

CITY COUNCIL AGENDA

1. Call To Order
2. Roll Call
3. Meditation And Pledge Of Allegiance To The Flag
4. Consent Agenda - Approval Of Staff Recommendations
*(Items on the Consent Agenda [marked by *] will be approved as recommended by staff, subject to removal from the Consent Agenda by Council.)*
5. Approval Of Agenda And Additions
6. Presentations
7. Petitions And Requests
(Petitions received at the meeting will not be acted upon by the City Council at this meeting unless Council waives its Standing Rules)
8. Minutes Of Council Meetings
 - o. Executive Session, November 21, 2016 - Minutes

In order to approve these minutes, the following motion is needed: I move that the minutes of the executive session of the City Council held Monday, November 21, 2016, at 9:50 p.m., in the Council Room of the Municipal Building be approved as presented. Council held this closed meeting in accordance with the General Provisions Article, §3-305(b)(9) of the Annotated Code of Public General Laws of Maryland, to discuss matters related to the upcoming City/FOP collective bargaining negotiations. (CM)

- o. * Regular Meeting, November 28, 2016 - Minutes

Documents:

[8 DRAFT MINUTES, 11-28-16.PDF](#)

- o. Statement For The Record - Executive Session Of November 28, 2016 (Reconvened Executive Session From November 22, 2016):

The following motion is needed:

In accordance with the General Provisions Article, Section 3-306(c)(2) of the Annotated Code of Public General Laws of Maryland, I move that the minutes of tonight's meeting reflect that Council met in executive session on Monday, November 28, 2016, at 10:36 p.m. in the Library of the Municipal Building. Council held this closed meeting in accordance with the General Provisions Article, §3-305(b)(1) of the Annotated Code of Public General Laws of Maryland, to consider a personnel matter (discussion of applicants interviewed for the City Manager position).

Vote to close session:

	Yes	No	Abstain	Absent
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Ms. Davis	X			
Mr. Herling	X			
Ms. Mach	X			
Ms. Pope	X			
Mr. Putens	X			
Mr. Roberts		X		
Mayor Jordan	X			

No staff members were in attendance.

No other individuals were in attendance.

Council took no actions during this session. (CM)

Documents:

[8 STATEMENT FOR THE RECORD, EXECUTIVE SESSION, 11-28-16.PDF](#)

9. Administrative Reports

10. *Committee Reports

11. An Ordinance To Repeal Section 19-2 "Grants For Certain Renters By Reason Of Age And Income" And Reenact Section 19-2 "Grants For Certain Renters" Of Chapter 19 "Taxation" Of The Greenbelt City Code

- 2nd Reading, Adoption

Reference:

Ordinance

Memorandum, David E. Moran, 7/20/16

The State of Maryland has a Renters Tax Credit for very low income persons of up to \$750 per year. Eligibility is based on the renter's household income, net worth and monthly rent - excluding utilities for seniors or disabled residents. For other residents under age 60, the number of dependents and receiving no federal or state housing subsidy are additional eligibility factors.

In 2015, Prince George's County enacted CB-95-2015 establishing a similar program called the Renter's Property Tax Relief Supplement. Under this program if a county resident is eligible for the state credit, the county will also pay an amount equal to 50% of the state payment.

Included in Council's packet is an Ordinance to establish a grant program for the City of Greenbelt that will provide 50% of the state payment for any eligible Greenbelt resident. According to the State Department of Assessments and Taxation, in 2015 there were 24 recipients of this credit in the 20770 zip code that received a total payment of \$6,220.

Ms. Davis introduced this ordinance for first reading at the last meeting. It is

recommended the ordinance be introduced for second reading and moved for adoption tonight. (DEM)

Documents:

[11 ORDINANCE.PDF](#)
[11 MEMORANDUM, D. MORAN.PDF](#)

12. A Resolution To Support The Prince George's County Municipal Collaboration Fiscal Year 2017 Grant Applications For Maryland Energy Administration Empower LMI Communities Grant Program And The Department Of Housing And Community Development Community Legacy Grant

-2nd Reading, Adoption

Reference:
Resolution

The Prince George's County Municipal Collaboration consists of 18 municipalities in Prince George's County as well as the county itself. The Municipal Collaboration was formed to obtain grant funding from the Maryland Energy Administration (MEA) Empower Clean Energy Communities and the Department of Housing and Community Development Community (DHDC) Legacy grant programs. This grant funding is then used to provide energy efficiency upgrades for low to moderate income homeowners in the county. Council approved the city's participation in the Municipal Collaboration at its meeting on January 26, 2015. Three city residents participated in the program in 2015 and four residents participated in 2016.

Through MEA and DHCD grants received by the Municipal Collaboration in 2015, energy efficiency upgrades to low and moderate income homeowners in the county resulted in a total decrease of 167,592 kWh of electricity and cost savings of \$67,187. This equates to a reduction of 1,378 tons of CO2 which is the equivalent of planting 165,000 urban trees.

The Municipal Collaboration is seeking support from member communities for its Fiscal Year 2017 grant applications for the MEA Empower LMI Communities and the DHCD Community Legacy Grant Programs. This support must be done by a resolution in order for residents of the member municipality to qualify for the DHCD portion of the funds.

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

Documents:

[12 RESOLUTION.PDF](#)

13. A Resolution To Authorize The Negotiated Purchase Of A Dodge Caravan From Criswell Automotive Of Gaithersburg, Maryland At A Cost Of \$29,332

-2nd Reading, Adoption

Reference:
Resolution
Memorandum, C. Batey, 11/18/2016

HUD Assistance Award/Amendment
Criswell Quotation, 11/18/2016

The City received notice from the Department of Housing and Urban Development (HUD) that the program grant year for the Service Coordinator Grant program was being changed from November - October to January - December. In order to complete this program change, HUD has awarded \$67,514 to the city which must be used on or before December 31, 2016, for items within the budgetary framework allotted for the Service Coordinator program.

One of the line items on the approved Service Coordinator Program budget was \$30,000 for the purchase of a van to support the transport needs of the Green Ridge House Service Coordinator Program and Greenbelt Assistance in Living (GAIL) program. Staff currently uses personal vans, Public Works and Recreation vehicles on a weekly basis to transport residents, produce and supplies, as well as to attend meetings and conferences. Due to the combination of hauling supplies and transporting people, staff requires a vehicle flexible enough for both cargo and residents.

Staff reviewed the State of Maryland Bid Award for a Dodge Caravan from Criswell Automotive. However, the features required on the van by the city, such as two rows of stow and go seats and power lift gate and doors, were not available on the base model of the state bid. These features are only available on the Dodge Caravan Touring Edition. Criswell Chevrolet has a Dodge Caravan Touring Edition available on site for purchase at a cost of \$29,332 which will meet the city's needs and falls within the budgetary limitations set forth by the grant award.

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

Documents:

[13 RESOLUTION.PDF](#)
[13 MEMORANDUM, C. BATEY.PDF](#)
[13 HUD ASSISTANCE AWARD-AMENDMENT.PDF](#)
[13 CRISWELL QUOTATION.PDF](#)

14. A Resolution To Authorize The Negotiated Purchase Of A Five (5) Year Officer Safety Plan Package For Police Body Cameras From Taser International Of Scottsdale, Arizona For Five (5) Years At A Total Cost Of \$312,188.70

-1st Reading

Reference:
Draft Resolution
Body Worn Camera Program Briefing Packet, T. White
Taser Quotation, 10/31/2016
Body Camera Comparisons/Evaluations

The Police Department established a Body Worn Camera Committee several years ago to research body worn cameras and to establish a body worn camera policy. The Committee consisted of various members of the Department, including officers, supervisors and Fraternal Order of Police (FOP) representatives.

As a result of the Committee's efforts, the Department tested numerous body worn cameras and evidence management platforms and identified the Taser body camera and storage platform to be the best suited for its needs. This testing included a month long

pilot program using four (4) cameras deployed with front line patrol officers.

Council held a work session on November 21, 2016, with the Police Department to review the details of the proposed body worn camera program.

Taser International has offered the City a five (5) year package for body cameras, video storage and support as well as the replacement of the department's non-lethal equipment for a total cost of \$312,188.70. This package can be paid on a yearly basis - \$64,516 in Year 1 and \$61,824 in Years 2, 3, 4 and 5.

The FY 2017 budget includes \$47,000 for the body camera program. Additional funds are available from costs savings in other funds within the Police Department budget.

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

Documents:

[14 RESOLUTION.PDF](#)
[14 BRIEFING PACKET.PDF](#)
[14 TASER QUOTATION.PDF](#)
[14 BODY CAMERA COMPARISONS-EVALUATIONS.PDF](#)

15. Greenbelt Station Parkway Bridge

Reference:

Memorandum, Jessica Bellah, 12/7/2016

Draft MOU Agreement, 11/8/2016

Draft MOU Exhibit, 11/8/2016

The Greenbelt Station South Core neighborhood is connected directly to Greenbelt Road (MD 193) via Greenbelt Station Parkway. This road is mostly within the jurisdictional boundaries of the City of Greenbelt, except where it crosses Branchville Road and continues south to meet MD 193's right-of-way limit. Because of its location, determining the future maintenance responsibility of the bridge and a portion of the road has been complex.

A 87.84 foot section of Greenbelt Station Parkway, extending from MD 193 to the south edge of the bridge over Branchville Road, is not currently dedicated as right-of-way to either the State Highway Administration, Prince George's County, or the city. This section of roadway is also within the jurisdictional boundaries of Berwyn Heights, although not considered part of their local road network. Prince George's County requested the city incorporate this section of road and the superficial asphalt portion of the bridge into our maintenance responsibilities for Greenbelt Station Parkway. Prince George's County has agreed to maintenance responsibilities for the majority of the bridge structure.

Council was previously briefed on this issue at its August 3, 2015 work session. At the direction of Council, staff has developed a draft memorandum of understanding between the affected parties on this issue. Staff recommends Council approve the memorandum as presented. (JB)

Documents:

[15 MEMORANDUM, J. BELLAH.PDF](#)
[15 DRAFT MOU EXHIBIT.PDF](#)
[15 DRAFT MOU AGREEMENT.PDF](#)

16. Letter To WMATA On Proposed Budget Recommendations – New Metro Rail Service Hours And Elimination Of B-30 Bus Route

At the November 30, 2016, work session on Transit, there was discussion regarding two recommendations of the WMATA proposed budget: 1) new Metro Rail service hours – Monday through Thursday 5:00 a.m. to 11:30 p.m., Friday and Saturday, 7:00 a.m. to 1:00 a.m. and Sunday 8:00 a.m. to 11:00 p.m.; and 2) the elimination of the B-30 bus service which operates between Greenbelt and the Baltimore-Washington International Airport.

Council expressed its concern regarding the impact both these recommendations will have on residents. WMATA will begin its public hearing process on the proposed budget in January.

It is recommended that Council send a letter to WMATA expressing its concerns.
(CM)

17. Council Activities

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

18. Council Reports

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

19. * Appointment Of Councilmembers To The Metropolitan Washington Council Of Governments Policy Boards And Committees

Reference:
Correspondence, C. Bean, 12/07/2016

The Metropolitan Washington Council of Governments (COG) is soliciting appointments to COG's policy boards and committees for 2017. Council approved the following appointments for 2016:

Board of Directors	-	Mayor Jordan
Alternate	-	Ms. Davis
Transportation Planning Board	-	Mr. Roberts
Alternate	-	Mr. Herling
Metropolitan Washington Air Quality Comm.	-	Ms. Mach
Alternate	-	Mr. Herling
Region Forward Coalition	-	Mr. Jordan
Alternate	-	Ms. Davis
Human Services and Public Safety Policy Committee	-	Mr. Putens
Alternate	-	Ms. Pope
Climate, Energy and Environment Policy Committee	-	Mr. Herling
Alternate	-	Ms. Mach
Chesapeake Bay Policy Committee	-	Ms. Davis
Alternate	-	Mr. Putens

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

same COG policy board and committee appointments for 2017. (CM)

Documents:

[19 CORRESPONDENCE, C. BEAN.PDF](#)

20. MEETINGS

Executive Session: An Executive Session has been requested by Council to discuss a personnel matter – contract negotiations for the City Manager position. It is recommended this Executive Session be held immediately following this meeting in the Library of the Municipal Building.

The following motion is required to schedule the Executive Session: I move that Council schedule an Executive Session on Monday, December 12, 2016, immediately following the Council Meeting, in the Library of the Municipal Building. Council will hold this closed meeting in accordance with the General Provisions Article 3-305(b)(1) of the *Annotated Code of the Public General Laws of Maryland* to discuss a personnel matter – contract negotiations for the City Manager position. (CM)

Executive Session: An Executive Session has been requested by the City Manager to discuss collective bargaining negotiations. It is recommended this meeting be scheduled for Wednesday, January 4, 2017, at 7:00 p.m.

The following motion is required to schedule the Executive Session: I move that Council schedule an Executive Session on Wednesday, January 4, 2017, at 7:00 p.m., in Room 201 of the Greenbelt Community Center. Council will hold this closed meeting in accordance with the General Provisions Article 3-305(b)(9) of the *Annotated Code of the Public General Laws of Maryland* to discuss matters relating to collective bargaining negotiations. (CM)

Interviews for Advisory Groups (Library)	Mon.	2/12	7:20 pm
Regular Meeting	Mon.	2/12	8:00 pm
Executive Session – Personnel (Contract Negotiations for City Manager Position)	Mon.	2/12	Immediately following Council Meeting
Legislative Dinner	Tues.	2/13	6:00 pm
Work Session – Greenway Center (CC)	Wed.	2/14	7:30 pm
Work Session – Green Team's Solar Circle	Mon.	2/19	8:00 pm
Work Session – TBD (CC)	Wed.	2/21	8:00 pm
No Meeting (Christmas Holiday)	Mon.	2/26	

No Meeting	Wed.	2/28	
No Meeting (New Year's Holiday)	Mon.	1/02	
Work Session – Principal of Eleanor Roosevelt High School	Wed.	1/04	8:00 pm

REGULAR MEETING OF THE GREENBELT CITY COUNCIL held Monday, November 28, 2016.

Mayor Jordan called the meeting to order at 8:01 p.m.

ROLL CALL was answered by Councilmembers Judith F. Davis, Konrad E. Herling, Leta M. Mach, Silke I. Pope, Rodney M. Roberts and Mayor Emmett V. Jordan. Councilmember Edward V. J. Putens was detained at a Greenbrook Estates Homeowner Association Meeting and arrived at 10:32 p.m.

ALSO PRESENT were Michael P. McLaughlin, City Manager; David E. Moran, Assistant City Manager; Karen Ruff, Associate of the City Solicitor; and Cindy Murray, City Clerk.

Mayor Jordan asked for a moment of silence in honor of Greenbelt residents Michael D. Maxwell, Jr. and Leo Walder, and former residents Robert George D'Esposito, Mary Coyne and Erica Herling Kropp. Ms. Mach led the pledge of allegiance to the flag.

Mayor Jordan announced that Council will be reconvening the Executive Session of November 22, 2016, in the Library of the Municipal Building immediately following this meeting. He advised that Council would hold this closed meeting in accordance with the General Provisions Article 3-305(b)(1) of the *Annotated Code of the Public General Laws of Maryland* to discuss a personnel matter which was time sensitive (urgent) due to the upcoming retirement of the City Manager.

CONSENT AGENDA: Ms. Mach requested the minutes of the work session of August 31, 2016, and regular meeting of October 24, 2016, be removed from the consent agenda. Ms. Davis requested "Appointments to Advisory Groups" be removed from the consent agenda. With these changes, it was moved by Ms. Pope that the consent agenda be approved. Mr. Herling seconded. The motion passed 6-0.

Council thereby took the following actions:

Minutes:

- Work Session, March 9, 2016
- Work Session, May 16, 2016
- Work Session, May 18, 2016
- Work Session, May 25, 2016
- Work Session, June 1, 2016
- Work Session, June 13, 2016
- Work Session, June 21, 2016
- Work Session, July 6, 2016
- Interview, July 11, 2016
- Work Session, September 7, 2016
- Work Session, September 14, 2016
- Work Session, September 19, 2016
- Work Session, September 21, 2016

Work Session, October 5, 2016
Work Session, October 19, 2016
Notes, Four Cities Meeting, October 26, 2016
Work Session, October 31, 2016
Interview, November 2, 2016
Work Session, November 2, 2016
Work Session, November 9, 2016
Work Session, November 13, 2016
Work Session, November 14, 2016
Work Session, November 22, 2016

Friends of Greenbelt Theatre – Temporary Use of Capital Funds: Council authorized the Friends of Greenbelt Theatre to temporarily use a portion of the city’s Capital Reserve contribution for operating expenses with the understanding the funds will be restored as quickly as possible.

Letter to Prince George’s County Board of Elections – Election Day Issues: Council approved sending a letter to John Rowe, President of the Prince George’s County Board of Elections, regarding complaints received about the General Election on November 8, 2016.

Letter to Maryland Department of Health and Mental Hygiene – Cell Phone Radiation Concern: Council approved sending a letter to the Maryland Secretary of Health and Mental Hygiene about radiation concerns from cell phones and other wireless devices and the need to inform the public.

Request for Use of City Facilities: Council approved the waiver of facility rental fees for the Eleanor Roosevelt High School Grad Night Committee for its use of the Youth Center and Aquatic and Fitness Center for the 2017 Grad Night events.

Reappointments to Advisory Groups: Council reappointed Brian Gibbons to the Advisory Planning Board, and Eunice Pierre and Mary Thomas to the Public Safety Advisory Committee.

Resignations from Advisory Groups: Council accepted the resignations of Janet Jacobs-Parker from the Community Relations Advisory Board and Robert Rudd from the Employee Relations Board.

Employee Special Holiday: Council approved an employee special holiday for employees to use whenever they wish during the remainder of the fiscal year.

APPROVAL OF AGENDA: It was moved by Ms. Pope and seconded by Ms. Davis that the agenda be approved. The motion passed 6-0.

PRESENTATIONS:

Municipal Government Month Proclamation: Mayor Jordan read a Proclamation declaring November as Municipal Government month. Beverly Palau, the City’s Public Information and Communications Coordinator, accepted the proclamation. Ms. Palau provided an overview of the many activities sponsored by the City as part of Municipal Government Month.

Recycle Right Awards: Mayor Jordan announced that November 15 was America Recycles Day. Erin Josephitis, Environmental Coordinator, explained the Recycle Right Awards program and identified the winners. Each winner received new blue recycling bins identifying them as contest winners, as well as prizes awarded by the Metropolitan Washington Council of Governments, Mom’s Organic Market, and College Park REI.

The winners were:

Cheryl Peckenpaugh	6809 Springshire Way	Monday City Route
Lois Gorman	49-B Ridge Road	Tuesday City Route
Resident	1-C Ridge Road	Wednesday City Route
David Morse	46-D Ridge Road	Thursday City Route
Mary-Jean Secoolish	8008 Brett Place	Contractual Route

PETITIONS AND REQUESTS:

Valerie Orlando, 14-G Ridge Road, petitioned Council to designate Greenbelt as a sanctuary city that refuses to facilitate deportation of undocumented residents. She noted that the Cities of Baltimore and Takoma Park were the only cities in Maryland currently designated as sanctuary cities.

