



CITY COUNCIL REGULAR MEETING AGENDA

**AUGUST 11, 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 of Allegiance to the Flag
4. Petitions and Requests
5. Consent Agenda

Suggested Action:

- a. * Appointment to Advisory Board/Committee

Suggested Action: Reference: Application and Code of Conduct

The City Council interviewed Joe Parks on July 16, 2025, for the Community Relations Advisory Board (CRAB).

Approval of this item on the consent agenda will confirm the Council's intent to appoint Mr. Parks to the Community Relations Advisory Board.

- b. * Resignation from Advisory Board/Committee

Suggested Action: Reference: Email - S. Arcido - 07.30.25
Reappointment Survey

Stephenie Arcido has submitted her resignation from the Advisory Committee on Education (ACE). Xochitl Zamora-Thompson has submitted her resignation from the Green ACES.

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

- c. * Replacement of Vandalized Playground Slide

Suggested Action: During a routine inspection, staff discovered significant vandalism to the slide at Canning Terrace in Windsor Green, resulting in a large, hazardous crack that required the immediate closure of the slide. Staff recommends Council approve the purchase of a replacement slide from GameTime in the amount of \$17,731.35, with Windsor Green contributing \$4,432.84 in accordance with the City's MOU, and a claim has been submitted to LGIT for reimbursement.

Approval of this item on the consent agenda will indicate Council's intent to authorize the purchase and replacement.

- d. * New Recognition Group Basic Certification request- Greenbelt Badminton Club

Suggested Action: Enclosed in the Council's packet are PRAB's recommendation and the Basic Certification Application for a new recognition group basic certification request for Greenbelt Badminton Club.

Approving this item on the consent agenda will indicate the Council's intent to accept PRAB's recommendation for approving the Greenbelt Badminton Club's request for Basic Certification status.

- e. * Forest Preserve Advisory Board Report #2025-02 - Community Wildfire Protection Planning

Suggested Action: It is recommended that Council accepts this report.

- f. * Board of Elections Report #2025-05 (Draft Referendum Questions: Four-Year Council Terms, Council Districts, Ranked Choice Voting)

Suggested Action: It is recommended that Council accept the report. This item will appear later on the agenda for discussion.

- g. * Council Meeting Minutes

Suggested Action: Approval of council meeting minutes.

- h. * Acceptance of Recommendation for Removal of Members of Reparations Commission

Suggested Action: The Reparations Commission has requested Yahshua Ford and Chelsea Barnes due to their absences. Approval of this item on the consent agenda will indicate the Council's intent to remove Yahshua Ford and Chelsea Barnes from the commission.

- i. * Approval of Campaign Signs on City Property

Suggested Action:

Since 2005, Council has authorized the placement of campaign signs on designated public property locations for City Council elections, emphasizing that participation in the program is strictly voluntary. Council has since expanded the program to include a total of 16 approved locations for campaign signs on public property.

Approval of this item on the consent agenda will reaffirm Council's continued authorization of the program for all subsequent City Council elections.

- j. * Authorization for City Manager to Execute Clear Ballot Contract

Suggested Action:

The Board of Elections recommends contracting with Clear Ballot Group, Inc. to provide ballot scanners, tabulation services, and ADA-compliant ballot marking devices for the November 4, 2025, City Election. Staff recommends Council authorize the City Manager to execute an agreement with Clear Ballot in an amount not to exceed \$24,000.

Staff recommends that Council authorize the City Manager to execute an agreement with Clear Ballot Group, Inc. in an amount not to exceed \$24,000.

- 6. Approval of Agenda and Additions

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

7. Presentations

a. Update on Greenbelt Square/7010 Greenbelt Road Development Project

Suggested Action: Jason Iannotti of Brunoclay and Angela Dimidis of NVR will join the meeting virtually to present an overview of the proposed development project at 7010 Greenbelt Road (Greenbelt Square). Their presentation will cover key project details and anticipated development timeline.

b. National Civility Month

Suggested Action: Mayor Jordan will present a proclamation declaring August as National Civility Month.

8. Minutes

a. Statement of Record - Closed Session, August 4, 2025

Suggested Action: Statement of Record - Closed Session, August 4, 2025

Reference: Statement of Record

Closed Session of August 4, 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 Monday, August 4, 2025, at 10:09 p.m., in the Council Chambers. Council held this closed meeting in accordance with Section 3-305(b)(1), (3), (7) 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; 2) to consider the acquisition of real property for a public purpose and matters directly related thereto; and 3) to consult with counsel to obtain legal advice on a legal matter; and 4) to consult with staff, consultants, or other individuals about pending or potential litigation.

The purpose of this meeting: to discuss with staff and legal counsel about annexation; updates on personnel and legal issues; planning for city manager evaluation.

Vote to close session:

	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			

Staff member present: Josué Salmerón, City Manager; Terri Hruby, Director of Planning (until 10:47); Dawane Martinez, Director of Human Resources; Todd Pounds, City Solicitor (until 10:47).

9. Administrative Reports

Suggested Action: This link will display the weekly report for the City Manager and City Departments.

[Weekly Reports | Greenbelt, MD](#)

10. Committee Reports

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

11. A Resolution to Authorize the Negotiated Purchase of Certain Goods and Services from Various Vendors as Enumerated Herein when Total Fiscal Year Purchases from each Vendor Exceed Ten Thousand Dollars
- 2nd Reading, Adoption

Suggested Action: Each year, the City does business with a number of vendors from whom the City's individual purchases are below the bid limit of \$10,000 but total purchases over the fiscal year reach or exceed that amount.

Obtaining bid proposals for these goods and services is not warranted. Some of these vendors are the sole source or best source of purchase. In other instances, the City's purchases are based on bids taken by other government agencies (e.g., the State or County) or through the Council of Governments cooperative purchase program, with the bid price extended to Greenbelt

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

12. A Resolution to Implement "Save As You Throw" (SAYT) Program and Adjust Solid Waste Collection Fees
- 1st Reading

Suggested Action: It is recommended this resolution be introduced for first reading.

13. An Ordinance to Make a Supplemental Appropriation in the Capital Projects Fund for the fiscal year ending June 30, 2026, in the amount of one hundred thirty thousand eight hundred and forty-seven dollars (\$130,847) for additional Capital Projects Fund expenditures over the FY2026 appropriated amount.
- 1st Reading, Suspension of the Rules
- 2nd Reading, Adoption

Suggested Action: Reference: Ordinance

Enclosed in Council's packet is an ordinance to appropriate \$130,847 as a supplemental fund transfer appropriation from the City's General Fund surplus to the Capital Projects Fund to cover expenditures associated with the completion of the Buddy Attick Park Parking Lot project including, but not limited to, lighting, kiosk, interpretive signage, supplemental landscaping, curbing and walkway improvements. Staff anticipates bringing contracts for this remaining work to the City Council in early fall.

In 2009 and 2020, the City encumbered a combined total of \$221,686 in Program Open Space funding for the Buddy Attick Park Master Plan Improvement Project, specifically to undertake improvements to the Buddy Attick Park parking lot. To date, there remains \$130,847 in available POS funding for this project, which the State is eager for the City to expend. These funds are eligible for full reimbursement at the completion of the project and the County grant funding that has already been expended on this project is eligible to serve as the City's required match.

It is recommended that the ordinance be introduced and adopted at this meeting.

14. An Ordinance to Make a Supplemental Appropriation in the Building Capital Reserve Fund for the Fiscal Year Ending June 30, 2026, in the amount of Thirty-Five Thousand Dollars (\$35,000) for Emergency Re-Roofing of the Municipal Building, to be Funded from the City's General Fund Unassigned Cash Reserves
- 1st Reading, Suspension of the Rules
 - 2nd Reading, Adoption

Suggested Action: This ordinance authorizes a supplemental appropriation of \$35,000 from the City's General Fund Unassigned Cash Reserves to the Building Capital Reserve Fund for the emergency re-roofing of the Municipal Building. The roof has surpassed its projected useful life, with recent leaks impacting staff and public areas. Professional assessments determined that a re-roof is the most cost-effective option, extending the roof's life by an estimated 10–12 years. Due to the urgency, the project is proceeding under emergency procurement guidelines to prevent further water damage and ensure uninterrupted municipal operations.

It is recommended that the ordinance be introduced and adopted at this meeting.

IV. OTHER BUSINESS - 120 minutes (8:45 - 10:45 p.m.)

15. Authorization for City Manager to Purchase New Fitness Equipment for the Greenbelt Aquatic & Fitness Center

Suggested Action: *Staff recommends that City Council authorize the City Manager to purchase new Matrix fitness equipment from Johnson Health Tech North America, Inc. at a price of \$46,999.50. The FY26 Replacement Fund budget includes \$47,500 for new fitness equipment at the Greenbelt Aquatic & Fitness Center. Staff received a quote for 5 treadmills, 4 recumbent cycles, and 4 elliptical machines. The quoted amount honors pricing based on a rideable Fairfax County contract, which Prince George's County is also piggybacking on for fitness equipment pricing. The new equipment will replace items ranging in age from 11 to 23 years old and, ultimately, lower repair costs.*

16. Authorize City Manager to Execute Contract for 90% Engineering Design Plans for Hanover Parkway Bicycle Facility

Suggested Action: Enclosed in Council packet is a memorandum outlining the award of the request for proposals. Staff recommends City Council authorize the City Manager to execute a contract for 90% engineering design plans for the Hanover Parkway Bicycle Facility with Brudis & Associates, Inc. (BAI) at a cost not to exceed \$374,194. There is sufficient funding in the FY2026 Capital Projects Fund to cover the full contract amount.

17. Authorization for the City Manager to Purchase a New Refuse Truck to Replace the Public Works Case Freightliner with 25-Cubic-Yard Packer

Suggested Action: Enclosed in Council's packet is a memorandum outlining the recommendation to replace the Public Works Refuse Truck.

Staff recommends Council authorize the City Manager to purchase the following:

- One (1) 2026 Mack LR64 BE fully electric refuse truck from Potomac Truck Center, 3371 Kenilworth Avenue, Hyattsville, MD 20781 using Sourcwell contract at a purchase price of \$692,529.00, plus an additional \$5,000 for warning lights and city stickering, for a total cost of \$697,529.00.

18. Authorization for the City Manager to Purchase a New Public Works Case Loader

Suggested Action: Enclosed in Council's packet is a memorandum outlining the recommendation to replace the Public Works Case Loader.

Staff recommends Council authorize the City Manager to purchase the following:

- One (1) 2026 Case Loader 721G from GT Mid Atlantic, LLC, 6300 Crain Hwy, Upper Marlboro, MD 20772 using Sourcewell contract at a purchase price of \$279,157.75, including warning lights and city stickering at \$500, for a total of \$279,657.75.

19. Authorization for City Manager to Approve the Repair of Municipal Building Roof

Suggested Action: Enclosed in Council's packet is a memorandum outlining the request for a re-roof project. Staff recommends awarding the project to Crowley Construction, the City's primary contractor, for emergency roof repairs. Crowley Construction is included on the City's negotiated purchase list and has consistently demonstrated satisfactory performance on past projects.

Staff recommends Council authorize the City Manager to approve and execute the re-roof project, as outlined in the memorandum, for an amount not to exceed \$34,650.00.

20. Discussion of Referendum Questions for the 2025 City Council Election

Suggested Action:

The Board of Elections has prepared draft referendum questions for Council's review concerning potential Charter amendments to: (1) change Council terms from two years to four years, (2) divide the City into voter districts, and (3) adopt ranked choice voting.

Enclosed in Council's packet are the proposed 2025 City referendum questions for placement on the November 4, 2025, election ballot. Council is asked to review, discuss, and provide direction on finalizing the questions.

21. Discussion on the Continuation of Curbside Food Scraps Collection and Local Compost Processing

Suggested Action: Background:

The City's residential composting program, operated by Compost Crew, is currently funded in part through a USDA grant is set to expire in August 2025. Approximately 410 households are enrolled, with the total annual program cost estimated at \$103,000.

Recommendation:

Council should discuss desired resident contribution level, subsidy by the City, term of commitment, and approach to funding this service into the post-grant operating budget.

22. Discussion on National Park Designation for Beltsville Agricultural Research Center, Patuxent Wildlife Refuge, and NASA Goddard Properties

Suggested Action: Council Member Roberts requested that this item be added to the agenda for discussion.

23. Discussion on USDA Public Comment Period on Proposed Department Reorganization Plan

Suggested Action: Council Member Pompei requested this item be added to the agenda. The comment period is open.

https://www.usda.gov/about-usda/news/press-releases/2025/08/01/usda-opens-public-comment-period-department-reorganization-plan?fbclid=IwZXh0bgNhZW0CMTEAAR4NsC1X1ueKDVPbFywkhB-H33NqMI4SIO7w7Lcp_3Ygnda54x1qby4T_g3adw_aem_Cb7s7SEs-QqMEWUdjNEQzA

24. Council Reports

25. Council Activities

26. Meetings

MEMORANDUM

Date: July 08, 2025
To: Josue Salmeron, City Manager
From: Brian Townsend, Assistant Public Works Director
VIA: Brian Kim, Public Works Director
Re: Replacement of Vandalized Playground Slide

Windsor Green Playground Slide Replacement

During staff's routine inspection of the City's playground vandalism was found on the slide at Canning Terrace in Windsor Green. A large hazardous crack/hole in the slide caused the closure of the slide until the hazard can be corrected (See attached pictures intitled 'Canning Terrace Damaged slide pic'). After researching the problem, it was concluded that it could not be repaired and it had to be replaced.

We contacted our supplier Game Time and received a quote for Seventeen Thousand seven hundred thirty-one and thirty-five cents \$17,731.35 for the replacement slide. (See attached quote) The city has an MOU with Windsor Green that stipulates that they are responsible for 25% of the maintenance and replacement of the playground. According to the agreement Windsor Green portion of the slide replacement is \$4,432.84 and has been approved for payment by their board.

At this time, we have filed a claim with LGIT for reimbursement for the slide's replacement and would like to request the approval of the slide's replacement.

Summary Recommendations

Staff recommends Council approve the following purchase:

- The replacement of one GameTime - Double Twin Spiral slide from Game Time c/o Cunningham Recreation po Box 240981, Charlette, NC 28224 for the total of \$17,731.35.



GameTime c/o Cunningham Recreation
 PO Box 240981
 Charlotte, NC 28224
 800.438.2780
 704.525.7356 FAX

04/03/2025
 Quote #
 174387-01-02

Greenbelt: Canning Terrace - Damaged Slide (Updated)

City of Greenbelt
 Attn: Lori Thiele
 8300 Canning Terrace
 Greenbelt, MD 20770
 United States
 Phone: 301-758-6763
 lthiele@greenbeltnmd.gov

Ship to Zip 20770

Quantity	Part #	Description	Unit Price	Amount
1	90843	GameTime - Double Twin Spiral [Roto Plastic:_____]	\$12,436.00	\$12,436.00
1	818312	GameTime - 3/8"-16 Placing Tool	\$69.32	\$69.32
8	804710	GameTime - 3/8" 16 Unc Thread Insert	\$1.71	\$13.68
1	INSTALL	MISC - Installation of Equipment Above.	\$6,875.00	\$6,875.00
Contract: OMNIA #2017001134			Sub Total	\$19,394.00
			Discount	(\$2,992.08)
			Freight	\$1,329.43
			Total	\$17,731.35

Comments

* Site must be clear, level, free of obstructions, and accessible. Site should permit installation equipment access. Purchaser shall be responsible for unknown conditions such as buried utilities, tree stumps, bedrock or any concealed materials or conditions that may result in additional costs.

*Pricing does not include bonding or permitting. If required, additional fees will apply

Original GT Order #: 7331023 (2007)



GameTime c/o Cunningham Recreation
PO Box 240981
Charlotte, NC 28224
800.438.2780
704.525.7356 FAX

04/03/2025
Quote #
174387-01-02

Greenbelt: Canning Terrace - Damaged Slide (Updated)

GAMETIME - TERMS & CONDITIONS:

- **PRICING:** Due to fluctuating economic conditions, pricing is valid for 30 days and is subject to change. Please request updated pricing if your quote is older than 30 days before making a purchase.
- **TERMS OF SALE:** For equipment & material purchases, Net 30 days from date of invoice for governmental agencies and those with approved credit. All others, full payment for equipment, taxes and freight up front. Balance for services & materials due upon completion or as otherwise negotiated upon credit application review. Pre-payment may be required for equipment orders totaling less than \$5,000. Payment by VISA, MasterCard, or AMEX is accepted (**If you elect to pay by credit card, GameTime charges a 2.50% processing fee that is assessed on the amount of your payment. This fee is shown as a separate line item and included in the total amount charged to your credit card. You have the option to pay by check, ACH or Wire without any additional fees.**). Checks should be made payable to Playcore Wisconsin, Inc. dba GameTime unless otherwise directed. **Any order exceeding \$300,000 will require progress payments during the course of completion.**
- **CREDIT APPLICATION:** Required for all non-governmental agencies and those entities who have not purchased from GameTime within the previous twelve calendar months.
- **FINANCE CHARGE:** A 1.5% monthly finance charge (or maximum permitted by law) will be added to all invoices over 30 days past due.
- **CASH WITH ORDER DISCOUNT:** Orders for GameTime equipment paid in full at time of order via check or electronic funds transfer (EFT) are eligible for a 3% cash-with-order (CWO) discount. Consult local sales representative for CWO terms.
- **ORDERS:** All orders shall be in writing by purchase order, signed quotation or similar documentation. Purchase orders must be made out to Playcore Wisconsin, Inc. dba GameTime.
- **FREIGHT CHARGES:** Shipments shall be F.O.B. destination. Freight charges prepaid and added separately.
- **SHIPMENT:** **Standard Lead time is 6-8 weeks (some items may take longer)** after receipt and acceptance of purchase order, credit application, color selections and approved drawings or submittals.
- **PACKAGING:** All goods shall be packaged in accordance with acceptable commercial practices and marked to preclude confusion during unloading and handling.
- **RECEIPT OF GOODS:** Customer shall coordinate, receive, unload, inspect and provide written acceptance of shipment. Any damage to packaging or equipment must be noted when signing delivery ticket. If damages are noted, receiver must submit a claim to Cunningham Recreation within 15 Days. Receiver is also responsible for taking inventory of the shipment and reporting any concealed damage or discrepancy in quantities received within 60 days of receipt.
- **RETURNS:** Returns are only available on shipments delivered within the last 60 days. A 25% (min.) restocking fee will be deducted from any credit due. Customer is responsible for all packaging & shipping charges. Credit is based on condition of items upon return. All returns must be in unused and merchantable condition. GameTime reserves the right to deduct costs associated with restoring returned goods to merchantable condition. Uprights & custom products cannot be returned.
- **TAXES:** Sales tax is shown as a separate line item when included. A copy of your tax exemption certificate must be submitted at time of order or taxes will be added to your invoice.

INSTALLATION CONDITIONS:

- **ACCESS:** The site must be clear, level, and provide unrestricted access for trucks and machinery. Any site that is inaccessible may incur additional charges.
- **STORAGE:** The customer is responsible for providing a secure area for off-loading and storing equipment during installation. Once equipment is delivered to the site, the owner assumes responsibility for any theft or vandalism unless alternative arrangements are made and documented in the quotation.
- **FOOTER EXCAVATION:** Installation pricing is based on footer excavation through earth/soil only, prior to the installation of drains, subbase, or surfacing. The customer is responsible for any unforeseen conditions such as buried utilities (public or private), tree stumps, rocks, or any other concealed materials or conditions that may result in additional labor or material costs.
- **UTILITIES:** The installer will contact 811 to locate all public utilities before layout and excavation of footer holes. The owner is responsible for identifying any private utilities. Cunningham Recreation and the installer are not liable for any damage to unmarked private utilities.
- **ADDITIONAL COSTS:** Pricing is based on a single mobilization for installation unless otherwise stated. The price includes only the items specified in this quotation. Additional site work or specialized equipment needs may result in price adjustments.
- **SITE CONDITIONS:** The site must have a slope of less than 1.5%. Any excavation or grading required to achieve an acceptable slope is the responsibility of others unless otherwise noted. All demolition and site preparation must be completed before the installation crew is mobilized.
- **GENERAL INSTALLATION NOTES:** Installation will be performed according to the manufacturer's specifications by a GameTime-certified installer. A one-year warranty on all labor is provided from the date of completion. Product warranty and service claims may not include labor.



GameTime c/o Cunningham Recreation
PO Box 240981
Charlotte, NC 28224
800.438.2780
704.525.7356 FAX

04/03/2025
Quote #
174387-01-02

Greenbelt: Canning Terrace - Damaged Slide (Updated)

ACCEPTANCE OF QUOTATION:

Acceptance of this proposal indicates your agreement to the terms and conditions stated herein.

Accepted By (printed): _____ Title: _____

Telephone: _____ Fax: _____

P.O. Number: _____ Date: _____

Purchase Amount: **\$17,731.35**

SALES TAX EXEMPTION CERTIFICATE #: _____

(PLEASE PROVIDE A COPY OF CERTIFICATE)

Salesperson's Signature

Customer Signature

BILLING INFORMATION:

Bill to: _____

Contact: _____

Address: _____

Address: _____

City, State: _____ Zip: _____

Tel: _____ Fax: _____

E-mail: _____

SHIPPING INFORMATION:

Ship to: _____

Contact: _____

Address: _____

Address: _____

City, State: _____ Zip: _____

Tel: _____ Fax: _____

E-mail: _____

**PARK AND RECREATION ADVISORY BOARD
REPORT TO CITY MANAGER**

Subject: Greenbelt Badminton Club – Request for Recognition Group Status

Background:

Peter Teuben presented a request to the Park and Recreation Advisory Board (PRAB) for Basic Certification of the Greenbelt Badminton Club as a recognized group. The request was for recreational play only, with no instruction or youth-specific programming, and thus no background checks would be required for participants or organizers.

As part of the request, the group would like to use the Youth Center gym and have badminton court lines painted on the gym floor to support play. Additionally, staff will explore potential scheduling opportunities for badminton at the Springhill Lake Recreation Center (SHLRC).

PRAB Recommendation:

PRAB unanimously recommends approval of the Greenbelt Badminton Club's request for Basic Certification status. PRAB supports recreational opportunities for adult residents and sees the inclusion of badminton as a valuable addition to the city's offerings. The recommendation is contingent upon the following stipulations:

- That use of facilities be coordinated with staff availability and existing scheduling commitments
- That staff further evaluate and determine the feasibility and cost of painting badminton lines on the Youth Center gym floor
- That participants understand this is for recreational play only and will follow all city guidelines for use of the facility

Respectfully submitted by:

Matt Sickie, PRAB Chair

CITY OF GREENBELT, RECOGNITION GROUP PROGRAM
APPLICATION FOR BASIC CERTIFICATION

For new certification or renewal of current status. In-kind services only.

First-time applications are accepted at any time. Applications for renewal of Recognition Group status for the City's FY2025 are due by
4:30pm on Monday, February 5, 2024

Email your completed application to the Recreation Department's
Administrative Coordinator, cpracht@greenbeltmd.gov.

BEFORE COMPLETING THIS APPLICATION:

Please read the Policy and Information Guide for Recognition Groups. This guide contains important information about the different levels of in-kind and financial support available to community organizations that serve Greenbelt residents. The Guide also provides an overview of several different applications corresponding with these levels of support. Before completing this form, make sure you have selected the application that is the best match with your needs and qualifications.

1. Name of organization: Greenbelt Badminton Club

Year of founding: 2021 Website: _____

Social media: <https://www.astro.umd.edu/~teuben/badminton/greenbelt>

Please check one: ☒ new application _____ application for renewal of status

2. Contact person: Name Peter Teuben Position Coordinator and co-founder

Telephone 240-544-7428 E-mail teuben@gmail.com

3. Organization's mailing address (not a City of Greenbelt facility):

18-H Ridge Rd - Greenbelt MD 20770

4. What is the mission of this organization? Whom do you intend to serve?

Badminton is one of the most popular racquet sport worldwide and the club's mission is to

provide access to this sport for the diverse members of the Greenbelt community. We want

encourage team dynamics, fitness and skills in this historic sport.

5. **Description of your group's activities:** Please provide a brief but comprehensive overview of the types of activities your group typically sponsors -- or intends to sponsor -- over the course of a year. If any activities take place outside of Greenbelt, please indicate this. Activities must be open to the general public.

Regular practices and Games. Training and preparations for local tournaments

We would also like to work with a coach to offer fitness classes through Greenbelt recreation

6. **How many people do you anticipate will have actively participated in your organization's primary, in-person and online activities this year?** Include estimates as needed. *Sports programs: include registered players only. Performing arts programs: include performers/production teams only. Festivals: include featured artists/performers and individuals or organizations with a booth, table, activity or parade unit. Please do not include volunteers or staff.*

Total number of active participants: 35 % Greenbelt residents 95
% ages 12 and under 11 % 13-17 yrs. 38 % 18-59 yrs. 44 % 60+ yrs. 17

Briefly explain whom you have included in these figures.

7. **How many additional people do you anticipate will have participated in your organization's primary, in-person and online activities as audience members, spectators and attendees (if applicable)?** *This does not include volunteers or staff.*

Total number of spectators: 0 % Greenbelt residents _____
% ages 12 and under _____ % 13-17 yrs. _____ % 18-59 yrs. _____ % 60+ yrs. _____

Briefly explain whom you have included in these figures.

Youth gym doesn't allow spectators

8. **How many people do you anticipate will have volunteered this year to help run your organization and implement your sponsored activities?**

Total number of supporting volunteers: 7 % Greenbelt residents _____
% ages 12 and under 0 % 13-17 yrs. 0 % 18-59 yrs. 72 % 60+ yrs. 28

Briefly describe the volunteers' activities.

move supplies, buy shuttles, repair nets and poles, recruitment new members, advertising in local media

9. BACKGROUND CHECK VERIFICATION

To help ensure the safety of young program participants, all staff, contractors, and/or volunteers (age 18+) whom the Recognition Group intends to entrust directly with the care and control of minors (ages 17 & under) must complete a criminal background check. These individuals will undergo a criminal background check at the City's expense through NCSI (National Center for Safety Initiatives). Background checks are valid for only one year and must be resubmitted accordingly. It is the responsibility of each Recognition Group to ensure full compliance with this requirement, throughout the year. If your organization currently conducts background checks mandated by a parent organization, please indicate below. However, the background checks provided by the parent organization must meet or exceed the standards for exclusion of volunteers recommended by the National Recreation and Park Association and adopted by the city (*see next page*). For assistance with the background check policy, please contact Andrew Phelan, Assistant Director - Recreation Facilities & Operations, at aphelan@greenbeltmd.gov or 240-542- 2194.

Please check where applicable for your organization.

- ☐ *I certify that our organization does not work with minors.*
- ☒ *I certify that our organization does work with minors, but we are never in "care and control" of minors (i.e. – legal parents/guardians are always present with minors)*
- ☐ *I certify that our organization does work with minors and all required individuals will complete background checks through the City of Greenbelt and a roster of these volunteers will be provided to the City.*
- ☐ *I certify that our organization does work with minors and background checks are completed by a parent organization.*

Parent Organization: _____

Peter J Teuben Coordinator

16-mar-2025

NAME

TITLE/POSITION

DATE

Recommended Criteria for Exclusion

A person should be disqualified and prohibited from serving as a volunteer if the person has been found guilty of the following crimes. Guilty means that a person was found guilty following a trial, entered a guilty plea, entered a no contest plea accompanied by a court finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt. This recommendation does not apply if criminal charges resulted in acquittal, Nolle Prose, or dismissal.

SEX OFFENSES

- **All Sex Offenses** – *Regardless of the amount of time since offense.*
Examples include: child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.

FELONIES

- **All Felony Violence** – *Regardless of the amount of time since offense.*
Examples include: murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated Burglary, etc.
- **All Felony offenses other than violence or sex** within the past 10 years.
Examples include: drug offenses, theft, embezzlement, fraud, child endangerment, etc.

MISDEMEANORS

- **All Misdemeanor Violence** offenses within the past 7 years
Examples include: simple assault, battery, domestic violence, hit & run, etc.
- **All misdemeanor drug & alcohol offenses** within the past 5 years or multiple offenses in the past 10 years.
Examples include: driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc.
- **Any other misdemeanor** within the past 5 years that would be considered a potential danger to children or is directly related to the functions of that volunteer.
Example include: contributing to the delinquency of a minor, providing alcohol to a minor, theft – if person is handling monies, etc.

PENDING CASES

It is recommended that anyone who has been charged for any of the disqualifying offenses or for cases pending in court should not be permitted to volunteer until the official adjudication of the case. The Background Screening Process is an ongoing process and should be subject to review and changes at any time. These guidelines are based upon industry practices in private, public

10. **Leaders.** However formally or informally your group may be organized, please list your leaders, their roles, and their residency status.

Name	Role	Greenbelt resident (yes/no)
Peter Teuben	coordinator and co-founder	y
Peter Voitshkovsky	coordinator and co-founder	y
Lei Zhong	coordinator	y
Amy Feng	coordinator	y
Frank Gervasi	coordinator	y
Nancy Tillotson	coordinator	y
Tom LeaMond	planning and strategy	y

11. **Request for support.** Please describe the in-kind services which you anticipate requesting from the City of Greenbelt during the coming fiscal year. *Note: Recognition Group certification does not imply that all requests can be granted. Requests from the organization will be addressed on a case by case basis as they arise in accordance with applicable City policies and procedures.*

Space to play, adequate equipment (for example the current poles are inferior and can be exchanged with improved poles

we have that would be donated to Greenbelt. The current pickleball lines do not fully cover the badminton court lines,

it would be nice to amend the lines at the next floor resurfacing.

12. Electronic Signature

I, the undersigned, certify that the information contained in this application is true, complete, and accurate. I have been authorized to submit this application to the City of Greenbelt by the governing body of the applicant organization. **By signing this application, I certify that the organization's leaders have read the City of Greenbelt's Policy and Information Guide for Recognition Groups and have agreed to abide by the requirements stated therein.**

Signature Peter J. Teuben Date 16-march-2025
Role within the organization Coordinator

Additional Information

How the club got founded: during the 2021 Labor Day sports activities, Greenbelt Recreation listed badminton on Baden Fields as an option. Being a long time player myself looking for a new place to play after COVID I met Peter Voitsekhovsky and his son at this event. In talking to the supervising person, she suggested we should start a club as they would love to broaden their sports. The youth center gym would be ideal place, she said. They also host a pickleball club.

The Youth Center Gym has been graciously giving us a weekly slot to play, and even bought us omse of the poles and nets. Although there were at the time no lines in the gym, this gym now has pickleball lines for two courts, which sort of fits us. The club grew steadily from maybe 6 members to 35 members currently, although luckily they don't all show up every week, as we can only handle 12 players on court at a time.

Below we show a group picture of the happy bunch of players that showed up last weekend, March 9, 2025 for games.



REPORT TO COUNCIL

SUBJECT: Community Wildfire Protection Planning

DATE: August 1, 2025

BACKGROUND: On Sunday March 30, 2025, a brush fire burned over ten acres of land located in the Beltsville Agricultural Research Center behind Greenbelt Elementary School. Firefighters from several local jurisdictions responded to control the fire. The fire burned shrubs and herbaceous vegetation as well as fallen and standing dead trees. The fire did not turn into a canopy-level “crown fire” and did not damage homes or structures. Some trees did continue to smolder and re-ignite for days after the fire.

This fire occurred during two days of high winds in a period of severe drought. While wildfires in the Preserve have been rare in the past, climate change is expected to lead to increases in extreme weather events, including prolonged droughts and sudden-onset “flash droughts”, creating higher risks of wildfire in the future. In recent years, there has been increasing attention nationally to the fire risks at the interface of homes with forests and other wildlands.

The Greenbelt City Forest Preserve North Woods and Hamilton Woods Tracts in Historic Greenbelt are contiguous with woodlands and neighboring homes owned by the Greenbelt Homes Inc. (GHI) housing cooperative. Fire risks are affected by how forests, common spaces, and yards are managed including choices regarding different plants, native and invasive, and their locations relative to homes.

The Maryland Department of Natural Resources (DNR) has a Community Wildfire Protection Planning program which provides professional support for local communities and citizens in understanding and managing fire risks for homes and forested areas.

<https://dnr.maryland.gov/forests/Pages/fire/firewise.aspx>

DISCUSSION: Management of fire risks in the Greenbelt City Forest Preserve and GHI will be more effective if coordinated and based on a shared understanding by individuals and organizations involved in managing forests and neighboring homes. A program could include educational activities, such as talks, public meetings, and public visits (walkthroughs) to observe affected or potentially affected areas. It would also benefit from practical activities such as demonstrations and pilot trials of ways to better manage fire risks. These may include selectively and appropriately managing vegetation, including

vegetation that could provide a “ladder” to carry fire higher in trees. Observation and study of areas affected by and regenerating after fire would also be informative.

RECOMMENDATION: FPAB recommends that City Council direct City Staff to work with GHI, including the GHI Woodlands Committee, and the DNR Community Wildfire Protection Planning Program to plan and carry out educational and practical activities for understanding and managing wildfire risks in the Greenbelt City Forest Preserve and neighboring areas in GHI.



Figure 1: Example of area burned by the March 2025 wildfire in BARC, behind Greenbelt Elementary School. Source: Photo by Bryan Bruns

References:

Bedford-Dillow, Anna. 2025. “Brush Fire Burned Across Acres Of BARC Fields Behind GES.” *Greenbelt News Review*, February 3, 2025.
<https://www.greenbeltnewsreview.com/wordpress/wp-content/uploads/2025/04/GNR20250403.pdf>.

Shah, Diya. 2025. "Forest Preserve Board Discusses Fire Safety after BARC Brush Fire."

Greenbelt News Review, May 1, 2025.

https://www.greenbeltnewsreview.com/wordpress/wp-content/uploads/2025/04/GNR20250501.pdf?highlight=wildfire&_rt=M3wxfHdpbGRmaXJlfDE3NDk1ODYxODM&_rt_nonce=01f220b515.

DRAFT

MEMORANDUM

August 7, 2025

TO: City Council, City of Greenbelt
Josué Salmerón, City Manager

FR: Board of Elections

RE: Draft Referendum Questions: Four-Year Council Terms,
Council Districts, Ranked Choice Voting

The Board of Elections has prepared for Council review draft referendum questions asking voters about Charter amendments to change Council terms from two years to four, divide the City into voter districts, and adopt ranked choice voting.

The drafts are attached. They may be discussed, and perhaps amended and approved, in Council meetings in August and September.

Attachments:

Draft Referendum Questions

BoE5218DraftRefQuestionsMemo

DRAFT REFERENDUM QUESTIONS

6 May 2025

SUBJECT: AMEND CHARTER TO CHANGE COUNCIL TERMS FROM TWO YEARS TO FOUR

City Council Terms are currently two years, between elections.

(1) Should Charter be amended, to change Council terms to four years?

Yes _____ No _____

(2) If you answered Yes to Question (1), then: Should Council Members be subject to Voter Recall Petitions during their terms in office?

Yes _____ No _____

BoE5123DraftCharterAmdmt4YrCouncil

DRAFT REFERENDUM QUESTIONS

6 May 2025

SUBJECT: AMENDING CHARTER TO DIVIDE CITY INTO ELECTION DISTRICTS

City Council Members are currently elected at-large.
All Members represent all residents of Greenbelt.

Should the City be divided into Election Districts, so that some Council Members represent only the residents of the District in which the Council Member resides? If Election Districts are approved, some Members will represent a District, and the remaining Members will be at-large.

