



CITY COUNCIL WORK SESSION AGENDA

Work Session - GATe

This meeting will be held in-person and virtual.

**25 Crescent Road
Greenbelt, MD 20770**

OR

Virtual Participation

Zoom Webinar Attendees:

**Please submit your request in writing via email to questions@greenbeltmd.gov
<https://us02web.zoom.us/j/87215095722?pwd=sZgwF8ocRrEdCJlZy5CpbNHTah6rql.1>**

Dial-in: 301 715 8592

Webinar ID: 872 1509 5722

Passcode: 421195

Monday, August 5, 2024

7:30 PM

Work Session Packet

Work Session - GATe

Suggested Action:

[Agenda](#)

- Introductions - 10 minutes (7:30 - 7:40 pm)
- Council Discussion - 60 minutes (7:40 - 8:40 pm)
- Questions and Answers - 15 minutes (8:40 - 8:55 pm)
- Other Items - 15 minutes (8:55 - 9:10 pm)
 - Informational Items

[GATe MOU.pdf](#)

[ws190619.pdf](#)

Meeting and Stakeholder List

Suggested Action:

Agenda

- Review Meetings and Stakeholder List - 10 minutes (9:10 - 9:20 pm)

[meetings.pdf](#)

[Stakeholder Schedule.pdf](#)

Memorandum of Understanding Between the City of Greenbelt and Greenbelt Access Television, Inc.

This Memorandum of Understanding (MOU) is entered into by the City of Greenbelt (City) and Greenbelt Access Television, Inc. (GATe) to define the relationship between the City and GATe, as well as GATe's use of space in the Greenbelt Community Center.

History

The cable television franchises/systems serving the residents of Greenbelt provide for both municipal access and public access channels. Since the first cable franchise was issued by the City in 1982, the City has utilized the municipal access capability.

Soon after, the City Council appointed an advisory committee to research and recommend a structure for public access in Greenbelt. This advisory committee recommended that the municipal and public access structures should be separate, with the City continuing to conduct municipal access, and a non-profit corporation (GATe) be established to conduct public access in Greenbelt. The advisory committee also served as the basis for the first GATe Board of Directors consisting of eight elected members and one Council-appointed Director, for a total of nine. In 1986, GATe was chartered to promote and provide public access. Over the years, the City's cable operation and GATe have worked in cooperation with each other assisting the development of each other's programming, and that relationship continues to exist. In 1996, GATe was granted space in the Greenbelt Community Center for the purpose of having a studio for its productions. Since the GATe studio was established in the Greenbelt Community Center, GATe has consistently and voluntarily provided its services to the City whenever requested and without charge. Conversely, the GATe's use of the Community Center has been provided by the City rent-free.

Purpose

This MOU is intended to define the relationship between the City and GATe. Much of GATe's purpose, as well as Greenbelt Municipal Access', is to provide community-relevant media in the form of video productions that both occur in and pertain to the City of Greenbelt. With this Memorandum of Understanding comes the mutual agreement that both the City and GATe aim to maintain this symbiotic vision as well as mutually beneficial relationship. Our common mission is to inform our citizens and neighbors and to promote our unique and important community.

Terms

This relationship between the City and GATe should continue under the following terms:

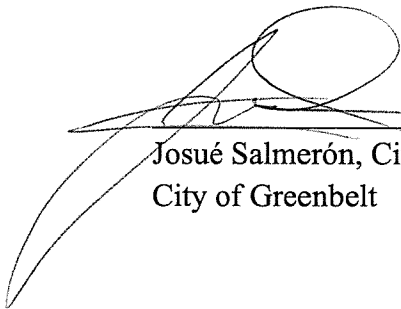
1. The GATe studio is located in Room 204 of the Greenbelt Community Center. It comprises approximately 820 square feet.
2. GATe will be charged rent for this space at the same rate that the Greenbelt News Review is charged. As of Nov 1, 2023, the rent is \$539.31 per month. Rent is to be paid by the 5th of the month. The rent will be adjusted annually based on the CPI.
3. GATe is expected to produce content worth the cost of rent. In July of each year, GATe will provide a report on what it has done for the City during the previous year, including a list of services provided and their dollar value based on GATe's compensation structure at that time. The services, if authorized, will be in the following areas:
 - a. Cablecasting City Council meetings and work sessions as needed;
 - b. Coverage of Labor Day Festival events as well as other Greenbelt Festivals;
 - c. Coverage of regional meetings concerning Public, Education and Government (PEG) access and representation of the interests of PEG access in Greenbelt;
 - d. Provision of additional programming of municipal interest to the City, as requested: It is understood that such productions may also be shown on GATe's channel and will be clearly labeled as GATe productions.
 - e. Coverage of, not sponsored, but important municipal events.
 - f. It is expected that the City can run any GATe produced content on its website and channel, and vice versa.
 - g. All the above shall be determined or authorized by the City's Public Information Officer (Chondria Andrews) or other City Manager designee.
4. The City Manager or designated staff will review the report and the dollar value of the authorized services. A recommendation will be made to the City Council on the report and the value of the services. The dollar value approved by the City Council will be reimbursed to GATe. The dollar value is not to exceed the annual rent amount unless specifically requested by city management.
5. Attached as reference is a report from the previous year prepared by GATe which details GATe's compensation structure for the previous year.
6. GATe and the City will continue to share production equipment when needed and available.
7. GATe and the City will continue to reference each other's services when requests are made for coverage of City and organizational events.

