

GREENBELT CITY COUNCIL
Municipal Building
Regular Meeting
December 11, 2017 - 08:00 p.m.

I. ORGANIZATION

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

II. COMMUNICATIONS

6. [Presentations](#)
7. [Petitions and Requests \(Petitions received at the meeting will not be acted upon by the City Council at this meeting unless Council waives its Standing Rules.\)](#)
8. Minutes of Council Meetings

Work Session July 5th, 2017

[WS170705](#)

Work Session, July 24, 2017

[WS170724](#)

Work Session, July 31, 2017

[WS170731](#)

Work Session, August 2, 2017

[WS170802](#)

Regular Meeting, August 14, 2017

[RM170814](#)

Interview, August 21, 2017

[Interview, August 21, 2017](#)

Work Session, October 11, 2017

[WS171011](#)

Statement for the Record - Closed Session of November 29, 2017

The following motion is needed:

I move that the minutes of tonight's meeting reflect that Council met in closed session on Wednesday, November 29, 2017, at 9:50 p.m. in the Room 201 of the Community Center. Council held this closed meeting in accordance with the General Provisions Article, §3-305(b)(1) of the Annotated Code of Public General Laws of Maryland, to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of

appointees, employees, or officials over whom it has jurisdiction; or any other personnel matter that affects one or more specific individuals. Seconded by Ms. Pope.

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: Nicole Ard, City Manager; Tom Kemp, Acting Police Chief, Gordon Pracht, Lieutenant and Mary Johnson, Human Resources Director. Council took no actions during this session. (BA)

III. LEGISLATION

9. Administrative Reports

* 10. Committee Reports

11. Charter Amendment for Voting at 16

A Resolution of the Council of City of Greenbelt Adopted Pursuant to the authority of Article XI-E of the Constitution of Maryland and Title 4, Subtitle 3 of the Local Government Article of the Annotated Code of Maryland, to Amend the Charter of the City of Greenbelt Found, in Whole or in Part, in the Compilation of Municipal Charters of Maryland (1983 Edition as Amended), as Prepared by the Department of Legislative Services Pursuant to Chapter 77 of the Acts of the General Assembly of Maryland of 1983, by Amending Sections 12, 15, 16 and 20 to Change the Voting Age for City Elections to Those 16 Years Old and Older and to Clarify the Ages of Those Who Can Serve on the Employee Relations Board, the Board of Elections and City Council must be at least 18 years old. (Charter Amendment Resolution No. 2017-1).

- 1st Reading

Charter Amendment Voting Age

IV. OTHER BUSINESS

12. Prince George's County Zoning Rewrite

Reference: Memorandum, T. Hruby, 11/30/17

Draft Letter, T. Hruby, 12/11/17

In mid-2014, the Maryland-National Capital Park and Planning Commission began to take a comprehensive re-write of the County Zoning Ordinance and Subdivision Regulations. The stated purposes of the project are to streamline and simplify the regulations and development process, modernize and consolidate zones and development standards, incentivize economic and transit oriented mixed use development, and protect and enhance stable residential neighborhoods. The Comprehensive Review Draft (CRD) of the proposed new Zoning Ordinance, Subdivision Regulations and

Landscape manual has been released for public comment. Comments are due to the County on December 15, 2017.

The City Council has submitted formal comments throughout the project, and many of those comments have been addressed in the CRD, however there are several substantive areas that staff believes should be given further consideration for their impact on Greenbelt. These include, but are not limited to, proposed elimination of the R-P-C Zone, the lack of a Neighborhood Conservation Overlay Zone for Greenbelt in the CRD, adequate public facility requirements, public communication regulations, a shift from discretionary to administrative review of development applications and County-wide Map Amendment process.

Staff recommends City Council transmit a letter to M-NCPPC summarizing the Council's outstanding issues. A draft letter is included in Council's packet for discussion. (TH)

Memorandum, Terri Hruby

Draft Letter, T. Hruby

13. Website Rebuild

Reference: Memorandum, Beverly Palau, 12/7/17

Granicus Executive Summary

Granicus Quote with GovDelivery Communications Cloud

Granicus Quote without GovDelivery Communications Cloud

A rebuild for the city's website at www.greenbeltmd.gov is needed to improve accessibility and usability on all platforms, desktop, mobile and tablets. The current site was created by CivicPlus, a well-known government website provider and has served the City well for the past 5 years. Technology has greatly changed and the City has taken into account the changing needs of the citizens and others that use the site. Through the rebuild, the City seeks to provide an updated site to better serve the community. The City has budgeted \$25,000 for the rebuild. The City looked at 4 different providers that specialize in local government website design, which provided content management systems, and integrate additional modules to extend the outreach and

engagement of the community. All providers have given the City numerous demonstrations on their website designs and content management systems. Two of the companies already have contracts with the City, CivicPlus and the company that we currently use for video streaming and video on-demand, Granicus.

After much consideration, the City has decided to work with Granicus. By working with Granicus, we will be able to incorporate an electronic Agenda product that works with the Video Steaming and On-Demand system that we have been using for 9 years. We have never fully been able to use all of the capabilities of the Granicus product and it holds a video libray of Council Meetings from 2009 to present. We will also be able to integrate seamlessly with I-Legislate, a Granicus product that we already have that enables electronic access of agendas, agenda packets, easy access to videos of past meeting items, on-screen annotations and more.

Other features of the Granicus solution that are desirable are an enhanced Citizen Request tracker, easier social media integration, notify me services, a cloud network solution which would greatly increase our outreach, searchable documents all in one place and a modern, responsive design which will utilize updated ease of use tools. Granicus will work with the City to incorporate all the features desired by the City in the rebuild and will offer a soft launch to gather comments from users of the site.

