

## 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. Cooperative Month Proclamation:

The National Cooperative Business Association has designated October as Cooperative Month. Members from more than 29,000 cooperatives nationwide will celebrate the advantages of cooperative membership and recognize the benefits and values cooperatives bring to their members and communities. Representatives from Greenbelt's six cooperatives have been invited to attend tonight's meeting to receive a proclamation announcing the City's support and recognition of cooperative businesses and organizations during this month. (CM)

Documents:

[COOPERATIVE MONTH PROCLAMATION.PDF](#)

#### o. Nonprofit Awareness Week Proclamation:

The fifth annual Prince George's County Nonprofit Awareness Week is being held October 10 – 15, 2016. This event is sponsored by the Human Services Coalition of Prince George's County. Representatives from Greenbelt's nonprofits have been invited to attend tonight's meeting to receive a proclamation announcing the City's support and recognition of nonprofits during this week. (CM)

Documents:

[NONPROFIT AWARENESS WEEK 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. \* Work Session, August 3rd, 2016

Documents:

[WS160803.PDF](#)

#### o. \* Work Session, August 29th, 2016

Documents:

[WS160829.PDF](#)

- o. \* Regular Meeting, September 12th, 2016

Documents:

[RM160912.PDF](#)

- o. \* Regular Meeting, September 26, 2016

Documents:

[RM160926.PDF](#)

- o. \* Work Session, September 28, 2016

Documents:

[WS160928.PDF](#)

- o. \* Interview, October 5th, 2016

Documents:

[INT161005.PDF](#)

## **9. Administrative Reports**

## **10. \*Committee Reports**

## **11. A Resolution To Authorize The Negotiated Purchase Of A Tree Master Plan From Davey**

Resource Group of Kent, Ohio at A Cost of \$23,900

Reference: Resolution  
Memorandum, R. Fink, 10/04/2016

The FY 2017 budget allocates funds for a Tree Master Plan to review current practices, tree inventory, and develop a recommended planning and maintenance program to guide the City's tree-related planning decisions over the next five (5) to ten (10) years.

The City issued a Request for Proposals (RFP) for a Tree Master Plan and three (3) responses were received. After review of the proposals and interviews, Public Works staff has identified the proposal from Davey Resource Group as best suited to address the City's needs.

It is recommended this resolution be introduced for first reading. (CM)

Documents:

[RESOLUTION.PDF](#)  
[MEMORANDUM, R. FINK, 10-04-2016.PDF](#)

## **12. Reimbursement To Greenbelt Intergenerational Volunteer Exchange Services**

## **(GIVES) For Insurance Coverage**

Reference: Email, M. McLaughlin, 09/28/2016

For many years, it was thought that the Greenbelt Intergenerational Volunteer Exchange Service (GIVES) was insured under the City's policy with Local Government Insurance Trust (LGIT) but this was not the case. Jean Cook, Chair of GIVES, with the help of the City Solicitor has identified a carrier that will provide general liability insurance for the organization at a cost of \$950 per year.

GIVES is an entirely volunteer operation and does not have the funds to pay for the insurance. Since the City was instrumental in the establishment of GIVES and provides support by providing office space and computer support, it is recommended the City reimburse GIVES for the cost of the general liability insurance.

Jean Cook will be present at the meeting. (CM)

Documents:

[EMAIL, M. MCLAUGHLIN, 09-28-2016.PDF](#)

### **13. Revised Contribution/Recognition Group Policy**

Reference: Memorandum, G. Varda/N. DeWald/A. Phelan, 10/04/2016  
Proposed Policy

The Recreation Department has reviewed the City's current procedures for providing financial and in-kind assistance to designated Civic Groups, Recognition Groups, Contribution Groups and one-time grant recipients. Recreation staff has recommended a revised approach which includes:

1. Current Civic, Recognition and Contribution Groups all be classified as Recognition Groups;
2. There be two types of financial support: Project Grants and Operating Groups
3. A financial summary statement will be required at the end of the fiscal year from all organizations which receive project or operating grants;
4. The City's proposed budget document specify only a lump sum for funding of community group activities; and
5. Council authorize a Grant Review Panel to evaluate all community group applications and allocate the funds designated in the proposed budget.

The proposed changes were discussed at City Council work sessions on July 25 and August 31, 2016. The proposals have also been discussed with the Arts Advisory Board and the Park and Recreation Advisory Board.

Greg Varda, Assistant Director of Recreation Programs, and Nicole DeWald, Arts Coordinator, will be present at the meeting.

It is recommended Council approve the changes to the City's Recognition and Contribution/Recognition Group Policy. (GV)

Documents:

[MEMORANDUM, G. VARDA-N. DEWALD-A. PHELAN, 10-04-2016.PDF](#)  
[PROPOSED POLICY-1.PDF](#)  
[PROPOSED POLICY-2.PDF](#)  
[PROPOSED POLICY-3.PDF](#)  
[PROPOSED POLICY-4.PDF](#)  
[PROPOSED POLICY-5.PDF](#)  
[PROPOSED POLICY-6.PDF](#)

#### **14. Recruitment Bonus – Police Officers**

Reference: Memorandum, M. McLaughlin/Chief Craze, 09/27/2016

The City is facing intense competition between agencies for the recruitment of new police officers and the problem is compounded by the number of retirements in the Police Department. It is recommended that a \$500 bonus be provided to any City employee who recruits someone to successfully become a Greenbelt Police Officer. Success is defined as completion of the appropriate training (either academy for new officers or comparative training for experienced officers) and completion of field training. Funds are available to cover this cost from savings in the departmental budget.

It is recommended Council approve this proposal. (MPM)

Documents:

[MEMORANDUM, M. MCLAUGHLIN\\_CHIEF CRAZE, 09-27-2016.PDF](#)

#### **15. Council Reports**

#### **16. Memorandum Of Understanding – City And Greenbelt Access Television**

Reference: Memorandum of Understanding  
Letter, M. McLaughlin, 06/03/2016  
Email, R. Zugby, 09/09/2016

A work session on the development of a Memorandum of Understanding (MOU) between the City and Greenbelt Access Television (GATe) was held on March 23, 2016. Based on comments received at the work session, a MOU has been drafted and has been approved by the GATe Board. The MOU calls for rent to be paid to the City for GATe's use of space in the Community Center and for GATe to be reimbursed for services (staffing for City meetings and events) provided to the City.

Approval of this item on the consent agenda will indicate Council's intent to approve the MOU as drafted. (CM)

Documents:

[MEMORANDUM OF UNDERSTANDING.PDF](#)  
[LETTER, M. MCLAUGHLIN, 06-03-2016.PDF](#)  
[EMAIL, R. ZUGBY, 09-09-2016.PDF](#)

#### **17. Red Light Cameras**

Reference: Memorandum, M. McLaughlin, 09/26/2016  
Memorandum, Lt. Pracht, 09/20/2016

The Police Department constantly monitors its red light camera program for safety effectiveness and potential needs. Based on data received from the State Highway



Administration, Police Department staff has noticed an increase in the number of vehicular crashes at the intersections of Greenbelt Road and Hanover Parkway and Greenbelt Road at Kenilworth Avenue. It is recommended that red light cameras be installed at these locations to provide for safer intersections.

Approval of this item on the consent agenda will indicate Council's intent to approve this recommendation. (CM)

Documents:

[MEMORANDUM, M. MCLAUGHLIN, 09-26-2016.PDF](#)  
[MEMORANDUM, LT. PRACTH, 09-20-2016.PDF](#)

### 18. Appointments To Advisory Groups

Council interviewed Alejandra Benmen on August 1, 2016, for appointment to the Greenbelt Advisory Committee on Environmental Sustainability (GreenACES) and Rev. Ray Raysor on September 12, 2016, for appointment to the Community Relations Advisory Board (CRAB).

Approval of this item on the consent agenda will indicate Council's intent to appoint Ms. Benmen to GreenACES and Mr. Raysor to CRAB. (CM)

### 19. MEETINGS

Reference: Chart, Stakeholder/Regular Meetings  
 Master Calendar

Regular Meeting	Mon.	0/10	8:00 pm
MML Fall Conference	Wed.- Sat.	0/12 -15	
Work Session – Economic Development	Mon.	0/17	8:00 pm
Work Session – TBD (CC)	Wed.	0/19	8:00 pm
Regular Meeting	Mon.	0/24	8:00 pm
Four Cities Meeting (Greenbelt)	Wed.	0/26	7:30 pm
Advisory Group Appreciation Dinner (CC)	Sun.	0/30	5:00 pm
Executive Session	Mon.	0/31	8:00 pm
Work Session – Voting Age/Mandan Road Basketball Courts (CC)	Wed.	1/02	8:00 pm
No Meeting – General Election	Mon.	1/07	8:00 pm
Work Session – Roosevelt Center Merchants Association (CC)	Wed.	1/09	8:00 pm

Regular Meeting	Mon.	1/14	8:00 pm
NLC Conference	Wed.- Sat.	1/16 -19	
Work Session – Greenbelt Station North Core Detailed Site Plan (tentative)	Mon.	1/21	8:00 pm
No Meeting	Wed.	1/23	
Regular Meeting	Mon.	1/28	8:00 pm
Work Session – TBD (CC)	Wed.	1/30	8:00 pm

# **PROCLAMATION**

**WHEREAS**, cooperatives are created through the initiative and self-reliance of Americans who come together to meet common economic, social, and cultural needs through a democratically controlled enterprise that is owned and governed by its members and exists solely to serve the members' interests; and

**WHEREAS**, the theme of National Co-op Month 2016 "Cooperatives Build" emphasizes how there are so many ways that cooperatives help build a stronger America; and

**WHEREAS**, there are more than 29,000 cooperative businesses in the United States operating in every industry, including agriculture, child care, energy, financial services, publishing, food retail and distribution, housing, healthcare, insurance, telecommunications, and many others; and

**WHEREAS**, United States cooperatives serve some 350 million members, generate more than two million jobs, and make a substantial contribution to the economy with annual sales of \$652 billion and possessing assets of \$3 trillion; and

**WHEREAS**, since Greenbelt's founding in 1937, the spirit of COOPERATION has dramatically sustained and enriched our community; and

**WHEREAS**, the City of Greenbelt itself is a member of cooperatives, including purchasing cooperatives to help reduce the city's costs; and

**WHEREAS**, Greenbelt's cooperatives are greatly appreciated by all our citizens as being essential to the fabric of our daily lives. They are

- ◆ THE GREENBELT CONSUMER COOPERATIVE, INC. ◆ GREENBELT HOMES, INC.
- ◆ THE GREENBELT FEDERAL CREDIT UNION ◆ THE GREENBELT NEWS REVIEW
- ◆ THE GREENBELT NURSERY SCHOOL and ◆ THE NEW DEAL CAFE

**WHEREAS**, members of the Greenbelt Cooperative Incubator are seeking to form new cooperatives; and

**WHEREAS**, Greenbelt's cooperatives will celebrate with many activities throughout October Co-op Month.

**NOW, THEREFORE**, I, Emmett V. Jordan, by the authority vested in me by the citizens and City Council of Greenbelt, do hereby proclaim October 2016 to be

## **COOPERATIVE MONTH**

during which we will join with all cooperatives, especially those in Greenbelt, as they celebrate their achievements, reaffirm their commitment to the values of cooperative enterprise, and look to the bright future that cooperatives will help create.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Greenbelt, Maryland, to be affixed this 10<sup>th</sup> day of October 2016.

EMMETT V. JORDAN, Mayor

ATTEST: Cindy Murray, City Clerk

## **PROCLAMATION**

**WHEREAS**, the fifth annual Prince George's County Nonprofit Awareness Week is organized by the Human Services Coalition of Prince George's County; and

**WHEREAS**, Nonprofit Awareness Week is a county-wide celebration of nonprofits, the great work that they do and the wonderful people who enable them to sustain excellence in service and leadership; and

**WHEREAS**, the purpose of Nonprofit Awareness Week is to educate the public about the invaluable economic and quality of life contributions made by nonprofits every day throughout Prince George's County; to distinguish and acknowledge excellence in service and leadership among the county's nonprofit organizations; and to celebrate community supporters – board members, volunteers, businesses, etc. – whose investments engender sustainability and growth for the county's nonprofits; and

**WHEREAS**, nonprofits make valuable economic and quality of life contributions every day in communities throughout Prince George's County; and

**WHEREAS**, the theme of Nonprofit Awareness Week 2016 "I'm IN: INspired to serve ... INVolved with community... INvested in nonprofits;" and

**WHEREAS**, the objectives of Nonprofit Awareness Week are to mobilize county nonprofits to raise public awareness about the nonprofit sector; foster collaborations and generate the strides to excellence among county nonprofits; and to encourage Prince George's County citizens, businesses and stakeholders to support nonprofits through volunteerism, philanthropy and overall engagement.

**NOW, THEREFORE**, I, Emmett V. Jordan, by the authority vested in me by the citizens and City Council of Greenbelt, do hereby proclaim October 10 to 15 to be

### **NONPROFIT AWARENESS WEEK 2016**

during which we will join with all nonprofits as they celebrate their achievements and look to the bright future that nonprofits will help create.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Greenbelt, Maryland, to be affixed this 10<sup>th</sup> day of October 2016.

EMMETT V. JORDAN, Mayor

ATTEST: Cindy Murray, City Clerk



# I'm IN! Toolkit

Prince George's County (Maryland)  
NONPROFIT AWARENESS WEEK

October 10-15, 2016

UPDATED 09-21-16

*WORK SESSION OF THE GREENBELT CITY COUNCIL held Wednesday, August 3, 2016, to meet with the Prince George's County Department of Pupil Accounting and School Boundaries.*

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

*PRESENT WERE: Councilmembers Judith F. Davis, Konrad E. Herling, Leta M. Mach, Silke I. Pope, Rodney M. Roberts and Mayor Emmett V. Jordan. Councilmember Edward V.J. Putens was detained at work and arrived at 8:50 p.m.*

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

*ALSO PRESENT WERE: Johndel Jones-Brown, Director of Prince George's County Department of Pupil Accounting and School Boundaries.*

*Mayor Jordan stressed the importance to Council of having all Greenbelt children attend Greenbelt Schools. He said children residing in the Greenbelt Station are currently assigned to Berwyn Heights Elementary, Greenbelt Middle School and Parkdale High School.*

*Mayor Jordan said Greenbelt had experienced almost no growth in the past 15 years and was now starting to see some new development, such as Greenbelt Station, around the Metro station. He stressed that he, along with Council, were shocked when they learned that children residing in Greenbelt Station would not be going to all Greenbelt Schools. Mayor Jordan noted that residents of the City expect that their children will attend Greenbelt schools.*

*Ms. Mach, Council liaison to the Advisory Committee on Education, said the student population at Eleanor Roosevelt High School (ERHS) is now 2,506, which is the lowest it's been since 1994. She said ERHS could accommodate the children from Greenbelt Station. Ms. Mach added that both Parkdale High School and ERHS are both considered 15.8% overcrowded, by State capacity ratings.*

*Ms. Mach recognized that Springhill Lake Elementary School was too overcrowded to accommodate the students from Greenbelt Station, but suggested the students be sent to Greenbelt Elementary School. She added that Berwyn Heights Elementary was more overcrowded than Greenbelt Elementary School.*

*Mayor Jordan and Ms. Mach mentioned the City and its Advisory Committee on Education supports Greenbelt schools with its grants to educators program, awards for outstanding educators and students, funding of after-school Science and Reading clubs and funding a Student Resource Officer. They noted that taxpayer money is used to fund these programs and the children in Greenbelt Station attending Berwyn Heights Elementary School and Parkdale High School are not able to benefit from them.*

*Ms. Davis mentioned that several years ago, Council had supported an addition to DuVal High School rather than to ERHS with an agreement that Greenbelt students would always attend Greenbelt Schools. Mr. Jones-Brown said he was not aware of this agreement and requested the information be forward to him. Ms. Davis said there are a large number of students from Lanham currently enrolled at ERHS and suggested the reassignment of the Lanham students to Duval, which has a below capacity enrollment.*

*Mayor Jordan asked what could be done to reassign the Greenbelt Station students to Greenbelt Schools. Mr. Jones-Brown said that for developed areas (already have addresses), his office acts in an advisory capacity to Dr. Maxwell, Prince George's County Public Schools Chief Executive Officer, and the Board of Education regarding changes to established boundary assignments. He noted that the Board normally does not want to change established boundaries because of the impact the decision will have on assigned students.*

*Mr. Jones-Brown explained that undeveloped areas of the County do not have any school assignments. He said he is notified by the Maryland National Capital Park and Planning Commission (M-NCPPC) that an area is being developed and new street addresses are assigned, then his office determines school assignments based on existing conditions of schools in the area. Mr. Jones-Brown said once the boundaries are assigned, it requires an action by the Board of Education to be amended.*

*Ms. Davis and Ms. Mach said the City did not receive any prior notice when the school assignments were made. Ms. Davis emphasized that when assignments are made within a municipality, the municipality should be provided an opportunity to provide input.*

*Mr. Jones-Brown said that his office acts in an advisory capacity to Dr. Maxwell and the Board of Education. He encouraged Council and the community to participate in PGCPs public forums in the fall and make the request for reconsideration of boundaries at the forum. He said items raised at the forums would be considered for the next school year.*

*Ms. Pope added that residents purchasing in a new development are not necessarily residing there yet when public forums/school assignments are made, so it is very important to involve the City in the process.*

*Mr. Jones-Brown said the CEO can make the proposal to the School Board that it would be beneficial to make the boundary change or individual School Board members can make the proposal. He said there would be an opportunity for public comment if the Board considers the proposal.*

*Mr. Putens suggested the matter of undeveloped areas being assigned to schools without municipal input be discussed at the next Four Cities meeting.*

*There was discussion regarding school enrollment projections through 2026. Council said the enrollment at Springhill Lake Elementary School was at an unacceptable level and noted the need for a new school. They also said that based on the projected enrollment numbers for Greenbelt Middle School, a new middle school needs to be considered in College Park.*

*Mayor Jordan thanked Mr. Jones-Brown for attending. Mr. Jones-Brown said he will share the information received this meeting with his staff and will update Mr. Maxwell.*

*It was requested that staff determine if there may be an opportunity for the City to comment on Greenbelt Station Phase 3 school assignments. Ms. Davis suggested telling Woodlawn Development to notify the City as soon as address assignments are being requested.*

*Mr. Jones-Brown encouraged Council's participation in the public hearing process which will be held late in September. He noted that PGCPS will be faced with making some tough decisions in the future and the input of the public is very important.*

*Mr. McLaughlin and Council summarized that the City will be sending a letter to Mr. Maxwell which will be the basis for comments at the community forum meetings.*

*Council requested a work session be scheduled with Prince George's School Board member Lupi Grady.*

*Informational Items*

*Several informational items were discussed.*

*Executive Session*

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

*Ms. Davis announced that Council will not return to open session at the conclusion of the executive session.*

*Ms. Mach seconded.*

<i>ROLL CALL:</i>	<i>Ms. Davis</i>	<i>-</i>	<i>yes</i>
	<i>Mr. Herling</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>no</i>
	<i>Mayor Jordan</i>	<i>-</i>	<i>yes</i>

*Council moved into executive session at 10:15 p.m.*

*Respectfully submitted,*

*Cindy Murray  
City Clerk*



*WORK SESSION OF THE GREENBELT CITY COUNCIL held Monday, August 29, 2016, to meet with Washington Suburban Sanitary Commission.*

*Mayor Jordan started the meeting at 8:02 p.m. The meeting was held in the Council Room of the Municipal Building.*

*PRESENT WERE: Councilmembers Judith F. Davis, Konrad E. Herling, Leta M. Mach, Edward V. J. Putens, Rodney M. Roberts and Mayor Emmett V. Jordan. Councilmember Silke I. Pope was unable to attend due to a family matter.*

*STAFF PRESENT WERE: Michael McLaughlin, City Manager; Terri Hruby, Assistant Director of Planning; and Cindy Murray, City Clerk.*

*ALSO PRESENT WERE: Eugene Williams, Keith Tyson, Melanie Deggins, Brian Morrison, Samuel Bajomo, Jason Flores and John Mitchell, Washington Suburban Sanitary Commission; Eldon Ralph and Steve Skolnik, Greenbelt Homes, Inc.; Bill Orleans and others.*

*Mr. Williams reported the Washington Suburban Sanitary Commission (WSSC) had gone through some changes over the past year, including a new General Manager/CEO, new Deputy General Managers and new Prince George's and Montgomery County Commissioners. He invited Council to attend a WSSC commission meeting.*

*Eldon Ralph, General Manager of Greenbelt Homes, Inc.(GHI), and Steve Skolnik, President of GHI Board of Directors, spoke about WSSC's decision in 2012 to suspend the water line replacement project in GHI. They noted that GHI would not agree to the proposed work plan which held GHI responsible for the water lines from the meter to the homes. Mr. Skolnik mentioned the 1958 agreement between WSSC and GHI which held WSSC responsible for the water lines to the homes. He said WSSC responds to emergency repairs only and added that the number of broken pipes is increasing and a permanent solution needs to be found.*

*Mr. Bajomo said it would set a precedent for other communities if WSSC absorbed all the costs of replacement of GHI's waterlines. Mr. Roberts noted historic properties should be handled differently than other properties. After further discussion, Mr. Morrison said everyone needs to find a way to reconvene discussion and find a way to move forward. Ms. Davis stressed that Council would like to have this matter resolved.*

*There was discussion of the Lakeside neighborhood water line replacement. Mr. Williams said this work was part of the entire water line replacement plan for the City which has been delayed due to the GHI water line replacement suspension.*

*Mr. Putens mentioned that WSSC had promptly responded last week for a water line leak on Brett Place. He said during the repair, it was noted that the water line was a four inch line and it should have been a six inch line. Mr. Putens asked who initiates replacement of that water line which, apparently, was mistakenly installed during construction. Mr. Bajomo said he would check and respond to the City.*

*Mr. Tyson provided an update on the water tower work. He said WSSC has been unable to come to an agreement with either the City or the property owners on proposed water main replacement design plans. He said they are developing alternative plans and will get back with the City.*

*Mr. Flores said WSSC is ready to proceed with the Stream Channel Restoration project as soon as the City permit is received. Mr. McLaughlin said Planning staff had issued the permit late last week so WSSC should receive it soon.*

*In response to a question from Ms. Davis, Mr. Flores and Mr. Mitchell said planting work associated with the Stream Channel Restoration project will include a one year warranty with the landscaper. Ms. Davis mentioned that sometimes trees have problems after the one year period and suggested a two or three year warranty be considered. Ms. Williams said they would take the suggestion back to WSSC for review.*

*Mr. Williams said WSSC recently entered into a partnership with HomeServe, an insurance company that provides water line protection for homeowners for water/sewer line and plumbing issues on their private property. He said information on the program was sent to all WSSC customers. Mr. Williams added that interested homeowners can insure with HomeServe or any other company of their choice. He noted that WSSC went with HomeServe because they (HomeServe) agreed to cover the cost for homeowners who can't afford the insurance. Mr. Putens asked if GHI could go with HomeServe. Mr. Williams suggested GHI contact the company.*

*Mr. McLaughlin reported that the City had recently experienced instances where WSSC repaired water leaks in roadways and the temporary restoration work was very poor quality (not tapped down). He added that WSSC normally informs the City when repair work is done but, in these instances, the City had not been notified. Mr. Williams asked that his office be notified immediately when these problems occur and he will attempt to resolve them as quickly as possible.*

*Ms. Deggins, WSSC Project Outreach Manager, said a tool, "In Your Neighborhood," is available on the WSSC website that will provide status updates of all WSSC projects.*

*In response to a question from Mayor Jordan, Mr. Williams said WSSC had no planned projects on Greenbelt Road or Kenilworth Avenue in the immediate future.*

*Mr. Williams said WSSC will hold a forum with municipal representatives to discuss municipal concerns in October.*

*Mr. Ralph said WSSC needs to improve communications with GHI. He stressed that GHI needs to be informed of all WSSC work being done on its property. Mr. Williams said the concern will be relayed to appropriate WSSC personnel.*

#### *Informational Items*

*Several informational items were discussed.*

*Council Reports*

*Ms. Davis reported on the 21<sup>st</sup> Century School Facilities Commission Meeting.*

*The meeting ended at 9:55p.m.*

*Respectfully submitted,*

*Cindy Murray  
City Clerk*

DRAFT

REGULAR MEETING OF THE GREENBELT CITY COUNCIL held Monday, September 12, 2016.

