



CITY COUNCIL WORK SESSIONS AGENDA

Friends of the Greenbelt Museum

Virtual

COUNCIL MEETINGS WILL BE ONLINE

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

Resident participation:

Join By phone: (301) 715-8592

Meeting ID: 827 2527 7324

Password: 505824

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.

Wednesday, May 20, 2020

8:00 PM

Work Session Packet -

Agenda

- *Introductions*
- *Council Discussion*
 - *Realigning FOGM/City Roles & Responsibilities*
 - *Architectural Drawings for Education & Visitor Center (10-A)*
- *Questions and Answers*
- *Other Items*

Friends of the Greenbelt Museum

Suggested Action:

Reference:

Memo, FOGM Board of Directors, 3-13-2020

FY 2021 Proposed Budget – Page 229

Budget Table with Explanations

Architectural Drawings

[Memo - FOGM Board of Directors, 03-13-2020.pdf](#)
[FY 2021 ProposedBudget - Page 229.pdf](#)
[Budget Table with Explanations.pdf](#)
[Architecture Drawings.pdf](#)

Memo

To: Greenbelt City Council

cc: Nicole Ard, David Moran

From: FOGM Board of Directors

Date: 3.13.2020

Re: A New Vision for the Greenbelt Museum: A Public-Private Partnership for the 21st Century

As the Friends of the Greenbelt Museum (FOGM) and the City of Greenbelt¹ (the City) embark on the creation of the Greenbelt Visitor and Education Center at 10A Crescent, we would like to re-evaluate how the relationship between FOGM and the City works, and what the responsibilities of each party are, in order to build upon the long-standing successful working relationship we have enjoyed since the founding of the Greenbelt Museum (the Museum)².

Background

The Greenbelt Museum was founded by the Friends of the Greenbelt Museum, Inc. in 1985, in partnership with the City of Greenbelt, who purchased the perpetual use contract from Greenbelt Homes Inc. (GHI) for 10B Crescent Road for use as an historic house museum. At that time, a Memorandum of Understanding (MOU) was drawn up between FOGM and the City, based on FOGM being an entirely volunteer-run organization. Over the next thirty-five years, FOGM hired the first part-time curator, that position was converted to a full-time City position,

¹ When we refer to the City, we are referring to functions that fall under the direction and close supervision of the Museum Director, in coordination with the appropriate City departments. The Greenbelt Museum must be maintained and operated following standard museum best practices and ethics, and as such, requires special accommodations within the larger City organization.

² It should be noted that this partnership also includes Greenbelt Homes, Inc. (GHI), the property owner. For the purposes of this document, we will primarily be focused on the partnership between FOGM and the City. The primary relationship with GHI is between the City and GHI, and is one that will also come into play as progress continues with the renovation of 10A, and facility decisions are made.

FOGM hired two additional part-time employees – an Education and Volunteer Coordinator (supported with a National Endowment for the Humanities grant) and a Office and Outreach Coordinator, and the City purchased the perpetual use contract for 10A Crescent Road for eventual use as the Greenbelt Visitor and Education Center, following renovation.

Where We Are Today

In anticipation of the coming renovation of 10A Crescent and with an awareness of the changes that have occurred since the original Memorandum of Understanding (MOU) was enacted, FOGM has spent several months on a detailed review of the existing MOU. The review makes it clear that the MOU requires updating to reflect current conditions and to clarify roles. Both FOGM and the City have changed significantly, and the Greenbelt Museum is changing and growing as well. The Museum is physically growing with the addition of 10A Crescent, while at the same time, the professionalism and financial responsibilities associated with running the Museum are increasing.

The current MOU has significantly blurred lines of responsibilities. There is not a systematic assignment of responsibilities and tasks. Facility responsibilities are divvied up between both parties, despite the property being a City facility. Programmatic responsibilities are split. Even staffing is split between the two organizations. There are also many functions that did not exist at the time of the MOU which are now essential elements of the Museum's operations. This creates unclear boundaries at best, and significant misunderstandings at worst.

Staffing issues are another area of concern. Currently the City employs the Museum's Director, while FOGM employs the Volunteer and Education Coordinator, and an Outreach and Operations Manager. The MOU gives FOGM cooperative oversight over the Museum Director, which means that she reports to two masters – FOGM and the City. Because FOGM board members cannot be at the Museum every day to oversee staff, the Director oversees both of the FOGM employees – signing paychecks, assisting with performance evaluation and assigning work, which is also not an appropriate role for a City employee.

While the Museum is currently running well – with numerous programs, an active corps of volunteers, and faithful members – that is largely because of the dedication of the Director and the Board and their collective ability to work together. However, going forward, clear delineation of roles is essential to the success of the Museum and its programs.

All organizations move through life cycles, beginning with a founding board who are worker bees, doing everything from establishing and running the organization to holding bake sales to

raise funds. As organizations mature, they shift to a more management-focused board structure, with volunteers and employees to run the day-to-day operations. FOGM is now a mature organization, with significant assets and two employees. FOGM's core mission is to raise funds to support the operation of the Greenbelt Museum. Time spent dealing with the day-to-day tasks of running the Museum detracts from this principal mission and hinders FOGM's ability to provide the monetary support the Museum needs to succeed.

