

CITY COUNCIL AGENDA

1. Call To Order

2. Roll Call

3. Meditation And Pledge Of Allegiance To The Flag

4. Consent Agenda - Approval Of Staff Recommendations

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

5. Approval Of Agenda And Additions

6. Presentations

- o. Proclamation – National Public-Safety Telecommunications Week 2016

Since 1991, the second week of April has been designated as National Public-Safety Telecommunications Week to recognize the importance of the role of communication personnel in police and safety departments. Lt. Gordon Pracht will be present to introduce Communications Supervisor Alicia Williams and Communications Specialists Jessica Houle, Marcia Brown, Lindsey Loving, Maria Auchter, Michael Halpert, Sarah Gignac, Samantha Loncon and Mary Doane. (CM)

Documents: [DRAFT PROCLAMATION.PDF](#)

7. Petitions And Requests

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

8. Minutes Of Council Meetings

- o. Minutes – Executive Session Of March 16, 2016

In order to approve these minutes, the following motion is needed:

I move that the minutes of the executive session of the City Council held Wednesday, March 16, 2016, at 9:21 p.m., in Room 201 of the Community Center be approved as presented. Council held this closed meeting in accordance with the General Provisions Article, §3-305(b)(1) of the *Annotated Code of Public General Laws of Maryland*, to discuss a personnel matter. (CM)

- o. Minutes, Work Session, 12-15-15

Documents: [DRAFT MINUTES, 12-15-15.PDF](#)

- o. Minutes, Work Session, February 17, 2016

Documents: [DRAFT MINUTES, 2-17-16.PDF](#)

- o. Minutes, Work Session, March 7, 2016

Documents: [DRAFT MINUTES, 3-7-16.PDF](#)

- o. Minutes, Work Session, March 16, 2016

Documents: [DRAFT MINUTES, 3-16-16.PDF](#)

- o. Minutes, Regular Meeting, March 29, 2016

Documents: [DRAFT MINUTES, 3-29-16.PDF](#)

9. Administrative Reports

10. *Committee Reports

- o. * Greenbelt Advisory Committee On Trees, Report #2016-1 (Recommended Tree Species Appropriate For Greenbelt Parks)

It is recommended that Council accept this report and consider it on the agenda of a future meeting. (CM)

Documents: [ACT REPORT.PDF](#)

11. Letter To U.S. General Services Administration Regarding Parking Requirement Increase For The Federal Bureau Of Investigation Headquarters Consolidation

Reference:
Draft Letter

The U.S. General Services Administration (GSA) recently announced a revised employee parking requirement for the Federal Bureau of Investigation (FBI) Headquarters Consolidation at the proposed Greenbelt site. The revision increases the parking requirement from 3,600 to 6,076 spaces which is beyond the parking ratio recommended by the National Capital Planning Commission (NCPC).

GSA's decision to increase required parking at the Greenbelt site is inconsistent with the direction of Executive Orders as well as GSA's own Orders and NCPC guidelines. Additionally, increased parking will put the Greenbelt site at a competitive disadvantage.

It is recommended Council approve sending a letter to GSA opposing the decision to increase required parking at the Greenbelt site beyond the parking ratio recommended by NCPC guidance to be included as a supplement to the City's letter of December 18, 2015, on the Draft FBI Headquarters Consolidation Environmental Impact Statement. (MM)

Documents: [11-DRAFT LETTER.PDF](#)

12. Selection Of Audit Services For FY 2016

Reference:
Memorandum, J. Williams, 04/07/2016

Council needs to select a firm to audit the City's financial records for FY 2016. The audit of the FY 2016 financial records will occur in FY 2017. The amount budgeted for this service is \$32,000.

Cohn Reznick, LLC, performed the audits for FY 2014 and 2015. With the assistance of Cohn Reznick, LLC, the City earned its thirty-first consecutive Comprehensive Annual Financial Report (CAFR) award from the Government Finance Officers Association (GFOA) for FY 2014. The GFOA has not completed its review of the 2015 CAFR.

Since the auditor reviews and critiques staff's financial record-keeping, it is inappropriate for staff to make a recommendation on the auditor. Attached is a memorandum from Jeffrey Williams, City Treasurer, indicating staff's thoughts on the value of retaining the

same auditor for a number of years and information on the auditing practices of other municipalities.

Council direction is sought. (JW)

Documents: [JW-MEMORANDUM.PDF](#)

13. Referral To Public Safety Advisory Committee – Security Cameras

Mr. Putens has suggested a Council referral be made to the Public Safety Advisory Committee (PSAC) requesting PSAC undertake a comprehensive review of existing security cameras in the City, determine if security cameras are needed in additional areas, and provide a City-wide security camera recommendation to Council.

Council direction is sought. (CM)

14. Council Reports

15. * Letter To State Delegation – Support Of The Stream Valley Trail At Greenbelt Station

Reference:
Draft Letter

At Council's work session on March 21, 2016, Planning staff provided a briefing on the status of the Stream Valley Trail project. This pedestrian and bicyclist trail would provide a direct connection between Cherrywood Lane, Branchville Road and the Greenbelt Station residential development. Staff advised Council that the necessary review, approval and easement process through the Maryland Department of General Services and Maryland Department of the Environment were major time hurdles in implementation of the trail. Council requested staff draft letters to members of the State delegation requesting their support and assistance in expediting review and approval of the trail project through State processes.

Approval of this item on the consent agenda will indicate Council's intent to send the attached letter to the City's State delegation. (JB)

Documents: [DRAFT LETTER - STATE.PDF](#)

16. * Letter To Washington Metropolitan Area Transit Authority (WMATA) – Support Of The WMATA Trail From Greenbelt Station To The Greenbelt Metro Station

Reference:
Draft Letter

At Council's work session on March 21, 2016, Planning staff provided an update on the status of the WMATA Trail project. This pedestrian and bicyclist trail project would provide a direct connection between the Greenbelt Metro Station and the Greenbelt Station residential development.

Staff advised that WMATA had recently indicated the trail would not be considered until after a decision was made on the FBI Headquarters consolidation site. Council requested staff draft a letter to Malcolm Augustine, the Prince George's County representative to the WMATA Board of Directors, requesting WMATA support and assistance in expediting approval of the direct connection trail project.

