



CITY COUNCIL AGENDA

**Municipal Building
Monday, September 09, 2019
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
 - 6a. Ms. Aisha Braveboy, Prince George's County State's Attorney
Suggested Action:
Prince George's County State's Attorney Aisha Braveboy will make a brief presentation to the Council.
 - 6b. Emergency Preparedness Month
Suggested Action: Candice Covin, Disaster Program Manager with American Red Cross for Montgomery & Prince George's Counties will accept the proclamation.
[National Preparedness Day Proclamation.pdf](#)
7. Petitions and Requests
8. Minutes of Council Meetings

Suggested Action:

Work Session - January 16, 2019

Work Session - May 29, 2019

Work Session - June 12, 2019

Work Session - July 01, 2019

Interview - July 01, 2019

[WS190116.pdf](#)

[WS190529.pdf](#)

[WS190612.pdf](#)

[INT190701.pdf](#)

[WS190701.pdf](#)

9. Administrative Reports

10. Committee Reports

10a*. Advisory Planning Board Report #2019-08 (Hanover Parkway and Greenway Center Drive Intersection)

Suggested Action: It is recommended that Council accept this report.

[APB Report #2019-08.pdf](#)

10b*. Advisory Planning Board Report #2019-09 (Hanover Parkway Bicycle Facilities Alternatives)

Suggested Action: It is recommended that Council accept this report.

[APB Report #2019-09.pdf](#)

III. LEGISLATION

11. A Resolution to Authorize the Negotiated Purchase for Captioning Services from Municipal Captioning Inc. at an estimated cost of \$12,960.
- 1st Reading

Suggested Action:

Reference:

Resolution

Quote, Municipal Captioning Inc., 07/17/2019

At the Regular Meeting on August 12, 2019, the City Council approved the selection of Municipal Captioning Inc. to provide captioning services for City Council meeting. Municipal Captioning provided a quote of \$12,960 for 30 hours of captioning a month, which is a little more than 5 hours a week. The quote also includes the hardware, installation and training.

It is recommended this Resolution be introduced for first reading.

[Municipal Captioning Resolution.pdf](#)

[Quote, Municipal Captioning Inc., 07/17/2019.pdf](#)

12. A Resolution to Authorize the Negotiated Purchase of FY 2020 Legal Services from Alexander & Cleaver PA at an estimated cost of \$165,000.
- 1st Reading

Suggested Action:

Reference:

Resolution

Memorandum, A. Belton, 09/05/2019

Letter, T. Pounds, 01/11/2018

Mayor Jordan requested the present and past agreements for legal services. Staff were unable to locate the agreement with the past firm, attached is the present agreement. The FY 2020 Budget includes \$165,000 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 is required.

Below are the City's legal services costs since FY 2014.

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

It is recommended the Resolution be introduced for first reading.

[Alexander_Cleaver_Resolution.pdf](#)

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

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

IV. OTHER BUSINESS

13. Reclassifications

Suggested Action:

Reference:

Memorandum, M. Johnson, 04/16/2019

Budgetary Impact of Proposed Reclassifications

Position Descriptions

The City has conducted periodic review of position descriptions and actual duties based on employee or supervisory request. Directors were asked to provide positions for review. This was completed in June and information provided to Council in June. This is in lieu of a more expensive, comprehensive compensation study. The intent is to evaluate the workload and duties of a position. The memo that was distributed to Council in closed session has been provided in the agenda packet with employee names redacted. The City will not release personnel evaluations or other related material.

Attached is a memo on proposed FY 2020 Reclassifications, along with the budgetary impact and the position descriptions. Five positions are recommended for reclassification. Council

approval is sought.

[Memorandum, M. Johnson, 04.16.2019.pdf](#)

[Budgetary Impact of Proposed Reclassifications.pdf](#)

[Position Descriptions.pdf](#)

14. Forest Preserve Advisory Board Proposed City Code Changes

Suggested Action:

Reference: Chapter 12 Parks and Recreation

Council Member Byrd requested this item to be added to the agenda.

The proposed changes are attached.

[CH012 - Chapter 12 PARKS AND RECREATION-FINAL EDITS.pdf](#)

15. Council Activities

16. Council Reports

17. *State and County NAACP Letter

[NAACP-MarylandStateConference-CC-letter.pdf](#)

18. *Board of Appeals Resolution for Variance #19-0006-V

Suggested Action:

Reference: BoA Resolution #19-0006-V

An appeal was made to the Board of Appeals (BoA) to grant a variance of 11 feet to allow for the construction of a workshop/garage not entirely behind the principle structure at 10 Greenknolls Place. According to the Prince George's County Zoning Ordinance accessory buildings, in the R-55 zone, are required to be setback 60' from the front street line and are required to be located only in the rear yard. A public hearing on this application was held on July 30, 2019. The Board of Appeals found that the required criteria for granting a variance were met and voted to recommend approval of Variance 19-0006-V, consistent with staff's recommendation. All parties of record were notified of the public hearing and no one spoke in opposition to the variance request. Since no appeals or requests for oral argument have been filed with the City, staff recommends City Council adopt the Board of Appeals Resolution by consent, as permitted by the zoning legislation.

[BoA Resolution #19-0006-V.pdf](#)

19. Letter to State and Military Officials about City Interest in Greenbelt Armory

Suggested Action:

Reference:

Letter, M. McLaughlin, 12.21.2016

Letter, M. McLaughlin, 12.22.2016

Council Member Roberts requested this item to be added to the agenda. Attached are additional information on the Greenbelt Armory requested by Mayor Jordan.

[Letter, M. McLaughlin, 12.21.2016.pdf](#)

[Letter, M. McLaughlin, 12.22.2016.pdf](#)

V. MEETINGS

20. Meetings

Suggested Action:

Reference: Meetings Calendar

2019 Meeting Schedule: At the regular meeting on February 25, Council reviewed its 2019 meeting schedule. The following changes to the 2019 meeting calendar were suggested:

- Reschedule October 14th Regular Meeting to Tuesday, October 15th. (MML Fall Conference in Cambridge – October 13-15)
- No Work Session on November 20. (NLC City Summit in San Antonio – November 20-23)

A motion is required to approve this schedule change.

[meetings.pdf](#)

[Stakeholder Schedule.pdf](#)

City Council Agenda Item Report

Meeting Date: September 9, 2019

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Presentations

Agenda Section:

Subject:

Presentations

Suggested Action:

Attachments:

City Council Agenda Item Report

Meeting Date: September 9, 2019

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: Presentations

Agenda Section:

Subject:

Ms. Aisha Braveboy, Prince George's County State's Attorney

Suggested Action:

Prince George's County State's Attorney Aisha Braveboy will make a brief presentation to the Council.

Attachments:

City Council Agenda Item Report

Meeting Date: September 9, 2019

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: Proclamation

Agenda Section:

Subject:

Emergency Preparedness Month

Suggested Action:

Candice Covin, Disaster Program Manager with American Red Cross for Montgomery & Prince George's Counties will accept the proclamation.

Attachments:

[National Preparedness Day Proclamation.pdf](#)

PROCLAMATION

WHEREAS, National Preparedness Month is a nationwide coordinated effort sponsored each September by the U.S. Department of Homeland Security to encourage all Americans to prepare for emergencies in their homes, businesses, and schools; and

WHEREAS, the theme of National Preparedness Month 2019 “Prepared, Not Scared”, an effort intended to increase public awareness concerning the importance of preparing for emergencies and to persuade individuals and families to take action; and

WHEREAS, being prepared includes creating an emergency supply kit containing items that will allow families to survive for at least three days in the event of an emergency, developing a plan that addresses sheltering in place or evacuating the area, staying informed about different threats that could affect our community, and seeking out training in first aid and emergency response; and

WHEREAS, throughout the year, the Greenbelt Community Emergency Response Team (CERT) trains in emergency procedures and promotes preparedness through public educational programs; and

WHEREAS, the Greenbelt Community Animal Response Team (CART) recruits and trains volunteers to provide assistance for displaced animals during emergencies or disasters; and

WHEREAS, the City’s Public Safety Advisory Committee (PSAC) also educates the community about public safety issues, concerns, and programs.

WHEREAS, citizens volunteer with the Greenbelt Volunteer Fire Company and Rescue Squad to respond to disasters and keep us safe daily, joined by Police, Career Fire Department, Public Works and Code Enforcement employees.

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

NATIONAL PREPAREDNESS MONTH

and urge all our residents to proactively take measures to make themselves, their families, and the entire community better prepared for all types of emergencies.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Greenbelt, Maryland, to be affixed this 9th day of September 2019.

EMMETT V. JORDAN, Mayor

ATTEST: Bonita Anderson, City Clerk

City Council Agenda Item Report

Meeting Date: September 9, 2019

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Meeting Minutes

Agenda Section:

Subject:

Minutes of Council Meetings

Suggested Action:

Work Session - January 16, 2019

Work Session - May 29, 2019

Work Session - June 12, 2019

Work Session - July 01, 2019

Interview - July 01, 2019

Attachments:

[WS190116.pdf](#)

[WS190529.pdf](#)

[WS190612.pdf](#)

[INT190701.pdf](#)

[WS190701.pdf](#)

WORK SESSION OF THE GREENBELT CITY COUNCIL held Wednesday, January 16, 2019, to meet with Council Member At-Large Calvin Hawkins and Melvin Franklin.

Mayor Jordan started the meeting at 7:37 p.m. The meeting was held in room 201 of the Greenbelt Community Center, 15 Crescent Road.

PRESENT WERE: Councilmembers Colin A. Byrd, Judith F. Davis, Leta M. Mach, Silke I. Pope, Edward V. J. Putens, Rodney M. Roberts (7:55 pm), and Mayor Emmett V. Jordan.

STAFF PRESENT WERE: Nicole Ard, City Manager; David Moran, Assistant City Manager, and Shaniya Lashley-Mullen, Administrative Assistant.

ALSO PRESENT WERE: Reverend Ray Raysor; Cathie Meetre, and Mary Lou Williamson, Greenbelt News Review; Steve Skolnik, President of Greenbelt Home Incorporated (GHI); Bill Orleans and others.

Mayor Jordan provided Council Members At-Large Hawkins and Franklin history about Greenbelt. He also noted that the City was the first to provide a public pool in the County.

Mr. Franklin indicted that he was Chair of the Prince George's County Council for two years. He stated the purpose for an At-Large Councilmember is to represent the County as a whole; bring more County government closer to the people, strengthen the City of Greenbelt and Prince George's County's relationships. Mr. Franklin also stated that the Prince George's County Council wants the economy to grow to build a generational wealth by spending Prince George's County dollars in Prince George's County and the City of Greenbelt's dollars in the City of Greenbelt.

Mr. Hawkins indicated that he was looking for an opportunity to assist his other Prince George's County Councilmembers to move the County forward. He stated that his position for running for County Council was to assist seniors and individuals with disabilities. Mr. Hawkins shared that he had worked with the 27 municipalities and wanted to bring some of their ideas to move the County forward. He also indicated that he was appointed the Municipal Liaison.

Mayor Jordan invited both Councilmembers Franklin and Hawkins to the next Four Cities Meeting at College Park Municipal Building. He explained that the City Council meets on a quarterly basis with the Town of Berwyn Heights, the City of College Park, and the City of New Carrollton.

Mayor Jordan stated that the State Legislators, Delegate Gaines, Delegate Healey, County Councilmember Turner, and Senator Pinsky attended the Legislative Dinner. He explained each of the City of Greenbelt's Legislative Top Priorities, which are: Oppose Transfer and Potential Privatization of The Baltimore /Washington Parkway, Oppose Beltway Widening, Block the Maglev Train Routes through Greenbelt and Prince George's County, Greenbelt Road Streetscape Improvements and Greenbelt Metro Station Improvements.

Mayor Jordan noted that if the transfer would take place, trucks would be allowed on the parkway. The proposed widening would change the character of the parkway into a super highway. He also stated that with widening, the beltway will be encroaching on some properties in Greenbelt and residents would lose their homes. Mayor Jordan stated the Maglev train

doesn't make a lot of sense and would cost \$50-\$100 to travel to Baltimore. That money could be used to enhance the MARC Train.

Ms. Mach stated that a study was done on the proposed widening the Baltimore Washington Parkway in 2011. The study stated that it would be extremely expensive because you would have to tear down all the bridges and rebuild them. She also noted that the widening wouldn't improve traffic on the parkway. Mayor Jordan stated the bridges weren't built to have 18 wheeler trucks on them.

Ms. Davis stated that the previous County Council went on record to oppose the transfer of the Baltimore Washington Parkway. She stated she hopes that the current County Council will be in opposition transferring the Baltimore Washington Parkway and the Maglev proposed project.

There was a discussion on the authority the Governor has to make decisions without the State Legislators and local jurisdictions being involved. Mr. Franklin added if the Governor was focused on transportation. Ms. Pope stated if the Governor was focused on the infrastructure at the Metro, than the State wouldn't need the Maglev. Mr. Franklin advised Baltimore City is the only jurisdiction that has the authority to approve or disapprove a railroad franchise and the Maglev is a railroad franchise.

Mayor Jordan noted that he has been working and meeting with the Mayors of Laurel, New Carrollton, College Park, Bladensburg, Riverdale Park, and Cheverly and they advise the Maglev doesn't make any sense. He added that they wanted to find a sustainable way to use the money to benefit Prince George's County instead of building the Maglev. Mayor Jordan also said the City is getting all the impact and the entire burden but not any of the benefits. Mr. Putens stated that the Maglev has two routes coming through Greenbelt, which would travel through Hunting Ridge and the Forest Preserve and the other one traveling under Eleanor Roosevelt High School.

Mr. Roberts suggested that the Green Line get extended to BWI Airport that would benefit thousands of citizens. Mayor Jordan recommended extending the light rail from Baltimore to Prince George's County and extend the Green Line.

Mayor Jordan said the Greenbelt Streetscape hasn't changed in 20 years. The City has a plan of what Greenbelt Road should look like with the Town of Berwyn Heights and the City of College Park. He indicated making Greenbelt Road a walkable/bikeable place so people would stop in the City instead going through the City. Mayor Jordan stated that Greenbelt is a gateway community and it need to be number one on the priority project list. Mr. Franklin stated that the FBI was considering relocating in Greenbelt, which was number one or two on the priority project list. Ms. Davis indicated that the interchange was on the priority project list.

Mayor Jordan noted that the City has a plan for Cherrywood Lane that would connect the Greenbelt Metro Station to Greenbelt Road to make it a complete green street. Mayor Jordan also stated that the City received a large grant from the National Fishing and Wild Life program to redesign it to a walkable/bikeable street. The Greenbelt Station Community is almost completed, with wonderful townhomes and apartments.

Mr. Franklin stated that the County Council is in the process of completing their Joint Transportation priority letter to the State, and the City Council should submit a letter

emphasizing the City's concerns. Ms. Davis stated a letter has already been submitted and can be forwarded to Mr. Franklin.