8. This MOU has a term of two years and will renew automatically unless one party notifies the other party that modifications are needed at least sixty (60) days prior to its renewal.

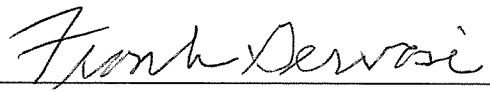
9. Should there come a time that the City is no longer receiving PEG access fees, or is no longer supporting GATe, this MOU shall be terminated.

10. GATe representatives and City Management will meet quarterly per year with the City in order to cohesively plan what specific events we want to feature.

This MOU is signed and agreed to this 8th day of December, 2023.



Josué Salmerón, City Manager
City of Greenbelt



Frank Gervasi, President
Greenbelt Access Television, Inc.

Greenbelt Access Television Inc.'s Compensation Structure as of November 2023

The average videographer and video editor rates, as of 2023, range from \$50 to \$150 an hour. GATe covers ~twenty City events per year. With both of these facts in mind, as well as the stated terms that GATe's compensation is not to exceed the annual amount of its rent cost (unless specifically requested by city management,) the compensation rates for GATe's services expected for the year of 2023 will be at the lower rate of \$50 per hour of videography and editing.

The average amount of hours spent shooting a City event are ~two hours. The time spent editing the footage from the City event is ~four hours. With this average time being ~six hours, at the rate of \$50 an hour for both shooting and editing, the anticipated compensation for each City event video production averages at \$300.

It is to be noted that this is an averaged prediction, as some City offerings and events are shorter productions that require less shooting and editing time, while others take more time to shoot and/or edit. This average estimate accounts for any discrepancies in the time of labor required for each production. However, each production made for the City by GATe will be itemized accordingly in the organization's yearly reports.

WORK SESSION OF THE GREENBELT CITY COUNCIL held Wednesday, June 19, 2019, to meet with Greenbelt Access Television, Inc. (GATe).

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 (8:06) and Mayor Emmett V. Jordan (8:04).

Staff present were: Nicole Ard, City Manager; Beverly Palau, Public Information and Communications Coordinator; and Shaniya Lashley-Mullen, Administrative Assistant.

Also present were: Robert Zugby, Vice President of GATe Board of Directors; Frank Gervasi, President of GATe Board of Directors; Claude Aubert, GATe Board Member; Deborah Hartwick, GATe Board Member; George Kochell; GATe Production Manager and Animation Instructor; Rev. Ray Raysor, GATe Board Member; Rene Sewell Raysor, Treasurer of GATe Board of Directors; Alan Haley, Staff Member at GATe; Phoebe McFarb, Station Manager at GATe; Andy Zmidzinski, Executive Director at GATe; Kelly Baker, GATe Board Member; Konrad Herling, City Council Liaison and Secretary of GATe Board of Directors, and others.

Mr. Gervasi gave a summary of all the upgrades that GATe has done in the last nine months and provided Council with a four-page list of all the productions. He stated Mr. Zmidzinski was the new CEO that was hired and the station has a whole new look, including a new cloud based playout system. Mr. Zmidzinski noted GATe is online and is live streaming programs.

There was discussion on GATe upgrading its teaching programs. Mr. Zmidzinski advised GATe started various boot camp series. He indicated six people attended Final Cut Boot Camp and it lasted for six hours. He also noted there was a boot camp on Running Cameras that also was a six-hour class.

