



CITY COUNCIL AGENDA
Municipal Building & Virtual

This meeting will be held in-person and virtual.

**25 Crescent Road
Greenbelt, MD 20770**

OR

Virtual Participation

Zoom Webinar Attendees:

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

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/83649821243?pwd=PfknmnqzYvloVnrOuEg3r9iupQ82PY.1>

Dial-in: 301 715 8592

Webinar ID: 836 4982 1243

Passcode: 790586

**Monday, May 23, 2022
7:30 PM**

I. ORGANIZATION

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

4. Petitions and Requests
5. Consent Agenda - Approval of Staff Recommendations (Items on the Consent Agenda [marked by *] will be approved as recommended by staff, subject to removal from the Consent Agenda by Council.)
6. Approval of Agenda and Additions

II. COMMUNICATIONS

7. Presentations

7a. Memorial Day Poppy Presentation

Suggested Action:

The American Legion Post 136 will hold its commemoration of Memorial Day on May 30. Officers and members of the American Legion Auxiliary, will attend the meeting and make a presentation in honor of this annual remembrance of those who have died in combat while serving in the armed forces.

7b. Peace Month

Suggested Action:

Since 2009, June has been declared as Peace Month in Greenbelt. Alexander Barnes, Sr. will participate in the meeting to accept the proclamation on behalf of the Prince George's Peace and Justice Coalition.

[Peace Month.pdf](#)

7c. Chesapeake Bay Awareness Week Proclamation

Suggested Action:

The State of Maryland, along with Pennsylvania and Virginia, has designated the second week of June as Chesapeake Bay Awareness Week. Kevin Carpenter-Driscoll, Environmental Coordinator, will be present to receive the proclamation on behalf of the department.

[Chesapeake Awareness Week Proclamation.pdf](#)

7d. Public Hearing on the Proposed Fiscal Year 2023 Budget/Constant Yield Tax Rate

Suggested Action:

Reference: Greenbelt News Review - Constant Yield Tax Rate Advertisement

On March 28, 2022, the Acting City Manager presented the proposed budget for Fiscal Year 2023 to the City Council. Since then, the Council has held eight hybrid work sessions to review the budget and has one more scheduled.

The budget is scheduled to be adopted at the Regular City Council meeting on June

6, 2022. The City Code requires that a Public Hearing be on the budget prior to its adoption. Tonight's Public Hearing is the second of two that were scheduled, the first having been on May 9.

It is recommended that the Regular Meeting be recessed for the purpose of conducting Public Hearing on the Fiscal Year 2023 proposed budget and the Constant Yield Tax Rate. The meeting should be reconvened following the hearing. No motion is required to begin or end the public hearing.

Constant Yield Tax Rate

A Public Hearing must be held in accordance with the State of Maryland's Constant Yield Tax Rate requirements. The required notice was published in the May 5, 2022, Greenbelt News Review, a copy of which is included in Council's packet.

Note: At the end of this hearing, to comply with State law, it must be announced that the City's property tax rate will be set when the Fiscal Year 2023 budget is adopted at the City Council hybrid meeting on June 6, 2022, at 7:30 p.m.

[Greenbelt News Review Constant Yield Tax Rate Advertisement.pdf](#)

*8. * Minutes of Council Meetings

Suggested Action:

* Work Session - March 24, 2021

* Work Session - March 09, 2022

* Work Session - March 30, 2022

* Work Session - April 06, 2022

[WS210324.pdf](#)

[WS220309.pdf](#)

[WS220330.pdf](#)

[WS220406.pdf](#)

9. Administrative Reports

Suggested Action:

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

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

*10. * Committee Reports

III. LEGISLATION

IV. OTHER BUSINESS

11. Council Standing Rules and Workplan

[StandingRules2022.pdf](#)

12. ARPA Immediate Funding: Additional Rental Assistance

Suggested Action:

The purpose of this update to the City's Rental and Utility Assistance Program is to help residents move away from direct assistance and toward financial stability. This program is focused not only on providing direct rental assistance, but also working with our residents in need to assess their current situation and provide advice, resources and connections with service providers, even employment opportunities, that can further provide the assistance needed to move them to financial independence.

[2022 City of Greenbelt COVID 19 Financial Rental Assistance Program ARPA Revised v2.pdf](#)

13. CB-14-2-22. Accessory Disposable Food Service Ware

Suggested Action:

Reference: Email - J. Davis and K. Bartolomeo

Councilmember Davis requested this item be added to the agenda.

[Email - J. Davis and K. Bartolomeo.pdf](#)

14. Council Activities

15. Council Reports

- *16. * Reappointment to Advisory Boards/Committee

Suggested Action:

Reference: Reappointment Survey

Laura Kressler has indicated her willingness to continue to serve on the Public Safety Advisory Committee (PSAC).

Shaymar Higgs has indicated his willingness to continue to serve on the Arts

Advisory Board (AAB).

Betty Timer has indicated her willingness to continue to serve on the Senior Citizens Advisory Committee (SCAC).

Martha Galvin has indicated her willingness to continue to serve on the Senior Citizens Advisory Committee (SCAC).

Approval of this item on the consent agenda will indicate Council's intent to appoint Dr. Kressler, Mr. Higgs, Ms. Timer, and Ms. Galvin to a new term.

***17. * Resignation from Advisory Group**

Suggested Action:

Reference: Email - W. Manico - May 11, 2022

William Manico submitted his resignation from the Greenbelt Advisory Committee on Environmental Sustainability (Green ACES).

Approval of this item on the consent agenda will indicate the Council's intent to accept Mr. Manico resignation with regret.

V. MEETINGS

Meetings

Suggested Action:

[meetings.pdf](#)

Stakeholders

[Stakeholder Schedule.pdf](#)

City Council Agenda Item Report

Meeting Date: May 23, 2022

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Presentations

Agenda Section: COMMUNICATIONS

Subject:

Memorial Day Poppy Presentation

Suggested Action:

The American Legion Post 136 will hold its commemoration of Memorial Day on May 30. Officers and members of the American Legion Auxiliary, will attend the meeting and make a presentation in honor of this annual remembrance of those who have died in combat while serving in the armed forces.

Attachments:

City Council Agenda Item Report

Meeting Date: May 23, 2022

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Proclamation

Agenda Section: COMMUNICATIONS

Subject:

Peace Month

Suggested Action:

Since 2009, June has been declared as Peace Month in Greenbelt. Alexander Barnes, Sr. will participate in the meeting to accept the proclamation on behalf of the Prince George's Peace and Justice Coalition.

Attachments:

[Peace Month.pdf](#)

PROCLAMATION

WHEREAS, the residents of Greenbelt have committed themselves to our Community Pledge in which the City celebrates its strength as a community of diverse people living together in a spirit of cooperation where all people are celebrated and respected; and

WHEREAS, the City of Greenbelt has worked for many years to promote peace and nonviolence through its Community Relations Advisory Board, community mediation service, community policing program, CARES youth and family counseling, recreation programs, and other City activities, and continues its efforts to ensure that a culture thoroughly pervaded by peace and nonviolence comes closer each day; and

WHEREAS, the many Greenbelt residents active in the Prince George's County Peace and Justice Coalition are working with other Greenbelt groups to organize and conduct programs and activities that promote peace and nonviolence; and

WHEREAS, in June of each year, these groups highlight their activities and the community continues its commitment to diversity, cooperation, peace and nonviolence.

NOW, THEREFORE, I, Emmett V. Jordan, by the authority vested in me by the citizens and City Council of Greenbelt, do hereby issue this proclamation declaring the month of June to be

PEACE MONTH

in Greenbelt and encourage all our citizens and civic organizations to participate in activities that promote inclusion, understanding, peace and nonviolence throughout our City.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Greenbelt, Maryland, to be affixed this 23rd day of May 2022.

EMMETT V. JORDAN
Mayor

ATTEST:

Bonita Anderson
City Clerk

City Council Agenda Item Report

Meeting Date: May 23, 2022

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Proclamation

Agenda Section: COMMUNICATIONS

Subject:

Chesapeake Bay Awareness Week Proclamation

Suggested Action:

The State of Maryland, along with Pennsylvania and Virginia, has designated the second week of June as Chesapeake Bay Awareness Week. Kevin Carpenter-Driscoll, Environmental Coordinator, will be present to receive the proclamation on behalf of the department.

Attachments:

[Chesapeake Awareness Week Proclamation.pdf](#)

PROCLAMATION

WHEREAS, the Chesapeake Bay is the largest and most productive estuary in the United States, with its watershed spanning six states and the District of Columbia; and

WHEREAS, the Chesapeake Bay watershed, covering 64,000 square miles, is an extraordinary and vital natural resource, with some of the nation's most productive farm and forest lands; and

WHEREAS, the Chesapeake Bay is fed by 50 major tributaries, including the Susquehanna, Potomac, Rappahannock, York, and James Rivers, and stretches 200 miles from Havre de Grace, Maryland, to Norfolk, Virginia; and

WHEREAS, the Chesapeake Bay watershed is home to more than 18 million people, many of whom rely upon the watershed's natural resources for their livelihood and recreational activities; and

WHEREAS, an important source of food for Maryland and the east coast of the United States, the Chesapeake Bay produces more than 500 million pounds of seafood harvest each year; and

WHEREAS, the more than 83,000 farms in the Chesapeake Bay watershed contribute more than \$10 billion to the regional economy and provide food for millions of Americans; and

WHEREAS, the Chesapeake Bay's tributaries in Maryland are an important source of drinking water, which is essential for public health and economic growth and a vital resource for future generations; and

WHEREAS, the rich history, pivotal economic importance, and astounding beauty of the Chesapeake Bay watershed never cease to amaze residents and visitors alike; and

WHEREAS, the City of Greenbelt is in the Anacostia River Watershed, which is important to the character and quality of life of the community and ultimately the health of the Chesapeake Bay; and

WHEREAS, the TRUSTED SOURCE has recognized the importance of Chesapeake Bay Week Awareness Week and has encouraged its members to do the same;

NOW, THEREFORE, I, Emmett V. Jordan, by the authority vested in me by the residents and City Council of Greenbelt, do hereby proclaim June 4-12, 2022 as

CHESAPEAKE BAY AWARENESS WEEK

in the City of Greenbelt and urge all residents to recognize the importance of this observance and to participate in events, activities, and educational programs designed to increase awareness of the importance of the Chesapeake Bay watershed in our community.

IN WITNESS WHEREOF, I have hereunto
set my hand and caused the Seal of the City of Greenbelt,
Maryland, to be affixed this 23rd day of May, 2022.

EMMETT V. JORDAN, MAYOR

City Council Agenda Item Report

Meeting Date: May 23, 2022

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Public Hearing

Agenda Section: COMMUNICATIONS

Subject:

Public Hearing on the Proposed Fiscal Year 2023 Budget/Constant Yield Tax Rate

Suggested Action:

Reference: Greenbelt News Review - Constant Yield Tax Rate Advertisement

On March 28, 2022, the Acting City Manager presented the proposed budget for Fiscal Year 2023 to the City Council. Since then, the Council has held eight hybrid work sessions to review the budget and has one more scheduled.

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Constant Yield Tax Rate

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Note: At the end of this hearing, to comply with State law, it must be announced that the City's property tax rate will be sent when the Fiscal Year 2023 budget is adopted at the City Council hybrid meeting on June 6, 2022, at 7:30 p.m.

