



CITY COUNCIL REGULAR MEETING AGENDA

APRIL 13, 2026
7:30 PM

Join Meeting:

[Zoom Link](#)

Dial-in: 301 715 8592

Webinar ID: 878 8867 2429

Passcode: 207732

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

Suggested Action: **Reading of the Greenbelt Community Pledge: The strength of Greenbelt is diverse people living together in a spirit of cooperation. We celebrate all people. By sharing together, all are enriched. We strive to be a respectful, welcoming community that is open, accessible, safe, and fair.**

4. Petitions and Requests

- a. Response to Petition and questions by Greenbelt Resistance Network

Suggested Action: Council requested that staff provide a formal written response to the questions raised in the Greenbelt Resistance Network's March 2, 2026 petition regarding the City's License Plate Reader camera systems and related policies. Attached is the Chief's response addressing those questions, including references to applicable general orders and state regulations, as requested.

5. Consent Agenda

Suggested Action: 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.)

- a. * Committee Reports

Suggested Action:

- * Advisory Planning Board Bylaws Adopted January 7, 2026

Suggested Action: The Advisory Planning Board (APB) recently drafted and adopted bylaws. The APB referenced both the City Charter and City Code throughout the drafting process. It is recommended that Council accept the bylaws.

- b. * Reappointment to Advisory Board/Committee

Suggested Action: Janet Mirsky has expressed her willingness to continue to serve on the Advisory Committee on Education (ACE).

Approval of this item on the consent agenda confirms the Council's intent to reappoint Ms. Mirsky on the Advisory Committee on Education for a new term.

c. * Resignation from Advisory Board/Committee

Suggested Action: Kim Kash has submitted her resignation from the Charter Review Committee.

Approval of this item on the consent agenda will indicate the Council's intent to accept Ms. Kash's resignation with regret.

d. * Meetings

Suggested Action: Included in Council packet is the meeting list for approval.

e. *Approval of CivicPlus payments for 12 products including agenda management and website services.

Suggested Action: This item is on the consent agenda to authorize the City Manager to make payment of \$30,195.90 for 12 separately contracted CivicPlus services that are being billed together on a single invoice. The contracts for these services were previously authorized by the City Council through prior approvals, including actions taken on June 17, 2024 and December 9, 2024. Staff recommends that Council approve this item.

6. Approval of Agenda and Additions

II. COMMUNICATIONS - 60 minutes (7:45 - 8:45 p.m.)

7. Presentations

a. National Public Safety Telecommunicator Week Proclamation

Suggested Action: Since 1991, the second week of April has been designated as National Public Safety Telecommunications Week to recognize the importance of the role of communication personnel in police and safety departments. Chief Bowers will be present to receive the proclamation on behalf of the Communication Unit.

b. Animal Control Appreciation Week Proclamation

Suggested Action: Mayor Jordan will present a proclamation declaring the week of April 12–18 as Animal Control Appreciation Week.

c. Arbor Day Proclamation

Suggested Action: Mayor Jordan will present a proclamation recognizing Arbor Day, celebrating the theme "Million Trees Project."

d. Earth Day Proclamation

Suggested Action: Mayor Jordan will present a proclamation proclaiming the 56th Anniversary of Earth Day, and the theme for Earth Day 2026 is "Our Power, Our Planet." Kevin Carpenter-Driscoll, Environmental Coordinator, will be present to accept the proclamation and give an update on all the Earth Day events that are planned.

e. License Plate Reader Camera (LPRC) Presentation

Suggested Action: Chief Bowers will provide a presentation on the License Plate Reader Cameras (LPRC).

8. Minutes

Suggested Action: No meeting minutes were submitted for Council to accept.

9. Administrative Reports

Suggested Action: The link will display the weekly report for the City Manager and City Departments. [Weekly Reports Greenbelt. MD](#)

a. Geospatial Roadmap Plan for Administration

Suggested Action: Staff has completed the Esri Geospatial Strategic Planning process, and attached for Council's review is the Administration Department's GIS strategy developed through that effort. This plan provides a framework for how Administration can use GIS tools and spatial data to improve coordination, decision-making, and operational effectiveness.

10. Public Hearing — Proposed Public Utility Tax Rate of \$2.50 for Fiscal Year 2027

Suggested Action: The Public Hearing on the proposed Public Utility Tax Rate of \$2.50 for Fiscal Year 2027. The purpose of the Public Hearing is to receive public comments and formally consider establishment of the Public Utility Tax Rate for Fiscal Year 2027.

It is recommended that the Regular Meeting be recessed for the purpose of conducting the Public Hearing on the proposed tax rate. Upon conclusion of the Public Hearing, the Regular Meeting will be reconvened. No motion is required to open or close the Public Hearing.

III. LEGISLATION - 30 minutes (8:45 - 9:15 p.m.)

11. A Resolution to Repeal and Reenact with Amendment Resolution Number 2109 to Adopt Standing Rules for the Council of the City of Greenbelt, Maryland
- 2nd Reading and Adoption

Suggested Action: Council reviewed the Standing Rules document at several meetings. The resolution included in the Council's packet reflects the results of that discussion. At the March 23rd, 2026 Regular Meeting, Mayor Pro Tem Weaver introduced this resolution for first reading. This item is presented for second reading and adoption at tonight's meeting.

IV. OTHER BUSINESS - 30 minutes (9:15 - 9:45 p.m.)

12. Amended Declaration of Covenants for 7010 Greenbelt Road (Greenbelt Crossing)

Suggested Action: Enclosed in Council's packet is a revised Declaration of Covenants for 7010 Greenbelt Road (Greenbelt Crossing). The revised covenants formalize approvals previously granted by Council. It is recommended that Council approve the revised agreement so it may be recorded in the land records of Prince George's County.

13. Discussion: Proposed Charter Amendment regarding Collective Bargaining Rights

Suggested Action: Attached is the proposed charter amendment as requested by the City Council for review and discussion.

14. Discussion: Collective Bargaining Ordinance

Suggested Action: Councilmember Pompei requested this item be added to the agenda for Council discussion. Included in the Council packet is the drafted City Code language to be considered by Council for future discussion and introduction of the Ordinance.

15. Council Referral to the Board of Elections Regarding Ranked Choice Voting

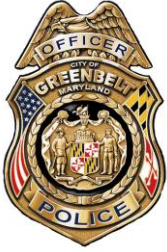
Suggested Action: Mayor Pro Tem Weaver requested this item be added to the agenda. Included in the Council packet is a draft referral to the Board of Elections on Ranked Choice Voting to implement Ranked Choice Voting for the 2027 municipal elections, as well as other election considerations.

16. Letter of support for an act concerning immigration detention facilities in the County: County Bill CB-031-2026

Suggested Action: Mayor Jordan and Councilmember Pompei requested that this item be placed on the agenda for Council to draft and approve a letter of support for Prince George's County Council Bill CB-031-2026, An Act Concerning Immigration Detention Facilities. The bill would prohibit the issuance of a building permit or certificate of occupancy for any privately owned building, facility, or structure used, in whole or in part, to house or detain individuals for civil immigration violations.

Comments for the legislation are due by close of business on April 23, 2026.

17. Council Reports
18. Council Activities



**INTERDEPARTMENTAL MEMO
GREENBELT POLICE
DEPARTMENT**

550 Crescent Road
Greenbelt Maryland 20770
(301) 474-7200

To: Josué Salmerón, City Manager

From: Richard Bowers, Chief of Police

Date: April 10, 2026

Re: Response to Council Petition

What data is collected by cameras, and what is not collected?

As outlined in General Order 717, License Plate Reader (LPR) cameras are deployed in conjunction with context cameras at multiple locations throughout the city. The system captures vehicle license plates and limited vehicle descriptors (e.g., make, model, color). The system does not collect biometric data, such as facial recognition data, nor does it capture personal identifying information about individuals inside vehicles.

How long is the data retained? Where is it stored?

Per General Order 717, LPR data is stored locally on the camera for up to 24 hours before being transferred to the Maryland Coordination and Analysis Center (MCAC). Context camera footage is retained for up to 30 days and automatically deleted unless it is identified as evidence in a criminal investigation, in which case it is retained in accordance with evidentiary procedures.

Data is initially stored on local devices and then transferred to secure cloud storage. All data is owned and controlled by the City. Vendors, including Verkada, do not have access to or control over the City's data.

Who has access: city staff, Police staff, vendors, outside agencies?

Access to the system is restricted to authorized and trained police department personnel. LPR data shared with MCAC is governed by state policies and may only be accessed by law enforcement agencies for legitimate investigative purposes, in accordance with applicable laws and guidelines.

Is the data shared with federal agencies, including ICE and DHS?

The department does not directly share LPR data with federal agencies. All LPR data is transmitted to MCAC, which operates under its own governance and policies. Additionally, the City does not provide information to federal agencies for immigration enforcement purposes, consistent with City Code.

Is the technology currently used for facial recognition?

While the system's software has people-recognition capabilities, the department does not utilize facial recognition technology.

What safeguards are in place to prevent misuse, mission creep, or political targeting?

All use of the City's camera systems is strictly limited to legitimate law enforcement purposes and is governed by General Order 717. Access is restricted, usage is auditable, and personnel are trained on appropriate and lawful use.

What opportunities exist for public input, oversight, or the ability to opt out?

The department's LPR policy was developed with input from the City Council Advisory Committee on Advancing Public Safety (ACAPS), following discussions at eight public meetings. Oversight mechanisms are outlined in policy.

Because the cameras are located in public spaces, there is no reasonable expectation of privacy under current law, and therefore no mechanism to opt out.

Is the City planning to expand its surveillance infrastructure, and will expansion be halted pending public input and Council approval?

The City continuously evaluates its camera systems to address coverage gaps and improve public safety. Any future enhancements or expansions will follow established City processes.

How many vehicles have been apprehended exclusively using Verkada camera data, and can demographic or case details be provided?

The department does not track apprehensions based solely on camera system data, as such systems are not used as the sole basis for enforcement action. Instead, they serve as an investigative tool in conjunction with other evidence.

Is a warrant required to track a specific vehicle using LPR or other camera systems?

A warrant is not required to use LPR systems in public spaces. However, Maryland law (MD Code, Public Safety § 3-509) strictly limits use to legitimate law enforcement purposes, defined as the investigation, detection, or analysis of crimes, traffic violations, terrorism, or missing/endangered person cases.

Courts have consistently upheld the constitutionality of monitoring public spaces. For example, *Schmidt v. City of Norfolk* affirmed this principle.

Has the system provided a meaningful return on investment?

Yes. The system has contributed to numerous investigations, including missing person cases and serious violent crimes. Notably, it played a critical role in solving the September 2025 homicide of a 14-year-old by helping investigators identify a suspect vehicle. This information directly led to the vehicle's recovery and significantly advanced the case. Without this capability, the case may have remained unsolved.

ADVISORY PLANNING BOARD BYLAWS

Adopted January 7, 2026

ARTICLE I – Name of the Board

Section 1. The name of the board is the Advisory Planning Board.

ARTICLE II – Purpose (Mission, Functions, Duties)

Section 1. Duties—Refer to Greenbelt City Charter, Section 13, (c).

Section 2. Functions—Refer to the Greenbelt City Code, Article II, Sec. 14-23.

Section 3. Powers and duties as stated in the Greenbelt City Code, Chapter 20 Zoning, Article I, Municipal Zoning Authority and Article III, Departures.

ARTICLE III – Membership

Section 1. The membership of the board shall be composed of seven (7) members appointed by the Greenbelt City Council.

Section 2. The term of membership shall be for two (2) years.

Section 3. Attendance

- (a) The Chair and/or the staff liaison shall keep a record of member attendance.
- (b) Absences, excused or unexcused, from four (4) consecutive meetings or six (6) meetings missed in a calendar year shall cause the member to be eligible for removal from the board.
- (c) Board members shall vote on the circumstances involved in the absences and, if a majority agree, ask the Chair to request the member's removal by the City Council.
- (d) A communication shall be sent to the City Council through the City Clerk, including specific details and/or specific dates which a member has missed.

ARTICLE IV – Officers

Section 1. The officers of the board shall be the Chair and the Vice Chair.

- (a) The Chair, or in the Chair's absence, the Vice Chair, shall preside at all meetings of the board.
- (b) In the absence of an officer, the member with the most board service shall preside.

Section 2. Officers shall serve a term of two (2) years.

Section 3. The election of officers shall occur in January of every odd year. Officers shall assume their duties immediately upon election by a majority of the board.

Section 4. If a vacancy of an officer position occurs, an election shall be held to fill the remainder of that officer's current term. A vote of a majority of the board is required to fill the vacancy.

ARTICLE V – Meetings

Section 1. A simple majority of board members shall constitute a quorum.

Section 2. The board shall meet once a month when there is business to conduct. When needed, the board may meet twice a month or when called by the Chair.

Section 3. The order of business shall be listed in the posted agenda and as approved by the board.

Section 4. Minutes will be taken by the staff liaison.

Section 5. The minutes of the previous meeting, the agenda, any needed information and announcement of upcoming meetings will be sent in a timely fashion to each member by the staff liaison before the meeting.

Section 6. All meetings are subject to the notice provisions of the Maryland Open Meetings Act, as reflected in the Policies and Procedures of Greenbelt Advisory Boards and Committees.

Section 7. All meetings shall be governed by the Roberts Rules of Order, or other rules or procedures agreed upon by a majority of the board.

ARTICLE VI – Voting

Section 1. Any vote, except for the election of officers and vote to amend the Bylaws, shall require a majority of members present to pass.

ARTICLE VII – Special Committees

Section 1. Special committees may be appointed by the Chair for special purposes or study.

Section 2. The final report of any special committee shall be presented to the board for review and consideration.

ARTICLE VIII – Communications with the City Council

Section 1. All actions and recommendations decided by the board shall be communicated with the City Council in a written report.

Section 2. All reports shall be dated, sequentially numbered, and indicate the year of adoption.

Section 3. All reports shall have a title indicating the subject presented by the board or referred to the board; a brief description of the issue, discussion, and/or analysis; and the action taken by the board.

Section 4. Reports shall indicate the vote tally by which the action was taken.

ARTICLE IX – Financial Disclosure

Section 1. Each board member shall submit an annual financial disclosure using the appropriate form as required by the City Council. (Refer to City Code, Chapter 14 Planning and Development, Article II Advisory Planning Board, Sec. 14-17)

ARTICLE X – Amendments to the Bylaws

Section 1. These bylaws may be amended by the affirmative vote of a majority of the board members.

Section 2. The text of any proposed changes to these Bylaws must appear on the agenda of the regular meeting immediately preceding the regular meeting at which action on the proposed changes is scheduled.

APPROVED: JANUARY 7, 2026

Annual													Follow-Up Letter Sent
Advisory Group Chairs	7/22	7/23	8/24	6/25									
Franklin Park at Greenbelt Station Mgmt.	12/21	12/22	2/24										3/21/24
Greenbelt Center HOAs	3/23	5/24											
Greenbelt East HOAs and COAs/Greenbelt East Advisory Coalition	4/22	6/23											
Greenbelt Homes, Inc.	8/22	8/23	9/24	10/25									
Greenbelt Station HOA/Verde Apts.	8/22	8/23											
Motiva													
School Board Member	9/21	2/23	8/23	9/24									
State Highway Administration	11/20	11/22	12/23	4/25									4/25/25
Biennial													
Beltsville Ag. Research Center	8/18	11/22	11/23										
Beltway Plaza	9/22	9/24											
NASA/GSFC	3/22	4/23											
Greenbelt Business Alliance	10/22												
Greenbelt Park NPS	1/22	3/23											
Greenway Shopping Center	12/20	2/23											
Religious/Spiritual Organizations	6/22	2/24											
Twice a Year													
County Council Person and At Large Members	5/23	3/24											3/19/24
Meetings as Needed													
Apartments	4/21												
Comcast/Verizon	3/21												
Greenbelt Office Parks													
Greenbelt Watershed Groups	10/19												
Hotels	8/23												
PEPCO	2/22	9/23											
WSSC	2/22	6/23	10/23	5/24									
Washington Gas	8/23												
Prince George's Economic Development Corp.	11/21												
Prince George's Planning Board	10/19												
Roosevelt Center Owner	8/20												
University of Maryland	4/15												
WMATA/PGDPW&T (Semi-Annual)	5/22												
Newly Elected/Appointed Officials (Presentation of a Council Regular Meeting)													
County Executive													
School Board CEO	1/24	2/25											1/17/24
State's Attorney	1/23												



A NATIONAL HISTORIC LANDMARK

City Council Meetings & Work Sessions April – September

Regular Meeting / Public Hearing (Establishment of Public Utility Tax)	Mon.	04/13	7:30 pm
Budget Work Session – Public Works/Capital Projects	Wed.	04/15	7:30 pm
Budget Work Session – Misc. – Grants & Contributions/CARES/Greenbelt Cinema	Mon.	04/20	7:30 pm
Budget Work Session – Recreation	Wed.	04/22	7:30 pm
Four Cities Coalition Meeting (Greenbelt)	Thur.	04/23	7:00 pm
Regular Meeting/1 st Public Hearing (Proposed FY2027 Budget)	Mon.	04/27	7:30 pm
Budget Work Session – Public Safety at Springhill Lake Rec.	Wed.	04/29	7:30 pm
Budget Work Session – Green Ridge House at 22 Ridge Rd.	Mon.	05/04	7:00 pm
Special Meeting/Closed Session – Personnel Matters	Mon.	05/04	Immediately following Work Session @ Municipal Building
Budget Work Session – Recognition Groups (Group 1)	Wed.	05/06	7:00 pm
Regular Meeting / 2 nd Public Hearing	Mon.	05/11	7:30 pm
Budget Work Session – Recognition Groups (Group 2)	Wed.	05/13	7:00 pm
Budget Work Session – Final Budget Review	Mon.	05/18	7:00 pm
ACE Student Awards	Wed.	05/20	7:00 pm
City Holiday – Memorial Day	Mon.	05/25	
Regular Meeting – Budget Adoption	Tue.	05/26	7:30 pm
No Meeting – (Eid al-Adha – PGCPs Closed)	Wed.	05/27	
Work Session – Indian Creek Park Master Plan	Mon.	06/01	7:30 pm
Work Session – Board of Elections 2025 Election Update	Wed.	06/03	7:30 pm
Regular Meeting	Mon.	06/08	7:30 pm
Work Session - Presentation and Discussion of the Draft Cemetery Master Plan	Wed.	06/10	7:30 pm
No Meeting – (MML Summer Conference – Ocean City, MD)	Mon.	06/15	
No Meeting – (MML Summer Conference – Ocean City, MD)	Wed.	06/17	
Regular Meeting	Mon.	06/22	7:30 pm
Work Session - TBD	Wed.	06/24	7:30 pm
Work Session – TBD	Mon.	06/29	7:30 pm
Work Session – TBD	Wed.	07/01	7:30 pm
Work Session – 60% Design Plan for the Hanover Parkway Bicycle Facility	Mon.	07/06	7:30pm
Work Session – TBD	Wed.	07/08	7:30 pm
Regular Meeting	Mon.	07/13	7:30 pm
Work Session – City Manager's Quarterly Update (Planning)	Wed.	07/15	7:30 pm
Work Session – TBD	Mon.	07/20	7:30 pm
Work Session – TBD	Wed.	07/22	7:30 pm
Work Session – TBD	Mon.	07/27	7:30 pm
Work Session – TBD	Wed.	07/29	7:30 pm

Work Session – TBD	Mon.	08/03	7:30 pm
Work Session – TBD	Wed.	08/05	7:30 pm
Regular Meeting	Mon.	08/10	7:30 pm
Work Session – TBD	Wed.	08/12	7:30 pm
Work Session – TBD	Mon.	08/17	7:30 pm
Work Session – TBD	Wed.	08/19	7:30 pm
Work Session – TBD	Mon.	08/24	7:30 pm
Work Session - TBD	Wed.	08/26	7:30 pm
Work Session – TBD	Mon.	08/31	7:30 pm
Work Session – TBD	Wed.	09/02	7:30 pm
No Meeting – Labor Day	Mon.	09/07	
Work Session – TBD	Wed.	09/09	7:30 pm
Regular Meeting	Mon.	09/14	7:30 pm
Work Session – TBD	Wed.	09/16	7:30 pm
Work Session – TBD	Mon.	09/21	7:30 pm
Work Session - TBD	Wed.	09/23	7:30 pm
Regular Meeting	Mon.	09/28	7:30 pm
Work Session – TBD	Wed.	09/30	7:30 pm

This schedule is subject to change. For confirmation, call 301-474-8000. Regular and Special meetings and Work Sessions are open to the public. If special accommodations are required for any disabled person, please call 301-474-8000 or 301-474-3870 no later than 10 a.m. on the meeting day. Deaf individuals are advised to use Video Relay Services (VRS) at 711 or e-mail banderson@greenbeltmd.gov to reach the City Clerk. Unless otherwise noted, meetings will be held in the Council Chambers in the Municipal Building (MB) at 25 Crescent Road and virtually by Zoom. Zoom meeting information for public participation is posted on the City's website at www.greenbeltmd.gov on the meeting calendar.

Bonita Anderson, City Clerk

Ready to be scheduled:

Wala Blegay, County Council At-Large
 Member & County Executive Aisha
 Braveboy
 Greenbelt Road Corridor
 BARC
 Greenbelt National Park
 WMATA (Real Estate) - combine w/VIA
 Transportation
 City Manager Update – July 15 (Spotlight:
 Planning & Community Development)

For later scheduling:

Arts & Entertainment District
 Bernard Penney (*Memorial Donation in
 honor of Leonie Penney*)
 Cemetery Plans
 City Manager Updates (Jan, Pre-budget;
 July & Sept/Oct)
 EV Chargers Five-Year Plan
 Fleet Vehicles Ten-Year Plan
 GHI/Prince George's County (Stormwater
 issues)
 MARC Train Service/ MDOT
 Museum Plan
 Northway Fields Master Plan
 Parkway Apartment Owners/GHI (*parking*)
 Potential Bond Referendum/Capital
 Financing
 Quantum Properties (Beltway Plaza)
 Zoning Enforcement



Invoice

PAST DUE

Updated Remittance Address:
(FOR PAYMENTS ONLY)
CivicPlus LLC
PO Box 737311
Dallas TX 75373-7311

#352072
12/10/2025

Bill To

Bertha Gaymon
City of Greenbelt
25 Crescent Road
Greenbelt MD 20770

TOTAL DUE

\$30,195.90

Due Date: 1/9/2026

Terms	Customer	Approving Authority
Net 30	City of Greenbelt, MD	

Qty	Item	Start Date	End Date	Amount
1	Annual - Municipal Websites Central	12/10/2025	12/9/2026	\$4,045.65
1	Hosting & Security Annual Fee - Municipal Websites Central	12/10/2025	12/9/2026	\$1,247.40
1	Cloudflare Tier 1 WAF/CDN security protection	12/10/2025	12/9/2026	\$630.00
1	SSL Management CivicPlus Provided: https://www.greenbeltmd.gov/	12/10/2025	12/9/2026	\$93.45
1	DNS Hosting for .GOV Annual Fee: https://www.greenbeltmd.gov/	12/10/2025	12/9/2026	\$78.75
1	48 Month Redesign Ultimate Annual - Municipal Websites Central	12/10/2025	12/9/2026	\$4,203.15
1	CivicSend Annual	12/10/2025	12/9/2026	\$2,492.70
1	Premium Department Header Annual Fee: Police	12/10/2025	12/9/2026	\$984.90
1	Premium Department Header Annual Fee: Parks and Recreation	12/10/2025	12/9/2026	\$984.90
1	AMM Select: Pro Annual Fee	12/10/2025	12/9/2026	\$6,615.00
1	AMM Select: Live Meeting Manager Annual Fee	12/10/2025	12/9/2026	\$2,520.00
1	CivicPlus Media Annual Fee: Unlimited storage, unlimited users, up to 3 concurrent streams	12/10/2025	12/9/2026	\$6,300.00

Please submit payment via ACH using the details below. Please send notification of ACH transmission via email to remittance@civicplus.com. That address is not monitored for other inquiries or notifications. For our current W-9, please click this link: [CivicPlus W-9](#). For any other invoice questions or information, please contact us at accounting@civicplus.com.

Bank Name	Account Name	Account Number	Routing Number
JPMorgan Chase	CivicPlus LLC	910320636	021000021



Invoice

PAST DUE

Updated Remittance Address:
(FOR PAYMENTS ONLY)
CivicPlus LLC
PO Box 737311
Dallas TX 75373-7311

#352072
12/10/2025

Total	\$30,195.90
Due	\$30,195.90

Please submit payment via ACH using the details below. Please send notification of ACH transmission via email to remittance@civicplus.com. That address is not monitored for other inquiries or notifications. For our current W-9, please click this link: [CivicPlus W-9](#). For any other invoice questions or information, please contact us at accounting@civicplus.com.

Bank Name	Account Name	Account Number	Routing Number
JPMorgan Chase	CivicPlus LLC	910320636	021000021

PROCLAMATION

WHEREAS, in 1994 the Congress and the President of the United States established the second week of April as **NATIONAL PUBLIC-SAFETY TELECOMMUNICATORS WEEK** to recognize the importance of the role of communication personnel in police and safety departments.; and

WHEREAS, these “unseen first responders” are invaluable in emergency situations and deserve special recognition for providing outstanding service to the officers in the Department and the citizens in the community; and

WHEREAS, the officers of the Greenbelt Police Department must rely on the Communications Specialists to provide timely and proper information and to give immediate and appropriate responses to the citizens in the community; and

WHEREAS, the Communications Specialists in the Police Department’s communications unit must be ever alert and reliable to provide accurate information and dependable, efficient, and speedy support to the officers of the Department, as well as a calm presence in emergency situations and sensitive manner to the needs of citizens in distress; and

NOW THEREFORE, BE IT RESOLVED that I, Emmett V. Jordan, by the authority vested in me by the residents and City Council of Greenbelt, declare the week of April 12th through the 18th, 2026 to be **NATIONAL PUBLIC-SAFETY TELECOMMUNICATORS WEEK** in the City of Greenbelt and do hereby issue this proclamation in honor of

THE COMMUNICATIONS SPECIALISTS OF THE GREENBELT POLICE DEPARTMENT

to express the appreciation of the officers of the Greenbelt Police Department, the City Council, and the residents of the community to **Communications Supervisor ALICIA WILLIAMS, and to Communications Specialists JESSICA HOULE, SARAH GIGNAC, EMILY SALAZAR, DAYANRIA HOUGH, AND FLEX VARGISH** for their dependable and exceptional service during the past year.

*IN WITNESS WHEREOF, I have hereunto
set my hand and caused the Seal of the City of
Greenbelt, Maryland, to be affixed this 13th day of
April 2026.*

EMMETT V. JORDAN, MAYOR

PROCLAMATION

WHEREAS, the National Animal Care and Control Association has designated the second full week in April as Animal Care and Control Appreciation Week: and

WHEREAS, Animal Control Officers play a vital role in the community by enforcing animal control laws, protecting the public from diseases like rabies, and educating residents in proper care of their pets: and

WHEREAS, the Animal Control Officers of the City of Greenbelt have managed various pet programs, including adoptions, lost and found services, as well as volunteer and foster initiatives: and

WHEREAS, the Animal Control Officers of the City of Greenbelt have raised citizen awareness about animal cruelty with the help of the Greenbelt Police Department, and

NOW, THEREFORE, BE IT RESOLVED that I, Emmett V. Jordan, by the authority vested in me by the residents and City Council of Greenbelt, hereby declare the week of April 12th through April 18th, 2026,

NATIONAL ANIMAL CARE AND CONTROL APPRECIATION WEEK

to express the appreciation of the officers of the Greenbelt Police Department, the City Council, and the residents of the community to Animal Control Officers Patricia Fillnan, Carolina Aviles, and Isabella Scribner, for their dependable and exceptional service during the past year.

IN WITNESS WHEREOF, I have
hereunto
set my hand and caused the Seal of the
City of Greenbelt, Maryland, to be affixed
this 13th day of April 2026.

Emmett V. Jordan, MAYOR

PROCLAMATION

WHEREAS, Arbor Day was first celebrated in the state of Nebraska in 1872 in response to a state proclamation urging settlers and homesteaders to plant trees to provide residents of the largely treeless plains with "shade, shelter, fruit, fuel, and beauty"; and

WHEREAS, on that first Arbor Day, more than one million trees were planted in Nebraska's communities and on its farms; and

WHEREAS, trees reduce the erosion of topsoil by wind and water, cut heating and cooling costs, moderate the temperature, produce lifegiving oxygen, and provide habitat for wildlife; and

WHEREAS, trees in Greenbelt increase property values, enhance the economic vitality of our business areas, and beautify the community while protecting our environment; and

WHEREAS, Greenbelt proudly holds the Tree City USA designation from the National Arbor Day Foundation and remains committed to tree planting, tree care, and preserving green spaces to enhance our historic "Greenbelt"; and

WHEREAS, to support these commitments, the City established an Advisory Committee on Trees in 2000; created the Greenbelt Forest Preserve in 2003; to oversee its management, formed a Forest Preserve Advisory Board in 2007; and joined the Baltimore Washington Partnership for Forest Stewardship in 2010.

THEREFORE, I, Emmett V. Jordan, by the authority vested in me by the residents and City Council of Greenbelt, do hereby proclaim Friday, April 24th, to be

ARBOR DAY

in Greenbelt and urge all residents and visitors to support efforts to protect our trees, which are a connection to our past, a pledge to our future generations, and a continuing source of joy and spiritual renewal for all our residents.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Greenbelt, Maryland, to be affixed this 13th day of April 2026.

Emmett V. Jordan, Mayor

ATTEST:

Bonita Anderson, City Clerk

PROCLAMATION

WHEREAS, Earth Day was first celebrated on April 22, 1970, with the goal of inspiring environmental awareness and encouraging the conservation, protection, and appreciation of our nation's natural resources; and

WHEREAS, it is the responsibility of each of us to safeguard the environment by recognizing that all human life depends upon the Earth and upon one another for our mutual existence, well-being, and development; and

WHEREAS, Greenbelt supports the Climate Change Initiative goals of the Metropolitan Washington Council of Governments and the State of Maryland's Greenhouse Gas Reduction initiative; and

WHEREAS, Greenbelt takes many steps to protect and enhance our natural surroundings through a variety of positive actions, including community cleanup events, planting projects, refuse and recycling initiatives, and educational forums and workshops; and

WHEREAS, Greenbelt is recognized as a Tree City USA by the National Arbor Day Foundation, a Bee City USA by the Xerces Society, a Maryland Smart Energy Community, a Sustainable Maryland Certified Community, and an Environmental Protection Agency Green Power Partner, and has pledged to continue increasing its recycling rate, expanding its fleet of alternative fuel vehicles, promoting green building and complete street techniques, increasing energy efficiency, improving air quality, and preserving its open spaces; and

WHEREAS, the City established the Greenbelt Advisory Committee on Environmental Sustainability and a Green Team to study, investigate and advise Council on environmental issues impacting Greenbelt; and

WHEREAS, Greenbelt proudly recognizes all who participate in Earth Day for their proactive dedication to shaping a better future.

NOW THEREFORE, I, Emmett V. Jordan, by the authority vested in me by the citizens and City Council of Greenbelt, do hereby issue this proclamation in honor of the

56th ANNIVERSARY OF EARTH DAY

and urge all our residents to celebrate Earth Day by supporting and joining in efforts to protect our environment and to preserve the beauty, wonder, and diversity of our Earth's lands, skies, and waters.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Greenbelt, Maryland, to be affixed this 13th day of April 2026.

EMMETT V. JORDAN, Mayor

ATTEST: Bonita Anderson, City Clerk

Earth Day 2026

4/25 10 am – 1 pm, Buddy Attick Park

Join our community effort to clean Buddy Attick Lake and enhance the natural shoreline. Volunteers will work with Public Works Staff and the Greenbelt Park Rangers to remove litter by canoe and kayak, and install native plants along the shoreline. There are ten kayaks available for use with pre-registration for a one-hour slot on a first-come first-serve basis (kayaks limited to volunteers aged 16+). There will also be eight canoes available in partnership with Venture Crew 746. Each canoe will be captained by one venture crew member and have two additional seats available for volunteers with pre-registration for a one-hour slot on a first-come first-serve basis (canoes open to all ages with an adult accompanying any volunteer younger than 16). Participants are welcome to bring their own watercraft. Venture Crew 746 will have a “campsite” set up with camp cooking demonstrations and information table.

Earth Day



4/25, 10 am - 1 pm
Buddy Attick Lake Park

Kayak cleanup &
shoreline planting

with  **Venture Crew⁷⁴⁶**
& Greenbelt Rotary Club





Volunteer Event Schedule

Earth Day Celebration

April 25, 2026 from 10 am – 1 pm

Location:

Buddy Attick Park
555 Crescent Road
Greenbelt, MD 20770

Saturday, April 25th

Registration	➤ Volunteer registration paperwork
9:45 am – 10:05 am	➤ Refreshments
Orientation	➤ Earth Day Proclamation (Mayor Jordan)
10:05 am – 10:15 am	➤ Introduce staff from Greenbelt Public Works, Park Rangers, and members of Venture Crew 746, and describe the scope and importance of the day's work (Kevin)
Service	➤ Volunteers will work with City staff and Venture Crew members to remove litter from Buddy Attick Lake by kayak and canoe (1 hr shifts).
10:15 am – 12:45 am	➤ Volunteers will work with City staff to install native plants along the shoreline.
Clean Up	➤ Return gloves, equipment, and watercraft (All)
12:45 pm – 1:00 pm	➤ Thanks for service, final wrap up, and group picture (Kevin)

Follow Up: Write a News Review article describing the event turnout (# of volunteers, what was planted, quotes, pictures, etc.).

Contacts:

Kevin Carpenter-Driscoll
James Wisniewski

kdripcoll@greenbeltmd.gov
jwisniewski@greenbeltmd.gov

(240) 542 -2168

CITY OF GREENBELT, MARYLAND

POLICE DEPARTMENT

550 CRESCENT ROAD, GREENBELT, MD 20770



Richard Bowers
Chief of Police

To: Josue Salmeron, City Manager

From: Chief Richard Bowers

Date: August 12, 2024

Re: License Plate Reader Camera System Update

The License Plate Reader (LPR) Camera System is a highly effective technology designed to enhance public safety by bolstering our ability to monitor and address criminal activities. Equipped with optical character recognition, the system automatically captures license plate information from vehicles passing through designated areas. This data can be cross-referenced with law enforcement databases to identify stolen vehicles, locate suspects, and track vehicles associated with criminal activity.

The attached draft policy outlines procedures for the training and use of License Plate Scanning (LPR) technology by law enforcement. Its primary objectives are to aid in locating and apprehending criminal suspects and enforcing traffic laws while respecting the privacy of law-abiding citizens. The policy categorizes LPR systems into mobile and fixed types, detailing their deployment, operational guidelines, and the responsibilities of LPR operators. It emphasizes the verification of LPR hits against databases before any action is taken and mandates strict data security and retention protocols, ensuring the utmost respect for privacy. The policy aims to enhance public safety through responsible and accountable use of LPR technology.

The data retention portion of the policy specifies that LPR devices and databases will be used solely for law enforcement purposes. Access to these systems requires specific authorization, and personnel conducting investigative queries must document their requests with associated case numbers and reasons. Historical scan data is not retained locally by the City of Greenbelt but is managed by the Maryland Coordination and Analysis Center (MCAC). After 24 hours, all locally stored LPR data is automatically purged and becomes the property of MCAC. Sample audits are conducted annually to ensure compliance with these retention and access protocols.

A NATIONAL HISTORIC LANDMARK

(301) 474-7200

FAX: (301) 507-6520

TDD: (301) 474-6435

The department will use a "Places of Interest" strategy that involves placing Automatic License Plate Recognition (ALPR) cameras in specific areas. This method is a hybrid approach, combining aspects of targeting known hotspots and broader surveillance areas. The strategy aims to address concerns like bias, privacy, and potential impacts on rights, including First Amendment rights. The deployment plans are guided by analyzing crime data and patterns to ensure fair and equitable use.

The department is committed to continuously evaluating and improving the LPR system to ensure it meets our community's safety needs while respecting individual rights. We will conduct ongoing training and regular audits to maintain the highest ethical and effective law enforcement standards and ensure this technology's responsible and accountable use.

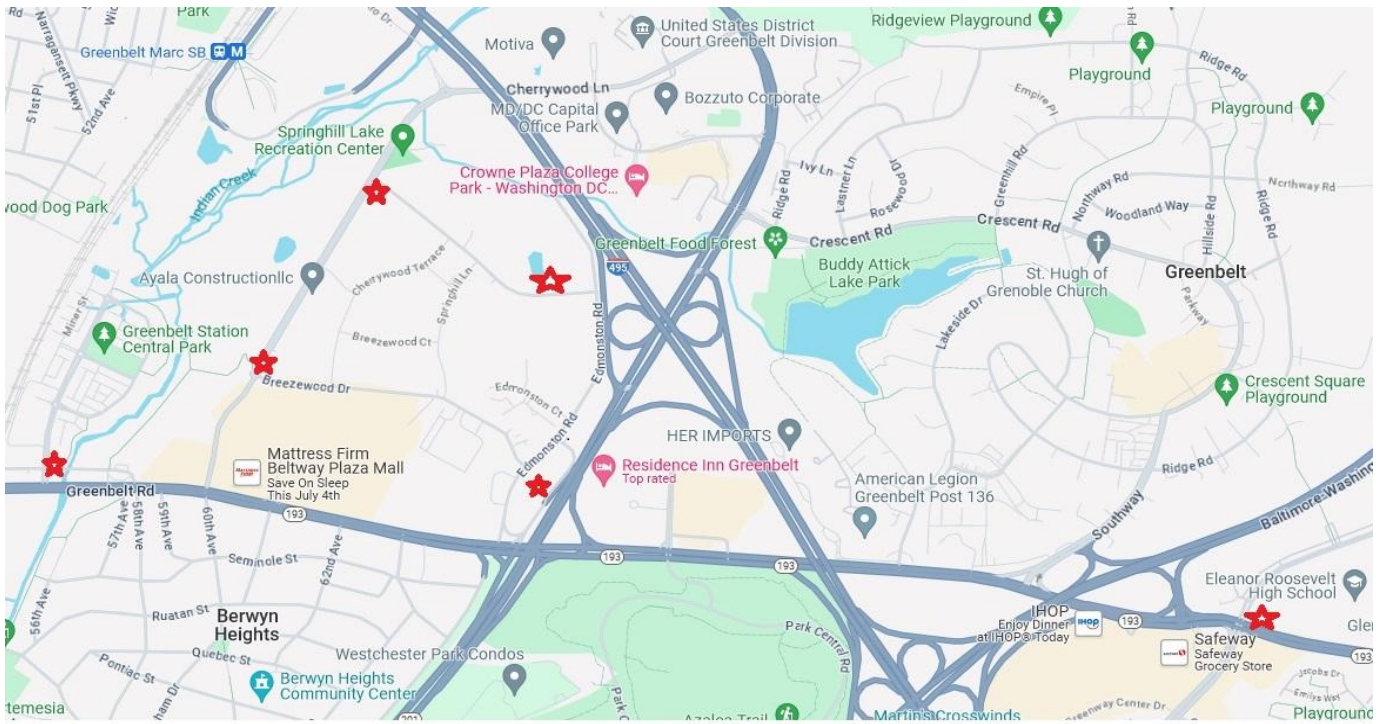
A NATIONAL HISTORIC LANDMARK

(301) 474-7200

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TDD: (301) 474-6435

Proposed Possible Location



- Location 1 – Greenbelt Station Parkway**
- Location 2 – Breezewood Dr and Cherrywood Dr**
- Location 3 – Breezewood Dr and Edmonton Rd**
- Location 4 – Edmonton Road @ Springhill Dr**
- Location 5 – Springhill Dr and Cherrywood Dr**
- Location 6 – Hanover Parkway**
- Location 7 – Hanover Parkway and Mandan**
- Location 8 – Mandan And Hanover Parkway**

A NATIONAL HISTORIC LANDMARK

(301) 474-7200

FAX: (301) 507-6520

TDD: (301) 474-6435

Greenbelt Police Department – General Orders

	Title: License Plate Reader		Order #: 717	
	Effective Date: November 20, 2025 Original Issue: October 21, 2009	Review Date: October 6, 2010 January 24, 2014		
	New ✓ Amends Rescinds			
Approved by: Richard Bowers, Chief of Police				CALEA 6 th Edition
CALEA Standard: 41.3.9				Pages: 7

01 PURPOSE: The purpose of this policy is to outline the procedures for training and use of license plate scanning technology

02 POLICY: The department's policy is to utilize technology to further law enforcement efforts to locate and apprehend criminal suspects and enforce traffic laws. The department also ensures that technology devices such as License Plate Readers should not intentionally or otherwise compromise the legitimate privacy concerns of law-abiding citizens.