Mayor Jordan called the meeting to order at 8:06 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; John Shay, City Solicitor; and Cindy Murray, City Clerk.

Mayor Jordan asked for a moment of silence in memory of Greenbelters Barbara Likowski and Pauline Bordas, former Greenbelters Barbara Cassidy, Linda Joy Grife, Terry Walton and Charles Truitt Howey, and the victims of the 9-11 Terrorist Attacks. Ms. Pope then led the pledge of allegiance to the flag.

APPROVAL OF CONSENT AGENDA: Ms. Davis requested “Appointment to Advisory Group” be removed from the consent agenda. With that change, Ms. Davis moved that the consent agenda be approved. Ms. Pope seconded. The motion passed 7-0.

Council thereby took the following actions:

Minutes:

Work Session, July 18, 2016  
Work Session, July 25, 2016  
Interview, August 1, 2016  
Interview, August 3, 2016  
Regular Meeting, August 8, 2016  
Work Session, August 15, 2016  
Work Session, August 17, 2016  
Interview, August 22, 2016  
Approved as Presented

Committee Reports:

Public Safety Advisory Committee, Report #2016-1 (Prescription Drug Take Back Program): Council accepted this report and will consider it on a future agenda.

Arts Advisory Board, Report #2017-1 (Proposed Recognition and Contribution Group Program Updates): Council accepted this report which was considered at the Work Session on Recognition and Contribution Group Policy on August 31, 2016.

Greenbelt Advisory Committee on Environmental Sustainability, Report #2016-2 (City Manager Selection): Council accepted this report and forwarded it to the Executive Recruitment Consultant for consideration.

Advisory Committee on Education, Report #2016-2 (Student and Educator Awards): Council accepted this report. No further action is required.

Anacostia Trails Heritage Area Inc. – Appointment to Governing Board: Council approved the appointment of Mayor Pro Tem Davis to the FY 17 Anacostia Trails Heritage Area (ATHA) Board and the appointment of Mayor Jordan as the alternate.

Reappointments to Advisory Groups: Council reappointed Veronica Martin-Alston to a new term on the Advisory Committee on Education (ACE) and Honora Hammett to a new term on the Youth Advisory Committee.

Resignations from Advisory Group: Council accepted the resignations of Fahmi Abadir and Sophie Bernheisel from the Youth Advisory Committee.

APPROVAL OF AGENDA: Ms. Davis requested “Application from Willy K’s to Liquor Control Board for Special Entertainment Permit” be removed from the agenda. With this change, it was moved by Ms. Davis and seconded by Ms. Pope that the agenda be approved. The motion passed 7-0.

PRESENTATIONS:

National Public Lands Day: Mayor Jordan read a proclamation to recognize September 24<sup>th</sup> as Public Lands Day. Erin Josephitis, the City’s Environmental Coordinator, received the proclamation and provided an update on plans for the event.

National Preparedness Month Proclamation: Mayor Jordan read a proclamation recognizing September as National Preparedness Month. Laura Kressler, Vice Chair of the Public Safety Advisory Committee (PSAC), received the proclamation on behalf of PSAC and the Citizens Emergency Response Team.

PETITIONS AND REQUESTS:

Colin Byrd, Mathew Street, asked for an update on the petition he submitted at the last meeting requesting Council sponsor an anti-discrimination ordinance. Mayor Jordan advised that staff was reviewing the petition. Mr. Byrd also requested Council take an official action regarding the use of government email for conducting City business and the handling of confidential information/communications. Mayor Jordan advised the City has policies in place regarding these matters.

Bill Orleans, Greenbelt, asked and was provided answers to several questions regarding executive sessions.

MINUTES

Statement for the Record - Executive Session of September 7, 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, I move that the minutes of tonight’s meeting reflect that Council met in executive session on Wednesday, September 7, 2016, at 8:07 p.m. in Room 201 of the Greenbelt Community Center. Council held this closed meeting in accordance with the General Provisions Article, §3-305(b)(4) of the Annotated Code of Public General Laws of Maryland, to consider a Business Relocation Proposal.

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; Karen Ruff, Associate of the City Solicitor; and Cindy Murray, City Clerk.

Other individuals in attendance: Thomas Himler, Deputy Chief Administrative Officer – Prince George’s County, and David Iannucci, Assistant Deputy Chief Administrative Officer – Prince George’s County.

Council took no actions during this session. (CM)

Mr. Putens seconded.

ROLL CALL: Ms. Davis - yes  
Mr. Herling - yes  
Ms. Mach - yes  
Ms. Pope - yes  
Mr. Putens - yes  
Mr. Roberts - no  
Mayor Jordan - yes

**ADMINISTRATIVE REPORTS:**

Ms. Bellah provided an update on the Greenbelt Lake forebay work and dam repair work. She said the project is currently on-schedule with a completion timeframe still expected for mid to late October.

Mr. McLaughlin provided an update on the City Manager recruitment process by GovHR. He reported that last week GovHR had met with Councilmembers, advisory group chairs, senior staff, and held one public meeting. Mr. McLaughlin said that GovHR will be holding a second public meeting on Monday, September 19<sup>th</sup>, and will be meeting with stakeholders next week. He added that comment cards are available in all City facilities for residents and employees to provide input into the process, and comments can also be submitted by email.

**COMMITTEE REPORTS:** None

**LEGISLATION:**

A Resolution to Repeal and Reenact with Amendment Resolution Number 2012 to Adopt Standing

Rules for the Council of the City of Greenbelt, Maryland

Mayor Jordan read the agenda comments.

Ms. Davis introduced the resolution for first reading.

WOODSPRING SUITES EXTENDED STAY HOTEL – DETAILED SITE PLAN APPLICATION:

Mayor Jordan read the agenda comments.

Jessica Bellah, Community Planner, explained that an application has been reviewed for the proposed development of Woodspring Suites Extended Stay Hotel located at 7480 Greenway Center Drive (DSP-15044). The application is for a five-story, approximately 124+ room hotel and associated parking to be constructed on approximately 3.03 acres of existing impervious parking area. She said the case will be reviewed at the Planning Board level and a hearing date has been set for September 29, 2016.

Ms. Bellah advised that staff and the Advisory Planning Board (APB) reviewed the initial concept design and provided feedback. She noted that the applicant has been responsive to the APB's and staff's requests to increase green space in the parking area, provide pedestrian connections, and incorporate desirable site amenities.

Chris Hatcher, Evan Paner and Torben Agesen, Sandpiper Properties/Woodspring Suites, thanked City staff and the APB for their review of the plans and providing many good ideas.

Mr. Putens left the meeting at this time (9:50 p.m.) due to family commitment.

There was discussion regarding the pedestrian connections, tree maintenance, building soundproofing and future signage. Ms. Bellah said she would convey City concerns regarding tree maintenance to the Planning Board. Mr. Hatcher said it is hoped ground breaking for the hotel will occur next spring.

In response to a question from Mr. Roberts, Mr. Hatcher explained that the construction industry has moved towards the use of Exterior Insulation and Finish System (EIFS) because of energy code changes. Mr. Roberts noted his preference for the use of brick in building construction.

Ms. Mach moved that Council support the Detailed Site Plan for Woodspring Suites (DSP-15044), dated June 2016, with the following conditions:

- 1) Prior to plan certification, the Applicant shall demonstrate through revised Landscape Plans that adequate conditions have been provided to ensure the viability of plantings for the proposed development. Sufficient planting area and growing media shall be provided to support healthy and long-term tree growth.
- 2) Prior to plan certification, a pedestrian path connecting the hotel to the adjacent nearby commercial area (Greenway Shopping Center) shall meet the following conditions in the revised Detailed Site Plan and Landscape Plan:
  - a. The pedestrian connection shall be in substantial conformation with the proposed alignment in Applicant's Exhibit titled *Woodspring Suites at Greenbelt Pedestrian Exhibit*.
  - b. The path shall be no less than five feet wide and shall meet ADA requirements.

- c. Stamped and colored concrete shall be utilized for proposed crosswalks and wherever the pathway is at grade with surrounding asphalt to promote safety and improve the aesthetic value of the project. A detail demonstrating this condition shall be provided prior to plan certification.
  - d. Adequate plantings shall be provided adjacent to the path to provide additional green areas, provide buffer between the connection and adjacent parking, and to improve the aesthetic value of the project.
- 3) Prior to plan certification, plans shall be revised to incorporate furniture for the picnic area shown in Applicant's Exhibit titled *Woodspring Suites at Greenbelt Pedestrian Exhibit*.
- 4) Prior to plan certification, the architecture shall be updated in the following ways:
  - a. Replace EIFS siding with Hardiboard
  - b. Replace the proposed white brick with red brick
  - c. Periodically run red brick up to the roofline
  - d. Red brick shall wrap the entire first floor.
- 5) Prior to plan certification, any revised Landscape Plan shall reflect no net loss of trees from the submitted Landscape Plan dated January 2016.
  - a. Replace EIFS siding with Hardiboard
  - b. Replace the proposed white brick with red brick
  - c. Periodically run red brick up to the roofline
  - d. Red brick shall wrap the entire first floor.

Ms. Pope seconded. The motion passed 6-0.

EASEMENT FOR GREENBELT STATION STREAM VALLEY TRAIL: Mayor Jordan read the agenda comments.

Jessica Bellah, Community Planner, explained that the State has provided final easement documents for the portions of Stream Valley Trail that traverse State owned land. She said staff has reviewed the easement documents and find that it reflects all prior comments from staff and the City Solicitor's office.

Ms. Davis moved the Council approve the Easement Agreement as written. Ms. Mach seconded.

Justin Frye, Woodlawn Development Group, said the Board of Public Works will hear this item on October 5, 2016. He is hopeful the permits will be received and work on the bridge and boardwalk will begin in the winter and paving will be done in the spring.

The motion passed 6-0.

AWARD OF PURCHASE – PUBLIC WORKS VEHICLES: Mayor Jordan read the agenda comments.

Ms. Pope moved that Council approve the purchase of three (3) Ford F-250 4x4 pick-up trucks in accord with State of Maryland Blanket Purchase Order # 001B6400314 and one (1) Ford F-550 dump truck in accord with Montgomery County Bid #1060169 from Apple Ford of Columbia, Maryland at a total cost of \$155,332. Ms. Davis seconded. The motion passed 6-0.

DEADLINE TO REQUEST LOCAL AND BI-COUNTY BILLS: Mayor Jordan read the agenda comments.



David Moran, Assistant City Manager, explained that the deadline to request local and bi-county bills is October 6. He said staff is not aware of any local/bi-county issues for submission.

Ms. Davis suggested “income discrimination” be considered. Mr. Moran said he would look into the suggestion but felt it was more of a State issue. Mayor Jordan asked staff to check into the implications of the Federal Fair Housing laws related to this matter.

PARTICIPATION WITH MARYLAND DEPARTMENT OF GENERAL SERVICES (DGS) ELECTRICITY SUPPLIER PURCHASING PROGRAM: Mayor Jordan read the agenda comments.

Mr. Moran explained that the City has an opportunity to partner with the Maryland Department of General Services (DGS) to take advantage of the State’s volume-based electricity supplier contracts. He said that DGS is planning a procurement process utilizing a reverse auction and the deadline to participate with DGS is September 15, 2016.

Mr. Moran said that since electricity rates change daily, the City will have to make a same-day decision and execute a purchase agreement within 48 hours of the conclusion of the auction. He noted that the City is under no obligation if, for any reason, we decide not to contract with the chosen supplier.

Ms. Pope moved that Council authorize staff to participate with the DGS Electricity Supplier Program and to submit the necessary forms. Ms. Davis seconded. The motion passed 6-0.

COUNCIL REPORTS: Councilmembers commented on the successful Labor Day Festival weekend and thanked the Labor Day Festival Committee and the Police, Public Works and Recreation Departments for their work. Councilmembers also noted their attendance at the following events.

National City-County National Task Force on the Opioid Epidemic – Ms. Mach

Cookies at the Bridge – Ms. Davis and Ms. Mach

Maryland Municipal League (MML) Board Retreat and Meeting – Mayor Jordan and Ms. Mach

Greenbelt Intergenerational Volunteer Exchange Service Meeting – Ms. Davis and Ms. Pope

Creative Kids Camp Performance of Summer Circus – Ms. Davis

Retirement Celebration for Karl and Theresa Skaggs – Mayor Jordan, Ms. Davis, Mr. Putens and Ms. Mach

Greenbriar Volunteer Appreciation Party – Mayor Jordan, Ms. Davis, Mr. Putens and Ms. Mach

Reflections on School Choice, Greenbelt Contemporary Conversations Meeting – Mayor Jordan and Ms. Davis

Mabuhay Annual Picnic – Ms. Davis

Girl Rising Documentary at Greenbelt Theater – Ms. Davis

Congressman Hoyer’s Annual Women’s Equality Day Luncheon – Ms. Davis

Orientation and Briefing Meeting for Commissioners, Central Maryland Transportation and Mobility Consortium – Ms. Davis

Business Coffee – Mayor Jordan, Ms. Davis, Ms. Mach and Mr. Herling

21<sup>st</sup> Century School Facilities Commission Meeting – Ms. Davis

Greenbelt Back to School Community Family Day – Ms. Davis

Navy Sea Chanters Performance – Mayor Jordan, Ms. Davis, Mr. Putens, Ms. Mach and Mr. Herling

Prince George’s County Briefing on Regional Transportation Agency – Ms. Davis

MML Legislative Committee Meeting – Ms. Davis  
Maryland Agricultural Business Roundtable – Mayor Jordan and Ms. Davis  
Pooch Plunge – Ms. Davis  
Greenbelt Blues Festival – Mayor Jordan, Ms. Davis, Ms. Mach and Mr. Herling  
September 11<sup>th</sup> Remembrance at Mission BBQ – Ms. Davis  
National League of Cities Energy, Environment and Natural Resources (EENR) Committee  
Conference Call – Ms. Davis  
Community Clinic, Inc. (CCI) Health Fair – Mayor Jordan and Ms. Mach

APPOINTMENTS TO ADVISORY GROUPS: Ms. Davis moved that Council appoint Jacob Chesnutt to the Park and Recreation Advisory Board and Selim Boukabara to the Youth Advisory Committee. Mr. Herling seconded. The motion passed 6-0.

MEETINGS: Council reviewed its meeting schedule.

ADJOURNMENT: Ms. Mach moved to adjourn the meeting. Ms. Pope seconded. The motion passed 6-0.

Mayor Jordan adjourned the regular meeting of Monday, September 12, 2016, at 10:52 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 September 12, 2016."

Emmett V. Jordan  
Mayor

REGULAR MEETING OF THE GREENBELT CITY COUNCIL held Monday, September 26, 2016.

Mayor Jordan called the meeting to order at 8:00 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 Celia Craze, Director of Planning and Community Development; Karen Ruff, Associate to the City Solicitor; and Cindy Murray, City Clerk.

Mayor Jordan asked for a moment of silence in memory of residents Jimmy “Tator” Williams and Patricia Anne Molden, and former residents Janet Meetre and Gloria Wilson. Mr. Putens then led the pledge of allegiance to the flag.

APPROVAL OF CONSENT AGENDA: Mayor Jordan requested the minutes of the August 22, 2016, work session 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:

Minutes:

Work Session, August 24, 2016

Interview, September 12, 2016

Approved as Presented

Resignations from Advisory Group: Council’s accepted the resignation of Jeffrey Keenan from the Park and Recreation Advisory Board.

Chesapeake Climate Action Network and the Maryland Sierra Club- Letter of Support on a Statewide Hydraulic Fracking Ban: Council approved signing on to the Chesapeake Climate Action Network and Maryland Sierra Club letter of support asking the General Assembly to pass a hydraulic fracking ban in the 2017 legislative session.

Letter of Support – National Endowment for the Arts Grant Application: Council approved sending a letter to the National Endowment for the Arts in support of the Prince George’s County Arts and Humanities Council and Prince George’s County Department of the Environment (PGDOE) joint application for an “Our Town” grant.

APPROVAL OF AGENDA: It was moved by Mr. Putens and seconded by Ms. Mach that the agenda be approved. The motion passed 7-0.

PRESENTATIONS: None

PETITIONS AND REQUESTS: Mr. Orleans, Greenbelt, asked about executive sessions of Council.

MINUTES:

Work Session, August 22, 2016: Mayor Jordan requested the following be included in the minutes: “Mayor Jordan requested that during both the design and construction phases of the

project, consideration be given so vehicles exiting the ramp and entering the Greenbelt Station north main access road do not impede pedestrian and bicycle traffic”. With this addition, it was moved by Mayor Jordan and seconded by Mr. Putens that the agenda be approved. The motion passed 7-0.

ADMINISTRATIVE REPORTS: Ms. Craze reported on the Active Aging Week and Greenbelt Aquatic and Fitness Center 25<sup>th</sup> Anniversary events.

COMMITTEE REPORTS: None

LEGISLATION:

A Resolution to Repeal and Reenact with Amendment Resolution Number 2012 to Adopt Standing Rules for the Council of the City of Greenbelt, Maryland

Mayor Jordan read the agenda comments.

Ms. Davis introduced the resolution for second reading and moved for adoption tonight. Mr. Herling seconded.

Mr. Roberts said he didn't agree with proposed changes for "Attendance at Meetings" which would allow a councilmember who is unable to physically attend the meeting to participate in the meeting by electronic means (telephone, Skype, etc.) with the approval of a supermajority of the Councilmembers present.

Ms. Davis and Ms. Mach mentioned there have been instances in the past that have required the attendance by a councilmember who was physically unable to attend. They said that other organizations, including the Air Quality Control committee, have already adopted or are considering adoption of provisions to allow for attendance of members at meetings by electronic means. Ms. Mach said she didn't anticipate this situation would occur very often. She added that approval of attendance by a member by electronic means will require the approval by the supermajority of Council which will ensure that the practice is not abused.

Under Voting, Ms. Davis asked that all members to clearly voice their vote so they can be heard by all present.

Under Agenda, Ms. Davis moved that Council Activities be listed first under Other Business with Council Reports listed second. Ms. Mach seconded. The motion passed 6-1. (Roberts)

Under Petitions and Requests, first bullet, Ms. Davis moved that "within 90 days if possible" be added at the end of "The petitioner and Council shall be apprised of the disposition made." Ms. Mach seconded. The motion passed 6-1. (Roberts)

Under Request for Meetings by Other Parties, Mayor Jordan and Mr. Putens expressed concern over the requirements that when members of Council encounter requests for meetings, the requests must be made known to the entire Council prior to the meeting taking place. Ms. Mach noted the requirement was only for meetings related to City business and believed that all members should be informed as a courtesy.

Under Council Recognitions, Mayor Jordan noted the first paragraph states that it will be the decision of the Mayor whether to issue a proclamation or a letter. He said he did not feel the second paragraph defining proclamations and letters was necessary. Mayor Jordan moved to strike “Generally, proclamations are official (formal) declarations by City council and letters are official recognitions by City Council.” Mr. Putens seconded. The motion failed 3-4. (Davis, Roberts, Mach, Herling)

After further discussion, the resolution was voted on.

ROLL CALL:	Ms. Davis	-	yes
	Mr. Herling	-	yes
	Ms. Mach	-	yes
	Ms. Pope	-	yes
	Mr. Putens	-	yes
	Mr. Roberts	-	no
	Mayor Jordan	-	yes

The resolution was declared adopted (Resolution No. 2045, Book 8).

APPLICATION FROM WILLY K’S TO LIQUOR CONTROL BOARD FOR SPECIAL ENTERTAINMENT PERMIT: Mayor Jordan read the agenda comments.

Mr. Manful, Manager of Willy K’s, explained that the entertainment schedule will remain the same as has been in place for many months with karaoke entertainment provided on Thursday evenings (5:00 p.m. to 12:00 a.m.) and DJ entertainment on Friday (5:00 p.m. to 2:00 a.m.) and Saturday (7:00 p.m. to 2:00 a.m.). He said with the entertainment permit, management will be allowed to card patrons and search bags (if necessary) upon entry to the establishment. Mr. Manful advised that management is now only allowed to card purchasers of alcohol.

