

GREENBELT CITY COUNCIL
Municipal Building
Regular Meeting
March 26, 2018 - 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

[- ACE Educator Awards](#)

[Janet Mirsky and Melinda Brady, members of the Advisory Committee on Education \(ACE\), will introduce the 2018 ACE Educator Award recipients from the seven Greenbelt schools. Council will present each recipient with a certificate. County Councilmember Todd Turner and School Board Representative Lupi Grady will be present. State Senator Pinsky and State Delegates Anne Healey, Tawanna Gaines, and Alonzo](#)

Washington are not able to attend this evening. The 2018 award recipients are:

Eliza Hughes – Springhill Lake Elementary School

Tanisha Wood – Magnolia Elementary School

Shadwick Jenkins - Turning Point Academy

Myeshia Darden - Greenbelt Elementary School

Delphine Owona – Dora Kennedy French Immersion School

Kate Conrad – Greenbelt Middle School

Shauna Watson – Eleanor Roosevelt High School

(LP)

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Ace Educators Awards Ceremony.

- Anacostia Trails Heritage Area Update

Aaron Marcavitch, Executive Director of the Anacostia Trails Heritage Area, will be present to provide an update on the organization. (DEM).

- Arbor Day Proclamation

In keeping with its designation as a “Tree City USA,” Greenbelt issues a proclamation annually in recognition of Arbor Day. This year, Arbor Day will be celebrated on Saturday, April 7. Brian Townsend, Assistant Director of Public Works, and Charles Jackman, Chair of the Advisory Committee on Trees, will be present to accept the proclamation and give an overview of this year’s Arbor Day plans. (DEM).

Arbor Day Proclamation

- Proposed FY 2019 City Budget

The City Manager will present her proposed budget for Fiscal Year 2019, which begins July 1, 2018, and ends June 30, 2019. Copies of the budget will be delivered to Council at the meeting. (DEM).

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.)

- Centralized Delivery of Packages for Greenbelt Residents – Laurie E. Siegel

Centralized Delivery of Packages For Greenbelt Residents

9. Administrative Reports

- * 10. Committee Reports

III. LEGISLATION

8. Minutes of Council Meetings

- * Work Session, February 14, 2018

Work Session, February 14th

- * Work Session, February 21, 2018

Work Session, February 21st

- * Work Session, February 28, 2018

Work Session February 28th

- * Work Session, March 5, 2018

[Work Session, March 5th](#)

* Work Session, March 7, 2018

[Work Session, March 7th](#)

* Interview, March 12, 2018

[Interview, March 12th](#)

* Regular Meeting, March 12, 2018

[Interview March 12th](#)

* Work Session, March 15, 2018

- I move that the minutes of tonight's meeting reflect that Council met in closed session on Thursday, March 15, 2018, at 8:09 p.m. in the Library of the Municipal Building. 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 annual performance evaluation of the City Manager.

Vote to close session:

	Yes	No	Abstain	Absent
Mr. Byrd	X			
Ms. Davis	X			
Ms. Mach	X			

Ms. Pope	X			
Mr. Putens	X			
Mr. Roberts	X			
Mayor Jordan	X			

There were no staff members or other individuals present.

Council took no actions during this session.

[Work Session, March 15th](#)

[Statement For The Record](#)

9. [Administrative Reports](#)

15. [State Legislation](#)

[Reference: HB 1414](#)

[Email, Colin Byrd, 3/22/18](#)

[HB 1816](#)

[SB 1264](#)

[SB 1265](#)

[SB 1263](#)

HB 1414 – Sickle-Cell Trait Screening, Treatment, Education & Awareness (Journey's Law)

This bill requires the Maryland Department of Health to develop a public awareness campaign related to sickle cell trait screening. It is named in memory of Journey Butler. Delegates Healey and A. Washington are co-sponsors.

It is recommended that Council support HB 1414. (DEM)

The following four bills were added to the agenda at the request of Council Member Byrd. Council Member Pope concurred. Council Member Byrd recommends supporting these bills. Staff has not had an opportunity to review the legislation.

