

GREENBELT CITY COUNCIL
Municipal Building
Regular Meeting
February 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](#)

Anacostia Trails Heritage Area Update:

Aaron Marcavitch, Executive Director of the Anacostia Trails Heritage Area, will be present to provide an update on the organization. (CM)

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](#)

Executive Session, February 6, 2017 - In order to approve these minutes, the following motion is needed: I move that the minutes of the executive session of the City Council held Monday, February 6, 2017, at 7:18 p.m. in the Library of the Municipal Building be approved as presented. Council held this closed meeting in accordance with the General Provisions Article, §3-305(b)(1) and (8) of the Annotated Code of the Public General Laws of Maryland to discuss: 1) a personnel matter (reassignment of staff during the City Manager transition); and 2) pending or potential litigation. (CM)

* Interviews, February 15, 2017

[INT170215](#)

* Interview, February 22, 2017

[INT170222](#)

9. [Administrative Reports](#)

* 10. Committee Reports - Council will report on meetings and conferences recently attended. (If time allows)

III. LEGISLATION

11. [A Resolution to Authorize the Negotiated Purchase of Consultant Work to Develop a Recreation and Park Facilities Master Plan for the City of Greenbelt from GreenPlay, LLC at a Cost Not to Exceed \\$50,000 - 2nd Reading, Adoption](#)
[Reference: Resolution](#)
[Memorandum, J. McNeal, 01/30/2017](#)
[Request for Proposals](#)

Proposal, GreenPlay LLC

Proposal, Bradley Site Design

The Fiscal Year 2017 budget includes \$50,000 to conduct a Recreation and Park Facilities Master Plan. Staff prepared and advertised a Request for Proposals (RFP). Responses were received from three (3) firms: GreenPlay LLC, PROS Consulting and Bradley Site Design. The proposals received from GreenPlay LLC and Bradley Site Design were within the budgeted amount. The proposal received from PROS Consulting was \$25,000 over the amount budgeted for the work. Recreation Department staff thoroughly reviewed the proposals received from GreenPlay LLC and Bradley Site Design, conducted interviews of the consultants from both firms and checked on references. Staff has identified the proposal submitted from GreenPlay LLC as best suited to meet the needs of the City. The GreenPlay LLC proposal outlines a comprehensive approach to soliciting input from the citizens, staff and Council. The proposal illustrates a detailed approach to evaluating the current facilities and the development of realistic recommendations based on Greenbelt's needs moving forward. GreenPlay LLC has over 15 years of experience specializing in the development of community recreation and park master plans including projects completed in Prince George's County and other communities in Maryland. The project team is well rounded and represents several professional disciplines that are required to complete a comprehensive recreation and park facilities master plan. Further, the Project Manager is based locally in Maryland. Ms. Mach introduced this resolution for first reading at the last meeting. It is recommended the resolution be introduced for second reading and moved for adoption tonight. (JM).

Resolution

Memorandum, J. McNeal, 01-30-2017

Request for Proposals

Proposal, GreenPlay LLC

Proposal, Bradley Site Design

12. A Resolution to Authorize the Negotiated Purchase of Landscaping Services from Lorenz, Inc. at a Cost Not to Exceed \$47,984 - 2nd Reading, Adoption

Reference: Resolution

Memorandum, R. Fink, 02/08/2017

Request for Proposals

Proposal, Lorenz, Inc.

Pre-Proposal Meeting Sign-In Sheet

The Fiscal Year 2017 budget includes \$52,000 for lawn mowing and landscaping services. Staff prepared and advertised a Request for Proposals. Responses were received from three (3) firms: Lorenz, Inc. - \$47,984; 2) Cypress Services - \$98,000; and 3) R.H. Hilario's Landscaping LLC - \$169,400. Public Works staff carefully reviewed the proposals received and has determined that the proposal submitted from Lorenz, Inc. is best suited to meet the needs of the City. Ms. Davis introduced this resolution for first reading at the last meeting. It is recommended the resolution be introduced for second reading and moved for adoption tonight. (RF).