Mr. Herling moved that Council take “no position” on the application. Ms. Pope seconded. The motion passed 7-0.

APPLICATION FOR CONVERSION OF LIQUOR LICENSE – SHELL FOOD MART: Mayor Jordan read the agenda comments.

Linda Carter, representing Shell Food Mart, said that legislation passed last year gave establishments that held a Class D Beer License an option to convert to a Class D Beer and Wine License. She said Shell Food Mart has submitted an application to do so and the application is schedule to be heard on October 10, 2016.

Mr. Roberts moved that Council take “no position” on the application. Mr. Putens seconded.

Ms. Davis said she opposed the application noting that Shell Food Mart is the last gas station in the City that still holds a license to sell beer. She advised that she doesn’t think it’s necessary for beer to be sold at the gas station and will not support the application for conversion to a beer and wine license. Ms. Davis also noted that there had been robberies at the Shell Food Mart in the past.

The motion passed 6-1. (Davis)

PUBLIC SAFETY ADVISORY COMMITTEE, REPORT #2016-1 (PRESCRIPTION DRUG TAKE BACK PROGRAM): Mayor Jordan read the agenda comments.

Laura Kressler, Vice-Chair of the Public Safety Advisory Committee (PSAC), explained that PSAC is recommending the institution of a permanent Drug Collection Program in the city to provide a safe, convenient and responsible means for residents to dispose of prescription drugs and controlled drugs. She said the program would include: 1) the placement of a permanent drug collection box at the Police Station; and 2) an annual Drug Take Back Day.

Mr. Putens moved that Council approve the recommendations of PSAC to institute a Drug Take Back Program as proposed in its Report #2016-1 and authorize the purchase of an American Security Cabinet #RXD-810 at a total cost of \$2,167. Ms. Pope seconded.

Mayor Jordan asked how long it will take to receive the collection box. Ms. Kressler said the collection box should be received approximately 10 to 15 days after the order is placed.

In response to a question from Ms. Pope, Ms. Kressler said that the collection box will be located between the two sets of entrance doors to the Police Station. She added that this location may be an area considered for future security camera installation.

The motion passed 7-0.

Ms. Davis moved that Council encourage PSAC, with the cooperation of the Police Department, hold a bi-annual Drug Take Back Day. Ms. Pope seconded. The motion passed 7-0.

LETTER TO MARYLAND NATIONAL CAPITAL PARK AND PLANNING COMMISSION – ZONING REWRITE MODULE 2 REVIEW: Mayor Jordan read the agenda comments.

Ms. Craze reviewed a draft letter prepared by staff to the Maryland National Capital Park and Planning Commission (M-NCPPC) on the Zoning Rewrite Module 2. She noted that the letter summarizing the comments presented at Council's August 17, 2016, work session on Module 2 as well as additional concerns of Council, including requirements for public art, provisions for auto dimming lights, consideration of homeowner association and condominium association requirements, and expansion of the definition of public facilities to include social services. Ms. Craze added that the letter also suggests that upon the testing of the rewritten zoning ordinance, at least one test location be selected from a municipality and special attention should be paid to the inclusiveness of municipal participation in the process.

Ms. Davis and Ms. Mach requested that "cooperatives" be included in comment #17 with homeowner associations and condominiums.

Mayor Jordan and Ms. Davis said that although M-NCPPC has requested comments on Module 2 be submitted by September 1, 2016, they also indicated that date was not a hard deadline and comments would be accepted after that date. Ms. Craze advised that Chad Williams, Project Manager for the Zoning Rewrite, is aware the city's comments would be sent following this meeting. She added that comments received by M-NCPPC won't be posted to the Zoning Rewrite website until all three module reviews are complete.

In response to a question from Ms. Davis, Ms. Craze explained that staff recommends that the city be considered an inner beltway community. She reviewed the standards of developed versus developing tier.

Ms. Davis noted there were concerns in the community that by designating the city as an inner beltway community, zoning requirements would allow for a proposed Lakeside North high rise to be constructed. Ms. Craze said no and explained that the Lakeside North high rise proposal would not fit into any Euclidian zone. She added that the multifamily residential maximum is 48 units per acre and the Lakeside North proposal is for 80 units per acre.

Mr. Roberts suggested Council oppose the entire Zoning Rewrite. Ms. Davis explained that following the review of all three modules, a final Zoning Rewrite would be developed. At that point the final Zoning Rewrite will go to the County Council and public hearings will be held. She said Council could indicate its support of or opposition to the final Zoning Rewrite at that time.

Mr. Herling noted the need for affordable housing options in the area and suggested this be included in the city's letter to M-NCPPC.

Ms. Mach moved Council approve sending the proposed letter to M-NCPPC with the additions of: 1) "cooperatives" be included in comment #17 with homeowner associations and condominiums; and 2) encouragement of the development of affordable housing. Ms. Pope seconded.

The motion passed 7-0.

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

Clean Air Partners DC-MD-VA Meeting – Ms. Mach

Green Ridge House Picnic – Ms. Davis, Mr. Putens and Ms. Mach

Maryland State Air Quality Control Meeting – Ms. Mach

National League of Cities Human Development Committee Conference Call – Ms. Mach

Cookies at the Bridge – Ms. Mach

Greenbelt Access Television Community Conversation on Cooperatives – Ms. Mach (served as moderator)

National Public Lands Day – Mayor Jordan, Ms. Davis, Mr. Putens, Ms. Mach and Ms. Pope

Greenbelt Volunteer Fire Department and Rescue Squad Crab Feast – Mayor Jordan, Ms. Davis, Mr. Putens, Mr. Roberts and Ms. Pope

University of Maryland Press Conference at Greenbelt Metro Station – Mayor Jordan, Ms. Davis, Mr. Putens, Ms. Mach and Mr. Herling

Prince George's Zoning Rewrite Focus Group Meeting – Ms. Davis

Maryland Municipal League Legislative Committee Meeting – Ms. Davis

21<sup>st</sup> Century Schools Facilities Commission Meeting – Ms. Davis

Prince George's County Municipal Association Meeting – Ms. Davis

Memorial Service and Viewing for Pauline Bordas – Ms. Davis, Mr. Putens, Mr. Roberts, Ms. Mach and Ms. Pope

Anacostia Trails Heritage Area Governing Board Meeting – Ms. Davis

Moonlit Movie at Greenbelt Park – Ms. Davis

Concert Across America to End Gun Violence, Mowatt Methodist Church and Prince George's Peace and Justice Coalition – Mayor Jordan, Ms. Davis and Ms. Mach

Metropolitan Washington Council of Governments Board Meeting – Mayor Jordan

Port Towns Day – Mayor Jordan

Beyond February: African-America History Through Film Panel Discussion - Mayor Jordan

MEETINGS: Council reviewed its 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 Monday, September 26, 2016, at 9:59 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 September 26, 2016."

Emmett V. Jordan  
Mayor



*WORK SESSION OF THE GREENBELT CITY COUNCIL held Wednesday, September 28, 2016, to discuss Council Goals and receive an Organizational Assessment Update.*

*Mayor Jordan started the meeting at 8:02 p.m. The meeting was held in Room 201 of the Greenbelt Community Center.*

*PRESENT WERE: Councilmembers Judith F. Davis, Konrad E. Herling, Silke I. Pope, Edward V. J. Putens, Rodney M. Roberts and Mayor Emmett V. Jordan. Councilmember Leta M. Mach was detained at a Maryland Municipal League Communications Committee Meeting and arrived at 8:33 p.m.*

*ALSO PRESENT WERE: Jim Giese, Greenbelt News Review, and Bill Orleans*

### *Council Goals*

*Mayor Jordan suggested Council consider scheduling a goals/strategic planning session with Joellen Earl, Chief Executive Officer of GovHR, serving as the facilitator. After discussion, staff will check on Ms. Earl's availability for scheduling the session on Saturday, November 12, 2016, from 11:00 a.m. to 4:00 p.m.*

*Council reviewed the goals discussed at the June 10, 2016, meeting as well as proposed narratives for each of the goals. After discussion, Council indicated their preference for the following goals/narratives.*

- 1. Enhance Sense of Community  
Nurture the presence of an active and involved citizenry, citizen-oriented cooperatives, and the design of the community that all contribute to the strong sense of community as we strive to be one, inclusive Greenbelt – as stated in the Community Pledge.*
- 2. Promote Community and Economic Development  
Encourage community and economic development activities that enhance the City's vibrancy and vitality while preserving its legacy as a planned community. Attract and retain businesses and residents by being a desirable place to live, work and play.*
- 3. Improve Connectivity and Accessibility  
Create and maintain an accessible and thriving community by providing walkable neighborhoods and multi-modal transportation opportunities.*
- 4. Maintain an Environmentally Proactive Community  
Continue to be an environmental leader and maintain a sustainable, resilient community that minimizes its impact on the environment.*
- 5. Continue to Improve and Enhance Public Safety  
Work together with residents, businesses and other organizations to provide a safe community where people want to live work, learn and play.*

6. *Preserve Our Planned Community Legacy*  
*Continue to build on the historic legacy of the City as a model planned community.*
7. *Enhance and Promote Quality of Life Programs*  
*Provide programs that improve and enrich the quality of life for all residents.*
8. *Provide Excellent Constituent Service*  
*Provide excellent services to residents and businesses and work on their behalf with municipalities, the County, State and Federal Governments, and other agencies and entities.*
9. *Improve & Maintain Infrastructure*  
*Maintain the city's roads, sidewalks, pathways, buildings, forests, parks, playgrounds, technology and more, at a high standard of quality to meet the needs of residents, businesses, employees and visitors.*

*There was discussion of the "action steps" submitted by Mayor Jordan, Ms. Davis, Ms. Mach and Mr. Herling. Council requested staff combine these steps submitted into a working chart to be discussed and refined at a future session.*

#### *Organizational Assessment Update*

*Mr. McLaughlin provided a PowerPoint presentation reflecting the status of the recommendations of the Matrix Consulting Group's Organizational Assessment.*

#### *Informational Items*

*Several informational items were discussed.*

*The meeting ended at 10:22 p.m.*

*Respectfully submitted,*

*Cindy Murray  
City Clerk*

*WORK SESSION OF THE GREENBELT CITY COUNCIL held Wednesday, October 5, 2016, for the purpose of interviewing a candidate for a City Advisory Group.*

*The meeting began at 7:46 p.m. It was held in the Planning Office 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: Cindy Murray, City Clerk.*

*Stephane Eding was interviewed for appointment to the Park and Recreation Advisory Board and the Public Safety Advisory Committee.*

*The meeting was adjourned at 8:08 p.m.*

*Respectfully submitted,*

*Cindy Murray  
City Clerk*

Introduced:  
1st Reading:  
Passed:  
Posted:  
Effective:

RESOLUTION NUMBER XXXX

A RESOLUTION TO AUTHORIZE THE NEGOTIATED PURCHASE OF A TREE MASTER PLAN FROM DAVEY RESOURCE GROUP OF KENT, OHIO AT A COST OF \$23,900

WHEREAS, Greenbelt residents greatly value the community's trees and the City is committed to the protection and planting of trees; and

WHEREAS, in recent years, the City has conducted a street tree inventory and a wood lands assessment; and

WHEREAS, a large number of street trees, particularly Bradford Pears, will be lost due to age or work related to improving the reliability of the regional electric distribution system; and

WHEREAS, the City's FY 2017 budget allocates funds for a Tree Master Plan to review current practices and tree inventory and develop a recommended planning and maintenance program to guide the City's tree-related planning decisions over the next five (5) to ten (10) years; and

WHEREAS, a Request for Proposals (RFP) was issued for this work and three (3) responses were received; and

WHEREAS, the proposal received from Davey Resource Group of Kent, Ohio, was determined to be best suited to address the City's needs. NOW, THEREFORE,

BE IT RESOLVED by the Council of the City of Greenbelt, Maryland, that the City Manager is authorized to contract with Davey Resource Group for a tree master plan in accord with its proposal dated September 19, 2016, at a cost of \$23,900.

PASSED by the Council of the City of Greenbelt, Maryland, at its regular meeting of October 24, 2016.

\_\_\_\_\_  
Emmett V. Jordan,  
Mayor

ATTEST:

\_\_\_\_\_  
Cindy Murray, City Clerk



**City of Greenbelt Maryland  
Memorandum**



**To:** Michael McLaughlin, City Manager *MPM*  
**Via:** James Sterling, Director of Public Works  
**From:** Richard Fink II, Superintendent of Parks & Grounds  
**Date:** 10/4/2016  
**Re:** City of Greenbelt – Tree Master Plan RFP Recommendation

Summary:

The Department of Public Works has a work item for Fiscal Year 2017 to develop a Tree Master Plan for the City of Greenbelt. The Plan will provide a holistic review of current practices and tree inventory, develop a recommended planning and maintenance program, and will reinforce the City's ongoing commitment to the protection and planting of trees.

RPP Process:

On June 17, 2016, the City of Greenbelt posted a Request for Proposals to the Maryland E-Market Place, soliciting bids for a Tree Master Plan. The RFP submission deadline was August 1, 2016 at 3:00pm. A pre-proposal meeting was held on July 8, 2016 at 9:00 am was attended by a total of 7 individuals representing 6 firms. Three of these firms submitted proposals for the Tree Master Plan.

The Public Works Department interviewed the two lowest bidders, Sav-A-Tree and Davey Resource Group. Sav-A-Tree was interviewed on September 8, 2016 and Davey Resource Group was interviewed on September 9, 2016. Both were asked a prescribed set of questions which is included with this Memo.

On September 16, 2016, Sav-A-Tree declined to continue in the process, and the Department of Public Works began negotiating with Davey Resource Group. The original proposal of \$26,350 was negotiated down to \$23,900 to include a total of 5 stakeholder meetings instead of 10. At this time, it was also negotiated to include an additional public outreach component that was missing in the first submission. The updated proposal is included with this memo.

Davey Resource Group has a proven track record of developing Tree Master Plans and strategic tree planning processes across the United States. They developed the benchmark "TreePittsburgh" strategic urban forest plan, and have also developed tree master plans for the cities of Charlotte, NC and Rochester, NY. Davey Resource Group is a founding partner with the United States Forest Service who developed i-Tree tools software suite, a platform that will be used to assess Greenbelt's tree canopy.

Recommendation:

It is recommended that the City of Greenbelt select Davey Resource Group to develop its Tree Master Plan for a total cost of \$23,900. The Public Works Department also recommends the Master Planning process move forward independent of the Forest Preserve Assessment timeline. In the Spring of 2017, PEPCO will be providing the City tree credits and replacements from 2015 and 2016 Vegetation Management work, and the Public Works Department would like to utilize the completed Tree Master Plan to better inform planting decisions. Davey Resource Group is aware of the ongoing Forest Preserve Assessment planning, and will take into consideration any suggestions that result from the process.



*A Division of The Davey Tree Expert Company*

September 19, 2016

Corporate Headquarters

1500 North Mantua Street

PO Box 5193

Kent, Ohio 44240-5193

330.673.5685

Toll Free 1.800.828.8312

Fax 330.673.0860

Richard Fink II, Parks & Grounds Superintendent  
City of Greenbelt  
Finance Department  
25 Crescent Road  
Greenbelt, Maryland 20770

*RE: Tree Master Plan Revision #2*

Dear Mr. Fink:

Thank you speaking with me last week about the revisions we made to Davey Resource Group's proposal for Greenbelt's Tree Master Plan. Following up on our conversation on Friday, September 16, 2016, we are able to include a condensed, graphically rich "public version" of the plan within our current budget. Our revised proposals follows. We hope that we can work with Greenbelt to plan for the future of Greenbelt's tree canopy.

Davey Resource Group, a division of The Davey Tree Expert Company, is dedicated to the science of urban forestry and has a proven record of developing urban forest and tree master plans using community and staff input, tree inventory data and/or urban tree canopy assessment data, guiding city policies and ordinances, and strategic planning. Davey Resource Group has been developing urban forest master plans for over ten years. We developed the "benchmark" strategic urban forest master plan for TreePittsburgh, the *Pittsburgh Urban Forest Master Plan*. Just recently, we completed three more strategic urban forest master plans for the City of Cleveland, *The Cleveland Tree Plan*, and the *Largo Master Urban Forest Plan* for City of Largo, Florida. We also created a master plan for Miami Lakes, Florida and are currently working on master plans Charlotte, North Carolina as well as with The Village Mamaroneck, New York, Mount Hope Cemetery in Rochester, New York, and New York Tree Trust for Greening Greenpoint in Brooklyn, New York. All plans involved community outreach, data analysis, city and stakeholder input, and long-term strategic planning.

In addition to our master plan development, we have been assessing urban forests since the 1940s when we inventoried public trees in Oswego, New York. We estimate that we have assessed well over 3 million trees since Davey Resource Group was founded. And, Davey Resource Group is a founding partner with the United States Forest Service of i-Tree Tools software suite. i-Tree is public domain software used to estimate the benefits trees provide to a community. Since i-Tree's release in 2006, Davey Resource has been involved with its ongoing development and support.

Davey Resource Group has a diverse team of dedicated planning staff who will help Greenbelt set goals and objectives for its urban forest and develop strategies that will promote tree maintenance and proper tree planting, streamline operations, as well as promote the environmental value community trees provide. The team assembled for this project includes Rachel Comte, Shirley Vaughn, Joe Gregory, and Will Ayersman. Ms. Comte was hired by Davey Resource Group last year to be our dedicated master plan developer. Her background includes 15 years' combined experience in project management, strategic marketing, consulting, and urban planning in the private and public sectors. After starting in project management and marketing in Washington, DC, for a prominent business lobby, and later holding positions in the private sector in online marketing and serving at the White House as a Special Projects Officer, Ms. Comte transitioned into the urban/environmental planning sector, working for a regional planning commission in comprehensive planning development as well as in code and zoning development,



Mr. Richard Fink II, Superintendent of Parks & Grounds  
City of Greenbelt  
September 19, 2016  
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and worked with a non-profit to clean and plant abandoned urban lots to fend off blight and crime while spurring development. The addition of Ms. Comte to Davey Resource Group has rounded out our master plan development team and made us even stronger. Davey Resource Group is dedicated to the science of urban forestry, has qualified staff with years of experience managing trees for communities through analysis of data and information, has proven master plan successes, and looks forward to the opportunity to work with Greenbelt to develop a tree master plan that will streamline operations and keep Greenbelt a leader in environmental stewardship.

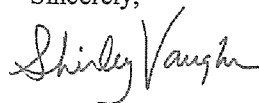
There are many advantages of working with Davey Resource Group on this project including:

1. Davey Resource Group created the “benchmark” urban forest master plan, *Pittsburgh Urban Forest Master Plan*. The City of Greenbelt can work directly with the company that developed the benchmark plan rather than another firm using our methods and attempting to replicate our successful work.
2. Davey Resource Group understands the science of urban forestry and the benefits trees provide to the community. We have an urban forestry business unit comprised of arborists, planners, geographic information system (GIS) and information technology (IT) staff, landscape architects, and technicians dedicated to projects such as tree inventories, UTC assessments, tree preservation, plan writing, tree ordinance development, and vegetation management. Our work with the i-Tree Co-operative has given Davey Resource Group a firsthand understanding of the science behind i-Tree and how to utilize all of the software to estimate the benefits trees provide.
3. We also understand the risk trees pose to a community and that a prioritized maintenance program can help reduce the city’s liability.
4. Davey Resource Group’s key staff have worked as a team using strategic planning as well as public outreach to develop urban forest master plans.
5. Our project approach is proven. We know that in order to get where you are going, you must know where you are, how you are doing, and how to get there. Our master plans comprehensively assess urban forest programs and provide strategies that will not only strengthen weaknesses but also will make the entire program stronger.

With our first submission, we provided a copy of the master plan we completed for Miami Lakes, Florida as an example of our work that is similar to that proposed by Greenbelt for this project. This link, [https://louisvilleky.gov/sites/default/files/sustainability/pdf\\_files/louisvilleutcreport-24march2015.pdf](https://louisvilleky.gov/sites/default/files/sustainability/pdf_files/louisvilleutcreport-24march2015.pdf) is to a master plan we completed for Louisville, Kentucky that is “graphically rich”.

Thank you for your consideration.

Sincerely,



Shirley Vaughn  
Business Developer

## *Scope of Work*

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Greenbelt's Tree Master Plan will be a guiding document for the management of Greenbelt's urban forest. It will guide future decisions about tree planting and maintenance, help operations plan for and budget for tree care, and engage the citizens of Greenbelt through urban forestry. The plan will:

- Briefly highlight existing studies, policies, and documents, such as the *Street Tree Inventory*, *Forest Stewardship Plan*, and *Forest Assessment Report*, etc., to ensure they have a consistent message and that make certain that citizens know about them.
- Be influenced by the needs of the trees as well as the community and city staff; Davey Resource Group will not only assess community canopy and use that data in plan development, we will meet with city staff, partners, stakeholders, and citizens to gain their input and realize how the community reacts to trees.
- Explain the value of trees and provide standards for tree removal, valuation, preservation, and tree planting.
- Provide operational information such as a pruning interval matrix by species and associated costs and a tree planting palette and plan.
- Help the city work with partners, such as utility companies, more effectively.
- Enable the city to budget for tree maintenance.
- Highlight findings and recommendations in manner that the Greenbelt citizens can readily view and understand.

The Tree Master Plan will be a concise document that focuses on setting priorities and objectives for city operations while also providing information about how tree canopy affect Greenbelt's environmental health and sustainability.

Davey Resource Group planning staff (Rachel Comte) will make two site visits to Greenbelt to meet with city staff, stakeholders, and the Greenbelt public. We anticipate that at least 3 meetings will be held each visit to discuss urban forest goals, objectives, concerns, and/or recommendations. Three telephone interviews will be completed in addition to the on-site meetings. Ms. Vaughn and Mr. Gregory will be available to meet with city staff as well, during their normal course of business in the D.C. area. And, Ms. Vaughn will attend 2 city council meetings in which the plan is being discussed.