03 DEFINITIONS:

- A. LPR, a License Plate Reader, is a device that uses cameras and computer technology to compare digital images of license plates to lists of known plates of interest.
- B. LPR data- data obtained by an LPR, including images of the license plates and vehicles on which they were displayed and information regarding the date, time, and location the LPR viewed them
- C. Hot list- list of license plates associated with vehicles of interest compiled from several databases.
- D. LPR operator- sworn member of the Department trained and approved by the LPR Coordinator to operate LPR equipment.

04 LPR SYSTEMS

A. MOBILE SYSTEM—The Department's Mobile LPR systems are affixed to Department vehicles and interface with Mobile Data Computers (MDCs). These systems are deployed and utilized by trained mobile LPR Operators. They are designed to operate from a moving or stationary vehicle for various legitimate law enforcement purposes.

Mobile LPR system cameras not permanently mounted on a patrol vehicle will be secured with brackets and magnets. LPR system cameras not permanently affixed will be removed and placed in a secure area.

The LPR coordinator assigns and deploys mobile LPRs to officers. Any changes in assignment should be coordinated to provide training and equipment removal or installation.

B. FIXED LOCATION—Fixed LPR systems are non-vehicle-mounted systems. They may be portable but are designed to monitor a specified public location or roadway. Agency personnel will not use fixed LPR systems to monitor for MVA law violations unless the Chief of Police or Designee grants approval.

Select fixed LPR systems, identified by the Chief of Police or Designee, will be monitored regularly by the Communications Section, who will receive appropriate training and access level to “accept” or “reject” hits generated by overt Fixed LPR systems. “Accepted” hits will be verified against a live database (see LPR DATA below). A call for service or BOLO will be generated and dispatched if verified. Communications Section SOPs will be used to determine priority level and unit assignment.

05 LPR PROCESS

- A.** The device works by downloading hotlists and creating a list of potential wanted vehicles or vehicles of interest. The list is loaded into the device's processor. The device, either mounted in a vehicle or fixed position, captures images of license plates that come into view and compares them to the list of vehicles of interest. The device alerts the operator of potential matches and the source database that provided the license plate for use in the device.
- B.** Upon receiving an alert, the LPR operator would initiate a query to the appropriate database to obtain more detailed information about why the vehicle is of interest to law enforcement.
- C.** The LPR Operations Center generates the LPR Hot List data. It is not real-time and may contain erroneous, flawed, or incorrect data. Any information received from capture plate data that is recognized as a positive “hit” against the Hot List must be verified before any action is taken. Verification will be conducted through a live database such as MVA, METERS, and/or NCIC.

06 LPR COORDINATOR

The Chief of Police will designate an LPR Coordinator. The LPR Coordinator will:

1. Train personnel in the proper setup and use of LPR equipment
2. Maintain a list of personnel authorized to operate the LPR

3. Serve as a liaison with partner agencies, including the Maryland State Police Mobile Systems Unit, Maryland Coordination and Analysis Center, Council of Government (COG), and LPR equipment vendors.
4. Coordinate all required updates and maintenance of LPR equipment.

06 OPERATOR RESPONSIBILITIES

- A. LPR operators are responsible for the physical security of LPR equipment. LPR equipment will not be left in the passenger area or mounted to the exterior of a vehicle when it is unattended for an extended period of time (e.g., parked at the officer's residence overnight).
- B. LPR operators will not make any modifications to the hardware or software of the LPR system
- C. LPR operators will not contact LPR equipment vendors, the Maryland State Police Mobile Systems Unit, or the City of Greenbelt Information Technology Department regarding LPR equipment without the approval of the LPR Coordinator.
- D. LPR Operators will notify the LPR Coordinator of any LPR equipment maintenance needs.

07 DEVELOPMENT OF VEHICLE LICENSE PLATE HOTLISTS:

- A. Prior to each use, the operator will ensure that the LPR unit is properly networked with the Maryland Coordination and Analysis Center server and that the most recent hotlist has been installed.
- B. Hot Lists will contain data obtained from:
 1. NCIC stolen vehicle, stolen tag, temporary wanted felony vehicles, wanted person files, terrorist watch list, and the sexual offender registry.
 2. Maryland MVA records of suspended drivers, suspended registration, license plate confiscation orders, and possible wanted persons.
 3. Any additional data deemed of interest to law enforcement and included in the hotlist compiled by the Maryland Coordination and Analysis Center, including, but not limited to, Missing Persons, AMBER, Silver, and Blue alerts.
- C. LPR equipment will not be used with an installed hotlist older than 24 hours.
- D. Individual LPR operators may make local hotlist entries for legitimate law enforcement purposes and are responsible for clearing local hotlists daily.

08 APPROVED USES (CALEA 41.3.9)

Approved mobile LPR Uses:

1. Enforcement of Maryland Vehicle Law
2. Enforcement of municipal parking ordinances
3. Canvass of areas in which a felony in progress and/or crime of violence has just occurred, including the immediate area as well as likely routes of escape from that area.
4. Proactive patrols of areas likely to identify information valuable to criminal investigations and/or threats to homeland security, including, but not limited to, WMATA facilities; courthouses; local, state, and government offices; shopping malls; hotels; restaurants; and nightclubs.
5. With supervisor approval, special operations include, but are not limited to, sobriety checkpoints, WMATA facility special security operations, and targeted enforcement details.
6. Any additional circumstance deemed appropriate by the Chief of Police to enhance public safety or perform law enforcement duties.
7. An officer may not detain an individual based on an alert from the LPR system unless the officer has reasonable suspicion that such person is involved in criminal activity. Each incident should be weighed according to the totality of circumstances presented therein. The following are general guidelines but should assist an officer in determining when reasonable suspicion exists concerning various types of LPR alerts.
 1. The officer shall visually verify that the scanned plate matches the alert information regarding plate letters, numbers, and the issuing state.
 2. The officer should attempt to visually verify that the vehicle description and any other descriptors provided are consistent between the alert and the vehicle/person in question.
 3. Once the state and all characters of the tag have been verified as accurate, an officer should utilize the following information to determine whether reasonable suspicion exists.

Approved Fixed LPR uses.

1. Real-time Alerts: Alerts are generated when a scanned license plate matches the hotlist.

2. Investigative Support: Data may be used to identify vehicles of interest related to crimes or missing persons investigations
3. An officer may not detain an individual based on an alert from the LPR system unless the officer has reasonable suspicion that such person is involved in criminal activity. Each incident should be weighed according to the totality of circumstances presented therein. The following are general guidelines but should assist an officer in determining when reasonable suspicion exists concerning various types of LPR alerts.

09 LIMITATIONS ON USAGE:

- A. Only officers who received the training will be permitted to operate LPR equipment. Any such operator will be required to possess authorization to access NCIC and MVA files via the METERS system. The security of the hot list will be consistent with other directives, rules, regulations, laws, and procedures applied to the use of information from those databases, which will be the responsibility of the operator.
- B. The hotlist does not contain real-time data; thus, any alerts received from the system will be confirmed through a live METERS terminal before law enforcement action is taken.
- C. Any covert deployment of LPR units must be specifically approved by the Chief of Police.

10 DATA RETENTION AND OWNERSHIP (CALEA 41.3.9)

LPR devices/databases will be utilized/accessed for law enforcement purposes only.

- A. Personnel who are granted access to LPR devices and/or databases will be issued a username and password specific to each individual.
- B. When conducting investigative queries into an LPR database, a requestor, case number (if available), and reason associated with the search will be entered. Queries regarding administrative or auditing purposes will not require a case number.
- C. Personnel will not release any specific information obtained by the LPR devices that would be considered a privacy issue or create the appearance of one to non-law enforcement personnel unless required by law. However, this shall not preclude personnel from releasing general information as to the effectiveness of the LPR program and other such communication.

- D. Sample audits will be conducted at least annually and submitted to the Chief of Police to ensure compliance with these requirements. The Administrative Services Lieutenant or designee will be responsible for auditing and retaining audit records.
- E. All LPR data remains the property of the City of Greenbelt and the Maryland Coordination and Analysis Center for 24 hours after acquisition.
- F. After 24 hours, all LPR data stored locally by the City of Greenbelt will be automatically purged, and that data will become the sole property and fall under the sole control of the Maryland Coordination and Analysis Center.

11 LPR DATA SEARCHES

- A. LPR data may be accessed only for law enforcement investigative or homeland security purposes.
- B. The City of Greenbelt does not retain historical scan data captured by agency license plate readers. Historical data pertaining to scans captured by the License Plate Reader (LPR) are maintained by the Maryland Coordination and Analysis Center (MCAC). Requests for such data must have a legitimate law enforcement purpose and will be made to MCAC (mdwatch@mcac.maryland.gov), Phone: 800-492-8477, Fax: 410-277-6647. When requesting historical scan data, the requester will be required to justify the request and an investigative case number.

12 AMBER, Silver, and Blue Alerts

Upon notification of the issuance of an AMBER, Silver, or Blue Alert by the Maryland State Police, it is the responsibility of each LPR operator to perform the following:

- A. Immediately enter the license plate associated with the issued alert into their LPR to determine the presence of a previous read of that license plate. If the operator determines that the LPR has previously read that license plate, the location of that previous read will be obtained and transmitted to Communications for the dispatch of officers to that location.

Continued on next page....

13. VIDEO SURVEILLANCE TECHNOLOGY

A. The use of video surveillance technology can provide members with an invaluable instrument to increase their safety and enhance criminal prosecution by providing powerful evidence of criminal activity. The Department may implement video surveillance technology as part of its anti-crime strategy to:

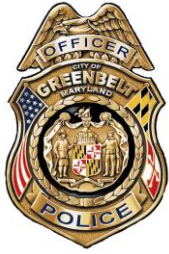
1. Enhance public safety and security in public areas while reducing the fear of crime.
2. Prevent, deter, and identify criminal activity, identify suspects, and gather evidence.
3. Observe prescheduled public events for approved investigative purposes

B. When using any video surveillance technology, Department members will:

1. Only use Department-approved equipment and have a proper law enforcement purpose. No unauthorized recording, viewing, reproduction, retention, or distribution is permitted.
2. Conform to all laws applicable to video surveillance technology, including viewing and recording images consistent with the First and Fourth Amendments.
3. Only monitor public areas and public activities where no legally protected reasonable expectation of privacy exists (e.g., street, sidewalk, park).

C. Retention and Storage:

1. Routine surveillance footage shall be stored for a minimum of thirty (30) days.
2. If footage is identified as evidence in an active case, it shall be retained in accordance with evidence storage policies.
3. Routine footage shall be automatically deleted after the 30-day retention period unless flagged for retention.
4. Authorized personnel may access surveillance footage for official law enforcement functions.
5. Unauthorized access, modification, or deletion of footage may result in disciplinary action



**INTERDEPARTMENTAL MEMO
GREENBELT POLICE
DEPARTMENT**

550 Crescent Road
Greenbelt Maryland 20770
(301) 474-7200

To: Josué Salmerón, City Manager

From: Richard Bowers, Chief of Police

Date: April 10, 2026

Re: Response to Council Petition

What data is collected by cameras, and what is not collected?

As outlined in General Order 717, License Plate Reader (LPR) cameras are deployed in conjunction with context cameras at multiple locations throughout the city. The system captures vehicle license plates and limited vehicle descriptors (e.g., make, model, color). The system does not collect biometric data, such as facial recognition data, nor does it capture personal identifying information about individuals inside vehicles.

How long is the data retained? Where is it stored?

Per General Order 717, LPR data is stored locally on the camera for up to 24 hours before being transferred to the Maryland Coordination and Analysis Center (MCAC). Context camera footage is retained for up to 30 days and automatically deleted unless it is identified as evidence in a criminal investigation, in which case it is retained in accordance with evidentiary procedures.

Data is initially stored on local devices and then transferred to secure cloud storage. All data is owned and controlled by the City. Vendors, including Verkada, do not have access to or control over the City's data.

Who has access: city staff, Police staff, vendors, outside agencies?

Access to the system is restricted to authorized and trained police department personnel. LPR data shared with MCAC is governed by state policies and may only be accessed by law enforcement agencies for legitimate investigative purposes, in accordance with applicable laws and guidelines.

Is the data shared with federal agencies, including ICE and DHS?

The department does not directly share LPR data with federal agencies. All LPR data is transmitted to MCAC, which operates under its own governance and policies. Additionally, the City does not provide information to federal agencies for immigration enforcement purposes, consistent with City Code.

Is the technology currently used for facial recognition?

While the system's software has people-recognition capabilities, the department does not utilize facial recognition technology.

What safeguards are in place to prevent misuse, mission creep, or political targeting?

All use of the City's camera systems is strictly limited to legitimate law enforcement purposes and is governed by General Order 717. Access is restricted, usage is auditable, and personnel are trained on appropriate and lawful use.

What opportunities exist for public input, oversight, or the ability to opt out?

The department's LPR policy was developed with input from the City Council Advisory Committee on Advancing Public Safety (ACAPS), following discussions at eight public meetings. Oversight mechanisms are outlined in policy.

Because the cameras are located in public spaces, there is no reasonable expectation of privacy under current law, and therefore no mechanism to opt out.

Is the City planning to expand its surveillance infrastructure, and will expansion be halted pending public input and Council approval?

The City continuously evaluates its camera systems to address coverage gaps and improve public safety. Any future enhancements or expansions will follow established City processes.

How many vehicles have been apprehended exclusively using Verkada camera data, and can demographic or case details be provided?

The department does not track apprehensions based solely on camera system data, as such systems are not used as the sole basis for enforcement action. Instead, they serve as an investigative tool in conjunction with other evidence.

Is a warrant required to track a specific vehicle using LPR or other camera systems?

A warrant is not required to use LPR systems in public spaces. However, Maryland law (MD Code, Public Safety § 3-509) strictly limits use to legitimate law enforcement purposes, defined as the investigation, detection, or analysis of crimes, traffic violations, terrorism, or missing/endangered person cases.

Courts have consistently upheld the constitutionality of monitoring public spaces. For example, *Schmidt v. City of Norfolk* affirmed this principle.

Has the system provided a meaningful return on investment?

Yes. The system has contributed to numerous investigations, including missing person cases and serious violent crimes. Notably, it played a critical role in solving the September 2025 homicide of a 14-year-old by helping investigators identify a suspect vehicle. This information directly led to the vehicle's recovery and significantly advanced the case. Without this capability, the case may have remained unsolved.

Greenbelt Department of Administration



Geospatial Roadmap Journey

***The Roadmap Framework: Engage, Assess,
Recommend***



Kick Off

Introduces the roadmap and sets expectations

Interviews

60-minute sessions to understand workflows, goals, and challenges

Results

Tailored recommendations, quick wins, and long-term strategies

Ongoing Partnership

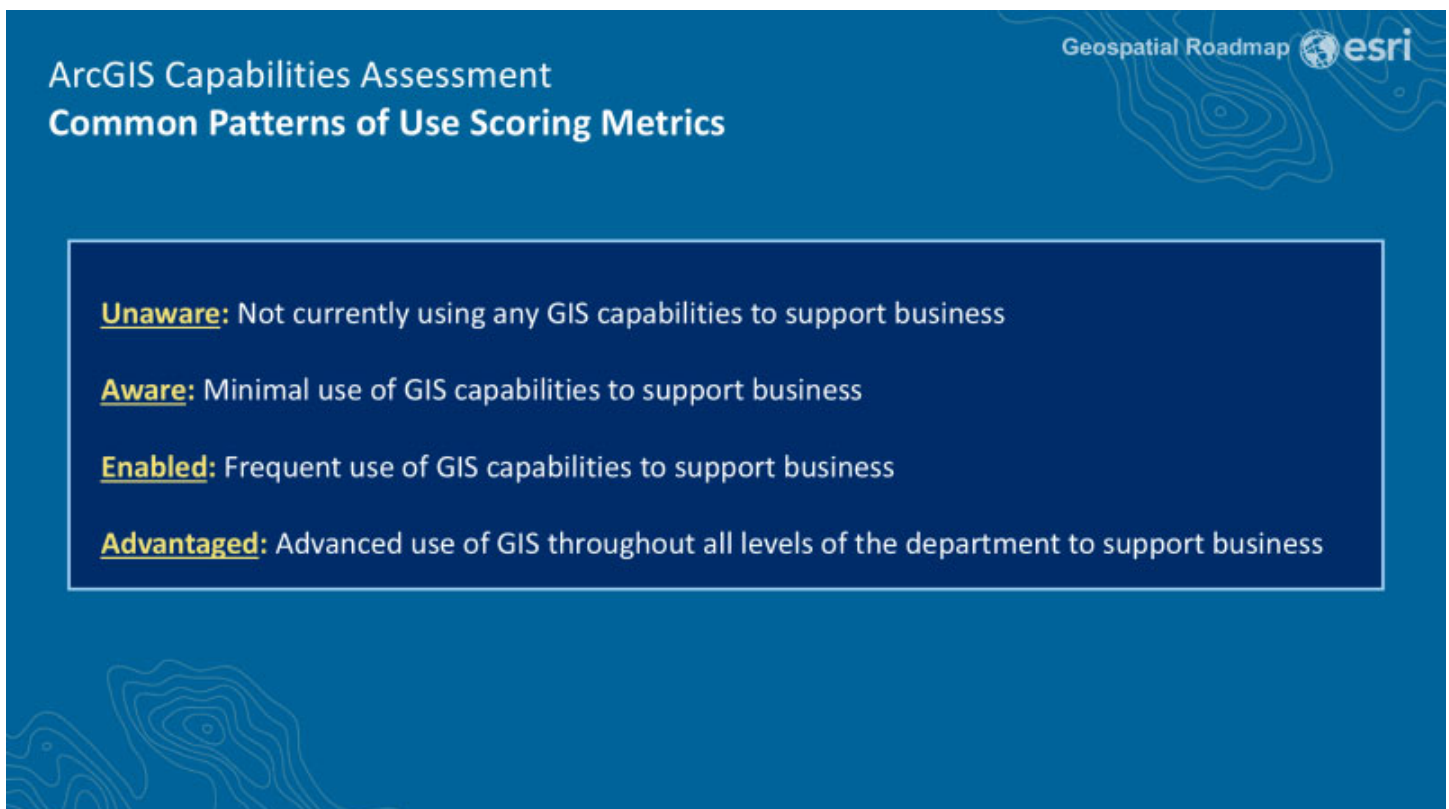
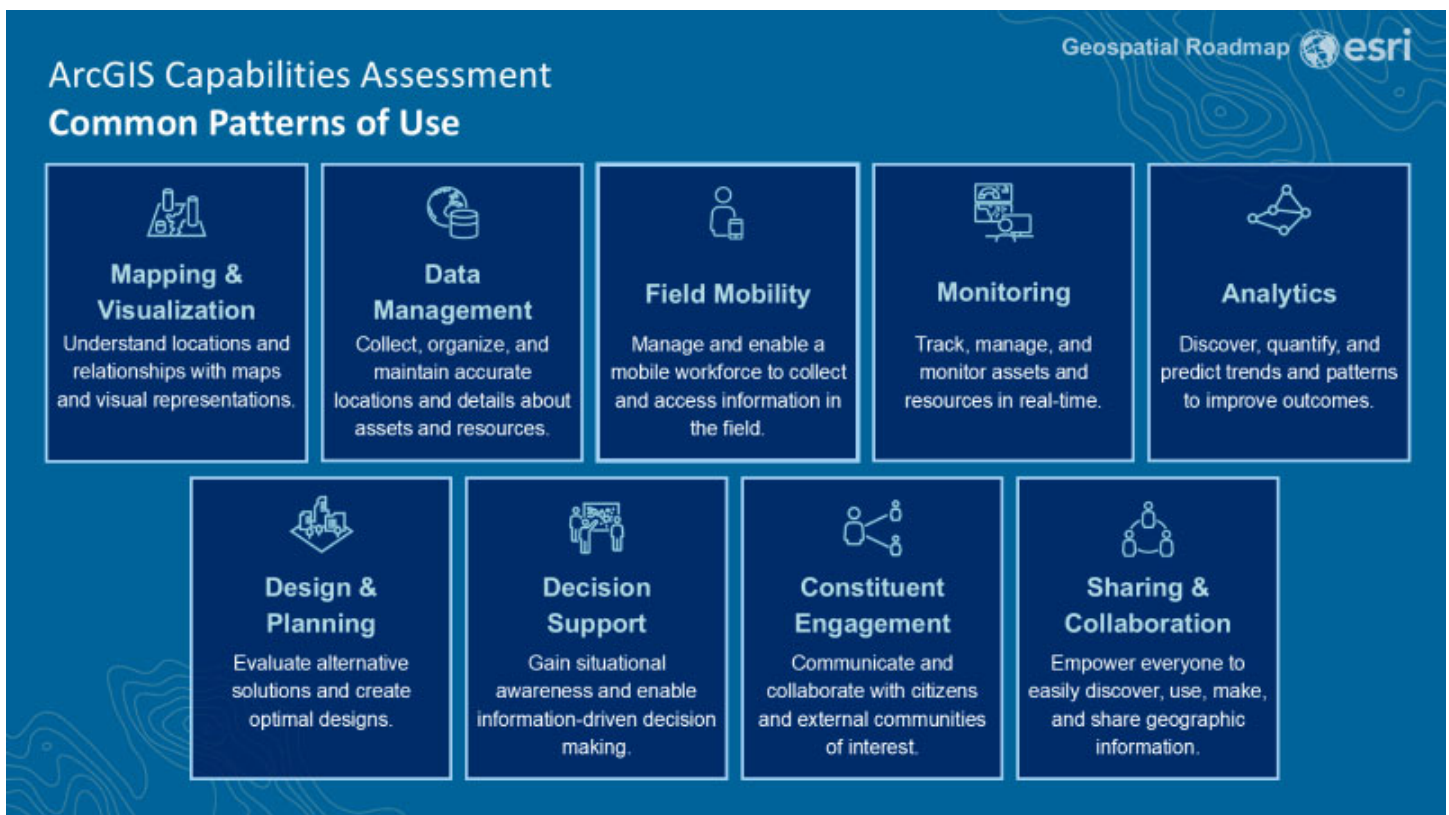
Esri and the City of Greenbelt continue an ongoing partnership in which the completed Geospatial Roadmap serves as a strategic framework guiding continued collaboration to advance the city's geospatial capabilities, align technology with organizational goals, and support long-term GIS growth.



GIS Capabilities Assessment

Evaluating Today to Improve Tomorrow's GIS

The GIS Capabilities Assessment shows an evolution from ad-hoc, siloed GIS efforts toward a more governed, strategic, and enterprise-integrated geospatial program that strengthens data quality, analytical capabilities, workforce skills, and organizational adoption.



ArcGIS Capabilities Assessment

Common Patterns of Use

Greenbelt Department of Administration

Current State									
	Mapping & Visualization	Data Management	Field Mobility	Monitoring	Analytics	Design & Planning	Decision Support	Constituent Engagement	Sharing & Collaboration
	Understand locations and relationships with maps and visual representations.	Collect, organize, and maintain accurate locations and details about assets and resources.	Manage and enable a mobile workforce to collect and access information in the field.	Track, manage, and monitor assets and resources in real-time.	Discover, quantify, and predict trends and patterns to improve outcomes.	Evaluate alternative solutions and create optimal designs.	Gain situational awareness and enable information-driven decision making.	Communicate and collaborate with citizens and external communities of interest.	Empower everyone to easily discover, use, make, and share geographic information.
Administration	Aware Minimal use of GIS capabilities to support business	Unaware Not currently using any GIS capabilities to support business	Unaware Not currently using any GIS capabilities to support business	Unaware Not currently using any GIS capabilities to support business	Aware Minimal use of GIS capabilities to support business	Unaware Not currently using any GIS capabilities to support business	Unaware Not currently using any GIS capabilities to support business	Unaware Not currently using any GIS capabilities to support business	Unaware Not currently using any GIS capabilities to support business

ArcGIS Capabilities Assessment

Common Patterns of Use

Greenbelt Department of Administration

Future State									
	Mapping & Visualization	Data Management	Field Mobility	Monitoring	Analytics	Design & Planning	Decision Support	Constituent Engagement	Sharing & Collaboration
	Understand locations and relationships with maps and visual representations.	Collect, organize, and maintain accurate locations and details about assets and resources.	Manage and enable a mobile workforce to collect and access information in the field.	Track, manage, and monitor assets and resources in real-time.	Discover, quantify, and predict trends and patterns to improve outcomes.	Evaluate alternative solutions and create optimal designs.	Gain situational awareness and enable information-driven decision making.	Communicate and collaborate with citizens and external communities of interest.	Empower everyone to easily discover, use, make, and share geographic information.
Administration	Advantaged Advanced use of GIS throughout all levels of the department to support business	Advantaged Advanced use of GIS throughout all levels of the department to support business	Advantaged Advanced use of GIS throughout all levels of the department to support business	Advantaged Advanced use of GIS throughout all levels of the department to support business	Advantaged Advanced use of GIS throughout all levels of the department to support business	Advantaged Advanced use of GIS throughout all levels of the department to support business	Advantaged Advanced use of GIS throughout all levels of the department to support business	Advantaged Advanced use of GIS throughout all levels of the department to support business	Advantaged Advanced use of GIS throughout all levels of the department to support business



Business Needs Assessment

Mapping the Future: What the Roadmap Revealed

Department of Administration

Josue Salmeron *City Manager*
Timothy George *Assistant City Manager*
James Wisniewski *Public Information & Communications Officer*

Sanjoy Chakraborty *Director of Information Technology*
Giselle Alvarez *Constituent Services Coordinator*
Jenni Pompei *Council Member*

Geospatial Roadmap

Current State									
	Mapping & Visualization	Data Management	Field Mobility	Monitoring	Analytics	Design & Planning	Decision Support	Constituent Engagement	Sharing & Collaboration
Admin	Aware	Unaware	Unaware	Unaware	Aware	Unaware	Unaware	Unaware	Unaware

Overview

The Administration Department functions as a central coordination, communication, and oversight body for the City of Greenbelt.

Rather than operating as a single-purpose department, Administration sits at the intersection of:

- City Leadership
- Council
- Departments
- Residents
- External Stakeholders

The primary goal of the Administration Department is ensuring that information, projects, and services move smoothly across the organization.

Responsibilities

- Interdepartmental Coordination
- Constituent Services and Issue Resolution
- Public Communication and Civic Engagement
- Special Projects & Program Management
- Elections Administration & Civic Participation

GIS Vision

The vision for GIS is a shared, map-centric platform that connects data, people, and decisions—enabling transparency, improving service delivery, supporting equitable investment, and helping Greenbelt move toward a proactive, data-driven future.

- ArcGIS as the City's **Central Integrating Platform**
- Engine for **Transparency and Trust**
- Platform for **Cross-Department Collaboration**
- A Tool for **Closing the Loop with Residents**
- Foundation for **Data-Driven and Proactive Government**
- Support for **Equity-Informed Decision-Making**

Greenbelt Department of Administration		Geospatial Roadmap 
Workflow	Current State	Desired Direction
Constituent Complaint & Service Request Workflow	- Complaints typically start with Administration. The issue is handled department-to-department, often out of view of the original complainant. - Administration later follows up with residents or council, often without a clear, auditable trail of actions taken	- Residents submit issues through a single, spatially enabled entry point. - Status updates are visible internally and externally. - Administration can analyze patterns, volumes, and response performance citywide
Interdepartmental Project Coordination Workflow	- Many projects span multiple departments - Project status is tracked across separate tools, meetings, and spreadsheets.	- Projects are tracked in a shared, map-centric view. - Departments contribute updates and share them across the organization. - Public-facing views show progress at a high level, while internal views contain more detail.
Capital Project Planning & Reporting Workflow	- Information is difficult for residents (and sometimes council) to interpret spatially. - Administration spends significant time explaining where money is being spent and why. - There is limited ability to visualize investments across neighborhoods.	- Capital projects are mapped and contextualized geographically. - Spending, funding sources, and timelines are visible in one place. - Internal users can analyze investment vs. service demand; public users see simplified, contextual views.
Public Communication & Outreach Workflow	- Administration uses many channels to communicate updates with the public - Despite broad outreach, residents still report "nobody told me." - Subscriber lists are fragmented across platforms with limited insight into which messages reach which populations.	- Communication is informed by location and audience context. - Outreach strategies can be evaluated spatially and adjusted. - GIS supports analysis and insight, not just message distribution.
Emergency & Event Situational Awareness Workflow	- During storms or major events, staff manually reference many data sources - Information is spread across multiple external and internal systems. - No unified operational view exists.	- A single operational dashboard emergency related information - Leadership can quickly assess conditions and impacts geographically. - GIS acts as the organizing framework for real-time awareness.
Elections & Civic Engagement Workflow	- Administration supports elections and voter engagement. - Broad messaging (e.g., mass texts) is often used due to constraints. - Participation metrics are reviewed after the fact.	- Spatial understanding of voter participation patterns. - Location-based insights inform future engagement strategies. - Sensitive data remains controlled and appropriately governed.
Executive Reporting & Decision-Support Workflow	- Executive insight comes from meetings, emails, and individual department reports - Data must be mentally reconciled across sources. - No single, authoritative snapshot of city operations exists.	- Executives access a "single pane of glass" dashboard. - Key questions can be answered quickly - GIS supports faster, more confident decisions.

Greenbelt Department of Administration		Geospatial Roadmap 
Goal	Challenge	Takeaway
1. Reduce Silos and Improve Cross-Department Collaboration	Redundant work and inconsistent reporting. Missed insights that only emerge when datasets are combined. Slower response during multi-department initiatives.	A shared geospatial platform that encourages collaboration without forcing departments to abandon their core systems.
2. Enable Proactive, Data-Driven Government	- Data is unevenly collected and inconsistently stored. - Staff skills and workflows are still developing. - Advanced analytics depend on strong foundational data.	GIS is framed as the backbone of a phased journey toward smarter, more proactive city operations.
3. Create a Citywide "Single Pane of Glass" for Leadership	- Data and status information lives across many disconnected systems - Leadership currently must manually piece together information	Executive command view bringing disparate systems together into one trusted, map-based dashboard that supports faster, more confident leadership decisions.
4. Improve Constituent Services and "Close the Loop"	- Resident frustration and diminished trust. - Administration left apologizing without clear evidence of actions taken. - Missed opportunities to proactively address recurring issues.	GIS-based constituent service tracking can be used to improve accountability, transparency, and public confidence while reducing reactive fire-drills.
5. Increase Transparency Around Projects, Spending, and Progress	Perception gaps between actual investment and public understanding. - Increased skepticism during council discussions. Repetitive inquiries that consume staff and council time.	Maps and dashboards are the clearest way to translate complex financial and project data into understandable, trust-building public information.
6. Support Equitable, Data-Informed Decision-Making	- Sensitive nature of comparing revenue generation vs. service consumption. - Data exists but is not spatially integrated or easy to analyze holistically.	A decision-support tool for leadership to help the city ask better questions internally, while carefully managing how analytical insights are shared publicly.
7. Strengthen Public Communication and Engagement	- Despite many communication channels, residents still report "nobody told me." - Limited ability to assess which communications are effective	GIS can align communication with geography and community context making outreach more targeted, measurable, and effective.

Greenbelt Department of Administration		Geospatial Roadmap 
Goal Prioritization		Major Business Systems • Microsoft (SharePoint & Outlook) • Edmunds • CivicPlus • Salesforce
Foundational Goals <i>These are prerequisites. Other goals depend on these being addressed first.</i>	1. Reduce Silos and Improve Cross-Department Collaboration Create a shared environment where departments contribute data once and benefit from it many times 2. Enable Proactive, Data-Driven Government Move the city along a maturity path—from collecting data, to sharing it, to applying analytics and prediction that anticipate needs before issues escalate	Perceptions <i>There is a consistent gap between internal reality and public perception.</i> Public Perception • Insufficient Communication • City Is Not Responsive to Complaints • Uneven or Unclear Resource Allocation • City Information Is Hard to Find or Use • Limited Transparency During Long Projects Internal Perception • The City Is Communicating Extensively • Frustration Being Unable to "Prove the Work"
Operational Goals <i>These improve day-to-day efficiency and service delivery.</i>	3. Create a Citywide "Single Pane of Glass" for Leadership Provide city leadership and administration with a unified, real-time view of what is happening across Greenbelt 4. Improve Constituent Services and "Close the Loop" Enable residents to submit issues spatially, track them through resolution, and clearly see outcomes	
Transparency Goals <i>These improve visibility, accountability, and trust across departments and with the public.</i>	5. Increase Transparency Around Projects, Spending, and Progress Help residents and council clearly understand what projects are happening, where, and why	
Strategic Goals <i>These guide long-term direction, planning, and investment.</i>	6. Support Equitable, Data-Informed Decision-Making Use GIS to better understand service demand, investment patterns, and community characteristics 7. Strengthen Public Communication and Engagement Use location and data to improve how, where, and to whom the city communicates	



ArcGIS Technology Demonstrations

ArcGIS in Action: Leveraging Analytics for Data-Driven Decision Making

Recommended technology demonstrated by Tom Parisi

Demonstrated Technology

Citizen Problem Reporter ArcGIS Solution - [Learn More](#)

Citizen Problem Reporter can be used to solicit non-emergency requests (for example, blight, graffiti, trash, potholes, clogged drains, and flooding) from the general public.

Capital Projects Coordination ArcGIS Solution - [Learn More](#)

Capital Project Coordination can be used to organize an official capital improvement plan, coordinate with external agencies, and share project updates.

Watch Center ArcGIS Solution - [Learn More](#)

Watch Center can be used to streamline all-hazards event monitoring and quickly understand risks to an organization's locations of interest.

Elections Outreach ArcGIS Solution - [Learn More](#)

Election Outreach can be used to educate the public and help voters find an appropriate voting center or Election Day polling place.

ArcGIS Business Analyst - [Learn More](#)

See people and opportunities clearly. ArcGIS Business Analyst is Esri's location-based market and community intelligence software that combines demographic, business, lifestyle, spending, and census data with map-based analytics for smart decision-making. Through desktop, web, and mobile apps, ArcGIS Business Analyst demographic mapping software helps you identify underperforming markets, pinpoint the right growth sites, find where your target customers live, and share the analysis across your organization as accurate infographic reports and dynamic presentations.

ArcGIS Hub Premium - [Learn More](#)

Enhance collaboration between your stakeholders and communities. Communities are better when we work together. ArcGIS Hub is a cloud-based community engagement platform that empowers individuals, organizations, and communities of practice to share trusted, curated content. Organizations of any type and size can increase transparency and trust; improve decision-making; and communicate, collaborate, and engage with those they serve.

Training

ArcGIS Fundamentals Learning Plan

Connect people, locations, and data using interactive maps *(For New Users)*

ArcGIS combines the science of geography with powerful GIS technology to help you make smarter decisions. Discover how to use maps to explore data in new ways and gain deeper understanding. Learn how to share these insights and collaborate with others through web maps and apps, all built with ArcGIS.

[Learn More](#)

Building Organizational Agility and Enabling Change in a Geospatial World Instructor-Led Course

Organizational agility starts with personal agility

In today's disruptive climate, leaders are looking for deeper insight into data, faster decisions, and greater efficiencies. As a result, organizations now realize the benefits of expanding ArcGIS adoption and instilling agility as a core competency across the enterprise. In this highly interactive workshop, participants review a holistic assessment that measures underlying skills that are essential for organizational agility and learn new ways to think, act, and react when implementing geospatial strategies.