Attachments:



City Information & Events

The strength of Greenbelt is diverse people living together in a spirit of cooperation. We celebrate all people. By sharing together all are enriched. We strive to be a respectful, welcoming community that is open, accessible, safe and fair.

GREENBELT CITY COUNCIL - REGULAR MEETING

Monday, May 9, 2022 at 7:30 pm

ORGANIZATION
Call to Order
Roll Call
Meditation and Pledge of Allegiance to the Flag
Petitions and Requests
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.)
Approval of Agenda and Additions

COMMUNICATIONS
Presentations
Police Week Proclamation
Public Works Week
Older American Month
Public Hearing
* **Minutes of Council Meetings**
Administrative Reports
* **Committee Reports**

LEGISLATION

OTHER BUSINESS
- Council Activities
- Council Reports
* Appointment to Advisory Board
* Reappointment to Advisory Board/Committees
* Resignation from Advisory Group

MEETINGS

In advance, the hearing impaired is advised to use MD RELAY at 711 to submit your questions/comments or contact the City Clerk at 301-474-8000 or email banderson@greenbeltmd.gov

MEETINGS FOR MAY 9-13

Tuesday, May 10 at 7:30 pm, **Raftelis ARPA Discussion (in-person)**

Wednesday, May 11 at 7 pm, **ADVISORY PLANNING BOARD**, *On the Agenda: Call to Order, Approval of Agenda, Approval of Minutes of April 20, 2022, Ped/Bike Budget Recommendations, New Business, Adjourn*

Wednesday, May 11 at 7:30 pm, **BUDGET WORK SESSION - GREEN RIDGE HOUSE - VIRTUAL**

Thursday, May 12 at 7:30 pm, **COMMUNITY RELATIONS ADVISORY BOARD**, *On the Agenda: Welcome, Introductions, & Community Pledge, Council Referrals to CRAB, Return to In-Person Meetings, Meeting Minutes, CRAB Ear to the Ground, New CRAB Topics, Other Topics/Issues to Cover, Adjourn*

In advance, the hearing impaired is advised to use MD RELAY at 711 to submit your questions/comments or contact the City Clerk at 301-474-8000 or email banderson@greenbeltmd.gov. This schedule is subject to change. For confirmation that a meeting is being held call 301-474-8000. For information on public participation for the meetings above, visit the meetings calendar at greenbeltmd.gov

OFFICIAL NOTICE

In accordance with Section 3-305(b)(1) and (7) of the General Provisions Article of the Annotated Code of the Public General Laws of Maryland, a closed session of the Greenbelt City Council will be held on Wednesday, May 11th, 2022, in the Council Chambers of the Municipal Building immediately following the virtual Green Ridge House Budget Work Session: 1) to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals; 2) to consult with counsel to obtain legal advice on a legal matter.

The purpose of this meeting is 1) to address personnel matters over which this public body has jurisdiction; 2) to consult with legal counsel regarding outstanding legal matters.

**The public may attend the virtual Greenbelt Work Session prior to the closed session, and observe the vote of the City Council to move into closed session on Wednesday, May 11th, 2022.*

Bonita Anderson, City Clerk

COMMITTEES & BOARDS VACANCIES:

- ADVISORY COMMITTEE ON EDUCATION
- ARTS ADVISORY BOARD
- BOARD OF ELECTIONS
- COMMUNITY RELATIONS ADVISORY BOARD
- GREENBELT ADVISORY COMMITTEE ON ENVIRONMENTAL SUSTAINABILITY
- PARK AND RECREATION ADVISORY BOARD
- YOUTH ADVISORY COMMITTEE

FOR MORE INFORMATION CALL (301) 474-8000

GREENBELT RECREATION 2022 SUMMER CAMP GUIDE

Greenbelt Recreation's 2022 Summer Camp Guide has been posted! Visit www.greenbeltmd.gov/recreation for more information



CITY OF GREENBELT NOTICE OF A PROPOSED REAL PROPERTY TAX INCREASE

The City Council of the City of Greenbelt proposes to increase real property taxes.

1. For the tax year beginning July 1, 2022, the estimated real property assessable base will increase by 6.35%, from \$2,248,050,638 to \$2,390,877,414.
2. If the City of Greenbelt, Maryland maintains the current tax rate of \$0.8275 per \$100 of assessment, real property tax revenues will increase by 6.35%, resulting in \$1,181,892 of new real property tax revenues.
3. In order to fully offset the effect of increasing assessments, the real property tax rate should be reduced to \$0.7781, the constant yield tax rate.
4. The City is considering not reducing its real property tax rate enough to fully offset increasing assessments. The City proposes to adopt a real property tax rate of \$0.8275 per \$100 of assessment. This tax rate is 6.35% higher than the constant yield tax rate and will generate \$1,181,892 in additional property tax revenues.

A public hearing on the proposed real property tax rate increase will be held at 7:30 p.m. on Monday, May 23, 2022, in the City Council Room, Municipal Building, 25 Crescent Road, Greenbelt, MD 20770.

The hearing is open to the public, and public testimony is encouraged.

Persons with questions regarding this hearing may call the City Clerk at 301-474-8000 for further information.

NOT FOR SENIORS ONLY

CREATIVE CONNECTIONS DURING TIME OF COVID

Saturday June 4, 2022 | Virtual on Zoom | 1 pm
Register at: bit.ly/NFSRO22

DEMENTIA FRIENDLY AMERICA NORTHERN PRINCE GEORGE'S COUNTY PRESENTS

OPEN AIR RESOURCE FAIR

Tuesday, May 24 | 10 am - 2 pm
To register visit: bit.ly/3M2DQJ5

VETERANS AFFAIRS CAREGIVER SUPPORT PROGRAMS

Thursday, May 12 | 7 pm

Virtual presentation on VA Benefits and Caregiver Support Program.

Register at: tinyurl.com/54fbwujc

GREENBELT COMMUNITY CENTER IS SEEKING NEW TEAM MEMBERS!

If you enjoy working with the public, please apply at www.greenbeltmd.gov/jobs

Recreation Assistants (Community Center)

Part-time, supportive work culture.

GREENBELT RECREATION IS HIRING!

* **CAMP MANAGERS** * **CAMP COUNSELORS** *
* **CAMP SPECIALISTS** * **INCLUSION COUNSELORS** *
* **CAMP INTERNS** * **MUSIC & MOVEMENT TEACHERS** *

*THESE SEASONAL SUMMER POSITIONS OFFER EMPLOYMENT FROM MID-JUNE THROUGH LATE AUGUST. FOR MORE INFORMATION ON JOB OPENINGS AND APPLICATION DETAILS VISIT: WWW.GREENBELTMD.GOV/JOBS

LIFE GUARDS, POOL MANAGERS, AQUATIC INSTRUCTORS, CUSTOMER SERVICE POSITIONS, PERSONAL TRAINERS, ART INSTRUCTORS & ASSISTANTS

OFFICIAL NOTICE

The Greenbelt City Council has scheduled a PUBLIC HEARING

To be held during the Regular Meeting of Council

Monday, May 9, 2022

7:30 p.m.

CONCERNING THE PROPOSED BUDGETS FOR FISCAL YEAR 2022-2023 FOR THE GENERAL FUND AND EACH OF THE OTHER FUNDS OF THE CITY.

This is the first of two Public Hearings on the budget. The second will be held on Monday, May 23, 2022.

The Public Hearing will be held in person at the Municipal Building and virtual via Zoom. Public attendance and participation are encouraged.

All residents of Greenbelt will have a reasonable opportunity to provide written and oral comments and ask questions concerning the entire budget.

Copies of the proposed budget may be examined at the City Offices, 25 Crescent Rd., during normal operating hours. The budget is also posted on the City Web site at <http://www.greenbeltmd.gov>. For more information, please call 301-474-8000.

Bonita Anderson
City Clerk

FREE COMMUNITY NURSING PROGRAM

The City of Greenbelt's Assistance in Living Program (GAIL) in partnership with Bowie State & Washington Adventist University Schools of Nursing are proud to resume offering this program to Greenbelt seniors age 60+ or disabled adults 50+ residing within incorporated City limits.

For more information visit: <https://bit.ly/3OBoe19>

2022 GREENBELT JOB FAIR

Saturday, May 7
10 am - 12 pm
Beltway Plaza
(Near TJ Maxx)

Join us for the Greenbelt Spring Job Fair! Learn about the latest job opportunities, connect with local employers, and get access to a variety of employment resources and training.

For more information visit: greenbeltmd.gov

CITY WELCOME PACKETS

The City Welcome Packet is back!!! We're looking for volunteers to help package and stuff bags full of materials from local businesses, non-profits, and the City for all of our new Greenbelt residents.

When? May 13 from 12 - 3 pm

Where? Greenbelt Municipal Building, located at 25 Crescent Road

For more information, contact Chondria Andrews at candrews@greenbeltmd.gov or (240) 542-2026.

City Council Agenda Item Report

Meeting Date: May 23, 2022

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Meeting Minutes

Agenda Section: COMMUNICATIONS

Subject:

* Minutes of Council Meetings

Suggested Action:

* Work Session - March 24, 2021

* Work Session - March 09, 2022

* Work Session - March 30, 2022

* Work Session - April 06, 2022

Attachments:

[WS210324.pdf](#)

[WS220309.pdf](#)

[WS220330.pdf](#)

[WS220406.pdf](#)

BUDGET WORK SESSION OF THE GREENBELT CITY COUNCIL held Wednesday, March 24, 2021, to receive a Comprehensive Financial Review Report from Davenport and a Review of Budget Overview, General Fund, General Government, Miscellaneous & Other Funds.

Mayor Byrd started the meeting at 8:00 p.m. The meeting was held virtually via Zoom.

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

STAFF PRESENT WERE: Nicole Ard, City Manager; David Moran, Assistant City Manager; Mary Johnson, Director of Human Resources; Bertha Gaymon, City Treasurer; Terri Hruby, Director of Planning and Community Development; Jim Sterling, Director of Public Works; Beverly Palau, Public Information and Communications Coordinator; Dale Worley, Director of Information of Technology; and Shaniya Lashley-Mullen, Assistant to the City Clerk.

ALSO PRESENT WERE: Jennifer Diercksen and Joe Mason, Davenport & Company LLC; Kap Kapastin; Matthew Inzeo; Kristen Weaver; Bill Orleans; and others.

Davenport Comprehensive Financial Review Report

Ms. Ard stated that Davenport has been assisting the City with the Tax Increment Project and the refinancing. She explained Davenport helps local governments by providing advice and suggestions in terms of tools and opportunities.

Ms. Diercksen provided a PowerPoint presentation on the City's Comprehensive Financial review that took a look at the City's financial status and debt profile. She noted that Davenport looked at actions and strategies the City could employ if the City considered issuing Grade Bonds on the public market.

Ms. Diercksen noted that the City's assessable tax base had grown approximately 19.2% over the past ten years, and the City's wealth level has increased since 2015. She stated that revenues have been growing faster than expenditures within the last five years, and the City has seen a 34% increase in the General Fund balance since 2016. Ms. Diercksen advised that the City's reserves are considered vital Davenport recommends adopting formal financial policies at a threshold of 20% of Operating Revenues and specifies that the account can only be utilized for one-time occurrences and would require a super-majority vote of Council before use.

Based on a question asked by Mr. Roberts, Ms. Diercksen answered that the breakdown of the 32% increase of property tax included any increases in the tax rate that occurred over the last five-year period and any addition to tax base growth. Ms. Ard stated that Ms. Gaymon could provide that information to Council once Council approves the tax rate, and in addition, Ms. Gaymon can provide the assessed value that was received in 2019.

