – Mayor Jordan, Ms. Davis,
Ms. Pope and Mr. Roberts
Central Maryland Transportation and Mobility Commission, Savage Mills – Ms. Davis

COUNCIL REPORTS:

MEETINGS: Council reviewed the meeting schedule.

Closed Session: Ms. Davis moved that Council schedule a Closed Session on Thursday, May 30, 2019, at 7:00 pm in the Library of the Municipal Building. Council will hold this closed meeting in accordance with the General Provisions Articles 3-305(b)(7) and (1) of the Annotated Code of the Public General Laws of Maryland to: 1) to consult with legal counsel regarding Prince George's County School Board; 2) 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; any other personnel matter that affects one or more specific individuals.

Ms. Pope seconded.

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

ADJOURNMENT: Ms. Mach moved to adjourn the meeting. Mr. Putens seconded. The motion passed 7-0. Mayor Jordan adjourned the regular meeting of Monday, May 28, 2019, at 11:26 pm.

Respectfully submitted,

Bonita Anderson

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 May 28, 2019."

Emmett V. Jordan
Mayor

DRAFT

REGULAR MEETING OF THE GREENBELT CITY COUNCIL held Monday, June 3, 2019.

Mayor Jordan called the meeting to order at 8:03 p.m.

ROLL CALL was answered by Councilmembers Colin A. Byrd, Judith F. Davis, Leta M. Mach, Silke I. Pope, Rodney M. Roberts, and Mayor Emmett V. Jordan. Edward V. J. Putens was unable to attend due to work.

ALSO PRESENT were City Manager Nicole Ard, City Solicitor Todd Pounds, Assistant City Manager David E. Moran, Police Chief Rick Bowers, and City Clerk Bonita Anderson.

Mayor Jordan asked for a moment of silence in memory of residents Arthur Thomas, Norma Ozur, and the Victims of the Virginia Beach shooting. Ms. Davis then led the pledge of allegiance to the flag.

APPROVAL OF CONSENT AGENDA: Ms. Davis requested the Minutes of the Work Session on December 19, Budget Work Sessions April 3, April 10, and May 1, 2019, be removed, revised and placed on the next Council meeting agenda for approval. Mr. Roberts requested item #19 "Appropriation for Consulting Services related to City Manager Evaluation" to be removed. With that change, it was moved by Ms. Davis and seconded by Ms. Mach that the consent agenda be approved. The motion passed 6-0.

Council thereby took the following actions:

Minutes of the Council:

Work Session, December 12, 2018

Work Session, January 9, 2019

Work Session, January 23, 2019

Approved as presented.

Committee Reports:

Advisory Board Reports (FY 2020 Recognition Groups Applications): Council approved the new Recognition Group Status for the following groups: The S.P.A.C.E., Free Art for All; Random Unselfish Acts of Kindness (RUAK) and Greenbelt Black History Month Committee for FY 2020.

City Council Comments on the Proposed Washington DC to Baltimore Loop Project: Council approved the letter to be transmitted to the Maryland Department of Transportation State Highway Administration before the June 8 due date.

Letter to the Board of Public Works Regarding Proposed I-495 and I-270 P3 Project: Council approved the letter to all three members of the Board.

APPROVAL OF AGENDA: Mayor Jordan added #19 “Appropriation for Consulting Services related to City Manager Evaluation” to the agenda. Ms. Pope moved that the agenda be approved as amended. Ms. Mach seconded. The motion passed 6-0.

SPECIAL ORDER: Mayor Jordan moved to Special Order #6c “National Gun Violence Awareness Day” as the next item on the agenda. Ms. Davis seconded. The motion passed 6-0.

PRESENTATIONS:

National Gun Violence Awareness Day: Mayor Jordan read a proclamation declaring June 7, 2019, as National Gun Violence Awareness Day in the City of Greenbelt, to honor and remember all victims and survivors of gun violence. He also declared that we, as a country, must do more to reduce gun violence.

Chesapeake Bay Awareness Week Proclamation: Mayor Jordan read a proclamation designating the second week of June as Chesapeake Bay Awareness Week. Jason Martin, Environmental Coordinator, and Maryam El-Amin, Chesapeake Conservation Corps Member of the Greenbelt Department of Public Works, accepted the proclamation and provided an overview of this year’s events.

Small Cities Month Proclamation: Mayor Jordan read a proclamation declaring the month of June as Small Cities Month. Councilmember Silke Pope, Chair of the National League of Cities’ (NLC) Small Cities Council, received the proclamation on behalf of the NLC.

PETITIONS AND REQUESTS: None.

MINUTES OF COUNCIL MEETINGS:

Work Session, December 19, 2018, and Budget Work Sessions, April 3, April 10, and May 1, 2019: Ms. Davis requested the minutes be removed from the agenda of this meeting.

ADMINISTRATIVE REPORTS:

LEGISLATION:

An Ordinance To Amend Article IV, "Public Ethics," Of Chapter 2 "Administration" Of The Greenbelt City Code To Expand The Number Of Board Members: Mayor Jordan read the agenda comments. Mr. Robert Zugby, Ethics Commission chair, noted that the increase was necessary to ensure that there were sufficient commission members available to review cases.

Ms. Davis introduced the ordinance for second reading and adoption.

Ms. Pope seconded.

ROLL CALL: Ms. Davis – yes

Mr. Byrd – yes
Ms. Mach – yes
Ms. Pope – yes
Mr. Putens – absent
Mr. Roberts – yes
Mayor Jordan – yes

The ordinance was declared adopted (Ordinance No. 1368, Book 12).

FY 2020 Budget Adoption: Mayor Jordan read the agenda comments.

Ms. Davis moved the following changes to the Proposed FY 2020 Budget. Ms. Mach seconded.

Mayor Jordan read the following:

General Fund Revenues:

- Changed dog park license to an annual fee (\$3,000). This will be refined over the year.

General Fund expenditures were changed as follows:

General Government:

- Health insurance premium reduction of \$11,000.

Planning & Community Development:

- Health insurance premium reduction of \$8,000.
- Increased Community Development staff training \$5,000.

Public Safety:

- Health insurance premium reduction of \$63,000.
- Increased fuel budget \$18,000.
- Transfer Citizen Emergency Response Team (CERT) (\$1,500), Public Safety Advisory Committee (PSAC) (\$900), and Companion Animal Rescue Team (CART) (\$1,500) to Miscellaneous Department.

Public Works:

- Health insurance premium reduction of \$32,000.
- Increased fuel budget \$5,000.

Greenbelt CARES:

- Health insurance premium reduction of \$7,000.
- Transfer ACE (\$18,000) to Miscellaneous Department.

Recreation & Parks:

- Health insurance premium reduction of \$21,000.
- Increased bike rack expenditures \$1,000.
- Increased fuel budget \$2,000.

Miscellaneous:

- As a result of recommendations by the review panel, reduced total expenditures to contribution groups by \$4,500.
- Increase funding for Greenbelt Soccer Alliance \$2,000 and Senior Softball \$500.
- Established funding for the Forest Preserve and Arts Advisory Boards, \$2,000 and \$1,000 respectively.
- Transfer ACE (\$18,000) from Greenbelt CARES.
- Transfer CERT (\$1,500), PSAC (\$900), and CART (\$1,500) from Public Safety.

Non-Departmental:

- Established a \$78,500 supplemental stipend to the Friends of the Old Greenbelt Theatre during the reconstruction of the HVAC and interior improvements.

These changes to the General Fund increased revenue by \$3,000 to \$31,173,600 and decreased expenditures \$31,500 to \$31,139,100. The result is a budget surplus of \$34,500 or 0.11%.

No changes were made by City Council to the Cemetery, Debt Service, Replacement, Special Projects, Capital Projects, 2001 Bond, and Greenbelt West Funds.

City Council requested that four additional projects be funded in the Building Capital Reserve Fund in FY 2020: an upgrade to the kitchen in the Community Center multi-purpose room (\$5,000), installation of cameras at Schrom Hills Park (\$30,000), Police Station renovations to provide office space for Animal Control staff (\$30,000), and a key card system to control entry into secure areas in the Police Station (\$30,000). It should be noted that this key card system may be expandable to other facilities in the future.

The motion passed 6-0.

An Ordinance to Adopt the General Fund, Building Capital Reserve Fund, Cemetery Fund, Debt Service Fund, Replacement Fund, Special Projects Fund, Green Ridge House Fund, Capital Projects Fund, Community Development Block Grant Fund, and Greenbelt West Infrastructure Fund Budgets for the City of Greenbelt, Maryland, to Appropriate Funds and Establish Real Estate and Personal Property Tax Rates for the Fiscal Year 2020 Beginning July 1, 2019, and Including June 30, 2020: Mayor Jordan read the agenda comments.

Ms. Mach introduced the ordinance for first reading and moved suspension of the rules to allow second reading and passage of the ordinance tonight. Ms. Davis seconded the motion.

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

Ms. Mach introduced the ordinance for second reading and moved that it be adopted. Ms. Davis seconded.

ROLL CALL: Ms. Davis	-	yes
Mr. Byrd	-	yes
Ms. Mach	-	yes
Ms. Pope	-	yes
Mr. Putens	-	absent
Mr. Roberts	-	no
Mayor Jordan	-	yes

The ordinance was declared adopted (Ordinance No. 1369, Book 12).

COUNCIL ACTIVITIES: Council noted their attendance at the following events.

Eleanor Roosevelt High School Commencement – Mayor Jordan, Ms. Davis, Mr. Byrd, Ms. Mach, and Mr. Putens

Transportation Forum, Delegate Washington, Riverdale Park – Ms. Davis and Mr. Byrd
Friend of Greenbelt Theatre Gala – Mayor Jordan, Ms. Davis, Mr. Byrd, Ms. Pope, Ms. Mach, and Mr. Putens

Wayside Panel Dedication, Dora Kennedy French Immersion School – Mayor Jordan, Ms. Davis, Ms. Pope, Ms. Mach, and Mr. Putens

Third Annual Bike Rodeo, Beltway Plaza – Mayor Jordan, Ms. Davis, Ms. Pope, Ms. Mach, and Mr. Putens

Greenbelt Station Central Park Dedication – Mayor Jordan, Ms. Davis, Ms. Pope, Ms. Mach, Mr. Putens, and Mr. Roberts

Pet Expo Block Party – Mayor Jordan, Ms. Davis, Mr. Roberts, Ms. Pope, and Ms. Mach

Not for Seniors Only: Alternative Therapies – Ms. Davis, Mr. Byrd, Ms. Mach, Ms. Pope, and Mr. Putens

Greenbelt Concert Band performance – Mayor Jordan, Ms. Davis, Ms. Mach, and Ms. Pope

Naturalization Ceremony – Mayor Jordan, Ms. Davis, Ms. Mach, Ms. Pope, and Mr. Putens

Greenbelt Day Weekend at the Greenbelt Museum – Mayor Jordan and Ms. Davis

Artful Afternoon, Mike Funt performance – Ms. Davis

CALEA Recertification interview – Mayor Jordan and Ms. Davis

Meet and Greet, Candidates for Recreation Dept. Head – Mayor Jordan, Ms. Davis, Ms. Mach, and Mr. Byrd

Appropriation for Consulting Services related to City Manager Evaluation: Mayor Jordan read the agenda comments. Ms. Davis asked the difference in the two options proposed. Mayor Jordan explained the two options. The first option is to have the consultant interview the department heads and other City staff, to conduct the performance review and include consolidating the councilmember responses to the current evaluation, and present by phone when Council holds its meeting with the City Manager for \$3,150. The second option is to hire the consultant to interview department heads and other City staff to conduct a performance review of the City Manager for \$2,250. Mr. Roberts noted that there is a third

option, which is continuing with the existing process with the Council performing the City Manager evaluation, which is free.

Ms. Davis moved that Council authorize the appropriation for consulting services related to the City Manager evaluation for \$3,150 to be negotiated. Ms. Pope seconded. The motion passed 4-2. (Mr. Byrd and Mr. Roberts)

MEETINGS: Council reviewed the meeting schedule.

ADJOURNMENT: Ms. Mach moved to adjourn the meeting. Ms. Pope seconded. The motion passed 6-0. Mayor Jordan adjourned the regular meeting of Monday, June 3, 2019, at 10:01 p.m.

Respectfully submitted,

Bonita Anderson
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 June 3, 2019.

Emmett V. Jordan
Mayor

WORK SESSION OF THE GREENBELT CITY COUNCIL held Monday, July 15, 2019, on the Sustainable Land Care Policy.

Mayor Jordan started the meeting at 8:00 pm. The meeting was held in the Council Chambers of the Municipal Building.

Present were Council members Judith F. Davis, Colin A. Byrd, Leta M. Mach, Silke I. Pope, Edward V. J. Putens, Rodney M. Roberts, and Mayor Emmett V. Jordan.

Staff members present were City Manager Nicole Ard, Public Works Director Jim Sterling, Environmental Coordinator Jason Martin, Assistant Public Works Director Brian Kim, Assistant Public Works Director Brian Townsend, Sustainability Coordinator Luisa Robles, Acting Recreation Director Greg Varda, and City Clerk Bonita Anderson.

Also present were members of the Advisory Committee on Trees (ACT), Forest Preserve Advisory Committee (FPAB), Greenbelt Advisory Committee on Environmental Sustainability (Green ACES), Ric Gordon, Bill Orleans, and Jessie Nash, Greenbelt News Review.

Sustainable Land Care Policy

Mr. Sterling noted that the recommendations from the various advisory boards that were located in the back of the original document have been removed. He provided an overview of the revised policy and that safety precautions that have been included. The Sustainable Land Care Policy is a road map to achieve a sustainable future, and on a two-year cycle, they will review and update the document.

Mr. Martin noted that he would be referencing the July 2019 policy document. The areas of consideration are the site analysis and design plant care. Sustainable plant care meets the needs of the present without compromising the needs of the future use of pesticides and preventive maintenance will be determined by regularly testing the soil. He also provided an overview of the training and certification process. Mr. Martin noted that the State of Maryland thoroughly runs the testing process and that the Maryland Department of Environment does random inspections. The policy should be read by all Public Works employees and contractors to provide a baseline for rules regarding the Greenbelt environment.

Dr. Robles noted that composting and mulching is the single most crucial action that sustainable gardeners do to create low-maintenance, healthy gardens. The City encourages composting at all scales and supports the following efforts in backyard and community composting.

Josh Hamlin, Greenbelt Advisory Committee on Environmental Sustainability (Green ACES) member, summarized his recommendations sent to the Council. There were some Green ACES recommendations he would like the Council to reconsider. Mr. Roberts asked if the City banned pesticides would it be possible to have a chemical-free policy. Mr. Hamlin indicated that he thinks it would be better if the City were more restrictive than this document. He also suggested that a straight ban on pesticides may not work.

Green ACES chair John Lippert agreed, stating that the policy was moving “ten steps forward and nine steps back,” but he was happy with any progress. Mr. Hamlin wanted to see a notice placed where chemicals would be applied 48-hours in advance so that residents know to steer clear of the area. Green ACES recommended an acknowledgment that pesticides can be harmful to not only applicators but also the general public. The current rendition of the policy permits the use of chemical pesticides for control of some pests and invasive plants only as a last resort in circumstances where alternatives are not practical or possible.

Mr. Townsend noted that it could be difficult because the chemical applications can be rained out.

Mr. Hamlin noted there might be some restrictions. Ms. Davis noted this is the reason for the delay with the policy. Ms. Hamlin suggested recognizing pesticides, public health components, and the notification required by State law. He referenced Montgomery County’s notification from their website as an example to increase awareness. Mr. Lippert noted the 2007 referral and that the board had submitted their first draft in 2009. He noted that pesticides are poisonous and harmful to certain groups and should be eliminated based on the evaluation. Mr. Lippert mentioned that the City would follow Organic Pest Management (OPM) but referenced Integrated Pest Management IPM.

Damien Ossi, Co-chair, Forest Preserve Advisory Board, noted that FPAB didn't have substantive modifications.

Charles Jackman, Advisory Committee on Trees, stated the committee is in full support of the revised policy. He noted that OPM does include chemicals and that IPM is integrated science-based.

Bob Trumble noted that IPM is more toxic than OPM and that the new movement is OPM with the usage of least poisonous chemicals. The advisory board's understanding was that the policy was to ensure safety for the public works department. Ethel Dutky noted her background and brought information on the various plant diseases and the hazards of burn back herbicide for the City workers. She envisioned something short and understandable for the employees. Ms. Davis inquired about the Tree Master Plan, which has been done per Mr. Jackman.

Jacob Chesnutt, Chair of PRAB, read a note from co-chair Lola Skolnik on the City moving forward with the policy. PRAB is in support of the policy.

Mayor Jordan expressed his gratitude to the advisory board members and staff input with the working document. He provided his thoughts on the policy and the clarity of the community gardens. The background materials should have a reference or link when posted to the City website.

Mr. Roberts inquired about the City's desire to rid invasive species. Mr. Martin noted that staff would follow what the experts provide. He stated the community gardens that are located in the Forest Preserve should be implemented into the SLCP.

Ms. Pope expressed her gratitude to advisory board members and staff involved with the policy. She inquired about clarification regarding contractors and treatment of trees.

Mr. Putens noted that HOA's implementation of the City's policy and guidelines should encourage their contractors to follow the guidelines.

Ms. Mach expressed her gratitude for advisory board members and staff involvement. She noted the health effect of poison ivy removal in common public areas.

Mr. Roberts asked how the decision is made regarding what can be used. Mr. Trumble responded that the resources are from MDE, which is consistently updated and that both OPM and IPM can be integrated to please both sides. He also noted that toxicity is determined by testing with lab rats, and he provided the definition of pesticides, chemicals, and the various labels. Mr. Roberts recommended doing what is best for the City.

Mr. Roberts inquired about the dirt. He was not too sure of the address that was requested by Mr. Townsend. He recommends the City maintain the mulch around the trees located in right-of-way.

Dr. Robles provided Mr. Fallon's comments in support of the Council recommendation to highlight/bold the section on IPM vs. OPM.

Mr. Orleans commented on the processing timeframe for adopting the policy and the understanding of toxic chemicals.

Ms. Davis clarified the timeframe and process on behalf of the Council to implement the City's best practices and policies.

Ms. Jean Newcomb expressed concern on the research for organic and chemical pesticides and the constant modifications per an article in a research magazine. She also expressed her frustration with how the research is being handled.

Mayor Jordan noted that the policy would be placed on either the August or September 2019, agendas for approval.

Mr. Sterling expressed appreciation for the dedication, involvement, and all the hard work from staff and advisory board members.

The meeting ended at 10:20 pm.

Respectfully submitted,

*Bonita Anderson
City Clerk*

WORK SESSION OF THE GREENBELT CITY COUNCIL held Wednesday, January 22, 2020, with Washington Metropolitan Area Transit Authority (WMATA).

Mayor Byrd started the meeting at 8:01 pm. The meeting was held in Room 201 of the Community Center.

Present were Councilmembers Judith F. Davis, Emmett V. Jordan, Leta M. Mach, Edward V. J. Putens, Rodney M. Roberts, and Mayor Colin A. Byrd. Councilmember Silke I. Pope was unable to attend due to illness.

Staff members present were Nicole Ard, City Manager; Terri Hruby, Director of Planning; and Bonita Anderson, City Clerk.

Also present were Charlie Scott, WMATA Senior Government Relations Officer; Ginger Archibald, Metrobus Planner; Rosalyn Doggett (arrived at 8:18 pm), and Bill Orleans.

Ms. Archibald provided an overview of the FY2021 Proposed Service Changes and the fact sheet that she provided to the Council. Ms. Davis inquired about the impact of service with the City. Mr. Scott indicated the improvements to the weekend service.

Ms. Archibald noted that the average weekday B30 ridership is very low and that the C2 and C4 are very high. Ms. Mach indicated that it is inequitable to do away with the B30, which service Greenbelt to the Baltimore Washington International Thurgood Marshall Airport (BWI Airport). She noted that this is a disservice the City residents. Ms. Archibald noted that the MARC train is the service provider. Mr. Jordan expressed his concern about the B30 route. He noted that ridership might increase if the fare was more reasonable and if the service was more predictable. Ms. Archibald noted that the average ridership is nine people per trip. Mr. Roberts inquired about cutting \$34 million in bus services. Mr. Scott noted the budget constraints and cuts. Mr. Roberts indicated that a large number of funds would be spent on highway widening and suggested more buses instead of cutting bus service. Ms. Davis inquired about the status of RTA service. Ms. Archibald explained that the reason for low ridership was due to the weekday service that MARC provides and adding Arundel Mills Mall service.

Mr. Jordan spoke about the fare increase for the riders who travel the furthest away. Mr. Scott explained that Metro is required to advertise the fare increase to the public.

Based on a question asked by Mr. Putens, Ms. Archibald explained that the bus service timetable to Greenbelt is between 60 to 70 minutes, depending on traffic.

Based on a question asked by Mr. Roberts, Mr. Scott stated that Metro is spending roughly \$2 million on each replacement rail car. He explained that rail cars last approximately 35-40 years with a mid-life overhaul. Mr. Roberts stated that public transportation needs to improve and expand. He noted the cutting of highway and vehicle costs.

Mr. Scott provided an overview of the infrastructure assessment, along with several issues. It will be a four-year process. He noted that the upcoming phases are based on condition assessments. During replacement, there will be single-tracking or the station will be closed. Mr. Scott stated that he does not know the timeframe for the Greenbelt Metro Station platform replacement. He stated that the replacement of the parking lot lighting would be in Spring 2020.

Mr. Jordan provided photos of the Greenbelt Metro and College Park Metro Station façades and infrastructure. He noted the sidewalks near the Greenbelt Metro Station along the busway needed repairs. Mr. Jordan stated that there has been an orange cone in the parking lot for a long time due to there being a trip hazard for pedestrians.

Based on a question asked by Ms. Davis, Mr. Scott stated that the earliest start time for the Greenbelt Metro and College Park Metro Station platform reconstruction project would be 2022. Ms. Davis inquired about the cleaning service. Mr. Scott noted that WMATA was in the process of terminating the current service, which was not being done correctly. He explained the reason for the investigation of the contracting service.

Mr. Orleans inquired about privatizing the bus transportation services and the Prince George's County Council hearing on the County legislation regarding the three percent cap. Mr. Scott noted that there was a collective bargaining agreement with the Amalgamated Transit Union Local 689.

Mr. Jordan expressed concern about access to the restrooms and the distance for food and beverage. He inquired about a digital board and procurement. Ms. Archibald stated that WMATA is looking into electronic board procurement.

Ms. Davis inquired about the displays at the bus shelters. Ms. Archibald noted that they are still examining the procurement of the digital displays. Ms. Davis inquired about the number of Metro Access vehicles and the cost. Mr. Scott noted that there are 725 vans across the system and that Prince George's County has a high Metro Access ridership level. He stated that there is a cap of \$6.50 to ride Metro Access.

Ms. Davis inquired about the status of the WMATA trail. Ms. Doggett explained that it is in progress. Ms. Hruba noted the recent permitting approvals and that the City is on schedule. She stated that the City has an easement to build on the property.

Mr. Jordan inquired about the status of the bike-share stations. Ms. Hruba replied that the City had received the agreement to be implemented in 2020. He also inquired about WMATA availability for negotiating car share and e-bike programs. Ms. Archibald stated that anyone could leave them if they were dockless scooters or bikes.