[Learn More](#)

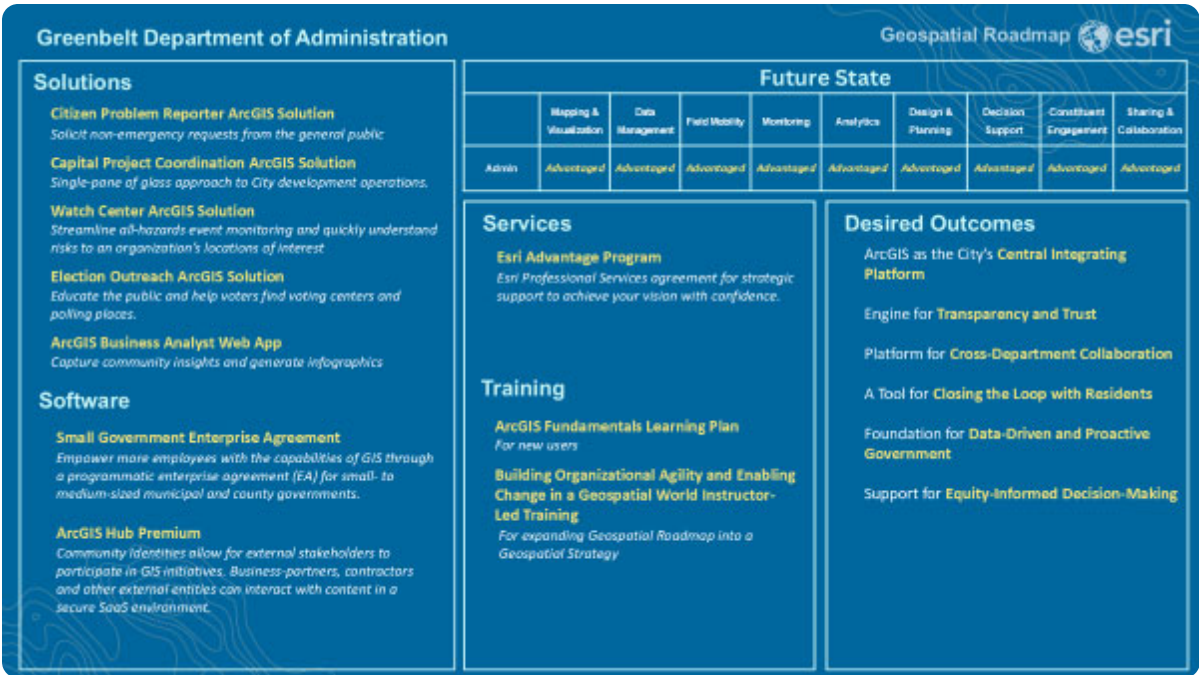


Recommendations

Your Roadmap Forward: Recommendations That Shape the Future

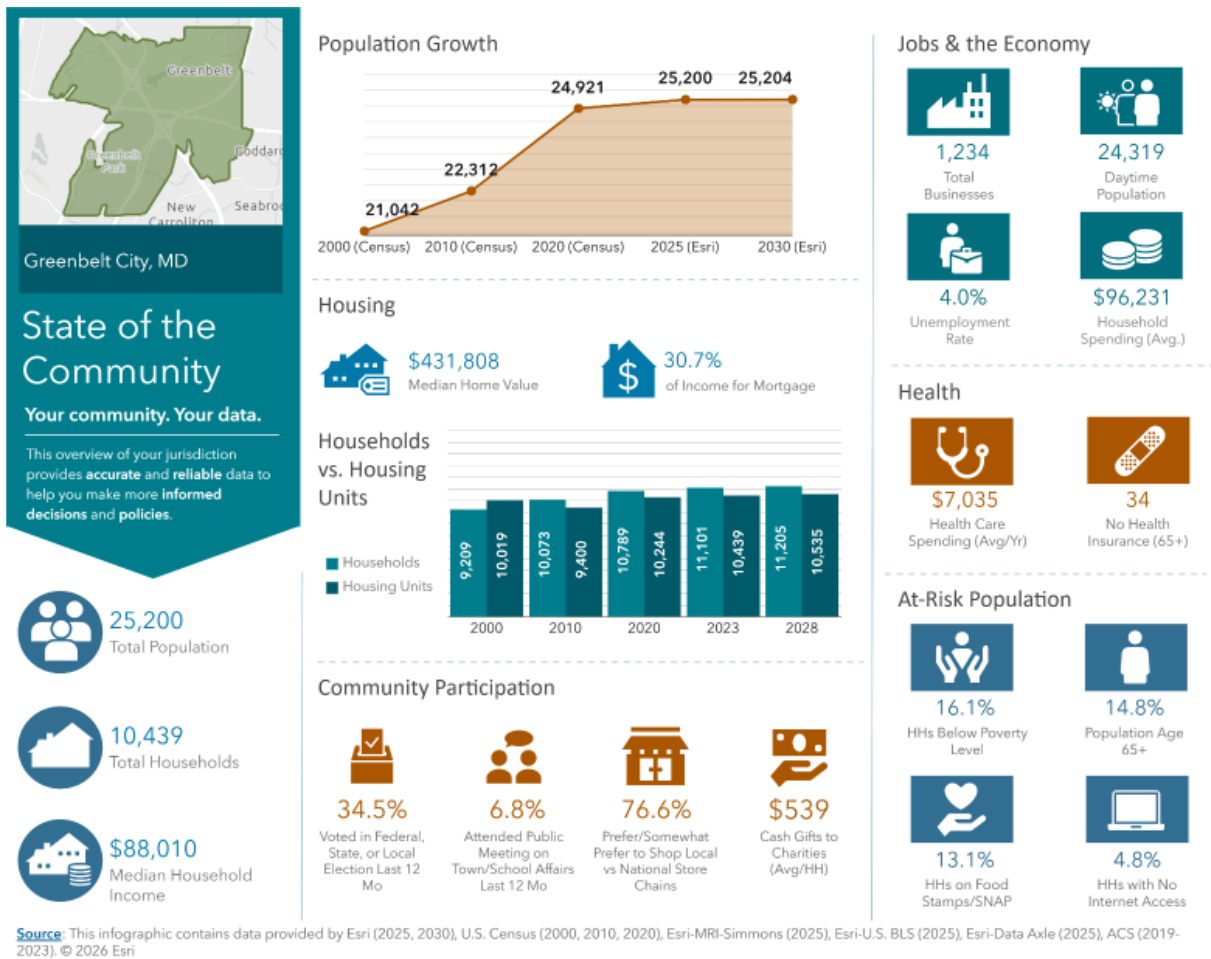
The Geospatial Roadmap enables City of Greenbelt Department of Administration to modernize systems, streamline governance, and optimize resources by aligning

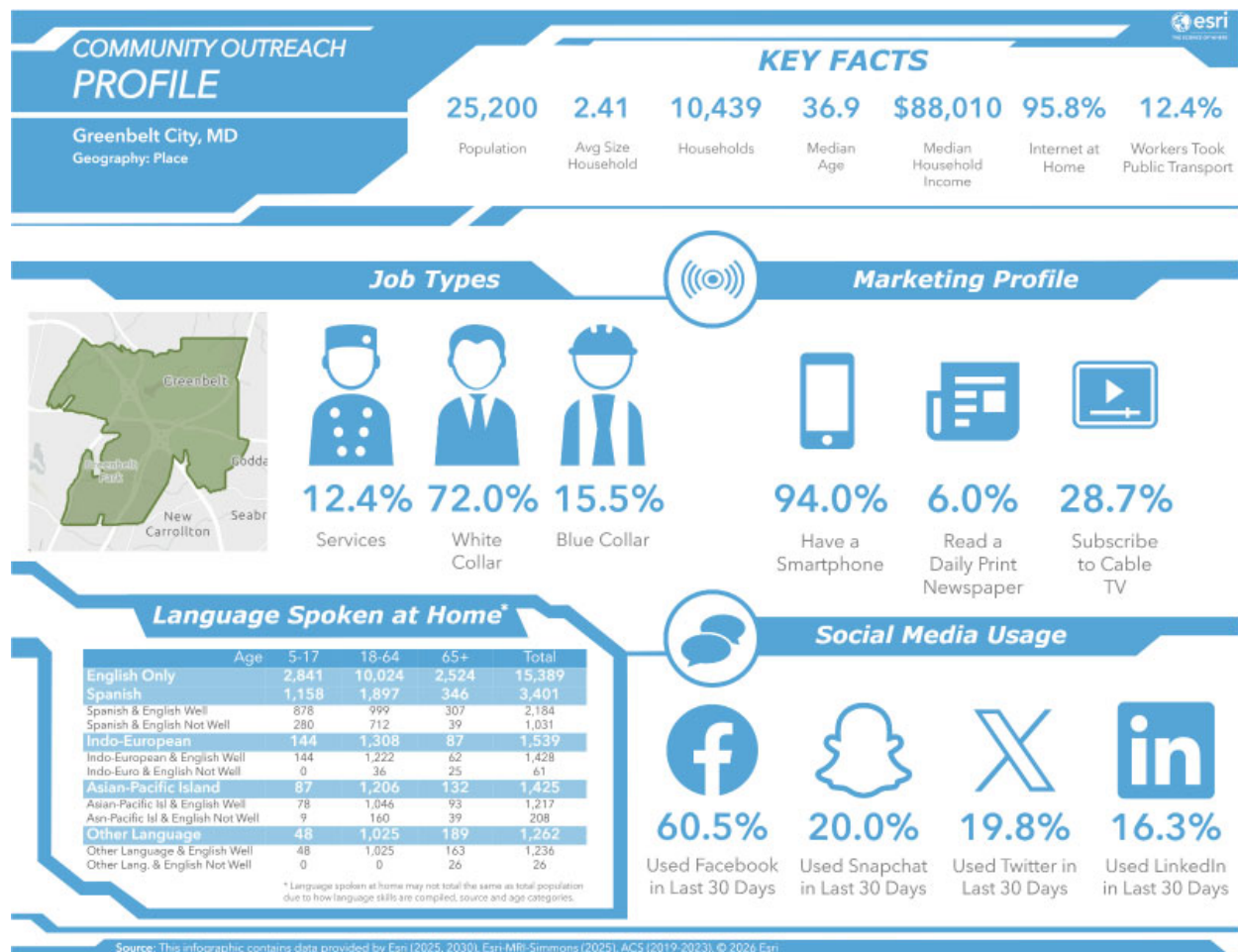
geospatial capabilities with organizational goals, improving data integration, enhancing operational efficiency, and empowering smarter, more collaborative decision-making across all departments.



Sample Greenbelt Infographics

Powered by ArcGIS Business Analyst





Elections & Voting Overview

Greenbelt City, MD | Geography: Place



CITIZEN VOTING AGE POPULATION (CVAP) KEY FACTS



19,881
2025 Population Age 18+



20,157
2030 Population Age 18+



1.39%
Percent Change in Pop 18+ 2025-2030



2,254
HHs w/1+ Persons w/Disability



3,734
Population 65+



541
Civilian Pop 18+: Veteran

TRANSPORTATION FACTORS THAT COULD IMPACT TURNOUT



1,581
Take Public Transportation to Work

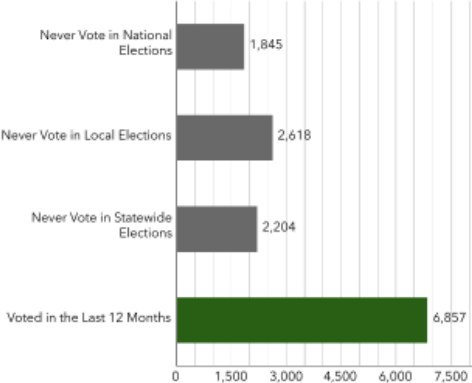


515
Owner Households with No Vehicles



N/A
Average Commute to Work in Minutes

VOTING TRENDS



INTERNET ACCESS



100
Have a Smartphone (Index)



105
Access Internet Mainly Thru Phone (Index)



4.8%
HHs w/No Internet Access (%)

Source: This infographic contains data provided by Esri (2025, 2030), ACS (2019-2023), Esri-MRI-Simmons (2025). © 2026 Esri

Elections & Voting Overview

Greenbelt City, MD | Geography: Place



LANGUAGE SPOKEN AT HOME

** Language spoken at home may not total the same as total population due to how language skills are compiled, source and age categories.*

	Age: 18-64	65+	Total
English Only	10,024	2,524	12,548
Spanish	1,897	346	2,243
Spanish & English Well	999	307	1,306
Spanish & English Not Well	712	39	751
Spanish & No English	185	0	185
Indo-European	1,308	87	1,395
Indo-European & English Well	1,222	62	1,284
Indo-Euro & English Not Well	36	25	61
Indo-European & No English	50	0	50
Asian-Pacific Island	1,206	132	1,338
Asian-Pacific Isl & English Well	1,046	93	1,139
Asian-Pacific Isl & English Not Well	160	39	199
Asian-Pacific Isl & No English	0	0	0
Other Language	1,025	189	1,214
Other Language & English Well	1,025	163	1,188
Other Lang. & English Not Well	0	26	26
Other Language & No English	0	0	0

SOCIAL ACTIVITY (INDEX)



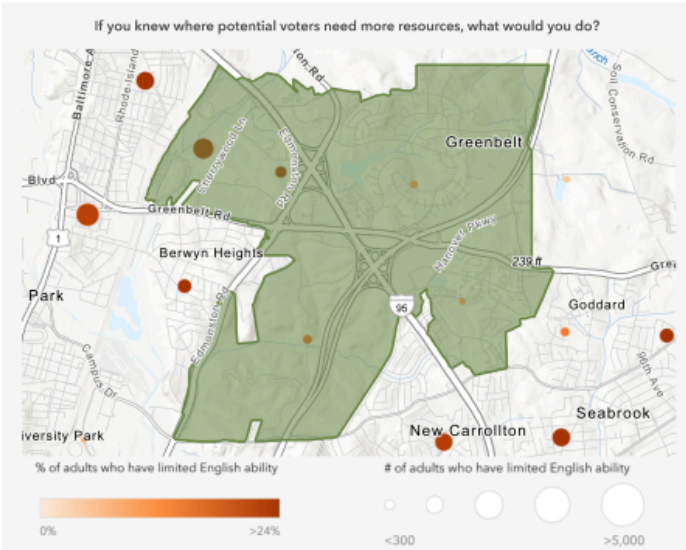
95
Participated in Public Activity Last 12 Mo



95
Attended Public Mtg Last 12 Mo

Map

If you knew where potential voters need more resources, what would you do?

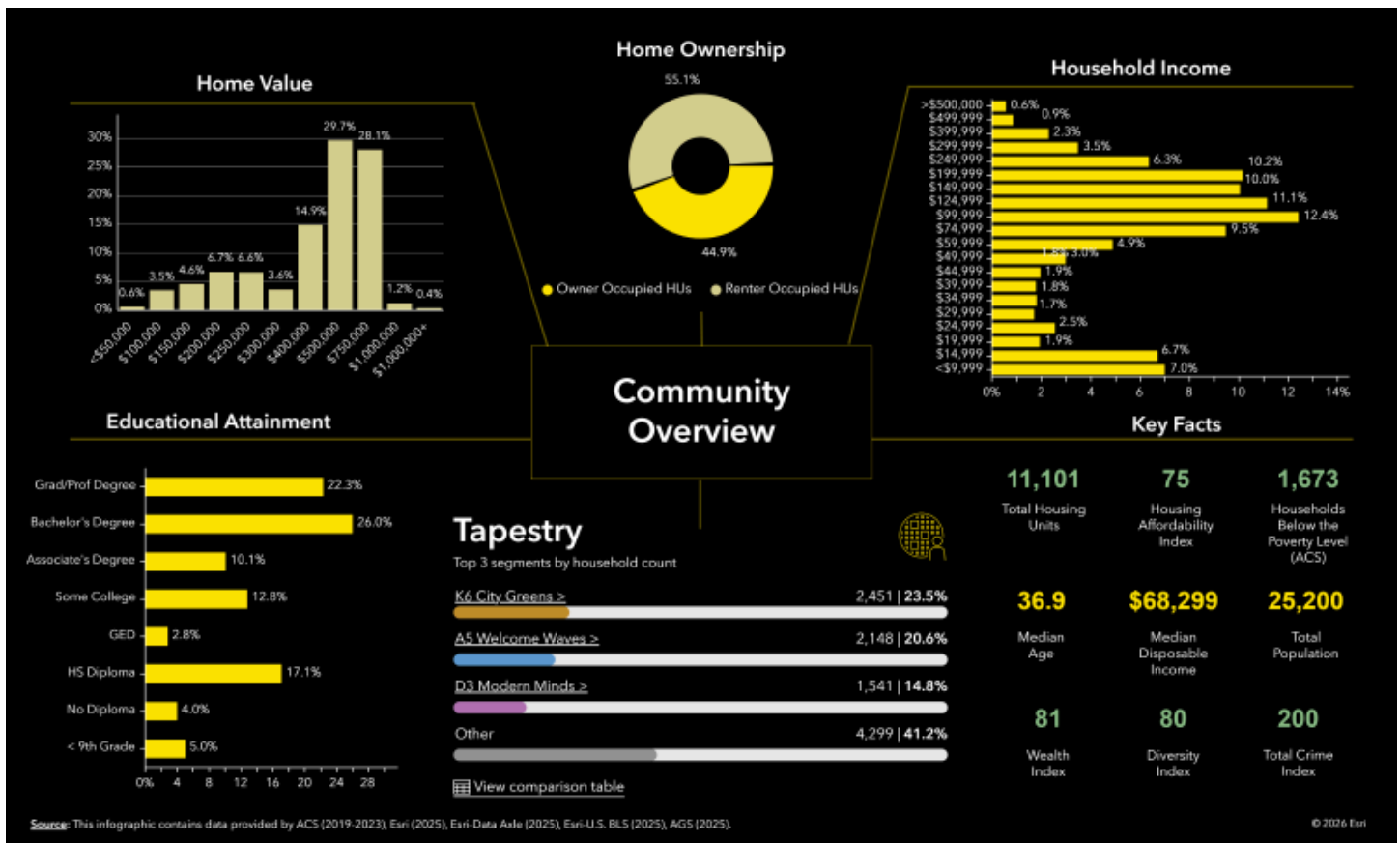
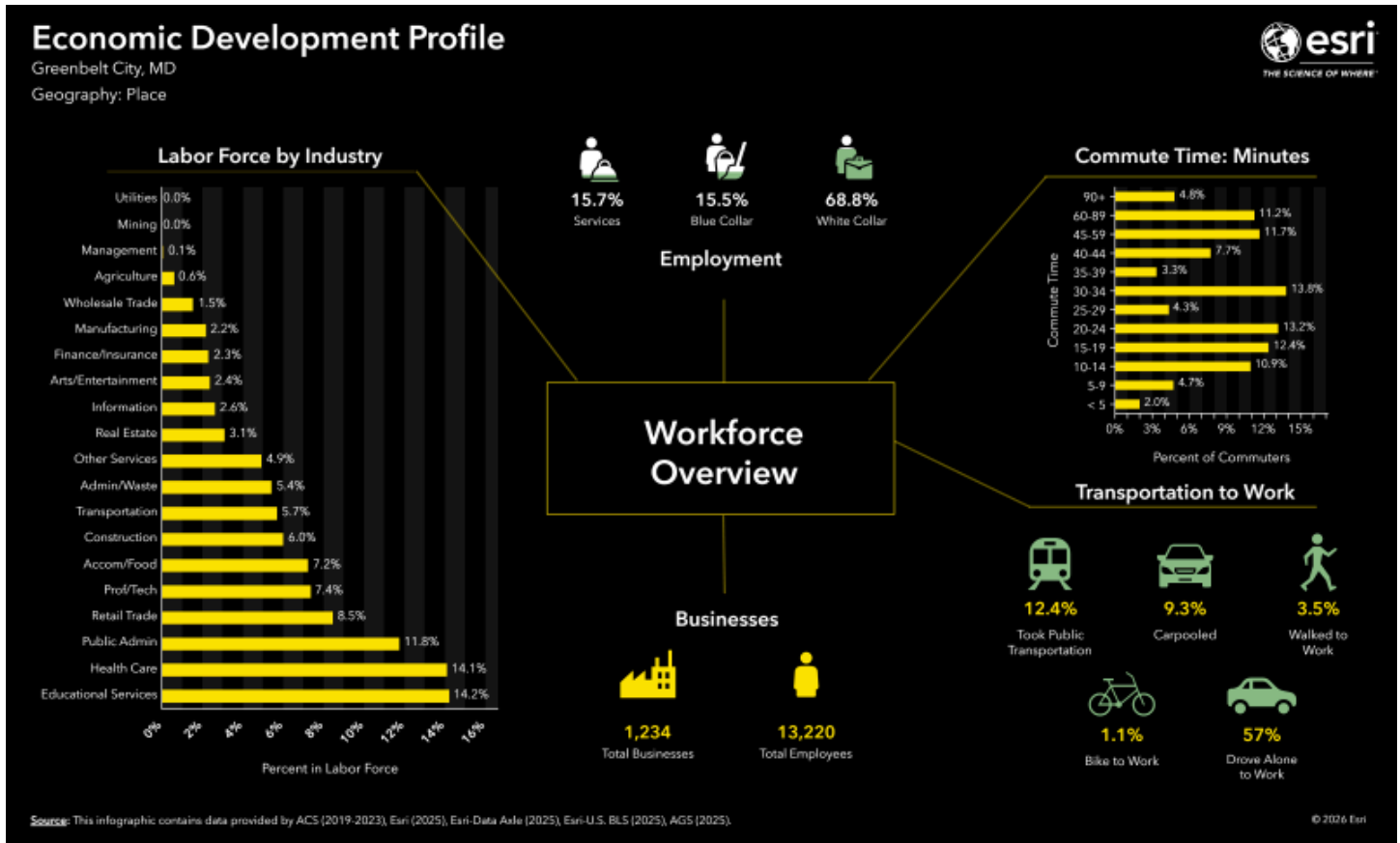


Source: This infographic contains data provided by Esri (2025, 2030), ACS (2019-2023), Esri-MRI-Simmons (2025). © 2026 Esri

https://storymaps.arcgis.com/stories/1706d527d1674a69a7c4663eed489e35/print

Page 48 of 164

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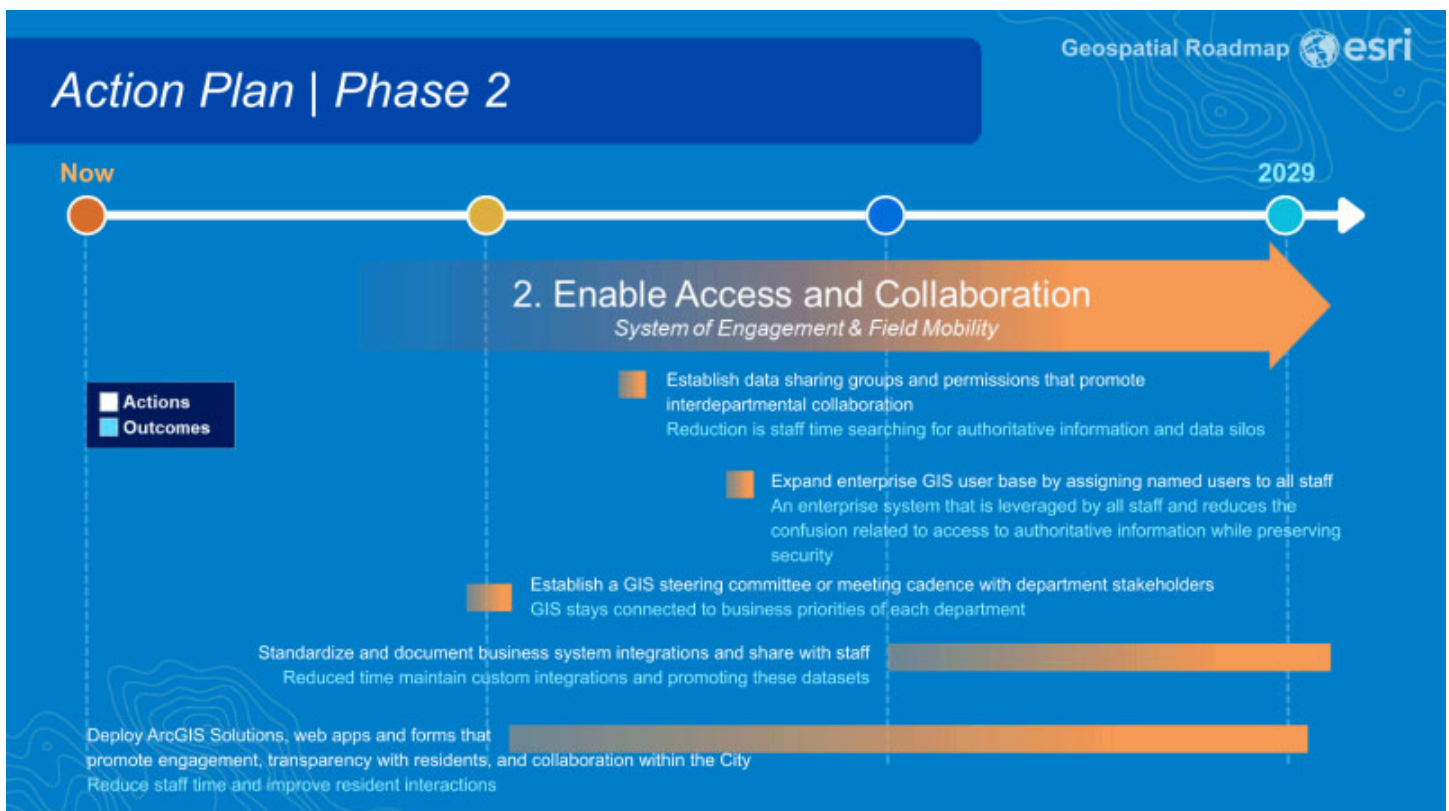


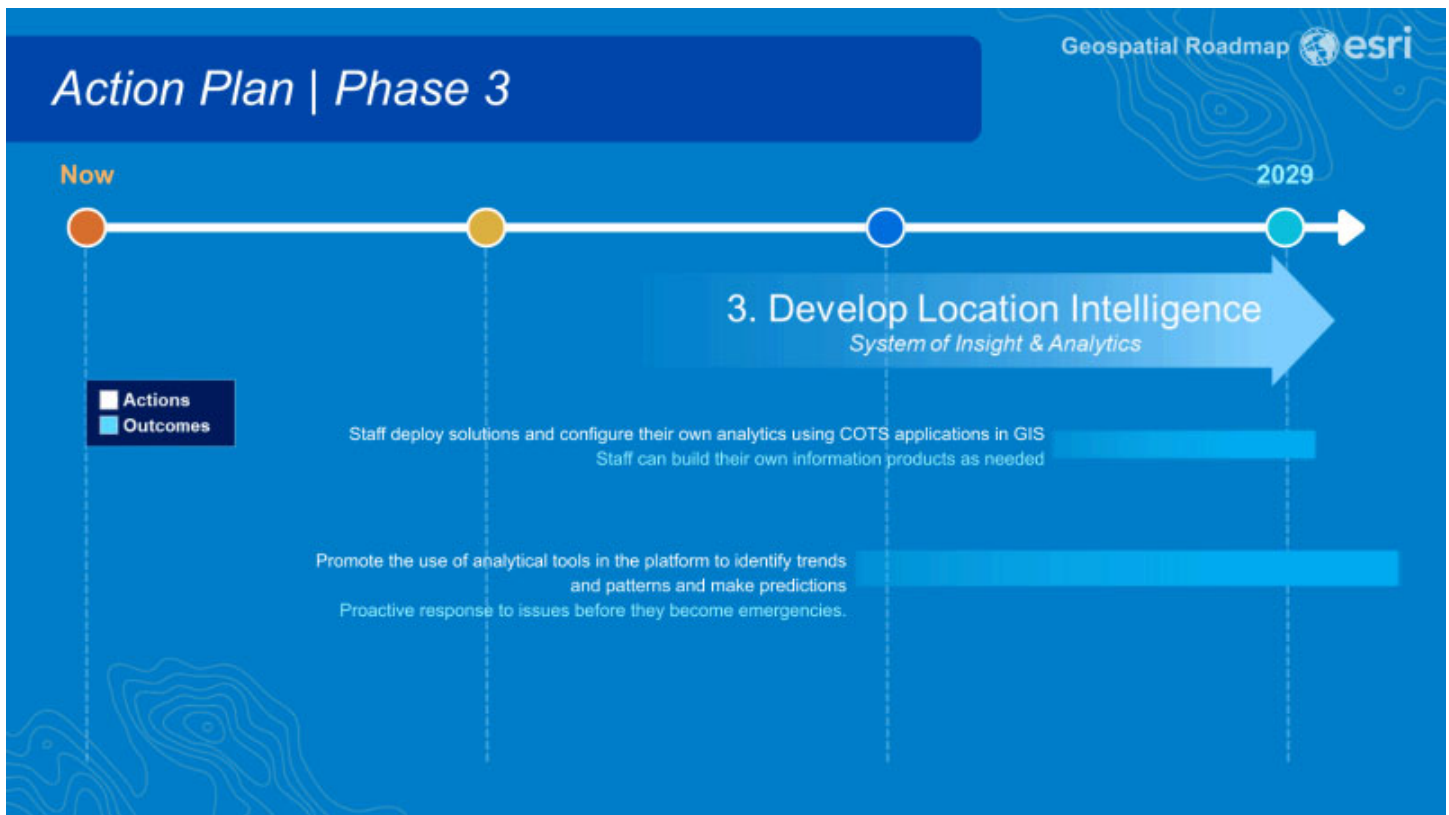


Geospatial Roadmap

Paving the Path to Geospatial Excellence







Next Steps

1. Review Greenbelt Geospatial Roadmap

2. Reconvene after review to discuss:

- Quick-Win Projects
- Long-Term Goals
- Related Software, Services, and Training to support Greenbelt with Quick-Wins & Long-Term Goals

3. Consider Organization-Wide ArcGIS Licensing

- Esri's Small Government Enterprise Agreement program extends GIS across the entire organization

[Learn More about
Esri's SGEA](#)[View Licensing Details](#)

4. Develop Location Intelligence for a Data Driven City of Greenbelt

With expanded access to data and Esri licensing, Greenbelt will have the tools and capabilities to:

- Establish central, authoritative data repository within ArcGIS
- Develop ArcGIS-based Systems for cross-departmental collaboration
- Develop ArcGIS-based Systems for third party and public collaboration
- Gain access to robust demographic and community data through ArcGIS Business Analyst
- Integrate ArcGIS with other enterprise-level business systems



Resources

Empowering Your Vision for Long-Term Geospatial Excellence

ArcGIS for Local Government

Propel your community forward. Remain agile. Meet new challenges.

A geographic information system (GIS) shapes state and local government processes, workflows, policies, and engagement with citizens. GIS provides a means to question how we can constantly improve our environment; infrastructure; safety; health; economies; planning; engineering; and,



ultimately, our world. GIS shapes state and local government processes, workflows, policies, and engagement with citizens. GIS provides a means to question how we can constantly improve our environment; infrastructure; safety; health; economies; planning; engineering; and, ultimately, our world.

[Learn more about ArcGIS for Local Government](#)



ArcGIS Trust Center

Trust.ArcGIS.com is your go to resource for security, privacy, and compliance information.

[FedRAMP](#) & [GDPR](#) Compliant

Go to [Trust.ArcGIS.com](https://trust.arcgis.com)



The Path for Geospatial Excellence

For decades, Esri has guided the work of thousands of customers in government and industry worldwide. The organizations that maximize the impact of GIS are those that proactively focus on the business of GIS.

[Learn more about Geospatial Excellence](#)

ArcGIS Architecture Center



Design, build, and sustain systems with ArcGIS that meet your organization's business needs. The functional areas of ArcGIS are realized in all three architecture tiers, including applications, services, and data. These are in turn supported by infrastructure and architecture "pillars", such as security and integration.

[Learn More about Esri's Well-Architected Framework](#)



Esri Academy

Technology is changing workplace roles, expectations, and opportunities. We believe learning is an essential strategy for success. Esri training options support GIS practitioners, non-GIS professionals, and anyone who needs to use the ArcGIS platform to support their daily workflows, enhance projects with

geographic context, and create information that leads to better decision-making.

[Go to Esri Academy](#)



Esri Events

Join a collaborative user community of forward-thinking geographic information system (GIS) professionals discovering new insights, sharing innovative best practices, and learning about the latest geospatial technology. Spark meaningful change in your industry and

help better the world.

[Go to Esri Events](#)

*"As we continue advancing and leveraging GIS and
as we keep bringing in new generations of
technology as well as new generations of people,
my sense is we're going to achieve extraordinary
things."*

Jack Dangermond, Co-founder & President of Esri

City of Greenbelt Geospatial Roadmap

The **Greenbelt Geospatial Roadmap** is a strategic initiative developed through a partnership between the **Greenbelt** and **Esri** to assess, enhance, and modernize the city's use of geographic information system (GIS) technology.

Grace McDonough

Account Manager

gmcdonough@esri.com

Tom Parisi *Solution*

Engineer

tparisi@esri.com

Don Edmonds *Solution*

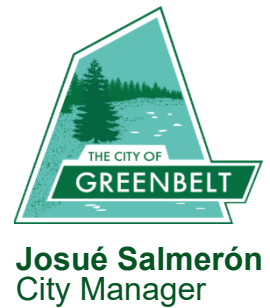
Engineer

dedmonds@esri.com

CITY OF GREENBELT, MARYLAND

OFFICE OF THE CITY MANAGER

25 CRESCENT ROAD, GREENBELT, MD. 20770



TO: Council
From: Josué Salmerón, City Manager
Date: April 10, 2026
RE: Completion of Esri Geospatial Strategic Planning – Administration Department Plan

I am pleased to share that the City has completed the Esri Geospatial Strategic Planning process. As part of this effort, each department participated in the development of a department-specific plan to help guide the future use of geographic information systems (GIS) across City operations. Attached for your review is the plan developed for Administration.

This planning effort was undertaken in partnership with Esri to better understand how GIS and spatial data are currently being used throughout the organization and to identify opportunities to strengthen the City's geospatial capabilities over time. The process included a virtual kickoff meeting, in-person work sessions, interviews, surveys, and collaborative discussions with departmental representatives.

The purpose of the Geospatial Roadmap was not to conduct a technical audit or recommend replacement of existing systems. Rather, it was intended to serve as a strategic planning exercise focused on aligning GIS tools, data, and workflows with the City's operational needs and service goals. Through this process, the City worked to identify current practices, operational challenges, opportunities for improved coordination, and practical next steps for advancing GIS use across departments.

The attached Administration Department plan provides a GIS strategy tailored to the needs of Administration. It is intended to support improved internal coordination, better use of spatial data in decision-making, and a more deliberate approach to the City's future GIS investments and implementation priorities. Similar plans were also developed for other departments as part of the broader citywide roadmap process.

This work represents an important step in strengthening the City's ability to use geospatial tools to support operations, planning, communication, and service delivery. Staff will continue reviewing the departmental strategies and identifying implementation priorities as part of the City's broader operational and technology planning efforts.

Please review the attached Administration Department plan. If you have any questions or comments.

An official website of the State of Maryland.
[Here's how you know](#) ▾



Enter search term



MARYLAND
Department of Assessments and Taxation



Section Menu ▾

[Status of Major Utility Chart](#)

Contact Us

Public Utility &
Franchise Tax Unit
700 East Pratt Street, 2nd Floor, Suite 2700, Baltimore, Maryland 21202
410-767-1170 (voicemail only)
sdat.utilitytax@maryland.gov

Public Utility Valuation and Franchise Tax Unit

Utility Valuation

Public utilities are monopolies in the areas they serve. As a result, the forces of competition which regulate prices in a free enterprise society are unable to operate. The state of Maryland regulates utility rates, operations, and services, as a substitute for competition.

In Maryland, utilities are regulated as “public service companies.” Utility companies and railroads are assessed using the unit method of valuation because the interconnected real and personal property function together to provide service. The unit method relies on the income approach and all other relevant factors such as the cost approach and the market approach when data is available.

Assessments are certified to local governments where they are converted into property tax bills by applying the appropriate tax rates set by local governments.

Public utility and railroad property includes all property used to operate the business. It includes real property such as land and buildings. It also includes personal property such as telephone or electric poles, towers, lines, cables, meters, transmission, distribution mains, and other equipment used to operate the utility.

Maryland Code:
Public Utilities §1-101 (x)
Tax Property §8-108 and §8-109

Franchise Tax

Important Update: Effective immediately the new IVR System to do electronic funds transfer as an ACH/ Debit option payment is no longer available you must use the ACH/Credit option or Wire transfer. *The costs of the ACH Credit or Wire transfer transactions are incurred by you. *You are responsible for your own proof of payment.

For more information, please access the "Payment Forms" links on the right side of this page or contact us using the information on the left.

The Franchise Tax is typically calculated on a percentage of the revenues derived from sales of the utility company to customers in the service area or territory.

The franchise tax is applied to public service companies such as gas, electric, and telephone for the privilege of doing business in Maryland. The Franchise is calculated in part as a percentage (2%) of the gross receipts derived from business in Maryland. Electric and gas companies are also subject to the .00062 per kilowatt-hour charge for electricity delivered or .00402 per therm charge for gas delivered. Public service company franchise tax revenues are credited to the general state funds.

"Public service company" is an entity engaged in telephone business in the State or engaged in the transmission, distribution, or delivery of electricity or gas in Maryland. MD Code: Tax-General §8-401-417 & §13-101-714.

The Forms below are in adobe PDF

Public Utility Valuation Forms

-  [2026 Form 17 - Public Utility](#)
-  [2026 Form 17C - Cable Television](#)
-  [2026 Form 17G -Electric Generation](#)
-  [2026 Form 18 - Railroad Operating Property](#)

-  [2025 Form 17 - Public Utility](#)
-  [2025 Form 17C - Cable Television](#)
-  [2025 Form 17G -Electric Generation](#)
-  [2025 Form 18 - Railroad Operating Property](#)

Franchise Tax Forms

-  [2025 Franchise Tax Booklet](#)
-  [2025 Form 11 - Electric & Gas Co.](#)
-  [2025 Form 11T - Telephone Co.](#)

-  [2026 29EW - Declaration of Franchise Tax Worksheet](#)

Estimated Tax Payment Vouchers

-  [2026 April 15th Form 29E](#)
-  [2026 June 15th Form 29E](#)
-  [2026 Sept. 15th Form 29E](#)
-  [2026 Dec. 15th Form 29E](#)

Prior Year Forms

Public Utility

-  [2024 Form 17 - Public Utility](#)
-  [2024 Form 17C - Cable Television](#)
-  [2024 Form 17G -Electric Generation](#)
-  [2024 Form 18 - Railroad Operating Property](#)

-  [2023 Form 17 - Public Utility](#)
-  [2023 Form 17C - Cable Television](#)
-  [2023 Form 17G -Electric Generation](#)
-  [2023 Form 18 - Railroad Operating Property](#)

Prior Year Forms

Franchise Tax

-  [2024 Franchise Tax Booklet](#)
-  [2024 Form 11 - Electric & Gas Co.](#)
-  [2024 Form 11T - Telephone Co.](#)

 [2025 29EW – Declaration of Franchise Tax Worksheet](#)

Estimated Tax Payment Vouchers

 [2025 April 15th Form 29E](#)

 [2025 June 16th Form 29E](#)

 [2025 Sept. 15th Form 29E](#)

 [2025 Dec. 15th Form 29E](#)

 [2023 Franchise Tax Booklet](#)

 [2023 Form 11 - Electric & Gas Co.](#)

 [2023 Form 11T - Telephone Companies](#)

 [2024 29EW – Declaration of Franchise Tax Worksheet](#)

Estimated Tax Payment Vouchers

 [2024 April 15th Form 29E](#)

 [2024 June 17th Form 29E](#)

 [2024 Sept. 16th Form 29E](#)

 [2024 Dec. 16th Form 29E](#)

Franchise Tax Payment Forms

 [SDAT EFT Authorization Agreement and Payment Instructions for ACH/Credit Option](#)



Maryland Department of
Assessments and Taxation
700 E. Pratt St. Suite 2700
Baltimore, MD 21202-6377

Contact Us



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- Maryland Cabinet Agencies
- All State Agencies
- For State Employees
- Maryland State Jobs
- Report State Government Fraud

Policies

- Accessibility
- Privacy & Security

Connect

- State Employee Directory
- Maryland News

Alerts

- Emergency Alerts
- Travel Alerts
- Report Cybersecurity Incident
- Report Human Trafficking
- Key Bridge

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CITY OF GREENBELT, MARYLAND

OFFICE OF THE CITY MANAGER

25 CRESCENT ROAD, GREENBELT, MD. 20770



Josué Salmerón
City Manager

TO: Council
From: Josué Salmerón, City Manager
Date: April 10, 2026
RE: Public Hearing - Proposed establishment of a Public Utility Tax Rate

This memorandum is provided to outline the proposed establish a public utility tax rate and the anticipated fiscal impact of that change.

As part of the FY 2027 budget discussions, staff is recommending establishing a specific public utility tax rate to generate additional recurring revenue for the City. Based on current estimates, the proposed adjustment would increase annual revenue by approximately \$110,000. This additional revenue would help support general municipal operations and assist the City in addressing ongoing budget pressures.

As reviewed by the City Clerk, the City has historically adjusted tax rates through the Annual Budget Ordinance rather than through separate standalone tax legislation. Records also confirm that prior utility and business personal property tax rate changes were adopted as part of the budget process, including an increase effective July 1, 2014, through Ordinance 1334. The Clerk's review also notes that a proposed rate of \$2.50 would remain competitive with neighboring municipalities, with Berwyn Heights and Bladensburg at comparable levels and Mount Rainier at \$2.75.

Staff proposes to establish the Public Utilities Tax Rate by incorporating the a new rate into the FY 2027 Budget Ordinance.

From a fiscal policy standpoint, this proposed increase would provide a modest but meaningful source of recurring revenue. Unlike one-time fund balance usage or uncertain revenues, an adjustment to the public utility tax would help strengthen the City's structural budget and provide more stable support for ongoing service delivery.

Staff recommends that the Council discuss the proposed tax rate adjustment as part of the FY 2027 budget process. I will have a presentation regarding the public utilities tax during the public hearing.



MEMORANDUM

TO: Josué Salmerón, City Manager
FROM: Bonita Anderson, City Clerk
DATE: March 13, 2026
SUBJECT: Proposed Public Utility Tax Rate Timeline

Following our discussion, I reviewed the City’s historical practices and governing authorities regarding tax rate adjustments. Historically, Greenbelt has adjusted tax rates through the Annual Budget Ordinance rather than via standalone tax legislation.

Records confirm that the Council has previously utilized the budget process for such adjustments. For example, the personal property tax rate for utilities and businesses was increased to \$1.7225 (effective July 1, 2014) via Ordinance 1334, superseding the prior rate of \$1.715 established by Ordinance 1329. These adjustments were integrated into the proposed budget cycle and adopted concurrently with the final budget.

While the proposed increase to **\$2.50** is significant, it remains competitive with neighboring municipalities that also set rates via budget ordinances. As shown in the attached **FY 2026 Public Utility Tax Summary**, rates in the Town of Berwyn Heights and Bladensburg are comparable, while the City of Mount Rainier is higher at **\$2.75**.

The City may continue its practice of setting rates within the budget ordinance. Council also has the option to introduce a standalone ordinance for the tax rate. If this path is chosen, the standalone ordinance should be introduced on the same day as the Proposed FY 2027 Budget to ensure synchronized public hearings and adoption.

Proposed Legislative Timeline

The following timeline aligns the Public Utilities Tax rate adjustment with the FY 2027 budget process, ensuring compliance with public notice and hearing requirements.

- March 23, 2026 | Introduction (First Reading): Introduce the proposed Public Utilities Tax rate of \$2.50 (either as a standalone tax ordinance or part of the Budget Ordinance adoption on May 26).
 - Staff schedules a specific public hearing for April 13 for the Public Utilities Tax Rate.
- By April 2, 2026 | Publication of Notice:
 - The City Clerk publishes the official notice for the April 13 public hearing.
- April 13, 2026 | Public Hearing:
 - Conduct a formal public hearing to receive community and stakeholder input on the proposed rate.
- April 27, 2026 | Second Reading and Adoption (Option 1):
 - Council may proceed with the second reading and adoption of the standalone tax ordinance. This coincides with the first scheduled Public Hearing for the overall FY 2027 Budget.
- May 11, 2026 | Second Reading and Adoption (Option 2):
 - Alternative adoption date if additional deliberation is required. This coincides with the second Public Hearing for the FY 2027 Budget.
- May 26, 2026 | FY 2027 Budget Adoption:
 - The finalized Public Utilities Tax rate is formally incorporated into the Adopted FY 2027 Budget.
- July 1, 2026 | Effective Date:
 - The new rate becomes effective with the commencement of the new fiscal year.