Approval of this item on the consent agenda will indicate Council's intent to send the attached letter to Mr. Augustine. (JB)

Documents: [DRAFT LETTER - WMATA.PDF](#)

17. * Reappointments To Advisory Groups

Reference:
Reappointment Surveys

The following individuals have indicated their willingness to continue to serve on City Advisory Boards and Committees:

Susan Gregersen and Joseph Murray	Forest Preserve Advisory Board
Eva Fallon and John Lippert	Greenbelt Advisory Committee on
Environmental Sustainability	
Laura Kressler	Public Safety Advisory Committee
Henry Haslinger	Senior Citizens Advisory Committee

Approval of this item on the consent agenda will indicate Council's intent to appoint them to new terms. (CM)

18. * Resignations From Advisory Groups

Reference:
Email, W. Witter, 03/25/2016
Reappointment Survey, K. Gallagher

Willis Witter has submitted his resignation from the Forest Preserve Advisory Board and Kathleen Gallagher has submitted her resignation from the Board of Elections. Approval of this item on the consent agenda will indicate Council's intent to accept both resignations with regret. (CM)

19. Meetings

Interview for Advisory Group (Library)	Mon.	4/11	7:40 pm
Regular Meeting	Mon.	4/11	8:00 pm
Work Session – Theatre Operations Review (CC)	Wed.	4/13	8:00 pm
Budget Work Session – Recreation	Mon.	4/18	7:30 pm
Work Session – Buddy Attick Park Parking Lot - Green Redesign (CC)	Wed.	4/20	8:00 pm
Regular Meeting /1 st Public Hearing	Mon.	4/25	8:00 pm
Budget Work Session – Public Works/Capital Projects/Other Funds/Non-	Wed.	4/27	8:00 pm

Departmental and Fund Transfers (CC)				
Four Cities Meeting (New Carrollton)	Thurs.	4/28	7:30 pm	
Budget Work Session – Social Services	Mon.	5/02	7:30 pm	
Budget Work Session – Planning	Mon.	5/02	8:30 pm	
Budget Work Session – Contribution Groups (CC)	Wed.	5/04	7:30 pm	
Regular Meeting	Mon.	5/09	8:00 pm	
Budget Work Session – Green Ridge House (CC)	Wed.	5/11	8:00 pm	
Budget Work Session – Final Budget Review	Mon.	5/16	8:00 pm	
Work Session – TBD (CC)	Wed.	5/18	8:00 pm	
Regular Meeting - 2 nd Public Hearing/Constant Yield Tax Rate/ ACE Student Awards	Mon.	5/23	8:00 pm	
Work Session – TBD (CC)	Wed.	5/25	8:00 pm	
City Holiday – Memorial Day	Mon.	5/30		
Work Session – TBD (CC)	Wed.	6/01	8:00 pm	
Regular Meeting – Budget Adoption	Mon.	6/06	8:00 pm	

PROCLAMATION

WHEREAS, in 1991 the Congress and the President of the United States established the second week of April as NATIONAL PUBLIC-SAFETY TELECOMMUNICATIONS WEEK to recognize the importance of the role of communication personnel in police and safety departments; and

WHEREAS, these “unseen first responders” are invaluable in emergency situations, public safety dispatchers deserve special recognition for providing outstanding service to the officers in the Department and the citizens in the community; and

WHEREAS, the officers of the Greenbelt Police Department must rely on the Communications Specialist to provide timely and proper information and to give immediate and appropriate responses to the citizens in the community; and

WHEREAS, the Communications Specialists in the Police Department’s communications unit must be ever alert and reliable to provide accurate information and dependable, efficient, and speedy support to the officers of the Department as well as a calm presence in emergency situations and sensitive manner to the needs of citizens in distress; and

THEREFORE BE IT RESOLVED that I, Emmett V. Jordan, by the authority vested in me by the citizens and City Council of Greenbelt, declare the week of April 10th through the 16th, 2016, to be NATIONAL PUBLIC-SAFETY TELECOMMUNICATIONS WEEK in the City of Greenbelt and do hereby issue this proclamation in honor of

THE COMMUNICATIONS SPECIALISTS OF THE GREENBELT POLICE DEPARTMENT

to express the appreciation of the officers of the Greenbelt Police Department, the City Council, and the citizens of the community to Communications Supervisor ALICIA WILLIAMS, and to Communications Specialists JESSICA HOULE, MARCIA BROWN, LINDSEY LOVING, MARIA AUCHTER, MICHAEL HALPERT, SARAH GIGNAC, SAMANTHA LONCON, and MARY DOANE for their dependable and exceptional service during the past year.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Greenbelt, Maryland, to be affixed this 11th day of April, 2016.

**EMMETT V. JORDAN
MAYOR**

ATTEST:

Cindy Murray

WORK SESSION OF THE GREENBELT CITY COUNCIL/LEGISLATIVE DINNER held Tuesday, December 15, 2015, at Greenbelt Marriott, for the purpose of discussing the City's legislative priorities and other legislative matters.

PRESENT WERE: Councilmembers Judith F. Davis, Konrad E. Herling, Leta M. Mach, Silke I. Pope, Edward V. J. Putens, Rodney M. Roberts and Mayor Emmett V. Jordan.

STAFF PRESENT WERE: Michael McLaughlin, City Manager; David E. Moran, Assistant City Manager; John Shay, City Solicitor; and Cindy Murray, City Clerk.

ALSO PRESENT WERE: State Senator Paul Pinsky; State Delegates Anne Healey, Tawanna Gaines and Alonzo Washington; and County Councilmember Todd Turner.

Mayor Jordan welcomed the legislators. He said the purpose of the gathering was for the City to discuss its legislative priorities for 2016.

The following City priority issues were reviewed.

SUPPORT FBI HEADQUARTERS IN GREENBELT: Support bringing the new FBI Headquarters to Greenbelt.

The Delegation expressed its support. They agreed this is a great opportunity for economic development and Smart Growth. Senator Pinsky suggested the City start to determine its service needs if the Greenbelt site is chosen, such as a fire truck to service a 17 story building and be ready to go to the County with its needs.

GREENBELT ROAD STREETScape IMPROVEMENTS: Fund the SHA Streetscape Improvement Program on Greenbelt Road (MD 193).

Council Member Turner reported this project is now #2 on the County's priority list.

M-NCPPC TAX FAIRNESS: Amend State law so that residents of the new Greenbelt Station pay the same M-NCPPC tax rates as other Greenbelt residents.

The Delegation indicated they would work to address this issue.

PROTECT MUNICIPAL FUNDING SOURCES: Protect municipal funding priorities such as Highway User Revenues, School Resource Officer contribution, Program Open Space, CDBG funding, Youth Service Bureau monies, M-NCPPC grants/contracts and Purple Line funding.

Mayor Jordan said this was a Maryland Municipal League (MML) priority also. Delegate Gaines indicated they had already met with Scott Hancock and Candice Donoho, MML, regarding this priority.

CHILDREN LIVING IN GREENBELT STATION SHOULD ATTEND GREENBELT SCHOOLS: Modify school boundaries to allow these children to attend Greenbelt schools.

Council Member Turner said he has a meeting scheduled tomorrow with Dr. Maxwell, CEO Prince George's County Schools, and would bring up this issue.

OPPOSE KENILWORTH AVENUE EXTENDED: Continue to oppose the extension of Kenilworth Avenue north of Cherrywood Lane.

Council noted there may be some improvements to Kenilworth Avenue associated with the relocation of the FBI, but said they would continue to oppose any improvements beyond that location.

Other Items

The legislators thanked the City for its hospitality. They invited Council to attend the 22nd District Legislative Reception in Annapolis on January 18, 2016. Council thanked the legislators for attending.

The meeting ended at 9:08 p.m.

Respectfully submitted,

*Cindy Murray
City Clerk*

DRAFT

WORK SESSION OF THE GREENBELT CITY COUNCIL held Wednesday, February 17, 2016, for the purpose of meeting with Prince George's County School Board Member Lupi Grady and Chief Executive Officer Dr. Kevin Maxwell.

