



CITY COUNCIL AGENDA

This meeting will be held in-person and virtual.

**25 Crescent Road
Greenbelt, MD 20770**

OR

**Virtual Participation
Zoom Webinar Attendees:**

**During "Petitions and Requests," please submit your request in writing via email to
questions@greenbeltmd.gov
<https://us02web.zoom.us/j/83588222552?pwd=jPUiaQechvOVVcyzj4CdHI4wK6BUWL.1>
Dial-in: 301 715 8592
Webinar ID: 835 8822 2552
Passcode: 646229**

**Monday, July 8, 2024
7:30 PM**

I. ORGANIZATION - 15 minutes (7:30 - 7:45 p.m.)

1. Call to Order
2. Roll Call
3. Meditation and Pledge of Allegiance to the Flag
4. Petitions and Requests
5. Consent Agenda
Suggested Action:

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

6. Approval of Agenda and Additions

II. COMMUNICATIONS - 15 minutes (7:45 - 8:00 p.m.)

7. Presentations

7a. Parks & Recreation Month Proclamation

Suggested Action:

July is Parks and Recreation Month Nationwide. In Greenbelt we encourage all our residents to participate in recreation programs, enjoy and appreciate the City's parks and recreation facilities, and recognize the creativity and hard work of our Recreation Department staff in providing diverse programs that make Greenbelt such a special place to live, work, and play. The Park Rangers will be present to accept the proclamation.

[ParkandRecreationMonth.pdf](#)

*8. Minutes

Suggested Action:

* Work Session - October 11, 2023

* Work Session - October 18, 2023

* Work Session - October 25, 2023

[WS231011.pdf](#)

[WS231018.pdf](#)

[WS231025.pdf](#)

9. Administrative Reports

Suggested Action:

Reference: This link will display the weekly report for the City Manager and City Departments

https://www.greenbeltmd.gov/government/city-administration/city-manager-s-office/weekly-reports/-folder-1543#docan2352_4054_3510

*10. Committee Reports

*10a.

Advisory Planning Board (APB) Report 2024-03: WMATA's Proposed 2025 Better Bus Network

Suggested Action:

It is recommended that the Council accepts this report. This report appears later on the regular agenda.

[APB Report 2024-03_Proposed 2025 Metro Better Bus Updates_FINAL.pdf](#)

*10b. Board of Election Report #2024-02 (Procedures to Fill Council Vacancies)

Suggested Action:

It is recommended that the Council accepts this report. This report will be discussed at the July 29, 2024, Council Work Session.

[Report 2024-02 Procedures to Fill Council Vacancies.pdf](#)

III. LEGISLATION - 30 minutes (8:00 - 8:30 p.m.)

11. An Ordinance to Make a Supplemental Appropriation in the Greenbelt West Fund for the Fiscal Year Ending June 30, 2024, in the amount of Fifty Thousand Dollars (\$50,000) for Additional Greenbelt West Fund Expenditures Over the Appropriated Amount
- 2nd Reading and Adoption

Suggested Action:

Reference: Ordinance

MSA_C2381_20540

MSA_S1250_20067

Copy of the receipt and check

Recorded MOU

In order to have amenities for summer programs, staff recommends City Council introduce for first reading an ordinance to appropriate \$50,000 from the Greenbelt West Infrastructure Fund to the Greenbelt West Infrastructure Fund. \$50,000 was the agreed upon amount for fee-in-lieu between the City of Greenbelt and the developer of the Motiva property. The \$50,000 is earmarked for facility/programmatic improvements at Springhill Lake Recreation Center. Greg Varda, Recreation Director, will be present to answer any questions.

Ms. Pope introduced this ordinance for first reading at the last meeting. It is recommended the ordinance be introduced for second reading and moved for adoption tonight.

