



CITY COUNCIL AGENDA
Municipal Building

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

<https://us02web.zoom.us/j/87015525288?pwd=pdnGLvKlfZY831GCoD6UUjNKL1DRAO.1>

Dial-in: 301 715 8592

Webinar ID: 870 1552 5288

Passcode: 507945

Monday, January 13, 2025

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
Suggested Action:

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

6. Approval of Agenda and Additions

II. COMMUNICATIONS

7. Presentations

7a. Award of the Government Finance Officers Association (GFOA) Distinguished Budget Award for FY2025 Budget

Suggested Action:

The City has received the GFOA Distinguished Budget Presentation Award for its Fiscal year 2025 budget. This award is the highest form of recognition in governmental budgeting. It recognized that Greenbelt publishes a budget document that satisfies national guidelines as a policy document, a financial plan, an operations guide, and a communications devices. Bertha Gaymon, City Treasurer, will accept the award.

[GFOA Budget Award for FY2025 Budget.pdf](#)

7b. Dr. Martin Luther King Jr. Day of Service Proclamation

Suggested Action:

In remembrance of Dr. Martin Luther King Jr. The City of Greenbelt will issue a proclamation in recognition of a Day of Service. Mr. Kevin Carpenter-Driscoll, the City's Environment Coordinator, will be present to give an overview of this year's Day of Service.

[Day of Service.pdf](#)

[Flyer - MLK Day 2025.pdf](#)

[MLK Day Agenda 2025.pdf](#)

7c. National Blood Donor Month Proclamation

Suggested Action:

Mayor Jordan will present a proclamation declaring January as National Blood Donor Month. During tonight's meeting, Keith Andrew Perry, JD Executive Director of the American Red Cross Southern Maryland National Capital & Greater Chesapeake Region, will be present to accept the proclamation.

[National Blood Donor Month Proclamation.pdf](#)

7d. Pepco Presentation

Suggested Action:

Ronni McTier, Senior External Affairs Specialist from PEPCO, will present to the Council on January 13, 2025. The presentation will include a general introduction to PEPCO's new Relationship Manager and provide insights into the supply charge

increase and procurement process.

7e. Public Hearing - To Amend Section 32 "Vacancies on Council" To Change the Procedure for Filling Vacancies on the Council by Following Procedures in Newly Enacted Section 8-14 of Chapter 8 of the City Code

Suggested Action:

On November 18, the Council confidently addressed the important issue of filling vacancies on the City Council. The members thoroughly evaluated this matter through a charter amendment or by updating the election code. The Board of Elections provided a recommendation to outline the procedure within the election code, which would enhance the efficiency of future amendments.

In response, the Council has decisively directed staff to draft a charter amendment that references the election code and directly incorporates the Board's recommendations.

An ordinance and a charter amendment resolution have been diligently prepared in alignment with the Board of Elections' insights and the City Council's objectives.

To ensure transparency and public input, it is recommended that the regular meeting be recessed to conduct a public hearing on the proposed legislation. Following this discussion, the meeting will be reconvened. No motion is required to initiate or conclude the public hearing.

*8. Minutes

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-1543#docan2352_4054_3510

*10. Committee Reports

*10a. Advisory Planning Board Report #2024-05: Bureau of Engraving and Printing Off-Site Roadway Improvements - Preliminary Review

Suggested Action:

It is recommended that the City Council accept this report. This item will appear later on this meeting agenda.

[2024-05 APB Report_Bureau of Engraving and Printing Off-Site Roadway Improvements - Preliminary](#)

III. LEGISLATION

11. An Ordinance of the Council of the City of Greenbelt Amending Chapter 8 "Elections" of the City Code to Add § 8-14 "Vacancies on Council" To Implement Procedures for Filling Vacancies on the Council Relative to the Next Regular Election, And to Provide the Voters of the City to Participate in the Process
- 2nd Reading, Adoption

Suggested Action:

Reference: Ordinance

Enclosed in the Council packet is an ordinance of the Council of the City of Greenbelt amending Chapter 8 "Elections" of the City Code to add § 8-14 "Vacancies on Council." This amendment outlines the procedures for filling vacancies.

Ms. Weaver introduced for first reading at the December 9 Council meeting. It is recommended the ordinance be introduced for second reading and moved for adoption tonight.

[Council Vacancy Ordinance.pdf](#)

12. Charter Amendment Resolution of the Council of the City of Greenbelt to Amend §32 "Vacancies on Council" To Change the Procedure for Filling Vacancies on the Council by Following Procedures in Newly Enacted § 8-14 Of Chapter 8 of the City Code
- 2nd Reading, Adoption

Suggested Action:

Reference: Charter Amendment Resolution

During the Regular Meeting on November 18, the Council discussed how to fill vacancies on the City Council. They considered whether to address this issue through a charter amendment or by updating the election code. The Board of Elections recommended that the procedure be outlined in the election code to facilitate future amendments. In response to this suggestion, the Council directed staff to draft a charter amendment that references the election code and incorporates the Board's recommendations directly into the code.

Tonight, Council held a public hearing prior to the second reading and adoption of this ordinance to gather input from the residents.

Enclosed in the Council packet is the legislation for review. Ms. Weaver introduced

for first reading at the December 9 Council meeting. It is recommended the charter amendment resolution be introduced for second reading and moved for adoption tonight.

[Charter Amendment Resolution.pdf](#)

13. An Ordinance to Repeal and Replace Chapter 2, Article IV Ethics Provisions of the Greenbelt City Code
- 1st Reading

Suggested Action:

Reference: Ordinance

Included in the Council packet is an ordinance from the Council of the City of Greenbelt repealing and re-enacting Chapter 2, Article 4, titled "Ethics Provisions" of the City Code. This amendment updates the City's ethics laws to align with current State law.

It is recommended the ordinance be introduced for first reading tonight.

[Ordinance.pdf](#)

14. A Resolution to Approve a Collective Bargaining Agreement Between the City of Greenbelt and Fraternal Order of Police Lodge No. 32 Effective July 1, 2025
- 1st Reading, Suspension of the Rules
- 2nd Reading, Adoption

Suggested Action:

Reference: Resolution

Resolution to approve the City's Collective Bargaining Agreement with the Fraternal Order of Police Lodge No. 32 (FOP). The agreement is the result of negotiations conducted over the last several months. The FOP has ratified it, and it is now being presented for Council approval.

At the November 2005 City election, voters approved amending the City's charter to allow for collective bargaining between the City and nonmanagerial sworn police personnel. In January 2007, the Council adopted a labor code following discussions between City and FOP representatives. In February 2007, FOP Lodge 32 was designated as the exclusive bargaining representative for police officers.

If approved, the new agreement will take effect July 1, 2025, and remain in effect for four (4) years. It provides pay increases over four years, including the cost of living, wage scale, and merit adjustments. The proposed pay increase is based on the market surveys conducted and will ensure the department remains competitive with

peer agencies.

Staff believes the agreement is fair and reasonable. it protects the City's management rights while addressing the main issues of concern to the FOP. If the Resolution is approved at the January 13th meeting, members of both bargaining teams will sign the agreement.

Staff recommends that the resolution be introduced and adopted at this meeting.

[Resolution.pdf](#)

IV. OTHER BUSINESS

15. Preliminary Review of Bureau of Engraving and Printing Off-Site Roadway Improvements

Suggested Action:

Reference: Memorandum R. Sigworth, AICP 1/13/2025

The City has reviewed the Bureau of Engraving and Printing, 30% Design Off-site Roadway Improvement plans as identified in the previously approved Supplement Environmental Impact Statement and Traffic Impact Study. Staff has identified and recommendations to the submit plans. This item was a referral from the National Capital Planning Commission which will hold a public hearing on February 6, 2025. Staff intends to attend and testify at this hearing.

Staff recommends that City Council transmit a letter to the NCPC summarizing the items of concern as discussed above, noting the lack of Prince George's County master plan conformance, and restating the City's overall opposition to the project.

Attachments:

- Staff memo, City Council, January 13, 2025
- City of Greenbelt, Advisory Planning Board Report, January 9, 2025
- Draft City Council Letter to NCPC, January 15, 2025
- Letter of Support from M-NCPPC, August 12, 2024
- Bureau of Engraving and Printing, 30% Design Off-site Roadway Improvement PowerPoint presentation

[24-1125_Staff Memo on BEP_roadway_improve__FINAL_V2.pdf](#)

[23-0907_CC Offsite Roadway Improvements BEP Presentation_FINAL.pdf](#)

[24-1125_BEPat BARC Offsite_roadway_improve_Draft_Council Letter.pdf](#)

[2024-05 APB Report_Bureau of Engraving and Printing Off-Site Roadway Improvements - Preliminary Review.pdf](#)

[Final_508_Prince_Georges_County_Letter_of_Support.pdf](#)

16. Approval of Proposed Trail Reroutes/Closures in Forest Preserve

Suggested Action:

Reference: Memorandum - K. Carpenter-Driscoll - 01.02.25

Forest Preserve Advisory Board (FPAB) Report #2024-01

Summary:

The Forest Preserve Advisory Board (FPAB) submitted its report, 2024-01, to council on September 27, 2024, and seek council approval to carry out the proposed trail reroutes and closures, as some of the closures will be over 100 ft. These changes seek to move the trail away from potentially dangerous locations, reduce unnecessary trails, and are in accordance with the Forest Preserve Master Trails Plan.

Project Details:

Per FPAB Report 2024-01:

1. On the lower section Canyon Creek Trail there are three sections where the trail is located next to steep slopes. It would be relatively straightforward to reroute the trail on new alignments. However, the rerouted trail sections would be over 100 feet in length, definitely for two sections and possibly on the third.
2. After entering the North Woods from Northway Road and crossing the Sipi Ahsikemesh Stream, the Eagle Bridge Trail splits into two branches, both of which then end at the section of the Goddard Branch Trail that parallels the stream. The northwest trail branch, which was the less used of the two, has been blocked by a large fallen tree. This trail does not seem necessary and trail users can follow the northeast branch, as has already happened. Having two trails in this area makes navigating the trails more confusing and easier to get lost. Closing the trail would reduce environmental impacts and help protect and restore biodiversity in the Preserve. The closed trail would be over 100 feet long.

The Forest Preserve Advisory Board recommends that Council instruct Public Works to work with volunteers to:

1. Close three sections of the Canyon Creek Trail and reroute them to avoid steep stream banks.
2. Close the northwest branch of the Eagle Bridge Trail, rerouting trail users onto the existing northeast branch.

Staff has identified a willing Eagle Scout to carry out the proposed project as part of their final Eagle Scout project.

Recommendation:

Staff recommends Council approve the proposed trail reroutes and closures.

17. Council Activities

18. Council Reports

*19. Meetings

[meetings \(2\).pdf](#)

*20. Stakeholder List

[Stakeholder Schedule.pdf](#)

*21. Appointment to Advisory Board/Committee

Suggested Action:

Reference: Application and Code of Conduct

The City Council conducted interviews for several advisory boards on the following dates:

- On September 30, 2024, Yassine Soumah was interviewed for the Community Relations Advisory Board.
- On October 30, 2024, Anne Marigza was interviewed for the Park and Recreation Advisory Board (PRAB), and Donna Peterson was also interviewed for the Community Relations Advisory Board.
- On January 6, 2025, Xavier Courouble was interviewed for the Advisory Committee on Trees.

Approval of this item on the consent agenda will confirm the Council's intent to appoint Mr. Soumah to CRAB, Ms. Marigza to PRAB, Ms. Peterson to CRAB, and Mr. Courouble to ACT.

*22. Reappointment to Advisory Board/Committee

Suggested Action:

Reference: Reappointment Surveys

The following members have expressed his willingness to continue serving on their respective boards and committees:

Steven Mirsky - Public Safety Advisory Committee (PSAC)

Donna Hoffmeister - Forest Preserve Advisory Board (FPAB)

Isabelle Gournay - Advisory Planning Board (APB)

Elizabeth Gaines - Employee Relations Board (ERB)

Approving this item on the consent agenda will indicate the Council's intentions to reappoint

Mr. Mirsky, Ms. Hoffmeister, Ms. Gournay, and Ms. Gaines to a new term.

*23. Resignation from Advisory Board/Committee

Suggested Action:

Reference: Email - J. Chesnutt

Email - M. Miller

Jacob Chesnutt have submitted his resignation from the Park and Recreation Advisory Board (PRAB) and Maria Silvia Miller have submitted her resignation from the Advisory Planning Board (APB).

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

City Council Agenda Item Report

Meeting Date: January 13, 2025

Submitted by: Bonita Anderson

Submitting Department: Finance

Item Type: Presentations

Agenda Section: COMMUNICATIONS

Subject:

Award of the Government Finance Officers Association (GFOA) Distinguished Budget Award for FY2025 Budget

Suggested Action:

The City has received the GFOA Distinguished Budget Presentation Award for its Fiscal year 2025 budget. This award is the highest form of recognition in governmental budgeting. It recognized that Greenbelt publishes a budget document that satisfies national guidelines as a policy document, a financial plan, an operations guide, and a communications devices. Bertha Gaymon, City Treasurer, will accept the award.

Attachments:

[GFOA Budget Award for FY2025 Budget.pdf](#)



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Greenbelt
Maryland**

For the Fiscal Year Beginning

July 01, 2024

Christopher P. Morill

Executive Director



Government Finance Officers Association
203 North LaSalle Street, Suite 2700
Chicago, Illinois 60601-1210
312.977.9700 fax: 312.977.4806

October 02, 2024

Bertha Gaymon
City Treasurer
City of Greenbelt, Maryland

Dear Bertha:

A panel of independent reviewers have completed their examination of your Annual budget document for the period beginning July 2024. We are pleased to inform you that the panel has voted to award your budget document the Distinguished Budget Presentation Award from Government Finance Officers Association (GFOA). Please note that the Award has been granted on a qualified basis.

As you know, certain criteria of the Budget Awards Program are mandatory. Normally, failure to satisfy one of the mandatory criteria as determined by two or all three reviewers would preclude an organization from obtaining the award. Our review indicated that your budget document failed to satisfy the following criteria:

Position summary schedule

Because of your organization's past participation in the Budget Awards Program, this deficiency will not disqualify your budget document from receiving the Award this year. However, we encourage your entity to correct this deficiency by your next budget submission, or within two budget cycles at the latest, in order to continue to be eligible to receive the GFOA's Distinguished Budget Presentation Award.

Your Distinguished Budget Presentation Award is valid for one year. To continue your participation in the program, it will be necessary to submit your next budget document to GFOA within 90 days of the proposed budget's submission to the legislature or within 90 days of the budget's final adoption.

Your electronic award package contains the following:

- **Scores and Comments.** Each entity submitting a budget to the program is provided with reviewers' scores for each of the categories on which the budget document was judged along with reviewers' confidential comments and suggestions for possible improvements to the budget document. We urge you to carefully consider these suggestions as you prepare your next budget.
- **Budget Award.** A camera-ready reproduction of the Award is included for inclusion in your next budget. If you reproduce the camera-ready image in your next budget, it should be accompanied by a statement indicating continued compliance with program criteria. Please refer to the instructions for reproducing your Award in your next budget (also included in your award package).
- **Certificate of Recognition.** When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget Presentation is also presented to the individual(s) or department designated as being primarily responsible for its having achieved the award.
- **Sample press release.** Attaining this Award is a significant accomplishment. The sample press release may be used to give appropriate publicity to this notable achievement.

GFOA Distinguished Budget Presentation Awards Program Scores and Comments

City of Greenbelt, Maryland
Member ID: 76514002
Application #: BAP-2024-9950159

Fiscal Year Begin: July 2024
Budget Period: Annual

Award Decision: Qualified

Scoring Grade: 1 = Information Not Present, 2 = Does Not Satisfy Criterion, 3 = Proficient, 4 = Outstanding

				Reviewer Scoring			Reviewer Comments	Reviewer Comments	Reviewer Comments
				#1	#2	#3	#1	#2	#3
Introduction and Overview									
*	C1	Table of Contents (mandatory)	3	3	3		I could not get the TOC to link to the referenced page number.	Consider adding links or bookmarks from the table of contents to the appropriate page.	consider hyperlinks for electronic copy
*	P1	Strategic Goals & Strategies (mandatory)	3	3	3				
*	P2	Priorities and Issues (mandatory)	3	3	3				
*	C2	Budget Overview (mandatory)	3	3	3			Can't quite figure out pages 88-91. It refers to lines, but Not sure where those lines would be.	

Financial Structure, Policy, and Process									
*	O1	Organization Chart (mandatory)	3	3	3				consider moving up in the document

GFOA Distinguished Budget Presentation Awards Program Scores and Comments

City of Greenbelt, Maryland

Member ID: 76514002

Application #: BAP-2024-9950159

Fiscal Year Begin: July 2024

Budget Period: Annual

	F1	Fund Descriptions and Fund Structure	3	2	3		Fund types are explained on page 53. The specific funds the City uses should be summarized. The description is provided when presenting the fund. For example page 265 explains the Green Ridge House Fund.	
	O2	Department/ Fund Relationship	3	3	3			consider adding in a chart that demonstrates the relationships between your funds.
	F2	Basis of Budgeting	3	3	3			
*	P3	Financial Policies (mandatory)	3	3	3		Consider including your financial policies as an appendix.	consider moving to the appendix; need to add more policies to beef up your financial position.
*	P4	Budget Process (mandatory)	3	3	3	Consider providing more discussion about public participation in the process outside of the public hearing.		

Financial Summaries								
*	F3	Consolidated Financial Schedule (mandatory)	3	3	3		Page 58 shows the consolidated current year budget. Please add a title to the first column, which appears to be the 2025 Adopted budget.	
	F4	Three Year Consolidated and Fund Financial Schedules	3	3	3			

GFOA Distinguished Budget Presentation Awards Program Scores and Comments

City of Greenbelt, Maryland
Member ID: 76514002
Application #: BAP-2024-9950159

Fiscal Year Begin: July 2024
Budget Period: Annual

*	F5	Fund Balance (mandatory)	3	3	3	The Location Criteria Guide does not match the budget document. Fund balance information was found on page 86. I did not see definition on page 29 and discussion on pages 44-51.	On page 87, the fund balance detail for the Rainy Day Fund, Budget Stabilization fund and Capital reserve fund have no information for the 2024 or 2025 year. Please provide in future.	
*	F6	Revenues (mandatory)	4	3	3	Great narrative on each revenue source and great use of charts and graphs to accompany the narrative. I like the graphic on page 64.	Good explanations about your revenue sources including a detail revenue listing may be a bit overboard. Page 66-68. Consider adding additional information about the abatement process for real property. This is eroding the tax base.	
	F7	Long-Range Financial Plans	2	3	2	Consider using a schedule with a narrative to illustrate projections more than three years out. Did not see long range projections in the Forecast section.		needs more.

Capital & Debt

*	F8	Capital Program (mandatory)	3	3	3			
*	F9	Debt (mandatory)	3	3	3			

Departmental/Program Information

*	O3	Position Summary Schedule (mandatory)	2	2	3	Position summary data is not combined into one schedule including explanations for changes in position levels. Consider using one schedule for entire entity with explanation of position	There is a schedule for the General Fund, but it appears there are also staffing in at least the enterprise fund.	
---	----	---------------------------------------	---	---	---	---	---	--

GFOA Distinguished Budget Presentation Awards Program Scores and Comments

City of Greenbelt, Maryland

Member ID: 76514002

Application #: BAP-2024-9950159

Fiscal Year Begin: July 2024

Budget Period: Annual

						changes.		
*	O4	Departmental/ Program Descriptions (mandatory)	3	3	2			needs more work to better tie vision and direction with action.
	O5	Departmental/ Program Goals and Objectives	3	3	3	Consider tying goals and objectives directly to the foundational pillars.		
*	O6	Performance Measures (mandatory)	3	3	3	Consider tying performance measures directly to the foundational pillars.		

Document-Wide Criteria								
	C3	Statistical/ Supplemental Section	3	3	3		Adding a listing of acronyms enhances the budget document.	
	C4	Glossary	3	3	3			
	C5	Charts and Graph	4	3	3	Charts and graphs are the strongest element in this budget book. Great use of charts and graphs in the Budget in Brief.		



**GFOA Distinguished Budget Presentation Awards Program
Scores and Comments**

City of Greenbelt, Maryland

Member ID: 76514002

Application #: BAP-2024-9950159

Fiscal Year Begin: July 2024

Budget Period: Annual

	C6	Understandability and Usability	3	3	3	The budget document flows well and is accessible to the general public through concise narrative and accompanying charts and graphics. The budget document and Budget in Brief does a good job of telling the City of Greenbelt's financial story without making it complex.		
--	-----------	--	---	---	---	--	--	--

Overall Score								
		Overall as a Policy Document	3	3	3			
		Overall as a Financial Plan	3	3	3			
		Overall as an Operations Guide	3	3	3			
		Overall as a Communication Device	3	3	3			

***** END OF SCORES AND COMMENTS FOR BAP-2024-9950159 *****



GOVERNMENT FINANCE OFFICERS ASSOCIATION
NEWS RELEASE

FOR IMMEDIATE RELEASE

10/2/2024

For more information, contact:
Technical Services Center
Phone: (312) 977-9700
Email: budgetaward@gfoa.org

(Chicago, Illinois)—Government Finance Officers Association is pleased to announce that **City of Greenbelt, Maryland** received GFOA's Distinguished Budget Presentation Award for its budget.