Mayor Jordan started the meeting at 8:01 p.m. The meeting was held in Room 201 of the Community Center.

PRESENT WERE: Councilmembers Judith F. Davis, Konrad E. Herling, Leta M. Mach, Silke I. Pope, Edward V. J. Putens, Rodney M. Roberts and Mayor Emmett V. Jordan.

STAFF PRESENT WERE: Michael McLaughlin, City Manager, and Cindy Murray, City Clerk.

ALSO PRESENT WERE: Lupi Grady, Prince George's County School Board Member; Dr. Kevin Maxwell, Prince George's County Schools Chief Executive Officer; Mary Moien, Greenbelt News Review; Genevieve Kelly, Bill Orleans, and others.

Ms. Grady provided an update from the Prince George's County Public School (PGCPS) Board. She reported that financial literacy training for students began this school year for eighth grade students and mentioned this was the first program of its type in the State. Ms. Grady also reported on the "Terrapin Teacher" project that involved students from the University of Maryland assisting school students in science and other activities, and the upcoming Youth Summit Day on Leadership involving approximately 60 ninth and tenth grade students from Eleanor Roosevelt, Northwestern and Parkdale High Schools. She said she will have another listening session scheduled soon.

Dr. Maxwell said he had been in his position as Chief Executive Officer (CEO) for PGCPS for over two years (on a four year contract) and plans to seek a four year contract renewal. He spoke about his good working relationship with the School Board. Dr. Maxwell said the current funding levels for PGCPS are not adequate to achieve all that he would like to accomplish, but added that lack of adequate funding is the same in all school districts.

Dr. Maxwell reported that the graduation rate rose 2.47% in his first year as CEO and another 2.16% in his second year. He said PGCPS graduation rate is now at 78% compared to the national rate of 82%.

Mayor Jordan mentioned Senator Rosapepe's session in Laurel regarding the success of the Monarch School which is a private public partnership serving students in Anne Arundel County. Dr. Maxwell said the Monarch School was a great school and a very good model of a private public partnership. He reported that schools such as Monarch, that receive private funding, are not held to the same construction standards as public schools.

Dr. Maxwell mentioned the need to find viable options to lower class sizes, especially in pre-kindergarten programs. He said Delegate Washington is working on a legislative bill to provide additional resources in this effort. Mayor Jordan suggested Dr. Maxwell notify Council if he would like City support of any legislative bills. Dr. Maxwell said he would provide contact information for the PGCPS legislative aid.

Dr. Maxwell reported the proposed PGCPs FY 2017 Budget is available on the PGCPs website. He said the proposed budget includes an increase of \$182 million (9.9% over the FY 2016 budget).

Dr. Maxwell said PGCPs is continuing to look for a new site to relocate the Greenbelt bus lot. He said an alternative site they had been working on acquiring last year did not work out during contract negotiations.

In response to a question from Ms. Davis, Dr. Maxwell said PGCPs is still leasing out school property for placement of cell phone towers. He said he wasn't aware of any schools in the Greenbelt area under consideration for cell phone tower placement at this time.

Mr. Roberts said he thought all student suspensions should be eliminated and more efforts should be taken to address whatever problems students may have. Dr. Maxwell said a task force dealing with student conduct and behavior, recovery programs to keep students on task, etc. has been established and there is a statewide effort looking into alternative educational programs. He said it would be great not to have to suspend or discipline any students but there are situations, such as weapon or drug matters, that warrant a student's removal in order to keep schools safe. Mr. Roberts requested Dr. Maxwell provide Council information regarding student suspensions and their graduation rates.

Ms. Mach, Ms. Pope and Ms. Davis stressed the need to have all Greenbelt children attend their neighborhood schools. Ms. Mach reported that children living in Greenbelt Station are currently assigned to Berwyn Heights Elementary, Greenbelt Middle School and Parkdale High School. She acknowledged that the schools in Greenbelt are overcrowded but noted that both Berwyn Heights Elementary and Parkdale High School are overcrowded also. Ms. Davis said there is still time to work this boundary problem out since there are no school age children residing in Greenbelt Station at this point.

Dr. Maxwell explained the PGCPs operates as a county district and it is not possible to place children in each municipality in schools within its municipality. He offered to arrange a meeting with Council and representatives from the office of PGCPs Boundaries and Zoning to explain how boundaries are established.

Ms. Davis stated that the City and its Advisory Committee on Education does a great deal to support Greenbelt schools, including offering grants for teachers, awarding outstanding educators and students, funding after-school Science and Reading clubs and funding a Student Resource Officer. Ms. Mach said taxpayer money is used to fund these programs and it is not fair that not all Greenbelt children benefit from them.

Mayor Jordan and Ms. Davis mentioned the City was having difficulty in reaching an agreement with PGCPs for the joint use of the athletic fields at Greenbelt Middle School. Dr. Maxwell said he would check into the matter.

Ms. Grady and Dr. Maxwell left the meeting at 9:08 p.m. to attend another meeting.

Ms. Kelly, member of the Prince George's County Advocates for Better Schools, spoke about their meeting on February 4th. She said School Board Member Grady and John Pfister, Director

of Budget and Management Services for PGCPs, were in attendance and reviewed the proposed budget. Council requested Ms. Kelly provide them with meeting dates of the organization. Mr. Putens suggested Ms. Kelly reach out to the City's Advisory Committee on Education as well as the College Park Education Advisory Board.

Informational Items

Ms. Davis provided an updated from the Maryland Municipal League Legislative Committee meeting.

Several other informational items were discussed.

The meeting ended at 9:45 p.m.

Respectfully Submitted,

*Cindy Murray
City Clerk*

DRAFT

WORK SESSION OF THE GREENBELT CITY COUNCIL held Monday, March 7, 2016, for the purpose of meeting with the chairpersons of City Council Advisory Groups.

Mayor Jordan started the meeting at 8:00 p.m. The meeting was held in the Council Room of the Municipal Building.

PRESENT WERE: Konrad E. Herling, Leta M. Mach, Edward V. J. Putens, Rodney M. Roberts, and Mayor Emmett V. Jordan. Councilmember Silke I. Pope was attending a National League of Cities Small Cities meeting. Mayor Pro Tem Judith F. Davis was out of the country.

STAFF PRESENT WERE: Michael P. McLaughlin, City Manager, and Cindy Murray, City Clerk.

ALSO PRESENT WERE: Melinda Brady, Advisory Committee on Education (ACE); Charles Jackman, Advisory Committee on Trees (ACT); Brian Gibbons, Advisory Planning Board (APB); Pam Gregory, Board of Elections (BoE); Rick Ransom, Community Relations Advisory Board (CRAB); Valerie Elliott, Forest Preserve Advisory Board (FPAB); John Lippert, Greenbelt Advisory Committee on Environmental Sustainability (Green ACES); Betty Sonneveldt, Park and Recreation Advisory Board (PRAB); Laura Kressler, Public Safety Advisory Committee (PSAC); Betty Timer, Senior Citizens Advisory Committee (SCAC); and Fahmi Abadir, Youth Advisory Committee (YAC).

Mayor Jordan expressed Council's appreciation to the advisory groups for the valuable service they provide to Council.