Colin Byrd, Mathew Street, requested Council amend Section 6 of the City Charter to require that the candidate with the largest number of votes in Council elections be appointed as mayor.

SPECIAL ORDER: Ms. Davis moved to special order “Administrative Reports” as the next item on the agenda. Ms. Pope seconded. The motion passed 6-0.

ADMINISTRATIVE REPORTS:

Acting Chief Tom Kemp, Acting Captain Gordon Pracht, MPO Robert Defibaugh and MPO Gerald Potts III spoke about “No Shave November” which is part of Prostate Cancer Awareness Month. MPO Potts said 22 members of the Police Department had participated in “No Shave November” and raised \$3,625 thus far to support cancer prevention, research and education.

Mr. McLaughlin announced that the Police Community Relations Forum is scheduled for tomorrow evening and the Festival of Lights will begin on Friday.

MINUTES OF COUNCIL MEETINGS

Statement for the Record - Executive Session of October 31, 2016: Ms. Davis moved that in accordance with the General Provisions Article, Section 3-306(c)(2) of the Annotated Code of Public General Laws of Maryland, the minutes of tonight’s meeting reflect that Council met in executive session on Monday, October 31, 2016, at 7:45 p.m. in the Council Room of the Municipal Building. Council held this closed meeting in accordance with the General Provisions Article, §3-305(b)(1) of the Annotated Code of Public General Laws of Maryland, to consider a personnel matter (discussion of applications received for the City Manager position).

Vote to close session:

	Yes	No	Abstain	Absent
Ms. Davis	X			
Mr. Herling	X			
Ms. Mach	X			
Ms. Pope	X			
Mr. Putens	X			
Mr. Roberts		X		
Mayor Jordan	X			

The following staff member was in attendance: Michael McLaughlin, City Manager.

Other individuals in attendance: Joellen Earl, Chief Executive Officer – GovHR.

Council took no actions during this session.

Mr. Herling seconded.

ROLL CALL: Ms. Davis - yes
 Mr. Herling - yes
 Ms. Mach - yes
 Ms. Pope - yes
 Mr. Putens - absent
 Mr. Roberts - no
 Mayor Jordan - yes

Statement for the Record - Executive Session of November 13, 2016: Ms. Davis moved that in accordance with the General Provisions Article, Section 3-306(c)(2) of the Annotated Code of Public General Laws of Maryland, the minutes of tonight’s meeting reflect that Council met in executive session on Sunday, November 13, 2016, at 8:55 a.m. in the Council Room of the Municipal Building. Council held this closed meeting in accordance with the General Provisions Article, §3-305(b)(1) of the Annotated Code of Public General Laws of Maryland, to consider a personnel matter (conduct interviews of City Manager applicants).

Vote to close session:

	Yes	No	Abstain	Absent
Ms. Davis	X			
Mr. Herling	X			
Ms. Mach	X			
Ms. Pope	X			
Mr. Putens	X			
Mr. Roberts	X			
Mayor Jordan	X			

The following staff members were in attendance: None.

Other individuals in attendance: Joellen Earl, Chief Executive Officer – GovHR, and applicants for the position of City Manager.

Council took no actions during this session.

Mr. Herling seconded.

ROLL CALL: Ms. Davis - yes
Mr. Herling - yes
Ms. Mach - yes
Ms. Pope - yes
Mr. Putens - absent
Mr. Roberts - no
Mayor Jordan - yes

Statement for the Record - Executive Session of November 14, 2016 (Reconvened Executive Session from November 13, 2016): Ms. Davis moved that in accordance with the General Provisions Article, Section 3-306(c)(2) of the Annotated Code of Public General Laws of Maryland, the minutes of tonight’s meeting reflect that Council met in executive session on Monday, November 14, 2016, at 7:00 p.m. in the Council Room of the Municipal Building. Council held this closed meeting in accordance with the General Provisions Article, §3-305(b)(1) of the Annotated Code of Public General Laws of Maryland, to consider a personnel matter (conduct interviews of City Manager applicants).

Vote to close session:

	Yes	No	Abstain	Absent
Ms. Davis	X			
Mr. Herling	X			

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

The following staff members were in attendance: None.

Other individuals in attendance: Joellen Earl, Chief Executive Officer – GovHR, Aretha Adams, Nicole Ard and Michael Maniscalco.

Council took no actions during this session.

Ms. Mach seconded.

ROLL CALL: Ms. Davis - yes
 Mr. Herling - yes
 Ms. Mach - yes
 Ms. Pope - yes
 Mr. Putens - absent
 Mr. Roberts - yes
 Mayor Jordan - yes

Statement for the Record - Executive Session of November 21, 2016: Ms. Davis moved that in accordance with the General Provisions Article, Section 3-306(c)(2) of the Annotated Code of Public General Laws of Maryland, the minutes of tonight’s meeting reflect that Council met in executive session on Monday, November 21, 2016, at 9:50 p.m. in the Council Room of the Municipal Building. Council held this closed meeting in accordance with the General Provisions Article, §3-305(b)(9) of the Annotated Code of Public General Laws of Maryland, to discuss matters related to the upcoming City/FOP collective bargaining negotiations.

Vote to close session:

	Yes	No	Abstain	Absent
Ms. Davis	X			
Mr. Herling	X			
Ms. Mach	X			
Ms. Pope	X			
Mr. Putens	X			
Mr. Roberts	X			
Mayor Jordan	X			

The following staff members were in attendance: Michael McLaughlin, City Manager; Cindy Murray, City Clerk; Tom Kemp, Acting Police Chief; and Tom Moreland, Police Captain.

Council took no actions during this session.

Mr. Herling seconded.

ROLL CALL: Ms. Davis - yes
 Mr. Herling - yes
 Ms. Mach - yes
 Ms. Pope - yes
 Mr. Putens - absent
 Mr. Roberts - yes
 Mayor Jordan - yes

Statement for the Record - Executive Session of November 22, 2016 (Reconvened Executive Session from November 14, 2016): Ms. Davis moved that in accordance with the General Provisions Article, Section 3-306(c)(2) of the Annotated Code of Public General Laws of Maryland, the minutes of tonight’s meeting reflect that Council met in executive session on Tuesday, November 22, 2016, at 7:10 p.m. in the Council Room of the Municipal Building. Council held this closed meeting in accordance with the General Provisions Article, §3-305(b)(1) of the Annotated Code of Public General Laws of Maryland, to consider a personnel matter (discussion of interviews for the City Manager position).

Vote to close session:

	Yes	No	Abstain	Absent
Ms. Davis	X			
Mr. Herling	X			
Ms. Mach	X			
Ms. Pope	X			
Mr. Putens	X			
Mr. Roberts				X (arrived at 7:40 pm)
Mayor Jordan	X			

The following staff members were in attendance: None.

Other individuals in attendance: Joellen Earl, Chief Executive Officer – GovHR (by conference call).

Council took no actions during this session.

Ms. Mach seconded.

ROLL CALL: Ms. Davis - yes
Mr. Herling - yes
Ms. Mach - yes
Ms. Pope - yes
Mr. Putens - absent
Mr. Roberts - no
Mayor Jordan - yes

Minutes – Executive Session of March 9, 2016: Ms. Davis moved that the minutes of the executive session of the City Council held Wednesday, March 9, 2016, at 8:03 p.m., in Room 201 of the Community Center be approved as presented. Council held this closed meeting in accordance with the General Provisions Article, §3-305(b)(1) and (4) of the Annotated Code of Public General Laws of Maryland, to discuss a personnel matter (succession planning) and a matter that concerns a proposal for a business to locate in the State (FBI Headquarters).

Mr. Herling seconded.

ROLL CALL: Ms. Davis - yes
Mr. Herling - yes
Ms. Mach - yes
Ms. Pope - yes
Mr. Putens - absent
Mr. Roberts - no
Mayor Jordan - yes

Minutes – Executive Session of May 18, 2016: Ms. Davis moved that the minutes of the executive session of the City Council held Wednesday, May 18, 2016, at 7:41 p.m., in Room 201 of the Community Center be approved as presented. Council held this closed meeting in accordance with the General Provisions Article, §3-305(b)(1), (7) and (8) of the Annotated Code of Public General Laws of Maryland, to discuss: 1) a personnel matter (City Manager evaluation); 2) consult with counsel to obtain legal advice regarding an annexation matter (South Core boundaries); and 3) consult with counsel to obtain legal advice regarding potential litigation (Greenbelt Aquatic & Fitness Center – Policy for Use of Locker Rooms).

Ms. Pope seconded.

ROLL CALL: Ms. Davis - yes
Mr. Herling - yes
Ms. Mach - abstain (not present at session)
Ms. Pope - yes
Mr. Putens - absent

Mr. Roberts - no
Mayor Jordan - yes

Minutes – Executive Session of May 25, 2016: Ms. Davis moved that the minutes of the executive session of the City Council held Wednesday, May 25, 2016, at 7:42 p.m., in the Library of the Municipal Building be approved as presented. Council held this closed meeting in accordance with the General Provisions Article, §3-305(b)(1) of the Annotated Code of Public General Laws of Maryland, to discuss a personnel matter (City Manager evaluation).

Mr. Herling seconded.

ROLL CALL: Ms. Davis - yes
Mr. Herling - yes
Ms. Mach - yes
Ms. Pope - yes
Mr. Putens - absent
Mr. Roberts - yes
Mayor Jordan - yes

Minutes – Executive Session of June 1, 2016: Ms. Davis moved that the minutes of the executive session of the City Council held Wednesday, June 1, 2016, at 9:40 p.m., in Room 201 of the Community Center be approved as presented. Council held this closed meeting in accordance with the General Provisions Article, §3-305(b)(1) of the Annotated Code of Public General Laws of Maryland, to discuss a personnel matter (City Manager evaluation).

Ms. Pope seconded.

ROLL CALL: Ms. Davis - yes
Mr. Herling - yes
Ms. Mach - yes
Ms. Pope - yes
Mr. Putens - absent
Mr. Roberts - yes
Mayor Jordan - yes

Minutes – Executive Session of August 3, 2016: Ms. Davis moved that the minutes of the executive session of the City Council held Wednesday, August 3, 2016, at 10:15 p.m., in Room 201 of the Community Center be approved as presented. Council held this closed meeting in accordance with the General Provisions Article, §3-305(b)(1) of the Annotated Code of Public General Laws of Maryland, to discuss a personnel matter (discuss interviews of executive recruitment firms to be used for the recruitment of a new City Manager).

Mr. Herling seconded.

ROLL CALL: Ms. Davis - yes
 Mr. Herling - yes
 Ms. Mach - yes
 Ms. Pope - yes
 Mr. Putens - absent
 Mr. Roberts - no
 Mayor Jordan - yes

Minutes – Executive Session of September 7, 2016: Ms. Davis moved that the minutes of the executive session of the City Council held Wednesday, September 7, 2016, at 8:07 p.m., in Room 201 of the Community Center be approved as presented. Council held this closed meeting in accordance with the General Provisions Article, §3-305(b)(4) of the Annotated Code of Public General Laws of Maryland, to discuss a business relocation proposal (FBI Headquarters).

Ms. Mach seconded.

ROLL CALL: Ms. Davis - yes
 Mr. Herling - yes
 Ms. Mach - yes
 Ms. Pope - yes
 Mr. Putens - absent
 Mr. Roberts - no
 Mayor Jordan - yes

Minutes – Executive Session of October 31, 2016: Ms. Davis moved that the minutes of the executive session of the City Council held Monday, October 31, 2016, at 7:45 p.m., in the Council Room of the Municipal Building be approved as presented. Council held this closed meeting in accordance with the General Provisions Article, §3-305(b)(1) of the Annotated Code of Public General Laws of Maryland, to discuss a personnel matter (review City Manager applicants).

Ms. Pope seconded.

ROLL CALL: Ms. Davis - yes
 Mr. Herling - yes
 Ms. Mach - yes
 Ms. Pope - yes
 Mr. Putens - absent
 Mr. Roberts - no
 Mayor Jordan - yes

Minutes – Executive Session of November 13, 2016: Ms. Davis moved that the minutes of the executive session of the City Council held Sunday, November 13, 2016, at 8:55 a.m., in the Council Room of the Municipal Building be approved as presented. Council

held this closed meeting in accordance with the General Provisions Article, §3-305(b)(1) of the Annotated Code of Public General Laws of Maryland, to discuss a personnel matter (conduct interviews of City Manager applicants).

Mr. Herling seconded.

ROLL CALL: Ms. Davis - yes
Mr. Herling - yes
Ms. Mach - yes
Ms. Pope - yes
Mr. Putens - absent
Mr. Roberts - yes
Mayor Jordan - yes

Minutes – Executive Session of November 14, 2016 (Reconvened Executive Session of November 13, 2016): Ms. Davis moved that the minutes of the executive session of the City Council held Monday, November 14, 2016, at 7:00 p.m., in the Council Room of the Municipal Building be approved as presented. Council held this closed meeting in accordance with the General Provisions Article, §3-305(b)(1) of the Annotated Code of Public General Laws of Maryland, to discuss a personnel matter (conduct interviews of City Manager applicants).

Ms. Pope seconded.

ROLL CALL: Ms. Davis - yes
Mr. Herling - yes
Ms. Mach - yes
Ms. Pope - yes
Mr. Putens - absent
Mr. Roberts - no
Mayor Jordan - yes

LEGISLATION:

An Ordinance to Repeal Section 19-2 “Grants for Certain Renters by Reason of Age and Income: and Reenact Section 19-2 “Grants for Certain Renters” of Chapter 19 “Taxation” of the Greenbelt City Code

Mayor Jordan read the agenda comments.

Ms. Davis introduced the ordinance for first reading.

A Resolution to Support the Prince George’s County Municipal Collaboration Fiscal Year 2017 Grant Applications for Maryland Energy Administration Empower LMI Communities Grant Program and the Department of Housing and Community Development Community Legacy Grant

Mayor Jordan read the agenda comments.

Ms. Pope introduced the resolution for first reading.

A Resolution to Authorize the Negotiated Purchase of a Dodge Caravan from Criswell Automotive of Gaithersburg, Maryland at a Cost of \$29,332

Mayor Jordan read the agenda comments.

Ms. Mach introduced the resolution for first reading

VOTING AGE: Mayor Jordan read the agenda comments.

Ms. Davis said Council held a work session with the Youth Advisory Committee (YAC) on November 2, 2016, to discuss YAC Report #2015-1 which recommends that the City lower the voting age for municipal elections to allow for 16 and 17 year olds to vote in the elections. She noted there was discussion at the work session regarding referring the report to the Community Relations Advisory Board (CRAB) and the Advisory Committee on Education (ACE) for consideration and the scheduling of a hearing to obtain public comment.

Mayor Jordan and Ms. Pope noted that the majority of respondents to the 2015 election questionnaire opposed lowering the voting age. Ms. Mach said that the election questionnaire only reached people that voted in the municipal election.

Ms. Davis moved that Council refer YAC Report #2015-1 to CRAB and ACE for consideration and then schedule a hearing as part of a regular Council meeting to obtain public comment. Ms. Mach seconded.

Mr. Roberts said Council should not make a decision on the voting age and suggested the question be included as a ballot question. Mayor Jordan concurred.

Ms. Pope suggested Council terms also be considered for a ballot question for the 2017 election.

The motion passed 6-0.

APPROVAL OF NAMING POLICY FOR CERTAIN CITY SPACES: Mayor Jordan read the agenda comments.

Mayor Jordan said that Council met with the Friends of the Greenbelt Museum (FOGM) on September 21, 2016, to discuss the FOGM capital campaign and proposal to allow for naming opportunities at 10-A Crescent Road. At the work session, it was noted that the Friends of Greenbelt Theatre (FOGT) are considering a similar program and it was suggested that the City develop a policy on this matter.

David Moran, Assistant City Manager, said staff had developed the Draft Naming Policy for Certain City Spaces. He advised that the Policy limits naming opportunities to the Visitor & Education Center at 10-A Crescent and the Greenbelt Theater.

Ms. Davis expressed concern regarding naming of the gardens or sidewalk outside of the Museum. Jen Ruffner, President of FOGM, said the sidewalks wouldn't be named, only the side gardens.

Mayor Jordan said he would like to separate the policy for FOGM from FOGT.

Ms. Mach said she doesn't think there's a need to separate the policy for FOGM and FOGT. She added that she supports allowing for the naming of outdoor spaces as long as a plaque is not put on the building itself.

Ms. Davis expressed concern that the minimum gift to the Museum as proposed was \$5,000 and said the cost may prevent many people from participating. She suggested pavers be considered, perhaps for a gift of \$50 or \$100 each. Ms. Ruffner said that she was unsure if space would allow for pavers.

Mr. Roberts expressed concern regarding the proposed policy and said that City property should not be used this way.

In response to a question from Mayor Jordan, Ms. Ruffner said the overall goal for capital campaign is to raise \$250,000.

Ms. Mach moved to approve the proposed Naming Policy for Certain City Spaces as proposed. Ms. Pope seconded.

The motion passed 5-1. (Roberts) (Ms. Davis noted that although she had voted to approve the Policy, she did so with reservations.)

LETTER OF SUPPORT – APPOINTMENT TO NATIONAL LEAGUE OF CITIES COUNCIL ON YOUTH, EDUCATION AND FAMILIES: Mayor Jordan read the agenda comments.

There was discussion regarding Ema Smith's (Chair of the Youth Advisory Committee) application for appointment to the National League of Cities (NLC) Council on Youth, Education and Families. As part of the application process, a letter of support from a City Official is required that includes a commitment by the City to cover Ms. Smith's costs (if appointed) of attending two local NLC conferences and one conference in Charlotte, NC.

Ms. Davis suggested that if Ms. Smith is appointed to the NLC Council, she be requested to provide a report on all conferences attended at a Council meeting.

Mayor Jordan and Ms. Pope noted their hesitancy with a commitment of funds that weren't specifically budgeted in this fiscal year's budget.

In response to a question from Ms. Mach, Mr. McLaughlin said there were sufficient funds available in the Public Officers Budget to cover conference costs for Ms. Smith.

Ms. Mach moved that Council send a letter to the National League of Cities Council on Youth, Education and Families in support of Ema Smith's appointment to the NLC Council on Youth, Education and Families. Mr. Herling seconded.

The motion passed 6-0.

PROPOSED 2017 LEGISLATIVE PROGRAM: Mayor Jordan read the agenda comments.

David Moran reviewed the draft Legislative Program for 2017. He advised that staff is recommending that the City's 2017 priorities be limited to a small number in order to present a concise, manageable package of initiatives to our state and county representatives.

Mr. Moran explained that three "Top" priorities are proposed: 1) support for the FBI Headquarters in Greenbelt; 2) funding for Greenbelt Road Streetscape Improvements; and 3) a Bond Bill for Greenbelt Lake Dam. He said that there are two "Other" priority issues: 1) Youth Service Bureau Funding; and 2) children living in Greenbelt Station should attend Greenbelt schools. There is also a short list of Other Items to raise with the City's legislators.