Mr. Hawkins requested a copy of the Urban Land Institute Technical Assistance Panel Report (ULI-TAP). Mayor Jordan stated a copy will be forwarded and invited both County Councilmembers At-Large to attend the upcoming ULI-TAP work session. Mr. Moran stated that State Highway Administration did a conceptual plan in 2002-2003.

Mr. Franklin stated that this is a common challenge, there are large state roads that go through our communities and there weren't any planning concepts for walkable or pedestrians safety. He stated that other jurisdictions are building communities around Metro and now the County is also.

There was a brief discussion on HB10 that is being proposed by Delegate Carr. The policy that is in place now is that State Highway puts the highways in and the municipalities would have to maintain them. Mayor Jordan stated the City doesn't have the resources to maintain County and State properties.

Mayor Jordan stated that the City of Greenbelt has one of the largest Metro parking lots in Prince George's County and Washington Metropolitan Area Transit Authority (WMATA) hasn't made any investments at the Metro in about 10-15 years. There was a great proposal for the FBI to come to Greenbelt and nothing happened. He also stated that the residents at Greenbelt Station don't have a connection to the Metro, which is too far to walk. Mayor Jordan said that Prince George's County added a \$2.75 parking surcharge that has been in place for about 2 1/2 years and the money hasn't been distributed back into the City. That money could be used to build the connecting trail. The developers have put up money to help build the connecting trail, but WMATA keeps on changing the plans and driving up the prices.

Ms. Davis indicated that the WMATA hearing in Greenbelt was scheduled for January 30th in the library. She also noted that Council had sent a letter for extending the hours and to extend the Yellow Line to Greenbelt. Mr. Franklin stated that the Council is in a good position to demand more from WMATA, a new stationary plan for Greenbelt. Mr. Franklin indicated that he would look into the \$2.75 parking surcharge.

There was brief discussion on the trail leading from Greenbelt Station to the Greenbelt Metro. Mr. Hawkins suggested that Greenbelt, College Park and Berwyn Heights write a join letter to WMATA to express each municipality's concerns. Mr. Franklin noted it would be an advocacy letter with all the municipalities and the County Council.

Mayor Jordan noted that along with the priorities that were already discussed, he provided the following additional priorities: increase M-NCPPC Funding for City Recreation Programs, Children living in Greenbelt Station should attend Greenbelt School, replace sidewalks on State Roads and Ban Plastic Straws.

Mayor Jordan stated that M-NCPPC funding for the City Recreation Programs hasn't increased since FY2013 and the City receives \$234,000 annually.

There was a discussion on Children living in Greenbelt Station should attend Greenbelt Schools. Ms. Mach stated that all the Prince George's County Schools are overcrowded and if the

students are being bused to a crowded school, it should be a crowded school in Greenbelt. Ms. Mach said that the City works with the Greenbelt schools, the Advisory Committee of Education (ACE), provides grants to the Greenbelt Schools. ACE also has annual ceremonies for the teachers and students at Greenbelt Schools. Mr. Byrd stated that Springhill Lake Elementary is massively overcrowded, as is the case of Eleanor Roosevelt High School. He also stated that Springhill Lake Elementary has many maintenance issues.

There was brief discussion on the School Resource Officer Program.

There was discussion to replace sidewalks on State roads. Mayor Jordan indicated that the sidewalk on Greenbelt Road near the Beltway is in need of repairs.

There was discussion about the ban on plastic straws. Ms. Davis stated that several disabled citizens need a plastic straw. Restaurants have them but will only give them out on request. Ms. Pope noted that there are compostable straws. Ms. Davis also stated that citizens could buy their own steel straws.

Mayor Jordan stated that Greenbelt is a mixed income community and wants to preserve the affordable housing and aging in place. He also stated that even though Greenbelt doesn't have zoning and planning authority, Greenbelt still takes an active role with the Advisory Planning Board (APB) who works with builders and developers so Council can have input on conception sites.

Mr. Franklin replied to Mayor Jordan's question, stating that the Zoning Rewrite Ordinance doesn't go into effect until the maps are done. He also stated that he understand that Greenbelt has unique neighboring conservation overlays zoning issues and wants to preserve them. Mayor Jordan stated the intention is not to rezone everything, maybe re-change the names around and not change the character of Greenbelt. He also stated that Greenbelt is passionate about protecting Old Greenbelt.

Mr. Skolnik explained that Greenbelt Homes Incorporated (GHI) is a cooperative and provides affordable housing to the members. He also noted that GHI is a natural retirement community. Mr. Skolnik stated that GHI is a cooperative that works well with the City of Greenbelt; Prince George's County and the State of Maryland, and enjoys a lot of self-governance. He stated that GHI is extremely concerned and very active in the process of the zoning rewrite project because the ability of GHI self-governance will be decreased. Mr. Skolnik stated if a conversation overlay zone is not established to protect Historic Greenbelt, then the nature of the community will change forever. Mr. Skolnik noted that GHI and the City of Greenbelt Council needs Prince Georges' County Council's support to make sure that doesn't happen. GHI has a housing density of 6.2 and the zoning rewrite will change it to 11, and that's not acceptable.

Mr. Skolnik replied to Mr. Franklin's question, stating that they removed the overlay zone and is working on a new NCO. Mr. Franklin stated that the Prince George's County Planning Board Staff wants to get rid of the overlay zones because they feel that there shouldn't be tailor made zones. The Prince George's County Council can reverse it and reinstate the overlay zones for GHI.

There was discussion on permits and Department of Permitting, Inspections and Enforcement. Mr. Franklin stated that if Mr. Skolnik can provide Mr. Hawkins and himself more detail in all

the difficulties in writing, he would appreciate it. Ms. Davis stated when there is legislation that deals with housing, can they please add in cooperatives.

Mr. Franklin stated that his understanding of the overlay zone was that a new overlay zone was initiated and it was designed to address Mr. Skolnik's concerns. It would go to Prince George's County Planning and then to the Prince George's County Council to preserve Greenbelt.

Ms. Meetre gave a brief history of the Greenbelt News Review. She noted that Ms. Williamson is President of the Greenbelt News Review Archive Project. Ms. Meetre stated that they still have all the original copies of the News Review dating back to 1937 and they are brittle to the touch. Ms. Meetre said they had a short window to rescan the papers with today's technology and get them in a state where they can be searched using optimal character recognition and then submit them to a national archive. Ms. Meetre stated that the project is to scan all the non-digital papers, which are from 1937-2002 and get them into the Library of Congress through 1963 because that is the last date the Library of Congress would accept them. Also to the Internet Archive which would take the Greenbelt News Review to present day.

Ms. Meetre stated that the project received a small amount of funding from Mr. Turner's Departmental Grants last fall and also received a grant from the Community Foundation. She also stated they received \$13,000 from the community. Ms. Meetre also stated that the University of Maryland Digital Library Science group would digitalize the News Review and put them in the Library of Congress. Ms. Williamson stated that the City already provides a room in the Community Center to do the project.

Ms. Meetre answered Mr. Franklin's question, stating that the amount they are asking for is \$25,000 and they are expecting to raise another \$6,000. She indicated that they would ultimately have raised 60% for the project. That doesn't include the volunteer labor. Ms. Williamson stated that the volunteers set up the paper to be scanned.

Mr. Hawkins stated that he and Mr. Franklin have agreed to cover the remaining balance of the project.

There was a brief discussion about the Greenbelt Library and the Tugwell Room.

Ms. Davis stated she is the Commissioner of the Central Maryland Transportation and Mobility Commission which includes Howard County, Anne Arundel County, Laurel and Prince George's County. She explained the commission has budget issues that include the bus system which connects College Park, Greenbelt to Laurel. Ms. Davis said that Prince George's County didn't fulfill their part of the budget this year. There were a few cuts.

Information Items –

Ms. Davis gave a report on the Maryland Municipal League Committee meeting.

Additional informational items were discussed.

The meeting ended at 10:12 p.m.

Respectfully submitted,

Shaniya Lashley-Mullen
Administrative Assistant

DRAFT

WORK SESSION OF THE GREENBELT CITY COUNCIL held Wednesday, May 29, 2019, to discuss the Second Dog Park Location.

Mayor Jordan started the meeting at 8:02 p.m. The meeting was held in room 201 of the Greenbelt Community Center, 15 Crescent Road.

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

Staff present were: Nicole Ard, City Manager; Terri Hruby, Director of Planning and Community Development; Judith Howerton, Community Planner; and Shaniya Lashley-Mullen, Administrative Assistant.

Also present were: Kathleen Gallagher, Greenbelt News Review; Bill Orleans and others.

Proposed Dog Park Locations

Ms. Howerton stated the City is still in search of a second dog park location. She presented a Power Point presentation on five potential dog park locations.

Ms. Howerton stated some of the concerns were that some of the sites were too small to split into a big dog area and a small dog area. The proposed dog park locations are limited anything less than 8,000 SF wouldn't be split into big/small dog areas and that was only one site (Stream Valley Park Location).

There was a discussion on the Northway Fields location – 11,600 SF - \$44,395 Estimated Construction Cost.

Mr. Roberts advised he strongly objects to the Northway Fields location because it's too far away. He indicated it's hard for people to get to, and it needs to be closer to the population who is going to use the park. He also stated it would encroach on the playing fields. Mr. Roberts said that the City will be doing a renovation in the area to make it more useable and turning it into a dog park is a bad idea.

Ms. Howerton listed the following concerns for the Northway Fields location: significant regrading is necessary which will impact existing trees; an eroded drainage trench borders the site; a long distance for residents to walk; and there is no clear access to water or electricity.

Ms. Howerton stated that this location is already in use as an informal dog park.

Ms. Howerton answered Ms. Davis's question stating that the estimated cost doesn't include regrading or electricity. She stated that the estimated cost would include a surface, fencing and maybe one or two pieces of equipment.

There was a discussion on the Stream Valley Park location – 7,784 SF - \$49,611 Estimated Construction Cost.

Ms. Howerton stated this location is already being used as an informal dog park. The Stream Valley Park location is just off Crescent Road, across street from St. Hugh's Church. Ms. Hruby

stated a person can get to the Stream Valley Park location from Fayette Place at Hillside Road.

Ms. Davis suggested that the location be used as an informal dog park without fencing. Ms. Hruby said that there would be a discussion and the City Code would have to be amended because dogs off the leash are not permitted per the City Code. Ms. Howerton also stated this area is also used as a play area for the neighborhood children.

Ms. Howerton stated that one of the concerns regarding the location is that this location is near private property; there isn't clear access to get utilities; and there are constraints on the shape of the park due to the fact that it's small and narrow.

Mr. Putens and Mayor Jordan stated that that location is very neighborhood oriented. Mr. Putens said to leave the location alone.

There was a brief discussion on the second dog park location list. Ms. Howerton stated the list was expanded and sites have been eliminated since the last dog park work session. Ms. Pope stated she wanted a place that the residents could walk with their dog(s) and didn't want to spend a lot of time going over locations that weren't going to be used. Ms. Ard stated private property was also considered. Planning Staff confirmed both Franklin Park Apartments and the proposed housing development near the Federal Courthouse were consulted.

A Greenbelt resident named Dan, who did not provide a last name, strongly opposed the Stream Valley Park location.

There was discussion on the Greenbelt Dam Area location – 20,166 SF - \$42,035 Estimated Construction Cost.

Ms. Howerton explained this location is near the City's Public Works facility at Buddy Attick Park.

Ms. White answered Ms. Mach's question, stating Ms. White that had misspoken when she stated this location was too noisy. Ms. White stated she thought it was a different site. Ms. White said she has concerns on how the second dog park will be controlled due to the many people in Buddy Attick Park.

Ms. Howerton answered Mayor Jordan's question stating that is the location where the Dam repair project will take place.

Mr. Roberts said it was a nice site and it would be ruined if it is fenced in. He also stated the lake shouldn't be used for organized activities. He stated the City has a master plan and should adhere to it. Mr. Roberts also said he personally likes the Lakecrest Drive location. Ms. Pope agreed with Mr. Roberts that site shouldn't be fenced in.

Ms. Pope stated the park is very busy on the weekend and parking will be a huge issue. She advised this location will be overly used unless there restrictions are put in place.

There was a discussion about fencing.

There was a discussion on the location off Lakecrest Drive – 9,252 SF - \$48,369 Estimated

Construction Cost.

There was a brief discussion on parking.

Ms. Howerton answered Ms. Mach's question stating this location requires some work due to it being swampy, but it can be a dog park.

Ms. Howerton answered Ms. Mach's question stating that this location needs engineered wood fiber (EWF) mulch surfacing and fencing. Mayor Jordan asked if it would be an issue for the EWF mulch if the water saturates it. Ms. Howerton answered stating drainage would have to be built.

There was a discussion on the Amory site. Mr. Roberts stated that would be a perfect location for a dog park and office space. Mayor Jordan stated staff is working on it behind the scenes.

Ms. Hruby answered Mr. Roberts's question stating that an active member of the Park and Recreation Advisory Board (PRAB) raised the same concern with the Master Plan performance.

Mr. Roberts stated the office part of Belle Point Drive, behind the playgrounds near the Forest Preserve has an undeveloped parcel which the City could lease or buy.

There was a discussion on the location off Branchville Road – 26,552 SF - \$42,035 Estimated Construction Cost.

This location is near Greenbelt Station and the Prince George's County Scrap Yard by Indian Creek Trail, which connects Cherrywood Lane.

Ms. Howerton answered Ms. Davis's question stating the estimated construction cost does not include putting in a parking lot.

Ms. Hruby stated the City does not own the property yet. It will be conveyed to the City hopefully within the next year along with the trail.

Ms. Pope said her concern regarding this location is that it is not walkable or convenient.

Mr. Roberts stated that the City needs more than one new dog park so it can be accessible to Greenbelt West and Central Greenbelt. He said Greenbelt was designed to have recreation facilities close to citizens' homes so that they could walk to them. Mayor Jordan said the challenge is that all the sites that were identified have been rejected by the residents. Mr. Roberts advised to instead of making one big dog park, make smaller dog parks spread throughout the sections of the City.

There was a discussion on changing the leash laws for the Stream Valley location. Mary Anne (unknown last name), a Greenbelt resident, stated when she walked her dog at the location, her dog is in danger because someone walked his or her dog off the leash.

Mary Anne answered Ms. Pope's question stating she liked the Northway location as well as the Greenbelt Dam and Lake location too.

Ms. Pope suggested the St. Hugh's site near the tennis courts on the right hand side. Ms. Hruby stated that site is recreational; it has a basketball court and a playground. She said the other concern at that location was parking.

Ms. Howerton stated the cost estimates do not include utilities or parking grading; it includes surfacing, fencing, or shade equipment.

There was a discussion on grant funding. Mr. Hruby suggested Project Open Space.