Because of our planning experience and completion of several tree master plans similar in scope to Greenbelt's proposed plan, we anticipate that the proposed number of meetings and telephone calls (8 meetings on site and 3 conference calls) will be adequate to obtain the information needed to successfully complete this project. However, if more time is needed, we will work with the Greenbelt to find a solution that meets their needs. Options for additional meetings include teleconferences and online meetings with Ms. Comte and Mr. Gregory, and in-person meetings with Ms. Vaughn.

The following tables are projections of the tasks that will be performed and the proposed sections of the Tree Master Plan. Please note that plan content may change due to project findings and that the proposed sections are presented to provide the city with an idea of how the final plan could be structured.

## Greenbelt Tree Master Plan Program of Work

Plan Sections and/or Activities	Description	Client Responsibility	Time Frame
<b>On-Site Meetings #1 &amp; Field Work</b> <b>(3 Separate Meetings During 1 Site Visit and Field Work)</b>	In person meeting with city staff, stakeholders and possibly the public to: 1. Review project goals 2. Visit and tour areas of reference (if applicable) 3. Get initial stakeholder and public input, possibly scheduling kick-off to coincide with an Advisory Tree Committee (ACT) meeting.	Client to manage all invites, RSVPs, meeting logistics and related meeting expenses for in-person stakeholder and public meeting. Client to provide facilitation. Client to work with DRG to develop stakeholder list.	October-November
<b>Review Data, Plans, Materials, Current Processes &amp; Management Activities in Relation to Meeting Finding (Work Performed Remotely and Via Conference Calls)</b>	Data collection, analysis and research includes: <ul style="list-style-type: none"> <li>Review of prior studies, plans, and resources as they relate to Greenbelt's urban forest (example names here).</li> <li>Existing tree inventory data will be analyzed. Analysis will include age, species, diversity, condition, and other factors that may influence future management. The prior written analysis (fall 2013) will be used to corroborate, update, or conduct further analysis as needed.</li> <li>Review current management practices, assets and technology to begin to develop best management practices appropriate for Greenbelt. This includes policies, budget, tools, planting needs, and more.</li> <li>Calculate tree benefits data using i-Tree Landscapes.</li> </ul>	Client to provide all inventory and other data, including information on existing staff and management work plan, and any other relevant documents.	November-December
<b>Telephone Interviews (3-1 Hour Interviews)</b>	Speak with vested stakeholders about Greenbelt's urban forest needs and concerns.	Client to work with DRG to make introductions for one-on-one interviews.	November-December
<b>On-Site Meetings #2</b> <b>(3 Separate Meetings During 1 SITE Visit and Field Work as needed)</b>	Review and strategy sessions based on findings and focused on solidifying plan recommendations. The meetings will include one public meeting facilitated by the city, along with individual meetings with the city staff and its stakeholders such as the ACT.	Client to manage all invites, RSVPs, meeting logistics and related meeting expenses for in-person stakeholder and public meeting. Client to provide facilitation.	November-December

Plan Sections and/or Activities	Description	Client Responsibility	Time Frame
<b>Draft Recommendations</b>	Specific long-term and short-term management objectives and recommendations will be drafted and presented to the client, followed by a group discussion on feedback or edits required. Once recommendations are approved, work will begin on drafting the entire plan.	Client responsible for assembling review team and subsequent comments and feedback.	January
<b>Plan Development</b>	<p>The Tree Master Plan will include strategies for:</p> <ul style="list-style-type: none"> <li>• Urban tree management and maintenance processes and tasks.</li> <li>• Partnerships and funding sources.</li> <li>• Park tree maintenance operations.</li> <li>• Infill tree planting.</li> </ul> <p>Tasks shall be prioritized with respect to how they may be integrated into Greenbelt's resources and capabilities.</p>	Discuss tree planting opportunities and park maintenance operations; talk about program funding and any known future limitations.	February
<b>Draft Review of Plan</b>	Full plan will include all the elements listed above and take the form of one Word document. A draft will be submitted to Greenbelt for review. Edits will be made, and the final plan submitted for one more review period and subsequent edits by Davey Resource Group. The final version of the plan will be delivered electronically, marking the project's completion.	If the client has a team reviewing the plan, client will combine all comments/feedback into one document before it is sent back to DRG for incorporation.	March
<b>Deliverable</b>	One written plan delivered in Word and PDF format. GIS or other data-based electronic files will be provided if new files are created during the project.		March
<b>Condensed Public Version of Final Plan</b>	One graphic heavy, condensed version of the plan will be created with the general public as the audience. One formal review and then follow up review as necessary is included.		April
<b>Deliverable</b>	One written plan delivered in InDesign or comparable software format and PDF format. GIS or other data-based electronic files will be provided if new files are created during the project.		April
<b>City Council Meetings (2 Meetings)</b>	Attend Greenbelt City Council meetings when plan is presented and on the agenda for approval.	City to work with DRG to select dates that accommodate schedules.	Scheduled by the City

## Greenbelt Tree Master Plan Proposed Plan Sections

<b>Tree Master Plan</b>		
<i>Plan Sections</i>		
Purpose and Objective	½ page	
Background/Responsible Parties	2 pages	Overview of the city, responsible parties, and the ACT
Urban Forest Conditions	4–6 pages	Summarize existing tree inventory, urban tree canopy assessment, tree benefits, plantable space, tree related documents, etc.  Based on the findings of data analyzed and input gathered from meetings, multiple recommendations will be made to help guide the program over the next 5 to 10 years. Recommendations will be made about:
Urban Forest Recommendations	16–22 pages	<ul style="list-style-type: none"> <li>• Where to plant trees (planting plan)</li> <li>• Tree removal standards</li> <li>• Pruning cycle</li> <li>• Tree preservation</li> <li>• Tree valuation</li> <li>• Partnership coordination</li> <li>• Needed management tools</li> </ul>
Budget	2 pages	A budget will be provided for the maintenance recommended in the plan  Create a direct, brief one-pagers about each of the following for the purpose of justification, distribution and reproduction
Appendices or Separate Documents		<ul style="list-style-type: none"> <li>• Tree planting palette</li> <li>• Tree removal specifications (structural/health, utility, view, hardscape)</li> <li>• Tree preservation specifications</li> <li>• Tree valuation specifications</li> <li>• Benefits of Greenbelt’s urban tree canopy</li> </ul>

### **Public Version**

The condensed, graphically heavy public version of the plan will be based on the content of the final plan and be focused on the general public as its main audience. We envision that public version will be no more than 10 pages in length with the content determined by Greenbelt and Davey Resource Group.



## Key Personnel

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### Davey Resource Group

## Rachel Comte, Project Manager

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Rachel Comte is a project manager for Davey Resource Group based out of the greater Cincinnati/Northern Kentucky metropolitan area. She is responsible for managing special projects throughout the eastern U.S. and managing large, high-end urban forestry consulting projects including master plan and management plan development and inventory analyses.

Ms. Comte has over 15 years' combined experience in project management, strategic marketing, consulting, and planning in the private and public sectors. After starting in project management and marketing in Washington, DC, for a prominent business lobby, and later holding positions in the private sector in online marketing and serving at the White House as a Special Projects Officer, Ms. Comte transitioned into the urban/environmental planning sector. During this time, she worked for a regional planning commission in comprehensive planning development as well as in code and zoning development, and worked with a non-profit to clean and plant abandoned urban lots to fend off blight and crime while spurring development. She is proficient in GIS and has conducted research on natural resource issues, including the economic impacts of urban waterway restorations, fracking impacts on communities, urban forestry management, land conservation trends, spatial development of cities, and economic impact reporting for municipalities, land banks, private companies, and professional associations. Ms. Comte worked as a landscape designer for five years, has run a volunteer tree inventory/management program, and started a community garden in her own community.

#### **Education**

- MA, Urban and Environmental Planning, 2014, University of Cincinnati
- BA, International Politics and Business, 1995, Indiana University at Bloomington
- American University of Rome, 1994

#### **Professional Affiliations**

- Board Member, Northern Kentucky Urban & Community Forestry Council
- Member, American Planning Association
- Member, Kentucky Arborist Association
- Volunteer & Member, Mill Creek Watershed Council of Communities

#### **Certifications/Special Training**

- International Society of Arboriculture Certified Arborist (OH #6296-A)
- Horticulture and Landscape Design Certificate, 2008, Cincinnati State
- Ohio Certified Nursery Technician, ONLA

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## Davey Resource Group

### Shirley Vaughn, M.S., Regional Business Developer



Shirley Vaughn is a regional business developer and project manager for Davey Resource Group with over 12 years' experience working in the natural resource community. For Davey Resource Group, Shirley works with municipalities, utilities, and not-for-profit organizations developing and administrating urban forestry and ecological projects, including computerized tree inventories, GIS canopy assessments, i-Tree inventories and analyses, and tree preservation plans. Shirley also develops management and planting plans that maximize ecological tree benefits to increase the sustainability of urban areas and augment green infrastructure.

Prior to joining Davey Resource Group, Ms. Vaughn worked for the State of Florida Division of Forestry as an urban forestry grant administrator. For the State, Shirley worked with over 20 communities in Northeast Florida to ensure that they implemented tree planting and maintenance projects correctly. Before working for the State, Shirley worked for Broward County, Florida as a natural resource specialist and park manager. As a natural resource specialist for the County, Shirley worked with a land conservation program that purchased and restored lands in the County to increase greenspace and stormwater absorption. As a park manager, Ms. Vaughn had duties ranging from day-to-day facility and grounds management, to the development of park operations manuals and natural resource and emergency management plans.

Shirley is a Certified Arborist and Municipal Specialist (FL-5512AM) through the International Society of Arboriculture and holds B.S. and M.S. degrees in geology from the University of Iowa. Shirley's geology degrees encompassed hydrogeology, geochemistry, and groundwater geochemistry. Shirley is certified in Natural Lands Management through the University of Florida IFAS and The Nature Conservancy.

#### **Education**

- 18 hours of doctoral study, Geology, University of Alabama
- M.S., Geology, University of Iowa
- B.S., Geology, University of Iowa

#### **Certifications/Special Training**

- Certified Arborist and Municipal Specialist (FL-5512AM), International Society of Arboriculture
- Certificate of Natural Lands Management, University of Florida IFAS and The Nature Conservancy

#### **Professional Affiliations**

- American Planning Association
- American Public Works Association
- International Society of Arboriculture, Ohio Chapter Board Member 2012-2013
- Professional Grounds Management Society

#### **Publications**

- "The Benefits of Master Planning Your Urban Forest," APWA Reporter, 79, No. 4, <http://www.apwa.net/Resources/Reporter/Articles/2012/4/The-benefits-of-master-planning-your-urban-forest>, April 2012
- "Sustainable Trees in Roadway Medians," APWA Reporter, 78, No. 4., <http://www.apwa.net/Resources/Reporter/Articles/2011/4/Sustainable-trees-in-roadway-medians>, April 2011

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**Davey Resource Group**

**Shirley Vaughn, M.S., Regional Business Developer**

***Presentations***

**AMERICAN PLANNING ASSOCIATION**

- Florida Chapter Annual Meeting, "The Benefits of Urban Trees," 2010
- National Conference, "Mitigation Strategies for Urban Reforestation," 2010
- Florida Chapter Annual Meeting, "Social and Ecological Benefits of Urban Trees," 2009
- Florida Chapter Annual Meeting, "Trees Count," October 2008

**AMERICAN PUBLIC WORKS ASSOCIATION**

- Florida Chapter Annual Meeting, "Award Winning Tree Management," 2013
- North American Snow Conference, "The Best Offense is a Good Defense, Managing Public Trees," 2013
- Florida Chapter Annual Meeting, "Money Does Grow on Trees. Methods to Maximize the Economic and Ecological Benefits of the Urban Forest," 2008
- International Public Works Congress and Exposition, "Growing a Green Future and Restoring an Historic Past: The Audubon Nature Institute's Life After Katrina," 2008
- National Webcast, "The Benefits of Trees," 2008

**ARBOR DAY FOUNDATION**

- Partners in Community Forestry, "Cover Your Assets," 2011
- Trees and Utilities, "Trees and Energy Conservation," 2009
- Partners in Community Forestry, "Driving Change in Communities with Trees," 2008
- Trees and Utilities, "Back to the Roots. Management Tools to Minimize Tree and Underground Utility Conflicts," 2008

**ASSOCIATION OF ZOO HORTICULTURE**

- National Conference, "Storm Management Planning," 2009

**PROFESSIONAL GROUNDS MANAGEMENT SOCIETY**

- Washington D.C. Branch Regional Meeting, "Tree Inventory Protocols," 2012
- Washington D.C. Branch Regional Meeting, "After the GIS Tree Inventory," 2008

**STATE URBAN FOREST COUNCILS/HORTICULTURE AND WATERSHED GROUPS**

- Florida Urban Forest Council, "Municipal Tree Management Plans, How to Get it Done," 2012
- Georgia Urban Forest Council Annual Meeting, "Multi-Purpose Tree Inventories," 2012
- Mid-Atlantic Horticulture Short Course, "Trees and Stormwater" and "Selecting Quality Nursery Stock," 2012
- Ohio Stormwater Conference, "Engineering Urban Forests for Stormwater Management," 2011
- Georgia Urban Forest Council Annual Meeting, "Assessing Community Trees," 2009
- North Carolina Urban and Community Forestry Council Annual Meeting, "Urban Forest Management Plan Development," 2009
- Tennessee Urban Forest Council Annual Meeting, "Assessing Community Trees" and "Managing Your Community Urban Forest," 2009
- South Carolina Urban and Community Forestry Council Annual Meeting, "Driving Change in Communities with Trees," 2008
- Southeast Watershed Forum, Building Sustainable Communities for the 21st Century, "Trees Count," 2008
- Mississippi Urban Forest Council Regional Meeting, "Urban Forest Site Assessment Techniques," September 2007



Davey Resource Group

Joseph Gregory, M.A., Assistant Manager



As the assistant manager for Davey Resource Group's Natural Resource Consulting team, Mr. Gregory is responsible for providing operational, fiscal, and sales support to all regionally based teams and offices. The Natural Resource Consulting team provides comprehensive consulting services to governments, development companies, and engineering/design firms across several regional offices. Services provided include comprehensive urban forestry consulting, tree preservation planning, wetlands consulting, invasive vegetation control, habitat management, endangered species surveys, and watershed mapping and planning. Mr. Gregory's duties include working with regional teams to staff, train, and perform work to the highest standards for safety, quality, innovation, and professionalism.

Mr. Gregory is a planner and an urban forester by training and has coordinated numerous municipal inventory projects throughout the United States including Orlando, Florida; Elgin, Illinois; Detroit, Michigan; Charlotte, North Carolina; Raleigh, North Carolina; and Pittsburgh, Pennsylvania. He has extensive experience with GIS and GPS technologies, several types of field data collection computers/units, tree inventories, tree inventory management software, urban tree risk assessment, urban tree canopy analyses, and the i-Tree suite of software. He is proficient at writing urban and community forestry management plans, benefit analyses, and urban forest master plans for municipal and non-profit clientele. Mr. Gregory led Davey Resource Group's team that authored the Pittsburgh Urban Forest Master Plan for urban forestry non-profit Tree Pittsburgh and their network of stakeholders.

Mr. Gregory has worked with several municipalities to provide contract forestry services, placing Davey Resource Group urban foresters within municipalities to manage urban forestry program elements such as emerald ash borer management programs, planting initiatives, and storm response. Mr. Gregory also performs landscape plan reviews, tree appraisals, forensic investigations, and serves as an expert witness for urban tree related litigation. Mr. Gregory is a Certified Arborist and Municipal Specialist (OH-1420AM) with the International Society of Arboriculture, holds a Bachelor of Science degree in conservation from Kent State University, and a Master of Arts in geography and urban planning from The University of Akron.

**Education**

- M.A., Geography and Urban Planning, 2013, University of Akron
- B.S., Conservation, 2001, Kent State University

**Certifications/Special Training**

- Certified Arborist (OH-1420AM), International Society of Arboriculture
- Municipal Specialist, International Society of Arboriculture
- Occupational Dog Bite Safety, Certified Trainer, 2013
- Davey Personal Excellence and Safety Leadership, 2011
- Up By Roots Workshop, Presented by Jim Urban, 2010
- Municipal Forester Institute, Society of Municipal Arborists, 2006
- Trees, People, and the Law Seminar, The National Arbor Day Foundation, 2004

**Civic and Professional Involvement**

- Copley Township, Ohio Architectural Review Board, board member
- Cuyahoga River Community Planning Organization, board member
- The International Society of Arboriculture and Ohio Chapter

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**RESOURCE GROUP**  
*A Division of The Davey Tree Expert Company*

## Davey Resource Group

### William D. Ayersman, GIS Analyst



Mr. Ayersman is a Geographic Information Systems analyst with over four years of experience applying spatial analysis and predictive modeling to natural resource issues. Mr. Ayersman has experience and knowledge in the fields of UTC analysis and mapping, forestry resource management, cartography, landscape metrics, and spatial statistics. He joined Davey Resource Group in April 2011.

His daily responsibilities involve remote sensing and image analysis, database and project management, and the creation and design of predictive and suitability models. Mr. Ayersman has been the project lead on urban forestry analysis projects, UTC assessments, and environmental analysis to identify threats and environmental pressures for target tree planting areas. In addition, Mr. Ayersman has played a key role in the development of Davey Resource Group's Ecosystem Benefits Calculator spreadsheet tool which focuses on the urban canopy effects of stormwater, watersheds, and ecosystem cost/benefits when planting new trees. He also assisted in the development of Davey Resource Group's internal Urban Tree Canopy Analysis Cost Estimator tool.

Prior to joining Davey Resource Group, Mr. Ayersman worked as a GIS Analyst for the Natural Resource Analysis Center in Morgantown, West Virginia where he collaborated with WV Department of Natural Resources to obtain goals for a wetland predictive model, conducted watershed and remote sensing analysis, and performed predictive/suitability modeling for invasive species. As a graduate research assistant at West Virginia University, he worked with the USDA Forest Service to design and create a spatial predictive model for the spread of emerald ash borer using GIS as well as a role in applying spatial analysis in order to complete his thesis requirements.

#### **Education**

- M.S., Forestry, West Virginia University
- B.S., Forest Resource Management, West Virginia University

#### **Professional Affiliations**

- American Society of Photogrammetry and Remote Sensing (ASPRS)
- Association of American Geographers (AAG)
- Ohio Urban Regional System Association (URISA), Ohio Chapter

#### **Presentations**

- Kentucky GIS Conference, "Combining GIS and Urban Forestry to Assist in Lexington's Green Infrastructure," October 2013
- Utility Arborist Association-New York Regional Meeting, "GIS and Remote Sensing Analysis for Utility Mapping," October 2013
- Ohio GIS Conference, "Applying GIS to Analyze Urban Ecosystems in Communities for Green Infrastructure Planning," September 2013
- Esri Forestry Conference, "Integrating GIS Data and Management Systems to Assess Urban Forest Ecosystems," May 2013
- SER-MA Conference. Poster Presentation: "Enhanced wetland detection using feature extraction with topographic derivatives and maximum entropy probabilistic modeling," April 2011
- West Virginia GIS Conference, "Identifying infestation probabilities of emerald ash borer in Mid-Atlantic Region," June 2010

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**RESOURCE GROUP**  
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## ***Relevant Experience and References***

Davey Resource Group worked for many communities through the country helping them better manage their trees. The following projects describe a few of our recent master plan projects. We will provide more examples of our work and references upon request.

### **1. Largo Urban Forest Master Plan**

Project Description:	Davey Resource Group developed city-wide urban tree canopy assessment to identify current land cover and trends (loss or gain) over the last ten years. These results were used together with stakeholder input and tree inventory data to develop a master plan to assist the City of Largo in better urban forest management.
Owner's Representative:	Rachel Comte
Contact Name:	Philip Christman
Telephone:	727-587-6740
Email:	pchristm@largo.com
Address:	201 Highland Avenue, Largo, Florida 33770
<i>Discuss the methods, approach, and controls used on the project in order to complete it in an effective, timely, economical, and professional manner.</i>	
Using data collected on a range of relevant sources (tree canopy data from the UTC, tree inventory data, 311/eGov data on calls for tree service, crime, and socioeconomic data), trends or issues were identified and a work plan was developed to address them. Local stakeholders were engaged via one stakeholder meeting and one-on-one interviews, and a full master plan and shorter summary for public consumption was created.	

### **2. Miami Lakes Urban Forest Master Plan**

Project Description:	Davey Resource Group developed master plan for Miami Lakes that ensured current tree-related programs and codes were up-to-date and effective, and that the city's tree maintenance program was properly funded. Existing tree inventory data, beautification plans, and tree removal and pruning programs were assessed along with existing tree maintenance contracts. That data was used to make recommendations about improving pruning cycles, tree removal and replacement programs, and the overall urban forestry program.
Owner's Representative:	Shirley Vaughn
Contact Name:	Danny Hopkins
Telephone:	305-364-6100
Email:	hopkinsd@miamilakes-fl.gov
Address:	6601 Main Street, Miami Lakes, Florida 233014
<i>Discuss the methods, approach, and controls used on the project in order to complete it in an effective, timely, economical, and professional manner.</i>	
Using existing tree inventory data and current city documents, issues were identified and a work plan was developed to address them. The town staff were engaged via telephone interviews and email dialogues.	