Ms. Mach said she likes the proposed Legislative Program but suggested including "housing discrimination based on source of income" be included on the list of "Other Items."

Ms. Davis mentioned "New Elementary School for Franklin Park" was included on the list of "Other Items." After discussion, it was suggested renaming this to "Inadequacy of Elementary School Capacity for Franklin Park."

Ms. Davis moved to accept the proposed 2017 Legislative Program with "New Elementary School for Franklin Park" being amended to "Inadequacy of Elementary School Capacity for Franklin Park." Ms. Mach seconded.

The motion passed 6-0.

Council suggested the legislative priorities of the National League of Cities and Metropolitan Area Council of Government be listed under Other Items.

COUNCIL ACTIVITIES: Councilmembers reported on their attendance at the following activities and events.

- Halloween Costume Parade – Mayor Jordan, Mr. Herling, Ms. Mach, Ms. Pope, Mr. Putens and Mr. Roberts
- American Legion Public Safety Awards Ceremony – Mayor Jordan, Mr. Herling, Ms. Mach, Ms. Pope, Mr. Putens and Mr. Roberts
- Maryland Municipal League Communications Committee Meeting – Ms. Mach
- White House Convening on Pay for Success and the Opioid Crisis Meeting - Ms. Mach

Verde at Greenbelt Station Apartments Grand Opening – Mayor Jordan, Ms. Davis and Ms. Mach
 Veterans Day Ceremony – Mayor Jordan, Ms. Davis, Mr. Herling, Ms. Mach, Ms. Pope, Mr. Putens and Mr. Roberts
 Prince George’s Elected Municipal Women’s Meeting – Ms. Mach
 Walk for Health – Ms. Pope
 Rotary Club Dedication of Butterfly Garden – Ms. Pope
 Metropolitan Washington Council of Governments (COG) Transportation Planning Board Meeting – Mr. Herling
 Senator Rosepepe’s Meeting about organizing an Advisory Group on MARC Transit – Mr. Herling
 Greenbelt Police and Greenbriar Residents Meeting – Mayor Jordan, Ms. Davis, Ms. Pope and Mr. Putens
 Roosevelt Center Merchants Association Meeting – Ms. Davis
 Springhill Lake Elementary School Mock Election – Ms. Davis and Ms. Pope
 Maryland Department of Transportation Prince George’s County Roadshow – Ms. Davis
 21st Century Schools Facilities Commission Meeting – Ms. Davis
 Greenbelt Consumers Cooperative Membership Meeting – Ms. Davis
 National League of Cities City Summit – Mayor Jordan, Ms. Davis, Ms. Mach, Ms. Pope and Mr. Putens
 COG Board of Directors October and November Meetings – Mayor Jordan
 NAACP Banquet at Martins Crosswinds – Mayor Jordan and Mr. Herling
 Advisory Group Appreciation Dinner – Mayor Jordan, Mr. Herling, Ms. Mach, Ms. Pope and Mr. Putens
 Magnolia Elementary School, Swearing in of Student Council – Mayor Jordan
 Interfaith Thanksgiving Service – Mayor Jordan and Mr. Herling

COUNCIL REPORTS: None.

APPOINTMENTS TO ADVISORY GROUPS: Ms. Davis moved that Council appoint Patricia Evans to the Board of Elections and Alejandra Benmen to the Community Relations Advisory Board. Ms. Mach seconded. The motion passed 6-0.

MEETINGS: Council reviewed the meeting schedule.

EXECUTIVE SESSION: Ms. Davis moved that Council reconvene the Executive Session of November 22, 2016, in the Library of the Municipal Building, in accordance with the General Provisions Article 3-305(b)(1) of the *Annotated Code of the Public General Laws of Maryland* to discuss a personnel matter. She noted that this matter is time sensitive (urgent) due to the upcoming retirement of the City Manager. Mr. Herling seconded.

ROLL CALL:	Ms. Davis	- yes
	Mr. Herling	- yes
	Ms. Mach	- yes
	Ms. Pope	- yes
	Mr. Putens	- yes

Mr. Roberts - no
Mayor Jordan - yes

Ms. Davis noted that Council would not return to open session.

Council moved into Executive Session at 10:36 p.m.

Respectfully submitted,

Cindy Murray
City Clerk

"I hereby certify that the above and foregoing is a true and correct report of the regular meeting of the City Council of Greenbelt, Maryland, held November 28, 2016.

Emmett V. Jordan
Mayor

**WRITTEN STATEMENT FOR CLOSING A MEETING
OF THE GREENBELT CITY COUNCIL**

(Reconvene from 11-22-16)

Date: 11-28-16 Time: 10:36 PM Location: Library- Municipal Bldg.

Motion to close meeting made by: Ms. Davis Seconded by: Mr. Herling

Members voting to close meeting:

	Yes	No	Abstain	Absent
Ms. Davis	✓			
Mr. Herling	✓			
Ms. Mach	✓			
Ms. Pope	✓			
Mr. Putens	✓			
Mr. Roberts		✓		
Mayor Jordan	✓			

**STATUTORY AUTHORITY TO CLOSE SESSION
General Provisions Article, §3-305(b) (check all that apply):**

- (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom it has jurisdiction; or any other personnel matter that affects one or more specific individuals;
- (2) To protect the privacy or reputation of individuals concerning a matter not related to public business;
- (3) To consider the acquisition of real property for a public purpose and matters directly related thereto;
- (4) To consider a matter that concerns the proposal for a business or industrial organization to locate, expand, or remain in the State;
- (5) To consider the investment of public funds;
- (6) To consider the marketing of public securities;
- (7) To consult with counsel to obtain legal advice on a legal matter;
- (8) To consult with staff, consultants, or other individuals about pending or potential litigation;
- (9) To conduct collective bargaining negotiations or consider matters that relate to the negotiations;

WORKSHEET FOR USE IN CLOSED SESSION (CHECKLIST OF DISCLOSURES TO BE MADE IN MINUTES OF NEXT REGULAR MEETING-NOT A PART OF THE CLOSING STATEMENT)

OFFICIALS ATTENDING CLOSED SESSION: [] DAVIS; [] JORDAN; [] HERLING;
[] MACH; [] POPE; [] PUTENS; [] ROBERTS

STAFF/OTHERS PRESENT:

TOPICS DISCUSSED:

Discussion of city manager applicants.

ACTION(S) TAKEN (IF ANY) AND RECORDED VOTES:

None.

TIME CLOSED SESSION ADJOURNED: 10:56 PM.

PLACE OF CLOSED SESSION: Library, Greenbelt Municipal Building.

PURPOSE OF CLOSED SESSION: Discussion of City Manager applicants.

STATUTORY AUTHORITY FOR THE CLOSED SESSION: §3-305(b) (1); (); ()

MEMBERS WHO VOTED TO CLOSE: [] DAVIS; [] JORDAN; [] HERLING; [] MACH;
[] POPE; [] PUTENS; [] ROBERTS

SIGNATURE OF PRESIDING OFFICER:



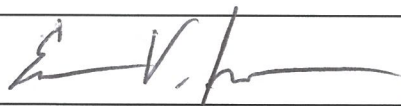
- (10) [] To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including:
 - (i) the deployment of fire and police services and staff; and
 - (ii) the development and implementation of emergency plans;
- (11) [] To prepare, administer, or grade a scholastic, licensing, or qualifying examination;
- (12) [] To conduct or discuss an investigative proceeding on actual or possible criminal conduct;
- (13) [] To comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter;
- (14) [] Before a contract is awarded or bids are opened, to discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

FOR EACH CITATION CHECKED ABOVE, THE REASONS FOR CLOSING AND TOPICS TO BE DISCUSSED:

§3-305(b) (1) Discussion of City Manager Applicants.

§3-305(b) () _____

§3-305(b) () _____

This statement is made by 
 Emmett V. Jordan (Signature of Presiding Officer)

Introduced:
Reading:
Passed:
Posted:
Effective:

ORDINANCE NUMBER 13XX

AN ORDINANCE TO REPEAL SECTION 19-2 "GRANTS FOR CERTAIN RENTERS BY REASON OF AGE AND INCOME" AND REENACT SECTION 19-2 "GRANTS FOR CERTAIN RENTERS", OF CHAPTER 19 "TAXATION" OF THE GREENBELT CITY CODE

WHEREAS, Section 19-2 of the City Code was enacted in 1973 and provides for a grant program for renters based on age and income which has been inactive for at least 25 years; and

WHEREAS, the State of Maryland has a program entitled the Renters' Tax Credit program for residents who are eligible on the basis of income, age, and/or disability; and

WHEREAS, in 2015, Prince George's County established a similar program called the Renters' Tax Relief Supplement for County residents who meet the eligibility criteria for the State program which is equal to 50% of the State payment; and

WHEREAS, the City Council desires to establish a new program in Greenbelt which is similar to the County program;

NOW, THEREFORE, BE IT ENACTED AND ORDAINED by the City Council that Section 19-2 "Grants For Certain Renters By Reason Of Age And Income", of Chapter 19 "Taxation" of the Greenbelt City Code be, and is hereby repealed in its entirety; and

BE IT FURTHER ENACTED AND ORDAINED by the City Council, that a new Section 19-2, "Grants for Certain Renters" of Chapter 19 "Taxation", of the Greenbelt City Code, be, and is hereby adopted, as follows:

Section 19-2. Grants for Certain Renters

- (a) The city manager or his/her designee is hereby appointed to administer the system of grants to certain renters.
- (b) The city manager or his/her designee is hereby authorized to promulgate additional rules and regulations which may be necessary for the efficient administration of the system of grants to certain renters; provided that such regulations shall comply with the provisions of this section.
- (c) There shall be allowed a single grant for each taxable year upon the application of any City resident who shall qualify in accordance with the State of Maryland Renters' Tax Credit

program. The amount of the City grant payment shall be equal to 50% of the State payment made to the resident.

PASSED by the Council of the City of Greenbelt, Maryland, at its meeting of _____, 2016.

Emmett V. Jordan, Mayor

ATTEST:

Cindy Murray, City Clerk

Key:

Underscoring indicates language added to existing law.

~~Overstriking~~ indicates language deleted from existing law.

Asterisks *** indicate intervening language.

**CITY OF GREENBELT, MARYLAND
MEMORANDUM**

TO: City Council

VIA: Michael P. McLaughlin *MPM*
City Manager

FROM: David E. Moran *DEM*
Assistant City Manager

DATE: July 20, 2016

SUBJ: Renter's Tax Credit – CAR 2015-45

Inactive City Program

Section 19-2 of the City Code provides for a grant program for renters based on age and income. Under this program, renters age 65 and older with a household income of \$5,000/year or less are eligible for a grant. This Code section was adopted in 1973 (Ordinance 756). It is unclear when/why this program became inactive, but it has been at least 25 years.

State Program

The State of Maryland has a Renters Tax Credit for very low income persons of up to \$750 per year. Eligibility is based on the renter's household income, net worth and monthly rent excluding utilities for seniors or disabled residents. For other residents under 60, the number of dependents and receiving no Federal or State housing subsidy are additional eligibility factors. Attached is the State's application form.

Since property tax is directly paid by the property owner and not the renter, the State assumes that 15% of the monthly rent is for property tax. There is a formula based on the renter's income to determine the credit amount. The State pays this amount by check.

According to the State Department of Assessments and Taxation, in 2015 there were 24 recipients of this credit in the 20770 zip code receiving a total of \$6,220. The average payment was \$259 so the payment varies with each applicant based on their income and rent situation. It is possible some of these recipients are not within Greenbelt's corporate limits.

County Program

In 2015, Prince George's County enacted CB-95-2015 establishing a similar program called the Renter's Property Tax Relief Supplement. Under this program if a County resident is eligible for the State Credit, the County will pay 50% of the State payment. The County will begin their program in 2016. An application will not be required and the County will issue checks for half the amount of the State credit.

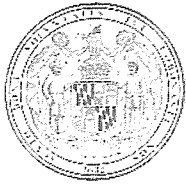
New City Program

The City could establish an updated Renter's Tax Credit/Grant program utilizing the same criteria as the State. Our program could match the State credit or provide a percentage of the State credit (i.e. 50% which the County is doing). The actual dollar cost to Greenbelt would be small - \$6,220 or less, given the current participation.

There would be some workload impact to the Finance office including: coordinating with SDAT, issuing checks, etc. The City Treasurer recommends that if Greenbelt implements a new program, it should mirror the County program.

Section 19-2 of the City Code should be repealed and replaced consistent with the parameters of any new City program.

cc: Jeffrey Williams, City Treasurer



State of Maryland
Department of Assessments and Taxation
www.dat.maryland.gov

2016 MARYLAND RENTERS' TAX CREDIT

INSTRUCTIONS AND APPLICATION

Form RTC-60

➔ Filing Deadline - September 1, 2016 ➔

The State of Maryland provides a direct check payment of up to **\$750** a year for renters who paid rent in the State of Maryland and meet certain eligibility requirements.

- Renters age 60 and over or those 100% disabled as of December 31, 2015, see CHART 1 below.
- Renters under age 60, who have one or more dependents under the age of 18 living in their household and who do not receive Federal or State housing subsidies or reside in public housing, see CHART 1 & 2.

CHART 1 - AGE 60 OR OLDER OR 100% DISABLED.

If you are age 60 or older or 100% disabled, use this chart to see if you should file an application to have the State determine your eligibility.

1. Find your approximate 2015 total gross household income in Column A.
2. If your monthly rent is more than the figure in Column B across from your income, you may be eligible and are encouraged to apply.

(A) 2015 Total Gross Income	(B) 2015 Monthly Rent	(A) 2015 Total Gross Income	(B) 2015 Monthly Rent	(A) 2015 Total Gross Income	(B) 2015 Monthly Rent
\$1 - 5,000	14	\$10,000	\$117	\$15,000	\$303
6,000	28	11,000	147	17,000	394
7,000	42	12,000	178	20,000	544
8,000	56	13,000	219	25,000	794
9,000	86	14,000	261	30,000	1,044

EXAMPLE: Mary Jones, age 67, had a \$9,964 income in 2015 and she paid \$245 per month rent. She also paid all her own utilities. With an income close to \$10,000 and rent that is more than \$117 per month, Mary Jones should apply for the credit.

CHART 2 - UNDER 60 YEARS OF AGE.

If you are a renter under the age of 60 who, during 2015 had at least one dependent under the age of 18 living with you **AND** you did not receive Federal or State housing subsidies or reside in public housing, **AND** the combined income of all residents of your dwelling is below the following guidelines, you are encouraged to apply.

Persons in Household (Includes Applicant)	2015 Gross Income Limit	Persons in Household (Includes Applicant)	2015 Gross Income Limit	Persons in Household (Includes Applicant)	2015 Gross Income Limit
2	\$16,317	5	\$28,695	8	\$40,968
3	\$18,850	6	\$32,473	9	\$49,021
4	\$24,230	7	\$36,927		

Note: If you qualify based upon the income limits above, the State will determine your eligibility using the formula comparing rent and gross income.

EXAMPLE: George and Robin Smith, ages 34 and 33, have two dependents under the age of 18. The total household income for 2015 was \$16,200. In 2015 they paid \$500 per month rent and they paid all their own utilities. Since their income is below \$24,230 (see Chart 2 on this page), the Smiths should apply for the credit.

- The rent in Chart 1 assumes that you pay all your own utilities separate from the monthly rent. If the rent includes gas, electric or heat, you may need to have as much as an 18% higher monthly rent to qualify for a credit.
- Trailer park residents are advised to submit an application and allow this office to determine eligibility.
- Chart 1 is a guide only, and the exact amount of your income and rent will be used to determine your eligibility. If you submit an application, the State will determine your eligibility.

READ THIS IMPORTANT INFORMATION BEFORE COMPLETING THE APPLICATION

1. WHO CAN FILE?

AGE 60 OR OVER OR 100% DISABLED

In order to be eligible for a 2016 Renters' Tax Credit, the applicant must meet ONE of the following requirements.

- have reached age 60, on or before December 31, 2015 **OR**
- be 100% totally and permanently disabled as of December 31, 2015 and submit proof of disability from the Social Security Administration, other federal retirement system, the federal Armed Services or the local City/County Health Officer, **OR**
- be the surviving spouse of one who otherwise could have satisfied the age or disability requirement.

UNDER 60 YEARS OF AGE

In order to be eligible for a credit, an applicant must meet **ALL** of the following requirements:

- had at least one dependent under the age of 18 living with you during 2015 **AND**
- did not receive Federal or State housing subsidies in 2015 **AND**
- your 2015 total gross income was below the limit listed in Chart 2 on the first page of this form.

Applicant must provide a copy of the child's social security card and birth certificate.

If the applicant files a Federal return, the eligible dependent(s) must be listed on the Federal return in order to apply for this credit.

2. REQUIREMENTS FOR ALL APPLICANTS

Each of the following requirements must be met by every applicant:

- the applicant must have a bona fide leasehold interest in the property and be legally responsible for the rent;
- first time applicants, and prior year applicants who moved in 2015 must submit a copy of their 2015 lease(s), rental agreement, cancelled checks, money order receipts, or other proof of rent paid. Other applicants must submit a copy upon request;
- the dwelling must be the principal residence where the applicant resided for at least six months in Maryland in calendar year 2015,
- the dwelling may be any type of rented residence or a mobile home pad on which the residence rests, but it may not include any unit rented from a public housing authority or from an exempt organization;
- the applicant, spouse and/or co-tenant must have a combined net worth of less than \$200,000 as of December 31, 2015.

An individual applicant may later be requested to submit additional information to verify what was reported on the application. This request may include a statement of living expenses when it appears that the applicant has reported insufficient means to pay the rent and other living expenses.

3. SPECIFIC INSTRUCTIONS FOR CERTAIN LINE ITEMS

ITEM 14 - SURVIVING SPOUSE

If you are filing as the surviving spouse of a person who would have met the age requirement, include a copy of his/her death certificate. If your spouse was disabled, include a copy of their death certificate and proof of disability.

ITEM 19 - SOURCES OF INCOME

All nontaxable sources of income such as retirement benefits, also must be reported here. The tax credit is based upon "total income", regardless of its source or taxability. Public assistance, government grants, gifts in excess of \$300, expenses paid on your behalf by others, and all monies received to support yourself must be reported.

You must report room and board, household expenses, or the gross income of any other nondependent occupants. Co-tenants cannot pay room and board.

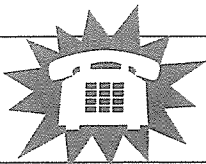
Applicants who receive Public Assistance must provide a copy of the 2015 AIMS Public Assistance letter showing dependents and benefits received.

ITEM 20 - RENT YOU PAID

List only that amount of rent you actually paid and do not include subsidies paid on your behalf such as HUD/Section 8 payments. Do not include monthly fees for any services such as meals, pet fees, garage charges, late charges, security deposits, etc. If you live in a home in a trailer park, report only the rent you paid for the trailer pad or lot.

ITEM 23- PERJURY OATH/SOCIAL SECURITY RELEASE

By signing the form, the applicant, spouse and/or co-tenant is attesting under the penalties of perjury as to the accuracy of the information reported and that the legal requirements for filing have been met. In addition, the signature also authorizes the listed government agencies, Credit Bureaus and the landlord to release information to the Department in order to verify the income or benefits received and rental terms reported by the applicant.



If you need further information or free assistance in completing this application form, please call 410-767-4433 in the Baltimore metropolitan area or 1-800-944-7403 (toll free) for those living elsewhere in Maryland.

PRIVACY AND STATE DATA SYSTEM SECURITY NOTICE

The principal purpose for which this information is sought is to determine your eligibility for a tax credit. Failure to provide this information will result in a denial of your application. Some of the information requested would be considered a "Personal Record" as defined in State Government Article, § 10-624 consequently, you have the statutory right to inspect your file and to file a written request to correct or amend any information you believe to be inaccurate or incomplete. Additionally, it is unlawful for any officer or employee of the state or any political subdivision to divulge any income particulars set forth in the application or any tax return filed except in accordance with judicial legislative order. However, this information is available to officers of the state, county or municipality in their official capacity and to taxing officials of any other state, or the federal government, as provided by statute.

FILING DEADLINE IS SEPTEMBER 1, 2016



1. Mr. Last Name First Name and Middle Initial
 Mrs.
 Ms.

2. Your Social Security Number

3. Your Birth Date

4. Daytime Telephone No. ()

5. Enter Spouse's or Co-tenant's Full Name (Circle Which)

6. His/Her Social Security Number

7. His/Her Birth Date

8. Present Address (Number and Street, Rural Route) Apartment No. City, Town, or Post Office County Zip Code

9. Address in 2015 if Different from Above City, Town, or Post Office County Zip Code

10. Mailing Address if Different from Present Address City, Town, or Post Office State Zip Code

11. Did you reside in public housing in 2015? Yes No

12. Marital Status Single Married Separated Divorced Widowed If so, date _____)

13. Check one of the following which describes your rented residence:
 Apartment Building Unit Single Family House Mobile Home Pad Other (Specify)

14. Applicant Status: Age 60 or Over Totally Disabled (Submit proof) Surviving Spouse Under Age 60 with Dependent Child

15a. Enter the name and address of the management company or person to whom you paid rent for at least six months in 2015. List any other landlord on a separate sheet of paper.

Name of Management Company or Landlord. Address of Management Company or Landlord

15b. Enter the name and address of the current management company or person to whom you are now paying rent.

Name of Management Company or Landlord. Address of Management Company or Landlord

16. Do you rent from a person related to you (including In-Laws)? Yes No
 If yes, attach a photocopy of your lease. Relationship _____

16a. Do you own any real estate in the State of Maryland or elsewhere? Yes No

TURN OVER TO OTHER SIDE TO COMPLETE AND SIGN THE APPLICATION

DO NOT WRITE BELOW - OFFICE USE ONLY

APPL. # _____

PLEASE COMPLETE OTHER SIDE OF APPLICATION FIRST 

17. List all household residents who lived with you in 2015. (If none, write NONE.) You must answer this question.

Name	Date of Birth	Social Security Number	Your Dependent? Yes or No	Relationship	2015 Income

If more space is needed, attach a separate list

18. Did or will you, and/or your spouse, file a Federal Income Tax Return for 2015? Yes No If yes, a copy of your return (and if married filing separately, a copy of your spouse's return) with all accompanying schedules must be submitted with this application.

19. AMOUNTS AND SOURCES OF INCOME IN 2015 PROOF OF ALL INCOME MUST BE ATTACHED (ATTACH COPIES - NOT ORIGINALS)	(1) APPLICANT	(2) SPOUSE/ CO-TENANT	(3) ALL OTHERS	OFFICE USE ONLY
Wages, Salary, Tips, Bonuses, Commissions, Fees.....				
Interest and Dividends (Includes both taxable and non-taxable).....				
Capital Gains (Includes non-taxed gains).....				
Rental Profits (Net) or Business Profits (Net) (Circle which).....				
Room & Board paid to you by a nondependent resident.....				
Unemployment Insurance; Workers' Compensation (Circle which).....				
Alimony; Support Money (Circle which).....				
Public Assistance (Attach AIMS) or other Government Grants (Circle which).....				
Social Security (Attach copy of 2015 Form SSA-1099) If none, enter "0".....				
S.S.I. Benefits for 2015 (Attach Proof).....				
Railroad Retirement (Attach copy of 2015 Verification or Rate letter).....				
Veteran's Benefits per year.....				
Other Pensions, Annuities, and IRAs per year (If a rollover, attach proof).....				
Gifts over \$300; Expenses Paid by Others; Inheritances (Circle which).....				
All Other Monies Received (Indicate Source).....				
TOTAL INCOME, CALENDAR YEAR 2015				

20. Enter the amount of rent you paid each month in Maryland from January 1 through December 31, 2015 Total Rent for 2015 _____

Jan. _____ Feb. _____ March _____ April _____ May _____ June _____
 July _____ Aug. _____ Sept. _____ Oct. _____ Nov. _____ Dec. _____

21. Do you receive any rent subsidy? No Yes, from whom _____

22. Which utilities or services were included in the monthly rent: If none, check None.

Utilities: Electric (other than for heat) Gas (other than for heat) Heat None
 Services: Meals Pet Fee Housecleaning/Medical Parking Garage Fee Other None

23. I declare under the penalties of perjury, pursuant to Sec. 1-201 of the Maryland Tax-Property Code Ann., that this application (including any accompanying forms and statements) has been examined by me and the information contained herein, to the best of my knowledge and belief, is true, correct and complete, that I have listed all monies received, and that my net worth is less than \$200,000. Further, I hereby authorize the Social Security Administration, Comptroller of the Treasury, Internal Revenue Service, the Income Maintenance Administration, Unemployment Insurance, the State Department of Human Resources, and the Credit Bureaus to release to the Department of Assessments and Taxation any and all information concerning the income or benefits received. I further authorize any landlord listed on this application to provide information about my rental agreement and occupants of the rental unit. I understand that the Department may request at a later date additional information to verify the amount of income reported on the form, and that independent verifications of the information reported may be made.

 Applicant's Signature _____ Date _____ Spouse's or Co-tenant's Signature _____

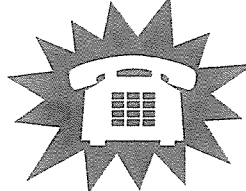
Name of Preparer Other Than Applicant _____ Date _____ Telephone _____

Applications are processed in the order in which they are received if additional information is not required.

RETURN TO

Department of Assessments and Taxation
 Renters' Tax Credit Program
 301 W. Preston Street
 9th Floor, Room 900
 Baltimore, Maryland 21201

FOR INFORMATION CALL



Baltimore Metropolitan Area
 410-767-4433
 All Other Areas
 1-800-944-7403

THIS APPLICATION IS NOT OPEN TO PUBLIC INSPECTION - FILING DEADLINE IS SEPTEMBER 1, 2016



State of Maryland **PROPERTY TAX CREDIT**

Information you need know

County Residents — you could be eligible for Property Tax Credits available through the State of Maryland's Department of Assessment and Taxation. Check your eligibility and then share this important news with a friend or neighbor! Learn more by visiting <http://dat.maryland.gov/Pages/Tax-Credit-Programs.aspx> or call the Tax Credits Telephone Service at 1-800-944-7403.

Homeowners' Property Tax Credit Program

For homeowners with a combined gross household income of \$60,000 or less, this program allows credits against the homeowners' property tax bill, but the taxes must exceed a fixed percentage of a person's gross income. It sets a limit on the amount of property taxes a homeowner must pay, based on income. Income is defined as the gross income before any deductions are taken. Nontaxable retirement benefits such as Social Security and Railroad Retirement must be reported as income. You must apply every year no later than September on a standard application supplied by the Department of Assessments and Taxation.

Example: If your combined household income is \$16,000, your tax limit is \$420. You would be entitled to receive a credit for any taxes above the \$420. You would be entitled to receive a credit for any taxes above the \$420. If your actual property tax bill is \$990, you would receive a tax credit in the amount of \$570, the difference between the actual tax bill and the tax limit.

Homestead Property Tax Credit

To help homeowners deal with large assessment increases on their principal residence, state law has established the Homestead Property Tax Credit. The Homestead Credit limits the increase in taxable assessments each year to a fixed percentage. Every county and municipality in Maryland is required to limit taxable assessment increases to 10% or less each year. Prince George's County has a 2% cap which further limits increases.

Check the status of your Homestead eligibility by looking up your property on the Real Property database:

<http://sdat.dat.maryland.gov/RealProperty/Pages/default.aspx>

You can also contact the Assessments Office at 301-952-2500 or visit:

<http://www.princegeorgescountymd.gov/pages/assessments.aspx>

Assessments Office/Courthouse
14735 Main Street
Upper Marlboro, MD 20772-3050

Follow Us on Social Media

Prince George's County Council @PGCCouncilMedia

PGCCouncil PGCCouncil1

14741 Governor Oden Bowie Drive, Upper Marlboro, Maryland 20772
Tel: (301) 952-3700 Fax: (301) 952-3238



State of Maryland and Prince George's County **RENTERS' TAX CREDITS** and 24-Month Residential Leases for Seniors

The Prince George's County Council unanimously approved CB-95-2015, establishing a Renters' Property Tax Relief Supplement for qualifying County residents, and CB-59-2015, requiring that residential 24-month leases are offered to senior renters living in age-restricted facilities. These laws provide additional relief to County residents, especially seniors, enabling them to maintain their residency in Prince George's County.

Maryland Renters' Tax Credit Program

The State of Maryland Renters' Tax Credit Program provides Property Tax credits for renters who are age 60 and older or 100% disabled, and also meet certain income requirements. Under HB-340, passed by the Prince George's County Delegation and the Maryland General Assembly in the 2016 Legislative Session, renters can receive maximum tax relief up to \$1,000. This legislation also expands the statewide Renters Tax Credit program and increases the pool of eligible applicants. To get a credit for 2015, you must file by September 1st.

Contact the Maryland Department of Assessments and Taxation at 1-800-944-7403 or visit: <http://dat.maryland.gov/realproperty/Pages/Renters'-Tax-Credits.aspx>

24-Month Residential Leases for Seniors

Prince George's County seniors living in specified age-restricted housing can now enter into a 24-month lease agreement without incurring fees or rent increases for the term of the lease. Landlords are required to provide written notice about the 24-month period when entering into a new lease or a renewal lease. For more information, contact Code Enforcement Officer Ann Keys at the County's Department of Permitting, Inspections and Enforcement (DPIE), 301-883-6058.

Prince George's County Renters' Property Tax Relief Supplement

The Prince George's County Council, aware that residents who qualify for the State's Renters' Tax Credit Program are already stretched financially, also passed CB-95-2015. Prince George's County will automatically provide a Renters' Property Tax Relief Supplement to each resident who qualifies for the State Renters' Tax Credit. The County Supplement is 50% of the State payment, and will be dispersed in late spring of each year. No additional application is required. If you have additional questions, please contact the Office of Finance, Treasury Division, at 301-952-4030.

Example: If you qualify for a State of Maryland Renters' Tax Credit of \$400, you will automatically receive a tax credit of \$200 from Prince George's County for a total of \$600.

Follow Us on Social Media



14741 Governor Oden Bowie Drive, Upper Marlboro, Maryland 20772
Tel: (301) 952-3700 Fax: (301) 952-3238

6/14/16
cc: Council

Introduced:
1st Reading:
Passed:
Posted:
Effective:

RESOLUTION NUMBER XXXX

A RESOLUTION TO SUPPORT THE PRINCE GEORGE'S COUNTY MUNICIPAL COLLABORATION FISCAL YEAR 2017 GRANT APPLICATIONS FOR MARYLAND ENERGY ADMINISTRATION EMPOWER LMI COMMUNITIES GRANT PROGRAM AND THE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT COMMUNITY LEGACY GRANT

WHEREAS, The Municipal Collaboration consists of the Towns of Bladensburg, Brentwood, Capital Heights, Colmar Manor, Cottage City, Edmonston, Forest Heights, Glenarden, Landover Hills, Morningside, Mount Rainer, North Brentwood, Seat Pleasant, City of Bowie, City of Laurel, Town of Cheverly, City of Greenbelt, University Park and Prince George's County; and

WHEREAS, The Municipal Collaboration has formed to successfully pursue and obtain grant funding that is used to reinvest in communities such as the Maryland Energy Administration Empower Clean Energy Communities Grant program and Department of Housing and Community Development Community Legacy program; and

WHEREAS, the Town of Bladensburg, Maryland, serves as the lead agency for the Municipal Collaboration; and

WHEREAS, The Municipal Collaboration recognizes that there is a significant need for reinvestment and revitalization of the communities in the Municipal Collaboration; and

WHEREAS, the City of Greenbelt hereby endorses the designation of the Community Legacy Area. NOW, THEREFORE

BE IT RESOLVED by the Council of the City of Greenbelt, Maryland that the City support the Prince George's County Municipal Collaboration Fiscal Year 2017 grant applications for Maryland Energy Administration Empower LMI Communities Grant Programs and the Department of Housing and Community Development Community Legacy Grant program.

PASSED by the Council of the City of Greenbelt, Maryland, at its regular meeting of December 12, 2016.

Emmett V. Jordan,
Mayor

ATTEST:

Cindy Murray, City Clerk

Introduced:
1st Reading:
Passed:
Posted:
Effective:

RESOLUTION NUMBER

A RESOLUTION TO AUTHORIZE THE NEGOTIATED PURCHASE OF A 2017 DODGE GRAND CARAVAN TOURING EDITION FROM CRISWELL AUTOMOTIVE OF GAITHERSBURG, MARYLAND, AT A COST OF \$29,332

WHEREAS, the Green Ridge House Service Coordinator Program and Greenbelt Assistance in Living (GAIL) program transports residents, produce, diapers and other supplies on a weekly basis; and

WHEREAS, the Green Ridge House Service Coordinator Program and GAIL program is in need of a vehicle to support its transportation needs; and

WHEREAS, the Department of Housing and Urban Development has approved \$30,000 for the purchase of a vehicle for the Green Ridge House Service Coordinator program from its grant funding provided to the City; and

WHEREAS, staff has identified that the features on a Dodge Grand Caravan Touring Edition such as two rows of stow and go seats that fold completely into the floor and power lift gate and doors will meet its transportation needs; and

WHEREAS, a quotation has been received from Criswell Chevrolet for the purchase of a 2017 Dodge Grand Caravan Touring Edition at a cost of \$29,332; NOW, THEREFORE,

BE IT RESOLVED by the Council of the City of Greenbelt, Maryland, that the City Manager be authorized to negotiate the purchase of a 2017 Dodge Grand Caravan Touring Edition from Criswell Automotive of Gaithersburg, Maryland, at a cost of \$29,332.

PASSED by the Council of the City of Greenbelt, Maryland, at its regular meeting of December 12, 2016.

Emmett V. Jordan, Mayor

ATTEST:

Cindy Murray, City Clerk

November 18, 2016

To: Greenbelt City Council

Fr: Christal Batey, Community Resource Advocate

Re: Resolution to Negotiate the Purchase of a Dodge Caravan from Criswell Automotive of Gaithersburg, MD at a cost of \$29,332.

Dannell Wing, HUD Management Support Specialist assigned to the Service Coordinator Program grant for Green Ridge House contacted the GAIL Program office on November 1, 2016 explain the changing program grant year for the Service Coordinator Grant. The new program year will be January – December from November –October. In order to complete this task HUD awarded the City of Greenbelt an additional \$67,514 to spend between October 1, 2016 and December 31, 2016. Please see the attached document HUD Form 1044. GAIL Program staff had to allocate the \$67,514 within budgetary framework allotted for the program. Staff was informed on November 17, 2016 that the grant award was approved and all funds must be spent by December 31, 2016.

One of the items on the approved budget was to purchase a van to support the transport needs of the Green Ridge House Service Coordination Program/GAIL Program. Currently staff uses personal vans, recreation vehicles and public works vehicles on a weekly basis to transport residents, produce, incontinence supplies, attend meeting and conferences. Due to the combination of hauling boxes, crates and people, staff needed a vehicle flexible enough for cargo and residents. Staff contacted Scott Silverman from Criswell Automotive from the State of Maryland Bid List. This vendor was the only one listed with Dodge Caravan. The features staff requested including two rows of stow and go seats that fold completely into the floor, and a power lift gate and doors were not available to add to the base model. Those additions required staff to purchase a Touring edition. Mr. Silverman has a vehicle on site that meets all requested features. The line item awarded by HUD to purchase the vehicle was \$30,000.00 and the vehicle identified by Mr. Silverman cost \$29,332.00. Therefore GAIL Program staff is requesting that Council pass a resolution to negotiate the purchase of a Dodge Caravan from Criswell Automotive of Gaithersburg, MD.

Assistance Award/Amendment

**U.S. Department of Housing and
Urban Development
Office of Administration**

1. Assistance Instrument <input type="checkbox"/> Cooperative Agreement <input checked="" type="checkbox"/> Grant		2. Type of Action <input type="checkbox"/> Award <input checked="" type="checkbox"/> Amendment	
3. Instrument Number MD39HS04003	4. Amendment Number 14	5. Effective Date of this Action October 1, 2016	6. Control Number
7. Name and Address of Recipient Green Ridge House City of Greenbelt Maryland 25 Crescent Road Greenbelt, MD 20770		8. HUD Administering Office U.S. Department of Housing and Urban Development 10 South Howard Street, 5 th Floor Baltimore, MD 21201-2528	
10. Recipient Project Manager Christal Batey		8a. Name of Administrator HUD	8b. Telephone Number 410-209-6609
11. Assistance Arrangement <input checked="" type="checkbox"/> Cost Reimbursement <input type="checkbox"/> Cost Sharing <input type="checkbox"/> Fixed Price		9. HUD Government Technical Representative Dannell D. Wing, Management Support Specialist	
12. Payment Method <input checked="" type="checkbox"/> Treasury Check Reimbursement <input type="checkbox"/> Advance Check <input type="checkbox"/> Automated Clearinghouse		13. HUD Payment Office U.S. Department of Housing and Urban Development CFO Accounting Center; 801 Cherry Street, 25 th Floor Fort Worth, TX 76102	
14. Assistance Amount		15. HUD Accounting and Appropriation Data	
Previous HUD Amount	\$ 59,751.00	15a. Appropriation Number	15b. Reservation number
HUD Amount this action	\$ 67,514.00	Amount Previously Obligated \$ 59,751.00	
Total HUD Amount	\$ 67,514.00	Obligation by this action \$ 67,514.00	
Recipient Amount	\$	Total Obligation \$ 67,514.00	
Total Instrument Amount	\$ 774,623.00		

16. Description

We are continuing your Service Coordinator Grant with the same requirements and procedures as stated in the initial Grant Agreement.

The amount of this extension is \$67,514.00. the effective date of this extension is October 1, 2016 and will expire on December 31, 2016. This extension is being amended for one (1) year.

Please be mindful that Grant extension funds are contingent upon the availability of such funds.

[Duns No.: 145010802]

17. <input checked="" type="checkbox"/> Recipient is required to sign and return three (3) copies of this document to the HUD Administering Office		18. <input type="checkbox"/> Recipient is not required to sign this document.	
19. Recipient (By Name)		20. HUD (By Name)	
Signature & Title		Brenda J. Brown, Asset Management Division Director	
Date (mm/dd/yyyy)		Signature & Title	
		Date (mm/dd/yyyy)	

CRISWELL AUTOMOTIVE FLEET SALES



503 Quince Orchard Rd. Gaithersburg, MD 20878

Scott Silverman - Fleet Sales Manager • Email: fleet-man@msn.com • Direct: 301-948-5460 • Cell: 240-876-8233 • Fax: 301-948-1381

November 18, 2016

Christal Batey
City of Greenbelt
15 Crescent Rd #200
Greenbelt, MD 20770

Proposal

2017 Dodge Grand Caravan GT Stock Number J170601

See attachment for standard features and option details.

Utilizing the government incentive pricing of MD State Contract BPO 001B7400142.

This van is offered to the City of Greenbelt for \$29,332.00.

Includes delivery to your location.

Terms are net 10 days after delivery.

Please note, this vehicle is currently available for sale on our lot, and could be sold by the time the city is able to make a commitment.

If you are able to issue a letter of intent prior to council meeting approval, we can mark the van sold and prevent it from being sold to another party.

Please advise if you have questions,

Scott Silverman
Fleet Sales Manager

Introduced:
1st Reading:
Passed:
Posted:
Effective:

RESOLUTION NUMBER 2046

A RESOLUTION TO AUTHORIZE THE NEGOTIATED PURCHASE OF A FIVE (5) YEAR OFFICER SAFETY PLAN PACKAGE FOR POLICE BODY CAMERAS FROM TASER INTERNATIONAL OF SCOTTSDALE, ARIZONA AT A TOTAL COST OF \$312,188.70

WHEREAS, the Greenbelt Police Department has been tasked with researching body worn cameras for use by its officers; and

WHEREAS, the department has researched this subject for the past year including conducting a pilot program in April 2016; and

WHEREAS, the results of the research and pilot program have indicated that the Taser product line and package is the preferred package; and

WHEREAS, numerous departments in the area including the Montgomery County Police Department, the Baltimore City Police Department, and Baltimore County Police Department have selected Taser; and

WHEREAS, research by the Cincinnati and Seattle Police Departments have shown the Taser product and package to be top rated compared to other competitors; and

WHEREAS, Taser has offered the City of Greenbelt a five year package for body cameras, video storage and support as well as replacement of the department's non-lethal Taser equipment for a cost of \$312,188.70; NOW THEREFORE

BE IT RESOLVED by the Council of the City of Greenbelt, Maryland, that the City Manager be authorized to contract with Taser of Scottsdale, Arizona to provide its Axon body cameras, related equipment, video storage and replacement equipment in accord with its proposal of October 31, 2016 at a cost of \$312,188.70.

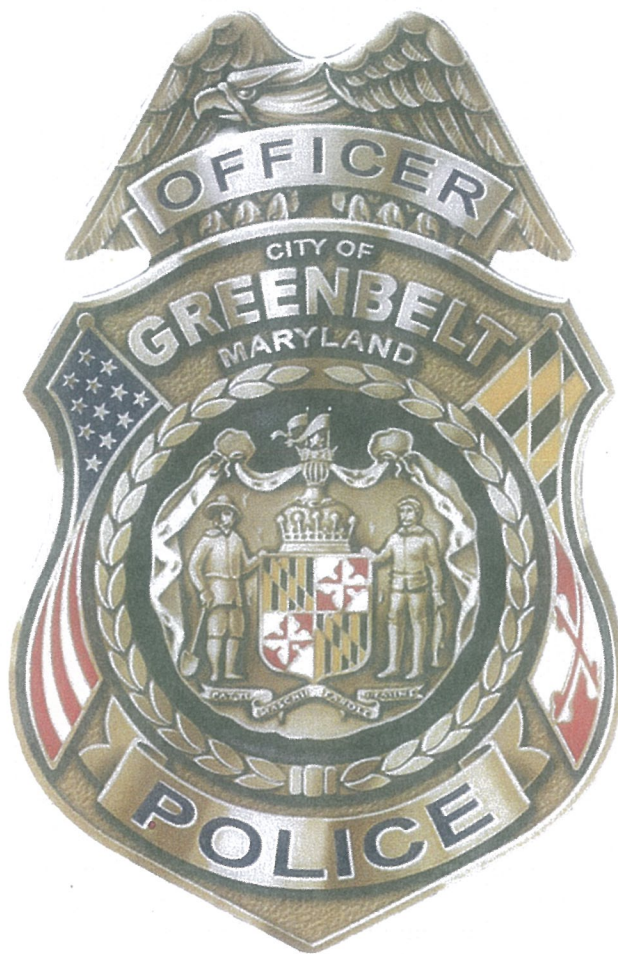
PASSED by the Council of the City of Greenbelt, Maryland, at its regular meeting of January 9, 2017.

Emmett V. Jordan,
Mayor

ATTEST:

Cindy Murray, City Clerk

City of Greenbelt Police Department



Body Worn Camera Program Briefing

Summary:

The City of Greenbelt Police Department began researching the possibility of implementing body worn cameras in 2013. Since that time, a great deal of time and effort has been spent identifying the best policies, practices, and equipment for use by the Department. A Body Worn Camera Committee was formed composed of various members of the Department, including officers, supervisors, and FOP representatives. This committee worked diligently to create a body worn camera policy that was best suited to the needs of the Greenbelt Police Department. The Department tested numerous body worn cameras and evidence management platforms. Based on the testing, the Taser body camera and storage platform were found to be the most suitable options for the Department. In order to further test the suitability of the Taser products, the Department began a month long pilot program using four cameras deployed with front line patrol officers. As a result of the pilot program, the Department confirmed that the Taser product is the best option for the Department to effectively deploy a body worn camera program.

Policy:

The Department created and implemented its body worn camera policy prior to conducting the pilot program in April 2016. This policy was created in compliance with Maryland State law and the Maryland Police Training Commission guidelines. Policy recommendations were utilized from various subject matter experts including the Department of Justice, the International Association of Chiefs of Police, and the Montgomery County Police Department. It is this policy that will guide the body camera program. Below is a summary of important aspects contained within the policy:

- Requires officers to conduct an inspection for proper functioning of the camera prior to their shift.
- Officers may only use the cameras when in uniform or prominently displaying the officer's badge in the case of a detective.
- Officers must activate the camera during all law enforcement related encounters and must notify the individual that they are being recorded as soon as practicable.
- Once the camera is activated, the recording will continue until the conclusion of the event or authorization from a supervisor. Officers may cease recording at the request of a victim or witness who does not wish to be recorded while giving a statement.

- Officers are prohibited from surreptitiously recording conversations of citizens and employees. Also prohibited from recording strip searches and recording in private places (restrooms, locker rooms, etc).
- Employees are prohibited from accessing the videos for personal reasons and are prohibited from attempting to copy, alter, or delete recordings.
- Administrative compliance reviews are conducted in order to ensure officers are complying with the policy.
- Violations of this policy are subject to the disciplinary procedures as listed in the general orders.

A copy of the entire policy is attached to this report.

Video Storage and retention:

The storage of video is the single highest cost and detractor from departments implementing body worn camera programs. While estimates of usage can be calculated, it is impossible to know the exact amount needed to fully sustain a program. Retention periods (how long we keep the video) are a main factor in trying to calculate that amount. Maryland law recently extended the amount of time that an officer complaint can be filed up to 1 year. As a result of this change, the Department has changed the retention period of all body camera video from 180 days to 366 days. While this change is beneficial in protecting the Department, it doubles the storage needs for the body worn camera program. The Laurel Police Department recently incurred an additional \$32,000 in storage expenses due to the unforeseen changes and needs. Due to the large amount of storage needs of our Department, it is recommended that the Department purchase the unlimited storage option available through Taser. This option is not currently available through any other vendors. Not only is this option more economical for the amount of storage needed, but it protects the Department financially from any unforeseen changes in policy or law. In our consultations with Director of Information Technology Dale Worley, he concluded that they are unable to provide the amount of storage needed for the cost of this Taser program.

Public Release of Video Evidence:

As with all police records, body camera video is subject to public requests for release under the Freedom of Information Act (FOIA) and Maryland Public Information Act (MPIA). The same rules for redaction and release apply to the body worn camera footage. This factor has been a

major concern of agencies across the country in their decision to implement a body worn camera program. One of the many advantages of the Taser platform is the ease of redacting and sharing of video evidence. There are various ways that the video can be prepared for release, giving the Department great flexibility. Videos can be shared traditionally by downloading the video to a storage device (ie: CD, DVD, thumbdrive). As a more expedient alternative, the video can be shared electronically through the use of a digital link. This option sends an email to the requesting party and allows them to access the video directly. This option greatly reduces the amount of time and resources needed to fulfil the requests for release.

During the Department's pilot program, we experienced several FOIA requests for release of video related to a police incident. Given the beneficial features of the Taser platform, we were able to quickly comply with the requests and release the video in a timely manner.

Purchase Proposal:

The Department is proposing the purchase of the Taser Officer Safety Plan for a total of 48 sworn members. The plan is a 5 year contract for all equipment, storage, maintenance and licensing. Each officer (48) will be initially outfitted with a Taser Axon Body 2 camera, including several camera mounting options. All equipment is covered by full warranty, including providing replacement cameras while repairs are made. Each officer receives a full access software license for all evidence management controls. The Department is provided with docking stations for the charging and uploading of all cameras. The plan also includes integration with our CAD/RMS system which reduces the officer's workload by linking key data from the CAD system with the video file metadata.

Under the proposed plan, at the 2 ½ year point of the contract, all hardware and equipment is upgraded to the latest technology. And again, at the 5 year point of the contract, all hardware and equipment is upgraded to the latest technology. These upgrades outfit our officers with the newest technology and prevent the program from becoming outdated and obsolete.

The proposed plan includes unlimited storage of video. This prevents unforeseen costs that have plagued many agencies. Not only can we use this storage for the body camera videos, but also have the ability to consolidate other digital media evidence (photos, audio recordings, other video sources).

In addition to the body camera products, the proposed plan also provides every officer (48) with a Taser X26p. The Taser X26 is the less than lethal product that is most associated with the

Taser brand. The Department has been using the Taser less than lethal weapons for well over 10 years and has had great success in preventing unnecessary injury to officers and citizens. During the 5 year period of this contract, the Department will need to replace our current inventory of Taser weapons. The proposed contract consolidates the purchase of the body camera equipment and the Taser weapons into one contract, resulting in great savings to the Department.

The total proposed cost for the 5 year program is \$312,188.70. This contract can be paid entirely up front or on a yearly basis. Below is a breakdown of the year by year cost. The City has already approved \$47,000 in its annual budget based on original estimates of program costs. The increase in yearly cost from the original estimate is a result of selecting the unlimited storage option, the inclusion of the Taser weapons, the equipment upgrades and the CAD/RMS integration.

Year:	Cost:
Year 1	\$64,516
Year 2	\$61,824
Year 3	\$61,824
Year 4	\$61,824
Year 5	\$61,824
Shipping Cost	\$376.70
Total:	\$312,188.70

Taser is the sole source provider of the goods and services required to satisfy the recommendation of the Department. Despite being the sole source provider, Taser has offered the Department standard contract pricing with additional discounts. While the pricing is dependent on the individual department's need, we compared our pricing to that of Takoma Park Police Department. The contract from Takoma Park is attached, but a quick comparison is listed below:

Greenbelt total cost after discounts = \$311,812.00

Number of officers on OSP = 48

Cost per officer per month = \$108.26

Cost per officer per month Without CAD/RMS = \$106.18

Takoma Park PD cost after discounts = \$191,820.00

Number of officers on OSP = 30

Cost per officer per month = \$106.56

The total cost per officer for our contract is less than that of Takoma Park when compared with the same features. Our Department is receiving newer generation hardware and CAD/RMS integration, which was not purchased by Takoma Park.

The discounts being offered for this contract are valid through the end of 2016. They include special discounts offered from Taser directly to agencies that are conducting full deployments of body cameras. Taser has not announced if this program will continue in 2017.

Conclusion:

The Department began researching the possibility of implementing body cameras in 2013. Much care and diligence was exercised to ensure that all aspects were carefully explored and understood. It is at this time that the Department is making its recommendation on the program that it feels will best serve the needs of the City.

Attachments:

- *General Order 674: Body Worn Camera System Pilot Program*
- *Taser Quote for the Greenbelt Police Department*
- *Taser Quote for the Takoma Park Police Department*

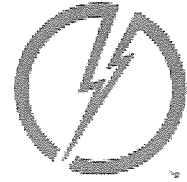
GREEN BELT PROPOSAL

TASER International

Protect Life. Protect Truth.

17800 N 85th St.
 Scottsdale, Arizona 85255
 United States
 Phone: (800) 978-2737
 Fax: 480-999-6151

Tim White
 (240) 542-2124
 twhite@greenbeltmd.gov



TASER

Quotation

Quote: Q-80295-5
 Date: 10/10/2016 11:55 AM
 Quote Expiration: 10/31/2016
 Contract Start Date*: 11/15/2016
 Contract Term: 5 years

AX Account Number:
 108106

Bill To:
 Greenbelt Police Dept. - MD
 550 CRESCENT ROAD
 Greenbelt, MD 20770
 US

Ship To:
 Tim White
 Greenbelt Police Dept. - MD
 550 CRESCENT ROAD
 Greenbelt, MD 20770
 US

SALESPERSON	PHONE	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Russ Myers	480-463-2168	rmyers@taser.com	Fedex - Ground	Net 30

*Note this will vary based on the shipment date of the product.

Year 1 - Due Net 30

QTY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL BEFORE DISCOUNT	DISCOUNT (\$)	NET TOTAL
48	74001	AXON CAMERA ASSEMBLY, ONLINE, AXON BODY 2, BLK	USD 399.00	USD 19,152.00	USD 0.00	USD 19,152.00
48	74020	MAGNET MOUNT, FLEXIBLE, AXON BODY 2	USD 0.00	USD 0.00	USD 0.00	USD 0.00
48	74021	MAGNET MOUNT, THICK OUTERWEAR, AXON BODY 2	USD 0.00	USD 0.00	USD 0.00	USD 0.00
48	73004	WALL CHARGER, USB SYNC CABLE, FLEX	USD 0.00	USD 0.00	USD 0.00	USD 0.00
8	74008	AXON DOCK, 6 BAY + CORE, AXON BODY 2	USD 1,495.00	USD 11,960.00	USD 0.00	USD 11,960.00
8	70033	WALL MOUNT BRACKET, ASSY, EVIDENCE.COM DOCK	USD 35.00	USD 280.00	USD 0.00	USD 280.00
48	85130	OFFICER SAFETY PLAN YEAR 1 PAYMENT	USD 1,188.00	USD 57,024.00	USD 31,200.00	USD 25,824.00
1,920	85110	EVIDENCE.COM INCLUDED STORAGE	USD 0.00	USD 0.00	USD 0.00	USD 0.00
1	85144	AXON STARTER	USD 2,500.00	USD 2,500.00	USD 0.00	USD 2,500.00

QTY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL BEFORE DISCOUNT	DISCOUNT (\$)	NET TOTAL
48	85100	EVIDENCE.COM INTEGRATION LICENSE: ANNUAL PAYMENT	USD 180.00	USD 8,640.00	USD 3,840.00	USD 4,800.00
Year 1 - Due Net 30 Total Before Discounts:						USD 99,556.00
Year 1 - Due Net 30 Discount:						USD 35,040.00
Year 1 - Due Net 30 Net Amount Due:						USD 64,516.00

Spares

QTY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL BEFORE DISCOUNT	DISCOUNT (\$)	NET TOTAL
1	74001	AXON CAMERA ASSEMBLY, ONLINE, AXON BODY 2, BLK	USD 0.00	USD 0.00	USD 0.00	USD 0.00
1	74021	MAGNET MOUNT, THICK OUTERWEAR, AXON BODY 2	USD 0.00	USD 0.00	USD 0.00	USD 0.00
1	74020	MAGNET MOUNT, FLEXIBLE, AXON BODY 2	USD 0.00	USD 0.00	USD 0.00	USD 0.00
1	73004	WALL CHARGER, USB SYNC CABLE, FLEX	USD 0.00	USD 0.00	USD 0.00	USD 0.00
Spares Total Before Discounts:						USD 0.00
Spares Net Amount Due:						USD 0.00

CEWs

QTY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL BEFORE DISCOUNT	DISCOUNT (\$)	NET TOTAL
48	11002	HANDLE, BLACK, CLASS III, X26P	USD 0.00	USD 0.00	USD 0.00	USD 0.00
48	11004	WARRANTY, 4 YEAR, X26P	USD 0.00	USD 0.00	USD 0.00	USD 0.00
43	11501	HOLSTER, BLACKHAWK, RIGHT, X26P	USD 0.00	USD 0.00	USD 0.00	USD 0.00
5	11504	HOLSTER, BLACKHAWK, LEFT, X26P	USD 0.00	USD 0.00	USD 0.00	USD 0.00
48	70116	PPM, SIGNAL	USD 0.00	USD 0.00	USD 0.00	USD 0.00
CEWs Total Before Discounts:						USD 0.00
CEWs Net Amount Due:						USD 0.00

Year 2 - Due 2017

QTY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL BEFORE DISCOUNT	DISCOUNT (\$)	NET TOTAL
48	85131	OFFICER SAFETY PLAN YEAR 2 PAYMENT	USD 1,188.00	USD 57,024.00	USD 0.00	USD 57,024.00
1,920	85110	EVIDENCE.COM INCLUDED STORAGE	USD 0.00	USD 0.00	USD 0.00	USD 0.00
48	85100	EVIDENCE.COM INTEGRATION LICENSE: ANNUAL PAYMENT	USD 180.00	USD 8,640.00	USD 3,840.00	USD 4,800.00
Year 2 - Due 2017 Total Before Discounts:						USD 65,664.00
Year 2 - Due 2017 Discount:						USD 3,840.00
Year 2 - Due 2017 Net Amount Due:						USD 61,824.00

Year 3 - Due 2018

QTY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL BEFORE DISCOUNT	DISCOUNT (\$)	NET TOTAL
48	85132	OFFICER SAFETY PLAN YEAR 3 PAYMENT	USD 1,188.00	USD 57,024.00	USD 0.00	USD 57,024.00

QTY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL BEFORE DISCOUNT	DISCOUNT (\$)	NET TOTAL
1,920	85110	EVIDENCE.COM INCLUDED STORAGE	USD 0.00	USD 0.00	USD 0.00	USD 0.00
48	85100	EVIDENCE.COM INTEGRATION LICENSE: ANNUAL PAYMENT	USD 180.00	USD 8,640.00	USD 3,840.00	USD 4,800.00
Year 3 - Due 2018 Total Before Discounts:						USD 65,664.00
Year 3 - Due 2018 Discount:						USD 3,840.00
Year 3 - Due 2018 Net Amount Due:						USD 61,824.00

Year 4 - Due 2019

QTY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL BEFORE DISCOUNT	DISCOUNT (\$)	NET TOTAL
48	85133	OFFICER SAFETY PLAN YEAR 4 PAYMENT	USD 1,188.00	USD 57,024.00	USD 0.00	USD 57,024.00
1,920	85110	EVIDENCE.COM INCLUDED STORAGE	USD 0.00	USD 0.00	USD 0.00	USD 0.00
48	85100	EVIDENCE.COM INTEGRATION LICENSE: ANNUAL PAYMENT	USD 180.00	USD 8,640.00	USD 3,840.00	USD 4,800.00
Year 4 - Due 2019 Total Before Discounts:						USD 65,664.00
Year 4 - Due 2019 Discount:						USD 3,840.00
Year 4 - Due 2019 Net Amount Due:						USD 61,824.00

Year 5 - Due 2020

QTY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL BEFORE DISCOUNT	DISCOUNT (\$)	NET TOTAL
48	85134	OFFICER SAFETY PLAN YEAR 5 PAYMENT	USD 1,188.00	USD 57,024.00	USD 0.00	USD 57,024.00
1,920	85110	EVIDENCE.COM INCLUDED STORAGE	USD 0.00	USD 0.00	USD 0.00	USD 0.00
48	85100	EVIDENCE.COM INTEGRATION LICENSE: ANNUAL PAYMENT	USD 180.00	USD 8,640.00	USD 3,840.00	USD 4,800.00
Year 5 - Due 2020 Total Before Discounts:						USD 65,664.00
Year 5 - Due 2020 Discount:						USD 3,840.00
Year 5 - Due 2020 Net Amount Due:						USD 61,824.00

Subtotal	USD 311,812.00
Estimated Shipping & Handling Cost	USD 376.70
Grand Total	USD 312,188.70

Axon Pre-order

Thank you for your interest in Axon! This pre-order is a commitment to purchase Axon Body 2 and/or Axon Fleet. Axon Body 2 is available for delivery between 8-10 weeks after purchase date. Axon Fleet is available for delivery sometime in 2017. You will be notified if there are any delays. TASER reserves the right to make product changes without notice.

Signal Performance Power Magazine (SPPM) Pre-order

Thank you for your interest in the Signal Performance Power Magazine (SPPM). This pre-order is a commitment to purchase the SPPM. The SPPM is available for delivery starting in September 2016. You will be notified if there are any delays. TASER reserves the right to make product changes without notice.

Officer Safety Plan Includes:

- Evidence.com Pro License
- Upgrades to your purchased AXON cameras and Docks at years 2.5 and 5 under TAP
- Extended warranties on AXON cameras and Docks for the duration of the Plan
- Unlimited Storage for your AXON devices and data from the Evidence Mobile App

- One TASER CEW of your choice with a 4 year extended warranty (5 years total of warranty coverage)
- One CEW holster and battery pack of your choice
- 40 GB of included storage for other digital media

Additional terms apply. Please refer to the Evidence.com Master Service Agreement for a full list of terms and conditions for the Officer Safety Plan.

**** Additional discounts (\$650) off of each License in 1st year contingent on receiving signed quote & PO before 1/1/17.

TASER International, Inc.'s Sales Terms and Conditions for Direct Sales to End User Purchasers

By signing this Quote, you are entering into a contract and you certify that you have read and agree to the provisions set forth in this Quote and TASER's Master Services and Purchasing Agreement posted at www.taser.com/legal. You represent that you are lawfully able to enter into contracts and if you are entering into this agreement for an entity, such as the company, municipality, or government agency you work for, you represent to TASER that you have legal authority to bind that entity. If you do not have this authority, do not sign this Quote.

Signature: _____	Date: _____
Name (Print): _____	Title: _____
PO# (if needed): _____	

Quote: Q-80295-5

Please sign and email to Russ Myers at rmyers@taser.com or fax to 480-999-6151

THANK YOU FOR YOUR BUSINESS!

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Body Camera Comparison

	Taser Axon Body 2	VieVu LE4	Digital Ally FirstVu	WatchGuard VistaHD
Field of View:	142°	95°	130°	130°
Record Time:	12+ hrs.	12 hrs.	4.5 hrs	6 hrs
Video Storage:	Up to 70 hrs.	Up to 50 hrs.	Up to 16 hrs.	6 hrs
Resolution:	1080p/720p/480p	1080p/720p/480p	720p/480p	720p/480p
Durability Standard:	Waterproof	Water Resistant	Unknown	Water Resistant
Pre-Event Buffer:	30 secs – 2 mins	30 secs	Up to 1 minute	Yes
GPS:	Yes	No	Through App	No
Bluetooth:	Yes	No	No	No
Mobile Integration:	Axon View	Veripatrol App	VuVault Go	No
Video Markers:	Yes	No	Yes	No
Firmware Updates:	Dock	USB	USB	Dock
CAD/RMS Integration:	Yes	No	No	No
Unlimited Storage:	Yes	No	No	No
Seattle PD Submission Evaluation**:	792.02/1150	788/1150	434.94/1150	464.41/1150
Seattle PD Technical Evaluation**:	421/500	252/500	-	-

- Taser is a publically traded company which began providing service to the public safety market in 1993. Taser entered the on-officer video and digital evidence market in 2006. Since that time, they have continually improved products and technology while providing service in over seven regions around the globe. Their cloud based evidence storage platform "Evidence.com" has been in use since 2009.
- VieVu, LLC. was formed in 2007 and entered the body camera market. VieVu was acquired by privately held Safariland, LLC in 2015. While entrenched as a major company in the body camera field, their cloud based evidence storage solution was just implemented and tested in 2015.
- Digital Ally was founded in 2003. Digital Ally does not have a fully integrated web based storage solution, which would require on-site evidence storage.

- WatchGuard, LLC was created in 2002 and became heavily involved in the In-Car video camera systems. In 2009, they introduced their first body camera. Watchguard does not have a fully integrated web based storage solution.

Maryland Agencies Using Taser Body Cameras:

Baltimore City Police Department	Fruitland Police Department	Perryville Police Department
Baltimore County Police Department	Gaithersburg Police Department	Prince Georges Co. Department of Corrections
Cambridge Police Department	Hagerstown Police Department	Princess Anne Police Department
Catoctin Mountain National Park	Hurlock Police Department	Queen Anne's County Sheriff's Office
Edmonston Police Department	Laurel Police Department	Salisbury Police Department
Elkton Police Department	Montgomery County Police Department	Snow Hill Police Department
Fort Meade Police Department	Mount Rainier Police Department	Takoma Park Police Department

Attachments:

- Cincinnati Police Department 2016 Body Worn Camera Evaluation – Comparing Taser and VieVu products.
- Seattle Police Department Body Camera RFP Scoring (Round 3 scoring – Base on product specifications, Round 4 scoring – Field Test).
- Axon Body 2 product manual excerpt regarding Radio waves and emissions.

Cincinnati Police Department
2016 Body Worn Camera Evaluation Project



Initial Product Testing Report

March 3, 2016

Sergeant Ryan Smith, Technology & Systems Section, conducted initial product testing in January and February, 2016, of the Body Worn Camera (BWC) systems chosen by the BWC Selection Committee. This testing phase was designed to familiarize Department personnel with the competing BWC systems, specifically the TASER Axon Body 2 and VIEVU LE4, sufficient to move forward with field testing in District Three. The selected BWC vendors provided training to Records Unit and City of Cincinnati Law Department personnel to facilitate their process and evaluation of the BWC systems during initial and field testing. Sergeant Smith recorded numerous BWC videos in various environmental conditions to determine the most advantageous BWC solution. The following qualitative analysis of the competing BWC vendors using the approved RFP Scoring Matrix categories is forwarded to the RFP Selection Committee for their consideration.

Category #1: Field of View

The TASER Axon Body 2 unit has a 142 degree field of view, while the VIEVU LE4 BWC unit has a 95 degree field of view. The VIEVU LE4 BWC field of view provides a narrower perspective with more realistic depth perception. The TASER Axon Body 2 BWC provides a wider perspective with visible distortion, particularly on the horizontal edges of recorded video (“fisheye effect”).

Analysis: The TASER Axon Body 2 BWC, even with this observed visual distortion, provided a significantly more advantageous perspective with this wider field of view. This advantage is most pronounced when reviewing CPD BWC test videos filmed at the Police Academy, specifically the “box drills.” The narrower field of view of the VIEVU LE4 BWC requires more specific and deliberate placement on the officer to compensate, and cannot capture the entirety of the simulated scenario regardless of placement.

Category #2: Video Quality

The TASER Axon Body 2 unit may record video at 480P (High or Low Standard Definition), 720P, and 1080P. The VIEVU LE4 BWC unit may record video at 480P (Standard Definition), 720P, and 1080P.

Analysis: The TASER Axon Body 2 BWC recorded video at all resolutions with more color clarity (accuracy) and contrast (sharpness). The VIEVU LE4 BWC recorded video was very muted for video at all resolutions, specifically under ideal conditions in artificial light (Thorntons Gas Station video), with very apparent lens flare (from the store lights or sunlight through the windows). The VIEVU LE4 BWC system records video with less judder (motion sway) and less pixilation when the subject wearing the BWC was in motion.

Category #3: Night Recording

Analysis: The TASER Axon Body 2 BWC recorded night video at all resolutions with more color clarity (accuracy) and contrast (sharpness). The VIEVU LE4 video was significantly more muted during low light testing, specifically drab color palettes and more apparent lens flare. The TASER Axon Body 2 BWC performed significantly better under extreme low light conditions, specifically the "police car" evening BWC videos with and without a flashlight.

Category #4: Audio Quality

Analysis: The TASER Axon Body 2 BWC recorded audio with greater fidelity (accuracy), and was able to record better environmental acoustics. This was most pronounced during the testing conducted at the Police Academy, specifically the "crack" of a gun shot, and ambient audio as sound from verbal commands echoed in the room.

The VIEVU LE4 BWC sound quality was more adversely affected by low to moderate wind shear under identical environmental conditions. Both BWC systems were adversely affected by extreme wind conditions (20+ miles per hour winds).

Category #5: Battery Life

Both BWC systems possess sufficient battery life to enable pre-event recording buffering during a ten hour shift. The TASER Axon Body 2 BWC with pre-event recording buffering enabled may be set for any video resolution (480P, 720P, or 1080P). The VIEVU LE4 BWC with pre-event recording buffering enabled is locked by the software to only record at 480P. Sergeant Smith confirmed with the VIEVU vendor representative regarding this issue. The VIEVU vendor representative confirmed this locked software setting is necessary to provide sufficient battery life: a higher resolution would drain the battery at a faster rate.

Analysis: The TASER Axon Body 2 BWC has a more efficient battery process than the VIEVU LE4 BWC, sufficient to maintain pre-event record buffering at a higher resolution. BWC videos recorded at a higher resolution provide better clarity and contrast, with minute details more readily apparent. The TASER Axon Body 2 will be set at 720P with pre-event record buffering enabled during field testing, while the VIEVU LE4 must be set at 480P to provide sufficient battery life for pre-event record buffering.

Category #6: Entering Metadata

Both BWC systems are capable of entering metadata for recorded videos, specifically the metadata requested by Records Unit to facilitate their process of retrieving BWC videos. The VIEVU LE4 BWC system requires an Android software-powered device to enter metadata, while the TASER Axon Body 2 BWC system requires an iOS-powered device. Both BWC vendors anticipate future metadata software will be available for both software platforms.

Analysis: The TASER Axon Body 2 BWC system may sync with a BWC unit through Bluetooth, requiring no additional steps or resources to connect and enter metadata. The VIEVU LE4 BWC system requires a separate Wi-Fi network to connect to for the purposes of logging into the software first, and then disconnecting from said Wi-Fi network to then connect with the BWC unit.

Category #7: Mounting

The TASER Axon Body 2 BWC unit mounting options include a “z-bracket” mount that attaches to the uniform shirt, and two magnet mounts. These mounting options are sufficient to deploy the TASER Axon Body 2 BWC unit with any CPD issued uniform, and under any environmental condition.

The VIEVU LE4 BWC unit possesses an “alligator clip” that secures to the center seam of the uniform shirt. There is no magnet mount currently available for this BWC unit. The VIEVU LE4 BWC unit could be deployed onto a CPD issued uniform, if an external cloth loop was sewn onto the outer layer sufficient to attach the “alligator clip.”

Analysis: The TASER Axon Body 2 BWC unit mounting options currently available are significantly more advantageous than the “alligator clip” of the VIEVU LE4 BWC unit. The “alligator clip” is the least secure mounting option, and has not evolved from the previous generation of this BWC system. There is no means to attach the VIEVU LE4 BWC unit to a CPD polo shirt or outer jacket save an additional cloth loop, which would be less stable and secure. The VIEVU LE4 BWC unit may easily be worn over the uniform tie when clipped to the center seam of the CPD uniform shirt.

The magnet mounts of the TASER Axon Body 2 BWC unit provide secure and immediate mounting options for any CPD issued uniform. The “z-bracket” mount is the most

secure and stable mounting option for the TASER Axon Body 2 BWC, but this option precludes wearing a tie with the CPD uniform shirt.

Category #8: Docking

Both BWC docking stations will securely upload recorded video while charging the BWC units. The TASER Axon Body 2 BWC dock provides six docking stations per dock, while the VIEVU LE4 BWC dock provides ten docking stations per dock.

Analysis: The VIEVU LE4 BWC dock performance has been problematic: VIEVU BWC videos take significantly longer to upload and in one instance, failed to upload for several hours. The VIEVU vendor representative has been advised that dates and timestamps of recorded VIEVU BWC videos have been off by a few days, or time shifted by one hour or more. The VIEVU LE4 BWC unit must be carefully inserted into the docking station, as the rubber flap on the underside of the unit must be precisely swiveled or the BWC unit will not dock properly.

The TASER Axon Body 2 BWC dock has performed exceptionally: videos are almost instantly uploaded when the BWC unit is plugged in. This BWC dock, while providing four less docking stations per dock, is significantly smaller and lighter, which may facilitate more efficient dock mounting options within the police districts. The TASER BWC unit docks quickly and securely into the docking station without any additional manipulation.

Category #9: Redaction

Both BWC systems include software sufficient to redact both audio and video from BWC recordings, including “auto-redaction” of faces and objects. Neither the TASER nor VIEVU BWC system is currently able to “auto redact” audio from BWC recordings.

Analysis: The current CPD redaction process requires redaction of any video displaying the Mobile Data Computer (MDC) screen within the police car, and any audio recording of a

person's social security number. The substantial majority of BWC redaction anticipated under the current process will be conversations between police officers and subjects, specifically the small portion of recorded audio regarding a social security number.

"Auto redaction" of faces or objects for both BWC systems is problematic at best. Both BWC systems redaction software perform unreliably through "auto redaction," largely because of movement by the officer or subject. Manual redaction of faces or objects seems more efficient at this time than relying upon the system to identify and maintain video blurring. Visual redaction of the MDC screen may easily be performed through manual redaction, as the officer wearing the BWC unit will be largely stationary in the police car.

*** pending until after the morning session w TASER

Category #10: Digital Evidence Sharing

Both BWC systems include cloud-based software, consistent with Criminal Justice Information Services (CJIS) Division standards of the United States Federal Bureau of Investigation (FBI). Both BWC systems software may review, redact, create cases, and share recorded videos through the software or emailed links to allow viewing or download of the recorded video to a computer.

Analysis: The TASER BWC software (Evidence.com) is currently more developed, user friendly, and stable. This software allows the user to "right click" to open multiple tabs and facilitate more efficient multi-tasking. TASER BWC software allows users to rename videos and cases, to provide Records Unit more efficiency to facilitate the BWC court case process of finding, redacting, and sharing recorded videos.

The VIEVU BWC software (VIEVU Solution) also allows the user to "right click" to open multiple tabs and facilitate more efficient multi-tasking. VIEVU Solution software does

Seattle Police Department



Body Camera Testing and Evaluation

RFP# SPD-3640

<http://thebuyline.seattle.gov/2016/09/11/body-worn-video-system-rfp-spd-3640/>

Posted 10/31/16

Round 3 Scoring

Summary Round 3	Possible Points	Taser	COBAN	Digital Ally	Motorola	Watch Guard	VieVu
<u>Minimum Qualifications</u>	P/F	P	P	P	P	P	P
<u>Mandatory Technical Requirements</u>	P/F	P	P	P	P	P	P
<u>Objectives Response</u>							
Camera	60	44	42	20	40	25	43
System Architecture	40	35	30	25	15	20	20
Storage	40	30	33	25	20	30	25
Camera User Management	30	17	15	20	23	15	25
Video Management System	60	40	48	25	35	10	47
Access	40	35	30	20	15	30	32
Public Disclosure Process	50	42	30	15	10	15	40
Management Support	20	10	20	10	10	8	17
System Updates	20	18	15	5	10	8	17
Training and Support	40	26	25	15	30	29	28
Strategic Plan and Roadmap	50	45	42	0	0	0	30
<u>TOTAL</u>	450	342	330	180	208	190	324
<u>Pricing Response</u>	200	79.02	42.34	69.94	64.57	96.41	200
<u>Management Response</u>							
Company Information	50	45	38	20	35	30	33
Project Approach and Schedule	50	45	45	20	40	20	45
Proposed Staff	50	45	44	15	40	25	44
Future Support and Enhancements	50	32	35	0	20	20	30
<u>TOTAL</u>	200	167	162	55	135	95	152
<u>Inclusion Plan</u>	100	24	94	10	4	9	2
<u>Security Response</u>	200	180	180	120	80	74	110
<u>ROUND 3 GRAND TOTAL</u>	1150	792.02	808.34	434.94	491.57	484.41	788

Round 4
Demo/Interview Scoring

	TOTAL POSSIBLE	TASER	COBAN	VIEVU
Camera	70	60	25	25
<i>Use</i>	25	20	5	10
<i>Wearability</i>	20	20	5	10
<i>Video Quality</i>	25	20	15	5
User Management and Storage	60	53	50	50
<i>Roles/Permission</i>	20	20	15	17
<i>Reporting</i>	20	15	15	15
<i>Storage</i>	20	18	20	18
Video Management System	70	53	55	52
<i>Search and Retrieval</i>	25	20	25	20
<i>Editing/Marking</i>	15	8	10	12
<i>Distribution</i>	15	10	15	10
<i>Non-BWV Evidence</i>	15	15	5	10
Public Disclosure	70	50	50	45
<i>Redaction</i>	50	30	35	30
<i>Search/Retrieve/Share</i>	20	20	15	15
Discovery	60	55	18	15
<i>Search/Share</i>	20	20	5	10
<i>Retention</i>	20	20	5	0
<i>Edit/Mark</i>	10	5	5	5
<i>Courts</i>	10	10	3	0
Security, Architecture, and Misc.	70	55	40	40
<i>Security</i>	40	35	20	20
<i>Architecture</i>	20	15	15	15
<i>Misc.</i>	10	5	5	5
TOTAL DEMO	400	326	238	227
TOTAL TEST*	100	95	50	25
GRAND TOTAL	500	421	288	252

***Testing Methodology**

The methodology for the camera test around recording time was:

In all cases, the manufacturer's provided instruction regarding how to fully charge the batteries was followed. The camera was left on the manufacture's charge device/process until the device/camera reported 'fully charged' (usually with a green light). The cameras were left in the charging mode until we were ready to test that camera. The camera was removed from the charging device within a few seconds to just a few minutes prior to the initiation of the test. The camera was not turned on until the moment the test began, so there would be no 'pre-event' buffer in the tests.

There were no 'pre-event' buffer capabilities tested. Included in the testing methodology was the 'visual stress-test'. The stress-test simulated an active scene. We attached ribbon streamers to an active fan. The fan caused the different colored streamers to wave and float in front of the camera forcing an update of the encoded scene. This would simulate an officer walking, or running, or driving. The reason for this stress-test was to test the camera encoder and processor. The busier the scene, the more active the encoder and the higher the bit-rates of the data (larger files).

Chapter 7: Troubleshooting

If you experience difficulty with your Axon Body 2 camera, first power the device down, and start it again.

If experiencing difficulty with the Axon View application, power down the mobile device, turn the device back on, and re-pair your smart device with the Axon Body 2 camera.

Customer Service

Visit www.taser.com and view the Support options, or call 1-800-978-2737.

Warranty Policy

TASER International warranty provisions are applicable on all Axon Body 2 system products. See TASER International's website, www.taser.com, for detailed warranty information.

Warnings

For a full list of the warning associated with this product, see www.taser.com.

Radio Waves



Changes or modifications to the equipment not expressly approved by the manufacturer could void the product warranty and the user's authority to operate the equipment.

Your wireless device is a radio transmitter and receiver. It is designed and manufactured not to exceed the emission limits for exposure to radio frequency (RF) energy set by the Federal Communications Commission (FCC) of the U.S. Government. These limits are part of comprehensive guidelines and establish permitted levels of RF energy for the general population. The guidelines are based on standards that were developed by independent scientific organizations through periodic and thorough evaluation of scientific studies. The standards include a substantial safety margin designed to assure the safety of all persons, regardless of age and health. Before a device model is available for sale to the public, it must be tested and certified to the FCC that it does not exceed the limit established by the government-adopted requirement for safe exposure. This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits

are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

Reorient or relocate the receiving antenna.

- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult TASER International Customer Service for help.

FCC/IC NOTICE: This device meets the body worn human exposure limits found in OET Bulletin 65, 2001, and ANSI/IEEE C95.1, 1992. Proper operation of this equipment according to the instructions found in this guide will result in exposure substantially below the FCC's recommended limits. To comply with the FCC and ANSI C95.1 RF exposure limits, this device has been tested for compliance with FCC RF Exposure limits in the typical configuration. The radiated output power of this wireless device is far below the FCC radio frequency exposure limits.

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

RSS 210 Warning Statement: The installer of this equipment must ensure that the antenna is located or pointed such that it does not emit RF field in excess of Health Canada limits for the general population; consult Safety Code 6, obtainable from Health Canada's Web site www.hc-sc.gc.ca/rpb.

This device complies with Industry Canada licence-exempt RSS standard(s). Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

Le présent appareil est conforme aux CNR d'Industrie Canada applicables aux appareils radio exempts de licence. L'exploitation est autorisée aux deux conditions suivantes : (1) l'appareil ne doit pas produire de brouillage, et (2) l'utilisateur de l'appareil doit accepter tout brouillage radioélectrique subi, même si le brouillage est susceptible d'en compromettre le fonctionnement.

THIS MODEL DEVICE MEETS THE GOVERNMENT'S REQUIREMENTS FOR EXPOSURE TO RADIO WAVES.

Section 8.4 of RSS-GEN

This Device complies with Industry Canada License-exempt RSS standard(s). Operation is subject to the following two conditions: 1) this device may not cause interference, and 2) this device must accept any interference, including interference that may cause undesired operation of the device.

Cet appareil est conforme aux normes d'exemption de licence RSS d'Industrie Canada. Son utilisation est soumise aux conditions suivantes : 1) cet appareil ne doit pas causer de brouillage, et 2) doit accepter tout brouillage, y compris le brouillage pouvant entraîner un fonctionnement indésirable.

Section 8.3 of RSS-GEN

Under Industry Canada regulations, this radio transmitter may only operate using an antenna of a

type and maximum (or lesser) gain approved for the transmitter by Industry Canada. To reduce potential radio interference to other users, the antenna type and its gain should be so chosen that the equivalent isotropically radiated power (e.i.r.p.) is not more than that necessary for successful communication.

Conformément à la réglementation d'Industrie Canada, le présent émetteur radio ne peut fonctionner qu'au moyen d'une antenne d'un seul type et d'un gain maximal (ou inférieur) approuvé pour l'émetteur par Industrie Canada. Dans le but de réduire les risques de brouillage radioélectrique pour les autres utilisateurs, il faut choisir le type d'antenne et son gain de sorte que la puissance isotrope rayonnée équivalente (p.i.r.e.) ne dépasse pas celle requise pour établir une communication satisfaisante.

THIS MODEL DEVICE MEETS THE GOVERNMENT'S REQUIREMENTS FOR EXPOSURE TO RADIO WAVES.

CE Declaration of Conformity

TASER International declares that this Axon system is in compliance with the requirements and other relevant provisions of the RTT&E Directive 1999/5/EC regarding radio and telecommunications equipment and the Directive 2014/30/EU regarding electromagnetic compatibility. A copy of the original Declaration of Conformity can be found at www.taser.com.

Memorandum

TO: Michael McLaughlin, City Manager
FROM: Jessica Bellah, Community Planner
VIA: Celia Craze, Director, Planning and Community Development
DATE: December 7, 2016
RE: Entrance Bridge and Roadway, MOU
Greenbelt Station South Core

Background

Greenbelt Station Parkway is a new roadway connecting the Greenbelt Station South Core neighborhood directly to Greenbelt Road (MD 193). This road serves as the single vehicular access point for the community. The connection was facilitated through intersection improvements on MD 193 and the construction of a bridge over Branchville Road. Greenbelt's jurisdictional boundary begins north of Branchville Road's right-of-way (ROW) and Greenbelt Station Parkway will be dedicated as a City roadway. Branchville Road is within the jurisdictional boundaries of Berwyn Heights but is maintained by Prince George's County. The MD 193 ROW is under the purview of the State Highway Administration (SHA).

The bridge under discussion was permitted by both the County and the City. It was constructed in the 2007 timeframe. SHA reviewed the intersection improvements at MD 193 and approved permits for their construction in 2015. Improvements to both the MD 193 intersection and the bridge structure have been completed. Greenbelt Station Parkway north of the bridge has been mostly constructed but will not be completed and accepted by the City until after final build out of the Greenbelt Station South Core neighborhood and completion of final base course. The site developer, Woodlawn Development Group, is seeking to transition from active construction performance bonding of the bridge to maintenance bonding for the remainder of construction and to meet the requirements outlined by the appropriate government agencies to do so.

An outstanding maintenance and jurisdiction issue related to the bridge and MD 193 intersection connection must be resolved prior to the transition of bonds and final dedication of the roadway. A section of the Greenbelt Station Parkway roadway lies outside the jurisdictional boundaries of the City, is not within the designated SHA maintained ROW of MD 193 and is not included in the bridge structure limits to be maintained by Prince George's County. This section of roadway is 87.84 ft in length extending from MD 193 to the south edge of the bridge. Although this section of roadway is technically within the jurisdictional boundaries of Berwyn Heights, it does not connect to any roads maintained by the Town. In addition, the property was privately owned prior to the approved design

and construction of Greenbelt Station Parkway and the land was not and is not directly owned by Berwyn Heights.

In a memo dated July 27, 2015, staff outlined the background and issues pertaining to this section of roadway and the bridge. Staff recommended that given its location and relationship to surrounding road networks, it would be reasonable for the City to agree to maintain this section of roadway. Staff recommended a memorandum of understanding (MOU) and maintenance agreement be developed between the City, Berwyn Heights, the County and the developer to formalize responsibilities and expectations surrounding the future maintenance of these facilities. Council was briefed on these issues and expressed general support of staff's recommendation at its August 3, 2015 worksession. Council requested staff further develop the MOU and address concerns raised during the worksession discussion.

Status Update

For the past year, staff has worked with all involved parties to resolve the complex issues surrounding maintenance of the bridge and the undedicated section of Greenbelt Station Parkway. City Solicitor John Shay determined that the City may maintain right-of-way outside its jurisdictional boundaries and that an MOU would be the preferred method of outlining maintenance responsibilities. A draft MOU has been developed with input from all involved parties.

Under the provisions of the MOU, the City would take on oversight and maintenance responsibility for the 87.84 ft of undedicated Greenbelt Station Parkway roadway as if it were an extension of our existing dedicated right-of-way for the remainder of Greenbelt Station Parkway. The exact City maintenance responsibilities are outlined in Exhibit B and include such items as snow plowing and street sweeping, sidewalk, curb and gutter repair, asphalt maintenance, guardrails and traffic signage. The City would also maintain the asphalt deck surface of the bridge (i.e. pothole repair) but not the underlying concrete structures of the bridge nor its sidewalks and parapet walls.

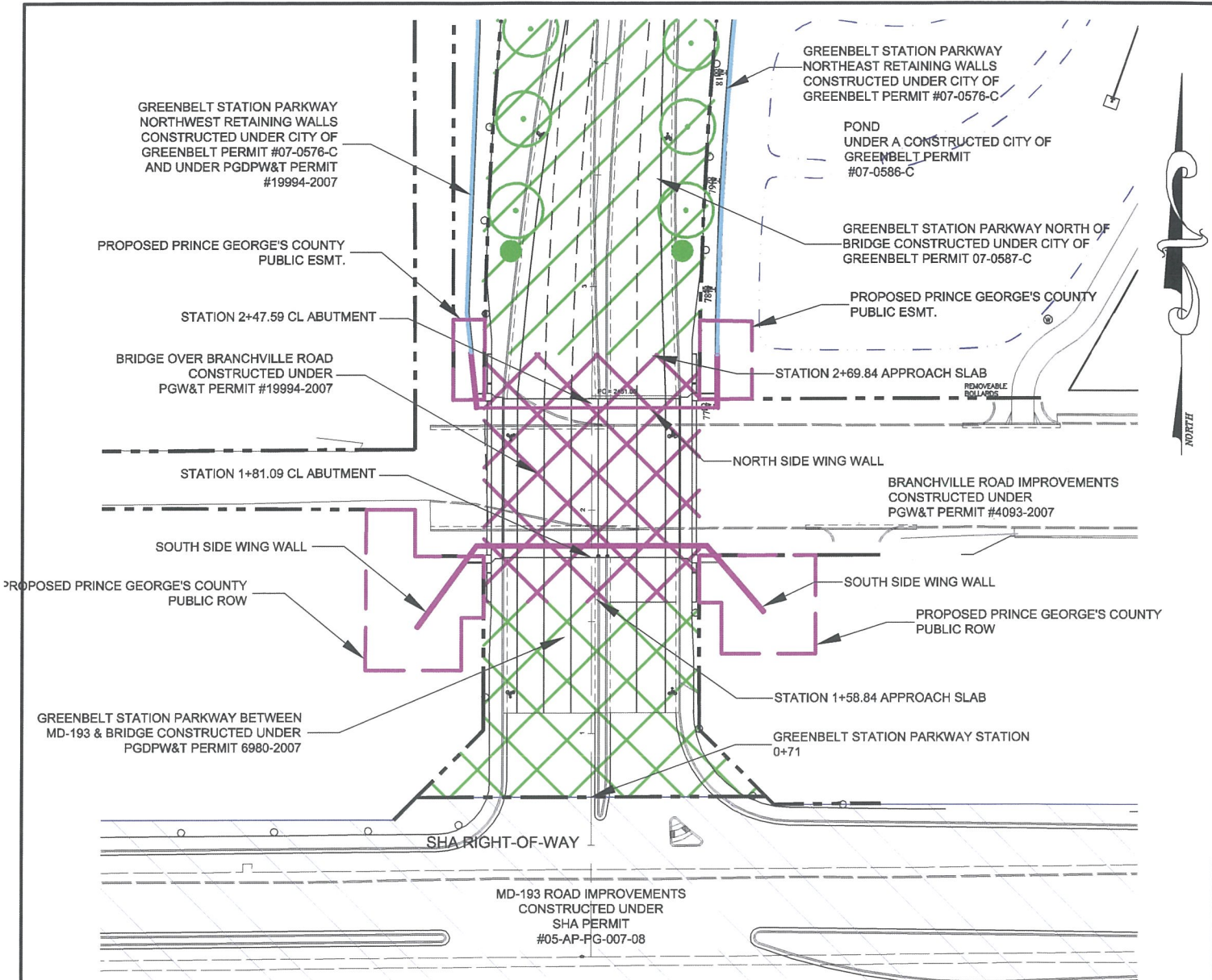
The County's Maintenance responsibilities include all elements of the bridge's physical structure, from southern to the northern approach slab, except the asphalt surface. The County will also maintain the MSE walls and fencing directly associated with the bridge structure as shown in Exhibit D. The MSE walls north of the bridge are outside of any publically dedicated ROW and therefore fall under the maintenance responsibility of the Greenbelt Station South Core HOA.

City of Greenbelt
Department of Planning and Community Development
15 Crescent Road, Suite 200, Greenbelt, Maryland 20770
(301) 345-5417 Fax (301) 345-5418

Staff Recommendation

Staff recommends Council adopt as presented the MOU outlining maintenance responsibilities for Greenbelt Station Parkway and the bridge over Branchville Road.

Greenbelt Station Parkway will be a city road and it primarily serves residents of Greenbelt located in the South Core neighborhood. Staff recommends that it is within the interests of the city and its residents that the entrance roadway to this community be maintained in good repair. As a matter of practical operations, coordination of road design and maintenance, and to ensure responsive governance, staff finds that city maintenance of the undedicated stretch of roadway will best achieve this purpose.



HOA WALL MAINTENANCE

PROPOSED PRINCE GEORGE'S COUNTY EASEMENT

PGDPW&T WALL MAINTENANCE

PGDPW&T MAINTENANCE LIMITS

CITY OF GREENBELT MAINTENANCE LIMITS

SHA MAINTENANCE LIMITS



Dewberry

Dewberry Consultants LLC
Formerly known as Dewberry & Davis LLC

10003 DEREKWOOD LANE
SUITE 204
LANHAM, MD 20706
301.731.5551
301.731.0188 (FAX)
www.dewberry.com

DATE
NOV 01, 2016

PROJ. NO.
50073799

TITLE
BRIDGE MAINTENANCE EXHIBIT

PROJECT
GREENBELT STATION

SCALE:
N.T.S.

SHEET NO.
1 OF 1

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE CITY OF GREENBELT, MARYLAND
and
PRINCE GEORGE'S COUNTY, MARYLAND**

THIS MEMORANDUM OF UNDERSTANDING ("Memorandum") is made this _____ day of _____, 201_ (the "Effective Date"), by and between PRINCE GEORGE'S COUNTY, MARYLAND, a body corporate and politic and a political subdivision of the State of Maryland ("County") and the CITY OF GREENBELT, a municipal corporation of the State of Maryland, ("City") and the DEVELOPER of the Greenbelt Station subdivision, NVR MS CAVALIER GREENBELT LLC ("Developer") and the GREENBELT STATION MASTER ASSOCIATION, INC. ("HOA").

RECITALS:

A. In connection with its development of Greenbelt Station subdivision, the Developer has constructed the Greenbelt Station Parkway Bridge over Branchville Road (the "Bridge"), Roadway and the improvements incidental thereto from station 1+58.84 to 2+69.84 in accordance with DSP No. 04081, County Permit No. 1994-2007 and City of Greenbelt Permit No. 07-0576-C; and

B. The County has inspected the Bridge and is prepared to accept the maintenance of the Bridge based on provisions in this agreement; and

C. The Town of Berwyn Heights has agreed to allow the City to maintain that portion of Greenbelt Station Parkway (Sta. 0+71 to Sta. 1+58.84) and the County to maintain the Bridge right-of-way (Sta. 1+58.84 to Sta. 2+69.84) that is located within the corporate limits of the Town and the City and County have agreed to take future maintenance thereof subject to the provisions of this Agreement; and

D. The City and the County and the HOA have agreed to share responsibility of the future maintenance of the Bridge, Roadway and the improvements incidental thereto (collectively, the "Bridge Improvements") and are executing this Memorandum in order to set forth their respective obligations with respect to the future maintenance, repair and replacement of the Bridge and Roadway Improvements; and

E. The limits of the Bridge, Roadway and improvements incidental thereto that are the subject of this Memorandum are as set forth in Exhibit "D" subject to mutual modification by the Parties; and

F. The parties agree that this Memorandum will be of mutual benefit to all parties.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which the parties acknowledge, the parties agree as follows:

1. After execution of this agreement, after the County's final acceptance of the bridge (County Permit No. 1994-2007) after conveyance of all right of way required, and after the developer secures a restoration permit and bond with the County, the County shall be responsible for maintaining, repairing and replacing those components of the Bridge and Roadway Improvements that are listed on Exhibit "A" attached hereto and incorporated herein.

2. After execution of this agreement, after the City's final acceptance of the roadway, and after the developer posts a maintenance bond with the City, the City shall be responsible for maintaining, repairing and replacing, as applicable, those components of the Bridge and Roadway Improvements that are listed on Exhibit "B" attached hereto and incorporated herein.

3. Beginning on the Date this agreement is executed, the HOA shall be responsible for maintaining, repairing and replacing, as applicable, those components of the Bridge and Roadway Improvements that are listed on Exhibit "C" attached hereto and incorporated herein.

4. To the extent that any maintenance or repair items are not listed as Exhibit "A" or Exhibit "B" or Exhibit "C" hereto, responsibility for such items shall be allocated as follows: (a) the County shall be responsible for maintenance, repair and replacement of all structural components of the Bridge Improvements, and (b) the City shall be responsible for all superficial maintenance of the Bridge Improvements, and (c) the HOA shall be responsible for maintenance, repair and replacement of all features described in this agreement that fall outside of the public right-of-way. If requested by either party to this Memorandum, the parties shall enter into an amendment to this Memorandum to confirm their respective responsibilities for any items not specifically set forth in Exhibit "A" or Exhibit "B" or Exhibit "C", consistent with the intent of the parties set forth in the preceding sentence. It is understood and agreed that the Town of Berwyn Heights shall not be responsible for the maintenance, repair, or replacement of the Bridge and Roadway Improvements or any portion thereof located within the corporate limits of the Town of Berwyn Heights.

5. Permits for oversize vehicles or other non-standard uses of the Bridge are subject to permit or other approval by the County with notice to the City.

6. In all events, the parties agree that Developer, its successors and assigns, shall have no obligations with respect to maintenance, repair or replacement of any portion of the Bridge Improvements, except for the punch list items required by the County prior to final acceptance of County Permit No. 55895-2016-0 and punchlist items required by the County prior to the County's final acceptance and closure of the Bridge Restoration Permit No. 55895-2016-0.

7. In all events, the parties agree that Developer, its successors and assigns, shall have no obligations with respect to maintenance, repair or replacement of any portion of the Bridge and Roadway Improvements, except for the punch list items required by the City of Greenbelt prior to final acceptance of Permit No. 07-0576-C and punchlist items required by the City prior to the City's final acceptance and closure of the Bridge and Roadway Maintenance Bond associated with Permit No. 07-0576-C.

8. This Memorandum may be modified or terminated only by written agreement between all parties.

9. The parties agree to cooperate in good faith with respect to any additional matters related to the Bridge and Roadway Improvements that are not addressed in this Memorandum.

10. No partnership or joint venture between the parties is created under this Memorandum and no party is authorized to bind the other party.

11. This Memorandum may be executed in counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument. Electronic signatures shall be deemed valid to the same extent as originals. The persons executing this Memorandum represent that they are duly authorized so to do, and that this Memorandum is the legal, binding agreement of the party on whose behalf they have signed.

12. This Memorandum shall be construed and interpreted in accordance with the laws of the State of Maryland. The parties agree that any cause arising hereunder shall be subject to the jurisdiction of the Circuit Court of Prince George's County, Maryland.

13. The Recitals are incorporated herein by this reference as operative provisions of the Memorandum.

[SIGNATURE PAGES FOLLOW]

WITNESS:

PRINCE GEORGE'S COUNTY, MARYLAND

By: _____
Name: _____

By: _____
Name: _____
Title: _____

STATE OF: _____
COUNTY OF: _____

I hereby certify that before me, the subscriber, a Notary Public in and for the State and County aforesaid, personally appeared _____ (name), _____ (title), and acknowledged that he/she is authorized to execute the above agreement for the reasons and purposes stated therein.

Witness my hand and official seal this _____ day of _____, 20_____.

Notary Public

My commission expires

WITNESS:

CITY OF GREENBELT, MARYLAND

By: _____
Name: _____

By: _____
Name: _____
Title: _____

STATE OF: _____
COUNTY OF: _____

I hereby certify that before me, the subscriber, a Notary Public in and for the State and County aforesaid, personally appeared _____ (name), _____ (title), and acknowledged that he/she is authorized to execute the above agreement for the reasons and purposes stated therein.

Witness my hand and official seal this _____ day of _____, 20_____.

Notary Public

My commission expires

WITNESS:

NVR MS CAVALIER GREENBELT LLC
(DEVELOPER)

By: _____
Name: _____

By: _____
Name: _____
Title: _____

STATE OF: _____
COUNTY OF: _____

I hereby certify that before me, the subscriber, a Notary Public in and for the State and County aforesaid, personally appeared _____ (name), _____ (title), and acknowledged that he/she is authorized to execute the above agreement for the reasons and purposes stated therein.

Witness my hand and official seal this ____ day of _____, 20_____.

Notary Public

My commission expires

WITNESS:

GREENBELT STATION MASTER
ASSOCIATION, INC. (HOA)

By: _____
Name: _____

By: _____
Name: _____
Title: _____

STATE OF: _____
COUNTY OF: _____

I hereby certify that before me, the subscriber, a Notary Public in and for the State and County aforesaid, personally appeared _____ (name), _____ (title), and acknowledged that he/she is authorized to execute the above agreement for the reasons and purposes stated therein.

Witness my hand and official seal this ____ day of _____, 20_____.

Notary Public

My commission expires

ACKNOWLEDGEMENT AND CONSENT

The Town of Berwyn Heights hereby acknowledges this Memorandum, confirms that it has agreed to allow the City to maintain that portion of the bridge right-of-way that is located with the corporate limits of the Town and that the City has agreed to take future maintenance thereof subject to the provisions of this Agreement.

TOWN OF BERYN HEIGHTS, MARYLAND

By: _____
Name: _____

By: _____
Name: _____
Title: _____

STATE OF: _____
COUNTY OF: _____

I hereby certify that before me, the subscriber, a Notary Public in and for the State and County aforesaid, personally appeared _____ (name), _____ (title), and acknowledged that he/she is authorized to execute the above agreement for the reasons and purposes stated therein.

Witness my hand and official seal this _____ day of _____, 20_____.

Notary Public

My commission expires

Exhibit "A"

Future Maintenance Items
County Responsibility

1.	Bridge structure including parapet walls (Limits defined as being up through the approach slabs on both sides hereinafter called "Bridge Structure limits") Sta 1+58.84 – Sta 2+69.84
2.	MSE wall and fencing and ornamental guard rail that exists within the Bridge Structure Limits Sta 1+58.84 to Sta 2+69.84
3.	Median within the limits of the Bridge Structure Limits - Sta 1+58.84 – Sta 2+69.84
4.	Guardrail W-Beam and anchorage to Bridge within the limits of the Bridge Structure Limits - Sta 1+58.84 – Sta 2+69.84
5.	Pavement Marking within the limits of the Bridge Structure Limits - Sta 1+58.84 – Sta 2+69.84
6.	Footing and Superstructure Concrete within the limits of the Bridge Structure Limits - Sta 1+58.84 – Sta 2+69.84
7.	Precast Box Beams within the limits of the Bridge Structure Limits - Sta 1+81.09 – Sta 2+47.59
8.	Approach Slabs within the limits of the Bridge Structure Limits - Sta 1+58.84 – Sta 2+69.84
9.	Concrete deck within the limits of the Bridge Structure Limits - Sta 1+81.09 – Sta 2+47.59
10.	Structural Deck Surface Repair within the limits of the Bridge Structure Limits - Sta 1+81.09 – Sta 2+47.59
11.	Sidewalk repair and replacement within the limits of the Bridge Structure Limits - Sta 1+58.84 – Sta 2+69.84
12.	Curb and gutter repair and replacement within the limits of the Bridge Structure Limits - Sta 1+58.84 – Sta 2+69.84
13.	Spot Painting/Staining within the limits of the Bridge Structure Limits - Sta 1+58.84 – Sta 2+69.84
14.	Inspection within the limits of the Bridge Structure Limits - Sta 1+58.84 – Sta 2+69.84

Exhibit "B"

Future Maintenance Items
Responsibility by City

1.	Roadway outside of limits of bridge structure and approach slabs on both sides of said bridge and within the public ROW up the State-maintenance limits for Greenbelt Road (hereinafter referred to as "City Maintenance Limits" – Sta 0+71 – Sta 1+58.84 and Greenbelt Station Parkway ROW beyond Sta 2+69.84
2.	Guardrail within the City Maintenance Limits – Sta 0+71 – Sta 1+58.84 and Greenbelt Station Parkway ROW beyond Sta 2+69.84
3.	Sidewalks within the City Maintenance Limits – Sta 0+71 – Sta 1+58.84 and Greenbelt Station Parkway ROW beyond Sta 2+69.84
4.	Curb and gutter within the City Maintenance Limits – Sta 0+71 – Sta 1+58.84 and Greenbelt Station Parkway ROW beyond Sta 2+69.84
5.	Street sweeping and snow removal within the City Maintenance Limits and on the bridge structure and approach slabs – Sta 0+71 – Greenbelt Station Parkway ROW beyond Sta 2+69.84
6.	Sidewalk cleaning and snow removal within the City Maintenance Limits and on the bridge structure and approach slabs – Sta 0+71 – Greenbelt Station Parkway ROW beyond Sta 2+69.84
7.	Street lights – maintenance, repair and replacement within the City Maintenance Limits and on the bridge structure and approach slabs
8.	Traffic Signage – maintenance, repair and replacement within the City Maintenance Limits and on the bridge structure and approach slabs– Sta 0+71 – Greenbelt Station Parkway ROW beyond Sta 2+69.84
9.	Superficial Deck Surface Repair - Wearing Surface – Sta 0+71 – Greenbelt Station Parkway ROW beyond Sta 2+69.84

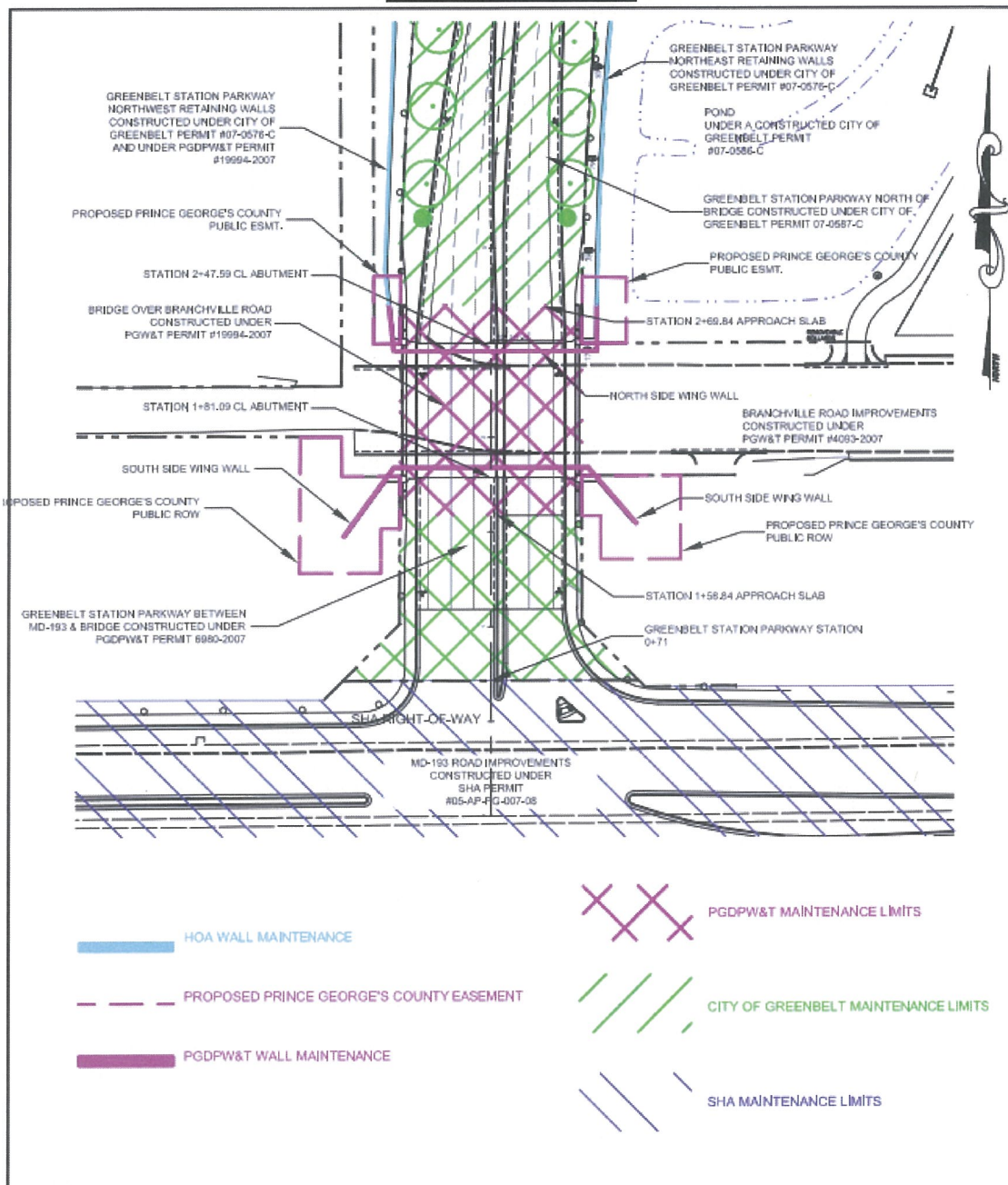
Exhibit "C"


Future Maintenance Items
HOA Responsibility

1.	Street trees – planting, pruning and replacement within the County, City Maintenance Limits and on the bridge structure and approach slabs outside of the ROW – Sta 0+71 – beyond Sta 2+69.84
2.	Grass – planting, maintenance and replacement within the County, City Maintenance Limits and on the bridge structure and approach slabs – Sta 0+71 – beyond Sta 2+69.84
3.	Entrance Monuments – the entrance monuments, signs, structures and associated landscaping
4.	Retaining Walls – the retaining walls, associated ornamental guardrail and safety fencing outside of the ROW – beyond Sta 2+69.84

Exhibit "D"

**Greenbelt Station – Bridge
Maintenance Exhibit**



 Dewberry Dewberry Consultants LLC Formerly known as Dewberry & Davis LLC	DATE NOV 01, 2016	TITLE BRIDGE MAINTENANCE EXHIBIT	SCALE: N.T.S.
	PROJ. NO. 50073799	PROJECT GREENBELT STATION	SHEET NO. 1 OF 1
	10093 DEREKWOOD LANE SUITE 204 LANHAM, MD 20706 301.731.5551 301.731.0188 (FAX) www.dewberry.com		



Metropolitan Washington
Council of Governments

December 7, 2016

The Honorable Emmett Jordan
Mayor
City of Greenbelt
25 Crescent Road
Greenbelt, Maryland 20770

Dear Mayor Jordan:

The Metropolitan Washington Council of Governments (COG) is asking that you review your 2016 appointments to COG's policy boards and committees and make reappointments or new appointments for 2017.

Information on 2017 appointments is requested by January 3, 2017, so that each board and committee is fully constituted and able to commence its work as quickly as possible.

Please select individuals who have a strong interest in the subject matter covered by the policy board or committee and who are able to make a commitment to actively participate. Policy boards and committees generally meet monthly or every other month.

COG is an association of more than 250 local, state and federal elected officials in the metropolitan Washington region. Each COG board or committee is largely comprised of local and state elected officials. Timely action on this appointment request will help ensure that program and technical committees, comprised of senior managers from area governments, and the COG staff receive clear and early guidance from elected officials on policy direction and priorities for 2017.

COG's effectiveness depends on engaged members and your continued leadership and support are deeply appreciated.

Please return the included form by mail or email. Feel free to contact Laura Ambrosio at (202) 962-3278 or lambrosio@mwkog.org if you have questions. I may be reached at (202) 962-3260 or cbean@mwkog.org.

Sincerely,

A handwritten signature in cursive script that reads "Chuck Bean".

Chuck Bean
Executive Director

cc: Cindy Murray, City Clerk
Michael P. McLaughlin, City Manager

**METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS
2017 Solicitation for Appointments: City of Greenbelt**

INDEPENDENT POLICY BOARDS	Current 2016 Appointment	2017 Appointment
COG Board of Directors (1) Meets monthly from 12 noon to 2:00 p.m.	Emmett Jordan <i>Judith Davis</i>	
National Capital Region Transportation Planning Board (1) Meets monthly 12 noon to 2:00 p.m.	Rodney M. Roberts <i>Konrad Herling</i>	
Metropolitan Washington Air Quality Committee (1) Meets monthly 12 noon to 2:00 p.m.	Leta Mach <i>Konrad Herling</i>	
POLICY COMMITTEES	Current 2016 Appointment	2017 Appointment
Region Forward Coalition (1) Meets quarterly dates TBD	Emmett Jordan <i>Judith Davis</i>	
Human Services and Public Safety Policy Committee (1) Meets bi-monthly 12 noon to 2:00 p.m.	Edward V.J. Putens <i>Silke Pope</i>	
Climate Energy and Environment Policy Committee (1) Meets bi-monthly 10:00 a.m. to 12:00 a.m.	Konrad Herling <i>Leta Mach</i>	
Chesapeake Bay and Water Resources Policy Committee (1) Meets bi-monthly 10:00 a.m. to 12:00 a.m.	Judith Davis <i>Edward V.J. Putens</i>	

Notes: *Alternates are shown in italics.*

Instructions:

1. Review current appointments.
2. Refer to the enclosed policy board and committees list for a description of each policy board and committee for which we are requesting an appointment.
3. Appoint or reappoint an elected official for each policy board and committee. Please consider the individual's interest/experience with the committee subject matter, and his/her availability to participate given the noted committee schedule.
4. **Send approved appointments to Laura Ambrosio by January 3, 2017.**
Mailing Address: 777 North Capitol Street, N.E., 3rd Floor Washington, D.C. 20002
Email: lambrosio@mwkog.org

If you have questions, please email or call Laura Ambrosio at lambrosio@mwkog.org or (202) 962-3278.

COG POLICY BOARDS AND COMMITTEES

COG is comprised of three independent policy boards and various supporting advisory and technical committees.

INDEPENDENT POLICY BOARDS

COG Board of Directors

The Board of Directors is COG's governing body and is responsible for its overall policies, functions, and funds. The board takes action on committee or staff recommendations, discusses current and emerging multi-jurisdictional problems, and receives briefings on issues facing the region as a whole. Policy items on the agenda are normally generated from COG's policy and technical committees; business or administrative items are usually generated from staff.

Transportation Planning Board

The National Capital Region Transportation Planning Board (TPB) is the federally designated Metropolitan Planning Organization (MPO) for the region, and plays an important role as the regional forum for transportation planning. With participation from the District of Columbia and State Departments of Transportation and the region's local governments, the TPB prepares intermediate-range and long-range plans and programs that permit federal transportation funds to flow to the metropolitan Washington region.

Metropolitan Washington Air Quality Committee

The Metropolitan Washington Air Quality Committee (MWAQC) is the entity certified by the mayor of the District of Columbia and the governors of Maryland and Virginia to prepare an air quality plan for the region and insure compliance with the Federal Clean Air Act. MWAQC coordinates air quality planning activities among COG and other entities, including the Transportation Planning Board; reviews policies; resolves policy differences; and forges a regional air quality plan for transmittal to the District of Columbia, Maryland, and Virginia and, ultimately, to the Environmental Protection Agency.

POLICY COMMITTEES

Policy committees are advisory committees of the COG Board.

Chesapeake Bay and Water Resources Policy Committee

Chesapeake Bay and Water Resources Policy Committee (CBPC) advises the COG Board on Bay-related policies and tracks developments under the federal-state Chesapeake Bay Program for implications to local governments. It also considers questions of potable water supply and waste water treatment. The CBPC regularly prepares position statements in response to state and federal legislation affecting the Bay.

Climate, Energy and Environment Policy Committee

Climate, Energy and Environment Policy Committee (CEEPC) advises the COG Board on climate change, energy, green building, alternate fuels, solid waste and recycling policy issues, and other environmental issues as necessary. The CEEPC is responsible for managing implementation of the COG Climate Change Report adopted by the COG Board on November 12, 2008. This responsibility includes development of a regional climate change strategy to meet the regional greenhouse gas reduction goals adopted by the Board.

Human Services and Public Safety Policy Committee

The Human Services and Public Safety Policy Committee (HSPSC) advises the COG Board on a variety of issues including affordable housing, homelessness, child welfare, and crime control and prevention, and traffic safety. Recent actions have included reports on homelessness and crime trends in the region as well as a foreclosure summit to address the significant increase in home foreclosures across the region.

Region Forward Coalition

Regional Forward Coalition oversees the next steps recommended in Region Forward and advise the COG Board on future comprehensive regional planning and implementation activities. The Coalition's primary responsibilities include overseeing the Region Forward performance baseline analysis and future regional progress reports; use Region Forward as a guide to update the Regional Activity Centers; and create clear strategies and initiatives to support the transformation of regional centers into Complete Communities. The Coalition will provide cross-cutting regional policy capacity and long-range regional planning recommendations to the COG Board. The Coalition includes members from public, private and nonprofit sectors which all have a role in helping the region meet its goals.