Informational Items

Ms. Davis reported on the PGCMA meeting, the Chesapeake Bay Policy Committee Meeting, and the MML Legislation Committee Meeting.

Several informational items were discussed.

The meeting ended at 9:37 pm.

Respectfully submitted,

*Bonita Anderson
City Clerk*

DRAFT

REGULAR MEETING OF THE GREENBELT CITY COUNCIL held Monday, February 24, 2020.

Mayor Byrd called the meeting to order at 8:00 p.m.

Roll call was answered by 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 members present were: Nicole Ard, City Manager; David E. Moran, Assistant City Manager; Todd Pounds, City Solicitor; Molly Porter, City Planner; and Bonita Anderson, City Clerk.

Mayor Byrd asked for a moment of silence in memory of Greenbelt resident Carl Boushell and former resident Aaron St. John.

Ms. Mach then led the pledge of allegiance to the flag.

CONSENT AGENDA: It was moved by Mr. Putens and seconded by Mr. Jordan that the consent agenda be approved. The motion passed 7-0.

Council thereby took the following actions:

MINUTES:

Regular Meeting – December 9, 2019

Regular Meeting – January 13, 2020

Work Session – February 5, 2020

Approved as presented.

COMMITTEE REPORTS:

Park and Recreation Advisory Board Report #20-2 (FY21 Budget Request for Buddy Attick Park Master Plan): Council accepted this report and will consider it on a future agenda.

Forest Preserve Advisory Board – Report#2020-01 (Recommendation that the City of Greenbelt Create a Science Fund or Studying the Forest Preserve): Council accepted this report and will consider it on a future agenda.

RESIGNATION FROM ADVISORY GROUP: Council accepted Ms. Ronnie Scotkin's resignation with regret.

GREENBELT ARCHIVE PROJECT LEASE AGREEMENT EXTENSION: Council approved to extend the lease agreement.

APPROVAL OF AGENDA: It was moved by Mr. Jordan and seconded by Mr. Putens that the agenda be approved. The motion passed 7-0.

PRESENTATIONS:

Ms. Molly Porter, City Planner, provided an update and PowerPoint presentation on all the upcoming 2020 Census events. She reviewed the 2020 Census questionnaire.

Mr. Jordan suggested having Census Takers go the Greenbelt Metro with tablets to have residents fill out the Census. Ms. Davis suggested that the Greenbelt News Review run ads for the 2020 Census as a reminder.

PETITIONS AND REQUESTS:

Bill Orleans – requested the number of properties Council discussed on February 12, 2020, Closed Session.

Dr. Lois Rosado, 8024 Lakeside Drive, – shared her concern regarding the Wi-Fi dead zone within the City limits.

MINUTES OF COUNCIL MEETINGS

Minutes – Closed Session of February 5, 2020: Mr. Jordan moved that the minutes of tonight's meeting reflect that Council met in Closed Session on Wednesday, February 5, 2020, at 9:20 p.m. in the Planning Office of the Community Center, be approved as presented. Council held this closed meeting in accordance with the General Provisions Article 3-305(b)(1)(7) of the *Annotated Code of Public General Laws of Maryland*, to discuss personnel and legal matters.

Ms. Davis seconded.

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

Statement of Record – Closed Session February 10, 2020: Mr. Jordan moved that in accordance with Section 3-305(b)(9) of the General Provisions Article of the Annotated Code of the Public General Laws of Maryland, the minutes of tonight's meeting reflect that Council met in closed session on Monday, February 10, 2020, at 7:03 p.m. in the Library of the Municipal Building. Council held this closed meeting to conduct collective bargaining negotiations or consider matters that relate to the negotiations.

Vote to close the session:

	Yes	No	Abstain	Absent
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Ms. Davis	X			
Mr. Jordan	X			
Ms. Mach	X			
Ms. Pope	X			
Mr. Putens	X			
Mr. Roberts	X			
Mayor Byrd	X			

The following staff members were in attendance: Nicole Ard, City Manager; Todd Pounds, City Solicitor; Laura Allen, City Treasurer; Rick Bowers, Police Chief; Mary Johnson, Director of Human Resources; and Bonita Anderson, City Clerk.

Other individuals in attendance: Stephen Silvestri, Legal Counsel, and Chelsea Hartnett, Associate to Legal Counsel.

Council took no actions during this session.

Ms. Davis seconded.

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

Statement of Record – Closed Session February 12, 2020: Mr. Jordan moved that in accordance with Section 3-305(b)(3) of the General Provisions Article of the Annotated Code of the Public General Laws of Maryland, the minutes of tonight’s meeting reflect that Council met in closed session on Wednesday, February 12, 2020, at 8:05 p.m. in the Library of the Municipal Building. Council held this closed meeting to consider the acquisition of real property for a public purpose and matters directly related thereto.

Vote to close the session:

	Yes	No	Abstain	Absent
Ms. Davis	X			
Mr. Jordan	(arrived at 8:06)			
Ms. Mach	X			
Ms. Pope	X			
Mr. Putens	(arrived at 8:06)			
Mr. Roberts	X			
Mayor Byrd	X			

The following staff members were in attendance: Nicole Ard, City Manager; David Moran, Assistant City Manager; Terri Hruby, Director of Planning and Community Development; Laura Allen, City Treasurer; Jim Sterling, Director of Public Works; and Bonita Anderson, City Clerk.

Other individuals in attendance: Associates of NAI Michael Jim Miers and Stephen Catalano.

Council took no actions during this session.

Ms. Davis seconded.

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

ADMINISTRATIVE REPORTS:

Ms. Ard advised the Closed Caption wasn't working, and notice was posted on the City's website. She noted that the technician will be out the following day and will retroactively capture the information.

Ms. Ard indicated on behalf of Mr. Moran that there would be two carpools for the Legislative dinner, 5:00 p.m. and 5:15 p.m.

Mr. Jordan inquired about the lake levels at Buddy Attick Park. Ms. Ard noted the State mandated the City to reduce the water level, and hopefully, by Spring, that water level can go back to normal.

Ms. Davis advised Landover Hills is celebrating their 75th anniversary in May, and Fairmount Heights is celebrating their 85th anniversary in August. She directed staff to inquire about their activities. Ms. Davis suggested a Congratulatory Letter be sent to both municipalities.

Mayor Byrd noted that the Higher Achievement Program, located in Greenbelt Middle School and has a partnership with the Prince George's County Public Schools, are interested in receiving a grant through the City. Ms. Ard explained the different grant resources that the City provides. Mr. Jordan noted the Greenbelt Community Foundation makes grants to non-profit organizations, and their deadline is April 15.

LEGISLATION:

A Resolution to Authorize the Negotiated Purchase of Professional Service to Undertake a Community Visioning Process from the Neighborhood Design Center at the cost of \$19,910.00

Mayor Byrd read the agenda comments.

Mayor Byrd moved to table the resolution and directed staff to develop a new Request for Proposal (RFP) for the Community Visioning Process. Mr. Roberts seconded the motion. Ms. Davis stated that she would not vote for tabling the resolution, but she would be in favor of postponing the resolution for discussion.

Mr. Putens noted that his motion was to direct staff to put out an RFP for the Community Visioning Process.

Mayor Byrd withdrew his motion. Mr. Roberts withdrew his second.

Mr. Putens moved to direct staff to put out an RFP for the Community Visioning Process. Mayor Byrd seconded the motion.

Ms. Mach requested a 30-day time frame for responses for the RFP.

Based on a question asked by Mr. Jordan, Mr. Pounds stated that Neighborhood Design Center qualifications were made public, Council actions were not to accept and put it out for review. Mr. Pounds noted the applicant could resubmit their proposal based on the new qualifications set by Council.

There was a discussion regarding the emails that the Council had received regarding the Neighborhood Design Center. Ms. Davis suggested having a work session and requested copies of prior community visioning reports.

Molly Lester, Hillside Road, suggested that Council get copies of memos and communications from Ms. Celia Craze, former Director of Planning and Community Development, and Tom Reynolds, Director of Education Services. She noted the written communications states not to be biased and the need to not have Council involved in the Community Visioning.

Bill Manico, 8108 Mandan Terrace, noted two documents were missing from the agenda packet, a memo from Ms. Judith Howerton to Ms. Puzey and a memo from Ms. Ard to Council. He stated that not having the two memos caused a lack of transparency and clarity.

Arlene, Laurel Hill Road, noted there needs to be preplanning and an explanation of what community visioning is to the community. She noted reviewing previous community visioning reports, and a lot of useful information hasn't been implemented.

Ed Fallon, Ridge Road, noted the proposal never mentioned community vision. He stated that the real challenges are getting to the Greenbelt's unheard voices and how to bridge all the Greenbelt communities.

Mr. Putens stated that there isn't a Greenbelt East, Greenbelt West, or Faith Based position. He noted that the same individuals attend all the same sessions. He inquired how many of the residents of Greenbelt as a whole will attend.

Ms. Ard thanked everyone for their comments. She noted that the non-profit was conscious of Greenbelt's diversity and discussed having meetings at different times because some individuals work multiple jobs and can't attend certain meetings.

Bill Orleans, Greenbelt Resident, noted that each Council meeting should be a community visioning. He suggested on Greenbelt Day Weekend that Council try again and provide transportation for residents throughout the City to the auditorium and have breakout sessions for residents to discuss what they want to see in their neighborhood.

The motion passed 7-0.

A Resolution to Repeal and Reenact with Amendment Resolution Number 2065 to Adopt Standing Rules for the Council of the City of Greenbelt, Maryland

Mayor Byrd read the agenda comments.

Ms. Mach introduced the resolution for the first reading.

There was a discussion regarding the oath. Mr. Jordan noted that the oath of office should state that Council adheres the City Charter. Ms. Mach inquired if Mr. Jordan was directing the City Solicitor to change the City Charter.

Mr. Jordan moved to direct the City Solicitor to research amending the City Charter to reflect the oath. Ms. Mach seconded.

There was a discussion regarding Charter amendments Mr. Roberts stated he was not in favor of changing the Charter. Mr. Pounds explained the two options, through a referendum or a notice, on changing the Charter.

The motion passed 5-2 (Mr. Putens and Mr. Roberts opposed).

OTHER BUSINESS

Release of Funds to Greenbelt Volunteer Fire Department and Rescue Squad

Mayor Byrd read the agenda comments.

Ms. Pope moved that Council authorize the release of \$400,000 of the Agency Fund to be used towards the cost of the new fire truck. Mr. Putens seconded the motion.

Assistant Chief Gigliotti, with the Greenbelt Volunteer Fire Department and Rescue Squad (GVFDRS), stated that the GVFDRS is requesting the \$400,000 of the Agency Fund be released to purchase a new fire truck. He noted the current fire truck is a 2005 model, with over 100,000 miles, and is in the shop routinely for maintenance.

There was a discussion regarding obtaining the balance. Assistant Chief Gigliotti explained the remaining balance will come from the County 508 program, other fundraising events, and a loan.

Ms. Davis requested that the City receive compensation from the County when the GVFDERS equipment is used at other Prince George's County Fire Stations be added to the Legislative Dinner agenda. Based on a question asked by Ms. Pope, Assistant Chief Gigliotti stated that the GVFDERS equipment is on loan to Company 48, West Lanham Hills.

Mr. Orleans, Greenbelt Resident, suggested that the City fully fund the purchase of a new fire truck and not have the GVFDERS fundraise or obtain loans for the remaining balance.

The motion passed 7-0.

Mr. Putens stated that he had requested at the last Council meeting that the issue of the property known as the Armory is placed on this agenda. He requested that City staff and a member of the GVFDERS work together on this matter. Mr. Pounds provided an update on the Armory property. He noted that the Armory is assigned to HUD, which maintains the property. Mr. Pounds stated he would be following up with Ms. Roger, Military Property Division.

State Legislation

Mayor Byrd read the agenda comments.

Ms. Davis moved that Council support SB 737/HB 1520 Sustainable Maryland Program Fund and send a letter. Mr. Putens seconded the motion.

The motion passed 7-0.

Mayor Byrd read the agenda comments.

Ms. Mach moved that Council support HB 1238 to Impose Certain Requirements on a Privately Owned Magnetic Levitation Transportation System in Maryland, with an amendment. She requested that municipalities be added to the legislation. Mr. Putens seconded the motion.

There was a discussion on the bill. Ms. Davis noted that if all the requirements are approved, then Maglev will go through. She suggested not taking a position on this bill. Ms. Mach stated she wanted to amend her amendment to read all the governing bodies.

The motion 4-3. (Ms. Davis, Ms. Pope, and Mr. Roberts opposed)

Mayor Byrd read the agenda comments.

Ms. Davis moved that Council oppose HB 203/SB 614 to Expand the Community Parks and Playgrounds (CPP) Grant Program to Baltimore and Howard Counties and send a letter. Mr. Jordan seconded the motion.

The motion passed 6-1. (Mayor Byrd opposed)

Mayor Byrd read the agenda comments.

Mr. Jordan moved that Council support HB 748 to Grant Support for Bicycle Network Development Activities. Ms. Popes seconded the motion.

The motion passed 7-0.

Mayor Byrd read the agenda comments.

There was a discussion on the bill. Mr. Moran noted that State is trying to establish a beverage container deposit to reduce containers going in the waste stream.

Ms. Davis moved that Council support HB 824 for the State to Establish a Beverage Container Deposit Program by September 1, 2021. Ms. Pope seconded the motion.

The motion passed 7-0.

Mayor Byrd read the agenda comments.

There was a discussion on the bill. Ms. Davis stated the bill is written that no state funds should be used for the Maglev. Mr. Moran noted the bill is written that no state right-of-way could be used for the Maglev. Mr. Jordan noted that there was a second hearing on March 5, and he could attend. Ms. Mach noted that she has a conflict with another meeting, and she can't attend.

Ms. Davis moved that Council send the letter and testimony regarding HB 715 to the Appropriation Committee Hearing.

There was a discussion on the bill. Mayor Byrd noted the hearing that was scheduled for March 5 had been canceled. Mr. Roberts suggested other avenues to fight the Maglev.

The motions passed 7-0.

Federal Legislation

Mayor Byrd read the agenda comments.

Ms. Mach moved that Council support HR 5337 and send a letter to the City's Federal delegation to amend the Robert T. Stafford Disaster Relief and Emergency Assistance Act. Ms. Davis seconded the motion.

There was a discussion regarding the bill. Ms. Davis requested that CVI be notified regarding the bill.

The motion passed 7-0.

Federal Legislation – HR 3138

Mayor Byrd read the agenda comments.

Mayor Byrd moved that Council send a letter to the City’s Federal Delegation regarding HR 3138

to arrange for the award of a Congressional Gold Medal in honor of the women of the 6888th Central Postal Directory Battalion in recognition of their pioneering military service. Ms. Mach seconded the motion.

There was a discussion on the bill.

The motion passed 7-0.

Paint Branch Golf Course

Mayor Byrd read the agenda comments.

Ms. Ard provided information regarding the Paint Branch Golf Course. She noted that staff contacted the Maryland National Capital Park and Planning Commission (MNCPPC) staff. It was determined that there had been discussion to build recreation, track, and field facilities for the University of Maryland.

Ms. Ard stated there is a meeting in College Park tomorrow regarding tree removal that would include the golf course, part of the airport, and Greenbelt Park. She explained that the Council met with the National Park Service (NPS) and was advised of construction taking place at the park.

COUNCIL ACTIVITIES:

- Clear Air Partners Call – Ms. Mach
- Metropolitan Washington Council of Governments Board Meeting – Mr. Jordan
- Transportation Planning Board Meeting Call – Mr. Jordan
- Congressman Steny Hoyer and Congressman Anthony Brown Annual Black History Breakfast, Upper Marlboro – Mr. Jordan
- Black History Committee Music Program, Beltway Plaza – Mr. Jordan
- Table Tennis Fundraiser, Heart Association, Beltway Plaza – Mr. Jordan
- MML Legislative Committee, Annapolis – Ms. Davis
- County Commission for Women, Largo – Ms. Davis
- COG Legislative Committee, Conference Call – Ms. Davis
- Mowatt Chili Cook-Off – Ms. Davis
- Reel and Meal, New Deal Café, “Always in Season” – Ms. Davis
- PGCMA Meeting, Greenbelt – Mayor Byrd, Ms. Davis, Ms. Mach, Ms. Pope
- Eleanor and Franklin Roosevelt Democratic Club, “The Six Triple Eight” – Mayor

- Byrd, Mr. Jordan, Ms. Davis, and Ms. Mach
- "Harriet," Old Greenbelt Theatre – Ms. Davis

Ms. Davis moved that Council send a thank you letter to the members of the Black History Committee. Ms. Mach seconded the motion.

COUNCIL REPORTS: None

MEETINGS: Council reviewed the meeting schedule.

Mr. Jordan moved that Council schedule a Closed Session on Monday, March 16, 2020, at 8:30 p.m. in the Library of the Municipal Building. Council will hold this closed meeting in accordance with the General Provisions Article 3-305(b)(1) of the Annotated Code of the Public General Laws of Maryland to discuss a personnel matter - the City Manager Evaluation.

Ms. Davis seconded.

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

ADJOURNMENT: Ms. Mach moved to adjourn the meeting. Mr. Putens seconded. The motion passed 7-0.

Mayor Byrd adjourned the regular meeting of Monday, February 24, 2020, at 10:52 p.m.

Respectfully submitted,

Bonita Anderson
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 February 24, 2020.

Colin A. Byrd
Mayor

SPECIAL MEETING OF THE GREENBELT CITY COUNCIL held Sunday, June 14, 2020, to discuss and decide on reopening the City.

Mayor Byrd called the meeting to order at 3:00 pm.

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

Staff members present were Nicole Ard, City Manager; David Moran, Assistant City Manager; Greg Varda and Joe McNeal, Recreation Co-Directors; Molly Porter, City Planner; Charise Liggins, Economic Development Coordinator; Jim Sterling, Public Works Director; Rick Bowers, Police Chief; Gilberto Cabrera, Code Enforcement Officer; Beverly Palau, Public Information and Communications Coordinator; and Bonita Anderson, City Clerk.

Mayor Byrd noted that he called the Special Meeting to discuss and decide on issues related to the COVID-19 pandemic and reopening the City, including by not necessarily limited to the following: Outdoor Dining at the Roosevelt Center and throughout the City; Alcohol; Tennis Courts (doubles); Swimming; Masks at Buddy Attick Park; Religious Facilities/Houses of Worship; and Youth Athletics.

Ms. Davis requested that the following three items be added to the agenda – Playgrounds, Dog Park, and Skate Park. It was moved by Ms. Davis to amend the agenda and seconded by Ms. Pope. The motion passed 7-0.

Gretchen Schock noted the different format of the Zoom meeting and requested that there be attention paid to the chat comments. Mayor Byrd explained the new format is to avoid being zoom bombed that the Council recently experienced.

Mayor Byrd opened the meeting for Council comments and questions.

Outdoor Dining at the Roosevelt Center and throughout the City – Ms. Davis noted that she favored outdoor dining if proper County permitting is obtained by the owner to operate outdoors. She added that there were no applications by Greenbelt restaurants to obtain permits from the County and that the City should not be in charge of the permitting process. Regarding a New Deal Café proposal for City-provided tents, Ms. Davis indicated that the installation of tents was something to be done at the owner's expense.

Ms. Davis noted that music is allowed in Roosevelt Center as long as a permit is obtained, and the City regulates the decibel and hours for music to be played. She also noted concerns about the spacing of the City's green tables and chairs located in the Roosevelt Center.

Jim Sterling, Public Works Director, indicated that the tables and chairs could be restricted to six feet apart. He indicated that County approval of outdoor permits would be essential to comply with the State and County executive orders.

Mr. Jordan noted that several City restaurants were offering outdoor dining and that the

businesses are following the Governor and County executive orders. Ms. Ard noted in her executive order to the public and the City staff the message on following the County Executive's order and recommendations about recreation activities. Ms. Porter indicated that on Monday, restaurants can open with outdoor dining and 50% capacity for indoor dining. She noted that the permitting process is an application for a permit first from the County and then from the City if an expansion or add-on area is desired. This permitting is for temporary outdoor seating for restaurants not already permitted. Ms. Porter also noted any restaurant in possession of outdoor dining permits through its use and occupancy permit does not need any further approval from the County or the City. She further noted that if the area is on City property, the business would need to get approval from the City.

Mr. Jordan asked about the County Executive's order on the beauty salons, barbershops, and retail stores restrictions. Ms. Porter replied that the order applies to retail stores with five people per 1,000 square feet not to exceed 50% capacity, and beauty and barbershops at 50% capacity. She also noted that houses of worship could open for gatherings not to exceed 25% capacity, and enclosed shopping malls will remain closed.

Ms. Mach stated she was in support of Roosevelt Center outdoor dining and suggested restaurants share space for outdoor seating from a portion of Centerway to the underpass near Roosevelt Center. Mr. Sterling noted that the accommodation could be made with Council approval.

Ms. Pope commented on the outdoor dining at Roosevelt Center, noting Roosevelt Center is a public park with access to other stores and the Coop. She suggested an outdoor dining option blocking off the street in front of the businesses with tables and chairs to service their customers and with handicapped accessibility.

Mr. Putens indicated that he was not in favor of dividing the open area, which may confuse business owners with space proportion. He also was concerned about blocking pedestrian access with tables and chairs. Mr. Putens noted the memo from City Manager Ard, addressing the concerns regarding City facilities status. He asked if Code Enforcement is reviewing the temporary applications for outdoor expansion. Gilberto Cabrera, Code Enforcement Officer, replied that once the County approves the application, then it would be issued to the City. At the time, no one has applied. He also noted that three establishments had expanded their outdoor seating. They were informed about the County permit but have not applied for it.

Mr. Roberts asked about the overall space capacity of the Roosevelt Center for outdoor dining. Ms. Ard was unable to provide a number on the center's capacity yet offered for staff to follow up. She noted that the public and private areas would need to be considered along with the business owner's interests. Needs of Owners of other businesses also had to be considered. Also it would need to consider if outdoor service or dining was cost-effective.

Ms. Schock, the owner of the Bee Yoga Fusion Studio, expressed concern about the noise level of music playing in the Roosevelt Center. Loud noise is not an inviting environment to her clients. She noted that her instructors are providing classes via Zoom in the studio. She recommended keeping noise to weekends and evenings or to the parking lot areas in

consideration of businesses in Roosevelt Center, other than restaurants, during the reopening phase.

Mr. Tom LeaMond, representing New Deal Café, requested City Council consider approval of an expansion of their patio area for outdoor dining to double the square footage, but not the capacity, to space the seating with a three-foot walking space. Due to the financial constraints of New Deal Café, he asked that the City provide picnic tables, tent covering structures, and outdoor restrooms. Mr. LeaMond noted that carryout is another option for businesses to offer customers with outdoor dining provided by the City.

Mr. Michael Hartman, representing New Deal Café, acknowledged Ms. Liggins and Ms. Ard for keeping them and other Roosevelt Center merchants updated on information during the closure. He noted that City approval is needed for any City-owned property to be included in the application process of the business to obtain an outdoor permit from the County. Mr. Hartman noted that if there is a designated area for alcohol consumption, it can be monitored the same way as indoors.