Summary of Public Utility Tax Rates (FY 2026)

The rates listed are per **\$100 of assessed valuation**.

Municipality	Public Utility Tax Rate	Ordinance/Source Reference
Berwyn Heights	\$2.50	Town of Berwyn Heights Budget Ordinance (FY 2026)
Bladensburg	\$2.50	Town of Bladensburg Treasurer's Office/County Consolidated Rate
Mount Rainier	\$2.75	Mount Rainier Ordinance No. 02-2025

Details by City

Berwyn Heights

The Town of Berwyn Heights generally aligns its public utility rate with the Prince George's County standard for municipal districts.

- **Rate: \$2.50** per \$100 of assessment.
- **Context:** This rate is distinct from the Real Property rate (\$0.54) and the Personal Property rate (\$1.25). It applies specifically to the operating property of public service companies.

Bladensburg

Bladensburg's utility tax is integrated into the consolidated Prince George's County tax billing system.

- **Rate: \$2.50** per \$100 of assessment.
- **Context:** While the town is known for maintaining a stable Real Property tax rate of \$0.74, the utility rate follows the mandated county-wide municipal cap for utility operating property.

Mount Rainier

Mount Rainier explicitly defines its utility rate within its annual "Ordinance Establishing the Tax Rate."

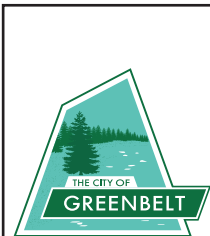
- **Rate: \$2.75** per \$100 of assessment.
- **Legislation: Ordinance 02-2025** (for Fiscal Year 2026).
- **Specific Language:** Section 3 of the ordinance states: *"The tax rate for all operating property of railroads and public utilities subject to taxation by the City of Mount Rainier shall be \$2.75 per \$100.00 of assessed valuation."*

2025-2026 TAX RATES & HOMESTEAD CREDIT CAPS

Jurisdiction	Homestead	Real Property Tax			Personal Property Tax			Utility Tax		
	Local Credit Cap %	Municipal/ Town/ City	County	State	Municipal/ Town/ City	County	State	Municipal/ Town/ City	County	State
Town of Laytonsville	10%	0.0900	0.6742	0.1120	0.3000	1.6855	0.0000	0.0000	0.0000	0.2800
Town of Poolesville	10%	0.1877	0.6742	0.1120	0.6000	1.6855	0.0000	0.0000	0.0000	0.2800
Town of Garrett Park	10%	0.2045	0.6742	0.1120	1.0000	1.6855	0.0000	0.0000	0.0000	0.2800
Town of Glen Echo	10%	0.1500	0.6742	0.1120	0.8000	1.6855	0.0000	1.5000	0.0000	0.2800
Town of Somerset	10%	0.1000	0.6742	0.1120	1.0000	1.6855	0.0000	1.0000	0.0000	0.2800
Town of Brookeville	10%	0.1500	0.6742	0.1120	0.4500	1.6855	0.0000	0.0000	0.0000	0.2800
Town of Washington Grove	10%	0.2270	0.6742	0.1120	0.7000	1.6855	0.0000	0.0000	0.0000	0.2800
Town of Kensington	5%	0.1312	0.6742	0.1120	0.8000	1.6855	0.0000	5.0000	0.0000	0.2800
City of Takoma Park	10%	0.5522	0.6742	0.1120	1.5500	1.6855	0.0000	1.5700	0.0000	0.2800
Prince George's County	3%	0.0000	1.0000	0.1120	0.0000	2.5000	0.0000	0.0000	0.0000	0.2800
New Carrollton	10%	0.5461	0.8830	0.1120	1.3700	2.2070	0.0000	0.0000	0.0000	0.2800
Eagle Harbor	3%	0.4727	0.9990	0.1120	0.0000	2.4970	0.0000	0.0000	0.0000	0.2800
Greenbelt	10%	0.8275	0.8710	0.1120	1.7225	2.1770	0.0000	0.0000	0.0000	0.2800
Berwyn Heights - Non Commercial	10%	0.5500	0.8740	0.1120	1.3250	2.1850	0.0000	2.5000	0.0000	0.2800
Berwyn Heights - Commercial	N/A	0.6800	0.8740	0.1120	1.3250	2.1850	0.0000	2.5000	0.0000	0.2800
Bladensburg - Non Commercial	10%	0.7400	0.8810	0.1120	2.5000	2.2020	0.0000	3.2500	0.0000	0.2800
Bladensburg - Commercial	N/A	0.8200	0.8810	0.1120	2.5000	2.2020	0.0000	3.2500	0.0000	0.2800
Bladensburg - Apartments	N/A	0.8500	0.8810	0.1120	2.5000	2.2020	0.0000	3.2500	0.0000	0.2800
Bowie	5%	0.4000	0.8760	0.1120	1.0000	2.1900	0.0000	0.0000	0.0000	0.2800
Brentwood	3%	0.3570	0.9260	0.1120	1.7500	2.3150	0.0000	2.0000	0.0000	0.2800
Capitol Heights	3%	0.3565	0.9010	0.1120	2.5000	2.2520	0.0000	2.5000	0.0000	0.2800
Cheverly	10%	0.5799	0.9110	0.1120	1.1000	2.2770	0.0000	0.0000	0.0000	0.2800
Cheverly - Apartments	N/A	0.7500	0.9110	0.1120	1.1000	2.2770	0.0000	0.0000	0.0000	0.2800
College Park - Non Commercial	0%	0.3350	0.9640	0.1120	0.8380	2.4100	0.0000	0.0000	0.0000	0.2800
College Park - Commercial	N/A	0.3850	0.9640	0.1120	0.8380	2.4100	0.0000	0.0000	0.0000	0.2800
Colmar Manor - Non Commercial	5%	0.7532	0.9130	0.1120	1.6500	2.2820	0.0000	2.2500	0.0000	0.2800
Colmar Manor - Commercial	N/A	0.8077	0.9130	0.1120	1.6500	2.2820	0.0000	2.2500	0.0000	0.2800
Cottage City - Non Commercial	10%	0.4538	0.9270	0.1120	1.3500	2.3170	0.0000	0.0000	0.0000	0.2800
Cottage City - Commercial	N/A	0.7200	0.9270	0.1120	1.3500	2.3170	0.0000	0.0000	0.0000	0.2800
District Heights	10%	0.6920	0.9160	0.1120	1.5000	2.2900	0.0000	2.0000	0.0000	0.2800
Edmonston	3%	0.4239	0.9150	0.1120	1.5000	2.2870	0.0000	0.0000	0.0000	0.2800
Fairmount Heights	3%	0.4300	0.9350	0.1120	1.0800	2.3370	0.0000	0.0000	0.0000	0.2800
Glenarden	3%	0.3947	0.8890	0.1120	1.1500	2.2220	0.0000	0.0000	0.0000	0.2800
Hyattsville	6%	0.6300	0.8800	0.1120	1.1500	2.2000	0.0000	0.0000	0.0000	0.2800
Landover Hills	3%	0.5200	0.9140	0.1120	1.2500	2.2850	0.0000	0.0000	0.0000	0.2800

2025-2026 TAX RATES & HOMESTEAD CREDIT CAPS

Jurisdiction	Homestead	Real Property Tax			Personal Property Tax			Utility Tax		
	Local Credit Cap %	Municipal/ Town/ City	County	State	Municipal/ Town/ City	County	State	Municipal/ Town/ City	County	State
Laurel	10%	0.7100	0.8620	0.1120	0.0000	2.1550	0.0000	0.0000	0.0000	0.2800
Mount Rainier - Residential	10%	0.7500	0.8790	0.1120	0.9900	2.1970	0.0000	2.7500	0.0000	0.2800
Mount Rainier - Townhouse	10%	0.7500	0.8790	0.1120	0.9900	2.1970	0.0000	2.7500	0.0000	0.2800
Mount Rainier - Apartments	N/A	0.8600	0.8790	0.1120	0.9900	2.1970	0.0000	2.7500	0.0000	0.2800
Mount Rainier - Commercial	N/A	0.7900	0.8790	0.1120	0.9900	2.1970	0.0000	2.7500	0.0000	0.2800
Mount Rainier - Industrial	N/A	0.7900	0.8790	0.1120	0.9900	2.1970	0.0000	2.7500	0.0000	0.2800
Mount Rainier - Vacant Developed	N/A	2.5000	0.8790	0.1120	0.9900	2.1970	0.0000	2.7500	0.0000	0.2800
North Brentwood - Non Commercial	10%	0.4750	0.9870	0.1120	1.5000	2.3150	0.0000	2.0000	0.0000	0.2800
North Brentwood - Commercial	N/A	0.6151	0.9870	0.1120	1.5000	2.3150	0.0000	2.0000	0.0000	0.2800
Riverdale Park - Non Commercial	10%	0.6890	0.8810	0.1120	2.0000	2.2020	0.0000	2.0000	0.0000	0.2800
Riverdale Park - Commercial	N/A	0.7500	0.8810	0.1120	2.0000	2.2020	0.0000	2.0000	0.0000	0.2800
Seat Pleasant	3%	0.5800	0.8830	0.1120	10.0000	2.2070	0.0000	0.0000	0.0000	0.2800
University Park	10%	0.4763	0.8800	0.1120	2.2500	2.2000	0.0000	0.0000	0.0000	0.2800
Upper Marlboro - Non Commercial	0%	0.3800	0.9200	0.1120	0.5500	2.3000	0.0000	0.0000	0.0000	0.2800
Upper Marlboro - Commercial	N/A	0.5700	0.9200	0.1120	0.5500	2.3000	0.0000	0.0000	0.0000	0.2800
Upper Marlboro - Agricultural	0%	0.2500	0.9200	0.1120	0.5500	2.3000	0.0000	0.0000	0.0000	0.2800
Upper Marlboro - Vacant Non Commercial	N/A	1.5000	0.9200	0.1120	0.5500	2.3000	0.0000	0.0000	0.0000	0.2800
Upper Marlboro - Vacant Commercial	N/A	1.5000	0.9200	0.1120	0.5500	2.3000	0.0000	0.0000	0.0000	0.2800
Morningside	10%	0.7800	0.9150	0.1120	2.0000	2.2870	0.0000	0.0000	0.0000	0.2800
Forest Heights - Non Commercial	8%	0.4654	0.9000	0.1120	1.7500	2.2500	0.0000	3.0000	0.0000	0.2800
Forest Heights - Commercial	N/A	0.6000	0.9000	0.1120	1.7500	2.2500	0.0000	3.0000	0.0000	0.2800
Forest Heights - Rented Residential	N/A	0.6000	0.9000	0.1120	1.7500	2.2500	0.0000	3.0000	0.0000	0.2800
Queen Anne's County	5%	0.0000	0.8300	0.1120	0.0000	0.0000	0.0000	0.0000	2.0750	0.2800
Sudlersville	5%	0.1670	0.8300	0.1120	0.4700	0.0000	0.0000	0.4700	2.0750	0.2800
Church Hill	5%	0.3400	0.8300	0.1120	0.0000	0.0000	0.0000	3.0000	2.0750	0.2800
Centreville	10%	0.5350	0.7000	0.1120	0.0000	0.0000	0.0000	13.0000	2.0750	0.2800
Queenstown	5%	0.2312	0.8300	0.1120	0.5800	0.0000	0.0000	2.5000	2.0750	0.2800
Queen Anne	5%	0.1800	0.8300	0.1120	0.4500	0.0000	0.0000	2.0000	2.0750	0.2800
Templeville	5%	0.3600	0.8300	0.1120	0.7200	0.0000	0.0000	0.0000	2.0750	0.2800
Barclay	5%	0.2000	0.8300	0.1120	0.2000	0.0000	0.0000	0.2000	2.0750	0.2800
Millington	10%	0.3630	0.7450	0.1120	0.7000	0.0000	0.0000	0.0000	2.0750	0.2800
St. Mary's County	3%	0.0000	0.8478	0.1120	0.0000	2.1195	0.0000	0.0000	2.1195	0.2800
Leonardtown	10%	0.1203	0.8478	0.1120	0.0000	2.1195	0.0000	0.3165	2.1195	0.2800
Somerset County	10%	0.0000	1.0000	0.1120	0.0000	2.5000	0.0000	0.0000	2.5000	0.2800
Crisfield	10%	0.8700	1.0000	0.1120	1.7500	2.5000	0.0000	1.7500	2.5000	0.2800



City Information & Events

The strength of Greenbelt is diverse people living together in a spirit of cooperation. We celebrate all people. By sharing together all are enriched. We strive to be a respectful, welcoming community that is open, accessible, safe and fair.

GREENBELT CITY CALENDAR

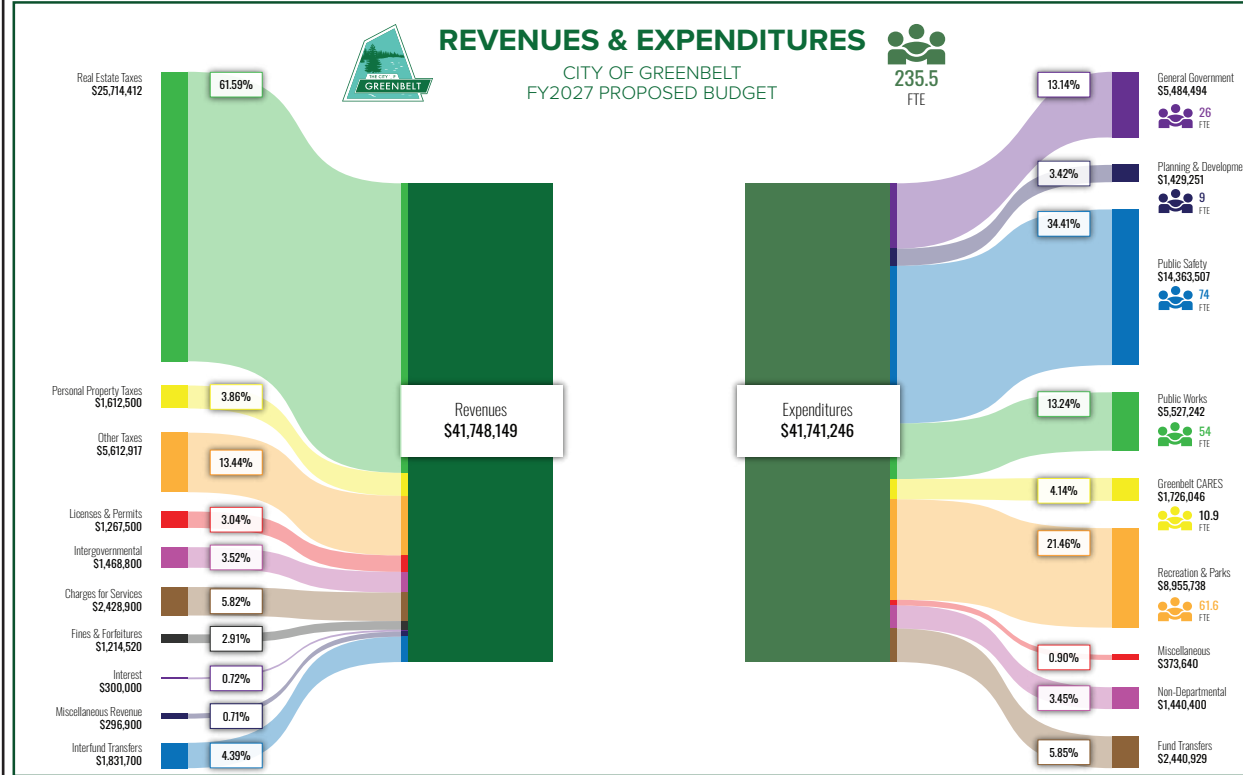
Be sure to check out the City calendar for all up to date events at www.greenbeltmd.gov/calendar.



REVENUES & EXPENDITURES

CITY OF GREENBELT
FY2027 PROPOSED BUDGET

235.5 FTE



Category	Amount	Percentage
Real Estate Taxes	\$25,714,412	61.59%
Personal Property Taxes	\$1,612,500	3.86%
Other Taxes	\$5,612,917	13.44%
Licenses & Permits	\$1,267,500	3.04%
Intergovernmental	\$1,468,800	3.52%
Charges for Services	\$2,428,900	5.82%
Fines & Forfeitures	\$1,214,520	2.91%
Interest	\$300,000	0.72%
Miscellaneous Revenue	\$296,900	0.71%
Interfund Transfers	\$1,831,700	4.39%
Total Revenues	\$41,748,149	

Category	Amount	Percentage
General Government	\$5,484,494	13.14%
Planning & Development	\$1,429,251	3.42%
Public Safety	\$14,363,507	34.41%
Public Works	\$5,527,242	13.24%
Greenbelt CARES	\$1,726,046	4.14%
Recreation & Parks	\$8,955,738	21.46%
Miscellaneous	\$373,640	0.90%
Non-Departmental	\$1,440,400	3.45%
Fund Transfers	\$2,440,929	5.85%
Total Expenditures	\$41,741,246	

MEETINGS FOR APRIL 6 - 10

Monday, April 6, **NO MEETING - EASTER MONDAY**

Tuesday, April 7 at 3 pm, **ADVISORY COMMITTEE ON TREES**
Public Works Building, 555 Crescent Road, On the agenda: Final Discussion of the 2026 Arbor Day event for Greenbelt

Tuesday, April 7 at 7 pm, **ADVISORY COMMITTEE ADVANCING PUBLIC SAFETY - Virtual Meeting**, *On the agenda: Planning Invest in Our Youth Summit, Review of Police Dept submitted updated General Orders, Review of Greenbelt Resistant Network inquiries/concerns*

Tuesday, April 7 at 7 pm, **REPARATIONS COMMISSION Virtual Meeting**, *On the agenda: Discuss Preliminary Recommendations, Announcements*

Wednesday, April 8 at 7:30 pm, **BUDGET WORK SESSION - OVERVIEW, REVENUES & GENERAL GOVERNMENT/OTHER FUNDS/NON-DEPARTMENTAL & FIND TRANSFERS/ECONOMIC DEVELOPMENT/PLANNING AND COMMUNITY DEVELOPMENT**

Wednesday, April 8 Immediately following Budget Work Session, **SPECIAL MEETING/CLOSED SESSION – PERSONNEL MATTERS AND POTENTIAL LITIGATION**

Thursday, April 9 at 7 pm, **COMMUNITY RELATIONS ADVISORY BOARD MEETING - Municipal Building, 25 Crescent Road, On the agenda: TBD**

In advance, the hearing impaired are advised to use MD RELAY at 711 to submit your questions/comments or contact the City Clerk at (301) 474-8000 or email banderson@greenbeltmd.gov. This schedule is subject to change. For confirmation that a meeting is being held call (301) 474-8000. For information on public participation for the meetings above, visit the meetings calendar at www.greenbeltmd.gov/calendar.

OFFICIAL NOTICE

In accordance with Section 3-305(b)(1) and (8) of the General Provisions Article of the Annotated Code of the Public General Laws of Maryland, a closed session of the Greenbelt City Council will be held on Wednesday, April 8, 2026, immediately following the Budget Work Session - Overview, Revenues & General Government/Other Funds/Non-Departmental & Fund Transfers/Economic Development/Planning & Community Development: 1) 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; and 2) to consult with staff, consultants, or other individuals about pending or potential litigation.

The purpose of this meeting is 1) to address personnel matters over which this public body has jurisdiction.

2) to consult with staff, consultants, or other individuals about pending or potential litigation..

The public may attend the Budget Work Session prior to the closed session and observe the vote of the Council to move into the closed session on Wednesday, April 8, 2026.

- Bonita Anderson, City Clerk

KNOW YOUR RIGHTS

In the City of Greenbelt, we remain committed to embracing and celebrating the diversity of all. As our nation undergoes change, feelings of pride, uncertainty, and even fear may arise. Yet, we stand firm in the pledge that has defined Greenbelt since its inception and will not falter.

Learn more at <https://www.greenbeltmd.gov/government/know-your-rights-immigration-resources>.

A majority (or quorum) of Greenbelt City Council members may attend community organization meetings, but no official Council action will be taken at these meetings. Please note that meeting locations may change after being published. For information on how to join these meetings, contact the respective organization directly.

OFFICIAL NOTICE - PUBLIC HEARING

The Greenbelt City Council has scheduled a public hearing to be held during the Regular Meeting of Council **Monday, April 13, 2026 at 7:30 pm**

CONCERNING THE PROPOSED PUBLIC UTILITY TAX RATE OF \$2.50 FOR FISCAL YEAR 2027.

This is the first Public Hearing on the proposed Public Utility Tax Rate. Public attendance and participation are encouraged. All residents of Greenbelt will have a reasonable opportunity to provide written and oral comments and to ask questions concerning the proposed Public Utility Tax Rate.

Copies of the proposed Public Utility Tax Rate may be examined at the City Offices, 25 Crescent Rd., during normal operating hours. The proposed Public Utility Tax Rate is also posted on the City website at <http://www.greenbeltmd.gov>. For more information, please call 301-474-8000.

- Shaniya Lashley-Mullen, Deputy City Clerk

FREE VISION & HEARING SCREENINGS

March 5 from 10am - 1 pm

Greenbelt Community Center, Ground Floor East

GAIL presents **Once Upon A Greenbelt!** This event is for Greenbelt Residents only.

The GAIL program, in partnership with the Lions Club, is providing free vision and hearing screenings for parents and children in elementary and middle school. This initiative is designed to encourage children to put down the tech and dive into a fun book with family. The event helps ensure that children and parents can see clearly, read confidently, and build a strong foundation for learning.

Use the QR code and fill out a form to register.



DRAFT CEMETERY PRESERVATION MASTER PLAN

The City of Greenbelt has contracted with JMT to prepare a Preservation Master Plan for the preservation, maintenance and use of three historic cemeteries. View the draft of the Cemetery Preservation Master Plan using the QR code or by [clicking here](#). The project is being funded by a grant received from the Maryland Heritage Area Authority/Maryland Historic Trust. You can learn more and stay updated by visiting the [City of Greenbelt website](#).



The City is **accepting comments** on the Draft Cemetery Master Plan until April 24, 2026. Comments can be submitted to the Department of Planning and Community Development Director Terri Hruby at thruby@greenbeltmd.gov.

FREE HEALTH SCREENINGS

Tuesday, May 5 from 10 am - 1 pm

Springhill Lake Recreation Center, 6101 Cherrywood Lane

This free health screening is for adults 18+. No insurance or ID required. Available screenings: Blood pressure, A1C testing, Glucose testing, and/or Cholesterol screening



Register at <https://forms.gle/v5jabqbbAuL88YcS9>.

Contact: Canela Bascolo at (240) 542-8810 or cbascolo@greenbeltmd.gov

Presented by Greenbelt Assistance in Living (GAIL) and Luminis Health

GREENBELT LITTLE LEAGUE OPENING DAY

Saturday, April 11 from 10 - 11 am

Braden Baseball Fields, 101 Centerway

Join us for the opening day of Greenbelt Little League's 75th season! Come celebrate the milestone with food truck's, raffles, and the parade of teams. Included in the opening day ceremonies will be a ribbon cutting for the newly renovated baseball fields.



* VOLUNTEER * VACANCIES *

APPLY FOR A COMMITTEE OR BOARD TODAY!

Volunteering for City of Greenbelt Committees & Boards is an excellent opportunity to engage with your community and make a difference. Choose from a number of committees & boards such as the Advisory Committee on Education, Advisory Committee on Trees, Arts Advisory Board, Board of Appeals, Community Relations Advisory Board, Ethics Commission, Forest Preserve Advisory Board, Greenbelt Advisory Committee on Environmental Sustainability, Park and Recreation Advisory Board, or Youth Advisory Committee and make a difference in Greenbelt!

Take the first step towards making a positive impact and apply for one of these committee vacancies today!

Call (301) 474-8000.

ARTS HAPPENINGS

Visit www.greenbeltmd.gov/arts for more information and many other opportunities!

Sign up for ARTFANS, a weekly e-newsletter, at www.greenbeltmd.gov/list.aspx.

Artist's Studio Space
Apply by 4/17 to the Artist in Residence Program at the Greenbelt Community Center. Monthly rent: \$246.11. Info and application: <https://bit.ly/4uR1RtO>.

April Artful Afternoons
4/12; 1-2pm & 2-3pm (Greenbelt Community Center) 4/19; 1:30-2:30pm (Springhill Lake Recreation Center). Attract fairies to your spring garden with a ribbon hanging. Sign up here: sugeni.us/entx.

Friends & Family Workshop: Paper Quilling Blossoms & Bugs 4/3; 5:30-7pm (Greenbelt Community Center) Make beautiful spring designs with rolled paper. Registration required - see page 13 of the Spring Activity Guide. Residents: \$5, Non-residents: \$10.

MORE ARTS HAPPENING SOON

- Uke Jam** 4/12; 1:30-2:30pm (Greenbelt Community Center) sign-up: sugeni.us/enfB
- April Art Share** 4/19; 2-3pm (Greenbelt Community Center) sign-up: sugeni.us/ekEQ
- Art Studio Open House & Sale** - save the date! 5/3; 1-4pm (Greenbelt Community Center)

Page 68 of 164

Introduced: March 23, 2026
1st Reading: Mayor Pro Tem Weaver
Passed:
Posted:
Effective:

RESOLUTION NUMBER 2131

A RESOLUTION TO REPEAL AND REENACT WITH AMENDMENTS RESOLUTION NUMBER 2109 TO ADOPT REVISED STANDING RULES FOR THE COUNCIL OF THE CITY OF GREENBELT, MARYLAND

BE IT RESOLVED by the Council of the City of Greenbelt, Maryland, that the Standing Rules of the City Council, as adopted by Resolution Number 2109, are hereby repealed and reenacted with amendments to read as follows:

(modification to existing language; deletions and additions denoted by **gray highlight**)

STANDING RULES FOR THE COUNCIL OF THE CITY OF GREENBELT, MARYLAND

March xx, 2026

I. Council Meetings

1. Regular Council Meetings

- a. In accordance with the City Charter, which prescribes that the City Council shall meet not less frequently than once each month, the following schedule is hereby established for Council to meet in regular session: Regular meetings shall be held on the second and fourth Mondays, except for the months of July, August, and December when Council shall meet on the second Monday only. When any regularly scheduled meeting falls on a declared city or religious holiday the meeting shall be held on the following Tuesday at the same hour unless otherwise provided by motion of the City Council. By agreement of a majority, the Council may dispense with or reschedule any regular meeting provided that at least one meeting of Council shall be held in each calendar month. Such action shall be taken by motion at a regular meeting preceding the one to be changed where time permits.
- b. Regular meetings of the Council shall be held at 7:30 p.m. in the Council Room of the Municipal Building unless Council, by motion, designates

another time or another public place within the corporate limits of the City of Greenbelt.

- c. Regular meetings shall have a time limit of two hours, and if the meeting is to go beyond that point, there must be a vote of the majority of Council to extend the meeting in half-hour segments.

2. **First Meeting Following Council Election**

- a. At 7:30 p.m. on the first Monday following a regular Council election or run-off election, the Council shall meet at the usual place for holding its meetings, and the newly elected members shall, upon taking the oath of office, assume the duties of office. If an emergency meeting needs to be held between the election and the first meeting, the newly elected members shall take the oath of office at this meeting, and assume the duties of the office.
- b. At the organizational meeting following a Council election, the newly elected members shall, before entering upon the duties of their office, take or subscribe to the oath or affirmation prescribed by City Charter. Such oaths or affirmations shall be made before a retiring Mayor or Mayor Pro Tem if they will no longer be serving on Council, or before the Clerk of the Circuit Court for Prince George's County or one of the Clerk's sworn deputies. After selection by Council, the Mayor shall take the oath again, specifically naming that office, before the Clerk of the Circuit Court or designated sworn deputy.
- c. At the organizational meeting following a regular Council election, a majority of the members of Council shall choose one of its members as Mayor and shall also choose one of its members as Mayor Pro Tem. If a vacancy occurs in the office of Mayor, or in case of the Mayor's absence or disability, the Mayor Pro Tem shall act as Mayor for the unexpired term or during the continuance of the absence or disability of the Mayor.

3. **Committee-of-the-Whole Meetings (Work Sessions)**

Committee-of-the-whole meetings (work sessions) of the City Council may be held for the purpose of receiving and discussing information on such matters as deemed desirable and to request staff to obtain such other information as Council may request, provided that no formal actions shall be taken at such meetings and provided further that such meetings shall be open to the public. Work sessions are scheduled at convenient times based upon availability of Councilmembers. Work sessions should not be scheduled for times when Councilmembers have Advisory Board or Committee meetings. A portion of the work sessions on the first and third Monday of each month should be reserved for agenda and schedule review (preferably at the beginning of the session) and prioritized as work sessions for upcoming legislation or action items.

Informational items to be discussed at a work session shall be identified at the beginning of the meeting. Councilmembers may report such informational items at the end of the meeting. These informational items shall be recorded in the

minutes under Other Business. In general, work sessions should be kept to a length of not longer than two hours, unless a longer time is needed for a specific purpose and agreed to by Council.

To better clarify the purposes of various types of work sessions, the following types are defined:

- **Standard Work Sessions:** Council meeting with staff or other experts on one or more topics, often in preparation for action to be taken at a future council meeting. These should have a clearly defined agenda and outcomes. Minutes and preparation packets are required for standard work sessions.
- **Public Hearings:** Held in accordance with legal requirements for the budget, charter amendments, etc. These are formal opportunities for the public to weigh in on a particular topic, but are not interactive. Comments are noted but not required to be responded to by Council at the time. Public hearings take place as part of a regular meeting or as a special meeting of Council.
- **Town Halls:** Informational sessions focused on a particular topic or issue of interest to the community, often with a panel of experts. While Council may attend, these are likely to be more staff-driven. Presentation materials may be provided, but formal minutes are not taken at town halls.
- **Listening Sessions:** Opportunities for Council to interact with the public in a format less formal than a Public Hearing, but which may be focused on getting feedback on a particular topic. These are especially intended to be held outside of the council chambers in various parts of the city. Listening sessions are formal meetings of council and will have minutes taken.
- **Council Meet and Greets:** Informal gatherings without a formal program, but also intended to be an opportunity to interact with the public in a fluid, mingling sense. While residents may bring up topics related to business of the City, council members should not discuss such business with more than three in a grouping. Formal minutes are not taken at meet and greets.
- **Stakeholder Meetings:** Scheduled with groups such as Greenbelt Homes Incorporated, homeowner's associations, Advisory Board and Committee chairs, etc. Held either on a regular cadence or if an issue comes up, these sessions are focused on the interaction between Council and the stakeholder group. A clear purpose for the stakeholder meeting should be defined ahead of time, including questions or topics from Council to the stakeholder(s), and ideally the same from the stakeholder(s) for Council. Stakeholder meetings should help advance Council strategic priorities. Stakeholder meetings shall have formal minutes taken.
- **Retreats:** Opportunities for Council to discuss legislative priorities, set goals for the council term, etc. Especially at the beginning of a new term, these are longer sessions and may have an outside facilitator. While

these are still open to the public, the focus is on council members interacting with each other, and may not be broadcast or recorded. Because of the nature of the discussion, in place of minutes, a report of the outcomes of the retreat will be created.

4. Topical Working Groups

The Council shall, as needed, set up topical working groups consisting of no more than three council members and appropriate members of staff or others with required expertise. The working groups may be created to conduct research and prepare legislation or other proposals on a particular topic, to be able to more agilely handle an area of concern, or to work on a special project on an ad hoc and timebound basis. The working group shall regularly provide written (preferably) or verbal reports back to the full Council, and bring any items requiring a decision for a vote of the full Council. If work sessions are held on the topic of the working group, the Mayor shall open the meeting and delegate to a designated group member to prepare the agenda, lead the meeting, and prepare a list of action items after the meeting.

5. Closed Sessions

The Council shall have the right to meet in closed sessions, which shall be closed to the public, to consider items of a sensitive nature. Such meetings shall be held in accordance with the applicable provisions of the General Provisions Article, Section 3-305 of the *Annotated Code of Public General Laws of Maryland*. Closed sessions shall be called by the City Clerk upon the written request of the Mayor, the City Manager, or four members of Council.

6. Special Meetings

Special meetings shall be called by the City Clerk upon the written request of the Mayor, the City Manager, or four members of Council. The City Clerk shall prepare a notice of the special meeting, stating the time and place of the meeting and the subjects to be considered at the special meeting. No subjects other than stated in the notice shall be considered at the special meeting, except by unanimous consent of all members of Council. Notices of special meetings shall be served upon each member of Council and the City Manager, or left at their usual places of residence, at least two hours before the time of the meeting. It shall also be the duty of the City Clerk, immediately upon receipt of a written request for a special meeting, to make diligent effort to notify each member of Council and the City Manager, by email, text, telephone or otherwise, of such special meeting.

7. Attendance at Meetings

Members shall attend all regular and special meetings, and work sessions of the Council. If a Councilmember cannot attend a regular or special meeting of the Council because of illness or other unavoidable circumstance, the Council shall be so advised. The Council shall have the power to compel the attendance of

any absent member by a majority vote of the members present at any meeting.

In the event that a councilmember is unable to physically attend the meeting and desires to participate in the meeting (including voting) by electronic means (telephone, computer, etc.), the councilmember may do so with the approval of a majority of the Councilmembers physically present providing:

- a. The councilmember has all the materials for the meeting in his/her possession;
- b. The councilmember can be clearly heard and understood by all those present at the meeting; and
- c. The councilmember can clearly hear and understand all those present at the meeting.
- d. If the meeting is a closed session, participation must be done in a private and confidential manner.

8. **Notice of Meetings of the Council**

Written notice of all public meetings of the City Council shall be posted on the bulletin board at the Municipal Building, listed on the city's cable television access channels, listed on the city Website, and shared to the City's Social Media showing the date, time, place, and topic(s) of such meetings. Notice of regular meetings of the Council, public hearings and, insofar as possible, work sessions and special meetings shall be published in the *Greenbelt News Review* the week preceding the Council meeting and shall include a preliminary agenda or, in the case of work sessions, the topic(s) to be considered.

9. **Meetings of Council Open to the Public**

All meetings of the Council, with the exception of closed sessions authorized by applicable state law, shall be open to the public. Residents of the city and others shall have a reasonable opportunity to be heard on any matter being considered at the meeting. This should be read at the beginning of each meeting and added to the top of each agenda.

Persons desiring to speak on a matter being considered by the Council at a regular meeting may sign in or fill in a comment card and indicate the item(s) they wish to comment on, or if they are planning to deliver a general petition or request. During work sessions or public hearings, a sign-in sheet may be used, or at the discretion of Council, persons wishing to speak shall raise their hands, physically or virtually, or if not able to do so, otherwise indicate their wish to speak in an alternate fashion. Comments may also be sent to Council via email (questions@greenbeltnmd.gov), Zoom Q&A or via postal mail to be read into the record. All comments should follow the posted Public Comment Policy.

After being recognized by the presiding officer, the speaker shall identify themselves and their place of residence. Speakers shall confine themselves to the question under debate, avoid personalities, and refrain from impugning the motives of any Councilmember's argument or vote or the statements of any other

resident or person. Residents of Greenbelt shall have precedence over others in being recognized. No person shall speak more than once upon any one subject and no person shall speak for longer than three minutes.

II. Presiding Officer

1. Presiding Officer

The Mayor or, in the Mayor's absence, the Mayor Pro Tem shall preside at all regular or special meetings of the Council. At the hour appointed for the Council to meet, the Mayor or, in the Mayor's absence, the Mayor Pro Tem shall take the chair and immediately call the members to order. At all regular meetings of Council, the roll shall be called by the City Clerk. The City Clerk shall enter in the minutes of all meetings the names of the members present. For work sessions related to the topic of a designated working group, the Mayor shall preside over the meeting and delegate relevant agenda items to a designated member of the working group. Town halls shall be presided over by the relevant staff member or other expert, as appropriate.

2. Temporary Chair

In case of the absence of the Mayor and Mayor Pro Tem at a meeting of Council, the City Clerk shall call the Council to order. If a quorum is found to be present, the Council shall proceed to elect, by majority vote of those present, a Chair of the meeting who shall preside until the arrival of the Mayor or Mayor Pro Tem. The temporary Chair shall not preside beyond the adjournment of the meeting for which he or she was elected.

III. Quorum

A majority of the members elected to the Council shall constitute a quorum to conduct business. However, any number of members present may convene to compel the attendance of absent members.

IV. City Manager and Members of Staff

The City Manager shall have the right to take part in the discussion of all matters coming before the Council, and other members of staff shall be entitled to take part in discussions of the Council relating to their respective offices.

V. Minutes

1. Minutes of Meetings

The proceedings of the Council shall be briefly and accurately stated in the minutes. Titles of all ordinances and resolutions with their designated numbers shall be entered in the minutes and shall be preserved in a book for that purpose. The City Clerk shall keep minutes of all meetings, including special meetings, work sessions and closed sessions, and not less than three days before a

regular meeting shall furnish each member of Council and the City Manager with copies of minutes of preceding meetings. Minutes of regular meetings should be presented for Council's approval within 30 days, unless there are mitigating circumstances reported to Council.

Under the General Provisions Article 3-306(B)(2)(i) of State Law which states that minutes of meetings are not required if live and archived video is available, the video of Council meetings will serve as meeting minutes until the written minutes of the meetings are approved by Council.

2. Minutes Open to Public Review

Minutes of regular meetings, special meetings, public hearings, public meetings, and work sessions shall be available for review in the City Clerk's office during regular office hours. However, minutes shall not be available until approved by the Council in regular meeting. Approved minutes are also posted on the City website. Minutes of closed sessions of the Council held in accordance with applicable state law shall not be open to public inspection.

3. List of Action Items

Following each work session, a list of action items shall be prepared and provided to Council. A thank-you letter should be sent out after all stakeholder meetings listing the three top action items that were discussed.

VI. Duties and Privileges of Members

1. Seating Arrangement

Members shall occupy the respective seats at the Council table as determined at the organizational (Charter) meeting. Any two or more members may exchange seats by joining in a written notice to the rest of Council to that effect.

2. Right to Floor

- a. Before speaking on any matter, a member shall seek the floor by addressing the presiding officer and, once recognized by the chair, shall confine comments to the question under debate, avoid personalities, and refrain from impugning the motives of any other member's argument or vote. No member of Council shall interrupt another without that member's consent. To obtain such consent, the member shall first address the presiding officer.
- b. Members of Council shall not raise personnel matters pertaining to alleged improper performance or conduct of any city employee(s) or Council appointee(s) at a public Council meeting. Any concerns about the conduct or performance of any city employee(s) or Council appointee(s) shall be brought to the attention of the City Manager, or a closed session of Council may be requested to discuss the personnel matter.
- c. As a practice City Council sets policy and budget priorities within the scope

of its local jurisdictional authority and on matters directly related to its local sphere of influence. As a body, City Council shall not generally take positions on foreign, national, or regional issues that do not directly affect the conduct of the City's business.

3. **Right of Appeal**

Any member may appeal to the Council for a ruling on a decision of the presiding officer. The member making the appeal may briefly state the reason for the appeal, and the presiding officer may explain the ruling. However, there shall be no debate on the appeal. The presiding officer shall put the question: "Shall the decision of the Chair be sustained?" If a majority of the members present vote "yes," the ruling of the Chair is sustained; otherwise, it is overruled.

4. **Limitation of Debate**

Any member can speak to a motion when recognized by the chair, up to two times. A member can only speak a second time after all members who wish to speak on that motion have had their first opportunity. No member shall speak for a longer time than five minutes without a majority vote of Council. Any member can call for a motion to extend the debate, allowing for longer speeches or more turns to speak, requiring a majority of Council to pass.

5. **Voting**

a. When a question is put, every member present or attending remotely by electronic means shall vote either in the affirmative, the negative or abstain. Any member shall be entitled to abstain so long as such member gives a reason for abstaining and such reason falls within one of the following:

- When to vote would or could be considered improper pursuant to the City and State Ethics Laws.
- When to vote could or may show bias for or against a person, organization or business that the member has a close personal relationship with thus reflecting poorly on the member and the office such member holds.
- When for any other reason a member is not comfortable voting and has given the Chair a reason for requesting to abstain so long as excused by the Chair or Council by vote as provided for herein below.

Application to be excused from voting shall be made to the Chair before the votes are called for. After the member has briefly stated the reason for the request to be excused, the decision thereon shall be made by a super-majority of councilmembers present without debate.

Except as provided in the City Charter or these rules, all voting shall be by voice vote or by such other method as a majority of the Council shall decide for any particular vote.