It is time to negotiate a new agreement between FOGM and the City, to clarify roles and responsibilities in a way that allows FOGM to focus on raising the funds to support the Greenbelt Museum as it grows and expands to include the Visitor and Education Center.

Looking Ahead

As a first step to redefining the roles and responsibilities of FOGM and the City, in anticipation of a new agreement between the parties, our goal is to divide responsibilities between the two groups in a way that results in more clarity and consistency. We recommend realigning the programmatic and facility responsibilities to the City, as owners of the collections and the perpetual use agreement with GHI. The Museum should be treated as any other City department or facility and supported by the City accordingly. This allows FOGM to focus primarily on raising funds to support the Museum, while taking a step back from the day to day operations, which should be the responsibility of the Museum Director and other City staff under the direction of the Director.

Preliminarily, FOGM has worked with senior City management to discuss the realignment of roles and responsibilities. This has resulted in the attached budget proposal which, with Council approval, would be effective beginning on July 1, the beginning of fiscal year 2021.

Future Vision

With a new agreement in place between the City and FOGM that clarifies roles and responsibilities, our mutual hope for the future is a Museum that has increased staffing sustained by City support and that receives facilities maintenance, IT equipment, and other City services. To complement the City's support, FOGM will dedicate its time and energies to generating funds for the Museum and enhancing and maintaining a vigorous membership program in the community.

BUDGET COMMENTS

- 1) Lines 02, 38, 39, 45, 53, 58 and 67 reflect new or increased expenditures due to the realignment of city/FOGM responsibilities.
- 2) Funds in Miscellaneous, line 71, in FY 2021 will be used to reprint the Walking Tour Trail Guide brochure.
- 3) The Friends of the Greenbelt Museum's operating budget for FY 2021 will be \$27,000.
- 4) The Revenues listed below are based on past FOGM experience.

GREENBELT MUSEUM Acct. No. 930	FY 2018 Actual Trans.	FY 2019 Actual Trans.	FY 2020 Adopted Budget	FY 2020 Estimated Trans.	FY 2021 Proposed Budget	FY 2021 Adopted Budget
PERSONNEL EXPENSES						
01 Salaries	\$70,279	\$73,840	\$77,100	\$77,100	\$80,100	
02 Part-Time Salaries	0	0	0	0	13,000	
06 Building Maintenance	131	1,039	0	0	0	
28 Employee Benefits	35,052	37,647	40,500	40,700	42,500	
Total	\$105,463	\$112,526	\$117,600	\$117,800	\$135,600	\$0
OTHER OPERATING EXPENSES						
33 Insurance	\$66	\$60	\$100	\$100	\$100	
34 Other Services - GHI Charges	6,739	9,772	10,000	10,100	10,400	
38 Communications	1,934	2,727	2,300	2,300	3,000	
39 Utilities						
Electric	2,118	1,281	1,600	1,500	3,000	
Water & Sewer	357	372	400	400	400	
45 Membership & Training	0	0	0	0	2,800	
46 Maintain Building & Structure	513	519	500	500	500	
53 Computer Expenses	0	0	0	0	300	
55 Office Expense	120	101	6,000	6,900	8,400	
58 Special Programs	0	0	0	0	1,500	
67 Merchandise	0	0	0	0	3,000	
71 Miscellaneous	4,823	3,025	3,000	8,000	3,000	
Total	\$16,670	\$17,857	\$23,900	\$29,800	\$36,400	\$0
TOTAL GREENBELT MUSEUM	\$122,133	\$130,383	\$141,500	\$147,600	\$172,000	\$0
REVENUE SOURCES						
480501 Admission Fees					\$1,000	
480502 Gift Shop Sales					6,000	
480503 Walking Tours					2,700	
480504 FOGM Transfer					13,000	
Total	\$0	\$0	\$0	\$0	\$22,700	\$0

GREENBELT MUSEUM	FY 2018	FY 2019	FY 2020	FY 2020	FY 2021	FY 2021
Acct. No. 930	Actual	Actual	Adopted	Estimated	Proposed	Adopted
	Trans.	Trans.	Budget	Trans.	Budget	Budget
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Total	\$0	\$0	\$0	\$0	\$22,700	\$0

Museum Cell Phone

Professional Memberships, Associations & Conferences

Software Upgrade

Postage, Copier, Supplies, Etc.

Lectures, Town Fair, etc.

Gift Shop items

New City reveue which currently goes to FOGM.

This salary is for the existing part-time Education and Volunteer Coordinator. It is offset by a FOGM transfer from their endowment account. The only change would be that starting July 1, this position would become a City employee (part-time, non-classified) instead of a FOGM employee. If the FOGM transfer is reduced, the part-time hours and/or other expenditures can also be reduced.

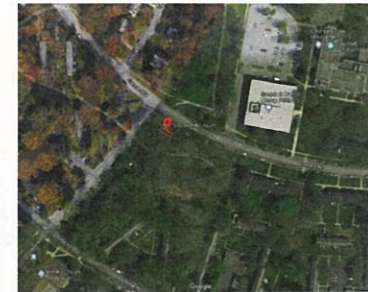
These expenditures/increases (currently borne by FOGM) are to support Museum programs and operations which total \$9,800. They are offset by \$9,700 in revenue that will now come to the City. If there are city-wide expenditure reductions such as non-essential travel and training, certain line items would be reduced accordingly.