Mr. Bob Rudd, a Greenbelt resident, wanted Council to consider that if Roosevelt Center use is permitted that it be equally provided to every merchant without bias. He also noted that music would disturb other business owners in the evening, and alcohol was also a concern.

Ms. Leah Moon, DC Vegan, noted that the new requirement of 50% capacity indoor would not be sustainable for her business. She also noted the number of employees employed, all are Greenbelt residents, who were currently laid off due to the pandemic. She also noted that they were already operating sales at 5% of the pre-COVID-19 level. She suggested a tent be located behind the New Deal Café to provide additional outdoor seating with the need for additional ideas.

Mr. Konrad Herling, a Greenbelt resident, joined the meeting and inquired about the swimming facilities and Greenbelt Theater reopening. It was noted that this was off-topic.

A representative of Generous Joe's inquired if the outdoor seating application process could be done through the City itself or does it have to be done through the County first. Ms. Ard noted that the City can provide technical assistance via Economic Development Coordinator Charise Liggins in obtaining the proper information and that Code Enforcement Officer Cabrera will also be available to answer any technical questions. He asked about the process for addressing and enforcing facial coverings of customers if it becomes an issue. Ms. Ard indicated that there is a section of the County Health Department that is working as an enforcement unit to address this during the reopening of Phase Two. The representative indicated that he wants to make sure that a facial covering is enforced with the customers and staff.

Ms. Molly Lester, a Greenbelt resident, noted that the Roosevelt Center is a public area. Opening up the Center for outdoor dining will limit access for the public and impact other businesses. She also shared a concern that access may be challenging for disabled persons with limited mobility and will need to be taken into consideration when making a decision.

Ms. Davis noted that the City is still in a State of Emergency until phase three is over. She also noted that the City is abiding by the County regulations. Beginning Monday, restaurants can allow 50% capacity indoors, which should take some pressure off of the business owners reopening that do not have the necessary outdoor space.

Mr. Jordan noted the importance of sanitation at Roosevelt Center and that there is equitable treatment with the merchants. He suggested closure in front of Generous Joe's towards Beijing to allow outdoor seating utilizing the parking area.

Ms. Mach noted funding for a canopy at Roosevelt Center could come from an economic fund the City offers.

Ms. Ard provided comments about the CARES Act reimbursement and that Ms. Liggins will follow-up with the businesses on the revolving loan fund for relief.

Ms. Davis summarized the Council consensus to review the New Deal Cafe patio extension plan, which consists of the location for additional picnic tables and music on weekends. She objected to the City providing outdoor restrooms, but suggested establishments use their indoor restrooms.

Alcohol – Ms. Davis commented that the discussion for this topic is most likely moot since with the new reopening requirement to open up to 50% capacity for both indoor and outdoor dining, restaurants like the New Deal Café (NDC) can offer alcohol in their permitted areas. She noted opposition to alcohol in the Center, which is considered a public park, and that the City Ordinance would need to be modified to allow alcohol.

Tennis Courts (doubles) – Mayor Byrd expressed his support for doubles at the tennis courts. Mr. Jordan reviewed a list of items with the least amount of risk for COVID-19 to address the opening of the tennis courts. Ms. Pope noted she is in favor of doubles at tennis courts and that it's a personal decision for players. Mayor Byrd moved that the tennis courts reopen with doubles. Ms. Pope seconded. The motion passed 7-0.

Swimming – Mr. McNeal noted that the indoor pool would not be open during stage two, but the fitness center may. They are working towards reopening the outdoor pool and working with the County for inspection and training for Staff over the next two weeks. He noted that there are plans in place for stage two. Mr. McNeal noted that Staff would need to be trained in safe, COVID-related procedures. He gave an update on their current plans regarding the Aquatic & Fitness Center. The opening of the outdoor pool is set tentatively for early July, first with lap swimming with eight to 10 people at a time. Members and residents will be given priority, with particular consideration shown for seniors, requiring a reservation for an hour session, with a half-hour cleaning between sessions.

Ms. Davis moved to reopen the grills. Mayor Byrd seconded. There was a discussion about the opening of City restrooms and playgrounds and that the City should wait. Ms. Pope and Mr. Jordan are not in favor of opening one without the other. There was a suggestion to wait until the June 22 Council meeting.

Mr. Roberts was in favor of masks at the lake and to put off allowing the use of the grills for another week. Ms. Davis deferred her motion until the next Regular Council meeting. There was a discussion about people bringing their grills to the park, which may cause a gathering of people and safety issues. Mr. Jordan seconded. The motion passed 7-0.

Masks at Buddy Attick Park – Mayor Byrd moved to lift the mask requirement and require one-way directional traffic around the lake. Ms. Pope seconded. Ms. Davis noted the space issue at the lake and enforcement of the one-way rule. Mr. Jordan moved to defer to the next Council meeting. Ms. Davis seconded. The motion passed 6-1. (Mayor Byrd)

Religious Facilities/Houses of Worship – Mr. Jordan indicated that churches could hold services indoor with 25% capacity. He noted that services could be held outdoors on private property.

Youth Athletics – Mr. Jordan requested a quick summarization of the status of youth athletics by the Recreation Department. Mr. Varda indicated that the CDC guidelines were shared with all youth groups. He noted that he asked for safety measures on how they plan to use the fields from the leadership of all youth groups. Those measures will be reviewed by the recreation staff.

Dog Park – Ms. Davis noted the watering of sod at the park and that there will be new rules and fees. She requested that the staff provide feedback. Mr. McNeal noted that he is in communication with Ms. Hruby and that recreation may be taking over the process of the administration of dog park memberships. He noted that they had experienced some issues with the Northway field being used as an impromptu dog park. Ms. Davis noted that the dog park needs to remain closed until the new policy and fees have been reviewed by staff and approved by the Council.

Playgrounds – Ms. Davis asked if County Park and Planning reopened their playgrounds. Mr. McNeal noted he was not sure of the status of the County. Ms. Davis noted that this item was deferred until the next meeting. Mr. Jordan suggested the City research the playgrounds that are not obscured from sunlight and open those playgrounds first. He requested the maintenance status of the playgrounds. Mr. Sterling noted that currently, there was signage to play at your own risk due to the COVID-19, and Public Works would plan to electrostatically clean the playgrounds two to three times weekly.

Skate Park – Ms. Davis inquired about the signage. Mr. McNeal noted that there are other skate parks open and he didn't see an issue with reopening the City's skate park with the appropriate signage. Ms. Davis moved to reopen the skate park with appropriate signage and limited capacity. Mr. Jordan seconded. The motion passed 6-1. (Roberts)

Mr. Jordan asked for a brief overview of the reopening of City facilities. Mr. McNeal referenced the FAQs on the City's website, which are updated daily on the reopening of City facilities. He noted that the Community Center would likely experience a phased reopening with limited entrances. The Senior Lounge would remain closed.

The meeting ended at 6:06 pm.

Respectfully submitted,

Bonita Anderson
City Clerk

DRAFT

SPECIAL MEETING OF THE GREENBELT CITY COUNCIL held Monday, August 3, 2020, to discuss the Refinancing City of Greenbelt, Maryland, Refunding Bond of 2011 and Taxable General Obligation Pension Refunding Bond of 2013.

Mayor Byrd started the meeting at 7:30 p.m. The meeting was held virtually via Zoom.

Present were: Councilmembers, Judith F. Davis, Emmett V. Jordan, Leta M. Mach, Silke I. Pope, Edward V. J. Putens (7:32), Rodney M. Roberts, and Mayor Colin A. Byrd.

Staff present were: Nicole Ard, City Manager; David Moran, Assistant City Manager; and Shaniya Lashley-Mullen, Assistant to the City Clerk.

Also present were: Jennifer L. Diercksen and Joe Mason, Davenport & Company; Fabian Walters Jr., Miles & Stockbridge; Bill Orleans, and others.

APPROVAL OF AGENDA: It was moved by Ms. Davis and seconded by Mayor Pro Tem Jordan that the agenda be approved. The motion passed 5-0 (Ms. Mach was muted).

Ms. Pope suggested that Council should receive a City laptop to conduct work sessions and regular meetings via zoom. Mayor Pro Tem Jordan agreed and stated that staff should support the Council with the technology.

Due to technical difficulties with Mayor Byrd's zoom connections, Mayor Pro Tem Jordan read the agenda comments.

Mayor Pro Tem Jordan noted that at the last work session, June 15, 2020, Council had several questions regarding the environment record of JP Morgan Chase Bank and Freedom Bank rates on both loans.

Ms. Diercksen provided a PowerPoint presentation.

Ms. Diercksen reviewed the bank proposal for both bonds and explained the budgetary savings. She explained the Refunding Bond of 2011 had received six bids through the Request for Proposal (RFP) and that Freedom Bank submitted the lowest proposal with a rate of 0.85%. Ms. Diercksen explained the Refunding Bond of 2013 had received five bids through the RFP and that Freedom Bank and JP Morgan Chase Bank submitted the lowest proposals.

Ms. Diercksen explained the JP Morgan Chase Bank environment record. She noted that the JP Morgan Chase bank is committed to Environmental Social and Governance (ESG) principles and has provided a copy of their 2019 ESG Report to Council.

Ms. Pope asked was there a prepayment penalty if the City pays the bonds off early. Ms. Diercksen noted that there is no prepayment penalty associated with Freedom Bank, and she will follow up with JP Morgan Chase Bank.

There was a discussion regarding introducing the ordinances for first reading at tonight's Special Meeting and have second reading and adoption at Council's next Regular Meeting on August 10. Mayor Pro Tem Jordan's recommendation was for Freedom Bank for both Refunding Bonds. Ms. Davis agreed with Mayor Pro Tem Jordan's recommendation and requested a copy

of Ms. Dierksen's PowerPoint presentation. Ms. Dierksen noted that Freedom Bank interest rate would hold, but JP Morgan Chase Bank's interest rates are only good for 24-hours. Mr. Walters explained the difference between the two ordinances, a Bond Authorizing Ordinance and an Award Ordinance. He noted that Council didn't have to read both ordinances at tonight's Special Meeting.

Mayor Pro Tem Jordan introduced for first reading An Ordinance to authorize and empower the City of Greenbelt, Maryland, from time to time to borrow not more than four million one hundred twenty-five thousand dollars (\$4,125,000) for the public purpose of refunding the outstanding principal amount of the City's Refunding Bond of 2011 and the City's Taxable General Obligation Pension Refunding Bond of 2013 and to effect such borrowing by the issuance and sale, upon its full faith and credit, of one or more series of its general obligation bonds in like paramount pursuant to the authority of section 19-207 of the Local Government Article of the Annotated Code of Maryland and section 55 of the City Charter; providing for the appropriation and disposal of the proceeds of the sale of the bonds; providing for the levy and collection of taxes sufficient for the prompt payment of the maturing principal of and interest on the bonds; and generally relating to the issuances, sale, and payment of the bonds.

There was a discussion on reading the second ordinance for first reading. Ms. Davis noted the second ordinance indicated which bank Council would utilize for the refunding of the bonds. Mayor Byrd and Ms. Davis noted that they are in favor of Freedom Bank. Mr. Roberts advised us to introduce the second ordinance at the regular meeting on August 10. Mayor Pro Tem Jordan and Ms. Davis both agreed with Mr. Roberts.

ADJOURNMENT: Ms. Davis moved to adjourn the meeting. Mayor Pro Tem Jordan seconded.

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

Mayor Byrd adjourned the special meeting ended at 8:01 p.m.

Respectfully submitted,

Shaniya Lashley-Mullen
Assistant to the City Clerk

City Council Agenda Item Report

Meeting Date: September 14, 2020

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: Meeting Minutes

Agenda Section: COMMUNICATIONS

Subject:

Closed Session Statement, July 29, 2020

Suggested Action:

Closed Session of July 29, 2020: The following motion is needed: In accordance with the General Provisions Article, Section 3-306(c)(2) of the Annotated Code of Public General Laws of Maryland, I move that the minutes of tonight's meeting reflect that Council met in closed session on Wednesday, July 29, 2020, at 10:46 p.m. virtual by zoom. Council held this closed meeting in accordance with the General Provisions Article, §3-305(b)(1) and (7) 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; any other personnel matter that affects one or more specific individuals; 2) to consult with legal counsel regarding outstanding legal matters.

The purpose of this meeting was a briefing by the City Manager and City Solicitor on personnel matters and legal issues (Maglev, potential litigation, etc)..

Vote to close session:

Ms. Davis - Yes

Mr. Jordan- Yes

Ms. Mach - Yes

Ms. Pope - Yes

Mr. Putens - Yes

Mr. Roberts - No

Mayor Byrd- No

The following staff members were in attendance: Nicole Ard, City Manager, Todd Pounds, City Solicitor, Mary Johnson, Human Resources Director; Rick Bowers, Police Chief, and Bonita Anderson, City Clerk.

Council took no actions during this session.

Attachments:

[Closed Session Form_07 29 20.pdf](#)

**WRITTEN STATEMENT FOR CLOSING A MEETING
OF THE GREENBELT CITY COUNCIL**

Date: 07/29/2020 Time: 10:46 pm Location: Virtual via Zoom

Motion to close meeting made by: Mr. Jordan Seconded by: Ms. Davis

Members voting to close meeting:

	Yes	No	Abstain	Absent
Mr. Jordan	X			
Ms. Davis	X			
Ms. Mach	X			
Ms. Pope	X			
Mr. Putens	X			
Mr. Roberts		X		
Mayor Byrd		X		

**STATUTORY AUTHORITY TO CLOSE SESSION (check all that apply):
This meeting will be closed under General Provisions Article, §3-305(b) only:**

- (1) ☒ To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or any other personnel matter that affects one or more specific individuals;
- (2) ☐ To protect the privacy or reputation of individuals concerning a matter not related to public business;
- (3) ☐ To consider the acquisition of real property for a public purpose and matters directly related thereto;
- (4) ☐ To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State;
- (5) ☐ To consider the investment of public funds;
- (6) ☐ To consider the marketing of public securities;
- (7) ☒ To consult with counsel to obtain legal advice on a legal matter;
- (8) ☐ To consult with staff, consultants, or other individuals about pending or potential litigation;
- (9) ☐ To conduct collective bargaining negotiations or consider matters that relate to the negotiations;

- (10) [] To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including:
- (i) the deployment of fire and police services and staff; and
 - (ii) the development and implementation of emergency plans;
- (11) [] To prepare, administer, or grade a scholastic, licensing, or qualifying examination;
- (12) [] To conduct or discuss an investigative proceeding on actual or possible criminal conduct;
- (13) [] To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter;
- (14) [] Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

FOR EACH CITATION CHECKED ABOVE, THE REASONS FOR CLOSING AND TOPICS TO BE DISCUSSED:

§3-305(b) (1) Briefing by the City Manager on pending personnel matters and legal issues.

§3-305(b) (7) Legal issues (Maglev, potential litigation, etc).

§3-305(b) () _____

This statement is made by


Colin A. Byrd (Signature of Presiding Officer)

**WORKSHEET FOR USE IN CLOSED SESSION (CHECKLIST OF DISCLOSURES TO BE
MADE IN MINUTES OF NEXT REGULAR MEETING-NOT A PART OF THE CLOSING STATEMENT)**

OFFICIALS ATTENDING CLOSED SESSION: [X] BYRD; [X] DAVIS; [X] JORDAN;
[X] MACH; [X] POPE; [X] PUTENS; [X] ROBERTS

STAFF/OTHERS PRESENT:

Nicole Ard, City Manager, Todd Pounds, City Solicitor, Mary Johnson, Human Resources
Director; Rick Bowers, Police Chief, and Bonita Anderson, City Clerk.

TOPICS DISCUSSED:

ACTION(S) TAKEN (IF ANY) AND RECORDED VOTES: No action was taken.

TIME CLOSED SESSION ADJOURNED: _____

PLACE OF CLOSED SESSION: Virtual via Zoom

PURPOSE OF CLOSED SESSION: Briefing by the City Manager on pending personnel matters and
legal issues.

STATUTORY AUTHORITY FOR THE CLOSED SESSION: §3-305(b) (1); (7); () Briefing by the City
Manager on pending personnel matters and legal issues.
Legal issues (Maglev, potential litigation, etc).

MEMBERS WHO VOTED TO CLOSE: [X] BYRD; [X] DAVIS; [X] JORDAN; [X] MACH;
[X] POPE; [X] PUTENS; [X] ROBERTS

SIGNATURE OF PRESIDING OFFICER: Colin Byrd

Form Revised: 12/4/19

City Council Agenda Item Report

Meeting Date: September 14, 2020

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: Meeting Minutes

Agenda Section: COMMUNICATIONS

Subject:

Closed Session Statement, August 17, 2020

Suggested Action:

Closed Session of August 17, 2020: The following motion is needed: In accordance with the General Provisions Article, Section 3-306(c)(2) of the Annotated Code of Public General Laws of Maryland, I move that the minutes of tonight's meeting reflect that Council met in closed session on Monday, August 17, 2020, at 8:18 p.m. virtual by zoom. Council held this closed meeting in accordance with the General Provisions Article, §3-305(b)(1) 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; any other personnel matter that affects one or more specific individuals.

The purpose of the meeting was to discuss City Manager performance evaluation.

Vote to close session:

Ms. Davis - Yes

Mr. Jordan- Yes

Ms. Mach - Absent

Ms. Pope - Yes

Mr. Putens - Absent

Mr. Roberts - No

Mayor Byrd- Yes

The following staff members were in attendance: Bonita Anderson, City Clerk (left at 8:19 pm).

Council took no actions during this session.

Attachments:

[Closed Session Form_08 17 20.pdf](#)

**WRITTEN STATEMENT FOR CLOSING A MEETING
OF THE GREENBELT CITY COUNCIL**

Date: 08/17/2020 Time: 8:18 pm Location: Virtual via Zoom

Motion to close meeting made by: Mr. Jordan Seconded by: Ms. Davis

Members voting to close meeting:

	Yes	No	Abstain	Absent
Mr. Jordan	X			
Ms. Davis	X			
Ms. Mach				X
Ms. Pope	X			
Mr. Putens				X
Mr. Roberts		X		
Mayor Byrd	X			

**STATUTORY AUTHORITY TO CLOSE SESSION (check all that apply):
This meeting will be closed under General Provisions Article, §3-305(b) only:**

- (1) ☒ To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or any other personnel matter that affects one or more specific individuals;
- (2) ☐ To protect the privacy or reputation of individuals concerning a matter not related to public business;
- (3) ☐ To consider the acquisition of real property for a public purpose and matters directly related thereto;
- (4) ☐ To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State;
- (5) ☐ To consider the investment of public funds;
- (6) ☐ To consider the marketing of public securities;
- (7) ☐ To consult with counsel to obtain legal advice on a legal matter;
- (8) ☐ To consult with staff, consultants, or other individuals about pending or potential litigation;
- (9) ☐ To conduct collective bargaining negotiations or consider matters that relate to the negotiations;

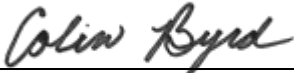
- (10) [] To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including:
- (i) the deployment of fire and police services and staff; and
 - (ii) the development and implementation of emergency plans;
- (11) [] To prepare, administer, or grade a scholastic, licensing, or qualifying examination;
- (12) [] To conduct or discuss an investigative proceeding on actual or possible criminal conduct;
- (13) [] To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter;
- (14) [] Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

FOR EACH CITATION CHECKED ABOVE, THE REASONS FOR CLOSING AND TOPICS TO BE DISCUSSED:

§3-305(b) (1) City Manager Evaluation .

§3-305(b) () _____

§3-305(b) () _____

This statement is made by 
Colin A. Byrd (Signature of Presiding Officer)

**WORKSHEET FOR USE IN CLOSED SESSION (CHECKLIST OF DISCLOSURES TO BE
MADE IN MINUTES OF NEXT REGULAR MEETING-NOT A PART OF THE CLOSING STATEMENT)**

OFFICIALS ATTENDING CLOSED SESSION: ☒ BYRD; ☒ DAVIS; ☒ JORDAN;
☐ MACH; ☒ POPE; ☒ PUTENS; ☒ ROBERTS

STAFF/OTHERS PRESENT:

Bonita Anderson, City Clerk (left at 8:19 pm)

TOPICS DISCUSSED:

City Manager Evaluation

ACTION(S) TAKEN (IF ANY) AND RECORDED VOTES:

TIME CLOSED SESSION ADJOURNED: _____

PLACE OF CLOSED SESSION: Virtual via Zoom

PURPOSE OF CLOSED SESSION: TO DISCUSS CITY MANAGER EVALUATION

STATUTORY AUTHORITY FOR THE CLOSED SESSION: §3-305(b) (1); (); () _____

MEMBERS WHO VOTED TO CLOSE: ☒ BYRD; ☒ DAVIS; ☒ JORDAN; ☐ MACH;
☒ POPE; ☐ PUTENS; ☒ ROBERTS

SIGNATURE OF PRESIDING OFFICER: _____

Colin Byrd

Form Revised: 12/4/19

City Council Agenda Item Report

Meeting Date: September 14, 2020

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Board and Committee Reports

Agenda Section: COMMUNICATIONS

Subject:

* Greenbelt Advisory Committee on Trees Report #2020-2 (Arbor Day Proclamation)

Suggested Action:

Approval of this item on the Consent Agenda will indicate Council accepted this report.

Attachments:

[ACT_Report_2020_2.pdf](#)

Report #2020-2
May 1, 2020

Greenbelt Advisory Committee on Trees – Report to the City Council

Subject: Arbor Day Proclamation

This is an unusual year due to the State of Emergency caused by the Corona virus (or COVID-19) declared on March 30, 2020, for Maryland by Gov. Hogan. All group activities, including those planned for Arbor Day and Earth Day events in April, were cancelled because of this ongoing Medical Emergency.

To celebrate Earth Day for the City of Greenbelt in this unusual year, Public Works employees planted the Eleanor Roosevelt Memorial Tree (ERMT). This occurred on April 22, 2020, the 50th Anniversary of the first Earth Day celebration on April 22, 1970. The ERMT was planted in an open space on the south side of the Community Center, near the Greenbelt Branch of the Prince George's County Memorial Library System. This location for the ERMT planting was originally suggested in Report #2020-1 dated January 24, 2020, from the Advisory Committee on Trees (ACT). It was also proposed in Report #2020-1 that the Eleanor Roosevelt Memorial Tree be acquired this spring and be planted near Arbor Day in 2020.

Given the importance of trees to residents in the City of Greenbelt, especially in this ongoing Medical Emergency, the ACT members unanimously recommend that a proclamation be declared for Arbor Day in 2020. We propose that Arbor Day could be proclaimed for April 22, 2020, the same day as the Earth Day celebration.

Summary: ACT members ask City Council to proclaim April 22nd to be Arbor Day in 2020. The Eleanor Roosevelt Memorial Tree was planted by Public Works employees in celebration of this event.

City Council Agenda Item Report

Meeting Date: September 14, 2020

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Board and Committee Reports

Agenda Section: COMMUNICATIONS

Subject:

* Forest Preserve Advisory Board Report# 2020-5 (FPAB's Public Walk-through of the Sunrise Tract of the Greenbelt Forest Preserve.)

Suggested Action:

Approval of this item on the Consent Agenda will indicate Council accepted this report.

Attachments:

[FPAB Report to Council 2020-5.pdf](#)

FOREST PRESERVE ADVISORY BOARD
REPORT TO COUNCIL

Report # 2020-5

SUBJECT: FPAB's Public Walk-through of the Sunrise Tract of the
Greenbelt Forest Preserve.