Ms. Howerton suggested a no build alternative. She advised with the funding that is set aside for a new dog park, the current dog park could be upgraded and given a new look.

Mr. Roberts asked if there is space to expand the existing dog park. Ms. Howerton said that the current dog park is a little more than a ½ acre and that is a good size for a dog park. Ms. Hruby stated that the dog park was expanded once and was almost at its full potential.

Proposed Dog Park Rules

Ms. Howerton proposed three new rules be added to the current rules for the dog park; use of dog park is at owner's risk; children under the age of 12 must be under adult supervision; and owners must clean up and dispose of feces and any trash (discarded or destroyed toys) deposited by their dogs.

Ms. Davis suggested that the owners be provided with two copies of the rules, one copy they sign and it is placed on file, and the other one is for them to take home.

Permits/Management

Ms. Howerton proposed an annual Dog Park license application fee of \$20 for the first dog and \$5 for each additional dog. She also proposed transferring dog park permitting and management from Planning and Community Development to the Department of Recreation. Mayor Jordan suggested a two-tier annual license fee residents and non-residents. He also suggested having the renewal process online to make it easier for the citizens. Ms. Hruby stated staff would have to work with the IT and Recreation Departments on the renewal process.

Ms. Pope agreed with a suggested annual two-tier license fee for residents and non-residents, and a controlled access card to get into the dog park.

Ms. Davis agreed with an annual two-tier license for residents, and non-residents. She asked how residents/non-residents would show that their dogs are licensed online. She suggested enforcement by checking the dog park to make sure the residents/non-residents have current permits. Ms. Hruby advised that staff did not address the controlled access to Dog Park. Ms. Hruby stated staff would look at best practices.

Ms. White, a Greenbelt resident, supports the idea of allowing non-residents to be able to get dog park licenses. She suggested placing a modified tag on the dog that controls the entrance of the dog park. She stated with the self-policing of the dog park or monitoring by Animal Control, if a citizen resident violates the rules, they lose their privileges. In response to the electronic renewal process, Ms. White suggested if the paperwork and/or shots are not up to date, the

modified tag could be temporarily turned off until the shots are up to date.

Sarah, a Greenbelt resident, stated she could submit her dog's rabies certificate from her vet to get a Prince George's County Dog License. The rabies certificate is either for 1 or 3 years and the County has that information on file.

Lindsey, a Greenbelt resident, stated the self-policing dog park in College Park worked very well. Access was gained into the dog park with a 4-digit code. If there was a violation, the code was changed and a new code was emailed.

Mr. Putens stated the quality of the current dog park has gone down due to overuse and lack of water. He said there are complaints from Greenbelt East residents due to the lack of enforcement and issues with non-residents using the park. Mr. Putens advised the current dog park needs to be maintained and the rules enforced.

Mayor Jordan stated there is a consensus to move towards an Annual License Plan, have the City Manager work with the Department of Recreation on the plan.

Ms. Davis said the two directions that Planning and Community Development can go are the Branchville Road site and the renovation of the current dog park. She also stated to move towards putting the annual plan in place, which includes the annual fees and how the location will be managed.

Ms. Mach stated that Branchville Road would be a location for a third dog park. She said Council was looking at a location in the center of town originally. She suggested possibly depending on the terrain, the Lakecrest Drive area, if it is not too swampy.

Ms. Hruby stated the next step for staff is to work with all the departments and the City Manager, laying out the application and fee. Ms. Hruby also stated Staff would work on developing the Lakecrest Drive location in more detail and engage the community.

Mayor Jordan, Mr. Putens, and Ms. Davis directed staff to look at the Branchville Road and Lakecrest Drive locations, as well as renovating the current dog park.

Information Items –

Ms. Davis gave a report on the Chesapeake Bay Policy Committee.

Additional informational items were discussed.

The meeting ended at 10:14 p.m.

Respectfully submitted,

*Shaniya Lashley-Mullen
Administrative Assistant*

WORK SESSION OF THE GREENBELT CITY COUNCIL held Wednesday, June 12, 2019, to discuss the Complete and Green Streets Policy.

Mayor Jordan started the meeting at 8:00 p.m. The meeting was held in room 201 of the Greenbelt Community Center, 15 Crescent Road.

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

Staff present were: David Moran, Assistant City Manager; Terri Hruby, Director of Planning and Community Development; Molly Porter, Community Planner; and Shaniya Lashley-Mullen, Administrative Assistant.

Also present were: Kathleen Gallagher, Greenbelt News Review; Bill Orleans and others.

Mayor Jordan said Council has been working on this policy since 2011 and it has been referred to the Advisory Plan Board (APB) and the Greenbelt Advisory Committee on Environmental Sustainability (Green ACES). He indicated Prince George's County passed their Complete and Green Street Policy about three years ago.

Ms. Porter presented a Power Point presentation. She advised the term complete streets is defined by the National Complete Streets Coalition as the following: Complete Streets are streets for everyone. They are designed and operated to enable safe access for all users including pedestrians, bicyclists, motorists, and transit riders of all ages and abilities. She also stated that no Complete and Green Streets would look the same.

Ms. Porter stated according to the Environmental Protection Agency (EPA), the term Green Streets is defined as follows: Green Streets achieve multiple benefits, such as improved water quality and more livable communities through the integration of stormwater treatment techniques, which use natural processes and landscaping.

Ms. Porter explained the benefits of Complete and Green Streets, which includes: safer travel for all, improved health outcomes, reduced emissions, and reduced stormwater runoff.

Ms. Porter noted that the first framework for the Complete and Green Streets Policy was developed in 2011. Since then, staff has been looking at best practices and policy development in other regions and nationally.

Mr. Roberts stated "complete safety" should be changed because the City streets will not become completely safe and it's setting up a standard the City won't be able to meet. Mr. Roberts also stated that the LED lighting is not green in nature because it kills all the bugs in their natural environment.

Ms. Porter answered Mayor Jordan's question stating that working towards Vision Zero could be done separately with the Complete Green Streets Policy. She stated that Vision Zero practices could be implemented as part of the safety nature of the Green Streets Policy. Mayor Jordan suggested making it a performance goal so it could be tracked.

Ms. Davis suggested working with the Police Department and Public Safety Advisory Committee on more pedestrian and bike education. Ms. Davis stated bus shelters, bus stops, and number of bike racks should be added to the maintained inventory list. Ms. Mach suggested that under implementation add education. Mayor Jordan suggested that under implementation there should be an inventory of stormwater management elements.

Mayor Jordan asked if the City's Complete and Green Streets Policy can require private developers and landowners to implement the same features. Ms. Hruby stated that the City Code has a street standard that needs to be updated. Once the City Code is updated, it would be the appropriate place to relate instructions for private and public streets to conform to the City's Green Streets Policy.

There was a discussion on sidewalks. Ms. Hruby answered Mayor Jordan's question stating the sidewalk and driveway repairs in residential areas are the City's responsibility. She stated homeowners are required to remove snow. Ms. Hruby stated the City inspects all commercial property, which includes their common areas, driveways and sidewalks. She stated that the City would cite the commercial business if it's not in good order. Mayor Jordan stated he had a concern of maintenance between State Highway and Turner Lane. Ms. Hruby said the City is in the process of determining ownership/responsible party of that path.

Mr. Putens indicated that Greenbelt Road needed to be a Complete Green Street. Mr. Putens also asked about bike lanes striping at intersection. Ms. Hruby responded that when approaching an intersection it depends on the direction of the flow of traffic, you would jog your bike lane. She noted it was done on Ivy Lane at Cherrywood Lane that it is a best practice and the safest way. Ms. Davis stated the State Highway Administration report on their plans for Rt. 193 would be released this summer. Mayor Jordan stated that Council should do some advocating for Rt. 193 to help shape the State Highway Administration plan before it is released.

Ms. Porter indicated that Public Works helped to shape the Complete and Green Streets Policy. Ms. Porter stated the Director of Public Works reshaped certain parts of the policy. She noted the policy also went before the Greenbelt Advisory Committee on Environmental Sustainability (Green ACES) and the Advisory Planning Board (APB) and both Committees submitted reports on the drafted policy.

Mayor Jordan suggested an implementation strategy would be helpful to look at the streets in Greenbelt to identify the low, medium, and high priority, as a framework.

Mayor Jordan asked about Stated and County policy. Ms. Porter responded the State's Policy is a Complete Street and doesn't incorporate the Green Street element. She indicated the County's Complete and Green Street Policy largely contains the same information and policy directives as the City's.

Ms. Porter answered Mr. Roberts's questing stating the definition that is used by the EPA will include the bio retention areas, increasing the number of street trees, and the design of the bio retention areas to have lower levels of maintenance to eliminate coming back year after year. She stated the policy would leave the guidelines to reflect best practices and as best practices change, the policy would change to reflect updated best practice. Ms. Hruby stated for the ones that are sustainable they treat and have a quality and quantity control and there is no maintenance free from stormwater elements.

Jean, a Greenbelt resident, suggested getting input from residents with disabilities when designing ADA compliant streets, even if it is beyond the federal guidelines. She suggested using more natural features for storm water management so that they won't be stand-alone. Jean asked if there would be a gateway to Historic Greenbelt, any public art to lead into Old Greenbelt. Mayor Jordan stated that Council has been working on the gateway signage for a while. He said that each distinct neighborhood has vital areas within themselves. Ms. Davis stated the Arts Advisory Board (AAB) has a Public Arts Policy. She said they are looking for places where everyone assembles to place the art first.

Ms. Davis suggested in the vision statement to have it read in part "public transportation vehicles, motorists, cyclists and pedestrians" putting pedestrians first changes the emphasis from vehicles to pedestrians.

Mayor Jordan suggested in the policy statement take out "transportation."

Mr. Byrd said that as technique details becomes available, Green ACES would like an opportunity to view in real time, and any other interested advisory committee can participate as well.

Mr. Byrd requested an inventory of city maintained streets and city streets other agencies are responsible in maintaining.

There was discussion that the Complete and Green Streets Policy would not necessary be applied to all the streets in the City. Mr. Byrd would like the streets to be identified that the policy would not apply too. Ms. Hruby stated that would be a major undertaking. Ms. Hruby said every street within the City has the opportunity to provide a green element.

Mayor Jordan reviewed the following suggested changes for the Complete and Greens Street Policy:

Vision Statement

- *change from "complete safety" to just "safety"*
- *put "pedestrians" first*

Policy Statement

- *remove "transportation"*

Implementation

- *add the following to the inventory list*
 1. *storm water management*
 2. *Bus Shelters and Bus Stops*
 3. *Education*
- *Public Works develop a timetable for replacing and maintaining the green elements*

Performance Measures and Reporting

- *reports from the Police Department on crashes*

Ms. Hruby answered Mayor Jordan's question stating the Complete and Green Streets Policy can be ready to be presented to Council at their next regular meeting in July.

Information Items –

Ms. Davis gave a report on the Metropolitan Washington Council of Governance Board of Directors Board Meeting.

Additional informational items were discussed.

The meeting ended at 9:15 p.m.

Respectfully submitted,

*Shaniya Lashley-Mullen
Administrative Assistant*

DRAFT

WORK SESSION OF THE GREENBELT CITY COUNCIL held Monday, July 1, 2019, for the purpose of interviewing candidates for City Advisory Groups.

The meeting began at 7:41 p.m. It was held in the Library of the Municipal Building.

PRESENT WERE: Councilmembers Colin A. Byrd, Judith F. Davis, Silke I. Pope, Edward V. J. Putens (7:46 pm), Rodney M. Roberts and Mayor Emmett V. Jordan. Councilmember Leta M. Mach was absent.

STAFF PRESENT: Shaniya Lashley-Mullen, Administrative Assistant.

Erica Hernandez was interviewed for appointment to the Greenbelt Advisory Committee on Environmental Sustainability.

The meeting was adjourned at 8:02 p.m.

Respectfully submitted,

*Shaniya Lashley-Mullen
Administrative Assistant*

WORK SESSION OF THE GREENBELT CITY COUNCIL held Monday, July 1, 2019, to receive the City Manager's Update.

Mayor Jordan started the meeting at 8:05 p.m. The meeting was held in the Municipal Building, 25 Crescent Road, Council Chambers.

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

Staff present were: Nicole Ard, City Manager; and Shaniya Lashley-Mullen, Administrative Assistant.

Also present were: Bill Orleans, and others.

Ms. Ard provided a PowerPoint presentation, which provided an update of Council's Goals, Accomplishments, and Projects.

Ms. Ard noted that the areas Council has identified as goals have been broken down into top and high priority, based on the timeframe available to accomplish them. Ms. Ard stated that the City has made strides in several areas including hiring the Economic Development Coordinator and the Police Chief. The Citywide security camera system will be implemented in the next phase this month with Mr. Worley and the consultant meeting soon. Ms. Ard advised staff learned from County Fire Officials that a Fire Station for the City of Greenbelt is in the Prince George's County CIP.

Ms. Ard highlighted some of the accomplishments to date including: the launch of the new Greenbelt Connection Bus that goes just beyond the City limits; the City earned the Tree City USA award; and the City celebrated its 80th Anniversary. Ms. Ard stated the City received the Government Finance Officers' Association Distinguished Budget Presentation Award for last fiscal year.

Ms. Ard identified several legislative issues the City Council has been monitoring, like the County Zoning Ordinance Re-Write, the Short-term Rental Ordinance, and the Small Cell Towers.

There was a brief discussion of the renovation of the Old Greenbelt Theater. Ms. Ard stated the pop-up is currently being operated out of the Community Center. Ms. Ard said her understanding was there was a delay with County permitting and the matter is being worked out with the Fire Marshall and it should be resolved soon. Ms. Ard stated it was unseen site condition with the renovation of the Old Greenbelt Theater during the demolition phase. She noted it was a combination of concrete, slab, and roof, causing the design changes that needed to be made to the structural steel. Ms. Ard answered Ms. Davis's question stating it is a setback of one or two weeks. Ms. Ard answered Mayor Jordan's question stating the time frame of completion is either September or October.

Ms. Ard noted the responses to the RFP bids for the gateway signage are due in two weeks. She indicated the Roosevelt Center directional signs weren't by State Highway Administration approved for Kenilworth Avenue at Greenbelt Road. She confirmed this was not the Gateway

Project.

Mr. Roberts asked what would be done to the Mother and Child Statue's "knee". Ms. Ard stated a preservation plan is being developed and the statue will be cleaned and later preserved. Mr. Roberts suggested a roof needs to be placed over it and that the knee is starting to peel. This work will take place after window repair.

Ms. Ard noted that staff has been working with GHI on a MOU on to handle the right-of-way. Ms. Ard stated the City hasn't received the letter from GHI that Council had requested about the next steps with WSSC regarding the Historic GHI/WSSC/ City Agreement.