Ms. Davis agreed with the Davenport suggestion regarding adopting formal financial policies but doesn't agree with requiring a super-majority vote of Council before the revenues are to be used or for one-time occurrences. She explained that the revenue is used to help balance the

budget. Mr. Mason provided Council an example of a 17% reserves policy with a super-majority vote to utilize, and the remaining 3% could be labeled as Budget Stabilization Fund.

Based on a question asked by Mr. Jordan, Ms. Diercksen answered that the tax base had grown about 19.2% over the last ten years. Due to the growth in the City's tax base, property tax starts to rise, and new developments contribute to the increase. She stated that she would follow up with Ms. Gaymon to provide Council additional information.

Ms. Diercksen noted that Davenport recommends that if the reserves fall below the target amount the City decides to adopt, then the City should require a plan to address how to replenish the reserves within a three-year timeframe.

There was discussion regarding the City's debt. Ms. Diercksen noted that Davenport recommends the City adopt a policy of no more than 3% debt versus the total value, which would be in line with other local governments; adopt a 10% debt service to expenditure policy, which is the standard policy; and adopt an approach for fixed costs not to exceed 20% of expenditures.

Ms. Diercksen reviewed the City's capital needs, future borrowing plans, debt capacity, debt service to expenditures, and potential debt issuances.

Based on a question asked by Ms. Davis, Ms. Diercksen answered that the City could issue bonds through a competitive public sale, but first, the City would need a credit rating. Mr. Mason added that the City is financially in good shape. Davenport could assist the City in designing a financial plan to tackle larger project goals. Mr. Roberts asked if the City could finance a bond for a new park in Greenbelt West. Mr. Mason answered that tax-exempt municipal bonds are a perfect way to finance parks, trails, or Council priorities. He explained the debt to total value proposed policy.

Ms. Diercksen reiterated that the City's financial health is vital. The City has the opportunity to move forward with debt financing to fund upcoming capital needs and take advantage of low-interest rates. She noted that public debt would require the City to obtain a credit rating which would benefit the City when pursuing future financings.

Davenport recommended the City consider adopting the following financial policies:

- The City will maintain available reserves equal to at least 20% of operating revenues*
- The City's debt vs. total value should not exceed 3%*
- The City's debt service to expenditures will be no greater than 10%*
- The City's total fixed costs will remain under 20% of operating expenditures.*

Based on a question asked by Ms. Davis, Ms. Diercksen answered that the cost of a credit rating depends on the number of bonds the City issues. Mr. Mason stated that Davenport would recommend the City go to a private credit assessment and pay roughly 2/3 of the credit rating.

There was a discussion regarding the next steps. Ms. Diercksen provided Council with a proposed schedule outlining assisting the City in drafting financial policies, debt issuances and preparing an official statement distributed to investors for the upcoming bond sales. Based on a question asked by Ms. Davis, Ms. Ard answered that sale of the bonds would require voter approval. Mr. Moran stated that general obligation bonds in the past were voter-approved, and

he noted it was the interpretation of the Bond Counsel and staff. Mayor Byrd requested that Davenport submit the alternative routes other than going to voters be in writing. Mr. Roberts expressed that he wasn't in favor of the Council borrowing money or sell bonds without the taxpayers' approval.

Mayor Byrd commented that before Council decides on the financial policies, he requested a clearer picture of what type of projects the bonds could be used for and the annual repayment due to the uncertainty of the credit and interest rate.

Mr. Jordan commented that he didn't have a problem considering the four policies and appreciates the flexibility to work with the Fund Balance.

Mr. Roberts inquired if Project Open Space Funds could be used for debt services. Mr. Mason indicated that he doesn't know grant rules.

Bill Orleans, a Greenbelt resident, inquired if the City would be prohibited from having low increment bond sales versus high increment bond sales. Ms. Dierksen explained that the majority of the general obligation local government bonds are sold in increments of \$5,000. Mr. Orleans stated that the increments should be lower than \$5,000 and was in favor of taxing appropriately not to incur the cost of borrowing money. He suggested the City consider raising the commercial property tax. Based on a question asked by Mr. Orleans, Mr. Jordan answered that the City doesn't have an Enterprise Tax District.

Based on a question asked by Mayor Byrd, Ms. Hruby answered that Project Open Space funds couldn't be used in the manner that Mr. Roberts inquired. She explained that Project Open Space funds are used for shovel-ready projects and acquisition projects. Ms. Hruby stated she would research Project Open Space and provide Council additional information.

Budget Overview, General Fund, General Government, Miscellaneous & Other Funds

Ms. Gaymon reviewed the proposed budget at a glance; page XIX, which Ms. Ard discussed at Monday's regular meeting. She noted that the proposed revenue was \$31,310,000, which is 5.7% over the adopted FY 2021 budget with no tax rate increase. Ms. Gaymon explained that the proposed budget included a 2% pay adjustment for classified employees plus a merit/step increase; health insurance costs are the same; and at the end of FY 2022, the City's Undesignated and Unreserved Fund Balance is estimated to be \$6.3million or 20.2% of total expenditures.

Ms. Gaymon stated that Covid-19 would still impact the City finances in FY 2022 due to the County health restrictions in place. She explained she reviewed the current budget, Covid-19 trends, and Covid-19 impacts to see if the forecast presented to Council in December is still the same. Ms. Gaymon advised that adjustments were made in the FY 2021 budget.

Mr. Jordan asked that the City not increase the amount of taxes the residents pay due to the state of affairs.

General Fund

Council reviewed the General Fund section of the proposed budget page by page.

Ms. Davis noted on page 2 that the Public Safety Department was the only department that had a decrease in expenditures for the proposed FY 2022 budget.

Ms. Davis noted on page 17 that this year the City wouldn't receive an increase from the State Highway Revenue Fund due to the economy.

General Government

Council reviewed the General Government section of the proposed budget page by page.

Ms. Davis inquired about the fraudulent unemployment claims on page 34. Ms. Johnson answered that none of the fraudulent claims went through. She explained that HR contacted the State and filed on behalf of the fraudulent employee claim. It is a national issue.

Ms. Davis pointed out that on page 37 the City needs to be mindful that the City is close to reaching or has already reached its maximum size in terms of what the community can afford. It is recommended that the practice of partial funding of new initiatives that assumes that revenue growth in future fiscal years will support these new initiatives to be discontinued.

Ms. Gaymon noted on page 37 that the economy and growth rate is slow or declines and is a challenge for the compensation study and implementing any of the salary increases that would be recommended. Based on a question asked by Ms. Davis, Ms. Gaymon answered that the compensation study is funded in the proposed FY 2022 budget in the Special Projects Fund.

Mr. Jordan noted that the City would be adding additional employees to adequately service the new residents of Greenbelt as other parts of the City are being developed in the distant future.

Based on a question asked by Ms. Davis on page 39, Ms. Johnson answered that the City had received fewer applications this year due to Covid-19. She noted that there are currently more job openings in the police department for police officers and communication specialists. Ms. Johnson mentioned that not many people want to be police officers or communication specialists in the present climate. It is a tough job.

There was a discussion regarding membership expenditures. Mayor Byrd noted that he would like the U.S. Conference of Mayors membership and the African American Mayors Association membership to be added to the list. Ms. Davis advised that the organization's advantages, the relevance to the size of the City, and the cost of the membership fee need to be considered. Mayor Byrd requested an inventory of memberships for the public to review. He expressed his concern about the Chamber of Commerce membership due to their position on the Maglev.

Based on a question asked by Ms. Davis on page 45, Ms. Gaymon answered that on line 28, Employee Benefits, the estimated transaction for FY 20201 was a \$50,000 retirement payout.

On page 45, Mayor Byrd asked Ms. Ard about the organizational memberships and training listed on line 45. Ms. Ard answered that she and Mr. Moran have memberships in the International City/County Management Association and the Maryland Managers Association.

Mayor Byrd noted on page 48 that he had received a request from the younger voters in the City to have an additional voting site at Eleanor Roosevelt High School.

On page 51, Mr. Jordan inquired if the City's commitment to participating in a cohort with the Metropolitan Washington Council of Governments Government Alliance on Race and Equity (GARE) program was that line item expenses listed under membership and training. Ms. Gaymon will follow up with Council to verify what training was listed on line item 45. Ms. Ard added that the Metropolitan Washington Council of Government and the Safety Fund have joint efforts to pay each of the jurisdictions.

Council thanked Ms. Johnson for her many years of service.

In response to a question Mayor Byrd asked regarding the memberships and training listed on line 45 on page 45, Ms. Ard answered that memberships and training included the Clerks' national and state membership.

On page 53, Mayor Byrd inquired about the Government Finance Officers Association listed on line 45 under membership and training. Ms. Gaymon will follow up with Council with a detailed list of the membership and training listed for that line item.

Based on a question asked by Mayor Byrd, Ms. Gaymon answered she agreed with Davenport regarding the City's needs to have some of the financial policies discussed earlier, particularly the reserve policy.

Ms. Davis inquired about the number of IT users per staff noted on page 54. Mr. Worley answered that the number of IT users per staff is 29, the IT budget of total revenue is 4.9%, and the IT budget per user is \$6,800.

Ms. Davis inquired about the camera program. Mr. Worley advised that the camera recommendations came from the Public Safety Advisory Committee (PSAC). The next installation would be at three intersections that surround Greenbelt West. He explained that the IT Department is working with Public Works on the logistics, and the project is currently listed in the budget.

Ms. Davis stated that Council had received an email from a resident inquiring when the City would have a Citywide internet service or broadband. Mr. Worley explained that the cost of the feasibility study request was relatively high and he was working to get that figure down. He stated there is a primary technological concern with implementing 5G and the subsequent G's coming later.

There was discussion regarding the CARES Act Funding. Based on a question asked by Mr. Jordan, Mr. Worley explained that the funds that were used to purchase hardware and software that were used to allow employees to telework came from the CARES Act Funding. Ms. Gaymon explained that the CARES Act Funding wasn't reflected in the budget.

Mr. Orleans mentioned that he looks forward to further discussion regarding all the Federal Funding that the City has received and favors the Citywide broadband services.

There was additional discussion regarding the Citywide broadband services.

There was a discussion regarding Legal Counsel. Mr. Jordan inquired if the legal counsel's budget reflects the cost of opposition of the Maglev, the Bureau of Printing and Engraving, and Royal Farms. Ms. Gaymon answered that she would follow up with staff regarding the legal counsel budget and provide Council a report.

Ms. Davis asked for an explanation for line item 31, miscellaneous - cable & cell phone, on page 56. Mr. Moran explained that line item is for engaging legal counsel on small cell issues and the cable attorneys, Best Best and Krieger.

There was a discussion regarding hybrid meetings. Ms. Palau explained that there would be additional cost to apply captioning to the Zoom meetings.

Miscellaneous

Ms. Davis inquired about the special project for the Police Department for \$50,000 on page 227. Mr. Moran answered that the account 999, Fund Transfer, is not for a specific task; it transfers funds to the Special Project Fund for future needs at the Police Department.

Based on a question asked by Mr. Jordan, Mr. Moran answered that the City has a Home Purchase Program for City employees to purchase a home in Greenbelt. He explained that the program is small and hardly used. Funding isn't budgeted, and when an employee uses the program, the funds are taken from the employee's department budget. Mr. Moran noted a Police Residency Bonus is funded out of the police budget. Mr. Jordan wanted the \$2,000 grant to be increased and added to the Council's list of items to be considered at the final budget work session.