The award represents a significant achievement by the entity. It reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting. In order to receive the budget award, the entity had to satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well an entity's budget serves as:

- a policy document
- a financial plan
- an operations guide
- a communications device

Budget documents must be rated "proficient" in all four categories, and in the fourteen mandatory criteria within those categories, to receive the award.

There are over 1,700 participants in the Budget Awards Program. The most recent Budget Award recipients, along with their corresponding budget documents, are posted quarterly on GFOA's website. Award recipients have pioneered efforts to improve the quality of budgeting and provide an excellent example for other governments throughout North America.

Government Finance Officers Association (GFOA) advances excellence in government finance by providing best practices, professional development, resources, and practical research for more than 22,500 members and the communities they serve.



**The Government Finance Officers Association
of the United States and Canada**

presents this

CERTIFICATE OF RECOGNITION FOR BUDGET PREPARATION

to

Bertha A. Gaymon
City Treasurer
City of Greenbelt, Maryland

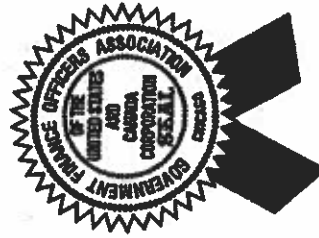
The Certificate of Recognition for Budget Preparation is presented by the Government Finance Officers Association to those individuals who have been instrumental in their government unit achieving a Distinguished Budget Presentation Award. The Distinguished Budget Presentation Award, which is the highest award in governmental budgeting, is presented to those government units whose budgets are judged to adhere to program standards.

Executive Director

Christopher P. Morrell

Date:

10/2/2024





**The Government Finance Officers Association
of the United States and Canada**

presents this

CERTIFICATE OF RECOGNITION FOR BUDGET PREPARATION

to

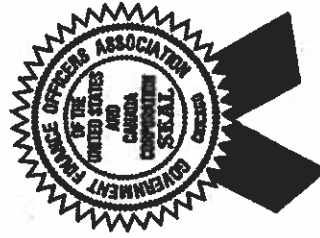
**Finance Department
City of Greenbelt, Maryland**

The Certificate of Recognition for Budget Preparation is presented by the Government Finance Officers Association to those individuals who have been instrumental in their government unit achieving a Distinguished Budget Presentation Award. The Distinguished Budget Presentation Award, which is the highest award in governmental budgeting, is presented to those government units whose budgets are judged to adhere to program standards.

Executive Director

Christopher P. Morill

Date: **10/2/2024**





**The Government Finance Officers Association
of the United States and Canada**

presents this

CERTIFICATE OF RECOGNITION FOR BUDGET PREPARATION

to

James Wisniewski
Communications Specialist
City of Greenbelt, Maryland

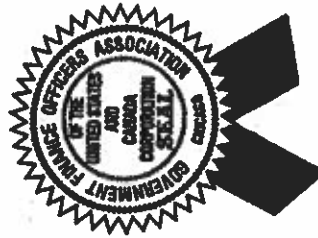
The Certificate of Recognition for Budget Preparation is presented by the Government Finance Officers Association to those individuals who have been instrumental in their government unit achieving a Distinguished Budget Presentation Award. The Distinguished Budget Presentation Award, which is the highest award in governmental budgeting, is presented to those government units whose budgets are judged to adhere to program standards.

Executive Director

Christopher P. Merrill

Date:

10/2/2024





**The Government Finance Officers Association
of the United States and Canada**

presents this

CERTIFICATE OF RECOGNITION FOR BUDGET PREPARATION

to

Josue Salmeron
City Manager
City of Greenbelt, Maryland

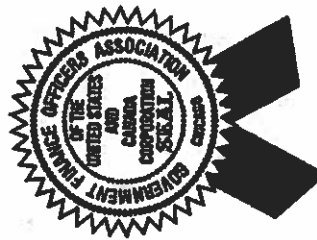
The Certificate of Recognition for Budget Preparation is presented by the Government Finance Officers Association to those individuals who have been instrumental in their government unit achieving a Distinguished Budget Presentation Award. The Distinguished Budget Presentation Award, which is the highest award in governmental budgeting, is presented to those government units whose budgets are judged to adhere to program standards.

Executive Director

Christopher P. Morill

Date:

10/2/2024



INSTRUCTIONS FOR REPRODUCING AND REFERENCING THE DISTINGUISHED BUDGET PRESENTATION AWARD

Preparers of award-winning budget documents are only permitted to reproduce the Distinguished Budget Presentation Award in their budget document for the fiscal period immediately following the one for which the Award was granted. If you reproduce the Award in your next budget, it should be accompanied by a statement indicating continued compliance with program criteria. The following standardized text should be used:

Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to [NAME OF GOVERNMENT], for its [FISCAL PERIOD TYPE] Budget for the fiscal year beginning [FISCAL YEAR BEGIN]. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communications device.

This award is valid for a period of [FISCAL PERIOD] only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

Reference to the receipt of the Distinguished Budget Presentation Award may be made in other documents. The reference to the Award should use the standard terminology noted above and be formatted in the document where the Award is mentioned during the year the award was received.

City Council Agenda Item Report

Meeting Date: January 13, 2025

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Proclamation

Agenda Section: COMMUNICATIONS

Subject:

Dr. Martin Luther King Jr. Day of Service Proclamation

Suggested Action:

In remembrance of Dr. Martin Luther King Jr. The City of Greenbelt will issue a proclamation in recognition of a Day of Service. Mr. Kevin Carpenter-Driscoll, the City's Environment Coordinator, will be present to give an overview of this year's Day of Service.

Attachments:

[Day of Service.pdf](#)

[Flyer - MLK Day 2025.pdf](#)

[MLK Day Agenda 2025.pdf](#)

PROCLAMATION

WHEREAS, Dr. Martin Luther King Jr. dedicated his life to promoting equality, justice, and opportunity for all people, and urged Americans to work together to build a better nation; and

WHEREAS, Dr. King's teachings continue to inspire us as we face challenges in our communities; and

WHEREAS, in 1994, the King Holiday and Service Act made the King Holiday a national day of volunteer service, led by the Corporation for National and Community Service; and

WHEREAS, the King Day of Service is the only federal holiday that encourages national service, giving Americans a chance to give back to their communities on the holiday and throughout the year; and

WHEREAS, many different groups, including nonprofits, schools, government agencies, and businesses are organizing King Day of Service projects across the country; and

WHEREAS, residents of the City of Greenbelt can join events in our city and surrounding communities on the King Day of Service, January 20, 2025, or create their own community service projects based on local needs;

NOW, THEREFORE, I, Emmett V. Jordan, hereby proclaim the Martin Luther King Jr. Holiday as a

DAY OF SERVICE

in the City of Greenbelt and call upon the people of Greenbelt to honor the life and works of Dr. Martin Luther King Jr. through participation in community service projects on Martin Luther King Day and throughout the year.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Greenbelt, Maryland, to be affixed this 13th day of January 2025.

Emmett V. Jordan, Mayor

ATTEST: _____
Bonita Anderson, City Clerk

MARTIN LUTHER KING JR. DAY OF SERVICE January 20, 2025

**Buddy Attick Park
555 Crescent Road Greenbelt, MD 20770
10 AM – 1 PM**

Be a part of the community effort to protect trees from beaver herbivory and invasive vines at Buddy Attick Park. Volunteers will work with Public Works staff to place wire caging around the trunks of native trees to protect them from beaver herbivory and remove invasive vines.

Reminders:

Bring a reusable water bottle
Wear weather-appropriate clothing and closed-toe shoes
Students: bring community-service forms

To Register: Contact Environmental Coordinator Kevin Carpenter-Driscoll at kdriscoll@greenbeltmd.gov





Volunteer Event Schedule

Martin Luther King Jr. National Day of Service

January 20, 2025 from 10 am – 1 pm

Location:

Buddy Attick Park

Monday, January 20th

Registration	➤ Volunteer registration paperwork
---------------------	------------------------------------

9:45 am – 10:05 am

Orientation	➤ Introduce staff from Greenbelt Public Works and describe the scope and importance of the day's work (Kevin)
--------------------	---

10:05 am – 10:25 am

	➤ Martin Luther King Jr. National Day of Service Proclamation (Mayor Jordan)
--	--

Service	➤ Volunteers will work with PW personnel to remove invasive vines and to add/replace caging around trees as part of the Living with Beaver program.
----------------	---

10:25 am – 12:45 am

Clean Up	➤ Return gloves and equipment to Public Works truck (All)
-----------------	---

12:45 pm – 1:00 pm

	➤ Thanks for service, final wrap up, and group picture (Kevin)
--	--

Follow Up: Write a News Review article describing the event turnout (# of volunteers, what was removed, quotes, pictures, etc.).

Contacts:

Kevin Carpenter-Driscoll
Chondria Andrews

kdriscoll@greenbeltmd.gov (240) 542 -2168
candrews@greenbeltmd.gov

City Council Agenda Item Report

Meeting Date: January 13, 2025

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Proclamation

Agenda Section: COMMUNICATIONS

Subject:

National Blood Donor Month Proclamation

Suggested Action:

Mayor Jordan will present a proclamation declaring January as National Blood Donor Month. During tonight's meeting, Keith Andrew Perry, JD Executive Director of the American Red Cross Southern Maryland National Capital & Greater Chesapeake Region, will be present to accept the proclamation.

Attachments:

[National Blood Donor Month Proclamation.pdf](#)

PROCLAMATION

WHEREAS, on December 31, 1969, President Richard Nixon signed a proclamation designating January as National Blood Donor Month, recognizing the vital role of blood donors in saving lives; and

WHEREAS, the winter months present unique challenges for blood collection due to holiday celebrations, inclement weather, and the prevalence of cold and flu season, resulting in reduced donations and an increased risk of blood shortages; and

WHEREAS, blood donation represents one of the most selfless acts of compassion and generosity, as a single donation has the potential to save up to three lives; and

WHEREAS, the theme for 2025, “Celebrating the Importance of Blood Donation,” serves as a reminder of the life-changing impact of this critical act of giving;

NOW, THEREFORE, I, Emmett V. Jordan, hereby proclaim January, as

NATIONAL BLOOD DONOR MONTH

in the City of Greenbelt, and we encourage all residents to participate by donating blood, supporting local blood drives, and raising awareness of the ongoing need for this essential resource during the winter months and beyond.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Greenbelt, Maryland, to be affixed this 13th day of January 2025.

EMMETT V. JORDAN, Mayor

City Council Agenda Item Report

Meeting Date: January 13, 2025

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Presentations

Agenda Section: COMMUNICATIONS

Subject:

Pepco Presentation

Suggested Action:

Ronni McTier, Senior External Affairs Specialist from PEPCO, will present to the Council on January 13, 2025. The presentation will include a general introduction to PEPCO's new Relationship Manager and provide insights into the supply charge increase and procurement process.

Attachments:

City Council Agenda Item Report

Meeting Date: January 13, 2025

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Public Hearing

Agenda Section: COMMUNICATIONS

Subject:

Public Hearing - To Amend Section 32 "Vacancies on Council" To Change the Procedure for Filling Vacancies on the Council by Following Procedures in Newly Enacted Section 8-14 of Chapter 8 of the City Code

Suggested Action:

On November 18, the Council confidently addressed the important issue of filling vacancies on the City Council. The members thoroughly evaluated this matter through a charter amendment or by updating the election code. The Board of Elections provided a recommendation to outline the procedure within the election code, which would enhance the efficiency of future amendments.

In response, the Council has decisively directed staff to draft a charter amendment that references the election code and directly incorporates the Board's recommendations.

An ordinance and a charter amendment resolution have been diligently prepared in alignment with the Board of Elections' insights and the City Council's objectives.

To ensure transparency and public input, it is recommended that the regular meeting be recessed to conduct a public hearing on the proposed legislation. Following this discussion, the meeting will be reconvened. No motion is required to initiate or conclude the public hearing.

Attachments:

City Council Agenda Item Report

Meeting Date: January 13, 2025

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Meeting Minutes

Agenda Section: COMMUNICATIONS

Subject:

Minutes

Suggested Action:

Attachments:

City Council Agenda Item Report

Meeting Date: January 13, 2025

Submitted by: Ryan Sigworth

Submitting Department: Planning

Item Type: Board and Committee Reports

Agenda Section: COMMUNICATIONS

Subject:

Advisory Planning Board Report #2024-05: Bureau of Engraving and Printing Off-Site Roadway Improvements - Preliminary Review

Suggested Action:

It is recommended that the City Council accept this report. This item will appear later on this meeting agenda.

Attachments:

[2024-05 APB Report_Bureau of Engraving and Printing Off-Site Roadway Improvements - Preliminary Review.pdf](#)

SUBJECT: Bureau of Engraving and Printing Off-site Roadway Improvements - Preliminary Review

BACKGROUND

Since 2019 APB has reviewed several components of the plans to relocate the Bureau of Engraving and Printing (BEP) facility to the Beltsville Agricultural Research Center (BARC). Through this time the Greenbelt City Council, City Staff, and individual citizens have expressed concerns with the project through official and unofficial means, as well as through litigation. The role of the Advisory Planning Board in this process is to provide input and advise Council as on their responses to each step in the consultative process. The current issue before APB is to review Off-site roadway improvements related to the construction of the BEP facility at BARC, specifically in two locations: (1) MD Rte 201/Edmonston Road north of Powder Mill Rd. to south of Sunnyside Ave. including incorporated intersections, and (2) Powder Mill Rd. west of the MD 295 interchange to Soil Conservation Road on the east.

ANALYSIS

On 12/18/2024 City Planning staff provided APB with a presentation of the 30% design plans for the off-site roadway improvements at the two locations described above, as related to the planned BEP facility at BARC, which are expected to be the final set of plans to be shared with the City.

Many of the questions raised in APB's discussion related to operational issues likely to be determined at a later stage. However several issues were discussed which deserve attention by City Council in their response to these plans, which were aligned with City Staff Areas of Concern for Powder Mill Road, Odell Road, Edmonston Road/MD 201 Area, and Baltimore-Washington Parkway/MD 295 and Powder Mill Area. In particular, APB concurs with City Staff's concerns regarding the conformance (or lack thereof) with Prince George's County adopted master plans.

In addition, APB expressed concerns about the lack of roadway lighting in the focus areas, particularly where cars and heavier vehicles will share the road with bicycle traffic and where pedestrian ways may exist or be installed in the future. APB also continued to emphasize the importance of connectivity and safety for bicyclists where possible.

RECOMMENDATION

In consideration of the staff presentation and resulting discussion, APB voted in favor (4-0, 3 absent) of concurring with the City Planning memorandum on the subject matter, dated 12/18/24, and providing the aforementioned additional comments to City Council.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'BF', with a stylized flourish at the end.

Benjamin Friedman
Chair

City Council Agenda Item Report

Meeting Date: January 13, 2025

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: LEGISLATION

Agenda Section: LEGISLATION

Subject:

An Ordinance of the Council of the City of Greenbelt Amending Chapter 8 "Elections" of the City Code to Add § 8-14 "Vacancies on Council" To Implement Procedures for Filling Vacancies on the Council Relative to the Next Regular Election, And to Provide the Voters of the City to Participate in the Process

- 2nd Reading, Adoption

Suggested Action:

Reference: Ordinance

Enclosed in the Council packet is an ordinance of the Council of the City of Greenbelt amending Chapter 8 "Elections" of the City Code to add § 8-14 "Vacancies on Council." This amendment outlines the procedures for filling vacancies.

Ms. Weaver introduced for first reading at the December 9 Council meeting. It is recommended the ordinance be introduced for second reading and moved for adoption tonight.

Attachments:

[Council Vacancy Ordinance.pdf](#)

Introduced: Ms. Weaver
1st Reading: December 9, 2024
Passed:
Posted:
Effective:

ORDINANCE NUMBER: 1398

AN ORDINANCE OF THE COUNCIL OF THE CITY OF GREENBELT AMENDING
CHAPTER 8 “ELECTIONS” OF THE CITY CODE TO ADD § 8-14 “VACANCIES ON
COUNCIL” TO IMPLEMENT PROCEDURES FOR FILLING VACANCIES ON THE
COUNCIL RELATIVE TO THE NEXT REGULAR ELECTION, AND TO PROVIDE THE
VOTERS OF THE CITY TO PARTICIPATE IN THE PROCESS

WHEREAS, pursuant to §5-202 of the Local Government Article, Annotated Code of Maryland, the City of Greenbelt(hereinafter, the “City”) has the power to pass such ordinances as it deems necessary to assure the good government of the City; protect and preserve the City's rights, property, and privileges; preserve peace and good order; secure persons and property from danger and destruction; and protect the health, comfort, and convenience of the residents of the City; and

WHEREAS, the current law in the City governing the filling of vacancies on the City Council requires the remaining members of the Council elect a person to fill the unexpired term; and

WHEREAS, the current law does not consider the timing of the vacancy relative to the next regular election, and does not permit the voters of Greenbelt to cast a vote; and

WHEREAS, the City Council have determined the current process to fill vacancies needs revision to provide clarity, efficiency, and inclusiveness to the process.

Section 1. NOW, THEREFORE, BE IT ORDAINED AND ENACTED by the Council of the City of Greenbelt that Chapter 8 “Elections” of the City Code be amended to add Section 8-14 “Vacancies on Council” as follows:

SEC. 8-14. Vacancies on Council.

IF, AS PROVIDED IN THE CHARTER, A SEAT ON THE COUNCIL BECOMES VACANT, THEN THE VACANCY SHALL BE FILLED AS PROVIDED IN THIS SECTION. TO BE ELIGIBLE, EACH CANDIDATE MUST BE A QUALIFIED VOTER, 18 YEARS OF AGE OR OLDER.

(A) IF THE VACANCY OCCURS DURING THE PERIOD AFTER A REGULAR ELECTION UNTIL 181 DAYS BEFORE THE NEXT ELECTION, THEN IT SHALL BE FILLED BY SPECIAL ELECTION, BY MAIL-IN VOTING, AS FOLLOWS:

(1) AFTER COUNCIL BY RESOLUTION ANNOUNCES THE VACANCY, CANDIDATES MUST

FILE NOMINATION PAPERS WITH THE CLERK WITHIN 30 DAYS OF PASSAGE. PAPERS TO BE FILED INCLUDE A NOMINATION PETITION SIGNED BY THE CANDIDATE AND 25 REGISTERED VOTERS AND A FINANCIAL REPORT FORM SIGNED BY THE CANDIDATE'S APPOINTED TREASURER SHOWING AN OPEN BANK ACCOUNT FOR THE CANDIDATE'S CAMPAIGN DONATIONS AND EXPENDITURES.

(2) WITHIN 20 DAYS OF THE LAST DAY FOR FILING NOMINATION PAPERS, THE BOARD OF ELECTIONS MUST APPROVE, AND THE CLERK MUST MAIL A BALLOT VIA FIRST CLASS MAIL TO ALL VOTERS ON PRINCE GEORGE'S COUNTY'S LIST OF REGISTERED VOTERS AND THE CITY'S SUPPLEMENTAL VOTER LIST. NAMES SHALL APPEAR ON THE BALLOT IN THE ORDER DETERMINED BY RANDOM DRAWING. THE CLERK MUST INCLUDE INSTRUCTIONS WITH THE BALLOT FOR ITS COMPLETION AND SUBMITTAL.

(3) BALLOTS MAY BE SUBMITTED TO THE CLERK'S OFFICE BY MAILING, DROP BOX, OR PERSONAL DELIVERY, BUT THEY MAY NOT BE COUNTED UNLESS RECEIVED IN THE CLERK'S OFFICE OR A DROP BOX ON OR BEFORE THE DUE DATE, WHICH SHALL BE NO EARLIER THAN 30 DAYS AFTER THE CLERK'S MAILING.

(4) WITHIN THREE DAYS AFTER THE BALLOT DUE DATE, ALL CANDIDATES MUST FILE A REPORT OF CAMPAIGN CONTRIBUTIONS AND EXPENDITURES, TO BE ELIGIBLE FOR ELECTION.

(5) WITHIN FIVE DAYS OF THE BALLOT DUE DATE, THE BOARD SHALL DETERMINE THE VOTE TOTALS AND CERTIFY THE RESULTS TO THE COUNCIL.

(6) BEFORE TAKING THE OATH OF OFFICE, THE WINNING CANDIDATE OR CANDIDATES MUST MEET ALL REQUIREMENTS IN THE ELECTION CODE.

(B) IF THE VACANCY OCCURS MORE THAN 60 AND UP TO 180 DAYS BEFORE THE NEXT REGULAR ELECTION, THEN COUNCIL MEMBERS MUST FILL IT BY MAJORITY VOTE, WITHIN 45 DAYS. THE COUNCIL MUST HOLD A PUBLIC HEARING IN EACH CITY AREA, IN GREENBELT EAST, CENTRAL, AND WEST, AND ALLOW A WRITTEN NOMINATION, UNTIL THE DATE OF THE FINAL HEARING, OF EACH CANDIDATE.

(C) IF THE VACANCY OCCURS 60 OR FEWER DAYS BEFORE THE NEXT REGULAR ELECTION, THEN THE SEAT MAY REMAIN VACANT UNTIL AFTER THE ELECTION OR THE

COUNCIL, IN ITS DISCRETION, BY MAJORITY VOTE AND AFTER AT LEAST ONE PUBLIC HEARING, MAY FILL THE SEAT FOR THE REMAINDER OF THE COUNCIL TERM.