**3. Cleveland Tree Plan**

Project Description:	Five Cleveland partners (the City and 4 local non-profits) banded together to have a city-wide 25-year strategic plan, and 5-year action plan developed with the goal of: 1) providing a unified vision for the future urban forest; and 2) building a clear road map for achieving set goals.
Owner's Representative:	Rachel Comte
Contact Name:	Jenita McGowan
Telephone:	216-664-2405
Email:	JMcGowan@city.cleveland.oh.us
Address:	601 Lakeside Avenue East, Cleveland, Ohio 44114
<p><i>Discuss the methods, approach, and controls used on the project in order to complete it in an effective, timely, economical, and professional manner.</i></p> <p>Working with the local project advisory team, Davey Resource Group held three professionally facilitated stakeholder meetings, performed over 30 one-on-one interviews, and led five progress meetings. The input from these efforts, together with extensive GIS data analysis (canopy data together with socioeconomic, health, and other relevant topics), was used to develop a master urban forestry plan for the City of Cleveland and its partners. The plan includes action sheets clarifying how to implement each action and specifying the lead for each step.</p>	

**4. Pittsburgh Urban Forest Master Plan**

Project Description:	Davey Resource Group prepared the <i>Pittsburgh Urban Forest Master Plan</i> in collaboration with Tree Pittsburgh (an urban forestry nonprofit organization), its master plan steering committee, the City of Pittsburgh, Jackson/Clark Partners, and the University of Vermont Spatial Analysis Lab. To serve as the foundation for the master plan, the "2012 State of the Urban Forest" was created using Pittsburgh's existing tree inventory and management plan, an i-Tree Streets benefit analysis, and an i-Tree Eco analysis. Based on the results of a public outreach campaign facilitated by Jackson/Clark Partners, a 20-year vision for the urban forest was developed with guidance from the project team.
Owner's Representative:	Joe Gregory
Contact Name:	Matthew Erb, Tree Pittsburgh
Telephone:	412-781-8733
Email:	matt@treepittsburgh.org
Address:	5401 Butler Street, 2 <sup>nd</sup> Floor, Pittsburgh, Pennsylvania 15201
<p><i>Discuss the methods, approach, and controls used on the project in order to complete it in an effective, timely, economical, and professional manner.</i></p> <p>Strategic planning provided the framework for developing the <i>Pittsburgh Urban Forest Master Plan</i>. Davey Resource Group worked with project partners to understand what the city had, what they want, how they get there, and measure how they are doing. Goals and recommendations were established to guide this vision based on five keystones of urban forest management—connect, engage, manage, plan, and project.</p> <p>Davey Resource Group's senior urban foresters analyzed the current conditions of Pittsburgh's urban forest and examined current and emerging urban forestry management issues. Spatial analysis and mapping of the urban forest were essential elements of the master plan. Detailed maps of Pittsburgh's 91 neighborhoods were created to illustrate areas where urban tree canopy was deficient or abundant and in need of protection.</p> <p>Davey Resource Group presented case studies to build on lessons learned from successful regional programs and to describe techniques to support local implementation. Plan recommendations were designed to be implemented as a coordinated effort by all public and private entities responsible for planting, protecting, and managing trees.</p>	

Mr. Richard Fink II, Superintendent of Parks & Grounds  
City of Greenbelt  
September 19, 2016  
Page 14.

The *Pittsburgh Urban Forest Master Plan* may be viewed on the Tree Pittsburgh website, <http://treepittsburgh.org/urban-forest-master-plan>.

Effective and continual communication with project partners along with the use of project tracking tools by Davey Resource Group's senior project manager ensured project tasks were completed on time, within budget, and resulted in a quality deliverable.



## ***Company Profile***

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The following information describes Davey Resource Group, our relevant experience, and key staff members who will be assigned to this project.

### ***Davey Resource Group, a Division of The Davey Tree Expert Company***

Davey Resource Group is the consulting division of The Davey Tree Expert Company and will be responsible for completing the project.

Established in 1992, Davey Resource Group offers urban and utility forestry management and natural resource consulting services throughout North America. Headquartered in Kent, Ohio, Davey Resource Group is the leader in urban forestry and has provided expert consulting to a broad range of clients, including municipalities, parks, cemeteries, golf courses, utilities, and the private sector. We have a team of International Society of Arboriculture (ISA) certified arborists, geographic information system (GIS)/information technology (IT) specialists, and highly-trained scientists and field staff with the knowledge, experience, and technology to help Greenbelt succeed in managing and understanding your community forest.

As mentioned above, Davey Resource Group is a division of The Davey Tree Expert Company. The Davey Tree Expert Company has five main services lines—the Davey Institute, Residential Tree and Lawn Care Services, Utility Services, Commercial Tree Care and Grounds Management, and Davey Resource Group. The Davey Company has been in operation since 1880 and has grown to 8,000 employees and is one of the 15 largest employee-owned companies in America.

The following briefly describes other service lines of The Davey Tree Expert Company.

### ***The Davey Institute***

Among our proud accomplishments is The Davey Institute, which was launched in 1909 to initiate scientific research in arboricultural practices and to train employees how to better plant and maintain trees. Almost 100 years later, The Davey Institute remains a leader in scientific advancements and education, ensuring the company's service lines provide the industry's highest quality service. The Davey Institute also has training facilities and a fully-equipped diagnostic laboratory.

The Davey Institute along with Davey Resource Group are technical advisors and transfer agents for the i-Tree project. i-Tree is an ongoing public/private urban forestry research project in collaboration with the USDA Forest Service, National Arbor Day Foundation, Society of Municipal Arborists, and the International Society of Arboriculture.

### ***Residential Tree and Lawn Care Services***

The Davey Tree Expert Company has provided a wide range of tree, shrub, and lawn care services to homeowners for more than 130 years. Our residential services throughout the United States and Canada include tree, shrub, and lawn fertilization, insect and disease management, tree removal, large tree moving, landscaping, and many other specialty services. We also share our expertise with our customers on topics such as vegetation health care, watering recommendations, and planting techniques.

### ***Utility Services***

Utility companies that work with The Davey Tree Expert Company have learned that our combination of quality, integrity, and efficiency is truly the best approach. The Davey Tree Expert Company provides custom consulting solutions, efficient line clearance work, and timely resource mobilization during severe weather events for utility customers.

## Commercial Tree Care and Grounds Management

We are one of North America's largest commercial landscape management companies, and we take pride in managing award-winning properties and tackling the toughest grounds care challenges. The Davey Tree Expert Company has been the preferred landscape service provider on some of the country's most prestigious grounds, including The Pentagon, Arlington National Cemetery, and the headquarters of media giant Gannett Co. and its USA TODAY offices.

## Company Financial Status, Structure, and Project Resources

The following briefly describes our Company's financial status, organization, and resources needed and available for this project.

### Financial Status

The Davey Tree Expert Company is a financially strong company as evidenced by our 130-year history. Upon request, a copy of our most recent Annual Reports and the United States Securities and Exchange Commission Booklet will be made available for the city's review.

### Company Structure

The Davey Tree Expert Company is governed by a CEO, COO, and Board of Directors. Listed below are Company Officers who are authorized to bind the firm. In addition to executives and directors, The Davey Tree Expert Company has management, administrative, technical, IT, GIS, and field staff as well as research scientists.



THE DAVEY TREE EXPERT COMPANY  
1500 North Mantua Street  
Kent, OH 44240

#### Directors and Officers May 18, 2016

##### Board of Directors:

Karl J. Warnke.....Chairman and Chief Executive Officer  
Patrick M. Covey.....President and Chief Operating Officer  
Donald C. Brown.....Executive Vice President, Finance & Administration, and CFO, FedEx Freight  
J. Dawson Cunningham.....Retired CFO, Roadway Corporation  
William J. Ginn.....Executive Vice President, Conservation Initiatives, The Nature Conservancy  
Douglas K. Hall.....Retired President and CEO, MDA Federal, Inc  
Sandra W. Harbrecht.....President and CEO, Paul Werth Associates  
John E. Warfel.....Retired President, Westfield Financial Corporation

##### Officers:

Karl J. Warnke.....Chairman and Chief Executive Officer  
Patrick M. Covey.....President and Chief Operating Officer  
Joseph R. Paul.....Executive Vice President, Chief Financial Officer and Secretary  
James F. Stef.....Executive Vice President, U.S. Residential Operations  
Steven A. Marshall.....Executive Vice President, U.S. Utility Operations  
Dan A. Joy.....Executive Vice President and General Manager,  
Commercial Landscape Services and Operations Support Services  
James E. Doyle.....Executive Vice President and General Manager,  
Davey Tree Expert Co. of Canada, Limited  
Lawrence S. Abernathy.....Vice President and General Manager, Davey Tree Surgery Company  
Gregory M. Ina.....Vice President and General Manager,  
The Davey Institute and Employee Development  
Brent R. Repenning.....Vice President and General Manager, Davey Resource Group  
Mark J. Vaughn.....Vice President and General Manager, Eastern Utility Services  
Nicholas R. Susic.....Vice President and Controller  
Christopher J. Bast.....Treasurer  
Thea R. Sears.....Assistant Controller  
Marjorie L. Conner.....Assistant Secretary and Counsel

## Project Resources

The resources needed and available for this project include qualified, experienced urban forestry, GIS, project management, and planning staff, and marketing and communications experts. Davey Resource Group has the staff available who have the expertise required to compile, analyze, and present the information and data about Greenbelt's urban forestry program in a concise, direct, and useful plan.

## Pricing

<b>Data Collection, Research, Stakeholder Meetings and Interviews</b>	<b>\$ 11,400.00</b>
On-Site Meetings #1 with Rachel Comte (1 City Staff Meeting, 1 Stakeholder Meeting, and 1 Public Meeting in Greenbelt: All Meetings Advertised, Arranged, and Facilitated by the City of Greenbelt)	\$3,000
Research and Development and Meetings Planning and Summaries; GIS Analysis of Existing Data	\$4,800
On-Site Meetings #2 with Rachel Comte (1 City Staff Meeting, 1 Stakeholder Meeting, and 1 Public Meeting in Greenbelt: All Meetings Advertised, Arranged, and Facilitated by the City of Greenbelt)	\$3,000
3 Stakeholder Interviews Conducted Via Telephone or Online Meeting	\$600
<b>Tree Master Plan</b>	<b>\$ 12,500.00</b>
Develop Outline and Recommendations	\$3,000
Draft Plan - Full Version (Include map making and some GIS or AutoCAD Work)	\$7,000
Comment Period	\$500
Edits to Final Plan (2 Rounds)	\$1,000
Condensed Public Version of Plan (1 Round of Formal Edits)	\$1,000
City Council Meetings (2 Meetings with Vaughn in attendance)	\$0
<b>TOTAL FINAL COST</b>	<b>\$ 23,900.00</b>





**Cindy Murray**

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**From:** Michael McLaughlin  
**Sent:** Wednesday, September 28, 2016 9:31 AM  
**To:** Edward Putens; Emmett Jordan; Judith Davis; Konrad Herling; Leta Mach; Ed Putens (Work); Rodney Roberts; Silke Pope  
**Cc:** Jean Cook; 'John Shay'; Liz Park; Christal Batey; Cindy Murray  
**Subject:** Insurance for GIVES

Council

Jean Cook and GIVES have finally been able to find a carrier to provide general liability insurance for GIVES. For years, it was thought GIVES was covered under the City's policy with LGIT, but that was not the case. Finding a carrier to provide this coverage has been very difficult and Jean Cook has worked very hard to find a carrier to insure what GIVES does. John Shay has assisted with this.

The cost for the insurance is \$950 which GIVES does not have as it is a completely volunteer operation. As the City was instrumental in the establishing of GIVES and supports it by providing office space and computer support, I would recommend the City cover the \$950 cost.

This item will be on Council's agenda for consideration on October 10.

Thanks  
Mike

Michael McLaughlin  
City Manager  
City of Greenbelt  
301-474-8000

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**MEMORANDUM**

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**DATE:** 10/04/16

**To:** Mike McLaughlin, City Manager *MPM*

**From:** Greg Varda, Assistant Director of Recreation Programs *GV*  
Nicole DeWald, Arts Supervisor *NAD*  
Andrew Phelan, Recreation Coordinator II *AP*

**Via:** Julie McHale, Director of Recreation

**Cc:** Joe McNeal, Assistant Director of Recreation Operations

**Re:** Contribution Group Procedure

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**Background**

At the request of City Council and the City Manager, the Recreation Department has reviewed the city's current procedures for providing financial and in-kind assistance to designated Civic Groups, Recognition Groups, Contribution Groups and one-time grant recipients. Staff have recommended procedural changes for implementation with the FY18 budget cycle. The proposed changes were discussed at City Council worksessions on July 25 and August 31. All potentially-impacted advisory groups and community organizations were invited to attend these meetings. The proposals have been discussed separately by the Arts Advisory Board and the Park and Recreation Advisory Board and their members' input has been provided to Council.

In offering our recommendations, the Recreation Department has aimed to ensure that all community organization requests are evaluated according to a consistent set of criteria that reflect Greenbelt's values. Our goal has been to provide a public funding and support structure that is fair, accessible, enforceable and forward-thinking. This structure should encourage current and future citizen leaders to come forward and pursue their best ideas for enhancing the community. The structure should also encourage the health of community organizations, reward good stewardship, ensure accountability in the expenditure of public funds and control costs.

**Review of Staff Recommendations**

1. **Staff recommend that current Civic, Recognition and Contribution Groups all be classified as Recognition Groups** moving forward. The terms Civic Group and Contribution Group would no longer be used. As per current practice, all groups would be required to complete an annual application in order to continue receiving in-kind and/or financial assistance from the city. **Based on their needs and eligibility, groups would complete an application for one of the following three levels of support:**

- A. **Basic Certification:** A short, simple application similar to the current Recognition Group application would be available for those organizations seeking in-kind support only. Any community organization with an appropriate mission, including current Civic, Recognition and Contribution Groups, would be welcome to apply.
  - B. **Project Grant:** A shorter, simplified version of the Contribution Group application has been created for this use which aligns with the “one-time grants” awarded by City Council in recent years. Project grants could be used to meet the expenses of discrete, time-limited programs spanning less than 12 months (versus ongoing operating expenses). Examples of projects which would be eligible for this type of support include: a festival; a tournament; an artist’s residency; or a specific community service initiative. Applicant organizations would not need to be – or have applied to become – a 501(C)3 organization. Project grants would require a 100% match; for every dollar awarded by the city, the organization would need to contribute one dollar from other sources toward meeting their project expenses. In FY 2018, this funding opportunity would be available to any organization holding Recognition or Contribution Group status in FY 2017, including any Recognition Groups receiving a one-time city grant. In FY 2019 and beyond, this application would be available to any organization that has held Recognition Group status for at least one year immediately prior to the period of support, whether or not they receive any financial support from the city during that year.
  - C. **Operating Grant:** This option will utilize an updated version of the current Contribution Group application. Operating grants would be awarded to help organizations meet a broader range of programmatic and operational expenses (as applicable) such as: salaries and wages; contractual services; facility rent and utilities; fundraising campaigns; marketing; and purchases of equipment and supplies. Operating grants would require a 100% match; for every dollar awarded by the city, the organization would need to contribute one dollar from other sources toward meeting their expenses for the year. Eligibility for city operating grants would be limited to organizations which have 501(C)3 non-profit status, have applied for such status, or are affiliated with a separate 501(C)3 organization which is able to act as the group’s fiscal sponsor. This requirement would help ensure that operating funds are reserved for organizations which have demonstrated a certain level of organizational capacity and which are effectively positioned to apply for outside funding to meet their matching requirement. In FY 2018, this opportunity would be available to current Recognition and Contribution Groups that received city funding (including “one time grants”) in FY 2015, FY 2016 or FY 2017. In Fiscal Year 2019 and beyond, this option would be available to Recognition Groups with current certification that received at least one project or operating grant from the city within a period of three years immediately prior to the period of support.
2. A **financial summary statement** will be required at the end of the fiscal year from all organizations which receive project or operating grants. **If an organization is found to have fallen short of their required match, the amount of revenue from other sources that they did spend on program and operating costs will be the maximum funding they are eligible to receive from the city in the following fiscal year.** For example: if a group receives \$5,000 from the city in FY 2018 but they only

spend \$4,000 from other sources that year, \$4,000 is the maximum funding they could receive from the city in FY 2019 pending the decisions of the Grant Review Panel and City Council.

3. Staff recommend that the city's proposed budget document specify only a **lump sum for funding of community group activities**. Applications will have been received by February 28 before the proposed municipal budget is presented to Council; as in previous years, the City Manager will have the benefit of knowing the total amount of the groups' requests in recommending a funding level for the coming year.
4. Staff recommend that the City Council authorize a **Grant Review Panel** to evaluate all community group applications and allocate the funds designated in the proposed budget. We recommend that the panel consist of representatives (one each) from the following advisory boards, selected by their membership: Park and Recreation Advisory Board (PRAB); Arts Advisory Board (AAB); Youth Advisory Committee (YAC); Senior Citizen Advisory Committee (SCAC); and Community Relations Advisory Board (CRAB). If any of these groups are unable to provide a panelist, Green ACES or the Advisory Committee on Education (ACE) may be asked to provide one. Panel members would be selected on an annual basis. Members should not have a conflict of interest with respect to any organization applying for a project or operating grant.

We recommend that a non-voting **staff liaison** be appointed to the Grant Review Panel, and that this individual also serve as the panel's facilitator. This model, based on the grant review process of the Maryland State Arts Council, is preferred over the board chair approach in this instance due to the short-term nature of the panel's service. One of the facilitator's tasks would be to assign each panel member a small number of applications closest to their area of expertise, for whom they would serve as a principal reviewer and discussion leader. The principal reviewer may ask to meet with an applicant at their option.

**PRAB, AAB, CRAB and all other advisory boards** would be welcome to review any or all applications if they so choose. They may also invite a representative of any applicant group to meet with them, with the qualification that a community group should only be asked to attend a maximum of one advisory group meeting related to their application. The advisory groups would not be asked to provide a report to Council. They would be encouraged to pass along input to the Grant Review Panel via their member representative on the panel.

The panel would evaluate all applications, applying a uniform set of criteria emphasizing the benefit of the proposed activities to the community and the wherewithal of the organizations to implement those activities and fulfill the requirements of the grant process. The panel would then recommend to Council an allocation of the available funds. Based on the number, content and merit of the applications received, the panel may recommend funding in a total amount that is less than the budget provided. They cannot recommend funding at a level higher than the available budget, but they may provide a separate "wish list" of supplemental appropriations of up to 15% of the available budget.

The panel's allocations would be subject to Council approval or modification by vote. Unless modified by Council, the panel's allocations would be incorporated into the city's budget for adoption.

### Follow-up from August 31 Work Session

Following the most recent work session, the Recreation Department has made the following changes to the draft City of Greenbelt Policy and Information Guide under "Eligibility and Other Requirements" for all Recognition Groups. These changes are reflected on pages 2 and 3 of the enclosed version of the Guide.

- 1. Mission.** The primary purpose of the organization should be to provide or underwrite ongoing cultural, athletic, recreational, civic, service and social opportunities which are open to the general public. ~~Restrictions on residency and age for participation in the group's activities are permissible as appropriate (example: youth sports leagues).~~
- 7. Complementary services.** ~~Requests for city recognition and support may be denied if an organization's proposed activities are found to be detrimental to City of Greenbelt facilities, programs, services or financial interests.~~ In order to be eligible for city recognition and support, an organization's proposed activities must be compatible with City of Greenbelt facilities, programs, services and financial interests.

Regarding other topics of discussion at the work session, the Recreation Department offers the following perspective:

**1. Composition of the Grant Review Panel.** Staff believe that limiting panel service to advisory group members who have served on their board/committee for at least one year will help to ensure that panelists bring a contextual understanding of community affairs to the review process. In many cases, these panelists will also have the benefit of prior experience with the evaluation of Recognition and Contribution Group applications. They will have been vetted previously by Council and will be known to their board/committee peers, which will reduce the risk of undisclosed conflicts of interest.

Staff believe that a 5-member panel should be able to function efficiently in the limited time provided for deliberations (two meetings). Increasing that number could make the process more cumbersome than necessary for the panelists and the panel facilitator. With the five members all having connections to advisory groups, the panel has the potential to funnel a great deal of community input into the process.

Staff appreciate that many citizens not currently serving on an advisory board or committee may possess other experience that would be beneficial to the application review process. We would encourage these citizens to apply for appointment to an advisory group as many groups currently have vacancies. If an individual does not wish to seek appointment, they would still be welcome to attend any board/committee meetings at which the grant applications are being discussed.

**2. Scoring Rubrics for Project and Operating Grant Applications.** The review sheets and scoring consideration guides which staff have provided will significantly increase the fairness and depth of the application review process. These materials will help to ensure that all applications are reviewed according to a uniform and fairly detailed set of criteria. The materials have been reviewed by the City Solicitor who had no concern regarding their legal ramifications.

While clearly reflecting the city's values, the criteria provided deliberately avoid the use of rigid benchmarks for performance. The community groups applying for support vary so widely in both mission and scope of operations that it would be difficult to specify benchmarks that would be equally relevant and reasonable for all groups. Our experience with the current Contribution Group structure bears this out, and the diversity of the applicant pool can only be expected to increase as current Civic Groups and one-time grant recipients are folded into the Recognition Group system. With respect to the groups' activities, staff believe that community benefit can take many forms. Not all civic achievements can be anticipated in the crafting of a score sheet; we have to leave room for our community leaders' imagination.

In developing the proposed rubrics, staff have studied tournament evaluation materials from Destination Imagination (DI) and grant evaluation materials from the Maryland State Arts Council (MSAC) and the National Endowment for the Humanities (NEH). The scoring system we have proposed uses a point structure similar to DI and evaluation criteria which are very similar to those used by MSAC and NEH. Staff have also reviewed the Research Grade-Evaluation Guide Degree Definitions provided by Mr. Putens, and we have inquired with Rockville, Laurel, Bowie and Gaithersburg about grant evaluations. We found that the evaluation process range from a check of list, written recommendation, assigning a numerical/letter grade and providing an oral recommendation. Comparing the staff recommendation to other municipalities, we believe that our evaluation/scoring recommendation fits best with the staff's Recognition Group recommendation.

### **Review of Timeline for Implementation**

Staff envision implementing the proposed application and review processes as follow:

October: Council approval is sought for the updated policy, application and scoring materials.

The Recreation Department will identify a staff liaison/facilitator for the Grant Review Panel to oversee the Recognition Group application and review process for FY18.

November: The Recreation Department hosts an informational meeting for groups intending to apply for in-kind support and/or funding in FY18.

Recreation staff contact PRAB, AAB, CRAB, SCAC and YAC. Staff explain the nature of Grant Review Panel service, outline desired qualifications\* and ask each group to identify a member representative by February 3. If any group is unable to provide a panelist, staff will invite Green ACES or the Advisory Committee on Education to elect a panelist.