Mr. Zmidzinski answered Mayor Jordan's question stating he wanted GATe to be the community station, covering all types of events around the City; some are City sponsored events. Mr. Zmidzinski stated he would like GATe to go anywhere a community member could go. He indicated that GATe will do two minute stories and have programs that run an hour long, but also recycle the same 15-20 minute programs within that hour. Mr. Zmidzinski said that GATe is still in the beginning stages of what stories are being covered. He advised that GATe provides updates on the Old Greenbelt Theater and two or three "Greenbelt Minutes" per month. Mr. Zmidzinski also explained GATe just started doing a talk show with the Greenbelt News Review.

Ms. Mach asked if GATe is eliminating half hour topical shows. Mr. Zmidzinski answered saying if someone brings in a topical show, GATe would run the show, but people are not producing those types of shows. They are overwhelmed on what it takes to produce them.

Mr. Zmidzinski answered Ms. Davis's question stating that GATe doesn't have to be exclusive. Ms. Palau and her team can film the whole event and GATe can come and shoot snippets.

Mr. Gervasi answered Mayor Jordan's question stating all members of the Board of Directors are members of GATe. Ms. McFarb stated that there are currently about 30 members. Mr. Zmidzinski said that about 120 newsletters are distributed.

Mr. Zmidzinski answered Ms. Davis's question stating to use GATe's equipment, a person would have to take the following classes: an orientation class, a camera class, and an editing class. The cost of membership is \$25.

Mr. Zmidzinski stated he would like to have monitors around the City that play nothing but the GATe channel. Mr. Zmidzinski suggested a couple of locations: GATe's door, the side of the New Deal Café where there are flyers for the bands, at the Old Greenbelt Movie Theater and Realty One. He also suggested placing two monitors at the information desk at the Community Center, playing the GATe and the City channel.

Mr. Zugby said GATe would like to be a part of the City's survey during election time to poll the audience size to see how many residents watch GATe programs and what mode.

Mr. Putens asked Mr. Zmidzinski if GATe considered placing monitors in Greenbelt East and Greenbelt West. Mr. Zmidzinski stated he would like to discuss the idea.

Mr. Herling stated that with the respect of monitors GATe didn't need to think exclusively, it's something the City operation can be a part. Mr. Herling said that members of GATe and Ms. Palau could work through the MOU to see if items needed to be amended.

Mr. Gervasi answered Mayor Jordan's question stating GATe received \$170,000 from the Public, Government, and Educational (PEG) Fees. He stated it changes quarterly and it has been going down slightly every year. Mr. Gervasi said GATe would be more active applying for grants. Mr. Gervasi advised GATe's budget is \$190,000.

There was discussion on who was handling the videography of the Labor Day Festival. Ms. Palau said there wasn't a staff-level discussion. Historically, Ms. Palau said City Staff would handle Friday and Sunday, GATe did Saturday, and there were dates that they both shared. Mayor Jordan said he would like to see collaboration between the City and GATe. Mayor Jordan also stated that with staff time, the City didn't have the capacity to cover all the events.

There was discussion on the MOU. Ms. Davis stated the purpose of the MOU was for GATe to receive rent credit. Ms. Davis said since GATe doesn't want to receive the rent credit anymore, then they shouldn't have to provide an annual report. Mayor Jordan indicated he would like to see the annual report. Mr. Gervasi stated that GATe would like to continue to receive the rent credit. Mr. Zugby answered Mayor Jordan's question stating he had negative feelings towards the MOU since the beginning. Mr. Zugby indicated that the City wanted to charge GATe rent, and that's how the MOU came about. Mr. Putens stated that GATe is still receiving the franchise fees and there needs to be accountability for expenditures so he would like to continue to receive the annual report. Mr. Herling stated GATe should maintain the annual report as it benefits the public and helps with securing grants.

Mr. Zmidzinski stated that currently the GATe studio is a classroom, meeting space and studio. He advised GATe needs a separate space for a computer lab. Mayor Jordan suggested the computer lab at Springhill Lake Recreation Center. Ms. Davis suggested office space at Roosevelt Center. Mr. Gervasi stated the location GATe is in could either be a great studio or classroom but not both. He stated the ideal location for a classroom is below their current location.

Mr. Putens left the meeting at 9:25 pm.

Informational items were discussed.

The meeting ended at 9:33 p.m.