Ms. Ard advised the City took conditional acceptance of Central Park and Indian Spring Trail with a one-year maintenance bond. Ms. Ard answered Mayor Jordan's question stating the area near the trail has not been accepted given the developers were asked to address invasive weeds.

Ms. Ard gave a brief update on the progress on the WMATA Trail design and its agreement. She stated the County had approved the stormwater plan and the consultants are working on the utilities design. The construction is start expected next August.

Ms. Ard noted the County bike-share program would start in the summer of 2020 and it would include Greenbelt Metro Station, per Council and community feedback.

Ms. Ard stated the second electric charging station will be installed in July and that it will be only for the Public Works staff. She also said that the City purchased electric vehicles for the Public Works Department and Code Enforcement. Mayor Jordan stated that Pepco has launched a new program, identifying sites to deploy their charging station in various locations. Mayor Jordan suggested reaching out to Pepco for guidelines and potential sites.

Ms. Ard noted the security camera improvements at the Spellman Pedestrian Overpass, Youth Center, and Community Center during this fiscal year.

Ms. Ard noted the Dog Park Work Sessions, survey and research. There was a brief discussion on the Dangerous Dog Ordinance. Ms. Davis stated the ordinance shouldn't be breed specific. Ms. Ard stated the City staff and Mr. Pounds have been working towards making changes to Chapter 4 in the City Code.

There was a brief discussion on the Census. Ms. Ard stated Mr. Shelton Daal, MML intern, have an updated plan for Census Complete Count activities for Greenbelt, finalized in August. Ms. Ard noted that Ms. Molly Porter, Community Planner, has been invited and accepted to serve on the County Census Complete Count Committee. Ms. Ard stated that the City had also received a State Grant for the Census 2020 Outreach. Ms. Davis advised the Faith Based Community is very important in getting Census information out.

There was a brief discussion about the Maglev. Ms. Davis stated the State NAACP came out to support the Maglev. Mayor Jordan stated that there was not any consultation with municipal governments. Ms. Ard and Councilmembers answered Mr. Roberts's question stating the City Solicitor asked Council for feedback in a closed session and written form in reference to hiring a law firm.

Mayor Jordan asked if the road on Ivy Lane on top of the hill across from the Crowne Plaza slated for repaving. Mayor Jordan also advised the connecting path between Kenilworth Avenue and Ivy Lane it is in passable condition now, but when winter comes, it will be in poor condition. Ms. Ard said research is being done on whose responsibility it is to maintain the trail, noting as previously reported, Morning Calm does not claim ownership.

Petition and Request List:

Ms. Davis asked can request dated 03/26/18, Centralized delivery of packages, be marked N/A because Council decided not to do it.

Ms. Davis advised an update to a request dated 04/25/17, toy gun ban ordinance, should be listed as hold or “no action”.

Ms. Davis advised an update to a request dated 11/28/16, to allow out of precinct voting, should be marked a “C”. The Board of Elections already took a position.

Mr. Byrd requested that all requests that he had submitted prior to being elected to Council be removed. Ms. Davis stated the petition needs to be redesignated, it cannot be removed. The City has to keep record of the petition.

Mayor Jordan advised a follow-up letter needs to be sent to the Prince George’s County School Board reference to the 04/25/17 work session, Greenbelt Station children attending Greenbelt Schools. He also requested that a letter to be sent to Ms. Goldson congratulating her on her appointment.

Informational items –

Ms. Davis gave a report on the Future of Recycling and Zero Waste.

Additional informational items were discussed.

The meeting ended at 9:34 p.m.

Respectfully submitted,

Shaniya Lashley-Mullen
Administrative Assistant

City Council Agenda Item Report

Meeting Date: September 9, 2019

Submitted by: Molly Porter

Submitting Department: Planning

Item Type: Board and Committee Reports

Agenda Section:

Subject:

Advisory Planning Board Report #2019-08 (Hanover Parkway and Greenway Center Drive Intersection)

Suggested Action:

It is recommended that Council accept this report.

Attachments:

[APB Report #2019-08.pdf](#)

**ADVISORY PLANNING BOARD
REPORT TO COUNCIL**

**REPORT NO. 2019-08
Date: 8/27/2019**

SUBJECT: Hanover Parkway and Greenway Center Drive Intersection Concern

BACKGROUND:

At the August 21, 2019 Advisory Planning Board meeting a concern was raised about the intersection of Hanover Parkway and Greenway Center Drive. The concern is that the traffic light at this intersection does not include a left turn signal for vehicles turning left from Hanover Parkway onto Greenway Center Drive. The Board feels that this creates a safety concern and should be studied to increase the safety for all users.

Respectfully submitted,

Keith Chernikoff
Chair

City Council Agenda Item Report

Meeting Date: September 9, 2019

Submitted by: Molly Porter

Submitting Department: Planning

Item Type: Board and Committee Reports

Agenda Section:

Subject:

Advisory Planning Board Report #2019-09 (Hanover Parkway Bicycle Facilities Alternatives)

Suggested Action:

It is recommended that Council accept this report.

Attachments:

[APB Report #2019-09.pdf](#)

**ADVISORY PLANNING BOARD
REPORT TO COUNCIL**

**REPORT NO. 2019-09
Date: 8/27/2019**

SUBJECT: Hanover Parkway Bicycle Facilities Alternatives

BACKGROUND:

On August 21, 2019 the Board received a presentation from Sabra & Associates regarding alternatives for bicycle facilities on Hanover Parkway. These alternatives span from just south of Greenbrook Drive to past the Spellman Overpass. Bicycle facilities on Hanover Parkway would provide a link between Greenbelt East and Historic Greenbelt. The alternatives presented included an on-road option and an off-road shared used path option.

ANALYSIS:

After the presentation of both alternatives, the Board discussed the advantages and disadvantages of each option. Two of the topics that were heavily discussed during this conversation were the ease with which a cyclist could use each option and the safety each option provided to cyclists.

With respect to the ease of use, the Board discussed how the on-road option includes a small section where cyclists would use an off-road path near the intersection of Hanover Parkway and Greenbelt Road. The Board felt this may cause some confusion about how to use the bike trail.

The off-road option is a continuous path for the entire corridor which would minimize confusion about use. The Board also felt that the off-road option would offer an increased level of safety for cyclists using bicycle facilities on Hanover Parkway.

RECOMMENDATION:

The Board voted unanimously (4-0) to recommend that City Council support the production of 30% design plans for the off-road shared use path option for bicycle facilities on Hanover Parkway.

Respectfully Submitted,

Keith Chernikoff
Chair

City Council Agenda Item Report

Meeting Date: September 9, 2019

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: Resolution

Agenda Section:

Subject:

A Resolution to Authorize the Negotiated Purchase for Captioning Services from Municipal Captioning Inc. at an estimated cost of \$12,960.

- 1st Reading

Suggested Action:

Reference:

Resolution

Quote, Municipal Captioning Inc., 07/17/2019

At the Regular Meeting on August 12, 2019, the City Council approved the selection of Municipal Captioning Inc. to provide captioning services for City Council meeting. Municipal Captioning provided a quote of \$12,960 for 30 hours of captioning a month, which is a little more than 5 hours a week. The quote also includes the hardware, installation and training.

It is recommended this Resolution be introduced for first reading.

Attachments:

[Municipal Captioning Resolution.pdf](#)

[Quote, Municipal Captioning Inc., 07/17/2019.pdf](#)

Introduced:
1st Reading: September 9, 2019
2nd Reading:
Passed:
Posted:
Effective:

RESOLUTION NUMBER XXXX

A RESOLUTION TO AUTHORIZE THE NEGOTIATED PURCHASE OF CAPTIONING SERVICES FROM MUNICIPAL CAPTIONING INC. AT AN ESTIMATED COST OF \$12,960.

WHEREAS, the City desires to provide captioning services for City Council meetings;
and

WHEREAS, City staff consulted with three vendors who provide this specialized service;
and

WHEREAS, after reviewing proposals from the three vendors staff recommended the City select Municipal Captioning Inc. who provided the lowest cost proposal and currently provides captioning services to the City of Laurel; and

WHEREAS, at the Regular Meeting on August 12, 2019, the City Council approved the selection of Municipal Captioning Inc. to provide this service. NOW, THEREFORE,

BE IT RESOLVED by the Council of the City of Greenbelt, Maryland, that the City Manager be authorized to contract with Municipal Captioning Inc. to provide captioning equipment and services at an estimated cost of \$12,960.

PASSED by the Council of the City of Greenbelt, Maryland, at its regular meeting of _____, 2019.

Emmett V. Jordan, Mayor

ATTEST:

Bonita Anderson, City Clerk



QUOTE

Municipal Captioning Inc.
214 Muirfield Ridge Dr
Garner, North Carolina 27529
United States

Phone: 6172451744
Toll free: 8888986864
municipalcaptioning.com

BILL TO
Greenbelt, Maryland
Beverly Palau
25 Crescent Road, Greenbelt, MD 20770

bpalau@greenbeltmd.gov

Estimate Number: 1118

Estimate Date: July 17, 2019

Expires On: September 16, 2019

Grand Total (USD): \$12,960.00

Items	Quantity	Price	Amount
EN537 EEG EN537 Encoder purchase. Includes 2 years hardware warranty and 1 year software updates and support. After first year, optional support cost \$420 per year.	1	\$4,195.00	\$4,195.00
Lexi Annual - 30/month or 360/year One year of Automated Captioning with EEG Lexi-30, a plan that covers the first 30 hours each month. Additional hours in a given month are billed at \$17.50/hour	1	\$6,300.00	\$6,300.00
Shipping Shipping (Municipal Captioning provides free shipping to all Government Clients)	1	\$0.00	\$0.00
2-Days onsite training with Staff 2 days of professional training and workflow consulting from Municipal Captioning. This inclusive package rate includes all lodging, travel, and 2 days of training/consulting at the clients location.	1	\$2,465.00	\$2,465.00
Total:			\$12,960.00
Grand Total (USD):			\$12,960.00

Notes

Lexi Annual Plan can only be purchased directly from EEG Enterprises. EEG does not allow it to be resold the way that the EN537 and other hardware can be resold.

City Council Agenda Item Report

Meeting Date: September 9, 2019

Submitted by: David Moran

Submitting Department: Administration

Item Type: Resolution

Agenda Section:

Subject:

A Resolution to Authorize the Negotiated Purchase of FY 2020 Legal Services from Alexander & Cleaver PA at an estimated cost of \$165,000.

- 1st Reading

Suggested Action:

Reference:

Resolution

Memorandum, A. Belton, 09/05/2019

Letter, T. Pounds, 01/11/2018

Mayor Jordan requested the present and past agreements for legal services. Staff were unable to locate the agreement with the past firm, attached is the present agreement. The FY 2020 Budget includes \$165,000 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 is required.

Below are the City's legal services costs since FY 2014.

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

It is recommended the Resolution be introduced for first reading.

Attachments:

[Alexander_Cleaver_Resolution.pdf](#)

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

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

RESOLUTION NUMBER XXXX

A RESOLUTION TO AUTHORIZE THE NEGOTIATED PURCHASE OF FY 2020 LEGAL SERVICES FROM ALEXANDER & CLEAVER, PA AT AN ESTIMATED COST OF \$165,000.

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 \$165,000 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 2020 legal services at an estimated cost of \$165,000.

PASSED by the Council of the City of Greenbelt, Maryland, at its regular meeting of _____, 2019.

Emmett V. Jordan, Mayor

ATTEST:

Bonita Anderson, City Clerk

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

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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.

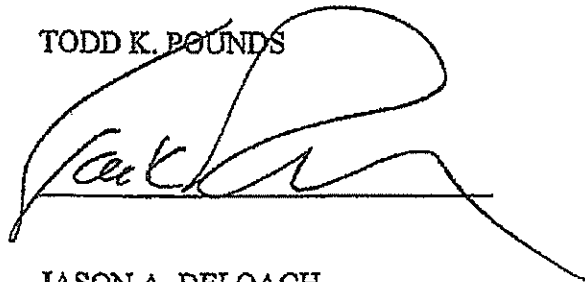
Ms. Nicole Ard
January 11, 2018
Page 2

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.

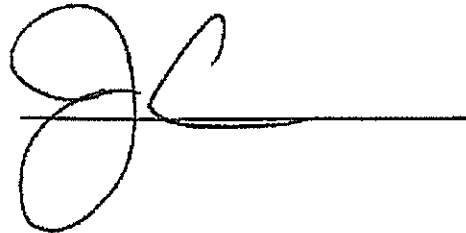
Very truly yours,

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 9, 2019

Submitted by: Mary Johnson

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section:

Subject:

Reclassifications

Suggested Action:

Reference:

Memorandum, M. Johnson, 04/16/2019

Budgetary Impact of Proposed Reclassifications

Position Descriptions

The City has conducted periodic review of position descriptions and actual duties based on employee or supervisory request. Directors were asked to provide positions for review. This was completed in June and information provided to Council in June. This is in lieu of a more expensive, comprehensive compensation study. The intent is to evaluate the workload and duties of a position. The memo that was distributed to Council in closed session has been provided in the agenda packet with employee names redacted. The City will not release personnel evaluations or other related material.

Attached is a memo on proposed FY 2020 Reclassifications, along with the budgetary impact and the position descriptions. Five positions are recommended for reclassification. Council approval is sought.

Attachments:

[Memorandum, M. Johnson, 04.16.2019.pdf](#)

[Budgetary Impact of Proposed Reclassifications.pdf](#)

[Position Descriptions.pdf](#)

MEMO

To: Nicole Ard, City Manager

From: Mary Johnson, Human Resources 

Date: April 16, 2019

Re: RECLASSIFICATIONS

As you are aware, each year a memo is sent to Department Directors asking if they have any positions in their department for which a reclassification is merited. The criteria are as follows:

- Higher level duties have been assigned and are a permanent part of the position since it was last classified;
- New duties and responsibilities were assigned by supervisor and approved by the Department Head; and
- These assigned duties and responsibilities are new and do not fit into any other position classification in the Department.
- This is also the time to review job classifications to see if you think changes need to be made.

This year the following reclassifications were requested:

Public Works Maintenance Worker V (one particular employee) – Present Grade 11 (salary range \$42,536 - \$67,537) recommended to Public Works Maintenance Technician I – Grade 12 (salary range \$44,574 - \$70,782).

It is respectfully recommended that an employee in this particular position of Public Works Maintenance Worker V Grade 11 be promoted to Public Works Maintenance Technician I Grade 12.

The person that occupies this position is one of the most senior maintenance workers in Public Works. Their knowledge, skills and abilities are superior to other maintenance workers. The employee's responsibilities, know-how and scope of work have changed to include installation, repair and maintenance of City Facilities, building components and small engine repair. The employee is no longer assigned to solely perform Ballfield and Fixture maintenance. It is not unusual for this employee to be assigned difficult tasks such as anchoring a mural on a building, welding equipment, small engine repair (salt spreaders, tractors, etc.) to name a few.