\*Mandatory qualifications for panel service are: active membership and at least one year of experience on their current advisory board; no conflict of interest with any of the existing organizations receiving city financial support; and the ability to attend both panel meetings in April. Additional desired qualifications would include: expertise in any of the programming areas represented by the organizations currently receiving city funding; experience in non-profit management; prior experience as a panelist (for any agency) evaluating applications for scholarships, grants, awards and admissions.

January: The application period opens for FY18.

- February: The advisory boards will name their designated member representatives to the Grant Review Panel by February 3.
- Recognition Group applications for in-kind and financial support will be due by February 28. Applications will be reviewed by staff for completeness and eligibility.
- March: Staff will provide any **first-time applications for Recognition Group Basic Certification** to PRAB, AAB or CRAB as appropriate. The advisory board may meet with the applicant organization at their option. The board will make a recommendation to the City Council. Council will approve or deny new applications for Recognition Group certification.
- Staff will approve **applications for renewal of Basic Certification status** as merited. If staff have any concerns regarding an organization's request for renewal of their status, their application will be forwarded to the City Manager for further consideration.
- Staff will provide **project and operating grant applications** to the Grant Review panelists and assign lead readers for each application. The lead readers may contact the applicant organizations at their option with any questions.
- Staff will notify the members of the advisory boards from which the Grant Review panelists are drawn of the complete list of eligible applicants and a summary of their requests. The boards may at their option request to meet with representatives of any applicant organizations in their area of focus, via the Review Panel's staff liaison. (Limit: applicants may only be asked to attend one advisory board meeting.) The board will convey any input to the Grant Review Panel through their designated member representative. Boards will not be asked to provide an independent report to Council concerning project and operating grant applications.
- April: The Grant Review Panel will convene to discuss and score all applications.
- The panel will convene a second time to allocate the available budget and recommend supplemental funding at their option, as warranted.
- Both panel meetings will be open to the public for observation. Guests will not participate in the panel's deliberations.
- By the end of the month, the panel will have provided a report to Council summarizing their findings and recommendations.
- May: Council will hold a work session with the applicant organizations. The Grant Review Panel's recommendations will be available to the groups - and to the general public - as part of the meeting packet.
- If any applicant organization seeking funding for FY18 anticipates that they will not have met their financial match in FY17, they may explain to Council at this work session any extenuating circumstances. They may petition for supplemental funding above the cap which would automatically limit their maximum FY18 award to the amount of funding from other sources which they used to meet their non-capital expenses in FY17.



If an organization objects to the review panel's recommendation concerning their application, the Council work session will serve as their opportunity to raise an appeal. Appeals will be resolved by Council and not by the panelists; the Review Panel will not reconvene after submitting their recommendations.

Council will incorporate into the city budget the funding allocation recommended by the panel, with or without making changes by vote or providing supplemental appropriations.

### **Conclusion**

The Recreation Department wishes to thank Council and the City Manager for this opportunity to review current procedures and propose new ideas for the awarding of in-kind and financial support to Greenbelt's valued community organizations. Staff are always impressed by the range of programs and services which our Civic, Recognition and Contribution groups provide. We strive to support current and future groups with an application process which is equitable, transparent, and flexible as a group's needs change.

The Department extends our thanks also to PRAB, AAB, and the community organizations and individual citizens who have participated in this discussion. We look forward to working with the expanded range of board and committee members who will be lending their perspective to the FY18 application review.

#### **Enclosed for Council Approval:**

- Policy and Information Guide for Recognition Groups
- Basic Certification - Application and Review Sheet
- Project Grants - Application, Scoring Considerations and Review Sheet
- Operating Grants - Application, Scoring Considerations and Review Sheet

#### **Additional Enclosures:**

- Instructions for Current Civic, Recognition and Contribution Groups
- Chart summarizing opportunities for Current Civic, Recognition and Contribution Groups

**CITY OF GREENBELT**  
**POLICY AND INFORMATION GUIDE FOR**  
**RECOGNITION GROUPS**

**For technical assistance with online applications/documents:**  
contact the Public Information Coordinator at 240-542-2026 or bpalau@greenbeltmd.gov

**For other assistance:**  
contact the Recreation Department's Administrative Coordinator  
at 301-397-2200 or dcoulter@greenbeltmd.gov

**LEVELS OF SUPPORT**

The City of Greenbelt welcomes the initiative and creativity of citizens who organize to enhance the range of cultural, athletic, recreational, civic, service and social opportunities available to Greenbelt residents. In support of these efforts, the city offers three levels of support:

1. **BASIC RECOGNITION GROUP CERTIFICATION** entails the following privileges:
  - limited free use of Recreation Department facilities in accordance with facility guidelines for cultural, athletic, recreational, civic, service and social activities that are open to the general public. Requests for use of city facilities will be handled at the staff level. *Note: free use is not available for religious or partisan political activities, or for income-generating activities other than authorized fundraisers at city events.*
  - inclusion in listings of contacts in city online and print publications as space allows
  - opportunity to apply the following fiscal year for a project grant
  
2. **PROJECT GRANT:** Eligible Recognition Groups may apply for financial assistance to help meet expenses associated with discrete, time-limited programs spanning less than 12 months. Examples include: festivals, tournaments, artist's residencies and specific community service initiatives. Project grant recipients receive all the privileges of basic Recognition Group certification and they have standing to apply for a project grant or operating grant in the following fiscal year if needed.
  
3. **OPERATING GRANT:** Eligible Recognition Groups may apply for financial assistance to help meet both programming and operational expenses. These may include: salaries and wages; contractual services; facility rent and utilities; fundraising expenses; marketing costs; supplies and equipment. Operating grant recipients receive all the privileges of basic Recognition Group certification and they have standing to apply for a project grant or operating grant in the following fiscal year if needed.

## **APPLICATION PROCESS**

Applications are available on the City's website: [www.greenbeltmd.gov](http://www.greenbeltmd.gov). All completed applications will be reviewed by staff. Organizations will be contacted for any corrections or clarifications as needed.

### **BASIC RECOGNITION GROUP CERTIFICATION**

Organizations may submit an initial application at any time. All first-time applications will be reviewed by the Greenbelt Arts Advisory Board, Greenbelt Park and Recreation Advisory Board or the Community Relations Advisory Board as appropriate. New applicants are required to send a representative to meet with the Advisory Board which is reviewing their application. First time applications will be approved or denied by the Greenbelt City Council.

Groups must re-apply annually for renewal of their Recognition Group certification (usually in February), regardless of the timing of the organization's original filing. Applications will be reviewed by Recreation Department staff. Advisory boards may review your application at their option. If there are no concerns, your application can be approved by Recreation staff. If there are concerns, your application will be forwarded to the City Manager for further review.

### **PROJECT AND OPERATING GRANTS**

Eligible organizations will have one opportunity each year to apply for grant funding, usually with a February deadline. All applications will be reviewed by staff to ensure completeness and eligibility. Advisory boards may review the applications at their option. All applications will be reviewed by a Grant Review Panel which will make funding recommendations to City Council. The Panel may request to meet with a representative of the applicant organization. Final decisions regarding funding will be made by the City Council in June for the period of July 1 through June 30 (the city's fiscal year).

## **ELIGIBILITY AND OTHER REQUIREMENTS**

### **ALL RECOGNITION GROUPS**

- 1. Mission.** The primary purpose of the organization should be to provide or underwrite ongoing cultural, athletic, recreational, civic, service and social opportunities which are open to the general public.
- 2. Religious organizations are not eligible** for Recognition Group designation. These organizations are defined as groups having both an affiliation with a religious organization or tradition and a mission which includes proselytizing activities and/or the facilitation of worship practices.
- 3. Non-profit status.** Recognition Group certification is available to not-for-profit organizations only.
- 4. Benefit to the community.** The organization's activities should reflect significant participation by, and benefit to, Greenbelt residents.

5. **Liability insurance.** The city may require an organization to secure liability insurance for programming activities which the group intends to provide at city facilities. Insurance binders must be submitted to the Recreation Department business office before any such activities take place.
6. **Complementary services.** In order to be eligible for city recognition and support, an organization's proposed activities must be compatible with City of Greenbelt facilities, programs, services and financial interests.
7. **Community Pledge.** All Recognition Groups are expected to uphold the Community Pledge, which states: "The strength of Greenbelt is diverse people living together in a spirit of cooperation. We celebrate people of many cultures, faiths, and races living together. By sharing together all are enriched. We pledge to foster a community which is respectful, safe, and fair for all people."
8. **City staff participation.** Classified City of Greenbelt employees are not permitted to hold appointed or elected leadership positions (as an officer, Board member, etc.) which are responsible for policy making, development, oversight and/or fiscal management of a city Recognition Group. This policy does not preclude classified employees from membership in Recognition Groups or participation in their sponsored activities in a non-leadership capacity.
9. **Background checks.** To help ensure the safety of young program participants, Recognition Groups will be required to provide the City of Greenbelt with a list of any staff, contractors and/or volunteers whom the organization intends to entrust directly with the care and control of minors. These individuals will undergo a criminal background check at the city's expense based on their social security numbers. If your organization currently conducts background checks mandated by a parent organization, your organization's leader will be required to sign an affidavit affirming that all volunteers have completed a background check. The city is facilitating this screening process in keeping with the "Operation TLC-Making Communities Safe" program of the National Recreation and Parks Association.

#### **ADDITIONAL REQUIREMENTS - PROJECT GRANTS**

1. **Recognition Group certification.** In order to apply for a project grant, an organization must have been functioning as a certified Recognition Group for the full fiscal year immediately preceding the period of support. *For FY 2018 project grants: all groups operating as a Recognition or Contribution Group in FY 2017 are eligible to apply.*
2. **Financial review.** Prior to awarding a grant, the City of Greenbelt may at its option require an organization to provide a report from a certified public accountant reflecting the findings of a review of the organization's financial records. Any such review is to be conducted at the expense of the applicant organization.
3. **Checking account.** Any organization awarded a project grant will be required to maintain a checking account in the organization's name at a financial institution of their choice.
4. **Matching funds.** For every dollar awarded by the City of Greenbelt, a project grant recipient must contribute one dollar from other sources toward meeting their project expenses. Funds raised from any other source count toward this match, as long as they are spent in the fiscal year for which the grant is awarded. Examples include: dues; registration fees; donations; sales of memberships, tickets or goods; and other grant income. Funds spent from the organization's savings can be counted toward the match.

Loans, planned giving commitments and income channeled into investments or endowment funds would not count toward the match.

A financial summary statement will be required at the end of the fiscal year from all organizations which receive grants. If an organization is found to have fallen short of their required match, the amount of revenue that they contributed from other sources will be the maximum funding they are eligible to receive from the city in the following fiscal year. For example: if a group receives \$5,000 from the city in FY 2018 but they only spend \$4,000 from other sources that year, \$4,000 is the maximum funding they could receive from the city in FY2019 pending the decisions of the Grant Review Panel and City Council.

### **ADDITIONAL REQUIREMENTS - OPERATING GRANTS**

1. **Previous recipient of city funding.** In order to apply for an operating grant, an organization must hold current Recognition Group certification AND they must have received a project or operating grant from the city in at least one of the three fiscal years preceding the period of support. *For FY 2018 operating grants: groups must have been functioning as a Recognition Group or Contribution Group in FY 2017, AND they must have received a “one-time grant” or Contribution Group funding in FY 2015, FY 2016, and/or FY 2017.*
2. **501(c)3 non-profit status.** Operating grant applicants must hold 501(c)3 status, have applied for such status from the IRS, or have a fiscal sponsor that is a separate organization with 501(c)3 status through which the organization is able to raise funds.
3. **Financial review.** Prior to awarding a grant, the City of Greenbelt may at its option require an organization to provide a report from a certified public accountant reflecting the findings of a review of the organization’s financial records. Any such review is to be conducted at the expense of the applicant organization.
4. **Checking account.** Any organization awarded a project grant will be required to maintain a checking account in the organization’s name at a financial institution of their choice.
5. **Matching funds.** For every dollar awarded by the City of Greenbelt, an operating grant recipient must contribute one dollar from other sources toward their program and operating expenses. Funds raised from any other source count toward this match, as long as they are spent on program and operating expenses in the fiscal year for which the grant is awarded. Examples include: dues; registration fees; donations; sales of memberships, tickets or goods; and other grant income. Funds spent from the organization’s savings can be counted toward the match. Loans, planned giving commitments and income channeled into investments or endowment funds would not count toward the match.
6. A financial summary statement will be required at the end of the fiscal year from all organizations which receive grants. If an organization is found to have fallen short of their required match, the amount of revenue that they contributed from other sources will be the maximum funding they are eligible to receive from the city in the following fiscal year. For example: if a group receives \$5,000 from the city in FY 2018 but they only spend \$4,000 from other sources that year, \$4,000 is the maximum funding they could receive from the city in FY2019 pending the decisions of the Grant Review Panel and City Council.

## **REIMBURSEMENT PROCEDURES FOR PROJECT AND OPERATING GRANTS**

1. Organizations awarded funding by City Council will be eligible to submit receipts for reimbursement. Receipts may be submitted at any time at the Recreation Department business office located at the Greenbelt Youth Center. **For the fiscal year ending June 30, all receipts must be submitted by June 10.**
2. Receipts should be accompanied by a note indicating the purpose of the expenditure. City funds can only be used for the purposes stated in the organization's application.
3. Reimbursements will be issued exclusively in the form of checks made payable to the organization itself.
4. **Any allocated funds not used by the organization by the conclusion of the fiscal year on June 30 will revert to the City and not carry over into the next fiscal year.**

## **FUNDING RESTRICTIONS FOR PROJECT AND OPERATING GRANTS**

1. **City funds may not be used to purchase alcohol.** Alcohol may not be served at any City of Greenbelt facility without prior permission from City Council.
2. **City funds may not be used for equipment purchases over \$1,000** without the permission of the Recreation Department Director. Permission is required even in instances where a purchase was specifically noted in the group's funding request. The city reserves the right to purchase a requested item directly and make it available to the group for use as an alternative to reimbursing the group for purchase of that item. In the event that permission is granted for an outside purchase, the city will retain the right to borrow any equipment purchased with city funds at times of mutual convenience. In the event that an organization no longer needs a piece of equipment that was purchased with city funds, the organization will contact the Greenbelt Recreation Department and offer to donate the equipment before making any other arrangements.
3. **City funds may not be re-granted** to any other organization or party. City money may be paid to individuals and organizations only for goods purchased or services provided.
4. **City funds may not be used for any partisan political activities or religious activities, and free room use will not be available for these purposes.** *Partisan political activities* are defined as any activities intended to promote or benefit a single political party or to promote declared party-affiliated candidates for public office. *Religious activities* are defined as worship practices and proselytizing activities.

CITY OF GREENBELT  
**RECOGNITION GROUP APPLICATION –  
BASIC CERTIFICATION (FOR IN-KIND SERVICES ONLY)**

First-time applications are accepted at any time.  
Applications for renewal of Recognition Group status for the city's fiscal year 2018 are due by  
**4:30pm on Friday, February 17, 2017**

**For technical assistance with this online application:**  
contact the Public Information Coordinator at 240-542-2026 or bpalau@greenbeltmd.gov

**For other assistance:**  
contact the Recreation Department's Administrative Coordinator  
at 301-397-2200 or dcoulter@greenbeltmd.gov

**BEFORE COMPLETING THIS APPLICATION:**

**Please read the Policy and Information Guide for Recognition Groups.** This guide contains important information about the different levels of in-kind and financial support available to community organizations that serve Greenbelt residents. The Guide also provides an overview of several different applications corresponding with these levels of support. Before completing this form, make sure you have selected the application that is the best match with your needs and qualifications.

1. **Name of organization:** \_\_\_\_\_

**Year of founding:** \_\_\_\_\_ **Website:** \_\_\_\_\_

*Please check one:* \_\_\_\_\_ **new application** \_\_\_\_\_ **application for renewal of status**

2. **Contact person:** Name \_\_\_\_\_ Position \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

3. **Organization's mailing address** (not a City of Greenbelt facility):  
\_\_\_\_\_

4. **What is the mission of this organization? Whom do you intend to serve?**  
\_\_\_\_\_  
\_\_\_\_\_

5. **Description of your group's activities:** Please list here or upload a schedule of past and upcoming activities sponsored by the group during the current fiscal year (July 1, 2016 – June 30, 2017). Indicate which activities took place in Greenbelt.  
\_\_\_\_\_  
\_\_\_\_\_

6. **How many people do you anticipate will have actively participated in your organization's primary, sponsored activities this year?** Include estimates as needed. *Sports programs: include registered players only. Performing arts programs: include performers/production teams only. Festivals: include featured artists/performers and individuals or organizations with a booth, table, activity or parade unit. Please do not include volunteers or staff.*

Total number of active participants: \_\_\_\_\_ % Greenbelt Residents \_\_\_\_\_  
% ages 12 and under \_\_\_\_\_ % 13-17 yrs. \_\_\_\_\_ % 18-59 yrs. \_\_\_\_\_ % 60+ yrs. \_\_\_\_\_

7. **How many additional people do you anticipate will have participated in your organization's primary, sponsored activities as audience members, spectators and attendees (if applicable)?** *This does not include volunteers or staff.*

Total number of spectators: \_\_\_\_\_ % Greenbelt Residents \_\_\_\_\_  
% ages 12 and under \_\_\_\_\_ % 13-17 yrs. \_\_\_\_\_ % 18-59 yrs. \_\_\_\_\_ % 60+ yrs. \_\_\_\_\_

8. **How many people do you anticipate will have volunteered this year to help run your organization and implement your sponsored activities?**

Total number of supporting volunteers: \_\_\_\_\_ % Greenbelt Residents \_\_\_\_\_  
% ages 12 and under \_\_\_\_\_ % 13-17 yrs. \_\_\_\_\_ % 18-59 yrs. \_\_\_\_\_ % 60+ yrs. \_\_\_\_\_

9. **Request for support.** Please describe the in-kind services which you anticipate requesting from the City of Greenbelt during the coming fiscal year. *Note: Recognition Group certification does not imply that all requests can be granted. Requests from the organization will be addressed on a case by case basis as they arise in accordance with applicable city policies and procedures.*

\_\_\_\_\_  
\_\_\_\_\_

## 10. Electronic Signature

I, the undersigned, certify that the information contained in this application is true, complete, and accurate. I have been authorized to submit this application to the City of Greenbelt by the governing body of the applicant organization. **By signing this application, I certify that the organization's leaders have read the City of Greenbelt's Policy and Information Guide for Recognition Groups and have agreed to abide by the requirements stated therein.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Role within the organization \_\_\_\_\_



**Review Sheet for BASIC CERTIFICATION of Recognition Groups**

To be completed by AAB, PRAB or CRAB members

**Organization Name:** \_\_\_\_\_

**Advisory Board:** \_\_\_\_\_ **Reviewer:** \_\_\_\_\_

**Recommendation to the Greenbelt City Council (please check one):**

Do you recommend that this organization be certified as a City of Greenbelt Recognition Group?

\_\_\_\_\_ **YES**                      \_\_\_\_\_ **NO**

***Note:** Recognition Group certification does not ensure that all of the organization's specific requests for in-kind services will be met by the City of Greenbelt. All requests for services are handled on a case by case basis.*

**Comments about the applicant organization, its activities and their benefit to Greenbelt residents:**

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**Concerns about the organization, its eligibility for Recognition Group certification or its requests for services:**

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CITY OF GREENBELT

**PROJECT GRANT**

**APPLICATION INSTRUCTIONS**

**For certified Greenbelt Recognition Groups**

**Fiscal Year 2018**

Period of Support: July 1, 2017 – June 30, 2018

Applications and uploaded attachments are due by  
**4:30pm on Friday, February 17, 2017**

**For technical assistance with this online application:**  
contact the Public Information Coordinator at 240-542-2026 or bpalau@greenbeltmd.gov

**For other assistance:**  
contact the Recreation Department's Administrative Coordinator  
at 301-397-2200 or dcoulter@greenbeltmd.gov

## Instructions

1. **Please read the Policy and Information Guide for Recognition Groups.** This guide contains important information about the different levels of in-kind and financial support available to community organizations that serve Greenbelt residents. The Guide also provides an overview of several different applications corresponding with these levels of support. Before completing this form, make sure you have selected the application that is the best match with your needs and qualifications.
2. **Please read the Review Sheet for Project Grant Applications,** available online, to see how your application will be scored by the Grant Review Panel. 50% of your score will be based on the merit and feasibility of your proposed project. The remaining 50% will be based on the general strength and operational history of your organization.
3. **Please read this application in full before you begin to complete it.** This will help to ensure that your information is presented in the right place and that you have all the information at hand that you will need. Some materials will need to be uploaded in PDF format; if you need assistance, please contact the Recreation Department Administrative Coordinator. Instructions are provided below for naming your PDF files; you may substitute a commonly used acronym – such as “CHEARS” – in place of the full name of the organization where indicated in the format.
4. **All questions on this form must be completed.** Incomplete applications will not be presented to the Grant Review Panel and they will be ineligible for funding. You may enter “N/A” for any individual line items which are not applicable to your organization. It is recommended that you keep notes on file detailing how all audience and budget figures have been derived.