Museum visitors, supporters and program attendees would not notice any changes in programs or Museum operations. These changes are occurring on the back end. The March 13, 2020 Memo explains the detailed rationale for this realignment of FOGM/City responsibilities.

ARCHITECT'S CERTIFICATION

CONSULTANT

The diagram illustrates how the room name '101' is constructed from its individual parts. At the top are three small circles containing the numbers '101', '11', and '1'. Below these is a diamond-shaped diagram representing the elevation. The top vertex contains a circle with '1 / A101'. The bottom vertex contains a circle with '0'. The left and right vertices each contain a circle with 'Ref'. The four edges of the diamond are labeled with '1'. To the left of the diamond is a vertical line with a horizontal tick mark at the level of the top vertex, labeled 'N'. To the right is another vertical line with a horizontal tick mark at the level of the bottom vertex, also labeled 'N'. Below the diamond diagram are two labels: 'Name Elevation' followed by a circular icon with a diagonal split, and 'Room name' followed by a rectangular box containing the number '101'. At the very bottom is a triangle pointing upwards containing a circle with '1 / A101', and below that is a diamond shape containing a circle with '11'.



- * A1 - COVER SHEET
- * A2 - EXISTING FLOOR PLAN ON SITE
- * A3 - EXISTING BASEMENT PLAN & LEVEL 1 EXIST./DEMO PLAN
- * A4 - LEVEL 2 EXIST./DEMO PLAN
- * A5 - LEVEL 1 NEW WORK PLAN
- * A6 - LEVEL 2 NEW WORK PLAN
- * A7 - ROOF PLAN
- * A8 - EXTERIOR ELEVATIONS & SECTION
- * A9 - ENLARGED ADDITION PLAN
- * A10 - INTERIOR ELEVATIONS OF GIFT SHOP, RESTROOM AND VESTIBULE
- * A11 - WINDOWS & DOORS SCHEDULE
- * A12 - EXTERIOR VIEW
- * A13 - INTERIOR VIEW OF THE GIFT SHOP
- * A14 - INTERIOR VIEW OF THE GIFT SHOP

CONSULTANT'S CERTIFICATION

GREENBELT MUSEUM
10 CRESCENT ROAD, UNIT A,
GREENBELT, MD 20770

DRUM, LOYKA & ASSOCIATES
CLOCK TOWER PLACE,
1410 FOREST DRIVE, SUITE 35,
ANNAPOLIS, MD 21403
(410) 280-3122

#	DESCRIPTION	DATE
	SCHEMATIC DESIGN	08.13.19
	SCHEMATIC DESIGN	09.20.19
	SCHEMATIC DESIGN	12.03.19
	PROGRESS SET	03.03.20

THESE EARNINGS ARE PROTECTED UNDER THE COPYRIGHT ACT OF 1990 AND SHALL NOT BE REPRODUCED WITHOUT THE WRITTEN PERMISSION OF THE PUBLISHER.

SHEET NAME
COVER SHEET

PROJECT #	18006
DATE	05/15/19

☐ Yes ☐ No ☐ Don't know	☐ Yes ☐ No ☐ Don't know
--	--

A1

SHEET	OF
-------	----



OLD LINE ARCHITECTS
1340 BIRMINGHAM COURT 200
GREENBELT, MD 20770
410.577.5307

ARCHITECTS CERTIFICATION
I, the undersigned, being a duly Licensed Architect in the State of Maryland, do hereby certify that the above described project is the work of me or my firm, and that I am a duly Licensed Architect in the State of Maryland.