The changes in this employee's position were made to save money by not contracting out these services. Additionally, this employee is also working and mentoring other employees in skilled craftsman types of repairs.

Arts Supervisor – Present Grade 17 (salary range \$56,888 - \$90,334)

It is respectfully recommended that the position of Arts Supervisor be promoted from a Grade 17 to a Grade 18.

In surveying the local municipalities, the City of Hyattsville, City of Bowie and the City of New Carrollton do not have a similar position.

The City of Takoma Park has the position of Arts Coordinator which is a part-time 20-hour per week position. The salary range for this position on a full-time basis is \$53,693 - \$82,937. This position does not entail the same job functions as our Arts Supervisor position.

The City of Rockville has the position of Arts Program Supervisor with a salary range of \$70,966 - \$109,996 which is similar to our position. The City of Gaithersburg has the position of Arts Administrator with a salary of \$66,852 - \$106,963 which is also similar to our position.

If this position is approved for reclassification to a Grade 18 the salary range will be \$59,841 - \$95,035.

Public Information & Communications Coordinator – Present Grade 18 (salary range \$59,841 - \$95,035).

It is respectfully recommended that the position of Public Information & Communications Coordinator be promoted to a Grade 22.

In surveying the local municipalities, the City Hyattsville and City of New Carrollton do not have a similar position.

The City of Bowie has the position of Public Information Specialist with a salary range of \$57,268 - \$91,630. This position does not entail the same skill level as our Public Information & Communications Coordinator position.

The City of Rockville has the position of Director of Communications with a salary range of \$106,975 - \$176,508 and the position of Communications Manager (Web Administrator) with a salary range of \$78,239 - \$125,182. The City of Greenbelt's position of Public Information & Communications Coordinator is a combination of these two positions.

If this position is approved for reclassification to a Grade 22 the salary range will be \$74,692 - \$118,622.

Recreation Coordinator II – Present Grade 15 (salary range \$51,688 - \$82,097 recommended to Grade 17 (salary range \$56,888 - \$90,334) Recreation Coordinator – Data Administrator.

In the summer of 2016, the management team tasked an employee with learning and eventually taking over the RecTrac administrative duties from the Therapeutic Recreation Supervisor. All registrations, reservations, point of sales, budget preparation, daily financial reporting and numerous other informational reports come via RecTrac. It is the Recreation Department's plan to have this employee continue as the RecTrac administrator for years to come. There will always be bug fixes, software upgrades and internal issues that this employee will need to handle. This employee has lived up to this demand by providing a high level of professional service in every element of the task.

This employee continues to retain all of his present job duties that include coordinating four camps, special events, volunteer background checks, school year programs and classes, facility and field permits for youth athletic groups, liaison duties and the list goes on.

If this position is approved for reclassification to a Grade 17 the salary range will be \$56,888 - \$90,334.

Administrative Assistant II (City Manager's Office) Present Grade 13 (salary \$46,883 - \$78,187. Recommended to Assistant City Clerk Grade 16 (salary \$54,267 - \$86,195.20).

It is respectfully recommended that the position of Administrative Assistant II (City Manager's Office) be promoted to Assistant City Clerk grade 16.

In surveying the local municipalities, the City of Bowie and City of New Carrollton do not have a similar position.

The City of Hyattsville has a part-time Deputy City Clerk with a salary range of \$12.00 - \$15.00 per hour. The City of Rockville has an Executive Assistant to the City Clerk/Director of Council Operations with a salary range of \$56,212 - \$87,128. The City of Takoma Park has an Assistant City Clerk with a salary range of \$45,938 - \$70,953.

If this position is approved for reclassification to a Grade 16 the salary range will be \$54,267 - \$86,195.20.

It is highly recommended that a comprehensive salary and benefits study take place in the near future. The last study was done in 2008. Human Resource practice recommends that a comprehensive salary and benefits study be done every 5 years.

Thank you.

Budgetary Impact of Proposed Reclassifications

Position Title	Current Pay Rate	Current Annual Salary	5% Increase	10% Increase	New Pay Rate	New Annual Salary	Annual Increase
Facilities Maintenance Technician I	\$33.12	\$68,889.60	\$1.59		\$34.71	\$72,196.80	\$3,307.20
Arts Supervisor	\$40.75	\$84,760.00	\$2.04		\$42.79	\$88,998.00	\$4,238.00
Public Information & Communications Coordinator	\$46.60	\$96,928.00		\$4.66	\$51.26	\$106,620.80	\$9,692.80
Recreation Coordinator II	\$34.67	\$72,113.60	\$1.73		\$36.40	\$75,719.28	\$3,605.68
Assistant City Clerk	\$27.69	\$57,595.20		\$2.77	\$30.46	\$63,354.72	\$5,759.52
							\$26,603.20

NOTES:

- * Per City Policy, employees who are reclassified one or two grades higher receive a 5% increase.
- * Employees who are reclassified three or more grades receive a 10% increase.
- * If Reclassifications are approved, hourly increases are retroactive to July 1, 2019.
- * All classified employees who are not at the maximum of their salary range are eligible for the regular performance based increase (up to 3%) on their anniversary date. These funds are already budgeted.

**CITY OF GREENBELT, MD
CLASS SPECIFICATION**

CLASS TITLE: Public Works Maintenance Technician I and II
DEPARTMENT: Public Works
REPORTS TO: Facilities Maintenance Manager

SALARY GRADE: 12 & 14
FLSA STATUS: N
DATE: 03/2019

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

Under general direction, performs skilled installation, repair or maintenance duties in support of public works. Duties include installation, repair and maintenance of small engines, parks and grounds, facilities and building components. Employee should be a skilled craftsman capable of handling complex installations and repairs on various projects.

ESSENTIAL JOB FUNCTIONS:

Performs a variety of skilled work in the maintenance and repair of City facilities and equipment.

Conducts routine operational and preventative maintenance tasks, repairing and/or scheduling repairs for malfunctioning equipment.

Constructs, rebuilds, and repairs City equipment and facilities including various wood and metal structures, equipment and furniture; prepares surfaces for painting or proper surface covering as required.

Operates a variety of vehicles, equipment and machinery including, dump trucks, snow plows, tractors, saws, drill presses and various hand and power tools to perform repair and maintenance work; maintain tools and equipment in a safe, clean and proper working condition.

Determine and purchase supplies needed for the repair and maintenance of fixtures and equipment. Performs a variety of skilled building maintenance repairs to doors, windows, roofs and other building parts; constructs or assembles furniture and other wood and metal structures.

Capable of maintaining various records related to labor, material and work orders on the computer.

Performs advanced landscaping tasks such as turf management, application of fertilizers and pesticides and general landscaping and tree maintenance work.

Maintains and repairs playground equipment and various park maintenance equipment such as mowers, tractors, leaf vacuums, chain saws, wood chippers, etc.

Assists in training crew members in operational strategies and equipment operation and safety.

Assists with the setup for special events.

IMPORTANT JOB FUNCTIONS:

Construct, maintain or rebuild all components of City Facilities.

Paint miscellaneous interior and exterior walls, trim and railings.

Performs other related duties as assigned.

General Public Works repair and maintenance techniques and practices, including snow removal and other emergency operations.

Ability to make repairs and adjustments to equipment.

Ability to keep records and prepare brief reports.

MATERIAL AND EQUIPMENT USED:

Hand tools Test equipment Hydraulic vertical lift Electrical testing equipment

Screwdrivers	Test meters	Soldering irons	Lawn Maintenance Equipment
Scaffold	Power tools	Computers	Small Engine Equipment
Test lamps	Ladders	Welders	

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Public Works Maintenance Technician I

High School Diploma or GED and completion of an approved apprenticeship program in electrical work, plumbing; mechanical, or building trades apprenticeship program.

Four to five years of progressively responsible related experience; or,

Any combination of education, training and experience, which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Public Works Maintenance Technician II

High School Diploma or GED and completion of an approved apprenticeship program in electrical work, plumbing; mechanical, or building trades apprenticeship program.

Three years experience with an above average work performance as a Public Works Maintenance Technician I with demonstrated experience and training in the performance of semi-skilled work or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid Maryland Driver's License

Maryland Pesticide Applicators License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Methods, materials and techniques used in facilities and parks maintenance and construction.

The operation of trucks, equipment and special tools and techniques pertinent to task required.

The occupational hazards and safety precautions of work.

Department organization, standard operating guidelines and policies, rules and regulations.

Skill in:

Use of hand tools, power tools, small engine equipment and test equipment.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Ability to establish and maintain effective working relationships with fellow employees, city officials, other government agencies and the general public.

Understanding and carrying out oral and/or written instructions to solve practical problems.

Calculating fractions, decimals and percentages

Reading routine manuals, correspondence and blueprints.

Writing routine materials.

Providing courteous services

Plan, layout and complete installation, modification and repair of various systems, equipment

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Mental and Physical Abilities:

Ability to understand and follow oral and/or written instructions.

Ability to establish and maintain effective working relations with a variety of people.

While performing the essential functions of this job the employee is frequently required to stand; walk; use hands to finger, handle or feel; speak and hear; work at heights, tight spaces, climb or balance, stoop, kneel, crouch or crawl; reach with hands and arms; move about on hands and knees; bend body downward and forward, requiring full use of the lower extremities and back muscles; push, pull and/or lift up to 50 lbs.

Working Conditions:

Work is performed in a variety of facilities with exposure to building, and weather hazards.

The incumbents working conditions are typically noisy.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

**CITY OF GREENBELT, MD
CLASS SPECIFICATION**

CLASS TITLE: Arts Supervisor
DEPARTMENT: Recreation
REPORTS TO: Assistant Director – Recreation Programs

SALARY GRADE: 17
FLSA STATUS: N
DATE: 03/2019

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

Supervises art program personnel and develops, implements, coordinates, evaluates and modifies art programs benefiting individuals and groups of all ages throughout the City. Oversees a wide variety of art programs engaging the participation of artists, community organizations and the public at large. The work location for this position is the Greenbelt Community Center. The normal work schedule for this position is Monday through Friday from 8:30 a.m. to 5:00 p.m. and requires flexibility to work some evenings, weekends and holidays to meet essential functions of the position as required by the supervisor.

ESSENTIAL JOB FUNCTIONS:

Oversee, supervises and establishes mission, scope and standards for City arts programs including: conceive/develop programs, exhibitions, workshops, performances, lectures, Artist-in-Residence programs, special events, and public art installations; recruit artists for participation; create contracts, application procedures/program guidelines; develop and implement program evaluation instruments; and, advise City of matters pertaining to public arts policy.

Carries out supervisory responsibility in accordance with City policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Works with a team in the planning, organization, implementation, staffing and evaluation of a wide variety of arts programs, special events and public art throughout the City of Greenbelt.

Develops, procedures and distributes public information materials, flyers, signs, exhibits, news releases, ads, newsletters, etc.

Assists in the completion of paperwork including timesheets, weekly reports, Recreation Activity Guide development, training materials and department tracking software.

Serves as liaison to Arts Advisory Board, community organizations and local schools; cultivates partnerships with area arts organizations; represents City arts programs through participation in professional events.

Manages the City of Greenbelt's Public Art Policy.

Writes/administers grants; assists schools in preparing grants to support programs in collaborations with the City; prepares/manages annual City arts budget.

Supervises and trains part-time, intermittent and volunteer staff.

Conduct interviews and hire part-time staff for various recreation positions.

Monitors and logs in part time hours and forwards completed time sheets to supervisor.

IMPORTANT JOB FUNCTIONS:

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited four-year college or university in Education in the Arts, Arts Management, Arts Education, or a related field; and,

Four to five years of progressively responsible experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid Driver's License Preferred

Certified Parks and Recreation Professional Preferred

Arts Supervisor Class Specification

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

A variety of visual, literary and performing art forms and arts program models.

Technical issues pertaining to programming in these areas.

Best practices and professional standards in public arts management.

All computer applications and hardware related to performance of the essential functions of the job.

Department organization, standard operating guidelines and policies, rules, and regulations.

Skill in:

Grant writing and other fundraising.

Budget development and management.

The recruitment, training, and supervision of professional staff.

Preparing clear and concise reports, correspondence and other written materials.

Communicating orally and in writing with internal staff, the media, the general public, and other departmental staff in order to give and receive information in a courteous manner.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Mental and Physical Abilities:

Ability to recruit diverse and exemplary artists on an ongoing basis for participation in art programs.

Ability to conceive, develop, promote and implement diverse and effective public art programs.

Ability to develop and implement program evaluation instruments.

Ability to research and provide recommendations on public arts policy.

Ability to develop and oversee effective marketing campaigns through print, electronic and other means.

Ability to establish and maintain effective working relationships with a variety of people.

While performing the essential functions of this job the employee is frequently required to sit; use hands to finger, handle, feel or keyboard; speak and hear; use color, texture, sound, shape and odor perception; lift and/or move up to 20 pounds.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

CITY OF GREENBELT, MD

CLASS SPECIFICATION

CLASS TITLE: Public Information and Communications Coordinator
DEPARTMENT: Administration
REPORTS TO: City Manager

SALARY GRADE: 22
FLSA STATUS: E
DATE: 03/2019

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

This position is responsible for the City's communications through its social media accounts, cable channel and website, producing cable programs and print information about City services and activities, and assisting other departments in public information initiatives. This position also handles issues relating to cable franchise agreements.

ESSENTIAL JOB FUNCTIONS:

Inform residents about services, events, meetings, projects etc. using a variety of video, social media, publications, photographs and other media.

Remotely and locally direct and videotape City Council and public meetings for live and streaming Cablecast.

Oversee City's social media accounts, by posting, analyzing and creating all types of content for the sites.

Serve as City's webmaster. Keep the site up to date and relevant by overseeing design and implementation. Work with all city departments to keep information up to date and relevant. Respond to City Council, Staff and residents as to additions and updates to website.

Implement additional modules on the City's website such as Jobs, Calendar, Service Requests, Facility Directories, etc. Create and design on-line applications and fillable pdf's for all departments.

Create and design promotional and informational publications and flyers for all City departments such as the Recreation Brochure, Summer Camps Brochure, City Codes Information, Recycling, Public Works services, shelter event flyers, adoptable pets.

Oversee the City's franchise agreements with the cable companies. Serve as the liaison between companies and citizens when service issues are not resolved. Make sure that companies are complying with agreements. Serve on negotiating team with County as a Municipal representative during cable franchise agreement negotiations. Keep City Council informed on these agreements and the major terms included in them.

Produce and direct informational television programming including City events, original videos about City services, targeted programming for citizen groups such as seniors, students, etc. Write scripts for original informational video programming. Communicate with all departments as to what services to highlight and what current projects they are working on.