DATE: 22 August 2020

On Saturday, August 22 at 9:00 a.m., 4 members of the Forest Preserve Advisory Board, City Council Members Rodney Roberts and Emmett Jordan and 3 Greenbelt residents walked through that portion of the Sunrise Tract of the Forest Preserve affected by the I-495 Beltway expansion (toll lanes) project. The walk-through started on the northern boundary of the affected area, then traversed about 1,000 feet through the middle of the "Limit of Disturbance" area (paralleling the fence of the Baltimore-Washington Parkway) and finally ended at the southern boundary above Still Creek.

City Council Agenda Item Report

Meeting Date: September 14, 2020

Submitted by: David Moran

Submitting Department: Administration

Item Type: Resolution

Agenda Section: LEGISLATION

Subject:

A Resolution to Authorize the Negotiated Purchase of FY 2021 Legal Services from Alexander & Cleaver PA at an estimated cost of \$205,000. - 1st Reading

Suggested Action:

Reference:

Resolution

Adopted Budget Page 52

Memorandum, A. Belton, 09/05/2019

Letter, T. Pounds, 01/11/2018

Mayor Byrd requested that this vendor be removed from the Negotiated Purchase List prior to it being approved by Council on August 10.

The FY 2021 Budget includes \$205,000 for legal services. The majority of these costs are for the services of the City Solicitor, Alexander & Cleaver PA. Since the amount paid to the firm annually is over \$10,000, a Resolution for Negotiated Purchase is required. The legal services line also includes payments to other firms as needed such as Best, Best & Krieger, the City's telecommunications counsel.

Below is a table listing the City's legal services costs since FY 2014.

Fiscal Year	Budget	Actual
2014	86,000	84,000
2015	88,000	86,531
2016	88,000	88,392
2017	88,000	133,454
2018	88,000	91,878
2019	120,000	195,866
2020	165,000	110,000

It is recommended the Resolution be introduced for first reading.

Attachments:

[Alexander_Cleaver_Resolution.pdf](#)

[FY 2021 Adopted Budget - Page 52.pdf](#)

[Memorandum, A. Belton, 09.05.2019.pdf](#)

[Letter, T. Pounds, 01.11.2018.pdf](#)

Introduced:
1st Reading:
2nd Reading:
Passed:
Posted:
Effective:

RESOLUTION NUMBER XXXX

A RESOLUTION TO AUTHORIZE THE NEGOTIATED PURCHASE OF FY 2021 LEGAL SERVICES FROM ALEXANDER & CLEAVER, PA AT AN ESTIMATED COST OF \$205,000.

WHEREAS, the City Solicitor attends certain City Council meetings, provides legal research and opinions as required and represents the City in administrative and court proceedings not covered by insurance counsel; and

WHEREAS, the City issued a Request for Qualifications (RFQ) in 2017 for the services of a new law firm to serve as City Solicitor; and

WHEREAS, four firms responded to the City's RFQ and a panel of City staff and the City's prior legal counsel recommended Alexander & Cleaver; and

WHEREAS, the firm of Alexander & Cleaver was appointed by the City Manager with the consent of the City Council on January 8, 2018; and

WHEREAS, the FY 2020 Adopted Budget includes \$205,000 for legal services. NOW, THEREFORE,

BE IT RESOLVED by the Council of the City of Greenbelt, Maryland, that the City Manager be authorized to contract with Alexander & Cleaver, PA to provide FY 2021 legal services at an estimated cost of \$205,000.

PASSED by the Council of the City of Greenbelt, Maryland, at its regular meeting of _____, 2020.

Colin A. Byrd, Mayor

ATTEST:

Bonita Anderson, City Clerk



Legal advice and service to the City Council, City Manager and city departments are provided by the City Solicitor.

The City Solicitor is not an employee of the city, but is retained by the city. The City Solicitor attends council meetings and provides research and issues legal opinions as requested. The City Solicitor represents the city in all administrative and court proceedings not covered by insurance counsel.

BUDGET COMMENTS

- 1) In January 2018, the law firm of Alexander & Cleaver, located in southern Prince George's County, was selected to replace the previous firm after it dissolved due to the retirements of the principal owners.
- 2) Collective Bargaining, line 31, tracks the expenses related to the cost of contract negotiations with the Fraternal Order of Police (FOP) Lodge 32. A three year agreement was negotiated in FY 2017 to cover FY 2018, 2019 and 2020. Negotiations for the next contract are underway.

LEGAL COUNSEL Acct. No. 150	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
OTHER OPERATING EXPENSES						
30 Legal Services	\$91,878	\$195,866	\$165,000	\$205,000	\$205,000	\$205,000
30 Legal Svcs. - Maglev	0	0	0	50,000	0	0
31 Collective Bargaining	61,016	15,246	30,000	30,000	30,000	30,000
Total	\$152,893	\$211,112	\$195,000	\$285,000	\$235,000	\$235,000
TOTAL LEGAL COUNSEL	\$152,893	\$211,112	\$195,000	\$285,000	\$235,000	\$235,000

David Moran

From: Anne Marie Belton
Sent: Thursday, September 5, 2019 3:31 PM
To: David Moran
Subject: FW: Fiscal Year 2018 Billing Reconciliation

Further follow-up to A & C billings/agreement.

AM

From: Jeffrey Williams
Sent: Wednesday, July 11, 2018 1:20 PM
To: Anne Marie Belton
Subject: FW: Fiscal Year 2018 Billing Reconciliation

From: Jeffrey Williams
Sent: Tuesday, June 26, 2018 8:51 AM
To: tpounds@alexander-cleaver.com
Cc: Nicole Ard
Subject: Fiscal Year 2018 Billing Reconciliation

Todd,

As we discussed last week, please forward the reconciliation between the payments Greenbelt has made with the actual charges accrued to our account in Fiscal Year 2018 with Alexander Cleaver. The City discussed two billing methods at the beginning of our relationship: a monthly allotment that is reconciled at the end of a fiscal year and actual billing.

Because both methods yield the same result in terms of what the final billing will be in a fiscal year, I believe that it is beneficial for both parties to use the latter method beginning July 2018. The additional step to reconcile the monthly billing method to determine what the City actually owes ultimately increases the time required to determine the final amount due. Further, the actual billing method will show a more accurate cost picture throughout the fiscal year.

Therefore, I believe strongly that the billing going forward into Fiscal Year 2019 should reflect the actual charges incurred each month by the City rather than continuing the practice of a monthly allotment that is reconciled at the close of each fiscal year.

I have copied City Manager Nicole Ard so that she may weigh in on this matter as well.

Thank you,

Jeff

Jeffrey L Williams
City Treasurer
City of Greenbelt, Maryland

ALEXANDER & CLEAVER

ATTORNEYS AT LAW
Professional Association

Gary R. Alexander ^{MD DC VA FL}

James A. Cleaver ^{MD DC}

Robert J. Garagiola ^{MD DC}

Todd K. Pounds ^{MD DC}

Jason A. DeLoach ^{MD DC}

James K. McGee ^{MD DC}

Whitney Cleaver Smith ^{MD DC VA}

David N. Hruza ^{MD}

Jennifer S. Lancaster ^{MD DC}

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Isaac N. Meyer
L. Alexandra Shull
Josh Howe

January 11, 2018

Ms. Nicole Ard
City Manager
City of Greenbelt
25 Crescent Road
Greenbelt, MD 20770

Re: Legal Representation

Dear Ms. Ard:

Thank you for giving Alexander & Cleaver, P.A., the opportunity to represent you The City of Greenbelt. This communication is intended to confirm the engagement of Alexander & Cleaver, P.A., and is subject to the terms below and the attached Terms of Engagement for Legal Services (Attached).

The fee arrangement shall be a fixed retainer of \$7000.00 per month, to cover all legal services on behalf of The City of Greenbelt unless otherwise designated and agreed between the parties. Client understands that no legal work will be performed and this firm is not officially retained until the retainer fee is paid. Costs associated with said legal representation shall be separately billed.

If you have any questions with regard to the billing, please contact me or our Accounting Department.

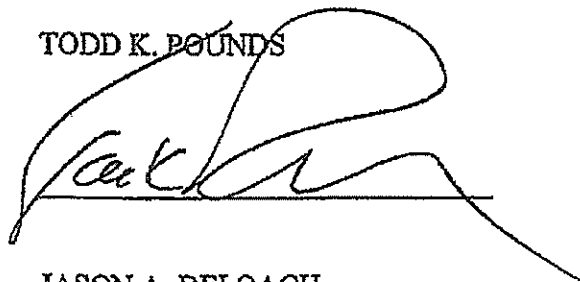
Ms. Nicole Ard
January 11, 2018
Page 2

Please sign your name below indicating your acceptance of the engagement and the Terms of Engagement for Legal Service attached and return it to me. A copy is enclosed for your records. Should you have any questions regarding the fee arrangement or the representation at any time, please do not hesitate to contact the undersigned.

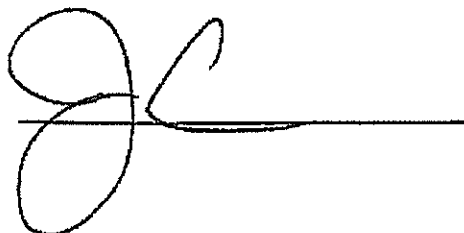
Very truly yours,

ALEXANDER & CLEAVER, P.A.

TODD K. POUNDS

A handwritten signature in black ink, appearing to read 'Todd K. Pounds', written over a horizontal line.

JASON A. DELOACH

A handwritten signature in black ink, appearing to read 'Jason A. DeLoach', written over a horizontal line.

Enclosures

cc: Accounting

SEEN AND AGREED:

A handwritten signature in black ink, appearing to read 'Nicole Ard', written over a horizontal line.

Nicole Ard
City Manager

1/18/18

Date

TERMS OF ENGAGEMENT FOR LEGAL SERVICES

This statement sets forth the standard terms of our engagement as your lawyers and supplements our engagement letter and/or confirmation of engagement email. Unless modified in writing by mutual agreement, these standard terms are an integral part of our engagement with you. Therefore, we ask that you review the standard terms in connection with the engagement letter and/or confirmatory engagement email carefully and contact us promptly if you have any questions.

THE SCOPE OF SERVICES

You should have a clear understanding of the legal services we will provide. Any questions that you have should be dealt with promptly. The scope of services is set forth in the engagement letter and/or confirmatory engagement email.

WHO WE REPRESENT

It is our policy that the person or entity that we represent is the person or entity that is identified in our engagement letter and/or confirmatory engagement email and does not include any affiliates of such person or entity (i.e., if you are a corporation, a related entity or an officer, director or shareholder; i.e., if you are an individual, a spouse or child or company for which you may own or be employed). Accordingly, for conflict of interest purposes, we may represent another client with interest adverse to any such affiliate without obtaining your consent. It is also our policy that the attorney-client relationship will be considered terminated upon our completion of any services that you have retained us to perform. If you later retain us to perform additional services, our attorney-client relationship will be revived subject to these terms of engagement, as they may be supplemented at that time.

WHO WILL PROVIDE THE LEGAL SERVICES

Alexander & Cleaver ("Firm") utilizes a team approach designed to provide the highest quality legal services. Customarily, each client of the Firm is served by a principal attorney contact or lead attorney. You are free to request a change of principal or lead attorney at any time.

Subject to the supervisory role of the principal attorney or lead attorney, your work, or parts of it, may be performed by other lawyers and legal assistants in the Firm. Such delegation may be for the purpose of involving lawyers or legal assistants with special experience in a given area or for the purpose of providing services on the most efficient and timely basis along with availability. Whenever practical, we will advise you of the names of those attorneys and legal assistants who will work on your matters.

HOW FEES ARE SET

In determining the amount to be charged for the legal services we provide to you, we will consider:

- The time and effort required, the novelty and complexity of the issues presented and the skill required to perform the legal services promptly;
- The amount of money or value of property involved and the results obtained;
- The time constraints imposed by you as our client including substantial disruption of other office business;
- The nature and longevity of our professional relationship with you;
- The experience, reputation and expertise of the lawyers performing the services.

Among these factors, the time and effort required are typically weighted most heavily. We will keep accurate records of the time we devote to your work, including conferences (both in person and over the telephone), negotiations, factual and legal research and analysis, document preparation and revision, travel on your behalf and other related matters. We record our time in units of quarters of an hour.

The hourly rates of our lawyers and legal assistants have an important bearing on the fees we charge. These rates are adjusted periodically to reflect current levels of legal experience, changes in overhead costs and other factors. Client specifically and intentionally instructs and gives his/her/its informed consent to consider said charges earned upon services being rendered.

We are often requested to estimate the amount of fees and costs likely to be incurred in connection with a particular matter. Whenever possible, when requested, we will furnish such an estimate based upon our professional judgment, but always with a clear understanding that it is not a maximum or fixed-fee quotation. The ultimate cost frequently is more or less than the amount estimated.

ADDITIONAL CHARGE OUT OF POCKET EXPENSES AND OFFICE EXPENSES

We will charge you not only for legal services rendered but also for other ancillary services provided and office and out-of-pocket expenses incurred in conducting our representation. Examples of office expenses include charges for long-distance telephone calls, mailing and packaging, express delivery, in-house messenger deliveries, computerized research services and the use of our facsimile and photocopy machines and binding equipment. While our charges for these services are measured by use, they do not, in all instances, reflect our actual out-of-pocket costs. For many of these items, the true cost of providing the service is difficult to establish. While we are constantly striving to maintain these charges at rates that reflect actual costs, in some instances, the amounts charged may exceed or be less than the actual costs to the Firm. Examples of out-of-pocket expenses include, but are not limited to, any fees (court, filing, service, expert witness, expert reports, expert testimony, administrative agency charges,

transcripts, deposition) and expenses (hotel, travel, mileage, tolls, parking) incurred in connection with the representation. We reserve the right to require you to pay us for that estimated payment in advance, and/or reserve the right to request that you make direct arrangements with the entity providing services with regard to your matter. In some situations we can arrange for these ancillary services to be provided by third parties with direct billing to you or reimbursement to us.

RETAINER AND TRUST DEPOSITS

Clients of the Firm are commonly asked to deposit a retainer with the Firm. If you deposit a retainer with us, you grant us a security interest in that deposit. Typically, the retainer is equal to the fees and costs likely to be incurred in our startup phase of our representation of you. Unless otherwise agreed, the retainer must be replenished to the original level upon receipt of each statement. The deposit will be credited toward your unpaid invoices. At the conclusion of our legal representation, the remaining balance will be returned to you. If the retainer deposit proves insufficient to cover upcoming anticipated expenses and fees, it may have to be increased.

Deposits that are received to cover specific items will be disbursed as provided in our agreement with you and you will be notified from time to time of the amounts applied or withdrawn. Any amount remaining after disbursement will be returned to you.

All retainer deposits we receive from you will be placed in a trust account for your benefit. By court rule in each jurisdiction in which the Firm has an office, your deposit will be placed in a pooled account if it is not expected to earn a net return, taking into consideration the size and anticipated duration of the deposit and the transaction costs. Any interest earned on the pooled account is payable to a charitable foundation established in accordance with such court rule.

TERMINATION

You may terminate our representation at any time, with or without cause, by notifying us. If such termination occurs, papers and property which you have provided to us will be returned to you promptly upon receipt of payment for outstanding fees and costs including those incurred in preparing a copy of the your file for retention by the Firm. Our own files pertaining to the case will be retained. Your termination of our services will not affect your responsibility for payment of legal services rendered and charges incurred before termination and in connection with an orderly transition of the matter.

We are subject to codes of professional responsibility for the jurisdictions in which we practice. These codes list several types of conduct/circumstances that require or allow us to withdraw from representing a client, including: nonpayment of fees or costs, misrepresentation or failure to disclose material facts, action contrary to our advice or conflict of interest with another client. We try to identify in advance and discuss with you any situation which may lead to our withdrawal. If withdrawal ever becomes necessary, we give the client written notice of withdrawal and if required obtain court approval.

BILLING TERMS OF PAYMENT

We will bill you on a regular basis, normally each month, for both fees and costs. You agree to make payment upon receipt of the statement. Unpaid fees and costs accrue interest at the maximum non-compounded rate permitted by state law (but not exceeding 1.5% per month) from the beginning of the month following the month they become overdue. (Where fees and disbursements are regularly paid out of a retainer deposit, no interest will be charged.)

If your account becomes delinquent, you fail to bring the account or the retainer deposit current and you do not arrange satisfactory payment terms, we may withdraw from the representation and pursue collection of your account. You agree to pay the costs of collecting the debt, including court costs, filing fees and reasonable attorney's fees.

We reserve the right to recover any outstanding arrearages owed to this firm from any settlement in your legal matter. In that event, we will send you the balance of any settlement after we make the adjustments for our fees. Notwithstanding, we expect payment on all monthly bills to keep your account fully satisfied at all times without arrearages.

Our firm is an independent contractor and not an employee of client in any capacity.

CASE FILES

Minimum fees and costs are charged for file retrieval requested by you after the conclusion of a matter. You expressly agree that a case file may be destroyed by the Firm **three years** after the conclusion of the matter unless you specifically instruct us in writing to the contrary and we are able to agree to another method of disposition of your file.

FEES ARE NOT PREDICATED ON OUTCOME

Neither the law firm of Alexander & Cleaver, P.A. nor any of its attorneys or staff can guarantee any particular legal result. Therefore our fees cannot be predicated on the outcome of your matter or any portion thereof.

We will at all times act on your behalf to the best of our ability. Any expressions on our part concerning the outcome of your legal matters are expressions of our best professional judgment but are not guarantees. Such opinions are necessarily limited by our knowledge of the facts and are based on the state of the law at the time they are expressed.

EMAIL COMMUNICATIONS BY INDIVIDUAL CLIENTS

Several recent Court decisions have made it clear that if the Firm represents you as an

individual, as opposed to representing your employer, your client email communications through an employer's site or on its server have no expectation of privacy and are therefore not privileged, and the emails can be legally obtained by the opposition. By retaining this Firm, if you are an individual client, you agree that you will not send or receive emails through your employer's account and that all email communications will be conducted through your own personal, password protected account. If you don't have a personal account, you agree to get one and check it frequently. Please understand that the lawyers of the Firm will not check to see if you are using your employer's email address, and if you send emails through your employer's system, and if the Firm responds to them, you are doing so at your own risk and the Firm will not be held responsible.

City Council Agenda Item Report

Meeting Date: September 14, 2020

Submitted by: Greg Varda

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS

Subject:

FY21 Recognition Groups

Suggested Action:

Reference:

Greenbelt Arts Center (3 files): FY21 original operating grant application, plus a revised budget and letter detailing adjustments made in light of COVID.

FONDCA (5 files): FY21 original project grant application, narrative, program summary and letter of support; COVID update letter.

AAB Report 21-1: This is the report about GAC and FONDCA that Council accepted at last night's meeting, included for convenience.

It is recommended that Council approve the FY 2021 Recognition Groups applications for Friends of New Deal Cafe Arts (FONDCA) and Greenbelt Arts Center (GAC).

Council approval is sought.

Attachments:

[FONDCA_FY21_application_narrative.pdf](#)

[FONDCA_FY21_application.pdf](#)

[FONDCA_FY21_COVID_update_letter.pdf](#)

[FONDCA_FY21_letter_of_support.pdf](#)

[FONDCA_FY21_program_summary.pdf](#)

[GAC_COVID_adjustments_letter.pdf](#)

GAC FY21 application.pdf
GAC FY21 updated budget info.pdf
AAB_21-1_GAC___FONDCA (1).pdf

Friends of New Deal Cafe Arts_narrative_FY 21

Proposed project:

a. Impact.

The project for which Friends of New Deal Cafe Arts (FONDCA) is seeking support is for music festivals in Roosevelt Center. This project brings free, high quality performances to Greenbelt.

Many studies agree that community arts programs are vital to provide social and financial benefits to the community. FONDCA art and music programs are open to all. In addition to benefiting the audiences, they provide venues for local artists to display their talents and works of art. FONDCA supports local writers through book signing and Poetry Moment nights at the New Deal Café. We enable public display of poems in the FONDCA initiated Poetry Box, located on the patio of the New Deal Cafe. Poems for the Poetry Box are selected by committee and are changed on a monthly basis. FONDCA's music program provides audiences with free outdoor music festivals in Roosevelt Center by Greenbelt and regional musicians. These include the spring Crazy Quilt festival, the Jazz Under the Stars, the Greenbelt Blues Festival (which includes a free music night at Beltway Plaza), local school performances and supporting the annual Drum Festival.

This proposed project, includes three outdoor music festivals (Blues, Jazz and Crazy Quilt) in Roosevelt Center during September, October and May. This project is intended to serve Greenbelt's residents, businesses as well as local and regional performers. Since this project consists of multiple events (i.e. 3 festivals) the numbers represent the sum of audience attendees for these events. FONDCA's music festivals attract over 1,500 participants to Roosevelt Center and the New Deal Cafe each year and we anticipate similar turnouts this year. We estimate that 75 % are Greenbelt residents and 25% non-residents. This project benefits Greenbelt citizens as follows: Greenbelt community receives access to free outdoors music festivals. During these music events, FONDCA also has artist's showings at the New Deal Café. Exposure of local artists and festival performers may lead to direct sales, new contracts and helps build cohesive artistic community spirit. FONDCA's advertising budget and promotional use of FACEBOOK and other media, enables musicians to reach a wider audience. Additionally, since the festivals bring many people to Roosevelt Center, the local businesses benefit with increased sales.

FONDCA is pleased with the continuing financial support we receive from our local business. Each year our programs have improved in quality because of the continuing support from Beltway Plaza, Town Center Realty & Associates, Roosevelt Center Merchants Association, plus additional donations from Greenbelt CO-OP Supermarket & Pharmacy, and the Greenbelt Federal Credit Union. The major benefit of FONDCA programs is that they provide free high quality events to the community. We welcome and encourage the entire Greenbelt community to join.

As mentioned above, the FONDCA arts and music programs provide the infrastructure to enable local artists and musicians to reach new audiences. Through our school program, 2 FONDCA has supported young musicians by providing a venue to play to live audiences. FONDCA programs provide a unique opportunity to attract East and West Greenbelt communities to come to historic Greenbelt. We continue to seek ways to promote the interaction of the Greenbelt community. For example, FONDCA organized and supported the first "Greenbelt Art Walk" that included visits to artist studios throughout Greenbelt. FONDCA also organizes a free music event at Beltway Plaza to encourage audiences to attend the Greenbelt Annual Blues Festival in Roosevelt Center. FONDCA offers the Greenbelt community the opportunity to participate in these events as an audience participant, volunteer or donor. All FONDCA activities are planned, organized and implemented by volunteers. Therefore, 100% of funds raised are used to support the arts and music programs.

b. Feasibility.