CONSULTANT

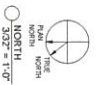
CONSULTANTS CERTIFICATION

GREENBELT MUSEUM
10 CRESCENT ROAD, UNIT A,
GREENBELT, MD 20770

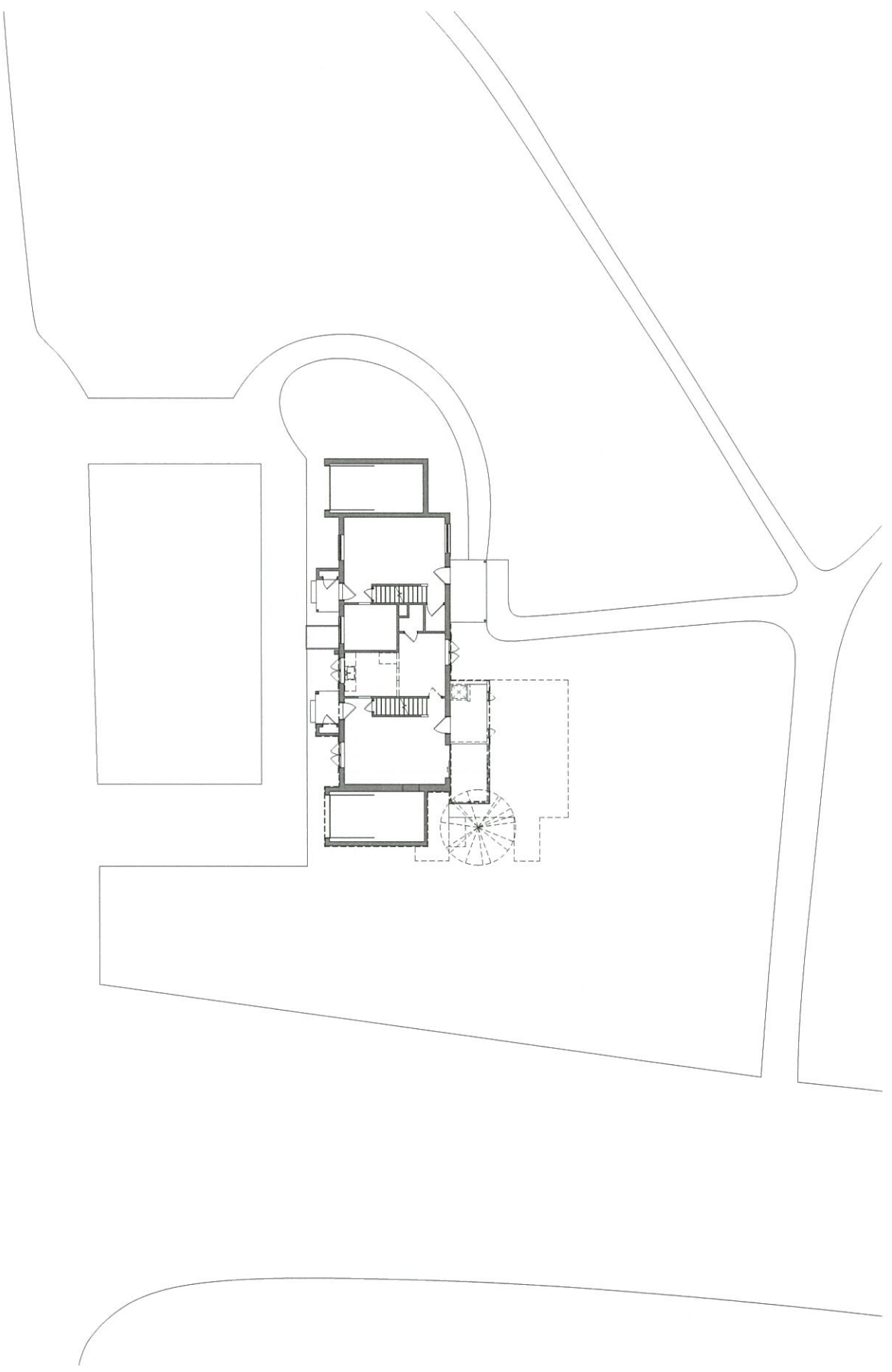
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1	SCHEMATIC DESIGN	06.11.19
2	SCHEMATIC DESIGN	08.20.19
3	PRELIMINARY DESIGN	09.10.19
4	PRELIMINARY DESIGN	09.03.20

EXISTING FLOOR PLAN ON SITE

PROJECT # 10006
DATE 05.15.19
SHEET A2
OF



1 LEVEL 1 EXIST / DEMO PLAN ON SITE
1/8\"/>





OLD LINE ARCHITECTS
1340 GREENBELT ROAD, SUITE 200
GREENBELT, MD 20770
410.577.2337

ARCHITECTS CERTIFICATION
I, the undersigned, being a duly licensed architect under the laws of the State of Maryland, do hereby certify that the above is a true and correct copy of the original design and specification as submitted to and approved by the Board of Architects of the State of Maryland.