Other Funds

On page 234, Mayor Byrd asked what portion of the replacement vehicles will be replaced by either electric or hybrid cars. Mr. Sterling answered if the car could be replaced by an electric or hybrid vehicle, it would be.

On page 240, Ms. Gaymon explained that in the Special Projects Fund, the Human Resources line item includes \$75,000 for the compensation study and line item 140 consists of the Finance Department's new financial system.

Based on a question asked by Mayor Byrd, Ms. Palau answered that the GATe fee is 1% of the PEG Fee and 1% of the Franchise Fee.

There was a discussion regarding public art. Mr. Moran explained there is funding for public art in multiple locations in the City.

There was a discussion regarding the Economic Development Revolving Fund.

Informational Item

Mr. Moran thanked Council and noted this is his last Council Meeting.

Ms. Davis stated the last time the trees were limbed at the Community Gardens was in 2014 and should be done regularly. She advised that the tour of the solar path will be scheduled for next month.

Ms. Davis provided a report on the Maglev Task Force Meeting.

The meeting ended at 11:17 p.m.

Respectfully submitted,

*Shaniya Lashley-Mullen
Assistant to the City Clerk*

WORK SESSION OF THE GREENBELT CITY COUNCIL held Monday, March 9, 2022, to discuss the Reparations Commission.

Mayor Jordan started the meeting at 8:01 p.m. The meeting was held virtually via Zoom.

PRESENT WERE: Councilmembers Colin A. Byrd, Judith F. Davis, Ric Gordon, Rodney M. Roberts, Kristen L. K. Weaver, and Mayor Emmett V. Jordan. Councilmember Silke I. Pope was absent.

STAFF PRESENT WERE: Tim George, Acting City Manager; Molly Porter, Community Planner; and Shaniya Lashley-Mullen, Assistant to the City Clerk.

ALSO PRESENT WERE: Bill Orleans; Robert Goldberg-Strassler; Dr. Lois Rosado; others.

Mayor Jordan explained that tonight's work session discusses the Reparations Commission formation. He stated that it's essential to set the scope and composition of the commission and staff role.

Ms. Porter presented a PowerPoint presentation, which included an overview of the Referendum question, providing examples of Reparations efforts from Evanston, IL; Asheville, NC; Carrboro, NC; and Providence, RI. She noted that Asheville, NC was the closest in size to Greenbelt. Ms. Porter stated, in conclusion, the focus on fact-finding as the first step; engaging external entities for research; staff has an administrative responsibility; and acknowledgment of the limitations at the municipal level.

Mayor Jordan stated the variation in forms of government of each of the cities. He advised that Detroit had a Reparations Commission. Mayor Jordan noted the conversation tonight is how Greenbelt would take the first steps regarding the commission's composition and realistic timelines and defining the deliverables.

Ms. Davis stated that the City of College Park Reparations Commission Resolution would be helpful for Council to review. Ms. Porter said the staff was focused on reparations efforts that were more citywide and that the City of College Park Reparations Commission Resolution was explicitly addressing the Lakeland neighborhood. Ms. Davis suggested that the first steps of the commission should be fact-finding and education.

Mr. Byrd requested that Council receive a briefing on Detroit's Reparations Commission and the City of College Park's Resolution as supplementary materials. He stated it would be appropriate to not decide on the commission's content and programmatic issues. Mr. Byrd said he would like Council to focus on the composition and timeline matters and suggested that the commission members receive a stipend and have resources for research and personnel. Mr. Byrd also indicated that the compensation for the commission should be placed in the FY23 budget. Once the budget is passed, he requested that the advertisement for the Reparations Commission be placed on all forms of the City's social media and website for applications. He suggested that the interviews be held publicly and recorded along with the Reparations Commission meetings.

Mayor Pro Tem Weaver agreed with Mr. Byrd regarding leaving the specifics up to the commission. She stated that part of the scope could be the short-medium-long term recommendations. Mayor Pro Tem Weaver questioned how long the commission would last and

identified the time commitment. She agreed that the commission should receive some compensation for their time.

Mr. Gordon agreed with Mr. Byrd and Mayor Pro Tem Weaver. He stated that Council should focus on the structure of the commission. Mr. Gordon felt that the commission should be compensated.

Mr. Roberts agreed with all the Council members, except about the commission receiving stipends. He stated the City never paid a board or committee in the past.

Based on a question asked by Mayor Jordan, Ms. Porter answered that the example commissions had either a two or three-step process, which included fact-finding, formation, and recommendations. She explained that the fact-finding was historical research about the enacted city policies that either upheld structural racism or were just discriminatory policies that the city passed. Mayor Jordan said that Greenbelt was managed by the Federal government until 1952 and would the commission would be reaching beyond 1952.

Mayor Jordan suggested that Council discuss the general framework of the commission and maybe appoint a group of residents from different demographics to make recommendations to Council.

Ms. Davis agreed with Mr. Roberts that the commission shouldn't receive a stipend but have money in the budget for resources. She suggested that the Reparation Commission could eventually be turned into a standing board/committee and reduce the number of members from 21 to 13. Ms. Davis also indicated that the first year on the timeline should be fact-finding.

Mr. Byrd stated that Council needed some flexibility in the commission's composition, and there needed to be representation from every part of the City. He suggested having experts on the commission who might not be Greenbelt residents. Mr. Byrd noted that the commission could do a lot in a year's timeframe other than fact-finding and could provide some initial short-term recommendations. He advised that he wasn't in favor of having the Reparations Commission be converted into a standing board/committee, but the City could appoint a standing racial equity committee.

Mayor Jordan suggested convening a smaller group of individuals to define some of the Council's broad questions and work on a timeline regarding the commission. He also indicated that a staff liaison is needed for the commission. An entity collecting information or a facilitator for some of the discussions would be needed.

Ms. Davis agreed with Mr. Byrd and stated that the commission shouldn't be limited to the City's actions in the past. Ms. Davis explained that the Federal government, County, the banks, mortgage companies, and local businesses affected limitations on the City.

Mr. Gordon advised that talking budget is not premature when discussing the Reparations Commission. He explained that reparations are more significant than just handing out a check. It's about education, it's about housing, and it is about the environment.

There was a discussion regarding the commission receiving a stipend. Mayor Pro Tem Weaver read a comment from Zoom's "Question and Answer" feature from

Konrad Herling, a Greenbelt resident. The latter stated that as part of the Reparation Commission's research, subsequent recommendations needed to be addressed about transportation and housing opportunities. The County is looking now at Redlining that has taken place, and the City's Reparation Commission should work with them.

Mayor Pro Tem Weaver read a comment from Zoom's "Question and Answer" feature from Robert Goldberg-Strassler, a Greenbelt resident, that Council is presently involved in the budget process and probably needs to consider funding related to the commission.

Mayor Pro Tem Weaver read a comment from Zoom's "Question and Answer" feature from Konrad Herling, a Greenbelt resident that the commission makeup should include at least one person from each of the City's departments, Advisory Committees, various arts and athletic groups, and the religious community. In addition, the commission should reflect the demographic breakdown of the City.

Mayor Pro Tem Weaver read a comment from Zoom's "Question and Answer" feature from Konrad Herling, a Greenbelt resident. The latter stated that the Council should review the Roosevelt Center Planning Charrette, which had about 90% of its makeup Greenbelt residents and 10% professional planners and architects. He advised that Jim Giese could provide additional background about that experience.

Mayor Pro Tem Weaver read a comment from Zoom's "Question and Answer" feature from Dr. Lois Rosado, a Greenbelt resident, stating that the City voted for a commission that comes first, not a group to decide on the commission.

Mayor Pro Tem Weaver read a comment from Zoom's "Question and Answer" feature from Bob Rand, a Greenbelt resident, who proposed that members of Council can serve on the commission and would especially like Councilmember Byrd, who initially proposed the commission, to serve if he so chose. He added that he finds Councilmember Byrd's perspective on reparations informative and essential.

Mayor Pro Tem Weaver read a comment from Zoom's "Question and Answer" feature from Lawanna Stribling, a Greenbelt resident, who stated about a Rainbow Coalition and great points, Mr. Gordon. We're learning.

Mayor Pro Tem Weaver read a comment from Zoom's "Question and Answer" feature from Dr. Lois Rosado, a Greenbelt resident, stating that the Council should decide on the structure of the commission. However, the commission can determine the timeline resources and research required.

Mayor Pro Tem Weaver read a comment from Zoom's "Question and Answer" feature from Bob Rand, a Greenbelt resident, stating that some economic consequences might be meaningful.

Bill Orleans, a Greenbelt resident, stated that tonight's discussion should be about establishing the commission and not setting parameters for what the commission would decide. Mr. Orleans advised that the residents of Greenbelt voted on a 21-member commission, and that's what it should be. He suggested that members of the Community Relations Advisory Board (CRAB) and the Greenbelt Interfaith Leadership Association (GILA) make recommendations to the Council on the commission's composition. Mayor Jordan agreed that reaching out to CRAB and GILA

would be good resources for members of the commission.

Ms. Davis advised that Council needs to make sure there are funds in the budget and set up the commission's composition. She agreed with Mr. Byrd that the Reparations Commission meetings need to be recorded because this is historical.

Mayor Jordan read a comment from the Zoom's "Question and Answer" feature from Robert Goldberg-Strassler, a Greenbelt resident, stating that as a member of GILA, reparation representation has been discussed and the group is awaiting Council direction. Councilmember Byrd was present at the last meeting, where a dialogue took place.

Robert Goldberg-Strassler, a Greenbelt resident, explained about a discussion at the last GILA meeting. Councilmember Byrd provided some history on the referendum. During the Civil Rights Movement, he stated that the faith leaders usually took the lead and concluded that GILA was going to wait until the Council's decision regarding selecting the commission process.

There was a discussion regarding commission membership. Mr. Byrd requested a geographical representation, and some members with expertise in certain areas, such as schools, housing, and transportation. Mr. Gordon suggested law enforcement expertise, too.

Mayor Jordan read a comment from Zoom's "Question and Answer" feature. Bob Rand, a Greenbelt resident, stated it is essential that the commission has legitimacy with Greenbelt Black, Indigenous, and people of color (BIPOC) residents. If a core group recommends other members and plans for the commission's work, it may be appropriate that they are only BIPOC residents from around the City to start.

Ms. Davis added that clergy and a local historian should be a part of the commission.

Dr. Lois Rosado, a Greenbelt resident, stated that the residents of Greenbelt voted for a 21-member Reparation Commission, and it is up to Council to decide the structure of the commission. She agreed with Mr. Byrd and Ms. Davis that the commission has to be representative of the City and include black and indigenous people of color to deal with some of the City's services and should also include faith organizations.

There was a discussion regarding advertising the commission. Mr. Roberts suggested that there should be a motion to start advertising the commission at the next Council Regular Meeting, and the Council could start working on the other aspects of the commission. Mayor Jordan stated that Council could start advertising for the commission to include geographical diversity, ethnic diversity, demographics in terms of age.

There was a discussion about whether the Council would ask the applicants if they supported the referendum question. Mayor Jordan stated no. Mr. Gordon noted that the residents who voted no to the referendum question should also be on the commission.

There was a discussion regarding the interview process. Mr. Gordon suggested that the interviews be extended, not 15 minutes before a work session. He also indicated that the interview should be open to the public.

Ms. Davis suggested that the commission makeup would consist of 12 members in a

geographical region, including diversity. Nine members would be experts, including business, clergy, or members of CRAB. She requested Council Action by the second Regular Meeting in March.