Yes _____ No _____

BoE5123DraftCharterAmdmtElectDistricts

DRAFT REFERENDUM QUESTION

7 August 2025

SUBJECT: COUNCIL ELECTIONS WITH RANKED CHOICE VOTING

Do you approve of the City using Ranked Choice Voting for all City Council Member elections and amending the City Charter's forty percent (40%) threshold criteria (Sec 31)?

Currently, voters can choose as many candidates as there are open seats. To win, a candidate needs at least 40% of the total votes. Candidates with the most votes who meet that requirement are elected. If not enough candidates reach 40%, then there is a second election to fill the rest.

With Ranked Choice Voting, voters rank candidates in order of preference. First-choice votes are counted, and to win, a candidate needs at least the designated threshold. Any extra votes are shared with each voter's next choice. If the designated threshold is not met, then the candidate with the fewest votes is eliminated, and their votes go to the voter's next choice. This process repeats until all seats are filled.

Yes _____ No _____

WORK SESSION OF THE GREENBELT CITY COUNCIL

Held Monday, February 5, 2024

Discussion: Presentation on the Citizen Input - Municipal Building Architect Study/Municipal Building Architect Study Update.

Mayor Jordan started the meeting at 7:30 pm. On site Council Chambers and via Zoom.

In attendance were: Councilmembers Amy E. Knesel, Danielle P. McKinney, Jenni A. Pompei, Silke I. Pope, Rodney M. Roberts, Kristen L. K. Weaver, and Mayor Emmett V. Jordan.

City Staff: Josué Salmerón, City Manager; Tim George, Assistant City Manager; Terri Hruby, Planning Director; Jamarie Spencer, Production Assistant; and Bonita Anderson, City Clerk.

Others present: David Whaples, Kevin McPartland, Avanturs; Project Manager, Wen Xiao and Lead Architect Wen Wang, Michael Hartman, Leon Schachter, Bill Orleans and others.

Mayor Jordan began the meeting with introductions and laid out the plans.

Presentation by David Whaples (member of the Board of Appeals) and Isabelle Gournay (member of Advisory Planning Board, (absent) followed by an update from the City's Architect firm. Mr. Whaples was accompanied by Kevin McPartland of Avanturs.

Citizen Presentation and Input Regarding Municipal Building

Mr. Whaples and Mr. McPartland emphasized the need for a wholistic and mindful approach to selecting the location and designing Greenbelt's Municipal building. Discussion on strategizing and renovation or creating an entirely new structure can honor the planning principles that shaped the city while drawing inspiration from the character of original buildings. This approach aims to meet current requirements and anticipate future needs. Mr. McPartland also stated that demolishing an existing structure should only be considered seriously.

Mr. Whaples presented slides highlighting various historical benchmarks. He outlined key objectives, including defining current and future space requirements and selecting the most suitable locations from both functional and symbolic perspectives.

In his presentation, Mr. Whaples detailed the spatial requirements integral to Municipal building and discussed possible external factors with specific square footage. Ms. Weaver asked about the efficiency ratio, to which Mr. Whaples explained that it excludes footage not factored in, such as stairs, elevators, closets, and mechanical rooms.

He also showcased slides that considered alternative uses for a renovated municipal building. Additionally, he proposed potential sites for the City Municipal Building, suggested (3) locations:

- Fire station
- Armory site
- Roosevelt Center (north end)

Municipal Building Architect Update Study

The representatives from Avanturs provided a progress update on the engineering analysis of the existing building, which included a breakdown of structural, mechanical, plumbing, electrical, and fire protection systems. The site context was characterized by a distinct identity shaped by design, presenting an opportunity for the transformation of the civic center.

During the presentation, a site concept diagram was shown, highlighting the widened east end of the civic green and illustrating the pedestrian connection from Roosevelt Center to the Community Center.

The building concept diagram outlined two options: Option A, which proposed keeping the newer wing, and Option B, which suggested replacing the entire building. Ms. Xiao presented the building program's blocking and stacking diagram, indicating an expansion of 10,000 square feet by adding a third floor.

In summary, the exterior concept study for Option A includes preserving the existing 5,000-square-foot, 2-story North Wing, as well as a 2,500-square-foot basement, and adding a new, 14,500-square-foot, 3-story building. The estimated cost for this option ranges from \$11.1 million to \$13.9 million. Option B entails a new, 22,000-square-foot, 3-story building, with an estimated cost ranging from \$12.5 million to \$15.6 million.

Mr. Roberts commented that the cost estimates seemed low, sharing his knowledge that the costs for other city facilities have been much higher than estimated for renovation or construction. Mr. Whaples noted that the request for proposals (RFP) included two options instead of three, and he observed variations in the proposed departmental locations. He expressed a desire to see more options. Mr. Wang mentioned that they initially had three options that involved keeping the south wing and building over the north wing, but they decided to drop the third option as it didn't seem viable.

Mayor Jordan concluded the meeting by thanking all participants for their presentations to the Council, stating that it was a great start to envisioning the future expansion of the municipal building.

Informational items

There were some informational items discussed. The meeting ended at 10:20 pm.

Respectfully submitted,

Bonita Anderson
City Clerk

WORK SESSION OF THE GREENBELT CITY COUNCIL

Held Monday, March 18, 2024

Meeting: Prince George's County Councilmember Ingrid Watson

Mayor Jordan started the meeting at 7:30 p.m. On site Council Chambers and via Zoom.

In attendance were: Councilmembers Amy E. Knesel, Danielle P. McKinney, Jenni A. Pompei, Silke I. Pope, Rodney M. Roberts, Kristen L.K. Weaver, and Mayor Emmett V. Jordan.

City Staff: Josué Salmerón, City Manager; Jamarie Spencer, Public Information Producer and Bonita Anderson, City Clerk.

Others present: Mayor Jordan began the meeting by introducing the City Council, staff, and Prince George's County Councilmember Ingrid Watson.

Pending County and State Legislation

Councilmember Watson is dedicated to enhancing quality of life for the residents of her community. She has been working closely with the City Council to support the people of Charlestown North and is currently researching legislation to further this initiative alongside City Manager Salmeron. One of her primary focuses is addressing the challenges faced by senior citizens, especially those at risk of eviction or in need of new housing. Although securing immediate funding for these efforts has been challenging, she is collaborating with various organizations to obtain the necessary support.

Additionally, she referenced a County bill on rent stabilization, sponsored by Councilmember Krystal Oriadha which aims to extend current three (3) percent cap for an additional six months. Each County Councilmember is now submitting requests for permanent legislation. Furthermore, Councilmember Watson has met with owners of Franklin Park, and County Council is evaluating Montgomery County's rent stabilization proposals as a benchmark for Prince George's County.

Councilmember Watson is committed to staying updated on latest developments in District 4. Education and environmental policies are among her top priorities. She is especially proud of her involvement in launching a reusable bag campaign, which includes implementing a ban on plastic bags.

Additionally, Councilmember Watson emphasized the urgent issue of crime in the community. She discussed a recent crime forum held in November 2023 to address these concerns. Currently, the County Council is in discussions with state officials regarding this matter. A significant juvenile crime bill has moved from the House to the Senate, and its progress will be closely monitored as the legislative session approaches its end in about three weeks.

Initial Comments on the County Executive Budget Proposal

Councilmember Watson addressed the proposed FY2025 County Budget, highlighting that the deficit is approximately one percent larger this year. As a result of this deficit, the county will be freezing over 800 open and funded positions, and there may be budget cuts for agencies outside of schools and public safety.

Schools

Councilmember Watson announced that the reconstruction of Springhill Lake Elementary School is progressing as scheduled. There will be an update regarding the plans for Dora Kennedy French Immersion School (DKFI). Some members of the City Council have expressed concerns about the preservation of DKFI.

The current plan is for DKFI to temporarily relocate and share space with Robert Goddard Montessori School. During this time, Springhill Lake Elementary School will occupy the former DKFI building for two years while the new Springhill Lake School is being constructed. Councilmembers have raised concerns about the habitability of the DKFI building, as it will be used by students.

Health

Mayor Jordan inquired about the new wing at Luminis Medical Center. Councilmember Watson, who serves on the county council's Health, Human Services, and Public Safety Committee, noted that the Cheverly Health Clinic will be relocating to Greenbelt, off Edmonston Road. She stated that relocation of the health center is progressing, and it is scheduled to open in the spring of 2026.

DPIE Issues

Councilmember Watson has been collaborating closely with all Homeowners Associations (HOAs) in District 4. Recently, a successful roundtable was held, during which Department of Permitting, Inspections, and Enforcement (DPIE) shared information specifically about permitting for homeowners. The presentation materials are available on the county website.

DPWT Issues

Mayor Jordan inquired about County Bill 15, which aims to update zoning laws and allow certain types of developments, such as townhouses and multifamily buildings, to proceed. He noted that communities in Greenbelt, located outside the Beltway, have more influence in negotiating amenities for new buildings compared to those inside the Beltway.

There was a discussion concerning potential funding cuts for WMATA as well as TheBus and Metrobus routes 11, 16, and 15x. Councilmember Watson clarified that routes 11, 16, and 15x are not under consideration for elimination, and the County is actively opposing the proposed WMATA cuts to these bus routes.

Councilmember Watson emphasized that improving road infrastructure for the Greenbelt Road corridor is a priority, especially in light of the new FBI headquarters. This issue has been highlighted by both the County Council and the County Executive.

Crime and Public Safety

Councilmember Watson reported that the Police Accountability Board is functioning well, but there are concerns about potential cuts to its funding in the new budget.

Ms. Pope inquired about the plan to remove firefighters from the Beltsville Station. Councilmember Watson stated she was unaware of any specific plans to eliminate career firefighters but will follow up with the Fire Chief for clarification.

Ms. Pope also asked about the progress of the feasibility study for the North County Animal Shelter. Mayor Pro -Tem Weaver mentioned that the City Council has received a copy of the study from City Manager Salmeron and will forward it to Councilmember Watson for further follow-up.

Councilmember Watson will also address Mayor Jordan's question regarding the status of implementing the capital bike share program at the metro station and Roosevelt High School.

Ms. Pompei raised concerns about securing ongoing funding for the Blueprint for Education from the County, noting that the funding should increase each year. Councilmember Watson responded that she would gather more information about the tax revenue related to the Blueprint to share with the Council.

Follow up

- Councilmember Watson will provide the City with hearing dates for the County's proposed budget.
- Councilmember Watson will provide the City with additional information on the availability of beds in northern homeless shelters.
- Councilmember Watson will follow up with Fire Chief about career firefighters at the Beltsville station.
- Status of a North County Animal shelter (Feasibility Study conducted 6 years ago)
- Status of the bike share installation at the Metro and Roosevelt High School.

There were some informational items discussed. The meeting ended at 9:30 pm.

Respectfully submitted,

Bonita Anderson
City Clerk

WORK SESSION OF THE GREENBELT CITY COUNCIL
Held Wednesday, April 17, 2024

DISCUSSION: Public Works/Capital Projects Proposed FY2025 Budget

Mayor Jordan started the meeting at 7:30 pm. On site Council Chambers and via Zoom.

In attendance: Councilmembers Amy E. Knesel, Danielle P. McKinney, Jenni A. Pompei, Silke I. Pope, Rodney M. Roberts, Kristen L. K. Weaver, and Mayor Emmett V. Jordan.

City Staff: Tim George, Assistant City Manager; Bertha Gaymon, City Treasurer; Terri Hruby, Planning Director; Brian Kim, Acting Public Works Director; Brian Townsend, Assistant Public Works Director; Dr. Luisa Robles, Sustainability Coordinator; Kevin Carpenter-Driscoll, Environmental Coordinator; Jamarie Spencer, Production Assistant and Bonita Anderson, City Clerk.

Others present: Judith Davis, Michael Hartman, Kevin Lockhart, Bill Orleans, and others.

City Manager Josué Salmerón's budget proposal entails a 2.7 percent increase in Public Works budget with expenditures increasing from \$4.586 million in adopted budget for this fiscal year to \$4.711 million in FY25 which begins on July 1, 2025. A breakout of expenditures by major budget category is shown in table on page 12.

Public Works Department has a wide range of responsibilities including as follows:

- Maintenance of all city buildings and grounds
- waste collection and recycling
- sustainability
- Greenbelt Connection
- Maintaining 26 miles of city streets
- 532 acres of City Parks

Staffing will decrease by (1) as supervisory positions for Parks and Playgrounds for horticulture merges.

Public Works Budget and Sustainability Discussion

City Council recently held a work session to discuss the budget for the Public Works Department. Acting Public Works Director Brian Kim and his team presented their proposed budget and capital projects during this session.

Council reviewed budget highlighting the importance of significant grant funding and need to invest in Aging infrastructure. Also the challenges posed by retirements and departmental reorganization, as well as the necessity of adapting to advancing technology.

Additionally, the council addressed issues related to the Greenbelt Aquatic and Fitness Center, the need for new software to replace Facility Dude, and the goal of achieving carbon neutrality by 2080. Ms. McKinney expressed concerns regarding the overall sustainability of the city.

Performance Measures, Land Acquisitions, and Merging Departments

During the council meeting, there was a discussion about performance measures related to volunteer hours, full-time equivalents (FTEs), and athletic fields. It was clarified that FTEs are not the actual performance measure; instead, the focus is on the accumulated volunteer hours. Mayor Jordan addressed potential land acquisitions, including a plot near Motiva and wetlands close to Greenbelt Station. The use of school property for athletic fields was also discussed, with a decision to continue the conversation with the recreation department. Judith Davis congratulated Dr. Robles and her team on their sustainable achievement and reminded the Public Works Department of their status as first responders. Finally, there was a discussion about merging horticulture and playgrounds under one supervisor, which would also oversee the additional horticultural staff mentioned on page 41.

Sustainability Initiatives and LED Light Discussion

Dr. Robles discussed several sustainability initiatives, highlighting the successful reduction of electricity and fuel usage within the community. He also mentioned the upcoming ribboncutting ceremony for the USDA funded community composting program and provided updates on the progress of the Pepco solar farm project. Additionally, there was a discussion about the potential replacement of light poles with LED lights, which involved considerations for cost sharing and management among the Four Cities Coalition. Finally, the impressive waste collection efforts of the eight-member crew were recognized and acknowledged.

City Recycling and Composting Efforts Discussed

Ms. Weaver discussed the city's recycling and composting initiatives, noting a slight decrease in the recycling rate alongside an increase in the landfill rate. She emphasized the importance of diverting waste from landfills and encouraged residents to participate in curbside composting and electronic recycling events. Mayor Jordan also considered the possibility of implementing bulk trash pickups in various parts of the city and mentioned the potential for a food scrap pickup service after a successful pilot project.

City Finances, Performance, and Recycling Rates

Council reviewed City finances and performance measures pointing out a notable increase in operating deficit. The deficit has risen by approximately a quarter of a million dollars. They deliberated on whether service fees should be increased to cover additional costs. Council emphasized the importance of using clearer wording in reports to better represent areas and commercial businesses. They also raised concerns about street maintenance budget, specifically regarding use of chemicals and rock salt. Finally they acknowledged a discrepancy in reported recycling rates and agreed on need for more precise language in future communications.

Improving Accessibility in Public Spaces

The Council expressed concerns about the current lack of progress in improving the accessibility of public spaces, particularly bus stops and playgrounds. They recommended revising performance measures to better reflect the actual state of accessibility, including the number of accessible spaces that still need improvement. The Council emphasized the need for an accessibility checklist to be used during assessments of bus stops. Accessibility was highlighted as a crucial data point to be collected during the GIS field study for budgeting purposes. They clarified that while not all bus stops are fully accessible, the Council is prioritizing accessibility in road repairs and sidewalk connection projects. The accessibility of playgrounds was also identified as a priority.

Improving Budget Presentation and Cemeteries

The Council held a discussion on how to enhance the presentation of data and performance measures in the budget document. They emphasized the importance of showcasing achievements instead of merely listing outputs. The members agreed to consider more effective ways to highlight the positive impacts of their work on the city.

Additionally, the Council addressed the need to maintain and preserve the city's cemeteries. They mentioned a \$70,000 grant that has been allocated for a comprehensive study on the best methods for caring for these sites. Questions were also raised concerning the capacity and future maintenance requirements for the city's electric and hybrid vehicles. Furthermore, issues related to the Roosevelt Center were discussed.

Trash Container, Pest Control and Infrastructure

Council discussed the need to relocate a trash container at Roosevelt Center to enhance its appearance. They also reviewed the budget for pest control and talked about the upcoming opening of the farmer's market. A significant portion of meeting focused on deteriorating infrastructure at various facilities:

- Animal shelter
- Community center
- Aquatic and fitness center
- Council emphasized the necessity for a new animal shelter (highlighted the urgent need to replace the pool lining at the aquatic and fitness center which is expected to lead to several months of closure.)
- Requirement for chiller replacement at Community Center as part of a system redesign.

Council's Project Updates and Improvements

Council reviewed several ongoing and upcoming projects. Two major initiatives currently in progress include the replacement of the indoor pool and chiller, as well as Capital Projects aimed at utilizing earmarks or bond bills. Community Development Block Grant for street improvements is also expected to be addressed soon.

Market Street project, which involves curb replacement, is underway, and the renovations for playgrounds and basketball courts are anticipated to be completed within the next couple of weeks. The Council noted the increased ridership of the Greenbelt Connector during COVID-19, along

with the ongoing assessment of roads using advanced technology. Plans for road improvements in the coming year were also discussed, as well as several issues that need to be resolved.

Basketball Court Assessments and Projects

Council addressed the assessment of basketball courts, particularly the inactive status of the court at Mandan Park. It was clarified that the decision to classify the court as inactive was an error that needs to be rectified. Additionally, the council discussed the Street Survey project, which pertains to the street maintenance budget, as well as the miscellaneous concrete repairs project, which includes sidewalk repairs. Terri explained the process of compiling capital project funds and highlighted several ongoing projects, including the Hanover Parkway bike and pedestrian trail and the Red Oak mitigation plan. The council also reviewed deadlines for the vision action plan grant.

Next Steps

1. Council will consider incorporating bulk trash pickups in different parts of the city after the pilot project is completed.
2. Staff will address the wording used in the budget to accurately reflect the city's service area for recycling and waste collection.
3. Ms. Hruby will draft a revised Easement agreement for the Greenbrook Trail and bridge, working with the HOA and their attorneys to formalize the city's responsibility for the entire trail system and bridge.
4. Ms. Hruby will share with Mr. George and Ms. Gaymon potentially moving \$200,000 for Greenbelt West Funding from Program Open Space to Capital Projects may be more appropriate given use of Program Open Space funds. The meeting ended at 9:30 pm.

Respectfully submitted by,

Bonita Anderson,
City Clerk

WORK SESSION OF THE GREENBELT CITY COUNCIL
Held Wednesday, May 1, 2024

MEETING: Center City Homeowners and Condominiums Associations

Mayor Jordan started the meeting at 7:30 pm. On site - Council Chambers and via Zoom.

In attendance were: Councilmembers Amy E. Knesel, Danielle P. McKinney, Jenni A. Pompei, Silke I. Pope, Rodney M. Roberts, Kristen L. K. Weaver, and Mayor Emmett V. Jordan.

City Staff: Josué Salmerón, City Manager; Terri Hruby, Planning and Community Director; Jamarie Spencer, Public Information Producer; and Bonita Anderson, City Clerk.

Also present: Dr. Lois Rosado, Charlestowne Village Condominiums; Robert Goldberg-Strassler, Boxwood Village; and Bill Orleans.

Mayor Jordan began the meeting with introductory remarks.

Dr. Rosado noted Charlestowne Village's current concern is the increased insurance rates. The cost of their master insurance has increased from \$49,000 to \$109,000 yearly. This has a significant effect, especially for their senior residents. Another concern is utility companies has digging constructions and the return to normal process is often delayed, causing the repair work to be done by Charlestowne Staff.

Further discussion regarding rising costs of goods and services nationwide leading to higher insurance rates, utility bills, and other expenses. Mr. Roberts mentioned that his GHI co-op fee is now higher than his mortgage payments, raising concerns about Greenbelt's affordability. Mayor Jordan warned that increasing overhead costs could deter potential new members from buying homes.

Mr. Goldberg-Strassler stated that he resigned from the Boxwood Village Civic Association some time ago and that the board is no longer active. He expressed concerns about the plan to refurbish the WSSC water tower. The community feels that they need to receive timely information. Lack of this information prevents effective responses to actions taken by WSSC. Additionally, residents living near the tower worry about their property values' impact. Ms. McKinney noted that two (2) companies are involved in this project. One company is constructing a temporary cellphone tower and their contractors communicated with Ms. Hruby submitting construction plans. The second company, WSSC Water, is responsible for the refurbishment of the water tower.

The low participation in Homeowners Associations (HOAs) and Community Organizations (COAs), Ms. Knesel asked if these groups are struggling to re-engage the community post-COVID-19 and if this disengagement is seen in other areas.

Mr. Goldberg-Strassler, assists in organizing Labor Day Festivals noted that more groups have participated in festival of the past. For instance, Eleanor Roosevelt High School used to have three (3) to four (4) booths, but no more. Additionally, participation from civic associations and churches in Festivals has diminished compared to previous years.

Mr. Roberts argued COVID-19 is not to blame for this disengagement but rather Greenbelt community has lacked engagement for 30 to 40 years. Ms. Weaver shared having a booth at the Labor Day Festival may not be most effective or straightforward method for fundraising. She emphasized that we must reconsider our approach to community engagement and that changes do not necessarily equate to declining community involvement. She highlighted the presence of community engagement in various online platforms, such as the Buy Nothing Greenbelt group.

Mr. Goldberg-Strassler noted the community's strong desire for engagement reflected in rising event participation. Ms. McKinney added residents take pride living in Greenbelt and its diversification requires varied engagement approaches.

Mr. Salmerón recognized the challenges in communicating with various community segments shared that the city is improving its social media presence. He stressed the importance of using multiple strategies as no single approach is sufficient. He also noted that the proposed Fiscal Year 2025 budget includes funds for constituent services to strengthen connections with HOAs and COAs.

Ms. Pope suggested sending a letter to Senator Alonzo Washington to inquire about implementing a cap on these rate increases. She also recommended that this issue be discussed at the next meeting of the four cities coalition. The meeting ended at 8:45 pm.

Respectfully submitted,

Bonita Anderson
City Clerk

BUDGET WORK SESSION OF THE GREENBELT CITY COUNCIL
Held Monday, May 6, 2024

MEETING: The Recognitions Groups (Part One)

Mayor Jordan started the meeting at 7:00 pm. On site Council Chambers and via Zoom.

In attendance were: Councilmembers Amy E. Knesel, Danielle P. McKinney, Jenni A. Pompei, Silke I. Pope (arrived at 7:15 pm), Rodney M. Roberts (arrived at 7:15 pm), Kristen L. K. Weaver, and Mayor Emmett V. Jordan.

City Staff: Josue Salmeron, City Manager; Bertha Gaymon, City Treasurer (virtual); Greg Varda, Recreation Director; Nicole DeWald, Arts Supervisor; Jamarie Spencer, Public Information Producer and Bonita Anderson, City Clerk.

Also present: Dan Celdran, Manager of the Greenbelt Concert Band; Dr. Lois Rosado, Iona King, Katie Pogalist, and Joe Parks from the Greenbelt Black History and Culture Committee; Karen Yoho, President of the Labor Day Festival Committee; Anne Gardner, President of the Greenbelt Community Orchestra; Derek Masseloff, Lead Conductor; Sarah Rusk, Secretary (virtual); Patrick Keaton, Treasurer of the Greenbelt Youth Baseball; Jonas Cadwallader, President, and David Whiteman, Board Member of the Greenbelt Soccer Alliance, Inc.; Bill and Maria Newsome, Board Members of Meals on Wheels; and Bill Orleans.

Mayor Jordan opened the meeting by introducing the purpose of the recognition groups within the City. He explained, these groups are nonprofit or community organizations that provide cultural, athletic, recreational, civic service, and social opportunities to the general public. Their goal is to encourage significant participation and offer benefits to the residents of Greenbelt. Mr. Varda highlighted the importance of these groups as well, noting that they help save the city thousands of dollars in staffing costs. He invited the Council to meet with the recognition groups later in the year to review their processes.

Greenbelt Band Performance

Dan Celdran, new manager of the Greenbelt Concert Band discussed their successful year, upcoming concerts, and a proposal for \$3,600 to cover the costs of the musical director and conductor. Ms. Weaver noted the Greenbelt Concert Band is exploring the possibility of expanding its performances to new locations, such as Greenbelt Station.

Black History Committee

Dr. Rosado, Greenbelt Black History and Culture Committee member presented the committee's Mission to celebrate and honor the African American Diaspora through annual programs. The committee also expressed interest in collaborating with the concert band in the future. Dr. Rosado thanked Nicole DeWald and Greg Varda for their contributions to the art programs in

February, which align with themes of Black History Month. She announced plans for the upcoming Emancipation Day events honoring students who participated in a Social Justice Essay and Art contest. She also discussed collaborations with the Greenbelt Community Orchestra and other local groups.

Greenbelt Labor Day Festival Committee

Karen Yoho, president of the Labor Day Festival Committee, discussed the upcoming 70th Labor Day Festival in Maryland, emphasizing its significance and the efforts being made to ensure its success. She highlighted a successful fundraising strategy that provided a comfortable financial cushion for the event and a partnership with the Arts Council and local businesses for additional support.

During the discussion, questions arose regarding the carnival operator and vendor arrangements, particularly the importance of maintaining connections with Greenbelt organizations. Ms. Yoho concluded by expressing her gratitude for the community's support and the tireless work of various departments and volunteers.

Informational items were discussed. Council deliberated on rescheduling their regular meeting and shifting the executive session to give everyone a break.

Greenbelt Community Orchestra

Anne Gardner, President of the Greenbelt Community Orchestra, and Derek Masseloff, the lead conductor, discussed planning and organizing an upcoming event. Greenbelt Community Orchestra, newly formed in 2023 introduced themselves to council and shared their future plans. These plans include a diverse repertoire and a collaborative event with a local cinema.

The orchestra is currently seeking additional double bass players and relies on grants and donations to fund their free performances. Ms. McKinney was impressed by the number of participants (55) involved in the establishment of the Greenbelt Community Orchestra in 2023. Ms. Gardner mentioned that the success of attracting interest was largely due to flyer distribution last March.

Greenbelt Youth Baseball Little League

Patrick Keaton, Treasurer of the Greenbelt Youth Baseball program noted the program has achieved record participation and features a large number of teams. He also emphasized the importance of enhancing fundraising efforts, increasing parent involvement, and seeking corporate support for the program's operations. Mr. Keaton highlighted the value of community partnerships and personal initiatives to improve skills, which resonated with one Council member who shared their own baseball experiences.

Greenbelt Business Alliance

Mona Reza, the chair, and Kim Kash, founder of the Greenbelt Business Alliance (GBA), proposed a new project to celebrate local businesses, which received support from the Council. Ms. Reza presented a plan to establish an award ceremony and create a directory of businesses in Greenbelt. The Council agreed to sponsor the project using ARPA funding, with the event scheduled for January to take advantage of lower costs. Additionally, they expressed their

intention to recruit someone for a role in economic development and encouraged members of the business community to reach out to the city for assistance.

Greenbelt Soccer Alliance, Incorporated

The Greenbelt Soccer Alliance, a community-driven organization, presented its operations and shared how it has managed to keep costs low while experiencing a surge in participation. This increase is largely due to pent-up demand from parents seeking extracurricular activities for their children after the COVID-19 pandemic. Although the organization had to slightly raise prices to maintain a positive cash flow, it confirmed that its reach extends beyond Greenbelt to include nearby areas such as New Carrollton and Hyattsville.

The Greenbelt Soccer Alliance also discussed the support it provides to select teams, the convenience of its practice locations, and its participation in the Prince George's Soccer League. The application for the Greenbelt Soccer Line received a high score, resulting in the approval of a \$4,000 grant, which constitutes 30% of their budget, due to strong community support. Despite facing financial constraints during COVID-19, Greenbelt made essential upgrades and purchases including providing soccer balls for every player.

Greenbelt Outreach and Meals on Wheels Update

Maria Newsome, PGC Meals on Wheels shared their efforts in delivering fresh meals to approximately 52 clients in Greenbelt and the nearby areas, such as Hyattsville, with the help of 200 volunteers. The meeting ended at 9:21 pm.

Respectfully submitted,

Bonita Anderson
City Clerk

SPECIAL MEETING OF THE GREENBELT CITY COUNCIL
Held Thursday, June 27, 2024

Discussion: **Deployment and Status of Fire Department, Emergency Medical Services (EMS).**

Mayor Jordan started the meeting at 7:30 p.m. Held in the Library of the Municipal Building, and virtually online.

In attendance were: Councilmembers Amy E. Knesel, Danielle P. McKinney, Jenni A. Pompei (online), Rodney M. Roberts, Kristen L.K. Weaver; and Mayor Emmett V. Jordan. Councilmember Silke I. Pope (Absent)

City Staff: Josué Salmerón, City Manager, and Bonita Anderson, City Clerk (left at 7:33 pm).

CLOSED SESSION

Ms. Weaver moved Council into a Closed Session in accordance with the General Provisions Article 3-305(b)(9) and (10) of the Annotated Code of Public General Laws of Maryland

1. to conduct collective bargaining negotiations or consider matters that relate to the negotiations.
2. to discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including:
 - the deployment of fire and police services and staff; and
 - the development and implementation of emergency plans.

Ms. Knesel seconded.

ROLL CALL

All present but Silke I. Pope

Ms. Weaver announced that Council will not return to open session after closed session. Council adjourned the meeting at 9:38 p.m.

Respectfully submitted,

Bonita Anderson
City Clerk

SPECIAL MEETING OF THE GREENBELT CITY COUNCIL
Held Monday, July 8, 2024

DISCUSSION: Deployment and Status of the Fire Department, Emergency Medical Services (EMS).

Mayor Jordan started the meeting at 7:00 p.m. On site Library of the Municipal Building.

In attendance: Councilmembers Danielle P. McKinney, Jenni A. Pompei, Silke I. Pope, Rodney M. Roberts, Kristen L.K. Weaver; and Mayor Emmett V. Jordan. Amy E. Knesel (Absent).

City Staff: Josué Salmerón, City Manager, and Bonita Anderson, City Clerk.

CLOSED SESSION

Ms. Weaver moved Council into a Closed Session in accordance with the General Provisions Article 3-305(b)(9) and (10) of the Annotated Code of Public General Laws of Maryland

- 1) to conduct collective bargaining negotiations or consider matters that relate to the negotiations; and
- 2) 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.

Ms. Pope seconded.

ROLL CALL: All present, Ms. Knesel (Absent)

Ms. Weaver announced that the Council will not return to the open session after the closed session. Council adjourned the meeting at 7:28 p.m.

Respectfully submitted,

Bonita Anderson
City Clerk

SPECIAL MEETING OF THE GREENBELT CITY COUNCIL
Held Monday, July 29, 2024

DISCUSSION: Roadway Resurfacing Mandan Road

Mayor Jordan started the meeting at 7:00 p.m. The meeting was held in the Council Chambers of the Municipal Building, 25 Crescent Road, and virtually via Zoom.

In attendance were: Councilmembers Amy E. Knesel, Danielle P. McKinney, Jenni A. Pompei, Rodney M. Roberts (7:05 p.m.), Kristen L.K. Weaver; and Mayor Emmett V. Jordan. Councilmember Silke I. Pope (Absent).

City Staff: Timothy George, Assistant City Manager; Brian Kim, Acting Public Works Director; Chondria Andrews, Public Information Officer; and Bonita Anderson, City Clerk.

Others present: Judith Davis, Michael Hartman, and Bill Orleans.

SPECIAL MEETING

Ms. Pompei moved that Council go into a Special meeting. Ms. Weaver seconded.

ROLL CALL: All present Ms. Pope and Mr. Roberts (Absent).

Mayor Jordan explained the purpose of the Special meeting, to discuss resurfacing of Mandan Road in preparation for upcoming school year. The focus was on minimizing disruptions and ensuring proper notification to residents.

Mr. Kim noted that resurfacing of Mandan Road is scheduled to be completed before the school year begins to minimize disruptions for school buses. He elaborated that plans includes resurfacing both lanes of Mandan Road with only one section of upper part being addressed due to previous resurfacing work on left side.

Mr. Roberts inquired about milling and repair process for road and base repair. He expressed concerns about current practice of milling and repaving and suggested that failing areas should be repaired first. Mr. Kim mentioned that a budget of approximately \$50,000 has been set aside for base repair, although this amount may vary. Mayor Jordan expressed a desire to include language in future contracts addressing non-performance. Ms. Weaver pointed out that the cost estimate did not include the striping for crosswalks, which will be added later by the Public Works Department, as noted by Mr. Kim.

Ms. Pompei moved that council authorized City manager to approve the road resurfacing and concrete work, for \$403,234.83. Ms. Knesel seconded. The motion passed 6-0.

Ms. Weaver moved to adjourn the Special Meeting on July 29, 2024, at 7:26 pm. Ms. Knesel seconded. The motion passed 6-0.

Respectfully submitted,

Bonita Anderson
City Clerk

DRAFT

WORK SESSION OF THE GREENBELT CITY COUNCIL
Held Monday, July 29, 2024

DISCUSSION: Community Relations Advisory Board (CRAB) Board OF Election (BOE)

Mayor Jordan started the meeting at 7:30 p.m. On site Council Chambers and via Zoom.

In attendance were: Councilmembers Amy E. Knesel, Danielle P. McKinney, Jenni A. Pompei, Rodney M. Roberts, Kristen L.K. Weaver; and Mayor Emmett V. Jordan. Silke I. Pope (Absent).

City Staff present: Timothy George, Assistant City Manager; Chondria Andrews, Public Information Officer; and Bonita Anderson, City Clerk.

Others present: Rick Ransom, chair of CRAB; Chayla Lar, Community Relations Advisory Board member; Steven Gilbert, chair of the Board of Elections; Beth Terry and Nicole Shyong, Board of Elections members; Judith Davis, Michael Hartman, and Bill Orleans.

Mayor Jordan began the meeting with introductory remarks.

- Community Relations Advisory Board Report #2024-001: Citizen Request – Installation of Welcome Signs in 10 Different Languages at Buddy Attick Lake Park and Schrom Hills Park
- Mr. Ransom discussed the report to Council to install welcome signs in multiple languages at various locations throughout the city. The signs, which would also include Braille, would serve as a welcoming message to visitors and residents alike. Mayor Jordan suggest Council refer the idea to the Arts Advisory Board and the Parks and Recreation Advisory Board for further consideration. Mayor Jordan mentioned the need to update worn-out wooden signs and deferred a discussion about a unified wayfinding strategy until the Buddy Attic master plan was finalized.

Board of Elections Report #2024-02: Procedures to Fill Council Vacancies

The Greenbelt City Council met to discuss procedures for filling council vacancies, beginning with Mayor Jordan reading the Board of Elections' recommendation. Mr. Gilbert, chair of the Board of Elections, shared background information, noting that the Board had been reviewing this matter since the Council was required to fill vacancies last August and September. He explained that current law, as outlined in Section 32 of the Greenbelt Charter, allows remaining council members to elect a replacement by majority vote. Special elections are mandated only if three or more council seats are vacant simultaneously.