CONSULTANT

CONSULTANTS CERTIFICATION

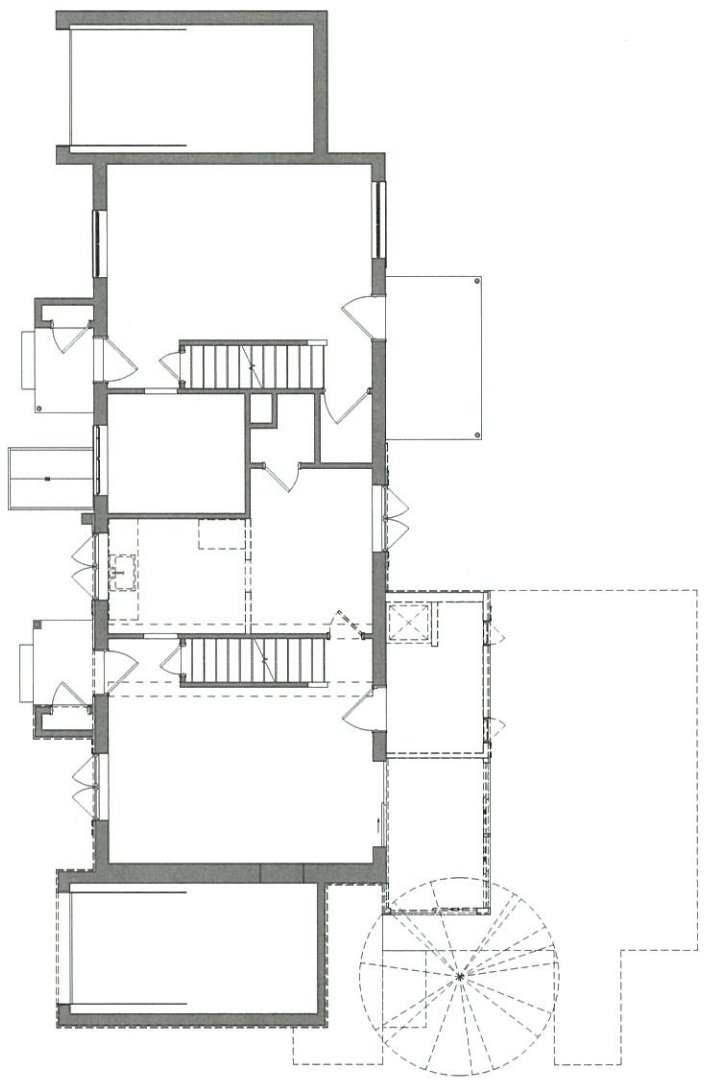
GREENBELT MUSEUM
10 CRESCENT ROAD, UNIT A,
GREENBELT, MD 20770

#	DESCRIPTION	DATE
1	SCHEMATIC DESIGN	08.11.19
2	SCHEMATIC DESIGN	09.20.19
3	SCHEMATIC DESIGN	10.15.19
4	PROPOSED SET	01.03.20

SHEET NAME	
EXISTING BASEMENT PLAN DEMO PLAN	
PROJECT #	10006
DATE	08.15.19

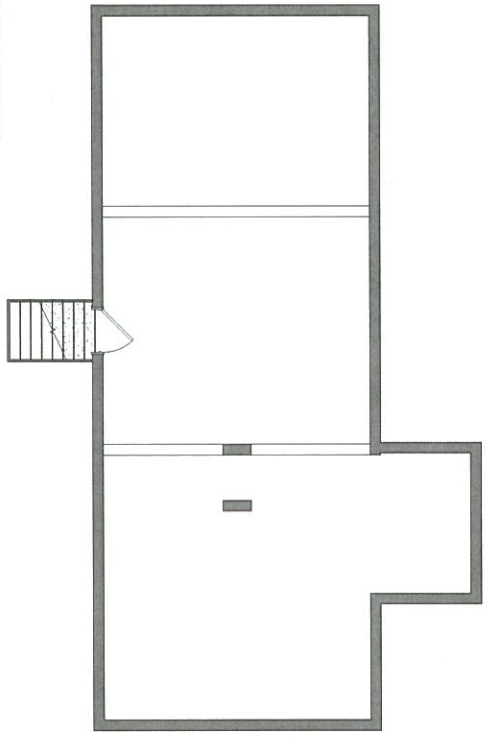


1 LEVEL 1 EXIST/DEMO PLAN
1/4" = 1'-0"



NOTES: SALVAGE ALL THE DOORS

2 BASEMENT EXIST/DEMO PLAN
1/4" = 1'-0"





OLD LINE ARCHITECTS
1346 BALTIMORE, MD 21205
410.597.7200

ARCHITECT'S CERTIFICATION
I, the undersigned, being a duly Licensed Architect in the State of Maryland, do hereby certify that the above described project was designed by me or under my direct supervision and that I am a duly Licensed Architect in the State of Maryland.

CONSULTANT

CONSULTANTS CERTIFICATION

GREENBELT MUSEUM
10 CRESCENT ROAD, UNIT A,
GREENBELT, MD 20770

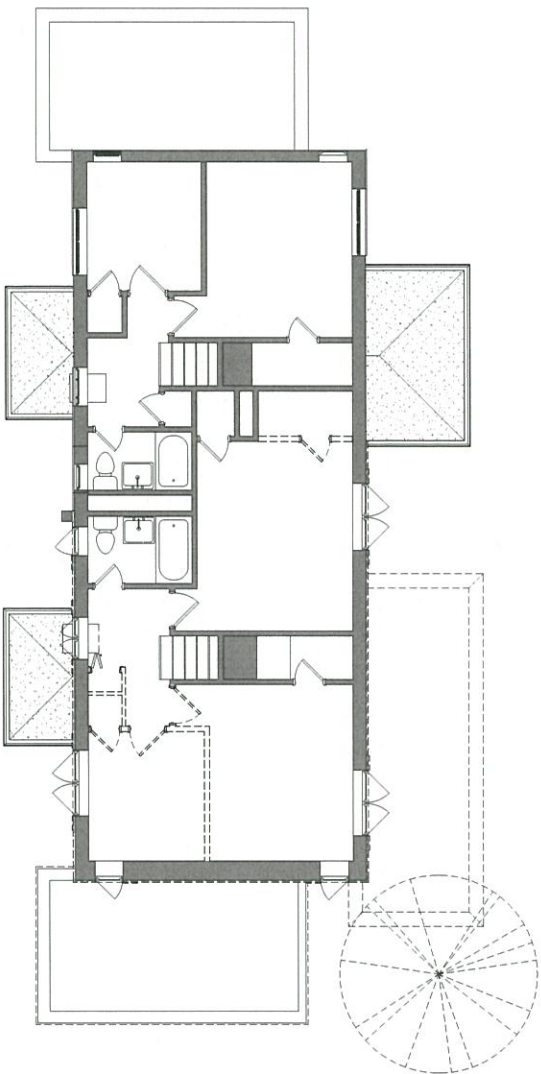
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1	SCHEMATIC DESIGN	06.11.99
2	DESIGN DEVELOPMENT	09.20.99
3	CONCEPT DESIGN	09.20.99
4	PRELIMINARY SET	02.03.00