Ms. Davis suggested conducting group interviews on a Saturday and had issues with videotaping the interview process.

Mr. Byrd provided a timeline suggestion, which included advertising the commission in May and completing the search in June; he stated that interviews shouldn't exceed 20 minutes. He also suggested that staff assist Council with whittling down the list of applicants. The appointments should be completed by September, preliminary recommendations by February, and final recommendations by August.

Mayor Jordan agreed with Mr. Byrd. He stated that he expects the commission to allow public members to attend, comment, and participate.

Mayor Pro Tem Weaver read a comment from Zoom's "Question and Answer" feature from Bob Rand, a Greenbelt resident, who placed a link to the City of Ashville's application to its Reparation Commission.

Ms. Davis suggested that once the whole commission is set, that it could start on July 1, the beginning of the new fiscal year. She stated that she would put together a Council Action Item background for the March 28 Council Regular Meeting Agenda.

There was additional discussion regarding interviews and time lengths.

Mayor Jordan read a comment from Zoom's "Question and Answer" feature from Dr. Lois Rosado, a Greenbelt resident, asking that the Council outline the criteria for the applicants interested in the commission. She suggested that Council examine the Maryland Truth and Reconciliation Commission that HB307 established, and the City would gain ideas about organizing the commission.

Mayor Jordan read a comment from the Zoom's "Question and Answer" feature from Lawanna Stribling, a Greenbelt resident, who added the African Decent of Channel Slavery, and addressed Greenbelt's equity for the indigenous ATOS assist in curving the issues of crime in the future. Crimes are mostly committed out of necessity due to the decades of injustice in the communities.

Mr. Orleans stated he had no objections to open interviews and expressed his concerns regarding recorded interviews. He suggested that all of the Council's interviews be held in public sessions.

Mayor Jordan read a comment from Zoom's "Question and Answer" feature from Konrad Herling, a Greenbelt resident, who asked shouldn't the Latin American community be a part of the Reparations Commissions discussion.

Mayor Jordan requested that the Reparations Commission be placed on the March 28 Council Regular Meeting Agenda with additional staff input.

Information Items:

Mr. George informed Council that the Prince George's County Declaration of State of Emergency on March 9, 2022, at 5:00 p.m. expired. He advised the City would lift its Declaration of State of Emergency on March 10, 2022. Mayor Jordan requested that the notification be in writing and presented at the next Council Regular Meeting.

Council thanked Ms. Porter for all her hard work with the City and wished her well in her new endeavors.

This weekend, there was a brief discussion regarding the National League of Cities Conference held in Washington, DC.

There was a brief discussion regarding meeting Maryland Comptroller Peter Franchot on Thursday afternoon.

The meeting ended at 10:03 p.m.

Respectfully submitted,

Shaniya Lashley-Mullen
Assistant to the City Clerk

BUDGET WORK SESSION OF THE GREENBELT CITY COUNCIL held Wednesday, March 30, 2022, to discuss the Budget Overview, Revenues & General Government/Other Funds/Non-Departmental & Fund Transfers.

Mayor Jordan started the meeting at 8:00 pm. The meeting was held in the Council Chambers of the Municipal Building, 25 Crescent Road, and virtually via Zoom.

PRESENT WERE: Councilmembers Colin A. Byrd (8:02 pm), Judith F. Davis, Ric Gordon, Silke I. Pope, Rodney M. Roberts, Kristen L. K. Weaver, and Mayor Emmett V. Jordan.

STAFF PRESENT WERE: Tim George, Acting City Manager; Bertha Gaymon, City Treasurer; Dawane Martinez, Director of Human Resources; Dale Worley, Director of Information Technology; Chondria Andrews, Public Information & Communications Coordinator; Anne Marie Belton, Executive Associate; and Shaniya Lashley-Mullen, Assistant to the City Clerk.

ALSO, PRESENT WERE: Bob Rand; Bill Orleans; and others.

Mayor Jordan explained that the proposed FY 2023 budget was presented to Council on Monday and provided an overview of the budget process, including eight budget work sessions and two public hearings.

Mr. George pointed out that the proposed FY 2023 budget was presented to Council on Monday and provided Council an overview, which included there's no tax rate increase, property value tax has increased, there's no fee increase for City services, and \$840,000 of the American Rescue Plan Act (ARPA) Fund was added into the General budget. He advised that other ARPA Funds would be discussed in Special Projects and Capital Projects.

Mr. George explained a typo regarding the figures on page 1, General Fund Summary. The FY 2019 figures were used instead of the FY 2020 figures for the Unassigned Fund Balance. The issue was resolved, and Council would receive a revised page 1 reflecting that change.

There were no comments on the Introductions section of the proposed budget.

General Fund

Council reviewed the General Fund section of the proposed budget page by page.

On page 3, there was a discussion regarding the FY 2023 expenditures. Mayor Jordan noted that the most significant portion of the City's budget is Public Safety, followed by the Recreation and Parks Department and General Government.

On page 7, based on a question asked by Mayor Jordan, Ms. Gaymon explained that the assessable tax base is the total assessments for all the Real Properties, Residential Properties, Commercial Properties, and Public Utilities in Greenbelt.

On page 9, there was a discussion regarding the Fund Balance. Ms. Gaymon explained that the Council adopted Davenport's recommendation that the General Fund be maintained at a 15% ratio of Fund Balance in September 2021, and staff has implemented the recommendations. She

stated that she would forward Council a spreadsheet that calculated all the recommended policies, the Rainy-Day Policy, the Budget Stabilization Policy, and the Capital Reserves.

Based on a question asked by Mayor Jordan, Ms. Gaymon answered that the Real Property is assessed at \$22,111,000, which is a total of \$1,167,000 more than proposed in FY 2023. In addition, there is \$450,000 built in the fund for property abatements.

There was a discussion regarding abatements. Ms. Gaymon reminded Council that it was authorized for a million dollars to be set aside for abatements in the FY 2021 budget. The State will send an abatement report to the City on all abatements over \$2 million on April 1. Ms. Pope requested that Ms. Gaymon contact the State and ask if the State could produce an abatement report listing all abatements, not just the abatements that are two million dollars and over. Bill Orleans, a Greenbelt resident, suggested that the City of Greenbelt should have a standing request with the State to challenge all abatements.

On page 13, Ms. Davis pointed out that there wasn't a Chart A noted in the second to last paragraph about the Homeowners' Tax Credit. Ms. Davis stated that the Renters' Tax Credit needed to be promoted more in the proposed budget. Ms. Pope added that the Renters' Tax Credit is income limited.

There was a discussion regarding the Admission and Amusement Tax and Hotel/Motel Taxes. Ms. Gaymon explained that the Admission and Amusement Tax had decreased significantly due to the pandemic. She advised that the Hotel/Motel Tax is the same amount budgeted for FY 2023 as in FY 2022. Based on a question asked by Mr. Gordon, Ms. Gaymon stated that she hasn't been in contact with Martin's Crosswind, and maybe the Economic Development Coordinator could research.

On page 18, Ms. Davis stated that there was no mention of the Parks and Recreation Grant the City received in the Revenue from Other Agencies section. Ms. Gaymon advised that she would add the Parks and Recreation Grant back into the budget book.

On page 17, there was a discussion regarding the Cable Television Franchise Fees. Mr. Worley stated that the franchise fees are based solely on the cable services, not the internet services residents receive. He explained that the Comcast Franchise Agreement negotiations are near the end and anticipated bringing a copy of the proposed proposal to Council this summer. He advised that the City had partnered with the County and the other jurisdictions within the County regarding the Comcast Franchise Agreement. Each jurisdiction has its separate agreement with Comcast, but it is structured that each jurisdiction has the same terms.

There was a discussion regarding small cells. Mr. Worley explained that the City has negotiated with CTC to receive applications, provide accurate information from the small cell companies, and then submit them to the City to process.

On page 19, based on a question asked by Mayor Jordan, Mr. George answered that there had been leases and rental agreements being signed for the spaces in the Community Center. He noted that the Space Study is nearly completed and reviewed how that space could be utilized more efficiently for staff and City programs. Mayor Pro Tem Weaver asked whether the City could set up zoom meetings for recognition groups.

On page 20, there was a discussion regarding the red-light camera vendor under Fines and Forfeitures. Ms. Gaymon advised Council that she would follow up with the Chief to see if the City had changed vendors or put the contract out to bid. Mr. George stated that red-light camera violations have decreased due to the pandemic, but speed camera violations have increased.

On page 21, there was a discussion regarding selling composting under Miscellaneous. Mayor Pro Tem Weaver explained that none of the City's composting initiatives are generating revenue from sales.

On page 21, there was a discussion regarding the Fund Transfer. Mayor Jordan stated that the ARPA Fund is for a broad spectrum, and the City needed to make thoughtful investments. Mr. George explained that the \$839,000 transfer from the Special Project Fund to the General Fund is not only for lost revenue. It is being used for Capital Projects, Building Reserves, and Replacement Fund. He indicated that the City didn't spend any funds in FY 2021 except for \$7,000 to purchase Automated External Defibrillators (AED) for the Police Department. Mr. Orleans expressed his objections to the Council taking advantage of spending ten million dollars of the ARPA fund without public discussion on capital needs instead of human needs. He stated that it is too soon for Council to decide in public regarding the spending of the ARPA Funds since the ARPA engagement process hasn't concluded. Mayor Jordan stated that Council and staff have been following the guidance from the Treasury Department, participating in webinars, and attending conferences.

Based on a question asked by Mr. Byrd, Mr. George answered that there was no need to use ARPA Funds in other areas of the proposed budget because the City's revenue sources were funding it. He explained that the two positions are being piloted through the ARPA Fund for the first year and afterwards would be financed by the City's traditional revenue sources.

Mayor Pro Tem Weaver read a comment from Zoom's "Question and Answer" feature from Bob Rand, stating the City has allocated 4.3 million of the ARPA Funds for FY 2023 before public feedback and review. Does the Council anticipate a similar amount for FY 2024? He stated that he was concerned that the Council/City would allocate the full \$10 million despite public feedback. The focus should be on people in need, not projects. The comment is referring to page 13. The City is taking the entire \$10 million allocation as the Final Rule allows. The FY 2023 budget is only \$3.5 million to cover critical Capital Projects, the Replacement Fund, and Building Capital Reserves. The General Fund budget also includes \$840,000 in ARPA Funds to cover police vehicles and additional personnel in both CARES and the Police Department put on hold because of the pandemic.

Mr. George summarized the General Fund expenditure line items, which included a 2% cost of living adjustment (COLA), 0-3% merit increase, an increase in the minimum wage to \$15.00 per hour, and health benefits increased by 5%.

There was a discussion regarding the Homeowner Grant Program. Ms. Davis requested that the grant amount be increased from \$2,000 to \$5,000 to be added to Council's possible consideration list. She also asked for a copy of the report on who used and participated in the program.

General Government

Council reviewed the General Government section of the proposed budget page by page.

Mr. George provided an overview of the accomplishments for FY 2022, which included providing nearly 1.5 million dollars in immediate rental/mortgage/grant relief for Greenbelt residents and businesses affected by the COVID-19 pandemic.

Ms. Davis pointed out a couple of edits. On page 32, first paragraph, “Councilmember Byrd served on the.” On page 33, the second bullet “main-in” should be “mail-in.”

Mayor Jordan stated that the City has been underfunding the IT Department for a long time.