Resolution

Memorandum, R. Fink, 02-08-2017

Request for Proposals

Proposal, Lorenz, Inc

Pre-Proposal Meeting Sign-In Sheet

13. 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 Reporting Requirements for Certain Employees - 1st Reading Reference: Ordinance

Draft Financial Disclosure Statement

At its work session on February 15, 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 the elimination of the personal addresses of property owned for these individuals. After discussion, Council requested staff draft an ordinance amending the reporting requirements for these employees. It is recommended the ordinance be introduced for first reading. (CM)

Ordinance

Draft Financial Disclosure Statement

IV. OTHER BUSINESS

13. 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 Reporting Requirements for Certain Employees - 1st Reading

14. 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 will be present at the meeting. Council direction is sought. (JW).

Memorandum, J. Williams, 04-07-2016

Memorandum, J. Williams, 02-23-2017

15. Zoning Rewrite Module 3 – Clarification of Comments to Maryland National Capital Park and Planning Commission - Reference: Draft Letter Maryland National Capital Park and Planning Commission (M-NCPPC) has asked that Council clarify its position related to the designation of the outer Beltway neighborhoods of the city as outer Beltway areas with respect to the administration of the zoning ordinance. Celia Craze, Director of Planning and Community Development, will be present to discuss the impact of such a designation. (CC).

Draft Letter

16. State Legislation - Reference:

SB 280/HB 1239

HB 238

HB 859

HB 1238

SB 835/HB 1362

SB 995/HB 1266

SB 280/HB 1239 – Nonwoven Disposable Products

This legislation would prohibit a manufacturer of nonwoven disposable wipes from labeling them as flushable unless they meet the bill's definition of flushable. Further, the bill would require that such a product to be labeled as not safe to flush. These non-flushable wipes create significant problems for wastewater treatment plants and the environment. The Maryland Municipal League (MML) Legislative Committee and the Metropolitan Washington Council of Governments

both support this legislation.

It is recommended Council support SB 280/HB 1239.

HB 238 – Workforce Housing Grant Program

A Workforce Housing Grant Program was enacted in 2006 but has not been funded. This program would provide funds to local governments for workforce housing programs. This bill would mandate that at least \$4,000,000 is appropriated annually from FY 2019-2023 for this grant program. The MML Legislative Committee voted to support this bill. It is recommended Council support HB 238.

HB 859 – Chain Stores - Personal Property Tax Exemption

This bill would exempt certain businesses from the personal property tax imposed by a municipality on business inventory. The MML Legislative Committee voted to oppose this bill. It is recommended Council oppose HB 859.

HB 1238 – Personal Property Tax – Exemption for Business Personal Property

This bill would exempt most business personal property from property tax imposed by a County or municipality. The MML Legislative Committee voted to oppose this bill. It is recommended Council oppose HB 1238.

SB 835/HB 1362 – Maryland Law Enforcement & Governmental Trust Act

This statewide legislation would place limits on law enforcement and other government personnel regarding immigration enforcement. At the last regular meeting, Michael Hartman requested that the City consider supporting this legislation. Hearings in the Senate (February 21) and House (February 28) have been held. The City's Legislative Delegation are co-sponsors of this bill and it was discussed at the Legislative Dinner. Council direction is sought.

SB 995/HB 1266 – Movie Theater Liquor License This legislation would allow for a BLX license for movie theaters. The legislation requires: 1) a \$1,000,000 investment in kitchen and dining equipment; 2) food sales must exceed alcohol sales; and 3) alcohol can only be served while movies are being shown. If approved, this legislation would allow the AMC theaters at Beltway Plaza to apply for such a license. This bill is under consideration by the Prince George's Delegation and will be considered by the Law Enforcement

Subcommittee chaired by Delegate Washington. Council direction is sought. (DEM).

SB280-HB1239

HB238

HB 859

HB1238

SB835-HB1362

SB995-HB1266

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

18. Council Reports - Council will report on meetings and conferences recently attended. (If time allows)

*19. Referral to the Advisory Committee on Trees - Reference:

Petition, R. Snyder

At the last meeting, Bob Snyder submitted a petition requesting Council expand the number of citizen members on the Advisory Committee on Trees (ACT) from three (3) members to seven (7) to (9) members. Council discussed the petition at its February 15, 2017, work session on Petitions & Requests and suggested it be referred to ACT for review. Approval of this item on the consent agenda will indicate Council's intent to refer Mr. Snyder's petition to ACT. (CM)