DATE
PROJECT #
10008

A4



① LEVEL 2 EXIST / DEMO PLAN
1/4" = 1'-0"





ARCHITECTS CERTIFICATION

CONSULTANT

CONSULTANT'S CERTIFICATION

GREENBELT MUSEUM
10 CRESCENT ROAD, UNIT A,
GREENBELT, MD 20770

#	DESCRIPTION	DATE
	SCHEMATIC DESIGN	08.13.15
	SCHEMATIC DESIGN	12.03.15
	SCHEMATIC DESIGN	12.11.15
	PROGRESS SET	03.03.20

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LEVEL 1 NEW WORK PLAN

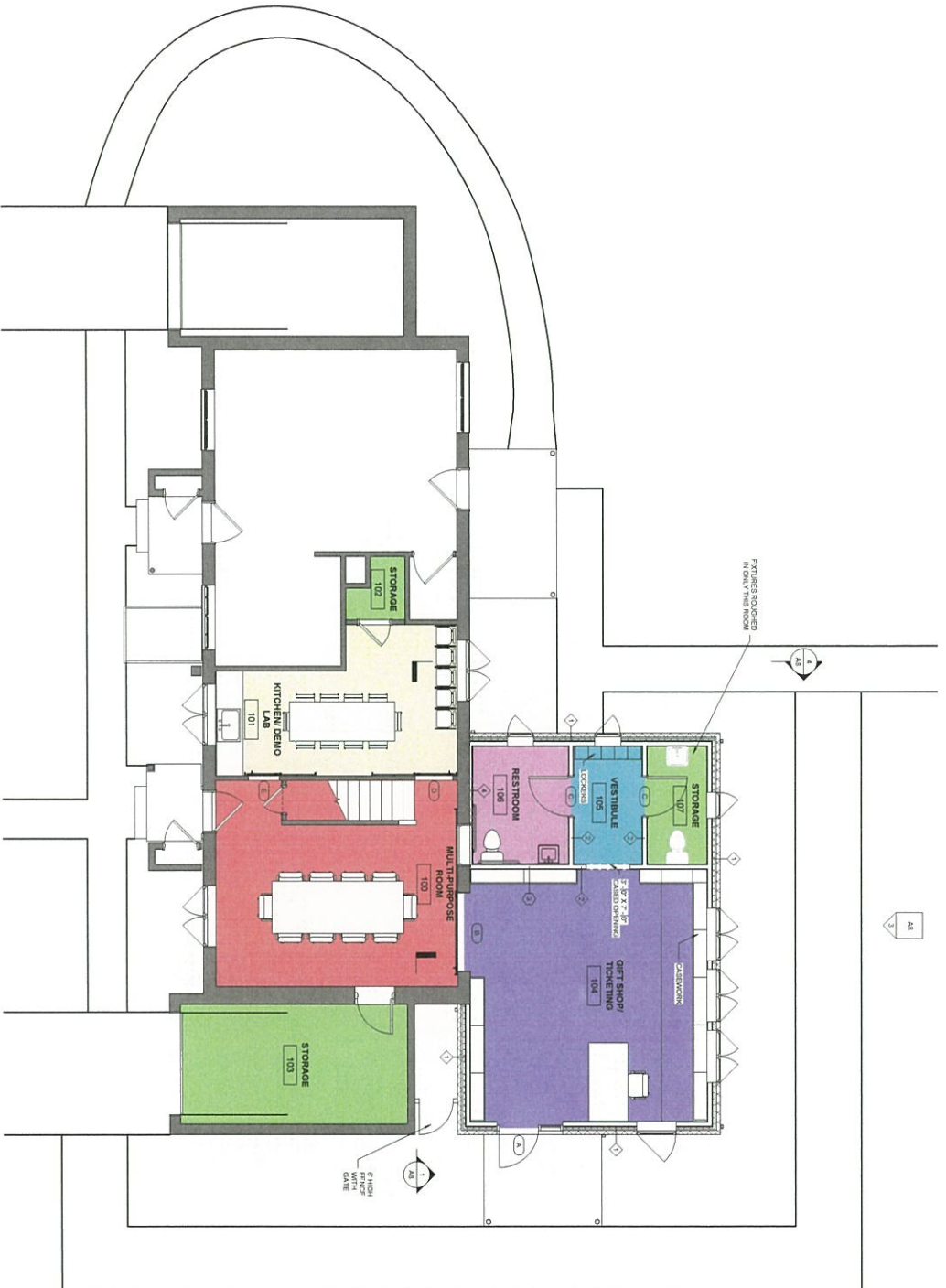
PROJECT #	18006
DATE	05 15 10

SHEET OF

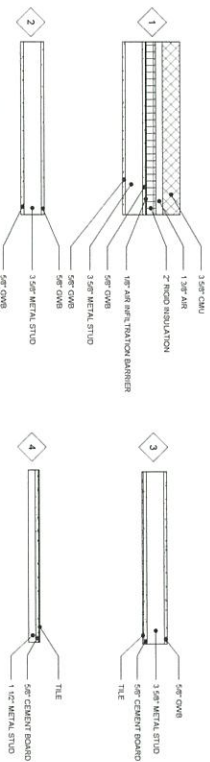


○ NORTH
332° = 1.0°

A5



① LEVEL 1 NEW WORK PLAN
1/4" = 1'-0"



○ WALL TYPES
1" = 1'-0"



OLD LINE ARCHITECTS
1348 BALTIMORE, MD 21205
410.577.2327

ARCHITECTS CERTIFICATION
I, [Name], a duly Licensed Professional Architect, hereby certify that the design and construction of the project shown on this drawing was supervised by me or under my direct supervision and that I am a duly Licensed Professional Architect in the State of Maryland.