There was a discussion regarding cybersecurity. Mr. Worley explained that a third-party vendor scans the City’s cyberinfrastructure daily. He discussed the issues with the City’s website and the transport security protocols in the system. He noted that the IT Department would be doing more cybersecurity focus, including hiring a Security Analyst and having a third-party vendor provide a cybersecurity assessment.

On page 38, there was a discussion regarding staff recruitment and retention challenges. Mayor Jordan stated that the City would be hiring a Diversity, Inclusion, and Equity Coordinator to assist all the City’s departments. Mr. George explained that the City has taken a proactive role in hiring and will conduct a series of job fairs. The first job fair will be held at Beltway Plaza in May. He stated that the City and other businesses showcase job openings. Mr. George advised that the City partners with the County and uses ARPA Funding for training. The CARES Department and the Economic Development Coordinator research and create training programs.

There was discussion regarding increasing Council’s salary. Based on a question asked by Mr. Orleans, Mr. George answered that he would follow up with the Finance Department.

On page 44, Ms. Davis requested to add Opposition to the Bureau of Printing and Engraving under the Management Objectives. In addition, she asked that for FY 2024, Petitions and Requests be counted as a new performance management, to include the number received and the number resolved.

On page 45, Ms. Davis requested under office expense to include new chairs for Council.

On page 49, there was a discussion regarding the Election budget. Mr. Orleans stated that Electec hadn’t provided the City with the correct number of voters who voted in the last election. He inquired if Electec received their total compensation for the previous election. Mr. George explained that Electec was paid their total compensation and that the contract didn’t have any deliverables listed.

On page 50, Mr. Martinez summarized the implementation of the Employee Navigator system, which allows for electronic and paperless benefit enrollment and informs employees about their benefits better.

Based on a question asked by Mayor Jordan, Ms. Gaymon answered that once the Finance Department receives the new financial management system, the staff would put a bid out for the auditor service.

Mayor Jordan advised that the IT Department staff needed to be increased.

Mr. Worley explained that the IT Department staff builds a solid and stable network that doesn't require maintenance. However, he noted that the department is underfunded.

Ms. Davis requested that a copy of the IT Department Strategic Operational Plan be provided to Council. In addition, she suggested adding the Citywide Broadband Feasibility Study to the ARPA Fund expenditure list. Mr. Worley stated that it was on the ARPA Fund expenditure list.

There was a discussion regarding security cameras. Mr. Worley stated that the City is currently finishing phase 1. He explained that Public Works, the security camera vendor, and IT staff would be going to the Franklin Park area during warmer weather to scout out locations for the cameras to be mounted. Based on a question asked by Ms. Davis, Mr. Worley answered that the next phase for installing the security cameras would be the Franklin Park area and then in Center City.

Based on a question asked by Mr. Orleans, Mr. George explained that the upcoming Administrative Session on Wednesday, April 4, will be a briefing with the Council, the police department, and the IT department regarding the security of the Municipal Building and the security system. It is closed to the public.

On page 56, Ms. Davis noted that miscellaneous is misspelled.

On page 58, Ms. Andrews summarized the Public Information and Community Promotion Management Objectives, including ensuring brand accuracy across all City digital communication and soundproofing the studio.

On page 59, there was a discussion regarding training and membership.

Ms. Davis requested to see additional photos in the budget book.

Non – Departmental Funds

On page 223, Ms. Gaymon reviewed the Non-Departmental Funds, including a 10% increase for the Worker's Compensation Insurance.

On page 60, Mr. Orleans requested that the miscellaneous line item of \$500 should be specified. Ms. Gaymon stated that she would follow up with Mr. Orleans on his request.

On page 223, about a question asked by Ms. Davis, Mr. George answered that the staff would follow up on Ms. Davis's request on the Retiree Prescription Subsidy and make the appropriate adjustments to the amounts. He said he would provide Council with an updated page 223.

Fund Transfers

Ms. Gaymon explained it is reduced significantly because Special Project Funds are being used for Capital Projects and Replacement Funds are using ARPA Funds.

Cemetery Fund

On page 227, there was a discussion regarding upgrading the cemetery. Mr. George explained that the Public Works staff was in the process of building a new frame for the headstones at the Hamilton Cemetery. Ms. Weaver inquired about what interpretive materials were at the cemetery. Mr. George stated that interpretive materials should be added. Ms. Davis requested information on adding a columbarium due to the limited space at the cemetery.

Replacement Fund

On page 233, there was a discussion regarding purchasing a vehicle for the Administration office.

Agency Funds

On page 242, Mayor Jordan inquired about the balance on the Confiscated Funds obtained from an arrest made by the Police Department.

There was a discussion regarding the CARES Green Ridge House Pet Assistance Program. Ms. Davis stated the program isn't being used and inquired if there was a better use for the funds.

Ms. Davis indicated the City didn't use the Spay and Neuter Clinic Agency Fund and recommended that the funds be donated or returned to the grant program.

Informational Item:

Mayor Jordan advised that the Motiva Property has a ribbon cutting ceremony on Monday at 11:00 am and requested Council's participation.

The meeting ended at 10:44 pm.

Respectfully submitted,

Shaniya Lashley-Mullen
Assistant to the City Clerk

WORK SESSION OF THE GREENBELT CITY COUNCIL held Wednesday, April 6, 2022, to meet with the Electric Vehicle Infrastructure Planning Group (EVIPG).

Mayor Jordan started the meeting at 8:02 p.m. The meeting was held in the Council Chambers of the Municipal Building, 25 Crescent Road, and virtually via Zoom.

PRESENT WERE: Councilmembers Colin A. Byrd, Judith F. Davis, Ric Gordon, Rodney M. Roberts, Kristen L. K. Weaver, and Mayor Emmett V. Jordan. Councilmember Silke I. Pope was absent.

STAFF PRESENT WERE: Tim George, Acting City Manager; Terry Hruby, Director of Planning and Community Development; Luisa Robles; and Shaniya Lashley-Mullen, Assistant to the City Clerk.

ALSO, PRESENT WERE: Tony Ruffin and Barbara Gonzalez, Pepco; Steven Skolnik, EVIPG Member; John Lippert, Greenbelt Advisory Committee on Environmental Sustainability Chair; James Drake, Advisory Planning Board Member; Bill Orleans; and others.

Mr. Skolnik explained that the EVIPG is a Greenbelt Advisory Committee on Environmental Sustainability (Green ACES) subcommittee with members from the Advisory Planning Board (APB). He pointed out that there will be more electric vehicles on the road and expressed that electric cars are better than an internal combustion engine. Electric vehicles use a quarter or a third of the energy than internal combustion engines. Mr. Skolnik explained the three types of electric vehicle chargers: Level 1, which charges four or five miles per hour; Level 2, which charges 25-30 miles per hour; and Direct Current Fast Chargers, which charges 100 miles or more per hour.

There was discussion regarding the electric vehicle infrastructure plan the EVIPG submitted to Council, including ten recommendations.

Mr. Skolnik read the first recommendation: consider including new electric vehicle supply equipment (EVSE) in the design of planned construction, parking areas, or electrical infrastructure being modified. Mr. Skolnik explained that the EVIPG would like the City to create an expectation for new projects to include installing EVSEs. It would be cheaper to add the infrastructure when the project is built.

Mayor Jordan explained that the City had advocated for new developments to include electric charger stations. He noted that the new apartment complex, Motiva, will have electric charging stations. He was advised that there would be an abundance of electric charging stations in the new Beltway Plaza redevelopment plan. Based on a statement made by Mayor Jordan, Mr. Skolnik stated that the Washington Metropolitan Area Transit Authority (WMATA) is researching locations to install electric charger stations. Ms. Davis noted that the Verde Apartments have electric charging stations installed in the garages.

Mr. Skolnik read the second recommendation: encourage new builders to include one Level 2 EVSE for every 14 residents. Mr. Skolnik stated that single-family residents could charge their vehicles in the driveways of their homes and explained the difficulties with multifamily units charging their electric cars. Ms. Davis noted that the City could promote and advocate installing the electric infrastructures wiring even if the EVSEs aren't installed. Mr. Roberts pointed out that

it is crucial to figure out how to incorporate electric infrastructure in the existing apartment complexes and facilities. Mr. Skolnik explained that in that instance, group several chargers together to lessen the disturbance and cost when adding the electric infrastructure.

Based on a question asked by Mayor Pro Tem Weaver, Mr. Skolnik answered that the Direct Current Fast Chargers are expensive and are typically stationed near major highway exits. The Level 2 chargers usually are destination chargers, and the driver tends to let the vehicle charge over an extended period.

Mr. Roberts expressed his concern about the environmental problems that electric vehicles wouldn't solve. He noted that too many cars are on the roadway, and many trees would need to be cut down to make room for other highways to accommodate the vehicles. Mayor Jordan stated that he agreed with Mr. Roberts to encourage residents to walk and bike more and live closer to work.

There was a discussion regarding electric vehicle batteries and their safety.

Mayor Pro Tem Weaver read a comment from the Zoom's "Question and Answer" feature from Robert Snyder, a Greenbelt resident, stating there have been issues with electric vehicles, primarily affordability, driving range, the availability of charging stations, and battery issues (fires and taking up space in cars). He also stated that several months ago, a large cargo carrying 4,000 electric vehicles from Asia almost sank as at least one electric car battery caught fire. Unfortunately, most electric vehicles are produced overseas and shipped to the United States. Hybrids are better as they rely on regenerative braking to charge the battery.

In response to Mr. Snyder's comment regarding Hybrid vehicles, Mr. Skolnik explained that both Hybrids and Electric cars have regenerative braking and Hybrid cars aren't better than electric vehicles.

Mayor Pro Tem Weaver read a comment from the Zoom's "Question and Answer" feature from Robert Snyder, a Greenbelt resident. Mr. Snyder stated that the cobalt, zinc, and other rare earth elements needed for producing electric vehicles are from China, Russia, and a few African countries. China and Russia could decide to shut off access to these rare earth elements anytime. He favors having more EVSE infrastructure in place in several Greenbelt locations. Mr. Snyder stated that Councilmember Roberts is correct. Much water, energy, and resources are needed to manufacture electric vehicles, and chargers use power from fossil fuel-powered utility plants.

Mr. Skolnik read the third recommendation: consider installing Level 2 EVSEs in the parking lot near the Community Center, Aquatic and Fitness Center, and the Municipal Building. The cost of electricity should be covered in the annual budget to provide electricity free of charge for City employees and residents.

Ms. Davis agreed with installing additional charging stations around the City. It could benefit the employees, but opening it up to the public for free could be an issue.

There was discussion regarding electric charging being free. Mayor Pro Tem Weaver suggested that City residents apply for a card to use the charging station for free, and non-residents could pay using a credit card to purchase the electricity. Dr. Robles explained that installing a charging station that would collect payments costs four times the amount of a charging station that

provides free electricity. John Lippert, a Greenbelt resident, suggested that the City install the electric charging station for free and ask the private sector if businesses would sponsor the electricity consumed.

Ms. Gonzalez stated that the charging stations that Pepco installed charge \$.18 per kWh and that there is no third-party vendor. She noted the City could approve and install Level 2 charging stations for free. Still, the charging stations wouldn't provide Council with the data that the City requested regarding decreasing fuel consumption. She explained that she installed workplace charging stations at Pepco, and it was only open and available to the employees. Finally, Ms. Gonzalez advised that the County Council is working on a residential bill and will work towards a new construction multiunit bill. Mr. Ruffin stated that the lead sponsor of the residential bill is County Councilmember Thomas Demoga.