Mayor Jordan asked the representatives if they would be interested in attending a training workshop on how to run an effective meeting. Ms. Elliott said the FPAB had found running its meeting under the Dynamic Governance system instead of Roberts Rules works best for them. Mr. Lippert said he was familiar with Dynamic Governance system, but mentioned that Roberts Rules works best for Green ACES. After further discussion, Ms. Mach noted that each of the advisory groups seem to have a good working structure in place that works well for each of them. Mr. Herling suggested having a professional observe each of the advisory group meetings may be beneficial. Mr. Putens suggested training for new members and new chairs.

Advisory Group Updates: Mayor Jordan then asked each group to provide a brief update on their group's activities.

***ACT:** Mr. Jackman reported that ACT had spent a significant amount of its time this past year reviewing the Pepco tree plans and determining the types of trees that are appropriate for planting in Greenbelt parks. He mentioned the upcoming Arbor Day Event and Significant Tree Tour scheduled for April 2. **BoE:** Ms. Gregory spoke about the successful 2015 election. She said the Board will be examining new sites for the relocation of Precinct 18 for the 2017 election and also look at ways to increase voter turnout. **PRAB:** Ms. Sonneveldt reported on PRAB's review of the Attick Park Master Plan. She said PRAB would like Council support of a revision to the plan with PRAB input as well as its support for a clear policy on sustainable land care. Ms. Sonneveldt mentioned PRAB's work on the annual review of the recognition and contribution group applications and its review of referrals, such as the dredging of lake forebays and park design for Greenbelt Station **CRAB:** Mr. Ransom said CRAB had become more proactive this year and was meeting on a regular basis. He mentioned its recent work on preservation of the Turner Family Cemetery and its current review of Council's referral regarding Syrian refugees. **YAC:** Mr. Abadir reported that YAC was considering making a recommendation to increase its membership. He also commented on the attendance by several members at the National League of Cities Youth Delegate Program. **Green ACES:** Mr. Lippert spoke about Green ACES's work on solar energy projects and its review of the Council*

referral on the dredging of the lake forebays. He mentioned that Green ACES also serves as the City's Green Team and commented on its work on zero waste and the greening of the Labor Day Festival. **ACE:** Ms. Brady reported on the ACE Educator Awards, Student Awards, Science and Reading Clubs, Grants to Educators Program and its annual meetings with school principals and Parent Teacher Association representatives. **PSAC:** Ms. Kressler reported on PSAC's work on the National Night Out events, its Labor Day Booth and the establishment of a Drug Take Back Program for the Police Department. **SCAC:** Ms. Timer spoke about SCAC's Not for Seniors Only and Annual Forum events. **FPAB:** Ms. Elliott reported on the FPAB's work regarding the forest preserve assessment. She added that the Board was sponsoring several woods cleanup events and is considering sponsoring an educational trail day in June. **APB:** Mr. Gibbons reported on APB's work on economic development as well as its review of the Greenbelt Station plans, Cherrywood Lane Complete Street Project, gateway signage and departures from zoning requests.

Role of Council Liaison and Staff Liaison: Mayor Jordan reviewed the roles of the Council and staff liaisons. Mr. Putens said it is often difficult for Councilmembers to attend advisory group meetings because of Council's meeting schedule and its other responsibilities.

Code of Conduct: Mayor Jordan reported that 98% of advisory group members had signed the Code of Conduct. The representatives expressed their support for the Code which provides a guide for all members. Mayor Jordan asked the representatives to forward to Council any suggestions they may have for improvements to the Code.

Board Reports: Council and chairs reviewed the listing of Advisory Board/Committee Reports. Ms. Murray will provide copies of the report to staff liaisons for distribution to members on a quarterly basis. The report will also be posted on the City website.

The meeting ended at 10:30p.m.

Respectfully submitted,

Cindy Murray
City Clerk

WORK SESSION OF THE GREENBELT CITY COUNCIL held Wednesday, March 16, 2016, for the purpose of discussing Council Goals.

Mayor Jordan started the meeting at 8:05p.m. It was held in the Multi-Purpose Room of the Greenbelt Community Center.

PRESENT WERE: Councilmembers Judith F. Davis, Konrad E. Herling, Leta M. Mach, Silke I. Pope, Rodney M. Roberts and Mayor Emmett V Jordan. Council Member Edward V.J. Putens arrived at 9:05 pm.

STAFF PRESENT WERE: Michael P. McLaughlin, City Manager and David E. Moran, Assistant City Manager.

ALSO PRESENT WERE: Laura Kressler, PSAC, Bill Orleans, Eric (last name withheld) and Kathleen Gallagher, News Review.

Council Goals

Mayor Jordan indicated this was a follow-up to the December 16, 2015 work session. He stressed the need for the new Council to review the goals. Mayor Jordan hoped Council would develop a prioritized list focused on cost, urgency and benefit/impact for each goal.

Ms. Davis and Ms. Mach noted that their lists included in the meeting packet were things they heard while campaigning, not necessarily their proposed goals.

Mayor Jordan read the eight goals listed a November 25 memo. Ms. Davis suggested the addition of a ninth goal of "Improve and Maintain Infrastructure". Ms. Mach believed this could fall under quality of life but she liked it standing alone.

Mayor Jordan provided a summary of the Council Member suggestions/comments offered at the previous work session as follows:

- Functional analysis, Organizational assessment, SAGE study implementation, Tax incentives, Implement paperless agenda, Move forward with another dog park.*
- Change how we train police officers (community focus vs. military), Focusing on people, Community policing & visibility, Getting basketball hoops back in the City, More positive activities, Bike officers and more visibility. Different employee relations/grievance process, Balanced police training.*
- Implementation of Organizational assessment, Sustainability plan, Bike/pedestrian plan, Toolkit for Economic Development, Enhance planned community, Improve the Theatre. Working with the Friends school, Have Greenbelt children attend Greenbelt schools.*
- Organizational Assessment, Manage change, Infrastructure reserve study, Proactive Economic Development, Outstanding business award, Place making & establish brand, Move forward on bust stop plan, Police body cameras, Develop arts policy, Rental property tax credit, Green solar initiatives.*

- *Make Greenbelt more inclusive, Election process, Transportation/circulator bus, More bus shelters, Electric vehicle charging stations, New fire house, Marketing coordination, Arts & economic development, Create arts district, Performing arts center.*
- *Community & Economic development, Attract businesses, Encourage redevelopment, Implementation strategies, Toolkit, Develop marketing materials, Expand contractor role or hire staff, Roosevelt Center as a destination, Gateway signage, Branding, MD 193 corridor improvements. Better connect Hanover Parkway to the rest of the community.*
- *Increase role for citizens in economic development, Manage change, Realign organization, Performance measures, Succession planning, More transparency, Pay down debt, Lower tax rate, Body cameras for police, Additional dog park.*

Ms. Pope stated that a number of these goals were mentioned by multiple people. She favored a manageable list of condensed goals that Council could achieve in a reasonable timeframe. Ms. Davis liked this idea.