Mr. Gilbert then presented the Board's formal recommendation. He outlined a tiered approach to filling vacancies based on timing before the next election. Specifically, the recommendation proposed that if a vacancy occurs less than 90 days before an election, the council should have

the discretion to appoint a replacement. For vacancies occurring between 90 and 180 days prior to an election, Council should hold public hearings before making an appointment. If a vacancy arises more than 180 days before an election, it was recommended that Council follow the full election code to fill the position.

Mayor Jordan introduced a related proposal that, should a vacancy arise within 90 days of an election, Council might consider appointing the next highest candidate who meets a 40% approval threshold from the previous election results. He reviewed both historical and current requirements, emphasizing the importance of the 40% threshold, which has been a standard for Council appointments. Council deliberated on whether to maintain or adjust this threshold, particularly in the context of special elections.

Ms. Weaver raised the possibility of adding a fourth tier to address situations in which a vacancy occurs immediately following an election. She proposed that recent election results could be used to fill such a vacancy if the candidate had met the required 40% threshold. Mr. Gilbert responded that the Board had not considered this option, as their discussions focused solely on the three-tier approach outlined in the report. He clarified that, once an election is finalized, the process is effectively closed, and any issues arising afterward would necessitate a new process to fill the vacancy.

Mr. Roberts shared his perspective, agreeing with the idea that an election is officially concluded once finalized. He underscored the democratic importance of special elections for filling vacancies and proposed that any council vacancy should ideally be addressed through a special election. He highlighted the need for transparent discussions around potential charter amendments to support such democratic principles.

Ms. Weaver noted the importance of aligning vacancy-filling process with the Council's budget cycle. She suggested that Council establish a supermajority or tiered system to avoid potential gridlock in filling vacancies. She recommended that a charter amendment be prepared and finalized before the next election to ensure clarity and efficiency. Council also reviewed requirements for candidate eligibility, including a specific number of signatures for candidacy, which members generally agreed was a reasonable requirement.

Ms. McKinney added that Council should allocate a budget line item specifically for special elections. She proposed that the Board determine the estimated cost of a special election and present these figures at the next council meeting.

Ms. Pompi emphasized the need for clear procedural guidance regarding special election timelines, advocating for minimizing council discretion in such instances. She expressed agreement with Mr. Roberts, stressing that once the council is seated, the election process should be considered complete.

Ms. Knesel supported the idea of adding structure to the vacancy-filling process, agreeing with Ms. Pompi's emphasis on ensuring that the public retains a voice. She highlighted that a clear and structured approach is essential to uphold the democratic process and engage the community meaningfully.

Council then discussed specific requirements related to special elections, particularly focusing on the 40% threshold for candidate approval. They explored whether this threshold should remain as is or be modified, especially in the context of special elections. They acknowledged that the 40% threshold has historically been a standard but agreed that adjustments might be warranted to address changing needs.

The possibility of runoff elections was also raised, although Council members noted that such situations have not arisen in recent council history. They concluded by agreeing to research potential changes made to Section 32 of the charter in 1975 to better understand its historical application and any precedents it may set for current discussions. There were informational items discussed. The meeting ended at 8:53 pm

Respectfully submitted,

Bonita Anderson
City Clerk

SPECIAL MEETING OF THE GREENBELT CITY COUNCIL
Held on Monday, August 26, 2024

MEETING: MAYOR JORDAN SPECIAL CLOSED MEETING

The meeting began at 8:18 p.m. and was held via Zoom.

ROLL CALL: All present

CLOSED SESSION

Ms. Weaver moved that City Council go into a closed session in accordance with Section 3-305(b)(1)(8) and (10) of the General Provisions Article of the Annotated Code of the Public General Laws of Maryland to:

- 1) to discuss the appointment, performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals;
- 2) to consult with staff, consultants, or other individuals about pending or potential litigation; and
- 3) 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.

The purpose of this meeting is:

- 1) to address personnel matters over which this public body has jurisdiction
- 2) to consult with staff about pending or potential litigation, and
- 3) to discuss the deployment of fire staff.

Ms. Pope seconded.

ROLL CALL: All present; Mr. Roberts (Absent)

Bonita Anderson, City Clerk left the meeting at 8:19 pm.

Respectfully submitted by,

Bonita Anderson
City Clerk

WORK SESSION OF THE GREENBELT CITY COUNCIL
Held Monday, October 8, 2024

DISCUSSION: Reallocation of ARPA Funds

Mayor Jordan started the meeting at 7:30 p.m. On site Council Chambers and virtually via Zoom.

In attendance were: Councilmembers Amy E. Knesel, Danielle P. McKinney, Jenni A. Pompei, Silke I. Pope, Rodney M. Roberts, Kristen L.K. Weaver; and Mayor Emmett V. Jordan.

City Staff: Josué Salmerón, City Manager; Timothy George, Assistant City Manager; Chondria Andrews, Public Information Officer; and Bonita Anderson, City Clerk.

Others present: Dr. Lois Rosado, Konrad Herling, Michael Hartman, Tom Adams, Daniel Theis, Robert Goldberg-Strassler, and Bill Orleans.

Mayor Jordan began meeting with introductions. He highlighted that focus of work session would be allocation of funds from the American Rescue Plan Act (ARPA), covering projects that have been completed, committed, or are still in development. Council reviewed various projects and funding sources, discussing the possibility of an audit due to the substantial funding received. Key funding priorities included the pool project, with additional consideration given to the animal control facility and dog park improvements, emphasizing public safety and accessibility. Council also reviewed the need to allocate funds for other important initiatives, including a request from the Reparations Commission.

Mr. Salmerón noted that the city received over \$22 million in funding, which was designated for COVID-19 recovery, infrastructure rebuilding, and addressing community needs. The council implemented a rigorous process to gather public input and carefully allocated funds to address both immediate and long-term priorities. Given the significant funding received, the possibility of an audit was also discussed. The council reviewed specific allocations, including the pool project, which, while initially funded through ARPA, might now be supported by Program Open Space funding. Despite a limited remaining budget, the council examined additional project funding requests, with close to a million dollars in proposed initiatives to consider.

Mr. George highlighted the need to allocate all remaining funds by the December 30 deadline to ensure full use of the available funding. He emphasized the importance of demonstrating to the federal government that these resources were utilized effectively, as this could strengthen the city's eligibility for future large grants. The council reviewed the status of ARPA-funded projects, noting that over 80% have been completed, committed, or are actively progressing. Additionally, they are working on updating visual graphics to enhance public visibility of project progress and funding allocations.

Mr. George outlined the allocation and expenditure of available funds, focusing on completed, committed, and ongoing projects. He noted that of the \$22.8 million available, \$14.6 million has been spent on completed projects, \$2.2 million is committed to active projects, and \$1.4 million is dedicated to projects currently under development. The spending covers a wide range of categories, including recreation, resident support, health and mental health, small business assistance, infrastructure, public

safety, and premium pay for city staff. Additionally, the council discussed funds allocated to address lost and restricted revenue, with \$10 million allocated to cover lost revenue and \$12.8 million set aside for restricted revenue purposes. The session concluded with a discussion on the urgency to finalize funding decisions for remaining projects within the next 45 days.

Mr. Salmerón provided an overview of various projects and potential funding sources under consideration. Among the proposed purchases were portable radios for the police department, a camera scope to improve stormwater system inspections, and a GIS probe for infrastructure mapping. He highlighted the need to replace aging elevators, with potential funding from bond bills and grants. Additionally, he discussed plans for electric vehicle charging infrastructure, which included a \$200,000 contribution that would act as matching funds for a federal grant. The Reparations Commission request was also reviewed, with an estimated \$165,000 allocation needed, and \$30,000 already designated from the current budget.

Dr. Rosado discussed the allocation of funds for reparations work, stating that they had spent about half of the \$30,000 allocated for education. She emphasized the importance of doing the work well to avoid harm and build a healthier community. Ms. Weaver asked about the possibility of funding certain items on the proposal list through other grant programs or the city's regular budget. Mayor Jordan clarified that all items on the list could be funded through various sources, including the city's regular budget, capital budget, grant funding, and bond bills.

Ms. Pompei raised concerns about the rising costs of the animal control facility, noting that the initial estimates had gone up due to added requirements for office and storage space. Mr. Salmerón responded by mentioning that the team is now exploring the option of a commercial kennel as a more budget-friendly alternative. This commercial kennel would be established at the armory as a temporary solution to meet the city's animal control needs.

Mayor Jordan reviewed several projects and funding allocations, highlighting some "low-hanging fruit" initiatives like the Schrom Hills Park multi-use path, food recovery gift cards, and holiday baskets. He explained that the salary cost recovery component is a provision under the ARPA restricted funding, which aims to reimburse the city for expenses related to managing ARPA projects. Mr. Salmerón provided further clarification on this aspect, ensuring that the city is made whole for the costs incurred during the implementation of these projects.

Mayor Jordan raised questions about the Stream Valley Park storm project, emphasizing the necessity for engineering assessments before seeking construction funding, as noted by Mr. Salmerón.

Ms. McKinney further explored the connection between various projects and public safety, inquiring about potential partnership funding from neighboring jurisdictions and the feasibility of phased spending. She also addressed the possibility of securing State and Federal grant funding, while highlighting the importance of establishing long-term funding allocations for certain projects to ensure their sustainability and effectiveness.

Ms. McKinney addressed several projects and their potential implications for public safety, specifically considering the financial investment in code enforcement software, which would incur an initial cost along with annual maintenance fees. In response, Mr. Salmerón highlighted the benefits of utilizing GIS probes, radios, and cameras for effective stormwater inspection. Additionally, Ms. Pope requested a cost estimate for improved lighting, while noting that the Dog Park station was not regarded as a

critical public safety feature. This discussion underscored the council's commitment to prioritizing safety-enhancing projects within their budgetary considerations.

Mr. Salmerón emphasized the necessity of installing elevators in community centers to enhance accessibility for seniors and highlighted the importance of prioritizing public safety-related projects.

During the discussion, the potential relocation of the animal control facility to the armory was explored; however, concerns emerged regarding the timing of such a move and the possibility of wasting funds if the relocation occurred before completing the feasibility study for the armory. Mr. Salmerón acknowledged these concerns and committed to evaluating available options to ensure a solution that maintains continuity of service; while also addressing necessary improvements.

Informational items were discussed.

Mayor Jordan called to order a Special Meeting of the Greenbelt City Council.

ROLL CALL: All present

CLOSED SESSION

Ms. Weaver moved that Council go into a closed session in accordance with Section 3-305(b)(1) of the General Provisions Article of the Annotated Code of the Public General Laws of Maryland to:

- 1) to discuss the appointment, performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals.

The purpose of this meeting is 1) to discuss the City Manager's Evaluation Process.

Ms. Pope seconded.

ROLL CALL: All present, Mr. Roberts (Absent). The meeting ended at 9:10 pm.

Respectfully submitted,

Bonita Anderson,
City Clerk

WORK SESSION OF THE GREENBELT CITY COUNCIL
Held Monday, October 21, 2024

DISCUSSION: The City Manager's Update

In attendance were: Councilmembers Amy E. Knesel, Danielle P. McKinney (virtual), Jenni A. Pompei, Silke I. Pope, Rodney M. Roberts, Kristen L.K. Weaver; and Mayor Emmett V. Jordan.

City Staff: Josué Salmerón, City Manager; Tim George, Assistant City Manager; Bertha Gaymon, City Treasurer; Liz Park, CARES Director; Brian Kim, Acting Public Works Director; Brian Kennell, Acting Information Technology Director; Rick Bowers, Police Chief; Terri Hruby, Planning and Community Development Director; Greg Varda, Recreation Director; Tyra Smith, Diversity Equity Inclusion Officer, Cary Eure, Grants Coordinator (Virtual); Bonita Anderson, City Clerk. Dawane Martinez, Director Human Resources and John Mason, Economic Development (Absent).

Others present: Bill Orleans.

The City Manager's presentation highlighted key accomplishments and strategic advancements across various areas, demonstrating City's ongoing progress and future initiatives. A significant focus was on team building and aligning the City's operations with Council's framework. He noted that senior staff engaged in a retreat to operationalize these plans, and the FY2025 budget execution is well underway, guided by clearly defined goals and management by objectives (MBOs).

Mr. Salmerón mentioned that City has made considerable strides in its records management and legal framework.

- A comprehensive review of records retention policies were completed with staff trained by the Maryland State Archives.
- The recodification of the City Code, a complex 18-month project, is in its final stages, with legislative processes completed and legal review ongoing. This initiative aims to modernize and streamline city governance.

Mr. Salmerón highlighted the progress of several major strategic projects funded by the American Rescue Plan Act (ARPA) including upgrades to playgrounds at the Silver Hill Local Recreation Center (SHLRC) and Buddy Attick Park, as well as initiatives aimed at enhancing pedestrian and bicycle safety. Additionally, improvements to police radios are in progress, and the development of streetlight projects in collaboration with Pepco is actively underway. The city has also made significant property acquisitions, notably Parcel 84 and the Greenbelt Armory, which have expanded its portfolio of assets and will contribute to future development efforts.

Mr. Salmerón announced significant growth in communication and engagement with the community, noting that the city's email subscriber base has expanded to 19,681, with an impressive engagement rate of 56.1%. He highlighted his participation in community outreach initiatives, including walkthroughs and meetings with police in neighborhoods such as Franklin Park and Greenbelt Station,

which have strengthened relationships with residents. Additionally, events like National Night Out have played a crucial role in fostering deeper connections between city officials and the public, enhancing the overall sense of community involvement and collaboration.

Mr. Salmerón emphasized that public safety and services are top priorities for the city, highlighting the acquisition of new AEDs for municipal buildings and police vehicles and additional support for local fire stations. The city has reallocated ARPA funds to focus on "People First Initiatives" and is actively advancing justice, equity, diversity, and inclusion (JEDI) through dedicated action teams and the completion of a Phase II audit. Infrastructure challenges, including storm drainage and road resurfacing, are being addressed, while future plans involve redesigning the city website, launching new planning projects, and implementing a CRM system to enhance economic development efforts.

Mayor Jordan called to order a Special Meeting of the Greenbelt City Council.

ROLL CALL: All present

CLOSED SESSION

Ms. Weaver moved that Council go into a closed session in accordance with Section 3-305(b)(1) and (8) of the General Provisions Article of the Annotated Code of the Public General Laws of Maryland, to:

- 1) to discuss the appointment, performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals; and
- 2) to consult with staff, consultants, or other individuals about pending or potential litigation.

The purpose of this meeting is 1) to address personnel matters over which this public body has jurisdiction; and 2) to consult with staff, consultants, or other individuals about pending or potential litigation. Ms. Pope seconded.

ROLL CALL: All present Mr. Roberts (Absent). The meeting ended at 9:17 pm.

Respectfully submitted,

Bonita Anderson,
City Clerk

WORK SESSION OF THE GREENBELT CITY COUNCIL
held on Monday, November 29, 2021

Discussion: Council Standing Rules and Committee Assignments

Mayor Jordan started the meeting at 8:00 pm., held virtually via Zoom.

In attendance were Councilmembers Colin A. Byrd, Judith F. Davis, Brandon R. Gordon, Silke I. Pope, Rodney M. Roberts, Kristen L. K. Weaver, and Mayor Emmett V. Jordan.

City Staff: Timothy George, Acting City Manager, and Bonita Anderson, City Clerk.

Others in attendance: Bill Orleans and others.

Mayor Jordan initiated work session as follows:

- Review Council rules and proposed a significant change to the agenda.
- He suggested moving the “Petitions and Requests” section to the beginning of meetings for Public input, specifically between 7:30 and 8:00 PM.
- Mayor Jordan stressed that Council Rules govern the conduct of meetings and work sessions as established by City Charter and adhering to other procedural guidelines.
- At inception of each term, Council reviews rules to assess their efficacy and apply any modifications as necessary.
- Mayor Jordan proposed methods for the public to submit their petitions and requests to council or city clerk before or during meeting.
- Additionally, he expressed support for adding items onto Tuesday’s Agenda. Also implementing a system where one Council member must agree with another before new items can be placed on the agenda. Possibly discussing moving deadlines for Agenda items earlier and underscored the importance adequate documentation prior to Agenda addition.
- Suggestions for any to improvement of comfort and security modifications to the current format for conducting meetings could be explored via alternatives to Zoom.

Ms. Weaver inquired about the timing and structure of the petition segment during Council meetings. Specifically, she raised the question of whether petitions should be addressed prior to the start of the meeting or if the meeting should begin earlier to incorporate initial petitions into the regular agenda.

Ms. Weaver expressed her preference against using Teams, recommending instead the adoption of Zoom webinar for enhanced engagement.

Ms. Davis expressed opposition to the proposed changes handling petitions during meetings, emphasizing that currently, all attendees hear the petitions, which fosters public engagement. She raised concerns that the new setup would limit visibility to only Council, potentially reducing interaction. While acknowledging the Mayor's intention to streamline meeting minutes, she argued that managing petitioners and Council's responses is crucial.

Ms. Davis suggested limiting the number of proclamations and allowing comments after each to shorten meetings. She stressed the importance of concise communication, noting that succinct reports are more likely to be impactful. She agreed to discuss moving the agenda release date to a day earlier and recommended that Council members review the Rules of Order, suggesting that not all rules need revisiting. Additionally, she proposed clarifying that external parties can request meetings with Council.

Ms. Davis introduced a new rule for virtual meetings, advocating that Council members must always be present online, as the future of meetings will likely be hybrid rather than solely in-person.

Mr. Roberts expressed concerns changing the format could reduce interaction between the City Council and residents. He supported Ms. Davis's position stating the need to improve meeting management by limiting sessions to two (2) hours. He also suggested moving any unfinished Agenda items to the beginning of the next meeting.

Ms. Pope emphasized the need for increased efficiency in Council meetings, stating that an 8:00 p.m. start time is no longer feasible. She recommended that meetings begin at 7:00 p.m., allowing attendees 30 minutes to arrive and submit their petitions, with the actual Council session starting at 7:30 p.m. She agreed with the majority regarding the necessity for changes, citing that meetings tend to be too lengthy.

Ms. Pope also suggested last-minute agenda additions be addressed in a separate work session for public consideration.

Proposing that two council members agree to add items to the agenda. She then advocated for reviewing the agenda a week in advance. She concurred with Ms. Davis about the importance of Council members being visible on camera during meetings, recommending that cameras only be turned off briefly. She mentioned need for etiquette rules regarding camera use and dress code for Zoom meetings, referencing an email she previously sent on the topic.

Mr. Byrd thanked the Mayor for considering ways to streamline council procedures and expressed agreement with Ms. Pope on the need for earlier meeting start times, recommending 7:00 p.m. or 7:30 p.m. He emphasized the importance of accommodating each other's schedules, noting that having two meetings is reasonable and that many municipalities face similar productivity issues.

Mr. Byrd criticized the current practice of distributing the agenda on Fridays, stating that it leaves insufficient time to address errors. He proposed that the agenda be provided to council and the public one additional business day earlier for practicality. He suggested submitting agenda additions on Monday or Tuesday rather than Wednesday to allow for better preparation.

Mr. Gordon supported moving up the meeting time and allowing the public to pre-record their "Petitions and Requests." He criticized adding items to the agenda the day before meetings, stating timing doesn't allow for proper consideration. He underscored that agenda descriptions often lack sufficient detail, especially for items requiring Council action. He shared that comprehensive background information with supporting documents be provided. He also noted that with two (2) meetings scheduled each week, there is flexibility to postpone some items to the following week if necessary.

Information items:

Ms. Davis reminded Council that the deadline for comments on Prince George's Climate Action Plan is tomorrow proposing the City formally accepts the plan. While Council cannot vote on it now sending a letter of support with a vote to follow at the next meeting would suffice.

The Mayor endorsed Ms. Davis's proposal and confirmed its circulation among Council members.

The Council retreat is as follows:

- Scheduled to be held in Council Chambers @ 2:00 p.m.
- The focus team-building activities.
- Mr. Gordon supported the idea of a stand-alone retreat for this purpose.

Mr. George noted Ms. Novack from the Novack Group is only available for their meeting on December 4, 2021, an additional meeting likely in January, 2022. The proposed dates for reviewing the ARPA Plan and the Pre-Budget Meeting are set for January 20 or 22, 2022

Ms. Davis requested a pre-budget meeting to clarify proposed dates. The Mayor confirmed that the Saturday meeting will be in person and discussed legislative priorities, including MML and PGCMA. He noted potential delays with organizational priorities.

Mayor shared that the Council retreat details would be posted on the city's website and other channels, although attendance may be limited. Ms. Davis recommended attendees bring vaccination cards and wear masks. The meeting ended at 10:25 pm.

Respectfully submitted,

Bonita Anderson
City Clerk

WORK SESSION OF THE GREENBELT CITY COUNCIL

Held Wednesday, December 11, 2024

DISCUSSION: Traffic Ordinance

Mayor Jordan started the meeting at 7:30 p.m. On site Council Chambers via Zoom.

In attendance were: Councilmembers Amy E. Knesel, Danielle P. McKinney, Jenni A. Pompei, Silke I. Pope, Rodney M. Roberts, Kristen L.K. Weaver; and Mayor Emmett V. Jordan.

City Staff: Josué Salmerón, City Manager; Rick Bowers, Police Chief; and Bonita Anderson, City Clerk.

Others present: Bill Orleans

Mr. Salmerón shared adopting ordinances involves two components:

- Establishing school zones and authorizing stop signs. He emphasized that part of the process requires the City to request authorization from County regarding the placement of the stop signs.
- He also mentioned that other issues raised by Council have been related to EV parking ordinance.

EV Charging Space Ordinance Discussion

Chief Bowers presented a PowerPoint on EV charging spaces, highlighting concerns about unrestricted parking behind the library and city parking areas. Council discussed implementing a 2-hour parking limit, extendable to 4 hours for Level 2 chargers, and challenges of enforcing such restrictions, particularly on private property. They agreed to consult stakeholders, including GHI members and considered marking EV charging spaces similarly to handicap spaces for enforcement.

EV Charging Time Limits and Fines

Council emphasized the need for time limits to improve EV charger availability, agreeing on a 2-hour limit while acknowledging it could be circumvented. They discussed towing for excessive parking times but opted to review existing towing provisions. Clear signage with a consistent fine of \$50 for violations was recommended.

Speed Monitoring System Cost Concerns

The Council addressed rising costs for speed monitoring systems, with vendor fees increasing from \$5,000 to \$7,000 per site monthly. To maintain cost neutrality, options included reducing sites, adjusting program parameters to focus on residential zones, or removing low-citation sites. Council agreed to review sites and citation data.

Speed Camera Placement and Effectiveness

Discussions focused on optimizing camera placements to address ongoing speeding issues and rotating cameras to maximize impact. Concerns were raised about driver complacency at known locations. Council explored using accident data to evaluate effectiveness and considered decoy cameras as a deterrent.

Discussing Site Removal and Upgrades

The Council discussed removing three underperforming speed camera sites while leaving infrastructure in place. They addressed the need for public hearings and council approval for changes and considered upgrading equipment to reduce labor. A potential shift to residential zone enforcement was also explored.

Automated Stop Sign Enforcement Program

Council discussed implementing stop sign monitoring cameras in school zones, with a \$40 civil penalty for violations. They agreed on a warning period to assess impacts and stressed the need for a clear standard for a complete stop. Plans include public hearings for proposed locations and designating school zones.

School Zones and Traffic Safety Measures

Council reviewed school zones, particularly Magnolia School, consulting the city attorney on jurisdiction. They discussed flexible zone shapes and focusing on intersections with high violations and pedestrian traffic. Movable cameras were proposed for a pilot program, alongside permanent installations, including a speed camera for Spring Hill Drive.

Stop Sign Monitoring Cameras Implementation

Council confirmed stop sign cameras would be operational within 30 days, with votes on legislation in January. Avio, the approved vendor for Prince George's County, is managing installation. Discussions included creating a public dashboard for recorded violations and communicating updates to residents, with full implementation expected by late spring or early summer.

Camera Deployment and Revenue Concerns

Council emphasized that camera programs should be cost-neutral and not solely revenue-driven. Questions arose about the effectiveness of speed cameras and violations processed through court. Concerns included South Wind Ridge's camera location and broader program transparency.

Basketball Game and Fire Department Funds

Council highlighted a community basketball game at Spring Hill Lake Rec Center led by Officers Alvarez and Rahman. They also discussed supporting Berwyn Heights' request for \$100,000 to fund fire services, recognizing its contributions to staffing engines and ambulances. The work session ended at 9:01 pm.

Special Meeting/Closed Session

Mayor Jordan called to order a Special Meeting of Council.

ROLL CALL: All present

CLOSED SESSION

Ms. Weaver moved Council to go into a closed session in accordance with Section 3-305(b)(1) of the General Provisions Article of the Annotated Code of the Public General Laws of Maryland, to 1) to discuss the appointment, performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals.

The purpose of this meeting is 1) City Manager's Evaluation.

Ms. Knesel seconded.

ROLL CALL: All present, Mr. Roberts (Absent).

The meeting ended at 9:02 pm.

Respectfully submitted by,

Bonita Anderson
City Clerk

WORK SESSION OF THE GREENBELT CITY COUNCIL
Held Monday, December 16, 2024

DISCUSSION: Greenbelt Strategic Wayfinding Plan Outline and Sign Design Concepts.

Mayor Jordan started the meeting at 7:30 p.m. On site Council Chambers and via Zoom.

In attendance were: Councilmembers Amy E. Knesel, Danielle P. McKinney, Jenni A. Pompei, Silke I. Pope, Rodney M. Roberts, Kristen L.K. Weaver; and Mayor Emmett V. Jordan.

City Staff present: Josué Salmerón, City Manager; Jaime Fearer, Assistant Planning Director; and Bonita Anderson, City Clerk.

Others present: Lybna Jaudrey, Neighborhood Design Center Project Manager, Anu Nair, Maryland National Capital Park and Planning Commission; Christina Hartsfield, and Bill Orleans.

Greenbelt Strategic Wayfinding Plan and Signage Design

Council held a work session to discuss the Greenbelt Strategic Wayfinding Plan and Signage Design. Mayor Jordan recognized City Manager Salmerón and project managers from the Maryland National Capital Park and Planning Commission and the Neighborhood Design Center. Ms. Fearer provided an overview of the project, which aims to develop a unified wayfinding strategy for the city, separate from the Anacostia Heritage Trails project. The plan will be presented to the Arts Advisory Board and the Council for adoption.

Council discussed the role of the Neighborhood Design Center in community-based planning and the broader concept of wayfinding. Lybna Jaudrey the project manager from the Neighborhood Design Center, outlined the project's scope and presented an initial list of Greenbelt landmarks and attractions through a PowerPoint presentation.

Greenbelt Wayfinding and Site Research

Ms. Jaudrey presented research on the existing conditions of key sites in Greenbelt, focusing on their locations, signage, and the types of information displayed. The discussion highlighted the inconsistent signage, lack of unified wayfinding, and the need for maps and directories to better guide visitors. Suggestions were made to include additional sites, such as community gardens, forest preserves, and cemeteries. The meeting also reviewed community survey results, which revealed that most respondents, aged 45 to 74, frequent community institutions, trails, and parks more often than sites like cemeteries, hotels, and business parks.

Signage Improvements and Wayfinding Discussion

Council reviewed GIS mapping activity results and survey feedback on signage improvements in Center City, identifying three key themes: signage type, location, and community character. A strategic wayfinding plan was outlined, including the project's process, concepts, and strategies. The discussion emphasized the importance of wayfinding in guiding people through physical environments and identified four types of signage: welcome, directional, identification, and informational. Council also highlighted the significance of community institutions, suggesting the inclusion of the Green Belt Museum under community institutions and Martin's Crosswind under commercial and office parks.

Greenbelt Sign Design Concepts Discussed

The Council reviewed three sign design concepts for Greenbelt, all inspired by the city's natural beauty and existing color palettes. The first concept modernized the current design, the second incorporated the city's Art Deco style with simple graphics and primary colors, and the third featured a gateway monument sign along with directional and informational signage. Accessibility considerations were discussed, with concerns raised about color contrast. The potential for a unified design across all sign types, including historical interpretive signs, was also explored. The Council agreed to continue the discussion and consider additional design options.

Welcome Signage and Key Site Directions

Council discussed the need for cohesive welcome signage, including monument signs with the Greenbelt logo at city limits and jurisdictional boundaries along key corridors. They considered modifying existing vehicular signage, adding icons, and improving decision signage. Emphasis was placed on signage along major trails and the importance of guiding visitors to key sites, including adding directional signs at 295 exit to Greenbelt. Council also explored the idea of a unified design language for key sites, while allowing private sites the option to opt out. Lastly, they noted the lack of an identification sign at Spring Hill Lake Rec Center.

Historic Sign Maintenance and Replacement

Council discussed the maintenance and replacement of historic designation signs and kiosks across various areas. They conducted an inventory of these sites and suggested sharing the information with public works to establish a maintenance or replacement schedule. The possibility of replacing current signs with new ones, which would require a different maintenance program, was also considered. Placement of the signs, both near roadsides and within parks, was discussed, as well as the consistent design across sites, which helps visitors navigate more easily.

Exploring QR Codes and NFCs

Council discussed the potential use of QR codes and NFCs to provide more accessible information. They explored the idea of changing QR code content and reprogramming NFCs.

The proposal of using banners for identification signage in commercial centers was also considered. Council mentioned creating a directory for different key site types and types of signage that could be included for each.

City Wayfinding and Branding Project

Council discussed preparing a draft outline for the city's wayfinding and branding project, which will be shared with the Advisory Board. They emphasized the importance of coordinating with the broader county scheme, especially regarding trail connections, and working with the county Department of Public Works and Transportation staff. The potential for additional grant funding for implementation was also highlighted. The Council agreed on the need for a more detailed outline, including preliminary cost estimates and funding sources. They expressed appreciation for progress made and looked forward to advancing the project. The meeting ended at 8:28 pm.

Respectfully submitted by,

Bonita Anderson
City Clerk

DRAFT



MEMORANDUM

TO: Josué Salmerón, City Manager

FROM: Bonita Anderson, City Clerk

DATE: August 8, 2025

SUBJECT: Campaign Signs on Public Property – November 4, 2025 Election

The City Council in 1991, established sites on public property throughout the City upon which election signs could be placed. At that time, candidates also entered into an informal agreement among themselves providing some restrictions on signs placed on private property, including no placement of campaign signs in residential yards.

The Council has authorized the placing of campaign signs on public property program in all subsequent City Council elections, continuing to stress that it is completely voluntary. Council directed staff since 2005, to expand this program by adding additional locations for signs on public property, bringing the total to 16.

If approved, the program will be conducted under the following guidelines:

- City staff will place the poles.
- A lottery among all candidates will be held on **September 22, 2025**, for placement location. To participate in the program, the candidate must participate in the lottery or designate someone to draw on his or her behalf.
- Candidates' signs may not be placed on the poles prior to **September 23, 2025**.
- The City's "City Election" sign will be placed in the top central position.
- Candidates provide the signs; City staff will attach the signs if they are given to the City Clerk, or candidates may attach their own signs if they prefer.
- Signs may be no larger than 18" x 24".
- A fee of \$75.00 will be charged to each candidate participating in this program.

- The signs will be removed by City staff on **November 5, 2025**, and should be picked up from the City Clerk's office promptly.

Sites for Campaign Signs on Public Property

Greenbelt West

- Edmonston Road and Breezewood Drive, SW corner
- Edmonston Road at Springhill Drive – NW corner
- Cherrywood Lane at Springhill Drive – right-of-way on the west side of Cherrywood
- Cherrywood Lane at Breezewood Drive – right-of-way on the west side of Cherrywood
- Springhill Lane and Breezewood Court – either the NW or SW corner
- Greenbelt Station Parkway – Median (100 feet from the bridge)

Center City

- Ridge and Crescent Roads – NW (Police Department) corner
- Southway and Crescent Road – SW corner
- Lakecrest Drive and Greenbelt Road – NE corner
- Research and Ridge Roads – NE corner
- Southway and Ridge Road – SE corner

Greenbelt East

- Mandan Road and Hanover Parkway – NW corner (across Hanover from NE corner of Greenbriar Park)
- Mandan Road at Ora Glen Road – in right-of-way on east side of Mandan (at Mandan Road Ball Field)
- Hanover Parkway and Ora Glen Drive – SE corner (stormwater pond corner)
- Hanover Parkway at Megan Lane - in median facing northbound traffic
- Frankfort and Morrison Drives - NE corner



A NATIONAL HISTORIC LANDMARK

MEMORANDUM

TO: Josué Salmerón, City Manager

FROM: Bonita Anderson, City Clerk

DATE: August 8, 2025

SUBJECT: Vendor Selection for Election Equipment – November 4, 2025 Election

Background:

In recent months, the Board of Elections has convened to review and evaluate potential vendors for election equipment, including ballot scanners, tabulation systems, and ADA-compliant ballot marking devices. The Board’s objective was to identify a vendor capable of providing reliable, accurate, and accessible election technology for the upcoming November 4, 2025, City Election.

After reviewing proposals, product demonstrations, and cost estimates, the Board of Elections recommends that the City contract with Clear Ballot Group, Inc. to provide these services. Clear Ballot’s technology meets all state requirements, offers a proven track record in municipal elections, and ensures accessibility for all voters, including those with disabilities.

Recommendation:

Included in Council packet is the proposed agreement with Clear Ballot Group, Inc. for the provision of ballot scanners, tabulation services, and ADA-compliant ballot marking devices.

Staff recommends that the City Council authorize the City Manager to execute an agreement with Clear Ballot Group, Inc. in an amount not to exceed \$24,000.

CLEAR BALLOT GROUP, INC. ORDER

This Order ("Order") is entered into by and between City of Greenbelt, MD ("Customer") and Clear Ballot Group, Inc. ("Clear Ballot") effective the ____ day of _____ 20__ (the "Effective Date"). This Order is subject to and governed by the terms and conditions of that certain Clear Ballot Master Services Agreement executed by and between the parties on [INSERT DATE OF AGREEMENT EXECUTION] (the "Agreement"). Capitalized terms used and not otherwise defined in this Order shall have the meaning set forth in the Agreement. Each of Customer and Clear Ballot is referred to in this Agreement individually as a "party", collectively the "parties".

The following exhibits are attached to this Order and are hereby incorporated herein by reference:

EXHIBIT A: Statement of Work ("SOW")

1. Product Schedule

Item	Quantity	Unit Cost	Total
Professional Services			
Election-as-a-Service – November 2025 Election: - Use of Central Scan system (fi-6800 or comparable) - Use of 5 ClearCast Precinct Scanners - Use of 5 ClearMark ADA Ballot Marking Device - Use of other ClearVote peripherals and software (as necessary) - Ballot Definition Programming for 5 Ballots - Training (up to 1 day) and onsite election support (up to 1 day) - Project Management	1 Unit	\$25,000	\$25,000
New Customer Discount	1 Unit	\$(1,000)	\$(1,000)
PURCHASE PRICE			\$24,000

2. Professional Services

Professional Services are provided in accordance with the SOW attached hereto as Exhibit A.

3. Payment Schedule

As part of this SOW, the Customer agrees to the following payment terms and milestones. Clear Ballot's Customer Success team will work closely with Customer's designated project team to ensure signoff at each phase of this implementation in accordance with this payment schedule.

Clear Ballot Products	Payment Amount	Due Date
Election-as-a-Service – 50%	\$12,000	Due upon contract execution
Election-as-a-Service – 50%	\$12,000	Due upon completion of services

The parties have reviewed this Order and all exhibits attached hereto and authorize the project to move forward in accordance with the Agreement.