Mr. Skolnik read the fourth recommendation: that the City advocate for owners of commercial properties, including hotels, office buildings, restaurants, and shopping centers, to have Level 2 EVES infrastructure.

There was a discussion regarding having electric charging stations installed at the hotels. Mr. Skolnik stated that hotel customers and managers could pressure the corporate offices to have an electric charging station installed.

Bill Orleans, a Greenbelt resident, suggested that Council direct staff to send a letter to the corporations that Council encourages the installation of electric charging stations. He also suggested that Council amend the City Code mandating that properties have electric charging stations installed now and into the future. Finally, Mr. Orleans asked Mr. Ruffin and Ms. Gonzalez when Pepco expected all electricity to be generated by renewable fuel instead of fossil fuel.

Based on a question asked by Ms. Davis, Ms. Hruby answered that the City could amend the Building Code, but it is generally addressed in the Zoning Regulations. The new Zoning Codes have requirements regarding the number of green points that new developments must achieve. She stated that she would conduct additional research for Council.

There was a discussion regarding shopping centers. Mr. Skolnik stated that shopping centers in Greenbelt would benefit from using Direct Current Fast Chargers and explained that there were companies that installed the Direct Current Fast Chargers at little cost to the property owners.

Wyatt Wilson, a Greenbelt resident, stated that replacing internal combustion engines with electric vehicles is better is not good, but there is a need for additional charging stations. He noted that electric cars are expensive, and many of the residents wouldn't be able to afford the vehicles. Mr. Wilson advised that many car trips could be replaced with a bicycle or a functional transportation system. Bike infrastructure could be quick and cheap, and buses could be deployed quickly.

There was a discussion regarding electric vehicle batteries.

Based on a question asked by Mayor Jordan, Mr. Ruffin answered that Pepco is still in phase one of implementing and placing electric charging stations throughout Montgomery County and Prince George's County public spaces. Mayor Jordan asked for an additional six to ten electric

charging stations in Greenbelt, at Buddy Attick Park, and at the rear of the Library. Ms. Gonzalez added that Pepco needed to balance out how many electric charging stations Pepco could install in Montgomery County and Prince George's County. She stated that Mr. Ruffin would follow up with Council.

There was a discussion regarding installing electric charging stations at Buddy Attick Park. Based on a question asked by Ms. Davis, Ms. Hruby answered that the solar structure would have to be vetted throughout the community and the Park and Recreation Advisory Board (PRAB) to see if that is the most appropriate location for the solar canopy. She stated that she wanted to meet with Pepco to see if the infrastructure could be installed in Buddy Attick Park and if the project's scope needed to be amended.

Based on a question asked by Mr. Orleans, Mr. Ruffin answered that he would have to follow up with staff to provide additional information regarding Pepco expecting when all electricity would be generated by renewable fuel instead of fossil fuel.

Mr. Skolnik read the fifth recommendation: re-evaluate the charging algorithm for the Direct Current Fast Charger at the Municipal Building. He stated the Direct Current Fast Charger is not being utilized and suggested either turning the fee structure off or removing the Direct Current Fast Charger and replacing it with a bank of Level 2 chargers. Ms. Gonzalez explained changing out the Direct Current Fast Charger to a Level 2 charger would include installing a transformer and obtaining a permit from the County.

Mr. Skolnik read the sixth recommendation: consider developing a group purchase or discount program for Level 2 EVSE equipment for Greenbelt residents and businesses to promote EVSE installations. He suggested that it could be a project for the Economic Development Coordinator. Mayor Pro Tem Weaver read a comment from Zoom's "Question and Answer" feature from Larry Hilliard, stating that the EVIPG had a conversation with other municipalities and in Green ACES with other nearby federal infrastructure managers about their plans for community coordination. Ms. Davis suggested adding this item to the Four Cities Agenda.

Mr. Skolnik read the seventh recommendation: consider installing solar parking shade structures where appropriate.

Mr. Skolnik read the eighth recommendation: consider developing a standardized permit request form specifically for EVSE installations to save time/cost in reviewing documents.

Mr. Skolnik read the ninth recommendation: develop and conduct webinars or town hall meetings to inform Greenbelters about electric vehicles and EVSEs.

There was a discussion regarding EVSE outreach. Mr. Skolnik stated that there would be a table at the Green Man Festival with information.

Ms. Davis stated that installing Level 2 EVSEs and solar parking shade structures are budget issues and could be discussed during a budget work session. In addition, she advised developing a standardized permit request, establishing and conducting webinars, and adding information to the City's webpage are administrative functions that could be handled by the Acting City Manager and the Advisory Boards/Committees.

Mr. Gordon suggested that the EVIPG work with Ms. Andrews, Public Information & Communications Coordinator, and Mr. George to get the information regarding the EVSEs on the City's website.

Based on a question asked by Mayor Pro Tem Weaver, Dr. Robles answered that the charging station in front of the Municipal Building hadn't been used in months, and EVI will provide a report on April 15.

Ms. Hruby provided an update on the Buddy Attick Lake project, which included a pre-construction meeting with the contractors. Stakes are in the ground to mark off disturbance limits, and the project should be completed the week before the 4th of July.

There was a discussion regarding parking at Buddy Attick Park.

Informational Item:

Ms. Davis provided a report on the Advisory Planning Board Meeting she attended.

Ms. Davis provided a report on the Arts Advisory Board Meeting she attended.

Based on a question asked by Ms. Davis, Mr. George stated that he would follow up with the Human Resource Department regarding the updated vaccination list of employees.

Ms. Davis suggested that staff send a card to Laurel's Mayor Moe concerning his mother passing away.

Based on a question asked by Ms. Davis, Mr. George stated that he would follow up with Dr. McGrath regarding the tour of the Old Greenbelt Theater.

Ms. Davis provided a report on the conference call with the Maryland Municipal League Committee.

The meeting ended at 10:25 p.m.

Respectfully submitted,

Shaniya Lashley-Mullen
Assistant to the City Clerk

City Council Agenda Item Report

Meeting Date: May 23, 2022

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS

Subject:

Council Standing Rules and Workplan

Suggested Action:

Attachments:

[StandingRules2022.pdf](#)



STANDING RULES FOR THE CITY COUNCIL

EFFECTIVE: January 10, 2022

25 CRESCENT ROAD
GREENBELT, MD 20770-1886

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

January 10, 2022

I. Council Meetings

1. Regular Council Meetings

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

2. First Meeting Following Council Election

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

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

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

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

4. Closed Sessions

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

5. Special Meetings

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

6. Attendance at Meetings

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

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

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

7. Notice of Meetings of the Council

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

8. Meetings of Council Open to the Public

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

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

II. Presiding Officer

1. Presiding Officer

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

2. Temporary Chair

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

III. Quorum

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

IV. City Manager and Members of Staff

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

V. Minutes

1. Minutes of Meetings

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

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

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

2. Minutes Open to Public Review

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

3. List of Action Items

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

VI. Duties and Privileges of Members

1. Seating Arrangement

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

2. Right to Floor

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

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

3. Right of Appeal

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

4. Limitation of Debate

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

5. Voting

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

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

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

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

6. Personal Privilege

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

7. Dissents and Protests

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

8. Disorderly Conduct or Violation of Rules

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

9. Demonstration or Disorder Among Bystanders

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

VII. Council Procedure

1. Order of Business

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

2. Agenda

I. Organization

Call to Order

Roll Call

Meditation and Pledge of Allegiance to the Flag

Consent Agenda – Staff Recommendations

Approval of Agenda and Additions

II. Communications

Presentations

Public Hearings

Petitions and Requests

Minutes of Council Meetings

Administrative Reports

Committee Reports

III. Legislation

Ordinances – Second Reading

Resolutions – Second Reading

Ordinances – First Reading

Resolutions – First Reading

IV. Other Business

Council Activities *

Council Reports *

V. Meetings

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

VIII. Agenda

1. The Printed Agenda

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

2. Approval of Agenda; Consent Agenda

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

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

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

3. Minutes

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

4. Petitions and Requests

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

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

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

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

5. Communications Not Requiring Council Action

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

6. Anonymous Communications

Anonymous communications shall not be considered by the Council.

IX. Ordinances and Resolutions

1. Introduction

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

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

2. Distribution of Copies

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

3. First Reading

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

4. Review and Referral

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

5. Amendments

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

6. Appropriation Ordinances

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

7. Ordinance to Issue Bonds

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

8. Adoption

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

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

b. Dispensing of Reading on Separate Days

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

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

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

9. Enacting Clauses

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

10. Effective Date

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

11. Authentication and Publication

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

X. Rules of Order

1. Precedence of Motions

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

2. Motions to Be Stated by Chair

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

3. Withdrawal of Motion

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

4. Motions Made Out of Order

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

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

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

6. Motion to Lay on the Table

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

7. Call the Question

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

8. Division of Question

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

9. Amend - Strike Out, etc.

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

10. Amend an Amendment

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

11. Motion to Postpone

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

12. Reconsideration

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

13. Suspension of Rules

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

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

14. Procedure in Absence of Rule

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

15. Special Order

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

16. Tie Vote

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

17. Special Committees

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

b. Powers

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

c. Report of Committees

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

XI. Miscellaneous

1. To Amend Rules

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

2. Request for Meetings by Other Parties

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

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

3. Council Recognitions

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

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

4. Virtual Council Meetings

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

City Council Agenda Item Report

Meeting Date: May 23, 2022

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS

Subject:

ARPA Immediate Funding: Additional Rental Assistance

Suggested Action:

The purpose of this update to the City's Rental and Utility Assistance Program is to help residents move away from direct assistance and toward financial stability. This program is focused not only on providing direct rental assistance, but also working with our residents in need to assess their current situation and provide advice, resources and connections with service providers, even employment opportunities, that can further provide the assistance needed to move them to financial independence.

Attachments:

[2022 City of Greenbelt COVID 19 Financial Rental Assistance Program ARPA Revised v2.pdf](#)

City of Greenbelt COVID 19 Rental and Utility Assistance Program Revised 2022

The purpose of this update to the City's Rental and Utility Assistance Program is to help residents move away from direct assistance and toward financial stability. Simply providing rental assistance to cover rent but not assisting the recipients in achieving financial stability only addresses the symptom and not the cause of the need. This updated program is focused on working with our residents in need to assess their current situation and provide advice, resources and connections with service providers, even employment opportunities, that can further provide the assistance needed and move them to financial independence. The revised Rental and Utility Assistance Program criteria are delineated below:

- Rental and Utility Assistance will be available to residents impacted by COVID 19. Assistance can be provided for past due rent and utilities that occurred beginning April 1, 2020.
- Households **who have not received City or County Rental and Utility Assistance** previously, will be eligible for up to a one-time maximum grant amount of up to \$10,000 per household. This is a one-time assistance grant. All applicants **must** meet with an Emergency Case Manager for a comprehensive needs assessment. Based on the needs assessment, residents will also be given information and referrals for food, legal, employment and other available resources.
- First time applicants in need of more than \$10,000 will meet with the CARES Emergency Case Manager for a comprehensive needs assessment. The Case Manager will assist them in developing a payment plan for the additional rent monies. Based on the needs assessment, residents will also be given information and referrals for food, legal, employment and other available resources.
- Residents who **previously received assistance from the City or County** may apply for a grant up to \$4,000. This is a one-time grant. Residents may apply 90 days or more after having received previous assistance from the City or County. Before receiving any additional grant funds, the resident must:
 - Meet with the CARES Emergency Case Manager for a comprehensive needs assessment. Based on the needs assessment, residents will also be given information and referrals for food, legal, employment and other available resources.
 - Based on the needs assessment the resident will show proof of connection/attendance to a resource provided to assist them in reaching financial stability. These resources will include: CARES Financial Literacy Class, CARES Workforce Development Workshops, Local Job Training Programs, and Employ PG.
 - If the applicant owes more than \$4,000, they will need to demonstrate a clear plan to repay additional rent owed above the \$4,000 grant. The Emergency Case Manager may work with them to develop this plan.