Mr. Roberts wanted to fix the flaws in the City's grievance process. He stated there was a piece of property in Greenbelt West the City could purchase and this was a high priority. Several Council members believed there were challenges with acquiring this property.

Mr. Herling favored the use of ball fields in New Carrollton. He also wanted the City to have more environmentally friendly vehicles.

Ms. Davis suggested better promotion of the City's historic cemeteries.

Mayor Jordan believed the CAR list needed to be prioritized and also the petition list should be accessible on the City website. It was also suggested the advisory board referral status list be on the website.

Ms. Pope believed Council needed to take a look at the Budget and prioritize. She stressed the need for more personnel, but noted that Council never takes anything away.

Mr. Herling suggested that kiosks be installed at each shopping center.

Mr. Putens agreed that Council needed to be careful about staff. He suggested the use of contractors. Mr. Putens stressed the need to prioritize everything. He also expressed concern about the City's aging work force. Mr. Putens agreed with earlier comments that the City consider cuts.

Information Items

Mayor Jordan announced an invite to the Landover bus depot to celebrate National Transit Day on Friday. He reiterated the desire to consolidate budget sessions.

Ms. Davis asked if everyone was getting a magazine from University of Maryland called TERP. She referenced an invitation from the Joseph Gilmore Adult Care Center hosting its annual symposium. She suggested Council watch the MML legislative summary video.

In response to a question, Mr. McLaughlin stated that a WoodSpring Suites Hotel was proposed for the parking lot between the old Jaspers restaurant and Maryland Trade Center I.

Executive Session

Ms. Davis moved that Council conduct this Executive Session in accordance with the General Provisions Article Section 3-305 (b) (1) of the Annotated Code of the Public General Laws of Maryland to discuss a personnel matter. Mr. Putens seconded.

ROLL CALL:

<i>Mr. Herling</i>	<i>-</i>	<i>Yes</i>
<i>Mr. Jordan</i>	<i>-</i>	<i>Yes</i>
<i>Ms. Mach</i>	<i>-</i>	<i>Yes</i>
<i>Ms. Pope</i>	<i>-</i>	<i>Yes</i>
<i>Mr. Putens</i>	<i>-</i>	<i>Yes</i>
<i>Mr. Roberts</i>	<i>-</i>	<i>Yes</i>
<i>Mayor Davis</i>	<i>-</i>	<i>Yes</i>

The work session ended at 9:21 p.m.

Respectfully submitted,

*David E. Moran
Assistant City Manager*

REGULAR MEETING OF THE GREENBELT CITY COUNCIL held Tuesday, March 29, 2016.

Mayor Jordan called the meeting to order at 8:01 p.m.

ROLL CALL was answered by Councilmembers Judith F. Davis, Konrad E. Herling, Leta M. Mach, Silke I. Pope, Edward V. J. Putens, Rodney M. Roberts and Mayor Emmett V. Jordan.

ALSO PRESENT were Michael McLaughlin, City Manager; David Moran, Assistant City Manager; Karen Ruff, Associate of the City Solicitor; and Cindy Murray, City Clerk.

Mayor Jordan asked for a moment of silence in memory of the victims of the attacks in Brussels and Pakistan, as well as Prince George's County Police Officer Jacai Colson and Greenbelt residents Martha Patton and Bessie Brickman. Mr. Roberts then led the pledge of allegiance to the flag.

APPROVAL OF CONSENT AGENDA: Ms. Davis requested Item #13 "Resignation from Advisory Group" be removed from the consent agenda. With this change, it was moved by Mr. Putens and seconded by Mr. Herling that the consent agenda be approved. The motion passed 7-0.

Council thereby took the following actions:

Committee Reports: Council accepted the Greenbelt Advisory Committee on Environmental Sustainability, Report #2016-1 (Partnering with Corvias and Prince George's County to dredge the lake's forebays) and will consider it on the agenda of a future meeting.

APPROVAL OF AGENDA: Ms. Davis requested "Appointments to Advisory Groups" be added to the agenda as Item 14. With this addition, it was moved by Mr. Putens and seconded by Ms. Mach that the agenda be approved. The motion passed 7-0.

PRESENTATIONS:

Arbor Day Proclamation: In keeping with its designation as a "Tree City USA," Mayor Jordan issued a proclamation in recognition of Arbor Day. Brian Townsend, Horticulture Supervisor, and Charles Jackman and Ethel Dutky, members of the Advisory Committee on Trees, received the proclamation and provided an overview of this year's Arbor Day plans.

Earth Day Proclamation: Mayor Jordan issued a proclamation marking the 46th Anniversary of Earth Day. Brian Townsend received the proclamation and discussed the Earth Day plans and activities.

Proposed FY 2017 City Budget: Mr. McLaughlin presented his proposed FY 2017 budget for the City. In his overview, he advised that owner occupied property assessments were up an average of 14.5% but apartments and commercial property assessments were lower at 4.6% and 5.8%, respectively. He noted that the total growth was 2.9%.

Mr. McLaughlin discussed the key points in the proposed FY 2017 budget: no tax rate increase; Greenbelt's economy; addition of 1.5 positions; funding of 1.9% COLA and merit/step increases; shift in health insurance plan; and an increase in waste collection fees. He also reviewed the proposed work plan for FY 2017 which was influenced by Council's goals.

The Mayor and other Councilmembers thanked him and staff for all the work that went into the preparation of the budget.

PETITIONS AND REQUESTS:

Linda Rexon, 22 Ridge Road, requested flowering trees be planted along the train tracks in the area of Lake Artemisia to provide an attractive view for transit riders. Mayor Jordan said staff would refer the suggestion to the Maryland National Capital Park and Planning Commission.

Bill Orleans, Greenbelt, inquired about past executive sessions of Council regarding annexation and acquisition of real property.

MINUTES OF COUNCIL MEETINGS:

Statement for the Record – Executive Session of March 16, 2016: Ms. Davis moved that in accordance with the General Provisions Article, Section 3-306(c)(2) of the *Annotated Code of Public General Laws of Maryland*, the minutes of tonight’s meeting reflect that Council met in executive session on Wednesday, March 16, 2016, at 9:15 p.m. in Room 201 of the Community Center. Council held this closed meeting in accordance with the General Provisions Article, §3-305(b)(1) of the *Annotated Code of Public General Laws of Maryland*, to discuss a personnel matter.

Vote to close session:

	Yes	No	Abstain	Absent
Ms. Davis	X			
Mr. Herling	X			
Ms. Mach	X			
Ms. Pope	X			
Mr. Putens	X			
Mr. Roberts		X		
Mayor Jordan	X			

The following staff members were in attendance: Michael McLaughlin, City Manager, and David Moran, Assistant City Manager.

Other individuals in attendance: None

Council took no actions during this session.

Mr. Putens seconded.

ROLL CALL: Ms. Davis - yes
Mr. Herling - yes
Ms. Mach - yes
Ms. Pope - yes
Mr. Putens - yes

Mr. Roberts - yes
 Mayor Jordan - yes

Statement for the Record – Executive Session of March 23, 2016: Ms. Davis moved that in accordance with the General Provisions Article, Section 3-306(c)(2) of the *Annotated Code of Public General Laws of Maryland*, the minutes of tonight’s meeting reflect that Council met in executive session on Wednesday, March 23, 2016, at 9:40 p.m. in Room 201 of the Community Center. Council held this closed meeting in accordance with the General Provisions Article, §3-305(b)(1) of the *Annotated Code of Public General Laws of Maryland*, to discuss a personnel matter.