CUSTOMER

CLEAR BALLOT GROUP, INC.

BY: _____

BY: _____

(PRINTED NAME)

(PRINTED NAME)

(TITLE)

(TITLE)

(DATE)

(DATE)

EXHIBIT A STATEMENT OF WORK

This Statement of Work (SOW) details the effort necessary for Clear Ballot to perform Election-as-a-Service.

1.0 INTRODUCTION

1.1 Scope of Work

The scope of work to be delivered for an Election-as-a-Service, includes:

- Clear Ballot staff will facilitate the running of an election by providing:
 - Ballot design services
 - Scanning and tabulation equipment to be located at a site mutually agreed upon
 - Set up and breakdown of equipment
 - Scanning and tabulation

1.2 Location

All Clear Ballot Products and/or related deliverables identified in the Order will be delivered to the named person and address noted below:

City of Greenbelt, MD
25 Crescent Road
Greenbelt, MD 20770

2.0 PROJECT TEAM RESPONSIBILITIES

The successful completion of this project requires teamwork and collaboration between Clear Ballot and Customer. High level project responsibilities are broken down as follows. A more detailed project plan will be developed and continually updated and will include more detailed tasks and ownership.

2.1 Clear Ballot Group and Customer Mutual Responsibilities:

- At Project Initiation:
 - Agree on project plan
 - Identify Stakeholders and agree on communication plan
- Assignment of project tasks and responsibilities to their respective project team members
- Participation in project meetings, as necessary

2.2 Customer Responsibilities:

- Assign appropriate personnel required
- Provide Clear Ballot with the following information related to the Election:
 - Location, scope and detail of election
 - Ballot design requirements and relevant ballot information
 - Other items as required
- Arrange for the printing and distribution of ballots
- Election administration

2.3 Clear Ballot Responsibilities:

- Provide a project manager
- Provide project status updates on a mutually agreed-upon schedule

- Using information provided by the customer, create and test Ballot Definition Files (BDFs)
- Provide all necessary equipment and software to conduct an election to Customer specifications
- Provide necessary professional services staff to set-up equipment and provide election services at mutually agreed upon location
- Shipping of equipment



Master Services Agreement

This Master Services Agreement (the "Agreement"), effective the ____ day of _____ 202_ (the "Effective Date"), is made by and between Clear Ballot Group, Inc., a Delaware corporation, with a principal place of business at 2 Oliver Street, Suite 607, Boston, MA 02109 ("Clear Ballot"), and the City of Greenbelt Maryland, with a principal place of business at 25 Crescent Road, Greenbelt, Maryland 20770 ("Customer"). In consideration of the mutual promises and covenants contained in this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. DEFINITIONS

- 1.1 "Authorized Users" means Customer's employees and such other types of users (if any) as may be expressly authorized in an Order and who are performing services solely for the benefit of Customer. Unless otherwise expressly provided in the relevant Product Schedule, Authorized Users are limited to employees only and do not include Customer's vendors, contractors, or any other third parties, including technology service providers.
- 1.2 "Clear Ballot Products" means collectively, all Clear Ballot Licensed Software, Documentation, Hardware, Services and the Data Visualization Portal. For the avoidance of doubt, Customer's right to use the Clear Ballot Products extends only to those specific Clear Ballot Products identified in the applicable Order.
- 1.3 "Data Visualization Portal" means Clear Ballot's portal, accessible via a username (email address) and password, that allows You to access certain audit-related data.
- 1.4 "Designated Jurisdiction" means the jurisdiction in which the Clear Ballot Products will be used, and includes all jurisdictions for which the Designated Jurisdiction administers elections on behalf of. The Designated Jurisdiction shall be identified in the applicable Order.
- 1.5 "Documentation" means the documentation made generally available by Clear Ballot to its customers for use of the Licensed Software, as updated from time-to-time by Clear Ballot in its discretion.
- 1.6 "Intellectual Property Rights" shall mean (i) patents, inventions, designs, copyright and related rights, moral rights, database rights, trademarks (and service marks) and related goodwill, trade names (whether registered or unregistered) and rights to apply for registration; (ii) trade secrets; (iii) proprietary rights in domain names; (iv) knowhow; (v) applications, extensions and renewals in relation to any of these rights; and (vi) all other rights of a similar nature or having an equivalent effect anywhere in the world.
- 1.7 "Licensed Software" means Clear Ballot's proprietary software, databases and/or computer programs (including, without limitations all schema and designs of such proprietary software, databases and/or computer programs) that are identified on the applicable Order, including any bug fixes, updates and new releases thereof that may be made generally available by Clear Ballot from time to time as part of Support Services. The term "Licensed Software" also includes any and all Documentation applicable to such computer
- 1.8 "Professional Services" means those testing, installation, setup, training, ballot design, digital audit, consulting or other services provided by Clear Ballot pursuant to an Order or SOW.
- 1.9 "Object Code" means computer programs assembled or compiled, which are readable and usable by machines, but not generally readable by humans without reverse-assembly, reverse compiling, or reverse-engineering.
- 1.10 "Order" means a request to license the specific Clear Ballot Products identified on the Order. pursuant to the terms of this Agreement. A SOW may be attached to an Order as an Exhibit, however if a SOW is executed on a stand-alone basis, it is considered an Order for the purposes of this Agreement.
- 1.11 "Scope of Use" means the specific scope of use for which Customer is permitted to use the Clear Ballot Products. By way of example, this may include setting up the necessary infrastructure to create an election, defining an election and tabulating and reporting election results in the Designated Jurisdiction, auditing election results, etc.



Customer is only permitted to use the Clear Ballot Products for activities if such activities are clearly identified in the Scope of Use for the applicable Order.

1.12 “Services” means, collectively, any Support Services or Professional Services, both as defined below, purchased by Customer under an Order.

1.13 “Source Code” means computer programs written in higher-level programming languages, sometimes accompanied by English language comments. Source Code is intelligible to trained programmers and may be translated to Object Code for operation on computer equipment through the process of compiling.

1.14 “SOW” means a Statement of Work signed by the duly authorized representatives of both parties that sets forth and describes Services to be provided hereunder, the fees to be paid, and any other terms agreed upon by the parties. A SOW may be attached to an Order as an Exhibit.

1.15 “Support Services” means the standard maintenance and support services offered to Customer as detailed in the support exhibit attached to the applicable Order.

1.16 “Work Product” means Work Product Type 1 and Work Product Type 2. In the event Work Product is not identified in the Order or SOW as being Work Product Type 1 or Work Product Type 2, it shall be deemed Work Product Type 2.

1.17 “Work Product Type 1” means any work product or deliverables developed specifically for Customer by Clear Ballot in the performance of the Professional Services and specifically identified in the SOW or Order (as applicable) as Work Product Type 1.

1.18 “Work Product Type 2” means any work product or deliverables that are provided to Customer under the SOW or Order (as applicable) and are not specifically identified in the SOW or Order (as applicable) as Work Product Type 2.

2. MASTER AGREEMENT

This is a master agreement under which Customer may order Clear Ballot Products. The Professional Services terms set forth in Exhibit A attached hereto are incorporated herein. Clear Ballot’s acceptance of any Order made by Customer under this Agreement shall be subject to all applicable provisions of this Agreement, as well as any additional provisions that may be set forth in the applicable Order, including any exhibits thereto. In the event of a conflict between the terms and conditions of an Order and this Agreement, the terms of this Agreement shall govern.

3. LICENSE AND RESTRICTIONS

3.1 *Grant of License for Licensed Software.* Subject to the terms and conditions of this Agreement and provided Customer has paid all undisputed fees and costs due under this Agreement, during the Licensed Software Term (as defined in the Order) Clear Ballot grants Customer a limited, nonexclusive, nontransferable, non-sublicensable license to use the Licensed Software identified in the applicable Order solely in the Designated Jurisdiction and for the Scope of Use set forth in the applicable Order. To the extent Object Code is provided for the applicable Licensed Software, Customer may make a single copy of the Object Code of the Licensed Software for backup and archival purposes. Customer will not receive, and may not access the Source Code of any Licensed Software. Unless expressly stated on the applicable Order, Customer may not access or use the Clear Ballot Products on behalf of any third party.

3.2 *Hardware.* If Hardware is included in the applicable Order and subject to the terms of this Agreement, Clear Ballot will provide the Hardware to Customer for use in connection with Clear Ballot Products. If Customer has purchased the Hardware, title and all risk of loss with respect to the Hardware will pass to Customer upon shipment by Clear Ballot. Customer shall keep the Hardware free of all security interests, liens and other encumbrances. Customer will use reasonable care in the use of the Hardware and protect the Hardware from theft, damage or



misuse. Customer assumes the entire risk of loss, damage, or theft of the Hardware while in Customer's possession. Customer will use the Hardware solely in connection with the Clear Ballot Products and in technical configuration specified by Clear Ballot in the Documentation. In the event that the Hardware includes or incorporates any software code (include without limitation any firmware, operating system or other software), such software code shall be deemed "Licensed Software" licensed to Customer solely under the terms of this Agreement.

3.3 Support Services. Support Services are further described in the Order Form and any attachments thereto. Customer acknowledges and agrees that it is required to purchase Support Services for the Licensed Software and Hardware during the entirety of the Licensed Software Term.

3.4 Access to Data Visualization Portal. If access to the Data Visualization Portal is provided as part of the Clear Ballot Products ordered by Customer under the applicable Order, then subject to the terms and conditions of this Agreement and provided Customer has paid all undisputed fees and costs due under this Agreement, Clear Ballot grants Customer a limited, nonexclusive, nontransferable, non-sublicensable right to access the Data Visualization Portal during the term set forth in the applicable Order.

3.5 Restrictions on Use. Clear Ballot Products shall be used solely for the Scope of Use set forth in the applicable Order and not for any other purpose or use. Authorized Users may use the Clear Ballot Products solely on Licensee's behalf in accordance with this Agreement and the applicable Order and not for any other purpose or use. Customer shall ensure Authorized Users comply with all relevant terms of this Agreement and any breach by an Authorized User will constitute a breach by Customer. Customer may not (i) provide any portion of the Licensed Software to any person or entity who is not authorized to access or use it under this Agreement; (ii) use or permit the Clear Ballot Products to be used in any manner, whether directly or indirectly, that would enable Customer's employees, agents, or any other person or entity to use the Clear Ballot Products in any jurisdiction other than the Designated Jurisdiction or for anyone's benefit other than Customer, (iii) rent, sell, assign, lease, sublicense, or otherwise transfer the Clear Ballot Products, (iv) derive or attempt to derive the Source Code, source files, or structure of all or any portion of the Clear Ballot Products by reverse engineering, disassembly, decompilation, or any other means, except to the extent permitted by applicable law, (v) copy, translate, port, modify, or make derivative works based on the Clear Ballot Products, (vi) use the Clear Ballot Products except as set forth in the Documentation, (vii) use the Clear Ballot Products or Clear Ballot Confidential Information to contest the validity of any Clear Ballot intellectual property; (viii) use the Clear Ballot Products in a manner to compete with Clear Ballot, to create a product or service that competes with Clear Ballot, or to assist a third party in competing with Clear Ballot; (ix) use the Clear Ballot Products outside the Designated Jurisdiction; (x) operate a service bureau or other similar service for the benefit of third parties using the Clear Ballot Products; (xi) export, directly or indirectly, the Clear Ballot Products from the United States; or (xii) disclose the Clear Ballot products to any non-U.S. national in the United States in violation of any United States export or other similar law (e.g., unauthorized "deemed exports"). Customer shall take reasonable precautions to prevent unauthorized or improper use or disclosure of the Clear Ballot Products. Customer shall not remove, alter, or obscure any trademark, proprietary label or notice accompanying or incorporated in the Clear Ballot Products. Customer shall not attempt to access any Clear Ballot systems, programs or data that are not made available for Customer's use under the Order or SOW.

3.6 Minimum System Configuration. The minimum hardware and software requirements for proper operation of the Licensed Software are set forth in the Order or the relevant Documentation, which may be updated from time to time. Customer shall be solely responsible for purchasing, providing, and installing all other required equipment, peripherals, and hardware not included in the Statement of Work. The Licensed Software must be used with the Hardware as described in the Documentation, and all warranties, support and indemnification obligations hereunder are void if the Licensed Software is used with any other hardware or in any manner other than in the technical configuration specified by Clear Ballot. The requirements listed in this section refer to the requirements of Clear



Ballot, and do not refer to any state-specific hardware requirements that may be in place. It is Customer's responsibility to ensure that it understands and complies with any state-specific hardware requirements.

3.7 Intellectual Property Ownership. The Clear Ballot Products contain material that is protected by United States copyright, trade secret law and other intellectual property law, and by international treaty provisions. All rights in and to the Clear Ballot Products not expressly granted to Customer under this Agreement are reserved by Clear Ballot. As between Customer and Clear Ballot, all Intellectual Property Rights in the Clear Ballot Products will remain the sole and exclusive property of Clear Ballot or its licensors, as applicable. Customer agrees and acknowledges that Clear Ballot will be the exclusive owner of all right, title and interest in and to all software, programming, tools, documentation, materials, and other intellectual property of any kind used, developed, or delivered by Clear Ballot to Customer in connection with this Agreement; and this is not a work-made-for-hire agreement under Section 101 of Title 17 of the United States Code. Customer acknowledges and agrees that Clear Ballot will retain the unlimited right to use and to sublicense to others the ideas, designs, concepts, techniques, or other expertise which Clear Ballot may develop or employ in providing the Clear Ballot Products, in any products and for any lawful purposes.

3.8 Feedback. Customer may provide suggestions, comments, or other feedback (collectively, "Feedback") to Clear Ballot with respect to its products and services, including the Clear Ballot Products. Feedback is voluntary and Clear Ballot is not required to hold it in confidence and may use Feedback for any purpose without obligation of any kind. To the extent a license is required under Customer's intellectual property rights to make use of the Feedback, Customer hereby grants Clear Ballot an irrevocable, non-exclusive, perpetual, royalty-free license to use and fully exploit the Feedback in connection with Clear Ballot's business, including enhancement of the Clear Ballot Products.

3.9 Aggregated Data. Customer acknowledges and agrees that both during the term of this Agreement and thereafter, Clear Ballot may collect, analyze, copy, display and use Aggregated Data for the purpose of providing, operating, analyzing, and improving the Clear Ballot Products. Clear Ballot will not disclose any Aggregated Data unless it is in aggregated and anonymized form that would not permit a third party to identify the data as associated with Customer. "Aggregated Data" means anonymized or aggregated data, statistics, and analysis derived from Customer's use of the Clear Ballot Products.

3.10 Modification of Clear Ballot Products. Clear Ballot may update the Clear Ballot Products from time to time. Except as otherwise expressly agreed in writing by the parties, Clear Ballot is not responsible for any: (a) modification to the Clear Ballot Products by Customer or any third party engaged by Customer, (b) failure by Customer to follow reasonable instructions provided by Clear Ballot for the care and maintenance of Clear Ballot Products, (c) failure by Customer to reasonably implement any improvements or updates to the Clear Ballot Products as supplied by Clear Ballot, (d) use of the Clear Ballot Products not strictly in the manner recommended in the Documentation; or (e) any material failure by Customer to use due care in the use and validation of the results produced by the Clear Ballot Products.

3.11 Customer Representations. Customer represents, warrants, and/or covenants to Clear Ballot that: (a) the Clear Ballot Products will be used only (i) by Customer and its Authorized Users, (ii) in the manner for which it was intended, (iii) in accordance with all applicable manuals and instructions, and (iv) in compliance with all applicable laws and regulations, (b) it has the authority to enter into this Agreement, (c) the person executing this Agreement on behalf of Customer has been duly authorized and has all required approvals, (d) by entering into this Agreement, Customer is not in violation of any laws or agreements applicable to Customer, (e) Customer shall not modify, alter, or add to the Clear Ballot Products without the prior written consent of Clear Ballot, and (f) Customer acknowledges and agrees that it is solely responsible for the secure disposal of all Hardware at the end of the term of this Agreement, or at the conclusion of Customer's use of the applicable Hardware, whichever occurs first. Customer represents and warrants that it shall dispose of all Hardware in a safe and secure manner in accordance with all applicable federal, state, and local laws, regulations, guidelines and best practices, which may include, without



limitation management of computer equipment regulations, environmental laws and regulations, NIST guidelines, data removal guidelines, and U.S. Election Assistance Commission regulations and practices. Customer shall provide Clear Ballot with a certificate of destruction for all Hardware no longer in use. Customer is responsible for understanding what regulations and laws apply to its disposal of the Hardware. If Clear Ballot offers a take-back/recycling program (which it may elect to do at its sole discretion) it shall inform Customer of such program and the fees and guidelines associated with such program.

3.12 “*Customer Pre-Existing IP*” shall mean data, information, materials, and other information owned by Customer prior to the commencement or independent of this Agreement or Customer’s receipt of the Clear Ballot Products, some of which may be used by Clear Ballot in delivering the Clear Ballot Products or the development of the Work Product hereunder. All Customer Pre-Existing IP is the sole property of Customer. Customer is responsible for the accuracy, quality, integrity, legality, reliability, and intellectual property ownership or right to use Customer Pre-Existing IP. By providing or otherwise making available Customer Pre-Existing IP to Clear Ballot under this Agreement, Customer hereby grants to Clear Ballot a limited, nonexclusive, royalty-free, worldwide right and license to process the Customer Pre-Existing IP as may be necessary for Clear Ballot to provide the Clear Ballot Products to Customer and perform and fulfill the rights and obligations under the Agreement.

4. FEES, EXPENSES AND TAXES

Customer will pay the fees for the Clear Ballot Products in accordance with the applicable Order. All fees are in United States dollars. Unless otherwise expressly stated on an Order, Clear Ballot may increase fees at any time (but not more than once annually) upon at least thirty (30) days prior written notice to Customer. Except as expressly set forth in this Agreement, there are no refunds.

Unless otherwise set forth on the applicable Order, all fees will be invoiced annually, payable in advance. Customer will reimburse Clear Ballot for reasonable special or unusual expenses incurred at Customer’s specific written request.

All undisputed amounts to be paid by Customer are due and payable thirty (30) days after Customer’s receipt of the complete and accurate invoice. All payments not disputed in good faith by Customer and not made by Customer within sixty (60) days of when due will be subject to late charges of the lesser of (i) one percent (1.0%) per month of the overdue amount or (ii) the maximum amount permitted under applicable law. If Customer fails to pay Clear Ballot charges (other than charges disputed in good faith) within sixty (60) days after the applicable due date of the invoice, Clear Ballot may suspend Customer’s right to access and use the Clear Ballot Products under this Agreement. For clarity, Clear Ballot will not initiate suspension while Customer is disputing charges reasonably and in good-faith and is cooperating diligently in resolving the dispute.

Customer will pay all sales, use, and excise taxes relating to, or under, this Agreement, exclusive of taxes based on or measured by Clear Ballot’s net income, unless Customer is exempt from the payment of such taxes and provides Clear Ballot with evidence of the exemption.

5. DISCLAIMERS

EXCEPT AS SPECIFICALLY PROVIDED IN THIS AGREEMENT, TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, THE CLEAR BALLOT PRODUCTS ARE PROVIDED TO CUSTOMER “AS IS,” WITH ALL FAULTS, AND WITHOUT WARRANTY OF ANY KIND. TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, CLEAR BALLOT EXPRESSLY DISCLAIMS ALL WARRANTIES, EXPRESS, IMPLIED OR STATUTORY, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED



WARRANTIES OF MERCHANTABILITY, QUALITY OF INFORMATION, QUIET ENJOYMENT, AND FITNESS FOR A PARTICULAR PURPOSE. CLEAR BALLOT DOES NOT WARRANT THAT THE CLEAR BALLOT PRODUCTS WILL MEET CUSTOMER'S REQUIREMENTS OR THAT THE OPERATION OF THE CLEAR BALLOT PRODUCTS WILL BE UNINTERRUPTED OR ERROR-FREE. CLEAR BALLOT DOES NOT WARRANT OR MAKE ANY REPRESENTATION REGARDING THE USE OR THE RESULTS OF THE USE OF THE CLEAR BALLOT PRODUCTS IN TERMS OF THEIR CORRECTNESS, ACCURACY, QUALITY, RELIABILITY, APPROPRIATENESS FOR A PARTICULAR TASK OR APPLICATION, OR OTHERWISE. NO ORAL OR WRITTEN INFORMATION OR ADVICE GIVEN BY CLEAR BALLOT OR CLEAR BALLOT'S AUTHORIZED REPRESENTATIVES SHALL CREATE A WARRANTY OR IN ANY WAY INCREASE THE SCOPE OF THE WARRANTIES PROVIDED IN THIS AGREEMENT (IF ANY).

Hardware carries the standard manufacturer's warranty only (if any). Clear Ballot will use commercially reasonable efforts to pass through to Customer any manufacturer's warranties on Hardware, to the extent such warranties may be passed through. All warranty claims for Hardware will be submitted to the respective manufacturer.

If applicable law affords Customer implied warranties, guarantees, or conditions despite these exclusions, those warranties will be limited to one (1) year and Customer's remedies will be limited by this Section 5 (Disclaimer of Other Warranties) and 8 (Limitations of Liability and Actions) to the maximum extent permitted by applicable law. For the avoidance of doubt, the disclaimer set forth in this Section 5 do not negate any of Clear Ballot's obligations under any certificates which Clear Ballot may be required to maintain by the applicable jurisdiction governing use of the Licensed Software hereunder.

6. INDEMNIFICATION

Clear Ballot will defend, indemnify, and hold harmless Customer from any and all third-party claims and resulting losses, damages, liabilities, costs, and expenses (including reasonable attorneys' fees) arising from a claim by a third party that Customer's use of the Licensed Software in accordance with this Agreement infringes that third party's United States patent, copyright, or trade secret rights. Notwithstanding the foregoing, Clear Ballot will have no obligation with respect to any claim of infringement that is based upon or arises out of (a) the use or combination of the Licensed Software with any hardware, software, products, data, or other materials not provided by Clear Ballot, where such claim would not have arisen but for such use or combination, (b) modification or alteration of the Licensed Software by anyone other than Clear Ballot where such claim would not have arisen but for such modification or alteration, (c) use of the Licensed Software in violation of this Agreement, (d) any specifications, requirements, data, or intellectual property provided by Customer (collectively, the "Excluded Claims").

If the Licensed Software is held to infringe (or, if Clear Ballot determines in its sole discretion that it may be held to infringe), Clear Ballot shall, at its own expense, in its sole discretion: (a) procure a license that will protect Customer against such claim without cost to Customer; (b) replace the impacted Licensed Software with non-infringing materials without material loss of functionality; or (c) if (a) and (b) are not commercially reasonable, terminate this Agreement or the applicable Order and refund to the Customer a prorated portion of the unused prepaid fees for the infringing Licensed Software. The rights and remedies granted Customer under this Section 6 state Clear Ballot's entire liability, and Customer's exclusive remedy, with respect to any claim of infringement of the intellectual property rights of a third party.

The indemnified party shall (i) promptly notify the indemnifying party in writing of any claim, suit or proceeding for which indemnity is claimed, provided that failure to so notify will not remove the indemnifying party's obligation except to the extent it is prejudiced thereby, and (ii) to the maximum extent permitted by applicable law, with advice



of the Attorney General of the relevant jurisdiction if such advice is required by applicable law, allow the indemnifying party to solely control the defense of any claim, suit or proceeding and all negotiations for settlement; provided that the indemnifying party shall not settle any claim without the indemnified party's prior written consent (such consent not to be unreasonably withheld or delayed). The indemnified party shall also provide the indemnifying party with reasonable cooperation and assistance in defending such claim (at the indemnifying party's cost).

7. AUDIT

7.1 Audit of Customer by Clear Ballot. Clear Ballot may audit Customer's use of the Clear Ballot Products ("Audit"). An Audit may include the inspection and review of facilities, technical environment, equipment, computers and/or servers on which the Clear Ballot Products has been installed, used or hosted, and records, procedures, or business practices that relate to Customer's performance under and compliance with the terms of this Agreement. Clear Ballot shall provide Customer reasonable advance notice of an Audit, which shall be performed by Clear Ballot or an independent third party authorized by Clear Ballot. Customer will reasonably cooperate with Clear Ballot in the conduct of the Audit. Audits will be conducted during Customer's normal business hours and commercially reasonable efforts shall be used not to disrupt Customer's business. The cost of the Audit shall be borne by Clear Ballot. In the event that Customer is found by Clear Ballot to be out of compliance with the terms of this Agreement, Clear Ballot shall notify Customer of the Clear Ballot's findings, in detail and Customer shall be responsible for the cost of the Audit. Customer shall have fifteen (15) days to review Clear Ballot's findings and respond to Clear Ballot and become compliant.

7.2 Customer Access to Records. Clear Ballot shall retain, maintain, and keep accessible all records relevant to this Agreement ("Records") during the Term of the Agreement. Not more than once annually (unless greater frequency is required by applicable law), Clear Ballot shall permit Customer's authorized representatives to access copies of the Records at reasonable times and places for purposes of examination and copying, at Customer's expense.

8. LIMITATIONS OF LIABILITY AND ACTIONS

TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, NEITHER PARTY WILL BE LIABLE TO THE OTHER FOR SPECIAL, INDIRECT, INCIDENTAL, CONSEQUENTIAL OR EXEMPLARY DAMAGES, INCLUDING WITHOUT LIMITATION LOSS OF PROFITS AND COSTS, LOSS OF BUSINESS, LOSS OF SAVINGS, LOSS OF DATA, OR LOSS OF GOODWILL, IN CONNECTION WITH THE PERFORMANCE OF THE CLEAR BALLOT PRODUCTS, OR THE PERFORMANCE OF ANY OTHER OBLIGATIONS UNDER THIS AGREEMENT, EVEN IF IT IS AWARE OF THE POSSIBILITY OF THE OCCURRENCE OF SUCH DAMAGES.

TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, THE TOTAL CUMULATIVE LIABILITY OF CLEAR BALLOT TO CUSTOMER FOR ANY AND ALL CLAIMS AND DAMAGES UNDER THIS AGREEMENT, WHETHER ARISING BY STATUTE, CONTRACT, TORT OR OTHERWISE, WILL NOT EXCEED THE FEES PAID BY CUSTOMER TO CLEAR BALLOT UNDER THE APPLICABLE ORDER WHICH FORMS THE SUBJECT OF THE CLAIM DURING THE TWELVE (12) MONTH PERIOD IMMEDIATELY PRECEDING THE EVENT GIVING RISE TO THE CLAIM.

THE LIMITATIONS OF LIABILITY SET FORTH HEREIN SHALL NOT APPLY TO ANY CLAIM OR DAMAGE FOR WHICH LIABILITY CANNOT BE EXCLUDED BY LAW. IF CUSTOMER'S JURISDICTION DOES NOT ALLOW THE LIMITATIONS OF LIABILITY SET FORTH IN THIS SECTION, THE LIABILITY OF CLEAR BALLOT SHALL BE LIMITED TO THE GREATEST EXTENT PERMITTED BY LAW IN THE APPLICABLE JURISDICTION. THIS SECTION 8 SHALL APPLY WITHOUT WAIVER OF CUSTOMER'S SOVEREIGN IMMUNITY, IF APPLICABLE.



9. CONFIDENTIALITY

9.1 Definition of Confidential Information. During the term of this Agreement, each party will regard as confidential any information that is: (a) provided to it by the other party and designated in writing as proprietary or confidential, or (b) to be reasonably considered confidential given the nature of the information or the circumstances under which it was disclosed (“**Confidential Information**”). Clear Ballot’s Confidential Information includes the Clear Ballot Products and any Intellectual Property Rights of Clear Ballot or its licensors.

9.2 Exclusions. Except as required by law or statute, Confidential Information will not include any information or material, or any element thereof, to the extent any such information or material, or any element thereof (i) has previously become or is generally known, unless it has become generally known through a breach of this Agreement or a similar confidentiality or non-disclosure agreement, (ii) was already rightfully known to the Receiving Party prior to being disclosed by or obtained from the Disclosing Party as evidenced by written records kept in the ordinary course of business of or by proof of actual use by the Receiving Party, (iii) has been or is hereafter rightfully received by the Receiving Party from a third person (other than the Disclosing Party) without restriction or disclosure and without breach of a duty of confidentiality to the Disclosing Party, or (iv) has been independently developed by the Receiving Party without use of the Confidential Information of the Disclosing Party.

9.3 Treatment of Confidential Information. Each party recognizes the importance of the other’s Confidential Information. In particular, each party recognizes and agrees that the Confidential Information of the other is critical to their respective businesses and that neither party would enter into this Agreement without assurance that such information and the value thereof will be protected as provided in this Section and elsewhere in this Agreement. Accordingly, each party agrees as follows: (i) the Receiving Party will hold any and all Confidential Information it obtains in strictest confidence and will use and permit use of Confidential Information solely for the purposes of this Agreement; and (ii) without limiting the foregoing, the Receiving Party will use at least the same degree of care, but no less than reasonable care, to avoid disclosure or use of this Confidential Information as the Receiving Party employs with respect to its own Confidential Information of a like importance. The Receiving Party may disclose the Disclosing Party’s Confidential Information to its Affiliates and its and their directors, officers, employees, Independent Contractors, Vendor, and advisors (collectively “Representatives”) who have a need to know such Confidential Information in the course of the performance of their duties for the receiving party and who are bound by a duty of confidentiality no less protective of the disclosing party’s Confidential Information than this Agreement. Each party accepts responsibility for the actions of its Representatives.

9.4 Compelled Disclosures. The receiving party may disclose Confidential Information pursuant to the requirements of applicable law, legal process, or government regulation, provided that it gives the disclosing party reasonable prior written notice to permit the disclosing party to contest such disclosure, and such disclosure is otherwise limited to the required disclosure.

9.5 Public Records. Notwithstanding any provision of this Agreement, including, without limitation this Section 9, Clear Ballot recognizes that Customer is a governmental entity subject to open records and sunshine laws. To the extent required by applicable law, Customer may be required to disclose a copy of this Agreement, as well as other Clear Ballot information and records related to this Agreement. The parties agree that Customer will not be in breach of this Agreement if the Customer is required to disclose such information pursuant to applicable law. However, to the extent permitted by applicable law, Customer agrees that prior to disclosure of any Clear Ballot information (whether Confidential Information or otherwise), Clear Ballot Products, or Clear Ballot Intellectual Property under any public records request or obligation, Customer shall notify Clear Ballot of such required disclosure, so that Clear Ballot shall have an opportunity to note and/or redact any information, materials and intellectual property that may be classified as an exemption to the applicable law. Similarly, Clear Ballot recognizes that the Customer is subject to state record retention regulations, and Customer will comply with all such requirements.



10. TERM AND TERMINATION

10.1 Term. This Agreement shall be effective as of the Effective Date and continue in effect until the expiration or termination of all Orders (the “Term”), unless earlier terminated in accordance with this Section 10. The term of the licenses granted by Clear Ballot to Customer hereunder will commence upon execution of the applicable Order and continue for the term specified in the Order, unless earlier terminated in accordance with the provisions of this Agreement.

10.2 Breach. If either party fails to observe or perform any material obligation under this Agreement, the non-defaulting party may give written notice to the defaulting party specifying the material failure. If the material failure is not corrected or a mutually agreed plan to correct the failure has not been established by the parties working together in good faith within thirty (30) Days after the date of such notice, the non-defaulting party may terminate this Agreement upon written notice to the defaulting party.

10.3 Bankruptcy and Insolvency. Either party may terminate this Agreement immediately on written notice to the other party, if the other party is the subject of a voluntary or involuntary bankruptcy, insolvency, or similar proceeding, that is not dismissed within sixty (60) days of filing.

10.4 De-certification. If Clear Ballot fails to maintain any required certifications which are necessary to provide the Licensed Software, Customer may give written notice to the Clear Ballot of Customer’s intent to terminate the Agreement or any Service Order. If Clear Ballot is unable to acquire the necessary certification within a reasonable, mutually agreed upon timeframe (of at least 30 days), at Customer’s sole discretion and as Customer’s sole and exclusive remedy, Customer may terminate the Agreement or any Service Order.

10.5 Effect of Termination. Upon the expiration or termination of this Agreement for any reason, the license and all other rights granted to Customer hereunder shall immediately cease, and Customer shall (i) return the Licensed Software to Clear Ballot together with all reproductions and modifications of the Licensed Software and all copies of any Documentation, notes and other materials respecting the Clear Ballot Products, (ii) attest that Customer shall no longer use or allow to be used the Clear Ballot Products, (iii) provide Clear Ballot a written certification that Customer has ceased all use of the Clear Ballot Products and has complied with all of its obligations under this Section. Except as expressly provided herein, to the maximum extent permitted by applicable law, termination of this Agreement by either party will be a nonexclusive remedy for breach and will be without prejudice to any other right or remedy of such party.

11. INSURANCE

Clear Ballot shall, at its own cost, throughout the performance of this Agreement or any related SOW maintain in full force and effect with a reputable insurer(s), insurance as described below: (a) Commercial General liability insurance with a limit of not less than two Million Dollars (US\$2,000,000) in the aggregate; (b) Workers Compensation insurance with statutory limits, and Employer’s Liability insurance with limits of not less than One Million Dollars (US\$1,000,000) per occurrence; and (c) Errors and Omissions Liability insurance with a limit of not less than two Million US Dollars (US\$2,000,000) in the aggregate. Upon written request by Customer, Clear Ballot shall furnish Customer with certificates of insurance evidencing the insurance coverage required to be maintained by Clear Ballot is in full force and effect.

12. GENERAL

12.1 Waiver, Amendment, Or Modification. The waiver, amendment, or modification of any provision of this Agreement, or any right, power, or remedy hereunder, shall not be effective unless made in writing and signed by the party against whom enforcement of such waiver is sought, or in the case of amendment, or modification unless



signed by both parties. The terms of this Agreement shall not be amended or changed by the terms of any purchase order or acknowledgement issued by Customer even though Clear Ballot may have accepted or signed such documents. No failure or delay by either party in exercising any right, power, or remedy with respect to any of its rights hereunder shall operate as a waiver thereof.

12.2 Notice. All notices, demands, or consents given under this Agreement will be in writing and will be deemed given when delivered personally, or three (3) Days after deposit in the mail (certified or registered mail), or one (1) Day after being sent by overnight courier, to the receiving party at the address set forth in this Agreement or at such other address given by either party to the other in writing. A courtesy copy shall be sent to Clear Ballot via email at contracts@clearballot.com and to Customer at the email address set forth below the signature block (if any).

12.3 Entire Agreement. This Agreement, together with the Orders, and any exhibits attached hereto, constitutes the entire agreement between the parties in connection with the subject matter hereof and supersedes all prior and contemporaneous agreements, understandings, negotiations and discussions, whether oral or written, of the parties, and there are no warranties, representations, or agreements between the parties in connection with the subject matter hereof except as specifically set forth or referred to herein. In the event of any conflict between the body of this Agreement and any Orders or exhibits, the body of this Agreement shall control.

12.4 Assignment. All the terms and provisions of this Agreement shall be binding upon and inure to the benefit of the parties hereto, and their permitted successors and assigns. To the maximum extent permitted by applicable law, Clear Ballot may assign this Agreement and all Orders as part of a corporate reorganization, consolidation, merger, or sale of substantially all of its assets provided the resulting use, functionality, and support of the Licensed Software remains consistent with the terms of this Agreement and with the scope of use made by assigning party immediately before the assignment. If consent is required by applicable law to assign this Agreement, such consent shall not be unreasonably withheld. Except as expressly stated in this Agreement, to the maximum extent permitted by applicable law, neither party may assign this Agreement without the prior written consent of the other party, and any attempted assignment will be void. Clear Ballot may assign the performance of any portion of its obligations hereunder (including the provision of any portion of the Clear Ballot Products or functionality contained therein) to any subcontractor; provided that Clear Ballot shall be responsible for the performance of any such subcontractor.