CITY OF GREENBELT  
**PROJECT GRANT APPLICATION**  
Fiscal Year 2018

**A. GENERAL INFORMATION**

1. **Name of organization:** \_\_\_\_\_
2. **Website:** \_\_\_\_\_
3. **Contact person:** Name \_\_\_\_\_ Position \_\_\_\_\_  
Telephone \_\_\_\_\_ E-mail \_\_\_\_\_
4. **Organization's mailing address** (not a City of Greenbelt facility):  
\_\_\_\_\_

5. **What is the mission of this organization? Whom do you intend to serve?**

6. **Please check one.** (If none of these apply to your organization, your group is not eligible to apply for a project grant at this time.) In Fiscal Year 2017, the current year of support, the applicant organization:

- Is a Greenbelt Recognition Group receiving in-kind support only
- Is a Greenbelt Recognition Group and has received a "one time grant" from City Council
- Is a Greenbelt Contribution Group

7. **Please check all that apply.** The applicant organization:

- Is recognized by the Internal Revenue Service as a 501(C)3 not-for-profit organization
- Has applied for 501(C)3 status
- Is affiliated with another organization which holds 501(C)3 status and serves as the fiscal sponsor for the applicant organization. Name of sponsoring organization:

- Is not recognized by the Internal Revenue Service as a 501(C)3 not-for-profit Organization, has not applied for this status, and does not have a fiscal sponsor



**10. How many people actively participated in your organization's primary, sponsored activities?** Include estimates as needed. *Sports programs: include registered players only. Performing arts programs: include performers/production teams only. Festivals: include featured artists/performers and individuals or organizations with a booth, table, activity or parade unit. Please do not include volunteers or staff.*

Total number of participants: \_\_\_\_\_ % Greenbelt Residents \_\_\_\_\_  
 % ages 12 and under \_\_\_\_\_ % 13-17 yrs. \_\_\_\_\_ % 18-59 yrs. \_\_\_\_\_ % 60+ yrs. \_\_\_\_\_

**11. How many additional people participated in your organization's primary, sponsored activities as audience members, spectators and attendees (if applicable)?** *This does not include volunteers or staff.*

Total number of spectators: \_\_\_\_\_ % Greenbelt Residents \_\_\_\_\_  
 % ages 12 and under \_\_\_\_\_ % 13-17 yrs. \_\_\_\_\_ % 18-59 yrs. \_\_\_\_\_ % 60+ yrs. \_\_\_\_\_

**12. Financial snapshot, most recently completed fiscal year.**

City of Greenbelt funding (if applicable)	
Total revenues	
Total expenses	
<b>Net profit/loss</b>	
Cash balance as of 6/30/16	

**13. During Fiscal Year 2018, receipts presented to the Recreation Department for reimbursement should be accompanied by a brief note indicating the purpose of the expenditure. Expenses must relate clearly to the purposes specified in this application for which funding was sought and approved. **The organization authorizes the following officer or officers (limit: two) to present receipts for reimbursement:****

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Name: \_\_\_\_\_ Title: \_\_\_\_\_

If applicable, please specify the organization's federal tax ID#: \_\_\_\_\_

**B. NARRATIVE:** Please address all of the following points briefly in a narrative of up to three pages. Save your document as a PDF and upload your file in section D of this application. File name: name\_of\_organization\_narrative\_FY18

**1. Proposed project:**

**a. Impact.** Describe in detail the project for which you are seeking support. Whom is this project intended to serve? How many Greenbelt residents and non-residents do you hope to engage?

Explain how this project will benefit Greenbelt citizens, including direct participants and -- if applicable -- the broader Greenbelt community. Does this project provide any unique opportunities to Greenbelt residents that would not otherwise be available?

- b. Feasibility.** What special steps will your organization need to take in order to implement this project? Are any of these steps underway?

Please comment on any resources needed to implement this project which are already in place. These may include, for example: funds, facilities, partnerships and volunteers.

- c. City support.** How would city funds be used to support this project?

Project Grant recipients must contribute at least \$1.00 in cash income (or savings) to match every \$1.00 which they are awarded by the City of Greenbelt. Funds raised from any other source count toward this match, as long as they are spent on project expenses during the period of support. Examples include: dues; registration fees; donations; sales of memberships, tickets or goods; and other grant income. Planned giving commitments and income channeled into investments or endowment funds would not count toward the match. How does your organization plan to match your requested city funding in fiscal year 2018?

Describe any in-kind services you wish to request from the City of Greenbelt to support the proposed project.

**2. Organizational capacity:**

- a. Programming history.** Provide any comments you think are necessary for reviewers to understand the program summary information which you will be uploading in section D of this application.

How do you publicize your sponsored activities?

Please highlight any past programs which you believe demonstrate your capability to implement the project proposed in this application.

- b. Financial history.** During the past and current fiscal year, how have your organization's activities been funded? Please identify your primary sources of earned and contributed revenue.

If you experienced a deficit in your most recently completed fiscal year, or if your organization failed to match a City of Greenbelt contribution/grant, how is your organization working to remedy the problem during the current year?

If your organization was awarded funding from the City of Greenbelt for the current fiscal year, what was the amount awarded and what is the intended use of those funds?

- C. PROJECT BUDGET:** Include your requested city funding and the corresponding expenses in this table.

EXPENSES	Description
a. Salaries and wages	
b. Consultants'	

fees	
c. Contractual personnel	
d. Facility rental	
e. Insurance	
f. Supplies and materials	
g. Equipment purchases	
h. Equipment rental	
i. Marketing and outreach	
j. Travel and lodging	
k. Food/catering	
l. Awards	
m. Scholarships	
n. Other	
<b>Total Expenses</b>	

<b>INCOME</b>	<b>Description</b>
a. Sales	
b. Admissions	
c. Tuition	
d. Contracted services	
e. Membership dues, registration fees	
f. Corporate support	
g. Foundation support	
h. Individual donations	
i. Loans*	
j. City support	
k. Other grants	
l. Organization's savings and/or interest income	
m. Other	
<b>Total Income</b>	

\* Borrowed funds are not counted toward the required match of your city grant request. Your budget must reflect income from other sources which at least equals the amount of your request.

**D. REQUIRED ATTACHMENTS:** upload here in PDF format

1. **Narrative.** Please format your file name as follows: name\_of\_organization\_narrative\_FY18. Limit: 3 pages.
2. **List of programs** reflecting the organization's activities from your previous and current fiscal years (combined into one file). File name: name\_of\_organization\_programs\_FY18. You may either scan existing materials such as season schedules or type a combined summary list. Limit: 3 pages.

**E. OPTIONAL ATTACHMENTS:** upload here in PDF format

1. **Brief bios** for key personnel highlighting relevant experience, combined on one page. File name: name\_of\_organization\_bios\_FY18
2. **Letters of support**, up to 3 pages total. Letters can be combined or uploaded individually. File name: name\_of\_organization\_letter\_1\_FY18 (etc).

In the interest of fairness and respect for our panelists' time, **please observe all page limitations and refrain from submitting any materials not requested in this application.** Extra pages and unsolicited materials will not be forwarded to the Grant Review Panel.

**F. ELECTRONIC SIGNATURE**

I, the undersigned, certify that the information contained in this application is true, complete, and accurate. I have been authorized to submit this application to the City of Greenbelt by the governing body of the applicant organization. **By signing this application, I certify that the organization's leaders have read the Policy and Information Guide for Recognition Groups and have agreed to abide by the requirements stated therein.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Your role within the applicant organization \_\_\_\_\_



## Greenbelt Recreation Department

# Application Scoring Considerations for Project Grants

This document elaborates on the scoring criteria which grant review panelists will use to evaluate project grant applications. These considerations are provided to help panelists identify the unique strengths and possible weaknesses of each application and to facilitate comparisons. The only specific requirements for applicant organizations are expressed in the Policy and Information Guide and in the application form.

### **MERIT OF THE PROPOSED PROJECT (50% of application score)**

- **Benefit to the community**

How will the proposed project benefit individuals directly? How many people are likely to benefit as participants and/or spectators, and how many of those people are likely to be Greenbelt residents?

How distinctive is the proposed project? Does it create opportunities that would otherwise be lacking in Greenbelt or in the surrounding area?

Will the proposed project have a positive impact for Greenbelt beyond the circle of those participating directly? For instance, will the project contribute to: social connectedness; economic stability and development; environmental stewardship; public health; or cultural assets and opportunities?

- **Feasibility of the proposed project**

Does the project seem well-defined and reasonable for the applicant organization to achieve?

Are some of the resources necessary to implement the project in place yet? If partnerships are involved, have those connections been established?

### **ORGANIZATIONAL CAPACITY (50% of application score)**

- **Personnel**

Does the organization have capable and reliable leaders (paid or unpaid)? Are Greenbelt residents involved in leadership roles?

Does the organization have sufficient volunteer support to implement its mission? Are Greenbelt residents contributing significantly as volunteers?

- **Programming history**

What programs has the organization implemented during the past and current fiscal year? Are any of these programs similar in scope to the project proposed for this grant?

Have the organization's activities been well planned, publicized and implemented?

- **Financial history**

What was the organization's final profit or loss for their most recently completed fiscal year?

If the organization received city funding in the previous year, did they meet or exceed the required match?

Does the organization have cash reserves available to help meet any shortfall with the proposed project?

# Review Sheet for PROJECT Grant Applications

To be completed by Grant Review Panel members

Organization Name: \_\_\_\_\_

Panelist: \_\_\_\_\_

Evaluation criteria	Scoring range (points)	Panelist's score
<b>MERIT OF PROPOSED PROJECT</b> (up to 50 points)		
<b>Benefit to the community</b> (direct and indirect)	0-40	
<b>Feasibility of this specific project:</b> clarity of plan, resources in place (general capabilities are scored separately below)	0-10	
<b>ORGANIZATIONAL CAPACITY</b> (up to 50 points)		
<b>Personnel:</b> strength of leadership and volunteer core; resident involvement	0-20	
<b>Programming history</b> (comparable scope, planning, publicity, implementation)	0-15	
<b>Financial history</b> (profit/loss, match history, reserves)	0-15	
<b>TOTAL SCORE</b>		

**Comments:**

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**Concerns:**

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CITY OF GREENBELT  
**OPERATING GRANT**  
**APPLICATION INSTRUCTIONS**  
**For certified Greenbelt Recognition Groups**  
**Fiscal Year 2018**

Period of Support: July 1, 2017 – June 30, 2018

Applications and uploaded attachments are due by  
**4:30pm on Friday, February 17, 2017**

**For technical assistance with this online application:**  
contact the Public Information Coordinator at 240-542-2026 or [bpalau@greenbeltmd.gov](mailto:bpalau@greenbeltmd.gov)

**For other assistance:**  
contact the Recreation Department's Administrative Coordinator  
at 301-397-2200 or [dcoulter@greenbeltmd.gov](mailto:dcoulter@greenbeltmd.gov)

1. **Please read the Policy and Information Guide for Recognition Groups.** This guide contains important information about the different levels of in-kind and financial support available to community organizations which serve Greenbelt residents. The Guide also provides an overview of several different applications corresponding with these levels of support. Before completing this form, make sure you have selected the application that is the best match with your needs and qualifications.
2. **Please read the Review Sheet for Operating Grant Applications,** available online, to see how your application will be scored by the Grant Review Panel. 60% of your score will be based on your organization's service to the Greenbelt community, and 40% of your score will be based on your organizational effectiveness.
3. **Please read this application in full before completing it.** This will help to ensure that your information is presented in the right place and that you have all the information at hand that you will need. Some materials will need to be uploaded in PDF format; if you need assistance, please contact the Recreation Department Administrative Coordinator. Instructions are provided below for naming your PDF files; you may substitute a commonly used acronym – such as "CHEARS" – in place of the full name of the organization where indicated in the format.
4. **All questions on this form must be completed.** Incomplete applications will not be presented to the Grant Review Panel and they will be ineligible for funding. You may enter "N/A" for any individual line items which are not applicable to your organization. It is recommended that you keep notes on file detailing how all audience and budget figures have been derived.

CITY OF GREENBELT  
**OPERATING GRANT APPLICATION**  
Fiscal Year 2018

**A. GENERAL INFORMATION**

1. **Name of organization:** \_\_\_\_\_
2. **Website:** \_\_\_\_\_
3. **Contact person:** Name \_\_\_\_\_ Position \_\_\_\_\_  
Telephone \_\_\_\_\_ E-mail \_\_\_\_\_
4. **Organization's mailing address** (not a City of Greenbelt facility):  
\_\_\_\_\_

5. **What is the mission of this organization? Whom do you intend to serve?**

6. **Please check one.** (If none of these apply to your organization, your group is not eligible to apply for an operating grant at this time.) The applicant organization:

- Is currently a Contribution Group receiving city funding
- Is currently a Recognition Group receiving city funding in the form of a one-time grant
- Is currently a Recognition Group receiving in-kind support only from the city; the organization previously received city funding in FY 2015 or FY 2016

7. **Please check all that apply.** (If none of these apply to your organization, your group is not eligible to apply for an operating grant at this time.) The applicant organization:

- Is recognized by the Internal Revenue Service as a 501(C)3 not-for-profit organization
- Has applied for 501(C)3 status
- Is affiliated with another organization which holds 501(C)3 status and serves as the fiscal sponsor for the applicant organization. Name of sponsoring organization:



Is your organization's leadership representative of the population which you intend to serve?  
Please comment.

2. **Paid personnel.** Please provide information for the current fiscal year.

**Employees**

Position	# of employees	# hours per person per week	Description of duties <i>If positions are seasonal, please indicate months of service.</i>

**Independent contractors and consultants**

Role	# of contractors <i>Individuals or companies</i>

3. **City staff disclosure.** If any of your Board members or key staff persons are City of Greenbelt employees, please provide their name, Department and job title below.

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#### 4. Volunteers

July 2015-June 2016 \_\_\_\_ July 2016-June 2017 \_\_\_\_ July 2017-June 2018 (Projected) \_\_\_\_

**Current year:** % Greenbelt Residents/Organizations \_\_\_\_ % Non-Residents/Organizations \_\_\_\_

% ages 12 and under \_\_\_\_ % 13-17 yrs. \_\_\_\_ % 18-59 yrs. \_\_\_\_ % 60+ yrs. \_\_\_\_

Please describe the ways in which volunteers contribute to your organization.

**D. NARRATIVE.** Please address all of the following points briefly in four pages or fewer. Upload your response as a PDF file in section F, below.

#### **Benefit to the Community**

1. **Organizational history and activities.** Provide a brief historical overview of your organization, including your date of founding and a general description of the organization's sponsored activities. Highlight your greatest achievements during the current year. If known, please comment also on any aspects of your program that are distinctive, creating opportunities that would otherwise be lacking in Greenbelt or the surrounding area.
2. **Personal benefit.** How do direct participants and spectators personally benefit from your sponsored activities?
3. **Partnerships.** If applicable, please provide examples of how your organization has collaborated with other local groups and agencies on program development and/or promotions during the past and current fiscal years.
4. **Community benefit.** If applicable, please comment on how you believe your programs enhance the community at large. How do your activities contribute to the overall vitality of Greenbelt and the well-being of its citizens? How is your organization helping to make Greenbelt a better, healthier and happier place in which to live, work and play?

#### **Organizational Effectiveness**

5. **Marketing, outreach and evaluation.** Please describe the ways in which you communicate with current and prospective participants. How do you inform the community about your sponsored activities and encourage participation? How do you collect input and feedback?
6. **Challenges.** What are the most significant challenges that your organization is experiencing? How are you addressing these challenges?

7. **Goals.** What are your organization's goals and how are you working toward them?
8. **City support.** Please indicate what financial and in-kind support has been provided to your organization by the city during the current year, if applicable. How much funding is your organization requesting of the city for fiscal year 2018? How would these funds be used? Please be as specific as possible. What in-kind support, if any, does your organization anticipate requesting from the city during the coming year?
9. **Matching funds.** For every dollar awarded by the City of Greenbelt, an operating grant recipient must contribute one dollar from other sources toward their program and operating expenses. Funds raised from any other source count toward this match, as long as they are spent on program and operating expenses in the fiscal year for which the grant is awarded. Examples include: dues; registration fees; donations; sales of memberships, tickets or goods; and other grant income. Funds spent from the organization's savings can be counted toward the match. Loans, planned giving commitments and income channeled into investments or endowment funds would not count toward the match.

How does your organization plan to match your requested city funding in fiscal year 2018? If your organization experienced a deficit last fiscal year, or if your organization failed to match a City of Greenbelt contribution/grant, please also explain the problem and how you are working to correct it this year.

**E. FINANCIAL INFORMATION.** Please include below the funds which you are requesting from the city and the corresponding proposed expenditures.

<b>EXPENSES*</b>	<b>Description</b>	<b>Actual Totals, Last Fiscal Year July 1, 2015 – June 30, 2016</b>	<b>Budget, Current Fiscal Year July 1, 2016 – June 30, 2017</b>	<b>Proposed, Next Fiscal Year July 1, 2017 – June 30, 2018</b>
a. Salaries and wages				
b. Consultants' fees				
c. Contractual personnel				
d. Facility rental				
e. Dues, memberships, league fees				
f. Utilities				
g. Insurance				
h. Supplies and materials				
i. Equipment purchases				
j. Equipment rental				
k. Marketing and outreach				
l. Travel and lodging				



m. Food/catering				
n. Awards				
o. Grants				
p. Scholarships				
q. Payment of debt				
r. Other				
<b>Total Expenses</b>				

<b>INCOME*</b>	<b>Description</b>	<b>Actual Totals, Last Fiscal Year July 1, 2015 – June 30, 2016</b>	<b>Budget, Current Fiscal Year July 1, 2016 – June 30, 2017</b>	<b>Proposed, Next Fiscal Year July 1, 2017 – June 30, 2018</b>
a. Sales				
b. Admissions				
c. Tuition				
d. Contracted services				
e. Membership dues, registration fees				
f. Corporate support				
g. Foundation support				
h. Individual donations				
i. Loans*				
j. City support				
k. Other grants				
l. Organization's savings or interest income				
m. Other				
<b>Total Income</b>				

\* Borrowed funds are not counted toward the required match of your city grant request. Your budget must reflect income from other sources which at least equals the amount of your request.

<b>PROFIT OR LOSS</b>	<b>Actual Totals, Last Fiscal Year July 1, 2015 – June 30, 2016</b>	<b>Budget, Current Fiscal Year July 1, 2016 – June 30, 2017</b>	<b>Proposed, Next Fiscal Year July 1, 2017 – June 30, 2018</b>
<b>Income over expenses OR</b>			
<b>Expenses over income</b>			

If there is an increase or decrease of 25% or more in any individual expense or income line items from one year to the next, you will need to upload an explanation of these variances in section F, below.

**Financial Reserves**

<b>Assets</b>	<b>Actual as of June 30, 2016 (Last Fiscal Year)</b>	<b>Projected as of June 30, 2017 (Current Fiscal Year)</b>
a. Checking account balance		
b. Savings account balance		
c. Investments		
d. Endowment funds		
e. Planned giving commitments		
<b>Total Financial Reserves</b>		

**Debt**

<b>Creditor</b>	<b>Loan purpose</b>	<b>Actual: monies owed as of June 30, 2016 (Last Fiscal Year)</b>	<b>Projected: monies owed as of June 30, 2017 (Current Fiscal Year)</b>
a.			
b.			
c.			
<b>Total Debt</b>			

**In-Kind Contributions** Please estimate dollar values.

<b>IN-KIND CONTRIBUTIONS</b>	<b>Description</b>	<b>Actual Totals, Last Fiscal Year July 1, 2015 – June 30, 2016</b>	<b>Budget, Current Fiscal Year July 1, 2016 – June 30, 2017</b>	<b>Proposed, Next Fiscal Year July 1, 2017 – June 30, 2018</b>
a.	Pro-bono professional services (legal, accounting, etc)			
b.	Other waived fees			
c.	Donated equipment			
d.	Donated supplies and materials			
e.	Donated travel and lodging costs			
f.	Donated space rental			



**F. ATTACHMENTS – Please upload in PDF format.**

1. **REQUIRED: narrative** addressing all 9 topics in section D, above. Limit: 4 pages. File name format: name\_of\_organization\_narrative\_FY18
2. **REQUIRED: program calendars** reflecting the organization's activities from the previous and current fiscal years, including upcoming events. Copies of existing marketing materials and/or summary lists are acceptable. Limit: 3 pages. File name format: name\_of\_organization\_programs\_FY18
3. **REQUIRED if applicable: explanation of income and expense variations over 25%.** See section E. File name format: name\_of\_organization\_variances\_FY18
4. **OPTIONAL: letters of support** – up to 3 pages. Comments from multiple people or organizations may be combined on a page. File name format: name\_of\_organization\_letter\_1\_FY18 (etc)
5. **OPTIONAL: summary information about the credentials** of key personnel, paid or unpaid. Limit: 1 page. File name format: name\_of\_organization\_bios\_FY18

In the interest of fairness and respect for our panelists' time, **please observe all page limitations and refrain from submitting any materials not requested in this application.** Extra pages and unsolicited materials will not be forwarded to the Grant Review Panel.

**G. ELECTRONIC SIGNATURE**

I, the undersigned, certify that the information contained in this application is true, complete, and accurate. I have been authorized to submit this application to the City of Greenbelt by the governing body of the applicant organization. **By signing this application, I certify that the organization's leaders have read the Policy and Information Guide for Greenbelt Recognition Groups and have agreed to abide by the requirements stated therein.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Your role within the applicant organization: \_\_\_\_\_

## Greenbelt Recreation Department

# Application Scoring Considerations for Operating Grants

This document elaborates on the scoring criteria which grant review panels will use to evaluate operating grant applications. These considerations are provided to help panels identify the unique strengths and possible weaknesses of each application and to facilitate comparisons. The only specific requirements for applicant organizations are expressed in the Policy and Information Guide and in the application form.

### **BENEFIT TO THE COMMUNITY (60% of application score)**

Measures the benefit of the organization's activities to direct participants and other community members in Greenbelt and the surrounding area.

- **Personal benefit**

What are the range and quality of services provided by the organization?

How distinctive are the applicant's activities? Is the organization providing opportunities that would otherwise be lacking in Greenbelt or in the surrounding area?

How many people benefit directly from the applicant's activities as participants and spectators? How many of those people are Greenbelt residents?

How significant is the benefit to those directly engaged? Is there evidence of a lasting, positive impact?

- **Partnerships**

Has the organization collaborated successfully with other local groups and agencies on programming and/or promotion, advancing shared missions and goals?

- **Community benefit**

How do the applicant's activities contribute to the overall vitality of Greenbelt and the well-being of its citizens? Is the organization helping to make Greenbelt a better, healthier and happier place in which to live, work and play?

Do the organization's activities contribute to greater social connectedness and/or good citizenship?

Does the organization contribute to Greenbelt's economic stability and development?

Does the applicant practice good environmental stewardship and/or promote public health?

Do the applicant's activities contribute to Greenbelt's cultural assets and opportunities?

## **ORGANIZATIONAL EFFECTIVENESS (40% of application score)**

Measures the applicant's ability to gather and manage resources, implement their ideas and sustain the organization.

- **Leadership**

Is the organization's leadership meeting the needs of the organization? Are there any vacant offices or other unmet needs? Panelists may consider the qualifications of individuals and also the effectiveness of an organization's leadership structure itself. Leaders may be paid or unpaid.