(D) IF, MORE THAN 90 DAYS BEFORE AN ELECTION, THERE OCCUR THREE OR MORE COUNCIL VACANCIES, THEN THE SEATS MUST BE FILLED BY SPECIAL ELECTION. NOMINATIONS, BALLOT PREPARATION, VOTING, CERTIFICATION, AND FILING A

REPORT OF CAMPAIGN CONTRIBUTIONS AND EXPENDITURES SHALL FOLLOW THE PROCEDURES STATED ABOVE, EXCEPT AS FOLLOWS: CANDIDATES SHALL HAVE 20 DAYS TO FILE NOMINATION PAPERS, AND VOTERS SHALL HAVE 20 DAYS TO SUBMIT THEIR BALLOTS.

(E) AFTER A VOTE TO FILL A VACANCY HAS BEEN CERTIFIED BY THE BOARD OR HAS OTHERWISE BEEN DETERMINED FINAL BY THE COUNCIL, THE SELECTED CANDIDATE, OR CANDIDATES, WITHIN TEN DAYS, SHALL TAKE THE OATH OF OFFICE AND BE ELIGIBLE TO PARTICIPATE IN ALL COUNCIL PROCEEDINGS.

INTRODUCED by the Council of the City of Greenbelt, Maryland, at its regular meeting of _____, 2024.

EFFECTIVE the _____ day of _____, 2024.

By: _____
Emmett V. Jordan, Mayor

ATTEST:

Bonita Anderson, City Clerk

KEY:

ALL CAPS indicate matter added to existing law.

City Council Agenda Item Report

Meeting Date: January 13, 2025

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: Resolution

Agenda Section: LEGISLATION

Subject:

Charter Amendment Resolution of the Council of the City of Greenbelt to Amend §32
“Vacancies on Council” To Change the Procedure for Filling Vacancies on the Council by
Following Procedures in Newly Enacted § 8-14 Of Chapter 8 of the City Code
- 2nd Reading, Adoption

Suggested Action:

Reference: Charter Amendment Resolution

During the Regular Meeting on November 18, the Council discussed how to fill vacancies on the City Council. They considered whether to address this issue through a charter amendment or by updating the election code. The Board of Elections recommended that the procedure be outlined in the election code to facilitate future amendments. In response to this suggestion, the Council directed staff to draft a charter amendment that references the election code and incorporates the Board's recommendations directly into the code.

Tonight, Council held a public hearing prior to the second reading and adoption of this ordinance to gather input from the residents.

Enclosed in the Council packet is the legislation for review. Ms. Weaver introduced for first reading at the December 9 Council meeting. It is recommended the charter amendment resolution be introduced for second reading and moved for adoption tonight.

Attachments:

[Charter Amendment Resolution.pdf](#)

Introduced: Ms. Weaver
1st Reading: December 9, 2024
Passed:
Posted:
Effective:

CHARTER AMENDMENT RESOLUTION NO.: 2114

CHARTER AMENDMENT RESOLUTION OF THE COUNCIL OF THE CITY OF GREENBELT TO AMEND §32 “VACANCIES ON COUNCIL” TO CHANGE THE PROCEDURE FOR FILLING VACANCIES ON THE COUNCIL BY FOLLOWING PROCEDURES IN NEWLY ENACTED § 8-14 OF CHAPTER 8 OF THE CITY CODE

A Charter Resolution of the Council of the City of Greenbelt adopted pursuant to the authority of Article XI-E of the Constitution of Maryland and §4-301 *et-seq.*, Local Government Article, Annotated Code of Maryland as amended.

WHEREAS, pursuant to Section 32 of the City Charter, the Council shall elect a person to fill any vacancies on the Council for the unexpired term; and

WHEREAS, the current law does not consider the timing of the vacancy relative to the next regular election, and does not permit the voters of the City to cast a vote; and

WHEREAS, the City Council have determined the current process to fill vacancies needs revision to provide clarity, efficiency, and inclusiveness to the process.

Section 1. NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Greenbelt that §32 “Vacancies on Council be repealed, re-enacted, and amended to read as follows:

Sec. 32. Vacancies on [c]Council.

If a seat [in the council becomes vacant, the remaining members of council by a majority vote shall, as soon as possible, elect a person to fill the unexpired term. If three (3) or more council seats are vacant at the same time, the board of elections shall call at the earliest date a special election to fill said vacancies for the unexpired terms] **ON THE COUNCIL BECOMES VACANT FOR ANY REASON, INCLUDING WITHOUT LIMITATION DEATH OR RESIGNATION, PHYSICAL OR MENTAL OR LEGAL INCAPACITY, OR WILLFUL FAILURE TO PARTICIPATE IN COUNCIL PROCEEDINGS, ALL AS DETERMINED BY MAJORITY VOTE OF THE COUNCIL, THEN THE VACANCY SHALL BE FILLED AS PROVIDED IN SECTION 8-14 OF THE CITY CODE.**

Section 2. BE IT FURTHER RESOLVED by the Council of the City of Greenbelt that this charter resolution was introduced on the 9th day of December 2024 and was considered for adoption after a public hearing. It is adopted this ____, day of ____, 202__, after at least 21 days of prior public notice and shall become effective upon the fiftieth (50th) day after its passage by the city unless petition to referendum in accordance with § 4-304 of the Local Government Article, Annotated Code of Maryland within forty (40) days following its adoption. A complete and exact

copy of this charter resolution shall be posted in the City offices located at 25 Crescent Road, Greenbelt, Maryland 20770 for forty (40) days following its adoption by the Council and a fair summary of the charter resolution shall be published in the newspaper having general circulation in the city not less than four (4) times at weekly intervals, also within the forty (40) day period following its adoption by the City.

Section 3. **BE IT FURTHER RESOLVED** that within 10 days after the charter resolution hereby enacted becomes effective, either as herein provided or following referendum, the city manager for the City of Greenbelt shall send separately, by mail, bearing a postmark from the United States postal service, to the Department of Legislative Services, one copy of the following information concerning the charter resolution: (i) The complete text of this resolution; (ii) the date of referendum election, if any, held with respect thereto; (iii) the number of votes cast for and against this resolution by the Council of the City of Greenbelt or in the referendum; and (iv) the effective date of the charter resolution.

Section 4. **BE IT FURTHER RESOLVED** that the city manager of the City of Greenbelt be, and hereby is, specifically enjoined and instructed to carry out the provisions of Sections 2 and 3 as evidence of compliance herewith; and said city manager shall cause to be affixed to the minutes of this meeting (i) an appropriate certificate of publication of the newspaper in which the fair summary of the charter resolution shall have been published; and (ii) shall further cause to be completed and executed the municipal charter or annexation resolution registration form.

Section 5. **BE IT FURTHER RESOLVED** that if any provision of this charter resolution or the application thereof to any person or circumstance is held invalid for any reason, such invalidity shall not affect the other provisions or any other application of this charter resolution which can be given effect without the invalid provisions or application, and to this end, all the provisions of this resolution and of the charter are hereby declared to be severable.

INTRODUCED, by the Council of the City of Greenbelt, at a regular meeting on the 9th day of December 2024.

ADOPTED, by the Council of the City of Greenbelt at a regular meeting on the ____ day of _____ 202__.

EFFECTIVE, the ____ day of _____, 202__.

By: _____
Emmett V. Jordan, Mayor

ATTEST:

Bonita Anderson, City Clerk

KEY:

[Brackets] indicate matter deleted from existing law.

ALL CAPS indicate matter added to existing law.

City Council Agenda Item Report

Meeting Date: January 13, 2025

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: LEGISLATION

Agenda Section: LEGISLATION

Subject:

An Ordinance to Repeal and Replace Chapter 2, Article IV Ethics Provisions of the Greenbelt City Code

- 1st Reading

Suggested Action:

Reference: Ordinance

Included in the Council packet is an ordinance from the Council of the City of Greenbelt repealing and re-enacting Chapter 2, Article 4, titled "Ethics Provisions" of the City Code. This amendment updates the City's ethics laws to align with current State law.

It is recommended the ordinance be introduced for first reading tonight.

Attachments:

[Ordinance.pdf](#)

Introduced:
1st Reading: January 13, 2025
Passed:
Posted:
Effective:

ORDINANCE NUMBER 1399

AN ORDINANCE OF THE COUNCIL OF THE CITY OF GREENBELT TO REPEAL AND
RE-ENACT CHAPTER 2, ARTICLE 4, “ETHICS PROVISIONS” OF THE CITY CODE

WHEREAS, §§ 5-801, *et seq.* of the General Provisions Article of the Annotated Code of Maryland requires municipal corporations to enact ethics laws and requires that the State Ethics Commission approve all municipal ethics ordinances; and

WHEREAS, The Council of the City of Greenbelt desires to maintain the highest trust in their public officials and employees; and

WHEREAS, currently the ethics provisions are contained in Chapter 2, Article 4 of the City Code; and

WHEREAS, The Council deem it necessary and in the public interest to update and amend the City’s ethics laws to reflect what is currently contained in State law.

Section 1. NOW, THEREFORE, BE IT ORDAINED, that Chapter 2, Article 4 of the City Code is hereby repealed in its entirety, amended and re-enacted as follows:

CHAPTER 2, Article 4— ETHICS PROVISIONS

Section 2-106. Short title.

This article may be cited as the City of Greenbelt Public Ethics Ordinance.

Section 2-107. Statement of purpose and policy.

- (a) The City of Greenbelt, recognizing that our system of representative government is dependent in part upon the people maintaining the highest trust in their public officials and employees, finds and declares that the people have a right to be assured that the impartiality and independent judgment of public officials and employees will be maintained.
- (b) It is evident that this confidence and trust is eroded when the conduct of the City's business is subject to improper influence and even the appearance of improper influence.
- (c) For the purpose of guarding against improper influence, the City Council enacts this Public Ethics Ordinance to require City elected officials, certain employees, and

individuals appointed to certain boards and commissions to disclose their financial affairs and to set minimum standards for the conduct of local government business.

- (d) It is the intention of the Council that this article, except its provisions for criminal sanctions, be liberally construed to accomplish this purpose.

Section 2-108. Defined Terms.

- (a) "Business entity" means a corporation, general or limited partnership, sole proprietorship, joint venture, unincorporated association or firm, institution, trust, foundation, or other organization, whether or not operated for profit.
- (b) Business entity does not include a governmental entity.
- (c) "Commission" means the Greenbelt Ethics Commission established under section 2-109(a) of this article.
- (d) "Compensation" means any money or thing of value, regardless of form, received or to be received by any individual by this article from an employer for service rendered.
 - (1) For the purposes of section 2-113 of this article, if lobbying is only a portion of a person's employment, "compensation" means a prorated amount based on the time devoted to lobbying compared to the time devoted to other employment duties.
- (e) "Designated second home" means:
 - (1) If an individual owns one second home, the individual's second home; or
 - (2) If an individual owns more than one second home, any one second home the individual identifies to the Commission as the individual's designated second home.
- (f) "Doing business with" means:
 - (1) Having or negotiating a contract that involves the commitment, either in a single or combination of transactions, of \$5,000 or more of City controlled funds;
 - (2) Being regulated by or otherwise subject to the authority of the City of Greenbelt; or
 - (3) Being registered as a lobbyist under section 2-113 of this article.
- (g) "Elected official" means any individual who holds an elective office of the City of Greenbelt.
 - (1) "Elected official" does not include the Sheriff, State's Attorney, Register of Wills, or Clerk of the Court.
- (h) "Employee" means an individual who is employed by the City of Greenbelt.
 - (1) "Employee" does not include an elected local official.
 - (2) "Employee" does not include an employee of:
 - (i) The offices of the Sheriff, State's Attorney, Register of Wills, or Clerk of the Court;
 - (ii) The County Health Department; or
 - (iii) The County Department of Social Services.
- (i) "Financial interest" means:

- (1) Ownership of any interest as the result of which the owner has received, within the past 3 years, or is presently receiving, or in the future is entitled to receive, more than \$1,000 per year; or
 - (2) Ownership, or the ownership of securities of any kind representing or convertible into ownership, of more than 3 percent of a business entity by a Greenbelt official or employee, or the spouse of an official or employee.
- (j) "Gift" means the transfer of anything of economic value, regardless of the form, without adequate and lawful consideration.
 - (1) "Gift" does not include a contribution as defined in Election Law Article, Annotated Code of Maryland.
- (k) "Home address" means the address of an individual's:
 - (1) Principal home; and
 - (2) Designated second home, if any.
- (l) "Interest" means a legal or equitable economic interest, whether or not subject to an encumbrance or a condition, that is owned or held, in whole or in part, jointly or severally, directly or indirectly.
 - (1) For purposes of section 2-111 of this article, "interest" includes any interest held at any time during the reporting period.
 - (2) "Interest" does not include:
 - (i) An interest held in the capacity of a personal agent, custodian, fiduciary, personal representative, or trustee, unless the holder has an equitable interest in the subject matter;
 - (ii) An interest in a time or demand deposit in a financial institution;
 - (iii) An interest in an insurance policy, endowment policy, or annuity contract under which an insurer promises to pay a fixed amount of money either in a lump sum or periodically for life or a specified period;
 - (iv) A common trust fund or a trust which forms part of a pension or profit sharing plan which has more than 25 participants and which has been determined by the Internal Revenue Service to be a qualified trust under the Internal Revenue Code;
 - (v) A college savings plan under the Internal Revenue Code; or
 - (vi) A mutual fund or exchange-traded fund that is publicly traded on a national scale unless the mutual fund or exchange-traded fund is composed primarily of holdings of stocks and interests in a specific sector or area that is regulated by the individual's governmental unit.
- (m) "Lobbyist" means a person required to register and report expenses related to lobbying under section 2-113 of this article.
- (n) "Lobbying" means:
 - (1) Communicating in the presence of a Greenbelt official or employee with the intent to influence any official action of that official or employee; or

- (2) Engaging in activities with the express purpose of soliciting others to communicate with a Greenbelt official or employee with the intent to influence that official or employee.
- (o) “Official” means an elected official, an employee of the City of Greenbelt, or a person appointed to or employed by the Greenbelt or any Greenbelt agency, board, commission, or similar entity:
 - (1) Whether or not paid in whole or in part with City of Greenbelt funds; and
 - (2) Whether or not compensated.
- (p) “Person” includes an individual or business entity.
- (q) “Principal home” means the sole residential property that an individual occupies as the individual’s primary residence, whether owned or rented by the individual.
- (r) “Qualified relative” means a spouse, parent, child, sibling or domestic partner of a person subject to this article, or one who is related to a person subject to this article by blood, marriage, other legal arrangement (guardian, domestic partner) or adoption and is a member of the person’s household.
- (s) “Quasi-governmental entity” means an entity that is created by State statute, that performs a public function, and that is supported in whole or in part by the State but is managed privately.
- (t) “Second home” means a residential property that:
 - (1) An individual occupies for some portion of the filing year; and
 - (2) Is not a rental property or a time share.

Section 2-109. Administration.

- (a) There is a City of Greenbelt Ethics Commission that consists of five members, appointed by the City Council.
 - (1) The commission members shall serve three-year overlapping terms.
 - (2) A commission member may serve until a successor is appointed and qualifies.
- (b) The commission shall elect a chair and vice-chair from among its members.
 - (1) The term of the chair and vice-chair is one year.
 - (2) The chair and vice-chair may be reelected.
- (c) The Greenbelt Attorney shall assist the commission in carrying out the commission’s duties.
 - (1) If a conflict of interest under section 2-110 of this article or other conflict prohibits the City of Greenbelt’s Attorney from assisting the Commission in a matter, the City of Greenbelt shall provide sufficient funds for the Commission to hire independent counsel for the duration of the conflict.
- (d) The Commission is the advisory body responsible for interpreting this article and advising persons subject to this article regarding its application.
- (e) The Commission shall hear and decide, with the advice of the City Solicitor or other legal counsel if appropriate, all complaints filed regarding alleged violations of this article by any person.

- (f) The Commission or an office designated by the Commission shall retain as a public record all forms submitted by any person under this article for at least four years after receipt by the Commission.
- (g) The Commission shall conduct a public information and education program regarding the purpose and implementation of this article. The Commission shall certify to the State Ethics Commission on or before October 1 of each year that the City of Greenbelt is in compliance with the requirements of General Provisions Article, Title 5, Subtitle 8, Annotated Code of Maryland, for elected local officials.
- (h) The Commission shall certify to the State Ethics Commission on or before October 1 of each year that the City is in compliance with the requirements of General Provisions Article, Title 5, Subtitle 8, Annotated Code of Maryland, for elected local officials.
- (i) The Commission shall:
 - (1) Determine if changes to this article are required to be in compliance with the requirements of General Provisions Article, Title 5, Subtitle 8, Annotated Code of Maryland; and
 - (2) Shall forward any recommended changes and amendments to the City Council for enactment.
- (j) Any person subject to this article may request an advisory opinion from the Commission concerning the application of this article.
 - (1) The Commission shall respond promptly to a request for an advisory opinion and shall provide interpretations of this article based on the facts provided or reasonably available to the Commission within 60 days of the request.
 - (2) In accordance with all applicable State and City of Greenbelt laws regarding public records, the commission shall publish or otherwise make available to the public copies of the advisory opinions, with the identities of the subjects deleted.
 - (3) The commission may adopt additional policies and procedures related to the advisory opinion request process.
- (k) Any person may file a complaint with the commission alleging a violation of any of the provisions of this article.
 - (1) A complaint shall be in writing and under oath.
 - (2) The commission may refer a complaint to the Greenbelt City Solicitor, or other legal counsel if appropriate, for investigation and review.
 - (3) The Commission may dismiss a complaint if, after receiving an investigative report, the Commission determines that there are insufficient facts upon which to base a determination of a violation.
 - (4) If there is a reasonable basis for believing a violation has occurred, the subject of the complaint shall be given an opportunity for a hearing conducted in accordance with the applicable City of Greenbelt rules of procedure.
 - (5) A final determination of a violation resulting from the hearing shall include findings of fact and conclusions of law.
 - (6) Upon finding of a violation, the Commission may take any enforcement action provided for in section 2-114 of this article.

- (7) After a complaint is filed and until a final finding of a violation by the Commission, all actions regarding a complaint are confidential.
 - (i) A finding of a violation is public information.
- (8) The Commission may adopt additional policies and procedures related to complaints, complaint hearings, the use of independent investigators and staff, the use of witness and document subpoenas, and cure and settlement agreements.
- (l) The Commission may grant exemptions to or modifications of the conflict of interest and financial disclosure provisions of this article to officials or employees serving as members of Greenbelt boards and commissions, when the Commission finds that the exemption or modification would not be contrary to the purposes of this article, and the application of this article would:
 - (1) Constitute an unreasonable invasion of privacy; and
 - (2) Significantly reduce the availability of qualified persons for public service.
- (m) The Commission may:
 - (1) Assess a late fee of \$5 per day up to a maximum of \$500 for a failure to timely file a financial disclosure statement required under §2-111 or 2-112 of this article; and
 - (2) Assess a late fee of \$10 per day up to a maximum of \$1,000 for a failure to file a timely lobbyist registration or lobbyist report required under section 2-113 of this article.

Section 2-110. Prohibited conduct and interests.

- (a) Participation prohibitions.
 - (1) Except as permitted by Commission regulation or written opinion, an official or employee may not participate in:
 - (i) Except in the exercise of an administrative duty that does not affect the disposition or decision of the matter, any matter in which, to the knowledge of the official or employee, the official or employee or a qualified relative of the official or employee has an interest.
 - (ii) Except in the exercise of an administrative duty that does not affect the disposition or decision with respect to the matter, any matter in which any of the following is a party:
 - (A) A business entity in which the official or employee has a direct financial interest of which the official or employee may reasonably be expected to know;
 - (B) A business entity for which the official, employee, or a qualified relative of the official or employee is an officer, director, trustee, partner, or employee;
 - (C) A business entity with which the official or employee or, to the knowledge of the official or employee, a qualified relative is negotiating employment or has any arrangement concerning prospective employment;

- (D) If the contract reasonably could be expected to result in a conflict between the private interests of the official or employee and the official duties of the official or employee, a business entity that is a party to an existing contract with the official or employee, or which, to the knowledge of the official or employee, is a party to a contract with a qualified relative;
 - (E) An entity, doing business with the City of Greenbelt, in which a direct financial interest is owned by another entity in which the official or employee has a direct financial interest, if the official or employee may be reasonably expected to know of both direct financial interests; or
 - (F) A business entity that:
 - 1. The official or employee knows is a creditor or obligee of the official or employee or a qualified relative of the official or employee with respect to a thing of economic value; and
 - 2. As a creditor or obligee, is in a position to directly and substantially affect the interest of the official or employee or a qualified relative of the official or employee.
- (2) A person who is disqualified from participating under paragraph (1) of this subsection shall disclose the nature and circumstances of the conflict and may participate or act if:
- (i) The disqualification leaves a body with less than a quorum capable of acting;
 - (ii) The disqualified official or employee is required by law to act; or
 - (iii) The disqualified official or employee is the only person authorized to act.
- (3) The prohibitions of paragraph 1 of this subsection do not apply if participation is allowed by regulation or written opinion of the Commission.
- (4) A former regulated lobbyist who is or becomes subject to this article as an employee or official, other than an elected official or an appointed official, may not participate in a case, contract, or other specific matter as an employee or official, other than an elected official or appointed official, for one calendar year after the termination of the registration of the former regulated lobbyist if the former regulated lobbyist previously assisted or represented another party for compensation in the matter.
- (b) Employment and financial interest restrictions.
- (1) Except as permitted by regulation of the Commission when the interest is disclosed or when the employment does not create a conflict of interest or appearance of conflict, an official or employee may not:
- (i) Be employed by or have a financial interest in any entity:

- (A) Subject to the authority of the official or employee or the which the official or employee is affiliated; or Greenbelt agency, board, or commission with
 - (B) That is negotiating or has entered a contract with the agency, board, or commission with which the official or employee is affiliated; or
- (ii) Hold any other employment relationship that would impair the impartiality or independence of judgment of the official or employee.
- (2) The prohibitions of paragraph (1) of this subsection do not apply to:
 - (i) An official or employee who is appointed to a regulatory or licensing authority pursuant to a statutory requirement that persons subject to the jurisdiction of the authority be represented in appointments to the authority;
 - (ii) Subject to other provisions of law, a member of a board or commission in regard to a financial interest or employment held at the time of appointment, provided the financial interest or employment is publicly disclosed to the appointing authority and the Commission;
 - (iii) An official or employee whose duties are administrative, if the private employment or financial interest does not create a conflict of interest or the appearance of a conflict of interest, as permitted and in accordance with regulations adopted by the Commission; or
 - (iv) Employment or financial interests allowed by regulation of the Commission if the employment does not create a conflict of interest or the appearance of a conflict of interest or the financial interest is disclosed.
- (c) Post-employment limitations and restrictions.
 - (1) A former official or employee may not assist or represent any party other than the City of Greenbelt for compensation in a case, contract, or other specific matter involving the City of Greenbelt if that matter is one in which the former official or employee significantly participated as an official or employee.
 - (2) A former elected official may not assist or represent another party for compensation in a matter that is the subject of legislative action for one calendar year after the elected official leaves office.
- (d) Contingent compensation. Except in a judicial or quasi-judicial proceeding, an official or employee may not assist or represent a party for contingent compensation in any matter before or involving the City of Greenbelt.
- (e) Use of prestige of office.
 - (1) An official or employee may not intentionally use the prestige of office or public position:
 - (A) For the private gain of that official or employee or the private gain of another; or
 - (B) To influence, except as part of the official duties of the official or employee or as a usual and customary constituent service without

additional compensation, the award of a state or local contract to a specific person.

