

GREENBELT CITY COUNCIL
Municipal Building
Regular Meeting
March 12, 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](#)

- Greenbelt Elementary School Mosaic Mural Presentation

Ingred Hass will be present to discuss the Mosaic Mural Project at Greenbelt Elementary School. (DEM)

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

8. Minutes of Council Meetings

- * Regular Meeting, February 26, 2018

[Regular Meeting February 26](#)

- * Interview, March 5, 2018

[Interview, March 15th](#)

9. [Administrative Reports](#)

- * 10. Committee Reports

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Advisory Planning Board Report #2018- 02 (Multi-Family Housing Proposal – Cherrywood at Ivy Lane)

It is recommended Council accept this report which was discussed at the Work Session on March 5, 2018

[Advisory Planning Board Report 2018](#)

III. [LEGISLATION](#)

11. [A Resolution to Authorize the Negotiated Purchase of Professional Services for an Executive Search for a Police Chief from Springsted Waters Executive Recruitment of Saint Paul, MN, at a cost of \\$24,500 -1st Reading, Suspension of the Rules, 2nd Reading, Adoption](#)
[Reference: Resolution](#)
[Memorandum, N. Ard, 3/9/2018](#)
[Agreement and Timeline](#)
[Background – Cities of Rockville and Takoma Park, MD](#)
[RFQ Responses - GovHR and Ralph Andersen & Assoc.](#)
[In FY 2018, the City Council budgeted \\$30,000 to conduct a national](#)

recruitment for a police chief. The City advertised a Request for Qualifications for police chief recruitment services in December 2017. Three executive recruitment firms responded to the request – GovHR USA, Ralph Andersen and Associates and Springsted Waters Executive Recruitment. The firm’s estimates to do the search ranged between \$22,000 and \$30,000.

The City Manager, Assistant City Manager and Human Resource Director reviewed the responses received and identified Springsted Waters Executive Recruitment as best suited to meet the needs of the City. This firm has recently been utilized by the Cities of Takoma Park and Rockville in their recruitments of new police chiefs. Both jurisdictions were pleased with the services of Springsted Waters. In addition, Rockville “piggybacked” on Takoma Park’s agreement. Takoma Park and Rockville agreed that Greenbelt could also piggyback.

The draft Greenbelt agreement outlines the recruitment process, including: development of a candidate profile, advertisement and outreach to potential candidates, application screening and support negotiating with a final candidate. The proposed agreement organizes activities into phases and milestones. The entire process is anticipated to take about four months. Proposed is a March 19, 2018 agreement start date.

To prepare the position profile, the firm will use feedback from Council and employees, as well as comments obtained from recent community “meet and greets”, advisory group meetings and surveys. The online survey and police comments box are still available to receive feedback.

It is recommended that Council introduce the resolution, suspend the rules, and adopt the resolution at this meeting. (DEM).

Note: Per Council’s Standing Rules, six (6) votes in the affirmative are needed in order to suspend the rules.

RFQ Responses - Ralph Andersen Assoc

RFQ Responses - GovHR

Memorandum, N. Ard

Resolution

Background Cities Of Rockville and Takoma Park MD

Agreement and Timeline

12. 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 Cost of \$30,000 -1st Reading J & M Security Solutions of Clayton, North Carolina at a Cost of \$50,000 with Annual Maintenance Cost of \$30,000

- 1st Reading.

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.

Resolution

Memorandum, D. Worley

J M Security Solutions Contract

J M Security Solution Proposal

13. A Resolution to Authorize the Negotiated Purchase of a Laserfische Electronic Document Management System for the City's Human Resource Department from UnityECM of Poquoson, Virginia at a Cost of \$24,600 -1st Reading

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 Laserfische as the solution to best meet the City's needs.

It is recommended that the City enter into a contractual agreement with UnityECM for Laserfische 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.

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

Unityecm Proposal

Memorandum, D. Worley

Resolution

14. 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 -1st Reading

Reference: Resolution

Memorandum, D. Worley, 03/05/2018

Proposal, Perconti Data Systems, 3/8/2018

Funds are included in the FY 2018 budget for an upgrade to the Utopia Planning software that will facilitate mobile use of the software. The upgrade will allow the inspectors to complete inspections, look up past inspections and update case files while in the field. The Utopia software is developed and maintained by Perconti Software. The cost of the upgrade from Perconti Software is \$15,000. Currently, Inspectors complete paper forms for their inspections. The forms are then returned to the office and the information gathered and recorded on the paper form is entered into the Utopia software program. The paper form is then filed. Paper files are often removed by the inspectors so that they can take them along on an inspection to

be able to review previous inspection notes, thus making many case files unavailable for anyone else to view. It is anticipated that this upgrade will better facilitate data capture, eliminate the dual entry aspect, and give better data visibility to the entire department. It is recommended this resolution be introduced for first reading. (DW).

IV. OTHER BUSINESS

15. Standing Rules for City Council

Reference:

Draft Standing Rules Update

Section 9, City Charter

General Provisions Article 3-306(B).

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 at the request of Mayor Jordan. Mayor Jordan identified the following concerns regarding Standing Rules and asked staff to review. Listed below are these concerns and staff findings.