Petition, R. Snyder

* 20. Renewal of County Liquor Licenses - Reference: Notice, Board of License Commissioners (Liquor Board) The City has received notification from the County Board of License Commissioners that all

licenses within the City are up for renewal beginning this spring. The City has until March 1, 2017, to file a protest of any license renewal. The Police and Planning and Community Development Departments have reviewed the list of licensees and report no issues or opposition regarding these renewals. Staff recommends Council take no position on these renewals. Approval of this item on the consent agenda will indicate Council's intent to take no position on these renewals. (CM)

Notice, Board of License Commissioners (Liquor Board)

* 21. Appointments to Advisory Groups - Reference: Applications
Council recently interviewed several applicants for advisory group vacancies. Approval of this item on the consent agenda will indicate Council's intent to appoint Stephane Eding to the Park and Recreation Advisory Board and Lisa Behuncik and Richard Marcus to the Employee Relations Board. (CM)

* 22. Reappointments to Advisory Groups - Reference: Reappointment Survey
Jamie Krauk has indicated her willingness to continue to serve on the Community Relations Advisory Board (CRAB). Approval of this item on the consent agenda will indicate Council's intent to appoint Ms. Krauk to a new term on CRAB. (CM)

* 23. Resignations from Advisory Groups - Reference: Email, K. Blue, 02/14/2017
Ken Blue has submitted his resignation from the Park and Recreation Advisory Board. Approval of this item on the consent agenda will indicate Council's intent to accept Mr. Blue's resignation with regret. (CM)

V. MEETINGS -Reference: Chart, Stakeholder/Regular Meetings

Master Calendar

Executive Session: An Executive Session has been requested by the City Manager to discuss collective bargaining negotiations. It is recommended this meeting be scheduled for Tuesday, February 28, 2017, at 8:00 p.m. The following motion is required to schedule the

Executive Session: I move that Council schedule an Executive Session on Tuesday, February 28, 2017, at 8:00 p.m., in Room 114 of the Greenbelt Community Center. Council will hold this closed meeting in accordance with the General Provisions Article 3-305(b)(9) of the Annotated Code of the Public General Laws of Maryland to discuss matters relating to collective bargaining negotiations. (CM).

<u>Regular Meeting</u>	<u>Mon.</u>	<u>02/27</u>	<u>8:00 pm</u>
<u>No Meeting (CC)</u>	<u>Wed.</u>	<u>03/01</u>	<u>8:00 pm</u>
<u>Interview for Advisory Group (Library)</u>	<u>Mon.</u>	<u>03/06</u>	<u>7:40 pm</u>
<u>Work Session – Dog Park</u>	<u>Mon.</u>	<u>03/06</u>	<u>8:00 pm</u>
<u>Work Session – TBD (CC)</u>	<u>Wed.</u>	<u>03/08</u>	<u>7:30 pm</u>
<u>Work Session – Council Goals</u>	<u>Sat.</u>	<u>03/11</u>	<u>9:30 am</u>
<u>NLC Congressional City Conference</u>	<u>Sat.-Wed.</u>	<u>03/11-15</u>	
<u>Reception for ACE Educators</u>	<u>Mon.</u>	<u>03/13</u>	<u>7:30 pm</u>
<u>Regular Meeting/ACE Educator Awards</u>	<u>Mon.</u>	<u>03/13</u>	<u>8:00 pm</u>
<u>No Meeting</u>	<u>Wed.</u>	<u>03/15</u>	
<u>Work Session – Beltway Plaza</u>	<u>Thurs.</u>	<u>03/16</u>	<u>7:30 pm</u>
<u>Interviews for Advisory Groups (Library)</u>	<u>Mon.</u>	<u>03/20</u>	<u>7:40 pm</u>
<u>Work Session – Greenbelt Road Corridor - Joint Session with Berwyn Heights & College Park</u>	<u>Mon.</u>	<u>03/20</u>	<u>8:00 pm</u>
<u>Work Session – NASA/GSFC (tentative)(CC)</u>	<u>Wed.</u>	<u>03/22</u>	<u>8:00 pm</u>

<u>Interviews for Advisory Groups (Library)</u>	<u>Mon.</u>	<u>03/27</u>	<u>7:20 pm</u>
<u>Regular Meeting/Budget Presentation</u>	<u>Mon.</u>	<u>03/27</u>	<u>8:00 pm</u>
<u>Work Session – PGEDC (CC)</u>	<u>Wed.</u>	<u>03/29</u>	<u>8:00 pm</u>