12.5 Publicity. Customer grants Clear Ballot the right to add Customer's name and logo to Clear Ballot's customer list and to otherwise reference Customer as a Clear Ballot customer.

12.6 Governing Law; Severability. This Agreement shall be governed by and construed in accordance with the laws of the State of Maryland, USA without regard to its conflict of law provisions. Any legal action or proceeding with respect to this Agreement shall be brought in the state or federal courts in Maryland. If you are prohibited by law from entering into a contract by governing law other than the laws of the state where your primary office is located, then this Agreement will be construed under the laws of the state in which your primary office is located. If any provision of this Agreement or the application of any such provision shall be held by a court of competent jurisdiction to be contrary to law, the remaining provisions of this Agreement shall continue in full force and effect.

12.7 Construction. The section headings in this Agreement are for convenience of reference only, will not be deemed to a part of this Agreement, and will not be referred to in connection with the construction or interpretation of this Agreement. Unless otherwise expressly stated, the words "herein," "hereof," and "hereunder" and other words of similar import refer to sections of this Agreement as a whole and not to any particular section, subsection, or other subpart of this Agreement. The words "include" and "including" shall not be construed as terms of limitation and shall, in all instances, be interpreted as meaning "including, but not limited to."

12.8 Relationship Of The Parties. Clear Ballot is an independent contractor under this Agreement, and nothing herein shall be construed to create a partnership, joint venture, or agency relationship between the parties hereto.

Neither party shall have authority to enter into agreements of any kind on behalf of the other party and shall have no power or authority to bind or obligate the other party in any manner to any other third party.

12.9 No Third-Party Beneficiaries. Nothing contained in this Agreement is intended or shall be construed to confer upon any person any rights, benefits or remedies of any kind or character whatsoever, or to create any obligation of a party to any such person.

12.10 Survival. The following Sections shall survive expiration or termination of this Agreement: 3.5 (Restrictions on use), 3.7 (Intellectual Property Ownership), 3.78 (Feedback), 3.9 (Aggregated Data), 4 (Fees, Expenses and Taxes) (to the extent of fees accrued prior to the date of termination), 5 (Disclaimer of Warranties); 7 (Audit); 8 (Limitations of Liability and Actions); 10.4 (Effect of Termination); and 12 (General).

12.11 Force Majeure. Except for Customer's payment obligations, neither party will be liable for any failure or delay in performance under this Agreement which is due to any event beyond the reasonable control of such party, including fire, explosion, unavailability of utilities or raw materials, unavailability of components, labor difficulties, war, riot, act of God, export control regulation, laws, judgments, or government instructions.

12.12 Counterparts. This Agreement may be executed simultaneously in two (2) or more counterparts, each of which will be deemed an original, but all of which together will constitute the same Agreement. Signatures to this Agreement transmitted by facsimile, by electronic mail in "portable document format" (".pdf"), or by any other electronic means which preserves the original graphic and pictorial appearance of the Agreement, shall have the same effect as physical delivery of the paper document bearing the original signature.

12.13 Agreement Drafted By All Parties. This Agreement is the result of arm's length negotiations between the parties and shall be construed to have been drafted by all parties such that any ambiguities in this Agreement shall not be construed against either party.

The parties have executed this Agreement to become effective as of the Effective Date.

CUSTOMER:

CLEAR BALLOT GROUP, INC.

BY: _____

BY: _____

(PRINTED NAME)

(PRINTED NAME)

(TITLE)

(TITLE)

(DATE)

(DATE)

EXHIBIT A: PROFESSIONAL SERVICES TERMS



Clear Ballot shall provide Customer certain Professional Services as specified in a SOW.

Either party may request a change to a SOW, and for such purpose shall submit to the other party a written notice ("Change Request") setting forth the requested change and the reason for such request. The parties shall discuss the necessity, desirability and/or acceptability of the Change Request. When and if both parties have agreed in writing upon the changes, and any resulting change in the estimated fees for the Services, the parties shall complete and execute a change order ("Change Order") or a new or revised SOW.

Clear Ballot shall have sole discretion in staffing the Professional Services and may assign the performance of any portion of the Professional Services to any subcontractor; provided that Clear Ballot shall be responsible for the performance of any such subcontractor. Customer shall designate at least one employee with knowledge of Customer's business and Clear Ballot's technology and services as its primary contact to be available for communication with Clear Ballot in providing the Professional Services. Customer will (a) cooperate with Clear Ballot, (b) provide Clear Ballot with timely access to accurate and complete information, data and materials, (c) provide Clear Ballot with such assistance and access as Clear Ballot may reasonably request, and (d) fulfill its responsibilities as set forth in this Agreement and the SOW. If Clear Ballot personnel are required to be present on a Customer site, Customer will provide adequate workspace and may provide reasonable worksite safety and security rules to which such personnel are to conform. Unless otherwise set forth in the SOW, all resources and information that are required for Clear Ballot to perform the Services shall be provided at Customer's expense. Customer is responsible for the procurement of any necessary permits or licenses required for the design, production, testing or operation of any Work Product hereunder and costs incidental thereto unless otherwise agreed in the SOW.

Unless specified otherwise in the SOW, the cost estimate for Professional Services, as set forth in the SOW, is a budgetary estimate and is not a firm fixed price quotation and the Professional Services shall be provided on a time and material basis at the rates set forth in the SOW. If Clear Ballot, at any time, determines that the cost of the Professional Services is expected to exceed the budgetary estimate, Clear Ballot will notify the Customer and obtain the Customer's approval prior to exceeding the budget. Clear Ballot shall not be obligated to continue with any work which would cause Clear Ballot to exceed the budgetary estimates if Customer does not approve exceeding the budget. If actual costs are less than the budgetary estimate, only actual costs will be billed.

Except for Clear Ballot Pre-Existing IP (as defined below) which shall continue to be owned by Clear Ballot, any Work Product Type 1 delivered under a SOW shall be the property of Customer upon Customer's payment in full of all associated fees due hereunder.

Clear Ballot hereby grants to Customer a non-exclusive, non-transferable license to use any Work Product Type 2 delivered to Customer upon Customer's payment in full of all amounts due hereunder. Work Product Type 2 shall be used by Customer solely in conjunction with, and consistent in scope with, Customer's permitted use of the Licensed Software under this Agreement.

"Clear Ballot Pre-Existing IP" shall mean any and all software, hardware, information, technology, configurations, training materials, tools, methodologies, data, designs, ideas, concepts, know-how, techniques, materials, data, algorithms, and other information owned or licensed by Clear Ballot prior to the commencement or independent of the Professional Services and all intellectual property rights therein, some of which may be used by Clear Ballot in performance of the Professional Services or the development of the Work Product hereunder, and shall also include any enhancements or modifications made by Clear Ballot to the Clear Ballot Pre-Existing IP while performing the Services hereunder. All Clear Ballot Pre-Existing IP is the sole property of Clear Ballot. Customer acknowledges and



agrees that Clear Ballot is in the business of providing the Clear Ballot Products, and as such will retain the unlimited right to use and to sublicense to others the ideas, designs, concepts, techniques or other expertise which Clear Ballot may develop or employ in providing the Professional Services, including those ideas, concepts, techniques acquired in developing the Work Product, in any products and for any purposes (including providing services and developing work product for other customers), provided that the same are (i) of general application and (ii) not based on and do not contain Customer Confidential Information. For the avoidance of doubt, Clear Ballot may create the same or similar work product for other customers without liability or obligation to Customer. To the extent that Clear Ballot incorporates any Pre-Existing IP into any Work Product, then Clear Ballot hereby grants Customer a royalty-free, non-exclusive, non-transferable license to use such Pre-Existing IP delivered to Customer solely as necessary for and in conjunction with and not separate from Customer's use of the Work Product.

Clear Ballot warrants that any Professional Services will be performed in a professional, workmanlike manner and shall substantially conform to the specifications set forth in the applicable Order for a period of thirty (30) days from the date of completion (the "Professional Services Warranty Period"), unless specified otherwise in the Order. If Customer notifies Clear Ballot in writing of any failure to comply with the Professional Services warranty described in this paragraph during the Professional Services Warranty Period, then Clear Ballot shall re-perform the relevant Professional Services at no additional cost to Customer within a reasonable period of time. The foregoing remedy is the sole and exclusive remedy of Customer and the sole and exclusive liability of Clear Ballot for breach of this Professional Services warranty.

PROCLAMATION

WHEREAS, National Civility Month is proudly celebrated every August, serving as a powerful reminder to promote and uphold respectful, kind, and courteous interactions among individuals and within our communities; and;

WHEREAS, National Civility Month was established by the International Institute Civil Leadership in 2014; and;

WHEREAS, in the City of Greenbelt, our Community Pledge emphasizes that our strength lies in the diversity of our residents living together in a spirit of cooperation. We celebrate all individuals, recognizing that we are all enriched by one another. We are committed to being a respectful and welcoming community that is open, accessible, safe, and fair for everyone., and;

WHEREAS, National Civility Month emphasizes the vital importance of respectful interactions. Through collaboration and empathy, we affirm the principle of treating others exactly as we wish to be treated; and

WHEREAS, National Civility Month promotes open-mindedness and active listening, creating a more positive and productive environment both personally and professionally, and;

NOW, THEREFORE, I, Emmett V. Jordan, by the authority vested in me by the residents and City Council of Greenbelt, Maryland, hereby proclaim the month of August,

NATIONAL CIVILITY MONTH

in the City of Greenbelt and encourage residents to treat others with dignity, courtesy, politeness, and considerations.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Greenbelt, Maryland, to be affixed this 11th day of August 2025.

Emmett V. Jordan, Mayor

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

Date: 08/04/2025 Time: 10:09 Location: Council Chambers

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

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) (3) to discuss matters related to the acquisition of real estate

§3-305(b) (7) to consult with legal counsel

§3-305(b) (8) 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;
☐ POPE; ☒ ROBERTS; ☒ WEAVER; ☒ JORDAN

STAFF/OTHERS PRESENT:

Josué Salmerón, City Manager; Terri Hruby, Director of Planning (until 10:47); Dawane
Martinez, Director of Human Resources; Todd Pounds, City Solicitor (until 10:47)

TOPICS DISCUSSED:

Discussion with staff and legal counsel about annexation; updates on personnel and
legal issues; planning for city manager evaluation

ACTION(S) TAKEN (IF ANY) AND RECORDED VOTES: Instruct city manager to continue with
proposals for annexation and get additional legal advice; set date for next session about
CM evaluation

TIME CLOSED SESSION ADJOURNED: 11:08

PLACE OF CLOSED SESSION: Council Chambers

PURPOSE OF CLOSED SESSION: TO DISCUSS AND GET LEGAL ADVICE ABOUT A PROPOSED REAL ESTATE
ACQUISITION

STATUTORY AUTHORITY FOR THE CLOSED SESSION: §3-305(b) (1); (3); (7); (8); 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 consider the acquisition of real property for a public purpose and matters
directly related thereto; 3) To consult with counsel to obtain legal advice on a legal matter; and
4) To consult with staff, consultants, or other individuals about pending or potential litigation.

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

SIGNATURE OF PRESIDING OFFICER: _____

Form Revised: 12/4/19

Introduced: Ms. Pompei
1st Reading: July 14, 2025
2nd Reading: August 11, 2025
Passed:
Posted:
Effective:

RESOLUTION NUMBER 2120

A Resolution to Authorize the Negotiated Purchase of Certain Goods and Services from Various Vendors as Enumerated Herein when Total Fiscal Year Purchases from each Vendor Exceed Ten Thousand Dollars

WHEREAS, Section 40, "Purchases, 11 of the Greenbelt City Charter, as amended, authorizes the City Council to waive bidding procedures and to authorize by resolution a negotiated purchase or contract whenever it is in the best interests of the City; and

WHEREAS, the purchases of certain goods and services from certain vendors during Fiscal Year 2025 individually may cost less than \$10,000 but will in the aggregate exceed \$10,000 for the year; and

WHEREAS, payment for the various vendors will be based on the best current negotiated or contract price available; and

WHEREAS, monies for these goods and services have already been approved by the City Council in the Fiscal Year 2026 budget; and

WHEREAS, the City Council has determined it to be in the best interests of the City to purchase the goods and services listed for the enumerated reasons on a negotiated basis. NOW, THEREFORE,

BE IT RESOLVED by the Council of the City of Greenbelt, Maryland, that the City Manager be hereby authorized to purchase the following goods and services listed.

- See Attachment -

PASSED by the Council of the City of Greenbelt, Maryland, at its regular meeting of August 11, 2025.

Emmett Jordan, Mayor

ATTEST:

Bonita Anderson, City Clerk

ARPA

City of Greenbelt, Maryland
Recommended Vendors for Negotiated Purchase - FY 2026 (ARPA)
Sorted by FY2025 Amount - Highest to Lowest
Highlighted Items Indicate New Vendors Added to the List

Vendor-Number	Commodity	Requesting Department	FY2025	FY2024	FY2023	FY2022	FY2021	FY2020	Justification for not Bidding
1 Ennis-Flint Inc	Thermoplastic Markings	Public Works/Planning	76,543						Competitive Pricing & Value
2 Greenbelt Children's Center	Childcare Voucher Program	CARES	70,000	70,000	50,000				Specific Service Provided
3 CDW-G Computer Center Inc-CDWGC005	IT Infrastructure/Outdoor Rec Amen.	IT	55,812	15,848	50,508	25,366	11,416	9,297	Competitive Pricing & Value
4 St Hugh of Grenoble Catholic church	Food Pantry Non-Profit Assistance	CARES	49,000	55,000	57,500				Specific Service Provided
5 Transportation Supply LLC	Variable Message Boards	Public Works	46,896	46,896					Specialty contractor
6 Charles P. Johnson & Assoc - CHARL065	Pool Room Remediation/Ballfields/Storm Rec/GAFC/PW	Rec/GAFC/PW	46,490	19,841	34,804	14,026	57,172	195,868	Competitive Pricing
7 Next Day Concrete	Bus Stop Safety & Accessibility Proj	Public Works/Planning	45,850						
8 Gaithersburg Farmers Supply (Rippeon Equipment)	Ballfields: Equipment	Public Works	44,663	44,663					Specialty contractor
9 Frontline Mobile Tech	Vehicle Equipment Upfit	Police	37,260	59,868	208,327	-	-	-	State Contract
10 Doosan Bobcat North America Inc	Ballfields: Equipment	Public Works/Recreation	32,115	32,115					Specialty contractor
11 CMG Flooring	Dance Studio Flooring/Updates	Recreation	31,211	31,211					Specialized Service
12 Greenbelt News Review	Business Improvement Recovery	Econ Development	30,000	30,000	2,246				Local, Competitive Pricing
13 University of Maryland, Baltimore County (UMBC)	Higher Education Support/Scholars	CARES	30,000	10,000					Grant Recipient
14 EcamSecure	Security System Improvements	Public Works	29,590	29,590					Specialty contractor
15 Greenbelt Nursery School	Non-Profit Development/Recovery	CARES	25,000	25,000	50,000				Specific Service Provided
16 Amazon Capital Services Inc - AMAZO015 (Pay By Invoice)	Misc products	All	22,751	998	998	43,691	38,605	32,208	Competitive Pricing & Value
17 Tri Star Contractor Inc	Bus Shelter Construction	Adm/Pw/Planning	22,272						Local, competitive pricing
18 Meals on Wheels-4067	Food Assistance/Recovery	CARES	19,522	26,970	55,340	46,660	57,840	-	Grant-Funded Service
19 Capital Area Food Bank	Non-Profit Assistance	CARES	14,129	14,129					Specific Service Provided
20 Everything2Go.com	New Tables/Chairs - council room	Public Works	14,120	12,040					Specialty contractor
21 College Park Community Food Bank	Non-Profit Assistance	CARES	14,000	14,000	10,000				Specific Service Provided
22 Shannon-Baum Sign Inc.	Static signs-Ped/Bicycle Master Plan	Planning	12,860						local, competitive pricing
23 Charles P. Johnson & Assoc - CHARL065	Braden Field/Baseball	Recreation	12,173	12,173					Competitive Pricing
24 Franklin Park of Greenbelt Station	Rental/Utilities	CARES	11,815	11,815	727,653	533,552	-	-	Grant Funded/Emerg Assist
25 Greenman Pedersen Inc	Traffic Study/Hanover Pkwy sidewalk	Planning	10,788						competitive pricing
26 College for Creative Studies	Higher Education Support/Scholars	CARES	10,000	10,000					Grant Recipient
27 Sardis Catering	Food Assistance Program	CARES	10,000	10,000	10,000				Specific Service Provided
28 SHD Holdings LLC dba Academy of Computer Education	Higher Education Support/Scholars	CARES	9,755	27,744					Specific Service Provided
29 Grainger	Pool Room Remediation	Rec/GAFC	1,105	1,105	4,252				Local, Competitive Pricing
30 C.A. Lindman Inc - CALIN005	GAFC Pool Room Remediation	Rec-GAFC	0	32,431					Specialty contractor
31 Doyle Printing & Offset Co.	Post Cards - ARPA Grants	Admin	0	0	967	15,701	8,990	3,780	Long-term relationship
32 Kinder Care Education LLC	Childcare Voucher Program	CARES	0	85,000	50,000				Specific Service Provided
33 LS Systems (NEW)	Access Control	Public Works	0	0	76,700	NEW FY23			Local vendor,specialized svc
34 Masters Touch Inc (Food Pantry)	Non-Profit Assistance	CARES	0	10,000					Grant-Funded Service
35 Next Day Concrete	GAFC Pool Room Remediation	Recreation	0	14,850					Local, Competitive pricing.
36 Pinnacle Property Group-7854	Rental Assistance	CARES	0	53,784	53,784	52,981	1,000	-	Grant Funded/Emerg Assist
37 SHD Holdings LLC dba Academy of Computer Education	Workforce Development Program	CARES/Econ Dev	0	48,308	9,706				Specific Service Provided
38 "	SB Capital Investment Program	Econ Development	0	50,000					Specific Service Provided
39 Spatco Energy Solutions LLC	PW Fuel Management System	Public Works	0	28,125					Specialty contractor
40 Swimstyle Pool Group	GAFC Pool Room Remediation	Recreation	0	21,613	25,253				local, competitive pricing
41									

City of Greenbelt, Maryland

Recommended Vendors for Negotiated Purchase - FY 2026 (ARPA)

Sorted by FY2025 Amount - Highest to Lowest

Highlighted Items Indicate New Vendors Added to the List

Vendor-Number	Commodity	Requesting Department	FY2025	FY2024	FY2023	FY2022	FY2021	FY2020	Justification for not Bidding

ARPA

City of Greenbelt, Maryland

Recommended Vendors for Negotiated Purchase - FY 2026

Highlighted Items Indicate New Vendors Added to the List

Vendor-Number	Commodity	Requesting Department	FY2025	FY2024	FY2023	FY2022	FY2021	Justification for not Bidding
1	Adrian L Merton Inc	Mechanical System Replacement	29,725	54,078	18,452	6,361	5,479	Specialty HVAC Contractor
2	Advanced Collision Center LLC - ADVAN025	Auto Body Repiar	17,604	14,758	18,452	6,361	5,479	Local vendor, fast response
3	Alexander & Cleaver PA - ALEXA045	Legal Services	34,843	53,639	38,360	89,631	98,642	Selected by competitive process
4	Altumint (Replaced Rekor Recognition Systems) 101-527701	Speed Cameras;Citation Collection	167,568	236,768	-	-	-	Specialized Service
5	Amato Industries - AMATO005	Chlorine & Other Pool Chemicals	10,683	17,763	18,226	8,374	3,678	MNCPPC Contract
6	Amazon.com - AMAZO010 (Amazon Marketplace)	Misc products	15,412	74,046	40,723	43,691	38,605	Competitive Pricing & Value
7	Amazon Capital Services Inc - AMAZO015 (Pay By Invoice)	Misc products	49,198	28,652				Competitive Pricing & Value
8	American Traffic Solutions (ATS) - AMERI100	Redlight citation processing	278,769	354,325	391,836	258,541	285,368	Howard County Contract
9	Angelica Nurseries Inc	Tree Replacement	8,910	10,275	2,861	-	-	Specialty vendor
10	APEX Petroleum Corporation (replacing James River Solutions)	Unleaded & Diesel Fuel	216,036	NEW FY25				COG Bid
11	Assa Abloy Entrance Systems US Inc-840	Door repairs	0	503	991	333	3,860	Local Vendor,Competitive Pricing
12	AT&T Moblity - ATTM0005	Employee Cellular phone service	9,188	14,504	8,918	18,899	27,624	State Contract
13	ATC Corp-3664	Tennis/Basket ball Courts Resurfacing	0	0	0	-	-	Contract awarded in FY22
14	Autonation Chevrolet Laurel	Major Engine Repair	15,528					Competitive Pricing & Value
15	AXON Enterprise Inc- AXONE005	Body Cameras	135,945	79,523	88,653	115,073	0	Specialized Service
16	Baker Tilly US LLP- BAKER005	Compensation Study	0	4,345	95,855			Contract awarded in FY22
17	Bartlett Tree Experts	Tree Care & Maintenance	7,311	17,065	4,462	4,045	4,130	Specialty contractor
18	Best, Best & Krieger - 137	Cable Issues & Franchise Negotiations, Sr Admin	0	330	765	1,598	213	Long-term relationship
19	BFPE International - BFPEI005	Fire Alarm	14,063	13,399	18,982	20,836	35,099	Local Vendor,Competitive Pricing
20	Boland Trane Services - 118	HVAC/Plumbing Services	27,051	33,435	3,106	2,188	65,283	Local Vendor, Competitive Pricing
21	Bolton Partners Inc - BOLTO005	Post Retirement Medical	10,080	2,950	9,500	2,750	9,880	Actuarial Study every two years
22	Bonkosky, Laura - 3010	Yoga Instructor	7,223	10,793	10,802	5,485	6,754	Local Vendor, Competitive Pricing
23	Bortek Industries - BORTE005	Auto/Sweeper Parts & Repair	5,862	25,205	28,629	12,900	15,580	Competitive Pricing & Value
24	Bradley Site Design - 1918	Design & Signage for Gateway and Buddy	0	5,800	0	310	0	Long-term relationship
25	Brightly Software Inc (FORMERLY KNOWN As Facility Dude)	Facility/Asset Management Software	7,853	1,865	4,363	5,850	6,875	Competitive Pricing & Value
26	Budget Painting - BUDGE005	Painting	3,975	19,725	15,000	146,535	19,250	Competitive Pricing & Value
27	C.A. Lindman Inc - CALIN005	GAFC Pool Room Remediation	263,447		-	-	-	Specialty Contractor
28	C N Robinson Lighting - 6118	LED Lighting	9,586	8,533	8,916	58,247	68,157	Local Vendor, Competitve Pricing
29	Capital Air Filter Corp - CAPIT015	Air Filters	12,711	17,243	19,348	8,956	7,869	Local vendor, competitive pricing
30	Capital Area Food Bank	Produce Distribution	10,156					Specialized Service
30	Capital Electric	Electrical Materials	NEW FY26	0	0	0	0	Specialty Electrical Supplier
31	Capitol Office Solutions -CAPIT035 (now Xerox Corp - Mid Atlantic)	Copier Service & supplies	2,183	28,508	26,017	17,693	19,183	Competitive Pricing & Value
	Capitol Sports Fields LLC	Ballfields Maintenance	NEW FY26	0	0	0	0	Specialty Contracto -Ballfields
32	Carefirst Bluecross Blueshield - CAREF010/CAREF005	Employee Health Insurance	1,721,485	1,829,071	1,640,776	1,592,115	1,824,714	Competitive Pricing & Value
33	Carpet Land Inc.-6018	Carpet Replacement	37,259	5,657	8,782	11,726	25,029	Competitive Pricing & Value
34	Carroll County Sheriff-7732	Police Academy Training	0	0	8,179	14,733	6,646	Partner agency-police training
35	Carquest Auto Parts-3101	Auto Parts	0	890	6,488	7,151	11,303	Competitive Pricing & Value
36	Cast Stone Designs Inc-8349	Gateway Signage	0	5,950	2,975	NEW FY23	0	Local Vendor, Competitve Pricing
37	CDW-G Computer Center Inc-CDWGC005	Computers	5,599	13,356	24,562	25,366	11,416	Competitive Pricing & Value
38	Chargepoint, Inc-3684	Charging Station	1,660	1,380	0	11,675	-	Sole Provider
39	Charles P. Johnson & Assoc - CHARL065	Construction Inspection/ Management Se	48,523	58,738	49,700	14,026	57,172	Competitive Pricing
40	Chesapeake Ford Truck - CHESA075	Auto Parts/Repairs	18,080	22,929	42,272	25,655	14,929	Competitive Pricing & Value
41	Chesapeake Landscape Materials	Northway Compost Grinding	9,999	0	15,000	-	-	Backup vendor for mulch grinding

City of Greenbelt, Maryland

Recommended Vendors for Negotiated Purchase - FY 2026

Highlighted Items Indicate New Vendors Added to the List

Vendor-Number	Commodity	Requesting Department	FY2025	FY2024	FY2023	FY2022	FY2021	Justification for not Bidding
42	Cintas Corporation	Bi-Weekly Mops & Mats	10,958	11,869	10,202	7,125	3,423	Local Vendor, Competitive Pricing
43	Civic Plus LLC	Recodification Svc/ADA Web Compliance	30,106					Selected by competitive process
44	Clayworks Supply Inc	Ceramic Supplies	12,035	16,329	10,873	8,696	6,014	local vendor, competitive pricing
45	Climate Engineers - CLIMA005	HVAC Service at AFC	13,434	9,888	21,146	16,739	51,189	Local Vendor, Competitive Pricing
46	CMG Flooring	Floor Installation & Maintenance	NEW FY26	0	0	0	0	Specialized Service
47	Coach America Bus	Bus Service for Camps (Long Trips)	0	5022	5338			specialized service, competitive pricing
48	Compost Crew	Food Scrap Curbside Collection	86,376	122,850	-	-	-	USDA Grant Funded
49	Compost Crew	Compost containers/Services	7,140	5,950	7,751	7,188	8,056	USDA Grant Funded
50	Crovato Products & Svcs - CROVA005	Auto maintenance	12,392	16,163	10,909	13,134	9,917	Local Vendor, Competitive Pricing
51	Crowley Construction - CROWL005	Roof repairs	3,422	2,561	341,800	17,136	913	Local Vendor, Competitive Pricing
52	CTC Technology & Energy	Oversee Small Cell Applications	0	0	9,401	0	-	Specialized Service
53	Cunningham Assoc- CUNNI005 (was West Rec-3787)	Playground Wood Fiber/Mulch	3,477	27,637	11,820	26,692	0	Local Vendor, Competitive Pricing
54	D & D Tire - DDTIR005	Auto & Truck Tires	34,232	28,859	58,948	35,245	24,470	State Contract
55	Davenport & Co. LLC - 3061	Financial Consultant	6,328	5,200	0	15,600	45,000	Specialized Service
56	Delta Dental - DELTA010	Employee Dental Insurance	115,361	126,235	112,901	110,858	115,845	Competitive Pricing & Value
57	Delta Telephone & Cabling - DELTA005	Phone Maint & Licenses	3,350	3,500	9,783	4,676	4,686	Local Vendor, Competitive Pricing
58	Densel Company - DENSE005	Boiler Replacement/HVAC & Plumbing Svc	24,049	34,902	23,086	253,548	58,491	Selected by competitive process
59	Dewberry	WMATA Trail Engineering Services	9,515	0	NEW FY24			council approved via resolution
60	Doyle Printing & Offset Co.	Newsletter Printing	5,860	9,645	11,875	15,701	8,990	Long-term relationship
61	Dr. Jack Leeb	Employment Assessments/Testing	8,890	15,985	10,370	5,915	14,480	Long-term relationship
62	Draley's Locksmith	Building Keys & Locks Service	697	2,085	9,442	5,077	4,203	Local vendor
63	Durance Plumbing-5736	Plumbing Service	6,205	9,725	5,835	8,692	9,272	Local vendor,specialized svc
64	Eastern Salt Co - 2772	Road Salt	14,479	0	0	0	2,383	Competitive Pricing & Value
65	Edmunds Govtech- EDMUN005	Financial Software	41,100	41,100	13,375	69,430	-	Bid awarded in FY22
66	Electec Election Services, Inc-5918	Voting Services	0	0	0	43,842	19,701	Specialized Service
67	Ely Inc	Museum services/Storage	23,126	19,730	18,720	9,360	17,240	Specialized Service
68	Emerg Serv Consult Intl - 2933(was Fields Consulting Group - 5873)	Promotional Assessment Center	6,000	0	20,000	0	18,000	Competitive Pricing & Value
69	Ennis-Flint	Traffic signs/Crosswalks	6,574	14,868	12,043	18,648	4,631	Competitive Pricing & Value
70	ESRI	GIS Software	6,300	13,340	7,248	18,308	4,700	Existing vendor w/existing infras
71	Express Scripts	Employee prescription drugs	375,811	771,841	231,971	301,322	287,792	Competitive Pricing & Value
72	Eyre Bus Service	Bus Service for Camp/Sr. Programs	12,600	7,063	2,421	3,430	-	Competitive Pricing & Value
73	F & F & A Jacobs & Son	Uniforms	5,798	6,670	128,077	9,239	11,641	Long-term relationship
74	Fidelity Power Systems - 300	Generator Inspection & Maint.	4,650	7,043	7,043	9,128	8,691	Long-term relationship
75	Fidelity Security Life Insurance	Group Vision Insurance	10,124	15,921	3,553	3,820	8,030	Competitive Pricing & Value
76	Fovndry/Van Eperen-8021	Communications Services	0	0	0	31,695	New FY21	Sole Provider
77	Friends of Old Greenbelt Theatre	Theatre management	68,750	63,282	48,880	70,897	48,000	Selected by competitive process
78	Frontline Mobile Tech	Toughbooks/Vehicle Upfit	6,681	1,205	50,559	8,330	35,500	State Contract
79	Fulton Bank-523403	Banking services	40,750	41,199	27,231	22,403	21,322	Selected by competitive process
80	Galls LLC - GALLS005	Uniforms and police equipment	20,987	17,123	25,748	13,213	10,683	Sole Provider
81	Gametime - GAMET025	Playground Equipment	3,501	55,460	2,216	11,944	1,658	Local Vendor,Competitive Pricing
82	General Glass - 4746	Windows	0	490	393	1,316	44,455	Selected by competitive process
83	GHA Technologies	Computers & Computer Equip	1,045	30,024	34,270	44,811	32,621	Competitive Pricing & Value
84	GHE Electric Services Inc	Electrical Supplies & Repairs	0	3,200	10,038	745	15,163	Local Vendor, Competitive Pricing

City of Greenbelt, Maryland								
Recommended Vendors for Negotiated Purchase - FY 2026								
Highlighted Items Indicate New Vendors Added to the List								
Vendor-Number	Commodity	Requesting Department	FY2025	FY2024	FY2023	FY2022	FY2021	Justification for not Bidding
85	Grainger	Filters, lights, tools, misc supplies	18,108	31,822	27,128	17,725	12,692	Local Vendor, Competitive Pricing
86	Granturk Equipment Company Inc	Auto Parts/Repairs	6,635	16,121	27,369	6,920	17,363	Sole Provider
87	Greenbelt Auto & Truck Repair	Auto body repair	0	9,871	23,353	19,420	21,210	Local Vendor, Competitive Pricing
88	Greenbelt Consumer Co-Op	Groceries for camps/receptions	10,006					Local Vendor
89	Greenbelt Homes Inc	Museum Co-op fees & Playground Maint	11,689	11,670	11,306	28,390	10,820	Sole Provider
90	Greenbelt News Review	Legal & help wanted ads	27,211	31,768	28,595	34,613	25,172	Local Vendor, Competitive Pricing
91	Greenbriar Community Assoc - GREEN250	Landscape Maintenance	9,035	14,562	4,883	10,780	9,650	Long-term relationship
92	Greenman Pedersen - 379	Engineering consultant	0	0	6,044	6,565	53,011	Montgomery County Contract
93	GT Mid Atlantic	Automotive Supplies & Repair	12,623	8,639	20,300	6,599	8,779	Local vendor
94	Gun Shop, The 899	Firearms training, ammunition	11,015	8,857	29,830	5,621	2,369	State Contract
95	Hertrich Fleet Services	New Vehicle Purchases	119,344	209,675	778,048	177,075	166,003	State Contract
96	Hi-Line	Auto Shop Supplies for PD	3,596	12,872	24,640	11,701	20,433	Local Vendor, Competitive Pricing
97	Home Depot	Miscellaneous supplies	20,084	20,769	15,575	17,204	14,976	Local Vendor, Competitive Pricing
98	Howard County	Redlight Camera	10,267	10,964	11,785	7,770	10,485	Specialized Service
99	Hydraulics Unlimited	Parts,Equip. Maintenance & Repair	7,939	15,921	3,553	3,820	8,030	Specialty contractor
100	I-Tech-8350 (NEW - replaces J&M)	Security Cameras	7,436	0	12,600	NEW FY23		Selected by competitive process
101	Indeed.com-7054	Job Advertisement	136	4,813	3,807	11,573	4,450	Competitive Pricing & Value
102	Innovative Pyrotechnic Concepts	Fireworks	20,000	10,000	14,800	14,600	0	Specialized Service
103	Intercon Truck Equipment - 6331	Truck Equipment	0	0	0	19,996	0	Competitive Pricing & Value
104	IVS LLC	Tabulator/Ballot Marking Devices Lease	0	16,700	NEW FY24			Agreement authorized by council
105	Jackson Lewis	Legal Services: CBA	63,365	0	0	23,092	27,141	Specialized Service
106	James River Solutions	Unleaded & Diesel Fuel	40,205	308,223	331,285	241,269	156,357	COG Bid
107	Jams Lawn and Gardening Inc	Landscape Maintenance	9,328	9,181	9,195	11,747	3,912	Selected by competitive process
108	Jill Grant & Associates -	Legal Support:Maglev,Bureau of Engraving	2,837	38,855	50,471	5,956	199,995	Specialized Service
109	Johnson Truck Center LLC	Auto Parts/Repairs	7,513	17,760	28,186	10,216	6,257	State Contract
110	Jopal Construction	Greenbelt Gateway Sign Service	0	14,100	13,000	-	-	Grant-Funded Service
111	Judith Hering	Mental Health Counseling/Tutoring	11,275	19,250	10,670	-	-	Special Skills
112	Key Risk/StarNet Ins (replaced Chesapeake Employers Ins FY19) - 21019	Workers compensation insurance	951,294	918,287	889,647	865,581	665,778	Long-term relationship
113	Kleen Pools LLC	Pool Maintenance	4,845	-	-	-	-	Competitive Pricing
114	Knowbe4	Cyber Security User Training	4,245	-	-	11,880	-	Specialized Svc/On-going svc
115	Knowink	Election Poll Pads Subscription	1,500	18,825	NEW FY24			Agreement authorized by council
116	Kohler Equipment - 4683	Tools & Parts	5,265	14,720	15,054	7,457	8,759	Local Vendor, Competitive Pricing
117	Leonard Paper Company - 2276	Paper towels & toilet tissue	0	0	0	5,094	13,977	Competitive Pricing & Value
118	Local Government Insurance Trust- 1125 & 528	Liability & property insurance	304,171	249,407	197,206	181,123	167,690	Competitive Pricing & Value
119	LS Systems	Door Security	3,363	1,796	NEWFY23	-	-	Existing vendor w/existing infras
120	Mahan Rykiel Associates Inc	Buddy Attick Master Plan Project	0	42,185	NEW FY24	-	-	Selected by competitive process
121	Mansfield Oil Co - 550	Diesel Fuel	0	0	0	0	6,713	COG Contract
122	Manuel Tree Service - 6282	Tree pruning/removal/replacement	79,175	55,525	144,600	23,600	32,200	Competitive Pricing & Value
123	Maryland Environmental Services - 559	Leaf grinding, Recycling	11,450	25,453	22,847	27,029	31,453	Local Vendor, Competitive Pricing
124	Maryland Municipal League-563	Membership	25,000	33,048	26,799	26,534	25,286	Govt Association
125	Maryland State Retirement System	512806, 512807, 527301, & 5273 Retirement and pension plans	2,657,569	2,658,372	2,210,364	2,067,125	2,054,492	State Agency
126	Maryland Unemployment-591	Unemployment Benefits	293	17,233	7,057	13,385	24,427	State Agency