Vote to close session:

	Yes	No	Abstain	Absent
Ms. Davis	X			
Mr. Herling	X			
Ms. Mach	X			
Ms. Pope	X			
Mr. Putens	X			
Mr. Roberts		X		
Mayor Jordan	X			

The following staff members were in attendance: Michael McLaughlin, City Manager, and David Moran, Assistant City Manager.

Other individuals in attendance: None

Council took no actions during this session.

Ms. Pope seconded.

ROLL CALL: Ms. Davis - yes
 Mr. Herling - yes
 Ms. Mach - yes
 Ms. Pope - yes
 Mr. Putens - yes
 Mr. Roberts - yes
 Mayor Jordan - yes

ADMINISTRATIVE REPORTS:

Mayor Jordan reported that the Washington Metropolitan Area Transit Authority (WMATA) began Sunday bus service for Greenbelt this week. He thanked WMATA, Transit Riders United of Greenbelt and everyone that worked on this effort. Ms. Davis mentioned the need to promote the service.

Ms. Mach asked about the drop off locations for Drug Take Back Day on April 30 and requested this information be publicized.

Ms. Davis and Ms. Pope thanked the Recreation, Public Works and Fire Departments for their work on the annual Easter Egg Hunt. Ms. Davis also thanked the Public Works Department for its participation in the Greenbelt Elementary School Fair and for trimming the Bradford Pear trees on Hanover Parkway. Ms. Pope also thanked the Public Works Department for clearing of brush at Greenbelt Lake.

COMMITTEE REPORTS: None

LEGISLATION: None

TRANSPORTATION/LAND-USE CONNECTIONS (TLC) PROGRAM GRANT APPLICATION:

Mayor Jordan read the agenda comments.

Mr. Herling moved that Council approve submission of a letter to the National Center for Smart Growth (NCSG) indicating its endorsement for the Greenbelt Senior Mobility and Accessibility Needs and Barriers Study and support for the application for the Transportation Land Use Connection (TLC) program. Mr. Putens seconded. The motion passed 7-0.

COUNCIL REPORTS: Councilmembers commented on their attendance at the following events.

Tree Protection Event at Buddy Attick Park - Mr. Putens
Metropolitan Washington Council of Governments (COG) Clean Air Partners Executive Committee Meeting – Ms. Mach
Prince George’s County Municipal Association (PGCMA) Meeting and Orientation for New Officials – Mayor Jordan, Ms. Davis, Mr. Herling and Ms. Mach
Prince George’s County Science Fair – Ms. Mach (Served as a judge for Clean Air Partners)
Celebrating Women Event at Springhill Lake Elementary School – Ms. Mach and Ms. Pope
COG Chesapeake Bay Policy Committee Meeting – Ms. Davis
Maryland Senatorial Candidates Forum – Mayor Jordan, Ms. Davis, Mr. Herling and Mr. Putens
Greenbelt Elementary School Spring Fair – Ms. Davis
Anacostia Trails Heritage Area Governing Board Meeting – Ms. Davis
Maryland Municipal League Legislative Committee Conference Call – Ms. Davis
Egg Hunt – Mayor Jordan, Ms. Davis, Mr. Herling, Ms. Pope and Mr. Putens
Greenbelt Intergenerational Volunteer Exchange Service – Mayor Jordan and Ms. Davis
Prince George’s County Chamber of Commerce Economic Development Summit – Mayor Jordan

Resignations from Advisory Groups: Ms. Davis moved that Council accept the resignations of Kathleen Shaw from the Greenbelt Advisory Committee on Environmental Sustainability and Oyinkansola Odebo from the Senior Citizens Advisory Committee. Ms. Pope seconded. The motion passed 7-0.

Appointments to Advisory Groups: Ms. Davis moved that Council appoint Bernard Robbs and Jeanette Grotke to the Senior Citizens Advisory Committee. Mr. Herling seconded. The motion passed 7-0.

MEETINGS: Council reviewed the upcoming meeting schedule.

ADJOURNMENT: Ms. Mach moved to adjourn the meeting. Mr. Putens seconded. The motion passed 7-0.

Mayor Jordan adjourned the regular meeting of Tuesday, March 29, 2016, at 9:53 p.m.

Respectfully submitted,

Cindy Murray
City Clerk

"I hereby certify that the above and foregoing is a true and correct report of the regular meeting of the City Council of Greenbelt, Maryland, held March 29, 2016."

Emmett V. Jordan
Mayor

DRAFT

**Report #2016-1
April 5, 2016**

Greenbelt Advisory Committee on Trees – Report to the City Council

Subject: Recommended Tree Species appropriate for Greenbelt Parks

The Advisory Committee on Trees (ACT) has produced a list of tree species appropriate for Greenbelt Parks. This list primarily includes native trees. Some exotic trees that do well in our hardiness zone are also on the list.

Below is the list of species and cultivars for the ACT-recommended trees appropriate for Greenbelt Parks:

Acer rubrum (Red Maple) (select cultivars*)
Acer saccharum ‘Flash Fire’ (Flash Fire Sugar Maple)
Aesculus parviflora (Bottlebrush Buckeye)
Amelanchier species (Serviceberry, Shadbush)
Asimina triloba (PawPaw)
Betula nigra (River Birch)
Castanea dentata hybrids (American Chestnut)
Carya species (Hickories)
Catalpa bignonioides (Southern Catalpa)
Cedrus atlantica (Atlas Cedar)
Cedrus deodara (Deodar Cedar)
Cercis canadensis (Eastern Redbud)
Cladrastis lutea (American Yellowwood)
Cornus florida ‘Appalachian Spring’ or other Discula anthracnose resistant cultivars (Flowering Dogwood)
Cornus kousa (Kousa Dogwood)
Cornus alterniflora (Pagoda Dogwood)
Davidia involucreta (Dove Tree)
Diospyros virginiana (Common Persimmon)
Fagus grandifolia (American Beech) (select cultivars*)
Fagus sylvatica (European Beech) (select cultivars*)
Ginkgo biloba (Ginkgo) (select cultivars*)
Gleditsia triacanthos (Honeylocust)
Gymnocladus dioica (Kentucky Coffeetree)
Halesia monticola (Mountain Silverbell)
Hamamelis species and cultivars (Witchhazel)
Ilex opaca ‘Satyr Hill’ and other selections (American Holly)
Ilex x attenuata ‘Foster’s # 2’ (Foster’s #2 Holly)
Ilex pedunculosa (Longstalk Holly)
Maclura pomifera (Osage-orange)
Magnolia soulangeana (Saucer Magnolia)
Magnolia acuminata (Cucumbertree Magnolia) (cultivars and hybrids*)
Magnolia macrophylla (Bigleaf Magnolia)