[Ordinance.pdf](#)

[MSA_C2381_20540.pdf](#)

[MSA_S1250_20067.pdf](#)

[Copy of the receipt and check #134 for \\$50000.00 that was received from Matthew C. Tedesco for developer contribution for the Springhill Lake Recreation Cen.pdf](#)

[Recorded MOU \(002\).pdf](#)

IV. OTHER BUSINESS - 60 minutes (8:30 - 9:30 p.m.)

12. WMATA's Proposed 2025 Better Bus Network

Suggested Action:

Reference: Memo, J. Fearer, 6/27/24

APB Report 2024-03_Proposed 2025 Metro Better Bus
Updates_FINAL

24-0708_Proposed 2025 Better Bus Network_Council
Letter_DRAFTv1

Greenbelt_Proposed 2025 Better Bus Routes_combined
Greenbelt_G14-P20_University Square Routing Change
24JUL PGC DPW&T TVP-Greenbelt_v3

WMATA has released the Proposed 2025 Better Bus Network, a cost-neutral network that uses existing resources to provide service and connections across the region. In Prince George's County WMATA is collaborating with Prince George's County Department of Public Works & Transportation (PGC DPW&T). The proposed 2025 Network features new bus route names for all Metrobus routes as well as routes run by project partner Prince George's County TheBus.

While the Proposed 2025 Better Bus Network offers a number of positive improvements in service for Greenbelt transit riders, including Sunday service through Franklin Park, service and connections the community currently relies on via TheBus Routes 11 and 15X, as well as via Metrobus C2, will be discontinued under the proposed network.

Staff recommends the City Council encourage PGC DPW&T and WMATA to reconsider the cancellation of TheBus Routes 11 and 15X.

Additionally, staff recommends the Council request that WMATA investigate the feasibility of adding the following connections on proposed new routes:

- P20: Include a loop into the Greenbelt Station residential development that mirrors the current 15X routing on Greenbelt Station Parkway north to the circle at South Center Drive

- P12: Include a connection to the UM Laurel Medical Center

Staff presented the Proposed 2025 Better Bus Network to the Advisory Planning Board (APB) at their regular meeting on June 18, 2024. The APB prepared a report, accepted earlier this evening on the Consent Agenda, that contains their comments to Council. Staff recommends the City Council submit a comment letter that includes the concerns and considerations outlined in staff's memo, and staff has attached a draft comment letter for Council to finalize and submit to WMATA and PGC DPW&T by the July 15 deadline.

[24-0627_Proposed 2025 Better Bus Network_Council Memo_jfearer_FINAL.pdf](#)

[APB Report 2024-03_Proposed 2025 Metro Better Bus Updates_FINAL.pdf](#)

[24-0708_Proposed_2025_Better_Bus_Network_Council_Letter_DRAFTv1.pdf](#)

[Greenbelt_Proposed 2025 Better Bus Routes_combined.pdf](#)

[Greenbelt_G14-P20_University Square Routing Change.pdf](#)

[PGC DPWT_Greenbelt Planning - TVP - 6.14.24.pdf](#)

13. Fire and EMS Services; Approval of Stipends and Incentives for Fire Protection Personnel
Suggested Action:
Reference: Memorandum - J. Salmerón - 07.05.2024

Recently, the county implemented a Summer Staffing Plan that involves the removal of all 24 career firefighters from the Greenbelt Fire Station, along with 6 day work career firefighters from Berwyn Heights. This plan relies heavily on volunteers to fill the staffing gaps. However, both volunteer fire companies have indicated that they cannot adequately cover these gaps with the existing volunteers. This situation further exacerbates the staffing challenges and threatens the reliability and effectiveness of our emergency response services.

In an effort to address this, we filed for a Temporary Restraining Order (TRO) to halt the implementation of the staffing plan. Unfortunately, the judge denied our TRO request, leaving us to find alternative solutions to support our Fire and EMS personnel and ensure community safety.

Proposal: I propose the allocation of up to \$100,000 from reallocated ARPA funds to provide stipends and incentives for our Fire Protection Staff. This funding will be used to:

1. **Retention and Recruitment Incentives:** Provide financial incentives to current and future firefighters and EMTs to retain them in our workforce.
2. **Performance-Based Stipends:** Reward performance, attendance, call runs, and dedication among our Fire Protection Staff, encouraging continued excellence in service delivery.
- 3.

Timeline: The stipends and incentives will go into effect as soon as possible, likely around

mid-July, and will run through October 2024. If we are successful in having all career firefighters return to the Greenbelt Fire Station, the program may be adjusted accordingly. Additionally, should we reach a compromise with the county for some staffing support, the expenditures can be reduced to correspond with the service gaps the volunteers need to cover.

Funding Source: The funding for these stipends and incentives will come from the reallocation of ARPA funds. This reallocation aligns with the intended use of ARPA funds to support essential workers and ensure the provision of critical services to our community.

I recommend that the City Council approve a payment to the Greenbelt Fire Station Company of up to \$100,000 from reallocated ARPA funds for stipends and incentives for our Fire Protection Staff.