Schedule and supervise part-time employees and interns to cover meetings, City events, and original productions for the Greenbelt Municipal Access Channels, YouTube and Social Media Sites. Check employees' work for completion and accuracy.

Train part-time employees and interns how to operate video equipment, edit programs, operate live production equipment, troubleshoot cablecast system, and set up camera and sound equipment.

Maintain electronic informational bulletin board announcing City events, public information, emergency announcements, etc. for Municipal Access Channel using electronic signage software and systems.

Write press releases promoting city programs, services, events, etc. to submit to local newspapers and other media. Produce a weekly "City Information" section for the Greenbelt News Review.

Photograph City events, buildings, projects, staff, etc. for use in publications, website, video productions and presentations.

Create graphics for website, publications, presentations, displays, the City Budget, etc. using a variety of layout, graphic presentation, and infographic software programs.

Schedule and program videos for playback on the City's Municipal Access Channels, YouTube, Social Media and On-Demand video library

Research, purchase, maintain, install, and make minor repairs to audio and video equipment.

Keep an updated list of Emergency Press Contacts and procedures and serve as the contact to the press in emergency situations. Keep the public informed during any emergency situation.

IMPORTANT JOB FUNCTIONS:

Find new and varied ways to communicate with the public.

Provide as many services as possible to City residents through the City's website.

Create surveys and citizen feedback forms to enhance citizen engagement in the decision making process.

Create presentations, banners and display boards for conferences, job fairs, trade shows, etc.

Represent the City of Greenbelt on committees of the Prince George's County Intergovernmental Network.

Gather and distribute informational materials for new city residents.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer	General Office Equipment	Video Editing Systems	Electronic Signage
Still and Video Cameras	Desktop Publishing Systems	Graphic Software	Video and Sound Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited four-year college or university in Communications, Public Relations, or a related field; and,

Four to five years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

None

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Video production and editing

Web design and html editing software

Desktop publishing and graphics

Photography

All applicable state, federal and local ordinances, laws, rules and regulations.

All computer applications and hardware related to performance of the essential functions of the job.

Department organization, standard operating guidelines and policies, rules, and regulations.

Local, state and federal laws and current city ordinances.

Skill in:

Communicating orally and in writing with the public, internal staff and other departmental staff in order to give and receive information in a courteous manner.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Ability to establish and maintain effective working relationships with fellow employees, city officials, other government agencies, and the general public.

Ability to work independently, multitask, and coordinates and organizes multiple projects.

While performing the essential functions of this job, the incumbent is regularly required to sit; use hands to grasp, handle, or feel objects; speak and hear; read and write; keyboard; and occasionally lift, carry, push or pull objects weighing up to 50 pounds.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbents working conditions are typically quiet.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

**CITY OF GREENBELT, MD
CLASS SPECIFICATION**

CLASS TITLE: Recreation Supervisor (Data Administrator)
DEPARTMENT: Recreation
REPORTS TO: Assistant Director of Recreation Programs

SALARY GRADE: 17
FLSA STATUS: N
DATE: 03/2019

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

Develops, manages and supervises recreational programs and activities for assigned facilities

ESSENTIAL JOB FUNCTIONS: *(Not all functions are performed by all incumbents.)*

Develops and implements recreational programs, camps, events, and activities focusing on the needs of Greenbelt residents.

Manage the administration of RecTrac/WebTrac (Recreation Department software system) to include; resolving user errors or issues in a timely manner, coordinate upgrades with staff and the I.T. Department, provide individual and group staff training when needed, advice on the purchasing of RecTrac hardware or software to provide users and customers with the best experience possible.

Research user options to increase staff productivity through RecTrac.

Manage the credit card portal Plug "n" Play.

Plans and develops programs that engage the youth in a positive way through physical and mental exercises. Responsible for advertising events, hiring staff and budgeting for expenses.

Manages the City of Greenbelt's background check program for all Recognition Group personnel/volunteers that are in the care and control of a minor.

Coordinates and distributes athletic permits that include athletic fields, gymnasiums, tennis courts, etc. as requested by the City recognized groups.

Serves as a liaison to a variety of volunteers and civic organizations.

Evaluates specific programs regularly to ensure they are progressing towards stated goals.

Supervises and trains part-time, intermittent and volunteer staff.

Conduct interviews and hire part-time staff for various recreation positions.

Monitors and logs in part time hours and forwards completed time sheets to supervisor.

Assists in the annual departmental budget preparation.

IMPORTANT JOB FUNCTIONS:

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Motor Vehicles Computer General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited four-year college or university in Recreation, or a related field; and,

Three years of progressively responsible experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Proven knowledge of RecTrac/WebTrac Recreation Department software system.

First Aid/CPR Certification

AED Certification

Defensive Driving Certification Preferred

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

RecTrac/WebTrac Recreation Department software system.

The equipment and techniques necessary to successfully conduct a recreation program.

The methods involved in organizing, conducting, promoting and supervising recreation program activities.

The philosophy and objectives of municipal recreation.

Supervision of staff and activities.

Budget development policies and procedures.

All computer applications and hardware related to performance of the essential functions of the job.

Department organization, standard operating guidelines and policies, rules, and regulations.

Skill in:

Planning, organizing, assigning, and directing the work of staff.

Preparing clear and concise reports, correspondence and other written materials.

Communicating orally and in writing with internal staff, clients, the general public, and other departmental staff in order to give and receive information in a courteous manner.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Mental and Physical Abilities:

Ability to establish and maintain effective working relationships with a variety of people.

While performing the essential functions of this job the employee is frequently required to stand; walk; sit; use hands to finger, handle, feel or keyboard; speak and hear; reach with hands and arms; use color, texture, sound, shape and odor perception; lift and/or move up to 20 pounds.

Working Conditions:

Work is performed in an office and in the field exposing the employee to various outside atmospheric conditions.

The incumbent's working conditions are typically moderately quiet.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

**CITY OF GREENBELT, MD
CLASS SPECIFICATION**

CLASS TITLE: Assistant City Clerk
DEPARTMENT: City Manager
REPORTS TO: City Clerk

SALARY GRADE: 16
FLSA STATUS: N
DATE: 03/2019

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

This position will serve as the principal assistant to the City Clerk. This is an advanced level administrative position that will provide support for a wide variety of legislative and administrative activities under the purview of the City Clerk's office. This position reports directly to the City Clerk.

ESSENTIAL JOB FUNCTIONS: *(Functions vary by department, not all tasks are performed by all incumbents.)*

Assist with the coordination, preparation and distribution of City Council agendas, agenda packets, and legal notices.

In the absence of the City Clerk, performs the City Clerk duties such as attending, recording and taking minutes of the meetings (attending one meeting a week is mandatory)

Performs follow-up activities resulting from Council meetings, including preparation and distribution of minutes, legal notifications and the tracking of committee actions and appointments.

Serves as the City liaison on the Ethics Board.

Assist the City Clerk and Board of Supervisors of Elections in the administration and conduct of City elections.

Assist in City Council meeting scheduling, contacts invites, track confirmations and schedule changes.

Performs basic office and clerical duties such as making copies, sending and receiving faxes; distributing faxes to appropriate staff/department, and obtaining signatures on documents as needed.

Retrieves, opens, stamps, sorts, and distributes incoming, interoffice, and outgoing mail and packages including FedEx and UPS.

Provides telephone reception services to the general public and/or staff; assists callers or routes to appropriate staff.

Assist in maintaining a records management system, archives, and City record retention schedule.

Provides information and assistance to residents and others having business with the City; responds to requests for information within the scope of authority and training

Researches and locates information for City Council, citizens, and staff members.

Develops knowledge of the policies, procedures and specific functions of the City Clerk's Office.

Promotes City goals and priorities in compliance with policies and procedures.

Work hours are typically between the business hours of 8:00 a.m. to 4:30 p.m., however this position will require evening hours which may be scheduled and flexed.

IMPORTANT JOB FUNCTIONS:

Research and write memos or reports, as needed or assigned

Write correspondence such as congratulatory letters and proclamations for the Mayor and City Council

Act as public contact for, and maintain records for, the City Cemetery

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School Diploma or equivalent, Associate Degree in Business or related field is desirable; and,

Three to four years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Certified Municipal Clerk desirable (If incumbent is not a Certified Municipal Clerk they must be working towards the designation and obtain within 5 years of being in the position)

KNOWLEDGE, SKILLS, AND ABILITIES:

Organization and functions of municipal government is strongly desired

Proficient use of Microsoft Office, maintaining records, files and binders

Knowledge of the Agenda Planner is desired

Key skill and ability to provide excellent customer service dealing tactfully and courteously with the public

Be able to communicate effectively both verbally and in writing..

Ability to establish and maintain effective working relationships with fellow employees, city officials, other government agencies, and the general public.

Ability to work independently, multitask, and coordinate and organize multiple projects.

While performing the essential functions of this job, the incumbent is regularly required to sit; use hands to grasp, handle, or feel objects; speak and hear; read and write; keyboard; and occasionally lift, carry, push or pull objects weighing up to 10 pounds.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust. Work requires walking, standing, bending, carrying items under 25 pounds, such as books, files, papers, etc.

The incumbents working conditions are typically quiet.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

City Council Agenda Item Report

Meeting Date: September 9, 2019

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section:

Subject:

Forest Preserve Advisory Board Proposed City Code Changes

Suggested Action:

Reference: Chapter 12 Parks and Recreation

Council Member Byrd requested this item to be added to the agenda.

The proposed changes are attached.

Attachments:

[CH012 - Chapter 12 PARKS AND RECREATION-FINAL EDITS.pdf](#)

Chapter 12

PARKS AND RECREATION*

ARTICLE VIII.

FOREST PRESERVE ADVISORY BOARD

Sec. 12-140. Established.

There is hereby established an advisory board to be known as the forest preserve advisory board.
(Ord. No. 1279, 5-9-07)

Sec. 12-141. Membership.

(a) The forest preserve advisory board shall be composed of nine (9) members who shall be selected from the citizenry of the city by the city council to serve a three-year term of office, except that of those first appointed, three (3) shall be appointed to one-year terms, three (3) shall be appointed to two-year terms, and three (3) shall be appointed to three-year terms. With the consent of the majority of members voting, the board may involve additional people as nonvoting members for special projects based on their expertise.

(b) The city manager shall appoint a city staff member to serve as a nonvoting member of the board. The city council may designate one (1) of its members to serve as a council liaison to the board.

(c) Members may be removed for cause by the city council. If a member is repeatedly absent from regularly scheduled meetings, the city council may void the appointment and appoint another person to fill the position.

(Ord. No. 1279, 5-29-07)

Sec. 12-142. Officers and bylaws.

The board shall elect from its own members a chair, vice-chair and such other officers as it deems necessary. The board may adopt its own rules or bylaws, subject to approval by the city council.

(Ord. No. 1279, 5-29-07)

Sec. 12-143. Functions.

(a) The purpose of the forest preserve advisory board shall be to provide advisory guidance to the city council on the formulation of policy related to the ~~management and maintenance~~ stewardship of the forest preserve, the designation of forest preserve areas, and any other matters as directed by the city council.

(b) The duties of the forest preserve advisory board shall be as follows:

(1) ~~On an annual basis, r~~Report to the city council on the health and condition of the forest preserve.

- (2) ~~As needed, m~~Monitor the health and condition of the forest preserve, as well as activities within the forest preserve, and report to the city council any circumstances indicating that intervention, consistent with the approved ~~management and maintenance~~ stewardship guidelines, is required.
- (3) ~~As needed, r~~Review, interpret, and make recommendations to the city council on the ~~management and maintenance~~ stewardship guidelines and on the forest preserve article of this chapter.
- (4) Advise the city council on the designation of forest preserve areas.
- (5) Sponsor educational, interpretative, maintenance, or other programs, as appropriate and consistent with the forest preserve article and the ~~management and maintenance~~ stewardship guidelines, for the purpose of furthering the city's objectives of protecting the forest preserve areas.
- (6) Ensure coordination between the forest preserve advisory board and other city advisory boards and committees by reporting to the city council and to the appropriate advisory groups should any matter before the board impact areas of interest and responsibility of those advisory groups, ~~including but not limited to issues and matters related to forest health and the management and treatment of invasive plant species.~~

(Ord. No. 1279, 5-29-07)

Secs. 12-144--12-149. Reserved.

ARTICLE IX.

FOREST PRESERVE*

*Ord. No. 1279, adopted May 29, 2007 redesignated Art. VIII, §§ 12-132--12-145 as Art. IX, §§ 12-150--12-163.

Sec. 12-150. Intent.

In order to protect, manage, and administer certain designated areas for the present and future use and enjoyment of the citizens of Greenbelt by protecting them from the impacts of a growing population, expanding growth, and growing mechanization, thus preserving these lands as an enduring natural resource.

(Ord. No. 1243, 10-27-03; Ord. No. 1279, 5-29-07)

Sec. 12-151. Forest preserve defined.

Forest preserve areas shall be considered those parcels and lots, or portions thereof, and areas owned by the City of Greenbelt, characterized as predominantly ~~undisturbed~~ natural and wooded, which are to be protected and conserved in their existing natural state for the use and enjoyment of present and future generations, by restricting uses to those consistent with the goals of protection and conservation and by setting

forth procedures for stewardship management and maintenance that are consistent with the goals of protection and conservation.

(Ord. No. 1243, 10-27-03; Ord. No. 1279, 5-29-07)

Sec. 12-152. Designated forest preserve areas.

(a) The North Preserve shall be defined as that area held in ownership by the City of Greenbelt and located north of Northway, west of the Baltimore-Washington Parkway, south of the corporate city limits, and east of Ridge Road, comprised of legal parcels described as Map 27, Grid A2, Parcel 10, consisting of 102.5869 acres; Map 27, Grid B2, Parcel 17, consisting of 13.90 acres; Map 27, Grid A1, Parcel 19, consisting of 24.3363 acres; Map 27, Grid B3, Parcel 20, consisting of 4.079 acres; and Map 27, Grid A3, Parcel 12, consisting of 10.6427 acres; excluding those areas designated for location of the observatory and appurtenance improvements, and a yard waste collection location and described as follows: Beginning at the southwest property corner and extending east for a distance of 1,025 feet, then extending north at a 90-degree angle for a distance of 275 feet, then extending east at a 90-degree angle for a distance of 450 feet, then extending south at a 90-degree angle for a distance of approximately 275 feet to its intersection with the southern property line.

(b) The South Preserve shall be defined as that area held in ownership by the City of Greenbelt and located south of Northway, west of the Baltimore-Washington Parkway, and east of Ridge Road, comprised of legal parcels described as Map 27, Grid A3, Parcel 6, consisting of 20.4667 acres; Map 27, Grid A3, Parcel 7, consisting of 17.1919 acres; Map 27, Grid A3, Parcel 8, consisting of 11.8707 acres; Map 27, Grid A4, Parcel 9, consisting of 11.8707 acres; Map 27, Grid A4, Parcel 11, consisting of 9.34 acres; and Map 27, Grid A4, Parcel 21, consisting of 10.1552 acres.

