

WORK SESSION OF THE GREENBELT CITY COUNCIL held Wednesday, September 16, 2015.

Mayor Jordan started the meeting at 7:00 p.m. The meeting was held in Room 201 of the Greenbelt Community Center.

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

STAFF PRESENT WERE: Michael McLaughlin, City Manager; John Shay, City Solicitor; and Cindy Murray, City Clerk,

Executive Session

Ms. Davis moved that Council conduct an Executive Session in accordance with Section 3-305(b)(3) of the General Provisions Article of the Annotated Code of the Public General Laws of Maryland to consult with legal counsel regarding the acquisition of real property. Ms. Pope 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 7:00 p.m.

Council reconvened to open session at 8:06 p.m.

Work Session on Technology Issues

STAFF JOINING MEETING: Dale Worley, Director of Information Technology, and Beverly Palau, Public Information and Communications Coordinator.

ALSO PRESENT WERE: George Boyce and Bill Orleans.

*Upgrading the Council Room and Community Center Multipurpose Room for
Cablecasting and Presentations:*

Mayor Jordan explained that Council's Wednesday work sessions are held in the MultiPurpose Room of the Community Center because of the use of the Council Room by Greenbelt CARES on that evening. He said Council had asked staff to explore the possibility of equipping the Multipurpose Room with video streaming capability to allow for these work sessions, along with other community group meetings and presentations, to be viewed by residents.

Ms. Palau explained that a consultant, Design & Integration of Baltimore (D&I), had been contracted to examine and make recommendations on: 1) updating and upgrading the cablecasting and presentation capabilities of the Council Chambers in the Municipal Building and; 2) enabling cablecasting and presentations in the Multipurpose Room in the Community Center. D&I's recommended \$95,305 in upgrades to the Council Room video studio, including switcher equipment, a playback system, a studio control panel and a wireless sound system, and \$36,000 in upgrades to the Council Room, including remote controlled wall mounted cameras. D&I estimated \$76,766, which includes projection equipment, microphones and a sound system, ceiling mounted remote control cameras and switch and control equipment, to enable cablecasting from the Multipurpose Room in the Community Center. Ms. Palau said D&I further recommended that the City look into holding all meetings to be cablecast in the Council Room so that the upgrade investment is maximized.

Ms. Palau noted the prices received from D&I were estimates. She said if Council approves proceeding with either or both of the recommendations, the project(s) would go out to bid.

In response to concerns raised by Ms. Davis regarding wireless microphones, Ms. Palau said wireless microphone technology has improved greatly over the past few years.

Ms. Davis, Mr. Putens, Ms. Mach, Mr. Herling and Ms. Pope indicated their support of the Council Room and studio upgrades and suggested something be worked out with CARES to either relocate its Wednesday sessions or reschedule these session to another day.

Mayor Jordan said at least one room in the Community Center should have the facilities to provide for presentations and internet accessibility. Mr. Putens agreed. Ms. Davis and Ms. Pope asked about public Wi-Fi for the Multipurpose Room. Mr. Worley said this could be done.

Ms. Davis suggested a Council work session with D&I would be beneficial.

Paperless Agendas

Ms. Palau explained that the City has been utilizing Civic Plus Agenda Center to post all Regular Council Meeting agendas and all of the background materials to the City website which is available to anyone from any computer or mobile device. She said that for the past year, the agenda has also been cross posted to the City's Granicus Site. Ms. Palau said the benefit of the Granicus Platform, I-Legislate, is that users, such as City Council, can download an App to their I-Pads that will allow them to make annotations and notes to the agenda packet for their own use. She noted that I-Legislate is very user friendly and widely used. It also integrates with videos from past meetings so members can call up any part of any past recorded meeting to review. Ms. Palau said Granicus is coming out with a new Agenda Center type product that has been demonstrated to both her and Ms. Murray that can be used to help streamline the process and could eliminate the need to post the packet twice.

Ms. Palau provided a demonstration of how a "paperless agenda" book would look and how it would work.

Ms. Murray advised that the Cities of Bowie, College Park, Laurel, Takoma Park and Hyattsville all provide councilmembers with electronic agendas. In some of the Cities, only the electronic agendas are provided and in others, a combination of electronic and paper are provided. Ms. Palau advised that the City would provide councilmembers with a tablet, which is easier to read than a laptop screen.

After discussion, Ms. Davis and Mr. Roberts expressed their preference for paper agenda packets. Mayor Jordan and Ms. Pope said they were open to trying an electronic agenda.

Searchability of Council Minutes and Background Materials

Mayor Jordan, Ms. Mach and Ms. Pope said it was difficult to search for specific information on the City's website. Ms. Palau stated that staff could make some modifications to the site to make it easier to locate items.

George Boyce, 7 Greenway Place, suggested using the Google search engine link.

Use of Social Media

Ms. Palau reported that the City established a Facebook Page in 2009 as an additional way to interact with residents about upcoming City events, meetings and services. In addition, the Animal Shelter, Police Department, Recreation Department, Aquatic and Fitness Center and the Arts also have Facebook Pages and many items are cross posted between the City Pages.

Ms. Palau said the City also uses Twitter, Instagram, Pinterest and YouTube. As more people use their mobile devices to stay informed and by using all of these different platforms, the City is able to reach residents of all ages.

Council reviewed the proposed policy on Social Media Policy and indicated its support.

Ms. Pope reported on a social media question posed on the Animal Shelter site that was answered, likely by a volunteer, with "I don't know." She suggested that any responses to questions on social media be issued by staff.

IT Department Summary

Dale Worley provided an update on the City's operating systems, the range of operations it supports, comparative information with nearby jurisdictions and an update on its FY 2016 MBO's. He said in general, the state of Greenbelt's IT systems and services is good. Mr. Worley reported network security is good, network services are stable, and user help requests are down. He reported current challenges include a final push to remove remaining Windows XP installations and server upgrades to eliminate aging hardware and end of life server operating systems.

Other Technology Issues

Ms. Mach reported she had some problems utilizing the City's website using her MAC computer but the issues have been addressed.

Informational Items

Ms. Davis provided an update of the legislative priorities of the Maryland Municipal League.

The meeting ended at 10:35 p.m.

Respectfully submitted,

*Cindy Murray
City Clerk*