1. Requiring a second when adding items to the agenda: In Section VIII(1)(a) of the Standing Rules, any member of Council may request the addition of an item to the Regular Meeting agenda. There is no requirement for a second.
2. Requiring a second when introducing legislation: In Section IX(1) of the Standing Rules, any member of Council may introduce an ordinance or resolution (for first reading). There is no requirement for a second. This requirement is not listed in the City Charter or City Code. Section 9 of the City Charter does require that ordinances be read on two separate days unless six (6) members vote to suspend the rules.
3. Video in lieu of written minutes: The General Provisions Article 3-306(B)(2)(i) of State Law states that written minutes of

- meetings are not required if live and archived video is available.
4. Amount of time each petitioner is allowed to discuss an item: In Section VIII(4) of the Standing Rules, each petitioner shall be allowed five minutes in which to state the nature of the petition. At the work session on December 18th, Council requested this be changed to “each petitioner shall be allowed three minutes.....” and added “the petitioner may be granted additional time with the consent of Council.”

Council direction is sought. (DEM)

General Provisions Article 3

Section 9, City Charter

Draft Standing Rules Update

16. State Legislation

Reference: Email, Jeff Harrison, 2/26/18

HB 1461

HB 766

SB 1253

Email, Todd Turner, 3/7/18

PG 304/HB 471

HB 1461 – Supporting All Families Everywhere (SAFE) Act

At the last Regular Meeting, Council received a petition requesting that the City support HB 1461. This bill would prevent local law enforcement from taking certain actions related to immigration without a judicial warrant. Delegates Gaines, Healey and A. Washington are co-sponsors.

Council direction is sought.

HB 766 – Forest Conservation Act - Standards

This bill modifies the Forest Conservation Act by: redefining and adding priorities for retention and protection; modifying the standards for approval clearing of priority areas; increasing the reforestation requirement and other changes to the law. Delegate Healey is the

primary sponsor of this bill and requested the City consider supporting this bill.

It is recommended Council support HB 766.

SB 1253 – Program Open Space – Definition of Local Governing Body

Currently M-NCPPC receives a POS allocation from the State and they allocate it. Greenbelt then receives an allocation (2.67%) based on our share of the population. This legislation would change the definition in Prince George’s County so that funds go to the County instead of M-NCPPC.

It is recommended that Council oppose SB 1253.

PG 304/HB471 – Alcoholic Beverages – Entertainment Exception

This local bill would create exceptions to the Special Entertainment Permit provisions for establishments that offer family friendly entertainment. This annual permit cost is \$1,500. Staff has consulted with New Deal Café leadership and believed the bill would provide an exemption for the Café and other similar establishments.

It is recommended Council support PG 304/HB 471.

(DEM).

PG 304 HB 471

Email, Todd Turner

SB 1253

HB 766

HB 1461

Email, Jeff Harrison

17. Scheduling of Work Session or Public Hearing on MAGLEV
Council requested this item be included on the agenda. (DEM)

* 18. Resignations from Advisory Groups

Reference: Reappointment Survey, B. Robbs, 01/31/2018

Email, P. Williams, 02/28/2018

Bernard Robbs and Paula Williams have submitted their resignations from the Senior Citizens Advisory Committee.

Approval of this item on the consent agenda will indicate Council's intent to accept their resignations with regret. (DEM)

19. [Council Activities](#)

[Council will report on activities and events recently attended. \(If time allows.\)](#)

20. [Council Reports](#)

[Council will report on meetings and conferences recently attended. \(If time allows\)](#)

V. MEETINGS

Executive Session: Council has expressed an interest in scheduling a closed session on Thursday, March 15, 2018, to discuss the City Manager's evaluation. The following motion is needed in order to schedule this meeting.

I move that Council schedule a Closed Session on Thursday, March 15, 2018, at 8:00 p.m. in the Library of the Municipal Building in accordance with the General Provisions Article 3-305(b)(1) of the General Provisions Article of the Annotated Code of the 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 this public body has jurisdiction; any other personnel matter that affects one or more

specific individuals.

NLC – Congressional City Conference	Sun – 03/11-14		
	Wed		
Interview Advisory Board	Mon.	03/12	7:40 pm
Regular Meeting	Mon.	03/12	8:00 pm
Work Session – Friends of Greenbelt Theatre (CC)	Wed.	03/14	8:00 pm
Work Session (to go into Closed Session), MB	Thurs.	03/15	8:00 pm
Closed Session – Personnel, (MB Library)	Thurs	03/15	8:00 pm
Work Session – Goal Setting, MB	Sat.	03/17	9:00 am
Work Session – Sunnyside Bridge Replacement	Mon.	03/19	8:00 pm
Work Session – Recreation and Park Facilities Master Plan (CC)	Wed.	03/21	8:00 pm
Reception for ACE Educators	Mon.	03/26	7:30 pm
Regular Meeting/ACE Educators Awards /Proposed Budget Presentation	Mon.	03/26	8:00 pm
Work Session – Budget Work Session- Overview, Revenues & General Government/ Other Funds/ Non-Departmental & Fund Transfers (CC)	Wed.	03/28	7:30 pm
No Meeting (Easter Monday)	Mon.	04/02	
Budget Work Session – Misc. Museum/Grants & Contributions (SHL)	Wed.	04/04	7:30 pm
Regular Meeting	Mon.	04/09	8:00 pm
Budge Work Session – Public Safety (SHL)	Wed.	04/11	7:30 pm
Work Session – Greenbelt Station Residents/ WMATA Trail (tentatively)	Mon.	04/16	8:00 pm
Budget Work Session – Public Works /Capital Projects (Greenbriar)	Wed.	04/18	7:30 pm
Regular Meeting/ 1 st Public Hearing	Mon.	04/23	8:00 pm
Four Cities (New Carrollton)	Wed.	04/25	7:30 pm
Budget Work Session – Community Services/Planning/Economic Development	Mon.	04/30	7:30 pm