CONSULTANT

CONSULTANTS CERTIFICATION

GREENBELT MUSEUM
10 CRESCENT ROAD, UNIT A,
GREENBELT, MD 20770

#	DESCRIPTION	DATE
1	SCHEMATIC DESIGN	06.11.19
2	SCHEMATIC DESIGN	06.08.19
3	SCHEMATIC DESIGN	07.11.19
4	PRELIMINARY SET	03.03.20

PROJECT # 10008

LEVEL 2 NEW WORK PLAN

DATE 02.15.19

A6

SHEET 02



1 LEVEL 2 NEW WORK PLAN
1/4" = 1'-0"





OLD LINE ARCHITECTS
1340 SMITH AVENUE, SUITE 200
BALTIMORE, MD 21202
443-677-8387

ARCHITECT'S CERTIFICATION

I, OLD LINE ARCHITECTS, hereby certify that the design and construction documents prepared by me and my staff for the project described herein were prepared by me or under my direct supervision and that I am a duly licensed architect in the State of Maryland.

CONSULTANT

CONSULTANT'S CERTIFICATION

GREENBELT MUSEUM
10 CRESCENT ROAD, UNIT A,
GREENBELT, MD 20770

#	DESCRIPTION	DATE
1	SCHEMATIC DESIGN	08.13.19
2	PROGRESS SET	03.03.20

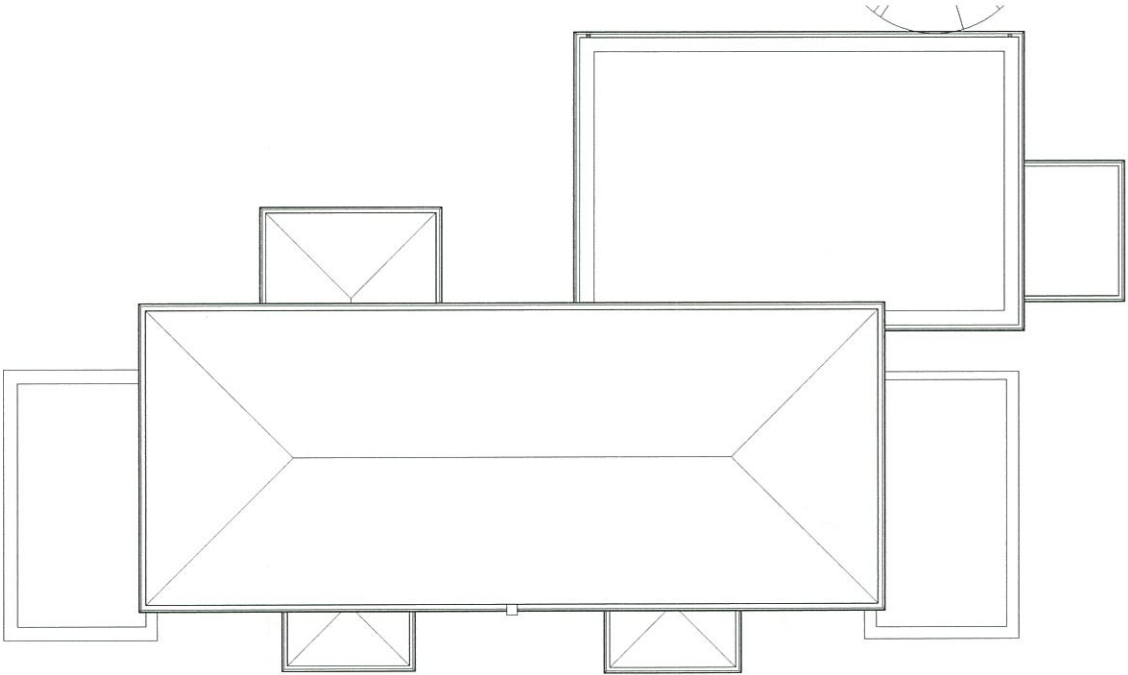
CONTRACT: ALL RIGHTS RESERVED
NO PART OF THIS DOCUMENT MAY BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, WITHOUT PERMISSION IN WRITING FROM OLD LINE ARCHITECTS.

SHEET NAME
ROOF PLAN

PROJECT # 13006
DATE 05.15.19

A7

SHEET OF



1 ROOF PLAN
1/4" = 1'-0"



NORTH
3/32" = 1'-0"



OLD LINE ARCHITECTS
1340 SMITH AVENUE, SUITE 200
BALTIMORE, MD 21208
443-877-8387

ARCHITECT'S CERTIFICATION

I, **OLD LINE ARCHITECTS**, hereby certify that the design shown on this drawing was prepared by me or under my direct supervision and that I am a duly licensed architect in the State of Maryland. I am not providing any professional services to the client under this drawing.

CONSULTANT

CONSULTANT'S CERTIFICATION

GREENBELT MUSEUM
10 CRESCENT ROAD, UNIT A,
GREENBELT, MD 20770

#	DESCRIPTION	DATE
1	SCHEMATIC DESIGN	05.13.19
2	SCHEMATIC DESIGN	02.03.19
3	PROGRESS SET	03.03.20

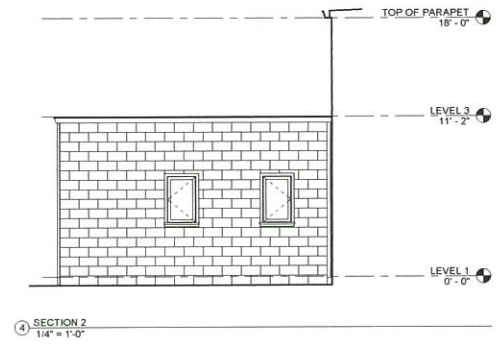
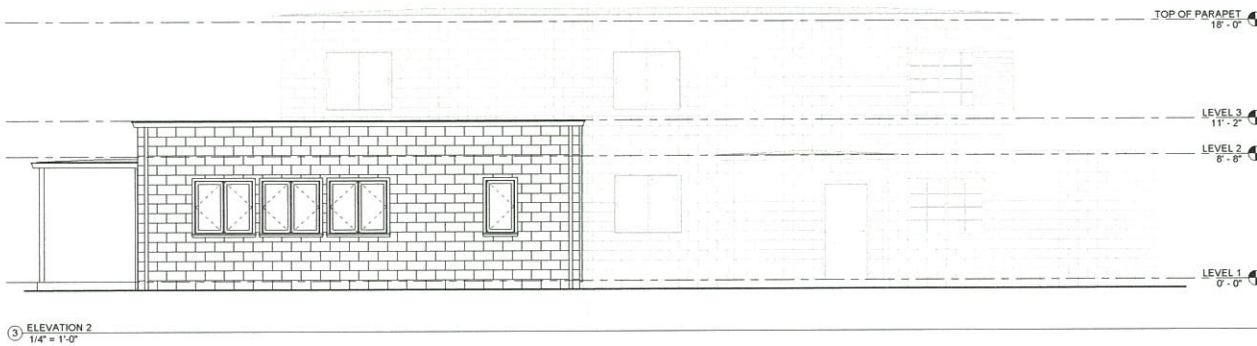
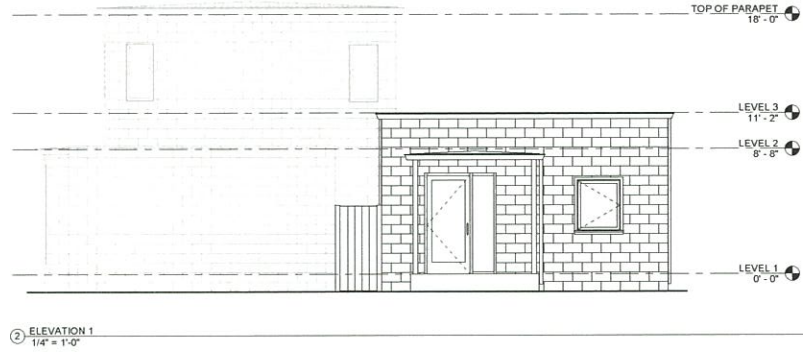
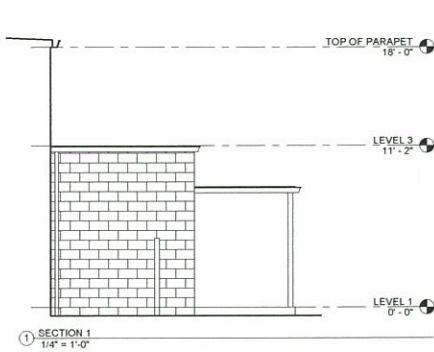
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SHEET NAME
EXTERIOR ELEVATIONS & SECTIONS

PROJECT # 10006
DATE 05.15.19

A8

SHEET OF





OLD LINE ARCHITECTS
1340 SMITH AVENUE, SUITE 200
BALTIMORE, MD 21205
443-977-8387

ARCHITECT'S CERTIFICATION

I, [NAME], being duly sworn, depose and say that I am the Architect of the above entitled project, and that I have prepared the above drawings in accordance with the provisions of the Maryland Professional Practice Act, and that I am a duly licensed Architect in the State of Maryland.

CONSULTANT

CONSULTANT'S CERTIFICATION

GREENBELT MUSEUM
10 CRESCENT ROAD, UNIT A,
GREENBELT, MD 20770

#	DESCRIPTION	DATE
1	SCHEMATIC DESIGN	08.13.19
2	PROGRESS SET	03.03.20

CONSTRUCTION: ALL REPORTS REQUIRED BY THE PROFESSIONAL PRACTICE ACT, AND THE CONSULTANT SHALL BE RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION PROVIDED TO THE CLIENT.

SHEET NAME
ENLARGED ADDITION
PLAN

PROJECT # 180006
DATE 05.15.19

A9

SHEET OF



1 ENLARGED ADDITION PLAN
1/2" = 1'-0"