- (i) An official may not directly or indirectly initiate a solicitation for a person to retain the compensated services of a particular regulated lobbyist or lobbying firm.
- (2) This subsection does not prohibit the performance of usual and customary constituent services by an elected official without additional compensation.
- (3) An official, other than an elected official, or employee may not use public resources or the title of the official or employee to solicit a contribution as that term is defined in the Election Law Article.
 - (i) An elected official may not use public resources to solicit a contribution as that term is defined in the Election Law Article.
- (g) Solicitation and acceptance of gifts.
 - (1) An official or employee may not solicit any gift.
 - (2) An official or employee may not directly solicit or facilitate the solicitation of a gift, on behalf of another person, from an individual regulated lobbyist.
 - (3) An official or employee may not knowingly accept a gift, directly or indirectly, from a person that the official or employee knows or has reason to know:
 - (i) Is doing business with or seeking to do business with the City of Greenbelt office, agency, board, or commission with which the official or employee is affiliated;
 - (ii) Has financial interests that may be substantially and materially affected, in a manner distinguishable from the public generally, by the performance or nonperformance of the official duties of the official or employee;
 - (iii) Is engaged in an activity regulated or controlled by the official's or employee's governmental unit;
 - (iv) Is a lobbyist with respect to matters within the jurisdiction of the official or employee; or
 - (v) Is an association, or any entity acting on behalf of an association that is engaged only in representing counties or municipal corporations.
 - (4) This paragraph lists exemptions, but they do not apply to a gift:
 - (A) That would tend to impair the impartiality and the independence of judgment of the official or employee receiving the gift;
 - (B) Of significant value that would give the appearance of impairing the impartiality and independence of judgment of the official or employee; or
 - (C) Of significant value that the recipient official or employee believes or has reason to believe is designed to impair the impartiality and independence of judgment of the official or employee.
 - (ii) Notwithstanding paragraph (3) of this subsection, an official or employee may accept the following:

- (A) Meals and beverages consumed in the presence of the donor or sponsoring entity;
- (B) Ceremonial gifts or awards that have insignificant monetary value;
- (C) Unsolicited gifts of nominal value that do not exceed \$20 in cost or trivial items of informational value;
- (D) Reasonable expenses for food, travel, lodging, and scheduled entertainment of the official or the employee at a meeting which is given in return for the participation of the official or employee in a panel or speaking engagement at the meeting;
- (E) Gifts of tickets or free admission extended to an elected official to attend a charitable, cultural, or political event, if the purpose of this gift or admission is a courtesy or ceremony extended to the elected official's office;
- (F) A specific gift or class of gifts that the Commission exempts from the operation of this subsection upon a finding, in writing, that acceptance of the gift or class of gifts would not be detrimental to the impartial conduct of the business of the City and that the gift is purely personal and private in nature;
- (G) Gifts from a person related to the official or employee by blood or marriage, or any other individual who is a member of the household of the official or employee; or
- (H) Honoraria for speaking to or participating in a meeting, provided that the offering of the honorarium is in no way related to the official's or employee's official position.
- (h) Disclosure of confidential information. Other than in the discharge of official duties, an official or employee or former official or employee may not disclose or use confidential information, that the official or employee acquired by reason of the individual's public position or former public position and that is not available to the public, for the economic benefit of the official or employee or that of another person.
- (i) Participation in procurement.
 - (1) An individual or a person that employs an individual who assists a City of Greenbelt agency or unit in the drafting of specifications, an invitation for bids, or a request for proposals for a procurement may not submit a bid or proposal for that procurement, or assist or represent another person, directly or indirectly, who is submitting a bid or proposal for the procurement.
 - (2) The commission may establish exemptions from the requirements of this section for providing descriptive literature, sole source procurements, and written comments solicited by the procuring agency.
- (j) Nepotism.
 - (1) No city official or employee shall cause or advocate a qualified relative to be hired, employed, promoted, transferred or advanced to any full or part-time paid employment of the city.

- (2) This prohibition shall not apply to the process of selecting appointed city officials, nor shall a city official or employee participate in an action relating of the discipline of a qualified relative of the city official or employee.
 - (3) This shall not apply to city employees who marry after they are already city employees. However, in such a situation, neither city employee may directly or indirectly supervise the other city employee; and where possible, they should not work in the same department nor work together.
- (k) Abuse of position.
 - (1) No elected or appointed city official shall use the prestige of their office to advance their own political interests, private interest or the private interest of any other person, or entity whether for profit or non-profit.
 - (2) No elected or appointed city official or city employee may seek monetary or non-monetary favors or contributions from any person or entity who is subject to that person's official duties. Contributions from any person or entity over which such city official or city employee has any responsibility to approve or inspect the work of or in any way approve contracts with, zoning of property in which the person or entity has a direct or indirect interest (including any professional or non-professional fee) permits, or the like. In no case shall any city official or city employee seek monetary or non-monetary gifts or favors or contributions from any person or entity seeking a contract with the city; any person or entity involved directly or indirectly with any zoning or permit request before any city department, board, committee, or the and city council. This does not include city employees discharging their official job duties as laid out in their official city position descriptions.
- (l) An official or employee may not retaliate against an individual for reporting or participating in an investigation of a potential violation of the local ethics law or ordinance.

Section 2-111. Financial disclosure — elected officials, officials, and employees.

- (a) This section applies to all elected officials, all candidates to be elected officials, and the following city employees: the city manager, the assistant city manager, the city clerk, all directors and assistant directors of city departments, and police command staff at the rank of captain and above.
- (b) Except as provided in subsection (d) of this section, an elected official, employee, or candidate to be an elected official shall file the financial disclosure statement required under this subsection:
 - (1) On a form provided by the commission;
 - (2) Under oath or affirmation; and
 - (3) With the commission.
- (c) Deadlines for filing statements.
 - (1) An incumbent official or employee shall file a financial disclosure statement annually no later than April 30 of each year for the preceding calendar year.

- (2) An official or employee who is appointed to fill a vacancy in an office for which a financial disclosure statement is required and who has not already filed a financial disclosure statement shall file a statement for the preceding calendar year within 30 days after appointment.
- (3) An individual who, other than by reason of death, leaves an office for which a statement is required shall file a statement within 60 days after leaving the office.
 - (i) The statement shall cover:
 - (A) The calendar year immediately preceding the year in which the individual left office, unless a statement covering that year has already been filed by the individual; and
 - (B) The portion of the current calendar year during which the individual held the office.
- (d) Candidates to be elected officials.
 - (1) Except for an official or employee who has filed a financial disclosure statement under another provision of this section for the reporting period, a candidate to be an elected official shall file a financial disclosure statement each year beginning with the year in which the certificate of candidacy is filed through the year of the election.
 - (2) A candidate to be an elected official shall file a statement required under this section:
 - (i) In the year the certificate of candidacy is filed, no later than the filing of the certificate of candidacy;
 - (ii) In the year of the election, on or before the earlier of April 30 or the last day for the withdrawal of candidacy; and
 - (iii) In all other years for which a statement is required, on or before April 30.
 - (3) A candidate to be an elected official:
 - (i) Shall file the statement required under section 2-111(d)(2)(i) of this article with the City Clerk with the nomination petition; and
 - (ii) Shall file the statements required under section 2-111(d)(2)(ii) of this article with the City Clerk.
 - (4) If a statement required by a candidate is overdue and not filed within 8 days after written notice of the failure to file is provided by the City Clerk or Board of Elections, the candidate is deemed to have withdrawn the candidacy.
 - (5) The City Clerk or Board of Elections may not accept any certificate of candidacy unless a statement required under this section has been filed in proper form.
 - (6) Within 30 days of the receipt of a statement required under this section, the City clerk shall forward the statement to the commission, or an office designated by the commission.
- (e) Public record.
 - (1) The commission or office designated by the commission shall maintain all financial disclosure statements filed under this section.

- (2) The commission or office designated by the commission shall make financial disclosure statements available during normal office hours for examination and copying by the public, subject to reasonable fees and administrative procedures established by the commission.
- (3) If an individual examines or copies a financial disclosure statement, the Commission or the office designated by the Commission shall record:
 - (i) The name and home address of the individual reviewing or copying the statement; and
 - (ii) The name of the person whose financial disclosure statement was examined or copied.
- (4) Upon request by the individual whose financial disclosure statement was examined or copied, the Commission or the office designated by the Commission shall provide the official or employee with a copy of the name and home address of the person who reviewed the official's or employee's financial disclosure statement.
- (5) For statements filed after January 1, 2019, the Commission or the office designated by the Commission may not provide public access to an individual's home address that the individual has designated as the individual's home address.
- (6) The Commission or office designated by the Commission shall not provide public access to information related to consideration received from:
 - (i) The University of Maryland Medical System;
 - (ii) A governmental entity of the State or a local government in the State; or
 - (iii) A quasi-governmental entity of the State or local government in the State.
- (f) Retention requirements. The Commission or the office designated by the Commission shall retain financial disclosure statements for four years from the date of receipt.
- (g) An individual who is required to disclose the name of a business under this section shall disclose any other names that the business is trading as or doing business as.
- (h) Contents of statement.
 - (1) Interests in real property.
 - (i) A statement filed under this section shall include a schedule of all interests in real property wherever located.
 - (ii) For each interest in real property, the schedule shall include:
 - (A) The nature of the property and the location by street address, mailing address, or legal description of the property;
 - (B) The nature and extent of the interest held, including any conditions and encumbrances on the interest;
 - (C) The date when, the manner in which, and the identity of the person from whom the interest was acquired;
 - (D) The nature and amount of the consideration given in exchange for the interest or, if acquired other than by purchase, the fair market value of the interest at the time acquired;

- (E) If any interest was transferred, in whole or in part, at any time during the reporting period, a description of the interest transferred, the nature and amount of the consideration received for the interest, and the identity of the person to whom the interest was transferred; and
 - (F) The identity of any other person with an interest in the property.
- (2) Interests in corporations and partnerships.
 - (i) A statement filed under this section shall include a schedule of all interests in any corporation, partnership, limited liability partnership, or limited liability corporation, regardless of whether the corporation or partnership does business with the City of Greenbelt.
 - (ii) For each interest reported under this paragraph, the schedule shall include:
 - (A) The name and address of the principal office of the corporation, partnership, limited liability partnership, or limited liability corporation;
 - (B) The nature and amount of the interest held, including any conditions and encumbrances on the interest;
 - (C) With respect to any interest transferred, in whole or in part, at any time during the reporting period, a description of the interest transferred, the nature and amount of the consideration received for the interest, and, if known, the identity of the person to whom the interest was transferred; and
 - (D) With respect to any interest acquired during the reporting period:
 - 1. The date when, the manner in which, and the identity of the person from whom the interest was acquired; and
 - 2. The nature and the amount of the consideration given in exchange for the interest or, if acquired other than by purchase, the fair market value of the interest at the time acquired.
 - (iii) An individual may satisfy the requirement to report the amount of the interest held under item 13 (ii) (B) of this paragraph by reporting, instead of a dollar amount:
 - (A) For an equity interest in a corporation, the number of shares held and, unless the corporation's stock is publicly traded, the percentage of equity interest held; or
 - (B) For an equity interest in a partnership, the percentage of equity interest held.
- (3) Interests in business entities doing business with the City of Greenbelt.
 - (i) A statement filed under this section shall include a schedule of all interests in any business entity that does business with the City of Greenbelt other than interests reported under paragraph (2) of this subsection.
 - (ii) For each interest reported under this paragraph, the schedule shall include:

- (A) The name and address of the principal office of the business entity;
- (B) The nature and amount of the interest held, including any conditions to and encumbrances on the interest;
- (C) With respect to any interest transferred, in whole or in part, at any time during the reporting period, a description of interest transferred, the nature and amount of the consideration received in exchange for the interest, and, if known, the identity of the person to whom the interest was transferred; and
- (D) With respect to any interest acquired during the reporting period:
 - 1. The date when, the manner in which, and the identity of the person from whom the interest was acquired; and
 - 2. The nature and the amount of the consideration given in exchange for the interest or, if acquired other than by purchase, the fair market value of the interest at the time acquired.

(4) Gifts.

- (i) A statement filed under this section shall include a schedule of each gift in excess of \$20 in value or a series of gifts totaling \$100 or more received during the reporting period from or on behalf of, directly or indirectly, any one person who does business with the City or from an association, or any entity acting on behalf of an association that is engaged only in representing counties or municipal corporations
 - (ii) For each gift reported, the schedule shall include:
 - (A) A description of the nature and value of the gift; and
 - (B) The identity of the person from whom, or on behalf of whom, directly or indirectly, the gift was received.
 - (iii) Employment with or interests in entities doing business with the City of Greenbelt.
- (5) A statement filed under this section shall include a schedule of all offices, directorships, and salaried employment by the individual or their qualified relative of the individual held at any time during the reporting period with entities doing business with the City of Greenbelt.
- (i) For each position reported under this paragraph, the schedule shall include:
 - (A) The name and address of the principal office of the business entity;
 - (B) The title and nature of the office, directorship, or salaried employment held and the date it commenced; and
 - (C) The name of each City agency with which the entity is involved as indicated by identifying one or more of the three categories of "doing business", as defined in section 3(d) of this article.
- (6) Indebtedness to entities doing business with or regulated by the individual's City unit or department.

- (i) A statement filed under this section shall include a schedule of all liabilities, excluding retail credit accounts, to persons doing business with or regulated by the individual's City unit or department owed at any time during the reporting period:
 - (A) By the individual; or
 - (B) By a qualified relative of the individual if the individual was involved in the transaction giving rise to the liability.
 - (ii) For each liability reported under this paragraph, the schedule shall include:
 - (A) The identity of the person to whom the liability was owed and the date the liability was incurred;
 - (B) The amount of the liability owed as of the end of the reporting period;
 - (C) The terms of payment of the liability and the extent to which the principal amount of the liability was increased or reduced during the year; and
 - (D) The security given, if any, for the liability.
- (7) Employment with the City of Greenbelt. A statement filed under this section shall include a schedule of the qualified relatives of the individual employed by the City in any capacity at any time during the reporting period.
- (8) Sources of earned income.
 - (i) A statement filed under this section shall include a schedule of the name and address of each place of employment and of each business entity of which the individual or a qualified relative was a sole or partial owner and from which the individual or the individual's qualified relative received earned income, at any time during the reporting period.
 - (ii) A minor child's employment or business ownership need not be disclosed if the agency that employs the individual does not regulate, exercise authority over, or contract with the place of employment or business entity of the minor child.
 - (iii) For a statement filed on or after January 1, 2019, if the individual's qualified relative is a lobbyist regulated by the City of Greenbelt, the individual shall disclose the entity that has engaged the qualified relative for lobbying purposes.
- (9) Relationship with University of Maryland Medical System, State or Local Government, or Quasi-Governmental Entity.
 - (i) An individual shall disclose the information specified in General Provisions Article §5-607(j)(1), Annotated Code of Maryland, for any financial or contractual relationship with:
 - (A) The University of Maryland Medical System;
 - (B) A governmental entity of the State or a local government in the State; or (C) A quasi-governmental entity of the State or local government in the State.

- (ii) For each financial or contractual relationship reported, the schedule shall include:
 - (A) A description of the relationship;
 - (B) The subject matter of the relationship; and
 - (C) The consideration.
- (10) A statement filed under this section may also include a schedule of additional interests or information that the individual making the statement wishes to disclose.
 - (i) For the purposes of section 2-111(g)(1), (2), and (3) of this article, the following interests are considered to be the interests of the individual making the statement:
 - (1) An interest held by the individual's qualified relative, if the interest was, at any time during the reporting period, directly or indirectly controlled by the individual.
 - (2) An interest held, at any time during the applicable period, by:
 - (i) A business entity in which the individual held a (10)% or greater interest;
 - (ii) A business entity described in section (i) of this subsection in which the business entity held a 25% or greater interest;
 - (iii) A business entity described in section (ii) of this subsection in which the business entity held a 50% or greater interest; and
 - (iv) A business entity in which the individual directly or indirectly, though an interest in one or a combination of other business entities, holds a 10% or greater interest.
 - (3) An interest held by a trust or an estate in which, at any time during the reporting period:
 - (i) The individual held a reversionary interest or was a beneficiary; or
 - (ii) If a revocable trust, the individual was a settlor.
 - (j) The Commission shall review the financial disclosure statements submitted under this section for compliance with the provisions of this section and shall notify an individual submitting the statement of any omissions or deficiencies.
 - (1) The City Ethics Commission may take appropriate enforcement action to ensure compliance with this section.

Section 2-112. Financial disclosure — appointed members of boards and commissions.

- (a) The City appointed officials listed in paragraph (b) of this section shall file the statement required by section 2-111 of this article.
 - (1) The appointed officials shall be required to disclose the information specified in section 2-111(g) of this article only with respect to those interests, gifts, compensated positions, and liabilities that may create a conflict, as provided in section 2-110 of this article of this article, between the member's personal interests and the member's official local duties.

- (2) An official shall file a statement required under this section annually, not later than April 30 of each calendar year during which the official holds office.
- (b) Appointed officials required to file: Each member of the City of Greenbelt Advisory Planning Board, Board of Appeals, Ethics Commission, and others identified from time to time by the city council.
- (c) The Commission shall maintain all disclosure statements filed under this section as public records available for public inspection and copying as provided in section 2-111(e) of this article.

Section 2-113. Lobbying.

- (a) Except as provided in subsections (b) and (c) of this section, a person or entity who engages in lobbying as defined in section 2-108(1) shall file a lobbying registration with the commission if the person or entity, during the calendar year:
 - (1) Expends, exclusive of personal travel and subsistence expenses, in excess of \$100.00 in furtherance of this activity; or
 - (2) Is compensated in excess of \$100.00 in connection with this activity.
- (b) The following activities are exempt from regulation under this section:
 - (1) Professional services in drafting bills or in advising and rendering opinions to clients as to the construction and effect of proposed or pending City actions when these services do not otherwise constitute lobbying activities;
 - (2) Appearances before the Greenbelt City Council upon its specific invitation or request if the person or entity engages in no further or other activities in connection with the passage or defeat of city council actions;
 - (3) Appearances before a city agency upon the specific invitation or request of the agency if the person or entity engages in no further or other activities in connection with the passage or defeat of any agency executive action;
 - (4) Appearance as part of the official duties of a duly elected or appointed official or employee of the State or a political subdivision of the State, or of the United States, and not on behalf of any other entity;
 - (5) Actions of a publisher or working member of the press, radio, or television in the ordinary course of the business of disseminating news or making editorial comment to the general public who does not engage in further or other lobbying that would directly and specifically benefit the economic, business, or professional interests of the person or entity or the employer of the person or entity;
 - (6) Appearances by an individual before the Greenbelt City Council at the specific invitation or request of a registered lobbyist if the person performs no other lobbying act and notifies the Council that the person or entity is testifying at the request of the lobbyist;
 - (7) Appearances by an individual before a government agency at the specific invitation or request of a registered lobbyist if the person or entity performs no

- other lobbying act and notifies the agency that the person or entity is testifying at the request of the lobbyist;
- (8) The representation of a bona fide religious organization solely for the purpose of protecting the right of its own members to practice the doctrine of the organization; and
 - (9) Appearance as part of the official duties of an officer, director, member, or employee of an association engaged exclusively in lobbying for counties and municipalities and not on behalf of any other entity.
- (c) Limited exemption — employer of a lobbyist.
- (1) A person or entity who compensates one or more lobbyists and who would otherwise be required to register as a lobbyist is not required to file a registration and submit lobbying reports if the person or entity reasonably believes that all expenses incurred in connection with the lobbying activities will be reported by a properly registered person or entity acting on behalf of the person or entity.
 - (2) A person or entity exempted under this subsection becomes subject to this section immediately upon failure of the lobbyist to report any information required under this section.
- (d) The registration filed under this section shall be filed on or before the later of the beginning of the calendar year in which the person or entity expects to lobby and within five days of first engaging in lobbying activities in the calendar year.
- (1) The registration filed under this section:
 - (i) Shall be dated and on a form developed by the Commission;
 - (ii) Shall include:
 - (A) The lobbyist's full and legal name and permanent address;
 - (B) The name, address, and nature of business of any person or entity on whose behalf the lobbyist acts; and
 - (C) The written authorization of any person or entity on whose behalf the lobbyist acts or an authorized officer or agent, who is not the lobbyist, of the person or entity on whose behalf the lobbyist acts;
 - (iii) A statement of whether the person or entity on whose behalf the lobbyist acts is exempt from registration under subsection (c) of this section;
 - (iv) The identification, by formal designation, if known, of matters on which the lobbyist expects to act;
 - (v) Identification of the period of time within a single calendar year during which the lobbyist is authorized to engage in these activities, unless terminated sooner; and
 - (vi) The full legal signature of the lobbyist and, when appropriate, the person or entity on whose behalf the lobbyist acts or an agent or authorized officer of the person or entity on whose behalf the lobbyist acts.
- (e) A lobbyist shall file a separate registration for each person or entity that has engaged or employed the lobbyist for lobbying purposes.