Eligibility for monetary assistance:

- Must live within the City of Greenbelt
- Must show financial hardship due to COVID-19
- Must meet income guidelines
- Rent or utility must be 30 days or more in arrears

Requirements:

- 1) Completed Application
- 2) Submission of documents:
 - 30 Day Proof of income or unemployment
 - Copies of Monthly bills (phone, cable, electric, etc.)
 - Copy of Lease or Letter from Landlord
 - Completed Landlord Form

Note: The Federal Treasury does not require proof of resident status thus it will not be required for this grant program.

Grant Disbursement:

Grant checks will be made out to the Landlord.

City Council Agenda Item Report

Meeting Date: May 23, 2022

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS

Subject:

CB-14-2-22. Accessory Disposable Food Service Ware

Suggested Action:

Reference: Email - J. Davis and K. Bartolomeo

Councilmember Davis requested this item be added to the agenda.

Attachments:

[Email - J. Davis and K. Bartolomeo.pdf](#)

Shaniya Lashley-Mullen

From: Judith Davis
Sent: Thursday, May 19, 2022 10:06 AM
To: Timothy George; Bonita Anderson; Shaniya Lashley-Mullen
Subject: Fwd: CB-14-2-22. Accessory Disposable Food Service Ware

Here's possible background for the legislative item I requested to be placed on the agenda.

J

Sent from my iPad

Begin forwarded message:

From: Kathleen Bartolomeo [REDACTED]
Date: May 12, 2022 at 6:17:42 PM EDT
To: Emmett Jordan <ejordan@greenbeltmd.gov>, Kristen Weaver <kweaver@greenbeltmd.gov>, "Colin A. Byrd" <colinabyrd@greenbeltmd.gov>, Judith Davis <jdavis@greenbeltmd.gov>, Ric Gordon <rgordon@greenbeltmd.gov>, Silke Pope <spope@greenbeltmd.gov>, Rodney Roberts <rroberts@greenbeltmd.gov>
Cc: [REDACTED]
Subject: CB-14-2-22. Accessory Disposable Food Service Ware

Dear Greenbelt City Council,

The Prince George's County Zero Waste Committee would like to get your support in passing the CB-14-2022 bill.

Below is an explanation of the items it would address and its benefits.

Would you be willing to write a letter to the County Council in support of this bill?

Sincerely, Kathy Bartolomeo
Greenbelt resident

Summary of the bill

CB-14-2022, "Accessory Disposable Food Service Ware," was introduced about a week ago (now more than 3 weeks) by Council Member Dannielle Glaros (district 3), cosponsored by Council members Tom Dernoga (district 1) and Jolene Ivey (district 5).

The bill would require that by February 1, 2023, food service businesses must provide "accessory disposable food service ware" only upon request by the customer or at a self-service dispenser. The businesses must provide options for customers to request the accessory disposable food service ware across all ordering platforms (digital, telephone, in-person, whether for on-site dining, takeout, or delivery, and even when using a third-party food ordering platform). The deadline for third-party food operating platforms to provide customers the ability to request the specific items they request is August 1, 2023.

- "Accessory disposable food service ware" includes: straws, utensils, condiment cups and packets, cup sleeves, splash sticks, stirrers, and napkins, designed to be used once and then discarded.
- "Food service business" includes: full- and limited-service restaurants, fast food restaurants, cafes, delicatessens, coffee shops, supermarkets, grocery stores, vending trucks or carts, food trucks, cafeterias, and other entities selling or providing food within the County for consumption on or off the premises who are providing prepared or ready-to-eat food.

Benefits of the bill

- It will reduce waste and litter from items that are designed to be used only once, can't be recycled, and aren't wanted or used by customers. *The reduction in litter will support the Executive's beautification campaign, and also remove some contaminants from the recycling stream, since these*

items can't be recycled but are often thrown in recycling bins.

-
- *It will contribute to reducing litter that pollutes the Anacostia River, subject a TMDL (total maximum daily load) requirement on trash, as well as pollution of the Potomac, Patuxent, and other waterways.*
- The bill includes drive-through restaurants, takeout, and home delivery: *an estimated 79% of disposable foodware is for takeout and delivery.* Third party platforms must also comply.
-
- It will save money for businesses, which will be able to purchase fewer single-use items
- It is strongly consistent with a law already in effect in Washington, D.C. The consistency of policy in the two contiguous jurisdictions is an advantage for education programs, customers, businesses, and enforcement.
- While the bill doesn't specify the enforcement mechanisms, we believe that following a strong education campaign, complaint-driven enforcement (via the 3-1-1 system) will be sufficient.

City Council Agenda Item Report

Meeting Date: May 23, 2022

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS

Subject:

* Reappointment to Advisory Boards/Committee

Suggested Action:

Reference: Reappointment Survey

Laura Kressler has indicated her willingness to continue to serve on the Public Safety Advisory Committee (PSAC).

Shaymar Higgs has indicated his willingness to continue to serve on the Arts Advisory Board (AAB).

Betty Timer has indicated her willingness to continue to serve on the Senior Citizens Advisory Committee (SCAC).

Martha Galvin has indicated her willingness to continue to serve on the Senior Citizens Advisory Committee (SCAC).

Approval of this item on the consent agenda will indicate Council's intent to appoint Dr. Kressler, Mr. Higgs, Ms. Timer, and Ms. Galvin to a new term.

Attachments:

City Council Agenda Item Report

Meeting Date: May 23, 2022

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS

Subject:

* Resignation from Advisory Group

Suggested Action:

Reference: Email - W. Manico - May 11, 2022

William Manico submitted his resignation from the Greenbelt Advisory Committee on Environmental Sustainability (Green ACES).

Approval of this item on the consent agenda will indicate the Council's intent to accept Mr. Manico resignation with regret.

Attachments:

City Council Agenda Item Report

Meeting Date: May 23, 2022

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: MEETINGS

Agenda Section: MEETINGS

Subject:

Meetings

Suggested Action:

Attachments:

[meetings.pdf](#)

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

5/19/2022 9:24 AM



City Council Meetings & Work Sessions
May – June

Regular Meeting/2 nd Public Hearing/Constant Yield Tax Rate (in-person) (MB)	Mon.	05/23	7:30 pm
Work Session – Greenbelt Road Study Timeline	Wed.	05/25	8:00 pm
No Meeting – Memorial Day	Mon.	05/30	
Budget Work Session – Final Budget Review (in-person) (MB)	Wed.	06/01	7:30 pm
Regular Meeting – Budget Adoption	Mon.	06/06	7:30 pm
Work Session – ARPA Recommend Spending Plan	Wed.	06/08	8:00 pm
MML Summer Conference (Ocean City)	Sun –	06/12 –	
	Wed	06/15	
No Meeting – MML Summer Conference	Mon.	06/13	
No Meeting – MML Summer Conference	Wed.	06/15	
No Meeting – City Holiday - Juneteenth	Mon.	06/20	
Work Session – Reparations Commission	Wed.	06/22	8:00 pm
Regular Meeting	Mon.	06/27	7:30 pm
Work Session – Religious/Spiritual Organizations	Wed.	06/29	8:00 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



5/19/2022 9:24 AM

Ready to be scheduled:

Closed Session (*Cable Ordinance*)
MARC Train Service/ MDOT
Arts & Entertainment District
Potential Bond Referendum/Capital Financing
Parke Crescent Apartment Complex
Bernard Penney (*Memorial Donation in honor of Leonie Penney*)
Cemetery Plans
City Contracting Policy
BARC
Hotels
Board of Elections reports:
- Procedure for filling Council vacancies
- Proposal for voting by resident non-citizens
 (*waiting for CRAB Report*)
- Early Voting
- Discussion with Ethic Commission (Financial Disclosure Reports)
Economic Development Advisory Committee
Police Reform
ERB Reports: (#2020-01 Procedures for Employee Appeals and Grievances); (#2021-02 Collective Bargaining for Non-Managerial Employees) (*waiting for CRAB Report*)
Virtual Meetings Accessibility for Blind and Visually Impaired
Small Cells
Mosquito Control Discussion
Advisory Group Chairs

For later scheduling:

Zoning Enforcement
Parkway Apartment Owners/GHI (*parking*)
Northway Fields Master Plan
City Manager Updates (Jan, Pre-budget; July & Sept/Oct)
Meeting with County on Transportation Plan
Department of Permitting, Inspections & Enforcement (DPIE)
Museum Plan
Term Limits legislation (*referral submitted to CRAB*)
Majority Leader Hoyer

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(301) 474-8000

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MD RELAY 711

Annual														
Advisory Group Chairs	3/16	2/17	7/18	7/19	6/20	6/21								
Franklin Park at Greenbelt Station Mgmt.	8/16	11/17	12/18	12/19	12/20	12/21								
Greenbelt East Advisory Coalition	3/16	7/17	3/19	6/20	4/22									
Greenbelt Homes, Inc.	6/16	7/17	7/18	7/19	10/20	7/21	12/21							
Greenbelt Station	8/19	12/19	8/20	8/21										
County Executive/ County Council	12/13	9/16	1/19	8/20	11/20									
Biennial														
Roosevelt Center Merchants	11/16	1/18	1/20	1/22										
Beltsville Ag. Research Center/ NPS Greenbelt Park	03/14	7/16	8/18											
	7/15	1/18	1/20	1/22										
Beltway Plaza	9/14	3/17	9/20											
Greenbelt Community Garden Club	3/21	9/21												
Greenway Center	7/14	12/16	2/19	12/20										
Civic Associations	8/14	2/18	8/20											
NASA/GSFC	3/15	3/17	9/19	12/20	3/22									
PG Co. Economic Development Corp.	8/14	4/17	7/19	11/21										
School Board	2/16	5/17	10/18	3/19	9/20	9/21								
State Highway Administration	6/15	10/17	11/20											
Every Three Years														
Apartments	2/18	4/21												
Religious/Spiritual Organizations	3/13	6/15	6/19											
Greenbelt Watershed Groups	8/14	10/16	10/19											
Hotels														
University of Maryland	3/13	4/15												
Every Three Years or Major Issue														
Comcast	9/13	11/17	3/21											
Verizon	2/20													
PEPCO	9/14	1/17	2/22											
WSSC	12/12	9/16	2/22											
WGL	12/17													
Capital Office Park	12/12	1/16	9/19											
Other Business Parks:														
Maryland Trade Center														
Golden Triangle														
Hanover Parkway														
Belle Point														
Edmonston Road														

WMATA/PGDPW&T (Semi-Annual)	11/16	9/17	11/18	1/20	3/22	5/22								
Other/As Needed														
M-NCPPC/Planning Board (Major Issue)	6/06	7/14	10/19											
Business Coffee (Every Four Months)	2/21	6/21	10/21											
State's Attorney (4 years)	2/11	4/15	9/19											
Roosevelt Center Owner	9/15	8/20												

(Rev. May 18, 2022)