The steps and procedures are in place to accomplish FONDCA's programs for FY2020. Since FONDCA is celebrating its 16th year anniversary, our programs are well known and supported by the community. FONDCA has already taken a number of steps to ensure the resources are available for FY20. Since funding is a major factor in the planning of these events, FONDCA has initiated the FY2020 donation campaign. Our corporate sponsors will be contacted closer to the events. These funds will be used to meet the matching fund requirements of the City. FONDCA's history of fund raising shows we have been very successful in generating the necessary matching fund requirements. For programmatic resources, we currently have volunteer committees in place that are planning and implementing the artist showings and receptions at the New Deal Cafe, the upcoming Poetry Moment Reception at the cafe, and the 15th Annual Greenbelt Blues Festival. Last year, FONDCA teamed with the DC Blues Society and the Archie Edwards Heritage Foundation to share event information, use social media and to coordinate events to minimize calendar conflicts. This association enabled FONDCA to advertise the Greenbelt Blues Festival at very attractive rates to a much wider audience. This year we will continue with our outreach plans by increasing our use of social media. The facilities for FONDCA events are in place. They are the New Deal Cafe, Roosevelt Center and Beltway Plaza.

c. City support.

All the funds raised are used to cover the costs the arts and music programs. City funds are used to pay a portion of the cost of performers, sound engineers and festival advertising. FONDCA was able to raise matching funds from Greenbelt resident donations and local business sponsors. Since FONDCA does not use a paid staff to implement these programs, a 100% of the funds raised are used to promote and improve these events. When our fund raising exceeds our target amounts, we improve the events by selecting performers that are better known and have a larger fan base. This enables us to attract a wider more diverse audience. Over the years, we have been very fortunate to bring top talent to Greenbelt events without exceeding our budgets.

FONDCA has successfully raised matching funds through donations and corporate sponsors. We are always investigating other funding sources. Over the years we have been able to receive grant funds from the Prince George's county, other 501(c)3 organizations and the Greenbelt Community Foundation. In addition to City financial support, we greatly appreciate the work done prior to and after these events by the City. Public Works sets up the stage platforms, picnic tables and cans for the recycling and does a post clean-up of Roosevelt Center.

2. Organizational capacity and Programming history

FONDCA's mission is to bring arts and music programs to Roosevelt Center and the New Deal Café. For the past 16 years we have been sponsoring the free annual outdoor festivals and year round art shows at the New Deal Café. We continue to seek new programs that will benefit the Greenbelt Community. Since we are looking to serve the entire Greenbelt we have added to the Blues Festival, free music lessons in guitar, ukulele and harmonica and a instrument "petting zoo". These new projects were well received and we plan on doing it again. For the last year, the instructors were volunteers. We would like to pay them for their time which is why we added an additional \$275 to this year's festival budget.

Other examples of these programs FONDCA introduced include the Poetry Moment and public poetry Box, Art walks to artist studios, Farmers Market children art project, children school music productions and puppet shows. We are able to accomplish these activities through active volunteers and through successful collaborations with other Greenbelt organizations. The New Deal Café is one such organization. This is accomplished by having a Café board member on the FONDCA board in an advisory role. Other successful collaborations include the Friends of Greenbelt Theater, Greenbelt Access TV, Greenbelt Community Foundation, and the Farmers Market. FONDCA publicizes our sponsored activities in newspapers, social media and on radio. The majority of our advertising budget is spent on publicity published in the Greenbelt News Review. We continue to improve our social media presence by adding a FACEBOOK page for individual events and through collaboration organizations such as the DC Blues Society. Having both volunteers in place and successful working relationships with other organizations, FONDCA is confident we will perform this project.

b. Financial history.

FONDCA is funded through private donations, corporate sponsors, grants and City's financial support. Over the 16 years, the primary source of revenue came from Greenbelt residents (52%), followed corporate sponsors (26%) and Greenbelt City grant (22%). FONDCA carefully manages our program budgets and has a funding reserve to ensure our projects are fully funded. When donations fall short of goals, we assess the reserve funds to ensure all financial responsibilities are met. This situation might arise since FONDCA selects and commits to hiring performers prior to obtaining all donations and sponsor funding. FONDCA maintains approximately \$2,000 in reserve to cover these contingencies. FONDCA has always managed to raise funds to match a City of Greenbelt contribution/grant. We were awarded \$2,800 from the City of Greenbelt for the current fiscal year.

CITY OF GREENBELT

PROJECT GRANT APPLICATION INSTRUCTIONS

**For certified Greenbelt Recognition Groups
Fiscal Year 2021**

Period of Support: July 1, 2020 – June 30, 2021

Applications and uploaded attachments are due by
4:30pm on Friday, January 24, 2020

For technical assistance with this online application:
contact the Public Information Coordinator at 240-542-2026 or bpalau@greenbeltmd.gov

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

Instructions

- 1. Please read the Policy and Information Guide for Recognition Groups.** This guide contains important information about the different levels of in-kind and financial support available to community organizations that serve Greenbelt residents. The Guide also provides an overview of several different applications corresponding with these levels of support. Before completing this form, make sure you have selected the application that is the best match with your needs and qualifications.
- 2. Please read the Sample Review Sheet for Project Grant Applications,** available online, to see how your application will be scored by the Grant Review Panel. 50% of your score will be based on the merit and feasibility of your proposed project. The remaining 50% will be based on the general strength and operational history of your organization.
- 3. Please read this application in full before you begin to complete it.** This will help to ensure that your information is presented in the right place and that you have all the information at hand that you will need. Some materials will need to be uploaded in PDF format; if you need assistance, please contact the Recreation Department Administrative Coordinator. Instructions are provided below for naming your PDF files; you may substitute a commonly used acronym – such as "CHEARS" – in place of the full name of the organization where indicated in the format.
- 4. All questions on this form must be completed.** Incomplete applications will not be presented to the Grant Review Panel and they will be ineligible for funding. You may enter "N/A" for any individual line items which are not applicable to your organization. It is recommended that you keep notes on file detailing how all audience and budget figures have been derived.

PROJECT GRANT APPLICATION

Fiscal Year 2021

A. GENERAL INFORMATION

1. Name of organization: FRIENDS OF THE NEW DEAL CAFE ARTS (FONDCA)

2. Website: www.newdealcafe.com/fondca

3. Contact person: Name Chris Logan Position Treasurer (acting)

Telephone 240 495 4838 E-mail chrisandbarbara.logan@gmail.com

4. Organization's mailing address (not a City of Greenbelt facility):

113 Centerway, Roosevelt Center, Greenbelt, MD 20770
Greenbelt Md. 20770

5. What is the mission of this organization? Whom do you intend to serve?

The mission of FONDCA is to bring the performing visual, and literary arts to the New Deal Cafe and Roosevelt Center. Our goals are to build community through the arts, and to foster the economic vitality of our historic downtown area. These goals are intended to serve the citizens of Greenbelt and local businesses.

6. Please indicate the amount of your request here \$2,800.00 and briefly summarize the intended use of these funds below. Please be as specific as possible. Funds are to be used to advertise, promote and partially pay performers to have free, public music festivals in Roosevelt Center.

7. City of Greenbelt funding status. Please check one. (If none of these apply to your organization, your group is not eligible to apply for a project grant at this time.) The applicant organization is currently:

☐ Receiving in-kind support only. This organization was approved by Council for Recognition Group status on or before July 1, 2019.

☒ a Council-approved Greenbelt Recognition Group that received an FY20 project grant

☐ a Council-approved Greenbelt Recognition Group that received an FY20 operating grant

8. Non-profit status. Please check all that apply. The applicant organization:

☒ Is recognized by the Internal Revenue Service as a 501(C)3 not-for-profit organization

☐ Has applied to the Internal Revenue Service for 501(C)3 status

☐ Is affiliated with another organization which holds 501(C)3 status and serves as the fiscal sponsor for the applicant organization. Name of sponsoring organization: Is not

recognized by the Internal Revenue Service as a 501(C)3 not-for-profit

ganizaOtiron, has not applied for this status, and does not have a fiscal sponsor

9. Leaders. Please identify your organization's current key personnel, whether paid or volunteer.

Name	Greenbelt resident (yes/no)	Role	Indicate: board, staff, contractor, intern or volunteer
Megan Haney	yes	President	Board Member
Peter May	yes	Vice President	Board Member
Chris Logan	no	Treasurer (Acting)	Board Member
Julie Winters	yes	Art and Poetry Program	Board Member
Micheal Smallwood	yes	Music and Art Program	Board Member
Dorian Wintereld	yes	New Deal Cafe Board Liaison	Board Member

If any of the above personnel are City of Greenbelt employees, please give their name, department and job title here.

None

For questions 9 through 12, please provide information for your most recently completed fiscal year (July 1, 2018 – June 30, 2019). Estimates may be used if precise numbers are not available.

10. Supporting volunteers.

Total number of volunteers: 90 % Greenbelt residents 95

% ages 12 and under 0 % 13-17 yrs. 0 % 18-59 yrs. 80 % 60+ yrs. 20

11. How many people actively participated in your organization's primary, sponsored activities? Include estimates as needed. *Sports programs: include registered players only. Performing arts programs: include performers/production teams only. Festivals: include featured artists/performers and individuals or organizations with a booth, table, activity or parade unit. Please do not include volunteers or staff.*

Total number of participants: 150 % Greenbelt residents 90

% ages 12 and under 0 % 13-17 yrs. 10 % 18-59 yrs. 80 % 60+ yrs. 10

12. How many additional people participated in your organization's primary, sponsored activities as audience members, spectators and attendees (if applicable)? *This does not include volunteers or staff.*

Total number of spectators: 1200 % Greenbelt residents 90____
 % ages 12 and under 5 % 13-17 yrs. 10 % 18-59 yrs. 75____ % 60+ yrs. 10____

13. Financial snapshot, most recently completed fiscal year (FY 2019).

City of Greenbelt funding (if applicable)

City of Greenbelt funding (if applicable) FY2020: \$2,800.00

Total revenues \$8,950

Total expenses \$7,290

Net profit/loss \$1,640

Unrestricted year-end cash balance* \$1,220

Restricted year-end cash balance** \$2,950

*Cash on hand which the organization may spend at its discretion.

** Cash on hand which can only be used for a specific purpose due to the terms of a gift,

** Restricted Cash for Arts Reception Program and Crazy Quilt Festival in June 2020

grant, or fundraising campaign. Please indicate the purpose of these funds here:

14. Financial need: Please check all that apply.

☐ At the conclusion of last fiscal year, the organization's unrestricted cash balance was more than half the amount of the total operating expenses for that year.

☒ The organization is projecting a revenue surplus for FY20.

☐ The organization is projecting a revenue surplus for FY21.

If any of the above apply to your organization, please explain your need for City of Greenbelt funding in the amount which you are requesting for FY21. *Total grant requests typically exceed the amount of funds available through this program; along with merit, the Grant*

Review Panel will also consider financial need in preparing their funding recommendations.

Explanation: FONDCA maintains a revenue surplus to cover any yearly fluctuations of income sources to ensure projects continue that meet both donor expectations and financial commitments. Income sources are from individuals/business (50%) and from grants (50%). Both of which have varied in the past.

If any of the above apply to your organization, please explain your need for City of Greenbelt funding in the amount which you are requesting for FY21. Total grant requests typically exceed the amount of funds available through this program; along with merit, the Grant Review Panel will also consider financial need in preparing their funding recommendations.

15. During Fiscal Year 2021, receipts presented to the Recreation Department for reimbursement should be accompanied by a brief note indicating the purpose of the expenditure. Expenses must relate clearly to the purposes specified in this application for which funding was sought and approved. **The organization authorizes the following officer or officers (limit: two) to present receipts for reimbursement:**

Name: Meg Haney Title: President
 Name: Chris Logan Title: Acting Treasurer

If applicable, please specify the organization's federal tax ID#: 27-00200006

B. NARRATIVE: Please address all of the following points briefly in a narrative of up to three pages. Save your document as a PDF and upload your file in section D of this application. File name: name_of_organization_narrative_FY21

1. Proposed project:

- a. Impact.** Describe in detail the project for which you are seeking support. Whom is this project intended to serve? How many Greenbelt residents and non-residents do you hope to engage?

Explain how this project will benefit Greenbelt citizens, including direct participants and -- if applicable -- the broader Greenbelt community. Does this project provide any unique opportunities to Greenbelt residents that would not otherwise be available?

- b. Feasibility.** Please outline the steps your organization will take in order to implement this project and your timeline for completing them.

Please comment on any resources needed to implement this project which are already in place. These may include, for example: funds, facilities, partnerships and volunteers.

- c. City support.** How would city funds be used to support this project?

Project Grant recipients must contribute at least \$1.00 in cash income (or savings) to match every \$1.00 which they are awarded by the City of Greenbelt. Funds raised from any other source count toward this match, as long as they are spent on project expenses during the period of support. Examples include: dues; registration fees; donations; sales of memberships, tickets or goods; and other grant income. Planned giving commitments and income channeled into investments or endowment funds would not count toward the match. How does your organization plan to match your requested city funding in fiscal year 2021? *Reminder: as explained on page 4 of the Policy and Information Guide, a match certification statement will be required at the end of the current fiscal year if your group is now receiving city funding. Your success in meeting your FY20 match may affect your grant amount for FY21.*

Describe any in-kind services you wish to request from the City of Greenbelt to support the proposed project.

2. Organizational capacity:

- a. Programming history.** Provide any comments you think are necessary for reviewers to understand the program summary information which you will be uploading in section D of this application.

How do you publicize your sponsored activities?

Please highlight any past programs which you believe demonstrate your capability to implement the project proposed in this application.

- b. Financial history.** During the past and current fiscal year, how have your organization's activities been funded? Please identify your primary sources of earned and contributed revenue.

If you experienced a deficit in your most recently completed fiscal year, or if your organization failed to match a City of Greenbelt grant with other revenues, how is your organization working to remedy the problem during the current year?

If your organization was awarded funding from the City of Greenbelt for the current fiscal year, what was the amount awarded and what is the intended use of those funds?

- C. PROJECT BUDGET:** Include your requested city funding and the corresponding expenses in this table. This is a cash budget; do not include any in-kind values.

EXPENSES	DESCRIPTION
a. Salaries and Wages	\$ 0
b. Consultants' fees	\$ 0
c. Contractual personnel	\$ 6,275 Festival Performers
d. Facility rental	\$ 0
e. Insurance	\$ 175
f. Supplies and Materials	\$ 500 Posters and Flyers
g. Equipment Purchases	\$ 0
h. Equipment Rental	\$ 200 Sound Equipment
i. Marketing and outreach	\$ 1,300 advertising, social media and News Reviews
j. Travel and Lodging	\$ 0
k. Food/catering	\$ 100 Water for outdoors performers
l. Awards	\$ 0
Total Expenses	\$ 8,550

Expenses

Total Expenses \$ 8,550

INCOME	Description
a. Sales of goods \$ 0	
b. Admission fees \$ 0	
c. Tuition \$0	
d. Fees for services rendered \$ 0	
e. Membership dues, registration fees \$ 0	
f. Corporate support \$ 2,000 (Greenbelt Business Community	
g. Foundation support \$ 0	
h. Individual donations \$ 2,740	
i. Loans* \$ 0	
j. City of Greenbelt support \$ 2,800	
k. Other grants \$ 1,000	
l. Organization's savings and/or interest income \$10	

Total Income: \$ 8,550

m. Other _____

n. Other _____

o. Other _____

Total Income

** Borrowed funds are not counted toward the required match of your city grant request. Your budget must reflect income from other sources which at least equals the amount of your request.*

D. **REQUIRED ATTACHMENTS:** upload with your application in PDF format

1. **Narrative.** Please format your file name as follows: name_of_organization_narrative_FY21. Limit: 3 pages.

Please see email to Cathy Pracht, dated Jan. 14,2020, attached file "Friends of New Deal Cafe Arts_narrative_FY21"

2. **List of programs** reflecting the organization's activities from your previous and current fiscal years (combined into one file). File name: name_of_organization_programs_FY21. You may either scan existing materials such as season schedules or type a combined summary list. Limit: 3 pages.

Please see email to Cathy Pracht, dated Jan. 14,2020, attached file "FriendsofNewDealCafeArts_Programs_FY21"

DI. **OPTIONAL ATTACHMENTS:** upload here in PDF format

1. **Brief bios** for key personnel highlighting relevant experience, combined on one page. File name: name_of_organization_bios_FY21
2. **Letters of support**, up to 3 pages total. Letters can be combined or uploaded individually. File name: name_of_organization_letter_1_FY21 (etc).

Please see email to Cathy Pracht, dated Jan. 14,2020, attached file "FONDCA's Impact by Alex and Olmsted"

In the interest of fairness and respect for our panelists' time, **please observe all page limitations and refrain from submitting any materials not requested in this application.** Extra pages and unsolicited materials will not be forwarded to the Grant Review Panel.

F. **ELECTRONIC SIGNATURE**

I, the undersigned, certify that the information contained in this application is true, complete, and accurate. I have been authorized to submit this application to the City of Greenbelt by the

governing body of the applicant organization. By signing this application, I certify that the organization's leaders have read the Policy and Information Guide for Recognition Groups and have agreed to abide by the requirements stated therein.

Signature ____Chris Logan____ Date ____Jan.14,2020____

Your role within the applicant organization ____Acting Treasurer____

Friends of New Deal Cafe Arts_narrative_FY 21

Proposed project:

a. Impact.

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This proposed project, includes three outdoor music festivals (Blues, Jazz and Crazy Quilt) in Roosevelt Center during September, October and May. This project is intended to serve Greenbelt's residents, businesses as well as local and regional performers. Since this project consists of multiple events (i.e. 3 festivals) the numbers represent the sum of audience attendees for these events. FONDCA's music festivals attract over 1,500 participants to Roosevelt Center and the New Deal Cafe each year and we anticipate similar turnouts this year. We estimate that 75 % are Greenbelt residents and 25% non-residents. This project benefits Greenbelt citizens as follows: Greenbelt community receives access to free outdoors music festivals. During these music events, FONDCA also has artist's showings at the New Deal Café. Exposure of local artists and festival performers may lead to direct sales, new contracts and helps build cohesive artistic community spirit. FONDCA's advertising budget and promotional use of FACEBOOK and other media, enables musicians to reach a wider audience. Additionally, since the festivals bring many people to Roosevelt Center, the local businesses benefit with increased sales.

FONDCA is pleased with the continuing financial support we receive from our local business. Each year our programs have improved in quality because of the continuing support from Beltway Plaza, Town Center Realty & Associates, Roosevelt Center Merchants Association, plus additional donations from Greenbelt CO-OP Supermarket & Pharmacy, and the Greenbelt Federal Credit Union. The major benefit of FONDCA programs is that they provide free high quality events to the community. We welcome and encourage the entire Greenbelt community to join.

As mentioned above, the FONDCA arts and music programs provide the infrastructure to enable local artists and musicians to reach new audiences. Through our school program, 2 FONDCA has supported young musicians by providing a venue to play to live audiences. FONDCA programs provide a unique opportunity to attract East and West Greenbelt communities to come to historic Greenbelt. We continue to seek ways to promote the interaction of the Greenbelt community. For example, FONDCA organized and supported the first "Greenbelt Art Walk" that included visits to artist studios throughout Greenbelt. FONDCA also organizes a free music event at Beltway Plaza to encourage audiences to attend the Greenbelt Annual Blues Festival in Roosevelt Center. FONDCA offers the Greenbelt community the opportunity to participate in these events as an audience participant, volunteer or donor. All FONDCA activities are planned, organized and implemented by volunteers. Therefore, 100% of funds raised are used to support the arts and music programs.

b. Feasibility.

The steps and procedures are in place to accomplish FONDCA's programs for FY2020. Since FONDCA is celebrating its 16th year anniversary, our programs are well known and supported by the community. FONDCA has already taken a number of steps to ensure the resources are available for FY20. Since funding is a major factor in the planning of these events, FONDCA has initiated the FY2020 donation campaign. Our corporate sponsors will be contacted closer to the events. These funds will be used to meet the matching fund requirements of the City. FONDCA's history of fund raising shows we have been very successful in generating the necessary matching fund requirements. For programmatic resources, we currently have volunteer committees in place that are planning and implementing the artist showings and receptions at the New Deal Cafe, the upcoming Poetry Moment Reception at the cafe, and the 15th Annual Greenbelt Blues Festival. Last year, FONDCA teamed with the DC Blues Society and the Archie Edwards Heritage Foundation to share event information, use social media and to coordinate events to minimize calendar conflicts. This association enabled FONDCA to advertise the Greenbelt Blues Festival at very attractive rates to a much wider audience. This year we will continue with our outreach plans by increasing our use of social media. The facilities for FONDCA events are in place. They are the New Deal Cafe, Roosevelt Center and Beltway Plaza.

c. City support.

All the funds raised are used to cover the costs the arts and music programs. City funds are used to pay a portion of the cost of performers, sound engineers and festival advertising. FONDCA was able to raise matching funds from Greenbelt resident donations and local business sponsors. Since FONDCA does not use a paid staff to implement these programs, a 100% of the funds raised are used to promote and improve these events. When our fund raising exceeds our target amounts, we improve the events by selecting performers that are better known and have a larger fan base. This enables us to attract a wider more diverse audience. Over the years, we have been very fortunate to bring top talent to Greenbelt events without exceeding our budgets.

FONDCA has successfully raised matching funds through donations and corporate sponsors. We are always investigating other funding sources. Over the years we have been able to receive grant funds from the Prince George's county, other 501(c)3 organizations and the Greenbelt Community Foundation. In addition to City financial support, we greatly appreciate the work done prior to and after these events by the City. Public Works sets up the stage platforms, picnic tables and cans for the recycling and does a post clean-up of Roosevelt Center.

2. Organizational capacity and Programming history

FONDCA's mission is to bring arts and music programs to Roosevelt Center and the New Deal Café. For the past 16 years we have been sponsoring the free annual outdoor festivals and year round art shows at the New Deal Café. We continue to seek new programs that will benefit the Greenbelt Community. Since we are looking to serve the entire Greenbelt we have added to the Blues Festival, free music lessons in guitar, ukulele and harmonica and a instrument "petting zoo". These new projects were well received and we plan on doing it again. For the last year, the instructors were volunteers. We would like to pay them for their time which is why we added an additional \$275 to this year's festival budget.

Other examples of these programs FONDCA introduced include the Poetry Moment and public poetry Box, Art walks to artist studios, Farmers Market children art project, children school music productions and puppet shows. We are able to accomplish these activities through active volunteers and through successful collaborations with other Greenbelt organizations. The New Deal Café is one such organization. This is accomplished by having a Café board member on the FONDCA board in an advisory role. Other successful collaborations include the Friends of Greenbelt Theater, Greenbelt Access TV, Greenbelt Community Foundation, and the Farmers Market. FONDCA publicizes our sponsored activities in newspapers, social media and on radio. The majority of our advertising budget is spent on publicity published in the Greenbelt News Review. We continue to improve our social media presence by adding a FACEBOOK page for individual events and through collaboration organizations such as the DC Blues Society. Having both volunteers in place and successful working relationships with other organizations, FONDCA is confident we will perform this project.

b. Financial history.

FONDCA is funded through private donations, corporate sponsors, grants and City's financial support. Over the 16 years, the primary source of revenue came from Greenbelt residents (52%), followed corporate sponsors (26%) and Greenbelt City grant (22%). FONDCA carefully manages our program budgets and has a funding reserve to ensure our projects are fully funded. When donations fall short of goals, we assess the reserve funds to ensure all financial responsibilities are met. This situation might arise since FONDCA selects and commits to hiring performers prior to obtaining all donations and sponsor funding. FONDCA maintains approximately \$2,000 in reserve to cover these contingencies. FONDCA has always managed to raise funds to match a City of Greenbelt contribution/grant. We were awarded \$2,800 from the City of Greenbelt for the current fiscal year.