Are Greenbelt residents involved in leadership roles?

Is the organization's leadership representative of its participant and/or audience base?

Are mechanisms in place for leaders to gather input and feedback from the community they serve?

How successful is this organization in managing its assets (such as facilities, funds, equipment, etc)?

Is this organization planning for the future? Has the organization identified any long-range goals or challenges that it is working to address? Is the organization successful in cultivating new leaders?

- **Volunteer engagement**

How many volunteers invest their time with this organization? How many of them are Greenbelt residents?

How much service do volunteers contribute annually?

What special skills do the volunteers bring to the table? Has the organization benefitted from any pro-bono professional services?

- **Financial stability**

Does the organization have reliable sources of earned income through its normal programming activities? Examples: tuition, registration fees, ticket sales and fees for services provided.

Has the organization successfully raised additional funds through any of the following means: fundraising sales and events; online fundraising campaigns; private or corporate donations; corporate, foundation or government grants; or planned giving?

Does the organization have cash reserves in place to meet any operating shortfalls?

Does the organization hold any investments or have an endowment?

What was the organization's final profit or loss for their most recently completed fiscal year?

Does the organization have a history of meeting or exceeding the matching fund requirement?

- **Operational success**

Are the organization's activities well-planned and successfully implemented?

Has the organization effectively promoted its activities within and beyond Greenbelt?

## Review Sheet for OPERATING Grant Applications

To be completed by Grant Review Panel members

Organization Name: \_\_\_\_\_

Panelist: \_\_\_\_\_

Evaluation criteria	Scoring range (points)	Panelist's score
<b>BENEFIT TO THE COMMUNITY</b> (up to 60 points)		
<b>Personal benefit</b> to active participants and spectators: number benefitting; residents served; depth of impact; distinctiveness of services	0-30	
<b>Partnerships:</b> has the organization successfully collaborated with other local groups and agencies on programming and/or promotions?	0-10	
<b>Community benefit:</b> do the organization's activities benefit the broader Greenbelt community in any way?	0-20	
<b>ORGANIZATIONAL EFFECTIVENESS</b> (up to 40 points)		
<b>Leadership:</b> effectiveness of leaders and the leadership structure; resident involvement; resource management; planning for the future	0-10	
<b>Volunteer engagement:</b> number of volunteers; resident involvement; amount of service contributed; pro-bono services	0-10	
<b>Financial stability:</b> earned income; contributed revenues; bottom line; match history; cash on hand; planned giving; investments; endowment; manageability of any debt	0-10	
<b>Operational success:</b> are programs well planned, publicized and implemented?	0-10	
<b>TOTAL SCORE</b>		

**Comments:**

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**Concerns:**

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CITY OF GREENBELT  
**INSTRUCTIONS FOR CURRENT  
CIVIC, RECOGNITION AND CONTRIBUTION GROUPS**

**For the city's fiscal year 2018  
Period of support: July 1, 2017 – June 30, 2018**

**If your organization is currently a Civic Group:**

Your organization will need to become certified as a Recognition Group in order to continue receiving in-kind services such as free facility use. The term "Civic Group" will no longer be used.

Your initial application for basic Recognition Group certification will be reviewed by staff and referred to the Arts Advisory Board (AAB), Community Relations Advisory Board (CRAB) or Park and Recreation Advisory Board (PRAB) for consideration. After receiving an advisory board recommendation, the City Council will make a final determination regarding your application.

In subsequent years, you may apply for renewal of your status or for a Project Grant.

**If your organization is currently a Recognition Group  
receiving in-kind support only:**

Your status is unchanged. You will need to submit an application annually, as you have done in the past, in order to continue receiving public support in future years. For next year, you may choose to complete either of these applications according to your needs:

- **Basic certification:** a short form for those who wish to request in-kind services only
- **Project grant:** a new application for Recognition Groups who wish to request funding for a discrete program in addition to any in-kind services

If you apply for basic certification (renewal of your Recognition Group status), your application will be reviewed by Recreation Department staff. Advisory boards may review your application at their option. If there are no concerns, your application can be approved by Recreation staff. If there are concerns, your application will be forwarded to the City Manager for further review.

If you apply for a project grant, your application will be reviewed by Recreation Department staff and the new Grant Review Panel. Advisory boards may also review your application at their option. The Review Panel will recommend funding awards, subject to approval by the Greenbelt City Council in June.



**If your organization is currently a Recognition Group  
AND you were awarded a “one-time grant” from City Council for the  
current fiscal year or for either of the past two fiscal years:**

You are eligible to submit any *one* of the following applications described below for support during the upcoming fiscal year. You will need to submit a new application annually if you wish to continue requesting financial or in-kind support from the city. You may elect to complete different applications in future years if your needs change.

- **Basic certification:** a short form for those who wish to request in-kind services only
- **Project grant:** a new application for those who wish to request funding for a discrete program in addition to any in-kind services
- **Operating grant:** an application similar to the former Contribution Group application for those who wish to request funding for programming and/or operational expenses in addition to any in-kind services

If you apply for basic certification (renewal of your Recognition Group status), your application will be reviewed by Recreation Department staff. Advisory boards may review your application at their option. If there are no concerns, your application can be approved by Recreation staff. If there are concerns, your application will be forwarded to the City Manager for further review.

If you apply for a project or operating grant, your application will be reviewed by Recreation Department staff and the new Grant Review Panel. Advisory boards may also review your application at their option. The Review Panel will recommend funding awards, subject to approval by the Greenbelt City Council in June.

**If your organization is currently a Contribution Group:**

You will be designated a Recognition Group moving forward, as the term “Contribution Group” will no longer be used. You will need to submit a new application annually, as you have done in the past, if you wish to continue requesting financial or in-kind support from the city. For next year, you may choose to complete any *one* of these applications according to your needs:

- **Basic certification:** a short form for those who wish to request in-kind services only
- **Project grant:** a new application for those who wish to request funding for a discrete program in addition to any in-kind services
- **Operating grant:** an application similar to the former Contribution Group application for those who wish to request funding for ongoing expenses and purchase of material items for ongoing use in addition to any in-kind services

If you apply for basic certification, your application will be reviewed by Recreation Department staff. Advisory boards may review your application at their option. If there are no concerns, your application can be approved by Recreation staff. If there are concerns, your application will be forwarded to the City Manager for further review.

If you apply for a project or operating grant, your application will be reviewed by Recreation Department staff and the new Grant Review Panel. Advisory boards may also review your application at their option. The Review Panel will recommend funding awards, subject to approval by the Greenbelt City Council in June.

# Current Status

# Options for FY18

Civic Group



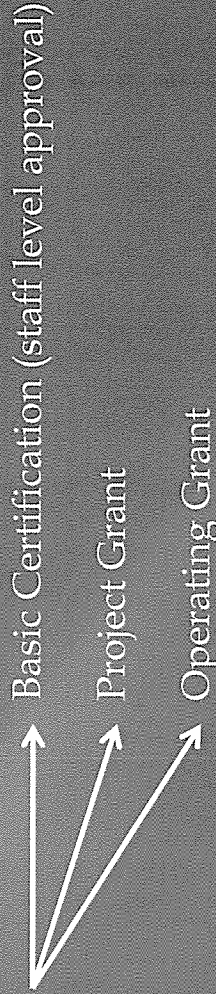
Recognition Group

(no funding FY15-17)

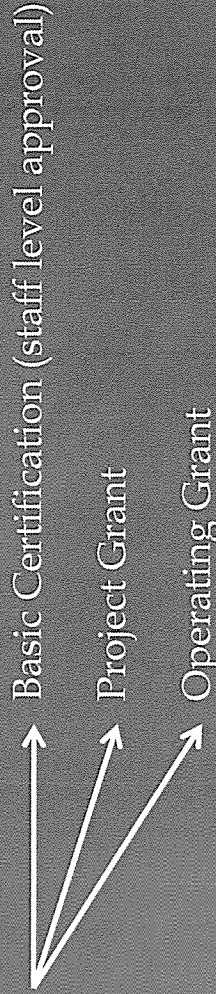


Recognition Group

(funded in FY15, 16 or 17)



Contribution Group



**City of Greenbelt, Maryland**  
**Memorandum**

**To:** City Council

**From:** Michael McLaughlin, City Manager *MAM*  
James Craze, Chief of Police *JC*

**Date:** September 27, 2016

**Re:** Recruitment Bonus

As you are aware, there is a lot of competition for new police officers. The number of retirements in the Greenbelt Police Department compounds this problem.

Starting immediately the City will offer a \$500 bonus to any city employee who recruits someone to successfully become a Greenbelt police officer. Success will be defined as completing appropriate training, either academy for new officers or comparative training for experienced officers, and successful completion of field training.

There will be sufficient savings in the departmental budget to cover this cost due to the retirement transition.

/amb

cc: Jeff Williams, City Treasurer  
Mary Johnson, Human Resources Director

## Memorandum of Understanding between the City of Greenbelt and Greenbelt Access Television, Inc.

This Memorandum of Understanding (MOU) is entered into by the City of Greenbelt (City) and Greenbelt Access Television, Inc. (GATe) to define the relationship between the City and GATe, as well as GATe's use of space in the Greenbelt Community Center.

### History

The cable television franchises/systems serving the residents of Greenbelt provide for both municipal access and public access channels. Since the first cable franchise was issued by the City in 1982, the City has utilized the municipal access capability.

Soon after, the City Council appointed an advisory committee to research and recommend a structure for public access in Greenbelt. This advisory committee recommended that the municipal and public access structures should be separate, with the City continuing to conduct municipal access, and a non-profit corporation (GATe) be established to conduct public access in Greenbelt. The advisory committee also served as the basis for the first GATe Board of Directors consisting of eight elected members and one Council-appointed Director, for a total of nine. In 1986, GATe was chartered to promote and provide public access. Over the years, the City's cable operation and GATe have worked in cooperation with each other assisting the development of each other's programming, and that relationship continues to exist. In 1996, GATe was granted space in the Greenbelt Community Center for the purpose of having a studio for its productions. Since the GATe studio was established in the Greenbelt Community Center, GATe has consistently and voluntarily provided its services to the City whenever requested and without charge. Conversely, the GATe's use of the Community Center has been provided by the City rent-free.

### Purpose

This MOU is intended to define the relationship between the City and GATe.

### Terms

This relationship between the City and GATe should continue under the following terms:

1. The GATe studio is located in Room 204 of the Greenbelt Community Center. It comprises approximately 820 square feet.
2. GATe will be charged rent for this space at the same rate that the Greenbelt News Review is charged. As of May 1, 2016, the rent is \$442 per month. Rent is to be paid by the 5<sup>th</sup> of the month. The rent will be adjusted annually based on the CPI.

3. In January of each year, GATe will provide a report on what it has done for the City during the previous year, including a list of services provided and their dollar value based on GATe's compensation structure at that time. The services, if authorized, will be in the following areas:
  - a. Cablecasting City Council meetings;
  - b. Coverage of Labor Day Festival events;
  - c. Coverage of regional meetings concerning Public, Education and Government (PEG) access and representation of the interests of PEG access in Greenbelt;
  - d. Provision of additional programming of municipal interest to the City, as requested. It is understood that such productions may also be shown on GATe's channel and will be clearly labeled as GATe productions.
  - e. Coverage of important municipal events when City staff is not available.
  - f. All the above shall be determined or authorized by the City's Public Information and Communications Coordinator or other City Manager designee.
4. The City Manager or designated staff will review the report and the dollar value of the authorized services. A recommendation will be made to the City Council on the report and the value of the services. The dollar value approved by the City Council will be reimbursed to GATe. The dollar value is not to exceed the annual rent amount.
5. Attached as reference is a report from 2015 prepared by GATe which details GATe's compensation structure in 2015.
6. GATe and the City will continue to share production equipment when needed and available.
7. GATe and the City will continue to reference each other's services when requests are made for coverage of City and organizational events.
8. This MOU has a term of two years and will renew automatically unless one party notifies the other party that modifications are needed at least sixty (60) days prior to its renewal.
9. Should there come a time that the City is no longer receiving PEG access fees, or is no longer supporting GATe, this MOU shall be terminated.

This MOU is signed and agreed to this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

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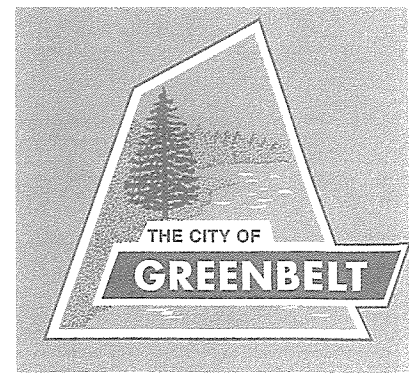
Michael P. McLaughlin, City Manager  
City of Greenbelt



# CITY OF GREENBELT, MARYLAND

OFFICE OF THE CITY MANAGER

25 CRESCENT ROAD, GREENBELT, MD. 20770



June 3, 2016

Michael P. McLaughlin  
City Manager

Mr. Robert Zugby, President  
Greenbelt Access Television, Inc.  
94 Ridge Road  
Greenbelt, MD 20770

Dear Bob:

Enclosed is a suggested draft of a Memorandum of Understanding (MOU) between GATe and the City. This version seeks to incorporate comments from the March 23 work session.

The MOU calls for rent to be paid and for GATe to be reimbursed for services provided to the City. Those services have to be requested or authorized by the City.

Please review this version with the Board.

Thanks,

A handwritten signature in dark ink, appearing to read "Mike", is written over a light-colored background.

Michael P. McLaughlin  
City Manager

Enclosure (1)

/amb

cc: City Council  
Beverly Palau, Public Information  
& Communications Coordinator

A NATIONAL HISTORIC LANDMARK

PHONE: (301) 474-8000 FAX: (301) 441-8248

[www.greenbeltmd.gov](http://www.greenbeltmd.gov)



## Michael McLaughlin

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**From:** Team <rczugby@aol.com>  
**Sent:** Friday, September 09, 2016 12:29 AM  
**To:** Michael McLaughlin; maliamurray@hotmail.com  
**Cc:** Beverly Palau; Cindy Murray  
**Subject:** Re: GATE MOU

Mike:

Yes; the GATe Board has approved it. We just need to get together to sign it. What times next week are good for you?

Bob

-----Original Message-----

From: Michael McLaughlin <mmclaughlin@greenbeltmd.gov>  
To: rczugby <rczugby@aol.com>; maliamurray <maliamurray@hotmail.com>  
Cc: Beverly Palau <bpalau@greenbeltmd.gov>; Cindy Murray <cmurray@greenbeltmd.gov>  
Sent: Wed, Sep 7, 2016 5:28 pm  
Subject: GATE MOU

Bob

Is GATE ok with the MOU sent June 3, 2016?

Mike

Michael McLaughlin  
City Manager  
City of Greenbelt  
301-474-8000

**City of Greenbelt, Maryland**  
**Memorandum**

**To:** City Council  
**From:** Michael McLaughlin, City Manager *MPM*  
**Date:** September 26, 2016  
**Re:** Red Light Cameras

Attached is a proposal from the Police Department for the installation of additional red light cameras. The department has noticed an uptick in accidents at these locations. Also, with newer technology, these intersections are better able to be covered by the cameras than before.

The department memos reference studies by State Highway Administration (SHA). These studies have not been included as they are just pages of data. The results are summarized in the memos.

This matter will be placed on Council's consent agenda on October 10, 2016, to proceed. If there are concerns, please let me know.

Attachment

/amb

cc: Chief James Craze  
Lt. Gordon Pracht  
Jeff Williams, City Treasurer  
David Moran, Assistant City Manager





**GREENBELT POLICE  
DEPARTMENT**

550 Crescent Road  
Greenbelt Maryland 20770  
(301) 474-7200

To: City manager via Chief Craze <sup>MPM</sup> *JC*

From: Lieutenant Gordon Pracht

Date: 09/20/2016

Re: Red Light Photo Safety Program

Sir,

Administrative staff is constantly monitoring our red light camera program for safety effectiveness and potential needs. This monitoring has resulted in identifying four new red light photo sites at two new intersections that we believe would increase the safety of the motoring public in the City of Greenbelt. The four new intersections considered are:

- 1) East bound Greenbelt Road (193) at Hanover Parkway.
- 2) West bound Greenbelt Road (193) at Hanover Parkway.
- 3) East bound Greenbelt Road (193) at Kenilworth Avenue (201) Southbound ramp.
- 4) West bound Greenbelt Road (193) at Kenilworth Avenue (201) Northbound ramp.

These four (4) intersections comprise two (2) intersections of Greenbelt Road and Hanover Parkway; Greenbelt Road at Kenilworth Avenue as will now be referred.

Staff identified Hanover Parkway at Greenbelt Road as a new potential red light camera safety site based on the number of vehicular crashes occurring at the intersection. It should be noted that this intersection was a previous location identified for a red light safety camera, but when the intersection was reconfigured, the camera was not replaced. Staff requested and received a study by the State Highway Administration to fully evaluate the intersection. The State Highway Administration captured crash events at the intersection for years 2012, 2013 and 2014. The study revealed the number of crashes at the intersection from 2013 to 2014 rose from 07 to 10. The number persons injured in crashes at this location also rose from 3 to 5. While these increases may not be alarming on their face, when compared to 2012 when the number of crashes was 10 and injuries were 12, the

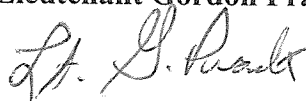
climbing numbers should give pause. One difference to account for the decrease from 2012 to 2013 was the red light safety camera operating at the intersection. The current increase could be attributed to the removal of the camera. Staff does not want to see these numbers continue to rise and risk injury to more citizens and motorists. Therefore, staff supports and recommends the installation of a red light safety camera at this intersection.

Likewise, staff identified Greenbelt Road at Kenilworth Avenue ramps as a new site location for red light safety cameras based on the number of crashes in the area. Staff again requested and received a study by the State Highway Administration to fully evaluate this location. The State Highway Administration study captured crash events for the years 2013, 2014 and 2015. The study revealed the number of crashes at both ramps rose from 17 crashes in 2014 to 29 in 2015. Further, the number of persons injured as a result of these crashes rose from 21 in 2014 to 43 in 2015. Staff does not want to see these numbers continue to rise and risk injury to more citizens and motorists. Therefore, staff supports and recommends the installation of a red light safety camera at this intersection.

Staff awaits your input on proceeding with these two new red light safety program sites.

Please find the attached State Highway Administration studies for both intersections and memo from MPO. Lowndes recommending the new sites as well. Please note that Greenbelt and 201 ramps have two different studies due to the distance between the actual locations as noted on the attached photographs.

Lieutenant Gordon Pracht

A handwritten signature in cursive script, appearing to read "Lt. G. Pracht", written in black ink.



**GREENBELT POLICE  
DEPARTMENT**

550 Crescent Road  
Greenbelt Maryland 20770  
(301) 474-7200

**To: Lt. Pracht**

**From: MPO Lowndes # 119 (Automated Enforcement Coordinator)**

**Date: September 12, 2016**

**Subject: Justification for proposed new red- light camera sites.**

Sir,

I recommend these new four red –light camera sites that are listed below, because, in 2015, at the four way intersection MD 193 (Greenbelt Road) at Hanover Parkway the Greenbelt Police Department responded to a total of 40 property damage only motor vehicle accidents and 7 motor vehicle accidents involving personal injury. The Greenbelt Rd(MD 193) east & west bound lanes at the intersection of MD201 (Kenilworth Ave), the Greenbelt Police Department responded to 23 Motor Vehicle accidents involving property damage and 25 Motor Vehicle Accidents involving personal injuries.

As of August 2016 there have been 19 reported property damage motor vehicle accidents and 13 motor vehicle accidents involving personal injuries in the intersection of MD 193 (Greenbelt Road) at Hanover Parkway. The intersection of MD 193 at Kenilworth Ave (MD 201) has been 16 property damage only motor vehicle accidents and 17 motor vehicle accidents involving personal injuries.

As the Automated Enforcement Coordinator, I highly recommend these new four sites to be included in our Red-light program. This will be another tool for the City of Greenbelt to keep drivers and pedestrians safe within the city of Greenbelt.

<b>Direction</b>	<b>Street</b>	<b>Cross Street</b>
South bound	Hanover Parkway	Greenbelt Road / MD 193
West bound	Greenbelt Rd/MD 193	Hanover Parkway
East bound	Greenbelt Rd/MD 193	Kenilworth Ave /MD 201
West bound	Kenilworth Ave /MD 201	Greenbelt Rd/MD 193

## Michael McLaughlin

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**From:** Gordon Pracht  
**Sent:** Friday, September 23, 2016 2:07 PM  
**To:** Michael McLaughlin  
**Subject:** Red light installation proposal

Sir,

1. Has SHA been approached on these? A few years ago they seemed reluctant to approving more cameras in SHA right of way. Are they generally supportive?

American Traffic Solutions (ATS) does the foot work on the application process through State Highway. I ran the crash data through ATS to confirm that the numbers support the installation at these intersections and they believe they justify the locations. What State Highway's final answer will be, nobody knows. Generally, if the data supports the camera installation, SHA is supportive, but not a blanket statement.

2. These locations have been looked at in the past but had problematic geometrics. The roadway/intersections were too wide. Has this problem gone away?

Obviously the road design has not changed so that is the same. The difference is the newer technology that now allows for wider camera capture. With the recent upgrades that ATS was already doing, these newer/better cameras would be installed at these suggested sites. Having run these sites by ATS for input as well, they believe they are capable of installing red light safety cameras at these sites that will capture the necessary area.

3. What are the cost factors now with red light cameras? It has been so long, I forget.

The monthly fee for each camera is \$2,450.00 flat fee. \$11.00 per citation is additional in the camera fee. As you are aware we are in the Howard County Group and that contract states if the group goes over 70 cameras total, the fees for each camera are reduced by \$100.00. If all 4 cameras were installed (bringing our total to 10 cameras), we would be looking at a \$9,800.00 increase in our monthly fee, but there is no way to calculate the number of citations the cameras may produce. If these four cameras bring the group over 70 cameras, would could reduce \$1,000.00 a month with the \$100.00 per camera savings.

I hope this fully answers your questions, if not, please let me know.

Gordon

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