City of Greenbelt, Maryland									
Recommended Vendors for Negotiated Purchase - FY 2026									
Highlighted Items Indicate New Vendors Added to the List									
Vendor-Number	Commodity	Requesting Department	FY2025	FY2024	FY2023	FY2022	FY2021	Justification for not Bidding	
127	MCCI LLC - 2709	Laserfische Project Mgmt	0	12,200	37,675	4,725	26,500	Competitive Pricing & Value	
128	Meals on Wheels-4067	Contribution/Food Assistance	15,573	18,450	19,095	46,660	57,840	Grant-Funded Service	
129	Metropolitan Washington Council of Governments - 601	Association fees	46,198	45,438	49,274	39,313	38,665	COG Contract	
130	Microsoft Corporation - 6170	Email Service	12,867	23,567	16,587	12,421	12,741	Competitive Pricing & Value	
131	Miles & Stockbridge - 3801	Legal services: Bond Counsel	0	0	0	0	21,500	Specialized Service	
132	Mission Square	Deferred compensation program	803,618	870,280	600,483	597,866	626,735	Long-term relationship	
133	Mitchell Titus (Replaced Cohn Reznick)	Auditing services	82,082	64,700	NEW FY24	-	-	Selecred by competitive process	
134	Mobile Management Systems LLC	Auto body Repairs & Supplies	32,144	18,554	9,032	2,172	-	Specialty contractor	
135	Morton Salt, Inc.-6695	Road Salt	0	9,859	11,538	15,314	-	COG Contract	
136	Motorola Solutions Inc- 6109	Radios & related service	28,712	32,934	22,264	39,216	23,573	State Contract	
137	Municap - 3493	TIF Administrator	18,825	11,894	17,369	13,794	11,700	Specialized Service	
138	Municipal Emerg Sv Dep - 145(was Lawmen Supply - 6505)	Simmunition Training, body armor, unifor	25,337	29,058	32,365	19,267	24,321	Specialized Service	
139	Musco Corporation	Ballfields Lighting	NEW FY26	0	0	0	0	Specialized Service	
140	Napco Group Inc	Porter Service	22,500	28,889	4,564	9,720	11,155	Specialty contractor	
141	National Capital Industries	Bollards, Safety Equip, Traffic Control	6,000	9,588	12,407	4,345	5,108	Local vendor	
142	Next Day Concrete & Masonry	Concrete Work	0	21,500	-	-	-	Competative pricing, Local	
143	NextRequest LLC (MPIA - Maryland Public Information Act)	FOIA Workflow Platform Subscription	12,007	9,591	-	-	-	Recurring Contract-MPIA filing	
144	Nicholas P Pipino & Assoc - 982	Audio Visual Maint Contract	8,376	0	0	36,885	11,228	State Contract	
145	Nicole Ellis (funded by SASS Grant)	Cleaning Service for GRH	11,275	16,300	18,300	5,450	-	Specific Service	
146	O'Brien Bus Service Inc - 672	Bus service for camps- shorter trips	19,750	26,150	12,975	0	0	Competitive Pricing & Value	
147	Occupational Health Centers (Replaced Occupational Medical Svcs)	Employee Physicals	9,119	11,215	2,307	-	-	Competitive Pricing & Value	
148	Orkin-715	Pest Control Service	10,207	10,070	9,250	8,962	8,742	Local vendor,specialized svc	
149	Overhead Door - 681	Bay Door Repairs	8,254	10,788	13,380	563	2,265	Specialized Service	
150	P2 Cleaning Services LLC - 3423	Landscape Maintenance	33,909	55,628	44,829	43,456	60,888	Competitive Pricing & Value	
151	Packer Norris Parts - 5770	Vehicle Repair Auto Parts, direct from ma	9,935	19,366	26,757	11,372	13,532	Competitive Pricing & Value	
152	Parts Authority - 5896	Auto Parts, Supplies & Tools	54,941	46,200	49,409	34,697	37,690	Competative pricing, Local	
153	Paycor Inc-A PayChex Company	HR Information System	63,298					Selected by comptv process	
153	Perconti Data Systems - 5396	Utopia System Upgrade & Maint	13,395	9,995	9,995	9,995	9,995	Sole Provider	
154	Petitbon Alarm Company	Alarm Services	9,880	12,624	24,304	6,891	7,364	Competative pricing, Local	
155	Petsmart - 3339	Animal Food & Supplies	447	4,221	5,929	2,569	2,170	Competative pricing, Local	
156	Power DMS, Inc-713	FTO Software Subscription	12,835	11,987	11,256	12,319	2,000	Competitive Pricing & Value	
157	Prince George's Community College	Training & Police Academy	3,220	3,385	4,520	9,834	-	Specialized Service	
158	Prince George's County- Landfill	Landfill disposal services	85,505	111,783	143,737	107,431	78,909	Specialized Service	
159	Prince George's County Maryland -PRINC010	C-NET/I-NET Membership	63,895	38,246	34,289	30,220	35,873	Intergovernmental Network	
160	Quill - 3937	Office Supplies	5,969	10,963	8,660	8,946	10,198	Competitive Pricing & Value	
161	Race Forward-8146	Racial Equity Course	0	0	7,000	16,500	-	Sole Provider	
162	Raftelis-4602	Council Retreat/ARPA Comm Engmt	0	0	0	62,549	5,000	Approved by Council-FY22	
163	Ramona Bocanegra (dba B Clean) - 3911	Cleaning Services	62,472	58,032	78,870	65,585	86,738	Selected by competitv process	
164	Raymar Plumbing Services-767	Plumbing services	1,400	0	1,228	3,065	3,932	Local Vendor, Competitve Pricing	
165	Republic Services #411 - 7734	Recycling	31,614	35,822	28,609	21,878	16,548	Selected by competitive process	
166	Rexel	Auto Parts/Tools	7,977	5,799	5,339	4,425	13,044	Competitive Pricing & Value	
167	Rick Creech Sales	Tools, Auto software	655	9,675	2,616	227	-	Specialty contractor	

City of Greenbelt, Maryland

Recommended Vendors for Negotiated Purchase - FY 2026

Highlighted Items Indicate New Vendors Added to the List

Vendor-Number	Commodity	Requesting Department	FY2025	FY2024	FY2023	FY2022	FY2021	Justification for not Bidding
168 Robert Half-8189	Temporary Services	Fin, HR & Admin	59,413	0	7,536	17,045	-	Competitive Pricing & Value
169 Roberts Oxygen - 784	Propane & Pool Chemicals	PW & Rec	9,658	9,581	10,904	8,679	9,701	Competitive Pricing & Value
170 Schindler Elevator - 799	Elevator service and repair	Public Works	17,547	17,548	18,705	15,422	22,928	Competitive Pricing & Value
171 Service Machine Shop Inc	Boiler Room Pump Repair & Equipment	Public Works	0	16,905	26,636	9,497	-	Local vendor
172 Shannon-Baum Signs-810	Street Signage	PW/Planning	1,692	4,099	4,287	7,062	3,726	Competitive Pricing & Value
173 Shapiro & Duncan Mechanical Contractors -5526	Pool Pac Service, HVAC-CC	Public Works	51,200	21,438	21,769	37,991	835	Competitive Pricing & Value
174 SHI International Corp - 4028	Computer supplies & Licensing	IT	0	0	0	78	29,483	Competitive Pricing & Value
175 Silver Hill Cleaners - 149	Uniform cleaning	Police	7,537	7,930	10,454	3,900	6,789	Competitive Pricing & Value
176 SiteOne Landscape Supply LLC - 415	Landscape plants/supplies/Tools	Public Works	7,136	4,318	5,721	3,714	12,074	Competitive Pricing & Value
177 Solar Electric Power Company (SEPCO)	Bus Stop Solar Lighting	Planning	39,996	0	8,278	0	0	Sole Source & Competitive Pricing
178 Sparks at Play LLC	Playground Equipment Installation	Public Works	0	0	0	35,189	35,189	Selected by competitive process
179 Spay Now	Veterinarian services	Animal Control	291	8,999	21,917	7,711	6,032	Competitive Pricing & Value
180 Staples Advantage - 4836, 5718 & 5925	Office & Green Cleaning Supplies	All	39,749	39,178	28,769	28,931	27,234	NJPA Contract
181 Suburban Signs Inc - 856	City Vehicle decals & Installation	PD, PW, PCD	5,452	4,633	16,360	4,074	1,466	Competitive Pricing & Value
182 Superion - Pentamation (was Sungard) - will be cut off 12/31/24	Financial system software maint	Finance	25,160	66,975	64,244	60,155	56,592	Sole Provider
183 THC Enterprises Inc-6616	Snow Plow Parts & Repairs	Public Works	9,523	6,175	45,222	12,658	7,053	Competitive Pricing & Value
184 The Fibar Group LLC - 4233	Engineered wood fiber	Public Works	17,914	8,749	8,311	4,626	13,438	Competitive Pricing & Value
185 The Hartford - 3694 512805+220216	Employee life insurance	All	34,261	35,203	27,310	29,236	34,135	Competitive Pricing & Value
186 The Sherwin-Williams Co.	Building & Street Line Painting	Public Works	2,391	3,705	12,044	-	116	Local vendor
187 Tri Star Contractor Inc	Flooring/General Carpentry	Public Works	8,600	850				Specialty General Contractor
188 Tribesy Consulting	DEI Organizational Assessments	Administration	42,100	32,735				Selected by competitive process
189 Trippe Sports & Promotions LLC - 4466	Uniforms	All	6,121	10,236	14,218	7,576	5,421	Competitive Pricing & Value
190 U.S. Postal Service (or USPS)	Postage & Delivery	All	6,204	12,378	9,500	9,185	4,526	Sole Provider
191 Uline	Shipping/Facility Maint Supplies	Public Works/Police/REC	36,324	11,846	10,041			Specialty contractor
192 University of Maryland - 942, 4847, UNIVE050	Police Academy, Election tabulation	Police & Admin	4,500	18,000	10,500	8,275	250	Specialized Service
193 Verizon - 523801 103 & 7855	Local phone service	All	61,229	76,326	10,291	67,195	49,583	Sole Provider
194 Verizon Wireless 1966	Police laptops & Cell Phones	All	50,809	53,100	48,659	39,996	39,594	State Contract
195 Vermont systems - 956	Rec Trac Upgrade, Training, Maint	IT/Recreation	18,598	11,297	0	7,409	0	Specialized Service
196 Versterm Public Safety US Inc	Police Crime Reports Software	Police	12,208	10,125				Specialized software service
197 Visiting Angels-3309	In-Home Aide	CARES	75,578	82,591	85,618	32,234	57,231	Grant-Funded Service (SASS)
198 VMP Construction - 951	Asphalt Work	Public Works	1,185,663	1,067,486	963,789	1,166,618	365,371	Selected by competitive process
199 Washington Post - 7055	Employment Advertising	HR	0	0	0	950	8,365	Competitive Pricing & Value
200 Webstaurantstore.com	Cleaning Supplies/Uniforms	All/Public Works	7,970	9,370	4,733			Specialty contractor
201 Weyers Floor Service 976	Wood floor re-surfacing & refinishing	Recreation	13,964	20,714	19,271	0	2,800	Competitive Pricing & Value
202 Xcetera	Staff Uniforms	Recreation	4,164	7,737	12,546	2,578	957	local vendor, competitive pricing
203 Xerox Corporation	Copier Service & supplies	All	18,712	18,152	17,713	15,461	14,773	Competitive Pricing & Value
204 Xerox Corp - Midatlantic (formerlt COS)	Copier Service & supplies	All	26,168					Competitive Pricing & Value

Highlighted Items Indicate New Vendors Added to the List

Page 98 of 203

City of Greenbelt, Maryland
Recommended Vendors for Negotiated Purchase - FY 2026
Sorted by FY2025 Amount - Highest to Lowest

Highlighted Items Indicate New Vendors Added to the List

Vendor-Number		Commodity	Requesting Department	FY2025	FY2024	FY2023	FY2022	FY2021	Justification for not Bidding
1	Capital Electric	Electrical Materials	Public Works	NEW FY26	0	0	0	0	Specialty Electrical Supplier
2	Capitol Sports Fields LLC	Ballfields Maintenance	Recreation/Public Works	NEW FY26	0	0	0	0	Specialty Contractor-Ballfields
3	CMG Flooring	Floor Installation & Maintenance	Recreation/Public Works	NEW FY26	0	0	0	0	Specialized Service
4	Musco Corporation	Ballfields Lighting	Recreation/Public Works	NEW FY26	0	0	0	0	Specialized Service
5	Maryland State Retirement System 512806, 512807, 527301, & 527302	Retirement and pension plans	All	2,657,569	2,658,372	2,210,364	2,067,125	2,054,492	State Agency
6	Carefirst Bluecross Blueshield - CAREF010/CAREF005	Employee Health Insurance	All	1,721,485	1,829,071	1,640,776	1,592,115	1,824,714	Competitive Pricing & Value
7	VMP Construction - 951	Asphalt Work	Public Works	1,185,663	1,067,486	963,789	1,166,618	365,371	Selected by competitive process
8	Key Risk/StarNet Ins (replaced Chesapeake Employers Ins FY19) - 210190	Workers compensation insurance	All	951,294	918,287	889,647	865,581	665,778	Long-term relationship
9	Mission Square	Deferred compensation program	All	803,618	870,280	600,483	597,866	626,735	Long-term relationship
10	Express Scripts	Employee prescription drugs	All	375,811	771,841	231,971	301,322	287,792	Competitive Pricing & Value
11	Local Government Insurance Trust- 1125 & 528	Liability & property insurance	All	304,171	249,407	197,206	181,123	167,690	Competitive Pricing & Value
12	American Traffic Solutions (ATS) - AMERI100	Redlight citation processing	Police	278,769	354,325	391,836	258,541	285,368	Howard County Contract
13	C.A. Lindman Inc - CALIN005	GAFC Pool Room Remediation	Public Works	263,447	-	-	-	-	Specialty Contractor-Structural
14	APEX Petroleum Corporation (replacing James River Solutions)	Unleaded & Diesel Fuel	Public Works	216,036	NEW FY25	-	-	-	COG Bid
15	Altumint (Replaced Rekor Recognition Systems) 101-527701	Speed Cameras;Citation Collection	Police	167,568	236,768	-	-	-	Specialized Service
16	AXON Enterprise Inc- AXONE005	Body Cameras	Police	135,945	79,523	88,653	115,073	0	Specialized Service
17	Hertrich Fleet Services	New Vehicle Purchases	Public Works/Police	119,344	209,675	778,048	177,075	166,003	State Contract
18	Delta Dental - DELTA010	Employee Dental Insurance	All	115,361	126,235	112,901	110,858	115,845	Competitive Pricing & Value
19	Compost Crew	Food Scrap Curbside Collection	Public Works	86,376	122,850	-	-	-	USDA Grant Funded
20	Prince George's County- Landfill	Landfill disposal services	PW	85,505	111,783	143,737	107,431	78,909	Specialized Service
21	Mitchell Titus (Replaced Cohn Reznick)	Auditing services	Fin & Admin	82,082	64,700	NEW FY24	-	-	Selected by competitive process
22	Manuel Tree Service - 6282	Tree pruning/removal/replacement	Public Works	79,175	55,525	144,600	23,600	32,200	Competitive Pricing & Value
23	Visiting Angels-3309	In-Home Aide	CARES	75,578	82,591	85,618	32,234	57,231	Grant-Funded Service (SASS)
24	Friends of Old Greenbelt Theatre	Theatre management	Admin	68,750	63,282	48,880	70,897	48,000	Selected by competitive process
25	Prince George's County Maryland -PRINC010	C-NET/I-NET Membership	IT	63,895	38,246	34,289	30,220	35,873	Intergovernmental Network
26	Jackson Lewis	Legal Services: CBA	Admin	63,365	0	0	23,092	27,141	Specialized Service
27	Paycor Inc-A PayChex Company	HR Information System	HR	63,298	-	-	-	-	RFP was advertised
28	Ramona Bocanegra (dba B Clean) - 3911	Cleaning Services	Recreation	62,472	58,032	78,870	65,585	86,738	Selected by competitive process
29	Verizon - 523801 103 & 7855	Local phone service	All	61,229	76,326	10,291	67,195	49,583	Sole Provider
30	Robert Half-8189	Temporary Services	Fin, HR & Admin	59,413	0	7,536	17,045	-	Competitive Pricing & Value
30	Parts Authority - 5896	Auto Parts, Supplies & Tools	Public Works	54,941	46,200	49,409	34,697	37,690	Competitive Pricing, Local
31	Shapiro & Duncan Mechanical Contractors -5526	Pool Pac Service, HVAC-CC	Public Works	51,200	21,438	21,769	37,991	835	Competitive Pricing & Value
	Verizon Wireless 1966	Police laptops & Cell Phones	All	50,809	53,100	48,659	39,996	39,594	State Contract
32	Amazon Capital Services Inc - AMAZO015 (Pay By Invoice)	Misc products	All	49,198	28,652	-	-	-	Competitive Pricing & Value
33	Charles P. Johnson & Assoc - CHARL065	Construction Inspection/ Management Se	Planning	48,523	58,738	49,700	14,026	57,172	Competitive Pricing, long-term relati
34	Metropolitan Washington Council of Governments - 601	Association fees	Admin	46,198	45,438	49,274	39,313	38,665	COG Contract
35	Tribes Consulting	DEI Organizational Assessments	Administration	42,100	32,735	-	-	-	Selected by competitive process/Spe
36	Edmunds Govtech- EDMUN005	Financial Software	Finance	41,100	41,100	13,375	69,430	-	Bid awarded in FY22
37	Fulton Bank-523403	Banking services	Fin & Admin	40,750	41,199	27,231	22,403	21,322	Selected by competitive process
38	James River Solutions	Unleaded & Diesel Fuel	All	40,205	308,223	331,285	241,269	156,357	COG Bid
39	Solar Electric Power Company (SEPCO)	Bus Stop Solar Lighting	Planning	39,996	0	8,278	0	0	Sole Source & Competitive Pricing
40	Staples Advantage - 4836, 5718 & 5925	Office & Green Cleaning Supplies	All	39,749	39,178	28,769	28,931	27,234	NJPA Contract

City of Greenbelt, Maryland
Recommended Vendors for Negotiated Purchase - FY 2026
Sorted by FY2025 Amount - Highest to Lowest

Highlighted Items Indicate New Vendors Added to the List

Vendor-Number	Commodity	Requesting Department	FY2025	FY2024	FY2023	FY2022	FY2021	Justification for not Bidding
41	Carpet Land Inc.-6018	Carpet Replacement	37,259	5,657	8,782	11,726	25,029	Competitive Pricing & Value
42	Uline	Shipping/Facility Maint Supplies	36,324	11,846	10,041			Specialty contractor
43	Alexander & Cleaver PA - ALEXA045	Legal Services	34,843	53,639	38,360	89,631	98,642	Selected by competitive process
44	The Hartford - 3694 512805+220216	Employee life insurance	34,261	35,203	27,310	29,236	34,135	Competitive Pricing & Value
45	D & D Tire - DDTIR005	Auto & Truck Tires	34,232	28,859	58,948	35,245	24,470	State Contract
46	P2 Cleaning Services LLC - 3423	Landscape Maintenance	33,909	55,628	44,829	43,456	60,888	Competitive Pricing & Value
47	Mobile Management Systems LLC	Auto body Repairs & Supplies	32,144	18,554	9,032	2,172	-	Specialty contractor
48	Republic Services #411 - 7734	Recycling	31,614	35,822	28,609	21,878	16,548	Selected by competitive process
49	Civic Plus LLC	Recodification Svc/ADA Web Compliance	30,106					Selected by competitive process
50	Adrian L Merton Inc	Mechanical System Replacement	29,725	54,078	18,452	6,361	5,479	Specialty HVAC Contractor
51	Motorola Solutions Inc- 6109	Radios & related service	28,712	32,934	22,264	39,216	23,573	State Contract
52	Greenbelt News Review	Legal & help wanted ads	27,211	31,768	28,595	34,613	25,172	Local Vendor, Competitive Pricing
53	Boland Trane Services - 118	HVAC/Plumbing Services	27,051	33,435	3,106	2,188	65,283	Local Vendor, Competitive Pricing
54	Xerox Corp - Midatlantic (formerIt COS)	Copier Service & supplies	26,168					Competitive Pricing & Value
55	Municipal Emerg Sv Dep - 145(was Lawmen Supply - 6505)	Simmunition Training, body armor, unifor	25,337	29,058	32,365	19,267	24,321	Specialized Service
56	Superion - Pentamation (was Sungard) - will be cut off 12/31/24	Financial system software maint	25,160	66,975	64,244	60,155	56,592	Sole Provider
57	Maryland Municipal League-563	Membership	25,000	33,048	26,799	26,534	25,286	Govt Association
58	Densel Company - DENSE005	Boiler Replacement/HVAC & Plumbing Svc	24,049	34,902	23,086	253,548	58,491	Selected by competitive process
59	Ely Inc	Museum services/Storage	23,126	19,730	18,720	9,360	17,240	Specialized Service
60	Napco Group Inc	Porter Service	22,500	28,889	4,564	9,720	11,155	Specialty contractor
61	Galls LLC - GALLS005	Uniforms and police equipment	20,987	17,123	25,748	13,213	10,683	Sole Provider
62	Home Depot	Miscellaneous supplies	20,084	20,769	15,575	17,204	14,976	Local Vendor, Competitive Pricing
63	Innovative Pyrotechnic Concepts	Fireworks	20,000	10,000	14,800	14,600	0	Specialized Service
64	O'Brien Bus Service Inc - 672	Bus service for camps- shorter trips	19,750	26,150	12,975	0	0	Competitive Pricing & Value
65	Municap - 3493	TIF Administrator	18,825	11,894	17,369	13,794	11,700	Specialized Service
66	Xerox Corporation	Copier Service & supplies	18,712	18,152	17,713	15,461	14,773	Competitive Pricing & Value
67	Vermont systems - 956	Rec Trac Upgrade, Training, Maint	18,598	11,297	0	7,409	0	Specialized Service
68	Grainger	Filters, lights, tools, misc supplies	18,108	31,822	27,128	17,725	12,692	Local Vendor, Competitive Pricing
69	Chesapeake Ford Truck - CHESA075	Auto Parts/Repairs	18,080	22,929	42,272	25,655	14,929	Competitive Pricing & Value
70	The Fibar Group LLC - 4233	Engineered wood fiber	17,914	8,749	8,311	4,626	13,438	Competitive Pricing & Value
71	Advanced Collision Center LLC - ADVAN025	Auto Body Repiar	17,604	14,758	18,452	6,361	5,479	Local vendor, fast response
72	Schindler Elevator - 799	Elevator service and repair	17,547	17,548	18,705	15,422	22,928	Competitive Pricing & Value
73	Meals on Wheels-4067	Contribution/Food Assistance	15,573	18,450	19,095	46,660	57,840	Grant-Funded Service
74	Autonation Chevrolet Laurel	Major Engine Repair	15,528					Competitive Pricing & Value
75	Amazon.com - AMAZO010 (Amazon Marketplace)	Misc products	15,412	74,046	40,723	43,691	38,605	Competitive Pricing & Value
76	Eastern Salt Co - 2772	Road Salt	14,479	0	0	0	2,383	Competitive Pricing & Value
77	BFPE International - BFPEI005	Fire Alarm	14,063	13,399	18,982	20,836	35,099	Local Vendor, Competitive Pricing
78	Weyers Floor Service 976	Wood floor re-surfacing & refinishing	13,964	20,714	19,271	0	2,800	Competitive Pricing & Value
79	Climate Engineers - CLIMA005	HVAC Service at AFC	13,434	9,888	21,146	16,739	51,189	Local Vendor, Competitive Pricing
80	Perconti Data Systems - 5396	Utopia System Upgrade & Maint	13,395	9,995	9,995	9,995	9,995	Sole Provider
81	Microsoft Corporation - 6170	Email Service	12,867	23,567	16,587	12,421	12,741	Competitive Pricing & Value
82	Power DMS, Inc-713	FTO Software Subscription	12,835	11,987	11,256	12,319	2,000	Competitive Pricing & Value

City of Greenbelt, Maryland
Recommended Vendors for Negotiated Purchase - FY 2026
Sorted by FY2025 Amount - Highest to Lowest

Highlighted Items Indicate New Vendors Added to the List

Vendor-Number	Commodity	Requesting Department	FY2025	FY2024	FY2023	FY2022	FY2021	Justification for not Bidding
83	Capital Air Filter Corp - CAPIT015	Air Filters	12,711	17,243	19,348	8,956	7,869	Local vendor, competitive pricing
84	GT Mid Atlantic	Automotive Supplies & Repair	12,623	8,639	20,300	6,599	8,779	Local vendor
85	Eyre Bus Service	Bus Service for Camp/Sr. Programs	12,600	7,063	2,421	3,430	-	Competitive Pricing & Value
86	Crovato Products & Svcs - CROVA005	Auto maintenance	12,392	16,163	10,909	13,134	9,917	Local Vendor, Competitive Pricing
87	Versterm Public Safety US Inc	Police Crime Reports Software	12,208	10,125				Specialized software service
88	Clayworks Supply Inc	Ceramic Supplies	12,035	16,329	10,873	8,696	6,014	local vendor, competitive pricing
89	NextRequest LLC (MPIA - Maryland Public Information Act)	FOIA Workflow Platform Subscription	12,007	9,591	-	-	-	Recurring Contract -MPIA filings
90	Greenbelt Homes Inc	Museum Co-op fees & Playground Maint	11,689	11,670	11,306	28,390	10,820	Sole Provider
91	Maryland Environmental Services - 559	Leaf grinding, Recycling	11,450	25,453	22,847	27,029	31,453	Local Vendor, Competitive Pricing
92	Judith Hering	Mental Health Counseling/Tutoring	11,275	19,250	10,670	-	-	Special Skills
93	Nicole Ellis (funded by SASS Grant)	Cleaning Service for GRH	11,275	16,300	18,300	5,450	-	Specific Service
94	Gun Shop, The 899	Firearms training, ammunition	11,015	8,857	29,830	5,621	2,369	State Contract
95	Cintas Corporation	Bi-Weekly Mops & Mats	10,958	11,869	10,202	7,125	3,423	Local vendor
96	Amato Industries - AMATO005	Chlorine & Other Pool Chemicals	10,683	17,763	18,226	8,374	3,678	MNCPPC Contract
97	Howard County	Redlight Camera	10,267	10,964	11,785	7,770	10,485	Specialized Service
98	Orkin-715	Pest Control Service	10,207	10,070	9,250	8,962	8,742	Local vendor,specialized svc
99	Capital Area Food Bank	Produce Distribution	10,156					Specialized Service
100	Fidelity Security Life Insurance	Group Vision Insurance	10,124	15,921	3,553	3,820	8,030	Competitive Pricing & Value
101	Bolton Partners Inc - BOLTO005	Post Retirement Medical	10,080	2,950	9,500	2,750	9,880	Actuarial Study every two years
102	Greenbelt Consumer Co-Op	Groceries for camps/receptions	10,006					Local Vendor
103	Chesapeake Landscape Materials	Northway Compost Grinding	9,999	0	15,000	-	-	Backup vendor for mulch grinding
104	Packer Norris Parts - 5770	Vehicle Repair Auto Parts, direct from ma	9,935	19,366	26,757	11,372	13,532	Competitive Pricing & Value
105	Petitbon Alarm Company	Alarm Services	9,880	12,624	24,304	6,891	7,364	Local Vendor, Competitive Pricing
106	Roberts Oxygen - 784	Propane & Pool Chemicals	9,658	9,581	10,904	8,679	9,701	Competitive Pricing & Value
107	C N Robinson Lighting - 6118	LED Lighting	9,586	8,533	8,916	58,247	68,157	Local Vendor, Competitive Pricing
108	THC Enterprises Inc-6616	Snow Plow Parts & Repairs	9,523	6,175	45,222	12,658	7,053	Competitive Pricing & Value
109	Dewberry	WMATA Trail Engineering Services	9,515	0	NEW FY24			council approved via resolution
110	Jams Lawn and Gardening Inc	Landscape Maintenance	9,328	9,181	9,195	11,747	3,912	Selected by competitive process
111	AT&T Moblity - ATTM005	Employee Cellular phone service	9,188	14,504	8,918	18,899	27,624	State Contract
112	Occupational Health Centers (Replaced Occupational Medical Svcs)	Employee Physicals	9,119	11,215	2,307	-	-	Competitive Pricing & Value
113	Greenbriar Community Assoc - GREEN250	Landscape Maintenance	9,035	14,562	4,883	10,780	9,650	Long-term relationship
114	Angelica Nurseries Inc	Tree Replacement	8,910	10,275	2,861	-	-	Specialty contractor
115	Dr. Jack Leeb	Employment Assessments/Testing	8,890	15,985	10,370	5,915	14,480	Long-term relationship
116	Tri Star Contractor Inc	Flooring/General Carpentry	8,600	850				Sepeciality General Contractor
117	Nicholas P Pipino & Assoc - 982	Audio Visual Maint Contract	8,376	0	0	36,885	11,228	State Contract
118	Overhead Door - 681	Bay Door Repairs	8,254	10,788	13,380	563	2,265	Specialized Service
119	Rexel	Auto Parts/Tools	7,977	5,799	5,339	4,425	13,044	Competitive Pricing & Value
120	Webstaurantstore.com	Cleaning Supplies/Uniforms	7,970	9,370	4,733			Specialty contractor
121	Hydraulics Unlimited	Parts,Equip. Maintenance & Repair	7,939	15,921	3,553	3,820	8,030	Specialty contractor
122	Brightly Software Inc (FORMERLY KNOWN As Facility Dude)	Facility/Asset Management Software	7,853	1,865	4,363	5,850	6,875	Competitive Pricing & Value
123	Silver Hill Cleaners - 149	Uniform cleaning	7,537	7,930	10,454	3,900	6,789	Competitive Pricing & Value

City of Greenbelt, Maryland
Recommended Vendors for Negotiated Purchase - FY 2026
Sorted by FY2025 Amount - Highest to Lowest

Highlighted Items Indicate New Vendors Added to the List

Vendor-Number	Commodity	Requesting Department	FY2025	FY2024	FY2023	FY2022	FY2021	Justification for not Bidding
124 Johnson Truck Center LLC	Auto Parts/Repairs	Public Works	7,513	17,760	28,186	10,216	6,257	State Contract
125 I-Tech-8350 (NEW - replaces J&M)	Security Cameras	IT	7,436	0	12,600	NEW FY23		Selected by competitive process
126 Bartlett Tree Experts	Tree Care & Maintenance	Public Works	7,311	17,065	4,462	4,045	4,130	Specialty contractor
127 Bonkosky, Laura - 3010	Yoga Instructor	Recreation	7,223	10,793	10,802	5,485	6,754	Local Vendor, Competitive Pricing
128 Compost Crew	Compost containers/Services	Public Works	7,140	5,950	7,751	7,188	8,056	USDA Grant Funded
129 SiteOne Landscape Supply LLC - 415	Landscape plants/supplies/Tools	Public Works	7,136	4,318	5,721	3,714	12,074	Competitive Pricing & Value
130 Frontline Mobile Tech	Toughbooks/Vehicle Upfit	Police	6,681	1,205	50,559	8,330	35,500	State Contract
131 Granturk Equipment Company Inc	Auto Parts/Repairs	Public Works	6,635	16,121	27,369	6,920	17,363	Sole Provider
132 Ennis-Flint	Traffic signs/Crosswalks	Public Works	6,574	14,868	12,043	18,648	4,631	Competitive Pricing & Value
133 Davenport & Co. LLC - 3061	Financial Consultant	Admin/Finance	6,328	5,200	0	15,600	45,000	Specialized Service
134 ESRI	GIS Software	IT/PD/Planning/PW	6,300	13,340	7,248	18,308	4,700	Existing vendor w/existing infras
135 Durance Plumbing-5736	Plumbing Service	Public Works	6,205	9,725	5,835	8,692	9,272	Local vendor,specialized svc
136 U.S. Postal Service (or USPS)	Postage & Delivery	All	6,204	12,378	9,500	9,185	4,526	Sole Provider
137 Trippe Sports & Promotions LLC - 4466	Uniforms	All	6,121	10,236	14,218	7,576	5,421	Competitive Pricing & Value
138 Emerg Serv Consult Intl - 2933(was Fields Consulting Group - 5873)	Promotional Assessment Center	Police	6,000	0	20,000	0	18,000	Competitive Pricing & Value
139 National Capital Industries	Bollards, Safety Equip, Traffic Control	Public Works/Planning	6,000	9,588	12,407	4,345	5,108	Local vendor
140 Quill - 3937	Office Supplies	Police	5,969	10,963	8,660	8,946	10,198	Competitive Pricing & Value
141 Bortek Industries - BORTE005	Auto/Sweeper Parts & Repair	Public Works	5,862	25,205	28,629	12,900	15,580	Competitive Pricing & Value
142 Doyle Printing & Offset Co.	Newsletter Priinting	REC,Comm Promotion	5,860	9,645	11,875	15,701	8,990	Long-term relationship
143 F & F & A Jacobs & Son	Uniforms	Police	5,798	6,670	128,077	9,239	11,641	Long-term relationship
144 CDW-G Computer Center Inc-CDWGC005	Computers	IT	5,599	13,356	24,562	25,366	11,416	Competitive Pricing & Value
145 Suburban Signs Inc - 856	City Vehicle decals & Installation	PD, PW, PCD	5,452	4,633	16,360	4,074	1,466	Competitive Pricing & Value
146 Kohler Equipment - 4683	Tools & Parts	Public Works	5,265	14,720	15,054	7,457	8,759	Local Vendor, Competitive Pricing
147 Kleen Pools LLC	Pool Maintenance	Recreation	4,845	-	-	-	-	Long-term relationship
148 Fidelity Power Systems - 300	Generator Inspection & Maint.	Public Works	4,650	7,043	7,043	9,128	8,691	Long-term relationship
149 University of Maryland - 942, 4847,UNIVE050	Police Academy, Election tabulation	Police & Admin	4,500	18,000	10,500	8,275	250	Specialized Service
150 Knowbe4	Cyber Security User Training	IT	4,245	-	-	11,880	-	Specialized Svc/On-going svc
151 Xcetera	Staff Uniforms	Recreation	4,164	7,737	12,546	2,578	957	local vendor, competitive pricing
152 Budget Painting - BUDGE005	Painting	Public Works	3,975	19,725	15,000	146,535	19,250	Competitive Pricing & Value
153 Hi-Line	Auto Shop Supplies for PD	Public Works	3,596	12,872	24,640	11,701	20,433	Local Vendor, Competitive Pricing
153 Gametime - GAMET025	Playground Equipment	Public Works	3,501	55,460	2,216	11,944	1,658	Local Vendor, Competitive Pricing
154 Cunningham Assoc- CUNNI005 (was West Rec-3787)	Playground Wood Fiber/Mulch	Public Works	3,477	27,637	11,820	26,692	0	Local Vendor, Competitive Pricing
155 Crowley Construction - CROWL005	Roof repairs	Public Works	3,422	2,561	341,800	17,136	913	Local Vendor, Competitive Pricing
156 LS Systems	Door Security	All	3,363	1,796	NEWFY23	-	-	Existing vendor w/existing infras
157 Delta Telephone & Cabling - DELTA005	Phone Maint & Licenses	IT	3,350	3,500	9,783	4,676	4,686	Local Vendor, Competitive Pricing
158 Prince George's Community College	Training & Police Academy	PW & Police	3,220	3,385	4,520	9,834	-	Specialized Service
159 Jill Grant & Associates -	Legal Support:Maglev,Bureau of Engravin	Admin	2,837	38,855	50,471	5,956	199,995	Specialized Service
160 The Sherwin-Williams Co.	Building & Street Line Painting	Public Works	2,391	3,705	12,044	-	116	Local vendor
161 Capitol Office Solutions -CAPIT035 (now Xerox Corp - Mid Atlantic)	Copier Service & supplies	All	2,183	28,508	26,017	17,693	19,183	Competitive Pricing & Value
162 Shannon-Baum Signs-810	Street Signage	PW/Planning	1,692	4,099	4,287	7,062	3,726	Competitive Pricing & Value
163 Chargepoint, Inc-3684	Charging Station	Public Works	1,660	1,380	0	11,675	-	Sole Provider