- b. The “yeas” and “nays” (i.e., a vote by roll call) shall be taken upon the passage of all ordinances and resolutions and upon demand of any member made before the negative vote has been called for. Each Councilmember’s name shall be called in alphabetical order, except that the presiding officer shall be called to vote last. It shall not be in order for members to explain or comment upon their votes during roll call. A record of the “yeas” and “nays” and not voting on any roll call vote shall be entered upon the minutes of the proceedings of the Council.

6. **Personal Privilege**

The right of a member to address the Council on a question of personal privilege shall be limited to cases in which his or her integrity, character, or motives are assailed, questioned, or impugned.

7. **Dissents and Protests**

Any member shall have the right to express dissent from or protest against any ordinance, resolution, or act of Council and have the reason therefor entered upon the minutes. Such dissent or protest must be filed in writing, couched in respectful language, and presented to Council no later than the next regular meeting following the date of passage of the ordinance or resolution or action objected to.

8. **Disorderly Conduct or Violation of Rules**

During a meeting, a member of Council indulging in any language or conduct unbecoming a Councilmember, or failing to follow the Standing Rules, the following progressive actions may be taken:

- a. **Request for Order:** If the breach is slight, the presiding officer shall rap the gavel and ask the offending member to follow the rules of order and good conduct. If the Mayor is the individual whose actions are being challenged, then the matter should be referred to the Mayor Pro Tem.
- b. **Call to Order:** If the offense is more serious, such as when a Councilmember:
 - Repeatedly interrupts or disrupts the meeting, whether verbally or otherwise
 - Questions the motives of or attacks with accusatory comments other Councilmembers, City employee or meeting participant
 - Persists in speaking out of turn or on an irrelevant matter during discussion on an agenda item
 - Makes comments to or converses with another Councilmember while not having the floor
 - Uses disrespectful, coarse, or profane language, tone, or gestures unbecoming toward another Councilmember, City employee, or any

other meeting participant

Then in such instance, the offender shall be called to order by the presiding officer and warned that such conduct is in breach of order. With or without such warning, the presiding officer, or any other Councilmember may call the offender to order by stating at any time, "Point of Order" and explaining how the offender's behavior breaches the rules. If the presiding officer finds the point well-taken they shall declare the offender out of order and request cessation of the unacceptable behavior immediately with a reminder of further consequences should the offender's behavior continues. In such case, the offending member shall lose the floor and shall not proceed without the approval of a majority of members present.

- c. **Recess for a Short Period:** The presiding officer or another Councilmember shall move for a short recess to allow order to be restored.
- d. **Recording the Offense in the Minutes:** If the disruptive conduct continues, despite the ruling of the presiding officer that the behavior is out of order, the fact and the specific offensive conduct should be recorded in the official minutes.
- e. **Censure:** If the disruption continues, any member may move to censure the offending member for disrupting a lawful meeting of the Council. Such censure motion shall be adopted on the affirming vote of a majority of the remaining Councilmembers, excluding the offending member. The censure may be put forth to encompass only the discussion at hand, or, if the offending behavior is more serious, the Councilmember may be censured for the remainder of that meeting or all subsequent future meetings. The offending Councilmember shall remain silent throughout the remainder of the discussion or meeting, and shall not disrupt the meeting verbally or with other physical distractions, such as gestures or facial expressions.
- f. **Expulsion From Meeting:** If the member continues such offending behavior, the Council may, by a vote of not fewer than six members, expel a member from a meeting for disorderly conduct or the violation of Council rules. If the offending member refuses to leave after a motion for expulsion has passed, City police officers may carry out the expulsion at the direction of the presiding officer.
- g. **Recess to Another Time:** When disruptive conduct by a Councilmember continues, the presiding officer at their discretion, may at any stage call for a motion to immediately recess the meeting to reconvene at a fixed time and place, which shall be publicly posted.

9. Demonstration or Disorder Among Bystanders

If any confusion, demonstration or disorder arises in the Council chamber, the presiding officer may, upon his or her initiative or upon the request of any member, enforce order. If the offending person or persons be a spectator, such person or persons may be ejected from the chamber. If any member of Council shall object to the ruling of the presiding officer, such member shall have the right

to appeal to the Council.

VII. Council Procedure

1. Order of Business

The business of all regular meetings of Council shall be transacted in the following order, with items under “Other Business” to be listed in the order of greatest public interest. For the printed agenda, such determination shall be made by the City Manager, provided that, as an organizational matter, the order of business may be modified at the meeting by the presiding officer, with the consent of Council or by a motion of Council.

2. Agenda

a. Organization

Call to Order

Roll Call

Meditation and Pledge of Allegiance to the Flag and Reading of the
Greenbelt Community Pledge

Petitions and Requests

Consent Agenda – Council and Staff Recommendations

Approval of Agenda and Additions

b. Communications

Presentations

Public Hearings

Minutes of Council Meetings

Administrative Reports

Committee Reports

c. Legislation

Ordinances – Second Reading

Resolutions – Second Reading

Ordinances – First Reading

Resolutions – First Reading

d. Other Business

Council Activities *

Council Reports *

Meetings *

* Council Reports and Council Activities shall be shared at the regular meeting only if time allows. Council Reports and Council Activities may also be shared at any work session.

* The discussion of scheduling Meetings, including a formal “ready to be scheduled” list with prioritization, will be held at a Work Session preceding the next Regular Meeting, preferably the Monday at least one week prior to the regular meeting. If a change in Work Session schedule is needed in between Regular Meetings without the chance for discussion, concurrence to the change shall be sought by the City Manager from a majority of Council.

VIII. Agenda

1. The Printed Agenda

- a. The City Manager shall include on the agenda any item at the request of any member of Council, provided that the member of Council shall have furnished to the City Manager a proposal in writing of the item for Council to enact or take other action on, and all relevant background and supporting documents to be shared with City Council and members of the public in time for inclusion with the printed agenda. The City Manager shall notify Council of this addition.
- b. At least two days before each regular meeting, the City Manager shall provide each member of Council via email a copy of the agenda for the forthcoming meeting, together with copies of all ordinances, resolutions, and background material of matters to be considered at the meeting.
- c. Copies of the agenda and agenda comments shall be posted on the City website and on the bulletin board in the Municipal Building the Friday prior to each regular meeting. A reasonable number of copies of the agenda and agenda comments shall be available to the public at the Council meeting or earlier upon request, as available. If requested by candidates, printed copies of the agenda packet—less any material of a confidential nature but including the agenda, agenda comments, minutes of previous meetings, and background and briefing materials—shall be provided to certified candidates

2. Approval of Agenda; Consent Agenda

- a. As an item of business under Section I, Organization, the Council shall review the agenda and the consent agenda. Any member of Council or the City Manager may request the addition of an item to the agenda, or may request the removal of an item from the consent agenda so that it may be considered as a separate item of business. A request for the addition of an item to the agenda, or the removal of an item from the consent agenda, shall be a matter of consideration and shall be voted upon at the time the Council considers approval of the agenda or consent

agenda, and Council action shall be reflected in the minutes of the meeting.

- b. Any member of Council who will be absent from a meeting may request that an agenda item or consent agenda item be postponed. Such a request for deferral, giving the reasons for the request, shall be submitted in writing, email or by telephone to the City Clerk, City Manager and Council. A request for deferral shall be a matter of consideration and shall be voted upon at the time the Council considers approval of the agenda or consent agenda, and Council action shall be reflected in the minutes of the meeting.
- c. The consent agenda shall be used for the group disposition of routine and minor items of business, such as approval of minutes, acceptance of board/committee reports, and such other items as designated by the City Manager. Consent agenda items will be specially identified as such. For each item of the consent agenda, Council will receive a written staff recommendation.
- d. Ordinances and resolutions, matters requiring a roll call vote or the consent of six members of Council, and items added to the agenda at the meeting shall not be placed on the consent agenda.
- e. Unless an item set forth in the consent agenda is requested to be considered separately by any member of Council or is postponed (see above), the Council, by a single motion, shall adopt the recommendations of the City Manager as set forth in writing for each item included in the consent agenda. The approved recommendations for each consent agenda item, however, shall be set forth separately in the minutes of the meeting.

3. **Minutes**

Reading of the minutes of the preceding meeting shall not be required unless so requested by a member of Council or unless written copies have not been provided each member of Council.

4. **Petitions and Requests**

Petitions and requests are defined to include any communication addressed to the City, City Manager, Council (as a body) or all individual members of Council, making any specific or general request requiring Council action. Written communications shall be first received by the Council, after which the Council shall receive petitions and requests from residents of the City present physically or virtually at the meeting. Such petitions and requests shall be heard by the Council as communications and shall not be subject to consideration or deliberations at that time. Each petitioner shall be allowed five minutes in which to state the nature of the petition and may submit such additional written information as the petitioner deems appropriate. The petitioner may be granted additional time with the consent of the Council. Where more than one person is

present on behalf of the same petition, one person shall be designated principal spokesperson, and other persons shall be recognized only for the purpose of clarifying the request being made. Upon a petition or request being presented, the Council shall take one of the following actions:

- Refer to city staff for handling and disposition. The petitioner and Council shall be apprised of the disposition made within 90 days if possible.
- Refer to city staff or to an advisory board or committee for investigation, evaluation, and report to the Council at a future meeting.
- Add to the agenda of a subsequent meeting.
- By motion duly adopted, place the matter on the agenda of the current meeting.

A listing of Petitions and their status shall be posted on the City website.

5. Communications Not Requiring Council Action

If a written communication addressed to the Council does not require Council action, the City Clerk shall send copies to the members of Council, together with copies of any replies made to the communication, and the matter shall not be placed on the agenda unless a member of the Council or the City Manager requests that it be considered.

6. Anonymous Communications

Anonymous communications shall not be considered by the Council.

IX. Ordinances and Resolutions

1. Introduction

- a. Ordinances and resolutions shall be introduced in the Council only in printed or in written form. All ordinances—except ordinances making appropriations and ordinances codifying or rearranging existing ordinances or enacting a code of ordinances—shall be confined to one subject, and the subject or subjects of all ordinances shall be clearly expressed in the title. An ordinance or resolution may be introduced for first reading by the reading of its title by any member of Council and a second is not required. Resolutions are used to set forth legal decisions and official positions of the City Council, to approve contracts, to set policy and to implement programs.
- b. Ordinances are used to update the City Code and Charter and to adopt measures as required by State law.

2. Distribution of Copies

Copies of all ordinances and resolutions shall be prepared for distribution to all members of Council, the City Manager, and the City Clerk at the meeting at which

the ordinance or resolution is introduced. Whenever any member of the Council is absent from such meeting, the City Clerk shall arrange to have copies delivered.

3. First Reading

The first reading of an ordinance or resolution shall be for information. If there is no objection, the proposed ordinance or resolution shall go on the calendar for the next meeting of Council. There will generally be no public debate or testimony on the first reading of an ordinance or resolution. Council may ask questions or for clarification as to intent.

4. Review and Referral

- a. All proposed ordinances and resolutions shall be reviewed by the City Manager and/or City Solicitor before being presented for second reading and adoption. The City Manager shall provide a brief digest of the provisions thereof, and, where it is proposed to amend an existing ordinance or resolution, such digest shall indicate the changes sought to be made.
- b. If the Council so desires, any pending ordinance or resolution may be referred to any standing or special committee for study and recommendation or to the City Manager for study, recommendations, redrafting, etc.

5. Amendments

When a proposed ordinance or resolution is substantively amended upon either its first or second reading, the amended ordinance or resolution shall be considered to have had its first reading only and must be read on a second day, unless the requirement for reading it on two separate days shall be dispensed with by a vote of not fewer than six members of Council, as prescribed by the City Charter (see 8 b.).

6. Appropriation Ordinances

Ordinances making appropriations shall be confined to the subject of appropriations. Each proposed ordinance providing for an appropriation shall show fully the purpose of the appropriation and the source from which the funds are to be derived. The City Manager shall submit a written recommendation on each appropriation ordinance showing what effect the ordinance would have on the annual budget.

7. Ordinance to Issue Bonds

Ordinances to issue bonds shall meet all the requirements of the City Charter and applicable statutes.

8. Adoption

- a. Second Reading: After an ordinance or resolution has received a first

reading, it shall be placed on the agenda for second reading at the next meeting of Council. When a proposed ordinance or resolution comes up for second reading, it may be deferred for further study, deferred to a future meeting of Council, amended, or adopted. No ordinance or resolution shall be adopted until it has been read on two separate days, unless the requirement for reading it on two separate days shall be dispensed with by a vote of not fewer than six members of Council. The final reading of each ordinance and resolution shall be in full unless a written or printed copy thereof shall have been furnished to each member of Council prior to such reading. The "yeas" and "nays" shall be taken upon the adoption of all ordinances and resolutions and entered in the minutes of the proceedings of the Council.

- b. Dispensing of Reading on Separate Days: A roll call of the "yeas" and "nays" shall be taken on a motion to dispense with the requirement of reading an ordinance or resolution on two separate days (Charter ref. Sec. 9). When a motion to suspend the rules to dispense with the requirement for reading of an ordinance or resolution on two separate days fails to receive an affirmative vote of six members, the ordinance or resolution shall go over to the next regular meeting of the Council.
- c. Vote on Ordinances Revising Appropriations and Resolutions to Transfer Funds: As required by Maryland law, ordinances revising appropriations and resolutions transferring funds shall require a vote of not fewer than six members of Council.

9. Enacting Clauses

The enacting clause of all ordinances shall be "Be It Ordained by the Council of the City of Greenbelt, Maryland." The enacting clause of all resolutions shall be "Be It Resolved by the Council of the City of Greenbelt, Maryland."

10. Effective Date

All ordinances and resolutions passed by the Council shall take effect at the time indicated therein, but not less than ten days after the date of their adoption, except ordinances and resolutions of an urgent nature, which may by direction of Council become effective on date of adoption.

11. Authentication and Publication

Upon its adoption, each ordinance or resolution shall be authenticated by the signature of the Mayor and the City Clerk and shall be recorded upon a book kept for that purpose.

Each ordinance and resolution shall be published as soon as possible after its adoption by posting it in a public place or places for ten days or, when required, by publishing it once within ten days in a newspaper of general circulation in the city, or both.

X. Rules of Order

1. Precedence of Motions

When a question is before the Council, motions shall have the following precedence and no motion of lesser precedence may be addressed until the motion of higher precedence is voted upon. The order from highest to lowest precedence is: a) to adjourn which is not debatable; b) to fix the hour of adjournment; c) to lay the question or issue on the table indefinitely or to a time certain; d) to call for the previous question; e) to refer; f) to amend. All motions noted herein shall be addressed to the Mayor (or Chairperson of the meeting if the Mayor is absent) and shall be voted upon by the Council after discussion by the Council and interested members of the public. Comments by the public regarding the above motions (except a motion to adjourn) shall be limited to **three (3)** minutes.

2. Motions to Be Stated by Chair

When a motion is made and seconded, it shall be stated by the Chair before debate. Any member may demand that it be put in writing.

3. Withdrawal of Motion

A motion may not be withdrawn by the mover without the consent of the member seconding it.

4. Motions Made Out of Order

The Chair may, at any time, with the approval of at least six members of Council permit a member to introduce an ordinance, resolution, or motion out of the regular order.

5. Motion to Adjourn - When Not in Order - Not Debatable

A motion to adjourn shall be in order at any time, except as follows: a) when repeated without intervening business or discussion; b) when made as an interruption of a member while speaking; c) when the previous question has been ordered; and d) while a vote is being taken. A motion to adjourn is not debatable.

6. Motion to Lay on the Table

A motion to lay on the table shall preclude all amendments or debate on the subject under consideration. If the motion shall prevail, the consideration of the subject may be resumed at any time by a majority vote under other business, at the same or at a subsequent meeting. A motion to table is not debatable.

7. Call the Question

Any member of Council may at any time Call the Question on a motion previously made which has had any number of proposed amendments thereto so long as such motion receives a second. Once a second to this motion is received all

debate shall cease regarding any proposed amendments and the Council shall vote on the Call the Question motion without debate. If approved by a majority of a quorum of the Council, then Council shall immediately and without debate or public comment vote on only the motion previously made with the last amendment. All other amendments shall be considered as failed. If such vote passes by a majority, the Council shall move to the next item on its agenda. If the main motion fails, the secondary motion and all subsequent amendments will again be before the Council for debate and possible action. Any motions still pending at this time will be deemed lost.

8. Division of Question

If a question contains two or more divisible propositions, the presiding officer, upon request of a member, may divide the same.

9. Amend - Strike Out, etc.

On an amendment to "strike out and insert," the words to be struck out and those to be inserted shall be read, and finally the sentence or paragraph, as it would stand if so amended, shall be read.

10. Amend an Amendment

A motion to amend an amendment shall be in order, but one to amend an amendment to an amendment shall not be introduced. An amendment modifying the intention of a motion shall be in order, but an amendment relating to a different matter shall not be in order.

11. Motion to Postpone

All motions to postpone to a certain time, excepting a motion to postpone indefinitely, may only be amended as to time. If a motion to postpone indefinitely is carried, the principal question shall be declared lost.

12. Reconsideration

After the decision on any question, any member who voted with the prevailing side may move a reconsideration of any action at the same or the next meeting. A motion to reconsider shall require the approval of at least four members of Council. After a motion for reconsideration has once been acted on, no other motion for reconsideration thereof shall be made without unanimous consent of all members of Council.

13. Suspension of Rules

Any provisions of these rules not governed by the Charter, state law, or ordinance may be temporarily suspended at any meeting of the Council by a vote of not fewer than six members of Council. The vote on any question to suspend the rules shall be by "yeas" and "nays" and shall be entered in the minutes.

A motion to suspend the rule requiring two readings on separate days shall be

debatable and, upon such motion, the main question shall be open for debate.

14. **Procedure in Absence of Rule**

In the absence of a rule to govern a point of procedure, reference shall be had to the approved practice in parliamentary bodies.

15. **Special Order**

To make any subject a special order of business shall require the consent of the majority of members of Council present.

16. **Tie Vote**

In case of a tie in the vote on any proposal, the proposal shall be considered lost.

17. **Special Committees**

- a. **Creation:** From time to time, the Council may set up Special Committees to act on special occasions or to perform other duties. Special committees may be created only by adoption of a resolution, which resolution shall clearly outline the function, authority, and responsibility of the committee, the number of persons to be on the committee, method of selection or appointment of members of the committee, reports to be required of committee, expiration date of committee, and any other pertinent information necessary for the proper functioning of the committee. Such Special Committees may also be called Task Forces.
- b. **Powers:** No committee of any kind shall have the power of employing any person for, or on behalf of, the city or incurring any expense without prior authorization of the City Manager. The committee may request the City Manager to furnish information and assistance which may be granted, provided it is pertinent to the matter before the committee and is not in violation of provisions of the Charter or policies established by the Council.
- c. **Report of Committees:** Committees shall submit reports from time to time as requested by the Council or the City Manager. All reports shall be in writing, and sufficient copies shall be made available for each member of Council, the City Manager, and the City Clerk.

XI. Miscellaneous

1. **To Amend Rules**

These rules may be amended or new rules adopted in the same manner as any other resolution is passed, except that the requirement for reading may not be waived except by unanimous consent, with a recorded vote of all members.

2. **Request for Meetings by Other Parties**

The Mayor and members of Council often encounter requests for meetings related to City business either with the Mayor, a member of Council, or more than one member of Council from outside parties (developers, stakeholders, elected officials, etc.). Such requests should be made known to the entire Council prior to any meeting taking place.

Notification of such a request can be at a scheduled work session or meeting of the City Council or, in the case of an emergency, by direct communication from the Mayor or member of Council who was requested to meet. Unless agreed upon by a majority of Council, all members of Council may attend any such requested meeting. Further, any such meeting including four or more members of Council shall be publicized and open to the public unless a Closed Session has been properly requested.

Nothing herein shall apply to contacts made by outside parties with members of Council at a political or social function. It is understood that contacts of this type need not be reported to the entire City Council at the next regularly scheduled meeting or work session unless a request is made by such party that requires Council action.

3. **Council Recognitions**

Council may issue Proclamations or Letters in recognition of certain events or causes with local implications, etc. It will be the decision of the Mayor whether to issue a Proclamation or a Letter.

Generally, proclamations are official (formal) declarations by City Council and letters are official recognitions by City Council.

Council may also issue Certificates or Public Service Citations honoring awards and exceptional achievements such as scholarships, distinctions or other recognitions. Recommendations for these certificates may come from advisory boards and committees, staff, or individual council members. Recognitions may be approved by Council as part of a list of council-recognized achievements or individually as special cases arise.

4. **Virtual Council Meetings**

Members of Council are required to be visible for the majority of the meeting, barring technical constraints or physical illness.

PASSED by the Council of the City of Greenbelt, Maryland, at its Regular Meeting of _____ 2026.

Emmett V. Jordan, Mayor

ATTEST:

Bonita Anderson, City Clerk

STANDING RULES FOR THE COUNCIL OF THE CITY OF GREENBELT, MARYLAND

March xx, 2026

I. Council Meetings

1. Regular Council Meetings

- a. In accordance with the City Charter, which prescribes that the City Council shall meet not less frequently than once each month, the following schedule is hereby established for Council to meet in regular session: Regular meetings shall be held on the second and fourth Mondays, except for the months of July, August, and December when Council shall meet on the second Monday only. When any regularly scheduled meeting falls on a declared city or religious holiday the meeting shall be held on the following Tuesday at the same hour unless otherwise provided by motion of the City Council. By agreement of a majority, the Council may dispense with or reschedule any regular meeting provided that at least one meeting of Council shall be held in each calendar month. Such action shall be taken by motion at a regular meeting preceding the one to be changed where time permits.
- b. Regular meetings of the Council shall be held at 7:30 p.m. in the Council Room of the Municipal Building unless Council, by motion, designates another time or another public place within the corporate limits of the City of Greenbelt.
- c. Regular meetings shall have a time limit of two hours, and if the meeting is to go beyond that point, there must be a vote of the majority of Council to extend the meeting in half-hour segments.

2. First Meeting Following Council Election

- a. At 7:30 p.m. on the first Monday following a regular Council election or run-off election, the Council shall meet at the usual place for holding its meetings, and the newly elected members shall, upon taking the oath of office, assume the duties of office. If an emergency meeting needs to be held between the election and the first meeting, the newly elected members shall take the oath of office at this meeting, and assume the duties of the office.
- b. At the organizational meeting following a Council election, the newly elected members shall, before entering upon the duties of their office, take or subscribe to the oath or affirmation prescribed by City Charter. Such oaths or affirmations shall be made before a retiring Mayor or Mayor Pro Tem if they will no longer be serving on Council, or before the Clerk of the Circuit Court for Prince George's County or one of the Clerk's sworn deputies. After selection by Council, the Mayor shall take the oath again, specifically naming that office, before the Clerk of the Circuit Court or designated sworn

deputy.

- c. At the organizational meeting following a regular Council election, a majority of the members of Council shall choose one of its members as Mayor and shall also choose one of its members as Mayor Pro Tem. If a vacancy occurs in the office of Mayor, or in case of the Mayor's absence or disability, the Mayor Pro Tem shall act as Mayor for the unexpired term or during the continuance of the absence or disability of the Mayor.

3. **Committee-of-the-Whole Meetings (Work Sessions)**

Committee-of-the-whole meetings (work sessions) of the City Council may be held for the purpose of receiving and discussing information on such matters as deemed desirable and to request staff to obtain such other information as Council may request, provided that no formal actions shall be taken at such meetings and provided further that such meetings shall be open to the public. Work sessions are scheduled at convenient times based upon availability of Councilmembers. Work sessions should not be scheduled for times when Councilmembers have Advisory Board or Committee meetings. A portion of the work sessions on the first and third Monday of each month should be reserved for agenda and schedule review (preferably at the beginning of the session) and prioritized as work sessions for upcoming legislation or action items.

Informational items to be discussed at a work session shall be identified at the beginning of the meeting. Councilmembers may report such informational items at the end of the meeting. These informational items shall be recorded in the minutes under Other Business. In general, work sessions should be kept to a length of not longer than two hours, unless a longer time is needed for a specific purpose and agreed to by Council.

To better clarify the purposes of various types of work sessions, the following types are defined:

- **Standard Work Sessions:** Council meeting with staff or other experts on one or more topics, often in preparation for action to be taken at a future council meeting. These should have a clearly defined agenda and outcomes. Minutes and preparation packets are required for standard work sessions.
- **Public Hearings:** Held in accordance with legal requirements for the budget, charter amendments, etc. These are formal opportunities for the public to weigh in on a particular topic, but are not interactive. Comments are noted but not required to be responded to by Council at the time. Public hearings take place as part of a regular meeting or as a special meeting of Council.
- **Town Halls:** Informational sessions focused on a particular topic or issue of interest to the community, often with a panel of experts. While Council may attend, these are likely to be more staff-driven. Presentation materials may be provided, but formal minutes are not taken at town halls.
- **Listening Sessions:** Opportunities for Council to interact with the public in a format less formal than a Public Hearing, but which may be focused on

getting feedback on a particular topic. These are especially intended to be held outside of the council chambers in various parts of the city. Listening sessions are formal meetings of council and will have minutes taken.

- Council Meet and Greets: Informal gatherings without a formal program, but also intended to be an opportunity to interact with the public in a fluid, mingling sense. While residents may bring up topics related to business of the City, council members should not discuss such business with more than three in a grouping. Formal minutes are not taken at meet and greets.
- Stakeholder Meetings: Scheduled with groups such as Greenbelt Homes Incorporated, homeowner's associations, Advisory Board and Committee chairs, etc. Held either on a regular cadence or if an issue comes up, these sessions are focused on the interaction between Council and the stakeholder group. A clear purpose for the stakeholder meeting should be defined ahead of time, including questions or topics from Council to the stakeholder(s), and ideally the same from the stakeholder(s) for Council. Stakeholder meetings should help advance Council strategic priorities. Stakeholder meetings shall have formal minutes taken.
- Retreats: Opportunities for Council to discuss legislative priorities, set goals for the council term, etc. Especially at the beginning of a new term, these are longer sessions and may have an outside facilitator. While these are still open to the public, the focus is on council members interacting with each other, and may not be broadcast or recorded. Because of the nature of the discussion, in place of minutes, a report of the outcomes of the retreat will be created.

4. Topical Working Groups

The Council shall, as needed, set up topical working groups consisting of no more than three council members and appropriate members of staff or others with required expertise. The working groups may be created to conduct research and prepare legislation or other proposals on a particular topic, to be able to more agilely handle an area of concern, or to work on a special project on an ad hoc and timebound basis. The working group shall regularly provide written (preferably) or verbal reports back to the full Council, and bring any items requiring a decision for a vote of the full Council. If work sessions are held on the topic of the working group, the Mayor shall open the meeting and delegate to a designated group member to prepare the agenda, lead the meeting, and prepare a list of action items after the meeting.

5. Closed Sessions

The Council shall have the right to meet in closed sessions, which shall be closed to the public, to consider items of a sensitive nature. Such meetings shall be held in accordance with the applicable provisions of the General Provisions Article, Section 3-305 of the *Annotated Code of Public General Laws of Maryland*. Closed sessions shall be called by the City Clerk upon the written request of the Mayor, the City Manager, or four members of Council.

6. Special Meetings

Special meetings shall be called by the City Clerk upon the written request of the Mayor, the City Manager, or four members of Council. The City Clerk shall prepare a notice of the special meeting, stating the time and place of the meeting and the subjects to be considered at the special meeting. No subjects other than stated in the notice shall be considered at the special meeting, except by unanimous consent of all members of Council. Notices of special meetings shall be served upon each member of Council and the City Manager, or left at their usual places of residence, at least two hours before the time of the meeting. It shall also be the duty of the City Clerk, immediately upon receipt of a written request for a special meeting, to make diligent effort to notify each member of Council and the City Manager, by email, text, telephone or otherwise, of such special meeting.

7. Attendance at Meetings

Members shall attend all regular and special meetings, and work sessions of the Council. If a Councilmember cannot attend a regular or special meeting of the Council because of illness or other unavoidable circumstance, the Council shall be so advised. The Council shall have the power to compel the attendance of any absent member by a majority vote of the members present at any meeting.

In the event that a councilmember is unable to physically attend the meeting and desires to participate in the meeting (including voting) by electronic means (telephone, computer, etc.), the councilmember may do so with the approval of a majority of the Councilmembers physically present providing:

- a. The councilmember has all the materials for the meeting in his/her possession;
- b. The councilmember can be clearly heard and understood by all those present at the meeting; and
- c. The councilmember can clearly hear and understand all those present at the meeting.
- d. If the meeting is a closed session, participation must be done in a private and confidential manner.

8. Notice of Meetings of the Council

Written notice of all public meetings of the City Council shall be posted on the bulletin board at the Municipal Building, listed on the city's cable television access channels, listed on the city Website, and shared to the City's Social Media showing the date, time, place, and topic(s) of such meetings. Notice of regular meetings of the Council, public hearings and, insofar as possible, work sessions and special meetings shall be published in the *Greenbelt News Review* the week preceding the Council meeting and shall include a preliminary agenda or, in the case of work sessions, the topic(s) to be considered.

9. Meetings of Council Open to the Public

All meetings of the Council, with the exception of closed sessions authorized by applicable state law, shall be open to the public. Residents of the city and others shall have a reasonable opportunity to be heard on any matter being considered at the meeting. This should be read at the beginning of each meeting and added to the top of each agenda.

Persons desiring to speak on a matter being considered by the Council at a regular meeting may sign in or fill in a comment card and indicate the item(s) they wish to comment on, or if they are planning to deliver a general petition or request. During work sessions or public hearings, a sign-in sheet may be used, or at the discretion of Council, persons wishing to speak shall raise their hands, physically or virtually, or if not able to do so, otherwise indicate their wish to speak in an alternate fashion. Comments may also be sent to Council via email (questions@greenbeltmd.gov), Zoom Q&A or via postal mail to be read into the record. All comments should follow the posted Public Comment Policy.

After being recognized by the presiding officer, the speaker shall identify themselves and their place of residence. Speakers shall confine themselves to the question under debate, avoid personalities, and refrain from impugning the motives of any Councilmember's argument or vote or the statements of any other resident or person. Residents of Greenbelt shall have precedence over others in being recognized. No person shall speak more than once upon any one subject and no person shall speak for longer than three minutes.

II. Presiding Officer

1. Presiding Officer

The Mayor or, in the Mayor's absence, the Mayor Pro Tem shall preside at all regular or special meetings of the Council. At the hour appointed for the Council to meet, the Mayor or, in the Mayor's absence, the Mayor Pro Tem shall take the chair and immediately call the members to order. At all regular meetings of Council, the roll shall be called by the City Clerk. The City Clerk shall enter in the minutes of all meetings the names of the members present. For work sessions related to the topic of a designated working group, the Mayor shall preside over the meeting and delegate relevant agenda items to a designated member of the working group. Town halls shall be presided over by the relevant staff member or other expert, as appropriate.

2. Temporary Chair

In case of the absence of the Mayor and Mayor Pro Tem at a meeting of Council, the City Clerk shall call the Council to order. If a quorum is found to be present, the Council shall proceed to elect, by majority vote of those present, a Chair of the meeting who shall preside until the arrival of the Mayor or Mayor Pro Tem. The temporary Chair shall not preside beyond the adjournment of the meeting for which he or she was elected.

III. Quorum

A majority of the members elected to the Council shall constitute a quorum to

conduct business. However, any number of members present may convene to compel the attendance of absent members.

IV. City Manager and Members of Staff

The City Manager shall have the right to take part in the discussion of all matters coming before the Council, and other members of staff shall be entitled to take part in discussions of the Council relating to their respective offices.

V. Minutes

1. Minutes of Meetings

The proceedings of the Council shall be briefly and accurately stated in the minutes. Titles of all ordinances and resolutions with their designated numbers shall be entered in the minutes and shall be preserved in a book for that purpose. The City Clerk shall keep minutes of all meetings, including special meetings, work sessions and closed sessions, and not less than three days before a regular meeting shall furnish each member of Council and the City Manager with copies of minutes of preceding meetings. Minutes of regular meetings should be presented for Council's approval within 30 days, unless there are mitigating circumstances reported to Council.

Under the General Provisions Article 3-306(B)(2)(i) of State Law which states that minutes of meetings are not required if live and archived video is available, the video of Council meetings will serve as meeting minutes until the written minutes of the meetings are approved by Council.

2. Minutes Open to Public Review

Minutes of regular meetings, special meetings, public hearings, public meetings, and work sessions shall be available for review in the City Clerk's office during regular office hours. However, minutes shall not be available until approved by the Council in regular meeting. Approved minutes are also posted on the City website. Minutes of closed sessions of the Council held in accordance with applicable state law shall not be open to public inspection.

3. List of Action Items

Following each work session, a list of action items shall be prepared and provided to Council. A thank-you letter should be sent out after all stakeholder meetings listing the three top action items that were discussed.

VI. Duties and Privileges of Members

1. Seating Arrangement

Members shall occupy the respective seats at the Council table as determined at the organizational (Charter) meeting. Any two or more members may exchange seats by joining in a written notice to the rest of Council to that effect.

2. **Right to Floor**

- a. Before speaking on any matter, a member shall seek the floor by addressing the presiding officer and, once recognized by the chair, shall confine comments to the question under debate, avoid personalities, and refrain from impugning the motives of any other member's argument or vote. No member of Council shall interrupt another without that member's consent. To obtain such consent, the member shall first address the presiding officer.
- b. Members of Council shall not raise personnel matters pertaining to alleged improper performance or conduct of any city employee(s) or Council appointee(s) at a public Council meeting. Any concerns about the conduct or performance of any city employee(s) or Council appointee(s) shall be brought to the attention of the City Manager, or a closed session of Council may be requested to discuss the personnel matter.
- c. As a practice City Council sets policy and budget priorities within the scope of its local jurisdictional authority and on matters directly related to its local sphere of influence. As a body, City Council shall not generally take positions on foreign, national, or regional issues that do not directly affect the conduct of the City's business.

3. **Right of Appeal**

Any member may appeal to the Council for a ruling on a decision of the presiding officer. The member making the appeal may briefly state the reason for the appeal, and the presiding officer may explain the ruling. However, there shall be no debate on the appeal. The presiding officer shall put the question: "Shall the decision of the Chair be sustained?" If a majority of the members present vote "yes," the ruling of the Chair is sustained; otherwise, it is overruled.

4. **Limitation of Debate**

Any member can speak to a motion when recognized by the chair, up to two times. A member can only speak a second time after all members who wish to speak on that motion have had their first opportunity. No member shall speak for a longer time than five minutes without a majority vote of Council. Any member can call for a motion to extend the debate, allowing for longer speeches or more turns to speak, requiring a majority of Council to pass.

5. **Voting**

- a. When a question is put, every member present or attending remotely by electronic means shall vote either in the affirmative, the negative or abstain. Any member shall be entitled to abstain so long as such member gives a reason for abstaining and such reason falls within one of the following:
 - When to vote would or could be considered improper pursuant to the City and State Ethics Laws.
 - When to vote could or may show bias for or against a person, organization or business that the member has a close personal

relationship with thus reflecting poorly on the member and the office such member holds.

- When for any other reason a member is not comfortable voting and has given the Chair a reason for requesting to abstain so long as excused by the Chair or Council by vote as provided for herein below.

Application to be excused from voting shall be made to the Chair before the votes are called for. After the member has briefly stated the reason for the request to be excused, the decision thereon shall be made by a super-majority of councilmembers present without debate.

Except as provided in the City Charter or these rules, all voting shall be by voice vote or by such other method as a majority of the Council shall decide for any particular vote.

- b. The “yeas” and “nays” (i.e., a vote by roll call) shall be taken upon the passage of all ordinances and resolutions and upon demand of any member made before the negative vote has been called for. Each Councilmember’s name shall be called in alphabetical order, except that the presiding officer shall be called to vote last. It shall not be in order for members to explain or comment upon their votes during roll call. A record of the “yeas” and “nays” and not voting on any roll call vote shall be entered upon the minutes of the proceedings of the Council.

6. **Personal Privilege**

The right of a member to address the Council on a question of personal privilege shall be limited to cases in which his or her integrity, character, or motives are assailed, questioned, or impugned.

7. **Dissents and Protests**

Any member shall have the right to express dissent from or protest against any ordinance, resolution, or act of Council and have the reason therefor entered upon the minutes. Such dissent or protest must be filed in writing, couched in respectful language, and presented to Council no later than the next regular meeting following the date of passage of the ordinance or resolution or action objected to.

8. **Disorderly Conduct or Violation of Rules**

During a meeting, a member of Council indulging in any language or conduct unbecoming a Councilmember, or failing to follow the Standing Rules, the following progressive actions may be taken:

- a. **Request for Order:** If the breach is slight, the presiding officer shall rap the gavel and ask the offending member to follow the rules of order and good conduct. If the Mayor is the individual whose actions are being challenged, then the matter should be referred to the Mayor Pro Tem.
- b. **Call to Order:** If the offense is more serious, such as when a

Councilmember:

- Repeatedly interrupts or disrupts the meeting, whether verbally or otherwise
- Questions the motives of or attacks with accusatory comments other Councilmembers, City employee or meeting participant
- Persists in speaking out of turn or on an irrelevant matter during discussion on an agenda item
- Makes comments to or converses with another Councilmember while not having the floor
- Uses disrespectful, coarse, or profane language, tone, or gestures unbecoming toward another Councilmember, City employee, or any other meeting participant

Then in such instance, the offender shall be called to order by the presiding officer and warned that such conduct is in breach of order. With or without such warning, the presiding officer, or any other Councilmember may call the offender to order by stating at any time, "Point of Order" and explaining how the offender's behavior breaches the rules. If the presiding officer finds the point well-taken they shall declare the offender out of order and request cessation of the unacceptable behavior immediately with a reminder of further consequences should the offender's behavior continues. In such case, the offending member shall lose the floor and shall not proceed without the approval of a majority of members present.

- c. **Recess for a Short Period:** The presiding officer or another Councilmember shall move for a short recess to allow order to be restored.
- d. **Recording the Offense in the Minutes:** If the disruptive conduct continues, despite the ruling of the presiding officer that the behavior is out of order, the fact and the specific offensive conduct should be recorded in the official minutes.
- e. **Censure:** If the disruption continues, any member may move to censure the offending member for disrupting a lawful meeting of the Council. Such censure motion shall be adopted on the affirming vote of a majority of the remaining Councilmembers, excluding the offending member. The censure may be put forth to encompass only the discussion at hand, or, if the offending behavior is more serious, the Councilmember may be censured for the remainder of that meeting or all subsequent future meetings. The offending Councilmember shall remain silent throughout the remainder of the discussion or meeting, and shall not disrupt the meeting verbally or with other physical distractions, such as gestures or facial expressions.
- f. **Expulsion From Meeting:** If the member continues such offending behavior, the Council may, by a vote of not fewer than six members, expel a member from a meeting for disorderly conduct or the violation of Council rules. If the offending member refuses to leave after a motion for expulsion has passed, City police officers may carry out the expulsion at the direction of the presiding officer.

- g. **Recess to Another Time:** When disruptive conduct by a Councilmember continues, the presiding officer at their discretion, may at any stage call for a motion to immediately recess the meeting to reconvene at a fixed time and place, which shall be publicly posted.

9. **Demonstration or Disorder Among Bystanders**

If any confusion, demonstration or disorder arises in the Council chamber, the presiding officer may, upon his or her initiative or upon the request of any member, enforce order. If the offending person or persons be a spectator, such person or persons may be ejected from the chamber. If any member of Council shall object to the ruling of the presiding officer, such member shall have the right to appeal to the Council.

VII. Council Procedure

1. **Order of Business**

The business of all regular meetings of Council shall be transacted in the following order, with items under “Other Business” to be listed in the order of greatest public interest. For the printed agenda, such determination shall be made by the City Manager, provided that, as an organizational matter, the order of business may be modified at the meeting by the presiding officer, with the consent of Council or by a motion of Council.

2. **Agenda**

a. *Organization*

Call to Order

Roll Call

Meditation and Pledge of Allegiance to the Flag and Reading of the
Greenbelt Community Pledge

Petitions and Requests

Consent Agenda – Council and Staff Recommendations

Approval of Agenda and Additions

b. *Communications*

Presentations

Public Hearings

Minutes of Council Meetings

Administrative Reports

Committee Reports

c. *Legislation*

Ordinances – Second Reading

Resolutions – Second Reading

Ordinances – First Reading

Resolutions – First Reading

d. Other Business

Council Activities *

Council Reports *

Meetings *

* Council Reports and Council Activities shall be shared at the regular meeting only if time allows. Council Reports and Council Activities may also be shared at any work session.