(c) The Boxwood Preserve shall be defined as that area held in ownership by the City of Greenbelt and located north of Crescent Road, west of Lastner Lane, south of Ivy Lane, and east of Ridge Road, comprised of the legal parcel described as Map 26, Grid D3, Parcel 56, consisting of 8.81 acres; excluding those areas improved for active use and recreation, and described as follows:

- (1) The basketball court area located in the northwest corner of the Boxwood Preserve, consisting of .69 acres, and extending from the property corner at the point of intersection of Ridge Road and Ivy Lane, east along the Ivy Lane property line for a distance of 200 feet; and then extending south at a 90-degree angle for a distance of 150 feet; and then extending west at a 90-degree angle to the property line along Ridge Road for a distance of 200 feet; and then extending north along the Ridge Road property line for a distance of 150 feet to the point of origin.
- (2) The playground and picnic area, located in the northeast to north central quadrant of the Boxwood Preserve, consisting of 2.2 acres, more or less, and extending from the property corner at the point of intersection of Ivy Lane and Lastner Lane, and extending south along the Lastner Lane property line for a distance of 430 feet; and then extending northwest at a 70-degree angle for a distance of 350 feet; and then extending north for a distance of 110 feet; and then extending northeast to the point of origin.

(d) The Belle Point Preserve shall be defined as that area held in ownership by the City of Greenbelt and located south of the Greenbelt Lake; adjacent to Map 26, Parcel 81; northwest of Vanity Fair Drive; and east of I-495, comprised of the legal parcel described as Map 26, Parcel 59, consisting of 10.0 acres; except that

an area located adjacent to the Belle Point subdivision, adequate in size and dimension to accommodate playground, picnic or similar neighborhood recreation amenities, as designated by the city council, shall be considered excluded from the area included in the forest preserve and shall not be regulated by the provisions of this chapter.

(e) The Sunrise Preserve shall be defined as that area held in ownership by the City of Greenbelt and located northwest of the Capital Beltway, Route I-495, north of Parcel B held in ownership by the City of Greenbelt, south of the Maryland Trade Center Parcel B, and southwest of the terminus of Hanover Drive, comprised of the legal parcel described as Tax Map 34, Grid E2, Parcel A and consisting of 9.9591 acres, more or less.

(Ord. No. 1243, 10-27-03; Ord. No. 1279, 5-29-07; Ord. No. 1282, 6-18-07; Ord. No. 1283, 6-18-07; Ord. No. 1284, 6-18-07; Ord. No. 1285, 6-18-07)

Sec. 12-153. Designation of or addition to forest preserve areas.

(a) Any designation of or addition to a forest preserve area shall be accomplished by ordinance adopted by the city council.

(b) Prior to the introduction of any ordinance to designate or add to a forest preserve area, the city council shall cause to be prepared a report that includes but is not limited to: a description of the area proposed as a forest preserve, including its unique characteristics and its existing and potential uses and users; ~~and~~ a map indicating the location and boundaries of the proposed forest preserve area; and an analysis of the existing condition of the proposed forest preserve area including potential maintenance activities which may be required.
(Ord. No. 1243, 10-27-03; Ord. No. 1279, 5-29-07)

Sec. 12-154. Removal of forest preserve designation.

(a) Removal of any lands, in whole or in part, from the forest preserve designation as set forth in section 12-152 shall be by ordinance of the city council, following a public hearing which shall be held not less than two (2) weeks preceding first reading of the ordinance.

(b) Approval of any ordinance to remove lands from the forest preserve designation shall be by supermajority vote of the city council.

(c) No ordinance passed by the city council to delete or reduce a forest preserve area may become effective until approved by the voters of the City of Greenbelt, by way of a question placed on the ballot of the next regularly scheduled general city election, in accord with the city Charter.
(Ord. No. 1243, 10-27-03; Ord. No. 1279, 5-29-07)

Sec. 12-155. ~~Management and maintenance~~ Stewardship guidelines.

(a) Forest preserve areas as defined in this article shall be managed to provide for and protect the natural character of these lands and to allow for the use of these lands in a manner that does not ~~alter or~~ degrade them ~~the essential natural character of these lands.~~

(b) The city council shall adopt ~~management and maintenance~~ stewardship guidelines, which shall

set forth policy on permissible, required, and prohibited management and maintenance activities. Such guidelines shall be subject to the limitation that any ~~maintenance~~ stewardship activity proposed is ~~the minimum necessary to preserve and protect the natural resource~~ be minimized to the extent practical to protect and conserve the forest
(Ord. No. 1243, 10-27-03; Ord. No. 1279, 5-29-07)

Sec. 12-156. Prohibited activities.

- (a) ~~Except as otherwise provided in this article and~~ Subject to any existing rights, no commercial enterprise or permanent road, except for fire roads or temporary road required in emergencies involving the health and safety of persons and/or the area and its environs, shall be permitted within an area designated under this article as a forest preserve area.
- (b) Prohibited activities shall ~~also~~ include the use of motorized vehicles, except for maintenance and public safety vehicles operated in conformance with the ~~management and maintenance~~ stewardship guidelines; landing aircraft; or other forms of mechanical transport except for that authorized subject to the Americans with Disabilities Act.
- (~~bc~~) The grading of any area shall be prohibited, except as provided ~~in~~ by the adopted ~~management and maintenance~~ stewardship guidelines. Grading shall be considered the alteration of natural and existing grade by any means other than natural forces.
- (~~ed~~) Except as provided in the ~~management and maintenance~~ stewardship guidelines, the construction of bridges, shelters, culverts, levees, dams, dikes, or other manmade structures shall be prohibited, unless required by a state or federal agency whose authority supersedes that of the city, subject to approval by the city council.
- (~~de~~) The construction, either permanent or temporary, of any structure, or the installation of any public facilities or utilities shall be prohibited.
- (~~ef~~) No action shall be taken to alter or modify the natural course of any water course or body, even if such body is only seasonal or intermittent in nature, except as provided by the stewardship guidelines unless required by a state or federal agency whose authority supersedes that of the city, subject to approval by the city council.
- (~~fg~~) Hunting, trapping, fishing, driving, harassing or otherwise capturing or harming wildlife shall be prohibited, except as provided in the stewardship guidelines.
- (~~gh~~) All forms of biking shall be prohibited.
- (~~hi~~) The introduction of any ~~exotic~~ non-native or invasive species is prohibited.
- (~~ij~~) No trail maintenance shall be permitted except as provided ~~in~~ by the ~~management and maintenance~~ stewardship guidelines.
- (~~jk~~) The creation of trails or the widening, grading, or change of surface materials of any existing

trail shall be prohibited except as provided ~~in~~by the ~~management and maintenance~~ stewardship guidelines or as set forth in an adopted trails plan.

(~~kl~~) Dumping or depositing of soil, trash, yard waste, garbage, or other offensive material shall be prohibited.

(~~lm~~) The addition, extension of, or modification to any utility, except as otherwise provided in this article, shall be prohibited.

(~~mn~~) ~~Clearing, poaching, collecting, harvesting, removing or~~ and pruning of vegetation shall not be permitted, unless for the benefit of the land and consistent with the ~~management and maintenance~~ stewardship guidelines.

(~~no~~) Camping, grilling, cooking, or creation of any fire, regardless of purpose, mechanism of combustion, type of fuel, or type of containment, is prohibited except as provided in the stewardship guidelines.
(Ord. No. 1243, 10-27-03; Ord. No. 1279, 5-29-07)

Sec. 12-157. Resource protection.

(a) Natural resources within a forest preserve area are considered protected and may not be harmed, damaged, killed, relocated or removed, except as related to ~~exotic and/or non-native species~~ non-native invasive species that may be recommended for removal or as otherwise provided in the ~~management and maintenance~~ stewardship guidelines.

(b) Resources of the forest preserve area shall include all trees, indigenous plants and flora, all forms and species of wildlife, including fish, amphibians, reptiles, insects, soil, mold, fungi and birds.

(~~c~~) ~~Violation of this section shall be considered a misdemeanor.~~
(Ord. No. 1243, 10-27-03; Ord. No. 1279, 5-29-07)

Sec. 12-158. Permitted activities.

(a) Any activities intended to and conducted so as to result in the ~~non-destructive~~ passive experience of the forest preserve and its essential natural qualities are considered consistent with the intent of this article and are permitted activities.

(b) ~~Maintenance~~ Stewardship activities as set forth in the approved ~~management and maintenance~~ stewardship guidelines are permitted.

(c) Other uses and activities may be permitted subject to the stewardship guidelines.

(Ord. No. 1243, 10-27-03; Ord. No. 1279, 5-29-07)

Sec. 12-159. ~~Management and maintenance~~ Stewardship activities.

(a) The upgrading or expansion of any electrical transmission line, distribution line, telephone line, natural gas line, or other aboveground or underground line is permitted, if the person or entity responsible for the line had the right, subject to any required approvals, to upgrade or expand the line in the forest preserve area prior to the designation of the area as a forest preserve.

(b) Normal maintenance of utility lines and related easement areas is permitted, such that the activities are consistent with the right-of-way and/or easement, and such that the utility line, easement, or right-of-way existed prior to the date that the forest preserve was so designated.

(c) Any activity related to the management and maintenance of existing public drainage within a forest preserve area is permitted, provided that such maintenance does not increase the impervious area of coverage and does not widen, extend, or modify the drainage channel such that it would increase volume, velocity, or rates of discharge of natural or stormwater flows.

(d) Maintenance improvements to existing roads and parking areas within forest preserve areas, or within ~~twenty-five (25)~~ ten (10) feet of the edge of the existing road or parking areas, are permitted so long as such maintenance improvements do not alter the existing surface material, do not expand or extend the area of the improvement, and do nothing to increase impervious surfaces, unless provided in the stewardship guidelines.

(Ord. No. 1243, 10-27-03; Ord. No. 1279, 5-29-07)

Sec. 12-160. Special events.

The city will not sponsor or permit special events to be conducted in forest preserve areas if those events might be inconsistent with the intent of this article. Special events that are principally commercial in nature or activities involving animal, foot or watercraft races, physical endurance of a person or animal, organized survival exercises, war games, or similar exercises shall be considered inconsistent with the intent of this article. (Ord. No. 1243, 10-27-03; Ord. No. 1279, 5-29-07)

Sec. 12-161. Preexisting improvements.

Improvements existing within designated forest preserve areas as of the day of designation shall be considered preexisting improvements and may be continued and maintained, but may not be expanded in size, area, or character of the improvement or related use, unless provided in the stewardship guidelines. (Ord. No. 1243, 10-27-03; Ord. No. 1279, 5-29-07)

Sec. 12-162. Enforcement and violations.

Violations of this article shall be considered a municipal infraction and may be punishable with a fine of one thousand dollars (\$1,000.00) for each violation, ~~except as provided in section 12-157 of this article~~. (Ord. No. 1243, 10-27-03; Ord. No. 1279, 5-29-07)

Sec. 12-163. Changes to article.

(a) Prior to the consideration of any ordinance to amend this article, except for revisions to forest preserve boundaries as set forth in sections 12-152 through 12-154, the city council shall make a mandatory

referral of the ordinance for review and comment to the forest preserve advisory board, in addition to any other city council advisory boards or committees, or other groups as determined by the city council.

(b) Prior to the consideration of any ordinance to amend this article, the city council shall schedule and hold a public hearing.

(c) Any ordinance that provides for an addition to, amendment of, or deletion from this article, except for revisions to forest preserve boundaries as set forth in sections 12-152 through 12-154, may be placed on the ballot as a referendum question as provided in the city charter.

(d) Any ballot question shall be placed on the ballot of the next regularly scheduled city election, in accord with the city charter.
(Ord. No. 1243, 10-27-03; Ord. No. 1279, 5-29-07)

City Council Agenda Item Report

Meeting Date: September 9, 2019

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section:

Subject:

*State and County NAACP Letter

Suggested Action:

Attachments:

[NAACP-MarylandStateConference-CC-letter.pdf](#)

July 3, 2019

Maryland State Conference
National Association for the Advancement of Colored People
P.O. Box 9702
Arnold, Maryland 21012
Attn: Gerald G. Stansbury

RE: NAACP Maryland State Conference Partnership with Northeast MAGLEV

Dear Mr. Stansbury:

The Greenbelt City Council would like to express its disappointment with the recent news that the National Association for the Advancement of Colored (NAACP) Maryland State Conference is in partnership with the MAGLEV project. To date, the City of Greenbelt is not convinced that the MAGLEV project is necessary and has previously expressed concern on several fronts.

The MAGLEV project's plan is to put stations at the Baltimore and Washington DC destinations without providing any access to a stop within Prince Georges County. The communities and neighborhoods along the proposed routes, including Greenbelt, would endure both short and long term disruption without *any* benefits. Greenbelt is a National Historic Landmark and planned community with parks, open spaces and recreational amenities. The project could have destructive impact on valuable and environmentally sensitive resources. The environmental concerns include noise pollution, destruction of natural habitats, and harmful health impacts.

It is not clear if indeed the MAGLEV will bring jobs to the area. It may create *temporary* highly specialized jobs in engineering and construction that would go to individuals and companies that already have those skills and expertise and which may not necessarily be located within the area. Or, it may facilitate high-speed access to jobs that are high paying and would likely not greatly impact the communities it will go through. Beyond this, Maryland already has a high speed train to Baltimore and on to the north – the Acela line. The Acela line is convenient but also comes at a high price which makes it such that despite assurances, it is likely that the cost for a seat on the MAGLEV will be prohibitive and out of reach for many people.

The City of Greenbelt would like to urge the NAACP Maryland State Conference to reconsider its position in supporting the MAGLEV project. There are other important transportation priorities and needs where public funding would be better spent such as improving existing rail and local transit services. We urge you to abandon this unreasonable project.

Sincerely,

Emmett V. Jordan
Mayor

Judith F. Davis
Council Member

Colin A. Byrd
Council Member

Leta M. Mach
Council Member

Silke I. Pope
Council Member

Edward V.J. Putens
Council Member

Rodney M. Roberts
Council Member

cc: City Council
 Senator Ben Cardin
 Senator Chris Van Hollen
 Congressman Steny Hoyer
 Senator Paul Pinsky
 Delegate Anne Healey
 Delegate Tawanna Gaines
 Delegate Alonzo Washington
 Council Member Todd Turner
 Nicole Ard, City Manager
 Terri Hruby, Director of Planning & Community Development

City Council Agenda Item Report

Meeting Date: September 9, 2019

Submitted by: Molly Porter

Submitting Department: Planning

Item Type: OTHER BUSINESS

Agenda Section:

Subject:

*Board of Appeals Resolution for Variance #19-0006-V

Suggested Action:

Reference: BoA Resolution #19-0006-V

An appeal was made to the Board of Appeals (BoA) to grant a variance of 11 feet to allow for the construction of a workshop/garage not entirely behind the principle structure at 10 Greenknolls Place. According to the Prince George's County Zoning Ordinance accessory buildings, in the R-55 zone, are required to be setback 60' from the front street line and are required to be located only in the rear yard. A public hearing on this application was held on July 30, 2019. The Board of Appeals found that the required criteria for granting a variance were met and voted to recommend approval of Variance 19-0006-V, consistent with staff's recommendation. All parties of record were notified of the public hearing and no one spoke in opposition to the variance request. Since no appeals or requests for oral argument have been filed with the City, staff recommends City Council adopt the Board of Appeals Resolution by consent, as permitted by the zoning legislation.