- (f) A lobbyist may terminate the lobbyist's registration by providing written notice to the Commission and submitting all outstanding reports and registrations.
- (g) A person or entity may not engage in lobbying activities on behalf of another person or entity for compensation that is contingent upon the passage or defeat of any action by the Greenbelt City Council or the outcome of any executive action.
- (h) Activity report.
 - (1) A lobbyist shall file with the Commission or the office designated by the Commission:
 - (i) By July 31, one report concerning the lobbyist's lobbying activities covering the period beginning January 1 through June 30; and
 - (ii) By January 31, one report covering the period beginning July 1 through December 31.
 - (2) A lobbyist shall file a separate activity report for each person or entity on whose behalf the lobbyist acts.
 - (3) If the lobbyist is not an individual, an authorized officer or agent of the entity shall sign the form.
 - (4) The report shall include:
 - (i) A complete and current statement of the information required to be supplied with the lobbyist's registration form.
 - (ii) Total expenditures on lobbying activities in each of the following categories:
 - (A) Total compensation paid to the lobbyist not including expenses reported under items (B)—(I) of this subparagraph;
 - (B) Office expenses of the lobbyist;
 - (C) Professional and technical research and assistance not reported in item (i) of this subparagraph;
 - (D) Publications which expressly encourage persons to communicate with city officials or employees;
 - (E) Names of witnesses, and the fees and expenses paid to each witness;
 - (F) Meals and beverages for city officials and employees;
 - (G) Reasonable expenses for food, lodging, and scheduled entertainment of city officials or employees for a meeting which is given in return for participation in a panel or speaking engagement at the meeting;
 - (H) Other gifts to or for officials or employees or their qualified relatives and
 - (I) Other expenses.
- (i) Special gift report.
 - (1) With the six-month activity report required under subsection (h) of this section, a lobbyist shall report, except for gifts reported in item (h)(4)(ii)(G) of this section, gifts from the lobbyist with a cumulative value of \$75 or more during the

reporting period to an official, employee, or the qualified relative of an official or employee.

- (i) The lobbyist shall report gifts under this paragraph regardless of whether the gift was given in connection with lobbying activities.
- (2) The report shall include the date, beneficiary, amount or value, and nature of the gift.
- (j) Notification to official and confidentiality.
 - (1) If any report filed under this section contains the name of an official or employee or a qualified relative of an official or employee, the Commission shall notify the official or employee within 30 days.
 - (2) The Commission shall keep the report confidential for 60 days following receipt by the Commission.
 - (3) Within 30 days of the notice required under paragraph (1) of this subsection, the official or employee may file a written exception to the inclusion in the report of the name of the official, employee, or qualified relative of the official or employee.
- (k) The Commission may require a lobbyist to submit other reports the Commission determines to be necessary.
- (l) The Commission or office designated by the Commission shall maintain all registrations and reports filed under this section.
- (m) The Commission shall review the registrations and reports filed under this section for compliance with this section and shall notify persons engaging in lobbying activities of any omissions or deficiencies.
 - (1) The Commission may take appropriate enforcement action to ensure compliance with this section.
- (n) Annual report.
 - (1) The Commission shall compute and make available a subtotal under each of the ten required categories in subparagraph (h)(4) (ii) of this section.
 - (2) The Commission shall compute and make available the total amount reported by all lobbyists for their lobbying activities during the reporting period.
- (o) The Commission shall make lobbying registrations and reports available during normal business hours for examination and copying subject to reasonable fees and procedures established by the Commission.

Section 2-114. Enforcement.

- (a) Upon a finding of a violation of any provision of this article, the commission may:
 - (1) Issue an order of compliance directing the respondent to cease and desist from the violation;
 - (2) Issue a reprimand; or
 - (3) Recommend to the appropriate authority other appropriate discipline of the respondent, including censure or removal if that discipline is authorized by law.

- (4) If the Commission finds that a respondent has violated section 2-113 of this article, the commission may:
- (i) Require a respondent who is a registered lobbyist to file any additional reports or information that reasonably related to the information that is required under section 2-113 of this article;
 - (ii) Impose a fine not exceeding \$5,000 for each violation; and
 - (iii) Suspend the registration of an individual registered lobbyist if the Commission finds that the lobbyist has knowingly and willfully violated section 2-113 of this article or has been convicted of a criminal offense arising from lobbying activities.
- (b) Upon request of the commission, the City Attorney may file a petition for injunctive or other relief in the circuit court of Prince George's County, or in any other court having proper venue for the purpose of requiring compliance with the provisions of this article.
- (1) The court may:
- (i) Issue an order to cease and desist from the violation;
 - (ii) Except as provided in subparagraph (ii) of this paragraph, void an official action taken by an official or employee with a conflict of interest prohibited by this article when the action arises from or concerns the subject matter of the conflict and if the legal action is brought within 90 days of the occurrence of the official action, if the court deems voiding the action to be in the best interest of the public; or
 - (iii) Impose a fine of up to \$5,000 for any violation of the provisions of this article, with each day upon which the violation occurs constituting a separate offense.
 - (iv) A court may not void any official action appropriating public funds, levying taxes, or providing for the issuance of bonds, notes, or other evidences of public obligations.
- (c) Any person who knowingly and willfully violates the provisions of section 2-113 of this article is guilty of a misdemeanor, and upon conviction, is subject to a fine of not more than \$1,000 or imprisonment for not more than 1 year, or both.
- (1) If the person is a business entity and not a natural person, each officer and partner of the business entity who knowingly authorized or participated in the violation is guilty of a misdemeanor and, upon conviction, is subject to the same penalties as the business entity.
- (d) In addition to any other enforcement provisions in this article, a person who the commission or a court finds has violated this article:
- (1) Is subject to termination or other disciplinary action; and
 - (2) May be suspended from receiving payment of salary or other compensation pending full compliance with the terms of an order of the Commission or a court.
- (e) A person who is subject to the provisions of this article shall obtain and preserve all accounts, bills, receipts, books, papers, and documents necessary to complete and

substantiate a report, statement, or record required under this article for three years from the date of filing the report, statement, or record.

- (1) These papers and documents shall be available for inspection upon request by the Commission or the Council after reasonable notice.

Section 2-115. Severability

If any section, sentence, clause, or phrase of this Article is held invalid or unconstitutional by any court of competent jurisdiction, the ruling shall not affect the validity of the remaining portions of this article.

Section 2. BE IT FURTHER ORDAINED that if any provisions of this Ordinance or the application thereof is held invalid for any reason, such invalidity shall not affect the other provisions or any other applications of the Ordinance.

INTRODUCED by the Council of the City of Greenbelt, Maryland, at its regular meeting of _____, 2025.

EFFECTIVE the _____ day of _____, 2025.

Emmett V. Jordan, Mayor

ATTEST:

Bonita Anderson, City Clerk

City Council Agenda Item Report

Meeting Date: January 13, 2025

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: LEGISLATION

Agenda Section: LEGISLATION

Subject:

A Resolution to Approve a Collective Bargaining Agreement Between the City of Greenbelt and Fraternal Order of Police Lodge No. 32 Effective July 1, 2025

- 1st Reading, Suspension of the Rules
- 2nd Reading, Adoption

Suggested Action:

Reference: Resolution

Resolution to approve the City's Collective Bargaining Agreement with the Fraternal Order of Police Lodge No. 32 (FOP). The agreement is the result of negotiations conducted over the last several months. The FOP has ratified it, and it is now being presented for Council approval.

At the November 2005 City election, voters approved amending the City's charter to allow for collective bargaining between the City and nonmanagerial sworn police personnel. In January 2007, the Council adopted a labor code following discussions between City and FOP representatives. In February 2007, FOP Lodge 32 was designated as the exclusive bargaining representative for police officers.

If approved, the new agreement will take effect July 1, 2025, and remain in effect for four (4) years. It provides pay increases over four years, including the cost of living, wage scale, and merit adjustments. The proposed pay increase is based on the market surveys conducted and will ensure the department remains competitive with peer agencies.

Staff believes the agreement is fair and reasonable. It protects the City's management rights while addressing the main issues of concern to the FOP. If the Resolution is approved at the January 13th meeting, members of both bargaining teams will sign the agreement.

Staff recommends that the resolution be introduced and adopted at this meeting.

Attachments:

Introduced by:
1st Reading: January 13, 2025
Passed:
Posted:
Effective:

RESOLUTION NUMBER 2115

A RESOLUTION TO APPROVE A COLLECTIVE BARGAINING AGREEMENT BETWEEN
THE CITY OF GREENBELT AND FRATERNAL ORDER OF POLICE LODGE NO. 32 TO
TAKE EFFECT JULY 1, 2025

WHEREAS, pursuant to Section 3(22) of the City Charter, and Article III (Labor Code) of the City Code, certain police officers have the right to bargain collectively; and

WHEREAS, the City and representatives of non-managerial, sworn police officers are authorized to bargain collectively and enter into written agreements on certain matters of wages, hours and other terms and conditions of employment; and

WHEREAS, on February 12, 2007, Fraternal Order of Police (FOP) Lodge No. 32 submitted statements from more than 50% of its members designating FOP Lodge No. 32 as the exclusive bargaining representative; and

WHEREAS, representatives of FOP Lodge No. 32 and the City have negotiated a four-year agreement to take effect July 1, 2025, and remain in effect through June 30, 2029; and

WHEREAS, since FOP Lodge No. 32 has ratified the agreement, approval by the City Council is now required.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Greenbelt, Maryland, that the Collective Bargaining Agreement for the above-referenced term between the City and FOP Lodge No. 32 is hereby approved.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately upon passage.

PASSED by the Council of the City of Greenbelt, Maryland, at its regular meeting of January ____ 2025.

Emmett V. Jordan, Mayor

ATTEST:

Bonita Anderson, City Clerk

City Council Agenda Item Report

Meeting Date: January 13, 2025

Submitted by: Ryan Sigworth

Submitting Department: Planning

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS

Subject:

Preliminary Review of Bureau of Engraving and Printing Off-Site Roadway Improvements

Suggested Action:

Reference: Memorandum R. Sigworth, AICP 1/13/2025

The City has reviewed the Bureau of Engraving and Printing, 30% Design Off-site Roadway Improvement plans as identified in the previously approved Supplement Environmental Impact Statement and Traffic Impact Study. Staff has identified and recommendations to the submit plans. This item was a referral from the National Capital Planning Commission which will hold a public hearing on February 6, 2025. Staff intends to attend and testify at this hearing.

Staff recommends that City Council transmit a letter to the NCPC summarizing the items of concern as discussed above, noting the lack of Prince George's County master plan conformance, and restating the City's overall opposition to the project.

Attachments:

- Staff memo, City Council, January 13, 2025
- City of Greenbelt, Advisory Planning Board Report, January 9, 2025
- Draft City Council Letter to NCPC, January 15, 2025
- Letter of Support from M-NCPPC, August 12, 2024
- Bureau of Engraving and Printing, 30% Design Off-site Roadway Improvement PowerPoint presentation

Attachments:

[24-1125_Staff Memo on BEP_roadway_improve__FINAL_V2.pdf](#)

[23-0907_CC_Offsite_Roadway_Improvements_BEP Presentation_FINAL.pdf](#)

[24-1125_BEPat BARC_Offsite_roadway_improve_Draft _Council Letter.pdf](#)

[2024-05 APB Report_Bureau of Engraving and Printing Off-Site Roadway Improvements - Preliminary Review.pdf](#)

[Final_508_Prince_Georges_County_Letter_of_Support.pdf](#)

CITY OF GREENBELT, MARYLAND

DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT

15 CRESCENT ROAD, SUITE 200, GREENBELT, MD 20770



MEMORANDUM

TO: City Council

FROM: Ryan Sigworth AICP, Community Planner II

VIA: Josué Salmerón, City Manager

DATE: January 13, 2025

RE: Bureau of Engraving and Printing Off-Site Roadway Improvements—Preliminary Review

Background

On October 28, 2019, at a regularly scheduled City Council meeting, Council voted 6-1 in opposition to the relocation of the Bureau of Engraving and Printing (BEP) to the Beltsville Agricultural Research Center (BARC) (Proposed Action). The City has consistently opposed the relocation of the BEP to BARC. However, the Record of Decision issued by the U.S. Department of Treasury (Treasury) in October 2021 finalizes the decision to move this facility to BARC.

Through the National Environmental Policy Act (NEPA) process, City Council sent letters to the U.S. Army Corp of Engineers (USACE) dated December 12, 2019, and December 21, 2020, during the public scoping period and the Draft Environmental Impact Statement (DEIS) public comment period, respectively, outlining community issues and concerns regarding the Proposed Action, and stating support for the No Build Alternative.

In January 2021, the National Capital Planning Commission (NCPC) referred a Concept Site and Building Report for the project to the City for review. This report, which had been submitted to NCPC in accordance with NCPC's review process, complements and builds on information made available in the DEIS. On February 3, 2021, City staff briefed the Advisory Planning Board (APB), and on February 22, 2021, staff presented the Concept Site and Building Report to Council, and Council subsequently transmitted comments to the NCPC.

In September 2023, the NCPC referred the Final Concept Site and Building Report to the City for review. Staff requested the opportunity to review more detailed site plans, and the USACE shared select plans, currently at 65% design. The City Council submitted a comment letter to the NCPC that stated its concerns regarding transportation and environmental impacts of the project.

A NATIONAL HISTORIC LANDMARK

PHONE: (301) 345-5417 FAX: (301) 345-5418 MD RELAY: 711

www.greenbeltmd.gov

In June of 2024, the Supplement Environmental Assessment (EA) was reviewed and presented to City Council. The City Council submitted a letter to the USACE to state its opposition to relocating the BEP to BARC. It also expressed its concerns with the potential widening on MD 201/Edmonston Road.

In November 2024, staff received the 30% design plans for the off-site roadway improvements which are discussed in this memo below.

General Information

The USACE, on behalf of the Treasury's BEP, has submitted the 30% design plans for the off-site roadway improvements to the NCPC for the proposed Bureau of Engraving and Printing – Currency Production Facility at the U.S. Department of Agriculture's (USDA) BARC. The NCPC is scheduled to review the plans at its February 6, 2025, meeting and has requested the City's written comments be submitted by January 15, 2025.

The design plans consist of several improvements in two areas: Edmonston Road/MD 201 and the Baltimore-Washington Parkway/MD 295 and Powder Mill Road intersection. These proposed improvements consist of new bike lanes, left-turn lanes, right-turn lanes, eliminating right-turn slip lanes, and adding center medians.

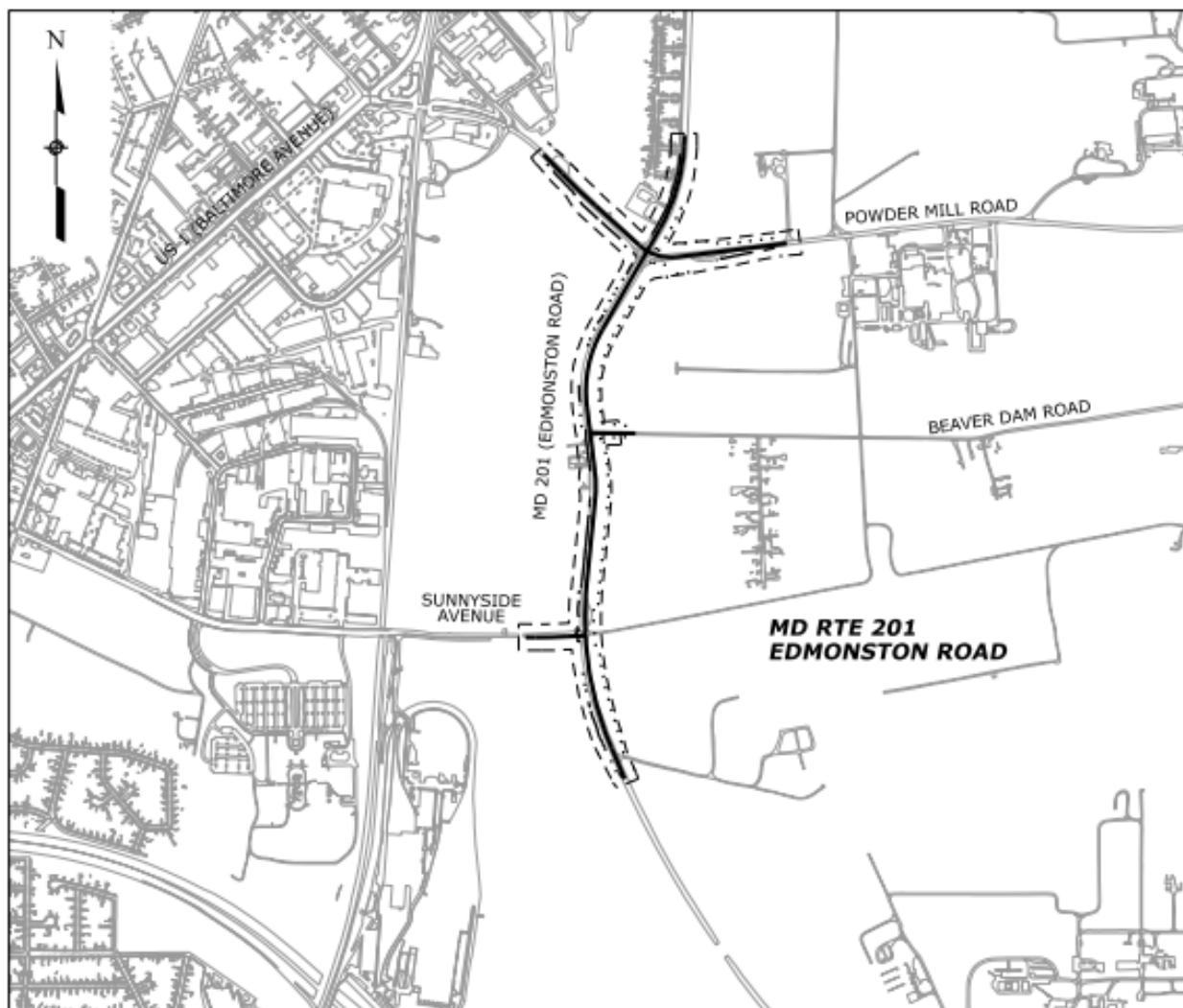


Figure 1 – Edmonston Road/MD 201 Project Limits

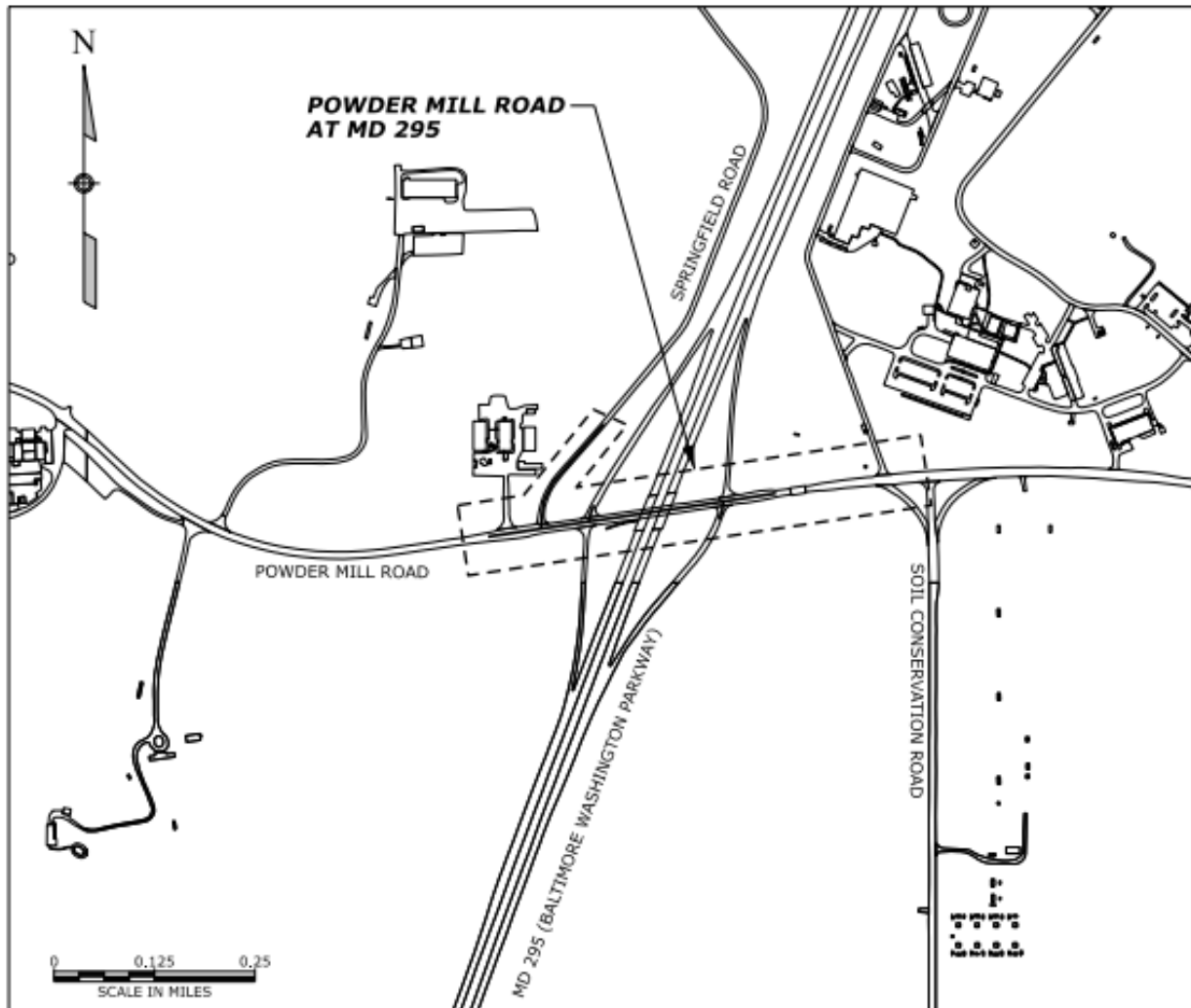


Figure 2 – Powder Mill Road and Baltimore-Washington Parkway/MD 295 Project Limits

Staff had uploaded the 30% off-site roadway design plans to the City's dedicated webpage for the BEP project at <https://www.greenbeltmd.gov/government/departments/planning-community-development/federal-state-projects/proposed-bureau-of-printing-and-engraving-project-at-barc#!/>.