Magnolia stellata (Star Magnolia)
Magnolia x loebneri 'Merrill' (Loebner Magnolia)
Magnolia grandiflora (Southern Magnolia)
Magnolia x 'Maryland' (Maryland Magnolia)
Magnolia virginiana (Sweetbay Magnolia)
Magnolia species and cultivars*
Malus species/cultivars (Crabapples) (select cultivars* for disease resistance, see list of small trees appropriate for use under power lines)
Metasequoia gpltostroboides (Dawn Redwood)
Morus rubra (Red Mulberry)
Nyssa sylvatica (Tupelo) (select cultivars only*)
Ostrya virginiana (American Hophornbeam, Ironwood)
Oxydendrum arboreum (Sourwood)
Parrotia persica (Persian Parrotia, Persian Ironwood)
Picea omorika (Serbian Spruce)
Picea abies (Norway Spruce)
Pinus echinata (Shortleaf Pine)
Pinus taeda (Loblolly Pine)
Pinus australis (Longleaf Pine)
Pinus bungeana (Lacebark Pine)
Plantanus x acerifolia (London Planetree) (select cultivars*)
Pistachia chinensis (Pistachio)
Prunus species/cultivars (Flowering Cherries) (select cultivars* for disease resistance, see list of small trees appropriate for use under power lines)
Quercus acutissima (Sawtooth Oak)
Quercus alba (White Oak)
Quercus bicolor (Swamp Oak)
Quercus macrocarpa 'Urban Pinnacle' (Mossycup Oak)
Quercus phellos (Willow Oak)
Sophora japonica (Japanese Pagoda Tree, Scholar Tree)
Stewartia species (Stewartias)
Styrax japonica (Japanese Snowbell)
Styrax obassia (Fragrant Snowbell)
Taxodium distichum (Bald Cypress) (select cultivars*)
Tilia americana (Basswood)
Thuja occidentalis (White Cedar)
Thuja plicata (Western Arborvitae)
Thujopsis dolobrata (Hiba Arborvitae)
Ulmus americana (American Elm) (select disease and insect resistant cultivars and hybrids*)
Zelkova serrata (Japanese Zelkova) (select cultivars*)

*Cultivar selection takes into account disease and pest resistance as well as growth habit and other ornamental attributes. This is a dynamic area of research and new cultivars become available over a period of time.

April __, 2016

Via email to fbi-hq-consolidation@gsa.gov and
certified mail, return receipt requested

U.S. General Services Administration
Attention: Denise Decker, NEPA Team Lead
301 7th Street, SW, Room 4004
Washington, D.C. 20407

RE: Federal Bureau of Investigation (FBI) Headquarters Consolidation
Solicitation Number: FBIHQSiteEOI

Dear Ms. Decker:

This letter is sent in regard to the revised FBI employee parking requirement announced at the Information Presentation to the National Capital Planning Commission (NCPC) on March 3, 2016. In particular, this letter concerns the announced increase in FBI employee parking from 3,600 to 6,076 parking spaces to be located at the proposed consolidated FBI Headquarters in Greenbelt. Greenbelt is one of the three shortlisted sites eligible to compete for the award of the consolidated FBI Headquarters.

We request this letter be included as a supplement to our letter of December 18, 2015 submitted to provide comments to the Draft Federal Bureau of Investigation (FBI) Headquarters Consolidation Environmental Impact Statement prepared by the U.S. General Services Administration (GSA) and dated November 6, 2015 (the "Draft EIS"). As the increased parking requirements were not included in the Draft EIS, the City of Greenbelt was unable to comment during the public comment period.

The City opposes GSA's decision to increase required parking at the Greenbelt site beyond the parking ratio recommended by NCPC guidance. A failure to limit on-site parking at the proposed FBI Headquarters (as recommended by NCPC guidelines) is inconsistent with the direction of Executive Orders issued by the President as well as GSA's own Order issued on October 6, 2015 (ADM 1097.1 CHGE 1). Excess parking at the Greenbelt site substantially increases the cost of the new headquarters to the Government, imposes substantial and ongoing costs to Metro and local jurisdictions, promotes increased road congestion and greenhouse gas emissions, and does not maximize the transit opportunities at this site.

Constraining parking at federal facilities is a critical part of a Transportation Management Plan (TMP) that generally includes carpool/van pool incentives, transit incentives, telecommuting programs and bicycling/walking to work incentives. While we understand that, given the nature of the facilities, FBI employees may have less ability to telecommute than many other federal employees, it is precisely that reason that GSA and FBI should place greater emphasis on other aspects of a comprehensive TMP, including providing a robust transit incentive and prioritizing public transportation over driving.

U.S. General Services Administration
Attention: Denise Decker, NEPA Team Lead
301 7th Street, SW, Room 4004
Washington, D.C. 20407
April __, 2016
Page 2

On October 5, 2009, the President issued Executive Order (E.O.) 13514, *Federal Leadership in Environmental, Energy and Economic Performance*. E.O. 13514 states that “It is the policy of the United States that Federal agencies shall...design, construct, maintain, and operate high performance sustainable buildings in sustainable locations.” E.O. 13514 also resulted in the issuance of *Implementing Instructions - Sustainable Locations for Federal Facilities* by the White House Council on Environmental Quality (CEQ) included in the implementing instructions is a direction that “Agency location decisions should take into consideration the promotion of a variety of transportation choices with a focus on encouraging public transportation and transit oriented development (TOD).”

On March 19, 2015, the President issued Executive Order 13693, *Planning for Federal Sustainability in the Next Decade, reaffirming earlier guidance*. Directly, that executive order requires agencies to “consider the development of policies to promote sustainable commuting and work-related travel practices for Federal employees.” It also resulted in the issuance of *Guiding Principles for Sustainable Federal Buildings and Associated Instructions* instructing agencies to “prioritize sites that offer robust transportation options, including walking, biking, and transit, and minimize the combined greenhouse gas emissions of the building and associated commuter and visitor transportation emissions over the project’s life.”

At \$18,000/space, the additional almost 2,500 parking spaces will increase the cost of the new Headquarters by approximately \$45 million; a cost that will be borne directly by taxpayers. That cost does not include the cost of additional facilities to screen incoming vehicles and additional infrastructure that will be required to accommodate the additional traffic that will certainly accompany the vehicle occupying those spaces.

The proposed campus for the FBI at the Greenbelt location is just 284 feet from the Greenbelt Metro Station, bus stops, and the MARC train station, creating a model transit oriented campus. The ease of commuting by mass transit to this location is an objective directly in line with Presidential Executive Orders, GSA directives, and NCPC goals. Adding parking as suggested runs counter to all of this and harms the region.