City of Greenbelt, Maryland
Recommended Vendors for Negotiated Purchase - FY 2026
Sorted by FY2025 Amount - Highest to Lowest

Highlighted Items Indicate New Vendors Added to the List

Vendor-Number	Commodity	Requesting Department	FY2025	FY2024	FY2023	FY2022	FY2021	Justification for not Bidding
164 Knowlntk	Election Poll Pads Subscription	Administration	1,500	18,825	NEW FY24			Agreement authorized by council
165 Raymar Plumbing Services-767	Plumbing services	Public Works	1,400	0	1,228	3,065	3,932	Local Vendor, Competitive Pricing
166 GHA Technologies	Computers & Computer Equip	IT	1,045	30,024	34,270	44,811	32,621	Competitive Pricing & Value
167 Draley's Locksmith	Building Keys & Locks Service	Public Works/CC	697	2,085	9,442	5,077	4,203	Local Vendor, Competitive Pricing
168 Rick Creech Sales	Tools, Auto software	Public Works	655	9,675	2,616	227	-	Specialty contractor
169 Petsmart - 3339	Animal Food & Supplies	Animal Control	447	4,221	5,929	2,569	2,170	Local Vendor, Competitive Pricing
170 Maryland Unemployment-591	Unemployment Benefits	HR,Finance	293	17,233	7,057	13,385	24,427	State Agency
171 Spay Now	Veterinarian services	Animal Control	291	8,999	21,917	7,711	6,032	Competitive Pricing & Value
172 Indeed.com-7054	Job Advertisement	HR	136	4,813	3,807	11,573	4,450	Competitive Pricing & Value
173 Assa Abloy Entrance Systems US Inc-840	Door repairs	Public Works	0	503	991	333	3,860	Local Vendor, Competitive Pricing
174 ATC Corp-3664	Tennis/Basket ball Courts Resurfacing	REC,Admin	0	0	0	-	-	Contract awarded in FY22
175 Baker Tilly US LLP- BAKER005	Compensation Study	HR	0	4,345	95,855			Contract awarded in FY22
176 Best, Best & Krieger - 137	Cable Issues & Franchise Negotiations, Sn Admin		0	330	765	1,598	213	Long-term relationship
177 Bradley Site Design - 1918	Design & Signage for Gateway and Buddy Planning		0	5,800	0	310	0	Long-term relationship
178 Carroll County Sheriff-7732	Police Academy Training	Police	0	0	8,179	14,733	6,646	Partner agency-police training
179 Carquest Auto Parts-3101	Auto Parts	Public Works	0	890	6,488	7,151	11,303	Competitive Pricing & Value
180 Cast Stone Designs Inc-8349	Gateway Signage	Planning	0	5,950	2,975	NEW FY23	0	Local Vendor, Competitive Pricing
181 Coach America Bus	Bus Service for Camps (Long Trips)	Recreation	0	5022	5338			specialized service, competitive pricing
182 CTC Technology & Energy	Oversee Small Cell Applications	Admin	0	0	9,401	0	-	Specialized Service
183 Electec Election Services, Inc-5918	Voting Services	Admin - Elections	0	0	0	43,842	19,701	Specialized Service
184 Fovndry/Van Eperen-8021	Communications Services	Admin - PIO	0	0	0	31,695	New FY21	Sole Provider
185 General Glass - 4746	Windows	Public Works	0	490	393	1,316	44,455	Selected by competitive process
186 GHE Electric Services Inc	Electrical Supplies & Repairs	Public Works	0	3,200	10,038	745	15,163	Local Vendor, Competitive Pricing
187 Greenbelt Auto & Truck Repair	Auto body repair	Public Works	0	9,871	23,353	19,420	21,210	Local Vendor, Competitive Pricing
188 Greenman Pedersen - 379	Engineering consultant	Planning	0	0	6,044	6,565	53,011	Montgomery County Contract
189 Intercon Truck Equipment - 6331	Truck Equipment	Public Works	0	0	0	19,996	0	Competitive Pricing & Value
190 IVS LLC	Tabulator/Ballot Marking Devices Lease	Administration	0	16,700	NEW FY24			Agreement authorized by council
191 Jopal Construction	Greenbelt Gateway Sign Service	Planning	0	14,100	13,000	-	-	Grant-Funded Service
192 Leonard Paper Company - 2276	Paper towels & toilet tissue	Public Works	0	0	0	5,094	13,977	Competitive Pricing & Value
193 Mahan Rykiel Associates Inc	Buddy Attick Master Plan Project	Rec/PW/Planning	0	42,185	NEW FY24	-	-	Selected by compitive process
194 Mansfield Oil Co - 550	Diesel Fuel	Public Works	0	0	0	0	6,713	COG Contract
195 MCCI LLC - 2709	Laserfische Project Mgmt	IT	0	12,200	37,675	4,725	26,500	Competitive Pricing & Value
196 Miles & Stockbridge - 3801	Legal services: Bond Counsel	Admin	0	0	0	0	21,500	Specialized Service
197 Morton Salt, Inc.-6695	Road Salt	Public Works	0	9,859	11,538	15,314	-	COG Contract
198 Next Day Concrete & Masonry	Concrete Work	Public Works	0	21,500	-	-	-	Local vendor,Competitive pricing.
199 Race Forward-8146	Racial Equity Course	HR	0	0	7,000	16,500	-	Sole Provider
200 Raftelis-4602	Council Retreat/ARPA Comm Engmt	Admin	0	0	0	62,549	5,000	Approved by Council-FY22
201 Service Machine Shop Inc	Boiler Room Pump Repair & Equipment	Public Works	0	16,905	26,636	9,497	-	Local vendor
202 SHI International Corp - 4028	Computer supplies & Licensing	IT	0	0	0	78	29,483	Competitive Pricing & Value
203 Sparks at Play LLC	Playground Equipment Installation	Public Works	0	0	0	35,189	35,189	Selected by competitive process
204 Washington Post - 7055	Employment Advertising	HR	0	0	0	950	8,365	Competitive Pricing & Value

Sorted by FY2025 Amount - Highest to Lowest

Highlighted Items Indicate New Vendors Added to the List

[illegible]

Introduced:
1st Reading: August 11, 2025
Passed:
Posted:
Effective:

RESOLUTION NUMBER XXXX

A RESOLUTION OF THE COUNCIL OF THE CITY OF GREENBELT TO AUTHORIZE
IMPLEMENTATION OF A 12-MONTH SAVE-AS-YOU-THROW (SAYT) SOLID WASTE
COLLECTION PILOT PROGRAM EFFECTIVE JANUARY 1, 2026

WHEREAS, the Council of the City of Greenbelt has determined that a pilot program exploring unit-based pricing for residential solid waste collection may support the City's environmental and fiscal goals, including increased waste diversion and equitable cost distribution; and

WHEREAS, the City currently provides residential solid waste services in accordance with Chapter 17, Article III of the City Code; and

WHEREAS, Section 17-46 of the City Code authorizes the Council to approve modifications to the solid waste fee structure by resolution; and

WHEREAS, following a series of work sessions, budget meetings, and community discussions held between April and June 2025, Council voted unanimously on June 16, 2025 to implement a 12-month pilot program beginning January 1, 2026; and

WHEREAS, the pilot program will assess the feasibility, effectiveness, and public reception of transitioning to a volume-based pricing model to manage residential solid waste; and

WHEREAS, the Council has determined the pilot program shall be structured such that all households shall pay a solid waste base service fee of \$240 annually; AND be charged for program specific bags based on size; OR be charged the solid waste base service fee of \$240 annually AND for a MaxTrash sticker of \$140 (for a total of \$380 annually); and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Greenbelt, Maryland, that:

1. The City shall implement a 12-month Save-As-You-Throw (SAYT) pilot program, effective January 1, 2026, as approved in the FY26 budget.
2. The pilot shall operate with an annual solid waste base service fee of \$240 for all households; households may elect to dispose their solid waste by purchasing program specific trash bags based on size; OR may purchase a MaxTrash sticker for \$140 annually (for a total of \$380 annually for the same service period) that entitles the household to a maximum of 3 large trash bags of their choosing not to exceed 50 lbs. per bag per week.
3. Staff is authorized to proceed with public education, outreach, and operational preparations to support the implementation of the SAYT pilot.

4. Upon conclusion of the pilot period, staff shall report findings and recommendations to Council. Any action to make the SAYT system permanent shall require a formal ordinance amending Chapter 17 of the City Code.

AND BE IT FURTHER RESOLVED that this resolution shall take effect immediately upon passage.

PASSED by the Council of the City of Greenbelt, Maryland, at its regular meeting on XXX XX, 2025.

Emmett V. Jordan, Mayor

ATTEST:

Bonita Anderson, City Clerk

Introduced:
1st Reading: August 11, 2025
Passed:
Posted:
Effective:

ORDINANCE NUMBER 1404

AN ORDINANCE TO MAKE A SUPPLEMENTAL APPROPRIATION IN THE CAPITAL PROJECTS FUND FOR THE FISCAL YEAR ENDING JUNE 30, 2026, IN THE AMOUNT OF ONE HUNDRED THIRTY THOUSAND, EIGHT HUNDRED FORTY-SEVEN DOLLARS (\$130,847) FOR ADDITIONAL CAPITAL PROJECTS FUND EXPENDITURES OVER THE FY2026 APPROPRIATED AMOUNT

WHEREAS, in 2009 and 2020, the City encumbered a combined total of \$221,686 in Program Open Space funding for the Buddy Attick Park Master Plan Improvement Project, specifically to undertake improvements to the Buddy Attick Park parking lot; and

WHEREAS, in addition to Program Open Space funding the City was awarded County (Prince George's County Stewardship) and State (Chesapeake Bay Trust) grant funding towards the completion of the project; and

WHEREAS, while the project has been substantially completed and all State and County grant funds expended there remain additional improvements to be completed to include, but not limited to, enhanced lighting, kiosk(s), walkway improvements and interpretive signage; and

WHEREAS the County grant funding qualifies to serve as the required match for Program Open Space funding; and

WHEREAS, there remains available \$130,847 in Program Open Space funding for this project and the State is requesting the City spend these dollars expeditiously; and

WHEREAS, the anticipated expenditures and reimbursement of Program Open Space funding were not accounted for in the approved FY2026 Capital Project Fund (303); and

WHEREAS, the City Manager and City Treasurer have certified that the City's General Fund's Rainy-Day Account is available for the purpose of making this appropriation in the amount of \$130,847 until the \$130,847 reimbursement is received from the Maryland Program Open Space Program; and

NOW, THEREFOR, IT BE ORDAINED by the Council of the City of Greenbelt, Maryland, that One hundred thirty thousand, eight hundred and forty-seven dollars (\$130,847) shall be and hereby is appropriated as a supplemental fund transfer appropriation from the City's General Fund Surplus Account

to the Capital Projects Fund (Account 303) for expenditures herein shown for the fiscal year beginning July 1, 2025 and ending June 30, 2026.

BE IT FUTHER ORDAINED by the Council of the City of Greenbelt that is ordinance shall become effective immediately upon its passage.

PASSED by the Council of the City of Greenbelt, Maryland, at its regular meeting of August 11, 2025.

Emmett V. Jordan, Mayor

ATTEST:

Bonita Anderson, City Clerk

Introduced:
1st Reading: August 11, 2025
Passed:
Posted:
Effective:

ORDINANCE NUMBER 1405

An Ordinance To Make A Supplemental Appropriation In The Building Capital Reserve Fund For The Fiscal Year Ending June 30, 2026, In The Amount Of Thirty-Five Thousand Dollars (\$35,000) For Emergency Re-Roofing Of The Municipal Building, To Be Funded From The City's General Fund Unassigned Cash Reserves

WHEREAS, the roof of the Municipal Building reached the end of its projected useful life in 2019, and despite ongoing maintenance efforts, has experienced a steady decline in condition, most recently resulting in no fewer than three active leaks impacting staff workspaces and public areas during rainfall; and

WHEREAS, professional roofing assessments concluded that a re-roof is the most cost-effective solution, extending the service life of the roof by an estimated 10–12 years at a fraction of the cost of full replacement; and

WHEREAS, the total estimated cost for the re-roof, including contingency for unforeseen site conditions, is Thirty-Five Thousand Dollars (\$35,000); and

WHEREAS, due to the urgency of the repairs and the risk of further water damage affecting essential municipal operations, the City has proceeded under its emergency procurement guidelines, foregoing the formal RFP process; and

WHEREAS, the City Manager and City Treasurer have certified that sufficient funds are available in the City's General Fund Unassigned Cash Reserves for the purpose of making this appropriation; and

WHEREAS, the Council finds that the use of cash reserves is necessary to protect public property, ensure safety, and maintain uninterrupted municipal services;

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Greenbelt, Maryland, that the sum of Thirty-Five Thousand Dollars (\$35,000) shall be and hereby is appropriated as a supplemental appropriation from the City's General Fund Unassigned Cash Reserves to the Building Capital Reserve Fund (Fund 102), Major Maintenance – Municipal Building (Account 102-10-180-000-539306-00) for the emergency re-roofing of the Municipal Building.

BE IT FURTHER ORDAINED by the Council of the City of Greenbelt that this ordinance shall become effective immediately upon its passage.

PASSED by the Council of the City of Greenbelt, Maryland, at its regular meeting of August 11, 2025.

Emmett V. Jordan, Mayor

ATTEST:

Bonita Anderson, City Clerk



FITNESS EQUIPMENT PROPOSAL

PREPARED EXCLUSIVELY FOR

Greenbelt Aquatics & Fitness
Trevin Green
August 04, 2025

PREPARED BY

Matrix Fitness
Rick Jeeter
1600 Landmark Dr
Cottage Grove, WI 53527
443-282-5082
rick.jeeter@matrixfitness.com



QUOTE

Date: 08/04/2025
Quote #: QUO-198516-R8Y8B7
Expires On: 09/03/2025

Primary Sales Contact

Rick Jeeter
P: 443-282-5082 F: 608-839-8002
rick.jeeter@matrixfitness.com

Alternate Sales Contact

Becki Gamache
P: 703-774-8151 F: 608-839-8002
becki.gamache@matrixfitness.com

Bill To:

Greenbelt Aquatics & Fitness
Trevin Green
101 Centerway
Greenbelt, MD 20770-1897
US
(301) 397-2204 - tgreen@greenbeltmd.gov

Ship To:

Greenbelt Aquatics & Fitness
101 Centerway
Greenbelt, MD 20770-1897
US

Comments:

PG county contract CW39519 pricing
price included freight and install (deduct applied)
Free upgrade to 5 year parts and 5 year labor
upgrade 2 treadmills to performance for free -see discount -

Shipping Notes:

- Strength Frame Color: *Iced Silver (STD) - Pad Color: *Black (std) - Cardio Frame Color: *Graphite

Qty	Model Number		Description (Sell sheet hyperlinks in Blue)	List Price	Net Unit Price	Ext. Price
3	T-ES-LED		Matrix Endurance LED Treadmill Graphite	\$9,205.00	\$5,062.75	\$15,188.25
2	T-PS-LED		Matrix Perf. LED Treadmill Graphite	\$11,420.00	\$6,281.00	\$12,562.00
4	R-ES-LED		Matrix Endurance LED Recumbent Graphite	\$4,985.00	\$2,741.75	\$10,967.00
3	E-ES-LED		Matrix Endur. LED Elliptical Graphite	\$6,795.00	\$3,737.25	\$11,211.75
1	A-PS-LED		Matrix Performance LED Ascent Graphite	\$11,650.00	\$6,407.50	\$6,407.50
3	DOFE3X3CD5500PL6 0D		3x3 FC EXT WTY 5YR \$5,000-\$5,499.99	\$661.00	\$0.00	\$0.00
4	DOFE3X3CD3000PL6 0D		3x3 FC EXT WTY 5YR \$2,500-\$2,999.99	\$403.00	\$0.00	\$0.00
3	DOFE3X3CD4000PL6 0D		3x3 FC EXT WTY 5YR \$3,500-\$3,999.99	\$431.00	\$0.00	\$0.00
3	DOFE3X3CD6500PL6 0D		3x3 FC EXT WTY 5YR \$6,000-\$6,499.99	\$670.00	\$0.00	\$0.00

List Price Total \$109,328.00

Equipment Sales Price
FRT/ASM/DEL

\$56,336.50
\$0.00

Customer Savings \$52,991.50

Show Case Discount
Preferred Vendor Discount

(\$6,900.00)
(\$2,437.00)

Customer Subtotal (before tax) \$46,999.50

Tax (Estimated,subject to change) \$0.00

Total Amount Due (USD)(including tax) \$46,999.50

**** Images shown are for illustration purposes only and may not be an exact representation. ****
**** Olympic bars, dumbbells, weight plates and other accessories depicted in product images are not included. ****

Sign Below to accept this order and acknowledge receipt and acceptance of the JHTNA Terms and Conditions of the sale, and the JHTNA Electrical (treadmill only) & cabling (entertainment only) requirements and the JHTNA Strategic Partner Warranty

PRICES SUBJECT TO CHANGE - PRICES BASED UPON TOTAL PURCHASE - ALL DELIVERY, TRAINING OR CONSULTING SERVICES TO BE BILLED AT PUBLISHED RATES - FREIGHT QUOTES ARE SUBJECT TO CHANGE BASED ON INFORMATION CONTAINED IN THE SITE SURVEY - ADDITIONAL CHARGES MAY APPLY

Payments must be made payable to:
Johnson Health Tech North America Inc

USPS only
Johnson Health Tech NA Inc
PO Box 88931
Milwaukee, WI 53288-8931

Courier Services – UPS, FedEx, etc
Johnson Health Tech North America Inc - 010931
4900 W Brown Deer Rd
Milwaukee, WI 53223

Quote #: QUO-198516-R8Y8B7

Quote Amount: \$46,999.50

Payment Terms: Net 30

Signature: _____

Print Name: _____

Facility Name: _____

Date of Acceptance: _____

Deposit Amount: _____

NOTWITHSTANDING ANY DIFFERENT OR ADDITIONAL TERMS THAT MAY BE CONTAINED IN PURCHASER'S PURCHASE ORDER, IF ANY, THIS ACCEPTANCE OF PURCHASER'S ORDER IS EXPRESSLY CONDITIONED UPON PURCHASER'S ASSENT TO THE TERMS AND CONDITIONS SET FORTH HEREIN AND TO THE ATTACHED TERMS AND CONDITIONS (COLLECTIVELY, THE "AGREEMENT"). IN THE EVENT THAT ANY OF THE TERMS OR CONDITIONS SET FORTH IN THE AGREEMENT CONFLICT OR ARE INCONSISTENT WITH ANY OF THE TERMS OR CONDITIONS CONTAINED IN PURCHASER'S PURCHASE ORDER, THEN PURCHASER EXPRESSLY ACKNOWLEDGES AND AGREES THAT THE TERMS AND CONDITIONS SET FORTH IN THE AGREEMENT SHALL SUPERSEDE AND CONTROL THIS TRANSACTION.

JHTNA TERMS AND CONDITIONS OF SALE

1. Acceptance and Governing Provisions. This writing constitutes an offer by Johnson Health Tech North America, Inc., a Wisconsin corporation ("JHTNA"), to sell the products and/or services described herein (collectively, the "Goods") to the purchaser to which it is addressed (the "Purchaser"), subject to the terms and conditions set forth on the face and reverse sides hereof and as set forth in the attached JHTNA Quote and the attached Power Requirements for Matrix Equipment (collectively, the "Agreement"). Acceptance of this Agreement is limited to said terms and conditions; and JHTNA hereby objects to any additional and/or different terms which may be contained in any of Purchaser's purchase order, acknowledgment or other forms, or in any other correspondence from Purchaser. In the event that any of the terms or conditions set forth in the Agreement conflict or are inconsistent with any of the terms or conditions contained in Purchaser's purchase order, acknowledgment, other forms, or in any other correspondence from Purchaser, then Purchaser expressly acknowledges and agrees that the terms and conditions set forth in the Agreement shall supersede and control this transaction. This offer expires thirty (30) days from its date or upon JHTNA's prior written notification thereof to Purchaser, unless Goods are subsequently shipped by JHTNA and accepted by Purchaser. All contracts are subject to acceptance by JHTNA only at Cottage Grove, WI, and sales, however ordered, are understood to be fully made and consummated at Cottage Grove, WI.

2. Payment. The purchase price, including any and all related costs, is due in full and must be received by JHTNA before shipment of the Goods, unless Purchaser has been approved by JHTNA for open credit. To apply for open credit, Purchaser must complete the JHTNA Credit Application and submit to MatrixAR@johnsonfit.com for review and approval. JHTNA will determine credit based the completed Credit Application, and may also rely on reference checking, D&B and Credit Safe Reports and review of complete Financials of Purchaser. Except as otherwise provided for herein, Purchaser shall pay the invoices in full, without deduction or set-off for any reason, in accordance with the payment terms set forth herein and in the invoices. Any amounts not received by JHTNA within thirty (30) days of Purchaser's receipt of JHTNA's invoice shall be past due. Interest shall be payable at the rate of eighteen (18%) per year (but not more than the highest rate permitted by applicable law) on all amounts past due. Unless otherwise prohibited by law, if at all, Purchaser agrees to pay JHTNA's actual attorney's fees and all costs incurred by JHTNA in connection with enforcing JHTNA's rights under this Agreement, including without limitation any non-payment of amounts owed and collections costs, whether or not litigation is commenced. If in JHTNA's sole judgment a Purchaser's financial condition at any time does not justify selling to Purchaser on open credit, JHTNA may require full payment in advance before proceeding with the order. If Purchaser defaults in any payment when due, then the entire purchase price shall become immediately due and payable in full or JHTNA may at its option, without prejudice to other lawful remedies, defer delivery or cancel the order.

3. Taxes and Other Charges. Any manufacturer's tax, occupation tax, use tax, sales tax, excise tax, duty, custom, inspection or testing fee, or any other tax, fee or charge of any nature whatsoever imposed by any governmental authority on JHTNA and/or Purchaser, or measured by the transaction between JHTNA and Purchaser shall be invoiced by JHTNA and paid by Purchaser in addition to the Product prices quoted or invoiced. In the event JHTNA is required to pay any such tax, fee or charge, Purchaser shall immediately reimburse JHTNA therefore upon demand by JHTNA.

4. Delivery, Claims and Force Majeure. Purchaser has the right to choose a carrier for delivery of Goods to Purchaser's facility. If Purchaser chooses a carrier, Purchaser has the obligation to and shall schedule pickup with JHTNA for pickup from one of JHTNA's facilities, Purchaser shall be solely responsible for all payments, cost and expenses related to scheduling, logistics and delivery. If Purchaser chooses to have JHTNA coordinate delivery of the Goods, JHTNA will do so pursuant to the terms of the Agreement. Delivery of Goods to a carrier at JHTNA's facility or other loading point designated by Purchaser or JHTNA (as the case may be) shall constitute delivery of title to Purchaser; and regardless of shipping terms or freight payment, all risk of loss or damage in transit shall be borne by Purchaser. JHTNA reserves the right to make delivery in installments; all such installments shall be separately invoiced and paid for by Purchaser when due per invoice, without regard to subsequent deliveries. Delay in delivery of any installment shall not relieve Purchaser of its obligations to accept remaining deliveries.

Claims for shortages or other errors in delivery must be made in writing to JHTNA within five (5) business days after Purchaser's receipt of shipment of the Goods. Purchaser's failure to give such written notice to JHTNA shall constitute the unqualified acceptance of the Goods by Purchaser, and Purchaser shall be deemed to have waived all

such claims for shortages or other errors relative to the delivered Goods. JHTNA is not responsible for any loss or damage to Goods during transit or delivery. Claims for loss or damage to Goods in transit shall be made by Purchaser to the carrier and not to JHTNA.

Purchaser's request for delivery reschedules shall be subject to JHTNA's prior written approval and thirty (30) days prior written notice.

All delivery dates of JHTNA are approximate. Further, JHTNA shall not be liable for any damage, loss, liability or expense as a result of any delay or failure to deliver due to any cause that is not reasonably foreseeable and that is outside JHTNA's reasonable control, including, without limitation, any act of God, act of the Purchaser, federal or state declarations, pandemics, embargo or other governmental act, regulation or request, fire, accident, strike, slowdown, war, riot, delay in transportation, unusually severe weather conditions, theft, or inability to obtain necessary labor, materials or manufacturing facilities. In the event of any such delay, the date of delivery shall be extended for a period equal to the time lost because of the delay.

5. Cancellation or Modification. Purchaser may cancel its order, reduce quantities, revise specifications or extend scheduled delivery only upon terms accepted by JHTNA in writing. If cancellation or modification of an order is approved by JHTNA in writing, Purchaser shall compensate JHTNA for all damages resulting therefrom, including, but not limited to, restocking fees and costs, out-of-pocket expenses and loss of profit and allocable overhead. In no event shall Purchaser cancel or modify an order after delivery of the Goods. Minimum order quantities and quantity discounts shall be applied to approved reduced quantities and current pricing shall be applied to revised specifications and rescheduled deliveries.

6. Changes. JHTNA may at any time make such changes in design and construction of products as shall constitute an improvement in the judgment and sole discretion of JHTNA. JHTNA may furnish suitable substitutes for materials unobtainable or rendered economically or otherwise impractical because of priorities or regulations established by governmental authority, non-availability or shortages of materials from suppliers or price changes.

7. Warranties. JHTNA warrants the Goods manufactured by JHTNA and supplied to Purchaser hereunder to be free from material defects in materials and workmanship, under normal use and service, for a time period in accordance with JHTNA's published warranty for the product then in effect at the time Purchaser's order is placed. If within the applicable warranty period any such product shall be proved to JHTNA's satisfaction to be nonconforming due to a material manufacturer's defect in materials or workmanship, such product shall be repaired or replaced at JHTNA's option and cost. Subject to any other obligations JHTNA may have under this Agreement, such repair or replacement shall be JHTNA's sole obligation and Purchaser's exclusive remedy and shall be conditioned upon JHTNA's receiving written notice of any alleged defect within ten (10) days after its discovery and, at JHTNA's option, return of such product(s) to JHTNA, FOB JHTNA's designated location.

THIS WARRANTY IS EXCLUSIVE AND IN LIEU OF ALL OTHER REPRESENTATIONS AND WARRANTIES, EXPRESS OR IMPLIED, STATUTORY OR OTHERWISE; AND JHTNA EXPRESSLY DISCLAIMS AND EXCLUDES ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

Any description of the products, whether in writing or made orally by JHTNA or JHTNA's agents, specifications, samples, models, bulletins, drawings, diagrams, engineering sheets or similar materials used in connection with Purchaser's order are for the sole purpose of identifying the products and shall not be construed as an express warranty. Any suggestions by JHTNA or JHTNA's agents regarding use, application or suitability of the products shall not be construed as an express warranty.

8. Returns. Products may be returned to JHTNA only when JHTNA's written permission shall be obtained by Purchaser in advance and upon JHTNA's issuance of an RMA number. Returned products must be fully insured by Purchaser up to the purchase price and securely packaged to reach JHTNA without damage, and any cost incurred by JHTNA to put products into marketable condition will be charged to Purchaser.

9. Assumption of Risk for Use. Purchaser and each user of the Goods sold by JHTNA pursuant to this Agreement shall be solely responsible for the proper use of such Goods. Purchaser acknowledges and agrees that use of such Goods may result in personal injury or death. The purchase of such Goods by Purchaser shall constitute Purchaser's acknowledgement and acceptance of any and all responsibility and liability that may result from use of the Goods. Purchaser's assumption of risk and liability shall not include liability that results solely from JHTNA's gross negligence,

willful misconduct or breach of this agreement, including any material defect in the manufacturing of the Goods by JHTNA.

10. Limitation of Liability and Other Damages. Except as otherwise provided herein, JHTNA's liability hereunder and with respect to the Goods sold shall be limited to the warranty referred to in section 7 hereof, and, with respect to other performance of this Agreement, unless otherwise set forth herein, shall in no event exceed the total of the amounts paid to JHTNA by Purchaser.

JHTNA SHALL IN NO EVENT BE LIABLE TO PURCHASER FOR ANY INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL OR PUNITIVE DAMAGES OF ANY KIND, EVEN IF JHTNA HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, ARISING OUT OF OR RELATED IN ANY WAY TO THIS AGREEMENT OR THE PERFORMANCE OR BREACH OF THIS AGREEMENT, NOR SHALL JHTNA BE SUBJECT TO ANY OTHER OBLIGATIONS OR LIABILITIES, WHETHER ARISING OUT OF BREACH OF CONTRACT OR WARRANTY, NEGLIGENCE OR OTHER TORT OR ANY THEORY OF STRICT LIABILITY, WITH RESPECT TO PRODUCTS SOLD OR SERVICES RENDERED BY JHTNA, OR ANY UNDERTAKINGS, ACTS, OR OMISSIONS HEREUNDER OR RELATING THERETO.

Without limiting the generality of the foregoing, JHTNA specifically disclaims any liability for property or personal injury damages, including without limitation, death or disability, penalties, special or punitive damages, damages for lost profits or revenues, loss of use of products or any associated equipment, cost of capital, cost of substitute products, facilities or services, downtime, shutdown or slowdown costs, or for any other types of economic loss, and for claims of Purchaser's customers or any third party for any such property or personal injury damages; provided, however, that if such property or personal injury damages are solely the result of JHTNA's gross negligence, willful misconduct or breach of this Agreement, including a material defect in the manufacture of the Goods, then JHTNA shall defend, hold harmless and indemnify Purchaser from and against such liability resulting from JHTNA's gross negligence, willful misconduct or breach of this Agreement. However, JHTNA's liability shall not extend to any damages, including property or personal injury damages, that are shown to result from, in whole or in part, any alteration of the Goods by Purchaser or any other unauthorized third party, improper placement of the Goods by Purchaser or any other unauthorized third party, improper maintenance of the Goods by Purchaser or any other unauthorized third party or improper use of the Goods.

11. Indemnification. Purchaser shall indemnify JHTNA against any and all losses, liabilities, damages and expenses (including, without limitation, attorneys' fees and other costs of defending any action) which JHTNA may incur as a result of any claim by Purchaser or others arising out of or in any way connected with the Goods sold hereunder, including without limitation Purchaser's or any other third party's use of the Goods, any alteration of the Goods, any improper placement of the Goods or any improper maintenance of the Goods.

12. Security Agreement. This Agreement shall constitute a Security Agreement between Purchaser, as Debtor, and JHTNA, as Secured Party, pursuant to Article 9 of the Uniform Commercial Code ("UCC"). Purchaser hereby grants to JHTNA a security interest, including without limitation, a first priority, purchase-money security interest, in and to all of the Goods manufactured, sold or provided by or on behalf of JHTNA to Purchaser pursuant to this Agreement, including without limitation, all fitness equipment, exercise equipment, replacement parts, accessories, and supplies (collectively, the "Equipment"), wherever located and whenever acquired, and further including without limitation, all proceeds thereof, including without limitation, all insurance proceeds and other proceeds thereof (collectively, the "Proceeds"), as security for Purchaser's obligation to pay for the Equipment and Purchaser's other obligations under this Agreement. Purchaser further authorizes JHTNA to file any UCC financing statements and amendments thereto or other instruments and to do all things deemed by JHTNA in its sole discretion necessary to attach and perfect JHTNA'S security interest in the Equipment and the Proceeds thereof under this Agreement.

Upon the occurrence of an event of default by Purchaser, including without limitation, a payment default under this Agreement, then JHTNA may, without notice or demand, exercise in any jurisdiction in which enforcement is sought, all of its rights and remedies under this Agreement, all rights and remedies of a secured party under the UCC, and all other rights and remedies available to JHTNA under applicable law, with all such rights and remedies cumulative and enforceable alternatively, successively or concurrently, including without limitation: (a) declaring all amounts due JHTNA by Purchaser to be immediately due and payable in full and the same shall thereon become immediately due and payable in full without demand, presentment, protest, or further notice of any kind, all of which are hereby expressly waived by Purchaser; and (b) taking possession of the Equipment, and for that purpose, entering upon any premises on which the Equipment or any part thereof may be situated and removing the same therefrom without

any liability for suit, action, or other proceeding, Purchaser hereby waiving any and all rights to prior notice and to judicial hearing with respect to repossession of collateral, and/or requiring Purchaser, at Purchaser's expense, to assemble and deliver the Equipment to JHTNA or to such place or places as JHTNA may designate.

13. Landlord's Liens. If Purchaser leases any real property upon which the Goods sold hereunder are to be located and applicable law provides for landlord's liens to secure rent obligations, then Purchaser shall notify, and obtain a written lien waiver from, each respective landlord for such locations and provide a copy of each written lien waiver to JHTNA and confirm that the Goods sold hereunder are not subject to any such lien of such landlord(s).

14. Technical Information. Any sketches, models or samples submitted by JHTNA shall remain the property of JHTNA, and shall be treated as confidential information. No use or disclosure of such sketches, models and samples, or any design or production techniques revealed thereby, shall be made without the express prior written consent of JHTNA.