[Memorandum - J. Salmerón - 07.05.2024.pdf](#)

14. Authorizing City Manager to execute contract for Phase II of DEI work with Tribesy

Suggested Action:

Reference: Memorandum - T. Smith - 07-05-2024

Phase II Proposal

Greenbelt Tribesy Revised Third Addendum to Contractual Agreement

Phase II

The primary focus area for this project is to obtain tangible metrics to help determine how the City impacts the Greenbelt Community, and to serve as a component in developing our JEDI Strategic Plan. Furthermore, desired outcomes include adopting and disseminating a clear DEI statement, vision & policy, creating greater community engagement and voice of marginalized communities, and provide a basis for transformative change that positively impacts the entire community. The City of Greenbelt community as a whole is impacted by employee culture and historic and current systemic practices. Neighborhoods may be lumped together while individuals and groups are having very different experiences. Therefore it's important to analyze the ways communities and groups are affected directly and indirectly by the city.

Tribesy will conduct an external, community-based assessment. A community impact assessment is a critical component of the assessment process; it will be combined with the cultural and structural assessments as a basis for development of the JEDI roadmap or strategic plan. The deliverables are as follows:

- Plan, develop and facilitate all focus groups
- Continued weekly meetings
- (1) in-persons (1) virtual Board and Commissions focus group (Monday

- evening)
- (4-8) in-person community FG groups (Tuesday, Wednesday, Thursday evening, Sat morning)
- (2) virtual community focus groups (morning/evening)
- Demographic surveys - focus groups
- Report with findings and recommendations
- Assist in messaging and development of JEDI Guidance Group
- JEDI Guidance Group Training sessions - (3) 90 minute sessions
- Assist in the development of the JEDI Why statement and vision definitions
- Assist with staff and community Guidance Group presentations
- Support the final draft of the JEDI why statement and vision, definitions
- Presentations of updates with City staff to the Board
- Planning of next steps: Operationalizing a plan

The focus groups are currently scheduled to occur August 10th-August 17th. The total cost for Phase II work is \$32,100. It was mentioned at the process presentation on June 5th that there is interest in having Tribesy come back in September to hold additional focus groups to target our Greenbelt educators and various back to school initiatives. The original scope of work with Tribesy does not include in person focus groups in two different months. If we would like to move forward with Tribesy conducting Focus Groups in September, we have a couple of options in doing so:

1. Option A: We can reimburse Tribesy for September travel costs to include: airfare, hotel accommodations, rental car, and food. This would bring the cost to an estimated \$37,100
2. Option B: We can move all planned August focus groups to September and incur no additional costs leaving the total at \$32,100
3. Option C: We can leave plans as are with focus groups in august and decide not to move forward with September focus groups. This would leave the total cost at \$32,100

Please decide which option council would like to proceed with.

For further details, please see attached proposal and third addendum to our contract with Tribesy for Phase II work.

[Memorandum - T. Smith - 07-05-2024.pdf](#)

[Greenbelt Phase 2 Proposal.pdf](#)

[Greenbelt Tribesy Revised_Third Addendum to Contractual Agreement_Phase II.pdf](#)

15. Council Activities

16. Council Reports

17. Meetings

Suggested Action:

Closed Session: Tonight, the City Council will hold a closed session, immediately following the Council Meeting, in the Council Chambers of the Municipal Building: 1) to discuss the appointment, performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals' 2) to consult with staff, consultants, or other individuals about pending or potential litigation; and 3) To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans.

The purpose of this meeting is 1) to address personnel matters over which this public body has jurisdiction; and 2) to consult with staff about pending or potential litigation; and 3) to discuss the deployment of fire staff.

[meetings.pdf](#)

[Closed Session Official Notice 240708.2.pdf](#)

*18. Stakeholder List

[Stakeholder Schedule.pdf](#)

*19. Acceptance of Community Survey Report from the University of Maryland

Suggested Action:

Reference: Memorandum - T. George - 07.05.2024

Greenbelt Survey 2023 - Tables 1, 2, and 3

Draft Final 2023 Greenbelt Survey Report

As has been done for years, a Community Questionnaire was made available at all Greenbelt polling places on election day and at each of the early voting precincts. The questionnaire was published twice in the Greenbelt News Review, the week before, and the week after the City elections. Additionally, the questionnaire was made available on the City's website.