Respectfully submitted,

*Shaniya Lashley-Mullen
Administrative Assistant*

CITY OF GREENBELT, MARYLAND
25 Crescent Road, Greenbelt, MD 20770-1891



7/31/2024 1:10 PM

City Council Meetings & Work Sessions
August – September

Work Session – All Resident Voting Initiative	Wed.	08/07	7:30 pm
Regular Meeting	Mon.	08/12	7:30 pm
Council Retreat	Wed.	08/14	7:30 pm
Special Meeting/Closed Session – City Manager's Evaluation Process (tentatively)	Mon.	08/19	7:30 pm
Work Session – Advisory Board/Committee Chairs	Wed.	08/21	7:30 pm
Advisory Board Interviews (virtual)	Mon.	08/26	7:10 pm
Work Session – Recognition Group Policy Review/Greenbelt Community Center Business Plan Review	Wed.	08/28	7:30 pm
No Meeting – Labor Day	Mon.	09/02	
Work Session – TBD	Wed.	09/04	7:30 pm
Regular Meeting	Mon.	09/09	7:30 pm
Work Session – TBD	Wed.	09/11	7:30 pm
Work Session – TBD	Mon.	09/16	7:30 pm
Work Session – TBD	Wed.	09/18	7:30 pm
Regular Meeting	Mon.	09/23	7:30 pm
Work Session – TBD	Wed.	09/25	7:30 pm
Work Session – TBD	Mon.	09/30	7:30 pm

This schedule is subject to change. For confirmation, call 301-474-8000. Regular and Special meetings and Work Sessions are open to the public. If special accommodations are required for any disabled person, please call 301-474-8000 or 301-474-3870 no later than 10 a.m. on the meeting day. Deaf individuals are advised to use Video Relay Services (VRS) at 711 or e-mail banderson@greenbeltmd.gov to reach the City Clerk. Unless otherwise noted, meetings will be held in the Council Chambers in the Municipal Building (MB) at 25 Crescent Road and virtually by Zoom. Zoom meeting information for public participation is posted on the City's website at www.greenbeltmd.gov on the meeting calendar.

Bonita Anderson, City Clerk

A NATIONAL HISTORIC LANDMARK

(301) 474-8000

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

MD RELAY 711

CITY OF GREENBELT, MARYLAND

25 Crescent Road, Greenbelt, MD 20770-1891



7/31/2024 1:10 PM

Ready to be scheduled:

Townhall Meeting: Virtual Meetings Accessibility
for Blind and Visually Impaired
City Contracting Policy
Walk-way fixture
Verde Apartments
Greenbelt Road Corridor
Bureau of Engraving and Printing
Beltway Plaza (stakeholder)
COG Leadership
County Executive Liaison, Denise Ross
NASA Goddard Tour
Economic Development

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
Museum Plan
Bernard Penney (*Memorial Donation in honor of
Leonie Penney*)
Potential Bond Referendum/Capital Financing
Cemetery Plans
MARC Train Service/ MDOT
Arts & Entertainment District
EV Chargers Five Year Plan
Fleet Vehicles Ten Year Plan
GHI/Prince George's County (Stormwater issues)
Office of Human Rights

Annual													Follow-Up Letter Sent
Advisory Group Chairs	7/22	7/23											
Franklin Park at Greenbelt Station Mgmt.	12/21	12/22	2/24										3/21/24
Greenbelt Center HOAs	3/23	5/24											
Greenbelt East HOAs and COAs/Greenbelt East Advisory Coalition	4/22	6/23											
Greenbelt Homes, Inc.	8/22	8/23											
Greenbelt Station HOA/Verde Apts.	8/22	8/23											
School Board Member	9/21	2/23	8/23										
State Highway Administration	11/20	11/22	12/23										12/21/23
Biennial													
Beltsville Ag. Research Center	8/18	11/22	11/23										
Beltway Plaza	9/22												
NASA/GSFC	3/22	4/23											
Greenbelt Business Alliance	10/22												
Greenbelt Park NPS	1/22	3/23											
Greenway Shopping Center	12/20	2/23											
Religious/Spiritual Organizations	6/22	2/24											
Twice a Year													
County Council Person and At Large Members	5/23	3/24											3/19/24
Meetings as Needed													
Apartments	4/21												
Comcast/Verizon	3/21												
Greenbelt Office Parks													
Greenbelt Watershed Groups	10/19												
Hotels	8/23												
PEPCO	2/22	9/23											
WSSC	2/22	6/23	10/23	5/24									
Washington Gas	8/23												
Prince George's Economic Development Corp.	11/21												
Prince George's Planning Board	10/19												
Roosevelt Center Owner	8/20												
University of Maryland	4/15												
WMATA/PGDPW&T (Semi-Annual)	5/22												
Newly Elected/Appointed Officials (Presentation of a Council Regular Meeting)													
County Executive													
School Board CEO	1/24												1/17/24
State's Attorney	1/23												