* The discussion of scheduling Meetings, including a formal “ready to be scheduled” list with prioritization, will be held at a Work Session preceding the next Regular Meeting, preferably the Monday at least one week prior to the regular meeting. If a change in Work Session schedule is needed in between Regular Meetings without the chance for discussion, concurrence to the change shall be sought by the City Manager from a majority of Council.

VIII. Agenda

1. The Printed Agenda

- a. The City Manager shall include on the agenda any item at the request of any member of Council, provided that the member of Council shall have furnished to the City Manager a proposal in writing of the item for Council to enact or take other action on, and all relevant background and supporting documents to be shared with City Council and members of the public in time for inclusion with the printed agenda. The City Manager shall notify Council of this addition.
- b. At least two days before each regular meeting, the City Manager shall provide each member of Council via email a copy of the agenda for the forthcoming meeting, together with copies of all ordinances, resolutions, and background material of matters to be considered at the meeting.
- c. Copies of the agenda and agenda comments shall be posted on the City website and on the bulletin board in the Municipal Building the Friday prior to each regular meeting. A reasonable number of copies of the agenda and agenda comments shall be available to the public at the Council meeting or earlier upon request, as available. If requested by candidates, printed copies of the agenda packet—less any material of a confidential nature but including the agenda, agenda comments, minutes of previous meetings, and background and briefing materials—shall be provided to certified candidates

2. Approval of Agenda; Consent Agenda

- a. As an item of business under Section I, Organization, the Council shall review the agenda and the consent agenda. Any member of Council or the City Manager may request the addition of an item to the agenda, or may request the removal of an item from the consent agenda so that it may be considered as a separate item of business. A request for the addition of an item to the agenda, or the removal of an item from the consent agenda, shall be a matter of consideration and shall be voted upon at the time the Council considers approval of the agenda or consent agenda, and Council action shall be reflected in the minutes of the meeting.
- b. Any member of Council who will be absent from a meeting may request that an agenda item or consent agenda item be postponed. Such a request for deferral, giving the reasons for the request, shall be submitted in writing, email or by telephone to the City Clerk, City Manager and Council. A request for deferral shall be a matter of consideration and shall be voted upon at the time the Council considers approval of the agenda or consent agenda, and Council action shall be reflected in the minutes of the meeting.
- c. The consent agenda shall be used for the group disposition of routine and minor items of business, such as approval of minutes, acceptance of board/committee reports, and such other items as designated by the City Manager. Consent agenda items will be specially identified as such. For each item of the consent agenda, Council will receive a written staff recommendation.
- d. Ordinances and resolutions, matters requiring a roll call vote or the consent of six members of Council, and items added to the agenda at the meeting shall not be placed on the consent agenda.
- e. Unless an item set forth in the consent agenda is requested to be considered separately by any member of Council or is postponed (see above), the Council, by a single motion, shall adopt the recommendations of the City Manager as set forth in writing for each item included in the consent agenda. The approved recommendations for each consent agenda item, however, shall be set forth separately in the minutes of the meeting.

3. Minutes

Reading of the minutes of the preceding meeting shall not be required unless so requested by a member of Council or unless written copies have not been provided each member of Council.

4. Petitions and Requests

Petitions and requests are defined to include any communication addressed to the City, City Manager, Council (as a body) or all individual members of Council, making any specific or general request requiring Council action. Written

communications shall be first received by the Council, after which the Council shall receive petitions and requests from residents of the City present physically or virtually at the meeting. Such petitions and requests shall be heard by the Council as communications and shall not be subject to consideration or deliberations at that time. Each petitioner shall be allowed five minutes in which to state the nature of the petition and may submit such additional written information as the petitioner deems appropriate. The petitioner may be granted additional time with the consent of the Council. Where more than one person is present on behalf of the same petition, one person shall be designated principal spokesperson, and other persons shall be recognized only for the purpose of clarifying the request being made. Upon a petition or request being presented, the Council shall take one of the following actions:

- Refer to city staff for handling and disposition. The petitioner and Council shall be apprised of the disposition made within 90 days if possible.
- Refer to city staff or to an advisory board or committee for investigation, evaluation, and report to the Council at a future meeting.
- Add to the agenda of a subsequent meeting.
- By motion duly adopted, place the matter on the agenda of the current meeting.

A listing of Petitions and their status shall be posted on the City website.

5. Communications Not Requiring Council Action

If a written communication addressed to the Council does not require Council action, the City Clerk shall send copies to the members of Council, together with copies of any replies made to the communication, and the matter shall not be placed on the agenda unless a member of the Council or the City Manager requests that it be considered.

6. Anonymous Communications

Anonymous communications shall not be considered by the Council.

IX. Ordinances and Resolutions

1. Introduction

- a. Ordinances and resolutions shall be introduced in the Council only in printed or in written form. All ordinances—except ordinances making appropriations and ordinances codifying or rearranging existing ordinances or enacting a code of ordinances—shall be confined to one subject, and the subject or subjects of all ordinances shall be clearly expressed in the title. An ordinance or resolution may be introduced for first reading by the reading of its title by any member of Council and a second is not required. Resolutions are used to set forth legal decisions and official positions of the City Council, to approve contracts, to set policy and to implement programs.

- b. Ordinances are used to update the City Code and Charter and to adopt measures as required by State law.

2. Distribution of Copies

Copies of all ordinances and resolutions shall be prepared for distribution to all members of Council, the City Manager, and the City Clerk at the meeting at which the ordinance or resolution is introduced. Whenever any member of the Council is absent from such meeting, the City Clerk shall arrange to have copies delivered.

3. First Reading

The first reading of an ordinance or resolution shall be for information. If there is no objection, the proposed ordinance or resolution shall go on the calendar for the next meeting of Council. There will generally be no public debate or testimony on the first reading of an ordinance or resolution. Council may ask questions or for clarification as to intent.

4. Review and Referral

- a. All proposed ordinances and resolutions shall be reviewed by the City Manager and/or City Solicitor before being presented for second reading and adoption. The City Manager shall provide a brief digest of the provisions thereof, and, where it is proposed to amend an existing ordinance or resolution, such digest shall indicate the changes sought to be made.
- b. If the Council so desires, any pending ordinance or resolution may be referred to any standing or special committee for study and recommendation or to the City Manager for study, recommendations, redrafting, etc.

5. Amendments

When a proposed ordinance or resolution is substantively amended upon either its first or second reading, the amended ordinance or resolution shall be considered to have had its first reading only and must be read on a second day, unless the requirement for reading it on two separate days shall be dispensed with by a vote of not fewer than six members of Council, as prescribed by the City Charter (see 8 b.).

6. Appropriation Ordinances

Ordinances making appropriations shall be confined to the subject of appropriations. Each proposed ordinance providing for an appropriation shall show fully the purpose of the appropriation and the source from which the funds are to be derived. The City Manager shall submit a written recommendation on each appropriation ordinance showing what effect the ordinance would have on the annual budget.

7. Ordinance to Issue Bonds

Ordinances to issue bonds shall meet all the requirements of the City Charter and applicable statutes.

8. Adoption

- a. **Second Reading:** After an ordinance or resolution has received a first reading, it shall be placed on the agenda for second reading at the next meeting of Council. When a proposed ordinance or resolution comes up for second reading, it may be deferred for further study, deferred to a future meeting of Council, amended, or adopted. No ordinance or resolution shall be adopted until it has been read on two separate days, unless the requirement for reading it on two separate days shall be dispensed with by a vote of not fewer than six members of Council. The final reading of each ordinance and resolution shall be in full unless a written or printed copy thereof shall have been furnished to each member of Council prior to such reading. The "yeas" and "nays" shall be taken upon the adoption of all ordinances and resolutions and entered in the minutes of the proceedings of the Council.
- b. **Dispensing of Reading on Separate Days:** A roll call of the "yeas" and "nays" shall be taken on a motion to dispense with the requirement of reading an ordinance or resolution on two separate days (Charter ref. Sec. 9). When a motion to suspend the rules to dispense with the requirement for reading of an ordinance or resolution on two separate days fails to receive an affirmative vote of six members, the ordinance or resolution shall go over to the next regular meeting of the Council.
- c. **Vote on Ordinances Revising Appropriations and Resolutions to Transfer Funds:** As required by Maryland law, ordinances revising appropriations and resolutions transferring funds shall require a vote of not fewer than six members of Council.

9. Enacting Clauses

The enacting clause of all ordinances shall be "Be It Ordained by the Council of the City of Greenbelt, Maryland." The enacting clause of all resolutions shall be "Be It Resolved by the Council of the City of Greenbelt, Maryland."

10. Effective Date

All ordinances and resolutions passed by the Council shall take effect at the time indicated therein, but not less than ten days after the date of their adoption, except ordinances and resolutions of an urgent nature, which may by direction of Council become effective on date of adoption.

11. Authentication and Publication

Upon its adoption, each ordinance or resolution shall be authenticated by the signature of the Mayor and the City Clerk and shall be recorded upon a book kept for that purpose.

Each ordinance and resolution shall be published as soon as possible after its

adoption by posting it in a public place or places for ten days or, when required, by publishing it once within ten days in a newspaper of general circulation in the city, or both.

X. Rules of Order

1. Precedence of Motions

When a question is before the Council, motions shall have the following precedence and no motion of lesser precedence may be addressed until the motion of higher precedence is voted upon. The order from highest to lowest precedence is: a) to adjourn which is not debatable; b) to fix the hour of adjournment; c) to lay the question or issue on the table indefinitely or to a time certain; d) to call for the previous question; e) to refer; f) to amend. All motions noted herein shall be addressed to the Mayor (or Chairperson of the meeting if the Mayor is absent) and shall be voted upon by the Council after discussion by the Council and interested members of the public. Comments by the public regarding the above motions (except a motion to adjourn) shall be limited to three (3) minutes.

2. Motions to Be Stated by Chair

When a motion is made and seconded, it shall be stated by the Chair before debate. Any member may demand that it be put in writing.

3. Withdrawal of Motion

A motion may not be withdrawn by the mover without the consent of the member seconding it.

4. Motions Made Out of Order

The Chair may, at any time, with the approval of at least six members of Council permit a member to introduce an ordinance, resolution, or motion out of the regular order.

5. Motion to Adjourn - When Not in Order - Not Debatable

A motion to adjourn shall be in order at any time, except as follows: a) when repeated without intervening business or discussion; b) when made as an interruption of a member while speaking; c) when the previous question has been ordered; and d) while a vote is being taken. A motion to adjourn is not debatable.

6. Motion to Lay on the Table

A motion to lay on the table shall preclude all amendments or debate on the subject under consideration. If the motion shall prevail, the consideration of the subject may be resumed at any time by a majority vote under other business, at the same or at a subsequent meeting. A motion to table is not debatable.

7. Call the Question

Any member of Council may at any time Call the Question on a motion previously made which has had any number of proposed amendments thereto so long as such motion receives a second. Once a second to this motion is received all debate shall cease regarding any proposed amendments and the Council shall vote on the Call the Question motion without debate. If approved by a majority of a quorum of the Council, then Council shall immediately and without debate or public comment vote on only the motion previously made with the last amendment. All other amendments shall be considered as failed. If such vote passes by a majority, the Council shall move to the next item on its agenda. If the main motion fails, the secondary motion and all subsequent amendments will again be before the Council for debate and possible action. Any motions still pending at this time will be deemed lost.

8. Division of Question

If a question contains two or more divisible propositions, the presiding officer, upon request of a member, may divide the same.

9. Amend - Strike Out, etc.

On an amendment to "strike out and insert," the words to be struck out and those to be inserted shall be read, and finally the sentence or paragraph, as it would stand if so amended, shall be read.

10. Amend an Amendment

A motion to amend an amendment shall be in order, but one to amend an amendment to an amendment shall not be introduced. An amendment modifying the intention of a motion shall be in order, but an amendment relating to a different matter shall not be in order.

11. Motion to Postpone

All motions to postpone to a certain time, excepting a motion to postpone indefinitely, may only be amended as to time. If a motion to postpone indefinitely is carried, the principal question shall be declared lost.

12. Reconsideration

After the decision on any question, any member who voted with the prevailing side may move a reconsideration of any action at the same or the next meeting. A motion to reconsider shall require the approval of at least four members of Council. After a motion for reconsideration has once been acted on, no other motion for reconsideration thereof shall be made without unanimous consent of all members of Council.

13. Suspension of Rules

Any provisions of these rules not governed by the Charter, state law, or ordinance may be temporarily suspended at any meeting of the Council by a vote of not fewer than six members of Council. The vote on any question to suspend the rules shall be by "yeas" and "nays" and shall be entered in the minutes.

A motion to suspend the rule requiring two readings on separate days shall be debatable and, upon such motion, the main question shall be open for debate.

14. **Procedure in Absence of Rule**

In the absence of a rule to govern a point of procedure, reference shall be had to the approved practice in parliamentary bodies.

15. **Special Order**

To make any subject a special order of business shall require the consent of the majority of members of Council present.

16. **Tie Vote**

In case of a tie in the vote on any proposal, the proposal shall be considered lost.

17. **Special Committees**

- a. **Creation:** From time to time, the Council may set up Special Committees to act on special occasions or to perform other duties. Special committees may be created only by adoption of a resolution, which resolution shall clearly outline the function, authority, and responsibility of the committee, the number of persons to be on the committee, method of selection or appointment of members of the committee, reports to be required of committee, expiration date of committee, and any other pertinent information necessary for the proper functioning of the committee. Such Special Committees may also be called Task Forces.
- b. **Powers:** No committee of any kind shall have the power of employing any person for, or on behalf of, the city or incurring any expense without prior authorization of the City Manager. The committee may request the City Manager to furnish information and assistance which may be granted, provided it is pertinent to the matter before the committee and is not in violation of provisions of the Charter or policies established by the Council.
- c. **Report of Committees:** Committees shall submit reports from time to time as requested by the Council or the City Manager. All reports shall be in writing, and sufficient copies shall be made available for each member of Council, the City Manager, and the City Clerk.

XI. Miscellaneous

1. **To Amend Rules**

These rules may be amended or new rules adopted in the same manner as any other resolution is passed, except that the requirement for reading may not be waived except by unanimous consent, with a recorded vote of all members.

2. **Request for Meetings by Other Parties**

The Mayor and members of Council often encounter requests for meetings related to City business either with the Mayor, a member of Council, or more than one member of Council from outside parties (developers, stakeholders, elected officials, etc.). Such requests should be made known to the entire Council prior to any meeting taking place.

Notification of such a request can be at a scheduled work session or meeting of the City Council or, in the case of an emergency, by direct communication from the Mayor or member of Council who was requested to meet. Unless agreed upon by a majority of Council, all members of Council may attend any such requested meeting. Further, any such meeting including four or more members of Council shall be publicized and open to the public unless a Closed Session has been properly requested.

Nothing herein shall apply to contacts made by outside parties with members of Council at a political or social function. It is understood that contacts of this type need not be reported to the entire City Council at the next regularly scheduled meeting or work session unless a request is made by such party that requires Council action.

3. Council Recognitions

Council may issue Proclamations or Letters in recognition of certain events or causes with local implications, etc. It will be the decision of the Mayor whether to issue a Proclamation or a Letter.

Generally, proclamations are official (formal) declarations by City Council and letters are official recognitions by City Council.

Council may also issue Certificates or Public Service Citations honoring awards and exceptional achievements such as scholarships, distinctions or other recognitions. Recommendations for these certificates may come from advisory boards and committees, staff, or individual council members. Recognitions may be approved by Council as part of a list of council-recognized achievements or individually as special cases arise.

4. Virtual Council Meetings

Members of Council are required to be visible for the majority of the meeting, barring technical constraints or physical illness.



MEMORANDUM

TO: City Council

FROM: Terri S. Hruby, AICP, Director of Planning & Community Development

VIA: Josué Salmerón, City Manager

DATE: March 25, 2026

RE: Greenbelt Crossing (7010 Greenbelt Road) Covenant

In 2004, the City executed a Declaration of Covenants with the owner of 7010 Greenbelt Road, Armory Place, LLC. Although the document was never recorded, it established key development parameters for the property, including a maximum density of 90 dwelling units. The covenants also required City approval of the Detailed Site Plan and mandated the submission of both a noise attenuation plan and a traffic study to address site access onto Greenbelt Road, in coordination with the Maryland State Highway Administration.

In 2021, the property owner submitted a revised Detailed Site Plan and requested City support for both a Zoning Text Amendment and an amendment to the Declaration of Covenants. The proposed amendment sought to increase the allowable density from 90 multi-family units to 95 age-restricted multi-family units. The City Council voted to support the Zoning Text Amendment, and in 2023, conditionally approved a Detailed Site Plan reflecting the 95 age-restricted units.

Subsequently, the property owner's attorney advised City staff that, although both parties had agreed to amend the 2004 Declaration of Covenants, a revised document was never formally executed. The attached amended covenant reflects the agreed-upon increase in density from 90 to 95 units, while preserving all other provisions of the original agreement.

The amended covenant has been reviewed by the City Solicitor, who has confirmed that the document accurately reflects prior formal actions taken by the City and has no objections to its content.

In accordance with the Solicitor's recommendation, the amended covenant is being presented to the City Council, as execution of the agreement requires the Mayor's signature. Upon execution, the property owner's attorney will record the covenant in the land records of Prince George's County.

FIRST AMENDMENT TO
DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS

THIS FIRST AMENDMENT TO DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS ("First Amendment") is made and entered into this _____ day of _____, 2026, by and between ARMORY PLACE, LLC, a Maryland limited liability company ("Armory"), and THE CITY OF GREENBELT, a municipal corporation of the State of Maryland ("Greenbelt").

R E C I T A L S:

Recital 1: On November 23, 2004, Armory and Greenbelt executed a Declaration of Covenants related to the development of certain property owned by Armory and located within the municipal limits of The City of Greenbelt (the "Declaration"). A copy of the Declaration is attached hereto as Exhibit "A".

Recital 2: In accordance with the Declaration Armory has submitted for review and approval of Greenbelt a Detailed Site Plan as required by the Prince George's County Zoning Ordinance for the construction of a multifamily development containing four buildings with a total of 95 dwelling units. The proposed development is designed as elderly housing.

Recital 3: Paragraph 2 of the Declaration provided that the property which is the subject thereof shall be limited to no more than ninety (90) multifamily style dwelling units. Armory and Greenbelt desire to amend Paragraph 2 of the Declaration to increase the maximum number of multifamily dwelling units permitted to be constructed is 90.

NOW, THEREFORE, by their signatures set forth below, Armory and Greenbelt hereby agree as follows:

1. Paragraph 2 of the Declaration is amended to read as follows:

The Subject Property shall be developed with no more than ninety-five (95) multifamily style dwelling units which shall be subject to either a condominium or a cooperative regime for sale to individual purchasers. The determination as to whether or not the project shall be developed under a condominium or a cooperative regime shall be at the sole discretion of Armory.

2. Armory and Greenbelt hereby agree that except as modified herein, the restrictions and language of the Declaration and this First Amendment remain in full force and effect and binding on both parties.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals on the date herein first above written.

Attest:

CITY OF GREENBELT

By:

ARMORY PLACE, LLC

By:

Michael Postal, Manager

DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS

THIS DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS ("Declaration") is made and entered into this 23rd day of November, 2004, by and between ARMORY PLACE, LLC, a Maryland limited liability company ("Armory"), and THE CITY OF GREENBELT, a municipal corporation of the State of Maryland.

R E C I T A L S:

Recital 1: Armory is the owner of certain property located within the municipal boundaries of the City of Greenbelt, which property is more particularly described as Parcel "C," as depicted on a plat of subdivision entitled "Parcel C, Charlestown Village" which plat is recorded among the Land Records of Prince George's County, Maryland, at Plat Book 55, Plat No. 30 (the "Subject Property").

Recital 2: The Subject Property is improved with a building formerly used as a nursing home facility. As of the date hereof, the building located on the Subject Property is vacant. Armory desires to raze the existing structures on the property and to construct in lieu thereof a 90-unit multifamily development in accordance with the underlying zoning category of the Subject Property, the R-18 Zone. Pursuant to the requirements of the R-18 Zone, development of the Subject Property will be subject to the review and approval of a Detailed Site Plan in accordance with the provisions of Part 3, Division 9 of Subtitle 27 of the Prince George's County Code.

Recital 3: In consideration of Armory providing the City of Greenbelt with enforcement powers with respect to the herein contained covenants, conditions and restrictions, the City of Greenbelt has agreed to support any detailed site plan filed with The Maryland-National Capital Park and Planning Commission and/or Prince George's County, Maryland, once such detailed site plans have been reviewed and found acceptable by the City of Greenbelt, which such review and acceptance shall not be unreasonably withheld.

NOW, THEREFORE, Armory and the City of Greenbelt do hereby declare that the Subject Property shall be held, sold and conveyed subject to the following covenants, conditions and restrictions which are for the purpose of promoting conformity of development in the general area in which the Subject Property is located and which covenants shall run with the Subject Property. These covenants, conditions and restrictions shall be of perpetual duration.

1. This Declaration is not intended to confer any rights or benefits upon any adjoining property owners or third parties except

for the City of Greenbelt, and the City of Greenbelt, alone, shall have the right and power to enforce the Covenants, Conditions and Restrictions set forth herein.

2. The Subject Property shall be developed with no more than ninety (90) multifamily style dwelling units which shall be subject to either a condominium or a cooperative regime for sale to individual purchasers. The determination as to whether or not the project shall be developed under a condominium or a cooperative regime shall be at the sole discretion of Armory.

3. (a) The parties hereto understand and agree that the Subject Property is zoned R-18. Pursuant to Section 27-436(e) of the Prince George's County Code, a Detailed Site Plan is required prior to the approval of any multifamily dwellings constructed in the R-18 Zone. The City of Greenbelt shall have the right to the review and approval of the detailed site plan for the Subject Property proposing the construction of the multifamily dwelling units thereon, said approval not to be unreasonably withheld. The detailed site plan shall be prepared in accordance with the provisions of the Prince George's County Code regulating the preparation of a detailed site plan as set forth in Section 27-281, et seq. of the Prince George's County Code, as may be amended from time to time. The parties hereto agree that the City of Greenbelt shall have the authority to the review and approval of the following elements required to be depicted on a Detailed Site Plan:

- a. detailed site plan .
- b. landscape plan .
- c. building height .
- d. freestanding and building signage .
- e. architectural elevations .
- f. grading plan
- g. storm drain and paving plan

(b) The City of Greenbelt's review and approval of the detailed site plan and the elements set forth above shall be subject to the review and approval of the Detailed Site Plan by the Prince George's County Planning Board ("Planning Board") and/or the Prince George's County Council, sitting as the District Council ("District Council"). Armory agrees to support and advocate the Detailed Site Plan approved by the City of Greenbelt in public hearings held before the Planning Board and the District Council. In the event, however, that the Planning Board and/or the District Council approves the Detailed Site Plan with conditions which require the modification of the detailed site plan approved by the City of Greenbelt, such approval shall not constitute a violation of this Agreement. Armory shall notify the City of Greenbelt of the modifications to the Detailed Site Plan approved by the Planning Board and/or District Council and request the City of Greenbelt to approve the revised the Detailed Site Plan, such

approval not to be unreasonably withheld. The City of Greenbelt reserves the right to appeal any such decision if the Detailed Site Plan approved by the Planning Board and/or the District Council does not conform with the Plan approved by the City of Greenbelt pursuant hereto.

4. In addition to the approval of a Detailed Site Plan and the elements set forth in paragraph 3 above, the City of Greenbelt shall have the right to review and approve a noise attenuation plan which shall be submitted by Armory with the Detailed Site Plan to the City of Greenbelt. The noise attenuation plan shall address both noise generated from the exterior of the structure, such as road noise generated along Greenbelt Road and the noise generated from the interior of the structure from units both above and beside an individual unit. The noise attenuation plan shall specify the construction materials which shall be utilized in the construction of the multifamily dwelling units to reduce sound transmission through walls and ceilings of the individual units. The noise attenuation plan shall include a certification from an acoustical engineer that calculates the interior noise levels which will result from the specific architectural noise attenuation measures to reduce exterior generated noise and calculates the Sound Transmission Class (as defined by the American Society of Testing and Materials) of the interior partitions (walls and floors). In reviewing the noise attenuation plan, the noise attenuation standards applicable in Prince George's County and the State of Maryland shall constitute the minimum standards. Armory covenants that the construction materials specified in the noise attenuation plan shall be utilized in the construction of the dwelling units.

5. The City of Greenbelt shall be afforded the opportunity to review and comment on (but not approve) a traffic study to address the entrance of the Subject Property on Greenbelt Road in conjunction with its submittal to the Maryland State Highway Administration for approval.

6. Armory and the City of Greenbelt shall agree on a reasonable length of time during which signs advertising the proposed development or advertising contractors or sales agents, or financial institutions involved with the development may be maintained on the Subject Property. In no event shall this length of time be less than the time required to build and sell all units in the proposed development. Upon conclusion of the initial sale of the units, such advertising signage shall be removed. As referred to in this paragraph, the initial sale of units shall refer to the initial sale of units and not any resale of the units. If it is reasonably determined that Armory is intentionally delaying completion of the building or the sale of the units and the proposed development (other than delays resulting from force majeure or other delays resulting beyond Armory's control) for the purpose of allowing temporary advertising signs to remain standing,

then the City of Greenbelt shall be entitled to compel Armory to remove said temporary advertising signs. In conjunction with the foregoing sentence, the City of Greenbelt shall have the right to review the status of said advertising signs at six (6) month intervals.

7. (a) The obligations of Armory under this Declaration shall apply only with respect to the period of time during which it is the owner of a fee simple interest in the Subject Property and the improvements, and at such time as it ceases to own a fee simple interest therein, the obligations and rights thereafter clearly shall be the obligations and rights of its successors in ownership in interest.

(b) Notwithstanding anything to the contrary provided in this Declaration, it is specifically understood and agreed that there shall be absolutely no liability for damages on the part of Armory or any successor mortgagee, individual, partnership, joint venture or corporation with respect to any of the terms and conditions of this Declaration and that in the event of any breach by Declarant, the sole remedy for any party claiming hereunder shall be by a suit for specific performance to enforce any of the terms, covenants and conditions of this Declaration to be performed by them, such exculpation of liability for damages to be absolute without exception whatsoever.

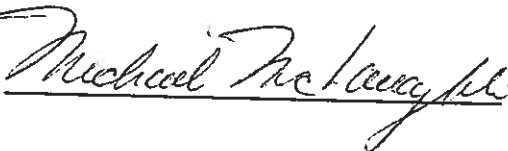
8. Modifications, waivers and consents with respect to this Declaration shall only be binding if in writing and signed by the party against whom such modification, waiver or consent is sought to be enforced.

9. The covenants contained herein are and shall be construed as real covenants and shall run with the land and shall be binding upon the parties hereto, their successors, heirs, executors, administrators or assigns.

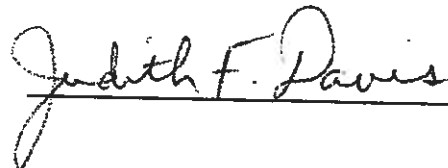
IN WITNESS WHEREOF, the parties hereto have set their hands and seals on the date herein first above written.

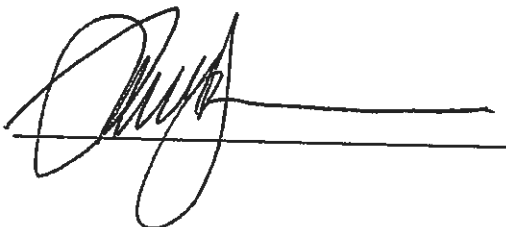
Attest:

CITY OF GREENBELT



By:





By:

ARMORY PLACE, LLC



Lowell E. Baier, Manager

LAW OFFICES
BBS AND HALLER
640 FORBES BLVD.
ANHAM, MD 20706
(301) 306-0033

CHARTER*

* **Editors Note:** Set out herein is the Charter of the City of Greenbelt, being chapter 532 of the 1937 Acts of Maryland, as amended. History notes following each section indicate the derivation of each section and all amendments thereto, if any. The numbering system of the Charter is that employed by Subtitle 40 of the Code of Public Local Laws of Prince George's County, Maryland, 1963. A uniform system of capitalization and repeating of numbers has been employed throughout the Charter and a frontal analysis has been added for the convenience of the user. Obvious spelling errors have been corrected. Words in brackets have been editorially supplied.

[Generally], §§ 1, 2

Powers, § 3

The Council, §§ 4--11A

Municipal Agencies, §§ 12, 13

Elections, §§ 14--33

Administration Service, §§ 34--45

Department of Finance, §§ 46--60

Department of Public Safety, §§ 61, 62

Taxes, §§ 63, 64

Public Utilities, §§ 65--67

Miscellaneous Provisions, §§ 68--74

[GENERALLY]

POWERS

Sec. 3. General powers.

22. ~~“To recognize and engage in collective bargaining with one or more designated bargaining representatives of all fulltime non-exempt, non-managerial, non-confidential employees of the City of Greenbelt (hereinafter “Covered Employees”) in one of three distinct bargaining units as follows: a) Sworn Police Officers; b) Covered Employees working in the Department of Public Works and c) Covered employees working on all other Departments of the City, including sworn police officers, civilian police employees such as dispatchers, and all other City employees. To recognize and engage in collective bargaining with one or more designated bargaining representatives of non-managerial, sworn police officers of the City of Greenbelt, Maryland, Police Department; and designated representatives of non-managerial Department of Public Works employees, to enter into a binding collective bargaining agreements with said representatives; and to enact by ordinance or amendment a system of rules and regulations to govern this process. The City Council shall approve all collective bargaining agreements entered into by the city with a collective bargaining representatives prior to~~

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their becoming effective. In the event the parties negotiating a collective bargaining agreement are unable to reach agreement on one or more terms of a collective bargaining agreement, the City Council shall have the authority to set those terms and conditions of employment that remain in dispute upon a majority vote. (1937, Ch. 532, § 3; Res. No. 34, 1961; Char. Am. Res. No. 131, 10-31-67; Char. Am. Res. No. 1973-6, § 1, 11-19-73; Char. Am. Res. No. 1977-2, § 1, 2-28-77; Char. Am. Res. No. 1983-1, § 1, 10-3-83; Char. Am. Res. No. 2005-4, § IV, 12-12-05)

entirety and enacted new provisions to read as herein set out.

ARTICLE VIII.

LABOR CODE

Sec. 13-231. Legislative findings and purpose.

(a) *Title of article.* This article shall herein be referred to as the labor code of the City of Greenbelt, Maryland, or labor code.

(b) *Legislative findings.* It is the public policy of the council of Greenbelt and the purpose of this labor code to promote a fair, harmonious, peaceful and cooperative relationship between the management of the city and those employees of the City of Greenbelt who are covered by this labor code and to protect the public by assuring the responsive, orderly, efficient and continuous operation of the department.

(c) *Purpose.* Pursuant to the authority set forth in the Charter of the City of Greenbelt, which authorizes the council to enact by ordinance or amendment a system of rules and regulations to govern the process, the council enacts this article for the following purposes:

- (1) To provide procedures for police officers and full time and regular part-time non-exempt, non-managerial, non-confidential City employees to participate in the formulation and implementation of policies establishing or affecting their conditions of employment;
- (2) To recognize the right of said employees to organize for the purpose of collective bargaining;
- (3) To provide a means by which said employees may select a collective bargaining representative;
- (4) To require the City of Greenbelt to meet and confer with the collective bargaining representative of said employees and to negotiate and enter into written agreements on certain matters of wages, hours and other terms and conditions of employment; and

- (5) To establish a method of dispute resolution.

(Ord. No. 1278, 1-22-07)

Sec. 13-232. Definitions

For the purposes of this article, the following words and phrases shall have the meanings respectively ascribed to them by this section:

(a) “Bargaining Unit” means one of the following three units of eligible City employees, each of which is hereby legislatively established as an appropriate unit for collective bargaining:

(1) Police Bargaining Unit

A bargaining unit for the Greenbelt Police Department consisting of all non-managerial sworn police officers employed by the City of Greenbelt and assigned to the Greenbelt Police Department, excluding managerial employees, confidential employees, civilian employees, and all other employees not serving as sworn officers.

(2) Department of Public Works Bargaining Unit

A bargaining unit for the Department of Public Works consisting of all full-time and regular part-time non-exempt, non-managerial, non-confidential employees employed by the City of Greenbelt and assigned to the Department of Public Works, excluding managerial employees, confidential employees, and any employees assigned to other departments.

(3) General Non-Managerial Employee (Residual) Bargaining Unit

A bargaining unit consisting of all other eligible full-time and regular part-time non-exempt, non-managerial and non-confidential employees of the City of Greenbelt who are not included in the Police Bargaining Unit or the Department of Public Works Bargaining Unit, excluding managerial employees, confidential employees, sworn police officers, and employees of the Department of Public Works.

Except as otherwise provided herein, no additional bargaining units shall be established. The three bargaining units defined above constitute the exclusive and complete set of bargaining units authorized for collective bargaining within the City of Greenbelt.

(b) Confidential employee. Any employee who assists in a confidential capacity, persons who formulate, determine and effectuate management policies in the field of personnel and labor relations.

(c) Employee. For the purpose of this Article VIII, Labor Code the definition of employee includes only the following:

i) all non-managerial sworn police officers employed by the City of Greenbelt and assigned to the Greenbelt Police Department and those employees who have completed the initial entrance training for certification as a police officer;

ii) all full-time and regular part-time non-exempt, non-managerial, non-confidential personnel employed by the City of Greenbelt..

(d) Employee organization. Any lawful organization that admits employees, as defined in this Code, to membership and whose primary purpose is to represent such employees with respect to wages, benefits, and other terms and conditions of employment. For purposes of the Greenbelt Police Department, an employee organization means any lawful organization that admits sworn police officers to membership, the primary purpose of which is to represent sworn police officers concerning wages, terms and conditions of employment. In all cases an “employee organization” does not include any organization that discriminates on the basis of race, color, sex, creed, national origin, or any other protected characteristic with respect to membership, retention, or participation in training, apprenticeship, or employment programs.

(e) Employee relations board. The employee relations board (ERB) constituted pursuant to the Charter of the City of Greenbelt.

(f) Employer. The City of Greenbelt.

(g) Grievance. A dispute concerning the application or interpretation of the terms of a collective bargaining agreement between an employee organization and the employer.

(h) Managerial employee. An employee of the City of Greenbelt who has the authority to exercise independent judgment, in the interest of the employer, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, discipline, direct, or adjust the grievances of other employees, or who effectively recommends such actions, provided that the exercise of such authority requires the use of independent judgment and is not merely routine or clerical in nature. The term “managerial employee” includes supervisors as defined in this Code and excludes confidential employees. In the Greenbelt Police Department managerial employees are those employees who are sworn police officers of the rank of lieutenant or higher.

(i) Non-managerial sworn police officer. Any sworn police officer of the City of Greenbelt assigned to the Greenbelt Police Department who is not a managerial or confidential employee as defined herein. For purposes of this definition, the term shall also include any police officer trainee who has completed the initial entrance level training for certification as a police officer.

(j) Regular part-time employee. A part-time employee of the City of Greenbelt who is non-exempt, non-managerial and non-confidential and who works at least 500 hours in each calendar year of employment.

(k) Strike. The failure to report for duty, the willful absence from positions, the stoppage or slowdown of work, or the abstinence in whole or in part from the full, faithful and proper performance of the duties of employment for the purpose of inducing, influencing, coercing or preventing a change in compensation or rights, privileges, obligations or other terms and conditions of employment, whether by concerted or individual action.

(l) Terms and conditions of employment. All wages, benefits and other matters relating to the employment of employees in the bargaining unit, including, but not limited to, holidays, pensions, medical benefits and coverage, sick leave, paid and unpaid leave, military leave, overtime, equipment, training, discipline, and seniority, not expressly excluded by section 13-235.
(Ord. No. 1278, 1-22-07)

Sec. 13-233. Labor commissioner.

(a) There shall be a labor commissioner who shall exercise the authority and perform the functions assigned pursuant to this labor code.

(b) The labor commissioner shall be appointed for specific matters as they arise under this code for which such labor commissioner is needed from a list of individuals supplied by the American Arbitration Association in response to a joint letter from the City and the exclusive representative. The list shall be comprised of individuals with prior work experience at the National Labor Relations Board who reside in Maryland, the District of Columbia or Virginia. The City and the exclusive representative shall confer within ten (10) days of receipt of the list; if they are unable to agree on an individual, they shall alternately strike names from the list until one person remains, and that person shall serve as labor commissioner for the specific matter. The costs of the labor commissioner shall be paid by the City.

(c) The labor commissioner appointed for a specific matter shall have the following authority with respect to that matter:

(1) Administration.

- a. The labor commissioner shall be charged with the interpretation of the labor code and shall be further authorized to make any rules and regulations as may be necessary or proper to effectuate the purposes and intent of the labor code.
- b. The labor commissioner may appoint a representative or representatives to perform investigative, administrative, ministerial, procedural or other tasks associated with the duties assigned pursuant to this section.
- c. In addition to those duties specifically enumerated herein, the labor commissioner shall also have the authority to perform other duties as may be deemed necessary to effectuate the purposes and intent of this labor code.

(2) Representation.

- a. To grant and revoke certification of any employee organization as the exclusive bargaining representative of employees in the bargaining unit;
- b. To supervise the conduct of representation elections; and
- c. To determine the appropriateness of the employee organizations.

(3) Unfair labor practices. Investigation and adjudication of unfair labor practice charges and determination of remedies for unfair labor practices in accordance with the procedures and intent of this labor code.

(d) Decisions of the labor commissioner shall be in writing. Any party aggrieved by a decision of the labor commissioner may file an appeal to the city council within thirty (30) days of the issuance of the labor commissioner's decision. The decision of the city council shall be final, subject only to judicial review. In the event that there shall be a tie vote, then the decision of the labor commissioner shall be upheld.
(Ord. No. 1278, 1-22-07)

Sec. 13-234. Employee rights.

(a) Employees shall have the right of self-organization; to form, join, or assist employee organizations; and to bargain collectively through representatives of their own choosing on terms and conditions of employment. Employees shall also have the right to refrain from any or all such activities.

(b) Employees shall be free from retaliation for the exercise of any rights set forth herein, or for participating in any proceeding established pursuant to this labor code.

(c) Nothing in this labor code shall prohibit an employee from presenting, discussing or resolving any grievance directly with the employer and without the intervention of the employee organization that represents the bargaining unit, provided that any adjustment of the grievance made shall not be inconsistent with the terms of any applicable collective bargaining agreement.

Sec. 13-235. Employer rights.

(a) The employer shall have the following rights:

- (1) To determine the budget of the City of Greenbelt including all financial obligations and expenditures, and to exercise its taxing authority;
- (2) To determine the ways and means to allocate funds to its various departments and projects;
- (3) To establish methods and procedures for fulfilling its mission;
- (4) To determine how and when to deploy its personnel;
- (5) To establish, suspend, relocate or discontinue operations, facilities, stations, , services and to reduce personnel;
- (6) To determine the way personnel will be used to effectuate the City's mission;
- (7) To adopt reasonable rules, regulations and general orders pertaining to the department's purpose, operation, techniques, efficiency and management which are not inconsistent

with the terms of the collective bargaining agreement, provided that during negotiations for a collective bargaining agreement, the exclusive representative and the City shall have the right to discuss and agree upon rules, regulations and general orders;

- (8) To determine staffing levels and assignments, including but not limited to the number, composition, and scheduling of full-time, part-time, temporary, seasonal, trainee, or reserve employees, and to decide whether, when, and how such employees shall be utilized. In the Greenbelt Police Department, the determination of staffing shall include Department decisions to determine staffing, including, but not limited to, the use of full and part-time police officers, police officer candidates, cadets, or reserve police, and the number of such staff;
- (9) To suspend, demote, discharge or take disciplinary action against employees with just cause.
- (10) To discharge employees it reasonably believes to be involved in a strike.

(b) The employer shall not enter into or become bound by any collective bargaining agreement pursuant to this labor code that contains terms that infringe upon or limit the rights set forth in this section. The employee relations board in determining a grievance under a collective bargaining agreement shall not have the authority to add to, alter, amend, delete, modify or infringe upon any of the rights set forth in this section. (Ord. No. 1278, 1-22-07)

Sec. 13-236. Collective bargaining.