HB 1816 - The Safe Schools Act

SB 1264 - Primary and Secondary Schools - Law Enforcement Presence

SB 1265 - School Safety Protection Standards and Grant Program

SB 1263 - School Mental Health Services and Mental Disorder Weapon Restraining Order

House Bill 1414

Email, Colin Byrd

House Bill 1816

Senate Bill 1264

Senate Bill 1265

Senate Bill 1263

11. A Resolution to Authorize the Negotiated Purchase of Camera System Replacement from J & M Security Solutions of Clayton, North Carolina at a Cost of \$50,000 with Annual Maintenance Costs for the First Three (3) Years of \$30,000 per Year and Annual Maintenance Costs for Years Four and Five of \$40,000 per Year - 2nd Reading, Adoption

Reference: Resolution

Memorandum, D. Worley, 02/28/2018

J & M Security Solutions Contract

J & M Security Solutions Proposal

Staff and the Public Safety Advisory Committee (PSAC) have recommended an overhaul of the City's existing camera system to make it more useable and to retain video longer. A work session was held on October 30, 2017, to discuss this matter.

City staff has interviewed several camera system vendors including Convergent Technologies, FBI Security, J&M Security, and Petitbon Security. Of these companies, J&M Security has made the best proposal with the most comprehensive plan for Greenbelt. J&M Security is currently used by Hyattsville who is very pleased with their service. PSAC was also impressed with the system they provide for Hyattsville.

Staff has identified J & M Security as providing the most comprehensive proposal for camera replacement. Further, this firm has been highly recommended by Hyattsville and PSAC.

The proposal from J&M Security includes replacement of the City's camera server along with the replacement of the camera control software. This will facilitate the storage of Police camera video for one (1) year and other camera storage for one (1) month, as well as provide for expansion capacity for additional cameras. When this infrastructure to control and capture camera video is upgraded, the City will then begin to upgrade cameras throughout the City as well as

consider placing additional cameras based on PSAC's recommendations.

The FY 2018 Budget includes \$15,000 for cameras. There are funds available in Special Projects to cover the additional \$35,000. The maintenance costs noted above will not be incurred until FY 2019.

Ms. Mach introduced the resolution at the last meeting. It is recommended that the resolution be introduced for second reading and moved for adoption tonight. (DW)

Memorandum D. Worley

Resolution

J M Security Solutions Contract

J M Security Solutions Proposal

12. A Resolution to Authorize the Negotiated Purchase of a Laserfiche Electronic Document Management System for the City's Human Resource Department from UnityECM of Poquoson, Virginia at a Cost of \$24,600 - 2nd Reading, Adoption Reference:

Resolution

Memorandum, D. Worley, 03/05/2018

UnityECM Proposal

The FY 2018 budget includes \$20,000 for a Document Management System. A Request for Proposals (RFP) was issued in August 2017 and 22 responses were received. A team of key staff members thoroughly reviewed all of the proposals received and selected five (5) proposals for further review. These five (5) vendors met with the staff team and provided demonstrations of each of their systems. Staff also reached out to neighboring jurisdictions to review the systems they used for document management and received their input. After this process, the staff team identified Laserfiche as the solution to best meet the City's needs.

It is recommended that the City enter into a contractual agreement with UnityECM for Laserfiche Electronic Document System. The cost for this contract will include an initial assessment, setup, training and building workflows for our Human Resources (HR) department at a cost of \$24,600 in services. Additionally, the subscriptions will total \$9,600/year. This system will be installed on a server in the cloud that IT will fund through operating funds already budgeted for servers. The subscriptions are expected to be an FY 2019 cost and are included in the proposed FY 2019 budget.

The plan for deployment initially focuses on HR. HR documents are generally very structured and most have defined retention schedules by law. This is expected to make the installation and adoption a smoother process. It is anticipated that other departments (Administration, Finance and Police) would be added after the initial installation in HR.

Ms. Pope introduced the resolution at the last meeting. It is recommended that the resolution be introduced for second reading and moved for adoption tonight. (DW).

Resolution

Memorandum, D. Worley

Unityecm Proposal

13. A Resolution to Authorize the Negotiated Purchase of a Utopia Planning Software Upgrade from Perconti Data Systems, Inc. of St. Petersburg, Florida at a Cost of \$15,000 - 2nd Reading, Adoption

Resolution

Memorandum, D. Worley

Proposal, Perconti Data Systems

14. A Resolution to Repeal and Reenact with Amendment Resolution Number 2045 to Adopt Standing Rules for the Council of the City of Greenbelt, Maryland - 1st Reading

Standing Rules for the Council of the City of Greenbelt, Maryland

- 1st Reading

Reference: Resolution

Council reviewed the Standing Rules document at its work session on December 18, 2017. Staff updated the document based on the results of that discussion and a Resolution to Amend the Standing Rules was introduced at the January 22, 2018 meeting. At the February 12, 2018 meeting, Council tabled the resolution and asked staff to review some concerns that had been identified by Mayor Jordan.