Proposed Off-Site Roadway Improvements

The Applicant has developed the off-site roadway improvements at the 30% design level. These off-site roadway improvements were initially identified as part of the final Traffic Impact Study (TIS) in June 2020 and further analyzed in the project's Traffic and Utilities Mitigation Supplemental Environmental Assessment (EA) from earlier in 2024. The limits of the proposed offsite roadway improvements on Edmonston Road/MD 201 go from Lime Tree Way to the north and near Beaverdam Creek to the south. Included in the Edmonston Road/MD 201 improvements

are short segments off the Powder Mill Road intersection to the east and west and at Sunnyside Avenue to the west. At the second improvement area where Powder Mill road passes under Baltimore-Washington Parkway/MD 295, the improvements range from approximately Springfield Road to the west to Soil Conservation Road to the east.

Edmonston Road/MD 201 Area

Intersection and Lane Additions:

- At the MD 201 and Sunnyside Avenue intersection, the plan recommends adding a second southbound through-lane and extending the northbound through-lane. Both expansions are designed to accommodate increased vehicular traffic and improve intersection efficiency.
- The intersection at MD 201 and Beaver Dam Road will see the addition of turn lanes, including a southbound left-turn lane from MD 201 to Beaver Dam Road, which will help reduce congestion. A westbound right-turn lane on Beaver Dam Road is also proposed, enhancing flow for vehicles turning onto MD 201.
- Additional turn lanes are also proposed for the MD 201 and Powder Mill Road intersection, including a northbound right-turn lane and a second westbound left turn lane, as well as a second eastbound through-lane. These improvements would enhance flow at this intersection.

Traffic Signal Adjustments and Safety Enhancements:

- Traffic signals at MD 201 intersections with Sunnyside Avenue and Powder Mill Road are to be reconstructed to align with new lanes and with additional signal timing optimization plans that adhere to Maryland State Highway Administration (SHA) guidelines. This will enhance signal efficiency and timing coordination across the widened intersections.
- At Powder Mill Road, free-flow right-turn lanes, also known as slip lanes, will be replaced with hard right turns, which require drivers to come to a complete stop at the signal. This adjustment aims to improve cyclist safety by reducing uncontrolled vehicle movements.

Bike and Pedestrian Accommodations:

- To support bicycle traffic, a new 6-foot bike lane will be added along MD 201 from the southern project limit to Powder Mill Road, encouraging safer cyclist use. The project also retains existing sidewalks and the pedestrian crosswalk at the Sunnyside Avenue intersection (please see the attached memorandum of support from the M-NCPPC Prince George's County Planning Director).

Baltimore-Washington Parkway/MD 295 and Powder Mill Road Area

Intersection Enhancements:

- New traffic signals will be installed at Powder Mill Road intersections at the termini of the MD 295 ramps and at Springfield Road. Modifications will be made to lane geometry and pavement widening along Powder Mill Road to provide separate left- and right-turn lanes to separate turning traffic from through traffic to ensure smoother traffic flow, with coordination of traffic signals to optimize efficiency.

Stormwater and Environmental Management:

- Bio-swales and submerged gravel wetlands will be included alongside roadway improvements to handle runoff and minimize environmental impact, essential for meeting stormwater treatment requirements.
- The plans include additional measures for tree preservation and mitigation of canopy removal along the roadway, in alignment with NCPC's environmental guidelines.

Trees Preservation / Replacement

- Tree removal has been minimized and the preservation of significant and specimen trees has been maximized. In cases where removals are necessary, compensatory replanting to mitigate canopy loss will be followed.
- Coordination for tree canopy replacement beyond 30% design, including final requirements for area or amount required should be finalized with M-NCPPC Prince George's County Planning Department.
- Native species will be prioritized in replanting efforts to promote resilience and integrate with existing natural habitats, supporting both environmental goals and visual appeal along the upgraded roadways.

Analysis

Staff identifies the following concerns in the 30% design off-site roadway improvement plans:

Powder Mill Road

- The off-site roadway improvement plans do not address standard frontage improvements along the BEP property on Powder Mill Road. The M-NCPPC Prince George's County Planning Department's comments dated August 12, 2024, do not fully align with the 30% engineered plans presented to date. The plans referred for preliminary review do not provide a design for bike lanes or a shared-use path along the property frontage on Powder Mill Road as required by the 2009 Countywide Master Plan of Transportation.

Odell Road

- The project takes secondary access from Odell Road, no plan or document to date has discussed why master plan compliance has not been addressed or why compliance will not

be achieved at this time. The 2009 Prince George's Countywide Master Plan of Transportation recommends designated bike lanes on Odell Road between Muirkirk Road to Old Baltimore Pike.

Edmonston Road/MD 201 Area

- The City of Greenbelt has been opposed to the widening of Edmonston Road/MD 201 from the outset of this project due to functionality.
- The City fully supports the removal of the free-flow right-turn slip-lanes at the Edmonston Road/MD 201 and Powder Mill Road intersection. This design will reduce vehicle speeds and enhance pedestrian safety.
- The proposed bike lanes do not follow National Association of City Transportation Officials (NACTO) design standards which recommends buffered bike lanes on roadways with “high travel speeds, high travel volumes, and/or high amounts of truck traffic” (NACTO Urban Bikeway Design Guide, Page 19). All bike lanes and cross-sections on Edmonston should be adjusted to accommodate a minimum two-foot buffer (NACTO Urban Bikeway Design Guide, Page 22). In addition, the M-NCPPC Prince George's Planning Department's letter of support, dated August 12, 2024, references the policy to construct buffered bike lanes.
- Since Cherrywood Lane has existing bike lanes, the City strongly supports extending the proposed bike lanes on Edmonston Road/MD 201 to Cherrywood Lane to create an improved bicycle connection between the BEP and the Greenbelt Metro Station. Unfortunately, the current bridge on Edmonston Road/MD 201 over Beaverdam Creek is not wide enough to support bicycle infrastructure at this time and, therefore, it is not practical to be implemented as part of these off-site roadway improvements. Future planning for improvements and/or replacement of this bridge should encompass a Complete Streets approach for the inclusion of bicycle and pedestrian infrastructure.

Baltimore-Washington Parkway/MD 295 and Powder Mill Road Area

- The plans propose vehicular improvements in this location but do not address the 2009 Prince George's County Master Plan of Transportation which recommends bike lanes on Powder Mill Road between MD 201 and MD 197. At a minimum, the cross-section should be designed to reserve space to allow for the installation of future bike lanes.

Conclusion and Recommendation

Overall, the scope of the off-site roadway improvements falls short of the intent of the adopted 2009 Prince George's Countywide Master Plan of Transportation. While the 30% design plans skew heavily toward improving traffic levels of service, they also enhance bicycle and pedestrian infrastructure by installing bike lanes along Edmonston Road and removing free-flow slip lanes at the Edmonston/Powder Mill Road intersection.

As development occurs at BARC, consistent implementation of master plan adopted improvements will become more and more important to match infrastructure improvements with identified planning vision and need. If this project required an application with M-NCPPC such as a

Preliminary Plan, any applicant would be required to make legal findings which demonstrate how the application conforms to the applicable master plans. Being governmental in nature, no legal findings, master plan based or otherwise, are being made. As a result, documentation regarding why Prince George's County master plan recommendations are not being implemented as part of this project have not been produced. This lack of master plan implementation sets an untenable precedent if and when BARC continues to develop with governmental based projects in the future.

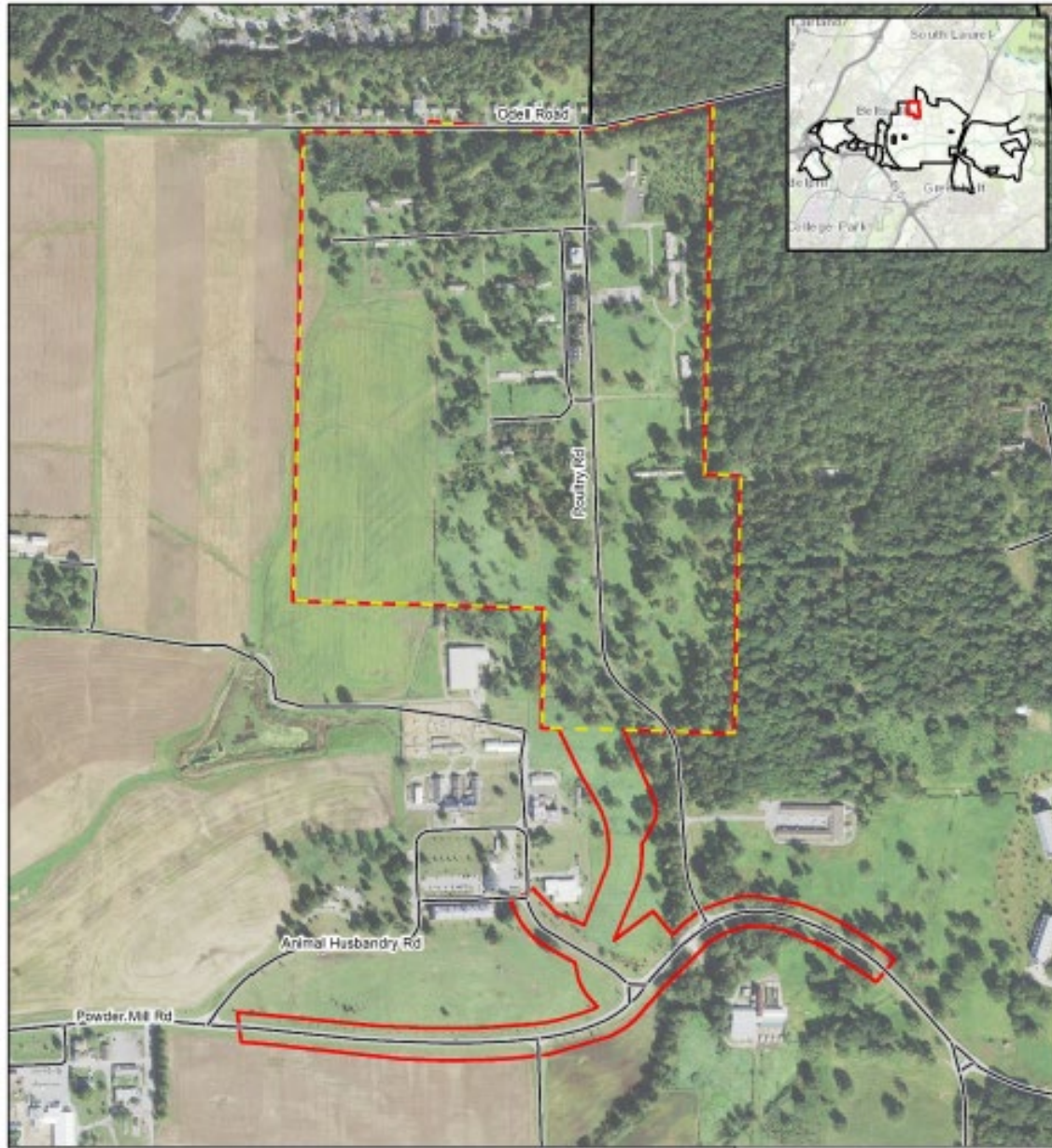
Staff recommends that City Council transmit a letter to the NCPC summarizing the items of concern as discussed above, noting the lack of Prince George's County master plan conformance, and restating the City's overall opposition to the project.

Attachments:

- City of Greenbelt, Advisory Planning Board Report, January 9, 2025
- Draft City Council Letter to NCPC, January 15, 2025
- Letter of Support from M-NCPPC, August 12, 2024
- Bureau of Engraving and Printing, 30% Design Off-site Roadway Improvement PowerPoint presentation

Bureau of Engraving and Printing Currency Production Facility

NATIONAL CAPITAL PLANNING COMMISSION, 30% DESIGN
OFFSITE ROADWAY IMPROVEMENTS – PRELIMINARY REVIEW,
JANUARY 2025



Site



Aerial view along Poultry Road looking north

- Treasury's Proposed Parcel
- Project Site
- BARC
- Road

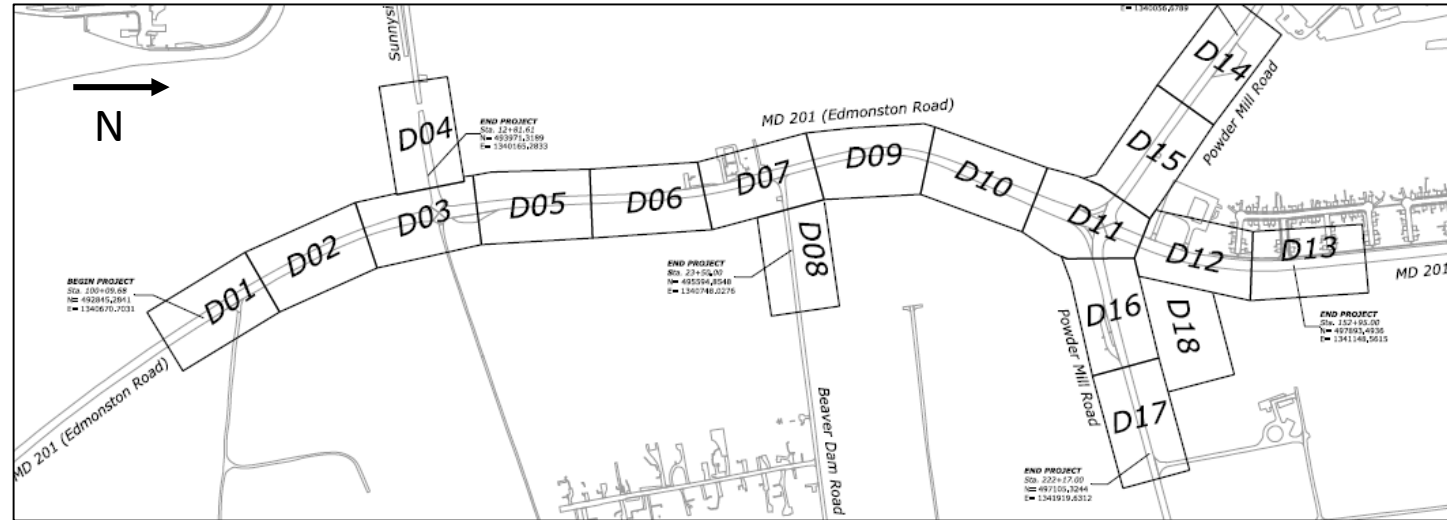
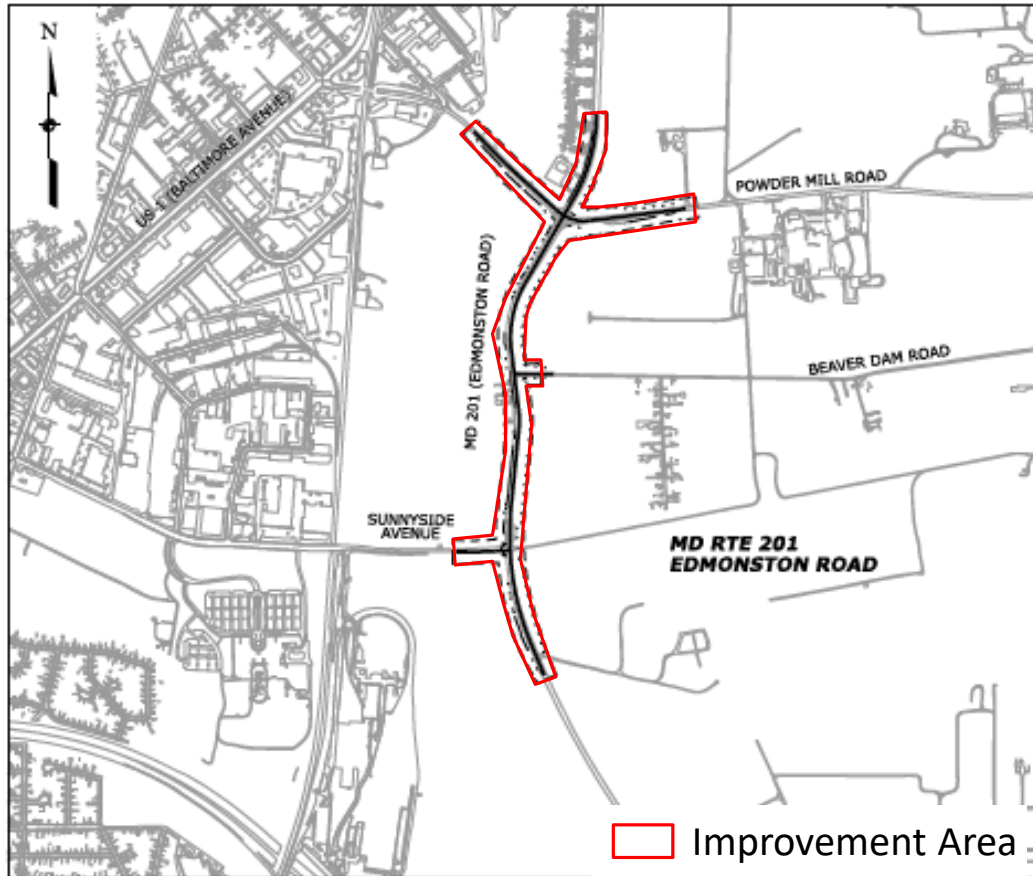
- Widening road with additional north and south bound thru lanes
- Right and left turn lanes at Beaver Dam Road
- Right and additional left turn lane at Powder Mill Road
- Traffic signal adjustments to accommodate new lanes
- Existing “slip lanes” at Powder Mill Road will be removed.
- New 6-foot wide bike lanes will be added from southern project limit to Powder Mill Road