FriendsofNewDealCafeArts_Programs_FY21

FY16

July 26, 2015 Art Show Reception, New Deal Cafe
 August 22, 2015 Free Blues Sampler Night, New Deal Cafe
 September 18, 2015 Free Blues Night, Beltway Plaza
 September 19, 2015 Greenbelt Blues Festival, Roosevelt Center
 October 4, 2015 Art Show Reception, New Deal Cafe
 November 15, 2015 Art Show Reception, New Deal Cafe
 Jan 24, 2016 Beech Tree Puppet Performance, New Deal Cafe
 February 7, 2016 Art Show Reception, New Deal Cafe
 April 2, 2016 Poetry Moment Reception, New Deal Cafe
 April 17, 2016 Art Show Reception, New Deal Cafe
 May/June 2016 Group Art Show Reception, New Deal Cafe
 June 4, 2016 Crazy Quilt Festival, Roosevelt Center

FY17

August 6, 2016 Jazz Under the Stars, Roosevelt Center (NEW event)
 August 2016 Art Show Reception, New Deal Cafe
 August 17, 2016 Free Blues Sampler Night, New Deal Cafe
 September 9, 2016 Free Blues Night, Beltway Plaza
 September 10, 2016 Greenbelt Blues Festival, Roosevelt Center
 October 2, 2016 Art Show Reception, New Deal Cafe
 December 11, 2016 Art Show Reception, New Deal Cafe
 February 5, 2017 Art Show Reception, New Deal Cafe
 April 2017 Poetry Moment Reception, New Deal Café May/June 2016 Group Art Show Reception, New Deal Cafe
 June 2017 Crazy Quilt Festival, Roosevelt Center

FY18, FY 19 repeats the events in FY17 with the exception of Beltway Plaza Blues night. The Jazz Festival was expanded to an all day event.

FY20

Crazy Quilt Festival June 2019
 Blues Festival September 2019
 Jazz Festival October 2019
 Six Art Receptions (new local artists art work changes every two months at New Deal Café)
 * Art Reception for Eleanor Roosevelt HS students at New Deal Cafe

FY21

Activities will be similar to FY20 with the addition of free Music and yoga lessons during the Blues Festival. Crazy Quilt will feature Bluegrass Music to determine audience interest. Depending on audience interest and participation, this may result in a new Bluegrass festival in

FY22

- Eleanor Roosevelt HS art reception included students performing on stage from the HS music program.

To Whom It May Concern,

FONDCA was the fiscal sponsor of our 2017 Greenbelt Community Foundation Grant awarded puppet show *Milo the Magnificent*. In conjunction with our awarded Jim Henson Foundation Workshop Grant, we not only acquired the materials necessary for the creation of our show, we were also adequately paid for our hours of labor. These grants were essential in our creation process.

Since our first 2017 performances at Black Cherry Puppet Theater in Baltimore and The New Deal Café in Greenbelt, *Milo the Magnificent* has toured nationally and internationally with great success. We have performed at Symphony Space in New York City, the Detroit Institute of Arts in Michigan, and Sandglass Theater in Vermont, among others. We have performed internationally at the Festival de Casteliers in Montréal, the Festival of Animated Objects in Calgary, the Puppet Festival Chuncheon in South Korea, and the Festival of Wonder in Silkeborg, Denmark.

We take our international engagements seriously. In the context of the festivals we attend, we are often the only artists representing the United States. It is important to us to be able to present a creatively innovative work from the US and it is also important to us to be able to engage thoughtfully and positively with foreign audiences. It is remarkable how readily people from other countries open up to us in the context of our show.

Our opportunities to perform *Milo the Magnificent* domestically and abroad have brought our company acclaim. This shift in visibility has elevated our company profile and has been getting us more work. We are full-time theater artists. Being able to make our living with our craft is essential for us to continue to make new work. Since *Milo the Magnificent*, we have created two additional full-length shows, *Homebodies* and *Marooned! A Space Comedy*, and we have plans for more.

We cannot stress enough how important it is to support artists. It is an invaluable endeavor because the creativity of a community is ultimately a contribution to civilization. As John F. Kennedy said, "I am certain that after the dust of centuries has passed over our cities, we, too, will be remembered not for victories or defeats in battle or in politics, but for our contribution to the human spirit."

With humble thanks and gratitude,
Alex and Olmsted
Alex Vernon & Sarah Olmsted Thomas

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July 29,2020

Hello Everyone on the Arts Advisory Board
and on the Greebelt City Council,

*FONDCA and New Deal Cafe have had to cancel our planned music concerts for this Summer and Fall due the COVID-!9 situation. We believe the health of our ciitizens is the number one priority.

We are planning two Spring 2021 music concerts to be held in Roosevelt Center in May and June. The May concert will be a “Welcome Back” themed event featuring fun and lively music for the whole family.

The June Music concert will be our annual Crazy Quilt Festival that will coincide with New Deal Cafe’s 25th Anniversary. Both of these musical events are still in the planning stages as there are still so many unknowns with the COVID-19 Pandemic. We are all hoping that life will be back to some sort of normalcy by then and we can continue to provide outdoor arts programs for the Greenbelt Community.

Budgets

FONDCA is planning on using the same budgets that were stated on page 6 of the original grant request.

Thank you very much for taking the time to consider FONDCA’S Grant Request to help us keep the performance arts alive in Greenbelt.

Meghan Haney
President
FONDCA

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Alex and Olmsted
Alex Vernon & Sarah Olmsted Thomas

FriendsofNewDealCafeArts_Programs_FY21

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FY22

- Eleanor Roosevelt HS art reception included students performing on stage from the HS music program.

Summary of Key Changes to the GAC FY21 Proposal
Revised 7/22/2020

The Greenbelt Arts Center puts the safety and well-being of its patrons and volunteers first. We took decisive and early action in the light of the COVID-19 pandemic to close operations and have stayed closed for three months, cancelling a number of shows and rescheduling others. While there are many small actions that GAC has taken, here are key outcomes of interest to the AAB/City Council:

- 1) We have kept our artistic community engaged with a Virtual Cabaret on Facebook. Over 350 people are members of the group and it has collected hundreds of videos produced by participants across the United States. Further, it generated several hundred dollars in donations at a time when GAC needs it most.
- 2) We are inviting our physical artists to present their exhibitions using GAC's space and then use digital photography to display their work on the web and via GAC social media. We expect the first photo shoot to take place in July/August.
- 3) We have made a call for alternative productions using digital formats (Zoom, short video, etc.). In Conjunction with the Rude Mechanicals, we are presenting "Romeo & Juliet" in a live streaming format in August.
- 4) We have announced an astoundingly awesome season online (www.greenbeltartscenter.org), and we are hoping that we can safely open for some of that content. We have made significant plans for the safety of our patrons if we reopen GAC. This includes a "no touch" box office, altered/spaced seating, mask requirements, and keeping patrons away from the stage.
- 5) We made significant budget cuts to save money during the period of closure. Besides straightforward cuts associated with production costs (licensing, properties, costumes, etc.), we worked with our general manager and cleaning crew to reduce their hours. Our GM is working 25% of his normal hours and our cleaning crew works 25% frequency. Both have been able to accept this reduction in hours/pay since they have other forms of income. I have attached an updated (projected) budget. Bear in mind that this budget assumes that we will eventually reopen and generate 50% of our normal income, which may not be accurate. We are controlling all costs that we can reasonably control. We would ask for flexibility to pay Rent, GM Salary, Utilities, and our Insurance Payment with the City Grant, depending on how long we stay closed.
- 6) We are making the best of this time closed to renovate the GAC dressing room. We received a generous grant from the Greenbelt Community Foundation (GCF) and combined that with donations to fund the project. The purpose of this renovation is to refresh the aging and barely functional furniture, replace the old and damaged carpet, to add privacy stalls for our actors, and to make better use of the space for actors.

GAC is profoundly thankful for support from the City of Greenbelt and we will continue to fulfill our community arts mission, even through difficult times.

Thanks,

Win Britt, President GAC

CITY OF GREENBELT
OPERATING GRANT APPLICATION
 Fiscal Year 2021

A. GENERAL INFORMATION

1. Name of organization: Greenbelt Cultural Arts Center
2. Website: www.greenbeltartscenter.org
3. Contact person: Name Winard Britt Position President
 Telephone 334-546-8273 E-mail president@greenbeltartscenter.org
4. Organization's mailing address (not a City of Greenbelt facility):
123 Centerway, Greenbelt, MD 20770

5. What is the mission of this organization? Whom do you intend to serve?

The mission of the Greenbelt Cultural Arts Center (the Greenbelt Arts Center or GAC) is to provide a dedicated and sustainable entertainment and educational hub for fine and performing arts that enriches the life and cultural heritage of Greenbelt and surrounding communities.

6. Please indicate the amount of your request here \$34,300 and briefly summarize the intended use of these funds below. Please be as specific as possible.

To partially defray operating costs of our facility rent and the salary of our part-time facility manager.

7. City of Greenbelt funding status. Please check one. (If none of these apply to your organization, your group is not eligible to apply for an operating grant at this time.) The applicant organization is currently:

- ☐ a Council-approved Greenbelt Recognition Group receiving in-kind support only; the organization previously received city funding in FY 2018 or FY 2019
- ☐ a Council-approved Greenbelt Recognition Group that received an FY20 project grant
- ☒ a Council-approved Greenbelt Recognition Group that received an FY20 operating grant

8. Non-profit status. Please check all that apply. (If none of these apply to your organization, your group is not eligible to apply for an operating grant at this time.) The applicant organization:

- ☒ Is recognized by the Internal Revenue Service as a 501(C)3 not-for-profit organization
- ☐ Has applied to the Internal Revenue Service for 501(C)3 status

CITY OF GREENBELT

OPERATING GRANT APPLICATION INSTRUCTIONS

**For certified Greenbelt Recognition Groups
Fiscal Year 2021**

Period of Support: July 1, 2020 – June 30, 2021

Applications and uploaded attachments are due by
4:30pm on Friday, January 24, 2020

For technical assistance with this online application:
contact the Public Information Coordinator at 240-542-2026 or bpalau@greenbeltmd.gov

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

1. **Please read the Policy and Information Guide for Recognition Groups.** This guide contains important information about the different levels of in-kind and financial support available to community organizations which serve Greenbelt residents. The Guide also provides an overview of several different applications corresponding with these levels of support. Before completing this form, make sure you have selected the application that is the best match with your needs and qualifications.
2. **Please read the Sample Review Sheet for Operating Grant Applications,** available online, to see how your application will be scored by the Grant Review Panel. 60% of your score will be based on your organization's service to the Greenbelt community, and 40% of your score will be based on your organizational effectiveness.
3. **Please read this application in full before completing it.** This will help to ensure that your information is presented in the right place and that you have all the information at hand that you will need. Some materials will need to be uploaded in PDF format; if you need assistance, please contact the Recreation Department Administrative Coordinator. Instructions are provided below for naming your PDF files; you may substitute a commonly used acronym – such as "CHEARS" – in place of the full name of the organization where indicated in the format.
4. **All questions on this form must be completed.** Incomplete applications will not be presented to the Grant Review Panel and they will be ineligible for funding. You may enter "N/A" for any individual line items which are not applicable to your organization. It is recommended that you keep notes on file detailing how all audience and budget figures have been derived.

☐ Is affiliated with another organization which holds 501(C)3 status and serves as the fiscal sponsor for the applicant organization. Name of sponsoring organization:

9. Financial need. Please check all that apply.

☐ At the conclusion of FY19, the organization's checking/savings balance was at least 50% of the amount of the organization's total FY19 operating expenses. *Restricted operating funds are included; restricted funds for capital projects are excluded.*

☐ At the conclusion of FY20, the organization's checking/savings balance is expected to be at least 50% of the amount of the organization's total FY20 operating expenses. *Restricted operating funds are included; restricted funds for capital projects are excluded.*

☐ The organization is projecting a revenue surplus for FY20.

☐ The organization is projecting a revenue surplus for FY21.

If any of the above apply to your organization, please explain your need for City of Greenbelt funding in the amount requested for FY21. *Total grant requests typically exceed the amount of funds available through this program; along with merit, the Grant Review Panel will also consider financial need in preparing their funding recommendations.*

N/A

B. COMMUNITY MEMBERS SERVED (benefit to the community)

1. How many people actively participate in your organization's primary, sponsored activities? Include projections and estimates as needed. *Sports programs: include registered players only. Performing arts programs: include performers/production teams only. Festivals: include featured artists/performers and individuals or organizations with a booth, table, activity or parade unit. This does not include volunteers or staff.*
- July 2018-June 2019 300 July 2019-June 2020 300 July 2020-June 2021 (Projected) 300
- Current year: % Greenbelt residents/organizations 40 % Non-residents/organizations 60 %
- ages 12 and under 5 % 13-17 yrs. 15 % 18-59 yrs. 55 % 60+ yrs. 25

2. How many additional people participate in your organization's primary, sponsored activities as audience members, spectators and attendees? *This does not include volunteers or staff.*
- July 2018-June 2019 3003 July 2019-June 2020 3500 July 2020-June 2021 (Projected) 3500
- Current year: % Greenbelt residents 39 % Non-residents 61
- % ages 12 and under 2 % 13-17 yrs. 11 % 18-59 yrs. 68 % 60+ yrs. 19

C. KEY PERSONNEL (organizational effectiveness)

1. **Governance.** Please list your current Board of Directors (if applicable) and the officers of your organization. Please specify the term of their offices and whether or not they are Greenbelt residents.

Name	Greenbelt resident (yes/no)	Position	Term length
Winard Britt	No	President	2 years
Pamela Northrup	No	VP, Programs	2 years
Bob Kleinberg	No	VP, Administration	2 years
Jon Gardner	Yes	Treasurer	2 years
Penny Martin	Yes	Secretary	2 years
Joe Wall	No	At-Large	2 years
Mary Rogers	No	At-Large	2 years
Trix Whitehall	no	At-Large	2 years
Ryan Willis	Yes	At-Large	2 years

How does your organization select Board members and/or officers?

Anyone in the membership of GAC can nominate someone to the VP Admin. Candidates are then voted on at the annual membership meeting.

Is your organization's leadership representative of the population which you intend to serve? Please comment.

We have good representation of the community, women, and minorities which is reflective of the diverse audience that we seek to enrich.

2. **Paid personnel.** Please provide information for the current fiscal year.

Employees

Position	# of employees	# hours per person per week	Description of duties <i>If positions are seasonal, please indicate months of service.</i>
General Manager	1	20	Facility Manager, Production Support

Independent contractors and consultants

Role	# of contractors Individuals or companies
Musicians	1-5/year
Intimacy Choreographers	1-2/year

3. **City staff disclosure.** If any of your Board members or key staff persons are City of Greenbelt employees, please provide their name, Department and job title below.

N/A

4. **Volunteers**

July 2018-June 2019 108 July 2019-June 2020 165 July 2020-June 2021 (Projected) 165

Current year: % Greenbelt residents 43 % Non-residents 57

% ages 12 and under 1 % 13-17 yrs. 1 % 18-59 yrs. 52 % 60+ yrs. 46

Please describe the ways in which volunteers contribute to your organization.

Box office managers and cashiers, concessions volunteers, ushers, fundraising volunteers, parade volunteers, administrative support, marketing and promotion, facility helpers, organizers

D. NARRATIVE. Please address all of the following points briefly in four pages or fewer. Upload your response as a PDF file in section F, below.

Benefit to the Community

1. **Organizational history and activities.** Provide a brief historical overview of your organization, including your date of founding and a general description of the organization's sponsored activities. Highlight your greatest achievements during the current and most recently completed years. If known, please comment also on any aspects of your program that are distinctive, creating opportunities that would otherwise be lacking in Greenbelt or the surrounding area. If your programs may appear to duplicate or compete with services currently provided by the City of Greenbelt or other Recognition Groups, please clarify the unique value of your activities. (Upon review of this application, staff may bring potential conflicts to your attention if they have not already been addressed.)
2. **Personal benefit.** How do direct participants and spectators personally benefit from your sponsored activities?
3. **Partnerships.** If applicable, please provide examples of how your organization has collaborated with other local groups and agencies on program development and/or promotions during the past and current fiscal years.
4. **Community benefit.** If applicable, please comment on how you believe your programs enhance the community at large. How do your activities contribute to the overall vitality of Greenbelt and the well-being of its citizens? How is your organization helping to make Greenbelt a better, healthier and happier place in which to live, work and play?

Organizational Effectiveness

5. **Marketing, outreach and evaluation.** Please describe the ways in which you communicate with current and prospective participants. How do you inform the community about your sponsored activities and encourage participation? How do you collect input and feedback?
6. **Challenges.** What are the most significant challenges that your organization is experiencing? How are you addressing these challenges?
7. **Goals.** What are your organization's goals and how are you working toward them?
8. **City support.** Please indicate what financial and in-kind support has been provided to your organization by the city during the current year, if applicable. How much funding is your organization requesting of the city for fiscal year 2021? How would these funds be used? Please be as specific as possible.
What in-kind support, if any, does your organization anticipate requesting from the city during the coming year?
9. **Matching funds.** For every dollar awarded by the City of Greenbelt, an operating grant recipient must contribute one dollar from other sources toward their program and operating expenses. Funds raised from any other source count toward this match, as long as they are spent on program and operating expenses in the fiscal year for which the grant is awarded. Examples include: dues; registration fees; donations; sales of memberships, tickets or goods; and other grant income. Funds spent from the organization's savings can be counted toward the match. Loans, planned giving commitments and income channeled into investments or endowment funds would not count toward the match.

How does your organization plan to match your requested city funding in fiscal year 2021? If your organization experienced a deficit last fiscal year, or if your organization failed to match a City of Greenbelt contribution/grant, please also explain the problem and how you are working to correct it this year.

Reminder: as explained on page 4 of the Policy and Information Guide, a match certification statement will be required at the end of the current fiscal year if your group is now receiving city funding. Your success in meeting your FY20 match may affect your grant amount for FY21.

- E. FINANCIAL INFORMATION.** Please include below the funds which you are requesting from the city and the corresponding proposed expenditures. This is a cash budget; do not include any in-kind values.

EXPENSES	Description	Actual Totals, Last Fiscal Year July 1, 2018 – June 30, 2019	Budget, Current Fiscal Year July 1, 2019 – June 30, 2020	Proposed, Next Fiscal Year July 1, 2020 – June 30, 2021
a. Salaries and wages	PT general manager + t	14,312	14,600	14,600
b. Consultants' fees		0	0	0
c. Contractual personnel	Musician Stipends	900	0	0
d. Facility rental	GAC, Costume Shop	27,744	30,400	30,400
e. Dues, memberships, league fees	WATCH, AACT	788	450	475
f. Utilities	electricity, phone, inter	7,190	7,000	7,000
g. Insurance	facility, vol. insurance	2,921	3,000	3,000
h. Supplies and materials	office & bathroom suppl	1,042	900	1,000
i. Equipment purchases	(excludes capital)	8,495	4,000	5,600
j. Equipment rental		0	0	0
k. Marketing and outreach	marketing, post, print	6,185	6,575	6,500
l. Travel and lodging	OTHER: Maintenance	2,504	1,950	2,400
m. Food/catering	Gross concessions exp	2,320	900	2,000
n. Awards	OTHER: Lobby Work	5,755	0	0
o. Grants	Comm. partners	449	0	0
p. Payment of debt		0	0	0
q. Taxes	Property Fee	525	525	525
r. Other	Royalties/Production	12,933	16,250	14,000
s. Other	Guest Programs	8,536	15,000	14,000
t. Other	Ticket Processing	4,084	4,800	4,500
Total Expenses		106,683	106,350	106,000

INCOME	Description	Actual Totals, Last Fiscal Year July 1, 2018 – June 30, 2019	Budget, Current Fiscal Year July 1, 2019 – June 30, 2020	Proposed, Next Fiscal Year July 1, 2020 – June 30, 2021
a. Sales of goods	Concessions gross	3,428	1,600	3,600
b. Admissions	Resident productions	22,149	30,000	30,000
c. Tuition		0	0	0
d. Fees for services rendered		0	0	0
e. Membership dues, registration fees		3,645	4,400	5,000
f. Corporate support		0	0	0
g. Foundation support		0	0	0
h. Individual donations	Non-membership	8,440	5,000	3,000
i. Loans*				
j. City of Greenbelt support		34,300	34,300	34,300
k. Other grants		0	0	0
l. Organization's savings or interest income		373	50	100
m. Other	Guest Program Income	26,344.88	31,000	30,000
n. Other	Award Income	100	0	0
o. Other	Non-program rental	1,600		
Total Income		100,380	106,350	106,000

* Borrowed funds are not counted toward the required match of your city grant request. Your budget must reflect income from other sources which at least equals the amount of your request.

If there is an increase or decrease of 25% or more in any individual expense or income line items from one year to the next, you will need to upload an explanation of these variances in section F, below.

Financial Reserves

Assets	Actual as of June 30, 2019 (Last Fiscal Year)	Projected as of June 30, 2020 (Current Fiscal Year)
a. Checking/savings accounts*	22,368	22,318
b. Restricted operating funds **	21,242	30,292
c. Restricted capital funds**	29,047	26,093
d. Investments	0	0
e. Endowment balance	0	0
f. Planned giving commitments	0	0
Total Financial Reserves	72,657	78,703

*Unrestricted funds which the organization may spend at its discretion.

** Cash on hand which can only be used for a specific purpose due to the terms of a gift, grant, or fundraising campaign. Please indicate the purpose of these funds here:

Restricted operating funds: Rainy day fund and Norma Ozur restricted operating bequest
 Restricted capital funds: Restricted funds for the purchase of a permanent GAC facility and an equipment fund to be used for facility projects this year.

Debt

Creditor	Loan purpose	Actual: monies owed as of June 30, 2019 (Last Fiscal Year)	Projected: monies owed as of June 30, 2020 (Current Fiscal Year)
a.			
b.			
c.			
Total Debt	N/A	N/A	N/A

In-Kind Contributions Received

Please estimate dollar values.

IN-KIND CONTRIBUTIONS	Description	Actual Totals, Last Fiscal Year July 1, 2018 – June 30, 2019	Budget, Current Fiscal Year July 1, 2019 – June 30, 2020	Proposed, Next Fiscal Year July 1, 2020 – June 30, 2021
a. Pro-bono professional services (legal, accounting, etc)				
b. Other waived fees				

c. Donated equipment				
d. Donated supplies and materials				
e. Donated travel and lodging costs				
f. Donated space rental				
g. Other	volunteer hours	\$600,000	\$600,000	\$600,000
Total In-Kind Contributions		\$600,000	\$600,000	\$600,000

Reimbursements

Please provide a record of all receipts submitted to the Greenbelt Recreation Department for reimbursement during the most recently completed fiscal year in which you received funding. (If your organization is receiving funding for the first time this fiscal year, please record below **all** receipts submitted so far this fiscal year for reimbursement.) Receipts under \$100 for similar purposes, such as office supplies, can be combined on a single line without specifying a date.