Council discussed these concerns at the last meeting and recommended some additional changes to the Standing Rules. The resolution was updated to reflect these changes. Since these changes are substantive, the resolution needs to be introduced.

It is recommended the resolution be introduced for first reading. (DEM)

Resolution

IV. OTHER BUSINESS

16. Referral to the Youth Advisory Committee

Ms. Davis and Ms. Mach requested this item be included on the agenda and provided the following agenda comments.

As a result of the Digital Divide, there is a homework gap among many of our students who do not have home access to the Internet. At the National League of Cities Congressional City Conference, it was suggested that cities develop and distribute a map or list of locations

that have free wi-fi. A decal could be created, similar to the Tap-It decal, to indicate which sites have free wi-fi and a safe place to study.

17. Census 2020 Regulations and City Action Plan

Reference: 2020 Census Information

In 2020, a census will be conducted throughout the United States as proscribed by the U.S. Constitution. As reported by Mayor Pro Tem Davis, results of this population count may be the re-distribution of seats in the House of Representatives and probable redistricting at the Federal, State, and County levels. Federal funds set by population formulas, as well as Federal grants, that a jurisdiction receives may also be affected. The Census outcome can help jurisdictions determine the future needs of its residents, such as schools, medical facilities, and types of housing. It is imperative that there be an accurate count of every person in our City and everywhere in the United States.

Some populations have historically been undercounted: renters, non-English speaking residents, people of low-income or those poorly educated, young children from birth to five years of age, and the homeless. The U.S. Census Bureau has received reduced funding this time and is depending on cities to aid it in promoting the importance of the Census, publicizing the opportunity of temporary jobs as enumerators, and providing sites for people to fill out forms online. To do this, it is suggested that cities establish Complete Count Committees and fund them adequately.

A decision will soon be made that could negatively affect the accuracy of the count. A question asking whether a person is a citizen or not might be added to the census form. Many organizations, including the National League of Cities and the Council of Mayors, believe that adding this question could cause thousands to not complete the form out of fear and mistrust.

Mayor Pro Tem Davis, who attended a session on this topic at the recent National League of Cities Congressional City Conference and also heard a report on the 2020 Census at the last MWCOG Board of Directors meeting, will give further details.

Council Actions:

- Send a letter to Commerce Secretary Ross urging him not to add the citizenship question to the 2020 Census form.
- Direct the City Manager and staff to establish a Greenbelt Complete Count Committee, which would begin work as soon as possible.
- Also refer this item to CRAB for its input and assistance.

Mayor Pro Tem Davis (with the concurrence of Ms. Mach) requested this item be included on the agenda. (JFD).

2020 Census Information

* 18. Urban Land Institute – Technical Assistance Panel (ULI-TAP) Agreement

Reference: Agreement

City staff has been working with staff from the Town of Berwyn Heights, the City of College Park and the Urban Land Institute (ULI) on the ULI Washington Technical Assistance Panel (TAP) for the Greenbelt Road Corridor Improvements Project. ULI-TAP is scheduled to be held on June 4 and 5, 2018.

The ULI requires a Technical Assistance Program Agreement be executed. The City will be the signature on the agreement and the share of the \$10,000 cost of the project will be shared as follows: City - \$3,750; Town of Berwyn Heights - \$1,500; City of College Park - \$3,750; and Owner of Beltway Plaza - \$500; and Owner of Staples - \$500.

Approval of this item on the consent agenda will indicate Council's approval of the agreement and authorize the City Manager to execute the agreement. (TH)

* 19. Reappointments to Advisory Groups

Reference: Reappointment Surveys

Sieglinde Peterson and Robert Zugby have indicated their desire to be reappointed to new terms on the Greenbelt Ethics Commission.

Approval of this item on the consent agenda will indicate Council's intent

to reappoint Ms. Peterson and Mr. Zugby to new terms. (DEM)

20. Council Activities

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

21. Council Reports

Council will report on meetings and conferences recently attended. (If time allows)

V. MEETINGS

Closed Session: It is recommended that Council schedule a Closed Session on Thursday, March 29, 2018, to discuss: 1) Police Chief Recruitment; and 2) Collective Bargaining Agreement. The following motion is needed in order to schedule this meeting.