Our annual payment to CivicPlus will be due in February. The City would like to begin the rebuild project soon, as to limit the amount of the annual payment we will need to pay.

Granicus has worked very hard to keep the initial rebuild project within the budgeted amount. They offer an all-around solution that will be able to take the City well into the future and will be able to build on. Council direction is sought. (BP).

Memorandum, Beverly Palau

Granicus Executive Summary

Granicus Quote With Gov Delivery Commuications Cloud

Granicus Quote Without Gov Delivery Communications Cloud

14. Recreation Logo

Reference: Logo Design

Tagline for Recreation Department

In FY, 2017 Greenbelt Recreation Department conducted a Marketing and Communications Audit. Greenbelt Recreation Department's priorities include increasing engagement with citizens by offering something for everyone; increasing digital presence; reaching new audiences and keeping current customers happy. Recreation hired LMD Agency (LMDA) to garner customer marketing and communications feedback and insights via two different reviews, Marketing and Communications Audit and the Research Brief (previously given to Council).

As a result of their audit, LMD Agency found that customer satisfaction is high with room for improved user experience; however, branding is inconsistent and needs immediate attention along with an improved digital presence. So, LMD Agency & Recreation staff agreed on the creation of a logo, tagline and select templates to tackle branding issues.

Next, Recreation staff vetted three variations of the logo and tagline to PRAB; random community members; Public Information and Communications Coordinator, Beverly Palau; and City Manager, Nicole Ard. At this time, LMD Agency has finalized branding materials (pending approval from Council). Once approved, staff will work with LMD on templates and guidelines for the usage of this logo/tagline. Recreation staff is planning on rolling out our new branding with the Spring 2018 brochure (deadline for brochure info is early February 2018). Council direction is sought. (JM).

Logo Design

Tagline for Recreation Department

15. Legislative Agenda

Reference: 2018 Legislative Program

Each year in December, the Council holds a Legislative Dinner with the City's State and County representatives to present and outline the City's top legislative priorities. This dinner meeting will be held on Wednesday, December 13, 2017 at the Greenbelt Marriott. Included in Council's packet is a Legislative Program for 2018. Staff has recommended a short list of priorities under two categories to focus the attention and efforts of our legislators to the City Council. (BA).

2018 Lagislative Program

16. Reserve Study – Long Term Infrastructure
Reference: Memorandum, Brian Kim, 12/5/17
Capital Forecast

The Fiscal Year (FY) 2018 Building Capital Reserve Fund includes \$25,000 to conduct a comprehensive reserve study to assess the current state of all the facilities maintained by the City of Greenbelt. Key components of the study would include:

- Capital Forecasting
- Facility Condition Assessment
- PM Program

Capital forecasting will allow us to build a 30-year infrastructure plan for the City of Greenbelt. From a budgetary stand point, this will allow us to forecast life cycle, plan long range facility repairs, and maintain a list of future projects with estimated costs. It will also allow us to catalog deferred maintenance expenses and revise capital needs as updates occur.

Staff recommends Council approve the purchase of Dude Solutions, Inc.'s Capital Forecast program per NJPA contract #110515-SDI for \$24,892.10. Dude Solutions, Inc. is located at 11000 Regency Parkway, Suite 110, Cary, North Carolina 27518. Council direction is sought. (BA).

Memorandum, Brian Kim

Capital Forecast

* 17. Resignation from the Advisory Groups

Reference: Letter, L. Young

Dr. Lauren Young has submitted her resignation from the Forest Preserve Advisory Board effective December 1, 2017.

Acceptance of this item on the consent agenda will indicate Council's intent to accept the resignation with regret. (BA)

18. Council Activities

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

V. MEETINGS

<u>Legislative Dinner</u>	<u>Wed.</u>	<u>12/13</u>	<u>6:00</u> <u>pm</u>
<u>Work Session – Council Goals & Standing Rules</u>	<u>Mon.</u>	<u>12/18</u>	<u>7:30</u> <u>pm</u>
<u>Work Session – Security – Closed Session (tentative)</u>	<u>Wed.</u>	<u>12/20</u>	<u>7:00</u> <u>pm</u>
<u>No Meeting</u>	<u>Mon.</u>	<u>12/25</u>	-
<u>No Meeting</u>	<u>Wed.</u>	<u>12/27</u>	-
<u>No Meeting</u>	<u>Mon.</u>	<u>01/01</u>	-

<u>Work Session – Board of Elections (CC)</u>	<u>Wed.</u>	<u>01/03</u>	<u>8:00</u> <u>pm</u>
<u>Regular Meeting</u>	<u>Mon.</u>	<u>01/08</u>	<u>8:00</u> <u>pm</u>
<u>Work Session – Roosevelt Center Merchants Association (CC)</u>	<u>Wed.</u>	<u>01/10</u>	<u>8:00</u> <u>pm</u>
<u>No Meeting</u>	<u>Mon.</u>	<u>01/15</u>	-
<u>Work Session – WSSC – Boxwood Waterline Replacement (CC)</u>	<u>Wed.</u>	<u>01/17</u>	<u>8:00</u> <u>pm</u>
<u>Regular Meeting</u>	<u>Mon.</u>	<u>01/22</u>	<u>8:00</u> <u>pm</u>
<u>Work Session – National Park Services (CC)</u>	<u>Wed.</u>	<u>01/24</u>	<u>8:00</u> <u>pm</u>
<u>Work Session – WSSC</u>	<u>Mon.</u>	<u>01/29</u>	<u>8:00</u> <u>pm</u>
<u>Work Session – Dog Park</u>	<u>Wed.</u>	<u>01/31</u>	<u>8:00</u> <u>pm</u>

19. Council Reports
Council will report on meetings and conferences recently attended. (If

time allows).