Please check one:

- ☐ Our organization is receiving funding for the first time in the current fiscal year. We are summarizing our reimbursed expenses for the period of July 1, 2019 –present.
- ☒ Our organization received funding during the city's Fiscal Year 2019. We are summarizing our reimbursed expenses for the period of July 1, 2018 – June 30, 2019.
- ☐ Our organization is currently receiving in-kind services only. We last received funding during the city's Fiscal Year 2018. We are summarizing our reimbursed expenses for the period of July 1, 2017 – June 30, 2018.

Date of expense	Description of reimbursed expense	Amount
	11.5 months of facility rent	24579.96
	22 GM Paychecks x 441.82	9720.04

During Fiscal Year 2021, receipts presented to the Recreation Department for reimbursement should be accompanied by a brief note indicating the purpose of the expenditure. Expenses must relate clearly to the purposes specified in this application for which funding was sought and

approved. The organization authorizes the following officer or officers (limit: two) to present receipts for reimbursement:

Name: Jon Gardner Title: Treasurer
 Name: Win Britt Title: President

If applicable, please specify the organization's federal tax ID#: 52-1182500

F. ATTACHMENTS – Please upload in PDF format.

1. **REQUIRED: narrative** addressing all 9 topics in section D, above. Limit: 4 pages. File name format: name_of_organization_narrative_FY21
2. **REQUIRED: program calendars** reflecting the organization's activities from the previous and current fiscal years, including upcoming events. Copies of existing marketing materials and/or summary lists are acceptable. Limit: 3 pages. File name format: name_of_organization_programs_FY21
3. **REQUIRED if applicable: explanation of income and expense variations over 25%.** See section E. File name format: name_of_organization_variances_FY21
4. **OPTIONAL: letters of support** – up to 3 pages. Comments from multiple people or organizations may be combined on a page. File name format: name_of_organization_letter_1_FY21 (etc)
5. **OPTIONAL: summary information about the credentials** of key personnel, paid or unpaid. Limit: 1 page. File name format: name_of_organization_bios_FY21

In the interest of fairness and respect for our panelists' time, **please observe all page limitations and refrain from submitting any materials not requested in this application.** Extra pages and unsolicited materials will not be forwarded to the Grant Review Panel.

G. ELECTRONIC SIGNATURE

I, the undersigned, certify that the information contained in this application is true, complete, and accurate. I have been authorized to submit this application to the City of Greenbelt by the governing body of the applicant organization. **By signing this application, I certify that the organization's leaders have read the Policy and Information Guide for Greenbelt Recognition Groups and have agreed to abide by the requirements stated therein.**

Signature Winard Britt Date 1/23/2020

Your role within the applicant organization: President

2. The second part of the document addresses the challenges faced by organizations in managing their resources effectively. It highlights the need for strategic planning and the allocation of resources based on long-term goals. The text argues that without a clear vision and a well-defined strategy, organizations may struggle to achieve their desired outcomes. It also mentions the importance of regular communication and collaboration among team members to ensure that everyone is aligned with the organization's mission.

3. The third part of the document focuses on the role of technology in modern business operations. It discusses how digital tools and platforms can streamline processes, reduce costs, and improve efficiency. The text notes that while technology offers many benefits, it also presents challenges, such as data security and the need for continuous training and development of the workforce. Organizations are encouraged to embrace innovation and stay up-to-date with the latest technological advancements.

4. The fourth part of the document explores the impact of external factors on business performance. It mentions that economic conditions, market trends, and regulatory changes can significantly influence an organization's success. The text suggests that organizations should conduct regular market research and stay informed about the latest industry developments. It also emphasizes the importance of building a strong network of relationships with stakeholders, including suppliers, customers, and regulatory bodies.

6. The sixth part of the document addresses the issue of risk management. It explains that every organization faces various risks, and it is crucial to identify these risks and implement measures to mitigate them. The text suggests that organizations should conduct regular risk assessments and develop contingency plans to handle potential crises. It also emphasizes the importance of having a strong legal and compliance framework in place to protect the organization from legal liabilities.

Section F.3

Section E. Expenses

Note that black font indicates changes of >25%; gray font indicates smaller changes.

- a. Salaries and wages
- c. **Contractual personnel: Payments to artistic staff for resident productions, in the rare circumstances when volunteers are not available. In FY19, we paid \$900 for a pianist for Toxic Avenger.**
- d. Facility rental: Rent for the facility at 123 Centerway, the costume storage room in the Greenbelt Community Center and occasional rehearsal space rental fees.
- e. **Dues, memberships, league fees: GAC is a member of the AACT and WATCH. FY18 payment to AACT was made in FY19 due to fiscal year boundary.**
- f. Utilities: Includes Electricity, phone and internet. HVAC is part of rental agreement.
- g. Insurance: facility insurance.
- h. Supplies and materials: includes office supplies, restroom supplies and cleaning supplies.
- i. Equipment purchase: Typical equipment purchases include minor repair and replacement for items in the facility. In FY19, GAC had major expenses associated with mold mitigation efforts, including several heavy-duty dehumidifiers and air cleaners. Additional mitigation may be needed in FY20 and FY21. This line item does not include capital projects.
- k. Marketing and outreach. Includes advertising in the Greenbelt News Review, printing and mailing postcards and printing posters. In FY20 we instituted a new series of community outreach events celebrating the season opening and GAC's 40th anniversary.
- m. **Food/catering: GAC sells concessions at each show and runs the Café at the Festival of Lights. This line includes cost of goods sold. The FY20 budget includes a proposed restructuring of the Festival of Lights activities.**
- q. Taxes: Commercial property fee is \$525 per year.
- r. **Other: Royalties and production expenses: This includes expenses specific to the resident productions, and varies from year to year based on the season. The FY19 included only one musical and three plays. The FY20 season includes one musical and five plays. For FY21, GAC has not selected the season yet, but this estimate is based on a typical season.**
- s. **Other: Guest program expenses: GAC's agreement with Guest Theater Organizations (GTOs) splits the income from ticket sales after subtracting expenses for marketing and ticket processing fees. In FY19, GAC hosted 2 concerts and 8 GTOs, including Eleanor Roosevelt High School. In FY20, GAC will have hosted 1 concert and 6 GTOs. . For FY21, GAC has not selected the season yet, but this estimate is based on a typical season.**
- t. Other: Ticket processing fees: These fees scale roughly as a percentage of total ticket sales. GAC recently changed credit card processors, resulting in potential savings in this area.
- u. Other: Maintenance expense: Restroom cleaning and other maintenance and repair such as plumbers.
- w. **Other: In FY19 we completed the Lobby Refresh capital project, with new carpeting and other renovations.**

Section E. Income

- a. Sales of goods: Gross income from sales of concessions and the Festival of Lights.

- b. **Admissions:** Gross admissions income from GAC resident productions. See expenses line (r) for the assumptions about the FY20 and FY21 seasons.
- e. **Membership dues and registration fees:** GAC has seen an increase in memberships in FY19 and FY20 due to increased outreach.
- h. **Individual donations:** This line includes donations made outside of the membership structure. It does not include restricted donations for capital projects. This line is variable as donations are often made as higher-level memberships.
- j. **City of Greenbelt support:** GAC requests \$36,300 in City support for FY21. This represents an increase of \$2000 over the FY20 and FY19 allocations, in order to increase the General Manager's salary to \$15/hour.
- l. **Organization's savings or interest income: interest on the savings account.**
- m. **Other: Guest program income:** Includes gross admission income for Guest Theater Organizations (GTOs.) See expenses line (s) for the assumptions about the FY20 and FY21 seasons.
- n. **Other: award income.** GAC won an award in the Labor Day Festival parade.
- o. **Other: non-program rental.** GAC rented the facility to the RCCG Restoration Center Church next door during part of their renovations.

1. Organizational History and activities. Our program has two components: the shows we produce ourselves ("resident productions"), and the arts and community events we co-produce or host ("guest productions"). Combining both types of offerings, the Greenbelt Arts Center space is rarely dark.

2019 opened with *Stonefish*, an original play presented by guest organization The Coil Project, and written by local playwright Erica Smith. It was followed by two highly topical resident productions - *A Perfect Arrangement*, centering around two same-sex couples who find a novel way to hide in plain sight during the "Lavender Scare" of the early 1950's. Ayad Akhtar's Pulitzer Prize winning *Disgraced* examines the difficulties faced by an Arab-American, his Caucasian wife, and their friends, a Jewish man and an African-American woman in modern society.

In May, GAC was proud to host students from Eleanor Roosevelt High School for their student-directed one act *Declaration*, an intense and emotional look at the events before, during, and after a fictional shooting at ERHS.

Over the summer, GAC started what we hope will be a new tradition -- a cabaret night featuring past performers from GAC shows. The cast performed a range of numbers under the theme "Songs I Never Get to Sing Onstage". We are looking forward to inviting people to perform in more of these nights, with different themes, once or twice a year as a way to build connections between cast members from different shows, and growing the true family of GAC.

To round out the 2018-19 season, our frequent guest contributors The Rude Mechanicals presented the *Cat on a Hot Tin Roof* and *The Country Wife*, and Thunderous Productions brought the Agatha Christie classic *The Mousetrap* to our stage.

Our 2019-2020 season opened with the Andrew Lipka musical *The Wild Party*, a steamy tale of an evening gone wrong during Prohibition. It was followed by Wolf Pack Theatre's *Jekyll and Hyde*, the musical based on the classic novel of a man consumed by his desire to understand human nature.

Rikki Howie Lacewell brought *Motherhood Out Loud* to our stage - the acclaimed production that allowed nine actors of varying ages and backgrounds to present all the many faces of motherhood from the birth of a child to the decline of a parent, with all the laughter and tears in between.

We finished out 2019 with the stage adaptation of Norton Juster's classic children's book *The Phantom Tollbooth*, which filled the theatre with adventure, daring, and plenty of math and language jokes, and featured a cast of 22 performers from child to adult.

We look forward to 2020 being another year of successes for GAC, beginning with the East Coast premiere of *Quadrille: A Romantic Fairy Tale*. We have already received a number of marvelous submissions for our 2020-21 season, from the classic to the modern, and our selection committee is eagerly reading them and making choices to continue bringing the caliber of arts to Greenbelt that people have come to expect from GAC.

Our Volunteer Chair for Membership has been improving our tracking of memberships, working to automate reminders, and updating membership policies. Due to her extraordinary efforts, our membership and volunteer base has increased to 165 this year (up from 108 in previous years).

We bolstered youth attendance by lowering student ticket prices for all GAC shows. The lower ticket price of \$12 makes it possible for teens to attend live theater at about the same price as a movie. We've received extensive positive feedback on this change from teens and families with children. There is also positive evidence in our ticketing database. The student attendance rate has approximately doubled, and where previously teens mostly attended with their families (with their parents paying for the tickets), they are now also buying their own tickets and coming to shows on dates or with groups of friends.

This year we simplified our ticket sales by incorporating all ticket fees into the stated price, thus making the online price equal to the price at the front door. This encourages pre-sales, since there is no advantage to paying cash at the door.

2. Personal benefit. Beyond entertainment and cultural enrichment, GAC brings hundreds of citizens the ability to actively participate in and learn about theatre. Further, GAC offers a unique resource for older residents, enhancing its status as a "naturally occurring retirement community."

3. Partnerships.

We are ecstatic to be working with the Rude Mechanicals to create an enduring partnership and have a resident theatre troupe in the GAC space. This will provide a space for the Rudes and provide new members with artistic and technical skills, helping to ensure that GAC is an enduring resource for the community.

Other community partnerships include obtaining furniture and materials from Community Forklift to reduce production costs, local charities like PG-Court Appointed Special Advocates to expand GAC audiences and to help the needy, businesses in Roosevelt Center to market shows with advertising cards, and the Greenbelt Movie Theatre for cross-marketing. We continue to partner with the Duckworth Institute to enable severely disabled students to participate in supervised occupational therapy at the theatre.

4. Community Benefit. We host Utopia film festival in the Fall. We host City drama camps in the summer without charge. We work with local businesses and groups, and participate actively in Greenbelt festivals and events. We produce plays written by Greenbelt authors and support Greenbelt-based guest groups like Off the Quill. We support the News-Review with advertising revenue. We staffed the food concession at the Festival of Lights and marched in the Labor Day Parade (and won an award!). GAC provides a safe and attractive northern entrance to the Roosevelt Center, especially in the evening, when there's almost always activity - a rehearsal, reception, meeting, or show - in progress. Along with the Old Greenbelt Theater and restaurants like the New Deal, Cedars of Lebanon, and Generous Joe's, we provide opportunities for a local "night on the town" in Roosevelt Center for residents and nonresidents alike.

Our participation in the wider area arts community highlights Greenbelt as a livable community with a strong commitment to the arts. Greenbelt rightly fights to preserve a true community, where people get up, go outside, greet their neighbors, shop, work, dine, watch movies, attend plays, and relax in each other's company. GAC is a part of that effort.

5. Marketing, Outreach, and Evaluation

We mail season reminders and distribute show promotional materials to local businesses and public venues. We sell tickets and advertise shows via www.greenbeltartscenter.org. We make extensive use of email to distribute news and market to past patrons. Further, we have taken great advantage of our Facebook presence to add photos and announcements such that the page is a constant hub of activity. We have added Instagram to our social media presence and have steadily accumulated new followers there, as well. Both resident and guest productions independently market their shows, reaching out to GATE, social media, and radio to bring in additional audiences.

Focusing on a diverse array of high quality programming, especially family productions, has brought in new audiences to the theatre. We produce audience surveys, attendance reports for resident and non-resident productions, receive direct feedback from patrons, feedback from volunteers, and volunteer retention statistics.

Section 6: Challenges. The Arts Center continues to face rising costs, aging equipment, competition from electronic entertainment, and the challenge of finding sufficient volunteers to contribute the time, energy, and skill required to staff an arts center and a full season of high quality resident productions.

GAC has invested significant capital in addressing humidity and air quality remediation, guaranteeing a safe space for all who work/volunteer at GAC, as well as those who attend our shows. Further, we had an unplanned incident with flooding due to a water issue above us which necessitated over \$6000 in repairs. The Co-op paid \$3000 of these repairs; we were responsible for the balance.

Section 7: Goals.

We've put people and safety first at GAC and we will continue to pursue initiatives in that vein. Last year, we've enforced a clear Anti-Harassment policy to make clear intentions that GAC is a safe space for the arts. We are working to partner with the Greenbelt theatre troupe, the Rude Mechanicals to be their resident theatre, benefiting both groups. We are seeking to renovate the dressing room area at GAC to improve the cleanliness and privacy afforded in the space, continuing with our line of successful renovation projects.

We are upgrading our lock system to a digital system that will eliminate the inefficient key management processes. This will reduce the number of people with access to the facility and make it easier to control access in the future.

Section 8: City Support. In addition to direct funding, GAC makes use of space in the Community Center for rehearsing shows and rents rooms in the Center for costume construction and storage at a modest cost. We share equipment with the City from time to time, and are happy to host the summer drama camps without charge. For FY21, we would like to continue these in-kind arrangements. The Arts Center received \$34,300 from the City for FY18 - FY20. Despite cost increases in our operating expenses, significant unexpected expenses for repairs due to flooding we are holding our request steady at \$34,300 in FY21. We would like the flexibility to pay rent, employee expenses, and our facility insurance with these funds.

Section 9: Matching Funds. GAC's admissions, program rentals, and donation revenue combined exceed our matching requirement and we project that to continue. We continue to hold additional fundraisers such as Festival of Lights (updates made in FY20 generated the most profitable FOL in recent years) and concessions. We charge guest groups fees to use the space. We solicit donations from private citizens and local businesses. We do not rely on the City for capital project funding, but we have been very successful at completing capital improvements.

We ended FY19 with a net loss of \$6,303, with the loss primarily being attributed to significant unexpected facility costs. The loss was taken out of cash reserves and our operating budget. In FY20, we are expecting to break even. We will use our emergency reserves to cover any losses (should they occur) and we still anticipate that we will more than match the City's Grant, as we have consistently done.



GREENBELT ARTS CENTER

40th ANNIVERSARY SEASON: 2019-2020 SCHEDULE

August 30 - September 15

The Wild Party

Musical by Andrew Lipka: a steamy prohibition tale with a background of decadence and jealousy. Directed by Jeffery Lesniak

September 27 - October 13

Jekyll & Hyde

A musical horror-drama based on the classic by Robert Louis Stevenson. Presented by Wolf Pack Theatre Company

October 25 - November 10

Motherhood Out Loud

A hilarious comedy which shatters traditional notions about parenthood. Directed by Rikki Lacewell

November 15-17

Utopia Film Festival

November 29 - December 15

The Phantom Tollbooth

The beloved children's fantasy is brought to life as Milo and the faithful watchdog Tock travel to the Lands Beyond. Directed by Jon Gardner

December 21 - 22

The Chromatics

A non-traditional celebration of the season complete with holiday tunes, original songs and hit covers.

January 3 - 19

Quadrille

The East Coast Premier of a fairy-tale romance between a baker, a nobleman, a sweet young lady and a dashing hero. Directed by Stephen Foreman

January 31 - February 8

Love's Labour's Lost

A contemporary take on Shakespeare's wittiest comedy examines love, responsibility, and careful use of social media. Presented by the Rude Mechanicals

February 21 - March 1

Leaves of America

The civil war in the words of Walt Whitman. Presented by Chris Dwyer

March 6 - 8

Wicked Thoughts

A thrilling and inspiring piece of psychological theater as Michael Jons reads your mind.

March 20 - 29

Shipwrecked!

An exciting adventure tale that capsizes the very nature of storytelling! Presented by Mike Funt

April 17 - May 2

The Children's Hour

When a student's mischievous behavior becomes extreme, a girl's school is thrown into disarray and lives are changed. Directed by Pauline Griller-Mitchell

May 15 - 31

Arcadia

Tom Stoppard's rich combination of farce, wordplay and omens of a dark future examines the relationship between past and present. Directed by Randy Barth

June 19 - 27

Romeo and Juliet

Shakespeare's tale of forbidden love, set in the don't-ask-don't-tell 1990s. Presented by the Rude Mechanicals

For more information and tickets, visit www.greenbeltartscenter.org.



Greenbelt Arts Center
Approved FY21 Budget

Approved:

06/10/2020

	FY20 (est)	FY20 Budget	\$ Over Budget	FY21 Approved
Ordinary Income/Expense				
Income				
Award Income	100.00	100.00	100.00	0.00
Admissions Income	27,347.00	30,000.00	(2,653.00)	15,000.00
Advertising Income (Program Ads)	300.00	300.00	300.00	300.00
Donation Income	2,021.63	5,000.00	(2,978.37)	2,000.00
Fundraising Events (Net)	1,335.00	1,335.00	1,335.00	0.00
Grant Income	34,300.00	34,300.00	0.00	34,300.00
Interest Income	13.71	50.00	(36.29)	0.00
Membership Dues	8,935.00	4,400.00	4,535.00	8,000.00
Rental (Non-Program)	1,600.00	1,600.00	1,600.00	700.00
Rental Income (Program) (Guests)	21,255.00	31,000.00	(9,745.00)	15,000.00
Sales Income (Net)	1,287.25	1,600.00	(312.75)	0.00
Total Income	98,494.59	106,350.00	(7,855.41)	75,300.00
Gross Profit	98,494.59	106,350.00	(7,855.41)	75,300.00
Expense				
Community Outreach	298.48	500.00	(201.52)	0.00
Contractor Expense	450.00	450.00	450.00	0.00
Dues & Subscription Expense	450.00	450.00	0.00	450.00
Employee Expense	12,102.70	14,600.00	(2,497.30)	7,300.00
Equipment Expense	2,864.78	4,000.00	(1,135.22)	2,000.00
Fees Expense	3,459.98	4,800.00	(1,340.02)	2,600.00
Gallery Expense	15.98	50.00	(34.02)	50.00
Insurance Expense	3,094.00	3,000.00	94.00	3,200.00
Licenses & Permits	525.00	525.00	0.00	525.00
Maintenance Expense	5,466.65	1,950.00	3,516.65	2,750.00
Marketing Expense	2,379.76	3,250.00	(870.24)	1,550.00
Miscellaneous Expense	0.00	0.00	0.00	
Office Expense	333.90	500.00	(166.10)	250.00
Postage Expense	1,245.01	1,225.00	20.01	535.00
Printing Expense	2,002.53	1,600.00	402.53	570.00
Discretionary Production Costs	2,778.31	7,400.00	(4,621.69)	4,800.00
Reconciliation Discrepancies	0.00	0.00	0.00	
Rent Expense	30,464.05	30,400.00	64.05	30,500.00
Royalty & Script Expense	3,682.90	8,800.00	(5,117.10)	12,000.00
Projects (Not Capitalized)	1,869.86	1,869.86	1,869.86	
Rental Expense (Program) (GTO)	8,811.74	15,000.00	(6,188.26)	7,500.00
Sales Expense	463.84	900.00	(436.16)	120.00
Supplies Expense	566.18	400.00	166.18	900.00
Utilities Expense (Electric, Internet)	7,669.88	7,000.00	669.88	7,500.00
Total Expense	90,995.53	106,350.00	(15,354.47)	85,100.00
Net Ordinary Income	7,499.06	7,499.06	(9,800.00)	
Net Income	7,499.06	7,499.06	(9,800.00)	

Greenbelt Arts Advisory Board Report 21-1

To: Greenbelt City Council
Date: August 4, 2020
Subject: FY21 Recognition Group applications

At their July 7 and August 4 meetings, the Greenbelt Arts Advisory Board discussed Greenbelt Arts Center (GAC) and Friends of the New Deal Cafe Arts (FONDCA) FY21 Recognition Group applications.

Members present at the July 7 meeting listened to GAC's president Winard Britt present on GAC current and future operations for FY21. AAB was impressed with how swiftly GAC was able to provide a virtual theater experience and adjust their projected budget with the challenges of COVID-19 in mind. GAC's current and future plans show that they value the health and safety of the community. AAB was also pleased to see that GAC received an outside grant from the Greenbelt Community Foundation. Capital improvements have been made to their dressing room which will benefit future GAC and City of Greenbelt Youth Summer Camp performers.

On August 4th, AAB viewed and discussed GAC's updated budget and supplemental letter. AAB voted unanimously to approve recommend full funding of GAC's original amount of \$34,300 requested from the City. The vote was 4 in favor, none opposed, and one abstention. Due to the circumstance caused by COVID-19 the board recommends giving GAC the flexibility to use city funds for utilities and insurance as well as rent and the facility manager's wages, per their request. While appreciating GAC's status as a regional center for community theater, AAB recommends that GAC consider boosting Greenbelt resident representation on the Board of Directors; currently 3 out of 9 members are residents.

Members present at the August 4 meeting listened to FONDCA's president Meg Haney present on FONDCA's project plans for FY21. Putting the safety and wellbeing of the community first FONDCA's outdoor events for 2020 have all unfortunately been canceled due to COVID-19. They were recently able to hang a new art exhibit at the New Deal Cafe. Currently, FONDCA is planning for the 2021 festival season which will include a brand new Welcome Back Festival, The Crazy Quilt Festival (25 year anniversary), and the Jazz under the Stars Festival.

At that same meeting, AAB voted unanimously (5-0-0) to recommend full funding of FONDCA's request for \$2,800. AAB recognized the value of the events organized by FONDCA. The outdoor festivals and art exhibits have benefitted the Greenbelt community by supporting local artists, generating awareness of the City of Greenbelt and increasing dollars spent with the merchants of Roosevelt Center. At the same time, AAB recommends that FONDCA consider possible alternative programming in the event that the conditions are not conducive to the return of live festivals in the spring.