Sincerely,

Emmett V. Jordan
Mayor

U.S. General Services Administration
Attention: Denise Decker, NEPA Team Lead
301 7th Street, SW, Room 4004
Washington, D.C. 20407
April __, 2016
Page 3

cc: Marcel Acosta, Executive Director, National Capital Planning Commission
Anthony Costa, Senior Advisor to the Administrator
William Dowd, Project Executive, GSA
Norman Dong, Commissioner of the Public Buildings Service, GSA
Nia Francis, Project Manager, GSA
Shyam Kannan, Managing Director, Office of Planning, WMATA
City Council
Honorable Barbara Mikulski
Honorable Benjamin Cardin
Honorable Steny Hoyer
Honorable Paul Pinsky
Honorable Anne Healey
Honorable Tawanna Gaines
Honorable Alonzo Washington
Honorable Rushern Baker
Honorable Derrick Leon Davis
Honorable Todd Turner
Honorable Jodie Kulpa-Eddy
Honorable Patrick Wojahn
Honorable Andrew Hanko
Garth Beall, Renard Development
Bob Rosenbush, Maryland Department of Planning
David Iannucci, Prince George's County
Celia Craze, Director of Planning & Community Development
Jessica Bellah, Community Planner
Greenbelt News Review

City of Greenbelt, Maryland Memorandum

To: Greenbelt City Council
Via: Michael P. McLaughlin, City Manager 
From: Jeffrey L. Williams, City Treasurer 
Date: April 7, 2016
Re: Practice of Changing Audit Firms Every Three Years

The practice of changing audit firms on a three-year rotation is based on the goal of having a “fresh pair of eyes” review the City’s financial records. Therefore, changing audit firms every three years appears to have some merit. However, when you consider the learning curve of a new audit firm, the practice does not achieve the desired result.

A new audit firm’s first year is spent learning how the City works. Only the most basic audit review is possible given the differences in the financial software systems, approaches of local governments for financial record keeping, and the time restraints of completing the audit within State mandated deadlines.

There is some improvement during the second year of an audit firm’s tenure, but the learning curve is generally not complete. By the third year, the audit firm has a good understanding of its local government client and at that point begins to look deeper into the City’s policies and procedures. Therefore, only the third year of the three-year cycle does the fresh look begin to payoff.

By contrast to the City’s three-year rotation, Gaithersburg has been with the same audit firm, McGladrey LLC, for more than 20 years. Gaithersburg’s approach requires that McGladrey staff performing field work and first level supervision be rotated every three to four years which generally occurs naturally with staff turnover. Upper level review including the secondary partner-level review remains constant which provides an institutional knowledge that is often invaluable.

The City of Bowie does not have a formal requirement to change auditors. However, its current five-year agreement with Cohn Reznick guarantees three years with an optional two additional years. The City of La Plata and City of Hyattsville follow a similar procedure. The City of La Plata is considering extending its current five-year agreement for an additional three years.

A longer term agreement allows for a more productive relationship between the municipal government and its auditor. It allows the auditor to develop its institutional knowledge of its municipal government client which provides a higher level of service. The institutional knowledge acquired by an audit firm is no less valuable than the services provided by legal counsel, engineering firms and other professional services that ensure the City is served well by its professional contractors.

April 1, 2016

The Honorable Paul G. Pinsky
Maryland State Senate
220 James Senate Office Building
Annapolis, Maryland 21401-1991

Re: Support of the Greenbelt Stream Valley Trail Project

Dear Senator Pinsky,

The City of Greenbelt is extremely pleased to welcome residents from our new residential community, Greenbelt Station. A much needed pedestrian and bicycle path, named the Stream Valley Trail, has been planned in association with this development to connect with regional trail systems and provide improved access to the Greenbelt Metro station. The trail traverses State-owned property located adjacent to Cherrywood Lane and is currently undergoing review with the Department of General Services (DGS) and Maryland Department of the Environment (MDE). The City Council requests your assistance in expediting the review of this project and your support in approving the use of the State owned property for the trail.

This important trail link provides a critical connection opportunity between our newest neighborhood, the broader Greenbelt community, and the surrounding area by tying into the City's designated bike routes and the Paint Branch Trail regional trail system. It has been the City's goal to promote safe bicycle and pedestrian corridors that support alternative transportation commuting and enhance recreational access to natural areas.

The City hopes that processing of the project's easement request and approval by the Board of Public Works will not unduly delay construction of this project. Both our current and new residents, as well as all Maryland citizens, will greatly benefit from construction of the trail. Thank you in advance for your support.

Sincerely,

Emmett V. Jordan
Mayor, City of Greenbelt

CC: The Honorable Anne Healey
The Honorable Tawanna P. Gaines
The Honorable Alonzo T. Washington
City Council
Michael P. McLaughlin, City Manager
Celia Craze, Director of Planning and Community Development
Jessica Bellah, Community Planner

April 1, 2016

Mr. Malcolm Augustine
WMATA Board of Directors
Washington Metropolitan Area Transit Authority
600 5th Street, NW
Washington, DC 20001

Re: Support of the Greenbelt Metro Station Hiker/Biker Trail Project

Dear Mr. Augustine:

The City of Greenbelt is extremely pleased to welcome residents from our new residential community, Greenbelt Station. This new residential community is located within a half mile of the Greenbelt Metro station, separated by a wooded area owned by the Washington Metropolitan Area Transit Authority (WMATA). For the past several years, the City has worked with WMATA staff and the developers of this project to provide a direct pedestrian and bicycle trail connection for Metro users between the station and the neighborhood.

As early as fall 2014, the City had conversations with Mr. Patrick Schmitt, WMATA Director, Office of Parking, regarding the process steps required to design and implement the trail. Based on the direction received from Mr. Schmitt and other WMATA staff, the City had pursued the undertaking of surveys, the development of engineered trail plans, and public input process to serve as the jurisdictional sponsor of the trail. From there it was our understanding that WMATA would work with the City to prepare the legal mechanisms for maintaining the trail in the future given the potential development scenarios of the area immediately surrounding the station.

As the trail sponsor, this January the City submitted a connection request letter and supporting documents to the Office of Real Estate and Station Planning to begin the project review process with WMATA. Subsequently, we were informed that WMATA will not proceed with a review and approval of this project until after the FBI Headquarters consolidation and relocation decision has been made by the General Services Administration. The City understands that should Greenbelt be selected as the new FBI site, the area immediately surrounding the station will be redeveloped to accommodate this facility and private mixed-use development and that these efforts impact construction of the previously discussed trail. The City feels strongly that providing a direct and convenient connection between the Greenbelt Metro Station and the existing Greenbelt Station South Core neighborhood is vitally important.

Therefore, the City requests that WMATA work with us to prevent further delay in connecting the South Core neighborhood to the station and recommends the following actions:

- That WMATA's Office of Real Estate and Station Planning initiate review of the submitted trail connection plan so that in the event Greenbelt is not selected as the FBI's relocated headquarters site, the project will be further along the review and approval process and ready for immediate implementation.

- That WMATA Bus service be extended to the South Core neighborhood as soon as possible to serve as a direct transit connection for Greenbelt's residents that are currently not served by a nearby Metro bus stop location.

The City Council wishes to highlight the critical connection opportunity between our newest neighborhood and the Greenbelt Metro Station. The Council requests your assistance in expediting the review of this project and your support in approving the use of Metro owned property for the trail should Greenbelt Station not be selected as the FBI Headquarters relocation site.

Sincerely,

Emmett V. Jordan
Mayor, City of Greenbelt

CC: WMATA Board of Directors
Paul J. Wiedefeld, WMATA General Manager and Chief Executive Officer
City Council
Michael P. McLaughlin, City Manager
Celia Craze, Director of Planning and Community Development
Jessica Bellah, Community Planner