Attachments:

[BoA Resolution #19-0006-V.pdf](#)

RESOLUTION OF THE GREENBELT BOARD OF APPEALS
FOR VARIANCE 19-0006-V

WHEREAS, the City of Greenbelt (hereinafter the “City”), pursuant to Ordinance 1173 (hereinafter the “Ordinance”), for lot size, building setbacks, lot coverage, height and any other requirements of the Zoning Ordinance from which a variance may be granted, and to make recommendations to the Greenbelt City Council in connection therewith and,

WHEREAS, the City is authorized by the Ordinance to grant an application for a variance if the Greenbelt Board of Appeals (hereinafter the “BOA”), makes the following findings pursuant to Chapter 20, Article II, Section 20-4 of the Greenbelt City Code (hereinafter the “Code”):

- (1) A specific parcel of land has exceptional narrowness, shallowness or shape; exceptional topographic conditions, or other extraordinary situations or condition; and
- (2) The strict application of the Zoning Ordinance will result in peculiar and unusual practical difficulties to the owner of the property; and
- (3) The variance will not substantially impair the intent, purpose, or integrity of the General or Master Plan

WHEREAS, on or about June 10, 2019, Kevin and Frances Fendlay submitted an application for a variance from Section 27- 442(i), Table VIII, of the Zoning Ordinance for 10 Greenknolls Place, specifically requesting a variance of 11 feet from the required front street line setback requirement that states accessory buildings shall be setback 60’ from the front street line and be located only in the rear yard; and

WHEREAS, the advertisement of the public hearing was posted in accordance with the adopted Ordinance; and,

WHEREAS, the technical staff report recommended approval; and,

WHEREAS, on July 30, 2019, the BOA conducted a public hearing on the merits of the variance application, at which the BOA heard testimony and accepted evidence with respect to whether it can make the necessary findings set forth in the Ordinance to grant a variance; and,

WHEREAS, the BOA’s recommendation is based on the analysis of the record by the BOA and on the findings and conclusions presented in the technical staff report; and,

WHEREAS, the BOA makes the following findings of fact:

- (1) The applicants are proposing to construct a 16’ x 30’ workshop/garage that is not entirely behind the principal structure.

(2) The subject property is known as Lot 24, Block B in the Lakewood subdivision and is more commonly known as 10 Greenknolls Place.

(3) The subject property is zoned R-55 (One-Family Detached Residential)/R-P-C (Residential Planned Community), where the existing single-family use is permitted by right under the Prince George's County Zoning Ordinance.

(4) The subject property in an interior lot, with frontage of Greenknolls Place.

(5) The Applicant is requesting an 11 foot variance from the front street line setback requirements for the purpose of constructing a workshop/garage not entirely behind the principal structure.

(6) In accordance with Chapter 20, Article II, Section 20-4(1) of the Code, the property has an extraordinary condition. The topographic conditions of the lot represent an extraordinary condition. If the variance were denied, the construction of the structure would require significant grading into the hillside along the rear property line.

(7) In accordance with Chapter 20, Article II, Section 20-4(2) of the Code, the strict application of the Zoning Ordinance will result in peculiar and unusual practical difficulties to the owners of the property. The denial of a variance would cause interference with the existing retaining wall, the taking down of three (3) healthy, mature trees, and will increase the amount of impervious surface by the extension of the concrete driveway.

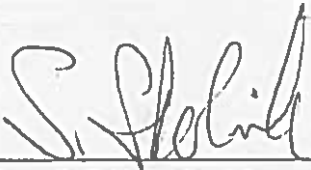
(8) In accordance with Chapter 20, Article II, Section 20-4(3) of the Code, the recommended variance will not substantially impair the intent, purpose, or integrity of the General Plan or Master Plan. The proposed workshop/garage is consistent with the nature of single-family residential development and will not change the character of the neighborhood. The proposed location of the workshop/garage also maximizes the distance between the proposed accessory structure and the abutting homes on Empire Place.

(9) In accordance with Chapter 20, Article II, Section 20-4 of the Code, the recommended variance meets all three required findings of fact.

NOW, THEREFORE, BE IT RESOLVED by the Greenbelt Board of Appeals that variance application 19-0006-V, for an 11 foot variance from the front street line setback requirements of the Zoning Ordinance for the purpose of constructing a workshop/garage not entirely behind the principal structure located at 10 Greenknolls Place, Greenbelt, MD be approved. The following members were present and votes as follows:

<u>Name of BOA Member</u>	<u>Vote</u>	
	<u>In Favor</u>	<u>Opposed</u>
Steven Skolnik, Chairman	X	
Donald Martin	X	
David Whaples	X	

So it is recommended this 30th day of July 2019.



Greenbelt Board of Appeals
Steven Skolnik, Chairman

BE IT FURTHER RESOLVED that this resolution of the Greenbelt Board of Appeals shall take effect immediately upon adoption by the Greenbelt City Council.

APPROVED by the Council of the City of Greenbelt, Maryland at its regular meeting of _____, 2019

Emmett V. Jordan, Mayor

ATTEST:

Bonita Anderson, City Clerk

City Council Agenda Item Report

Meeting Date: September 9, 2019

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section:

Subject:

Letter to State and Military Officials about City Interest in Greenbelt Armory

Suggested Action:

Reference:

Letter, M. McLaughlin, 12.21.2016

Letter, M. McLaughlin, 12.22.2016

Council Member Roberts requested this item to be added to the agenda. Attached are additional information on the Greenbelt Armory requested by Mayor Jordan.

Attachments:

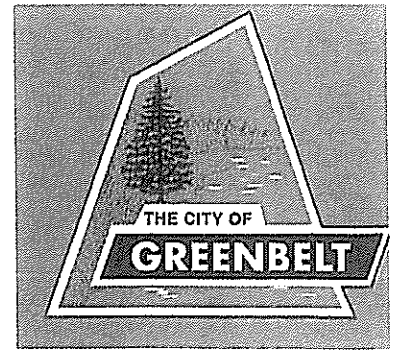
[Letter, M. McLaughlin, 12.21.2016.pdf](#)

[Letter, M. McLaughlin, 12.22.2016.pdf](#)

CITY OF GREENBELT, MARYLAND

OFFICE OF THE CITY MANAGER

25 CRESCENT ROAD, GREENBELT, MD. 20770



December 21, 2016

Michael P. McLaughlin
City Manager

Mr. Jason Dubow, Manager
Resource Conservation and Management
Maryland Department of Planning
301 W. Preston Street, 11th Floor
Baltimore, MD 21201-2305

Re: Greenbelt Armory
MD 20161110-0929

Dear Mr. Dubow:

The City of Greenbelt is most interested in the future of the Greenbelt Armory site at 7100 Greenbelt Road, Greenbelt, Maryland. The location at the intersection of Greenbelt Road and Southway is a key gateway to the historic community of Greenbelt, sited on a major east-west roadway in Prince George's County, and immediately adjacent to the Baltimore-Washington Parkway and Capital Beltway (I-495).

This location has been talked about for years as the best location for a new fire station for Greenbelt. It is also adjacent to a site which used to house a nursing home and has been discussed in the community as a workforce and/or senior adult housing site. Both of these are needed in the community.

Given the notice came just before the holidays, the city requests it have until the end of February 2017 to study the requirements and opportunities presented by the possible surplus of this property. This study would include meetings with appropriate state departments such as General Services and the Department of the Military.

If additional information is needed to preserve the city's rights, please contact me or Anne Marie Belton at 301.474.8000.

Sincerely,

Michael P. McLaughlin
City Manager



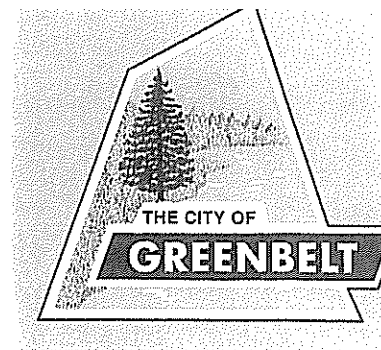
/amb

cc: City Council
Honorable Todd Turner
Honorable Paul Pinsky
Honorable Tawanna Gaines
Honorable Anne Healey
Honorable Alonzo Washington
Celia Craze, Director, Planning & Community Development
Terri Hruby, Assistant Director of Planning
Jessica Bellah, Community Planner
David Moran, Assistant City Manager
John Shay, City Solicitor

CITY OF GREENBELT, MARYLAND

OFFICE OF THE CITY MANAGER

25 CRESCENT ROAD, GREENBELT, MD. 20770



December 22, 2016

Michael P. McLaughlin
City Manager

Major General Linda L. Singh
219 29th Division Street
Baltimore, MD 21201

Dear Major General Singh:

It was suggested by Mr. Robert J. Ford at HUD that I make you aware of the City of Greenbelt's possible interest in the Greenbelt Armory at 7100 Greenbelt Road. Attached is a copy of a letter sent to the State Department of Planning yesterday expressing the city's interest.

We will begin to study the potential right after the New Year. Please let me know if the city needs to take any further action at this time.

Sincerely,

Michael P. McLaughlin
City Manager

/amb

cc: Robert J. Ford, Chief, Asset Management Branch
U.S. Department of Housing and Urban Development



City Council Agenda Item Report

Meeting Date: September 9, 2019

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: MEETINGS

Agenda Section:

Subject:

Meetings

Suggested Action:

Reference: Meetings Calendar

2019 Meeting Schedule: At the regular meeting on February 25, Council reviewed its 2019 meeting schedule. The following changes to the 2019 meeting calendar were suggested:

- Reschedule October 14th Regular Meeting to Tuesday, October 15th. (MML Fall Conference in Cambridge – October 13-15)
- No Work Session on November 20. (NLC City Summit in San Antonio – November 20-23)

A motion is required to approve this schedule change.

Attachments:

[meetings.pdf](#)

[Stakeholder Schedule.pdf](#)

CITY OF GREENBELT, MARYLAND

25 Crescent Road, Greenbelt, MD 20770-1891

9/6/2019 2:47 PM



City Council Meetings & Work Sessions September – October

Advisory Board Interview	Mon.	09/09	7:40 pm
Regular Meeting	Mon.	09/09	8:00 pm
Work Session – Preliminary Plan of Subdivision – NRP Multi-family Development Proposal (Capital Office Park), (CC)	Wed.	09/11	8:00 pm
Work Session – Capital Office Park, (MB)	Mon.	09/16	8:00 pm
Work Session – *** CANCELLED *** County Executive Alsobrooks, (MB)	Wed.	09/18	
Regular Meeting	Mon.	09/23	8:00 pm
Work Session – Forest Preserve Stewardship Guidelines and Health Assessment, (CC)	Wed.	09/25	8:00 pm
Work Session – Verizon, (MB)	Mon.	09/30	8:00 pm
Work Session – City Manager Update	Wed.	10/02	8:00 pm
Advisory Board Dinner	Sun.	10/06	5:00 pm
Work Session – TBD, (MB)	Mon.	10/07	8:00 pm
Work Session – TBD, (CC)	Wed.	10/09	8:00 pm
MML Fall Conference	Sun. – Tues.	10/13 – 10/15	
Regular Meeting	Mon.	10/14	8:00 pm
Work Session – TBD, (CC)	Wed.	10/19	8:00 pm
Work Session – TBD, (MB)	Mon.	10/21	8:00 pm
Work Session – TBD, (CC)	Wed.	10/23	8:00 pm
Regular Meeting	Mon.	10/28	8:00 pm
Work Session – TBD, (CC)	Wed.	10/30	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. Unless otherwise noted, meetings will be held in the Council Room of the Municipal Building (MB) at 25 Crescent Rd. Meetings marked "CC" will be held in the Community Center at 15 Crescent Rd., "Greenbriar" will be held in the Terrace Room at 7600 Hanover Parkway, "SHL" will be held in the Springhill Lake Recreation Center, Green Ridge House will be held at 22 Ridge Road, "GHI" will be held at 1 Hamilton Place and "Verde" will be held at 8010 Greenbelt Station Parkway.

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

9/6/2019 2:47 PM

Ready to be scheduled:

Prince George's County Council
Chair Todd Turner
Roosevelt Center Owner
WMATA Metro Station/ MARC Train Service/
MDOT
GHI – NCOZ/Arts & Entertainment District
Potential Bond Referendum/Capital Financing
Greenbelt Postmaster
CRAB Report – Police Community Relation
Cemetery Plans
Greenbelt Watershed Groups
Forest Preserve/Community Gardens
WSSC
Department of Veteran Affairs
Ground Floor East Space (GFES) – (*former
Adult Daycare Space*)
Small Cell Procedures and Policy Review
Memorial Wall Piece
Beltway Plaza (stakeholder)
State Highway Administration
Teleconferencing
Jane Realty Apartments

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
PRAB – Buddy Attick Park Master Plan
University of Maryland (2020)
Department of Permitting, Inspections &
Enforcement (DPIE)
Museum Plans

Annual														
Advisory Group Chairs	3/16	2/17	7/18	7/19										
Franklin Park at Greenbelt Station Mgmt.	8/16	11/17	12/18											
Greenbelt East Advisory Coalition	3/16	7/17	3/19											
Greenbelt Homes, Inc.	6/16	7/17	7/18	7/19										
County Executive/ County Council	12/13	9/16	1/19											
Biennial														
Roosevelt Center Merchants	11/16	1/18												
Beltsville Ag. Research Center/ NPS Greenbelt Park	03/14	7/16	8/18											
	7/15	1/18												
Beltway Plaza	9/14	3/17												
Greenway Center	7/14	12/16	2/19											
Civic Associations	8/14	2/18												
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										
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												
Hotels														
University of Maryland	3/13	4/15												
Every Three Years or Major Issue														
Comcast	9/13	11/17												
Verizon														
PEPCO	9/14	1/17												
WSSC	12/12	9/16												
WGL														
Capital Office Park	12/12	1/16												
Other Business Parks:														
Maryland Trade Center														
Golden Triangle														
Hanover Parkway														
Belle Point														
Edmonston Road														
Hanover Parkway														
Roosevelt Center Owner	9/15													

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

(Rev. September 6, 2019)