(a) *Bargaining in good faith.* Upon certification of an employee organization by the labor commissioner, the employer and the employee organization shall have the duty, through officials or their designated representatives, to negotiate collectively and in good faith with respect to the subjects of bargaining enumerated in this section and to reduce to writing the matters agreed upon as a result of such negotiations.

(b) *Employer/employee organization representative.*

- (1) The employer shall appoint the employer's representative or representatives for the purpose of conducting any bargaining with a certified employee organization.
- (2) The employee organization shall appoint a representative or representatives for the purpose of conducting any bargaining with the employer.

(c) *Subjects of bargaining.* The employer and employee organization may bargain collectively and reach agreement on the following subjects of bargaining:

- (1) Wages;
- (2) Terms and conditions of employment as defined in section 13-232 herein;

- (3) Employee benefit plans;
- (4) Bonuses and gifts;
- (5) Jury duty;
- (6) Duration of the collective bargaining agreement; and
- (7) Grievance procedure.

(d) *Scope of bargaining.* The employer shall not enter into, or be bound by, any collective bargaining agreement, amendment thereto or other agreement that covers a subject of bargaining not specifically enumerated in this section, or which alters, amends, deletes, modifies or infringes upon any of the employer rights enumerated in section 13-235.
(Ord. No. 1278, 1-22-07)

Sec. 13-237. Representation.

(a) *Certification of representative.* Unless there is voluntary recognition, no collective bargaining agreement shall be valid or enforceable unless it is between the employer and an employee organization that is certified by the labor commissioner as the exclusive bargaining representative for employees in the bargaining unit.

(b) *Majority of employees.* Certification of an employee organization shall only occur if the employee organization has been selected or designated by a majority of employees in the bargaining unit.

(c) *Procedure.*

(1) *Certification election.* An employee organization seeking exclusive bargaining representative status for employees in the bargaining unit shall file a petition with the labor commissioner accompanied by evidence that at least thirty (30) percent of the employees in the bargaining unit have designated the employee organization as their exclusive bargaining representative. Within thirty (30) days of filing a petition for certification, the labor commissioner shall conduct a secret ballot election. If the results of the secret ballot election establish that a majority of those bargaining unit employees voting in the election designate the petitioning employee organization as their exclusive bargaining representative, then the labor commissioner shall certify the employee organization as the exclusive bargaining representative and shall authorize the employer to bargain collectively with the employee organization.

(2) *Voluntary recognition.* If an employee organization demonstrates majority support in an appropriate bargaining unit—through authorization cards or other reliable evidence dated within 30 days of submission—the City may voluntarily recognize the employee organization as the exclusive representative without prior review by the Labor Commissioner. Within five (5) business days of recognition, the City shall provide written notice to the Labor Commissioner

and post notice to employees in the unit. Any timely challenge to the appropriateness of the unit or to majority support shall be filed with the Labor Commissioner within fourteen (45 days of the notice; absent a timely challenge, recognition shall remain in effect. If a challenge is filed, the Labor Commissioner shall promptly resolve the dispute under this Code. In the event the petition filed by an employee organization is accompanied by evidence that within thirty (30) days prior to the filing of the petition more than fifty (50) percent of the employees in the bargaining unit have designated the employee organization as their exclusive representative for purposes of collective bargaining, the labor commissioner may give the employer the option to voluntarily recognize the employee organization without first conducting a certification election. If the employer declines to voluntarily recognize the employee organization, then the labor commissioner shall conduct a certification election pursuant to this section. Upon voluntary recognition pursuant to this section, the labor commissioner shall certify the employee organization as the exclusive bargaining representative of the employees in the petitioned-for unit and authorize the employer to bargain collectively with the employee organization.

- (3) *Decertification election.* Any employee seeking to terminate the certification of an employee organization as the exclusive bargaining representative of employees in the bargaining unit may file a petition with the labor commissioner accompanied by evidence that at least thirty (30) percent of the employees in the bargaining unit have expressed their desire to remove the employee organization as their exclusive bargaining representative. Within thirty (30) days of the filing of a petition for decertification, the labor commissioner shall conduct a secret ballot election. If the results of the secret ballot election establish that a majority of those employees in the bargaining unit no longer wish to have the employee organization as their exclusive bargaining representative, then the labor commissioner shall decertify the employee organization as the exclusive bargaining representative of the employees in the petitioned-for unit.
- (4) No election under this section may be conducted more frequently than once every twenty-four (24) months.

Sec. 13-238. Unfair labor practices.

(a) *Employer unfair labor practices.* It shall be an unfair labor practice for the employer by and through its officers, agents and representatives to engage in the following conduct:

- (1) Interfere with, restrain or coerce employees in the exercise of their rights guaranteed under this labor code;
- (2) Discriminate in regard to hire or tenure of employment or any term or condition of employment to encourage or discourage membership in any employee organization;
- (3) Directly or indirectly cause, instigate, encourage, condone, initiate, sponsor, support, direct or engage in any lockout;
- (4) Fail or refuse to negotiate in good faith with a certified employee organization;

(5) Retaliate against an employee because of that employee's exercise of rights guaranteed under this labor code; or

(6) Control or dominate an employee organization or contribute financial or other support to it.

(b) *Employee organization unfair labor practices.* It shall be an unfair labor practice for an employee organization by and through its officers, agents and representatives to engage in the following conduct:

(1) Interfere with, restrain or coerce employees in the exercise of their rights guaranteed under this labor code;

(2) Induce the employer or its representatives to commit any unfair labor practice;

(3) Directly or indirectly, cause, instigate, encourage, condone, initiate, sponsor, support, direct or engage in any strike;

(4) Fail or refuse to negotiate in good faith with the employer; or

(5) Retaliate against an employee because of that employee's exercise of rights guaranteed under this labor code.

(c) *Procedure.*

(1) *Charge and evidentiary hearing.* In the event that a claim is made that an unfair labor practice has been committed by either the employer or the employee organization, the complaining party shall file with the labor commissioner a verified complaint setting forth a detailed statement of the alleged unfair labor practice no later than thirty (30) days after the date of the alleged unfair labor practice. The party complained of shall have the right to file an answer to the complaint within five (5) days after service thereof. After investigation, the labor commissioner may issue an order dismissing the complaint, order a further investigation, or schedule an evidentiary hearing thereon at a designated time and place. Any such hearing shall be conducted without regard for the strict rules of evidence and a transcript of testimony shall be taken. The labor commissioner may designate a neutral fact finder to conduct the hearing and issue recommended findings of fact and conclusions of law.

(2) *Determination.* If, at the conclusion of all testimony, or upon consideration of the neutral fact finder's recommended findings of fact and conclusions of law, the labor commissioner determines that an unfair labor practice has been committed, the labor commissioner shall state his/her findings and shall issue and cause to be served upon the party committing the unfair labor practice an order requiring the party to cease and desist from such practice within a specified period and shall take such further affirmative action as will comply with the provisions of this labor code. If upon all the testimony, the labor commissioner determines that a prohibited

practice has not been or is not being committed, he/she shall state a finding of fact and shall issue an order dismissing the complaint.

- (3) *Procedure in the event of a strike or lockout.* Nothing in this labor code shall prohibit or impede the employer or a certified employee organization from using all available lawful means to end a strike or lockout, including the initiation of legal proceedings to enjoin the strike or lockout.
- (4) *Mediation.* Nothing in this section shall prohibit the labor commissioner from personally conducting mediation to resolve unfair labor practice issues.

(Ord. No. 1278, 1-22-07)

Sec. 13-239. No strike/no lockout.

(a) *Purpose.* The services performed by employees are essential to the public well-being. Accordingly, strikes and lockouts are prohibited.

(b) *No lockouts.* The employer shall not, either directly or indirectly, cause, instigate, encourage, condone, initiate, sponsor, support, direct or engage in any lockout.

(c) *No strike by employees.* No employee shall, directly or indirectly, cause, instigate, encourage, condone, initiate, sponsor, support, direct, or engage in any strike. Any such conduct by an employee shall be subject to immediate disciplinary action in accordance with applicable City personnel policies, civil service rules, or other governing disciplinary procedures, except that such disciplinary action shall not be subject to the grievance and arbitration procedures contained in any applicable collective bargaining agreement. (d) *No strike by employee organization.* No employee organization shall either directly or indirectly, cause, instigate, encourage, condone, initiate, sponsor, support, direct or engage in any strike. If any employee organization violates this provision, its certification as the exclusive representative, if any, shall be revoked and the employee organization shall thereafter be ineligible to participate in procedures under this labor code to become and/or remain the exclusive representative of employees of the employer for a period of not less than three (3) years.

(e) *Other remedies.* The employer, employees and employee organizations shall have the right to pursue legal and equitable remedies in the appropriate courts in the event of a violation of this section.
(Ord. No. 1278, 1-22-07)

Sec. 13-240. Checkoff.

(a) *Dues checkoff.* When an employee organization has been certified as the exclusive representative of the employees in the bargaining unit, it shall be the only employee organization eligible to obtain an agreement from the employer to deduct dues or service fees designated or certified by the appropriate officer of the employee organization from the pay of those employees in the unit who provide written, signed and dated authorization, and to remit said dues to the employee organization without cost. All authorizations shall be irrevocable for a period of one (1) year and shall be automatically renewable from year to year unless written

notice of termination by the employee is received by the employer thirty (30) days prior to the anniversary date of the authorization.

(b) *Indemnification.* The employer shall not have the authority to enter into a collective bargaining agreement that authorizes the deduction of dues from pay unless the agreement contains a provision whereby the employee organization agrees to indemnify the employer for any and all claims arising out of the deduction of dues and/or fees pursuant to this section.

(c) *No compulsory union membership.* No agreement between the employer and an employee organization shall compel any employee to become and remain a member of the employee organization and/or pay dues.

(Ord. No. 1278, 1-22-07)

Sec. 13-241. Permissible union activities.

Solicitation of members and dues, and other internal employee organization business shall be conducted only during the nonduty hours of the employees concerned. Employer-requested or approved consultations and meetings between management officials and representatives of the recognized employee organization shall, whenever practicable, be conducted on official time. Negotiations between the employer and designated members of the employee organization for the purpose of negotiating a collective bargaining agreement shall be conducted during work hours.

(Ord. No. 1278, 1-22-07)

Sec. 13-242. Grievance procedure.

All collective bargaining agreements between the employer and employee organization shall contain a grievance procedure that includes a provision for binding decision by the employee relations board. The employee relations board shall have the right to engage one (1) or more professional neutral persons to serve as a hearing officer, fact finder and to make recommendations concerning the grievance.

(Ord. No. 1278, 1-22-07)

Sec. 13-243. Impasse in collective bargaining.

(a) *Timeline.* Regardless of the date upon which certification is issued to the employee organization, negotiations shall be held only between November 1 and March 1. Any memorandum of understanding reached as a result of such negotiations shall become effective July 1 following such negotiations. Any such memorandum of understanding shall be presented to the city council for its approval by April 15 in order that sufficient time shall exist to implement same at the commencement of the fiscal year on July 1. Notwithstanding the provisions hereinabove, in the calendar year 2010 negotiations shall be extended from ending on March 1 to April 1.

(b) *Impasse procedure.* If after a reasonable period of negotiation over the terms of a memorandum of understanding a dispute exists between the employer and the certified employee organization, or if no understanding has been reached within a reasonable period of time, but not later than March 1, prior to the

final date for setting the municipal budget, it shall be deemed that an impasse has been reached, at which time the matters in dispute shall be presented jointly by the parties in writing to the city council for hearing and resolution.

(c) *Hearing procedure.*

- (1) The city council shall hold a hearing on all disputed issues within thirty (30) days of the presentation of the dispute, and it shall issue its final decision within thirty (30) days of the conclusion of the hearing. The decision of the city council shall be final and binding upon the employer and the employee organization and shall be rendered at least forty (40) days before the beginning of the fiscal year. The decision of the city council shall be in writing and a copy shall be served on the employer and employee organization at the time the city council issues a final decision.
- (2) The city council shall establish the date, time, and place of all hearings, administer oaths, issue subpoenas to compel the attendance of witnesses to appear, and issue subpoenas duces tecum to compel the production of documents and other tangible evidence.
- (3) In reaching its decision, the city council may take into consideration any factors it considers significant to reaching the determination, including, but not limited to, the following factors:
 - a. Wages, benefits and other working conditions of employees in the same or substantially similar classifications employed by municipal agencies of a government similar size and demographics;
 - b. The value of other benefits available to or received by City employees;
 - c. Cost-of-living information; or
 - d. The availability of funds.

(d) *Mediation.* Nothing herein contained shall be construed as prohibiting the city council from mediating the dispute at any time prior to the issuance of its final and binding decision.
(Ord. No. 1278, 1-22-07; Ord. No. 1305, 2-22-10)

Secs. 13-244--13-260. Reserved.

4906-1055-4782, v. 1

ARTICLE VIII.

LABOR CODE

Sec. 13-231. Legislative findings and purpose.

(a) *Title of article.* This article shall herein be referred to as the labor code of the City of Greenbelt, Maryland, or labor code.

(b) *Legislative findings.* It is the public policy of the council of Greenbelt and the purpose of this labor code to promote a fair, harmonious, peaceful and cooperative relationship between the management of the city and those employees of the City of Greenbelt ~~Greenbelt Police Department~~ who are covered by this labor code and to protect the public by assuring the responsive, orderly, efficient and continuous operation of the department.

(c) *Purpose.* Pursuant to the authority set forth in the Charter of the City of Greenbelt, which authorizes the council to enact by ordinance or amendment a system of rules and regulations to govern the process, the council enacts this article for the following purposes:

- (1) To provide procedures for police officers and full time and regular part-time non-exempt, non-managerial, and non-confidential City employees; ~~sworn police officers~~ to participate in the formulation and implementation of policies establishing or affecting their conditions of employment;
- (2) To recognize the right of said employees to organize for the purpose of collective bargaining;
- (3) To provide a means by which said employees may select a collective bargaining representative;
- (4) To require the City of Greenbelt to meet and confer with the collective bargaining representative of said employees and to negotiate and enter into written agreements on certain matters of wages, hours and other terms and conditions of employment; and
- (5) To establish a method of dispute resolution.

(Ord. No. 1278, 1-22-07)

Sec. 13-232. Definitions

For the purposes of this article, the following words and phrases shall have the meanings respectively ascribed to them by this section:

Bargaining unit. ~~All nonmanagerial sworn police officers of the City of Greenbelt assigned to the Greenbelt Police Department, excluding managerial employees, confidential employees and other employees.~~

“Bargaining Unit” means one of the following three units of eligible City employees, each of which is hereby legislatively established as an appropriate unit for collective bargaining:

1. Police Bargaining Unit

A bargaining unit for the Greenbelt Police Department consisting of all non-managerial sworn police officers employed by the City of Greenbelt and assigned to the Greenbelt Police Department, excluding managerial employees, confidential employees, civilian employees, and all other employees not serving as sworn officers.

2. Department of Public Works Bargaining Unit

A bargaining unit for the Department of Public Works consisting of all full- time and regular part time non-exempt, non-managerial, non-confidential employees employed by the City of Greenbelt and assigned to the Department of Public Works, excluding managerial employees, confidential employees, and any employees assigned to other departments.

3. General Non-Managerial Employee (Residual) Bargaining Unit

A bargaining unit consisting of all other eligible full-time and regular part-time non-exempt, non-managerial and non-confidential employees of the City of Greenbelt who are not included in the Police Bargaining Unit or the Department of Public Works Bargaining Unit, excluding managerial employees, confidential employees, sworn police officers, and employees of the Department of Public Works.

1. Police Bargaining Unit

—A bargaining unit for the Greenbelt Police Department consisting of all non-managerial sworn police officers employed by the City of Greenbelt and assigned to the Greenbelt Police Department, excluding managerial employees, confidential employees, civilian employees, and all other employees not serving as sworn officers.

2. Department of Public Works Bargaining Unit

—A bargaining unit for the Department of Public Works consisting of all non-managerial and non-confidential employees of the City of Greenbelt who are not included in the Police Bargaining Unit or the Department of Public Works Bargaining Unit, excluding managerial employees, confidential employees, sworn police officers, and employees of the Department of Public Works.

Except as otherwise provided herein, no additional bargaining units shall be established. The three bargaining units defined above constitute the exclusive and complete set of bargaining units authorized for collective bargaining within the City of Greenbelt.

Confidential employee. Any employee who assists in a confidential capacity, persons who formulate, determine and effectuate management policies in the field of personnel and labor relations.

~~*Employee. A person employed by the City of Greenbelt Police Department who is classified as a police officer, who has completed the initial entrance training for certification as a police officer, and who is a nonmanagerial employee and not a confidential employee. This definition and this labor code shall in no way serve to modify any personnel policy of the City of Greenbelt relative to probationary period or the Law Enforcement Officers' Bill of Rights.*~~

Employee. For the purpose of this Article VIII, Labor Code the definition of employee includes only the following:

i) all non-managerial sworn police officers employed by the City of Greenbelt and assigned to the Greenbelt Police Department and those employees who have completed the initial entrance training for certification as a police officer;

ii) all full-time and regular part-time non-exempt, non-managerial, non-confidential personnel employed by the City of Greenbelt. This definition excludes any individual who works fewer than 150 hours for the City in a calendar year OR ii) persons employed by the City of Greenbelt Police Department who is classified as a police officer, who has completed the initial entrance training for certification as a police officer, and who is a nonmanagerial employee and not a confidential employee.

Employee organization. Any lawful organization that admits employees, as defined in this Code, to membership and whose primary purpose is to represent such employees with respect to wages, benefits, and other terms and conditions of employment. "Employee organization" does not include any organization that discriminates on the basis of race, color, sex, creed, national origin, or any other protected characteristic with respect to membership, retention, or participation in training, apprenticeship, or employment programs. For purposes of the Greenbelt Police Department, an employee organization means any lawful organization that admits sworn police officers to membership, the primary purpose of which is to represent sworn police officers concerning wages, terms and conditions of employment. In all cases an "employee organization" does not include any organization that discriminates on the basis of race, color, sex, creed, national origin, or any other protected characteristic with respect to membership, retention, or participation in training, apprenticeship, or employment programs. provided that the term "employee organization" shall not be defined to include any organization that discriminates on the basis of race, color, sex, creed or national origin, with regard to the acquisition or retention of membership or in accepting or advancing members in any training, apprenticeship or employment program.

Employee relations board. The employee relations board (ERB) constituted pursuant to the Charter of the City of Greenbelt.

Employer. The City of Greenbelt, ~~including the Greenbelt Police Department.~~

Grievance. A dispute concerning the application or interpretation of the terms of a collective bargaining agreement between an employee organization and the employer.

Managerial employee. ~~An employee of the City of Greenbelt who has the authority to exercise independent judgment, in the interest of the employer, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, discipline, direct, or adjust the grievances of other employees, or who effectively recommends such actions, provided that the exercise of such authority requires the use of independent judgment and is not merely routine or clerical in nature. The term "managerial employee" includes supervisors as defined in this Code and excludes confidential employees. In the Greenbelt Police Department, a managerial employee means an employee of the City of Greenbelt assigned to the Greenbelt Police Department who has the authority to exercise independent judgment in the interest of the employer to hire, transfer, suspend, lay off, recall, promote or discharge other employees; who has the responsibility to direct them or adjust their grievances, or effectively to recommend such action; if, in connection with the foregoing, the exercise of such authority is not of a routine or clerical nature but requires the use of independent judgment, including, but not limited to, managerial employees are those employees who are sworn police officers of the rank of lieutenant or higher, but not including those employees who are sworn police officers of the rank of sergeant or lower, unless the employee is deemed to be a confidential employee.~~

~~An employee of the City of Greenbelt assigned to the Greenbelt Police Department who has the authority to exercise independent judgment in the interest of the employer to hire, transfer, suspend, layoff, recall, promote or discharge other employees; who has the responsibility to direct them or adjust their grievances, or effectively to recommend such action; if, in connection with the foregoing, the exercise of such authority is not of a routine or clerical nature but requires the use of independent judgment, including, but not limited to, those employees who are sworn police officers of the rank of lieutenant or higher, but not including those employees who are sworn police officers of the rank of sergeant or lower, unless the employee is deemed to be a confidential employee.~~

Non-managerial sworn police officer. Any sworn police officer of the City of Greenbelt assigned to the Greenbelt Police Department who is not a managerial or confidential employee as defined herein. For purposes of this definition, the term shall also include any police officer trainee who has completed the initial entrance level training for certification as a police officer.

Regular part-time employee. An part-time employee of the City of Greenbelt who is non-exempt, non-managerial and non-confidential and who works at least 500 in each calendar year of employment.

Strike. The failure to report for duty, the willful absence from positions, the stoppage or slowdown of work, or the abstinence in whole or in part from the full, faithful and proper performance of the duties of employment for the purpose of inducing, influencing, coercing or preventing a change in compensation or

rights, privileges, obligations or other terms and conditions of employment, whether by concerted or individual action.

Terms and conditions of employment. All wages, benefits and other matters relating to the employment of employees in the bargaining unit, including, but not limited to, holidays, pensions, medical benefits and coverage, sick leave, paid and unpaid leave, military leave, overtime, equipment, training, discipline, and seniority, not expressly excluded by section 13-235.
(Ord. No. 1278, 1-22-07)

Sec. 13-233. Labor commissioner.

(a) There shall be a labor commissioner who shall exercise the authority and perform the functions assigned pursuant to this labor code.

(b) The labor commissioner shall be appointed for specific matters as they arise under this code for which such labor commissioner is needed from a list of individuals supplied by the American Arbitration Association in response to a joint letter from the ~~city~~City and the exclusive representative. The list shall be comprised of individuals with prior work experience at the National Labor Relations Board who reside in Maryland, the District of Columbia or Virginia. The ~~city~~City and the exclusive representative shall confer within ten (10) days of receipt of the list; if they are unable to agree on an individual, they shall alternately strike names from the list until one person remains, and that person shall serve as labor commissioner for the specific matter. The costs of the labor commissioner shall be paid by the ~~city~~City.

(c) The labor commissioner appointed for a specific matter shall have the following authority with respect to that matter:

(1) Administration.

- a. The labor commissioner shall be charged with the interpretation of the labor code and shall be further authorized to make any rules and regulations as may be necessary or proper to effectuate the purposes and intent of the labor code.
- b. The labor commissioner may appoint a representative or representatives to perform investigative, administrative, ministerial, procedural or other tasks associated with the duties assigned pursuant to this section.
- c. In addition to those duties specifically enumerated herein, the labor commissioner shall also have the authority to perform other duties as may be deemed necessary to effectuate the purposes and intent of this labor code.

(2) Representation.

- a. To grant and revoke certification of any employee organization as the exclusive bargaining representative of employees in the bargaining unit;

- b. To supervise the conduct of representation elections; and
- c. To determine the appropriateness of the employee organizations.

(3) Unfair labor practices. Investigation and adjudication of unfair labor practice charges and determination of remedies for unfair labor practices in accordance with the procedures and intent of this labor code.

(d) Decisions of the labor commissioner shall be in writing. Any party aggrieved by a decision of the labor commissioner may file an appeal to the city council within thirty (30) days of the issuance of the labor commissioner's decision. The decision of the city council shall be final, subject only to judicial review. In the event that there shall be a tie vote, then the decision of the labor commissioner shall be upheld.
(Ord. No. 1278, 1-22-07)

Sec. 13-234. Employee rights.

(a) Employees shall have the right of self-organization; to form, join, or assist employee organizations; and to bargain collectively through representatives of their own choosing on terms and conditions of employment. Employees shall also have the right to refrain from any or all such activities.

(b) Employees shall be free from retaliation for the exercise of any rights set forth herein, or for participating in any proceeding established pursuant to this labor code.

(c) Nothing in this labor code shall prohibit an employee from presenting, discussing or resolving any grievance directly with the employer and without the intervention of the employee organization that represents the bargaining unit, provided that any adjustment of the grievance made shall not be inconsistent with the terms of any applicable collective bargaining agreement.

Sec. 13-235. Employer rights.

(a) The employer shall have the following rights:

- (1) To determine the budget of the City of Greenbelt ~~and the Greenbelt Police Department,~~ including all financial obligations and expenditures, and to exercise its taxing authority;
- (2) To determine the ways and means to allocate funds to its various departments and projects;
- (3) To establish methods and procedures for fulfilling its mission;
- (4) To determine how and when to deploy its personnel;

- (5) To establish, suspend, relocate or discontinue operations, facilities, stations, ~~operations,~~ services and to reduce personnel;
- (6) To determine the way personnel will be used to effectuate the City's mission; ~~to ensure the public safety;~~
- (7) To adopt reasonable rules, regulations and general orders pertaining to the department's purpose, operation, techniques, efficiency and management which are not inconsistent with the terms of the collective bargaining agreement, provided that during negotiations for a collective bargaining agreement, the exclusive representative and the ~~city~~ City shall have the right to discuss and agree upon rules, regulations and general orders;
- (8) To determine staffing levels and assignments, including but not limited to the number, composition, and scheduling of full-time, part-time, temporary, seasonal, trainee, or reserve personnel/employees , and to decide whether, when, and how such employees personnel shall be utilized. In the Greenbelt Police Department, the determination of staffing shall include Department decisions to ~~To~~ determine staffing, including, but not limited to, the use of full and part-time police officers, police officer candidates, cadets, or reserve police, and the number of such staff;
- (9) To suspend, demote, discharge or take disciplinary action against employees with just cause, ~~and subject to the provisions of the Law Enforcement Officers' Bill of Rights or any amendment or successor thereto; and~~
- (10) To discharge employees it reasonably believes to be involved in a strike, ~~consistent with the provisions of the Law Enforcement Officers' Bill of Rights or any amendment or successor thereto.~~

(b) The employer shall not enter into or become bound by any collective bargaining agreement pursuant to this labor code that contains terms that infringe upon or limit the rights set forth in this section. The employee relations board in determining a grievance under a collective bargaining agreement shall not have the authority to add to, alter, amend, delete, modify or infringe upon any of the rights set forth in this section. (Ord. No. 1278, 1-22-07)

Sec. 13-236. Collective bargaining.

(a) *Bargaining in good faith.* Upon certification of an employee organization by the labor commissioner, the employer and the employee organization shall have the duty, through officials or their designated representatives, to negotiate collectively and in good faith with respect to the subjects of bargaining enumerated in this section and to reduce to writing the matters agreed upon as a result of such negotiations.

(b) *Employer/employee organization representative.*

- (1) The employer shall appoint the employer's representative or representatives for the purpose of conducting any bargaining with a certified employee organization.
- (2) The employee organization shall appoint a representative or representatives for the purpose of conducting any bargaining with the employer.

(c) *Subjects of bargaining.* The employer and employee organization may bargain collectively and reach agreement on the following subjects of bargaining:

- (1) Wages;
- (2) Terms and conditions of employment as defined in section 13-232 herein;
- (3) Employee benefit plans;
- (4) Bonuses and gifts;
- (5) Jury duty;
- (6) Duration of the collective bargaining agreement; and
- (7) Grievance procedure.

(d) *Scope of bargaining.* The employer shall not enter into, or be bound by, any collective bargaining agreement, amendment thereto or other agreement that covers a subject of bargaining not specifically enumerated in this section, or which alters, amends, deletes, modifies or infringes upon any of the employer rights enumerated in section 13-235.
(Ord. No. 1278, 1-22-07)

Sec. 13-237. Representation.

(a) *Certification of representative.* Unless there is voluntary recognition, No collective bargaining agreement shall be valid or enforceable unless it is between the employer and an employee organization that is certified by the labor commissioner as the exclusive bargaining representative for employees in the bargaining unit.

(b) *Majority of employees.* Certification of an employee organization shall only occur if the employee organization has been selected or designated by a majority of employees in the bargaining unit.

(c) *Procedure.*

- (1) *Certification election.* An employee organization seeking exclusive bargaining representative status for employees in the bargaining unit shall file a petition with the labor commissioner accompanied by evidence that at least thirty (30) percent of the employees in the bargaining unit

have designated the employee organization as their exclusive bargaining representative. ~~A petition may not be accepted by the labor commissioner unless filed by the employee organization during the month of September, provided, however, that in 2007 the employee organization shall have the right to file a petition anytime up to and including February 28.~~

Within thirty (30) days of filing a petition for certification, the labor commissioner shall conduct a secret ballot election. If the results of the secret ballot election establish that a majority of those bargaining unit employees voting in the election designate the petitioning employee organization as their exclusive bargaining representative, then the labor commissioner shall certify the employee organization as the exclusive bargaining representative and shall authorize the employer to bargain collectively with the employee organization.

- (2) *Voluntary recognition.* If an employee organization demonstrates majority support in an appropriate bargaining unit—through authorization cards or other reliable evidence dated within 30 days of submission—the City may voluntarily recognize the employee organization as the exclusive representative without prior review by the Labor Commissioner. Within five (5) business days of recognition, the City shall provide written notice to the Labor Commissioner and post notice to employees in the unit. Any timely challenge to the appropriateness of the unit or to majority support shall be filed with the Labor Commissioner within fourteen (4514) days of the notice; absent a timely challenge, recognition shall remain in effect. If a challenge is filed, the Labor Commissioner shall promptly resolve the dispute under this Code. In the event the petition filed by an employee organization is accompanied by evidence that within thirty (30) days prior to the filing of the petition more than fifty (50) percent of the employees in the bargaining unit have designated the employee organization as their exclusive representative for purposes of collective bargaining, the labor commissioner may give the employer the option to voluntarily recognize the employee organization without first conducting a certification election. If the employer declines to voluntarily recognize the employee organization, then the labor commissioner shall conduct a certification election pursuant to this section. Upon voluntary recognition pursuant to this section, the labor commissioner shall certify the employee organization as the exclusive bargaining representative of the employees in the petitioned-for unit and authorize the employer to bargain collectively with the employee organization.
- (3) *Decertification election.* Any employee seeking to terminate the certification of an employee organization as the exclusive bargaining representative of employees in the bargaining unit may file a petition with the labor commissioner accompanied by evidence that at least thirty (30) percent of the employees in the bargaining unit have expressed their desire to remove the employee organization as their exclusive bargaining representative. ~~A petition may not be accepted by the labor commissioner unless filed during the month of September.~~ Within thirty (30) days of the filing of a petition for decertification, the labor commissioner shall conduct a secret ballot election. If the results of the secret ballot election establish that a majority of those employees in the bargaining unit no longer wish to have the employee organization as their exclusive bargaining representative, then the labor commissioner shall decertify the employee organization as the exclusive bargaining representative of the employees in the petitioned-for unit.

- (4) No election under this section may be conducted more frequently than once every twenty-four (24) months.

Sec. 13-238. Unfair labor practices.

(a) *Employer unfair labor practices.* It shall be an unfair labor practice for the employer by and through its officers, agents and representatives to engage in the following conduct:

- (1) Interfere with, restrain or coerce employees in the exercise of their rights guaranteed under this labor code;
- (2) Discriminate in regard to hire or tenure of employment or any term or condition of employment to encourage or discourage membership in any employee organization;
- (3) Directly or indirectly cause, instigate, encourage, condone, initiate, sponsor, support, direct or engage in any lockout;
- (4) Fail or refuse to negotiate in good faith with a certified employee organization;
- (5) Retaliate against an employee because of that employee's exercise of rights guaranteed under this labor code; or
- (6) Control or dominate an employee organization or contribute financial or other support to it.

(b) *Employee organization unfair labor practices.* It shall be an unfair labor practice for an employee organization by and through its officers, agents and representatives to engage in the following conduct:

- (1) Interfere with, restrain or coerce employees in the exercise of their rights guaranteed under this labor code;
- (2) Induce the employer or its representatives to commit any unfair labor practice;
- (3) Directly or indirectly, cause, instigate, encourage, condone, initiate, sponsor, support, direct or engage in any strike;
- (4) Fail or refuse to negotiate in good faith with the employer; or
- (5) Retaliate against an employee because of that employee's exercise of rights guaranteed under this labor code.

(c) *Procedure.*

- (1) *Charge and evidentiary hearing.* In the event that a claim is made that an unfair labor practice has been committed by either the employer or the employee organization, the complaining party shall

file with the labor commissioner a verified complaint setting forth a detailed statement of the alleged unfair labor practice no later than thirty (30) days after the date of the alleged unfair labor practice. The party complained of shall have the right to file an answer to the complaint within five (5) days after service thereof. After investigation, the labor commissioner may issue an order dismissing the complaint, order a further investigation, or schedule an evidentiary hearing thereon at a designated time and place. Any such hearing shall be conducted without regard for the strict rules of evidence and a transcript of testimony shall be taken. The labor commissioner may designate a neutral fact finder to conduct the hearing and issue recommended findings of fact and conclusions of law.

- (2) *Determination.* If, at the conclusion of all testimony, or upon consideration of the neutral fact finder's recommended findings of fact and conclusions of law, the labor commissioner determines that an unfair labor practice has been committed, the labor commissioner shall state his/her findings and shall issue and cause to be served upon the party committing the unfair labor practice an order requiring the party to cease and desist from such practice within a specified period and shall take such further affirmative action as will comply with the provisions of this labor code. If upon all the testimony, the labor commissioner determines that a prohibited practice has not been or is not being committed, he/she shall state a finding of fact and shall issue an order dismissing the complaint.
- (3) *Procedure in the event of a strike or lockout.* Nothing in this labor code shall prohibit or impede the employer or a certified employee organization from using all available lawful means to end a strike or lockout, including the initiation of legal proceedings to enjoin the strike or lockout.
- (4) *Mediation.* Nothing in this section shall prohibit the labor commissioner from personally conducting mediation to resolve unfair labor practice issues.

(Ord. No. 1278, 1-22-07)

Sec. 13-239. No strike/no lockout.

(a) *Purpose.* The services performed by employees are essential to the public ~~safety~~well-being. Accordingly, strikes and lockouts are prohibited.

(b) *No lockouts.* The employer shall not, either directly or indirectly, cause, instigate, encourage, condone, initiate, sponsor, support, direct or engage in any lockout.

(c) *No strike by employees.* ~~No employee shall, directly or indirectly, cause, instigate, encourage, condone, initiate, sponsor, support, direct, or engage in any strike. Any such conduct by an employee shall be subject to immediate disciplinary action in accordance with applicable City personnel policies, civil service rules, or other governing disciplinary procedures, except that such and disciplinary action shall not be subject to the grievance and arbitration procedures contained in any applicable collective bargaining agreement. No employee shall either directly or indirectly, cause, instigate, encourage, condone, initiate, sponsor, support, direct or engage in any strike. Any such conduct by an employee shall be subject to immediate discipline in accordance with the Law~~

~~Enforcement Officers' Bill of Rights and/or any successor thereto, without recourse to the grievance procedure contained in an applicable collective bargaining agreement.~~

(d) *No strike by employee organization.* No employee organization shall either directly or indirectly, cause, instigate, encourage, condone, initiate, sponsor, support, direct or engage in any strike. If any employee organization violates this provision, its certification as the exclusive representative, if any, shall be revoked and the employee organization shall thereafter be ineligible to participate in procedures under this labor code to become and/or remain the exclusive representative of employees of the employer for a period of not less than three (3) years.

(e) *Other remedies.* The employer, employees and employee organizations shall have the right to pursue legal and equitable remedies in the appropriate courts in the event of a violation of this section.
(Ord. No. 1278, 1-22-07)

Sec. 13-240. Checkoff.

(a) *Dues checkoff.* When an employee organization has been certified as the exclusive representative of the employees in the bargaining unit, it shall be the only employee organization eligible to obtain an agreement from the employer to deduct dues or service fees designated or certified by the appropriate officer of the employee organization from the pay of those employees in the unit who provide written, signed and dated authorization, and to remit said dues to the employee organization without cost. All authorizations shall be irrevocable for a period of one (1) year and shall be automatically renewable from year to year unless written notice of termination by the employee is received by the employer thirty (30) days prior to the anniversary date of the authorization.

(b) *Indemnification.* The employer shall not have the authority to enter into a collective bargaining agreement that authorizes the deduction of dues from pay unless the agreement contains a provision whereby the employee organization agrees to indemnify the employer for any and all claims arising out of the deduction of dues and/or fees pursuant to this section.

(c) *No compulsory union membership.* No agreement between the employer and an employee organization shall compel any employee to become and remain a member of the employee organization and/or pay dues.
(Ord. No. 1278, 1-22-07)

Sec. 13-241. Permissible union activities.

Solicitation of members and dues, and other internal employee organization business shall be conducted only during the nonduty hours of the employees concerned. Employer-requested or approved consultations and meetings between management officials and representatives of the recognized employee organization shall, whenever practicable, be conducted on official time. Negotiations between the employer and designated members of the employee organization for the purpose of negotiating a collective bargaining agreement shall be conducted during work hours.
(Ord. No. 1278, 1-22-07)

Sec. 13-242. Grievance procedure.

All collective bargaining agreements between the employer and employee organization shall contain a grievance procedure that includes a provision for binding decision by the employee relations board. The employee relations board shall have the right to engage one (1) or more professional neutral persons to serve as a hearing officer, fact finder and to make recommendations concerning the grievance.
(Ord. No. 1278, 1-22-07)

Sec. 13-243. Impasse in collective bargaining.

(a) ~~Timeline.~~^{i>}Timeline. Regardless of the date upon which certification is issued to the employee organization, negotiations shall be held only between November 1 and March 1. Any memorandum of understanding reached as a result of such negotiations shall become effective July 1 following such negotiations. Any such memorandum of understanding shall be presented to the city council for its approval by April 15 in order that sufficient time shall exist to implement same at the commencement of the fiscal year on July 1. Notwithstanding the provisions hereinabove, in the calendar year 2010 negotiations shall be extended from ending on March 1 to April 1.

(b) *Impasse procedure.* If after a reasonable period of negotiation over the terms of a memorandum of understanding a dispute exists between the employer and the certified employee organization, or if no understanding has been reached within a reasonable period of time, but not later than March 1, prior to the final date for setting the municipal budget, it shall be deemed that an impasse has been reached, at which time the matters in dispute shall be presented jointly by the parties in writing to the city council for hearing and resolution.

(c) *Hearing procedure.*

- (1) The city council shall hold a hearing on all disputed issues within thirty (30) days of the presentation of the dispute, and it shall issue its final decision within thirty (30) days of the conclusion of the hearing. The decision of the city council shall be final and binding upon the employer and the employee organization and shall be rendered at least forty (40) days before the beginning of the fiscal year. The decision of the city council shall be in writing and a copy shall be served on the employer and employee organization at the time the city council issues a final decision.
- (2) The city council shall establish the date, time, and place of all hearings, administer oaths, issue subpoenas to compel the attendance of witnesses to appear, and issue subpoenas duces tecum to compel the production of documents and other tangible evidence.
- (3) In reaching its decision, the city council may take into consideration any factors it considers significant to reaching the determination, including, but not limited to, the following factors:
 - a. Wages, benefits and other working conditions of employees in the same or substantially similar classifications employed by other local municipal agencies of a

government ~~employees employed in public safety bargaining units in other municipal or county agencies of a~~ similar size and demographics;

- b. The value of other benefits available to or received by ~~city~~ City employees;
- c. Cost-of-living information; or
- d. The availability of funds.

(d) *Mediation.* Nothing herein contained shall be construed as prohibiting the city council from mediating the dispute at any time prior to the issuance of its final and binding decision.
(Ord. No. 1278, 1-22-07; Ord. No. 1305, 2-22-10)

Secs. 13-244--13-260. Reserved.

[4921-4429-3790, v. 1](#)

DRAFT – for discussion 4/13/2026

Greenbelt City Council Referral to the Board of Elections Ranked Choice Voting and other matters related to the November 2027 municipal elections

This memo is to serve as an official referral to the Board of Elections regarding the implementation of Ranked Choice Voting (RCV) for the 2027 municipal elections, as well as other election considerations. While initial research and deliberation was done by the Board in preparation for the referendum in November 2025, which passed overwhelmingly in support of RCV, City Council would like to lay out topics and questions for the Board to provide suggestions in preparation for City Charter and City Code changes that will be necessary.

Charter and Code Amendments: Council would like recommendations about the language for needed charter and code amendments for RCV implementation. RCV Maryland has offered some sample language (see attached memo, “Ranked Choice Voting Implementation Recommendations for Greenbelt”), but there are other references and resources that may also be consulted, especially from other jurisdictions that already have RCV in place (see listing and links at the end of this document.)

Specific questions to consider for Greenbelt:

1. *How many ranked selections should be allowed?* While the included sample ordinance recommends allowing the ranking of one more candidate than the number of seats to be filled (meaning eight for Greenbelt), some jurisdictions allow ranking of an even higher number of candidates, such as Cambridge, MA, which allows the ranking of up to 15 candidates, even though there are only nine seats on their city council.
2. *How should the ranking interact with the selection of Mayor and Mayor Pro Tem?* While traditionally those roles go to the elected council members with the most and second most votes overall, that is not codified in the charter, and it is officially a vote of the full council to choose those positions from among their membership. Should this procedure be continued similar to the status quo, or should it be changed (and/or codified) in any fashion?
3. *What should the ballot look like?* In addition to ballot design choices based on best practice, we would appreciate attention to how ballots/voting can be made accessible for people who need support because of vision or other physical challenges.

4. *How will the results be reported?* Reporting will be more complicated since there are multiple rounds of results, and so there may need to be changes in how the city handles the sharing of that information.
5. *Are there any other changes needed in our election processes to support RCV?* This may include equipment used, processes for hand counts or recounts, or any other issues that come up during the Board's review.

Additional Voter Education or Other Resources Needed: As this will be a new system for voters, there may be additional resources (in terms of funding and staff time) which will be needed ahead of the November 2027 election. While budgetary requests specific to running the election itself will not be implemented until the FY2028 budget process, it would be helpful to think about additional time and money costs that will be required while the new processes are being considered. This would ideally also include a timeline of expected actions, especially if they would differ from the usual processes and might incur expense sooner than the July 1, 2027, beginning of the relevant fiscal year, and so will need to be funded out of the FY2027 budget in some fashion.

Mailing Ballots to All Registered Voters: While not directly related to RCV implementation process, the new voting system will be a significant change, and many registered voters may benefit from having the option to complete a ballot at home at their leisure and drop it off later, given the new format and the possibility of more candidates in the race (a result that has been seen in other places that implement RCV.) Mailing a ballot to all registered voters without specifically needing to request one as in the current two-step procedure will simplify the process, and may increase voter turnout, a result seen in other jurisdictions. Council would like the opinion of the Board of Elections on making this change to the voting process, taking into account fiscal, election security, ballot process tracking for voters, and other considerations, including managing the process for those who still wish to vote in person on Election Day (an option that should still be provided.) Colorado, Oregon, and Washington are all states to reference, as they have each done all-mail elections for years.

Recommended Updates to Campaign Finance Policies: While also not directly related to RCV implementation, this could be a good opportunity to consider updates to the City's campaign finance policies, as we are making changes to the charter and code. Here are a few questions for the Board to consider (although we encourage them to think about other related questions they may devise and wish to provide recommendations about):

1. Should there be a contribution limit, either for individuals or for organizations for municipal elections? Should the limit be different for Greenbelt residents or other entities based in the city versus outside individuals or organizations?

2. Should there be an overall spending cap for each candidate in a municipal election?
3. Should the city consider a public financing option to level the playing field for candidates with fewer resources?
4. Should there be official limits on when campaigning and fundraising may begin before an election?
5. Are there any other updates to campaign finance policies you would like to recommend?

Council recognizes that there will likely not be time for the Board to respond to the entirety of this list of questions before the work session already scheduled for June 3, 2026, but we would appreciate their preliminary consideration as much as possible so that any clarifications required related to this task can be discussed at that time. We would appreciate a final report no later than July 31, 2026, to begin the process of charter and code amendments. If for any reason that timeline doesn't work for the Board, please let us know.

RCV references from other jurisdictions:

- Albany, California: [Ranked Choice Voting](#) page, which includes their RCV implementation processes in [Ordinance No. 2020-07](#).
- Cambridge, Massachusetts: [Ranked Choice Practice Ballot](#) page, and their full [Municipal Elections](#) page, which includes their new [city charter](#) (adopted in 2025), which has details about how they implement RCV.
- Portland, Oregon: [How does Ranked-Choice Voting work?](#) page and the city code related to [Legislation and Elections](#) (especially [2.08.030 Ranked Choice Voting](#))
- Multnomah County, Oregon: [Ranked Choice Voting](#) page, which includes a [Ranked Choice Voting Implementation Report](#) from the November 4, 2024, General Election.

Greenbelt City Council
25 Crescent Road
Greenbelt, MD 20770

December 8, 2025

RANKED CHOICE VOTING IMPLEMENTATION RECOMMENDATIONS FOR GREENBELT

Honorable Councilmembers:

The following implementation outline is provided to help advise and guide the Greenbelt City Council, Board of Supervisors, and City Staff in implementing ranked choice voting for the 2027 election cycle and beyond.

The outline has been drafted in consultation with the **Ranked Choice Voting Resource Center** (RCVRC), **FairVote**, and other election administration and implementation experts. We strongly encourage the City of Greenbelt to engage RCVRC for technical consultation for ballot design, tabulation, and general administration. RCV Maryland stands ready – with our coalition of good government organizations and advocates – to provide supplemental voter education and outreach to support the City’s engagement process.

A Mandate for Change

This past November, Greenbelters were asked to weigh in on Referendum Question 1 to move to ranked choice voting (RCV) and eliminate the 40% threshold. **Voters overwhelmingly approved the measure (by a 2-to-1 margin), giving the Council a clear mandate to take action.**

Greenbelt’s current voting system uses an at-large plurality voting where the candidates with the most votes win. **Ranked Choice Voting is a proven voting method for fair representation.**

Overview of Ranked Choice Voting

Ranked choice voting allows voters to rank candidates in order of preference (1st choice, 2nd choice, 3rd choice, etc). Votes are counted in rounds of elimination. Candidates win a seat when they reach the threshold to win (12.5% + 1 vote for each seat in Greenbelt).

The “Election Thresholds” table highlights the percentage of votes needed to win a seat in proportion to the number of seats elected.

For multi-winner elections, RCV is also known as **Proportional RCV** (PRCV) or single-transferable vote.

Election Thresholds	
Seats to Elect	Percent to Win
1 Seat	50% + 1
2 Seats	33.3% + 1
3 Seats	25% + 1
4 Seats	20% + 1
5 Seats	16.7% + 1
6 Seats	14.3% + 1
7 Seats	12.5% + 1

Election Equipment & Technology Considerations

The City uses Clear Ballot as their election vendor. Clear Ballot supports various types of RCV elections, including PRCV.¹ **Clear Ballot fully supports RCV and tabulates results using RCTab**, a federally certified tabulation tool. If the City decides to use another vendor for future elections, we strongly encourage a vendor with similar RCV capabilities.

Clear Ballot supports customized ballot design. There is no limit to the number of candidates or rankings supported. The Center for Civic Design (CCD) has best practices for designing ballots and voter education². CCD recommends a single column grid style for contests with more than 5 ranking options.³

Procedure & Training Considerations

Election procedures will need to be updated to incorporate RCV. Considerations include:

- How hand counts/manual tallies are performed
- Auditing procedures
- Adjudicating votes for write-ins
- Generating round-by-round results and publishing information

Existing election judge training can be updated to include RCV information. It should align with updated voter education material to demonstrate how voters mark ballots and provide a basic explanation of how ballots are counted.

RCV Ballot Style Grid — up to N ranks

It is possible to rank more than 5 candidates, but the challenge is that they take up more space. To create a well designed ballot with more than 5 ranks, you will only be able to fit 1 column of contests. You will only use as many ranks as candidates, so rank-10 will have wide variation in different contests!

Official Ballot
Franklin County, California General Election Tuesday, November 6, 2012 2/2

Instructions for Ranked Choice Voting

Making selections
Rank candidates in the order of your choice. You may rank as many or as few candidates as you wish.

Fill in the oval...

- In the 1st column for your first 1st choice.
- In the 2nd column for your 2nd choice.
- In the 3rd column for your 3rd choice, and so on.

Fill in the oval completely. No more than 1 oval in a column. No more than 1 oval for a candidate.

Mayor

Rank up to 10 candidates. Mark no more than 1 oval in each column.

	First choice 1st	Second choice 2nd	Third choice 3rd	Fourth choice 4th	Fifth choice 5th	Sixth choice 6th	Seventh choice 7th	Eighth choice 8th	Ninth choice 9th	Tenth choice 10th
Frederick Sharp Orange Party	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Luis Garcia Orange Party	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Charles Layne Yellow Party	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Andrew Kowalski Yellow Party	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Alex Wallace Purple Party	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Eric Savoy Purple Party	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Barbara Williams Tan Party	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Lillian Cohen Lime Party	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Ann Windsock Independent	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Markos Miller Silver Party	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Elizabeth Harp Silver Party	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Voter Education Considerations

Existing Material - The City provides online and printed material to voters. RCV can be incorporated into the existing material with sample ballots, marking instructions, and graphics demonstrating how ballots are counted.

¹ Clear Ballot, *Ranked Choice Voting*, <https://www.clearballot.com/ranked-choice-voting>

² Center for Civic Design, *Design Principles for Ranked Choice Voting*, <https://civicdesign.org/projects/rcv>

³ <https://civicdesign.org/wp-content/uploads/2022/10/CCD-RCV-Best-Practices-Ballot-Design-2022-1.pdf>

New Material - Many RCV jurisdictions have used helpful videos and online sample RCV contests (e.g. rank your favorite flavor ice cream) to show how RCV works. We also recommend conducting in-person information sessions and voting demonstrations for the public.

Timeline Considerations

The following are some key items to consider for a successful implementation:

- **February 2026** - Pass an ordinance in early 2026 to start the implementation timeline for 2027. The ordinance should outline how RCV is used. A charter amendment would also be needed to remove the 40% threshold from the City Charter.
- **Early 2026** - Begin discussions and planning with election staff (city & county) on election equipment, ballot design (options/variations), and tabulation; collaboration with RCVRC and the Center for Civic Design.
- **Late 2026** - Develop RCV information page and education campaign; translate materials into additional languages as needed.
- **Early 2027** - Launch voter outreach and education.
- **Mid-2027** - Conduct voting equipment and tabulation Logic & Accuracy testing
- **60 days prior to the election** - determine final ballot design based on candidate certification.

Election Reform & Implementation Resources

- **RCV Maryland** - rcvmd.org
State coalition and grassroots organization supporting RCV elections at the local, county, and state level.
- **Ranked Choice Voting Resource Center** - rcvresources.org
Election administration resources for implementation, voting systems, and tabulation.
- **FairVote** - fairvote.org
National research and advocacy organization on voting system reforms.
- **Center for Civic Design** - civicdesign.org
Resources for effective ballot design, civic engagement, and best practices.

Supplemental Material

- **Draft Ordinance & Charter Amendment** (from RCV Maryland and FairVote)
- **Election Administration Fact Sheets** (from Ranked Choice Voting Resource Center)
Find all Fact Sheet online <https://www.rcvresources.org/rcv-fact-sheets>
- **Voter Education Resources** (from FairVote)
https://drive.google.com/drive/folders/10h99s_w0i2SYv4JjQM2gYiJo-sqVzqWr

RECOMMENDED ORDINANCE LANGUAGE

CHAPTER 8 - ELECTIONS

ARTICLE III.

RANKED CHOICE VOTING

Sec. 8-31. Application of ranked choice voting

- (a) In any local election using ranked choice voting, the ballot shall allow voters to rank candidates in order of preference. The ballot shall allow voters to rank at least one more candidate than the number of seats to be filled. If there are fewer candidates than the number of rankings required above, the number of rankings may be reduced accordingly. In any event, the number of rankings allowed in an election for any given office shall be uniform for all voters voting on that office.

Sec. 8-32. Round-by-round tabulation

- (a) Multi-Winner Tabulation. In any election for more than one office conducted by ranked choice voting, each ballot counts in whole or in part for its highest-ranked active candidate in each round. Each ballot starts the tabulation with an active value of one vote. Tabulation proceeds in rounds as follows:
- (i) Election round. If any active candidate's vote total equals or exceeds the election threshold or if any candidate remains active when the number of active candidates is fewer than or equal to the number of seats that have not yet been filled, that candidate is elected. If the elected candidate's vote total exceeds the election threshold, each ballot that helped elect that candidate is counted as follows:
 - (1) The ballot receives a new active value by multiplying the ballot's current active value by the elected candidate's surplus fraction, truncated after four decimals. The ballot then counts at this new active value for its next highest-ranked active candidate, and a new round begins. If two or more candidates' vote totals exceed the election threshold, each candidate's surplus votes are distributed simultaneously.
 - (2) The portion of the ballot's value that was required to elect the candidate continues to count for that candidate so that the elected candidate's vote total equals the election threshold for the remainder of the tabulation.
 - (ii) Elimination round. If no active candidate's vote total meets the election threshold and the count is not yet complete, the active candidate with the fewest votes is eliminated and votes for that candidate count at their current active value for each ballot's next highest-ranked active candidate, and a new round begins.
 - (iii) Tabulation complete. The tabulation is complete if the number of elected candidates is equal to the number of seats to be filled and any votes exceeding the election threshold have been counted for each ballot's next highest-ranked active candidate.
- (b) Treatment of Ballots. Ballots shall be counted as follows:

- (i) An undervote is a ballot that does not rank any candidates in an election for a particular office. An undervote does not count as an active or inactive ballot in any round of tabulation for that election.
- (ii) If a candidate withdraws, dies, or for any reason becomes disqualified after the ballots have been printed, the candidate shall be treated as an eliminated candidate during tabulation. To withdraw, a candidate (or a candidate's authorized designee) must file a signed letter of withdrawal according to any applicable rules established by the chief election official.
- (c) Ties. If a tie occurs between candidates with the greatest number of votes or the fewest number of votes at any point in the counting of ballots and the tabulation cannot proceed until the tie is resolved, the tie shall be resolved by lot unless otherwise provided by law. Election officials may resolve prospective ties between candidates prior to tabulation. The result of any tie resolution must be recorded and reused in the event of a recount.

Sec. 8-33. Results reporting

- (a) Preliminary Results. Notwithstanding any ordinance to the contrary, the Board of Elections shall promulgate rules or guidance to ensure the release of unofficial preliminary results after the polls close, including:
 - (i) round-by-round results, which shall be included in every release of results, and shall be:
 - (1) periodically released at regular intervals until the counting of ballots is complete, and
 - (2) clearly labeled as preliminary; and
 - (ii) ballot-level ranking data, which shall be:
 - (1) released when the counting of ballots is complete,
 - (2) published online in a machine-readable, open format that can be retrieved, downloaded, indexed, and searched by commonly used internet search applications and commonly used open format software,
 - (3) identifiable by precinct or batch to the extent such identification is feasible and can be provided consistent with the need to maintain voter privacy, and
 - (4) clearly labeled as preliminary.
- (b) Final Results. In addition to any other information required by law to be reported with official final results, the Board of Elections shall make public:
 - (i) ballot-level ranking data in a machine-readable, open format that can be retrieved, downloaded, indexed, and searched by commonly used internet search applications and commonly used open format software, and in a manner identifiable by precinct or batch to the extent such identification is feasible and can be provided consistent with the need to maintain voter privacy.

Sec. 8-34. Definitions

For the purposes of this Act, the following terms have the following meanings:

1. "Active candidate" means any candidate who has not been eliminated or elected.

2. "Active value" (or "transfer value") means the proportion of a vote that a ballot will contribute to its highest-ranked active candidate.
3. "Election threshold" means the minimum whole number of votes that guarantees the election of a candidate to a seat based on the number of seats to be filled. To determine this threshold, divide the total number of valid votes cast by the sum of one and the number of seats to be filled, round that number down to the nearest whole number, then add one vote.
4. "Ranking" means the number available to be assigned by a voter to a candidate to express the voter's preference for that candidate. The number "1" is the highest ranking, followed by "2" and then "3" and so on.
5. "Round" means an instance of the sequence of voting tabulation described in section 8-32(a) for multi-winner elections.
6. "Surplus fraction" means the proportion by which a winning candidate exceeds the election threshold. To determine the surplus fraction, subtract the election threshold from a winning candidate's vote total, then divide that number by the winning candidate's vote total, truncated after four decimals.
7. "Vote total" means the total active value of all ballots counting for a candidate in a round of tabulation.
8. A "skipped ranking" occurs when a voter leaves a ranking unassigned but ranks a candidate at a subsequent ranking.
9. A "repeated ranking" occurs when a voter ranks the same candidate at multiple rankings.
10. An "overvote" occurs when a voter ranks more than one candidate at the same ranking.

Sec. 8-35. Rulemaking authority

Notwithstanding any ordinance to the contrary, the Board of Elections shall have the authority to promulgate whatever rules are necessary to implement this Act.

Sec. 8-36. Severability

If any provision of this ordinance, or the application of any provision of this ordinance to any person, office, or circumstance, is held to be unconstitutional, or preempted by state law, the remainder of this ordinance and the application of its provisions to any person, office, or circumstance, shall not be affected by the holding.

RECOMMENDED CHARTER AMENDMENT

City Charter - Sec. 31. Election of council.

All members of council shall be elected at large. Every voter shall be entitled to vote for seven (7) candidates. ~~The candidates receiving votes amounting to forty (40) percent or more of the number of voters voting at the election, shall be declared elected. If more candidates receive votes amounting to forty (40) percent or more of the number of voters voting than there are offices to be filled, those candidates receiving the greatest number of votes shall be declared elected. If, however, fewer than seven (7) candidates in a field of eight (8) or more candidates receive votes amounting to forty (40) percent or more of the persons voting in the election, a runoff election will be held to fill the vacancies remaining. This runoff election will be held on the seventh day following the first election. In the runoff election twice as many names, if possible, will be printed on the ballot as there are vacancies remaining unfilled. These names will be of those unelected candidates who polled the greatest number of votes in the first election. The names shall be listed in the order as they appear on the ballot for the first election. In the runoff election the remaining position will be filled by declaring elected the candidate or candidates receiving the greatest number of votes.~~

~~If, as a result of any election, an office cannot be declared filled because of an equal number of votes being received by two (2) or more candidates, a runoff election shall be held on the seventh day following the election. The names of the candidates receiving the tie vote shall be placed on the ballot and the candidate receiving the greatest number of votes in the runoff election shall be declared elected.~~ **Councilmembers shall be elected by ranked choice voting. Ranked choice voting is a method of casting and counting votes in which voters rank candidates in order of preference and votes are counted in rounds. Ranked choice voting is also known as “instant runoff voting” when electing a single winner or the “single transferable vote” when electing multiple winners in proportion to their relative share of the votes cast.**

For elections conducted by single transferable vote, each ballot counts in whole or in part for its highest-ranked remaining candidate in each round. A candidate is elected if they receive the minimum whole number of votes needed to win a seat. To determine this threshold, divide the total number of valid votes cast by the sum of one and the number of seats to be filled, round that number down to the nearest whole number, then add one vote. If a candidate receives more votes than this threshold, part of each vote received by that candidate counts for each ballot's next highest-ranked remaining candidate instead. If no remaining candidate meets this threshold, the candidate with the fewest votes is eliminated and votes for that candidate count for each ballot's next highest-ranked remaining candidate. If, at any point during counting, it becomes impossible for any remaining candidate to receive the minimum whole number of votes needed to win a seat and all surplus votes have been transferred, but one or more seats remain unfilled, the remaining candidates will continue to be eliminated until the number of remaining candidates is equal to the number of unfilled seats, and those remaining candidates are elected.

The council shall, by ordinance or delegation to the Board of Elections, establish:

- a. periodic voter education campaigns to familiarize voters with the ranked choice voting methods described above;
- b. the ballot format and the rules for casting and counting the votes, consistent with nationally recognized best practices;
- c. a process to release unofficial preliminary round-by-round results, unofficial preliminary ballot-level ranking data in a machine-readable and searchable open format, and official final round-by-round results and ballot-level ranking data in a machine-readable and searchable open format upon certification of the results.

The council may, by ordinance, adopt ranked choice voting as defined above for any other elected local office or offices.

DRAFT

Ranked-Choice Voting



For ClearVote Customers

For jurisdictions that currently utilize or will be adopting ranked-choice voting (RCV), Clear Ballot is proud to have a new offering that supports multiple types of RCV contests. This was developed in partnership with the Ranked Choice Voting Resource Center using RCTab to offer maximum flexibility.

RCV Types Supported:

Single-winner, majority determines winner:

Elects one winner. Eliminate candidates one-by-one or using batch elimination until a candidate emerges with a majority. Candidate with the most votes at the end wins.

Multi-winner, allow only one winner per round:

Elects multiple winners. Elect and transfer the surplus vote of only the candidate with the most votes if multiple candidates exceed the winning threshold in a round of counting.

Multi-winner, allow multiple winners per round:

Elects multiple winners. Elect and transfer the surplus vote of all candidates crossing the winning threshold if multiple candidates exceed the winning threshold in a round of counting.

Bottoms-up:

Eliminate candidates until the desired number of winners is reached, then stop. Bottoms up does not transfer surplus votes.

Bottoms-up using percentage threshold:

Elects multiple winners. Eliminate candidates until the remaining candidates have a vote share equal to or greater than a specified percentage of the vote.

Multi-pass IRV:

Elects multiple winners. Eliminate candidates one-by-one or using batch elimination until only two candidates remain. Candidate with the most votes at the end wins. Run a new set of rounds with any winning candidates ignored.

If you have questions or would like to learn more about ranked-choice voting, please contact:

sales@clearballot.com



Clear Ballot

www.clearballot.com

Proportional RCV

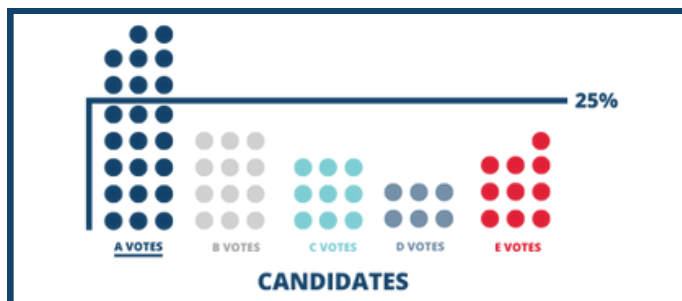
How does it work?

Proportional ranked choice voting is used for a multi-winner contest, such as city council, when more than one seat is elected at once. The voter experience is the same as single-winner ranked choice voting, where voters rank their choices in order of preference. First choices are then counted to determine if any candidates have enough votes to win, also known as the threshold. The threshold is determined based on the number of seats to be filled.

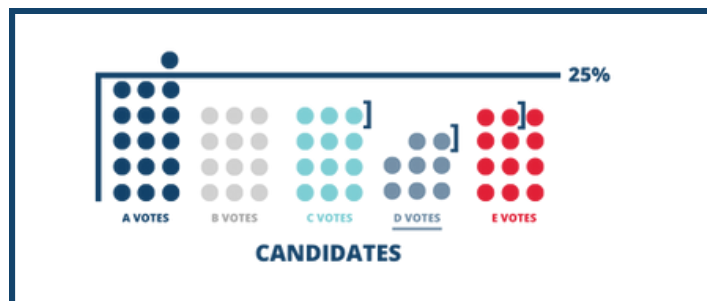
For example, when electing three candidates the threshold would be 25% plus one vote. That is the smallest number of votes that three candidates can get (75% + 3 votes) that a fourth candidate cannot receive.

$$\frac{100}{\# \text{ of seats} + 1} + 1 = \text{Threshold}$$

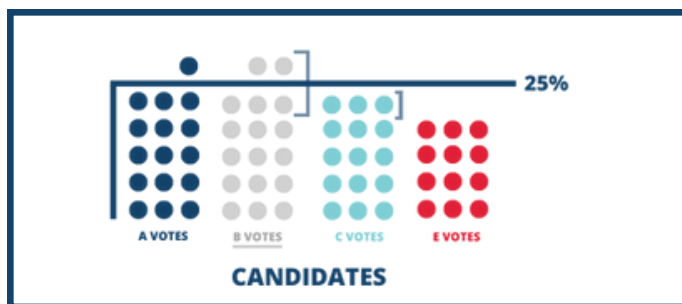
- After the first round of counting, we can determine whether additional rounds of counting are needed to fill each seat up for election.
- If a candidate wins with more votes than they need – a surplus – any extra votes are counted proportionally towards voters' next choices.
- If no candidate has a surplus, the candidate with the fewest votes is eliminated and voters have their ballot count for their next viable preference.
- Transferring surplus votes and eliminating candidates continues until all seats are filled.



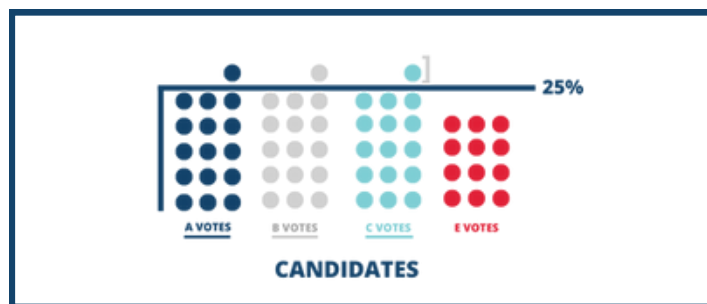
Round 1: Candidate A has more votes than needed to win.



Round 2: After transferring surplus votes from A, we still don't have all the seats filled. Candidate D is in last place.



Round 3: Candidate D was eliminated and their votes transferred. Candidate B now has enough votes to win.



Round 4: After transferring the surplus from B, Candidate C is our third and final winner.

Why do Jurisdictions Adopt Proportional RCV?

Fair Representation Communities have the opportunity to elect representatives proportional to their population. Proportional RCV has also been used as a remedy to Voting Rights Act violations to avoid vote dilution of protected minority communities.	Better Districts Proportional RCV supports both multi-member districts and at-large offices. With fewer districts to draw (or none with at-large races) it is harder to draw districts with a political bias.
Prevent Strategic Voting Voters select their preferred candidate without hurting others that they like. Plus, voters aren't punished for supporting popular candidates. When a candidate gets more votes than needed, those votes are transferred proportionally to the voters' next choice.	Proportional Representation In single-winner elections, a group needs a majority to elect their preferred candidate. Proportional RCV has a lower threshold for election, allowing voters from different backgrounds greater opportunity to be elected. This allows for increased racial, political, and gender representation.

Sample PRCV Contest Ballot

City Council						
Rank up to 6 candidates. Mark no more than 1 oval in each column.	First choice	Second choice	Third choice	Fourth choice	Fifth choice	Sixth choice
	1st	2nd	3rd	4th	5th	6th
Valarie Altman Orange Party	☐	☐	☐	☐	☐	☐
George Hovis Yellow Party	☐	☐	☐	☐	☐	☐
Althea Sharp Purple Party	☐	☐	☐	☐	☐	☐
Mary Tawa Lime Party	☐	☐	☐	☐	☐	☐
Joe Li Tan Party	☐	☐	☐	☐	☐	☐
Phil Wilkie Independent	☐	☐	☐	☐	☐	☐



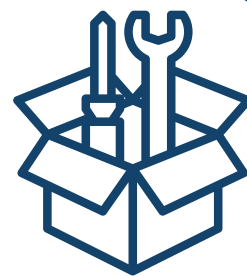
Where is Proportional RCV used?

- Albany, California
- Arden, Delaware
- Arlington County, Virginia
- Cambridge, Massachusetts
- Minneapolis, Minnesota
- Portland, Oregon

Ranked Choice Voting in a Box

What is RCV in a Box?

When election officials are tasked with implementing ranked choice voting (RCV) for the first time, there are many frequently asked questions and resource requests. The Ranked Choice Voting Resource Center created the RCV in a Box to serve as a one-stop shop to help election administrators get implementation best practices, reports, and real-world examples all in one place. The resources here are designed to provide the tools necessary to begin implementation and give election officials the flexibility they need to make RCV work for them.



What resources are included?

RCV in a Box includes a wide variety of resources for election administrators. Information is broken down into key topics that identify the name of the resource, the author, and a brief note summarizing the resource. The topics include:

- Voter Education;
- Designing RCV Ballots;
- Counting RCV Ballots;
- Voting Equipment Information;
- Results Reporting;
- Audits & Recounts; and
- Webinars & Other Miscellaneous Resources.



Scan this QR code to visit the RCV in a Box webpage.

Additionally, we provide multiple real-world RCV examples so that election administrators can see how their peers have handled topics like voter education and results reporting.



What if I can't find a resource that I need?

While we tried to include as much as possible, we recognize that there are some unique requirements in each jurisdiction. Don't hesitate to reach out to us at info@rcvresources.org, and we can work together to find the right solution.

RCV Ballot Design

Designing the ballot is one of the most important tasks in running an election. Voters of all education levels must be able to understand how to use the ballot with minimal confusion in order to be sure their vote is correctly communicated through their ballot. The ballot layout must be easy to understand and guide voters through the sometimes-complicated process of voting with little difficulty. Essentially, the ballot must be designed for maximum usability by the voter.



RCV Ballot Design FAQs

- **Can RCV contests appear on the same ballot as non-RCV contests?**
 - Yes! While the specifics depend on the type of election software and ballot design laws in the jurisdiction, RCV races can appear with non-RCV races.
- **Do voters find ranked ballots confusing?**
 - Surveys in RCV jurisdictions indicate that voters understand RCV ballots. Data across various jurisdictions and demographic backgrounds shows that approximately 85-95% of voters found RCV to be "simple" to understand.
- **Do we have to get new equipment to design RCV ballots?**
 - This answer depends on the type of voting equipment within the jurisdiction. Most modern voting equipment is capable of designing ranked ballots, but some jurisdictions are still using outdated election equipment which needs to be updated, regardless of the election method.

Considerations for RCV Ballot Design

The Center for Civic Design (CCD), FairVote, and the Ranked Choice Voting Resource Center (RCVRC) have published a number of reports on designing RCV ballots. When designing an RCV ballot, administrators should follow the EAC's best practices for designing any ballot. Here are a few questions to consider when designing RCV ballots:

- Is ranking new for your voters?
- How many contests will include ranking? Where are those contests in the overall ballot order?
- What are your legal requirements for ballot design, especially requirements for the number of choices available for ranking?
- Does your voting system support RCV ballot layout?

Creating RCV Ballot Instructions

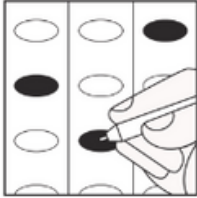
In many cases, the same general rules for writing ballot instructions apply to both plurality and ranked ballots. When preparing instructions, particularly for voters who haven't voted on a ranked ballot before, there are a few things to consider to make the process as easy as possible:

- If space allows, include images to show markings that have been filled in correctly;
- Stay concise and only write what the voters need to know; and
- Consider the placement of the instructions and how they fit with RCV and non-RCV contests.

PLEASE NOTE: A candidate's designated affiliation does not imply that the candidate is nominated or endorsed by the political party or group or that the party or group approves of or associates with that candidate, but only that the candidate is registered as affiliated with the party or group.

Instructions:

- Do not use red ink or a pencil to mark your ballot.
- Rank as many or as few candidates as you like.
- Completely fill in no more than one oval for each candidate or column.
- For your 1st choice, fill in the oval in the 1st choice column.
- For your 2nd choice, fill in the oval in the 2nd choice column.
- For your 3rd choice, fill in the oval in the 3rd choice column, and so on.
- **If you make a mistake, you can ask for a new ballot.**



What do RCV ballots look like?

City Council						
Rank up to 6 candidates. Mark no more than 1 oval in each column.	First choice	Second choice	Third choice	Fourth choice	Fifth choice	Sixth choice
	1st	2nd	3rd	4th	5th	6th
Valarie Altman Orange Party	☐	☐	☐	☐	☐	☐
George Hovis Yellow Party	☐	☐	☐	☐	☐	☐
Althea Sharp Purple Party	☐	☐	☐	☐	☐	☐
Mary Tawa Lime Party	☐	☐	☐	☐	☐	☐
Joe Li Tan Party	☐	☐	☐	☐	☐	☐
Phil Wilkie Independent	☐	☐	☐	☐	☐	☐

Grid Style Ballots

Grid style ballots are considered the best practice design, with candidates on rows and rankings on columns. This visual, all-in-one format takes up less space on the ballot. It is also the most widely used RCV ballot format.

Mayor		
1 First Choice Fill in one oval	2 Second Choice Fill in one oval	3 Third Choice Fill in one oval
☐ Frederick Sharp Orange Party	☐ Frederick Sharp Orange Party	☐ Frederick Sharp Orange Party
☐ Luis Garcia Orange Party	☐ Luis Garcia Orange Party	☐ Luis Garcia Orange Party
☐ Charles Layne Yellow Party	☐ Charles Layne Yellow Party	☐ Charles Layne Yellow Party
☐ Andrew Kowalski Yellow Party	☐ Andrew Kowalski Yellow Party	☐ Andrew Kowalski Yellow Party
☐ Alex Wallace Purple Party	☐ Alex Wallace Purple Party	☐ Alex Wallace Purple Party
☐ Eric Savoy Purple Party	☐ Eric Savoy Purple Party	☐ Eric Savoy Purple Party
☐ Barbara Williams Tan Party	☐ Barbara Williams Tan Party	☐ Barbara Williams Tan Party
☐ Lillian Cohen Lime Party	☐ Lillian Cohen Lime Party	☐ Lillian Cohen Lime Party
☐ Ann Windsock Independent	☐ Ann Windsock Independent	☐ Ann Windsock Independent
☐ Markos Miller Silver Party	☐ Markos Miller Silver Party	☐ Markos Miller Silver Party

Column-Style Ballots

Column-style ballots, which separate first, second, and third choices into their own individual columns with each candidate's name repeated. While they are an alternative to grid-style ballots, they do take up more space and may be face ranking limits due to size constraints.

RCV Tabulation & Results Reporting

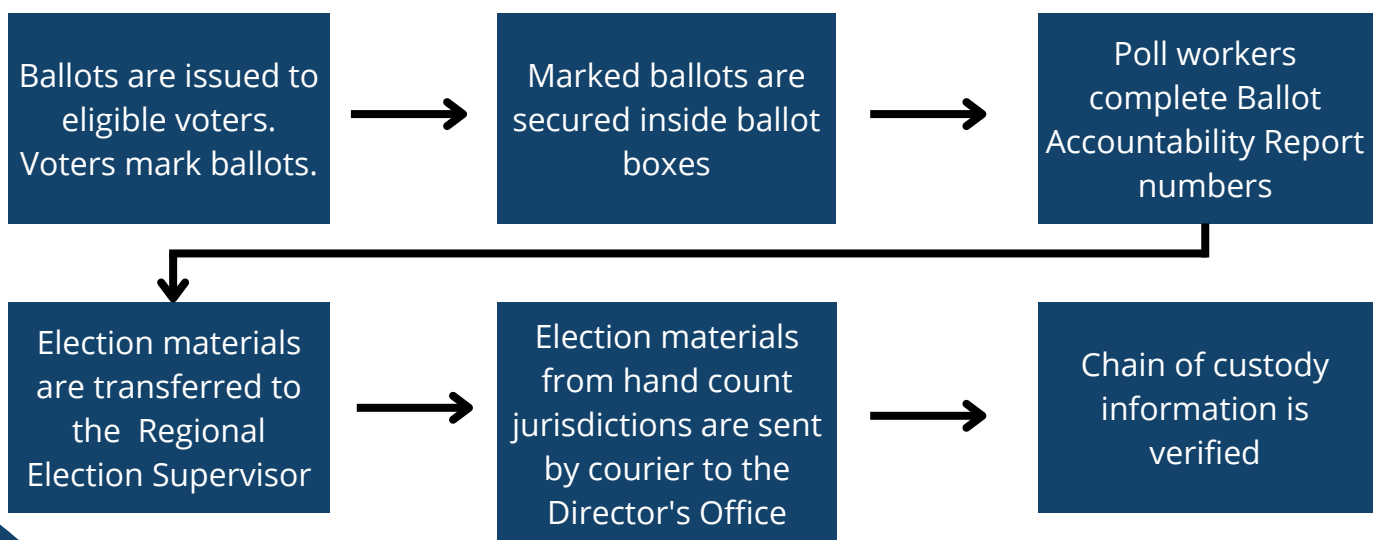


What is RCV tabulation?

RCV tabulation starts by counting all first choices. When electing a single candidate, if a candidate receives more than half of the first choices, that candidate wins, just like in any other election. However, if there is no majority winner after counting the first choices, the race is decided by an instant runoff. The candidate with the fewest first-choice votes is eliminated, and voters who ranked that candidate as their first choice will have their votes count for their next choice. This process continues until someone emerges with a majority.

Running the round-by-round count means election administrators need to have the candidate ranking order on each ballot to know 1) who has the fewest votes in the election and 2) who is ranked next on each of those ballots. This means two things for producing ranked choice voting results: all ballot data, known as cast vote records (CVRs), must be available, and it must be centralized. A simplified chain of custody from Alaska is included below to show how ballot data can be sent to one location for counting. Once centralized, the data can be run through RCV counting software to produce round-by-round results – which only takes seconds or minutes – and determine which candidates emerge with the most votes.

Simplified Chain of Custody from Alaska



Tabulation Options for RCV

Machine Counting

- The fastest way to count any election, including RCV elections.
- Procedures can vary greatly based on the capabilities of the voting machines, the laws in the jurisdiction, and how many different polling locations are involved in the election.
- Local election officials maintain custody of the physical ballots.
- Regardless of the type of election, ballot data needs to be centralized. A poll worker exports the data to a memory card or flash drive which is then physically transported to a central location for tabulation by a computer application.
- In an RCV election, the aggregated CVR data is run through tabulation software which produces the round-by-round results.

Hand Counting

- While more sophisticated and time consuming than the counting for a simple plurality election, it is still easily done by hand
- Election workers sort ballots by what candidate is ranked first on those ballots, then further sort those by second, third, and later rankings.
- St. Paul, Minnesota's and Takoma Park, Maryland's hand count procedures are a good example of best practices for hand counting ranked choice voting elections.
- Ireland and Northern Ireland hand count their nationwide single- and multi-winner RCV elections, and Australia hand counts their single-winner RCV elections.

How long will it take to get results?

- Counting all the votes in a RCV election takes just as much time as a non-RCV election.
- Depending on the competitiveness of the race, some RCV winners will be known on election night, while others may not be known until all ballots are counted.
- The major bottleneck in reporting RCV results, as with reporting any election result, is scanning in all ballots cast in an election. Most election administrators do not finish counting all ballots, regardless of whether RCV is used, until days after Election Day itself. As ballots come in, the round-by-round count in RCV can be run on early results. Some RCV election administrators choose to wait until all ballots are scanned in before running the round-by-round count, while others produce round-by-round results starting on election night.
- Thanks to RCV counting software, the actual tabulation is instantaneous. This is true whether a jurisdiction opts to release routine unofficial results or wait until they have all of the ballots.

What resources are available?

- RCTab is free, open-source software for tabulating ranked-choice voting elections. This tabulator can take in data from any voting machine capable of exporting a CVR and can tabulate a single-winner ranked-choice voting election according to the rules used in any current RCV city in the United States.
- RCVis.com is a free, online program that creates graphics to display RCV election results.

What is RCTab?

Most voting system vendors do not include RCV round-by-round software in their equipment. RCTab is federally tested open-source software that can fill this gap by tallying RCV election results using cast vote records (CVRs) from most voting system vendors. RCTab is the most comprehensive RCV tabulation module to be tested under the Voluntary Voting System Guidelines (VVSG) and the first open-source software to meet VVSG standards.



What can RCTab do?

- Produce RCV official results
 - RCTab can generate results for single-winner or proportional RCV races.
 - Uses data from voting systems used by 98% of registered voters to produce RCV officials.
 - RCTab is fully configurable to meet the rules of most jurisdictions in the US. Some examples include:
 - Number of rankable candidates;
 - Setting vote thresholds; and
 - Handling overvotes and skipped rankings.
- Serve as a testing tool.
- Verify RCV results generated by other voting systems.



RCTab
TABULATION SOFTWARE

Where is RCTab used?

- RCV elections in Maine
- Single-winner and proportional RCV contests in Portland, OR
- Single-winner RCV elections in New York
- Local RCV elections in Utah
- Local RCV elections in Virginia (Arlington)
- 2020 Democratic Presidential Preference Primaries in Alaska, Kansas, and Wyoming.
- Verification tool for ES&S's RCV tabulation software used by Benton County, Oregon.
- RCTab has been accepted by a federal voting system standards working group as a well-documented, precise implementation of the RCV rules used in U.S. RCV elections.