Respectfully Submitted,
Kristin Stenson, Chair, Arts Advisory Board

City Council Agenda Item Report

Meeting Date: September 14, 2020

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS

Subject:

Maglev Task Force

Suggested Action:

TASK FORCE

On September 8, 2020, the City Council held a special meeting to discuss the SCMALEV project and strategies for moving forward in opposition of the project. The formation of a Greenbelt SCMALEV Task Force was discussed, and requested to be placed on tonight's meeting for discussion. The task force would be responsible for leading opposition efforts against the SCMALEV project including, but not limited to, identifying short and long term action strategies, public education and outreach, coordinating efforts with local and regional advocacy groups and agencies, assisting with social media campaign and building local and regional partnerships.

Historically, the City Council has established task forces by resolution and the resolution states the need for the task force, its purpose/responsibilities and its member composition including number and categories (i.e., citizen, board member, organization representative, organization representative, etc.). Members are typically appointed by the City Council. Task forces are also typically assigned a City Council liaison and city staff member appointed by the City Manager.

For the purpose of discussion, staff recommends the task force should consist of up to, but not more than, fifteen (12) members appointed by the City Council. Staff suggests that Council use the following criteria for a guide in appointing members: One (1) member in good standing each from the Advisory Planning Board, Forest Preserve Advisory Board, GreenACES/Green Team, Community Relations Advisory Board, Parks and Recreation Advisory Board and Advisory Committee on Trees. Up to four citizen members, preferably some with backgrounds in environmental law, social justice, environmental engineering and community engagement, and two (2) members representing Organizations/Groups involved in advocacy work in opposition to the MAGLEV project.

Staff recommends City Council approve the establishment of a Greenbelt SCMAGLEV Task Force, with the understanding that a Resolution establishing the task force will be included on City Council's regular meeting agenda for September 28, 2020 for first reading.

Council direction is sought.

Attachments:

City Council Agenda Item Report

Meeting Date: September 14, 2020

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS

Subject:

To discuss and take action on finding a professional environmental engineering firm regarding the Maglev train.

Suggested Action:

Council Member Roberts requested this item be placed on tonight's agenda. With the anticipated release of the SCMAGLEV Draft Environmental Impact Statement (DEIS) in early spring 2020, and associated environmental evaluations and technical reports scheduled to be completed in the immediate future Mr. Roberts has proposed the City contract with an environmental engineering firm that has extensive knowledge of the NEPA process and experience in reviewing DEIS's for major infrastructure projects. The consultant would be tasked with reviewing the DEIS in coordination with City staff, legal counsel, and boards and committees; presenting its findings to the City Council and in assisting the City, in consultation with legal counsel, with the drafting of formal testimony/comments for the NEPA public hearing process.

Council direction is sought.

Attachments:

City Council Agenda Item Report

Meeting Date: September 14, 2020

Submitted by: Bonita Anderson

Submitting Department: Planning

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS

Subject:

Prince George's County Historic Preservation Commission (HPC) Evaluation of Toaping Castle Site

Suggested Action:

Reference:

Memorandum, M. Porter, 09/09/2020 - Historic Preservation.

Toaping Castle Site - DSP

On September 15, 2020 the Prince George's County Historic Preservation Commission will be meeting to evaluate the Toaping Castle Site for potential designation as a Prince George's County Historic Site. The Historic Preservation Commission will also review the Royal Farms Detailed Site Plan (DSP) as it relates to the Toaping Castle. City staff has been working with County Historic Preservation staff on ensuring that there is interpretive signage, protective fencing, a buffer area, and public access to the Toaping Castle Site. These elements are consistent with the conditions associated with the previously approved DSP for this site. Staff recommends that City Council support the designation of the Toaping Castle site as a County Historic Site.

Attachments:

[Memorandum, M. Porter, 09/09/2020 - Historic Preservation.pdf](#)

[Toaping Castle Site - DSP.PDF](#)

CITY OF GREENBELT, MARYLAND
MEMORANDUM

TO: Nicole Ard, City Manager
FROM: Molly Porter, Community Planner
VIA: Terri Hruby, Director of Planning and Community Development
DATE: September 9, 2020
SUBJECT: Prince George's County Historic Preservation Commission

BACKGROUND:

The Toaping Castle Site, also known as the Walker Ruins, is located within the Golden Triangle on the lot that is on eastern side of the intersection of Greenbelt Road and Capitol Drive. As detailed by County Historic Preservation Staff, “The (Toaping Castle) site was occupied by members of the Walker family, who established a farmstead on the site in the mid-eighteenth century. Several members of the Walker family participated in the Revolutionary War. Members of the Walker family resided at the site until the land was purchased by the Federal Government in the 1930s.”

The Toaping Castle site was previously designated as a Prince George’s County Historic Resource through the *Approved Greenbelt Metro Area and MD 193 Corridor Sector Plan and Proposed Sectional Map Amendment*.

A Historic Resource is defined as, “An area of land, building, structure, or object, or a group or combination thereof, including appurtenances and environmental setting, which may be significant in national, state, or local history, architecture, archaeology, or culture. Historic resources, designated as such on the master plan for historic preservation, are considered unclassified and shall not be subject to requirements for Historic Area Work Permits or prevention of demolition by neglect until reviewed under the provisions of Division 6 of this Subtitle.”

POTENTIAL HISTORIC SITE DESIGNATION:

On September 15, 2020 the Prince George’s County Historic Preservation Commission will be meeting to evaluate the Toaping Castle Site for potential designation as a Prince George’s County Historic Site.

A Historic Site is defined as, “Any individual historic resource that is significant and contributes to historical, architectural, or archaeological, or cultural values which has been so classified in the master plan for historic preservation, or pursuant to Section 29-120.01.” Historic Area Work Permits are required for a variety of activities on property containing a Historic Site including but not limited to, performing any grading, altering the exterior features, and erecting any signs other than for advertisement.

The evaluation to be designated as a Historic Site was triggered by the submission of a Detailed Site Plan for the construction of a Royal Farms gas station and related food and beverage store and a second commercial building on this site.

As detailed in Section 29-104 of the County Code there are nine (9) criteria to consider for classification as Historic Sites or Historic Districts:

(A) Historic and Cultural Significance

a. The historic resource

- i. Has significant character, interest, or value as part of the development, heritage, or cultural characteristics of the County, State, or Nation;
- ii. Is the site of a significant historic event;
- iii. Is identified with a person or group of persons who influenced society; or
- iv. Exemplifies the cultural, economic, social, political, or historic heritage of the County and its communities.

(B) Architectural and Design Significance

a. The historic resource

- i. Embodies the distinctive characteristics of a type, period, or method of construction;
- ii. Represents the work of a master craftsman, architect or builder;
- iii. Possesses high artistic values;
- iv. Represents a significant and distinguishable entity whose components may lack individual distinction; or
- v. Represents an established and familiar visual feature of the neighborhood, community or County, due to its singular physical characteristics or landscape.

The Code further states that if a historic resource meets any of the criteria listed it may be classified as a Historic Site or Historic District. County Historic Preservation Staff recommends that the Toaping Castle Site meets three (3) of the nine (9) historic site designation criteria:

(A) Has significant character, interest or value as part of the development, heritage or cultural characteristics of the County, State or Nation

(B) Is identified with a person or a group of persons who influenced society

(C) Exemplifies the cultural, economic, industrial, social, political, or historical heritage of the County and its urban and rural communities

As a result of these three (3) criteria, County Historic Preservation Staff recommended, in a memorandum dated August 28, 2020, that the Historic Preservation Commission designate the Toaping Castle Site as a Prince George's County Historic Site. City Staff concurs with County Staff and recommends that City Council support the designation of the Toaping Castle Site as a Prince George's County Historic Site.

DETAILED SITE PLAN REVIEW:

The Historic Preservation Commission will also consider the Royal Farms DSP at their September 15, 2020 meeting as it relates to the Toaping Castle Site. The proposed Royal Farms development includes a gas station, 4,649 square-foot food and beverage store, and a separate 4,368 square-foot commercial building. The Toaping Castle makes up 0.075 acres of the site and is located on the southeastern portion of the site.

The DSP proposes a split-rail fence around the perimeter of the historic area, interpretive signage, and the placement of a bench. The DSP also shows a crosswalk connection to the Toaping Castle site from an internal sidewalk. Plantings will also be provided along the south side of the fenced area and the DSP proposes the selective clearing of invasive species and hazardous/dead vegetation.

In March, 2020 Phase I investigations were conducted by Stantec archaeologists. These investigations identified three (3) features related to the Toaping Castle manor house, the foundation and cellar of a segment of the manor house, an associated concrete stoop, and a subsurface brick feature and associated surficial rubble pile.

Due to the stormwater management ponds proposed for east and west of the Toaping Castle site, County staff recommended that Phase II archaeological investigations be conducted. These investigations identified two (2) additional features; a potential hearth foundation and a landscape drainage ditch with an associated drainage pipe were identified. These investigations also found that no significant deposits or features would be impacted by the construction of the stormwater management ponds.

The County Historic Preservation Staff memorandum, dated August 31, 2020, outlines three (3) conclusions and two (2) recommendations related to this DSP. The recommendations are as listed below:

1. The Phase II investigations of the Toaping Castle Site, 18PR801, confirmed that no significant deposits or features would be impacted by construction of the stormwater management ponds to the east and west of the intact house foundations. All the significant portions of the site are proposed to be retained and preserved, as shown on the plan. Therefore, no additional archeological investigations are recommended on the Toaping Castle Site, 18PR801. The significant intact portions of the Toaping Castle Site, 18PR801, meet the criteria to be designated a Prince George's County Historic Site.
2. The applicant's proposed split-rail fence, and the placement of a bench and interpretive signage are appropriate to protect and interpret the archeological site. The applicant should work with the City of Greenbelt to develop the content of an interpretive sign for the Toaping Castle Site, 18PR801.

3. The subject Departure from Sign Design Standards (DSDS) will have no impact on the Toaping Castle Site, 18PR801. The archeological site will also not be impacted by any proposed lighting or by the materials used on the proposed Royal Farms building and gas station.

It is important to note that the DSDS request has been withdrawn and the signage has been redesigned to meet the criteria of the C-O Zone. The conditions recommended by the Historic Preservation Staff are as follows:

1. The applicant shall work with the City of Greenbelt on the content and details of an interpretive sign to be placed at the location indicated on the detailed site plan
2. Prior to the issuance of a grading permit:
 - a. The applicant shall provide a final report detailing the Phase I and Phase II investigations and ensure that all artifacts are curated at the Maryland Archaeological Conservation Lab. Proof of the disposition of the artifacts shall be provided to the Historic Preservation staff.
 - b. The applicant shall install a super silt fence around the boundaries of the Toaping Castle Site, 18PR801, to protect the site during construction.

City Staff concurs with Historic Preservation Staff that the Applicant should work with the City on the content and details of an interpretive sign.

CONCLUSION

The Historic Preservation Commission will be meeting virtually to discuss both the designation of the Toaping Castle Site as a Historic Site and the Royal Farms DSP as it relates to the Toaping Castle Site on September 15, 2020. Written comments for these matters will be accepted until close of business on September 15, 2020. Staff recommends that City Council support the designation of the Toaping Castle Site as a Historic Site and further support the condition put forth by the County Historic Preservation Staff recommending that the Applicant work with the City on the interpretive signage.

City Council Agenda Item Report

Meeting Date: September 14, 2020

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS

Subject:

Bench Dividers

Suggested Action:

Mayor Byrd requested this item be added to the agenda.

The motion would be to have the bench dividers removed.

Attachments:

City Council Agenda Item Report

Meeting Date: September 14, 2020

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS

Subject:

American Heroes Project

Suggested Action:

Reference:

Email, T. Bumbry, 08/27/2020

Prince George's County MD Heroes Letter

Email, J. Small, 08.28.2020

Ms. Davis requested that this item be added to the agenda.

Attachments:

[Email, T. Bumbry, 08/27./2020.pdf](#)

[Prince George's County MD Heroes Letter.pdf](#)

[Email, J. Small, 08.28.2020.pdf](#)

Bonita Anderson

Subject: FW: [EXTERNAL] FW: Quick Call?
Attachments: Prince George's County MD Heroes LTR.pdf

From: Bumbry, Tomeka C.
Sent: Thursday, August 27, 2020 1:50 PM
To: Small, Jeffrey D
Cc: Colin A. Byrd; Nicole Ard
Subject: FW: [EXTERNAL] FW: Quick Call?

Jeffrey,

Per our discussion, I have copied City of Greenbelt Mayor Colin Byrd and City Manager Nicole Ard on this email. You may contact them directly at 301-474-8000. If additional assistance is needed, please do not hesitate to call or email.

Sincerely,

Tomeka C. Bumbry
Chief of Staff/Legislative Aide
Council Chair Todd M. Turner

"Service. Community. Progress"



From: Small, Jeffrey D
Sent: Thursday, August 27, 2020 1:34 PM
To: Bumbry, Tomeka C.
Subject: Re: [EXTERNAL] FW: Quick Call?

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

Tomeka,

Great speaking with you.

Attached is the letter which has more details about the project I mentioned. As I mentioned, Greenbelt Park is definitely in the mix in terms of a potential location. If the Chair or County and/or City would provide an opinion on that potential location that would be helpful.

If you can send me back the contacts you mentioned and/or loop them in that would be appreciated.

Finally, the Task Force Report is due next Monday, so we are trying to get a letter or email by COB tomorrow if possible.

Please let me know if you all have any other questions. Thank you again for the quick response and call.

Sincerely,

Jeff Small
Senior Advisor to the Secretary
U.S. Department of the Interior
Intergovernmental Affairs/External Affairs/Communications

Note: Every email and text I send or receive is subject to public release under the Freedom of Information Act.

From: "Small, Jeffrey D"
Date: August 27, 2020 at 10:39:00 AM EDT
To: : "Turner, Todd M."
Subject: Quick Call?

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

Chair Turner,

Can you give me a quick call about a potential economic development opportunity and project we are working on?

Sincerely,

Jeff Small
Senior Advisor to the Secretary
U.S. Department of the Interior
Intergovernmental Affairs/External Affairs/Communications

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THE SECRETARY OF THE INTERIOR
WASHINGTON

JUL 23 2020

Board of Commissioners
Prince George's County
805 Brightseat Road
Landover, Maryland 20785-4723

Dear County Commissioners:

On July 3, 2020, President Donald J. Trump signed an Executive Order (EO) on Building and Rebuilding Monuments to American Heroes. Recently, many statues and monuments that preserve the memory of our collective American story have been vandalized, destroyed, or removed. President Trump has made clear that this Administration will not stand for anarchy and allow our Nation's history to be erased. We must preserve the story of America's heroes.

The President has directed me to lead a Task Force that will propose options for the creation of a National Garden of American Heroes, including potential locations for the site. The National Garden will feature the statues of the greatest Americans to ever live and express our noblest ideals: respect for our ancestors, love of freedom, and striving for a more perfect Union. These works of beauty, created as enduring tributes, will show reverence for our past, dignify our present, and inspire those who come to visit this majestic place in the future.

As outlined in the enclosed EO, the "National Garden should be located on a site of natural beauty that enables visitors to enjoy nature, walk among the statues, and be inspired to learn about great figures of America's history." The site should be proximate to at least one major population center and not cause significant disruption to the local community. My preference is that the site be on lands already in Federal ownership.

The Task Force will also develop a process for accepting donations or loans of statues and monuments by States, localities, civic organizations, businesses, religious organizations, and individuals for display at the National Garden of American Heroes. Statues and monuments will include the Founding Fathers, former Presidents of the United States, those who fought for the abolition of slavery, and other great Americans.

I ask that you respond to this letter in your capacity as county officials, and provide any recommendations that answer the following questions:

1. Are there locations of natural beauty within your unit of local government that would serve as a reputable location for these monuments, statues, and the National Garden of American Heroes? Please list and describe any such locations consistent with the EO.

2. Are there any statues or monuments your locality can donate or loan to this effort that will honor our nation's heroes? Please list and describe any such statues or monuments consistent with the EO.
3. In addition to the 31 individuals listed in the EO, are there any other American heroes who should be recognized in the National Garden of American Heroes? Please list and describe any such individuals consistent with the EO.

The Task Force intends to provide recommendations to the President expeditiously and would ask that you provide your response by July 31, 2020. Please send an electronic copy of your response to Mr. Jeffrey Small at jeffrey_small@ios.doi.gov.

America's heroes are embedded in our hearts and as a result of the President's leadership will forever be embedded in American history. This worthy and appropriate tribute to the legendary figures of the United States of America will transmit our national story to future generations.

Sincerely,

A handwritten signature in blue ink, appearing to read "David D. Bonchuck". The signature is fluid and cursive, with a large initial "D".

Secretary of the Interior

Enclosure

Bonita Anderson

Subject: FW: FW: [EXTERNAL] FW: Quick Call?

From: Small, Jeffrey D
Sent: Friday, August 28, 2020 2:38 PM
To: Colin Byrd; Bumbry, Tomeka C.
Cc: Colin A. Byrd; Nicole Ard
Subject: Re: FW: [EXTERNAL] FW: Quick Call?

Thank you all very much. The Mayor and I had a great conversation yesterday. I am looking in two items for him.

Appreciate you all considering the American Heroes project.

Sincerely,
Jeff Small
Senior Advisor to the Secretary
U.S. Department of the Interior
Intergovernmental Affairs/External Affairs/Communications

Note: Every email and text I send or receive is subject to public release under the Freedom of Information Act.

From: Colin Byrd
Sent: Thursday, August 27, 2020 2:59 PM
To: Bumbry, Tomeka C.
Cc: Small, Jeffrey D; Colin A. Byrd; Nicole Ard
Subject: Re: FW: [EXTERNAL] FW: Quick Call?

Ms. Bumbry:

Thank you.

Warm regards,

Colin

On Thu, Aug 27, 2020 at 1:49 PM Bumbry, Tomeka C. wrote:

Jeffrey,

Per our discussion, I have copied City of Greenbelt Mayor Colin Byrd and City Manager Nicole Ard on this email. You may contact them directly at 301-474-8000. If additional assistance is needed, please do not hesitate to call or email.

Sincerely,

Tomeka C. Bumbry

Chief of Staff/Legislative Aide
Council Chair Todd M. Turner

"Service. Community. Progress"



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Jeff Small
Senior Advisor to the Secretary
U.S. Department of the Interior
Intergovernmental Affairs/External Affairs/Communications

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Date: August 27, 2020 at 10:39:00 AM EDT
To: "Turner, Todd"
Subject: Quick Call?

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Sincerely,

Jeff Small

Senior Advisor to the Secretary

U.S. Department of the Interior

Intergovernmental Affairs/External Affairs/Communications

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City Council Agenda Item Report

Meeting Date: September 14, 2020

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS

Subject:

High Crime in Apartment Complexes

Suggested Action:

Mayor Byrd requested this item be added to the agenda.

The motion would be to direct the City Solicitor to draft legislation to require apartment complexes to:

- * Conduct an annual security survey; and
- * Install security cameras and consider implementation of other measures in accordance with the findings of the surveys.

The law would apply to any apartment complex located in a police beat where there are 30 or more violent crimes annually.

Attachments:

City Council Agenda Item Report

Meeting Date: September 14, 2020

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS

Subject:

COVID-19 Emergency Recovery and Reopening Status

Suggested Action:

Mayor Pro Tem Jordan requested this item be added to the agenda.

Attachments:

City Council Agenda Item Report

Meeting Date: September 14, 2020

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS

Subject:

* Reappointments to Advisory Boards

Suggested Action:

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Reference: Reappointment Survey

The following individuals has indicated their willingness to continue to serve on a City Advisory Board:

Benjamin Friedman - Advisory Planning Board (APB)

Elisabeth Kevorkian - Senior Citizens Advisory Committee (SCAC)

Bryan Bruns - Forest Preserve Advisory Board (FPAB)

Approval of this item on the consent agenda will indicate Council's intent to appoint them to a new term.

Attachments:

City Council Agenda Item Report

Meeting Date: September 14, 2020

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

9/10/2020 3:27 PM



City Council Meetings & Work Sessions
September – October

Advisory Board Interview	Wed.	09/16	7:40 pm
Work Session - Beltway Plaza, (Virtual)	Wed.	09/16	8:00 pm
Work Session – TBD, (Virtual)	Mon.	09/21	8:00 pm
Work Session – TBD, (Virtual)	Wed.	09/23	8:00 pm
Regular Meeting, (Virtual)	Mon.	09/28	8:00 pm
Special Meeting – Update from Comptroller Franchot's Office (Virtual)	Wed.	09/30	7:00 pm
Work Session – TBD, (Virtual)	Mon.	10/05	8:00 pm
MML Fall Conference (Virtual)	Thurs. – Fri.	10/8-10/09	
Work Session – TBD, (Virtual)	Wed.	10/07	8:00 pm
Regular Meeting, (Virtual)	Mon.	10/12	8:00 pm
Work Session – TBD, (Virtual)	Wed.	10/14	8:00 pm
Work Session – GHI Board of Directors (stakeholders), (Virtual)	Mon.	10/19	8:00 pm
Work Session – TBD, (Virtual)	Wed.	10/21	8:00 pm
Regular Meeting, (Virtual)	Mon.	10/26	8:00 pm
Work Session – TBD, (Virtual)	Wed.	10/28	8:00 pm

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

This schedule is subject to change. For confirmation, call 301-474-8000. Regular and Special meetings and Work Sessions are open to the public. If special accommodations are required for any disabled person, please call 301-474-8000 or 301-474-3870 no later than 10 a.m. on the meeting day. Deaf individuals are advised to use MD RELAY at 711 or e-mail banderson@greenbeltmd.gov to reach the City Clerk. Due to the COVID-19 precautions, the Council Meetings will be held online and is planned to be cablecast on Verizon 21, Comcast 71, and 996 and streamed to www.greenbeltmd.gov/municipalTV. Unless otherwise noted, Council meetings will be virtually by zoom. Zoom meeting information for public participation is posted on the City's website at www.greenbeltmd.gov on the meetings calendar.

Bonita Anderson, City Clerk

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

9/10/2020 3:27 PM

Ready to be scheduled:

BARC/BEP Meeting (include: Beltsville &
Vansville Associations, FAR-B, Congressman
Hoyer, etc.)
MARC Train Service/ MDOT
GHI – NCOZ/Arts & Entertainment District
Potential Bond Referendum/Capital Financing
Cemetery Plans
Forest Preserve/Community Gardens (Nov 2nd)
WSSC
State Highway Administration
Teleconferencing
Pepco
University of Maryland (2020)
Bernard Penney (Memorial Donation in honor of
Leonie Penney)
Greenbelt Fair and Just Policing Act of 2020
Juneteenth
Collective Bargaining Process (Fall 2020)
County Executive Alsobrooks

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
Hotels
Department of Permitting, Inspections &
Enforcement (DPIE)
Museum Plan
Apartments

City Council Agenda Item Report

Meeting Date: September 14, 2020

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: MEETINGS

Agenda Section: MEETINGS

Subject:

Stakeholders

Suggested Action:

Attachments:

[Stakeholder Schedule.pdf](#)

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

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

(Rev. September 10, 2020)