The results of the questionnaire were tabulated by the University of Maryland Institute for Governmental Service and Research. The numerical results presented in the findings from the survey are based on the total number of respondents (748). Different this year is those who skipped or did not respond to a particular question, which are reported as "No response", were not included in the tabulations. The No

Response figures are shown at the bottom of each tabulation table, below the answered total.

Survey questions focused on:

- Voter Turnout compared to previous decades
- The percentage of respondents from each precinct
- Type of home/dwelling residents live in
- Where they live in the City - West, Central and East
- Voter Demographics
- Satisfaction with City Services
- Voting Changes
- Residents interaction/contact with the Police Department, Community Development, Public Works and Recreation
- City Communications and use of the City's website
- Education – Ratings of Schools & the School System
- City Services & Taxes
- Value of City Services & Programs

The attached report and tables are the draft submissions from the UMD team. The PIO office, along with Admin, are in the process of creating a more visually appealing and narrative-based report.

The information and data compiled from the survey will be helpful in assisting the City plan for the future and identify where improvements can be made.

[Memorandum - T. George - 07.05.2024.pdf](#)

[Greenbelt survey 2023- Tables 1 2 and 3.pdf](#)

[Draft Final 2023 Greenbelt Survey Report.pdf](#)

*20. Authorization of Versaterm (IAPro) Contract Renewal

Suggested Action:

Reference: Memorandum - R. Bowers - 07.05.2024

Versaterm Invoice

The police department utilizes **Versaterm software (IAPro)**, a professional standards tool that handles essential administrative tasks such as managing personnel files, complaints, internal investigations, and more.

- **Case Management:** Versaterm provides sophisticated interfaces for tracking and managing cases, ensuring timely documentation and follow-up actions.
- **Early Intervention and Alerts:** The system includes proactive tools for early intervention, designed to detect and address potential issues before they escalate.
- **Incident Documentation:** Officers can document incidents like use-of-force,

complaints, vehicle accidents, and pursuits directly from the field. This information is then routed through the appropriate chain of command for review and approval.

- **Supervisory Oversight:** The software supports real-time supervisory oversight, allowing the department to promptly monitor and respond to performance issues.
- **Citizen Feedback:** Versaterm offers a streamlined platform for citizens to file complaints or commendations regarding officer interactions.

This integrated approach enhances the department's efficiency in handling administrative functions and ensures high standards of professionalism and accountability.

Staff recommends that the council approve the contract renewal for \$10,124.55.

[Memorandum - R. Bowers - 07.05.2024.pdf](#)

[Greenbelt Police Department MD - FY24 - Invoice #INV37-00884 \(002\).pdf](#)

*21. Approval of Vermont Systems (RecTrac) Services and Annual Software Invoice

Suggested Action:

Reference: Memorandum - A. Phelan - 07.05.2024

Vermont Systems Annual Invoice- RecTrac

PayTrac Onboarding - Greenbelt MD

Hosting Service Addendum - Greenbelt MD

In February 2024, Recreation successfully completed the transition from Plug'n Pay to PayTrac for credit card processing. The conversion to PayTrac has been a welcome change, allowing us to improve security on our transactions and bring all functionality of our recreation software (RecTrac, WebTrac, and PayTrac) under the Vermont Systems umbrella. When converting to PayTrac, Recreation and the IT Department determined that it would be an ideal time to also move our RecTrac database away from a City server to a Vermont Systems hosted server. Moving to Vermont System hosted services keeps the department on the latest version of RecTrac, ensuring any software bugs/glitches are addressed promptly and any new software features are immediately available. Technical support from Vermont Systems has also drastically improved with the move to hosted services. We were able to qualify for a bundle discount by combining the move to hosted services with our conversion to PayTrac. Our annual contract/maintenance agreement with Vermont Systems will increase by nearly \$10,000 with the transition to hosted services.

[Memorandum - A. Phelan - 07.05.2024.pdf](#)

[Vermont Systems Annual Invoice- RecTrac.pdf](#)

[PayTrac Onboarding - Greenbelt MD \(003\).pdf](#)

[Hosting Service Addendum - Greenbelt MD \(003\).pdf](#)

*22. Resignation from Advisory Board/Committee

Suggested Action:

Reference: Email - L. Beasley - 06.25.2024

Lance Beasley has submitted his resignation from the Park and Recreation Advisory Board (PRAB).

Approval of this item on the consent agenda will indicate the Council's intent to accept Mr. Beasley's resignation.