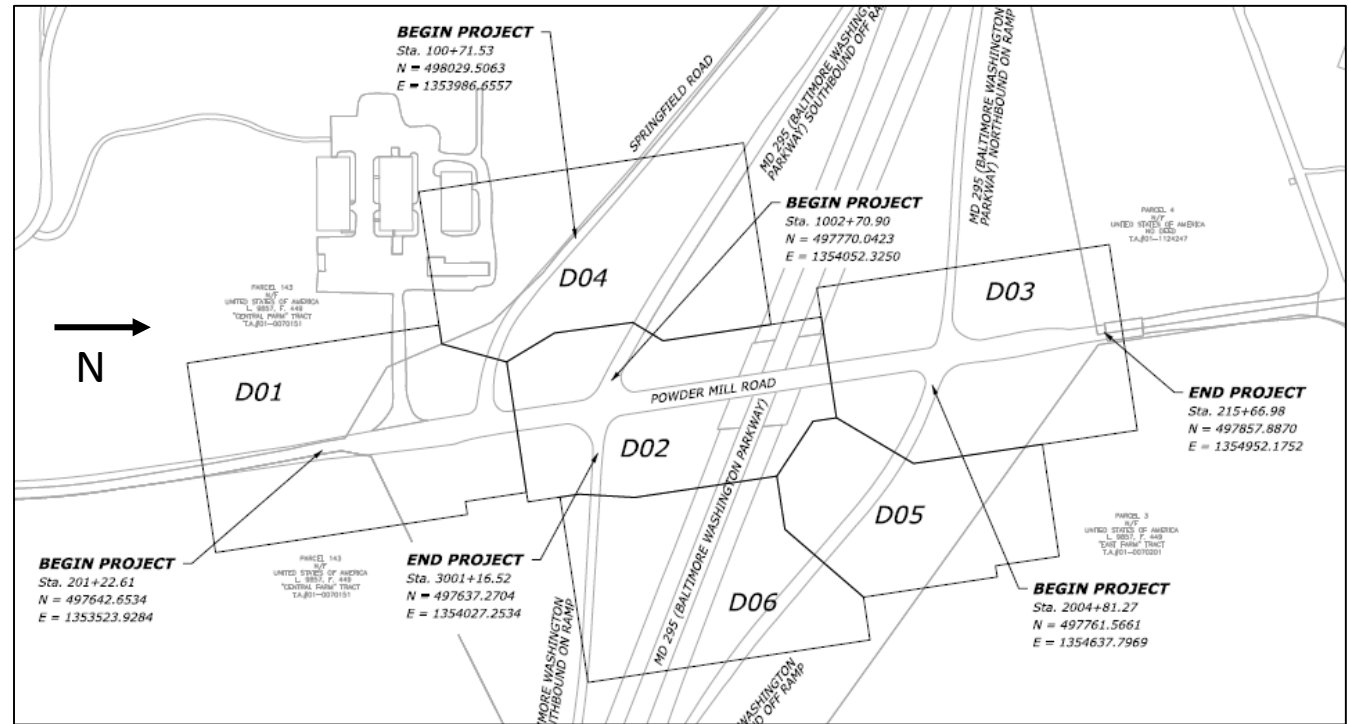
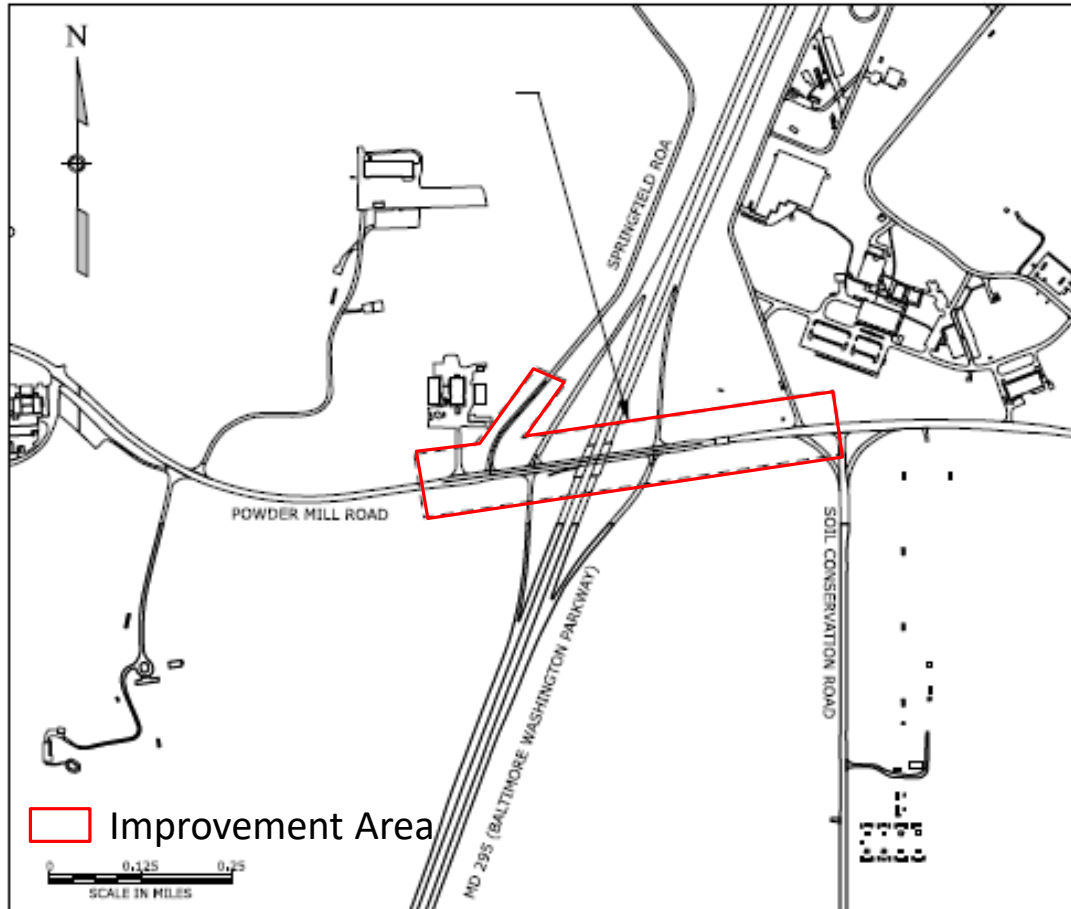
- New traffic signals at MD 295 ramps and at Springfield Road
- Pavement widening on Powder Mill Road for separate left and right turn lanes
- Improvements to stormwater management
- Tree preservation and tree canopy replacement

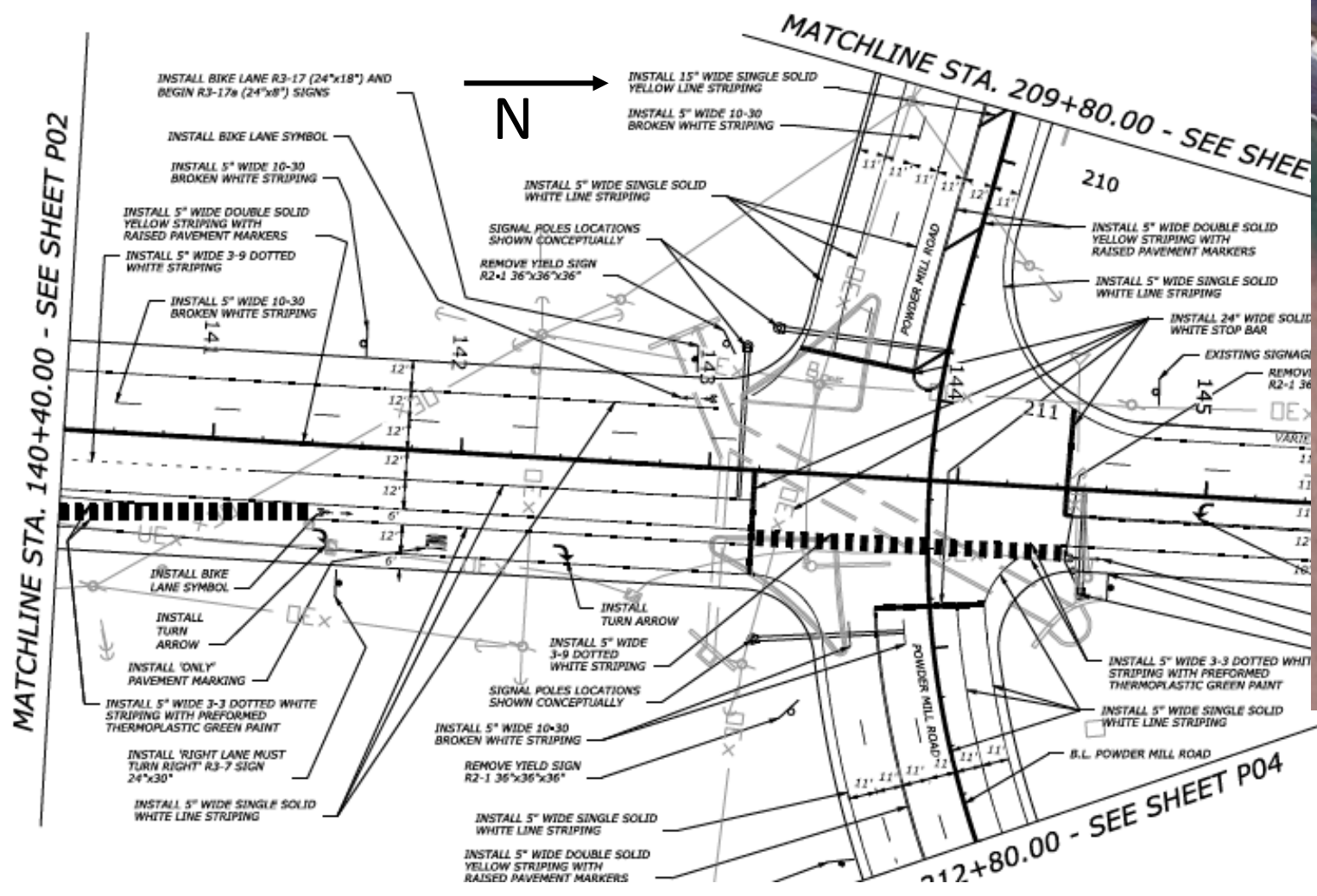


Edmonston Road/MD 201



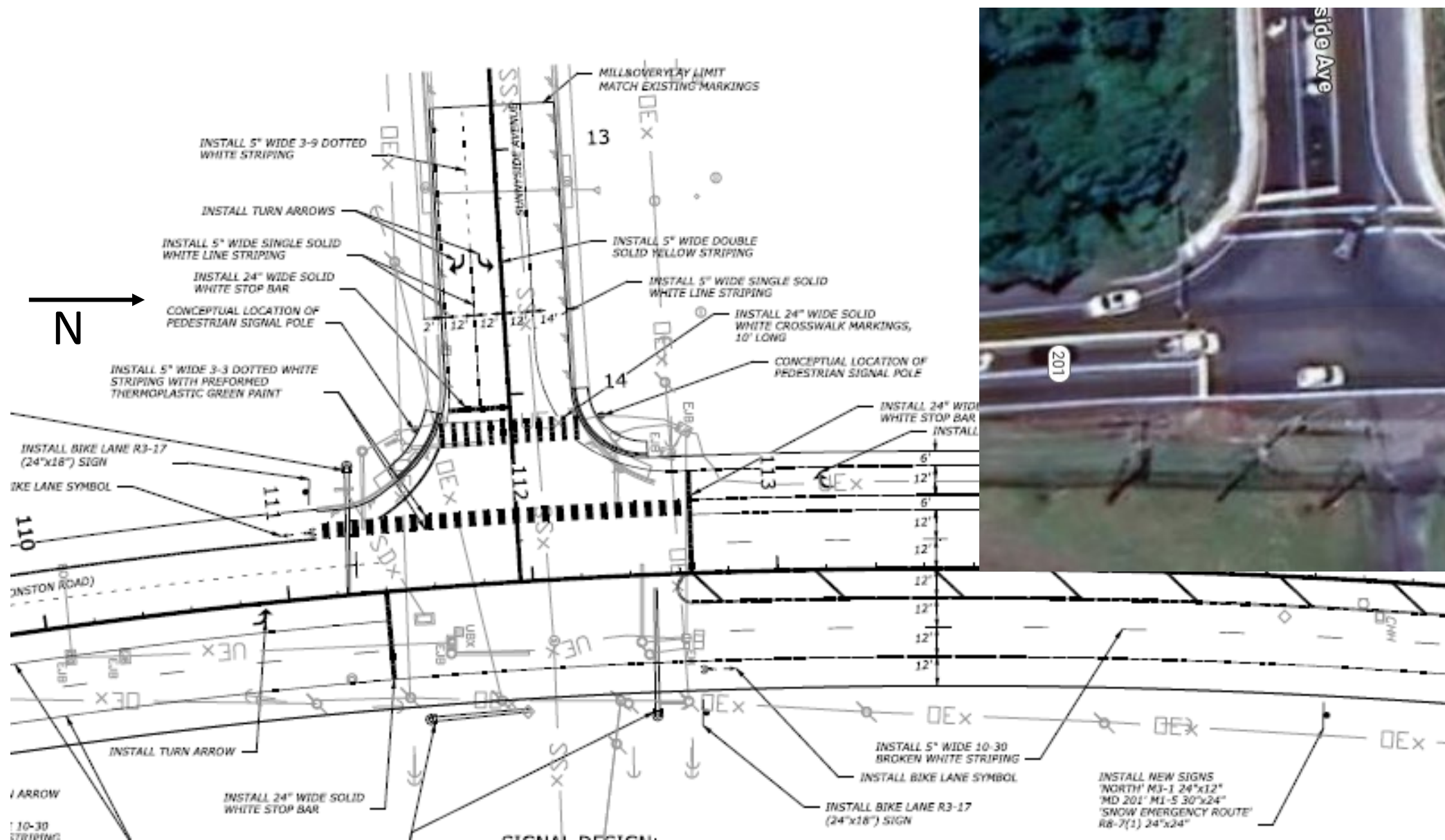
Powder Mill Road and the Baltimore-Washington Parkway





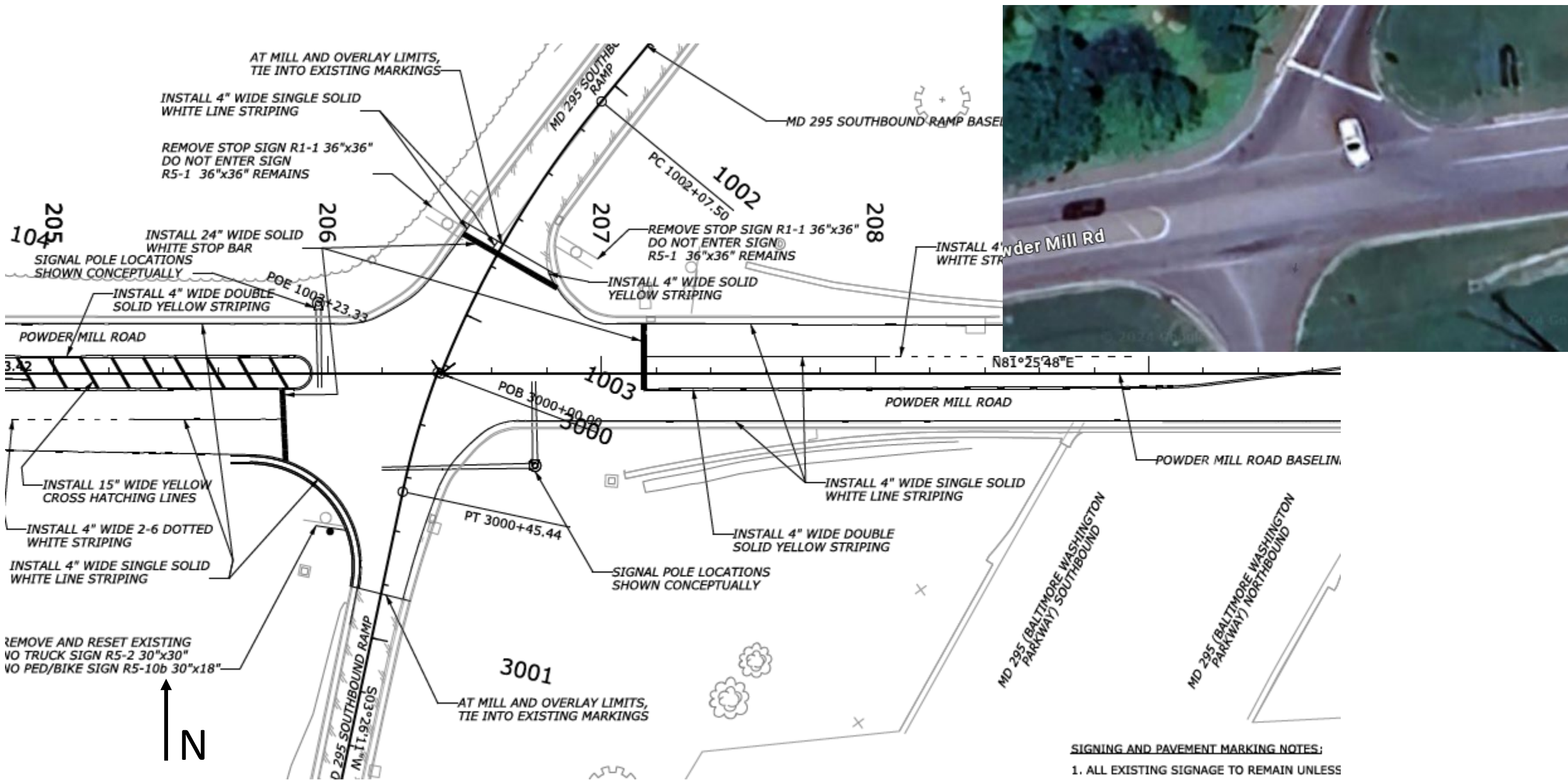
Intersection at Powder Mill Road

Edmonston Roadway Plan



Intersection at Sunnyside Avenue

Edmonston Roadway Plan



Southbound Ramps

Powder Mill Roadway Plan

Outside the geographic limits of plan:

- Does not address any 2009 Countywide Master Plan of Transportation improvements (bike lanes) along property frontages on Powder Mill Road or Odell Road.
- Staff supports further extending the proposed bike lanes on Edmonston Road/MD 201 to Cherrywood Lane for an improved bicycle connection between the BEP and the Greenbelt Metro Station. The bridge over Beaverdam Creek is not wide enough to support bicycle infrastructure and, therefore, is not practical at this time. Future planning which involves this bridge should encompass a Complete Streets approach.

Within the geographic limits of the plans:

- City is opposed to any widening of Edmonston Road.
- Bike lanes on Edmonston Road does not follow NACTO or the M-NCPPC design recommendations to provide buffered bike lanes on high speed and/or high volume roadways.
- On Powder Mill Road, plans do not provide bike lanes or reserve roadway space for the future installation of bike lanes within the improvement area as recommended by the 2009 Countywide Master Plan of Transportation.

January 15, 2025

Stephanie Free, PLA, Urban Planner
Urban Design & Plan Review Division
National Capital Planning Commission
401 9th Street NW, Suite 500
Washington, DC 20004

RE: NCPC Project Referral - BEP Off-Site Roadway Improvements Preliminary Review

Dear Ms. Free:

The Greenbelt City Council would like to thank you for the opportunity to comment on the preliminary review of off-site roadway improvements for the relocation of the Bureau of Printing and Engraving (BEP) - Currency Production Facility. The City Council held a regularly scheduled meeting on January 13, 2025, to review the 30% design plans. As you are aware, the City has consistently opposed the relocation of this facility. Despite the City's opposition, the Department of the Treasury has made the decision to relocate to BARC. Therefore, these comments are offered in order to improve the overall project and help mitigate its impacts on the residents of Greenbelt.

Outstanding Areas of Concern

Powder Mill Road

- The off-site roadway improvement plans do not address standard frontage improvements along the BEP property on Powder Mill Road. The M-NCPPC Prince George's County Planning Department's comments dated August 12, 2024, do not fully align with the 30% engineered plans presented to date. The plans referred for preliminary review do not provide a design for bike lanes or a shared-use path along the property frontage on Powder Mill Road as required by the 2009 Countywide Master Plan of Transportation.

Odell Road

- The project takes secondary access from Odell Road, no plan or document to date has discussed why master plan compliance has not been addressed or why compliance will not be achieved at this time. The 2009 Prince George's Countywide Master Plan of Transportation recommends designated bike lanes on Odell Road between Muirkirk Road to Old Baltimore Pike.

Edmonston Road/MD 201 Area

- The City of Greenbelt has been opposed to the widening of Edmonston Road/MD 201 from the outset of this project due to functionality.

- The City fully supports the removal of the free-flow right-turn slip-lanes at the Edmonston Road/MD 201 and Powder Mill Road intersection. This design will reduce vehicle speeds and enhance pedestrian safety.
- The proposed bike lanes do not follow National Association of City Transportation Officials (NACTO) design standards which recommends buffered bike lanes on roadways with “high travel speeds, high travel volumes, and/or high amounts of truck traffic” (NACTO Urban Bikeway Design Guide, Page 19). All bike lanes and cross-sections on Edmonston should be adjusted to accommodate a minimum two-foot buffer (NACTO Urban Bikeway Design Guide, Page 22). In addition, the M-NCPPC Prince George’s Planning Department’s letter of support, dated August 12, 2024, references the policy to construct buffered bike lanes.
- Since Cherrywood Lane has existing bike lanes, the City strongly supports extending the proposed bike lanes on Edmonston Road/MD 201 to Cherrywood Lane to create an improved bicycle connection between the BEP and the Greenbelt Metro Station. Unfortunately, the current bridge on Edmonston Road/MD 201 over Beaverdam Creek is not wide enough to support bicycle infrastructure at this time and, therefore, it is not practical to be implemented as part of these off-site roadway improvements. Future planning for improvements and/or replacement of this bridge should encompass a Complete Streets approach for the inclusion of bicycle and pedestrian infrastructure.

Baltimore-Washington Parkway/MD 295 and Powder Mill Road Area

- The plans propose vehicular improvements in this location but do not address the 2009 Prince George’s County Master Plan of Transportation which recommends bike lanes on Powder Mill Road between MD 201 and MD 197. At a minimum, the cross-section should be designed to reserve space to allow for the installation of future bike lanes.

Again, thank you for the opportunity to comment. If you have any questions, please contact Mr. Ryan Sigworth, AICP, Community Planner II, at 240-542-2042 or rsigworth@greenbeltmd.gov.

Sincerely,

Emmett V. Jordan, Mayor
City of Greenbelt

Enclosure

cc: City Council
Josué Salmerón, City Manager
Terri Hruby, AICP, Director of Planning and Community Development
Jaime Fearer, AICP, Assistant Planning Director
Ryan Sigworth, AICP, Community Planner II

SUBJECT: Bureau of Engraving and Printing Off-site Roadway Improvements - Preliminary Review

BACKGROUND

Since 2019 APB has reviewed several components of the plans to relocate the Bureau of Engraving and Printing (BEP) facility to the Beltsville Agricultural Research Center (BARC). Through this time the Greenbelt City Council, City Staff, and individual citizens have expressed concerns with the project through official and unofficial means, as well as through litigation. The role of the Advisory Planning Board in this process is to provide input and advise Council as on their responses to each step in the consultative process. The current issue before APB is to review Off-site roadway improvements related to the construction of the BEP facility at BARC, specifically in two locations: (1) MD Rte 201/Edmonston Road north of Powder Mill Rd. to south of Sunnyside Ave. including incorporated intersections, and (2) Powder Mill Rd. west of the MD 295 interchange to Soil Conservation Road on the east.