I move that Council schedule a Closed Session on Thursday, March 29, 2018, at 6:00 p.m. in the Council Room of the Municipal Building. The Closed meeting will be held in accordance with the General Provisions Article 3-305(b)(1) and (9) of the General Provisions Article of the Annotated Code of the Public General Laws of Maryland, to: 1) discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or 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; and 2) to conduct collective bargaining negotiations or consider matters that relate to the negotiations.

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Reception for ACE Educators

Mon.

03/26

7:30 pm

<u>Regular Meeting/ACE Educators Awards /Proposed Budget Presentation</u>	<u>Mon.</u>	<u>03/26</u>	<u>8:00 pm</u>
<u>Work Session – Budget Work Session- Overview, Revenues & General Government/ Other Funds/ Non-Departmental & Fund Transfers (CC)</u>	<u>Wed.</u>	<u>03/28</u>	<u>7:30 pm</u>
<u>Work Session (to go into Closed Session) MB</u>	<u>Thurs.</u>	<u>03/29</u>	<u>6:00 pm</u>
<u>Closed Session – Personnel and Collective Bargaining Agreement, MB</u>	<u>Thurs.</u>	<u>03/29</u>	<u>6:00 pm</u>
<u>No Meeting (Easter Monday)</u>	<u>Mon.</u>	<u>04/02</u>	<u>-</u>
<u>Work Session – Maglev Public Hearing</u>	<u>Tues.</u>	<u>04/03</u>	<u>7:00 pm</u>
<u>Budget Work Session – Misc. Museum/Grants & Contributions (SHL)</u>	<u>Wed.</u>	<u>04/04</u>	<u>7:30 pm</u>
<u>Regular Meeting</u>	<u>Mon.</u>	<u>04/09</u>	<u>8:00 pm</u>
<u>Budge Work Session – Public Safety (SHL)</u>	<u>Wed.</u>	<u>04/11</u>	<u>7:30 pm</u>
<u>Work Session – Greenbelt Station Residents/ WMATA Trail (tentatively)_</u>	<u>Mon.</u>	<u>04/16</u>	<u>8:00 pm</u>

<u>Budget Work Session – Public Works /Capital Projects (Greenbriar)</u>	<u>Wed.</u>	<u>04/18</u>	<u>7:30 pm</u>
<u>Regular Meeting/ 1st Public Hearing</u>	<u>Mon.</u>	<u>04/23</u>	<u>8:00 pm</u>
<u>Four Cities (New Carrollton)</u>	<u>Wed.</u>	<u>04/25</u>	<u>7:30 pm</u>
<u>Budget Work Session – Community Services/Planning/Economic Development</u>	<u>Mon.</u>	<u>04/30</u>	<u>7:30 pm</u>
<u>Work Session- Recreation & Park Master Plan (CC)</u>	<u>Wed.</u>	<u>05/02</u>	<u>8:00 pm</u>
<u>Budget Work Session – Recreation</u>	<u>Mon.</u>	<u>05/07</u>	<u>7:30 pm</u>
<u>Budget Work Session – Recognition Groups</u>	<u>Wed.</u>	<u>05/09</u>	<u>7:00 pm</u>
<u>Regular Meeting</u>	<u>Mon.</u>	<u>05/14</u>	<u>8:00 pm</u>
<u>Budget Work Session – Green Ridge House (Green Ridge House)</u>	<u>Wed.</u>	<u>05/16</u>	<u>7:30 pm</u>
<u>Budget Work Session – Final Budget Review</u>	<u>Mon.</u>	<u>05/21</u>	<u>7:30 pm</u>
<u>Work Session – Advisory Board Chair (Tentatively) (CC)</u>	<u>Wed.</u>	<u>05/23</u>	<u>8:00 pm</u>
<u>No Meeting (Memorial Day)</u>	<u>Mon.</u>	<u>05/28</u>	-

		<u>05/29</u>	
<u>Regular Meeting – 2nd Public Hearing/ Constant Yield Tax Rate</u>	<u>Tue.</u>		<u>8:00 pm</u>
		<u>05/30</u>	
<u>Work Session – TBD (CC)</u>	<u>Wed.</u>		<u>8:00 pm</u>