



CITY COUNCIL AGENDA
Municipal Building

This meeting will be held in-person and virtual.

**25 Crescent Road
Greenbelt, MD 20770**

OR

**Virtual Participation
Zoom Webinar Attendees:**

**During "Petitions and Requests," please submit your request in writing via email to
questions@greenbeltmd.gov**

<https://us02web.zoom.us/j/87821711676?pwd=BcRfap63tO087eRxRaGwANplv5E7Ra.1>

Dial-in: 301 715 8592

Webinar ID: 878 2171 1676

Passcode: 082553

Monday, June 2, 2025

7:30 PM

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

1. Call to Order

2. Roll Call

3. Meditation and Pledge

Suggested Action:

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

4. Petitions and Requests

Suggested Action:

(Petitions received at the meeting will not be acted upon by the City Council at this meeting unless Council waives its Standing Rules.)

5. Consent Agenda-Approval of Staff Recommendations

Suggested Action:

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

6. Approval of Agenda and Additions

II. COMMUNICATIONS - 30 minutes (7:45 - 8:15 p.m.)

7. Presentations

7a. Pride Month Proclamation

Suggested Action:

Mayor Jordan will proclaim June 2025 as Emerald City Pride.

[Emerald City Pride25.pdf](#)

7b. Small Cities Month Proclamation

Suggested Action:

The National League of Cities (NLC) has declared June as Small Cities Month.

Councilmember Silke I. Pope, member of the Small Cities Steering Committee, will accept the proclamation.

[Small Cities Month25.pdf](#)

*8. Minutes of Council Meetings

8a. Statement of Record - Closed Session, May 7, 2025

Suggested Action:

Reference: Statement of Record

Closed Session of May 7, 2025: The following motion is needed: In accordance with the General Provisions Article, Section 3-06(C)(2) of the Annotated Code of the Public General Laws of Maryland. I move that the minutes of tonight's meeting reflect that the Council met in closed session on Wednesday, May 7, 2025, at 9:10 p.m., in the Municipal Building Library. Council held this closed meeting in accordance with Section 3-305(b)(1), and (8) of the General Provision Article of the Annotated Code of the Public General Laws of Maryland 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; and 2) To consult with staff, consultants, or other individuals about pending or potential litigation.

The purpose of this meeting: 1) To address personnel matters over which this public body has jurisdiction, and 2) To consult with staff, consultants, or individuals about pending or potential litigation.

Vote to close session:

Ms. Knesel - Yes

Ms. McKinney - Yes

Ms. Pompei - No

Ms. Pope - Yes

Mr. Roberts - No

Ms. Weaver - Yes

Mayor Jordan - Yes

Staff member present: Josué Salmerón, City Manager.

Other individuals were in attendance: None.

[Closed Session Form 05.07.25.pdf](#)

8b. Statement of Record - Closed Session, May 27, 2025

Suggested Action:

Reference: Statement for the Record

Closed Session of May 27, 2025: The following motion is needed: In accordance with the General Provisions Article, Section 3-06(C)(2) of the Annotated Code of the Public General Laws of Maryland. I move that the minutes of tonight's meeting reflect that the Council met in closed session on Tuesday, May 27, 2025, at 9:13 p.m., in the Council Chambers. Council held this closed meeting in accordance with Section 3-305(b)(7) of the General Provision Article of the Annotated Code of the Public General Laws of Maryland; 1) To consult with counsel to obtain legal advice on a legal matter.

The purpose of this meeting: 1) To obtain legal advice on an annexation matter.

Vote to close session:

Ms. Knesel - Yes

Ms. McKinney - Yes

Ms. Pompei - Yes

Ms. Pope - Yes

Mr. Roberts - No

Ms. Weaver - Yes

Mayor Jordan - Yes

Staff member present: Josué Salmerón, City Manager; Terri Hruby, Planning Director; and Todd Pounds, City Solicitor (virtual).

Other individuals were in attendance: None.

Action taken: Gave staff direction to gather further information about annexation opportunities.

[Closed Session Form 05.27.25.pdf](#)

9. Administrative Reports

*10. Committee Reports

10a. Board of Elections Report #2025-01 (Referral on Council Elections with Ranked Choice Balloting)

Suggested Action:

It is recommended that the City Council accept this report. Work Session is scheduled for June 18, to discuss.

[BoE5125RankedChoiceReferralMemo.pdf](#)

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

11. FY 2026 Budget Adoption

Suggested Action:

The City Council has completed its budget process which began when the proposed fiscal year 2026 budget was presented to Council on March 25th. Since then, Council has held nine public work session to consider the budget. On April 22nd and May 29th, the City Council held a public hearing in accordance with the City Charter requirements. A list of changes was prepared based on Council discussion at the final budget review work session on May 15th. The budget is now ready for adoption. The City Charter requires that the budget be adopted by June 10th for the fiscal year starting July 1st.

Included in Council's packet is a memo listing the changes that have been suggested to the budget as it was proposed on March 25th, Council should vote on each of these changes and then on the new total. Once the changes have been approved, Council can proceed to the next item of business, the ordinance to appropriate the funds included in the budget.

[Changes to FY2026 Budget - for Budget Adoption June 2 2025.pdf](#)

[Copy of FY2026-Budget Changes on 5-28-2025 by Department for June 2nd Meeting.pdf](#)

[FY2026 Budget Book Proposed Lists of Edits to Council, 5-30-25.pdf](#)

[FY2026 Budget Worksession Questions, 5-30-26.pdf](#)

12. An Ordinance to Adopt the General Fund, Building Capital Reserve Fund, Cemetery Fund, Debt Service Fund, Replacement Fund, Special Project Fund, Green Ridge House Fund, Capital Projects Fund, Community Development Block Grant Fund, and Greenbelt West Infrastructure Fund Budgets for the City of Greenbelt, Maryland, to Appropriate Funds and Establish Real Estate and Personal Property Tax Rates for the Fiscal Year 2026 Beginning July 1, 2025, and including June 30, 2026.

- 1st Reading, Suspension of the Rules

- 2nd Reading, Adoption

Suggested Action:

Reference: Ordinance

Section 51 of the City Charter states that "immediately upon adoption of the budget, the City Council shall adopt an ordinance appropriating funds for the ensuing fiscal year. Funds shall be appropriated to each of the various departments, offices, agencies or functions in accordance with the adopted budget. The appropriation ordinance shall also include a summary of estimated income for the ensuing fiscal year in accordance with the adopted budget and shall levy all property and other taxes required to realize the income estimated."

Having amended the City Manager's proposed budget, Council now must introduce an ordinance to adopt the budget, appropriate funds, and establish tax rates for real and personal property for FY 2026. All funds have been incorporated into one ordinance.

It is recommended that Council introduce the ordinance, suspend the rules, and adopt the ordinance at this meeting.

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

[FY2026 Budget Adoption Ordinance.pdf](#)

IV. OTHER BUSINESS - 75 minutes (8:45 - 10:00 p.m.)

13. Presentation of Fleet and Equipment Electrification Plan

Suggested Action:

Enclosed in Council's packet is the Electric Vehicle and Fleet Electrification Plan.

Staff will present the Fleet and Equipment Electrification Plan for Council's acceptance. This plan outlines a strategic, phased approach to transition the City of Greenbelt's vehicle and equipment fleet away from internal combustion engines toward electric alternatives, supporting the City's long-term commitment to sustainability and environmental stewardship.

The plan aligns with the City Council's adopted focus areas of "Preserving and enhancing the legacy of Greenbelt as a planned and environmentally proactive community" and "Maintaining and investing in infrastructure."

The Fleet Plan identifies a 10-year pathway to electrify city vehicles and equipment in alignment with regular replacement schedules, budget availability, and technological advancements. Implementation will include installation of city-facing charging infrastructure, identification of funding opportunities such as grants and utility partnerships, and annual evaluations of vehicle availability and costs.

This effort complements the previously adopted Electric Vehicle Infrastructure: A Plan for Greenbelt (EVIPG) and integrates relevant recommendations for city fleet and facility needs.

Council acceptance of this plan affirms its policy direction and will guide future budget decisions and projects; it does not authorize specific purchases or infrastructure expenditures at this time.

[Electric Vehicles and Fleet Electrification Plan Final Draft revised 3.20.25 redline updated 5.5.25.pdf](#)

14. Policy Exemptions for Greenbelt Cinema Operations

Suggested Action:

Greenbelt Cinema, operating as a nonprofit in a City-owned facility, has requested modifications to several contractual and regulatory requirements in order to reduce operational costs and administrative burdens. Specifically, the Cinema has asked for the following: a reduction in the required general liability insurance coverage from \$2 million to \$1 million; the fidelity bond requirement (given existing Directors & Officers coverage); and waivers of the amusement and admissions tax.

Because these policy exemptions require Council approval, staff is presenting the Cinema's request for Council consideration and direction.

15. Contract Award RFP 2025-03-R: Community Flood Resiliency Plan

Suggested Action:

Reference:

Memorandum, K. Carpenter-Driscoll, 05/22/2025

Proposal - Proposal for Community Flood Resiliency Plan LimnoTech 5.7.2025

Enclosed in Council's packet is a memorandum outlining the Community Flood Resiliency Plan.

Staff recommends that council authorize the City Manager to execute a contract with LimnoTech to complete a Community Flood Resiliency Plan for the City not to exceed a cost of \$75,000.00 as provided through grant funding.

[Memorandum, K. Carpenter-Driscoll, 05/22/2025.pdf](#)

[Proposal for Community Flood Resiliency Plan_LimnoTech_5.7.2025.pdf](#)

16. Authorize City Manager to allocate up to \$30,000 in grants in the FY 25 budget towards community organizations that provide rental assistance to Greenbelt Residents

Suggested Action:

Council Member McKinney requested this item to be added to the agenda for discussion.

Background:

The City of Greenbelt's Emergency Assistance Fund is a charitable (agency fund) initiative established to provide financial support to residents facing urgent needs. This fund assists individuals in covering rent to prevent eviction, paying overdue utility bills, and supports local food pantries to combat food insecurity. Report of FY25 activities through May 8, 2025 is attached.

[2025.05.08_Memo Emer Assist Fund Report 2025.pdf](#)

17. Authorize City Manager to allocate up to \$6,000 in grant funds in the FY 25 budget for a workforce development program that focus on food safety training for residents

Suggested Action:

Council Member McKinney requested this item to be added to the agenda for discussion.

[Proposal for Greenbelt Food Safety Training.pdf](#)

18. Council Activities

Suggested Action:

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

19. Council Reports

Suggested Action:

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

- *20. Meetings

[Meetings.pdf](#)

- *21. Stakeholder List

[Stakeholder Schedule.pdf](#)

- *22. Departure 22-006-DPLS, Maryland Trade Center – 3

Suggested Action:

Reference:

Memorandum, R. Sigworth, 5/12/2025

Resolution

In May 2022, 6500 Greenbelt Trade Center, LLC, the owner of the property located at 7501 Greenway Center Drive, submitted an application for a Departure from Parking and Loading Standards (DPLS). Greenbelt Trade Center, LLC is requesting a reduction in the required parking by 359 parking spaces from 967 parking spaces to 608 parking spaces to accommodate 187,775 square feet of “Medical practitioners’ office/medical clinic in an office building or office building complex”; 2,757 square feet of “daycare center for children”; 574 square feet of “Eating or Drinking Establishment (including drive-through service or carryout”; and 2,438 square feet of “Bank, savings and loan association, or other savings or lending

institution - unrestricted” uses according to Section 27-568 of the Prince George’s Zoning Ordinance in effect prior to April 1, 2022.

Approval of this item on the consent agenda will indicate Council's intent to adopt the recommendation of the Advisory Planning Board.

[Council Cover Memo_DPLS 22-006_5.9.2025.pdf](#)

[APB_Resolution_DPLS 22-006_5.9.2025_FINAL_SIGNED.pdf](#)

[Revised_Oral Request Form_DPLS 22-006_5.9.2025_V2.doc](#)

City Council Agenda Item Report

Meeting Date: June 2, 2025

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: COMMUNICATIONS

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

Subject:

Petitions and Requests

Suggested Action:

(Petitions received at the meeting will not be acted upon by the City Council at this meeting unless Council waives its Standing Rules.)

Attachments:

City Council Agenda Item Report

Meeting Date: June 2, 2025

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: ORGANIZATION

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

Subject:

Consent Agenda-Approval of Staff Recommendations

Suggested Action:

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

Attachments:

City Council Agenda Item Report

Meeting Date: June 2, 2025

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: ORGANIZATION

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

Subject:

Approval of Agenda and Additions

Suggested Action:

Attachments:

City Council Agenda Item Report

Meeting Date: June 2, 2025

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: COMMUNICATIONS

Agenda Section: COMMUNICATIONS - 30 minutes (7:45 - 8:15 p.m.)

Subject:

Presentations

Suggested Action:

Attachments:

City Council Agenda Item Report

Meeting Date: June 2, 2025

Submitted by: James Wisniewski

Submitting Department:

Item Type: Proclamation

Agenda Section: COMMUNICATIONS - 30 minutes (7:45 - 8:15 p.m.)

Subject:

Pride Month Proclamation

Suggested Action:

Mayor Jordan will proclaim June 2025 as Emerald City Pride.

Attachments:

[Emerald City Pride25.pdf](#)

PROCLAMATION

WHEREAS, the Greenbelt Community Pledge states “The strength of Greenbelt is diverse people living together in a spirit of cooperation”; and

WHEREAS, this City strives to be a safe space that does not tolerate violence, harassment, or hate speech; and

WHEREAS, the diverse lesbian, gay, bisexual, transgender and queer (LGBTQ+) community continues to contribute to the widespread academic, economic, artistic and social spheres within and around our greater community; and

WHEREAS, Greenbelt has a diverse LGBTQ+ community that includes people of all ethnicities, religions and professions; and

WHEREAS, the patrons and supports of the Stonewall Inn protest in New York City, resisted harassment that had become all too common for the members of the LGBTQ+ community; and

WHEREAS, out of this resistance, the LGBTQ+ rights movement in America was born; and

WHEREAS, Councilmember Gordon affectionately nicknamed the City of Greenbelt as the “Emerald City” and during his first term as a City Councilmember had advocated the first raising of the Pride flag at the Municipal Building; and

WHEREAS, the people of Maryland approved a measure to legalize same-sex marriage on November 6th, 2012; and

WHEREAS, the U.S. Supreme Court issued its opinion in Obergefell v. Hodges, on June 26th, 2015, ruling that the fundamental right to marry is guaranteed to same-sex couples by both the Due Process Clause and the Equal Protection Clause of the Fourteenth Amendment to the United States Constitution; and

WHEREAS, LGBTQ+ families and seniors should be allowed to live their lives with dignity and respect; and

NOW THEREFORE, I, Emmett V. Jordan, by the authority vested in me by the residents and City Council of Greenbelt, do hereby proclaim June 2025 to be

EMERALD CITY PRIDE

an acknowledging this month would be a reaffirming gesture from the City of Greenbelt – a city that many LGBTQ+ residents know and love.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Greenbelt, Maryland, to be affixed this 2nd day of June 2025.

Emmett V. Jordan, Mayor

City Council Agenda Item Report

Meeting Date: June 2, 2025

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: Proclamation

Agenda Section: COMMUNICATIONS - 30 minutes (7:45 - 8:15 p.m.)

Subject:

Small Cities Month Proclamation

Suggested Action:

The National League of Cities (NLC) has declared June as Small Cities Month.

Councilmember Silke I. Pope, member of the Small Cities Steering Committee, will accept the proclamation.

Attachments:

[Small Cities Month25.pdf](#)

PROCLAMATION

WHEREAS, the National League of Cities President and the National League of Cities Small Cities Council have declared June as "Small Cities Month"; and

WHEREAS, small cities and towns under 50,000 population are the home town to millions of Americans and constitute the vast majority of municipalities across the United States; and

WHEREAS, small cities and towns strive to strengthen their communities through the provision of services and programs to improve the quality of life for all citizens; and

WHEREAS, the federal government and state government are essential partners in the success of small cities and towns, and must be encouraged to continue to support programs and legislation that strengthen small communities; and

WHEREAS, organizations, businesses, and citizens are also partnering in the success of small cities and towns, and must be encouraged to grow their efforts to make small communities a viable choice for people to live; and

WHEREAS, during these challenging economic times, the need for a renewed intergovernmental partnership to support essential public services is more important than ever to ensure the safety and growth of small-town America; and

WHEREAS, Councilmember Silke I. Pope is a current member of the NLC Small Cities Council Steering Committee; and

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

Small Cities Month

in Greenbelt and encourage our legislators, organizations, businesses, and residents to recognize this event and to work together throughout the year to invest in small cities and towns to better the lives of all residents.

IN WITNESS WHEREOF, I have hereunto
set my hand and caused the Seal of the City
of Greenbelt, Maryland, to be affixed this
2nd day of June 2025.

EMMETT V. JORDAN, Mayor

ATTEST: Bonita Anderson, City Clerk

City Council Agenda Item Report

Meeting Date: June 2, 2025

Submitted by: Bonita Anderson

Submitting Department:

Item Type: COMMUNICATIONS

Agenda Section: COMMUNICATIONS - 30 minutes (7:45 - 8:15 p.m.)

Subject:

Minutes of Council Meetings

Suggested Action:

Attachments:

City Council Agenda Item Report

Meeting Date: June 2, 2025

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: Meeting Minutes

Agenda Section: COMMUNICATIONS - 30 minutes (7:45 - 8:15 p.m.)

Subject:

Statement of Record - Closed Session, May 7, 2025

Suggested Action:

Reference: Statement of Record

Closed Session of May 7, 2025: The following motion is needed: In accordance with the General Provisions Article, Section 3-06(C)(2) of the Annotated Code of the Public General Laws of Maryland. I move that the minutes of tonight's meeting reflect that the Council met in closed session on Wednesday, May 7, 2025, at 9:10 p.m., in the Municipal Building Library. Council held this closed meeting in accordance with Section 3-305(b)(1), and (8) of the General Provision Article of the Annotated Code of the Public General Laws of Maryland 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; and 2) To consult with staff, consultants, or other individuals about pending or potential litigation.

The purpose of this meeting: 1) To address personnel matters over which this public body has jurisdiction, and 2) To consult with staff, consultants, or individuals about pending or potential litigation.

Vote to close session:

Ms. Knesel - Yes

Ms. McKinney - Yes

Ms. Pompei - No

Ms. Pope - Yes

Mr. Roberts - No

Ms. Weaver - Yes

Mayor Jordan - Yes

Staff member present: Josué Salmerón, City Manager.

Other individuals were in attendance: None.

Attachments:

[Closed Session Form 05.07.25.pdf](#)

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

Date: 05/07/2025 Time: 9:10 Location: Municipal Building Library

Motion to close meeting made by: Weaver Seconded by: Pope

Members voting to close meeting:

	Yes	No	Abstain	Absent
Ms. Knesel	X			
Ms. McKinney	X			
Ms. Pompei		X		
Ms. Pope	X			
Mr. Roberts		X		
Ms. Weaver	X			
Mayor Jordan	x			

**STATUTORY AUTHORITY TO CLOSE SESSION (check all that apply):
This meeting will be closed under General Provisions Article, §3-305(b) only:**

- (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;

- (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) 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.

§3-305(b) (2) To consult with staff, consultants, or other individuals about pending or potential litigation.

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

**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: ☒ KNESEL; ☒ MCKINNEY; ☒ POMPI;
☒ JORDAN; ☒ POPE; ☒ ROBERTS; ☒ WEAVER

STAFF/OTHERS PRESENT:

Josué Salmerón, City Manager

TOPICS DISCUSSED:

Updates on pending legal matters related to personnel and other issues (fire
department, Maglev); other personnel matters related to staffing, promotions and board
appointments; timeline and planning for next city manager performance evaluation

ACTION(S) TAKEN (IF ANY) AND RECORDED VOTES: NONE

TIME CLOSED SESSION ADJOURNED: 10:02

PLACE OF CLOSED SESSION: Municipal Building Library

PURPOSE OF CLOSED SESSION: 1) TO ADDRESS PERSONNEL MATTERS OVER WHICH THIS PUBLIC BODY
HAS JURISDICTION, AND 2) TO CONSULT WITH STAFF, CONSULTANTS, OR INDIVIDUALS ABOUT PENDING
OR POTENTIAL LITIGATION.

STATUTORY AUTHORITY FOR THE CLOSED SESSION: §3-305(b)(1) and (2): 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; and (2) To consult with staff, consultants, or other individuals about
pending or potential litigation.

MEMBERS WHO VOTED TO CLOSE: ☒ KNESEL; ☒ MCKINNEY; ☐ POMPI; ☒ JORDAN;
☒ POPE; ☐ ROBERTS; ☒ WEAVER

SIGNATURE OF PRESIDING OFFICER: _____

Form Revised: 01/08/24

City Council Agenda Item Report

Meeting Date: June 2, 2025

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: Meeting Minutes

Agenda Section: COMMUNICATIONS - 30 minutes (7:45 - 8:15 p.m.)

Subject:

Statement of Record - Closed Session, May 27, 2025

Suggested Action:

Reference: Statement for the Record

Closed Session of May 27, 2025: The following motion is needed: In accordance with the General Provisions Article, Section 3-06(C)(2) of the Annotated Code of the Public General Laws of Maryland. I move that the minutes of tonight's meeting reflect that the Council met in closed session on Tuesday, May 27, 2025, at 9:13 p.m., in the Council Chambers. Council held this closed meeting in accordance with Section 3-305(b)(7) of the General Provision Article of the Annotated Code of the Public General Laws of Maryland; 1) To consult with counsel to obtain legal advice on a legal matter.

The purpose of this meeting: 1) To obtain legal advice on an annexation matter.

Vote to close session:

Ms. Knesel - Yes

Ms. McKinney - Yes

Ms. Pompei - Yes

Ms. Pope - Yes

Mr. Roberts - No

Ms. Weaver - Yes

Mayor Jordan - Yes

Staff member present: Josué Salmerón, City Manager; Terri Hruby, Planning Director; and Todd Pounds, City Solicitor (virtual).

Other individuals were in attendance: None.

Action taken: Gave staff direction to gather further information about annexation opportunities.

Attachments:

[Closed Session Form 05.27.25.pdf](#)

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

Date: 05/27/2025

Time: 9:13

Location: Council Chambers

Motion to close meeting made by: Weaver Seconded by: Knesel

Members voting to close meeting:

	Yes	No	Abstain	Absent
Ms. Knesel	X			
Ms. McKinney	X			
Ms. Pompei	X			
Ms. Pope	X			
Mr. Roberts		X		
Ms. Weaver	X			
Mayor Jordan	x			

**STATUTORY AUTHORITY TO CLOSE SESSION (check all that apply):
This meeting will be closed under General Provisions Article, §3-305(b) only:**

- (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;
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- (i) the deployment of fire and police services and staff; and
 - (ii) the development and implementation of emergency plans;
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- (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) (7) To consult with counsel to obtain legal advice on annexation matters.

§3-305(b) () _____

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

**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: [x] KNESEL (until 10:06); [x] MCKINNEY; [x] POMPI; [x] JORDAN; [x] POPE; [x] ROBERTS; [x] WEAVER

STAFF/OTHERS PRESENT:

Josué Salmerón, City Manager; Terri Hruby, Planning Director; and Todd Pounds, City Solicitor (virtual)

TOPICS DISCUSSED:

Possible opportunities for annexation

ACTION(S) TAKEN (IF ANY) AND RECORDED VOTES: GAVE STAFF DIRECTION TO GATHER FURTHER INFORMATION ABOUT ANNEXATION OPPORTUNITIES

TIME CLOSED SESSION ADJOURNED: 10:21

PLACE OF CLOSED SESSION: Council Chambers

PURPOSE OF CLOSED SESSION: 1) TO CONSULT WITH COUNSEL TO OBTAIN LEGAL ADVICE ON A LEGAL MATTER.

STATUTORY AUTHORITY FOR THE CLOSED SESSION: §3-305(b)(7) To consult with counsel to obtain legal advice on a legal matter (annexation).

MEMBERS WHO VOTED TO CLOSE: [x] KNESEL; [x] MCKINNEY; [x] POMPI; [x] JORDAN; [x] POPE; [] ROBERTS; [x] WEAVER

SIGNATURE OF PRESIDING OFFICER: _____

Form Revised: 01/08/24

City Council Agenda Item Report

Meeting Date: June 2, 2025

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: COMMUNICATIONS

Agenda Section: COMMUNICATIONS - 30 minutes (7:45 - 8:15 p.m.)

Subject:

Administrative Reports

Suggested Action:

Attachments:

City Council Agenda Item Report

Meeting Date: June 2, 2025

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: COMMUNICATIONS

Agenda Section: COMMUNICATIONS - 30 minutes (7:45 - 8:15 p.m.)

Subject:

Committee Reports

Suggested Action:

Attachments:

City Council Agenda Item Report

Meeting Date: June 2, 2025

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: Board and Committee Reports

Agenda Section: COMMUNICATIONS - 30 minutes (7:45 - 8:15 p.m.)

Subject:

* Board of Elections Report #2025-01 (Referral on Council Elections with Ranked Choice Balloting)

Suggested Action:

It is recommended that the City Council accept this report. Work Session is scheduled for June 18, to discuss.

Attachments:

[BoE5125RankedChoiceReferralMemo.pdf](#)

MEMORANDUM

May 22, 2025

TO: City Council, City of Greenbelt
Josue' Salmeron, City Manager
FR: Board of Elections
RE: Referral on Council Elections
With Ranked Choice Balloting

The City Council has referred to the Board of Elections the question whether to have on the November 2025 election an advisory referendum question regarding ranked choice voting.

As we understand it, Council seeks the Board's advice on gathering voter input as to ranked choice balloting generally. That is, the question for voters would be whether Council Members in future elections should be selected by the present system, where each voter chooses up to seven candidates, or by ranked choice, where the voter ranks, from one through seven, their favored candidates.

After extended discussion in more than one public meeting, the Board has decided it would be best, and respectfully suggests to Council, that the question of instituting a system of ranked-choice balloting first be addressed in work session. Council Members can then query Board members about how such a system would work, and how – if at all – we might ask voters to review the issue in referendum.

One difficulty we encountered was how a ranked choice referendum question would be presented. There are various ways of using such a system, and a referendum would not be meaningful unless all (or substantially all) voters agreed on the type of ranked choice being considered. Some Board members believe a ranked choice education program for voters would be needed.

BoE5125RankedChoiceReferralMemo

City Council Agenda Item Report

Meeting Date: June 2, 2025

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: LEGISLATION

Agenda Section: LEGISLATION - 30 minutes (8:15 - 8:45 p.m.)

Subject:

FY 2026 Budget Adoption

Suggested Action:

The City Council has completed its budget process which began when the proposed fiscal year 2026 budget was presented to Council on March 25th. Since then, Council has held nine public work session to consider the budget. On April 22nd and May 29th, the City Council held a public hearing in accordance with the City Charter requirements. A list of changes was prepared based on Council discussion at the final budget review work session on May 15th. The budget is now ready for adoption. The City Charter requires that the budget be adopted by June 10th for the fiscal year starting July 1st.

Included in Council's packet is a memo listing the changes that have been suggested to the budget as it was proposed on March 25th, Council should vote on each of these changes and then on the new total. Once the changes have been approved, Council can proceed to the next item of business, the ordinance to appropriate the funds included in the budget.

Attachments:

[Changes to FY2026 Budget - for Budget Adoption June 2 2025.pdf](#)

[Copy of FY2026-Budget Changes on 5-28-2025 by Department for June 2nd Meeting.pdf](#)

[FY2026 Budget Book Proposed Lists of Edits to Council, 5-30-25.pdf](#)

[FY2026 Budget Worksession Questions, 5-30-26.pdf](#)



**City of Greenbelt, Maryland
Memorandum**

Date: May 30, 2025

To: City Council

From: Josue Salmeron, City Manager
Bertha A. Gaymon, City Treasurer

Re: Changes to the FY2026 Proposed Budget

On March 24, 2025, the Proposed Budget for Fiscal Year 2026 was presented by City Manager Josue Salmeron. The proposed General Fund budget was proposed with \$40,221,600 in revenues and \$40,215,900 in expenditures with a remaining balance of \$5,700.

During the twelve budget work sessions with Council there were some recommended changes to the FY2026 proposed expenditures as follows:

**General Government – Changes resulted in no net change
City Council – Page 101**

- Increase Line 30, Professional Services by \$10,000 (from \$30,000 to \$40,000)

Legal Services - Page 131

- Decrease Line 50 General Legal Services by \$6,800 (from \$80,000 to \$73,200)

Public Officers Association – Page 134

- Decrease Line 45 Membership/Training by \$3,200 (from \$86,200 to \$83,000)

CARES – Page 193

- Decrease Account 510 by \$15,900. Change Line 01 Salaries from \$653,300 to \$638,400 and Line 28 Benefits from \$244,900 to \$243,800.

Miscellaneous – Grants, Advisory Boards and Contributions – Page 242

- Decrease the total amount from \$271,800 to \$217,600 after awarding the various groups funding for use in FY2026.

These changes resulted in an overall decrease of \$70,100 to the General Fund Expenditure Budget and the new total is \$40,145,800.

There was also one change to the FY2026 proposed revenue budget—decrease revenue by \$50,000 as a result of reducing the Waste Collection Line (Page 65) from \$779,000 to \$729,000. This change resulted in an overall decrease to the General Fund proposed revenue budget and the new total is \$40,171,600.

With these recommended changes, the General Fund budget is now proposed with \$40,171,600 in revenues and \$40,145,800 in expenditures with a remaining balance of \$25,800.

The City Charter requires that Council adopt the budget. Both the City Charter and State law require Council to adopt an Appropriation Ordinance. This could be done with a simple motion to adopt the Fiscal Year 2026 Budget. However, in past years, Council has read each of the changes and made motions to approve them at the departmental level. While this practice is not required, should Council wish to continue to move in this direction, the Proposed FY2026 Budget with the recommended adjustments made at the final budget work session on May 28, 2025 is enclosed.

FY2026 Revenue	Description	From	To	Change
411200	Original Budget on March 24, 2025	\$40,221,600		\$40,221,600
451100	Page 65 - Reduce Waste Collection Revenue from \$100,000 to \$50,000		(\$50,000)	(\$50,000)
Revised FY2026 General Fund Revenue		\$40,221,600	(\$50,000)	\$40,171,600 Change Per May 28, 2025
FY2026 Expenditures	Description	From	To	Change
1 General Government				
110	Council	\$220,400	\$230,400	\$10,000
120	Administration	1,325,500	1,325,500	0
125	Economic Development	232,000	232,000	0
130	Election	121,500	121,500	0
135	Human Resources	634,200	634,200	0
140	Finance	956,900	956,900	0
145	Information Technology	1,018,800	1,018,800	0
150	Legal Services	110,000	103,200	-6,800
160	Armory	27,900	27,900	0
180	Municipal Building	141,000	141,000	0
190	Community Promotions	519,500	519,500	0
195	Public Officers Association	86,700	83,500	-3,200
Total General Government		\$5,394,400	\$5,394,400	\$0 Change Per May 28, 2025
2 Planning - Community Development				
	Description	From	To	Change
210	Planning	589,300	589,300	0
220	Community Development	814,400	814,400	0
Total Planning & Community Development		1,403,700	1,403,700	0 No Changes
3 Public Safety				
	Description	From	To	Change
310	Police	12,702,100	12,702,100	0
330	Animal Control	330,500	330,500	0
340	Fire 7 Rescue Service	130,000	130,000	0
Total Public Safety		13,162,600	13,162,600	0 No Changes
4 Public Works				
	Description	From	To	Change
410	Administration	1,811,500	1,811,500	0
420	Equipment Maintenance	447,600	447,600	0
440	Street Maintenance	1,195,600	1,195,600	0
445	Four Cities Street Cleaning	179,600	179,600	0
450	Waste Collection & Disposal	968,700	968,700	0
460	City Cemetery	8,600	8,600	0
470	Roosevelt Center	182,000	182,000	0
Total Public Works		\$4,793,600	\$4,793,600	\$0 No Changes
5 Greenbelt CARES				
	Description	From	To	Change
510	Youth Service Bureau	\$968,000	\$952,100	(15,900) Change Line 01 Salaries from \$653,300 to \$638,400 and Line 28 Benefits from \$244,900 to \$243,800. One staff member assumed as full-time; but works less than part-time. This change reduces staff cost by \$15,900.
520	Greenbelt Assistance in Living	514,300	514,300	0
530	Service Coordinator Program	109,100	109,100	0
Total CARES		\$1,591,400	\$1,575,500	(\$15,900) Change Per May 28, 2025
6 Recreation and Parks				
	Description	From	To	Change
610	Recreation Administration	\$856,300	\$856,300	\$0
615	Greenbelt Museum	219,000	219,000	0
620	Recreation Centers	947,300	947,300	0
650	Aquatic & Fitness Center	1,596,700	1,596,700	0
660	Community Center	970,300	970,300	0
665	Recreation Programs	820,100	820,100	0
670	Therapeutic Recreation	235,200	235,200	0
675	Fitness & Leisure	0	0	0
685	Arts	743,200	743,200	0
690	Special Events	141,500	141,500	0
700	Parks	1,935,400	1,935,400	0
Total Recreation		\$8,465,000	\$8,465,000	\$0 No Changes
7 Miscellaneous - Grants & Contributions				
	Description	From	To	Change
910	Grants & Contributions			
	22 Organizational Leaders			
	Swim Coaches	0	8,000	\$8,000
30	Concert Band Conductor	0	3,800	\$3,800
Total Organizational Leaders		\$0	\$11,800	\$11,800
	68 Contributions - Recognition			
	01 - Boys & Girls Club	\$0	\$9,900	\$9,900
	02 - Aquatic Boosters	0		\$0
	03 - Greenbelt Concert Band	0		\$0
	04 - Greenbelt Youth Baseball	0	8,400	\$8,400
	06 - Greenbelt Tennis Association	0		\$0
	07 - Greenbelt Arts Center	0	34,600	\$34,600
	10 - Greenbelt Babe Ruth	0	2,800	\$2,800
	11 - Greenbelt Senior Softball	0		\$0
	16 - New Deal Café Arts (FONDCA)	0	2,400	\$2,400
	17 - Greenbelt Soccer Alliance	0	4,000	\$4,000
	18 - GEMZ	0		\$0
	21 - Ctr. For Dynamic Governance	0		\$0
	22 - Boys to Men	0		\$0
	23 - Greenbelt Unplugged	0		\$0
	24 - Greenbelt Business Alliance	0	3,300	\$3,300
	19 - The Space	0	30,000	\$30,000
	03 - Greenbelt Community Orchestra	0	3,700	\$3,700

	09 - Markerspace	0	4,200	\$4,200	
	20 -GATE	0	2,600	\$2,600	
	Greenbelt Refugee Aid Comm	0	5,000	\$5,000	
	Total Contributions	\$0	\$110,900	\$110,900	
69	Grants				
	11 - GIVES	\$0	\$1,500	\$1,500	
	12 - Meals on Wheels	0	5,000	5,000	
	13 - Washington Ear	0	1,000	1,000	
	Refugee Assistance Program	0	0	0	
	99 - Miscellaneous	224,900	36,500	-188,400	
	Total Grants	\$224,900	\$44,000	-\$180,900	
70	Advisory Boards & Committees				
	ACE	\$18,000	\$18,000	\$0	
	CERT	0	1,500	\$1,500	
	Green ACES	1,000	1,000	\$0	
	Green Team (new in FY2026)	1,000	0	-1,000	
	PSAC	1,900	1,900	\$0	
	CART	0	1,500	\$1,500	
	AAB	0	0	\$0	
	FPAB	2,000	2,000	\$0	
	99 - Miscellaneous	0	0	\$0	
	Reparations Commission	23,000	25,000	\$25,000	
	Total Advisory & Citizen Groups	\$46,900	\$50,900	\$50,900	
	TOTAL ORG LEADERS & GRANTS & GROUPS	\$271,800	\$217,600	(\$54,200)	
920	Greenbelt Connection	198,300	198,300	0	
Total Grants & Contributions		\$470,100	\$415,900	(\$54,200)	Change Per May 28, 2025
8	Non-Departmental				
	Description	From	To	Change	
33	Workers' Compensation	\$1,650,000	\$1,650,000	\$0	
34	Other Services	23,000	23,000	0	
46	Building Maint - Painting	6,000	6,000	0	
58	Special Programs	92,000	92,000	0	
72	Unallocated Appropriations	30,000	30,000	0	
73	MSRA Admin Fee	31,000	31,000	0	
73	Retiree Prescription Subsidy	65,000	65,000	0	
	Total Non-Departmental	\$1,897,000	\$1,897,000	\$0	No Changes
9	Total Fund Transfers				
	Description	From	To	Change	
102	Building Capital Reserve	\$200,000	\$200,000	\$0	
303	Capital Improvements	750,000	750,000	0	
201	Debt Service Fund Payments	1,053,100	1,053,100	0	
104	Cemetery Fund	0	0	0	
105	Replacement Fund	1,000,000	1,000,000	0	
101	Special Projects Fund	35,000	35,000	0	
		0	0	0	
	Total Transfers	\$3,038,100	\$3,038,100	\$0	No Changes
Total General Fund		\$40,215,900	\$40,145,800	(\$70,100)	Total Change in General Fund Expenditures
				(\$70,100)	
Revenue over (under) Expenditures		\$5,700	\$25,800	\$20,100	Increase (\$25,800 - 5700)

FY2026 Budget Edits

Contact	Page	Edit/Issue	Category	Assign to	Note
INTRODUCTION					
Kristen Weaver	12	This map layout doesn't work very well when viewed on separate pages of the PDF, which I think many people are doing. I think a different layout is worth considering for next year, not splitting the map between two pages this way.			
	15	Extra dash			
J. Davis	17	"underway as of the drafting" (from J. Davis)			
J. Davis	17	exceptional (from J. Davis)			
J. Davis	17	The acronyms GFOA and ACFR are likely to be unfamiliar to most readers.			
Kristen Weaver	17	I would spell out this acronym, since it's the first use in the book			
Kristen Weaver	17	This is the first mention of Springhill Lake Recreation Center, so it should be spelled out here, and the abbreviated later.			SHLRC
Kristen Weaver	17	Missing "of"			
Kristen Weaver	17	Missing "in" before FY2025			
Kristen Weaver	16	Unnecessary capital J			
Kristen Weaver	19	Is this fund rather than grant, given the acronym of BIRF?			
Kristen Weaver	18	As above.			
Kristen Weaver	18	Needs explanation (or removal if not needed)			
Kristen Weaver	18	No notation of what the asterisk means here. (It doesn't seem to be the same as the asterisks on the next page, which are explained.)			
Kristen Weaver	18	Not capitalized later in the paragraph - probably doesn't need to be.			
Kristen Weaver	21	Cemetery			
Kristen Weaver		Is this the elevators? Would be good to specify, as in the next two lines.			
Kristen Weaver	20	This doesn't match the years given on page 68, and some of the percentages give later in the paragraph don't match either.			
Kristen Weaver	20	Page 68 says seventh consecutive year.			
Kristen Weaver	21	Not consistent in terms of dashes/spaces (I think it should be F-250/F-150 with dash.)			
Kristen Weaver	21	Elliptical (missing l)			
Kristen Weaver	23	Unneeded capital			"Million"
Kristen Weaver	23	Missing "service"			
Kristen Weaver	26	FY2025			
Kristen Weaver	29	Extra Greenbelt unneeded			
Kristen Weaver	29	"in Greenbelt Center and Greenbelt East" (or keep City Center, but it definitely needs an and)			
Kristen Weaver	29	Missing space			
Kristen Weaver	28	county-supported			
J. Davis	30	Needs capitals "Forest Preserve" (from J. Davis)			
J. Davis	33	add MML (from J. Davis)			
J. Davis	33	Filling (from J. Davis)			
Kristen Weaver	33	Decorative feature is covering part of text.			
Kristen Weaver	35	"We rank among" (extra have)			
J. Davis	39	"of the Reparations" (from J. Davis)			
J. Davis	38	Sought (from J. Davis)			

Kristen Weaver 43 Duplicate text

Kristen Weaver 47 "Staff is constantly"
 Kristen Weaver 47 S should also be capital
 Kristen Weaver 46 Should this be fall of 2025?
 Kristen Weaver 46 Unneeded capital
 Kristen Weaver 48 Missing capital W
 Kristen Weaver 48 Missing capital G
 Kristen Weaver 48 Master Plan
 Kristen Weaver 53 Should be capital City for consistency with other useage.

While the text is the same as line prior, the line prior is the overall department while the Community Development here is to differentiate between the Community Development team and the Planning team as I have done in other sections and later sections.

GENERAL FUND

Kristen Weaver 66 Opioid
 Kristen Weaver 69 For FY2023, text says less than 100% collected, chart says more than 100% (+0.64%)
 Kristen Weaver 70 FY2024, FY2025 (no space)
 Kristen Weaver 70 FY2026
 Kristen Weaver 70 Extra space
 Kristen Weaver 70 Inconsistency in spacing when listing fiscal years - most places have no space between, ex: FY2026 in first part of this paragraph.
 Kristen Weaver 70 Extra "
 Kristen Weaver 74 Is this supposed to be a separate paragraph, like the Residential and Commercial Property Fees paragraph below?
 Kristen Weaver 77 Should be comma, not period.
 Kristen Weaver 76 Contradiction in when the last fee increase was - was it FY2017 or FY2011? (Also extra spaces in the FY notations.)
 Kristen Weaver 76 Extra capital
 Kristen Weaver 76 Is this supposed to be Waste Collection and Refuse? (rather than refuse twice)
 Kristen Weaver 80 Needs capital P
 Kristen Weaver COVID, to match next page.
 Kristen Weaver 84 page 61, not page 1
 Kristen Weaver 87 Extra %
 Kristen Weaver 87 Missing space
 Kristen Weaver 86 Most places we just say City Council - given our structure, probably shouldn't call out Mayor separately.
 Kristen Weaver 86 See above
 Kristen Weaver 86 See above

Spreadsheet

General Government

Kristen Weaver	103	Extra e
Kristen Weaver	102	Should this be FY2024 Actual?
Kristen Weaver	103	City Council (not separately calling out Mayor)
Kristen Weaver	104	Extra l
Kristen Weaver	108	Missing banquet here to make the sentence make sense, "...commitees banquet in an ..."
Kristen Weaver		Dinner is not needed along with banquet
Kristen Weaver	117	Extra A
Kristen Weaver	123	Inconsistency in decimals or not - probably not needed.
Kristen Weaver	126	Comma instead of period
Kristen Weaver	126	George's (missing apostrophe)
Kristen Weaver	126	Unexplained asterisk.
Kristen Weaver	128	Services

InDesign

ing & Community Develop

Kristen Weaver	145	Parkway
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Public Safety

Kristen Weaver	148	I think these should be up by one - the sum of Police FTE and Animal Control FTE doesn't add up right for these years.
Kristen Weaver	153	Don't need capital letters (or license should also be capitalized.)
Kristen Weaver	153	Missing comma
Kristen Weaver	153	Missing comma
Kristen Weaver	153	Missing comma
Kristen Weaver	153	Missing comma
Kristen Weaver	153	Colon, not period.

Spreadsheet
Spreadsheet
Spreadsheet
Spreadsheet
Spreadsheet

Public Works

Kristen Weaver	167	SHLRC is used as the abbreviation in other parts of the budget book.
Kristen Weaver	175	Hanover
Kristen Weaver	175	Missing customer and household numbers here for FY2025 and FY2026.
Kristen Weaver	178	Inconsistent spacing of bulleted list on this page.
Kristen Weaver	178	Hanover
Kristen Weaver	185	cinema (to use new terminology)

CARES

Kristen Weaver	192	Emerging
Kristen Weaver	194	Job
J. Davis	197	Should there be two things labeled line 58, or is one an error? (from J. Davis)
Kristen Weaver	197	health

InDesign

Recreation

Kristen Weaver	205	GC	Spreadsheet
Kristen Weaver	208	Capital C	Narrative - Admin Description
Kristen Weaver	209	Capital C	
Kristen Weaver	210	Should this be skills?	
Kristen Weaver	210	"retitling the department" would be less redundant.	
Kristen Weaver	210	These add up to 60, not 59 - should probably check numbers. Also missing space after 47.	
Kristen Weaver	210	This color doesn't seem like the same that's used in the chart.	Chart
Kristen Weaver	210	Should this be five, if three are complete?	
Kristen Weaver	212	Reduced	
Kristen Weaver	219	Missing space	
Kristen Weaver	218	Capital C	Narrative - Museum Description
Kristen Weaver	223	Prince George's	
Kristen Weaver	223	Prince George's	
Kristen Weaver	223	Prince George's	
Kristen Weaver	223	Prince George's	
Kristen Weaver	224	Capital C	Narrative - Community Center Description
Kristen Weaver	231	Other places have Learn 2 Earn with spaces.	
Kristen Weaver	232	Missing comma	Spreadsheet
Kristen Weaver	237	This text should be white for contrast.	InDesign / Graph
J. Davis	239	Note from J. Davis: "According to last year's proposed budget, Repairs and Maintenance was \$20,000 and Vehicle Fuel was \$24,900. It appears to have been switched in this year's proposed budget. But you might want to check the final budget which may have corrected that."	
Kristen Weaver	238	Help Unite Greenbelt With a Little Kindness (HUG WALK)	Special Events list
Kristen Weaver	238	Tour de Greenbelt (like Tour de France)	Special Events list

Miscellaneous Funds

J. Davis	242	Repeated from previous section - is that on purpose? (from J. Davis)	Spreadsheet
Kristen Weaver	242	Team (although I think the whole line should be combined with Green ACES)	Spreadsheet
J. Davis	242	Missing line number (from J. Davis)	Spreadsheet
J. Davis	242	Also missing line number (from J. Davis)	Spreadsheet
J. Davis	242	Should this have a line number? (also not lined up with others), from J. Davis	Spreadsheet
Kristen Weaver	242	Makerspace	Spreadsheet
Kristen Weaver	244	experience	
Kristen Weaver	246	<i>Please delete this text.</i>	

Other Funds

Capital Funds

Kristen Weaver	274	Extra 0 - should be \$29,760	Narrative
Kristen Weaver	276	Needs to be filled in.	Narrative - Budget Comments

J. Davis	276	From J. Davis: Budget Comments at bottom of the page: refers to projects below, should be either above or on the next page	
Kristen Weaver	277	Cemetery	Spreadsheet
Kristen Weaver	279	Add Armory and square footage to this list.	
Kristen Weaver	279	Cinema	
Kristen Weaver	281	Placed temporarily on hold	
Kristen Weaver	282	If this is referring to Springhill Lake Rec Center, SHLRC is used as the abbreviation elsewhere in the budget book.	Spreadsheet

Supplemental

Table of Contents

General Government	Mar 26	2
CARES	Mar 31	8
Miscellaneous Grants & Contributions/Cinema	Mar 31	12
Public Works	Apr 2	18
Planning and Community Development	Apr 16	21
Recreation	Apr 23	24
Police/Public Safety	Apr 30	26
Green Ridge House	May 7	n/a
Recognition Groups	May 14 & May 19	n/a
Other Public Questions		30

General Government Questions:

Questions from Kristen Weaver:

Here are my questions for the work session tonight. Some are related to the introductory part of the budget, which I realize isn't technically part of the pages for work session for tonight, but they fit somewhat fit thematically with the overview and general topics we will be covering (and I don't think are officially included anywhere else).

These are the more substantive questions to discuss in person:

1. Page 53: "The city's bond rating has expired. Management is now reviewing how and when to obtain a new bond rating." Can you explain more about this and what it means for the city?

Response: No, Bond ratings are critical for borrowing funds for infrastructure or capital projects. We do not anticipate the need to borrow funds in FY2026. However, depending on what Council approves for the Armory Site Redevelopment, we will need to borrow funds, which will require a bond rating.

The City has not had a bond rating since I've been here—it expired many years ago. Several years ago, when Davenport worked on the City's financial policies, we were also reviewing how the City might borrow in future years. At that time, Davenport was geared up to begin the process for applying for a bond rating; however, the ARPA arrived and subject was dropped.

2. Page 60: What do the "unassigned" and "non-spendable and assigned" designations mean? There seems to especially be a lot of fluctuation in the latter. (I recognize that these are likely just accounting terms I don't understand.)

Response: No, These terms related to the Annual Comprehensive Financial Statement. I attached a copy of page 49 for your review. Unassigned means the funds are available in the General Fund balance—left over year to year. Non-spendable and assigned means the funds are restricted for a particular purpose. The details of each grouping is on the attached page 49 which is also recorded in the Sources of Revenue write up on page 85. Both are attached.

3. Page 105: I would very much like to come up with some more meaningful performance measures related to the administration office, beyond meetings and council referrals (which are clearly vastly underestimated anyway.) You all do a lot of good work that is not at all

reflected in these metrics, and I think we can find better numbers to reflect that. (More a discussion point than a question.)

Response: Acknowledged and will work on this.

4. Page 112-114: Can we go over which grants we have actually received (or have been rejected), and which are still pending notice? I appreciate the thematic notation, and the optimism of listing all of the grants we applied for whether we received them or not, but a conversation about which are realistic and which are more of a long-shot would be helpful. This is also a good opportunity to discuss our overall grant application strategy going forward.

Response: No, Acknowledged and will work on this.

5. Not related to a specific page: Will the county's proposed senior tax credit (or whatever it's properly called) have any impact on our revenues once it's actually in place similar to the way abatements or the Homestead Tax Credit work?

Response: No, Not sure. We will need to learn more about the program. However, it stands to reason it would if it reduces a person's tax liability.

These are more minor clarifications that can just be answered in writing and don't need to be brought up in person.

6. Page 55: Summary of Revenues and Expenditures, Is the second half of the page expenditures? It's not labeled clearly as such.

Response: It shows the revenue and expenditures for all funds—General Fund, Other Funds and Capital Funds. I agree we could provide an explanation. This is similar to what Councilmember McKinney brought up on Monday.

7. Page 56: Budget Summary, Are the dates right? Should there be two labeled June 30, 2025?

Response: I believe you are referring to Estimated Fund Balance as of June 30, 2024—you are right, the amounts are not estimated, they are actual. Then the estimated 2025 revenue and expenditures are subtracted and the FY2026 revenue and expenditures to predict a balance at the end of FY2026.

8. Page 73: The narrative for Chart H that the collection surpassed 100% for almost every year, but in fact three of the five years were negative. Is there a mismatch here?

Response: Will check this and confirm and will revised accordingly.

9. Page 85: The asterisk on Fiscal Year 2022 is not explained anywhere. What does that refer to?

Response: The asterisk should have been removed. It was an explanation for a previous year.

10. Page 101: The budget note indicates professional services being reduced to \$12,000, but that isn't shown in the table. Does either the note or the table need to be changed?

Response: Yes, we discovered today. In one of the draft versions, the plan was to reduce the amount; however, the \$30,000 remained but we failed to change the budget comment.

I have some other minor comments that are more typographical in nature, which I can add to an editable/track-changes document when available.

11. Also, a request for next year: Can we wait at least a week after the budget introduction before we have the first budget work session of any sort? Even though technically tonight's work session doesn't cover all that many pages, it didn't give much time to read through all the introductory section, which is nice for setting the stage.

Response: Absolutely agree!

Questions from Mayor Jordan:

1. Pg 113 Which Federal, State, or County grants can be defined as "at risk"?

Response: At this point, any of the federal grants should be defined as at risk. HUD grants could be at risk due the President's "sanctuary city" mandate. The state grants seem more secure as do the County grants. HUR funding was restored.

2. Pg 130 Elections: Can we have a more detailed breakdown of expenses related to the changes in our election processes?

Response:

3. 132 - Armory: Are the impacts of the proposed composting project incorporated into the page

Response: No, the expenses under this budget are for utilities and light maintenance of the property such as ground keeping and minor repairs.

4. 133 Municipal Building: We spent a lot on carpet, chairs, and partitions this year. Are we expecting the need for more next year?

Response: No, other than replacement for wear and tear, no new acquisitions are planned.

5. 134 Where is funding for ACE scholarships?

6. Pg 244 Unallocated appropriations

- I'd like to circle back to this topic late in our budget process, as it is dependent on factors that may change during our review over the next few weeks.
- What is the balance in account 72?

7. Can you explain the \$750,000 transfer from the General Fund to Capital Improvements? Is the following sentence about the "building improvements transferred from capital reserve fund" correct? How is the Greenbelt Station TIFF performing? Has it been appreciating as expected?

Response: Please see the TIF Revenue Calculations for Greenbelt for the past three years below.

Phased-in assessed value at July 1, 2023	\$288,623,764
Less: base year assessed value	(\$8,746,300)
Incremental assessed value	\$279,877,464
Tax Rate (per \$100 of assessed value)	\$0.83
Estimated Tax Increment Revenues for Fiscal Year 2024	\$2,315,986
Net Tax Increment Revenues Pledged (per 50% of tax increment revenue)	\$0.50
Net Tax Increment Revenues Pledged for Fiscal Year 2024 Debt Service	\$1,157,993

Phased-in assessed value at July 1, 2024	\$297,115,700
Less: base year assessed value	(\$8,746,300)
Incremental assessed value	\$288,369,400
Tax Rate (per \$100 of assessed value)	\$0.8275
Estimated Tax Increment Revenues for Fiscal Year 2025	\$2,386,257
Net Tax Increment Revenues Pledged (per 50% of tax increment revenue)	\$0.50
Net Tax Increment Revenues Pledged for Fiscal Year 2025 Debt Service	\$1,193,128

Phased-in assessed value at July 1, 2025	\$310,793,379
Less: base year assessed value	(\$8,746,300)
Incremental assessed value	\$302,047,079
Tax Rate (per \$100 of assessed value)	\$0.8275
Estimated Tax Increment Revenues for Fiscal Year 2026	\$2,499,440
Net Tax Increment Revenues Pledged (per 50% of tax increment revenue)	\$0.50
Net Tax Increment Revenues Pledged for FY 2026 Debt Service	\$1,249,720

8. Can you explain the City Replacement Fund \$1,000,000 transfer to the General Fund? Is the following sentence about the "building improvements transferred from capital reserve fund" correct?

Response Transfers to the Economic Development Revolving Loan Fund were meant to increase the fund balance over time. Instead, the funds seem to revert to unallocated funds, so the EDRLF needs to be replenished each year.

9. How is the EDRLF how is it being used and what are the terms for the loans? Are applicants paying the money back?

10. Can you explain why there is a large jump in replacement funds?

Response The infusion of ARPA money should have helped with that

11. Can you speak about page 248 and explain its relevance to future budgets?

Questions from Danielle McKinney

1. What is the main driver in the 5.69% increased expenditures from FY 2025?

Response: Largely from salary increases (2% COLA and 3% Merit) as well as the renewed CBA

2. What type of support could we put in place to start succession planning?

Response: HR is aware of upcoming potential retirements and we work within the departments to make sure cross-training is taking place. We also ask senior positions to draft "transition memos" after they announce they are leaving the City.

3. What impact does the city's expired bond rating have on forecasting for the future given the current economic climate?

Response:

4. Why are we anticipating a decrease in revenue from real estate taxes?

Response: These revenues are based on the forecast provided to us by the County.

5. How long before we can have a more stable picture of the abatements?

Response: The information we receive on abatements is getting better, but we still need the State to provide real-time information on abatement requests. This has been a LAR request consideration in the past.

6. Does the difference in the revenue for recreation centers account for the pool deck renovation? It looks like revenue is double?

Response:

7. Are we offering more programs for kids through Rec which is increasing revenue or have the fees been adjusted?

Response:

8. Page 74 first paragraph- grammatical error

Response: We will review and address

9. How can we increase reserves?

Response: Reserves are funded based on the surplus funds from a given fiscal year once the City's financial policies have been met (including funding the CRF). Given this model, revenues would need to increase and/or expenses would need to decline to increase the net annual surplus

10. Looking forward to talk through ways to diversify our revenue streams and what innovated plans we can put in place.

Response: Agreed

Questions for CARES:

1. p. 189, Were these positions cut—Family Counselor I & II and Community Resource Advocate? If so, why?

Response: Family Counselor I was renamed Bilingual Community Health Case Worker (funded by DFS Grant) Community Resource Advocate was Reclassified to Assistant Director.

2. p. 195, Why did the numbers go down so much for Crisis Intervention Services in FY25?

Response: The Police CIT team now responds to these crisis situations and reports them. We report the follow up CARES does with people referred from CIT team for Follow up.

From Councilmember McKinney:

1. Since the county flu clinic is going away, does CARES provide any support?

Response: GAIL program working with Luminous Health to provide Flu Shots to adults (18+) at October Health Fair. Working to find a provider to provide flu shots to children and adolescents. Also working to see if Luminous Health will also offer flu shots to adults in Greenbelt West.

2. GAIL has seen a 50% increase in the past two years. Do we expect this trend to continue?

Response: The GAIL program increased from 71 new clients in FY2023 to an estimated 125 in FY2025 and FY2026 has to do with new grant funded programs that are bringing in new clients.

Due to the high demand for services CARES maintains a waitlist of individuals and families seeking service. As noted last year, CARES has seen an increase in the number of clients who identify as Latina/Hispanic and request a Spanish Speaking Counselor. CARES now has a separate waitlist for these requests. To address this high demand, CARES offers parenting classes, anger management classes, and other groups to provide some services to those on the waitlist and the community at large.

3. How does CARES partner with the school system? Are there any creative ways to partner that we can better advocate for?

Response: CARES is qualified as a preferred vendor for PGCPs. CARES has met with Community School Coordinators and Parent Liaisons to explore needs and offer programs. CARES does receive direct referrals from local schools for mental health services and substance use assessments.

From Mayor Jordan:

1. How many requests did the emergency case manager respond to in 2024 versus 2025?

Response: The Emergency Case Manager worked with the ARPA funded programs for rental, mortgage and HOA assistance, Childcare Grants, and Education Scholarships. These stats do not reflect the many emails and calls where she referred people to County resources.

FY 24 (07/01/23 thru 06/30/2024)

38 Rental Assistance GILA
2 Rental Assistance ARPA
72 Childcare Vouchers
13 Workforce Development

FY 25 (07/01/24 thru 06/30/25)

7 Rental Assistance GILA
11 Childcare Vouchers
12 Workforce Development

2. What is the thinking behind the significant drop in the projection for "seniors served" (from 225 to 155)?

Response: The projection for FY2026 on P.190 refers to the number of seniors who can be served by interns. Staff tries to estimate the number of interns and viable caseloads for them in determining projections for the next year. P. 225 refers to recreation program for seniors and P.155 is part of Public Safety section.

3. Is HUD funding available? What are the new criteria for HUD funding?

Response: The federal funding follows the calendar year. Funding for the Federal FY2024 ended Dec 31st 2024. The City is waiting for federal budget to be approved for 2025 federal fiscal year, staff are hopeful that the Service Coordinator Grant will be continued in the 2025 budget. Staff have not received any notice of new guidelines.

4. Is it possible to partner with Trinity Church on food distributions?

Response: The current City food distribution is in partnership with the Capital Area Food Bank. Persons served are City residents and others who live in the area. Staff

would be available to talk to local entities, such as Trinity Church as to how they could apply for a similar partnership.

5. What is the thinking behind showing ARPA & Grant-funded positions in the Special Projects section?

Response: We wanted to show the positions funded outside of the General Fund budget. Positions that remain beyond ARPA funding or grant funding will be returned to the General Fund budget as appropriate.

6. What is the thinking behind the significant drop in the projection for "formal youth counseling clients"?

Response: The projection for FY2026 for youth counseling client is the estimate based on availability of staff and interns to work with youth. In addition, this number can fluctuate based on the number of children in a family seeking services. Staff tries to estimate the number of interns and staff in relation to realistic caseloads for them in determining projections for the next year.

7. Is the decrease in eviction relief requests realistic, given the current environment?

Response: Staff does not expect the need to decrease. This projection was based on numbers before the City offered assistance through the ARPA funded rental assistance program. The number can certainly be increased.

8. Outreach - brochures distributed? How can we best reach out to seniors with resources and program information?

Response: The GAIL Guide is sent out quarterly to seniors to inform them of programming.

9. HUD funding & grants - What can the City do if no funding/reimbursements are available?

Response: The funding will either have to come from the Reserve account or through reductions in the operating budget. Both options are being investigated.

CARES:

- On page 43, in the introduction section about CARES, it notes that there are two waitlists, for English and Spanish-speaking counselling service. How many are on the lists? Do we have a breakdown of where in the City those served are coming from? Discussion point: Additional resources that might be required, how services can be better provided where people are.

Answer: from Dr. Liz Parks

	Total Cases	Location in Greenbelt	Non -Resident
Waiting List – English Individual Counseling	6	1 - Center	5
Waiting List – English Family Counseling	13	6 – Center 3 - West	4
Waiting List – Spanish Individual Counseling	4	0	4
Waiting List – Spanish Family Counseling	11	4 - West	7
Current Clients (Individual & Family)	88	28 – Center 11 -West 12 - East	17

Preference given to Greenbelt residents

Questions for Miscellaneous: Grants & Contributions/Cinema:

Miscellaneous section

1. p. 242, How many Greenbelt residents are served by Meals on Wheels? How badly have the Federal cuts impacted Meals on Wheels?

Response: Up to 30 residents are funded though ARPA funds for MOWs, this funding was extended under ARPA Food Assistance for \$3000 a month up to \$72,000.

2. How many Greenbelt residents are served by Washington Ear?

Response: Will obtain answer from City Liaison and/or Washington Ear representative.

3. Have the listed Boards/Committees submitted their annual reports on how they used their funds for FY25? Have they turned in their detailed fund requests for FY26?

Response: The City's Liaison contacted each committee to obtain annual report(s) and budget request for FY 2026. At this writing, City leadership has received budget requests for the Board/Commission reflected in the FY2026 budget. They are as follows:

ACE	\$18,000
Green Aces	1,000
Green Team (New in FY2026)	1,000
Forest Preserve	2,000
PSAC	1,900
Reparations	<u>23,000</u>
Total	\$46,900

4. Should the Boys to Men line item be deleted as their funding has been 0 for four years and it is not in existence anymore, I believe?

Response: Yes, we can and will hide all lines showing zeros in all columns. We do not delete any lines because we maintain the spreadsheet to how all amounts year after year.

From Councilmember McKinney:

1. Is the \$20K grant for The Space a matching grant?

Response: There is no amount for this organization in FY2026. However, if Council approves the amount, it will be a contribution to that organization.

2. Is the reduction in swim coaches due to pool repairs?

Response: As a general statement about the \$224,900 on page 242 where swim coaches' amount would appear. This is the amount usually allocated to the various organizations

requesting funds under Grants and Advisory Boards and Committees—allocated by requesting organization. In FY 2026, instead of automatically allocating to these groups, City leadership shows the lump sum amount under Miscellaneous—this is where dollars for Council allocations fall. This was done for several reasons. First, at last year’s meeting, there were a number of groups that failed to send in an actual written request, but funds were allocated to those groups because they had received funds in prior years. This year, we asked the City’s liaison to reach out to each group to obtain a written request. There are amount allocated for those groups that responded with a written request—amounts recorded in the Advisory Board and Committees area on Page 242. The is no amount allocated for organization that did not respond.

For grants and contributions, there is a Committee responsible for reviewing and making recommendations for approval for these requests—the board meets on May 3rd and such recommendations will be presented to Council at the Recognition Group meetings scheduled for May 14 and May 19. City leadership did not assume any amount would be granted and therefore records no amount(s) in the FY2026 column. Once Council makes a decision, the amount will be recorded.

3. How are we tracking on how the grant funds are being used? How do we monitor against their performance indicators?

Response: The City liaison works with grant awardees to obtain an annual report. This usually comes with the budget request for the following year.

4. What is the Green Team?

Response: This name was noted on the Green ACES budget request. While I assume there are 2 organizations asking for \$1000 each, I have since been advised that Green ACES and Green Team are 2 organizations working together and only asking for \$1000.

5. How long have the rates for the Greenbelt connection remained \$1/\$2?

Response: Will get answer from Public Works and share upon receipt.

6. Why did the Connector fuel budget line double?

Response: Fuel cost in FY2025 is tracking higher than budget. We are investigating the matter but believe it has to do with the fuel management system being inoperable for a while and cost was actually estimated rather than showing actual amounts. With this, the estimates were lower than actual cost. The good news is the City purchased a new fuel management system (ARPA) and we are now receiving actual costs during FY2025.

7. Is there a possibility to change Worker's Comp service providers mid-year to reduce costs?
Response: Yes, and City leadership is reviewing the possibility and will share the particulars with Council once all information becomes available.

8. What typically is the Special Arts Misc. funds line used for?
Response: Sorry, not sure of question. Would please give me the page and I can look up.

9. Is there a forecast that shows the average amount that is used to replace vehicles annually?
Response: No, there is no annual average calculation; however, The Replacement Fund Table (shows the estimated replacement timing on City vehicles, equipment and other apparatus through FY 2032. Future amounts are estimates and placeholders.

10. Has there been an analysis on which vehicles typically last longer and require less maintenance?
Response: There has not been an analysis, per se, but DPW assesses the vehicle stock annually based on maintenance requirements, downtime and mileage to update the Replacement Fund table.

11. Page 252- I think there is an error on the debt service line- total fund balance.
Response: Just checked and is correct. Is there a particular number of concern?

12. Moving \$1M from the capital reserve is pretty significant. What will be the long term impact and risks?
Response: Agreed; however, this is how the City has funded some capital projects—"a pay as you go". The \$1M is for resurfacing various streets in Greenbelt. Prior to the influx of ARPA dollars, this amount was funded in the City's budget. In prior years, the City's budget could more easily absorb this cost; however, as the City's budget has increased over the year, it has become more difficult to cover. This is why we are now using the City's General Fund balance and the risk is "as the fund balance is depleted, there are fewer dollars available at the end of each year".

13. It might be a good time to set up a work session with GATE and determine who we might be able to utilize them to support federal workers and community members needed information to navigate their challenging issues with the FED.
Response: We will do so.

14. How many vacancies does Greenridge House have?

Response: Green Ridge House has Zero Vacancies. We will contact the representative to obtain this information. She is currently on leave (surgery).

15. What are the performance indicators for the cinema? What have been the results of fundraising efforts?

Response: Will obtain the answer from Cinema rep and share upon receipt.

From Mayor Jordan:

Miscellaneous

1. Please provide details for line item 99.

Response: In short, the \$224,900 this is the amount usually allocated to the various organizations requesting funds under Grants and Advisory Boards and Committees—allocated by requesting organization. In FY 2026, instead of automatically allocating to these groups, City leadership shows the lump sum amount under Miscellaneous—this is where dollars for Council allocations fall. This was done for several reasons. First, at last year’s meeting, there were a number of groups that failed to send in an actual written request, but funds were allocated to those groups because they had received funds in prior years. This year, we asked the City’s liaison to reach out to each group to obtain a written request. There are amount allocated for those groups that responded with a written request—amounts recorded in the Advisory Board and Committees area on Page 242. The is no amount allocated for organization that did not respond.

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2. Where is the Greenbelt Cinema contribution line item located?

Response: It’s under Non-departmental, 58 Special Programs (pg 245)

From Councilmember Weaver: Grants and Contributions, page 242:

1. I don't believe the Green ACES and Green Team requests were meant to be two separate things - it should be just \$1000 for both, listed under Green ACES. There is a brief email from John Lippert that outlines the details of their request.

Response: No,: Ok, I will make that adjustment. The email request seemed to show 2 different groups.

2. Budget amounts for CERT, CART and AAB don't seem to be listed here, did we not get budget requests from those entities this year, or are they in a different part of the budget? Also, if we are going to discuss the Reparations Commission budget, that budget breakdown should also be sent out again, and made available in the packet.

Response: No,: As a general statement about the \$224,900 on page 242 where swim coaches' amount would appear. This is the amount usually allocated to the various organizations requesting funds under Grants and Advisory Boards and Committees—allocated by requesting organization. In FY 2026, instead of automatically allocating to these groups, City leadership shows the lump sum amount under Miscellaneous—this is where dollars for Council allocations fall. This was done for several reasons. First, at last year's meeting, there were a number of groups that failed to send in an actual written request, but funds were allocated to those groups because they had received funds in prior years. This year, we asked the City's liaison to reach out to each group to obtain a written request. There are amount allocated for those groups that responded with a written request—amounts recorded in the Advisory Board and Committees area on Page 242. The is no amount allocated for organization that did not respond.

For grants and contributions, there is a Committee responsible for reviewing and making recommendations for approval for these requests—the board meets on May 3rd and such recommendations will be presented to Council at the Recognition Group meetings scheduled for May 14 and May 19. City leadership did not assume any amount would be granted and therefore records no amount(s) in the FY2026 column. Once Council makes a decision, the amount will be recorded.

3. Greenbelt Cinema:

- What is the current status of the Greenbelt Cinema overall? Have there been any metrics collected related to the rebranding?
- I believe the Cinema was planning to rent the space upstairs of Sunrise Caribbean. Did that happen? What is the space being used for? **Yes, ancillary office use**
- Can you tell us more about the anniversary events coming up?

Response: No,: While Greenbelt Cinema amount is contained in the Non-Departmental budget at \$75,000 under Friend of Greenbelt Theatre Subsidy, we have not yet received any updates from Cinema representatives. However, we will obtain answers to the questions and send to Council upon receipt.

4. The Homeowner Investment Program (funds on page 245) came up in the previous work session as being administered by CARES. How is that fund advertised to residents who might be able to use it?

Response: The fund is advertised in the GAIL Guide and staff inform residents with whom they work about the fund. The fund is \$10,000 a year, able to assist 4 people.

5. Discussion point: We've had a lot of residents reach out with a willingness to help as they see their neighbors in difficult circumstance (for example after the fire in Franklin Park). Are there ways to engage our interested residents in providing help, materiel, etc. for neighbors in need in acute circumstances?)

Response: There is not a procedure or process to facilitate such efforts. For fires, the Red Cross is called and they provide resources and referrals to residents. CARES does connect folks with non-profits.

6. Page 198 notes a computer lab grant for Springhill Lake Recreation Center, but I had thought the plan was to move away from a formal computer lab as not being as needed these days. Can we clarify what the funding will go for?

Response: Assistant Director wrote grant that provides computer labs for all ages. These computers will be used as part of the CARES educational and workforce development programs. This is separate for the computer lab that recreation had in the SHL recreation Center.

7. Have we had any disruptions in our HUD funding related to Green Ridge House programs? (This can also be saved for the Green Ridge House work session if that's the more appropriate place to address it.)

Response: The federal funding follows the calendar year. Funding for the Federal FY2024 ended Dec 31st 2024. The City is waiting for federal budget to be approved for 2025 federal fiscal year, we are hopeful that the Service Coordinator Grant will be continued in the 2025 budget.

Questions for Public Works:

From Kristen Weaver:

In the Public Works introduction on page 48, it calls out the challenge of staffing for maintenance with policies like "no spray" pesticides but still meeting expectations for landscape aesthetic conditions, and that staff from other sections are called to assist Parks and Horticulture. Adding an additional staff member as mentioned is not included in the budget. Were you referring to an internal sharing of resources, or is that a hope for a future expansion of FTEs? (It's noted in the budget notes on page 166, that a position in Horticulture is being deliberately not filled) –

Response Internal sharing of resources.

1. Page 169: Discussion point: As many of these metrics don't change much (park acreage, numbers of different types of facilities, etc.), I think we could find some more meaningful metrics to include here.

Response: Leadership will work with staff to develop new metrics. Additionally, Council suggestions are welcome.

2. Why the decrease over time of street resurfacing and curb and gutter work?

Response Generally speaking, more funds were funneled towards concrete work as such the decrease with street resurfacing. In addition, a lot of parking lots were also being done, the asphalt is not "captured" under street resurfacing. As an example – DPW and Fire Station in FY24, GPD in FY25, etc. Curb and gutter did not require replacement.

3. If we haven't made any bus stops newly accessible over the last few years, does that mean that they are all now accessible? No, it simply means we were not in an area that required any bus stop accessibility improvements. If not, it would be helpful to have the number that still need work to be a metric as well.

Response I defer to Planning, as they are spearheading a bus stop improvement project currently. It is anticipated that 39 bus stops will see improvements over the next year and a half. Range of improvements include improved ADA accessibility, solar lighting, and installation of shelters and benches. At this time, staff does not have a complete count of stops that need improvements but as we build our GIS bus stop inventory we will be able to share more data.

4. Capital Projects: (These can be held to the Planning work session if it makes more sense to discuss them there, given the personnel involved in answering them.) If we don't actually end up with our federal Safe Streets and Roads For All grant funds, can we do any of the work planned for that project?

Response At this time there is no indication that we will not be receiving our funding. A grant agreement has been submitted and is under review. A positive sign is that the NOFO for FY2025 was

just released for this grant program. If for any reason the city does not receive funding the project would be paused until other grant funding can be secured.

5. Are we likely to get Project Open Space funds for the park along Indian Creek, given the new structure of the program? (And other potential changes at the state.)

Response Some POS funding for this project was included in the County's FY 2025 submittal to the State so this funding should be secure as it involves past years funding allocations. Staff has a meeting with county POS folks on April 4th and should learn more about the state of POS funding.

6. Can we get an update on the latest on the Greenbelt Station Metro Trail?

Response 90 percent engineering is complete and staff has been working with engineer consultants to renew permits with the State and the County. Staff is working with consultants to finalize a detailed response to the State's 60 percent review comments which were significant. Staff continue to work with the Maryland Department of Transportation to receive final design approval and approval of procurement documents. It is anticipated that the project will go out to bid late summer/fall assuming final permitting with the State and WMATA go smoothly and the project comes in within available funding levels.

Councilmember McKinney - Dept of Public Works

1. Page 163- What is line 220- Community Development used for?

Response: labor associated with Mechanics. As they added to their fleet (Code) we needed to add funding for maintenance.

2. What are the police used for with Public Works?

Response: Salary to address Building Maintenance, Facility Maintenance, and Mechanics.

3. There is \$100K decrease in Parks (line 700)? What does this account for?

Response: Assuming you are referring to the \$816,100 being lower than the \$931,300 for current year FY2025—the amount is based on estimates—year to date actuals as of February (7 months) and averaged for remaining (5 months). There are vacant positions and thus lower amounts.

Please note, before we finalize and submit the final FY2026 budget, we will again re-assess the FY2025 estimated budget amount as there is 3 additional months that usually increases the final numbers.

4. Page 166- Why was there so much less money spent on communications last year?

Response: Assuming you are referring to the \$4200 for FY2025 estimated column, again it will be trued up to reflect more accurate numbers as we near the end of the year. With that said, the amount should have been \$14,200 not \$4200.

5. What type of succession planning are we doing to prepare for retirements within Public Works?

Response:

- Identified key roles and responsibilities vacated by possible retirements.
- Analyze potential internal candidates.
- Consider organizational re-structuring.
- Heavy emphasis on training.
- Recruiting

6. In the performance indicator section- it might be good to note how many times and the manner in which they responded to specific requests from residents.

Response: Acknowledged and will comply.

7. In the sustainability performance indicators, it would be good to show if the goal was to reduce usage and if that goal was met.

Response: Acknowledged and will comply.

8. How will we make sure we can meet the snow and ice removal needs with the reduction in the budget?

Response :

- Equipment: not affected. In other words, we have the required equipment to address snow and ice emergencies.
- Staffing/Personnel: remain relatively flat from previous fiscal year.

9. What will the \$95K for Energy Efficiency be used for from the Building Capital Reserve Fund?

Response: Funding on FY25 was for upgrades to lighting to LED throughout all of the City's buildings.

10. What is likelihood that we will still be able to secure Program Open Space funds for Greenbelt West?

Response: In FY2025, POS funding (\$247,500) for Indian Creek park amenities was included in the County's POS Annual Program submitted to the State and it is expected these funds will be available and spent in FY2026. At this time, staff are waiting for an update on POS funding availability for FY2026 which is expected within the next few days.

11. Will Greenbelt West Trail construction begin in FY2026?

Response: Barring any unforeseen funding and permitting issues, staff anticipates the trail will go to construction in mid to late FY2026.

PLANNING AND COMMUNITY DEVELOPMENT
FY2026 BUDGET QUESTIONS
APRIL 16, 2025

Council Member Weaver

1. How can we be more proactive about heating/cooling issues in apartment complexes? (Thinking about the large apartment buildings that were without heat for such long stretches, and the same possibility for cooling in the summer.)

Response: As part of the annual licensing and inspection process, inspectors will verify that all boilers are in conformance with Maryland Boiler and Pressure Vessel Safety Act and Regulations, including having a valid certificate of inspection.

2. Would be interested to hear more about how health and equity data will be incorporated into projects, for example through the Vision Zero Action Plan. (Mentioned on pages 140-141)

Response: Our federal Safe Streets and Roads for All (SS4A) grant application and draft grant agreement include a supplemental health equity analysis meant to inform the City's Vision Zero Action Plan. This analysis would include a deeper look at the local corridors where a high concentration of traffic fatalities and serious injuries occur (High Injury Network/HIN) and layer that information with demographic data as well as nontraditional/nonmedical factors that impact health and longevity (i.e., Social Determinants of Health or SDOH), including: education, employment and income, housing, transportation (including transit and other mobility access data), food access, access to medical care, parks and recreation, and community safety. This would enable us to better pinpoint and prioritize people and areas most in need of transportation and other planning improvements. If this component is removed from the final grant agreement, staff will seek out opportunities to fund a similar analysis.

3. Is the State Consolidated Transportation Program finalized, and did the City's transportation improvement project priorities end up on the list?

Response: The FY2025-2023 State Consolidated Transportation Program (CTP) was finalized in January 2025, and received final approval in March 2025. Funding was not allocated to the City's priority projects (i.e., MD 193 — Greenbelt Road Streetscape Improvement project, Segments 1-4 of the Greenbelt East Trail, and Segments 2 and 3 of US1, Baltimore Avenue project). Staff recently submitted the MD-193 Greenbelt Road Streetscape Project, including the Greenbelt East Trail project, and the Cherrywood Lane Complete and Green Street Retrofit project for Maryland Department of Transportation's (MDOT's) Pilot Project Prioritization process.

4. Does the handbill violations metric (page 144) include the advertising yard signs that often proliferate? If not, do we track citations of those anywhere?

Response: Illegal advertising signs placed in State and City rights-of-ways are not classified as handbill violations, but rather are treated as a general code case so are included in the "property violation complaints" calculation.

Questions about Planning Budget from Mayor Jordan 4-16-2025 Meeting

1. How long has P&CD had the same number of FTEs (minus the Asst Dir of CD open position)?

Response Planning and administrative staffing levels have remained constant for over 20 years and Community Development staffing has fluctuated between three and five FTE's over the last 10 years.

2. Software license costs: Esri, Utopia upgrade?

Response Software costs fund the annual maintenance contract for the Utopia software and the department's share of the City's ESRI (GIS) software which is a shared cost between Planning & Community Development, Public Works and the Police Department.

3. Pg 140, Is the grant for our Zero Vision planning likely to be available?

Response Yes, we anticipate the City will receive the grant.

4. Pg 143, EV vehicle maintenance - are maintenance costs dropping as a result of the transitions to electric vehicles?

Response Yes, at this time maintenance costs are lower. The department's EV fleet is relatively young so the long term impact remains unknown.

Danielle McKinney

1. What is the property maintenance fund used for and what is the risk of decreasing it to \$0?

Response The fund has not been used since it was established a few years ago, but it is intended to fund property maintenance violations where compliance cannot be achieved from the property owner (i.e. cutting tall grass, removal of trash, etc.). Any expenditures out of this account would be recouped through property liens.

2. What are the next steps with Parcel 84 adjacent to Greenbelt Station and is there any funding needed for those next steps?

Response It is anticipated that with the exception of accommodating the Greenbelt Station/WMATA trail and possible future north/south connecting road the parcel will remain open space as it predominantly consists of sensitive environmental features.

3. What is the remaining about of money left in the fund for the WMATA trail? How much more do you anticipate needing to build it?

Response There is currently \$3 million allocated (\$1,075,000 in State Bond Bill funds and \$1,528,900 in TAP funding) in the proposed FY 2026 Greenbelt West Infrastructure fund to the WMATA Trail. Consultants are currently updating the construction cost estimate but it is anticipated

the trail will cost a little over \$3M to construct so allocation of additional funding from the Greenbelt West Infrastructure Fund or additional grant monies may be needed.

4. Will the service approach remain the same with the use of on-call consultants in erosion and sediment control vs. a FTE?

Response Yes

5. What is the process with following up with the inspections at Franklin Park after an inspection has been completed?

Response Assistant Director Cabrera is prepared to review the Department's complaint intake and inspection process during the work session.

6. What is the rationale/context behind our licensing fees for hotel being significantly less than our neighboring jurisdictions?

Response Good question and something staff can analyze and revisit with Council. We are higher than the City of New Carrollton and the City of Bowie does not license commercial properties.

7. What is the time and effort from staff associated with managing a foreclosure?

Response Staff resources are only required if a foreclosure property falls out of compliance with the City's property maintenance code, and then staff effort needed is dependent on the issues and the responsiveness of the foreclosure purchaser.

**RECREATION DEPARTMENT
FY2026 BUDGET QUESTIONS
APRIL 16, 2025**

Mayor Pro Tem Weaver General Recreation:

1. Will there be MNCPPC summer programs in Franklin Park for 2025? (It's noted in the memo that there weren't any in 2024.)

Response: We hope so. Typically, the locations for MNCPPC programs are announced in mid-May.

2. Discussion point: What will it take to expand non-classified benefits by introducing vacation time, bereavement leave and formalizing an annual COLA equivalent to the amount given to classified staff, and to create a second tier of non-classified staff for positions requiring certifications? (Mentioned in the introduction on page 48 and in the memo.)

Response This is a FY26 Recreation Admin MBO. Recreation Staff will work with our colleagues in Human Resources and report our findings back to the City Manager and City Treasure in preparation for the FY27 Budget.

Museum:

1. Page 220: Why the anticipated drop in Sunday visitors and program attendees? Will Phase 1 construction on 10A impact visitors to 10B?

Response We anticipate some interruption of the activities we'd normally have on the grounds of 10A and B. Additionally, we'll have to close the museum house altogether when the mini splits are installed. Even though that installation isn't too complicated, we'll have to move and protect furniture and artifacts both before and after.

Community Center:

1. Page 226: Regarding the room reservations, is it possible to calculate the percentage of available time different rooms are occupied (whether free space, paid rentals, or recreation programming), to get a sense of the capacity remaining for additional usage?

Response We can look at our RecTrac software to see if such a report could be generated. If available, we may need to make some adjustments to our database to ensure the results produced are accurate. Without a report template in RecTrac, this would be a very tedious and time-consuming report for staff to generate manually.

I would also like to pass along this compliment from J. Davis, sent with the errata for this section, which are already noted in the online docs: "All in all, someone or more did a much better job editing and catching errors this year! However, I did find some interesting uses of the words reduced and lower when referencing figures."

Response Thanks for passing that along.

Q & A from Councilmember McKinney

1. Is there a way to better automate the space rentals that may save resources and cost?

Response Online reservations for park/facility rentals would require the purchase and annual licensing of an additional module in our RecTrac software package. However, our preference has always been to avoid automating this process as we highly value the human interactions with our patrons interested in renting our spaces. These interactions provide an opportunity for the space to be viewed and allows staff to clarify rental procedures, rules, expectations, etc. Some rentals are processed without a patron in our office, through a combination of phone/email, but the opportunity for dialogue prior to payment is still present. Automating the process would still require staff resources to follow-up with upcoming rentals to review rental policies and would likely result in more reservation cancellations due to patrons not thoroughly reviewing policies prior to paying for the rental. Renting a space requires considerably more communication than a simple class registration.

2. Is there a survey that goes out to camp participants after the sessions? Could this data be used to determine future offerings?

Response: We send out a survey to camp families every other year to get their thoughts on how things are going. The feedback we receive helps us fine-tune our camp programs and make sure we're offering experiences that really resonate with our campers and their families. Beyond the formal surveys, we also get a lot of day-to-day feedback—parents often share how much their kids are loving camp. That kind of input is incredibly helpful and reassures us that our years of experience designing and running camps continue to meet the needs of the kids we serve.

3. Do you have specific data that speaks to participation and demographics of attendees taking part on summer programs?

Response: Yes, we track participation data for each session of our summer programs. In terms of demographics, we collect information on age, gender, and residency status. This helps us monitor who we're serving and identify any gaps or opportunities for outreach.

4. Are there any updates on the MOU with PGCPs finalizing the MOU to share the fields?

Response: A draft MOU is being reviewed by the City Manager. Internal meetings need to be held to determine if Public Works can take on the added tasks of general upkeep of the fields. Once that is determined, we will engage the Prince George's County Board of Education.

5. Can we get a map of the Greenbelt Station Central Park which shows where the additional shade structures and tables will go so we can share with the community?

Response: Yes, we can create a quick arial view of the space with icons indicating the placement of the shaded tables. We will send the map to Rosanna Gilmore to distribute to the community.

6. Were there any additional ideas on where a basketball half court and hoop could go in Greenbelt Station and could open space funds be used for this?

Response: Recreation and Planning Departments are working to have concept plans developed for the open space along Indian Creek Trail. The concept plans will include a basketball court as well as other recreation/leisure amenities congruent with the Greenbelt Station Green Space Strategy conducted by the Neighborhood Design Center. A funding source for development of the park has not been determined.

7. Is there a limit to the amount of free space one organization is allowed in any given year?

Response: Our current free usage policy limits eligible groups to two free room reservations per week. Free gymnasium rentals are limited to four per calendar year, though there are exceptions for athletic groups at the Youth Center and Springhill Lake Recreation Center (Greenbelt Boys & Girls Club and Greenbelt Sity Stars). Commercial Kitchen rentals are limited to one free reservation per calendar year.

Posed during the meeting:

Page 215 – there was a question posed about the noted 85% recorded under FY2024 Actual for expenditures covered. As mentioned the General City revenue amount of \$746,483 was missing which inflated the percentage noted. I have now added this amount and recalculated the formula and the percentage changed from 85% to 42%. See revised sheet attached.

Page 229 – there was a question posed about the \$100,900 listed for Building Maintenance. I have provided a detailed listing of the various items for which Public Works will expend these funds.

PUBLIC SAFETY WORK SESSION:

Mayor Pro Tem Weaver

Police Department:

1. The memo notes that no new police vehicles were purchased in FY2025, but didn't we purchase some vehicles with ARPA money in the last few years? How does that fit in to the replacement schedule?

Response: The department did purchase vehicles using ARPA (American Rescue Plan Act) funds over the past few years. In total, 20 vehicles were acquired through ARPA funding, with the final five delivered in FY2024. These purchases were essential to maintaining the fleet when regular budgeted replacements were limited.

The department follows a vehicle replacement schedule of eight years or sooner if a vehicle experiences a significant mechanical issue. While the ARPA-funded vehicles helped offset the need for replacements, they were not in addition to the scheduled replacements but used to maintain the existing fleet.

In the past year, the department experienced the loss of three vehicles due to crashes. Only one of those has been replaced, creating a shortfall that was not addressed in FY2025, as no new vehicles were purchased that year.

2. How is the Crisis Intervention Team only having a supervisor (currently funded by ARPA, as noted on the org chart/budget comments) and not a counselor I or II impacting the services we are able to provide to residents? Are there any workload issues with that staffing level

Response: Due to reduced funding, the department currently has only one full-time clinician, who also serves as the supervisor for the Crisis Intervention Team. This individual oversees a team of one sworn officer and several part-time officers. While the workload has increased due to having only one full-time clinical staff member, the department has managed to maintain the level of service provided to residents. However, this staffing level does limit the capacity and may create challenges if demand continues to grow.

3. I believe the total Public Safety FTEs at the very bottom of page 148 should be up by one for FY2022-FY2025 (72+4=76, 74+4=78, etc.). The number for FY2026 looks correct.

Response: I will confirm the numbers; however, I believe it relates to a rounding issue in the sheet for a half-time position.

4. On page 152, The percent budget increase noted in budget comment #2 (6.3%) doesn't match what's in the memo (11.63%). I believe the memo is the correct number.

Response: This is an error, this is from the FY25 estimated. I will correct to the actual amount.

5. Are there plans for any additional training related to the newly passed Eric's ID Law, related to those with invisible disabilities, such as autism?

Response: Training will be provided once the Police Standards Commission develops the guidelines.

Animal Control:

1. The first budget comment on page 155 says all animal control positions remain authorized and funded, but the FTEs listed on page 148 indicate a decrease of 1 FTE. Does this need to be corrected?

Response: This is due to a half-time position that has not been budgeted for in several years; the number of FTEs reflects this correction.

2. It's not clear what line budget comment #3 (also on page 155) is referring to in terms of a decrease. Can this be clarified?

Response: This is a typo error that will be fixed

3. I recall speaking to the previous animal control supervisor about only being able to accept cash for putting in tracking chips for pets. Is this still the case, or do any of the new city systems for paying for trash, for example, allow for electronic payments in this area as well?

Response: We are working to implement electronic payments, but we currently only take cash.

Council Member Pompi

1. I also am wondering about the new law that will permit nonsworn staff to review camera tickets, and how the chief see implementation and how it will impact staff. Will this free up an officer to patrol/perform other police work that can only be completed by sworn officers? Will there be a civilian employee dedicated to this task? Will it be a current employee or will a new civilian position be considered at some point?

Response: We have not made any decision about hiring additional staff at this time. The department will need to decide if it is cost-effective.

2. Several neighboring municipalities have expressed interest in having a CIT or a regional CIT as part of their police force. Has GPD considered hosting a meeting with neighboring forces about our CIT—the decision to start the program, its evolution, where it is today, plans for the future, etc?

Response: The department has provided information to other departments that have requested it. As of today, we have not had any conversations about working in a regional unit; our team has a full workload, and it would limit our ability if we loaned them out.

GVFD

1. What is the County coverage right now?

Response: No personnel are assigned to the station. The county runs a P/A 858 24hrs a day with a EMS duty officer and a Ambulance (A858) 7am-11pm a day from the station

2. How many active volunteer firefighters are there?

Response: We currently have 20 fit tested operational members for EMS and Fire services

3. How are the City's fire equipment being used?

Response: The Greenbelt Volunteer Apparatus is being used by the volunteer members for emergency calls and public events

4. Are they being maintained?

Response: The two ambulances and a chief vehicle are maintained by the volunteer department; and the two fire engines, one chief vehicle, and one utility truck are maintained by the county

5. Do we still have two ambulances on duty?

Response: The Greenbelt Volunteers run one unit

6. What was the amount of ambulance fees received in FY25? Does the Greenbelt Station still receive ambulance fees?

Response: The county's vendor for EMS billing was hacked over 2 years ago and hasn't been billing. A different vendor is in place now and has restarted the process of billing. GVFD receives ambulance fees.

7. How much does the County give the station for maintenance?

Response: There is no set budget for county maintenance some maintenance is handled by the county and some by the corporation

8. What is being done to recruit new volunteers? Have your efforts succeeded?

Response: We are always actively recruiting during special events; taking part in the county wide recruitment events; and hosting recruitment meetings at the station. We currently have 5 people in the process of going through the application phase. Truly to be successful we should have a part-time paid position to help with the efforts.

9. What is the number of new recruits?

Response: This past March we had 2 students complete EMT that was over 207 hours each and we had one complete firefighter 1 which was 135 hours

QUESTIONS FROM THE PUBLIC

Questions from the Public:

1. Maglev legal services costs...does greenbelt share these costs with other impacted municipalities...if not, why not

Response: Yes, we are part of the Maryland for Responsible Transit and are sharing legal counsel and cost.

2. IT...are you capturing upgrading costs; as well as disaster and recovery plan costs (such as use of an offsite storage/equipment)

Response:: yes, last year we did major upgrades to network switches, equipment, drives and other backup systems. We duplicate backup storage in different buildings for redundancy. There is also data that we have moved to the cloud with their own back up systems. For example, our email system is now all cloud based with Microsoft and it is backup is also on the cloud. All staff work files are now transitioning to OneDrive with Microsoft and that has its own backups. The cost is captured in the Office365 license that we have for staff.

We also have insurance through LGIT. I will be meeting with LGIT in the coming weeks to make sure our coverage is adequate for ransomware and Cyber attacks.

3. Human resources/DEI...previously requested but never addressed...implicit bias training for staff (not just public safety), city council, and advisory board members...LGIT apparently has training for only public safety...they don't have off the shelf for others...i believe DEI solutions has a training relevant training package (i know this is unbudgeted)

Response:: yes, IDEI has online self-run training modules available to all staff. There are 3 modules ready to go and another 2 modules coming soon.

4. Record retention/storage efforts...has this been budgeted for

Response:: yes, we it is part of the cost structure for IT. We are also leverage various system for records retention and backup. For example, the new Civic Plus Agenda management for Council meetings with store and back up all new council meeting documents. Sharepoint is now the online back up for archives and file retention for all departments. The new HR system will store and back employee files and data.

5. Does the city pay Mr. Carrington's firm for services...if so, specifically how much and for what

Response:: yes, for FY2025 the contract is for \$25K. We have budgeted for \$30k for fy2025 and \$30k for fy2026 for legislative support services, including Mr. Carrington's firm. These are budgeted in the council budget. We also have budgeted advisory services in the Administration budget. In Fy2026 I will explore annexation of Hanover Apartments, 200+ apartment complex that is surrounded by the City and our police is already responding to call for services to the apartments. I think I made a reference to those apartments last night.

○

6. the spectacular graph of revenues and expenditures for the fy 2026 proposed budget (with all the colors)...can this visual aid be provided for the previous 2-3 years to provide a compare and contrast function (visual aids tend to be useful has the city spent any funds for legal settlements by public service or other city entity...if so, how much

Response: none during my tenure from September 2023 through March 27, 2025.

7. What role has the DEI coordinator played, direct or otherwise, in the development of the proposed budget

Response: The DEI Officer attended

8. In the economic development area...what is the current office vacancy rate...and how does it compare to pre-pandemic rates and the last 2-3 years

Response: John

9. Based on what i heard during the brief IT presentation...i believe the creation of a technology advisory committee would be extremely helpful to the city council and management at all levels

Response: Thank you for your input

10. will part-time employees receive any hourly increases

Response: yes, we are doing a 2% COLA for part-time non-class employees.

11. Record retention/storage...furthermore...the expensive costs of digitizing years of paper records that retention is mandatory (e.g., payroll)...the paper records are taking up so much storage room as well the paper crumbling away due to environmental causes

Response: Regarding digitization of records, we've made significant strides over the past year. The City Manager's Office and much of Finance have had their paper files scanned, and we've adopted new procedures to digitize documents as they are created. For example: Contracts are now scanned at execution and uploaded into our financial software as supporting documentation for requisitions and purchase orders. These documents are also stored in dedicated digital libraries organized by project by the departments.

12. Disaster/recovery plan...what if the city is hit by a hurricane, tornado, or other natural disaster...has the city prioritized essential functions...having an offsite location that isn't in the proximity of the city...unaffected by the natural disaster

Response: As for continuity and disaster preparedness: Essential functions such as payroll, recruitment, evaluations, and HR records are managed through cloud-based platforms and can be accessed remotely. Our financial system is hosted on virtual servers, which allows us to run backups from different locations, allowing staff to process payments and manage revenue from any secure location. Police dispatch systems run on cloud-based infrastructure and can be accessed from partner municipalities like Hyattsville by allowing us to login into their consoles. We have mutual aid agreements with several municipalities. These redundancies ensure continuity of operations and resilience in the event of natural disasters or emergencies.

Ms. Davis

5. P. 141—

- a. Status of Motiva sub-parcel acquisition?

Response: Staff inquiries regarding this matter have not yielded any interest, but staff plans to continue to pursue the issue with the property owner.

- b. # of new bus shelters planned to be built in FY 2026?

Response: A minimum of five.

- c. Have there been any small cell applications or interested companies?

Response: No

6. P. 142— In last year's budget book, it was stated that 7 Community Development inspectors were fire safety and ICC property maintenance certified. This year it is stated all 4 Community Development inspectors are certified. Was there an error last year?

Response: The reference to 7 inspectors in the FY2025 budget was an error.

7. P. 143— Revenue sources, line item for Municipal Infractions: For FY2024, the # is 16,445, but FY2023 it's 4,400 and FY2025 it's 7000. Is the 16,445 an error? Last year's budget book stated 7000.

Response: The FY2024 budget is accurate. In FY2024, the City received \$16,445 in municipal infraction payments.

Questions—Public Works

1. P. 161—The Assistant Director-Operations and Maintenance Worker positions, were they deleted due to their being funded but unfilled or due to retirement? Is this going to cause more overtime among other employees?

Response: Part of the decision to temporary remove the position was due to budgetary constraint. At this time, the impact with regards to overtime/comp time this as created is negligible.

2. P. 166—P. 161 only shows 2 of these 4 positions mentioned. Is there a discrepancy? Again, is this going to cause overtime costs to increase?

Response: I apologize for oversight – I was going to make this clear tonight. DPW was notified of additional funding that was secured allowing us to add a MW I/II and MW III positions.

3. P. 174—What caused the huge expense in Line 71 Miscellaneous for FY2024? Is the tipping fee still \$70 and for MRV \$27? I believe Council just raised the commercial refuse/recycling fees, right?

Response: We are in the process of addressing the programs structural deficit with regards to proposed rate increases that have yet to be approve by Council/.

4. P. 177—Is the cost for paving one mile/2 lanes still \$280,000?

Response: As a general rule, yes. Please note this does not include cost base repair, paving fabric as well as well as and depth greater than 2”.

5. P. 178—What caused the huge increase in Sidewalk Construction for FY2025? Is the State Shared Revenues per mile not known at this time for FY2025 and FY2026?(there is nothing listed)

Response: Historically spending on road vs. sidewalks (concrete) has been a 10/1 ratio – this is not sustainable as most of the concrete in and around the city has reached the end of useful life. As s direct result, we have been spending m

Questions for Public Safety – J Davis

1. With a new State law allowing a trained civilian to be used to process speed camera photos, will the Department be hiring a civilian which will free up an officer to go back on patrol? Would that civilian be full-time or part-time?

Response: We have not made any decision on this yet.

2. P. 148—How many officers are on the Bike Patrol?

Response: The department has five officers trained to ride bikes. How many Kanine Patrols do we have? **one** How many of our officers speak Spanish? **Twelve** Other languages? **French, Bengali**

3. P. 149—Is the Captain position assigned to Support Services vacant? **yes** Who has been assigned as SRO? **Ofc Pineda**. Who has been assigned to work with Franklin Park? **Ofc Alvarez** How many are on our Crisis Intervention Team?

Response: The team has two full time members, 18 other officers have attended crisis intervention training

4. Comp Time report—The Comp Time recorded in FY25 has greatly increased over FY24. Why?

5. P. 151—What is the cost to purchase and fully outfit a police vehicle?

Response: The estimated cost is approximately \$60,000

6. P. 152—How much are we reimbursed for patrolling the Greenbelt Metro Station? **We are reimbursed 100% of our costs**. Where is that amount shown in the budget? **It is maintained as a separate line in the budget in special projects**.

7. Red Light Camera fines are slowly decreasing. Why?

Response: No none reason other than safer driving.

8. Where will Stop Sign fines be shown in the budget?

Response: The has not been determined.

9. Speed Camera fines received are less than the cost of running the program. Do we need to look at the locations and reassign cameras to other locations?

Response: The department is already evaluating the program and the upcoming contract will address this issue.

10. P. 153—What is the number of drug overdoses in FY25? How many vehicle accidents were caused by drunk/drugged drivers? How many accidents involved a bicyclist? A pedestrian?

11. What is the number of CIT calls? Follow-ups?

Response: I will have to get this information and send it to you later.

12. P. 155—How many feral cat colonies are we monitoring?

Response: There are up to two in town we are aware of. Where are they? **There is one behind the Mission BBQ/CVS on Greenbelt Rd and one located behind the mall area on the lower level of the garage** WAGS still active?

13. Is the revenue for the Pooch Plunge going to the Recreation Dept.?

Response: The funds stay with Animal Services.

14. What were the improvements made to the Animal Control shelter? When will it reopen? What will be the hours that the shelter will be open to the public?

15. What is the condition of the Animal Control van?

Response: The van is deadline.

16. Budget Comments, #3—Which line item has a decrease related to personnel costs?
17. P. 156—What is being done to solicit more volunteers? What PR is being done or will be done when the shelter reopens to encourage more adoptions?
18. In previous years, Special Operations were described and highlighted with photos. Mentioning them, such as the Honor Guard and the SRO, added to the importance of our Police Department. Can they be added back into the budget book in some way?
- Response:** The budget book has been reformatted to focus on the budget and not act as an annual report.

Questions for the Recreation Department J Davis

1. P. 205—The total FTE Classified should be 23 if you add up all the separate staffing numbers. If it is supposed to be 22.5, where is the reduction of .5 FTE? Also 22.5 and 39.1 do not total 62.1. **Yes. We caught this error and it will be corrected for the Adopted Budget.**
2. Are there still plans to have a mobile Recreation Unit? **We currently utilize the mobile Recreation Unit during City and Community Special events. Most recently, we used the unit to provide outdoor games and crafts during the Annual Egg Hunt. The van is also used to transport equipment for community events such as tables, chairs, stage platforms and AV equipment.**
3. P. 209—Why is there a decrease in Public Notices, line item 37? **The decrease in FY26 Public Notices was one of the Recreation Department's budget cuts in relation to FY25. The Department will rely heavily on social media for advertising.**
4. P. 210—How have the Park Rangers' interpretive programs been received? Any progress with the County school system about the City's use of school facilities? **Park Ranger interpretive programs piloted in FY25 (kayaking, birding, reptiles and amphibians, are well attended, averaging 33 participants, with our most well attended events having 50 or more participants. Future events have been planned based on participant data, the annual Senior Survey, and anecdotal participant responses/requests. Future Interpretive Programming looks to provide regularly scheduled activities for seniors and young people, as well as Intergenerational programming in partnership with Therapeutic Recreation and Public Works volunteer conservation events. There has not been any progress on the use of public schools for community programs and services after school hours. I think this needs to be legislated between the Prince George's County Government and School Board.**
5. P. 215—How many personal trainers do we have now? If the indoor pool is going to be closed for an extended time, how can all the revenue sources increase so much? **We currently have two personal trainers and are in the process of hiring a third trainer due to demand. When**

comparing projected revenues related to the indoor pool closure, it is best to compare FY25 estimates and FY26 proposed to the FY24 actuals. With this comparison, you can see a reduction in projected revenue compared to FY24. We anticipate that most of the revenue impact will occur in FY25.

6. Throughout all sections of the Recreation Department, it appears that there are no or very little funds budgeted for Membership and Training. I understand that this is one way to cut expenses, but it does seem to be an over-reaction and not a way for our staff to stay informed, up-to-date, and certified. Please explain the reasoning for this budgetary decision.

Unfortunately, Membership and Training was zeroed out in most recreation sub-budgets due to the needed budget cuts. The Admin Budget still has \$8,500 for Membership and Training that will be used judiciously among all staff at the discretion of the Recreation Director. We stayed away from cutting accounts that involved wages and salaries or would jeopardize revenue.

7. P. 221—22 seems a large number of staff to deal with inclusion issues. Are these new staff or are they current staff that have been trained/certified? We have a mix of new and current staff that have all been trained to provide inclusion support during our school year and summer programs. We have experienced a significant increase in participants who benefit from inclusion support. We've enhanced our inclusion training to prepare staff to meet the needs of all of our participants.

8. The report on Community Center Free Space Groups (new title) includes the SCAC, but not other City advisory boards/committees that meet in the Community Center. Oversight? Or maybe SCAC should not be included on this list? This was an oversight as our intent was to exclude any City advisory boards/committees. SCAC will be removed from the report going forward.

9. P. 225—Budget Comments 1 and 2—The comments state that line items 1 and 26 are lower, but they are not. Error? Also, Line item 28 for FY25 Estimated Budget, 26,500, seems to be an error also. Both 01 Salaries and 28 Employee Benefits need to be looked at again. The Community Center Supervisor position was vacant for 7 months crossing both FY24 and FY25.

10. Extra Report Recreation Programs in Greenbelt West—Is pickleball still be offered at SHL Rec Center? Was Celebration of Spring (which used to be our version of Cinco de Mayo) removed from the schedule? Pickleball was introduced to the participants at SHL Rec Center. Participants prefer basketball, soccer, and group games, so at this time pickleball is no longer part of the regular activities at SHLRC. Last year, Celebration of Spring was delayed to coincide

with the Grand Opening of the new playground/outdoor court adjacent to SHLRC. We plan to celebrate Spring at SHLRC with an annual End of School Celebration moving forward.

11. In the future, I hope that there is a report on Recreation Programs in Greenbelt East! We can certainly provide a Greenbelt East report. Please keep in mind the Recreation footprint in Greenbelt east is limited to Schrom Hills Park, which unfortunately has a very small clubhouse. For years the Department has promoted public school use community services. If the City were able to use ERHS after school hours, we feel this would be a game changer for the Greenbelt east community. This is a model that is done in Howard County and would probably require Prince George's County Legislation as mentioned in a previous question.

12. P. 229—Revenue Sources, Youth Center—Revenue from Youth Center rentals seems to be decreasing every year. Why? The Community Center rental spaces are generally preferred by prospective renters. Additionally, the Youth Center has lost a couple of pattern rentals over the past few years that provided consistent rental revenue. While rental revenue has been reduced, the Youth Center spaces still get plenty of use between department programming and free space groups. Budget Comments—

1. Comment 1. states that the FY2026 budget is reduced by \$15,000. This does not seem to be the case. Error? I agree this Budget Comment is confusing. It was inserted before Public Works provided line 29 Utility Expenses. It will be rewritten for the Adopted Budget.

2. Comment 3. States that there was a reduction of facility operating hours, but on P. 230 it mentions that SHL RC expanded its hours. Where were hours reduced? This budget comment should be removed. There was an initial budget reduction by reducing facility operating hours, but that reduction was removed late in the process of the proposed budget. The Springhill Lake Recreation Center hours have been expanded by opening at 10:00am on weekdays. We hope to capitalize on the popularity of the pre-school story time program and identify additional pre-school programming opportunities during the earlier operating hours.

13. P. 232—Personnel Expenses—Why were line items 01 and 20 in FY25 Estimated Budget lower than budgeted in FY25? Line 01 should be \$90,100 Line 20 is lower than budgeted primarily due to lower than anticipated salary expenses for Circus Camp and Kinder Camp. We budgeted for nine weeks of Circus Camp, but the Camp Director was only available to provide three weeks of camp. We're thrilled to have the program return to Greenbelt! In the past, we have hired additional staff in Kinder Camp to provide inclusion support. During the 2024 camp season, we were able to hire and train enough inclusion staff to provide inclusion support for Kinder Camp via the TR budget.

Why did the Performing Arts Classes—Childrens not do as well as expected in FY25? Greenbelt Recreation's Dance Performance Club produces the Nutcracker every other year, and higher

enrollment is typically seen in those years. FY25 was a "non-Nutcracker" year, in which the program mounted a beautiful, fully staged production of the Snow Queen. Maintaining variety in the program's performance opportunities is important for student retention and development, both of which also contribute to healthy revenues over the long term despite some year-to-year fluctuation. A related factor was the instruction of more show choreography in the dance technique classes rather than in separate rehearsals with separate associated registration fees. This change in FY25 was necessitated by limited instructor and dancer availability - factors which are assessed annually.

Budget comment 2. If the expenses for Special Programs have increased steadily, why are they expected to be less in FY26? Over the past few years, we have reorganized the Recreation Budget. In FY25, we had a special program account in the Recreation Programs Budget for Performing Arts supplies. In FY26, that account will be part of the Arts Budget. Other than this transfer, we anticipate the special program expenses to be steady in FY26.

14. P. 234—Whatever happened to the Tween Takeover program? Despite various marketing attempts and time adjustments, it has not been as successful as the Teen Takeover program. We hope to identify an optimal time to offer the Tween Takeover program in the Fall, based on feedback from our Summer Camp families. 15. P. 238—Was there an Underwater Egg Hunt this year? No, the indoor pool was closed for renovations this year.

Capital Projects

1. Capital Projects Fund Project List

- a. Gateway Signage/Lighting has been dropped, why? It is anticipated that the lighting of the Southway gateway sign will be completed in FY2025. Once the city-wide wayfinding study is complete, staff will look to implement the recommendations of the study through grant funding.
- b. Also, whatever happened to the Library Walkway Lighting project? If this refers to 11-13 Ridge Ct. the City entered into an agreement to share the costs of the project and provided a \$10K grant to GHI to complete the work.
- c. Has the City actually received the federal and state grants referenced for the Vision Zero Action Plan and the Hanover Parkway Off-Road Bicycle Facility? What happens to these projects if the City does not receive grants? At this time, staff

anticipates that the city will receive the grant funds that have been awarded for both of these projects. If for any reason grant funds are rescinded the project(s) will be placed on hold until alternative grant funding is secured.

2. Capital Projects Fund (budget line items)

- a. Is there any Program Open Space money left from previous years? The County has POS funding left from previous years. Under the County's new program guidelines participating jurisdictions can request funding and funds will be awarded based on scoring criteria and funding availability.
- b. Did we use POS Land Acquisition funds to purchase the parcel near Greenbelt Station? Due to POS program requirements and approval timeline, POS funds were not used to acquire the parcel near Greenbelt Station.

3. Capital Projects Fund (list of projects by year)

- a. The following projects were on this list in last year's budget book but have now been zeroed out and are not listed for FY26 or FY27:
 - i. Greenbrook Trails – This project has been moved to Planning and Community Development FY2026 work program. It is anticipated that this project will be presented to City Council in late FY2026, as staff anticipates the capital expenditure needed for the City to assume ownership of the trail is significant.
 - ii. Outdoor Pool Splashpad – This project has been moved back to FY27, for a hopeful POS allocation.
 - iii. Regrade Hanover Pkwy. Swales – Staff (Admin, Planning, DPW) did not have any background or details on this project so it was removed from the list.
 - iv. Animal Shelter. Have they been removed from further consideration? No, ARPA funds were used to replace the HVAC system (\$23.5K) and additional ARPA funds were obligated to conduct repairs and upgrades.
 - v. Gateway Signage was listed for FY25 for \$10,000—what was done since it is now zeroed out? – This funding is to provide lighting at the Southway welcome sign. It is anticipated this project will be completed in FY2025.
 - vi. What will be done in the Community Center for \$500,000? This is for the replacement of the elevators and is tied to the receipt of federal earmark funding.
 - vii. What is the latest timeline for the construction/completion of the Greenbelt West/Wmata Trail? Barring any unforeseen funding and

permitting issues, staff anticipates the trail will go to construction in mid to late FY2026.

Email From Bob Rand, 5/20/2025 11:17 AM:

Hi Josué and Nicole,

The SPACE is grateful for all of the City's support. The Recognition Group support and the ARPA funds have been critical to our operations and expansion over the past several years.

I have a couple of questions regarding the Recognition Group funding for FY2026.

1) According to the [FY2026 budget](#), Grants & Contributions (page 242), \$224,900 is proposed for Organizational Leaders (#22), Recognition Groups (#68), and Grants (#69) combined. The total request from 13 recognition groups is \$153,375.

Add Organizational Leaders #22 (\$13,600) and Grants #69 (\$44,000), and the total is \$210,975.

I see a surplus there (\$210,975 in requests vs. 224,900 budgeted). Why is the staff recommending cutting an additional \$32,975 from the proposed \$224,900?

I had assumed this proposed amount accommodated the shortfall, but maybe that's incorrect. It's also possible, I am misreading the budget.

2) The scoring seems arbitrary to me. For example, I looked at the highest scoring application (Boys and Girls Club, 87) and the lowest scoring (GRACE, 54), and I don't understand the 33-point difference. Possibly some reviewers were more generous with scores.

I'll suggest an alternative: if \$32,975 has to be cut from the Recognition Group program, make the cuts equal by proportion so that everyone gets a $(32,975/153,375 = 21\%)$ cut.

3) If you decide to stick with the rating system for future years, can we request feedback from staff and the reviewer to improve our application for next year? Anonymous feedback is fine.

Thanks for your consideration, Bob Rand, board member of The SPACE

Response from Josue Salmeron, City Manager, 5/20/2025, 5:39 PM:

To clarify, staff is not recommending a \$32,975 reduction from the proposed \$224,900. The \$224,900 figure represents the total amount of funding available at the time the proposed FY2026 budget was submitted. The Grant Review Committee recommended awards totaling \$120,000 based on the applications received---and financial constraints we

presented at the time---, but the full amount includes a discretionary reserve---in the amount of \$30K---- that Council requested last year to allow for grants to be awarded throughout the fiscal year outside of the standard review cycle that is part of the Budget Process.

Council will have the opportunity to make final award decisions during the May 28 budget work session. However, since the budget was introduced, several new developments have created fiscal pressure across the general fund, including shortfalls in Solid Waste revenues. Specifically:

- The proposed Solid Waste budget includes \$100,000 in new revenue, which is contingent on a 20% rate increase effective July 1. GHI has requested that the rate increase be delayed until January 1, 2026.
- A six-month delay would require \$50,000 in offsetting funds—either from cash reserves or a reallocation from grants and contributions.
- Each month of delay reduces revenue by approximately \$8,333.
- I don't think a new rate will be in effect on July 1, 2025, consequently, we will need additional revenue or cuts to balance the budget.

Additionally, Green ACES has submitted a request to continue support for the composting program, with a range between \$10,000 and \$80,000. If Council chooses to support this request, funding would need to come from grants and contributions, reserves, or reductions elsewhere in the budget.

The Recreation Department is also facing \$129,500 in proposed reductions. Staff is hopeful that a portion of that funding may be restored, depending on Council's final budget decisions.

I plan to request funding from grants and contributions to address the aforementioned fiscal pressures.

Regarding your feedback about scoring and transparency:

- During the worksession with recognition groups, staff read the review committee's comments aloud. I can arrange to provide specific feedback for your application to support future improvements.
- Your suggestion to consider proportional reductions if cuts are necessary is a reasonable one, and I encourage you to share this feedback with Council for their

consideration. This is an area of the budget that is almost entirely at Council's discretion.

Please let me know if you have any additional questions.

City Council Agenda Item Report

Meeting Date: June 2, 2025

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: LEGISLATION

Agenda Section: LEGISLATION - 30 minutes (8:15 - 8:45 p.m.)

Subject:

An Ordinance to Adopt the General Fund, Building Capital Reserve Fund, Cemetery Fund, Debt Service Fund, Replacement Fund, Special Project Fund, Green Ridge House Fund, Capital Projects Fund, Community Development Block Grant Fund, and Greenbelt West Infrastructure Fund Budgets for the City of Greenbelt, Maryland, to Appropriate Funds and Establish Real Estate and Personal Property Tax Rates for the Fiscal Year 2026 Beginning July 1, 2025, and including June 30, 2026.

- 1st Reading, Suspension of the Rules
- 2nd Reading, Adoption

Suggested Action:

Reference: Ordinance

Section 51 of the City Charter states that "immediately upon adoption of the budget, the City Council shall adopt an ordinance appropriating funds for the ensuing fiscal year. Funds shall be appropriated to each of the various departments, offices, agencies or functions in accordance with the adopted budget. The appropriation ordinance shall also include a summary of estimated income for the ensuing fiscal year in accordance with the adopted budget and shall levy all property and other taxes required to realize the income estimated."

Having amended the City Manager's proposed budget, Council now must introduce an ordinance to adopt the budget, appropriate funds, and establish tax rates for real and personal property for FY 2026. All funds have been incorporated into one ordinance.

It is recommended that Council introduce the ordinance, suspend the rules, and adopt the ordinance at this meeting.

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

Attachments:

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

ORDINANCE NUMBER

AN ORDINANCE TO ADOPT THE GENERAL FUND, BUILDING CAPITAL RESERVE FUND, CEMETERY FUND, DEBT SERVICE FUND, REPLACEMENT FUND, SPECIAL PROJECTS FUND, GREEN RIDGE HOUSE FUND, CAPITAL PROJECTS FUND, COMMUNITY DEVELOPMENT BLOCK GRANT FUND, AND GREENBELT WEST INFRASTRUCTURE FUND BUDGETS FOR THE CITY OF GREENBELT, MARYLAND, TO APPROPRIATE FUNDS AND ESTABLISH REAL ESTATE AND PERSONAL PROPERTY TAX RATES FOR THE FISCAL YEAR 2026, BEGINNING JULY 1, 2025, AND INCLUDING JUNE 30, 2026.

BE IT ORDAINED by the Council of the City of Greenbelt, Maryland:

SECT. I. That the following budgets, as revised and approved by Council for the General Fund, Building Capital Reserve Fund, Cemetery Fund, Debt Service Fund, Replacement Fund, Special Projects Fund, Green Ridge House Fund, Capital Projects Fund, Community Development Block Grant Fund, and Greenbelt West Infrastructure Fund Budgets be and the same are hereby adopted at the fund level for the City of Greenbelt, Maryland, for the fiscal year 2026, beginning July 1, 2025, and including June 30, 2026.

SECT. II. GENERAL FUND

A. That the following amounts shall be and hereby are appropriated for the expenditures designated for the fiscal year beginning July 1, 2025, and including June 30, 2026, for the General Fund:

<u>Account #</u>	<u>Activity Title</u>	<u>Approved Budget and Appropriation</u>
100	General Government	\$5,394,400
200	Planning and Community Development	1,403,700
300	Public Safety	13,162,600
400	Public Works	4,793,600
500	Cares	1,575,500
600	Recreation and Parks	8,465,000
900	Miscellaneous	415,900
990	Non-departmental	1,897,000
999	Fund Transfers	<u>3,038,100</u>
	TOTAL GENERAL FUND APPROPRIATIONS	\$40,145,800

- B. That the following revenues are, in the considered judgment of the City Council, a fair appraisal and estimate of the revenues available to finance this budget and these appropriations for the fiscal year beginning July 1, 2025, and including June 30, 2026:

<u>Account #</u>	<u>Source</u>	<u>Estimated Revenues</u>
400	Real Estate Taxes	24,884,600
410	Personal Property Taxes	1,565,500
420	Other Local Taxes	5,433,600
430	Licenses and Permits	1,328,400
440	Revenue from Other Agencies	1,528,800
450	Service Charges	2,446,600
460	Fines and Forfeitures	519,000
470	Interest	300,000
480	Miscellaneous Revenues	333,400
490	Interfund Transfers	<u>1,831,700</u>
TOTAL GENERAL FUND REVENUES		<u>\$40,171,600</u>

SECT. III. BUILDING CAPITAL RESERVE FUND

- A. That the following amount shall be and hereby is appropriated for expenditures herein shown for the fiscal year beginning July 1, 2025, and including June 30, 2026, for the Building Capital Reserve Fund:

	Approved Budget and Appropriation
Two HVAC Air Handlers	\$50,000
Indoor pool deck remediation	832,500
Community Center Elevator (\$225K) and Chillers for \$250K	475,000
Cinema renovations	<u>\$350,000</u>
TOTAL EXPENDITURES - BUILDING CAPITAL RESERVE FUND	\$1,707,500

- B. That the following funds and receipts are, in the considered judgment of the City Council, a fair appraisal and estimate of the resources available to finance this budget and these appropriations for the fiscal year beginning July 1, 2025, and including June 30, 2026:

TOTAL REVENUE - BUILDING CAPITAL RESERVE FUND

	<u>Approved Budget and Appropriation</u>
Program Open Space	750,000
MD Energy Admin. (MEA)	250,000
MD State Bond bill	550,000
Transfer from General Fund - Fund Balance	<u>200,000</u>
TOTAL FUNDS AVAILABLE CAPITAL RESERVE FUND	\$1,750,000

SECT. IV. CEMETERY FUND

- A. That the following amount shall be and hereby is appropriated for expenditures herein shown for the fiscal year beginning July 1, 2025, and including June 30, 2026, for the Cemetery Fund:

	<u>Approved Budget and Appropriation</u>
Improvements to three cemeteries including Interpretive signage	\$0

- B. That the following funds and receipts are, in the considered judgment of the City Council, a fair appraisal and estimate of the resources available to finance this budget and these appropriations for the fiscal year beginning July 1, 2025, and including June 30, 2026:

Fund balance as of July 1, 2025	\$107,780
Interest	800
Service fees	<u>800</u>
TOTAL FUNDS AVAILABLE	\$109,380

SECT. V. DEBT SERVICE FUND

- A. That the following amount shall be and hereby is appropriated for expenditures herein shown for the fiscal year beginning July 1, 2025, and including June 30, 2026, for the Debt Service Fund:

	<u>Approved Budget and Appropriation</u>
For payment of the City's general obligation and special assessment debt and miscellaneous associated charges	\$1,053,400

- B. That the following funds and receipts are, in the considered judgment of the City Council, a fair appraisal and estimate of the resources available to finance this

budget and these appropriations for the fiscal year beginning July 1, 2025, and including June 30, 2026:

	Approved Budget and Appropriation
Fund balance as of July 1,2025	\$14
Interest	300
General Fund Transfer	<u>\$1,053,100</u>
TOTAL FUNDS AVAILABLE	\$1,053,414

SECT. VI. REPLACEMENT FUND.

- A. That the following amount shall be and hereby is appropriated for expenditures herein shown for the fiscal year beginning July 1, 2025, and including June 30, 2026, for the Replacement Fund:

	<u>Approved Budget and Appropriation</u>
For the purchase of new equipment using established replacement reserves for the replacement of equipment	
Case Loader	\$300,000
Electric EV Trash Truck	685,000
Replace Ford f-250 Pickup Truck (Vehicle 409)	64,000
Replace Ford f-150 Pickup Truck (Vehicle 405)	54,000
Replace Ford f-250 Pickup Truck (Vehicle 402)	64,000
Replace zero-turn Kubota Mower	17,000
Replace Treadmill in Aquatic and Fitness Center	32,500
Replace Elliptical Machines in Aquatic & Fitness Center	<u>15,000</u>
TOTAL EXPENDITURES - REPLACEMENT FUND	\$1,231,500

- B. That the following funds and receipts are, in the considered judgment of the City Council, a fair appraisal and estimate of the resources available to finance this budget and these appropriations for the fiscal year beginning July 1, 2025, and including June 30, 2026:

	<u>Approved Budget and Appropriation</u>
Replacement reserves as of July 1, 2025	\$285,197

Interest on Investments	5,000
Insurance proceeds	2,000
Capital Reserve Fund Transfer	<u>1,000,000</u>
TOTAL FUNDS AVAILABLE	\$1,292,197

SECT. VII. SPECIAL PROJECTS FUND

- A. That the following amount shall be and hereby is appropriated for expenditures herein shown for the fiscal year beginning July 1, 2025, and including June 30, 2026, for the Special Projects Fund:

	<u>Approved Budget and Appropriation</u>
For the purchase of products, goods, and services, using funds set aside for specific purposes	
Information Technology	85,000
Comm Promotion	10,000
CARES & Gail	5,900
Arts	10,000
Speed Cameras Expenditures	224,300
CARES Expenditures (staff)	93,900
WMATA Reimbursement	216,000
GATE Payment	154,000
TOTAL FUNDS AVAILABLE	\$799,100

- B. That the following funds are, in the considered judgment of the City Council, a fair appraisal and estimate of the resources available to finance this budget and these appropriations for the fiscal year beginning July 1, 2025, and including June 30, 2026:

	<u>Approved Budget and Appropriation</u>
Special Projects reserves as of July 1, 2025	\$7,311,944
Cable TV Franchise	200,000
Federal Grants	18,750
Speed Cameras	250,000
Speed Camera Delinquent	2,000
Interest on Investments	640,000
WMATA Reimbursement	216,000
Economic Development	25,000
Public Art	10,000
CARES Funding (staff)	<u>93,900</u>
TOTAL FUNDS AVAILABLE	\$8,767,594

SECT. VIII. GREEN RIDGE HOUSE FUND

That the following amount shall be and hereby is approved for expenditures herein shown for the fiscal year beginning July 1, 2025, and including June 30, 2026, for the Green Ridge House Budget:

Approved Budget and Appropriation

Total Revenues	\$1,836,600
Total Expenditures	<u>\$1,800,700</u>
Total Capital Expenditures	\$35,900

SECT. IX. CAPITAL PROJECTS FUND

- A. That the following amount shall be and hereby is appropriated for expenditures herein shown for the fiscal year beginning July 1, 2025, and including June 30, 2026, for the Capital Projects Fund:

Approved Budget and Appropriation

Ped./Bike Master Plan	\$30,000
Vision Zero Action Plan	200,000
Hanover Parkway Bicycle	350,000
Street Survey Projects	1,000,000
Misc. Concrete Repairs	150,000
EVSE Charging Station	150,000
Cemetery Preservation Master Plan	45,000
Red Oak Mitigation	29,800
Youth Center Roof Repair	<u>1,500,000</u>
TOTAL EXPENDITURES - CAPITAL PROJECTS	\$3,454,800

- B. That the following funds and receipts are, in the considered judgment of the City Council, a fair appraisal and estimate of the resources available to finance this budget and these appropriations for the fiscal year beginning July 1, 2025, and including June 30, 2026:

	<u>Approved Budget and Appropriation</u>
Fund balance as of July 1, 2025	\$850,000
Program Open Space	1,500,000
Federal Infrastructure Grant	150,000
State Bond Bill	150,000
MHAA	22,500
Chesapeake Bay Trust (new)	29,800
Transfer from Fund Balance	<u>750,000</u>
TOTAL FUNDS AVAILABLE	\$3,452,300

SECT. X. COMMUNITY DEVELOPMENT BLOCK GRANT FUND

- A. That the following amounts shall be and hereby are appropriated for expenditures herein shown for the fiscal year beginning July 1, 2025, and including June 30, 2026, for the Community Development Block Grant Fund:

	<u>Approved Budget and Appropriation</u>
For public infrastructure and human services projects	\$230,000

- B. That the following funds and receipts are, in the considered judgment of the City Council, a fair appraisal and estimate of the resources available to finance this budget and these appropriations for the fiscal year beginning July 1, 2025, and including June 30, 2026:

	<u>Approved Budget and Appropriation</u>
Federal grants	<u>\$230,000</u>
TOTAL FUNDS AVAILABLE	\$230,000

SECT. XI. GREENBELT WEST INFRASTRUCTURE FUND

- A. That the following amounts shall be and hereby are appropriated for expenditures herein shown for the fiscal year beginning July 1, 2025, and including June 30, 2026, for the Greenbelt West Infrastructure Fund:

	<u>Approved Budget and Appropriation</u>
Rec. Facility Master Plan Implementation	\$245,000
Greenbelt Station Trail	<u>\$3,000,000</u>
TOTAL EXPENDITURES – GREENBELT WEST	\$3,245,000

- B. That the following funds and receipts are, in the considered judgment of the City Council, a fair appraisal and estimate of the resources available to finance this

budget and these appropriations for the fiscal year beginning July 1, 2025, and including June 30, 2026:

	<u>Approved Budget and Appropriation</u>
Fund balance as of July 1, 2025	\$2,567,813
State Bond Bill	1,075,000
MDOT/ SHA TAP	1,528,900
Use Portion of Balance	423,600
Program Open Space	<u>217,500</u>
TOTAL FUNDS AVAILABLE	\$5,812,813

SECT. XII. RATE OF TAXATION ON REAL PROPERTY

That the rate of taxation on real property to be taxed within the boundaries of the City of Greenbelt, Maryland, be and hereby is established as

EIGHTY-TWO AND SEVENTY-FIVE HUNDRETHS CENTS (\$0.8275)

on each one hundred dollar (\$100.00) of assessed valuation for the fiscal year beginning July 1, 2025, and including June 30, 2026.

SECT. XIII. RATE OF TAXATION ON PERSONAL PROPERTY

That the rate of taxation for the fiscal year beginning July 1, 2025, and including June 30, 2026, on any personal property to be taxed by the City of Greenbelt, Maryland, shall be and hereby is established as

**ONE DOLLAR AND SEVENTY-TWO AND TWENTY-FIVE
HUNDRETHS OF CENTS (\$1.7225)**

on each one hundred dollars (\$100.00) of assessed valuation, unless otherwise provided for by Article 81 of the Annotated Code of Maryland or by ordinance of the Greenbelt City Council.

BE IT FURTHER ORDAINED that this ordinance shall become effective July 1, 2025.

PASSED by the Council of the City of Greenbelt, Maryland, at its regular meeting of June 2, 2025.

Emmett V. Jordan, Mayor

ATTEST:

Bonita Anderson, City Clerk

City Council Agenda Item Report

Meeting Date: June 2, 2025

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS - 75 minutes (8:45 - 10:00 p.m.)

Subject:

Presentation of Fleet and Equipment Electrification Plan

Suggested Action:

Enclosed in Council's packet is the Electric Vehicle and Fleet Electrification Plan.

Staff will present the Fleet and Equipment Electrification Plan for Council's acceptance. This plan outlines a strategic, phased approach to transition the City of Greenbelt's vehicle and equipment fleet away from internal combustion engines toward electric alternatives, supporting the City's long-term commitment to sustainability and environmental stewardship.

The plan aligns with the City Council's adopted focus areas of "Preserving and enhancing the legacy of Greenbelt as a planned and environmentally proactive community" and "Maintaining and investing in infrastructure."

The Fleet Plan identifies a 10-year pathway to electrify city vehicles and equipment in alignment with regular replacement schedules, budget availability, and technological advancements. Implementation will include installation of city-facing charging infrastructure, identification of funding opportunities such as grants and utility partnerships, and annual evaluations of vehicle availability and costs.

This effort complements the previously adopted Electric Vehicle Infrastructure: A Plan for Greenbelt (EVIPG) and integrates relevant recommendations for city fleet and facility needs.

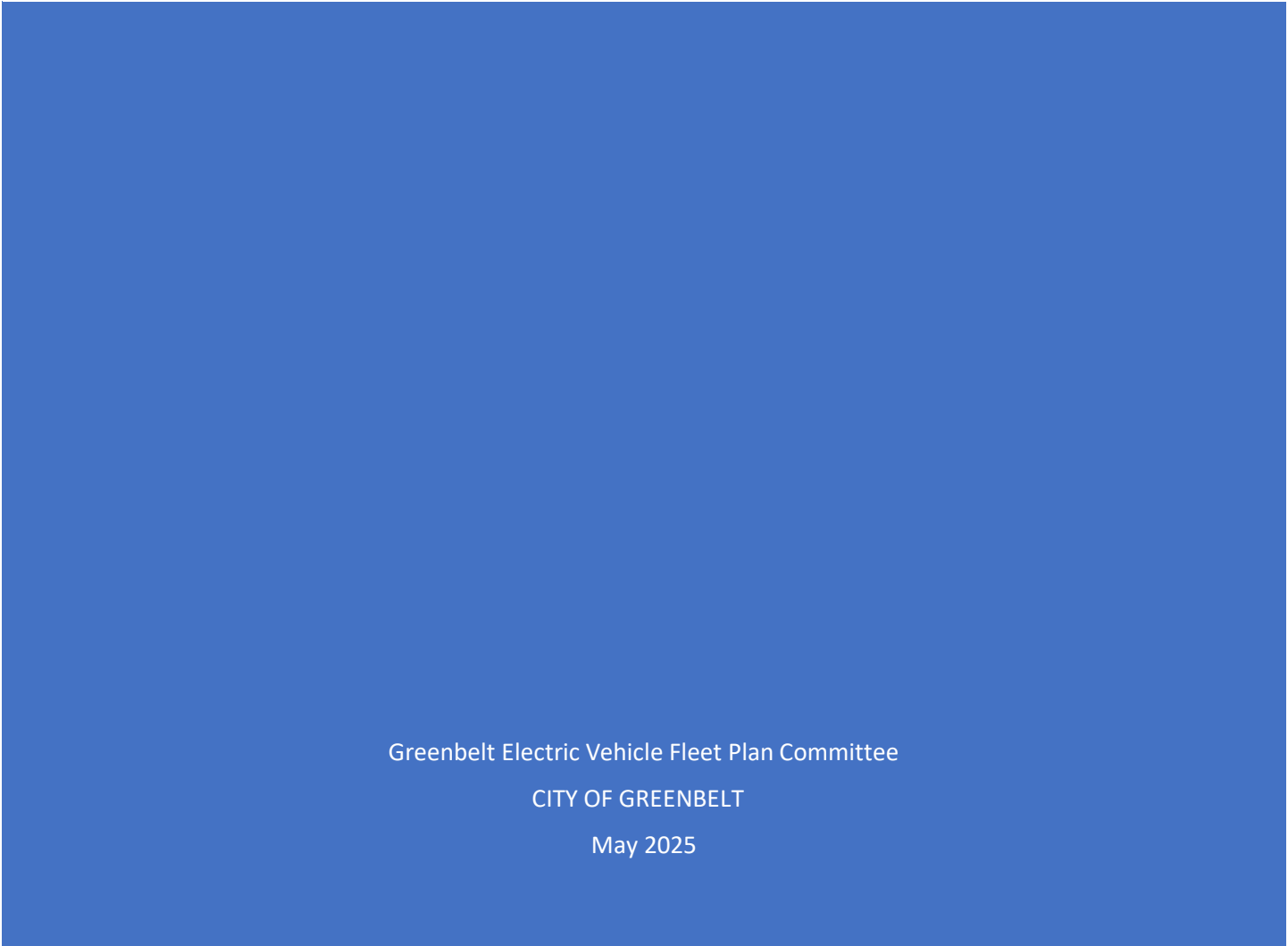
Council acceptance of this plan affirms its policy direction and will guide future budget decisions and projects; it does not authorize specific purchases or infrastructure expenditures at this time.

Attachments:

[Electric Vehicles and Fleet Electrification Plan Final Draft revised 3.20.25 redline updated 5.5.25.pdf](#)



Fleet and Equipment Electrification Plan



Greenbelt Electric Vehicle Fleet Plan Committee

CITY OF GREENBELT

May 2025

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Preface – Common Terminology and Electric Vehicle (EV) Basics

This section presents common terms and acronyms used when describing Electric Vehicles (EVs).

Battery Electric Vehicle (BEV). Vehicles only powered by a battery rather than an internal combustion engine (ICE). The vehicle's internal battery is charged from an external EVSE (Electric Vehicle Supply Equipment) charger.

Hybrid Electric Vehicle (HEV). A vehicle with an ICE which runs on gasoline or diesel. The vehicle has a regenerative braking system which captures energy as it slows down, stores it in a small battery, and then uses it to provide a boost to the vehicle upon subsequent acceleration. All power for the vehicle originates from gasoline or diesel. The hybrid technology only serves to improve fuel efficiency. An example of this vehicle would be a Toyota Prius.

Plug-in Hybrid Electric Vehicle (PHEV). A vehicle that contains both a battery for all-electric driving (which can be charged from an external power source) and a gasoline engine. The term “**electric vehicle**” (EV) frequently refers to only BEVs, but can sometimes be used to refer to PHEVs as well since even though PHEV batteries are much smaller than BEVs, PHEVs can be charged just like BEVs.

Electric Vehicle Supply Equipment (EVSE). An EVSE is used to supply power to an EV and is sometimes colloquially called a “charging station.” Charging stations can be either mounted on a wall (e.g. in a garage in a home) or mounted on a free-standing pedestal (e.g. at a public EVSE).

- Public-facing – EVSE charging stations that are open to the public. These facilities are typically operated by a third party for a fee.
- City-facing – EVSE charging stations for the exclusive use of the city for city vehicles and equipment. The electric fee for usage is included in the department's annual operation budget.

There are three classes of EVSE devices:

- **Level 1 (L1)** chargers, which are based on a standard 120-volt(V) circuit;
- **Level 2 (L2)** chargers, which are based on a 240V circuit (typical of that used by a standard household clothes dryer); and
- **Direct Current Fast Chargers (DCFC).** DCFC EVSEs are sometimes called level 3 (L3) chargers. DC fast chargers require a 480V circuit.

L1 chargers typically charge at 12-amperes, or around 1.5kW. Thus, to fully charge a 75kWh EV battery using an L1 EVSE can require up to 50 hours (battery capacities in EVs vary widely between manufacturers and models, and determine the driving range of a particular vehicle as well as the time needed to recharge.)

L2 chargers typically charge at between 30A-48A, or 7.5kW-11.5kW. Thus, an L2 charger can fully charge a 75kw-hr EV in around 5-10 hours, corresponding to a typical overnight charging session, again depending on battery size and transmission rate. L2 chargers are also called “destination chargers” since they are suitable for overnight or day-long charging.

There are currently four different connector plugs in common use. For L1 and L2 charging in North America, most EVs have a connector type called “**J1772**.” For DCFC charging, EVs other than Tesla vehicles use a plug called a “**combined charging system**” (**CCS**). Some EVs manufactured by Nissan use a “**CHAdemo**” connector for all levels of charging. EVs manufactured by Tesla use a proprietary connector provided by the manufacturer. Aftermarket adapters can be purchased to use Tesla connectors with non-Tesla cars (and vice versa).

DCFCs “Level 3 Fast Chargers” are needed for charging while on long-distance travel and where a short-duration, high-rate charging session is needed. A DCFC can charge at rates ranging from 50kW to 250kW and can fully charge a car in approximately 30 to 60 minutes. Circuits of this capacity are generally only available at commercial sites and not available in residential applications.

Because of the long charging times required for L1 chargers (20-40 hours) this type of charger is not a preferred option unless a 240v circuit is not available. Level 2 chargers will charge in one-quarter of the time and are typically available and can be easily installed in locations such as homes, apartments, or shopping centers. L2 chargers are a preferable choice in situations where an EV owner can leave the car either overnight or for a longer time during the day (e.g., at a work location).

Section 1. Introduction and Purpose

The purpose of this Fleet and Equipment Electrification Plan (“Fleet Plan”) is to provide a guiding document to move the City of Greenbelt away from internal combustion engine (ICE) vehicles and equipment to reduce our carbon footprint to be more environmentally sustainable. An overarching construct is that this Fleet Plan presents a multi-year effort, both in terms of charging infrastructure as well as vehicle and equipment replacement. It will not be financially feasible to replace the full fleet nor to have the necessary EVSE installed for fleet charging in the next 2-3 years. This effort is planned to occur over the next 10 years, again, as the City budget and EV technology allows. Another key assumption in this Fleet Plan is that vehicles and equipment will be converted to EV/electric on their regular replacement schedule as supported by the City’s annual operating budget. The City will continue to seek grants, utility funding programs and other state and federal funding to supplement City resources with the understanding that the primary source of funds will come from the General Fund. Finally, this Fleet Plan is focused on City vehicles and equipment and City-facing EVSE infrastructure. The City’s Green Team developed the “Electric Vehicle Infrastructure: A Plan for Greenbelt”, November 23, 2021, (“EVIPG”) that focuses on public-facing charging capacities. Where the EVIPG has provided recommendations for city-facing infrastructure or EV conversion, those recommendations have been considered within this Fleet Plan.

A key first step in developing this Fleet Plan is to evaluate our current fleet, operations and replacement schedule. This inventory will be important in setting the course forward. The full fleet is evaluated every year by the Department of Public Works (DPW) and the Greenbelt Police Department (GPD) senior staff prior to and during the budget preparation process. However, EV technologies are changing so fast that it is not feasible to identify the replacement vehicles more than one to two years in advance. Because of this, decisions regarding the acquisition of EVs, and replacement of corresponding gasoline vehicles, will be made annually based on vehicle equipment availability and budget support. Similar considerations will be used in making decisions about equipment replacement.

The Greenbelt Fleet and Equipment Electrification Committee has identified the following key steps in implementing Greenbelt’s Fleet Plan. Steps 1 and 2 are complete. Steps 3, 4 and 5 will be continued on an annual cycle as part of the on-going fleet replacement process.

- Step 1. Existing Vehicle and Equipment Inventory. Develop an inventory of the equipment, including fleet and other equipment. Included in the inventory is a projection of when each vehicle/piece of equipment will need to be replaced.
- Step 2. Site Planning for Charging Stations and Preliminary Assessments. DPW and the Department of Planning and Community Development have identified locations where charging stations could be placed, taking into account available parking spaces, proximity to EV users and access to power. Note for the purposes of this Fleet Plan, charging station locations are for city-facing infrastructure.
- Step 3. Develop Cost Estimates. Cost estimates for new electric vehicles, equipment and charging stations will be developed for budgetary purposes for the next two budget cycles. Beyond that, the Fleet Plan will identify vehicles/equipment replacement by year. Procurement, Legal, and Technical Support to purchase EVs and EVSE might be needed. As a part of the annual budget

process, DPW senior staff and fleet managers, along with the relevant department Directors, identify vehicles and equipment that are ready to be replaced.

- Step 4. Identify Funding Sources. The City's Grants Coordinator will work with DPW and other departments to identify potential grant and other funding sources beyond the City's general fund budget. This will include county, state and federal funding opportunities.
- Step 5. Installation of Charging Infrastructure. A charging infrastructure plan and schedule will be developed to ensure that the proper EVSE is installed and available to coincide with the acquisition of EVs.

Each step is discussed in further detail below.

Section 2. Inventory of Vehicles and Equipment and Projection of Replacement

I. Inventory of Vehicles (Fleet)

The biggest impact on reducing the City's carbon footprint and combustion engine use is in the vehicle fleet. Currently, there are over 160 vehicles in the City's fleet, with the majority of those vehicles in the DPW (70) and the GPD (78). DPW built an inventory of the combustion engine-powered vehicles and equipment that will be considered for replacement with electric vehicles or equipment noting any vehicles at or near retirement age, making them strong near-term candidates for EV conversion. Due to the scope of this project, DPW worked with Maryland Energy Advisors to complete this inventory. This program is described in greater detail below. DPW and GPD fleet managers are consulted year to year to find the best option to replace vehicles or equipment, and this input will be included in the planning process each year.

The table below presents the staff's current recommendations for replacement, subject to budget availability, for vehicle replacement over the FY2025-FY2028 period. These recommendations will be updated each year for the current year and the two following years. For each vehicle, the replacement cost for a vehicle with an ICE) and EV is provided. Staff recommendation on converting each vehicle to EV is provided in the last column.

DPW Fleet Conversion List – 2025-2028					
Vehicle Number	Vehicle Description	Department	2024 Replacement Cost - ICE	2024 Replacement Cost - EV	EV Swap?
405	Ford F-150	DPW	\$ 20,100	\$ 60,000	Y
621	Case FE Loader	DPW	\$ 300,000	\$450,000	N
300	Ford Escape Hybrid	Rec	\$ 29,000	\$ 30,000	Y
263	Freightliner w/18cy packer (ARPA)	DPW	\$ 174,100	\$650,000	N
146	F550 Aerial Lift	DPW	\$ 52,800	NA	N
465	Ford Stake Body	DPW	\$ 58,400	NA	N
469	Ford 750 2T Dump	DPW	\$ 93,800	NA	N
152	Chevy 2500 Cargo Van	DPW	\$ 22,300	\$ 55,000	Y
211	Polaris GEM Electric Truck (EV)	DPW	n/a	\$ 24,999	Y
264	Freightliner w/25cy packer	DPW	\$ 379,900	\$ 500,000	Y
443	Kubota ZD331 Zero Turn Mower	DPW	\$ 17,400	\$ 25,000	Y
726	Ford Fusion Hybrid	GPD	\$ 32,000	\$35,000	Y
118	Ford F350 Crew Cab	DPW	\$ 39,300	NA	N
126	Ford 750 2T Dump	DPW	\$ 94,900	NA	N
409	Ford F250 Pickup	DPW	\$ 36,500	NA	N
104	Ford Explorer	DPW	\$ 33,500	\$45,000	Y
402	Ford F250 Pickup	DPW	\$ 33,200	NA	N

Note: where “N/A” is entered under the EV column, that vehicle is not currently available in an all-electric model.

Research shows that super-duty pick-up trucks and heavy-duty dump trucks will not be available until 2030-2035 as GM and Ford continue to develop and test these platforms. However, DPW has identified an electric (BEV) Mac LR64 EV Trash Truck as a replacement for the [Freightliner w/18cy packer] and intends to purchase this vehicle. On January 8, 2025, DPW submitted an application to the Maryland Energy Administration (“MEA”) FY 2025 Medium-Duty and Heavy-Duty Zero-Emission Vehicle Grant program for funding to assist with this purchase.

As part of its on-going assessment of vehicles to be replaced, the City will continue to evaluate new models that come to market for appropriateness as replacement vehicles.

The vehicles in the table below are currently scheduled for replacement between FY2028 and FY2031 and represent the extended list of vehicle replacements in our Replacement Fund table. As we are three to four years away from replacing these vehicles, it is not practical to estimate the replacement cost in either ICE or EV powertrains. The table is meant to illustrate the vehicle replacements anticipated when we look longer range.

DPW Fleet Conversion List – 2028-2031		
Vehicle Number	Vehicle Description	Department
121	Ford F250 Pickup	DPW
197	Dulevo Street Sweeper	DPW
266	Freightliner w/25cy packer	DPW
458	Ford F250 Pickup	DPW
436	John Deere Tractor	DPW
2	Dodge Grand Caravan	CARES
727	Chevy Bolt (discontinued)	Planning
154	Ford Transit Cargo	DPW
213	Chevy Silverado Pickup	DPW
459	Ford 550 Dump	DPW
504	Intra-city Bus	DPW
728	Chevy Bolt (discontinued)	Planning
105	Chevy Bolt (discontinued)	DPW
120	Skid Steer	DPW
159	Ford F150	DPW
460	Leaf Vac	DPW
106	Chevy Bolt (discontinued)	DPW
123	Ford 550 Dump	DPW
114	Ford 3/4ton pickup	DPW
129	Case Backhoe	DPW

155	Cargo Van	DPW
310	Cargo Van	Rec
401	Ford F150	DPW
411	Ford F250 Pickup	DPW
468	Wood Chipper	DPW

Police Department Vehicle Replacement Inventory

The PD has identified the vehicles listed below for replacement with electric vehicles.

Vehicle Number	Vehicle Description	Vehicle Category
852	Ford Fusion	Non-Patrol Vehicle
874	Ford Fusion	Non-Patrol Vehicle
601	Ford Fusion	Non-Patrol Vehicle
602	Ford Fusion	Non-Patrol Vehicle
853	Ford Fusion	Non-Patrol Vehicle
854	Ford Fusion	Non-Patrol Vehicle
855	Ford Fusion	Non-Patrol Vehicle
858	Ford Fusion	Non-Patrol Vehicle
805	Chery Impala	Non-Patrol Vehicle
832	Chevy Impala	Non-Patrol Vehicle
850	Ford Interceptor	Animal Services

Clean Fuels Technical Assistance (CFTA) Program

The Clean Fuels Technical Assistance (CFTA) Program aims to provide eligible local government and municipal fleets with technical assistance as they consider alternative transportation fuel options. Through CFTA, a technical assistance contractor, ICF, employed by MEA is tasked to work directly with eligible fleets, selected via an application process, for the purpose of developing potential alternative fuel fleet strategies for on-road light-, medium-, and heavy-duty vehicles. Possible alternative fuels for evaluation include electricity, ethanol, hydrogen, natural gas, propane, and other biofuels. The participating local government or municipal fleet chooses their preferred fuel for technical evaluation. This assessment includes vehicle electrification recommendations, an economic analysis of vehicle electrification, an emissions analysis of electrification recommendations, an overview of charging infrastructure needed to support the electrification recommendations, and best practices based on the City's primary concerns.

The City entered into a contract with ICF, a global consulting and technology services provider, to develop a fleet assessment as part of Pepco's EVsmart program. ICF's report was delivered on August 9 2024 . It is a fully customized report that the City is using to analyze fleet conditions and unique needs, understand data about how EVs will impact our fleet and provide solutions. The City will also gain access to additional financial incentives through the EVsmart program. The ICF Report is included with this Fleet Plan as Attachment A.

II. Inventory of Other Equipment

In addition to inventorying the City's vehicular fleet, this Fleet Plan also identifies key pieces of equipment, both vehicular and hand-held, used by DPW with the potential to be replaced by electric/battery alternatives. These include non-roadworthy vehicles/equipment and lawn tractors as well as handheld equipment and other combustion-engine (ICE) based tools (blowers, chainsaws, lawn mowers, etc.) that have battery-powered alternatives.

DPW has already begun introducing EV and battery-power equipment into their operations. This includes blowers, lawnmowers, trimmers and chainsaws. In general, battery-powered equipment are used on smaller projects with shorter durations. At this time, the operating time of battery-powered equipment is not sufficient for "all-day" use or for larger projects. As battery technology continues to improve and battery-powered equipment becomes more commercially viable, DPW will identify additional ICE equipment for EV/battery-powered replacement.

III. Projection of Replacement Dates for Combustion-Engine Vehicles and Equipment to EV/Electric

While EV technology and battery efficiency are improving daily, there are still vehicle applications for which EVs have not yet been proven successful and reliable. As noted above, the ICF CFTA analysis provided guidance and recommendations on a replacement schedule for the vehicles in our fleet. It is also important for Greenbelt and this Fleet Plan to consider the integration of fully electric vehicles for the use of police patrol activities (see Appendix B). EVs and PHEVs are suitable for command staff,

detectives, animal control and parking enforcement and the Greenbelt PD has already deployed 27 hybrid vehicles in its fleet.

EVs for regular police patrol have not been proven effective and the options for police platform EVs is limited. This Fleet Plan does recognize that police departments around the country have begun to test EVs in their daily patrol operations. There are a number of police package-EV platforms that are under development and expected to come to market in the next year. These include the Chevy Blazer EV, Ford Lightning, Ford Mach-e and Telsa Model-Y. The Greenbelt PD has reviewed these options, including researching other the programs of law enforcement organizations nationwide. This Plan recommends developing a pilot program to evaluate one or more EVs for use as police patrol vehicles. The recommendations regarding a pilot program are included with this Fleet Plan as Attachment B.

Section 3. EVSE Infrastructure: Site Planning, Charging Needs and Preliminary Assessments

This section will cover the EVSE infrastructure needed to charge the EVs that are proposed to be added to our fleet. Similar to the phasing of the EV acquisitions, new EVSE facilities will be added as the EV demand requires. This section will also briefly address the charging infrastructure needed by the new handheld battery-powered equipment.

I. Inventory of Existing and Planned EVSE Facilities

The City of Greenbelt has been focused on adding EVSE infrastructure for several years, with the first efforts focused on public-facing chargers. The City's Green ACES and Green Team drafted a report with recommendations for locations, sizes and processes for providing those chargers. Although that report was primarily focused on public-facing charging facilities, it did provide a series of recommendations for the City with respect to City vehicles and charging facilities. While the public-facing chargers will be briefly described below, the focus of this Fleet Plan is to provide City-facing EVSE facilities to support the electrification of our fleet.

Public-facing EVSE Facilities. Currently, there are six (6) public-facing Level 2 chargers and 1 DCFC in Greenbelt. These chargers are located in Schrom Hills Park (4), Springhill Lake Recreation Center (SHLRC) (2) and at the Municipal Building (1). The units at both Schrom Hills Park and SHLRC were installed by PEPCO in 2021 and are owned, maintained, and operated by PEPCO. The current cost to users is \$0.18/kWh. Additional public-facing EVSEs are planned for Buddy Attick Park and adjacent to the Greenbelt Library/Community Center.

The DCFC is located adjacent to the Municipal Building in central Greenbelt. This charger has plugs for both SAE Combo (CCS) and CHAdeMO public fast charging. It has been operating since October 2017. Electric Vehicle Institute (EVI) of Baltimore paid for, owns, and installed the charger and provides for its billing and maintenance. The City of Greenbelt and EVI share in the revenue. The charging revenue structure is meant for the City to "break even".

The City is currently working with a contractor to install eight (8) L2 chargers and two (2) DCFC chargers in the parking lot adjacent to the Community Center and Prince George's County Public Library. These charging stations will be available to both public users for a fee and City-owned vehicles. The City is using ARPA funds to cover the cost of the project.

City-facing EVSE Facilities. At the time of this report, the City had six (6) L2 chargers available for City vehicles. These chargers consist of three double-pole chargers and are located in the DPW yard. The additional EVSE facilities planned for the Greenbelt Library/Community Center will have both public-facing and City-facing chargers

Proposed charging stations – infrastructure needs assessment

With the help of DPW Facility Manager, DPW Director, Sustainability Coordinator, and Planning staff several locations were identified for future EVSEs.

- Parking lot at Buddy Attick Park, a conduit was installed during the recent parking lot renovations, electricity can be taken from a pole, parking spots along the conduit can be used.
- Parking lot in front of the Aquatic and Fitness Center, electricity can be taken from the Fitness Center, parking spots adjacent to the handicapped ones can be used.
- Parking lot behind the Food COOP, near the shed used for tools by DPW employees, electricity can be taken from the shed, and parking spots near the dumpster can be used.
- Parking lot behind the Police Station, near Animal Control.
- Along Ridge Road across from the Greenbelt Police Department.

The EVIPG recommends the City pursue partnership opportunities for installing EVSE charging infrastructure. The goal is to enter into operator/manager and leasing agreements with third parties. Some ideas include:

- Installing a Parking Lot Solar Canopy.
- Installing EVSEs on street light circuits owned by the City (at select parking lots) and working with third-party developers.
- Greater Washington Region Clean Cities Coalition Charging Smart Program
- Blink Charging Co./Blue Whale EV -- provides charging networks and Blink EV charging equipment
- Pepco's EVsmart Program
- ChargePoint -
- EVgo -
- Flo—has a number of stations in the area
- Greenspot—"Our mission is to increase EV adoption and we accomplish this through the development and operation of a nationwide network of conveniently located EV charging stations."
- Volta - offers mostly free charging with ads on the charging station display? They have partnered with Giant Foods and MEA to install them across Maryland.
- ABB—provided a NEVI-funded project in TX.
- EV Connect -(bought by Schneider Electric)
- BlueWave—

A key consideration in selecting partners is the pricing structure of such agreements. The Green ACES/Team provided the following data on pricing for EV charging.

- Pepco: 18 cents per kilowatt-hour (kWh) at L2 charging stations and 34 cents per kWh at DC Fast Charger (DCFC) stations.
- Petersburg, VA: 48 cents/kWh for DCFC
- Quakertown, PA: 45 cents/kWh for Level 2 plus a 99 cent guest fee.
- EVSmart, Chesapeake Beach, MD: DCFC (50 kW) \$0.32/kWh Level 2 \$0.17/kWh. Same as at EVSmart, Skykesville, MD
- Electrify America, Walmart, Stafford, VA: \$0.56 per kWh for 150-kW DCFC, 1-350 kWh Parking Info \$0.40 per hour

- Electrify America, Target, Owings Mills, MD: \$0.56 per kWh for 150-kW DCFC, 1-350 kWh Parking Info \$0.40 per hour
- EVGo, Upper Marlboro, MD: DCFC (100 kW) \$0.99 flat rate \$0.41 per kWh, 12:00AM - 4:00AM \$0.52 per kWh, 4:00AM - 11:00AM \$0.59 per kWh, 11:00AM - 8:00PM \$0.52 per kWh, 8:00PM - 12:00AM
- EVGo, Flying J Travel Center, Winchester, VA: \$0.58 per kWh for 350-kW DCFC
- ChargePoint, Emmitsburg, MD: \$0.58 per kWh for 125 kW DCFC and 0.21 USD per kWh for Level 2

As noted above, the ICF report was delivered the City on August 9, 2024. The EV Planning Committee reviewed the findings and incorporated select recommendations into this Report.

In accordance with the ICF study, the EV Planning Committee recommends the additional EVSE installations in the chart below.

The schedule in the chart were identified using the following assumptions:

1. A key factor in the cost and timing of installing charging stations is whether the electricity to support the station currently exists at the proposed location. If it does not, bringing the electricity to the location greatly increases the cost of the station and increases the time to complete the installation.
2. The average cost of installing two dual port stations plus electricity at one location is approximately \$40,000. This is a blended rate for both sites with existing power and without power.
3. The Committee recommends establishing an annual line item of \$80,000 be added to the City's Fiscal Budget, increasing with inflation, for charging stations.
4. Based on this budgeted amount, the City budget would allow the installation of two dual port stations at two locations each year, for a total of 4 dual port stations/8 charging cables per year. If grant funding becomes available city costs could be reduced or the number of EVSE installations could be increased.

City of Greenbelt 10-year Fleet and Equipment Electrification Plan

Location	Installation Status	EVC Lvl	EVC Style	Number of EVC Stations	Number of Parking Spaces Serviced	Notes
CURRENT LOCATIONS - PUBLIC						
SHL RC - 6101 Cherrywood Lane	Complete	II	Single Port/Pedestal	1	1	Installed and Owned by Pepco
Schrom Hills Park - 6915 Hanover Pkwy	Complete	II	Single Port/Pedestal	4	4	Installed and Owned by Pepco
Municipal Building - 25 Crescent Road	Complete	III	Single Port/DCFC	1	1	Installed and Owned by Electric Vehicle Institute. Revenue share.
CURRENT LOCATIONS - INTERNAL						
DPW - 555 Crescent Road	Complete	II	Dual Port/Pedestal	3	6	Purchased in conjunction with MEA MSEC Grant awards
PLANNED LOCATIONS - PUBLIC						
Community Center/Library - 11 Crescent Rd.	In progress; estimated completion date Fall 2025	II & III	Dual Port/Pedestal	5	10	4 x Ivl II and 1 x Ivl III. Contract with Blue Whale.
PLANNED LOCATIONS - INTERNAL						
Police Station - 550 Crescent Rd	In progress; estimated completion date Summer/Fall 2025	II	Dual Port/Pedestal	1	2	Purchased in conjunction with MEA MSEC Grant awards
PROPOSED LOCATIONS - PUBLIC						
SHL RC - 6101 Cherrywood Lane	Priority 1a -- estimated Spring 2026	II	Dual Port/Pedestal	1	2	Final details subject to change
Buddy Attick Park - 555 Crescent Rd	Priority 1b -- estimated Spring 2026	II	Dual Port/Pedestal	2	4	Final details subject to change
GAFC - 101 Centerway	Priority 2 - estimated Spring 2027	II	Dual Port/Pedestal	3	6	Final details subject to change
CO-OP Supermarket - 121 Centerway	Priority 2 - estimated Spring 2027	II	Dual Port/Pedestal	3	6	Final details subject to change
Police Station - 550 Crescent Rd	Priority 3 -- Spring 2028	II	Single Port/Pedestal	4	4	Final details subject to change -- on street, public facing. Need analysis of potential use
GHI - 1 Hamilton Place	Subject to GHI partnership	II	Dual Port/Pedestal	2	4	Final details subject to change. *In partnership with GHI?
PROPOSED LOCATIONS - INTERNAL						
Municipal Building - 25 Crescent Rd	Priority 3 -- Spring 2028	II	Dual Port/Pedestal	1	2	
Youth Center - 99 Centerway	Priority 4 -- Spring 2029	II	Dual Port/Pedestal	1	2	

POTENTIAL FUTURE LOCATIONS

- Community Center - front location
- Scale Up Schrom Hills Park (using current infrastructure)
- Scale up Buddy Attick Park (using current infrastructure)
- Scale up at Roosevelt
- Scale up at Coop
- Greenbelt Armory

Next Steps

Below is a project schedule to implement the recommendations in this Fleet Report.

- Vehicle replacement schedule. The schedule will be updated as necessary based on vehicle requirements and release of new models of vehicles/equipment. In addition, the schedule will be updated annually in conjunction with City budgetary planning.
- Install EVSE according to the schedule above for the next two years. Update schedule [regularly] as new sites are identified and funded.
- Continue developing cost estimates, by Phase, for Vehicle and Infrastructure
- [How are we going to determine cost rate for vehicles available to the public? Is that relevant to this Fleet Plan?]
- Identified an initial list of funding sources for purchase of vehicles and infrastructure to supplement the City budget. See Attachment C. List will be updated every two weeks and published out to the EV Fleet Plan Committee and other grant staff every two weeks as the “Upcoming Grant Deadlines” list.

Attachment A
Clean Fuels Technical Assistance Program
ICF Report to the City of Greenbelt

Attachment B
City of Greenbelt Police Department
Recommendations for Pilot Program to
Evaluate One or More EVs for Use as Police Patrol Vehicles

This Plan recommends the launch of a pilot program to evaluate the feasibility and benefits of incorporating electric vehicles (EVs) into the GPD patrol fleet. The program aims to assess cost-effectiveness, operational suitability, environmental impact, and officer satisfaction, while supporting the department's and city's broader sustainability and vehicle electrification goals.

Background and Rationale

Law enforcement agencies across the country—including departments in New York, California, and Michigan—have begun testing or integrating EVs into active duty, with promising results in terms of maintenance savings, emissions reduction, and public perception.

As vehicle electrification accelerates and EV models suitable for law enforcement (such as the Ford Mustang Mach-E, Chevy Blazer EV PPV, and Tesla Model Y) become increasingly available, now is an opportune time to assess their viability for our operations through a controlled pilot program.

Program Objectives

The overall objective of the EV PD Patrol program is to assess the effectiveness, appropriateness and real-world implementation of fully electric vehicles for use in police patrol activities. Important objectives of the pilot program are:

- **Evaluate performance** of EVs in active patrol environments, including response times, range, and reliability.
- **Compare total cost of ownership** (fuel, maintenance, repairs) with existing gas-powered vehicles.
- **Test infrastructure requirements**, including charging station placement and load capacity.
- **Collect user feedback** from patrol officers, dispatchers, and maintenance staff.
- **Support city sustainability goals** by reducing fleet-related emissions.

Proposed Scope

- **Pilot Duration:** 6 to 12 months
- **Number of Vehicles:** 1-2 EVs assigned to various shifts and patrol zones
- **Vehicle Models Under Consideration:**
 - Ford Mustang Mach-E (law enforcement rated)
 - Tesla Model Y (used in various departments)
 - Chevy Blazer EV PPV (police-specific platform)
- **Charging Infrastructure:**

- Install Level 2 chargers at central stations
- Evaluate feasibility of DC fast chargers for high-use areas

Key Metrics for Evaluation

- Daily range and charging behavior
- Vehicle downtime and maintenance events
- Fuel and maintenance cost comparison
- Officer satisfaction and ease of use
- Environmental impact (CO2 reduction estimates)

Estimated Budget

- **Vehicle Procurement:** \$50,000–\$65,000 per EV (upfitted)
- **Charging Infrastructure:** \$5,000–\$20,000 per charging point (L2), \$30K+ for DCFC
- **Training and Support:** Minimal (included with vehicle delivery or vendor agreement)

Potential Funding Sources:

- State/federal sustainability grants
- Utility company rebates
- City fleet modernization budget (Replacement Fund/Capital Reserve Fund)

Next Steps

1. Form a pilot program task force including representatives from patrol, DPW fleet management, facilities, and sustainability.
2. Conduct a site assessment for charger installation.
3. Issue RFPs or leverage government purchasing contracts for vehicle acquisition.
4. Launch pilot and begin data collection with regular performance reviews.

Recommendation

We recommend the department proceed with initiating this EV patrol pilot program with one to two vehicles to responsibly evaluate electric vehicle use in real-world law enforcement scenarios. The insights gained will guide future fleet investment decisions and position our department as a forward-thinking leader in sustainable public safety operations.

ATTACHMENT C
Funding Sources for Purchase of Vehicles and Infrastructure

Potential Funding Sources:

- EV/EVSE grants (state/federal)
- State Bond bills
- Federal earmarks
- Utility company rebates/programs
- Private funding partnerships
- City fleet modernization budget

City Council Agenda Item Report

Meeting Date: June 2, 2025

Submitted by: Josue Salmeron

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS - 75 minutes (8:45 - 10:00 p.m.)

Subject:

Policy Exemptions for Greenbelt Cinema Operations

Suggested Action:

Greenbelt Cinema, operating as a nonprofit in a City-owned facility, has requested modifications to several contractual and regulatory requirements in order to reduce operational costs and administrative burdens. Specifically, the Cinema has asked for the following: a reduction in the required general liability insurance coverage from \$2 million to \$1 million; the fidelity bond requirement (given existing Directors & Officers coverage); and waivers of the amusement and admissions tax.

Because these policy exemptions require Council approval, staff is presenting the Cinema's request for Council consideration and direction.

Attachments:

City Council Agenda Item Report

Meeting Date: June 2, 2025

Submitted by: Bonita Anderson

Submitting Department: Public Works

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS - 75 minutes (8:45 - 10:00 p.m.)

Subject:

Contract Award RFP 2025-03-R: Community Flood Resiliency Plan

Suggested Action:

Reference:

Memorandum, K. Carpenter-Driscoll, 05/22/2025

Proposal - Proposal for Community Flood Resiliency Plan LimnoTech 5.7.2025

Enclosed in Council's packet is a memorandum outlining the Community Flood Resiliency Plan.

Staff recommends that council authorize the City Manager to execute a contract with LimnoTech to complete a Community Flood Resiliency Plan for the City not to exceed a cost of \$75,000.00 as provided through grant funding.

Attachments:

[Memorandum, K. Carpenter-Driscoll, 05/22/2025.pdf](#)

[Proposal for Community Flood Resiliency Plan_LimnoTech_5.7.2025.pdf](#)



Date: 22-May-2025

To: Mr. Josué Salmerón, City Manager

From: Kevin Carpenter-Driscoll, Environmental Coordinator

Re: **Contract Award for RFP 2025-03-R**

SUBJ.: **Community Flood Resiliency Plan**

Summary:

Communities across Maryland are facing new and more severe consequences from climate change and need new, effective methods and tools to address them. While coastal communities have justifiably received the most attention from researchers due to their vulnerability, non-tidal communities also face challenges arising from a climate that is trending warmer and wetter. The City of Greenbelt has been awarded a \$75,000.00 Gateway Grant from the Maryland Department of Natural Resources to hire a consulting engineering firm to create a non-tidal Community Flood Resiliency Plan. The City will integrate the project results as a guiding policy to inform decisions and give direction to future projects and challenges arising from climate change.

After reviewing proposals from 7 highly accredited firms in the region, LimnoTech has been selected to provide the Community Flood Resiliency Plan for the City of Greenbelt. LimnoTech has a history of addressing stormwater issues in the region and has the requisite expertise and approach to successfully complete the plan as outlined in the RFP. Proposed budget and anticipated project schedule below:

Task No.	Description	Hours	Labor (\$)	Other Direct Costs (\$)	Total Cost (\$)
1	Public Process	86	\$13,790	\$0	\$13,790
2	Data Collection and Organization	47	\$8,300	\$0	\$8,300
3	Data Modeling and Assessments	143	\$28,220	\$0	\$28,220
4	Recommendations	101	\$18,920	\$0	\$18,920
5	Progress Reporting	26	\$5,740	\$0	\$5,740
Total		403	\$74,970	\$0	\$74,970



Task Description	2025						
	J	J	A	S	O	N	D
Public Process							
Data Collection and Organization							
Data Modeling and Assessments							
Recommendations						Draft Plan	Final Plan
Progress Reporting	•	•	•	•	•	•	•

Recommendation:

Staff has carefully reviewed all proposals submitted to the RFP and determined LimnoTech to be the firm to best complete the plan as proposed and within budget.

Staff recommends that council authorize the City Manager to execute a contract with LimnoTech to complete a Community Flood Resiliency Plan for the City not to exceed a cost of \$75,000.00 as provided through grant funding.

CC: Brian Kim, DPW Director

PROPOSAL FOR

Community Flood Resiliency Plan

RFP No. 2025-03-R

submitted to:

City of Greenbelt, Maryland

Kevin Carpenter-Driscoll

Environmental Coordinator - Department of Public Works

555 Crescent Road

Greenbelt, MD 20770

kdriscoll@greenbeltmd.gov

submitted by:

LimnoTech

May 7, 2025



Lead Contact

Anouk Savineau

Principal, Senior Water Resources Engineer

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SAM UEI: WUTAYYLW49F3



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Attachment B: Legal Responses

Attachment C: Certificate of Insurance

Attachment D: Resumes

1 COVER LETTER

May 7, 2025

Kevin Carpenter-Driscoll
Environmental Coordinator – Department of Public Works
555 Crescent Road
Greenbelt, MD 20770

LimnoTech Proposal for the Community Flood Resiliency Plan (RFP No. 2025-03-R)

Dear Mr. Carpenter-Driscoll:

LimnoTech is pleased to submit this proposal in response to RFP No. 2025-03-R and looks forward to collaborating with you and other stakeholders at the City of Greenbelt to develop a Community Flood Resiliency Plan.

LimnoTech is a leading environmental science and water resources consultancy headquartered in Ann Arbor, MI, with a Mid-Atlantic regional office in Washington, DC. We work with clients across various sectors and locations to address challenging water resource issues. Throughout our 50-year history, we have served as an independent and objective consultant and a collaborative partner in our work with private companies, public entities, industry, legal firms, nonprofits, non-governmental organizations, research organizations, other engineering firms, and universities. We offer specialized water science and engineering expertise in watershed planning and management, wet weather challenges, permitting and regulatory assistance, ecosystem restoration, and more. Our staff has a national reputation for the scientific assessment of complex environmental issues and for finding innovative and effective solutions for the water environment. Many LimnoTech senior staff are internationally recognized experts in their fields, and more than 80% of our staff possess advanced degrees. Our staff are also active members of relevant local and national professional organizations, including [MAMSA](#), [VAMSA](#), [N-EWN](#), [VWEA](#), [CWEA](#), [AWRA](#), [WEF](#), and more. As a 100% employee-owned (ESOP) company, we take pride in our achievements and are committed to finding creative, innovative solutions to our clients' critical water challenges.

LimnoTech has the expertise and experience in the services required under this scope to develop Greenbelt's Community Flood Resiliency Plan, including public engagement, data collection/analysis, data modeling and geospatial analysis, BMP planning, and plan development. LimnoTech has extensive expertise in multiple technical areas relevant to the needs expressed in the RFP, including:

- [Urban flood modeling](#)
- [Stormwater management](#)
- [Climate change adaptation and resilience](#)
- [Planning and programming](#)
- [Risk and vulnerability assessments](#)

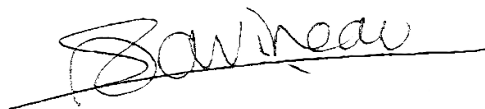
LimnoTech has a long history of addressing water issues in the greater Washington, DC area. Select examples include:

- Developed the [D.C. Stormwater Plan](#) for the D.C. Department of Energy and Environment (DOEE), which included a comprehensive assessment of D.C.'s stormwater best management practices (BMPs) and an analysis of water quality impacts (pollutant load reductions). LimnoTech also supports DOEE's [MS4 stormwater program](#) and [stream condition report card](#).
- Led a [low-impact development \(LID\) demonstration project](#) for DOEE's RiverSmart Program that demonstrated, through monitoring and modeling, the benefits and value of LID and BMPs in the District's long-term water management plans.
- Supported development of the local [Anacostia Watershed Restoration Plan](#), which included analysis of climate resiliency and identifying opportunities for restoration and adaptation projects.
- Designed and modeled the [restoration of Springhouse Run](#), a small tributary of Hickey Run located in the U.S. National Arboretum in Washington, DC, to address flashy and intense stream channel flows and minimize the harmful effects of stormwater pollution.
- Developed a [restoration plan for the non-tidal West River Watershed](#) in Anne Arundel County and maintained the County's Urban Stormwater BMP database.
- Supporting Fairfax County (VA) in assessing management alternatives for the [Smaller Lake Accotink Preservation Feasibility Study](#) through riverine and lake modeling of management scenarios.
- Support community engagement in the planning process through technical assistance for the [Chesapeake Bay Trust's Community-Based Organization Capacity Building Initiative](#) in Maryland's southern region.

Our small size, with approximately 80 staff members nationally, including 14 located in Washington, D.C., makes us nimble and responsive to client needs. Our goal is to form long-term partnerships with clients to support them. The staff selected to work on this project all reside in this region and are eager to collaborate with Greenbelt to address the very local issue of intensifying threats from flooding. LimnoTech's reputation for excellence, innovation, and service is firmly rooted in our corporate philosophy of quality through planning and prevention. We are uniquely situated to combine the depth and breadth of experience a large corporation offers with a smaller firm's flexibility and quick response time. The success of our quality commitment is reflected in the high marks and ratings our clients provide in performance evaluations and the number of repeat clients and referrals.

Sincerely,

LimnoTech

A handwritten signature in black ink, appearing to read 'Anouk Savineau', written over a horizontal line.

Anouk Savineau

Principal, Senior Water Resources Engineer

2 PROJECT APPROACH

LimnoTech's Understanding of Greenbelt's Flooding Challenges

Greenbelt has always prided itself on being a green, sustainable community. Established in 1935 as a “garden city,” Greenbelt has been intentionally designed to incorporate community connectivity with green space. Despite this unique urban planning and development approach, Greenbelt has not escaped the impacts of continued development, increases in impervious surfaces, and climate change. In recent years, the effects of flooding have threatened the safety of city residents and damaged properties. Severe summer thunderstorms on August 9, 2021, and August 10, 2022, unleashed approximately 3-4 inches of water in an hour in the Greenbelt area. Flooding was reported at the Parke Crescent Apartments, at the courts at 33 Ridge Road, 56 Crescent Road, and 1 Gardenway, and at the Crescent Road tunnel¹ (Figure 1). Dam operations at Greenbelt Lake also appear to be a factor impacting nuisance flooding in this area². There are also areas of Greenbelt located within the FEMA floodplain zones, as shown by the red circle in Figure 2. These buildings and their occupants are at a higher risk of riverine flooding impacts both now and in the future compared to buildings/occupants outside of the floodplain zones. According to the organization First Street, the City of Greenbelt has a moderate risk of flooding, with about 10% of all properties at risk of flooding over the next 30 years³. NOAA future climate projections indicate warmer and wetter weather, with rainfall events that will become more intense and could increase the risk of flooding⁴. The total annual precipitation in Maryland has been above the long-term average for the last 26 years (Figure 3), and the annual number of days with extreme precipitation of 2 inches or more has increased by about 40% (Figure 4). It's our understanding that the past flood events and anticipated increases in precipitation are driving the City of Greenbelt to develop a community flood resiliency plan to protect its residents and infrastructure from flooding.

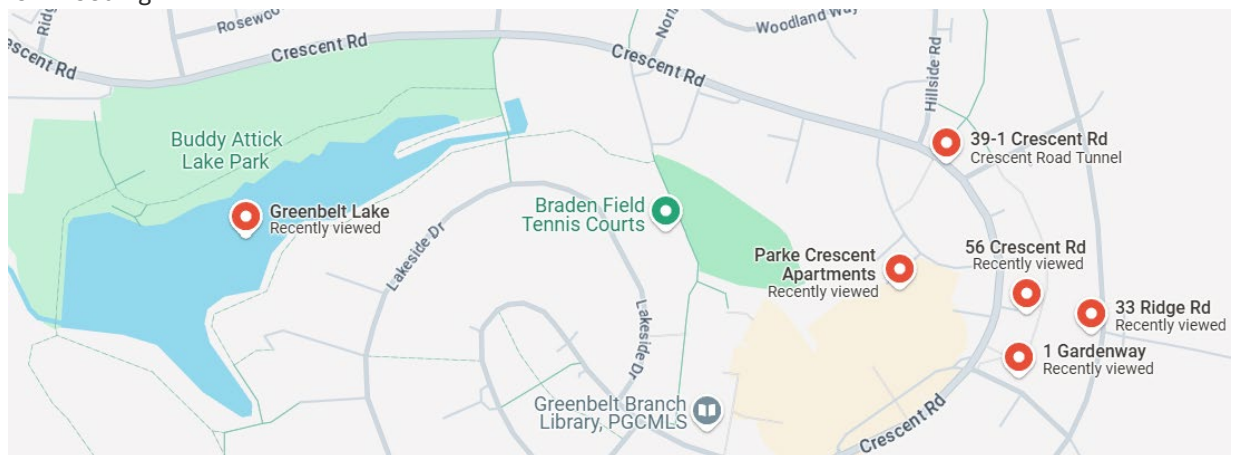


Figure 1: Reported locations of flooding, as communicated at the pre-bid meeting.

¹ <https://greenbeltnewsreview.com/issues/GNR20210819.pdf>; <https://www.greenbeltnewsreview.com/news-stories/apartments-other-parts-of-town-faced-flooding-on-august-10/>

² As communicated during the pre-bid meeting.

³ https://firststreet.org/city/greenbelt-md/2434775_fsid/flood

⁴ <https://statesummaries.ncics.org/chapter/md/>



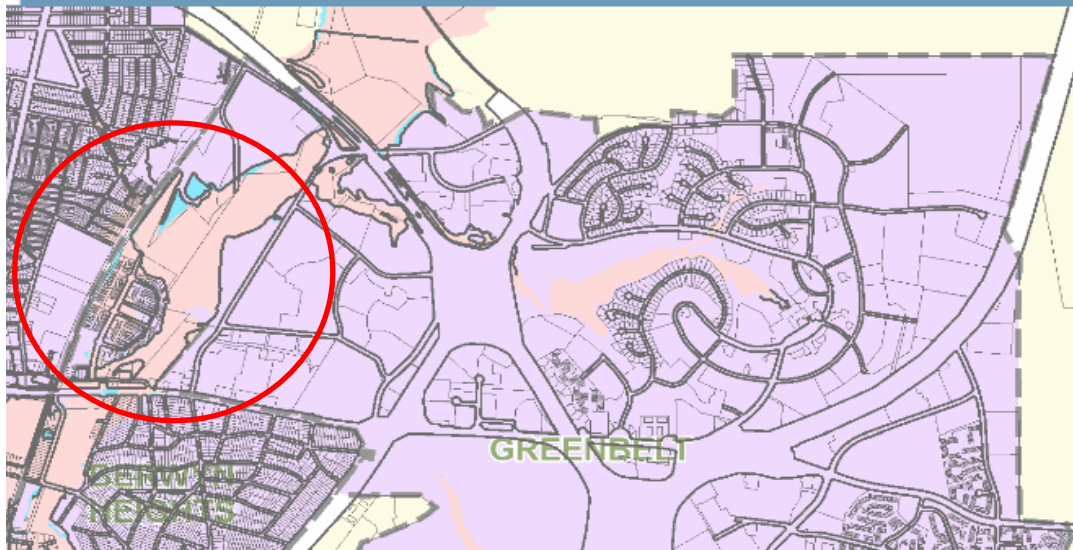


Figure 2: Circled in red are the vulnerable infrastructure and buildings (black outline) located in the Indian Creek FEMA flood plain (orange color)

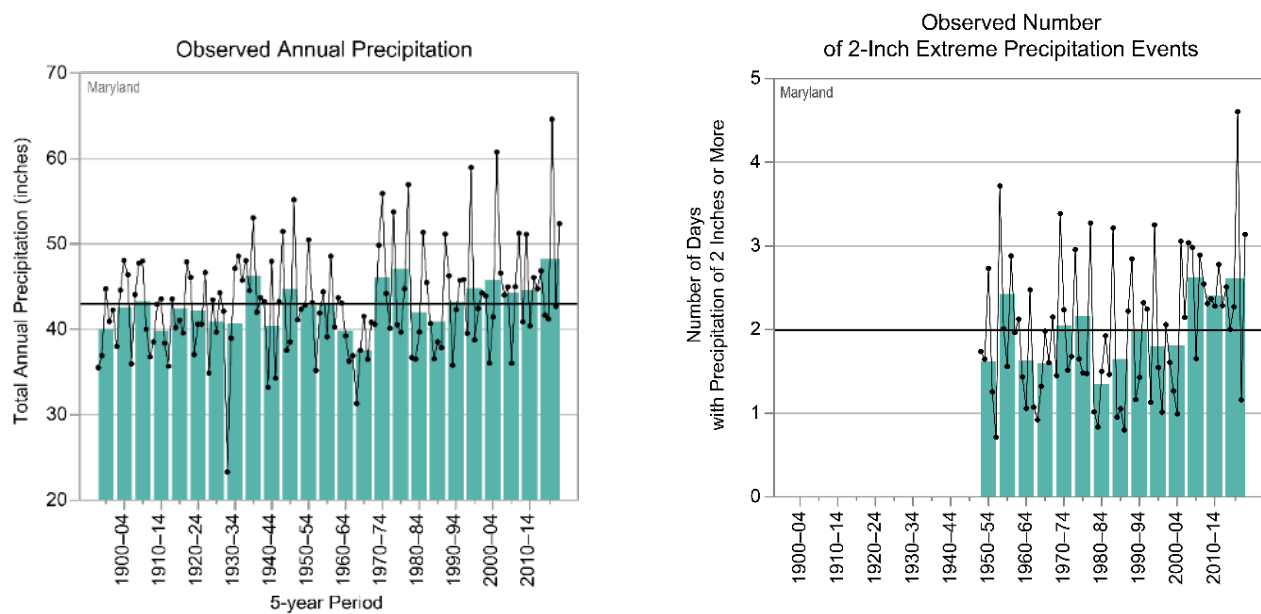


Figure 3: NOAA statistics showing the increases in total annual precipitation (left panel) and number of days with 2 inches or more of rain (right panel).

Understanding of the Project Goals

It is LimnoTech's understanding that the City of Greenbelt would like to develop a Community Flood Resiliency Plan to plan for and address flood challenges related to a climate trending warmer and wetter. The City would like this Plan to take a holistic approach to assess and identify current and future problem flood areas, including riparian and suburban/urban areas. We understand that this holistic approach should build upon the City's existing efforts and incorporate new data, tools (models), and public feedback to address the City's goals associated with resiliency and restoration initiatives. The holistic approach should include an assessment of flood risk on infrastructure based on the current and potential future flood areas. Assessing and identifying current and future problem flood areas and the infrastructure impacted by these areas will lead to a better understanding of Greenbelt's local flood -- and flood impact -- patterns. This provides a key foundation for developing recommendations to reduce flood vulnerability through stormwater best management practices (BMPs). These stormwater BMPs should consider green and gray infrastructure options in the downstream riparian and upstream developed areas.

This project could launch Greenbelt into a multi-year journey where the Community Flood Resiliency Plan is utilized to request and apply for funding to transform the recommended flood solutions into tangible implementation.

LimnoTech would like to be the City's trusted technical partner and advisor on this journey.

The City has expressed a desire for a modeling tool to help identify and assess the extent and impact of current and potential future flooding areas, particularly on the City's infrastructure and citizens. They also wish for this modeling tool to determine the effectiveness of recommended flood management options and best management practices. The output of the modeling tool will be used to inform the Community Flood Resiliency Plan. At the pre-bid meeting, the City noted that they currently do not have any available models for assessing flood risk and impact and that the available budget of \$75,000 may not be enough to completely build out a holistic flood model for the City.

LimnoTech understands that a creative, cost-effective approach will be needed to meet these goals. Three key elements of such an approach will need to include:

- Leveraging the existing flood-relevant data and the institutional flood-related knowledge of the Greenbelt stakeholders.
- Developing a modeling tool that is appropriate for the amount and detail of data available and will inform flood management recommendations.
- Bringing it all together in a Community Flood Resiliency Plan that will guide Greenbelt's future decisions and investments in flood management solutions.

This project will provide the foundation for Greenbelt to launch into a multi-year journey to address data gaps, refine the modeling tools, and hone and refine the Community Flood Resiliency Plan over time. The outcomes will be used to request and apply for funding streams to turn the planned solutions into



implementation reality. These are the types of journeys LimnoTech has taken with our clients throughout our history. These are the types of long-term partnerships with our clients that we find greatly rewarding and satisfying. We would love to be the City's technical partner and advisor on this journey.

Intended Approach

The flow chart below outlines the proposed process for the first phase of work, which involves developing the Greenbelt Community Flood Resiliency Plan. Each step is described in further detail on the next page.



We tailor our work to each client's needs and ensure the client is well-informed of all activities, progress, and problems.

Public Process

LimnoTech will attend three meetings with the City Council and relevant City Boards/Committees. The goals of these meetings will be to solicit input on present and past stormwater issues in the community, effective methods of gathering citizen input, appropriate channels for distributing surveys or other web-based tools, and avenues to involve citizens who are difficult to reach through online means. Relevant Boards/Committees will be identified collaboratively with the City's Project Manager and LimnoTech.



Based on these meetings, LimnoTech will collaborate with the City of Greenbelt staff to develop a comprehensive strategy for citizen involvement in the Community Flood Resiliency Plan. This strategy will be described to the City of Greenbelt staff in a short memo. Our team will primarily utilize web-based tools to implement this strategy, such as surveys and online mapping applications (ArcGIS Online, QuickCapture, Survey123), to gather input from citizens on locations, types, and severity of flooding. These online tools will be hosted by LimnoTech and distributed with the support of City of Greenbelt staff, utilizing the City's email listservs and social media. The feedback gathered will be compiled into a map of citizen flood concerns and used to inform the Community Flood Resiliency Plan. LimnoTech has successfully created similar tools and approaches for other clients and projects, including for the Chesapeake Bay Trust and the Congressional Cemetery in Washington, DC (Projects #6 and #5, respectively, in Section 6).

If, through conversations with the City Council and boards/committees, the City identifies parts of the population that are difficult to reach through online means and there are feasible avenues to engage these citizens, LimnoTech will draft an engagement approach and incorporate feedback into the map of citizen flood concerns that City of Greenbelt staff can implement when time and resources permit.

If the City requests additional meetings, LimnoTech will accommodate that request for an additional fee of \$700 per meeting, covering a total of 4 hours of staff time for preparing for and attending a 1-hour meeting by two staff members.

Once the final Community Flood Resiliency Plan is developed, LimnoTech will present this final Plan to the City Council.



Data Collection



Our team will compile and review relevant data from project partners and publicly available sources. Examples of relevant publicly available data include topography, soil type, natural drainage areas, natural buffers, land cover, impervious surfaces, engineered or sewer drainage areas, floodplains, precipitation, and climate change projections. Our team will also gather data about known flooding issues in Greenbelt through the public input process described in the previous section. The public's input will be critical to developing the Community Flood Resiliency Plan.

Much of the relevant spatial data will be available from the Prince George's County GIS portal (<https://www.pgatlas.com/>). These data should reflect the most current conditions available. For example, impervious surface layers were updated in 2020. Our team will also review Greenbelt's storm drainage network data, which is available via a geodatabase. These data will be reviewed for information about open- and closed-channel stormwater conveyances, catch basins, and other hydraulic structures.

Local or County/regional data sources are typically preferable to state or national data sets that may not be as robust or offer sufficient detail. In instances where the Greenbelt, County, and M-NCPPC (Maryland-National Capital Park and Planning Commission) data are not adequate or up-to-date, LimnoTech will draw from state or national (federal) data sources to supplement the local data. For example, floodplain data are available from the County and FEMA, and LimnoTech will review both to ensure that the most recent and relevant floodplain layers are being used.

The review of the data may lead to the identification of data gaps. These will be flagged, and a recommendation will be provided to the County on working around or addressing the data gaps. Geospatial data will be compiled into GIS maps and geodatabases that can be shared with the client and stakeholders via an online GIS portal.

Local precipitation data sources will also be identified and reviewed for data gaps and uncertainty. Whenever possible, five-minute rainfall data will be adopted for all event analyses and modeling inputs. LimnoTech will utilize NOAA Atlas 14 IDF (Intensity, Duration, Frequency) guidance, supplemented by MARISA (Mid-Atlantic Integrated Regional Sciences and Assessments) IDF Curve Tool change factors, to develop synthetic design storms for Greenbelt that reflect both current and future events under multiple climate change emissions scenarios.

The "Advancing Stormwater Guidance (A-StoRM)" resources provided by the Maryland Department of the Environment (MDE) will be consulted throughout the project.



Data Analysis and Modeling

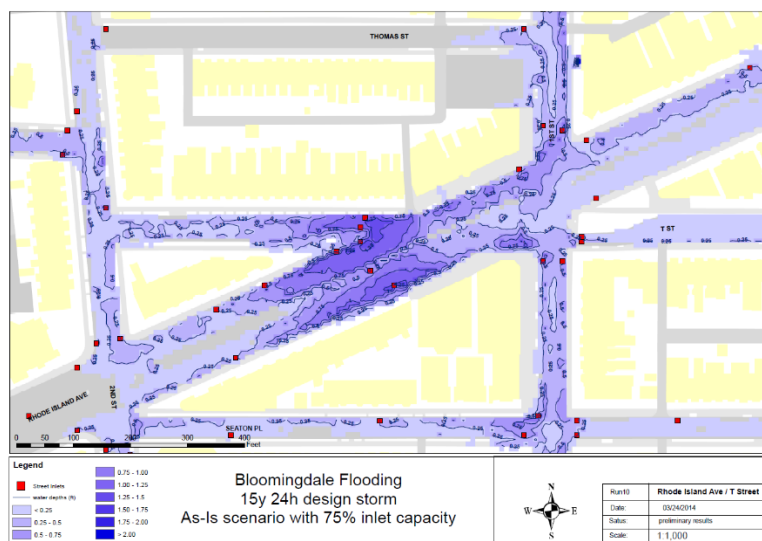
The City has expressed a desire for a modeling tool that can help identify and assess the extent and impact of current and potential future flooding areas and that can also be used to evaluate the effectiveness of recommended flood management options and best management practices. The City does not currently have available models for assessing flood risk and impacts. We recommend that the City focuses modeling efforts on priority areas with known flooding issues. These areas include the Parke Crescent Apartments, the Courts at 33 Ridge Road, 56 Crescent Road, 1 Gardenway, and the Crescent Road pedestrian tunnel (see Figure 1 on page 3). These priority areas will be refined based on information and understanding developed through the public process and data collection efforts. The two subsections below provide our approach for the interior drainage model and the riverine model.

Interior Drainage Model

Our proposed approach for the interior drainage evaluation is to first reach out to the Washington Suburban Sanitary Commission (WSSC) to inquire if WSSC's H&H model (an ICM InfoWorks model, which is a proprietary fee-based model) includes the Greenbelt stormwater collection system. If so, WSSC could export or share this section of their model and provide it to the City of Greenbelt. With that model available, LimnoTech could convert the ICM model to an EPA SWMM model.

EPA SWMM is a free, open-source, widely used, and EPA-supported model platform for H&H modeling. The SWMM model can then be used for the inland flooding evaluation of the priority areas and for the assessment of potential stormwater infrastructure capacity constraints and vulnerabilities in the priority areas. Our assumption with this approach is that the ICM model will be fully developed and calibrated. We assume limited model refinements will be needed for the development of the flood resilience plan. LimnoTech has experience with this type of model transfer and application. For example, in our work for D.C. Water (Project Example 5), we integrated WSSC model data with D.C. Water's collection system model to evaluate basement backup problems in a Northeast DC neighborhood that borders Prince George's County.

If WSSC does not have a model that can be shared with Greenbelt, our alternate approach will be to develop a 1-dimensional interior drainage model using EPA SWMM for the priority areas. This neighborhood-level model will be constructed using available sewer infrastructure data and other relevant information, such as DEM, impervious surface, soil, and land use layers. The model's performance will be assessed using anecdotal data from known flooding events, specifically the storms in August 2021 and August 2022.



We will apply the model from either modeling approach described above using synthetic NOAA Atlas 14 design storms with various return periods (15, 100, and 500 years). We will also apply the model with these design storms modified by climate change multipliers from the MARISA tool to evaluate future climate change conditions. We will assess the model results to understand the root cause of flooding, which may be one or both of the following:

- Storm sewers are undersized, causing water to spill out into the surrounding areas (sewer system flooding) or
- Storm drains restrict the flow into the sewers and cause water to stay in the streets and surrounding areas (pluvial flooding).

The outcomes of these model simulations will form the basis for developing potential mitigation strategies and recommendations. The model will also serve as the foundation for possible future expansion to create a 2-dimensional model encompassing the entire City of Greenbelt and providing a more comprehensive understanding of the interaction between surface stormwater flows, storm sewer capacity, and flooding. We discuss this option further in the section “Additional Information to Assist the City in Evaluating our Proposal” later in this proposal.

Riverine Model

Indian Creek traverses the western portion of Greenbelt, wedged between Cherrywood Lane on the east and the MARC Railroad to the west. This area also includes a small unnamed stream that connects Buddy Lake to Indian Creek. The area is susceptible to non-tidal riverine (fluvial) flooding during major storm events. FEMA conducted a Flood Insurance Study (FIS) of this area, first completed in 1989 and most recently updated in 2016. The FIS provides flood profiles and maps that show the extent of flooding under different flood scenarios. We understand⁵ Prince George’s County owns the HEC-2 flood models, but these models are quite old and difficult to use. Moreover, the HEC-2 model platform has been superseded by the HEC-RAS model platform, but the County does not have the FEMA HEC-RAS models. We therefore propose using the existing FEMA flood maps to identify and assess critical infrastructure that may be at risk from flooding.

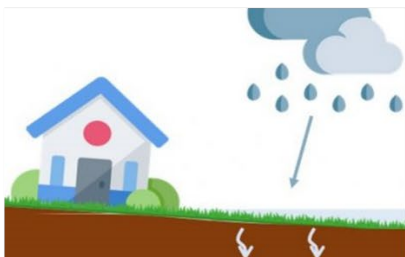
Fluvial flooding

River overtops its banks and floods adjacent properties



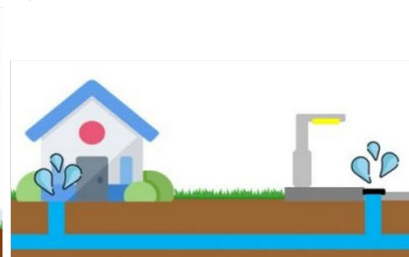
Pluvial flooding

Excess rainwater overwhelms drainage systems pools on the surface and into basements from the surface



(Sewer) System flooding

Flow delivered to sewers is greater than pipe capacity so water backs up into basements and to surface



Greenbelt is susceptible to fluvial, pluvial, and sewer system flooding. All three types will be assessed as part of this study. Image source: <https://www.greensuffolk.org/flooding/types-of-flooding>

⁵ Based on an email communication with Lilantha Koon of the PG County Flood Management Group.

Different flood scenarios (return periods) can be mapped to see the potential flood extents under climate change conditions, and critical infrastructure within the flood extent can be identified. Based on this assessment, we can develop flood-mitigating strategies to protect this infrastructure.

Development of Recommendations

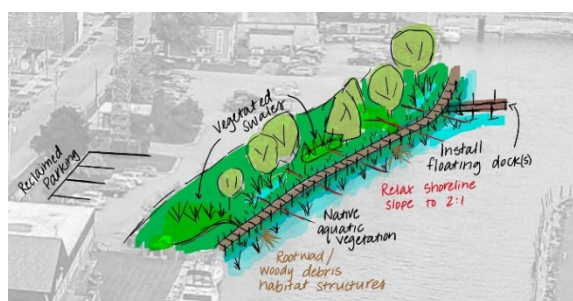
The data collection and modeling tasks will lead to a better understanding of the extent, severity, and root causes of the flooding issues in Greenbelt. For example, our assessment of the data and model results will indicate if flooding occurs because stormwater volume and peak flows overwhelm the existing storm sewer drainage infrastructure (i.e., not enough capacity by the storm sewers to convey the flood waters). Alternatively, our assessment could conclude that the storm sewers are adequately sized, but stormwater cannot enter the system because the inlets are too small or too few in number or are not at the right grade elevation. Additionally, some combination of both conditions may be the root cause of flooding. The outcomes of our assessments of model simulations will form the basis for developing potential mitigation strategies and recommendations. Based on this understanding, we will develop initial recommendations to manage flood risk, vulnerability, and impact. The types of recommendations that our team will consider are discussed in the subsections below.



Green Infrastructure or Nature-based Solutions.

Green infrastructure, also commonly referred to as nature-based solutions, is a flood management strategy that mimics natural processes. A primary goal of these types of solutions is to prevent flooding by promoting stormwater capture and infiltration. These solutions can be used to address both pluvial and drainage system flooding. Green infrastructure solutions also often provide water quality benefits by reducing sediment and nutrient loads, which is relevant to meeting the regulatory requirements under the Chesapeake Bay TMDL Program. Green infrastructure also provides other co-benefits that may be important to the City of Greenbelt public, such as providing pollinator habitat, improving native vegetation diversity, or adding new green spaces. Examples of green infrastructure include:

- Impervious surface reduction that transforms unnecessary impervious areas into planted pervious areas that reduce flooding through infiltration.
- Bioretention cells, strategically placed upstream of flood-prone areas to reduce stormwater through infiltration.
- Vegetated berms to physically prevent flood waters from inundating critical infrastructure.
- Replacing impervious pavement with permeable pavement to promote infiltration and reduce flooding without sacrificing the convenience and necessity of hardened surfaces for mobility.



Green infrastructure is not always an appropriate solution. The feasibility of implementing green infrastructure depends on factors such as soil type, slopes, required volume capacity, shallow water tables, and available space.

Gray Infrastructure

Gray infrastructure is typically hardened structural flood management solutions. These solutions can address either storm sewer capacity issues or excess runoff issues. Examples include:

- Increasing the number of, or size of, storm catch basins to divert more runoff from streets into existing storm sewers. This works to prevent flooding by allowing more water to be diverted away from flood-prone areas through the existing storm sewer system.



- Increasing the size of existing stormwater sewers to carry more runoff to downstream areas. This works to prevent flooding by providing more capacity to the stormwater sewers to carry away more runoff.
- Flood retention walls to keep flood waters away from critical and vulnerable flood areas.
- Stormwater retention basins strategically placed to address recurring flooding in vulnerable areas. These prevent flooding by creating temporary storage of flood waters.

Non-Structural Best Management Practices

Non-structural best management practices help address the root causes of flooding or help reduce flood impacts. Examples include:

- Catch basin cleaning or street sweeping. This can be an important solution if sewers and catch basins are adequately sized to divert runoff but are often clogged with debris.
- Land use policies that protect or enhance riparian areas or open spaces, providing important places where stormwater can accumulate and infiltrate.
- Development policies to further limit uncontrolled development and curb future increases in stormwater volumes. This can prevent flooding by promoting practices that keep more stormwater on-site.
- Providing incentives for developers to minimize impervious cover and soil compaction and promote revegetation of disturbed areas. This can prevent flooding by promoting practices that infiltrate more stormwater on-site.
- Rooftop disconnection from storm sewers. This can prevent flooding by promoting infiltration and creating more capacity within the storm sewers.

In LimnoTech’s experience, the suite of recommendations to address flood-prone areas are typically hybrid solutions that combine green, gray, and non-structural BMPs. The H&H model will be applied to assess the effectiveness of the recommended solutions by placing the solutions as “model elements” in the model and then evaluating the reduction in flood occurrence or severity.

Progress Reporting

Maintaining two-way communication between our technical and management staff and the City of Greenbelt staff is critical. This communication includes regular reporting of project progress. LimnoTech will schedule



monthly check-in meetings with the City’s Project Manager to review progress and upcoming task work. Additional meetings with the City’s Project Manager may be needed during the project, such key decision points. For these meetings, the LimnoTech Project Manager will provide the City Project Manager with materials to be discussed during the meeting (e.g., a copy of draft or final reports, studies, forecasts, maps, or plans) at least three (3) working days before each progress meeting. In addition to regular check-in



meetings, LimnoTech also prepares monthly written project status reports sent alongside invoices. These project status reports summarize the technical work completed on each task in the last month. LimnoTech is also available for telephone calls to supplement the periodic meetings and monthly reports, which can occur more regularly. This can be critical for a project such as this one that is to be completed in a short timeframe. Finally, in addition to these structured communications, multiple public process meetings (such as meetings with the City Council and the selected Boards/Committees) will provide opportunities for informal progress reporting.

Collaboration

LimnoTech's goal in any project is to work collaboratively with the client and create a supportive partnership to finish the job on budget and schedule. This is especially critical on a project such as this, with a comprehensive scope, a tight timeline, and a constrained budget that will require innovative and efficient project delivery. LimnoTech will commit to doing the work as described above but will likely need the City's assistance with the following items:

*LimnoTech will **collaborate** with the client and create a **supportive partnership** to complete the job on budget and on schedule.*

- Obtaining relevant data sets that are not publicly available to contractors but that can be obtained as a government entity (e.g., reaching out to WSSC to obtain a copy of the Infoworks ICM model for the Greenbelt area).
- Provide limited field data collection, such as manhole inverts (if needed).
- Assist with the implementation (distribution) of the online tools for the citizen involvement strategy, utilizing the City's email listservs and social media.
- Facilitate the scheduling of meetings with City Council and Boards/Committees and provide the necessary introductions and context for the meeting.

LimnoTech expects to work collaboratively with the City's Public Information Office on public engagement activities and with Mr. Carpenter-Driscoll, the City's project manager and environmental coordinator, on technical activities.

While not specifically mentioned in the "Request for Proposal" document, we also would like to collaborate with the City of Greenbelt to obtain additional funding to sponsor future phases of work. We envision this as a collaborative effort between the City's Project Manager, Grants Manager, and LimnoTech. LimnoTech can provide suggestions for funding sources that could be fruitful to pursue and provide the technical information for grant applications. For example, LimnoTech has successfully pursued, with clients, grant money from the National Fish and Wildlife Foundation (NFWF), the Chesapeake Bay Trust (see Project #6 in Section 6), FEMA, EPA, and others. Collaborating to obtain additional funding will be critical for the City to ensure a comprehensive assessment of the flooding issues in Greenbelt and the management strategies that will address them. This type of support aligns with LimnoTech's values of partnering with our clients and committing to their long-term success.



Deliverables

Upon completion of the tasks listed above, LimnoTech will provide the following deliverables to the City of Greenbelt:

- The Community Flood Resiliency Plan will include sections on data collection, modeling, and recommendations.
- GIS data and related maps in the form of a geodatabase and/or ArcPro map package.
- Final presentation to the City Council on the findings of this project and the Community Flood Resiliency Plan.

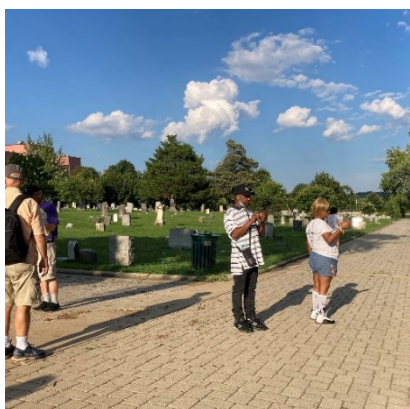
Unique Qualifications and Capabilities to Perform the Requested Services

We humbly believe LimnoTech brings several unique qualifications and capabilities to benefit the City of Greenbelt and this project. These include:

- **Unparalleled expertise in hydrologic and hydraulic principles:** our engineers and scientists have advanced degrees in H&H and have applied this deep understanding for decades to understand the root causes of flooding and related stormwater issues. This is evident in our long relationships with clients such as D.C. Water, DOEE, and Anne Arundel County. We also truly understand the science behind the H&H models – something we believe differentiates us from our competitors. We do not unquestioningly develop models, push a few buttons to run them, and trust the results. We understand how they need to be set up, what parameters can or cannot be adjusted, and when results make sense (or not) based on the science and mechanics of the model. As modelers, we strongly believe in the mottos of “garbage in is garbage out,” “all models are wrong, but some are useful,” and “apply the simplest model that will answer the question.” We keep these in mind when developing flood models to produce useful tools for our clients. Our expertise also allows us to develop useful models with limited data and provide creative and innovative solutions with limited resources.
- **Excellence in planning:** the process of getting from where you are now to having an actionable Community Flood Resilience Plan may feel daunting and opaque. For example, how much and what type of modeling will be needed to confidently address Greenbelt’s flooding issues? Our creative and cost-effective approach will leverage the existing data, knowledge, and models to build the foundational information for developing flood management recommendations and the Community Flood Resiliency Plan. Our goal is to develop a useful and adaptable plan as more data, information, and model refinements become available. As stated previously, this project could launch Greenbelt into a multi-year journey where the Community Flood Resiliency Plan is used to request and apply for funding to turn the recommended flood solutions into implementation reality. LimnoTech would like to be the City’s trusted technical partner and advisor on this journey.
- **Excellence in client service:** We are a client service company and we are committed to the partnerships we enter into with clients. We will be as invested as you are in getting the job done well and working side-by-side with you during the project’s duration. Our commitment to excellent client service is supported by the data: 80% of our project work is from returning clients.



- **Creative mindsets:** we understand that the City of Greenbelt wants to accomplish much with a limited budget. The selected project team will have to be innovative in completing the project. For example, we believe that part of the creative process is leveraging existing tools (like the WSSC H&H model). Being creative also means being flexible and showing the ability and willingness to work with incomplete data, diverging public opinions, or small budgets. LimnoTech has a lot of experience working on projects that require that type of mindset, as demonstrated by the projects shown in Section 6 (Work Examples).
- **Community Connections:** Through our work with the Chesapeake Bay Trust and the Anacostia Watershed Society, we have built strong community connections in Prince George’s County and other nearby localities. Through these community connections, we have built a deep appreciation for listening and leveraging the collective institutional knowledge to develop creative community-oriented solutions.



Additional Information to Assist the City in Evaluating Our Proposal

Value Added Opportunities

There are several value-added opportunities that LimnoTech could provide, which fall outside the requested RFP scope but may be of value to the project and of interest to the City. These include scope and budget items that are not presented in the approach and fee proposal. These include:

- Grant writing services to pursue additional funding sources to augment the current budget and fund future phases of work. For 40 hours of grant writing, we anticipate a budget of approximately \$6,800.
- Additional public meetings, beyond the three required under the RFP, to gather input from more stakeholders. For preparing and attending a one-hour meeting by two staff, we anticipate a level of effort of four hours per meeting and a budget of \$700 per meeting.
- Field visit to visually assess existing stormwater infrastructure or flood BMP opportunities. For preparing and conducting one-day site visits by two staff members, we anticipate a level of effort of 20 hours and a budget of \$3,600 per site visit.

If any of these tasks are of value and interest to the City, LimnoTech would be happy to discuss how these could be incorporated into the project, either in lieu of existing scope items or as scope and fee add-on items.



Anticipating Future Phases of the Community Flood Resiliency Plan

This project could launch Greenbelt into a multi-year journey that will take the Community Flood Resiliency Plan from a planning tool to an implementation reality. LimnoTech would like to be the City's technical partner and advisor on this journey. While we cannot predict the future, it's nevertheless useful (and fun!) to try to anticipate the future phases of the Community Flood Resilience Plan, both in terms of how the Plan might be implemented and how it might be updated over time. In our experience, this type of work is cyclical. When a full cycle is completed, it could be repeated (assuming funding is available) with the additional knowledge and information gained during the previous cycle (Figure 4). This cyclical approach provides opportunities to manage adaptively, take advantage of opportunistic resources and funding, bring in additional data and community input, and build a more holistic flood resiliency program with the completion of each cycle.

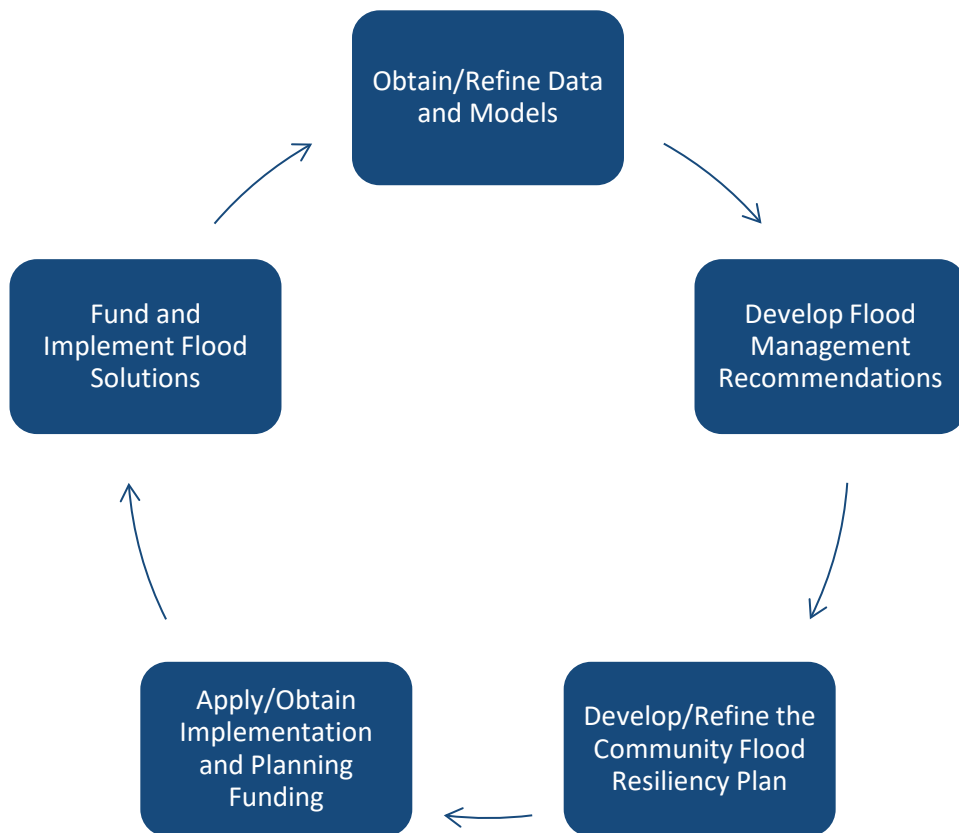


Figure 4: Anticipated Project Cycle

Potential specific tasks for each consecutive cycle are outlined in Figure 5. Still, these depend on the outcome of the previous cycle, the needs of the City, and the available funding. Figures 4 and 5 are proof of concepts to help envision the multi-year journey.

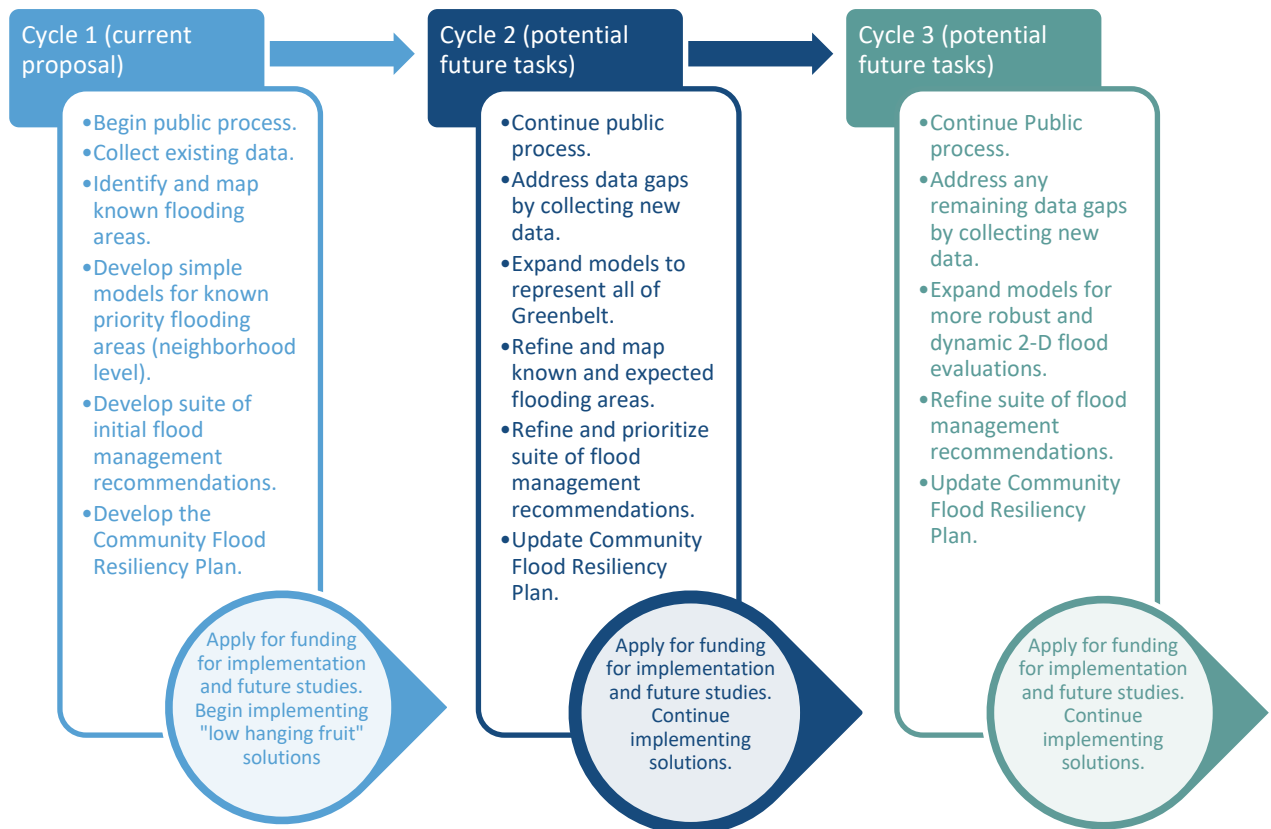


Figure 5: Potential tasks under each cycle

3 FEE PROPOSAL

Our proposed fee proposal is shown in the table below. Our proposed fee is based on our best estimate of the labor hours required to complete the work. We do not anticipate reimbursable expenses or other direct costs (ODCs) as part of this project.

Task No.	Description	Hours	Labor (\$)	Other Direct Costs (\$)	Total Cost (\$)
1	Public Process	86	\$13,790	\$0	\$13,790
2	Data Collection and Organization	47	\$8,300	\$0	\$8,300
3	Data Modeling and Assessments	143	\$28,220	\$0	\$28,220
4	Recommendations	101	\$18,920	\$0	\$18,920
5	Progress Reporting	26	\$5,740	\$0	\$5,740
Total		403	\$74,970	\$0	\$74,970

Four meetings are included under Task 1, Public Process. If additional meetings are desired, our Cost for a 1-hour meeting is \$700 per meeting (includes attendance by two LimnoTech staff members).

The table below displays LimnoTech's labor categories and corresponding hourly billing rates. For this project, we anticipate using the labor categories highlighted in blue.

Category	Rate \$/hour
Executive/Senior Scientist	\$270
Officer/Senior Scientist	\$255
Senior Engineer/Scientist	\$240
Senior Project Engineer/Scientist II	\$225
Senior Project Engineer/Scientist I	\$205
Project Engineer/Scientist III	\$185
Project Engineer/Scientist II	\$165
Project Engineer/Scientist I	\$145
Engineer/Scientist	\$135
Environmental Specialist	\$125
Clerical/Asst. Project Manager	\$100



4 ANTICIPATED PROJECT SCHEDULE

LimnoTech's anticipated project schedule is shown below. The public process task will require scheduling meetings with the board and committees. Every effort will be made to complete these meetings by the end of July, but it will depend on the availability of the board and committees. We commit to being adaptable and responsive as needed.

Task Description	2025						
	J	J	A	S	O	N	D
Public Process							
Data Collection and Organization							
Data Modeling and Assessments							
Recommendations						Draft Plan	Final Plan
Progress Reporting	•	•	•	•	•	•	•



5 PROJECT TEAM

We have assembled a LimnoTech Team with the required experience and expertise for this project. This section introduces you to our people who will fill the primary roles for this work. Summaries of key team members are provided below. Resumes for key personnel and support staff are provided in Attachment D. All proposed staff for this project are located in LimnoTech's Washington, DC office.

Key Personnel



Anouk Savineau, PE, is a Principal and Senior Water Resources Engineer and will serve as the **Project Manager** and the **Community Flood Resiliency Plan Development Lead**.

Anouk Savineau is a Principal and Water Resources Engineer with over 25 years of experience in watershed modeling, protection, and management, including flooding; green infrastructure and nature-based solutions analysis and modeling; collection systems modeling; EWN® program development; and TMDL implementation. She has experience in various hydrologic, hydraulic, hydrodynamic, and water quality modeling tools, as well as in data management and geospatial analysis. Anouk's principal area of engineering expertise lies in managing and restoring urban watersheds and waterways to address stormwater issues such as flooding and degraded water quality. Her goal is to help communities understand the causes and impacts of stormwater, especially under changing climate conditions, so they can make informed decisions on management solutions and regulatory compliance strategies. Anouk has strong project management skills that she has used for clients, including the D.C. Department of Energy and Environment (DOEE), Fairfax County, the City of Richmond, the Minnesota Pollution Control Agency, the U.S. Army Corps of Engineers Engineering With Nature Program, and others.



Volker Janssen is a Senior Hydraulic and Water Resources Engineer at LimnoTech and will be the **Riverine Modeling and BMP Recommendations Lead**. Volker has over 20 years of experience in hydrology, hydraulics, hydrogeology, and GIS and has served as the technical lead and provided support for various modeling efforts in the Mid-Atlantic region. The projects he has worked on include watershed models and floodplain estimations, as well as flood-protection concepts and sewer capacity and

drainage studies. He has acted as both a project engineer and project manager. Volker has worked with relational databases, GIS environments, and various hydrologic and hydraulic modeling frameworks, such as HEC-RAS, HEC-HMS, SWMM, Infoworks ICM, RMA2, SED2D, FESWMS, Mike Mouse, Mike 1D, Mike 2D, and EFDC. He knows several programming languages, such as C++, VBA, Python, and R, which he uses to develop pre- and post-processing tools for modeling and monitoring data analysis. His current work focuses primarily on designing, calibrating, and applying 1-, 2- and 3-dimensional H&H and hydrodynamic models for assessing and understanding river, sewer, and drainage systems to better understand the conditions that lead to flooding and to determine the effectiveness of flood mitigating strategies.





Brad Udvardy, PE, will serve as the **Interior Drainage Modeling, Assessment, and BMP Recommendations Lead**. Brad is a Senior Environmental Engineer with LimnoTech. He

is a hydrologic and hydraulic modeler with 25 years of experience developing, calibrating, and applying collection and drainage system models using DHI's MIKE Urban platform, Innovyze's InfoWorks ICM modeling software, and EPA's Stormwater Management Model (SWMM). His modeling experience includes rainfall analysis, model calibration, neighborhood-level flooding and basement backup evaluations, GI modeling, peak flow analysis, flow allocation, pipe rehabilitation, flow source tracking, and capacity assurance studies. Brad has managed multiple large-scale modeling efforts involving urban flooding studies and several GI assessment projects that included practice-level model development and calibration, design, and implementation of practice-level monitoring, evaluation of practice rehabilitation efficacy, and quantification of the effects of GI.



Saloni Dagli, PE, is an Environmental Engineer with over eight years at LimnoTech and

will serve as the **Public Process Lead**. Saloni's areas of expertise include community engagement, environmental justice, stormwater management, and green infrastructure. She has developed and implemented community-led design processes, developed curriculum for workshops, led stakeholder meetings, designed public input processes (including community mapping), and effectively communicated technical concepts to broad public audiences. She has also supported clients in developing innovative approaches to promoting environmental justice rooted in science and guided by communities. Saloni has helped clients translate their values into meaningful water stewardship action, facilitated decision-making and collaboration within large organizations, and supported clients' stakeholder outreach and engagement efforts. Saloni has a Bachelor of Science in Engineering focusing on Environmental Engineering and Urban Studies from the University of Michigan.



6 WORK EXAMPLES

The work examples presented below were selected because they are relevant, in their unique ways, to Greenbelt’s project goals. Each flood resiliency plan is unique, with no “one size fits all” approach. Our approach, therefore, is to combine the lessons and skills learned from relevant projects and combine them to provide the best possible services that fit the client’s needs. We have used call-out boxes to show the tasks in each work example that are most relevant to the needs as written in the RFP. We believe that these, as a whole, show that we have the experience and qualifications to deliver a high-quality Community Flood Resiliency Plan.

Project #1: Integrating Nature-Based Solutions into a Comprehensive Stormwater Strategy for SE Michigan

CLIENT: Great Lakes Water Authority

TIME PERIOD: 2024-2025

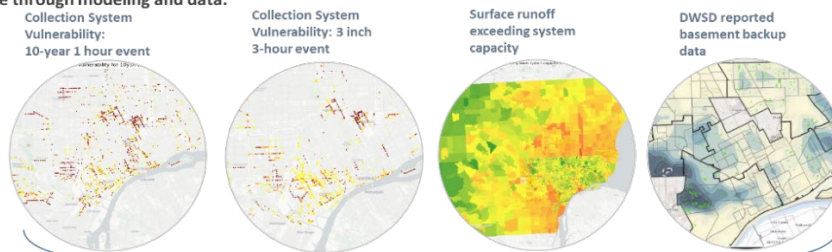
DESCRIPTION:

Climate variability necessitates consideration of new approaches to stormwater management. More frequent and intense rain events challenge cities with older infrastructure. Over the past few years, several extreme storms (up to 8 inches) have impacted metro Detroit, overwhelming a regional collection system designed to handle just over 3 inches in 24 hours. These events resulted in catastrophic surface flooding, basement backups, and significant human and ecological hardship. LimnoTech and the University of Michigan collaborated to develop a climate adaptation strategy for SE Michigan that integrates large-scale nature-based solutions with existing grey infrastructure systems. The strategy also incorporates community considerations in identifying opportunities for surface flood storage capacity and restoration of historic stream channels. LimnoTech’s role was to collect and compile available spatial data such as flooding data, existing GI assets, hydrology, imperviousness, sewer infrastructure, and imagery. LimnoTech also acquired the existing models, including the GLWA and Detroit wastewater and stormwater collection system, and the Rouge River watershed models. We then analyzed the data and applied the models to identify the flooding “hot spots” and develop remedy strategies. The

This project includes the following tasks relevant to Greenbelt:

- Data Collection
- System Flooding Analysis and Modeling
- Identification of opportunities for nature-based solutions to reduce flooding

1. Profile through modeling and data:



2. Categorize mode of flooding and remedy strategy:

- System-limited flooding: Delineate tributary area, develop tributary system-level remedy
- Fluvial-dominated flooding: Delineate fluvial flood zone, develop local remedy/protections
- Pluvial-dominated flooding: Develop local strategy: retention, diversion, enhanced collection

LimnoTech assessed sewer vulnerability to flooding through data assessments and modeling and developed categories of flood-resilient strategies to address the different types of flooding in SE MI.

workflow is shown in the figure below.

LimnoTech also participated in community engagement and planning efforts to align stakeholders and create a path forward for integrated nature-based stormwater solution implementation.



Project #2: Anacostia River Corridor Restoration Plan, Washington, DC

CLIENT: District of Columbia Department of Energy and Environment (DOEE)

TIME PERIOD: 2021 - 2022

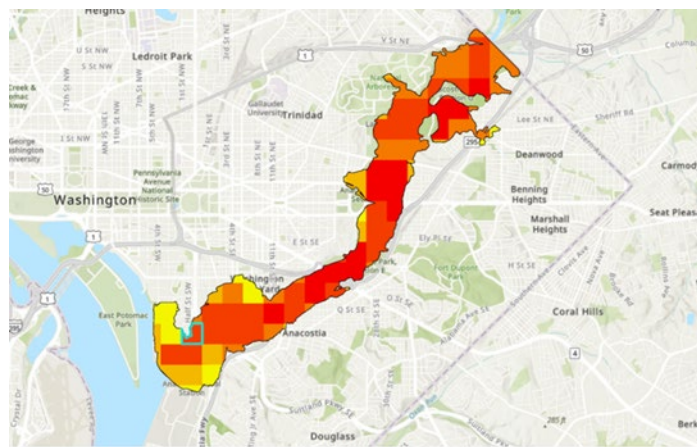
DESCRIPTION:

LimnoTech supported the development of an integrated plan for the restoration of the **Anacostia River Corridor** that addresses resiliency, water quality, habitat, and public access. The Plan provides the District with comprehensive evaluations of potential projects in the corridor that can be used to support grant requests for restoration implementation. LimnoTech focused on data collection and spatial analysis to identify high-priority areas for potential project implementation.

LimnoTech was part of a multidisciplinary team supporting DOEE in developing a stakeholder-driven, holistic Anacostia River Corridor Restoration Plan with four goal areas – resiliency, water quality, habitat, and inclusive and equitable access. LimnoTech focused on data collection and GIS analysis to support identifying priority areas for potential project implementation. In the project’s first phase, LimnoTech collected relevant resiliency, flooding, and climate change data from different districts, federal agencies, and other sources. LimnoTech then coordinated with DOEE and held meetings and interviews with internal (DOEE) and external (non-DOEE) stakeholders and technical experts to gather more information and insight into important factors for project prioritization. LimnoTech then developed a proposed methodology for identifying “hotspots” for potential projects. First, we developed a roster of potential indicator metrics for each goal area and vetted them with DOEE (e.g., slope, flood complaints, buffers, etc.). We then compiled spatial data for the chosen metrics and developed a scoring system using a grid system superimposed on the area of interest. Grid cells

This project includes the following tasks relevant to Greenbelt:

- Data Collection
- Spatial Analysis
- Identification of high-priority area for potential project implementation
- Stakeholder engagement
- Plan development



Wetlands_Score	Mussels_Score	Outfall_Score	LOI_Score	Pipe_Size_Score	BMP_Score	Imper_CELL_Score	FINAL_SCORE	Shape_Length	Shape_Area
1	1	1	1	5	0	1	2	24	1234.569359
1	1	1	1	1	0	1	3	13.5	3584.23305
1	1	1	1	1	0	1	1	10.5	3244.19377
1	1	5	5	5	1	2	4	37.5	6357.476024
1	1	5	5	5	1	1	4	36.5	5326.854176

LimnoTech’s spatial analysis and scoring identified priority areas for potential projects.

received scores based on the opportunities they provided for effective restoration. The hotspots – the higher-scoring grid cells relative to each other – became priority areas for targeting future restoration actions. LimnoTech then constructed maps and a geodatabase to guide the project’s next phase, which included recommendations for implementation actions in the high-opportunity areas. Our findings were used in a robust public engagement process to learn what stakeholders envisioned in a healthy river corridor. Solutions in the resulting Plan are focused on blue-green infrastructure and nature-based landscape elements at the stream corridor, neighborhood, and site scales.



Project #3: Green Infrastructure Co-Benefits at the Historic Congressional Cemetery

CLIENT: Washington DC's Department of Energy and Environment (DOEE)

TIME PERIOD: 2022 - Present

DESCRIPTION:

LimnoTech received a grant from Washington DC's Department of Energy and Environment (DOEE) to develop and pilot-test a green infrastructure community education and participatory planning methodology. The project aimed to help community members better understand green infrastructure benefits outside stormwater management (collectively known as "co-benefits"). LimnoTech was interested in seeing if increased community knowledge of green infrastructure led to increased support for green infrastructure projects and elevated the community's ability to participate in planning and design. In partnership with the Anacostia Watershed Society (AWS), LimnoTech developed a methodology focused on investing in community members' education and familiarity with green infrastructure and its co-benefits. The methodology was heavily supported by a literature review focused on green infrastructure co-benefits, environmental justice, and community engagement. LimnoTech and AWS then co-led a pilot test of the methodology at the Congressional Cemetery in southeast Washington, DC.

This project includes the following tasks relevant to Greenbelt:

- Public process and engagement
- Identification of high-priority area for potential project implementation



Individuals who live in the area surrounding the cemetery, who frequent the cemetery, and who live in regions of D.C. that have historically experienced environmental injustice (Wards 7 and 8) were sought for this project. The emphasis on environmental justice was essential to the project team, DOEE as a grant outcome, and the cemetery as they look to engage equitably with the broader community. Community members were compensated for their time and expertise.



LimnoTech conducted a series of green infrastructure workshops to identify areas for improvements in Congressional Cemetery, DC.

The methodology outlined a series of workshops that LimnoTech and AWS facilitated, consisting of a boat tour of the Anacostia River, a green infrastructure walking tour, an interactive mobile mapping activity to identify areas for improvement, and a visioning exercise using paper maps of the cemetery. The workshops also included facilitated discussions on perceptions of green space, co-benefits of green infrastructure, maintenance, green gentrification, and pathways to addressing environmental concerns in one's neighborhood.

LimnoTech and AWS consider the project to be a major success. Participants were fully engaged in the workshop series. They came away with stronger knowledge about green infrastructure, confidence to advocate for the features they

wanted in their neighborhoods, and a sense of community with each other. The project set a strong foundation for a community-driven set of GI projects to be put in place at the Congressional Cemetery.



Project #4: Lake Accotink Preservation Feasibility Study

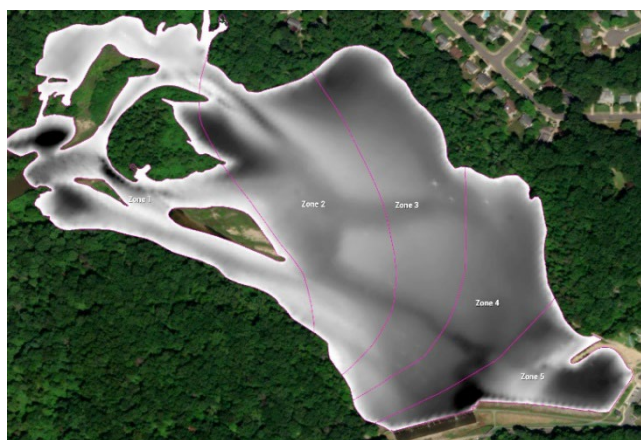
CLIENT: Fairfax County (VA) Department of Public Works

TIME PERIOD: 2023 - Ongoing

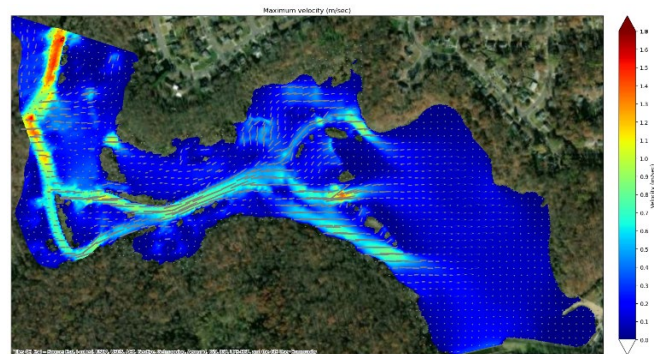
DESCRIPTION:

LimnoTech is supporting Fairfax County, VA, in evaluating management alternatives for Lake Accotink. This heavily used recreational lake is experiencing sedimentation, slow infilling from upstream development, and a lack of adequate stormwater controls. Fairfax County has traditionally managed Lake Accotink through dredging. However, recent studies suggested that further dredging is economically infeasible and that a smaller lake could be achieved without dredging. This led to public and stakeholder concerns about losing recreational space and access. A citizen Task Force was created to evaluate the sedimentation issues and potential lake management alternatives.

LimnoTech was first brought in as a neutral party to support the Task Force by answering their “Lake Visioning Questions” and providing technical information and assessments to help evaluate lake management alternatives. LimnoTech collected and analyzed existing datasets such as lake bathymetry, sediment loading, sediment composition, and flow rates to develop in-filling projections of the lake under different management and climate scenarios. LimnoTech created graphical depictions of the lake in-filling for presentation to the stakeholders.



LimnoTech created graphical depictions of the lake in-filling for presentation to the stakeholders.



LimnoTech created a model of the lake to assess water depths, velocities, and sedimentation patterns.

This project includes the following tasks relevant to Greenbelt:

- Data collection
- Riverine H&H modeling
- Public process and engagement
- Identification of management alternatives

One of the conclusions of Phase 1 was that there was little understanding of how sediment enters the lake, settles in the lake, and moves out of the lake. Under Phase 2 (ongoing), LimnoTech was tasked to conduct a sedimentation study to understand the sedimentation processes better and make better-informed decisions about lake management alternatives. Under this phase, LimnoTech conducted field surveys of Accotink Creek and Long Branch, applied the County’s HEC-RAS model to estimate flows and sediment entering and leaving Lake Accotink, and developed a model of Lake Accotink using Delft 3D to assess water depths, velocities, and sedimentation patterns.

Work is underway to identify various management alternatives, including a lake with a smaller surface area and potential new wetland areas that could preserve and/or enhance recreational opportunities while addressing existing sediment flows and minimizing dredging.

Project #5: Hydrologic and Hydraulic (H&H), Flood, and Water Quality Modeling to Support D.C. Water Planning Efforts, Washington, DC

CLIENT: D.C. Water

TIME PERIOD: 1999 - Present

DESCRIPTION:

LimnoTech has provided hydrologic and hydraulic (H&H), flood, and water quality modeling for D.C. Water since 1998. This modeling supported the development and implementation of a Combined Sewer Overflow (CSO) Long Term Control Plan, the design and construction of green infrastructure (GI) and a deep tunnel CSO storage system, the reduction of localized flooding across Washington DC, and the evaluation of water quality conditions in the Anacostia, Rock Creek, and Potomac Rivers. LimnoTech's modeling support provided D.C. Water with sound technical analysis and recommendations that they used to prioritize the construction of infrastructure projects and implement cost-effective solutions.

This project includes the following tasks relevant to Greenbelt:

- Data Collection
- System Flooding Analysis and Modeling
- Assessment of water quality benefits
- Identification of green infrastructure opportunities for flood management
- Development of a plan

LimnoTech developed the original H&H model to evaluate and prepare the CSO Long Term Control Plan delivered to EPA in 2001. Modeling platforms used include Mike Urban, SWMM, and Infoworks ICM. LimnoTech applied these models to support facility planning and design efforts for the nearly \$3 billion D.C. Clean Rivers program for CSO control, nutrient reduction, and neighborhood flooding mitigation. Modeling support also included evaluating D.C. water green infrastructure installations to reduce the size of future tunnel projects in the Potomac River and Rock Creek sewersheds.



LimnoTech evaluated green infrastructure installations for volume and peak flow reductions in the Potomac River and Rock Creek sewersheds, to support and inform decisions related to infrastructure investment.

LimnoTech has performed flooding studies of the Bloomingdale neighborhood and the Northeast Boundary areas of Washington, D.C. Many aspects of modeling work for D.C. Water, including tunnel design support and neighborhood-level flood studies, involve the application of design storms of various return periods and durations. LimnoTech assisted D.C. Water in adopting their current design storm standard based on NOAA Atlas 14 and the alternating-block method of distributing IDF curve rainfall.

Project #6: Community-Based Organization Capacity Building Initiative for the Chesapeake Bay Trust, MD

CLIENT: Chesapeake Bay Trust

TIME PERIOD: 2023 - 2024

DESCRIPTION:

LimnoTech supports the Chesapeake Bay Trust (CBT) as a technical assistance provider for the Community-Based Organization Capacity Building Initiative (CBO-CBI). The CBO-CBI aims to bridge the resource gap between mainstream established organizations and community-based organizations and partners to build the capacity of the community-based organizations to implement resilience and restoration projects. Community-based organizations (CBOs) representing populations who receive inequitable services and experience quality-of-life disparities were engaged as potential applicants to watershed-resilience and restoration-focused grant programs.

This project includes the following tasks relevant to Greenbelt:

- Public outreach and engagement
- Green infrastructure concept designs to build community resilience



LimnoTech is supporting the Chesapeake Bay Trust (CBT) as a technical assistance provider for the Community Based Organization Capacity Building Initiative (CBO-CBI), which aims to increase resources and capacity of the community CBOs to implement resilience and restoration projects.

LimnoTech conducted site visits to ten CBOs in Maryland (several in Prince George's County, as well as Anne Arundel, Charles, Calvert, and St. Mary's Counties), developed trusting relationships, learned of the unique concerns of each organization, and developed recommendations for green infrastructure implementation and other restoration projects the CBOs could implement. LimnoTech developed green infrastructure concept designs that consisted of maps showing BMP footprints of proposed practices, estimated drainage areas, and concept drawings illustrating the potential final project. These practices were developed to address the concerns and interests of the CBOs that were shared during the site visit and to be compatible with the existing uses of the site. LimnoTech then worked with a subset of CBOs to develop and submit grant applications and develop organizational capacity for green infrastructure implementation.



7 REFERENCES

The following references are provided to aid the City of Greenbelt in assessing LimnoTech’s qualifications and capabilities. These three project references are for three projects described in Section 6, as indicated by the project number.

Project #2 Anacostia River Corridor Restoration Plan, Washington, DC

FIRM: Department of Energy and Environment

ADDRESS: 1200 First Street NE, 5th Floor, Washington, DC 20002

CONTACT: Steve Saari, Deputy Director, Natural Resources Administration, Associate Director, Watershed Protection Division

P: 202-535-2961

DATE OF SERVICES: 2021 - 2022

SCOPE OF SERVICES: LimnoTech supported the development of an integrated plan to restore the Anacostia River Corridor, which addresses resiliency, water quality, habitat, and public access. LimnoTech focused on data collection and GIS analysis to support identifying priority areas for potential project implementation.

Project #3: Green Infrastructure Co-Benefits at the Historic Congressional Cemetery

FIRM: Anacostia Watershed Society

ADDRESS: 4302 Baltimore Avenue, Bladensburg, MD 20710

CONTACT: Christopher E. Williams, President and CEO

P: 301-699-6204, ext. 105

DATE OF SERVICES: 2022 – Ongoing

SCOPE OF SERVICES: LimnoTech developed and pilot-tested a GI community education and participatory planning methodology. The project aimed to help community members better understand GI benefits outside stormwater management (collectively known as “co-benefits”). The methodology outlined a series of workshops that LimnoTech and AWS facilitated, which included discussions on perceptions of green space, co-benefits of GI, maintenance, green gentrification, and pathways to addressing environmental concerns in one’s neighborhood.

Project #4: Lake Accotink Preservation Feasibility, Fairfax County, VA

FIRM: Fairfax County Department of Public Works and Environmental Services

ADDRESS: 12000 Government Center Pkwy Fairfax, VA 22035

CONTACT: Charles Smith, Project Coordinator, Stormwater Planning Division

P: 571-407-6973

DATE OF SERVICES: 2023 - Ongoing

SCOPE OF SERVICES: LimnoTech is supporting Fairfax County, VA, in evaluating management alternatives for Lake Accotink. LimnoTech collected and analyzed data, conducted field surveys, applied the County’s HEC-RAS model to estimate flows and sediment entering and leaving Lake Accotink, developed a model of Lake Accotink using Delft 3D to assess water depths, velocities, and sedimentation patterns, and informed alternative lake management scenarios.



Attachment A

Response Form

**PROPOSAL RESPONSE FORM RFP # 2025-03-R FOR PROFESSIONAL SERVICES TO PREPARE
COMMUNITY FLOOD RESILIENCY PLAN FOR THE CITY OF GREENBELT, MARYLAND**

FIRM NAME Limno-Tech, Inc. (dba LimnoTech)

CONTACT Anouk Savineau

ADDRESS 1015 18th Street, NW Suite 900

CITY/STATE Washington, DC ZIP 20036 PHONE 202-833-9094

FEE PROPOSAL AMOUNT \$74,970

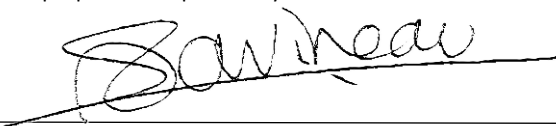
TAXPAYER I.D. No 38-2084136 SAM.gov REGISTRATION No. WUTAYYLW49F3

FIRM WEB SITE ADDRESS www.limno.com E-MAIL asavineau@limno.com

TYPE OF ORGANIZATION (check one)

 Sole Proprietorship Partnership X Corporation Public Corporation

In submitting a proposal, firm acknowledges every section of this document including all requirements, terms, conditions, and sections of this document. Proposal submission format should be by order in which document is outlined. Exceptions to any part of this document and any attachments should be clearly delineated and detailed throughout this proposal process. The undersigned, on behalf of the proposer, certifies that: (1) this proposal is made without previous understanding, agreement or connection with any person, team or corporation making a proposal on the same project; (2) is in all respects fair and without collusion or fraud; (3) the person whose signature appears below is legally empowered to bind the firm or team in whose name the proposal is entered; (4) they have read the complete RFP and understand all provisions; (5) if accepted by the City, this proposal is guaranteed as written and amended and will be implemented as stated; and (6) mistakes in writing of the submitted proposal will be the proposer's responsibility.

AUTHORIZED SIGNATURE: 

TITLE Principal, Senior Water Resources Engineer DATE May 7, 2025

Attachment B

Legal Responses

Submit a statement disclosing any current, pending, or potential disciplinary action or complaint(s) or other like proceedings, including any claims in arbitration, mediation, or litigation, against the firm or against any partner or associate of the firm or team.

There are no current, pending, or potential disciplinary action or complaint(s) or other like proceedings, including any claims in arbitration, mediation, or litigation, against LimnoTech

Disclose any actual or potential conflicts of interest with the City, its officers, elected officials, agents and employees.

To the best of our knowledge, we have no actual or potential conflicts of interest with the City, its officers, elected officials, agents, or its employees.

Describe any partnerships with any organizations/subcontractors/suppliers that will play a role in this project.

We do not have any organizations/subcontractors/suppliers that will play a role in this project.

Attachment C

Certificate of Insurance



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/21/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Marsh & McLennan Agency LLC 15415 Middlebelt Road Livonia MI 48154-3805		CONTACT NAME: Takato Timmerman PHONE (A/C, No, Ext): E-MAIL ADDRESS: Takato.Timmerman@MarshMMA.com		FAX (A/C, No):
		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A : Massachusetts Bay Insurance Company		22306
		INSURER B : Hanover Insurance Company		22292
		INSURER C : Citizens Insurance Company of America		31534
		INSURER D : Admiral Insurance Company		24856
		INSURER E : Navigators Insurance Company		42307
		INSURER F :		

COVERAGES **CERTIFICATE NUMBER: 1279202740** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☒ LOC OTHER:			ZDB039285516	6/21/2024	6/21/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY			ADB039115817	6/21/2024	6/21/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 0			U7B039302217	6/21/2024	6/21/2025	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N ☐	N / A	WHB0102813AA	6/21/2024	6/21/2025	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
E D	Watercraft Liability Prof. Liab & Poll. Liab.			NY24CFTZ055V4Q1 FEIECC2839802	6/21/2024 6/21/2024	6/21/2025 6/21/2025	Limit: Limit/Aggregate: \$1MM \$5MM/\$5MM

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
For Informational Purposes Only.

CERTIFICATE HOLDER**CANCELLATION**

For Informational Purposes

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Attachment D

Resumes

Anouk Savineau, PE

Principal, Water Resources Engineer

Anouk Savineau is a Principal and Water Resources Engineer with over 25 years of experience in watershed modeling, protection, and management, including flooding; green infrastructure and nature-based solutions analysis and modeling; collection systems modeling; EWN® program development; and TMDL implementation. She has experience in various hydrologic, hydraulic, hydrodynamic, and water quality modeling tools, as well as in data management and geospatial analysis. Anouk's principal area of engineering expertise lies in the management and restoration of urban watersheds and waterways to address stormwater issues such as flooding and degraded water quality. Her goal is to help communities understand the causes and impacts from stormwater, especially under changing climate conditions, so they can make informed decisions on management solutions and on regulatory compliance strategies.

Anouk has strong project management skills that she has used for clients including the City of Richmond, the Minnesota Pollution Control Agency, the U.S. Army Corps of Engineers Engineering With Nature Program, and others. Anouk is located in LimnoTech's Washington, DC office.

SELECTED PROJECT EXPERIENCE

Sewer Hydrology and Hydraulic, Flood, and Water Quality Modeling Support for D.C. Water, Washington, DC.

Supported the development and application of an H&H model (SWMM, Mike Urban) for the separate sanitary and storm sewer systems in D.C. and a revision of the existing combined sewer system. Supported the development of detailed studies in areas with localized flooding concerns and basement backups. Developed and applied a storm-sewer model for the Palisades neighborhood in northwest Washington. The project area suffers from surface flooding and sewer capacity problems. The model was applied to evaluate the sewer capacity and inlet problems and was used to recommend flood relief solutions, including building a parallel relief sewer and larger inlets to prevent overland flooding.

Development of a Water Resiliency Roadmap for the New York Power Authority (NYPA), EPRI, NY.

Project manager overseeing the development of a water resiliency roadmap for the NYPA. The roadmap identifies the water resource trends, water stressors, resiliency factors, and opportunities to improve water resiliency in the NYPA service territory, particularly in the watersheds where NYPA operates. Developed an interactive StoryMap to communicate the roadmap to the public.



AREAS OF SPECIALIZATION

GI/NBS Analysis & Modeling

Water Quality Modeling & Analysis

Watershed & Stormwater Modeling

GIS Analysis & Modeling

Climate Change Adaptation

TMDL Implementation

Program Management & Support

EDUCATION

**MENG, Environmental Engineering,
Massachusetts Institute of Technology**

**BS, Chemical Engineering,
Rutgers University**

PROFESSIONAL LICENSES & CERTIFICATIONS

**Professional Engineer: Maryland (29257),
Washington, DC (PE901698), Virginia
(402042076)**

Certificate in Environmental GIS

Development of Green Infrastructure Guidance for the Minnesota Pollution Control Agency Stormwater Manual, Minneapolis, MN.

As the project manager, worked with MPCA to conduct extensive research to create content for the [GSI pages](#) of the [MPCA Stormwater manual](#). Led workshops with the advising technical stakeholder group to obtain input on desired GSI content. Led development of the manual sections "[Design considerations for GSI BMPs](#)," "[Planning GSI projects and practices](#)" and "[GSI planning case studies](#)". Also wrote the "[GSI Design Strategies and Practices for Climate Resilience](#)".

MS4 and TMDL IP Support to the DC Department of Energy and Environment (DOEE), Washington, DC.

As the task manager, Anouk supported the development of the [DC Stormwater Plan](#) (Consolidated TMDL Implementation Plan) to address MS4 WLAs for 23 pollutants in 45 different waterbodies as part of MS4 permit requirements. Developed and applied a modeling tool to support the TMDL IP. As part of ongoing activities, she is regularly assessing and applying the modeling tool for annual evaluations of the effectiveness of MS4 program load reduction strategies, and developing the annual story map as a companion document to the MS4 Annual Report. Regularly involved in meetings and discussions with the client and stakeholders to provide technical expertise and input.

Program Administration Support for the Engineering With Nature®, USACE ERDC Program, Vicksburg, MS.

Project and client manager providing technical and programmatic support to the [EWN® program](#) to advance EWN® science and engineering practices, including nature-based solutions for coastal and climate change resilience. Activities include conducting research, interpreting findings, and reporting the observations/conclusions that advance EWN practices; facilitating meetings, workshops, and collaboration between multi-disciplinary teams; and conducting literature review(s) into meaningful reports and other exhibits that further the distribution of EWN® information to the public.

Lake Accotink Preservation Study for Fairfax County, VA.

Anouk is the project manager for the [Lake Accotink Preservation Study](#), which will help better understand the amount of sediment that is entering and leaving Lake Accotink. Oversaw work including field data collection, development and application of a tributary and lake sediment model, and assessment of Lake design alternatives on in-lake sediment settling/transport.

Clean Water Act Compliance Services Support for the City of Richmond, VA.

Anouk is the project manager overseeing work to support the City in developing the CSS Interim and Final plans as required under SB1064. This work includes reviewing the City's H&H model and developing/applying a coupled H&H and bacteria water quality model for the James River in the greater Richmond area. The model is applied to comparatively evaluate CSS management strategies on in-stream bacteria concentrations and attainment of water quality standards.

Mississippi River Basin Water Action Collaborative, Phase One.

This project has brought together a variety of stakeholders to create a comprehensive blueprint for the establishment of a Corporate Water Action Collaborative to advance impact through collective action in the MSRB. Anouk oversaw the phase one activities, including establishing a baseline conditions assessment of shared water challenges in the MSRB, mapping corporate footprints, developing restoration goals that address the corporate shared challenges, and integrating water-related environmental justice.

Identification of Green Infrastructure Opportunities under the SRC Aggregator Startup Grant Program for DOEE, Washington, DC.

The objective was to find suitable locations and interested property owners for potential GI implementation within the DC Rock Creek MS4 area using a cost-effective approach based on economies of scale. As the project manager, Anouk oversaw technical work related to the data collection efforts, the desktop analysis to identify suitable properties for GI implementation, and the development of GI concept designs.

Development of a Sediment TMDL Restoration Plan for the Non-Tidal Patuxent River Lower and Middle Watersheds for Anne Arundel County, MD.

Project manager for the development of a sediment restoration plan. Oversaw and directed task work related to data collection and compilation; application of the Chesapeake Assessment and Scenario Tool (CAST); calculation of load reductions from BMPs and other restoration actions; developing a cost estimate and timeline for implementation of future restoration; and development of the restoration plan that was submitted to the MDE.

Volker Janssen

Senior Hydraulic & Water Resources Engineer

Volker Janssen is a Senior Hydraulic and Water Resources Engineer at LimnoTech's office in Washington, DC. Volker has over 20 years of experience in hydrology, hydraulics, hydrogeology, and GIS and has spent significant time developing and applying hydrologic and 1-, 2- and 3-dimensional hydraulic models. He served as the technical lead and/or supported various modeling efforts in the Mid-Atlantic region.

During his project work, Volker worked with relational databases, GIS environments, and a variety of hydrologic and hydraulic modeling frameworks (e.g., HEC-RAS, HEC-HMS, RMA2, SED2D, FESWMS, SWMM, Mike Mouse, Mike 1D, Mike 2D, Infoworks ICM, EFDC). He also has capabilities in several programming languages, such as Python, C++, VBA, and GIS programming.

Much of Volker's current work is focused on developing, calibrating, and applying various hydrologic and hydrodynamic models for clients like the City of Richmond, the Great Lakes Water Authority, and DC Water.

SELECTED PROJECT EXPERIENCE

Sewer (H&H), Flood, and Water Quality Modeling Support for DC Water, Washington, DC.

Sewer Flood Protection Study for the Federal Triangle: The Federal Triangle area in downtown Washington, DC, is prone to surface flooding. Volker worked on developing, calibrating, and applying a coupled 2-dimensional surface and one-dimensional collection system model to predict the impact of intense rainfall events and develop alternatives to prevent flooding.

Evaluation of Flooding Problems in multiple neighborhoods in North-East Washington, DC: Volker is working on a team with DC Water to evaluate reoccurring surface flooding problems in multiple neighborhoods in northeast Washington, DC. A coupled 1D collection system and a 2-dimensional surface water model were developed. The model was used to calculate the effectiveness of different relief alternatives.

Evaluation of the Storm Sewer System for the Palisades Neighborhood: Volker worked on developing a storm-sewer model and integrating an existing model using the Mike Urban hydraulic modeling software. The project area suffers from surface flooding and sewer capacity problems. The model was used to evaluate the sewer capacity and inlet problems.

Green Infrastructure Modeling and Analysis to Support Consent Decree and Environmental Impact Bonds for DC Water, Washington, DC.

Evaluation of Low Impact Developments as part of the Long-Term Control Plan: LID implementation is part of DC Water's Long-Term Control Plan (LTCP). Volker worked with DC Water on a team to evaluate the impact of installing LID as part of this project. He analyzed collected monitoring data (sewer flow and in-practice water levels), developed, calibrated, and applied a SWMM model, and



AREAS OF SPECIALIZATION

Hydraulic & Hydrologic Modeling

Collection Systems Modeling & Analysis

Rainfall & Runoff Analysis

Water Quality Modeling

Flooding Studies

Green Infrastructure Modeling

Low-impact Development

Geographic Information Systems (GIS)

Data Analysis, Management & Visualization

EDUCATION

German Diploma in Civil Engineering (MSE equivalent), Technical University of Braunschweig, Germany



developed post-processing routines to analyze and compare monitoring and modeling results in support of the LTCP and the Environmental Impact Bond (EIB).

Low-Impact Development Retrofit Study: Volker worked on a team with DC Water to evaluate the potential for Low-Impact Development (LID) retrofits in the Potomac River and Piney Branch sewer areas to reduce the size or need for the prescribed LTCP storage tunnel in each area. Volker provided support by utilizing SWMM and DHI Mike Urban modeling software to help determine the possible effectiveness of green infrastructure in reducing the volume of stormwater entering the combined sewer system.

RiverSmart Washington – Neighborhood-Scale Green Infrastructure Demonstration Project for Department of Energy and the Environment, Washington, DC.

Working with a coalition of District government agencies, including the Department of the Environment, Department of Transportation, DC Water, and several nonprofit organizations, Volker helped develop green infrastructure models using the SWMM software and analyzed pre- and post-construction monitoring data to assess the effectiveness of green infrastructure practices in Washington, DC. The project includes retrofit installation, performance monitoring, and troubleshooting of green infrastructure practices in three demonstration neighborhoods across the District. The most recent phase of the project included retrofit installation, performance monitoring, and troubleshooting of green infrastructure practices. During this time, Volker assembled, programmed, and deployed several monitoring stations and developed a monitoring database and Python scripts to analyze and visualize the collected data. The existing SWMM model was updated and calibrated to the observed sewer and in-practice monitoring datasets. The model's results were used to assess the real-world performance of the installed GI practices and the impact of practice maintenance activities.

Don River Mouth Redevelopment Design for WATERFRONT Toronto, Ontario, Canada.

WATERFRONToronto, a Toronto development authority, sponsored an international design competition to seek a solution to the urban decay surrounding the mouth of the Lower Don River in Toronto's downtown. As part of the winning competition team, LimnoTech worked with Michael Van Valkenburgh Associates to develop a plan for a new river channel with natural meanders, wetland margins, and recreational opportunities. The plan integrates riverine ecology, flood controls, management of sediment and debris,

and recreational opportunities. Volker provided modeling support for the project utilizing DHI's Mike 1D and 2D models and EFDC.

Harold Simmons Park - Trinity River Restoration for the Trinity River Conservancy, Dallas, TX.

Volker worked on developing and operating a 2-dimensional HEC-RAS model of the Trinity River near Dallas, TX. The developed model was used to assist with the impact assessment of potential restoration and park development design alternatives.

Ralph C. Wilson Jr. Centennial Park for the Detroit Riverfront Conservancy, Detroit, MI.

Worked on a team of engineers supporting the design of a waterfront park. The park design transforms the waterfront from a hardened bulkhead to include a new cove with areas of aquatic habitat. For this project, Volker provided support with collecting and analyzing hydrological and meteorological data and developing and applying a 2-dimensional HEC-RAS model for a stretch of the Detroit River to help analyze in- and outflow conditions for a cove and beach design. He also developed a fine-scale 2-dimensional HEC-RAS model of the cove and a SWMM model of the necessary pumping system to support design decisions.

Integrating Nature-Based Solutions into a Comprehensive Stormwater Strategy for SE Michigan.

The City of Detroit's Water and Sewer Department (DWSD) is working together with the University of Michigan and LimnoTech under a research grant from the National Fish and Wildlife Foundation to analyze areas of vulnerability based on the wastewater infrastructure constraints and to evaluate the benefits of nature-based solutions. Volker is assisting the project team by providing modeling analysis to identify flood-prone areas in the sewer system.

Lake Accotink Sediment Study for Fairfax County, VA.

Volker serves as the modeling lead for the Lake Accotink Sediment Study, which will help better understand the amount of sediment that is entering and leaving Lake Accotink. Applied existing FEMA 1D HEC-RAS stream models to develop inflows and sediment load into Lake Accotink. Developed and applied a 2D model for analyzing sediment fluxes in the lake.

Brad Udvardy, PE

Senior Environmental Engineer

Brad Udvardy is a senior environmental engineer with LimnoTech's office in Washington, DC. He is a hydrologic and hydraulic modeler with 25 years of experience developing, calibrating, and applying collection system models using DHI's MIKE Urban platform, Innovyze's InfoWorks ICM modeling software, and EPA's Stormwater Management Model (SWMM). His participation in various aspects of modeling consists of rainfall analysis, model calibration, neighborhood-level flooding, and basement backup evaluations, green infrastructure modeling, peak flow analysis, flow allocation, pipe rehabilitation, flow source tracking, capacity assurance studies, and transient analysis. He has also applied hydrodynamic models to assess bacteria loads in CSO communities' receiving waters.

Brad has managed multiple large-scale modeling efforts involving urban flooding studies, the development of 'all-pipes' collection system models for combined/sanitary systems, and design support for CSO storage and conveyance tunnels. He has also managed several green infrastructure assessment projects that included practice-level model development and calibration, design and implementation of practice-level monitoring, evaluation of practice rehabilitation efficacy, and quantification of the effects of green infrastructure on groundwater recharge. He has helped to develop and implement several stream assessment programs, has developed training materials and staff evaluation metrics, and has helped transition stream assessment data to an enterprise database that integrates with cloud-based data collection tools.

Brad is a University of Maryland, College Park graduate with a B.S. in Biological Resources Engineering. His interest in environmental engineering steered his coursework in the direction of hydraulics, hydrology, and soil and water engineering. He has completed laboratory work in Microbiology, Zoology, Biochemistry, and Organic Chemistry. He also has course and laboratory experience with mathematical modeling of biological feedback control systems.

SELECTED PROJECT EXPERIENCE

Modeling Support for DC Water, Washington, DC.

Working for the Washington, DC Water and Sewer Authority (DC Water), Brad supports model development efforts for sanitary and combined sewer systems. He provides technical support for model execution and scenario management. He develops and executes detailed sub-models based on DC Water customer concerns, such as localized flooding and basement backups. He models sewer separation, regulator rehabilitation and operation, and green infrastructure projects to evaluate capacity and performance. He has developed green infrastructure models of DC Water GI demonstration projects to support their Consent Decree and Environmental Impact Bond (EIB). He provides water quality modeling support to assess bacterial loads in receiving waters.



AREAS OF SPECIALIZATION

Hydraulic & Hydrologic Modeling

Stream Assessments

Green Infrastructure

Water Quality Modeling

Flooding Studies

Database Design & Management

EDUCATION

**BS, Biological Resources Engineering,
University of Maryland**

PROFESSIONAL CERTIFICATIONS

**Professional Engineer, Maryland (31832);
Washington, DC (PE906126)**

PROFESSIONAL ORGANIZATIONS

Water Environment Federation (WEF)

**Chesapeake Water Environment
Federation (CWEA)**

Federal Triangle Flooding Study for DC Water, Washington, DC.

Working for DC Water in conjunction with FEMA and local and regional planning agencies, Brad managed the modeling for a study of the 2006 flood event in the Federal Triangle area of Washington. He calibrated and applied a coupled Mike Urban hydraulic and Mike Flood surface water model to predict flooding and evaluate mitigation alternatives for the Federal Triangle area.

RiverSmart Green Infrastructure Demonstration Project for Department of Energy and Environment, Washington, DC.

Working with a coalition of District government agencies, including the Department of the Environment, Department of Transportation, DC Water, and several nonprofit organizations, Brad developed models and analyzed pre- and post-construction monitoring data to assess the effectiveness of green infrastructure practices in Washington, DC. The project included retrofit installation, performance monitoring, and troubleshooting of green infrastructure practices in two demonstration neighborhoods across the District. Managing the current phase of RiverSmart, Brad oversaw the deployment of practice-level sensors in individual green infrastructure installations and coordinated practice rehabilitation activities.

Revised Monitoring Program Support for the Department of Energy and Environment, Washington, DC.

Brad helped to develop the receiving water monitoring and stream assessment portions of a revised monitoring program required as part of the District's current MS4 permit. The Revised Monitoring Program addresses wet weather outfall monitoring, stream assessments, source identification and illicit discharge monitoring, trash monitoring, and receiving water monitoring. He helped to develop a rapid stream assessment (RSA) protocol, data collection plan, and field training materials. He helped develop training materials and conduct rapid stream assessment training of DOEE staff. He served as a team leader on RSAs of DC streams. He works with DOEE staff to manage the RSA data collection program and transition to an enterprise-based data platform.

Numerical Modeling of the James River and Tributaries for the City of Richmond, VA.

Working for the City of Richmond, Brad applies a hydrodynamic and water quality EFDC model to support water quality modeling efforts for the City of Richmond that assist the client in determining whether its CSO planning

efforts meet water quality standards. He has developed model animations to engage regulators and stakeholders.

InfoWorks Model Calibration for DC Water, Washington, DC.

Brad led the effort to complete the development of and calibrate an InfoWorks ICM model for DC Water. This comprehensive model of the DC collection system contains over 36,000 pipe elements and over 9,000 subcatchments. It will serve the needs of DC Water planning, operations, and permitting staff and will replace Mike Urban as DC Water's regulatory hydrologic/hydraulic model.

Great Salt Lake LID Groundwater Recharge Study for Utah Department of Environmental Quality, UT.

Working for the Utah Department of Environmental Quality, Brad managed the surface water modeling component of a study of the potential effects of LID implementation on groundwater recharge and surface flows to the Great Salt Lake. Brad coordinated the development of a SWMM model of MS4 communities in the GSL basin; the model results fed into groundwater models that predicted differences in aquifer recharge rates with and without LID.

Watershed Assessments for Anne Arundel County, MD.

Working for the Anne Arundel County Department of Public Works, Brad performed stream and habitat assessments to evaluate stream restoration targets in six County watersheds. He also surveyed potential flood-prone road crossings within several of the watersheds. He developed a Green Infrastructure Concept Plan for a site within the Little Patuxent watershed and contributed to both the Little Patuxent and West & Rhode watersheds' final reports.

Stormwater BMP Assessment and Concept Plans for Frederick County, MD.

Working for Frederick County, Brad assessed County-owned parcels for potential BMP retrofit opportunities and was involved with developing and reviewing BMP concept plans.

Development of Hydrologic Model for Liberty Canyon Wildlife Crossing, CA.

Working for Living Habitats, Brad developed a SWMM hydrologic and hydraulic model of streams and stormwater conveyances to support the design of a wildlife crossing in Southern California.

Saloni Dagli, PE

Environmental Engineer

Saloni Dagli is an environmental engineer with expertise in corporate water stewardship, green infrastructure, environmental justice, and watershed management. She has brought her strong analytical, research, and strategic thinking skills to a wide range of projects, including water risk analyses, stakeholder mapping, stewardship, and sustainability planning, stormwater management, TMDL and NPDES support, ecosystem restoration, field investigation and sampling, and integrated planning for water resource management. Saloni has supported many projects with ArcGIS and data analysis.

SELECTED PROJECT EXPERIENCE

Green Infrastructure Community Education and Participatory Planning for the Department of Environment and Energy (DOEE), Washington, DC.

Through a grant funded by the DOEE, Saloni led the development of a methodology for environmental justice-focused green infrastructure education and participatory planning. In partnership with the Anacostia Watershed Society, the methodology was pilot-tested at Congressional Cemetery. This involved convening a diverse stakeholder group, facilitating educational workshops, designing and implementing participatory mapping activities, designing and administering community surveys, and synthesizing community member ideas into green infrastructure concepts. Extensive research was conducted on topics of green gentrification, equitable green infrastructure implementation, and community-led planning in order to engage meaningfully with community members on these topics.

Community Based Organization Capacity Building Initiative for the Chesapeake Bay Trust.

Saloni served as a technical assistance provider for the Chesapeake Bay Trust's CBO-CBI program, in which community-based organizations, representing populations who receive inequitable services and experience quality of life disparities, were engaged as potential applicants to watershed-resilience and restoration focused grant programs. Saloni led a team to conduct site visits to ten community based organizations in Maryland, build relationships and understand the unique concerns of each organization, and develop recommendations for green infrastructure implementation and other restoration projects the CBOs could implement. Saloni then worked with a subset of CBOs to develop and submit grant applications and develop organizational capacity for green infrastructure implementation.



AREAS OF SPECIALIZATION

Stormwater Management

Green Infrastructure

Water Stewardship

Stormwater Permitting

Data Management

Environmental Justice

EDUCATION

BSE, Environmental Engineering,
University of Michigan

PROFESSIONAL CERTIFICATIONS

Professional Engineer, Washington, DC
(#PE923350)

Alliance for Water Stewardship
Professional Credential, Specialist Level

EcoDistricts Accredited Professional

District of Columbia Anacostia River Corridor Restoration Plan, Washington, DC.

Supported the development of an integrated plan for Anacostia River Corridor restoration, including restoration of water quality and habitat and increases in resiliency and public access. Led the spatial “hotspot” analysis of increased opportunity for each goal area (water quality, habitat, resiliency, public access) within the 500-year floodplain and developed ArcGIS models to calculate weighted composite scores for each cell in a 0.1x0.1 mile grid over the project area. LimnoTech then developed maps and a geodatabase with metadata to guide the project’s next phase, which was recommendations for what types of actions to take in the high-opportunity area to increase/improve water quality, habitat, resiliency, and public access.

Consolidated TMDL and Revised Monitoring Program Support for the Department of Energy and Environment, Washington, DC.

Saloni has provided a variety of support to DOEE in connection to the District’s MS4 programs. She has participated in the Rapid Stream Assessment program since its inception in 2019, conducting stream walks and collecting data. Saloni supported the development of the Stream Condition Index for the District’s waterbodies, specifically the creation of a ArcGIS Experience website to communicate stream health data to the public. She has also supported DOEE staff in conducting an equity analysis of BMP distribution in the district using ArcGIS and EJScreen data. Saloni has also done research and data analysis to support water quality standard development and TMDL listing/delisting.

Environmental Justice Toolkit Development for the Lake Superior Headwaters Partnership for Sustainability.

Saloni is leading the development of an EJ geospatial toolkit for the Headwaters Partnership, which will utilize national datasets such as EJ Screen, CJEST, CDC Social Vulnerability Index, and other local datasets to help advance the Partnership’s community engagement and environmental justice goals. This involved a thorough review of the Headwaters Partnership’s goals and objectives to identify where spatial data could be useful and where it could provide a starting point for deeper engagement. Saloni is also facilitating a series of workshops for the Headwaters Partnership to discuss using spatial data to support meaningful engagement and defining specific environmental

justice goals that the Headwaters Partnership can work towards.

Environmental Justice Strategy Development for the Mississippi River Basin Water Action Collaborative.

The Mississippi River Basin Water Action Collaborative is a convening of corporations that operate in the Mississippi River Basin and have commitments to water resiliency and environmental justice. Saloni is leading the development of an environmental justice strategy for the collaborative, which will involve setting goals and metrics, building relationships with community-based partner organizations, conducting a basin-wide spatial analysis screen exercise to identify communities experiencing high cumulative impacts of industrial activity, and facilitating the development of shared values and approaches among corporate partners to effectively leverage funding.

Wetlands Climate Change Adaptation Plan for Pacific Northwestern Tribe, WA.

Saloni managed the creation of the first tribal wetland climate adaptation plan, including the convening of an internal advisory group, building consensus among diverse stakeholders, elevating Traditional Ecological Knowledge alongside modern western wetland science, and developing and implementing a community engagement strategy. Community engagement was crucial for the development of the plan and involved multiple approaches, locations, and timescales for gathering feedback. The final plan included structural and programmatic recommendations for protecting the tribe’s wetlands against climate risks.

Great Lakes Nearshore and Coastal Habitat Engineering and Design Project for the Coastal States Organization.

Developed a pumping schedule to manage water levels in a way that mimics pre-development hydrologic conditions to support native plants and wetland restoration initiatives in Tift Nature Preserve, a Lake Erie coastal wetland ecosystem. Investigated potential impacts of water level fluctuations on plant species present in the marsh and researched strategies to control invasive species using water level manipulation.

Diana Teran, EIT

Environmental Engineer

Diana Teran is an Environmental Engineer with a Bachelor of Science in Environmental Engineering from the Colorado School of Mines. Diana's expertise includes water stewardship, green infrastructure, environmental justice, and data analysis. Her background and project experience covers a range of water quantity and quality areas, including hydrologic budget development, reservoir capacity assessment, and streambank stabilization evaluation as an erosion mitigation solution. She is proficient in software and modeling programs such as ArcGIS, R-Studio, HEC-HMS, EPA Stormwater Calculator, and openLCA. Diana joined LimnoTech's Mid-Atlantic Regional Office in Washington, DC, in 2021.

SELECTED PROJECT EXPERIENCE

Lake Accotink Sediment Study for Fairfax County, VA.

Supported Fairfax County in conducting additional studies on the preservation of Lake Accotink, including this sediment study. The Lake Accotink Sediment Study will help the County better understand the sediment entering the lake, the amount resuspended, and the amount leaving the lake. It will also help the County inform and assess the lake's design and sediment management options. Specific work included coordinating the field team and data management and analysis.

Community Based Organization Capacity Building Initiative for the Chesapeake Bay Trust, MD.

Conducted a total of ten site visits of historically under-engaged community-based organizations, representing populations who receive inadequate to inequitable services, to evaluate them as potential applicants to watershed resilience and restoration-focused grants programs. Green infrastructure recommendations were made based on these site visits and each site was provided with a fact sheet summarizing their recommended practices and next steps to take. ArcGIS was used to determine the acres treated by each recommended practice. The County's digital elevation model (DEM) was brought into the program, and from there, the drainage area was modeled using various ArcGIS tools.



AREAS OF SPECIALIZATION

Green Infrastructure

Environmental Justice

Water Stewardship

Water Quality

Watershed Modeling

Data Analysis

EDUCATION

**BS, Environmental Engineering,
Colorado School of Mines**

PROFESSIONAL CERTIFICATIONS

**Engineer-in-Training, Virginia,
(420073741)**

TRAINING

**Maryland Biological Stream Survey
(MBSS) Physical Habitat
Assessment Certification**

**MBSS Benthic Macroinvertebrate
Sampling Certification**

PROFESSIONAL ORGANIZATIONS

Water Environment Federation (WEF)

**Chesapeake Water Environment
Association (CWEA)**

**Virginia Water Environment Association
(VWEA)**

Support to District of Columbia Anacostia River Corridor Restoration Plan, Washington, DC.

Compiled spatial data and then created a model in ArcGIS Model Builder to develop an opportunity potential hotspot map for each of the project's goal areas. Developed maps and geodatabases to guide the project's next phase, which were recommendations for what types of actions to take in the high-opportunity area to increase/improve water quality, habitat, resiliency, and public access.

Green Infrastructure GIS Analysis for Frederick County, MD.

Conducted a GIS analysis in and around Frederick, MD, to identify new opportunities to implement green infrastructure as part of the County's MS4 permit requirement to commence and complete the restoration of 1,027 impervious acres. Acts as the first step in updating the County's watershed assessment of the Lower Monocacy River Watershed. Project Beneficiary Quantification Method Development for The Nature Conservancy.

Mississippi River Basin Water Action Collaborative Environmental Justice Work, Mississippi River Basin.

Working on developing criteria for the Mississippi River Basin Water Action Collaborative (MRBWAC) to identify priority communities in the Mississippi River Basin where member corporations can fund water-focused projects such as water quantity/quality, water access and sanitation, and watershed protection and health projects. An extensive literature review was conducted, reviewing existing state and federal criteria, case studies, and best practices.

Support to Anne Arundel County Sediment TMDL Restoration Plan, MD.

Analyzed current loads of existing and planned BMPs, developed a load reduction plan, and proposed milestones to address MS4 permit requirements. Compiled spatial data and developed report maps using ArcGIS.

MS4 NPDES Support for the District of Columbia Department of Energy and Environment (DOEE), Washington, DC.

Supported DOEE by evaluating the effectiveness of the MS4 program load reduction strategies by applying the TMDL Implementation Plan Modeling Tool (IPMT). The IPMT modeling support is used for the annual MS4 program reporting requirements. Support also includes developing the annual story maps as a companion document to the MS4 Annual Report.

Clean Water Act Compliance Services Support for the City of Richmond, VA.

Supported the City's approach to integrated planning on a watershed basis through an integrated NPDES permit. Lead the delineation of sewersheds using ArcGIS and QGIS to support an update of the City's combined sewer system model.

Green Infrastructure Co-Benefits Evaluation for the District of Columbia Department of Energy and Environment (DOEE), Washington, DC.

Work included a literature review to identify the co-benefits of green infrastructure and lessons learned from green infrastructure projects in urban areas nationwide, in addition to the topics of green gentrification, equitable green infrastructure implementation, and community-led planning to develop a methodology for environmental justice-focused green infrastructure education and participatory planning. The methodology was pilot-tested in a local community in partnership with the Anacostia Watershed Society. This involved convening a diverse stakeholder group, facilitating educational workshops, designing and implementing participatory mapping activities, designing and administering community surveys, and synthesizing community member ideas into green infrastructure concepts. The stakeholder group used the knowledge gained from the workshop series to develop a high-level concept for the green infrastructure they would like to see implemented in their community. The results of the pilot test and recommendations for future implementation were submitted to DOEE in a guidance report.

Wetlands Climate Change Adaptation Plan for the Quinault Indian Nation, WA.

The Wetlands Climate Change Adaptation Plan expanded on the Wetlands Vulnerability Assessment. Work included conducting a literature review to identify solutions and opportunities other Tribes have implemented regarding climate change. Also created materials for stakeholder outreach.

Rachel Lo

Environmental Engineer & Scientist

Rachel Lo joined LimnoTech in July 2024. Her professional experience covers a wide range of topics, including water stewardship, geospatial analyses of wetlands, characterization of historic flood events, and identifying precipitation information flows in stormwater management. Rachel is committed to integrating social equity and environmental justice in her work. She holds a BS in Agricultural and Biological Engineering with a concentration in Land and Water Resources from the University of Florida and an MS in Biodiversity, Conservation, and Management from the University of Oxford, where she was a Frost Scholar.

SELECTED PROJECT EXPERIENCE

Corporate Water Stewardship Support for Multiple Global Tech Companies.

Supported multiple tech companies with a global presence in their water stewardship goals. Quantified volumetric benefits for water stewardship projects and wrote accompanying technical documentation. Researched water-related risks for local sites where companies have footprints and/or want to implement stewardship activities. Created public-facing communications materials and translated technical information to plain language.

Programmatic Guidance and Support for Mississippi River Water Action Collaborative.

Supported programmatic formation of the Mississippi River Water Action Collaborative. Spatially analyzed human health-related indicators for the Mississippi River Basin. Identified watershed- and state-level targets related to the basin's water quantity, quality, and ecosystems. Determined environmental justice targets and goals for the basin through desktop research and iterative collaboration.



AREAS OF SPECIALIZATION

Water Stewardship

GIS & Remote Sensing

Conceptual Modeling

Environmental Justice

EDUCATION

MS, Biodiversity, Conservation & Management, University of Oxford

BS, Agricultural & Biological Engineering, University of Florida

PROFESSIONAL CERTIFICATIONS

Just Communities Accredited Professional

AWARDS & HONORS

Frost Scholar, University of Oxford

US National Science Foundation (NSF)
Graduate Research Fellowship
Honorable Mention

Under previous association

Characterizing Extreme Heavy Rainfall for the Department of Environmental Protection, New York City, NY.

Identified IDF curves and other precipitation data used by NYC programs and agencies for stormwater and flood management through interviews with City officials and stormwater managers. Identified where information is used, how it may change, and potential downstream impacts on decision-making processes. Mapped stakeholders that are direct and indirect users of precipitation information. Additionally, qualitatively characterized historic flood events in NYC by leveraging the NOAA storm events database.

Spatial Modeling of Wetland Methane Emissions for the Prairie Pothole Region, Jamestown, ND.

Created a spatiotemporal model of methane emissions in the Prairie Pothole Region, North America's largest wetland complex. Predicted future methane emissions under different shared socioeconomic pathway (SSP) scenarios.

Research Support for the University of Florida Center for Remote Sensing, Gainesville, FL.

Conducted fieldwork to install soil moisture sensors and processed data to calibrate a hydrologic model. Applied QGIS to create time-series graphic visualizations of meteorological datasets.

Irrigation Consulting for Easeland Organic Farm, Live Oak, FL.

Created a crop-specific irrigation scheduling tool for a local farm startup based on stakeholder input.

Internship at the NASA Ames Research Center, Mountain View, CA.

Studied genetic effects of space on bacteria through independent molecular laboratory work.

SELECTED PUBLICATIONS & PRESENTATIONS

Montalto, F., B. Rosenzweig, A. DeGaetano, P. Orton, J. Kleyman, J. Kaatz, M. Rahimi Golkhandan, **R. Lo**, C. Evans, Z. Chen, P. Gurian, D. Bader, M. Shakya and F. Dubay. 2024. **"Task 3: Current and Future Extreme Heavy Rainfall in New York City."** Final Report of NYC Town+Gown Climate Vulnerability, Impact, and Adaptation (VIA) Analysis, New York, NY, pp. 55-125.

Bansal S., M. Post van der Burg, R.R. Fern, J.W. Jones, J.W., **R. Lo**, O.P. McKenna, B.A. Tangen, Z. Zhang, and R.A. Gleason. 2023. **"Large increases in methane emissions expected from**

North America's largest wetland complex." Journal of Science Advances, Vol. 9, No. 9. URL: <https://www.science.org/doi/10.1126/sciadv.ade1112>.

Bansal, S., M. Post van der Burg, R. Fern, **R. Lo** and O. McKenna. **"Spatiotemporal modeling of wetland methane emissions in the Prairie Pothole Region."** Presented at International Association of Landscape Ecology (IALE) 2021 North American Annual Meeting, (Virtual). April 2021.

Luciano S.S., K.A. Bjorndal, A.B. Bolten, M.A.G. dei Marcovaldi, P.B. Luz, R. Machado, **R. Lo**, S.F. McDaniel, A.C. Payton, T.B. Waltzek and M. L. Wayne. 2018. **"Effects of hybridization on sea turtle fitness."** Conservation Genetics, Vol. 19, No. 12, pp. 1-12. DOI:10.1007/s10592-018-1101-8.

SPECIALIZED SKILLS & COMPETENCIES

Computer: Data and spatial analysis (R, Excel, Google Earth Engine, QGIS, ArcGIS), Bayesian network analysis (GeNIe, Netica), and Design (Adobe InDesign, AutoCAD)

Fieldwork: Installing and wiring field hardware (dataloggers, solar panels, TDRs, thermistors, etc.)

Laboratory: DNA/RNA extraction, gel electrophoresis, PCR, qPCR, microinjections



City Council Agenda Item Report

Meeting Date: June 2, 2025

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS - 75 minutes (8:45 - 10:00 p.m.)

Subject:

Authorize City Manager to allocate up to \$30,000 in grants in the FY 25 budget towards community organizations that provide rental assistance to Greenbelt Residents

Suggested Action:

Council Member McKinney requested this item to be added to the agenda for discussion.

Background:

The City of Greenbelt's Emergency Assistance Fund is a charitable (agency fund) initiative established to provide financial support to residents facing urgent needs. This fund assists individuals in covering rent to prevent eviction, paying overdue utility bills, and supports local food pantries to combat food insecurity. Report of FY25 activities through May 8, 2025 is attached.

Attachments:

[2025.05.08_Memo Emer Assist Fund Report 2025.pdf](#)

Memo

To: Josue Salmeron, City Manager

From: Liz Park, CARES Director

cc:

Date: 5/8/2025

Re: Emergency Assistance Fund Report

The Emergency Assistance Fund is a program overseen by the Greenbelt Interfaith Leadership Association (GILA). The program is set up to assist Greenbelt residents to pay rent to avoid possible eviction and past due utility bills. The program assists persons experiencing a situational crisis such as unexpected medical bill, auto repair, etc.

GILA has sent the limit to \$2500 that a resident may receive. Previously it was \$1,000. This is a one time assistance fund.

The City partners with GILA by holding the funds and dispersing the funds. Assistance payments are made directly to the landlord or utility company.

GILA is mainly responsible for seeking donations to the fund and setting guidelines regarding who is eligible and the limit to how much one can receive. CARES has been assisting them by accepting applications and reviewing them for approval.

To date in FY2025, the fund made 21 disbursements totaling \$29,240 to support residents in need. The majority of the disbursements are for rental assistance (16) with a few for utility assistance (2) and food assistance (3). Rent assistance on average was \$1750, utility assistance on average was \$114 and food assistance was \$40. The fund began FY2025 with a balance of \$3,641 and has received donations totaling \$29,396, leaving a current fund balance of \$3,797. CARES is actively working with two individuals who may receive assistance soon.

City Council Agenda Item Report

Meeting Date: June 2, 2025

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS - 75 minutes (8:45 - 10:00 p.m.)

Subject:

Authorize City Manager to allocate up to \$6,000 in grant funds in the FY 25 budget for a workforce development program that focus on food safety training for residents

Suggested Action:

Council Member McKinney requested this item to be added to the agenda for discussion.

Attachments:

[Proposal for Greenbelt Food Safety Training.pdf](#)

Proposal for Greenbelt Food Safety Training

This course would consist of 16 hours of training broken up over 4 sessions. Each class would be 10 people. I am proposing we do two of these training sessions in 2025 for a total of 20 participants. The location would be at the community center in the cafeteria and kitchen. At the end of the four sessions, the students would take a 2 hour proctored exam, which, upon passing they will receive the National Restaurant Association ServSafe Food Safety Manager Certification. This certification is required in order to rent or use the city's kitchen.

The cost of this program is \$3,000 total

\$150 per student @20 students =\$3000

In Kind Support requested: rental of the Cafeteria for 32 hours (4 hours per class) and the Kitchen for 8 hours (1 hour per class) Each student will also receive the study materials for the class, which would be theirs to keep.

The instruction will be provided by Jennifer Dudley, a registered proctor and instructor of the NRA.

City Council Agenda Item Report

Meeting Date: June 2, 2025

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS - 75 minutes (8:45 - 10:00 p.m.)

Subject:

Council Activities

Suggested Action:

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

Attachments:

City Council Agenda Item Report

Meeting Date: June 2, 2025

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS - 75 minutes (8:45 - 10:00 p.m.)

Subject:

Council Reports

Suggested Action:

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

Attachments:

City Council Agenda Item Report

Meeting Date: June 2, 2025

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: MEETINGS

Agenda Section: OTHER BUSINESS - 75 minutes (8:45 - 10:00 p.m.)

Subject:

Meetings

Suggested Action:

Attachments:

[Meetings.pdf](#)



City Council Meetings & Work Sessions June – July

Regular Meeting – Budget Adoption	Mon.	06/02	7:30 pm
No Meeting	Wed.	06/04	
Work Session – Advisory Board Chairs (stakeholder)	Mon.	06/09	7:30 pm
Work Session – Legislative Retreat	Wed.	06/11	7:30 pm
Regular Meeting	Mon.	06/16	7:30 pm
Work Session – Board of Elections	Wed.	06/18	7:30 pm
MML Annual Conference (Ocean City)	Sun. – Wed.	06/22 – 06/25	
No Meeting – MML Conference	Mon.	06/23	
No Meeting – MML Conference	Wed.	06/25	
Work Session – Economic Development Retention & Expansion	Mon.	06/30	7:30 pm
Work Session – TBD	Wed.	07/02	7:30 pm
Work Session – TBD	Mon.	07/07	7:30 pm
Work Session – TBD	Wed.	07/09	7:30 pm
Regular Meeting	Mon.	07/14	7:30 pm
Work Session – TBD	Wed.	07/16	7:30 pm
No Meetings – Council Summer Recess	Mon. & Wed.	07/21-23	
Four Cities Meeting (New Carrollton)	Thurs.	07/24	7:00 pm
No Meetings – Council Summer Recess	Mon. & Wed.	07/28-30	

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

Bonita Anderson, City Clerk

Ready to be scheduled:

Armory Plan Presentation
Quantum Properties (Beltway Plaza)
Large Unfunded Capital Needs
Greenbelt Road Corridor
Townhall Meeting: Virtual Meetings
 Accessibility for Blind and Visually
 Impaired
County Executive Liaison
Meeting with County on Transportation Plan

For later scheduling:

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

City Council Agenda Item Report

Meeting Date: June 2, 2025

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS - 75 minutes (8:45 - 10:00 p.m.)

Subject:

Stakeholder List

Suggested Action:

Attachments:

[Stakeholder Schedule.pdf](#)

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

City Council Agenda Item Report

Meeting Date: June 2, 2025

Submitted by: Bonita Anderson

Submitting Department: Planning

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS - 75 minutes (8:45 - 10:00 p.m.)

Subject:

Departure 22-006-DPLS, Maryland Trade Center – 3

Suggested Action:

Reference:

Memorandum, R. Sigworth, 5/12/2025

Resolution

In May 2022, 6500 Greenbelt Trade Center, LLC, the owner of the property located at 7501 Greenway Center Drive, submitted an application for a Departure from Parking and Loading Standards (DPLS). Greenbelt Trade Center, LLC is requesting a reduction in the required parking by 359 parking spaces from 967 parking spaces to 608 parking spaces to accommodate 187,775 square feet of “Medical practitioners’ office/medical clinic in an office building or office building complex”; 2,757 square feet of “daycare center for children”; 574 square feet of “Eating or Drinking Establishment (including drive-through service or carryout”;

and 2,438 square feet of “Bank, savings and loan association, or other savings or lending institution - unrestricted” uses according to Section 27-568 of the Prince George’s Zoning Ordinance in effect prior to April 1, 2022.

Approval of this item on the consent agenda will indicate Council's intent to adopt the recommendation of the Advisory Planning Board.

Attachments:

[Council Cover Memo_DPLS 22-006_5.9.2025.pdf](#)

[APB_Resolution_DPLS 22-006_5.9.2025_FINAL_SIGNED.pdf](#)

[Revised_Oral Request Form_DPLS 22-006_5.9.2025_V2.doc](#)

Memorandum

TO: City Council
FROM: Ryan Sigworth AICP, Community Planner II
DATE: May 12, 2025
SUBJECT: Departure Request (23-006 DPLS) – APB Resolution

In May 2022, 6500 Greenbelt Trade Center, LLC, the owner of the property located at 7501 Greenway Center Drive, submitted an application for a Departure from Parking and Loading Standards (DPLS). Greenbelt Trade Center, LLC is requesting a reduction in the required parking by 359 parking spaces from 967 parking spaces to 608 parking spaces to accommodate 187,775 square feet of “Medical practitioners’ office/medical clinic in an office building or office building complex”; 2,757 square feet of “daycare center for children”; 574 square feet of “Eating or Drinking Establishment (including drive-through service or carryout”; and 2,438 square feet of “Bank, savings and loan association, or other savings or lending institution - unrestricted” uses according to Section 27-568 of the Prince George’s Zoning Ordinance in effect prior to April 1, 2022.

The Advisory Planning Board held a public hearing on the application on May 7, 2025. At the hearing City planning staff recommended approval of the application. No one spoke in opposition of the application. The Advisory Planning Board found sufficient justification to recommend unanimous approval of the requested DPLS. The Board’s recommendation is attached.

According to the Greenbelt City Code, Section 20-10(c), “not less than fifteen days (15) days after receipt of a recommendation from the planning board regarding a departure, a majority of the city council may adopt the recommendation of the planning board by consent, unless within that fifteen (15) day period, a councilmember requests oral argument on the matter or exceptions and a request for oral argument are filed in accordance with section 20-10.”

If any City Council member has an objection to the findings of the Advisory Planning Board, a request for oral argument must be submitted to the City Clerk by 4:00pm on Monday, May 27, 2025. A request for oral argument form is attached. If no one appeals the decision of the Advisory Planning Board, the resolution will be placed on City Council’s consent agenda at its regular meeting on June 2, 2025.

RESOLUTION
OF THE GREENBELT ADVISORY PLANNING BOARD
RECOMMENDING APPROVAL OF A DEPARTURE FROM PARKING
AND LOADING STANDARDS OF SECTION 27-568 OF THE PRINCE
GEORGE'S COUNTY ZONING ORDINANCE TO PERMIT A
REDUCTION IN THE AMOUNT OF REQUIRED ON-SITE PARKING

WHEREAS, the City of Greenbelt (hereinafter the "City"), pursuant to Ordinance 1173 (hereafter the "Ordinance"), is authorized to hear requests for Departures from Parking and Loading Standards from the terms of the Prince George's County Zoning Ordinance (hereafter the "Zoning Ordinance"), and to make recommendations to the Greenbelt City Council in connection therewith, and

WHEREAS, the City is authorized by the Ordinance to grant an application for a Departure from Parking and Loading Standards if the Greenbelt Advisory Planning Board (hereinafter the "APB") makes the following findings pursuant to Chapter 20, Article III, Section 20-10 of the Greenbelt City Code:

- (1) The purposes of the Prince County's Zoning Ordinance will be equally well or better served by the applicant's proposal;
- (2) The Departure is the minimum necessary, given the specific circumstances of the request;
- (3) The Departure is necessary in order to alleviate circumstances which are unique to the site; or prevalent in areas of the County developed prior to November 29, 1949; and
- (4) The Departure will not impair the visual, functional, or environmental quality or integrity of the site or of the surrounding neighborhood;

WHEREAS, the City is required to meet additional findings specific to Departures from Parking and Loading Standards, the APB shall find, in addition to the findings required by subsection (8)a.2 and 3 of this section, that:

- (1) The purposes of section 27-550 of the Prince George's County Code will be served by the applicant's request;
- (2) All methods for calculating the number of spaces required (division 2, subdivision 3, and division 3, subdivision 3, of the Prince George's County Code) have either been used or found to be impractical; and
- (3) All methods for calculating the number of required parking spaces have been applied.

- (4) Parking and loading needs of adjacent residential areas will not be infringed upon if the departure is granted.

WHEREAS, on or about May 23rd, 2022, Greenbelt Trade Center, LLC (“Applicant”) submitted an application for a Departure from Parking and Loading Standards (DPLS) of Section 27-568 of the Prince George’s County Zoning Ordinance for the property located at 7501 Greenway Center Drive, Greenbelt, MD. The Applicant requested a Departure from Parking and Loading Standards to reduce the required parking by 359 parking spaces from 967 parking spaces to 608 parking spaces to accommodate 187,775 square feet of “Medical practitioners’ office/medical clinic in an office building or office building complex”; 2,757 square feet of “daycare center for children”; 574 square feet of “Eating or Drinking Establishment (including drive-through service or carryout”; and 2,438 square feet of “Bank, savings and loan association, or other savings or lending institution - unrestricted” uses according to Section 27-568 of the Prince George’s Zoning Ordinance in effect prior to April 1, 2022; and,

WHEREAS, the notice of the public hearing was posted on the property in accordance with the adopted Ordinance; and,

WHEREAS, the technical staff report recommended **APPROVAL** of the Departure to Parking and Loading Standards to reduce the required parking by 359 parking spaces from 967 parking spaces to 608 parking spaces to accommodate 187,775 square feet of “Medical practitioners’ office/medical clinic in an office building or office building complex”; 2,757 square feet of “daycare center for children”; 574 square feet of “Eating or Drinking Establishment (including drive-through service or carryout”; and 2,438 square feet of “Bank, savings and loan association, or other savings or lending institution - unrestricted” uses according to Section 27-568 of the Prince George’s Zoning Ordinance in effect prior to April 1, 2022; and,

WHEREAS, on May 7, 2025, the APB conducted a public hearing on the merits of the Application, at which the APB heard testimony and accepted evidence with respect to whether it can make the necessary findings set forth in the Ordinance to grant a Departure from Parking and Loading Standards of Section 27-568 of the Prince George’s County Zoning Ordinance; and,

WHEREAS, the APB’s recommendation is based upon analysis of the record by the Board and on the findings and conclusions presented in the technical staff report; and,

WHEREAS, the APB hereby makes the following findings of fact:

1. The subject property is an 8.7-acre parcel of land, described as Parcel J on a plan of subdivision entitled “MTC Parcel J Land Condominium” (“Subject Property” or “Property”) among the Land Records of Prince George’s County in Plat Book MMD 241, Plat No. 36. The Subject Property is located on the north side of Hanover Drive, just east of Hanover Parkway and south of Greenway Center Drive.
2. The County Zoning Ordinance in effect prior to April 1, 2022, requires 1 parking space per 200 square feet of gross floor area for a “Medical practitioners’ office/medical clinic in an office building or office building complex”, a “daycare center for children” requires

1 parking space per 8 children, a “Eating or Drinking Establishment (including drive-through service or carryout” requires 1 parking space per 50 square feet, and a of “Bank, savings and loan association, or other savings or lending institution - unrestricted” requires 1 parking space per 250 square feet up to 2,000 square feet and 1 parking spaces per 400 square feet thereafter.

3. The Applicant proposes to reduce the required parking by 359 parking spaces from 967 parking spaces to 608 parking spaces.
4. The City mailed the required public hearing notices and the Applicant provided a signed affidavit attesting that the required public hearing sign was posted on the subject property advertising the May 7, 2025, public hearing.
5. No one spoke in opposition of the application during the public hearing.

WHEREAS, the APB makes the following conclusions of law:

1. The purposes of the Prince George’s County Zoning Ordinance are equally well or better served by the Departure. The purpose of Subtitle 27, Part 11 is to ensure provisions of off-street parking and loading facilities in proportion to the generalized parking and loading demand of the different zones and different uses allowed by this Ordinance. The standards in this section are intended to provide for adequate off-street parking and loading while supporting transit-oriented development and walkable areas in appropriate locations, and allowing the flexibility needed to accommodate alternative parking solutions. The standards are also intended to achieve County policies of supporting redevelopment of commercial corridors, accommodating appropriate infill development, and avoiding excessive paved surface areas.

The purpose of the County’s parking and loading regulations is served by the requested Application. The parking study conducted by the Applicant as well as observations from city staff on multiple occasions supports that there is sufficient and convenient parking within the Maryland Trade Center parking areas to accommodate the expansion of Medical Office uses as well as the existing uses.

The Applicant has provided a detailed parking analysis performed by a registered civil engineer, and city planning staff conducted visual surveys of the Maryland Trade Center - 3 parking area over several days at various times of day, and in all instances, there were over 300 vacant parking spaces available.

The Departure meets this criterion.

2. The Departure is the minimum necessary, given the specific circumstances of the request. The departure represents the minimum necessary to accommodate 187,775 square feet of “Medical practitioners’ office/medical clinic in an office building or office building complex”; 2,757 square feet of “daycare center for children”; 574 square feet of “Eating or Drinking Establishment (including drive-through service or carryout”; and 2,438

square feet of “Bank, savings and loan association, or other savings or lending institution - unrestricted” uses according to Section 27-568 of the Prince George’s Zoning Ordinance in effect prior to April 1, 2022, given the Subject Property is constrained in its ability to add additional on-site parking with the exception of structured parking.

The Departure meets this criterion.

3. The Departure is necessary in order to alleviate circumstances which are unique to the site, or prevalent in areas of the county developed prior to November 29, 1949. The requested departure is unique to the Subject Property in that it reflects the circumstances presented by the construction of an office building with a previously approved parking calculation at a time when the Maryland Trade Center area was mainly envisioned to be a general office development. Further, at the time of construction, work habits of employees consisted of five day, in-person work reliant mainly on single use vehicles. With the strengthening of mass transit options in the area and the transition to less than five day, in-person work habits in many offices, the site is, in fact, over parked. Because of its location within an existing developed commercial area, there is no room for expanding parking except for structured parking. As demonstrated by the parking study, the parking supply exceeds parking demand for the Subject Property. Over time there has been increased interest in medical services within the building, and that has allowed the building to become a hub of medical services for local residents and the greater community. However, the original approval did not anticipate the degree of medical uses or subsequent changes in adopted Master Plan vision.

The Departure meets this criterion.

4. The departure does not impair the visual, functional, or environmental quality or integrity of the site or the surrounding neighborhood. The departure does not change any physical feature or characteristic of the Subject Property. It allows the parking to serve a wider variety of office uses than the Zoning Ordinance allows. The parking analysis supplied as part of the Applicant’s Application demonstrates that the functionality and supply of parking is adequate.

The Departure meets this criterion.

WHEREAS, the APB makes the following additional conclusions of law required in Section 20-10(c):

1. The purposes of section 27-550 of the Prince George's County Code will be served by the applicant's request;

The provisions of Section 27-550 of the Zoning Ordinance continue to be served by the Applicant’s request, in that, as demonstrated by the submitted Parking Analysis, the Subject Property provides adequate parking within its boundaries and will not lead to an increase in on-street or spill-over parking to adjacent properties. The requested departure is required to encourage the continued vitality of an existing office building within an

established commercial center that is served both by vehicular travel and mass transit bus lines.

2. All methods for calculating the number of spaces required (division 2, subdivision 3, and division 3, subdivision 3, of the Prince George's County Code) have either been used or found to be impractical; and

All methods for calculating the number of required parking spaces were applied. Based on the combination of land uses within the building, the regulations require 967 parking spaces. The Applicant is requesting relief of 359 parking spaces to allow for up to 187,775 square feet of "Medical practitioners' office/medical clinic in an office building or office building complex"; 2,757 square feet of "daycare center for children"; 574 square feet of "Eating or Drinking Establishment (including drive-through service or carryout"; and 2,438 square feet of "Bank, savings and loan association, or other savings or lending institution - unrestricted" uses according to Section 27-568 of the Prince George's Zoning Ordinance in effect prior to April 1, 2022 (see table below).

PARKING CALCULATION TABLE

Parking Approved for Par. J Per SP-85020/03

General Office	516 spaces
Doctors (Medical Office)	<u>30 spaces</u>
Daycare Facility (2,757 SF)	4 spaces
Deli (treated as accessory)	0 spaces
Bank	<u>10 spaces</u>
Total Required:	560 spaces
Provided:	608 spaces

Parking Required for Par. J Per Sec. 27-568 based on Medical Office

Medical Office Main Building (182,815 SF) 1 space per 200 SF GFA	914 spaces
Daycare Facility (2,757 SF) 1 space per 8 children (44 children)	6 spaces
Deli (574 SF) 1 spaces per 50sf	<u>12 spaces</u>
Medical Office Stand Alone Bldg (4,960 SF) 1 space per 200 SF GFA	<u>25 spaces</u>
Bank (2,438 SF) 1 space per 250 up to 2000sf and 1 space per 400 after	<u>10 spaces</u>
Total Required:	967 spaces
Provided:	608 spaces
Departure Requested Assuming Full Medical Office:	359 spaces

3. Parking and loading needs of adjacent residential areas will not be infringed upon if the departure is granted.

The parking and loading needs of adjacent residential areas will not be infringed upon with the granting of the departure. The closest residential area is a significant distance away from the Subject Property.

NOW, THEREFORE, BE IT RESOLVED the Greenbelt Advisory Planning Board hereby recommends, based on the evidence and testimony presented, that the request for a Departure from Section 27-568 of the Prince George's County Zoning Ordinance to reduce the required parking by 359 parking spaces from 967 parking spaces to 608 parking spaces to accommodate 187,775 square feet of "Medical practitioners' office/medical clinic in an office building or office building complex"; 2,757 square feet of "daycare center for children"; 574 square feet of "Eating or Drinking Establishment (including drive-through service or carryout"; and 2,438 square feet of "Bank, savings and loan association, or other savings or lending institution - unrestricted" uses according to Section 27-568 of the Prince George's Zoning Ordinance in effect prior to April 1, 2022, be **APPROVED** with the following conditions:

1. The departure only applies to Parcel J on Plat Book MMD 241, Plat No. 36.
2. The departure is limited to 187,775 square feet of "Medical practitioners' office/medical clinic in an office building or office building complex"; 2,757 square feet of "daycare center for children"; 574 square feet of "Eating or Drinking Establishment (including drive-through service or carryout"; and 2,438 square feet of "Bank, savings and loan association, or other savings or lending institution - unrestricted" uses according to Section 27-568 of the Prince George's Zoning Ordinance in effect prior to April 1, 2022.

<u>Name of APB Member</u>	<u>In Favor</u>	<u>Opposed</u>	<u>Absent</u>
Benjamin Friedman, Chair	X		
Isabelle Gournay, Vice Chair			X
Judith Davis	X		
James Drake	X		
Matthew Inzeo	X		
Syed Shamim	X		

So recommended this 7th day of May 2025.

GREENBELT ADVISORY PLANNING BOARD


Benjamin Friedman
Chair

BE IT FURTHER RESOLVED that this resolution of the Greenbelt Advisory Planning Board shall take effect immediately upon adoption by the Greenbelt City Council.

APPROVED by the Council of the City of Greenbelt, Maryland at its regular meeting of,

2025.

Emmett V. Jordan, Mayor

ATTEST:

Bonita Anderson, City Clerk

**Council Request for Oral Argument
on a
Recommendation of the Greenbelt Advisory Planning Board**

Application Number: _____ 22-006-DPLS _____

Date of Notice: _____ May 12, 2025 _____

Basis of Request:

- ☐ Action of the Advisory Planning Board is not unanimous, or
- ☐ Recommendation fails to comply with the criteria of the City of Greenbelt contained in Ordinance 1170, Chapter 20 of the Zoning Code of the City of Greenbelt.

Other Information Provided: _____

Submitted by: _____ on _____
Council Member Date

Note: This form must be submitted to the City Clerk no later than 4:00 pm Monday, November 27, 2025.

City Clerk's Office

Received By: _____

Date Received: _____