ANALYSIS

On 12/18/2024 City Planning staff provided APB with a presentation of the 30% design plans for the off-site roadway improvements at the two locations described above, as related to the planned BEP facility at BARC, which are expected to be the final set of plans to be shared with the City.

Many of the questions raised in APB's discussion related to operational issues likely to be determined at a later stage. However several issues were discussed which deserve attention by City Council in their response to these plans, which were aligned with City Staff Areas of Concern for Powder Mill Road, Odell Road, Edmonston Road/MD 201 Area, and Baltimore-Washington Parkway/MD 295 and Powder Mill Area. In particular, APB concurs with City Staff's concerns regarding the conformance (or lack thereof) with Prince George's County adopted master plans.

In addition, APB expressed concerns about the lack of roadway lighting in the focus areas, particularly where cars and heavier vehicles will share the road with bicycle traffic and where pedestrian ways may exist or be installed in the future. APB also continued to emphasize the importance of connectivity and safety for bicyclists where possible.

RECOMMENDATION

In consideration of the staff presentation and resulting discussion, APB voted in favor (4-0, 3 absent) of concurring with the City Planning memorandum on the subject matter, dated 12/18/24, and providing the aforementioned additional comments to City Council.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'BF', with a stylized flourish at the end.

Benjamin Friedman
Chair



August 12, 2024

VIA EMAIL

Mr. Matt Breitenother
US Army Corps of Engineers
Sr. Design Manager – Military Design Branch
2 Hopkins Plaza, 08-B-27
Baltimore, MD 21201

RE: Comments on the Proposed Road
Improvements for the future Department
of Treasury, Bureau of Engraving and
Printing facility

Dear Mr. Breitenother,

I am pleased to provide the Prince George's County Planning Department's support for the transportation improvements associated with the proposed construction of the new Bureau of Engraving and Printing (BEP) facility in Beltsville. There are at least two (2) plans that support the proposed improvements.

2009 Master Plan of Transportation

The planned widening of MD Route 201 includes two, 12-foot shoulders with striped bike lanes as a part of the BEP offsite roadway improvements within the public right of way. These roadway improvements are consistent with the 2009 Master Plan of Transportation (MPOT). The adopted 2009 MPOT's planned bike lanes are along Odell Road, MD Route 201/Edmonston Avenue, Powder Mill Road (eastbound only), and Beaver Dam Road. Additionally, Sunnyside Avenue is identified as a shared-use path, while MD Route 201/Kenilworth Avenue south of Sunnyside Avenue is identified as shared lanes. For your convenience, please refer to Map 6 in the weblink below which provides a graphic of the location of the planned bike facilities.

<https://www.mncppcapps.org/planning/publications/PDFs/238/Part%206%20Maps.pdf>

2010 Approved Subregion 1 Master Plan and Sectional Map Amendment

The Prince George's County Planning Department supports the proposed BEP offsite roadway improvement design plans, as the plans also conform to the improvements outlined in the *Approved Subregion 1 Master Plan and Sectional Map Amendment*. The 2010 *Approved Subregion 1 Master Plan and Sectional Map Amendment* identified a policy that supports this improvement.

Policy 3: Develop bicycle-friendly roadways in conformance with the latest standards and guidelines, including the 1999 American Association of State Highway and Transportation Officials (AASHTO) Guide for the Development of Bicycle Facilities.

One of the strategies identified under this policy is:

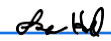
As existing roads are resurfaced, restriped, and improved, they should be striped in conformance with the 1999 AASHTO Guide for the Development of Bicycle Facilities or construct buffered bike lanes that are separated from vehicular travel lanes to the extent feasible and practical. Please refer to page 59 in the weblink below
<https://www.mncppcapps.org/planning/Publications/PDFs/252/Subregion%201.pdf>.

The Prince George's County Planning Department is in the process of updating the existing MPOT, through "Go, Prince George's", and M-NCPCC's Planning staff will coordinate with the US Army Corp of Engineers, and Bureau of Engraving and Printing as this important bike facility project continues to move forward as planned. We look forward to continued engagement in the project.

If you have any questions or concerns, please contact Crystal Saunders Hancock, Acting Transportation Planning Supervisor, at crystal.hancock@ppd.mncppc.org or 301-952-3634.

Thank you in advance for your time and consideration of this request.

Sincerely,


Lakisha Hull (Aug 12, 2024 10:33 EDT)

Lakisha Hull, AICP, LEED AP BD+C
Planning Director

c: Michael Johnson, Director, Prince George's County Department of Public Works and Transportation
Terry Hruby, Director, Planning and Community Development, City of Greenbelt
James Hunt, Acting Deputy Director, Prince George's County Planning Department
Katina Shoulars, Chief, Prince George's County Planning Department Countywide Planning Division
Crystal Hancock, Prince George's County Planning Department Countywide Planning Division
Scott Rowe, Prince George's County Planning Department Community Planning Division
Chuck Davis, Department of Treasury, Bureau of Engraving and Printing
Bobby Ray, Prince George's County Planning Department Countywide Planning Division
Christine Osei, Prince George's County Planning Department Countywide Planning Division

20240731 BEP letter finalks

Final Audit Report

2024-08-12

Created:	2024-08-12
By:	Michelle Brake (Michelle.Brake@ppd.mncppc.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA6-5MDGSFSS3wn72edCH95DSho3JDLjaK

"20240731 BEP letter finalks" History

-  Document created by Michelle Brake (Michelle.Brake@ppd.mncppc.org)
2024-08-12 - 2:28:16 PM GMT - IP address: 198.178.23.105
-  Document emailed to Lakisha Hull (lakisha.hull@ppd.mncppc.org) for signature
2024-08-12 - 2:28:58 PM GMT
-  Email sent to hancock.crystal@ppd.mncppc.org bounced and could not be delivered
2024-08-12 - 2:29:20 PM GMT
-  Email viewed by Lakisha Hull (lakisha.hull@ppd.mncppc.org)
2024-08-12 - 2:32:45 PM GMT - IP address: 104.47.56.254
-  Document e-signed by Lakisha Hull (lakisha.hull@ppd.mncppc.org)
Signature Date: 2024-08-12 - 2:33:00 PM GMT - Time Source: server- IP address: 198.178.23.105
-  Agreement completed.
2024-08-12 - 2:33:00 PM GMT

City Council Agenda Item Report

Meeting Date: January 13, 2025

Submitted by: Shaniya Lashley-Mullen

Submitting Department:

Item Type: Board and Committee Reports

Agenda Section: OTHER BUSINESS

Subject:

Approval of Proposed Trail Reroutes/Closures in Forest Preserve

Suggested Action:

Reference: Memorandum - K. Carpenter-Driscoll - 01.02.25

Forest Preserve Advisory Board (FPAB) Report #2024-01

Summary:

The Forest Preserve Advisory Board (FPAB) submitted its report, 2024-01, to council on September 27, 2024, and seek council approval to carry out the proposed trail reroutes and closures, as some of the closures will be over 100 ft. These changes seek to move the trail away from potentially dangerous locations, reduce unnecessary trails, and are in accordance with the Forest Preserve Master Trails Plan.

Project Details:

Per FPAB Report 2024-01:

1. On the lower section Canyon Creek Trail there are three sections where the trail is located next to steep slopes. It would be relatively straightforward to reroute the trail on new alignments. However, the rerouted trail sections would be over 100 feet in length, definitely for two sections and possibly on the third.
2. After entering the North Woods from Northway Road and crossing the Sipi Ahsikemesh Stream, the Eagle Bridge Trail splits into two branches, both of which then end at the section of the Goddard Branch Trail that parallels the stream. The northwest trail branch, which was the less used of the two, has been blocked by a large fallen tree. This trail does not seem necessary and trail users can follow the northeast branch, as has already happened. Having two trails in this area makes navigating the trails more confusing and easier to get lost. Closing the trail would reduce environmental impacts and help protect and restore biodiversity in the Preserve. The closed trail would be over 100 feet long.

The Forest Preserve Advisory Board recommends that Council instruct Public Works to work with volunteers to:

1. Close three sections of the Canyon Creek Trail and reroute them to avoid steep stream banks.
2. Close the northwest branch of the Eagle Bridge Trail, rerouting trail users onto the existing northeast branch.

Staff has identified a willing Eagle Scout to carry out the proposed project as part of their final Eagle Scout project.

Recommendation:

Staff recommends Council approve the proposed trail reroutes and closures.

Attachments:

[Memo_FPABReport2024-01.pdf](#)

[FPAB Report 2024-01 Trail Reroutes.pdf](#)



Date: 2-January-2025

To: Mr. Josué Salmerón, City Manager

Via: Brian Kim, Assistant Director of Public Works

From: Kevin Carpenter-Driscoll, Environmental Coordinator

Re: **FPAB Report 2024-01**

SUBJ.: **Proposed Trail Reroutes/Closures in Forest Preserve**

Summary:

The Forest Preserve Advisory Board (FPAB) submitted its report, 2024-01, to council on September 27, 2024 and seek council approval to carry out the proposed trail reroutes and closures, as some of the closures will be over 100 ft. These changes seek to move the trail away from potentially dangerous locations, reduce unnecessary trails, and are in accordance with the Forest Preserve Master Trails Plan.

Project Details:

Per FPAB Report 2024-01:

- A. On the lower section Canyon Creek Trail there are three sections where the trail is located next to steep slopes. It would be relatively straightforward to reroute the trail on new alignments. However, the rerouted trail sections would be over 100 feet in length, definitely for two sections and possibly on the third.
- B. After entering the North Woods from Northway Road and crossing the Sipi Ahsikemensh Stream, the Eagle Bridge Trail splits into two branches, both of which then end at the section of the Goddard Branch Trail that parallels the stream. The northwest trail branch, which was the less used of the two, has been blocked by a large fallen tree. This trail does not seem necessary and trail users can follow the northeast branch, as has already happened. Having two trails in this area makes navigating the trails more confusing and easier to get lost. Closing the trail would reduce environmental impacts and help protect and restore biodiversity in the Preserve. The closed trail would be over 100 feet long.



The Forest Preserve Advisory Board recommends that Council instruct Public Works to work with volunteers to:

1. Close three sections of the Canyon Creek Trail and reroute them to avoid steep stream banks.
2. Close the northwest branch of the Eagle Bridge Trail, rerouting trail users onto the existing northeast branch.

Staff has identified a willing Eagle Scout to carry out the proposed project as part of their final Eagle Scout project.

Attachments:

- FPAB Report 2024-01

Recommendation:

Staff recommends Council approve the proposed trail reroutes and closures.



**CITY OF GREENBELT
DEPARTMENT OF PUBLIC WORKS
555 CRESECENT ROAD, GREENBELT, MD 20770**

MEMORANDUM

CC: Brian Kim, DPW Acting Director

SUBJECT: Trail reroutes and closures in the North Woods Tract of the Forest Preserve

DATE: Friday, September 27, 2024

BACKGROUND: The Master Trails Plan approved by City Council in 2023 recommends rerouting trails where appropriate to move away from potentially dangerous locations such as steep stream banks and to reduce unnecessary trails.

“The Environmental Coordinator may reroute short sections of trail to avoid steep drop offs. Proposals for new trail segments longer than 100’ will be submitted through FPAB to Council for approval.” (page 20)

“Unnecessary or damaging trails should be closed or re-rerouted to reduce users’ impacts on the forest.” (page 13)

DISCUSSION:

- A. On the lower section Canyon Creek Trail there are three sections where the trail is located next to steep slopes. It would be relatively straightforward to reroute the trail on new alignments. However, the rerouted trail sections would be over 100 feet in length, definitely for two sections and possibly on the third.
- B. After entering the North Woods from Northway Road and crossing the Sipi Ahsikemensh Stream, the Eagle Bridge Trail splits into two branches, both of which then end at section of the Goddard Branch Trail that parallels the stream. The northwest trail branch, which was the less used of the two, has been blocked by a large fallen tree. This trail does not seem necessary and trail users can follow the northeast branch, as has already happened. Having two trails in this area makes navigating the trails more confusing and easier to get lost. Closing the trail would reduce environmental impacts and help protect and restore biodiversity in the Preserve. The closed trail would be over 100 feet long.

RECOMMENDATION:

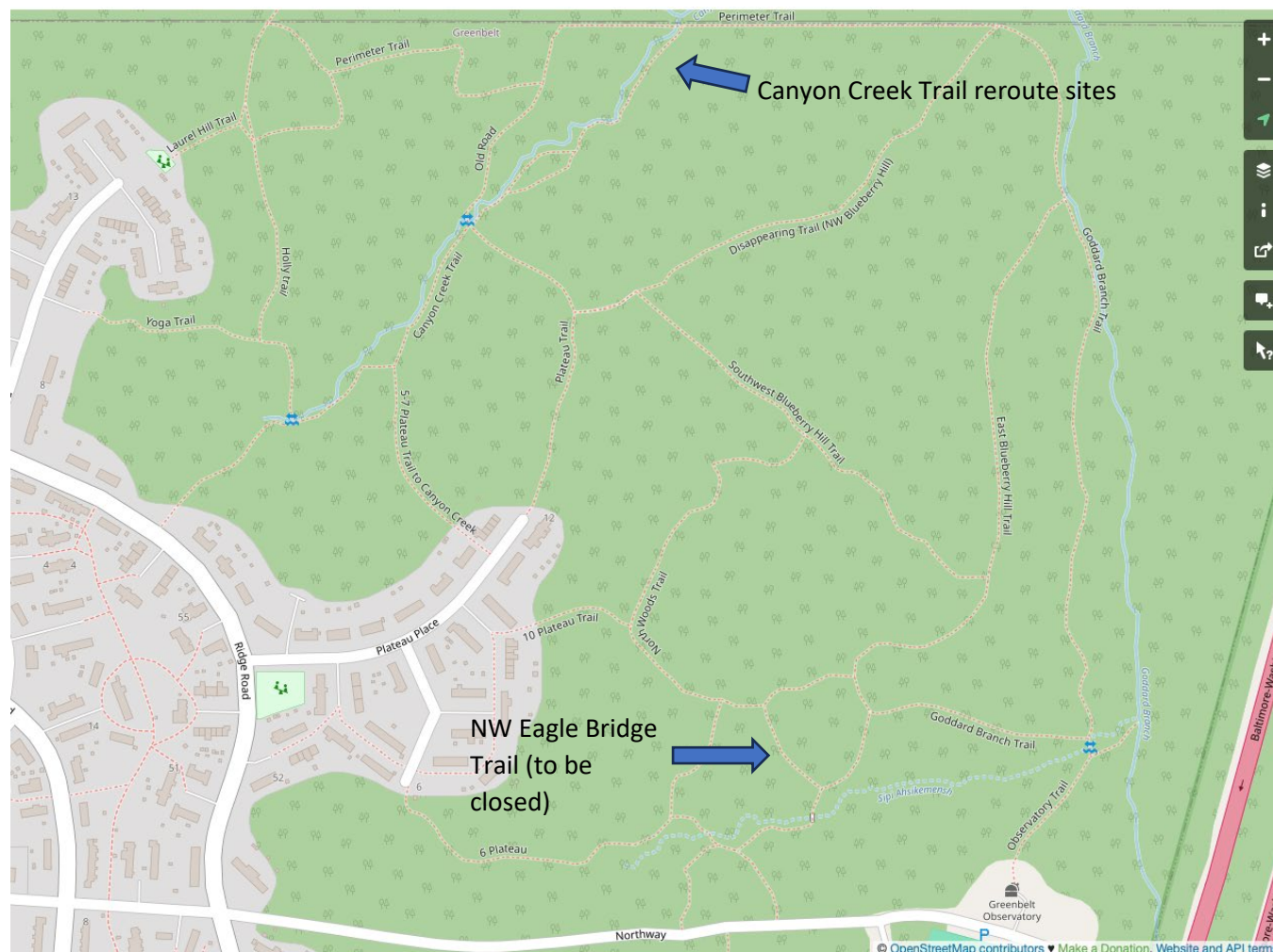
The Forest Preserve Advisory Board recommends that Council instruct Public Works to work with volunteers to:

- 1) close three sections of the Canyon Creek Trail and reroute them to avoid steep stream banks.
- 2) close the northwest branch of the Eagle Bridge Trail, rerouting trail users onto the existing northeast branch.

Locations are shown on the map below.

The old trail segments should be blocked off and filled with woody debris and leaf material. New trails should be marked with temporary signage and the path edges indicated with tree limbs.

Figure 1. Locations of Canyon Creek Trail and Northwest Eagle Bridge Trail reroute sites



City Council Agenda Item Report

Meeting Date: January 13, 2025

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS

Subject:

Council Activities

Suggested Action:

Attachments:

City Council Agenda Item Report

Meeting Date: January 13, 2025

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: MEETINGS

Agenda Section: OTHER BUSINESS

Subject:

Meetings

Suggested Action:

Attachments:

[meetings \(2\).pdf](#)



City Council Meetings & Work Sessions January - February

Regular Meeting	Mon.	01/13	7:30 pm
No Meeting	Wed.	01/15	
No Meeting – Martin Luther King Jr. Day	Mon.	01/20	
Work Session – Discussion of Pool Deck Repairs and Aquatic Services for 2025 Season / Review of Council Standing Rules	Wed.	01/22	7:30 pm
Regular Meeting	Mon.	01/27	7:30 pm
Work Session – City Manager Quarterly Update	Wed.	01/29	7:30 pm
Special Meeting/Closed Session – Personnel and Legal Matters	Wed.	01/29	Following WS
Work Session – Charter Review Taskforce Interviews ¹	Mon.	02/03	7:30 pm
Work Session – TBD	Wed.	02/05	7:30 pm
Regular Meeting	Mon.	02/10	7:30 pm
Work Session – TBD	Wed.	02/12	7:30 pm
No Meeting	Mon.	02/17	
Work Session – TBD	Wed.	02/19	7:30 pm
Regular Meeting	Mon.	02/24	7:30 pm
Advisory Board Interviews (tentative)(virtual)	Wed.	02/26	7:30 pm

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

Bonita Anderson, City Clerk

Ready to be scheduled:

Bureau of Engraving and Printing
City Contracting Policy
County Executive Liaison
Economic Development
Greenbelt Road Corridor
Townhall Meeting: Virtual Meetings
 Accessibility for Blind and Visually
 Impaired
Verde Apartments

For later scheduling:

Arts & Entertainment District
Bernard Penney (*Memorial Donation in
honor of Leonie Penney*)
Cemetery Plans
City Manager Updates (Jan, Pre-budget;
July & Sept/Oct)
EV Chargers Five-Year Plan
Fleet Vehicles Ten-Year Plan
GHI/Prince George's County (Stormwater
issues)
MARC Train Service/ MDOT
Meeting with County on Transportation Plan
Museum Plan
Northway Fields Master Plan
Office of Human Rights
Parkway Apartment Owners/GHI (*parking*)
Potential Bond Referendum/Capital
Financing
Zoning Enforcement

City Council Agenda Item Report

Meeting Date: January 13, 2025

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS

Subject:

Stakeholder List

Suggested Action:

Attachments:

[Stakeholder Schedule.pdf](#)

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

City Council Agenda Item Report

Meeting Date: January 13, 2025

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS

Subject:

Appointment to Advisory Board/Committee

Suggested Action:

Reference: Application and Code of Conduct

The City Council conducted interviews for several advisory boards on the following dates:

- On September 30, 2024, Yassine Soumah was interviewed for the Community Relations Advisory Board.
- On October 30, 2024, Anne Marigza was interviewed for the Park and Recreation Advisory Board (PRAB), and Donna Peterson was also interviewed for the Community Relations Advisory Board.
- On January 6, 2025, Xavier Courouble was interviewed for the Advisory Committee on Trees.

Approval of this item on the consent agenda will confirm the Council's intent to appoint Mr. Soumah to CRAB, Ms. Marigza to PRAB, Ms. Peterson to CRAB, and Mr. Courouble to ACT.

Attachments:

City Council Agenda Item Report

Meeting Date: January 13, 2025

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS

Subject:

Reappointment to Advisory Board/Committee

Suggested Action:

Reference: Reappointment Surveys

The following members have expressed his willingness to continue serving on their respective boards and committees:

Steven Mirsky - Public Safety Advisory Committee (PSAC)

Donna Hoffmeister - Forest Preserve Advisory Board (FPAB)

Isabelle Gournay - Advisory Planning Board (APB)

Elizabeth Gaines - Employee Relations Board (ERB)

Approving this item on the consent agenda will indicate the Council's intentions to reappoint Mr. Mirsky, Ms. Hoffmeister, Ms. Gournay, and Ms. Gaines to a new term.

Attachments:

City Council Agenda Item Report

Meeting Date: January 13, 2025

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS

Subject:

Resignation from Advisory Board/Committee

Suggested Action:

Reference: Email - J. Chesnutt

Email - M. Miller

Jacob Chesnutt have submitted his resignation from the Park and Recreation Advisory Board (PRAB) and Maria Silvia Miller have submitted her resignation from the Advisory Planning Board (APB).

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

Attachments: