

GREENBELT CITY COUNCIL
Municipal Building
Regular Meeting
March 27, 2017 - 08:00 p.m.

I. ORGANIZATION

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

II. COMMUNICATIONS

6. Presentations

[Oath of Office-New Police Officers](#)

[Welcome Home Vietnam Veterans Proclamation](#)

[Arbor Day Proclamation](#)

[Proposed FY 2018 City Budget - The City Manager will present her proposed budget for Fiscal Year 2018, which begins July 1, 2017.](#)

and ends June 30, 2018. (CM).

Arbor Day Proclamations

Welcome Home Vietnam Veterans Proclamation

Oath of Office New Greenbelt Police Officers

7. Petitions and Requests (Petitions received at the meeting will not be acted upon by the City Council at this meeting unless Council waives its Standing Rules.)

8. Minutes of Council Meetings

* Work Session, February 6, 2017

* Work Session, February 15, 2017

* Regular Meeting, March 13, 2017

9. Administrative Reports

Open Meetings Compliance Board Action Violation - The State of Maryland Open Meetings Compliance Board issued official opinions dated March 16, 2017, finding that the City violated the Open Meetings Compliance Act. It is required that a summary of the Open Meetings Compliance Board official positions be read (announced to the public body) at this meeting by a member of Council in accordance with the General Provisions Article, §3-211 of the Annotated Code of Public General Laws of Maryland. Additionally, it is required that the majority of members sign the official positions notice. The City will be submitting additional evidence in regards to these findings which may lead to reconsideration of part of the opinions. John Shay, City Counsel, will be present to explain this process. (CM).

* 10. Committee Reports

III. LEGISLATION

11. An Ordinance to Amend Greenbelt City Code, Chapter 2 “Administration,” Article IV, “Public Ethics,” Sec. 2-111 “Financial Disclosure – Elected Officials, Appointed Officials and Employees” to Amend the Real Property and City Employment Reporting Requirements for Certain Employees - 2nd Reading, Adoption Reference: Ordinance

Draft Financial Disclosure Statement

At its work sessions on February 15 and March 6, 2017, Council discussed revisions to the ethics reporting requirements for the Assistant City Manager, City Clerk, Assistant Directors of City Departments and Police Captains. These revisions include amending the real property and city employment reporting requirements for these individuals. After the work session discussions, Council requested counsel draft an ordinance amending the reporting requirements for these employees. Ms. Pope introduced the ordinance for first reading at the last meeting. It is recommended the ordinance be introduced for second reading and moved for adoption tonight. (CM).

Ordinance

Statement

IV. OTHER BUSINESS

12. Audit Services for FY 2017 - Reference: Memorandum, J. Williams, 04/07/2016

Memorandum, J. Williams, 02/23/2017

Council needs to select a firm to audit the City’s financial records for FY 2017. The audit of the FY 2017 financial records will occur in FY 2018. The amount budgeted for this service is \$35,000. Cohn Reznick,

LLC, performed the audits for FY 2014, 2015 and 2016. With the assistance of Cohn Reznick, LLC, the City earned its thirty-second consecutive Comprehensive Annual Financial Report (CAFR) award from the Government Finance Officers Association (GFOA) for FY 2015. The GFOA has not completed its review of the 2016 CAFR. Since the auditor reviews and critiques staff's financial record-keeping, it is inappropriate for staff to make a recommendation on the auditor. Attached are memorandums from Jeffrey Williams, City Treasurer, indicating staff's thoughts on the value of retaining the same auditor for a number of years and information on the auditing practices of other municipalities. Mr. Williams briefed Council on this matter at its meeting on February 27, 2017. Council direction is sought. (JW).

Memorandum, J. Williams, 04-07-2016

Memorandum, J. Williams, 02-23-2017

13. Food Truck Hub at Capital Office Park - Reference: Draft Letter of Support

Capital Office Park Food Truck Hub Application
Morning Calm Management is seeking a letter of support for its license application to establish a Food Truck Hub at the Capital Office Park. The proposed hub consists of 2-5 vehicles which would operate on their premises during weekday office hours. The proposed location of the Food Truck Hub is within the existing private parking facilities of 6404 Ivy Lane, Greenbelt, MD 20770. The applicant has provided a concept plan showing the location of the proposed hub in relationship to the surrounding area. The applicant has proposed the installation of pavers over the existing asphalt parking area which would be closed to traffic during operation of the Hub. In addition, several site amenities including picnic areas with umbrella stands and an air conditioned/heated tent is proposed. Prince George's County Council has implemented a Food Truck Hub Program to increase access to food options, encourage economic development and community revitalization, and promote innovative entrepreneurship. A Food Truck Hub is an outdoor area in which 2 or more mobile units cluster to sell

freshly prepared food. Applications to establish a Food Truck Hub are administered as a license under the County's Department of Permitting, Inspections and Enforcement (DPIE). The license is renewed annually and a County Oversight Committee provides support and oversight of the program. The legislation governing this program allows for up to 12 hub locations in the County which are restricted to either areas within one-quarter mile radius of a Metro or Marc station or park and recreational facilities under the Maryland National Capital Park and Planning Commission's operation and control. Hubs not located in these defined areas, such as Capital Office Park, may seek special authorization by the County Council. Four hubs are currently in operation throughout the County. If located within a municipality, a hub must seek a letter of support from that municipality. The Advisory Planning Board discussed this item at their March 8, 2017 meeting. The Board voted 4-0-0 to recommend the City Council support this project. The Board further recommended the applicant work with the Marriott Hotel to advertise this amenity. Staff recommends City Council support the proposed Food Truck Hub and provide a letter of support on its behalf. Jessica Bellah, Community Planner, will be present to answer questions. (JB).

Draft Letter of Support

Capital Office Park Food Truck Hub Application

14. Submission of Urban Land Institute Technical Assistance Panel Application - Reference: Application
The Urban Land Institute (ULI) in partnership with the Metropolitan Washington Council of Governments (COG) offers a Technical Assistance Panel (TAP) program. TAP's are a panel of 10-12 senior level experts who work over a concentrated timeline to evaluate local development and land use challenges. The panel takes place over 1.5 days with a report of recommendations completed thereafter. A typical TAP costs \$20,000 and the local jurisdiction must contribute 50%. At the work session on March 20, representatives from College Park and Berwyn Heights Councils agreed to work cooperatively to practically address Greenbelt Road improvements. The elected officials present

tasked staff to explore a TAP application for Greenbelt Road from Rt. 1/Baltimore Avenue to near Greenbelt Middle School. The application deadline is April 3. Council direction is sought. (DEM).

Application

15. Council Activities - Council will report on activities and events recently attended. (If time allows.)

16. Council Reports - Council will report on activities and events recently attended. (If time allows.)

* 17. Approval of Naming Policy for Certain City Spaces -

Reference: Email, Jennifer Ruffner, 1/13/17

Policy on Naming City Spaces

Gift Agreement

Minutes, Regular Meeting, 11/28/16

Following a work session and discussion at the November 28, 2016, regular meeting, Council approved a Policy on Naming City Spaces. This policy allows for naming opportunities at the new Museum space at 10-A Crescent Road. The Friends of the Greenbelt Museum (FOGM) are conducting a capital campaign to raise funds to renovate this space. FOGM has received their first naming gift, a \$5,000 donation to name the accessible sidewalk at the entrance to 10-A. FOGM President, Jen Ruffner, is requesting City approval. Ms. Ruffner's email identifies a sample plaque style which would be an 8" X 6" bronze stake plaque adjacent to the walkway. The plaque would read "The Dan and Mary Lou Searing Accessible Sidewalk." The Searing's are Megan Searing Young's parents. Included in Council's packet is the Gift Agreement signed by FOGM. The City's Policy requires City approval of the Gift Agreement and form of donor recognition. Staff has reviewed both and recommends Council approval. Approval of this item will grant City approval of the Gift Agreement and the plaque style and language. (DEM)

Email, Jennifer Ruffner, 1-13-17

[Policy on Naming City Spaces](#)

[Gift Agreement](#)

[Minutes, Regular Meeting, 11-28-16](#)

- * 18. Reappointment to Advisory Group -Reference: Reappointment Surveys

Elsie Waynes and Donald Martin have indicated their willingness to continue to serve on advisory groups. Approval of this item on the consent agenda will indicate Council's intent to appoint Ms. Waynes to a new term on the Advisory Committee on Education and Mr. Martin to a new term on the Board of Appeals. (CM)

- * 19. Resignation from Advisory Group - Reference: Email, A. Beromen, 03/21/2017

Alejandra Beromen has submitted her resignation from the Community Relations Advisory Board (CRAB). Richard Ransom, CRAB Chair, has reached out to Ms. Beromen and she advised Mr. Ransom that she does not want to continue on CRAB. Approval of this item on the consent agenda will indicate Council's intent to accept her resignation with regret. (CM)

V. [MEETINGS -](#)

[Reference: Chart, Stakeholder/Regular Meetings](#) [Master Calendar](#)

<u>Special Meeting</u>	<u>Mon.</u>	<u>03/27</u> <u>7:30 pm</u>
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<u>Executive Session – Collective Bargaining (Library)</u>	<u>Mon.</u>	<u>03/27</u> <u>7:35 pm</u>
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<u>Regular Meeting/Budget Presentation</u>	<u>Mon.</u>	<u>03/27</u>	<u>8:00 pm</u>
<u>Business Breakfast</u>	<u>Wed.</u>	<u>03/29</u>	<u>7:45 am</u>
<u>Work Session – WMATA (CC)</u>	<u>Wed.</u>	<u>03/29</u>	<u>7:00 pm</u>
<u>Interviews for Advisory Group (Library)</u>	<u>Mon.</u>	<u>04/03</u>	<u>7:20 pm</u>
<u>Budget Work Session – Overview, Revenues & General Government/Other Funds/Non-Departmental & Fund Transfers</u>	<u>Mon.</u>	<u>04/03</u>	<u>8:00 pm</u>
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<u>Budget Work Session – Misc. – Museum/Grants & Contributions (SHL Rec Center)</u>	<u>Wed.</u>	<u>04/05</u>	<u>7:30 pm</u>
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<u>Budget Work Session – Public Safety (SHL Rec Center)</u>	<u>Wed.</u>	<u>04/05</u>	<u>8:30 pm</u>
<u>Interviews for Advisory Group (Library)</u>	<u>Mon.</u>	<u>04/10</u>	<u>7:20 pm</u>

<u>Regular Meeting</u>	<u>Mon.</u>	<u>04/10</u>	<u>8:00 pm</u>
<u>Interviews for Advisory Group (Planning Office)</u>	<u>Wed.</u>	<u>04/12</u>	<u>7:20 pm</u>
<u>Work Session – Prince George’s Economic Development Corp. (CC)</u>	<u>Wed.</u>	<u>04/12</u>	<u>8:00 pm</u>
<u>No Meeting (Easter Monday)</u>	<u>Mon.</u>	<u>04/17</u>	
<u>Budget Work Session – Public Works/Capital Projects (Greenbriar)</u>	<u>Wed.</u>	<u>04/19</u>	<u>8:00 pm</u>
<u>Interviews for Advisory Group (Library)</u>	<u>Mon.</u>	<u>04/24</u>	<u>7: 40 pm</u>
<u>Regular Meeting/1st Public Hearing</u>	<u>Mon.</u>	<u>04/24</u>	<u>8:00 pm</u>
<u>Four Cities Meeting (New Carrollton)</u>	<u>Wed.</u>	<u>04/26</u>	<u>7:30 pm</u>
<u>Budget Work Session – Social Services</u>	<u>Mon.</u>	<u>05/01</u>	<u>7:30 pm</u>

<u>Budget Work Session – Planning</u>	<u>Mon.</u>	<u>05/01</u>	<u>8:30 pm</u>
<u>Budget Work Session – Recreation (SHL Rec Center)</u>	<u>Wed.</u>	<u>05/03</u>	<u>7:30 pm</u>
<u>Regular Meeting/ACE Student Awards</u>	<u>Mon.</u>	<u>05/08</u>	<u>8:00 pm</u>
<u>Budget Work Session – Contribution Groups (CC)</u>	<u>Wed.</u>	<u>05/10</u>	<u>7:30 pm</u>
<u>Budget Work Session – Final Budget Review</u>	<u>Mon.</u>	<u>05/15</u>	<u>8:00 pm</u>
<u>Budget Work Session – Green Ridge House (Green Ridge House)</u>	<u>Wed.</u>	<u>05/17</u>	<u>7:30 pm</u>
<u>Regular Meeting/2nd Public Hearing/Constant Yield Tax Rate</u>	<u>Mon.</u>	<u>05/22</u>	<u>8:00 pm</u>
<u>Work Session – Housing Affordability Study (tentative) (CC)</u>	<u>Wed.</u>	<u>05/24</u>	<u>8:00 pm</u>
<u>City Holiday – Memorial Day</u>	<u>Mon.</u>	<u>05/29</u>	

<u>Work Session – School Board Representative (CC)</u>	<u>Wed.</u>	<u>05/31</u>	<u>7:30 pm</u>
<u>Regular Meeting/Budget Adoption</u>	<u>Mon.</u>	<u>06/05</u>	<u>8:00 pm</u>
<u>Work Session – Friends of Greenbelt Theatre (CC)</u>	<u>Wed.</u>	<u>06/07</u>	<u>8:00 pm</u>
<u>Work Session – Citizens Animal Response Team</u>	<u>Mon.</u>	<u>06/12</u>	<u>8:00 pm</u>
<u>Work Session – Revisions for Code Chapter 4 (CC)</u>	<u>Wed.</u>	<u>06/14</u>	<u>8:00 pm</u>
<u>Regular Meeting</u>	<u>Mon.</u>	<u>06/19</u>	<u>8:00 pm</u>
<u>Work Session – TBD (CC)</u>	<u>Wed.</u>	<u>06/21</u>	<u>8:00 pm</u>
<u>MML Conference</u>	<u>Sun.-</u> <u>Wed.</u>	<u>06/25-28</u>	

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