15. Patents, Trademarks and Copyrights. JHTNA will, at its own expense, defend any suits that may be instituted by anyone against Purchaser for alleged infringement of any United States patent, trademark or copyright relating to any products manufactured and furnished by JHTNA hereunder, if such alleged infringement consists of the use of such Goods, or parts thereof, in Purchaser's business for any of the purposes for which the same were sold by JHTNA, and provided Purchaser shall have made all payments then due hereunder and shall give JHTNA immediate notice in writing of any such suit and transmit to JHTNA immediately upon receipt all processes and papers served upon Purchaser and permit JHTNA through its counsel, either in the name of Purchaser or in the name of JHTNA, to defend the same and give all needed information, assistance and authority to enable JHTNA to do so. If such Goods are in such suit held in and of themselves to infringe any valid United States patent, trademark or copyright, then: (a) JHTNA will pay any final award of damages in such suit attributable to such infringement; and (b) if in such suit use of such Goods by Purchaser is permanently enjoined by reason of such infringement, JHTNA shall, at its own expense and at its sole option, either (i) procure for Purchaser the right to continue using the Goods, (ii) modify the Goods to render them non-infringing, (iii) replace the Goods with non-infringing goods, or (iv) refund the purchase price and the transportation costs paid by Purchaser for the Goods.

Notwithstanding the foregoing, JHTNA shall not be responsible for any compromise or settlement made without JHTNA's written consent, or for infringements of combination or process patents covering the use of the Goods in combination with other goods or materials not furnished by JHTNA. The foregoing states the entire liability of JHTNA for infringement, and in no event shall JHTNA be liable for consequential damages attributable to an infringement.

As to any Goods furnished by JHTNA to Purchaser manufactured in accordance with drawings, designs or specifications proposed or furnished by Purchaser or any claim of contributory infringement resulting from the use or resale by Purchaser of Goods sold hereunder, JHTNA shall not be liable, and Purchaser shall indemnify and defend JHTNA against any damages, liability or expenses arising out of any claim made against JHTNA for any and all patent, trademark or copyright infringements.

16. Spacing Behind Treadmills. Per industry safety standards (ASTM F2115 and EN 957-6), JHTNA hereby notifies Purchaser of the need to locate treadmills ensuring that there is a two (2) meter long clear zone in the floor space behind each treadmill. The clear zone shall be at least the width of the treadmill and a minimum of 2 meters (6' 7") past the back end of the treadmill. There shall be no walls, no windows, no steps, and no other equipment placed within this clear zone. This clear zone is intended to ensure that if any user of a treadmill were ever to fall off the back of the treadmill, there will be an open and clear space behind the user so that injury may be minimized or avoided. Purchaser's failure to comply with this standard could result in injury to a treadmill user and potential liability to Purchaser. Although JHTNA is hereby expressly giving Purchaser notice of this requirement, only the Purchaser can ensure that Purchaser complies with this requirement and it is Purchaser's sole responsibility to do so. By purchasing exercise equipment from JHTNA, Purchaser accepts its responsibility to comply with this treadmill spacing requirement and all standards applicable to treadmill spacing and agrees to release JHTNA and its affiliated companies, including Johnson Health Tech Co., Ltd, and all of their officers, shareholders, employees, insurers and representatives (collectively, "the JHTNA Parties") from, and indemnify the JHTNA Parties from and against, any and all suits, claims, actions, legal proceedings, demands, losses, damages, costs and expenses, including attorneys' fees, resulting from claims for bodily injury or property damage arising out of or in any way relating to inadequate treadmill spacing, inadequate clear zones utilized behind treadmills or the failure by Purchaser to comply with industry safety standards concerning treadmill spacing.

17. Strength Training Anchoring Requirements. Purchaser acknowledges that JHTNA has informed Purchaser of JHTNA's requirement that the specific strength equipment, including Connexus strength units, XULT Rigs and other strength equipment where applicable (the "Anchored Strength Equipment") be anchored to the floor, the wall, or both the floor and the wall of Purchaser's facility in order to prevent any tipping, rocking or shifting of the Anchored Strength Equipment during the use or reasonably foreseeable misuse of the Anchored Strength Equipment. Anchoring to both floor and wall is required for XULT Rigs products. Purchaser also acknowledges that the Anchored Strength Equipment was designed for the use of straps, belts, chains, ropes and/or other devices for pulling or pushing on the Anchored Strength Equipment, and the use of those devices will compromise the stability of the Anchored Strength Equipment unless the Anchored Strength Equipment are properly anchored. Therefore, Purchaser acknowledges the need to anchor the Anchored Strength Equipment as described in the owner's manual for the Anchored Strength Equipment.

As a condition to Order fulfillment, Purchaser shall hire, at Purchaser's sole cost, a licensed contractor knowledgeable of Purchaser's facility and site conditions to anchor the Anchored Strength Equipment as described in the Anchored Strength Equipment owner's manual prior to use of the Anchored Strength Equipment.

Purchaser agrees to indemnify, defend and hold harmless JHTNA and its officers, directors, shareholders, employees, representatives and insurers from any claims damages or losses of any type including claims for personal injury or death and property damage, arising out of or relating in any way to the following: (a) the work performed by the licensed contractor hired by Purchaser; (b) the failure to anchor the Anchored Strength Equipment or the insufficient or improper anchoring of the Anchored Strength Equipment; and (c) Purchaser's failure to comply with these Terms.

18. Purchaser's Property. Any property of the Purchaser placed in JHTNA's custody for performance of this Agreement is not covered by insurance, and no risk is assumed by JHTNA in the event of loss or damage to such property by fire, water, burglary, theft, civil disorder or any accident beyond the reasonable control of JHTNA.

19. Governing Law and Choice of Forum. This Agreement shall be governed by, and construed in accordance with, the laws of the State of Wisconsin, without application of principles of conflicts of laws. With respect to any dispute, controversy or claim arising out of or relating to this Agreement, JHTNA and Purchaser agree and consent to personal jurisdiction in Wisconsin and agree that the Circuit Court of Dane County, Wisconsin and the United States District Court for the Western District of Wisconsin shall be the exclusive forums for the resolution of any such disputes, controversies or claims. Purchaser shall not assign this Agreement without JHTNA's express prior written consent. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective personal representatives, successors and permitted assigns.

20. Remedies Cumulative. Any of JHTNA's remedies referred to herein shall be cumulative and in addition to such other rights and remedies as may be available under law or equity.

21. Confidentiality. Purchaser will keep all of the terms and conditions of this Agreement confidential and Purchaser will neither disclose the existence of this Agreement nor the terms of this Agreement to any third party except to those employees of Purchaser who need to know such terms for the purpose of effecting the transaction.

22. Entire Agreement. This Agreement, including JHTNA's Quote and Power Requirement for Matrix Equipment which are incorporated herein by reference, constitutes the entire, full and complete agreement between JHTNA and Purchaser with respect to the subject matter hereof. This Agreement may not be modified except by a writing evidencing such modification which is signed by both JHTNA and Purchaser. The provisions of this Agreement shall be deemed severable and the invalidity or unenforceability of any one or more of the provisions hereof shall not affect the validity and enforceability of the remaining provisions.

Endurance Treadmill

LED CONSOLE

T-ES-LED

Maximize your resources with a treadmill that's simple for new users and powerful for enthusiasts. A precision-engineered drive system and deck stand up to heavy daily use, a variety of consoles let you customize the experience, and smart maintenance features make it easy to keep it up and running like new.



Virtually anyone can step up to our LED Console and enjoy the easy navigation of the interface. Complete, easy-to-read workout feedback helps members gauge performance at a glance.

CONSOLE	
DISPLAY	Large number LED with message center
WORKOUTS	Go, manual, interval training, fat burn, rolling hills, target heart rate, glute training†, fitness tests †Some of these programs may not be available on this frame.
IFIT ON-DEMAND WORKOUTS	No
LANGUAGES	English, German, French, Italian, Spanish, Dutch, Portuguese, Swedish, Finnish, Turkish, Danish, Polish
FAN	No
ANALOG TV	Optional; attachable add-on TV
DIGITAL TV	Optional; attachable add-on TV
IPTV	No
PRO:IDIOM COMPATIBILITY	Optional; attachable add-on Pro:Idiom TV (≠ IPTV)
WIFI	Optional; included with Facility 360 and Community 360
BLUETOOTH	No
ANT+	No
RFID WIRELESS LOGIN	Optional
CONNECTS TO APPLE WATCH	No
MADE FOR IPHONE®, IPAD®, IPOD®	No
CONNECTS TO SAMSUNG GALAXY WATCH	No
USB PORT	Yes; device charging, software updates

WIRELESS CHARGING (QI)	No
CSAFE READY	Yes
AUTO WAKE-UP	No
FRAME	
ASSEMBLED DIMENSIONS	213 x 87 x 163 cm / 83.9" x 34.3" x 64.2"
CAST ALUMINUM END CAPS	No
CONTACT & TELEMETRIC HR	Yes
CROSSBAR CONTROLS	Yes
CUSHIONING SYSTEM	Ultimate Deck
DRIVE SYSTEM	4.2 hp AC Dynamic Response Drive System
ETHERNET CONNECTIVITY	Yes
HANDLEBAR DESIGN	Molded ergo-grip design
INCLINE RANGE	0–15% (700-lb. thrust-elevation motor)
MAX USER WEIGHT	182 kg / 400 lbs.
POWER REQUIREMENTS	20 A dedicated circuit required, non-looped grounded
RUNNING SURFACE AREA	152 x 56 cm / 60" x 22"
RUNNING SURFACE TYPE	Belt and deck
SERVICE CASTER	No
SPEED RANGE	0.8–20 km/h / 0.5–12 mph
STEP-ON HEIGHT	23 cm / 9"
TREAD SENSE	Yes
ASSEMBLED WEIGHT	173 kg / 381.4 lbs.
SHIPPING WEIGHT	202 kg / 445.3 lbs.

Performance Treadmill

LED CONSOLE

T-PS-LED

For runners who demand intense performance and comfort in one, our Performance Treadmill exceeds expectations. Precision engineered and powerful, our durable components stand up to heavy use, high-intensity workouts and performance training for years, and smart maintenance features make it easy to keep it ready for a steady stream of true enthusiasts.



Virtually anyone can step up to our LED Console and enjoy the easy navigation of the interface. Complete, easy-to-read workout feedback helps members gauge performance at a glance.

CONSOLE	
DISPLAY	Large number LED with message center
WORKOUTS	Go, manual, interval training, fat burn, rolling hills, target heart rate, glute training†, fitness tests †Some of these programs may not be available on this frame.
IFIT ON-DEMAND WORKOUTS	No
LANGUAGES	English, German, French, Italian, Spanish, Dutch, Portuguese, Swedish, Finnish, Turkish, Danish, Polish
FAN	No
ANALOG TV	Optional; attachable add-on TV
DIGITAL TV	Optional; attachable add-on TV
IPTV	No
PRO:IDIOM COMPATIBILITY	Optional; attachable add-on Pro:Idiom TV (≠ IPTV)
WIFI	Optional; included with Facility 360 and Community 360
BLUETOOTH	No
ANT+	No
RFID WIRELESS LOGIN	Optional
CONNECTS TO APPLE WATCH	No
MADE FOR IPHONE®, IPAD®, IPOD®	No
CONNECTS TO SAMSUNG GALAXY WATCH	No
USB PORT	Yes; device charging, software updates
WIRELESS CHARGING (QI)	No

CSAFE READY	Yes
AUTO WAKE-UP	No
FRAME	
CONTACT & TELEMETRIC HR	Yes
CROSSBAR CONTROLS	Yes
CUSHIONING SYSTEM	Ultimate Deck
DRIVE SYSTEM	5.0 hp AC Dynamic Response Drive System
ETHERNET CONNECTIVITY	Yes
HANDLEBAR DESIGN	Continuous multi-grip design
INCLINE RANGE	0-18% (1,300-lb. thrust-elevation motor)
MAX USER WEIGHT	182 kg / 400 lbs.
POWER REQUIREMENTS	20 A dedicated circuit required, non-looped grounded
RUNNING SURFACE AREA	152 x 56 cm / 60" x 22"
RUNNING SURFACE TYPE	Belt and deck
SERVICE CASTER	Optional
SPEED RANGE	0.8-23 km/h / 0.5-15 mph
STEP-ON HEIGHT	24 cm / 9.5"
TREAD SENSE	Yes
CAST ALUMINUM END CAPS	Yes
ASSEMBLED DIMENSIONS	220.2 x 92.6 x 168.5 cm / 86.7" x 36.5" x 66.3"
ASSEMBLED WEIGHT	197 kg / 434.3 lbs.
SHIPPING WEIGHT	231 kg / 509.3 lbs.

Endurance Recumbent Cycle

LED CONSOLE

R-ES-LED

Our Endurance Recumbent Cycle distributes weight and offers excellent support for a low-impact cardio workout. Custom-molded, adjustable touchpoints and an ergonomically sculpted seat and back pad enhance comfort for users of all sizes and ability levels, while smart design features streamline service for technicians and simplify placement for facilities.



Virtually anyone can step up to our LED Console and enjoy the easy navigation of the interface. Complete, easy-to-read workout feedback helps members gauge performance at a glance.

CONSOLE	
DISPLAY	Large number LED with message center
WORKOUTS	Go, manual, interval training, fat burn, rolling hills, target heart rate, glute training†, fitness tests †Some of these programs may not be available on this frame.
IFIT ON-DEMAND WORKOUTS	No
LANGUAGES	English, German, French, Italian, Spanish, Dutch, Portuguese, Swedish, Finnish, Turkish, Danish, Polish
FAN	No
ANALOG TV	Optional; attachable add-on TV
DIGITAL TV	Optional; attachable add-on TV
IPTV	No
PRO:IDIOM COMPATIBILITY	Optional; attachable add-on Pro:Idiom TV (≠ IPTV)
WIFI	Optional; included with Facility 360 and Community 360
BLUETOOTH	No
ANT+	No
RFID WIRELESS LOGIN	Optional
CONNECTS TO APPLE WATCH	No
MADE FOR IPHONE®, IPAD®, IPOD®	No
CONNECTS TO SAMSUNG GALAXY WATCH	No
USB PORT	Yes; device charging, software updates

WIRELESS CHARGING (QI)	No
CSAFE READY	Yes
AUTO WAKE-UP	No
FRAME	
SEAT MATERIAL	Custom one-piece, molded seat back and bottom
TOP-DOWN LEVELERS	Yes
PEDAL SPACING	17.5 cm / 6.9"
POWER REQUIREMENTS	Self-powered or 100–240 V — 50/60 Hz AC
SEAT ADJUSTMENT	Single-hand lever
REAR-LIFT HANDLE	Yes
RESISTANCE SYSTEM	Brushless generator
ASSEMBLED DIMENSIONS	154.3 x 67.4 x 144.2 cm / 60.7" x 26.5" x 56.8"
CONTACT & TELEMETRIC HR	Yes
CRANK DESIGN	Three piece with forged arms and integrated puller
ETHERNET CONNECTIVITY	Yes
HANDLEBAR DESIGN	Seat side; front ergo bend
MAXIMUM USER WEIGHT	182 kg / 400 lbs.
MINIMUM RPM	10 RPM powered or 25 RPM self-powered
MINIMUM WATTS	2 W powered or 13 W self-powered
RESISTANCE RANGE	2–750 W
ASSEMBLED WEIGHT	91 kg / 200.6 lbs.
SHIPPING WEIGHT	112 kg / 246.9 lbs.
RESISTANCE LEVELS	30

Endurance Elliptical

LED CONSOLE

E-ES-LED

Our durable Endurance Elliptical is ideal for workouts of any intensity, offering low-impact exercise for members of all kinds. A patented suspension design minimizes noise and friction, extending product life, while constant rate of acceleration and refined ergonomics makes every movement feel smooth and natural.



Virtually anyone can step up to our LED Console and enjoy the easy navigation of the interface. Complete, easy-to-read workout feedback helps members gauge performance at a glance.

CONSOLE	
DISPLAY	Large number LED with message center
WORKOUTS	Go, manual, interval training, fat burn, rolling hills, target heart rate, glute training†, fitness tests †Some of these programs may not be available on this frame.
IFIT ON-DEMAND WORKOUTS	No
LANGUAGES	English, German, French, Italian, Spanish, Dutch, Portuguese, Swedish, Finnish, Turkish, Danish, Polish
FAN	No
ANALOG TV	Optional; attachable add-on TV
DIGITAL TV	Optional; attachable add-on TV
IPTV	No
PRO:IDIOM COMPATIBILITY	Optional; attachable add-on Pro:Idiom TV (≠ IPTV)
WIFI	Optional; included with Facility 360 and Community 360
BLUETOOTH	No
ANT+	No
RFID WIRELESS LOGIN	Optional
CONNECTS TO APPLE WATCH	No
MADE FOR IPHONE®, IPAD®, IPOD®	No
CONNECTS TO SAMSUNG GALAXY WATCH	No

USB PORT	Yes; device charging, software updates
WIRELESS CHARGING (QI)	No
CSAFE READY	Yes
AUTO WAKE-UP	No
FRAME	
ASSEMBLED DIMENSIONS	174.5 x 74 x 179 cm / 68.7" x 29.1" x 70.5"
CONTACT & TELEMETRIC HR	Yes
ETHERNET CONNECTIVITY	Yes
MAX USER WEIGHT	182 kg / 400 lbs.
MINIMUM RPM	10 RPM powered or 30 RPM self-powered
MINIMUM WATTS	5 W powered or 35 W self-powered
PEDAL SPACING	6.4 cm / 2.5"
POWER REQUIREMENTS	Self-powered or 100–240 V — 50/60 Hz AC
RESISTANCE SYSTEM	Brushless generator
STEP-ON HEIGHT	24 cm / 9.5"
STRIDE LENGTH	53.3 cm / 21"
TOP-DOWN LEVELERS	Yes
WATT RANGE	5–650 W
RESISTANCE RANGE	5–705 W
ASSEMBLED WEIGHT	148 kg / 326.3 lbs.
SHIPPING WEIGHT	183.5 kg / 404.5 lbs.
RESISTANCE LEVELS	25

Performance Ascent Trainer

LED CONSOLE

A-PS-LED

Offer full-body, low-impact intensity with an Ascent Trainer that withstands heavy use for years. Patented suspension design, variable stride length and refined ergonomics keep workouts quiet, smooth and natural, even when incline is increased to target and tone different muscles. Includes water bottle holder and removable disk to streamline maintenance.



Virtually anyone can step up to our LED Console and enjoy the easy navigation of the interface. Complete, easy-to-read workout feedback helps members gauge performance at a glance.

CONSOLE	
DISPLAY	Large number LED with message center
WORKOUTS	Go, manual, interval training, fat burn, rolling hills, target heart rate, glute training†, fitness tests †Some of these programs may not be available on this frame.
IFIT ON-DEMAND WORKOUTS	No
LANGUAGES	English, German, French, Italian, Spanish, Dutch, Portuguese, Swedish, Finnish, Turkish, Danish, Polish
FAN	No
ANALOG TV	Optional; attachable add-on TV
DIGITAL TV	Optional; attachable add-on TV
IPTV	No
PRO:IDIOM COMPATIBILITY	Optional; attachable add-on Pro:Idiom TV (≠ IPTV)
WIFI	Optional; included with Facility 360 and Community 360
BLUETOOTH	No
ANT+	No
RFID WIRELESS LOGIN	Optional
CONNECTS TO APPLE WATCH	No
MADE FOR IPHONE®, IPAD®, IPOD®	No
CONNECTS TO SAMSUNG GALAXY WATCH	No

USB PORT	Yes; device charging, software updates
WIRELESS CHARGING (QI)	No
CSAFE READY	Yes
AUTO WAKE-UP	No
FRAME	
ASSEMBLED DIMENSIONS	178 x 74 x 181 cm / 70.1" x 29.1" x 71.3"
CONTACT & TELEMETRIC HR	Yes
ETHERNET CONNECTIVITY	Yes
MAX USER WEIGHT	182 kg / 400 lbs.
MINIMUM RPM	10 RPM powered or 30 RPM self-powered
MINIMUM WATTS	5 W powered or 35 W self-powered
PEDAL SPACING	6.4 cm / 2.5"
POWER REQUIREMENTS	Self-powered or 100–240 V — 50/60 Hz AC
RESISTANCE SYSTEM	Brushless generator
STEP-ON HEIGHT	24 cm / 9.5"
STRIDE LENGTH	51–61 cm / 20–24" adjustable
TOP-DOWN LEVELERS	Yes
WATT RANGE	5–650 W
RESISTANCE RANGE	5–775 W
ASSEMBLED WEIGHT	194 kg / 427.7 lbs.
SHIPPING WEIGHT	230.8 kg / 508.8 lbs.
RESISTANCE LEVELS	25



THANK YOU

MATRIX

MATRIX FITNESS
1600 LANDMARK DRIVE
COTTAGE GROVE, WI 53527
MATRIXFITNESS.COM

CONFIDENTIAL



County of Fairfax, Virginia

AMENDMENT

Date: 2/7/2025

AMENDMENT NO. 3

CONTRACT TITLE: EXERCISE EQUIPMENT, ACCESSORIES AND PARTS

CONTRACTOR

Johnson Health Tech.
North America, Inc.
1600 Landmark Drive
Cottage Grove, WI 53527

SUPPLIER CODE

1000022907

CONTRACT NO.

4400009698

By mutual agreement, the above contract is extended at existing prices, terms, and conditions for six months effective March 1, 2025, through September 30, 2025.

Please provide a current Certification of Insurance (COI) in Accordance with the CONTRACT INSURANCE PROVISIONS, Special Provisions, Paragraph 15., within ten (10) days after receipt of the executed amendment.

ACCEPTANCE:

BY: *R Jeeter*
(Signature)

Sales Manager
(Title)

Rick Jeeter
(Printed)

2/07/2025
(Date)

DocuSigned by:
Lee Ann Pender
E239B762E600465...
Lee Ann Pender, CPPB
Director/County Purchasing Agent

DISTRIBUTION:

DOF – Accounts Payable/e

FCPA – Bushra Mirza/e

Contractor – Rob.Colls@matrixfitness.com

Contract Specialist – Cynthia Parker

DPMM, Supplier Diversity – /e

Department of Procurement and Material Management

12000 Government Center Parkway, Suite 427

Fairfax, VA 22035-0013

Website: www.fairfaxcounty.gov/procurement

Phone 703-324-3201, TTY: 711, Fax: 703-324-3228

AGREEMENT FOR JOHNSON HEALTH TECH NORTH AMERICA, INC.
AMENDMENT NO. 2

THIS AMENDMENT NO. 2 (the “**Amendment**”) is entered into as of the last date of the signatures written herein below (the “**Effective Date**”), by and between Prince George’s County, Maryland (the “**County**”), and Johnson Health Tech North America, Inc. (the “**Contractor**”).

RECITALS

WHEREAS, the parties entered into an Agreement dated September 11, 2023, pursuant to the County of Fairfax, Virginia, Contract No. 4400009698 for Exercise Equipment, Accessories and Parts (the “Fairfax County Contract”); and

WHEREAS, the original term of the Fairfax County Contract commenced effective as of April 24, 2020, and continued through February 28, 2023; and

WHEREAS, the Fairfax County Contract provided for two (2) additional one-year renewal options and one (1) subsequent six-month option upon mutual agreement of the parties; and

WHEREAS, the County Purchasing Agent has determined that it is in the County’s best interest to utilize Amendment No. 3 of the Fairfax County Contract, extending the term through September 30, 2025; and

WHEREAS, the County and the Contractor desire to continue the Agreement in its current form with certain amendments identified herein.

NOW, THEREFORE, the parties hereby agree that the Agreement is amended as follows:

- 1) **Term:** The term of this Agreement has been extended for an additional six months commencing March 1, 2025, through September 30, 2025.
- 2) **Funding:** This amendment is to increase funding for Prince George’s County Contract #4400007131 by \$50,000.
- 3) Except as otherwise expressly stated herein, all other terms and conditions of the Agreement, dated September 11, 2023, as amended, shall remain in full force and effect.

[Signature Page Follows]

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the last date of the signatures set forth below.

**JOHNSON HEALTH TECH NORTH AMERICA,
INC.**

By: *Rick Jeeter*
Rick Jeeter (Mar 26, 2025 10:44 EDT)
Name: Rick Jeeter
Title: Sales Manager
Date: Mar 26, 2025

PRINCE GEORGE'S COUNTY, MARYLAND

By: *Barry L. Stanton*
Barry L. Stanton (Mar 26, 2025 10:56 EDT)
Barry L. Stanton, Acting Chief Administrative Officer
and Deputy Chief Administrative Officer for Public
Safety and Homeland Security
Date: Mar 26, 2025



MEMORANDUM

TO: City Council

FROM: Ryan Sigworth, AICP, Community Planner II

DATE: August 11, 2025

RE: Award of RFP – Hanover Parkway Bikeway Facility 90% Engineering Design Plan

Background

In February 2025, the City received a \$320,000 matching grant from the Maryland Department of Transportation (MDOT), Kim Lamphier Bikeways Program to undertake the preparation of 90% engineering design plans for the 1.9-mile long Hanover Parkway Bicycle Facility project. Previously, in 2018, the City of Greenbelt received a grant from the Kim Lamphier Bikeways Program for the 30% engineering design plan. The new project builds upon the previous work as the City moves towards future permitting and construction of this facility.

The terms of the grant require the City to contribute a 20% match (\$80,000) which is reflected in the City's adopted FY2026 Capital Project Funds. The City has until June 30, 2027, to complete the project. However, the term can be extended at the discretion of MDOT up to 6 months.

Analysis

A request for proposals (RFP) was released on April 22, 2025 requesting qualified consultants submit a proposal to prepare 90% engineered design plans on or before May 30, 2025. The RFP was published on eMaryland Marketplace Advantage (eMMA) and in the Greenbelt News Review. The City received four responses that met all submittal requirements, ranging in cost from \$367,500 to \$609,150.

Firm	Cost
VIKA	\$367,500
Charles P. Johnson & Associates, Inc.	\$371,252
Brudis & Associates, Inc.	\$374,194
Dewberry	\$609,150

The staff project team—Terri Hruby, Director of Planning and Community Development; Jaime Fearer, Assistant Planning Director; Ryan Sigworth, Community Planner; and Brian Kim, Public Works Director—thoroughly reviewed the four proposals based on the following:

1. Overall experience of firm/team
2. Qualifications of firm/team
3. Project approach and schedule
4. Project cost
5. Providing references of projects similar in scope and services.

Recommendation

While staff believes all four firms are qualified to provide the services requested, staff recommends City Council authorize the City Manager to execute a contract for 90% engineering design plans for the Hanover Parkway Bicycle Facility with Brudis & Associates, Inc. (BAI) at a cost not to exceed \$374,194. There is sufficient funding in the FY2026 Capital Projects Fund to cover the full contract amount.

BAI's proposal meets all procurement requirements, including paying all employees a livable wage. While BAI was not the lowest bidder, it was a competitive bid. The proposal from BAI scored the highest due to their approach to and schedule for the project, their direct experience in grant-funded public sector projects, and their relationships with State of Maryland governmental agencies. Staff believe it represents the best value to the City and best meets the scope of work and expertise requested/needed of the consultant team to meet the expectations of the City. Additionally, BAI's references were excellent.

Established in 1992, BAI is a multi-disciplined consulting firm located in Columbia, Maryland. The firm has extensive experience in public sector projects related to bicycle and pedestrian infrastructure as well as project funded through the Kim Lamphier Bikeway Program.

Hanover Parkway Bikeway Facility 90% Engineering Design Plan

Contract No. 2025-04-R



BAI
Brudis & Associates, Inc.
Consulting Engineers

May 30, 2025



May 29, 2025

ATTN: Ryan Sigworth AICP, Community Planner II
Department of Planning and Community Development
15 Crescent Road, Suite 200
Greenbelt, Maryland 20770
Re: **Hanover Parkway Bikeway Facility Feasibility 90% Engineering Design Plan**
RFP #2025-04-R

Dear Mr. Sigworth:

Brudis & Associates, Inc. (BAI) is pleased to submit our proposal for the Hanover Parkway Bikeway Feasibility 90% Engineering Design Plan project. We are fully committed to delivering a comprehensive, accurate, and actionable inventory to support the City's goals of improving pedestrian safety, accessibility, and overall infrastructure quality. With our extensive experience in transportation engineering, infrastructure assessments, and engineering design, we are confident in our ability to execute this project successfully.

Our firm's strengths lie in our proven track record of completing similar large-scale, sidewalk/ bike path design projects focusing on detail, accuracy, and compliance with accessibility standards such as the Americans with Disabilities Act (ADA). Established in 1992, BAI is a multidiscipline engineering, construction management, and environmental firm headquartered in Columbia, Maryland. All office employees working on this contract are based out of BAI's headquarters in Columbia, Maryland, less than 25 miles from the project location.

Furthermore, our commitment to quality assurance and quality control ensures that the 90% engineering design will be thoroughly validated, guaranteeing its reliability and usability for future planning. Our team's deep understanding of local regulatory frameworks and best practices in sidewalk/bike path infrastructure, combined with our efficient project management approach, allows us to deliver projects on time and within budget.

We are confident that our comprehensive approach, technical expertise, and commitment to excellence will make us the ideal partner for professional engineering design services that meet the City's needs and exceeds expectations.

BAI is prepared to provide the necessary personal attention for a successful project. Our highly qualified and professional subconsultant, **Triad Engineering, Inc.** will augment BAI's resources on this contract by providing surveying, geotechnical, utility designation, and landscaping services.

We invite you to review our Technical Proposal and thank you for the opportunity to respond to your request for these professional engineering services. The BAI Team is extremely enthusiastic about performing services under this contract and looks forward to providing the City of Frederick with **innovative, quality, and responsive** service.

Very Truly Yours,
BRUDIS & ASSOCIATES, INC.


Anthony Brudis, Principal
Phone: (410) 884-3607 | e-mail: ABrudis@brudis.com



A. Executive Summary

Contract No. 2025-04-R



BAI

Purpose/Overview

The Hanover Parkway Bikeway Final Design project is an MDOT Kim Lamphier Bikeways grant funded project, which will provide a high-quality, separated bikeway facility designed for safe pedestrian and bicycle access for Greenbelt East residents to Historic Greenbelt, Anacostia Trail and East Coast Greenway. The project proposes to construct key connections in bicycle networks and improve safety and access for disadvantaged communities.

The City of Greenbelt is seeking engineering services to develop detailed plans for off-street bikeway facilities on Hanover Parkway. This project aims to expand on previous design work and covers a 1.9-mile stretch from Good Luck Road to Mandan Road. Hanover Parkway is a key road for Greenbelt East, connecting to Greenbelt Road (MD 193) and providing access to the Spellman Overpass, which links Greenbelt Center City. Currently, there are no dedicated bicycle facilities connecting to the overpass. The project is crucial for creating a cross-city bike route that connects Greenbelt East and Center City, ultimately linking to the Anacostia Trail System and the East Coast Greenway. BAI will prepare a cost-effective engineering design plan focused on the project purpose and need to provide a safe, continuous bikeway facility that satisfies the City of Greenbelt, Prince George's, and State standards and criteria.

Project Understanding

Hanover Parkway runs in a north-south direction and serves as the primary spine road for Greenbelt East connecting Good Luck Road to Mandan Road. It is mostly closed section with curb and gutter on both sides of the roadway. The general project study area runs from Mandan Road, at the northern limit, to the intersection with Good Luck Road at the southern limit. However, per pre-proposal meeting and addendum the southern limit of the proposed off-road Shared Use Path (SUP) along the east side of Hanover Parkway is a tie-in to the existing off-road SUP just south of Greenbrook Drive. Hanover Parkway is a divided roadway with variable width median, except for a segment between Hanover Drive to Megan Lane which is undivided roadway. Hanover Parkway from Mandan Road to 200-ft north of MD 193 (Greenbelt Road) has one lane with on-street parking in each direction. An asphalt off-road 8-10 feet wide SUP exists from 200 feet north of Good Luck Road to Greenbrook Drive along the east side. Continuous 8-10 feet wide off-road SUP exists along the west side of Hanover Parkway from 200 feet north of Good Luck Road to the Hunting Ridge Condominium (second roundabout traveling north). The posted speed limit is 30 MPH between Good Luck Road and MD 193 (Greenbelt Road) and 25 mph between MD 193 (Greenbelt Road) and Mandan Road.



Figure 1 - Non-ADA compliant sidewalk ramp



Figure 2 - Existing crossing at Spellman Overpass connection



Hanover Parkway is a multi-lane roadway (varies 2-3 lanes) from Greenbelt Road to 200-ft south of Greenbrook Drive and then transitions to one lane in each direction with auxiliary lanes up to Good Luck Road. Continuous sidewalks exist along the east side of Hanover Parkway except between the two roundabouts. There is an existing asphalt trail on the east of Hanover Parkway from south of Greenbrook Drive which terminates just north of Good Luck Road. The asphalt trail on the west side continues from Lake Park Drive to north of Good Luck Road. The posted speed limit is 30 MPH between Greenbelt Road to Good Luck Road. The land use is a mixture of residential and commercial throughout the project limits.



Figure 3 - Existing sidewalk along Hanover Parkway



Figure 4 - Crosswalk approach on the west leg of MD 193 (Greenbelt Road) at Hanover Parkway



Figure 5 - Sidewalk adjacent to Eleanor Roosevelt High School Field, north of MD 193



Figure 6 - Existing stormwater management pond along the east side of Hanover Parkway



Project Team

Key Staff 1: Redeat Lodamo, PE, PTOE – BAI Project Manager – Primary Liaison

Key Staff 2: Shayaq Ahmed, PE, PTOE – BAI Highway Engineer

Key Staff 3: Mahendra Bastakoti, PE – BAI Water Resources Engineer

Key Staff 4: Qiang Li, PHD, PE, PTOE – BAI Traffic Engineer

Key Staff 5: Ronald Bidle, PLS - Triad Professional Surveyor and SUE (Sub Consultant)

Key Staff 6: Stephen Gyuris, PE – Triad Professional Geotechnical Engineer

Key Staff 7: Corey Armstrong, RLA – Triad Registered Landscape Architect

Summary of Proposed Scope of Work

This project involves:

- Coordination including meetings with City Council, City Staff, and SHA
- Evaluating the existing conditions of the entire 1.9 miles along Hanover Parkway. BAI will conduct a field investigation to verify the existing conditions/features, and geometrics. This will include collection of site photographs, visible utility conflicts, potential environmentally sensitive areas, verification of existing compliant or non-compliant ADA sidewalks/ramps/bikeways, and a general observation of the site topography.
- Collecting and reviewing existing project data from the City including any available as-built plans, GIS, aerial mapping, right-of-way, parcel boundaries, existing tax map information, and assessing the connection between new and existing facilities.
- Reviewing right-of-way impact issues, community links and access to commercial, and major institutions along the corridor. The design must be fine-tuned to avoid right-of-way, utility, and tree impacts. The construction will be done using temporary construction easements. All proposed SWM must be within the City right-of-way. City owns the right-of-way along Hanover Parkway.
- Coordinating with SHA District 3 regarding all proposed work within SHA right-of-way including but not limited to ADA ramps, crosswalk, and other traffic control modifications.
- Reviewing and updating the bikeway facilities layout including horizontal and vertical alignment, ADA compliance of the selected preferred alternative. The alignment layout will be optimized to prioritize safety, minimize cost and impacts, and be context sensitive.
- The proposed design will also identify impact on connections to locations adjacent to the project area including major commercial and employment centers, such as Greenway Shopping Center, and Maryland Trade Center, and nearby institutions like Eleanor Roosevelt High School, Schrom Hills Park, and Greenbelt's post office.
- Expanding on previous 30% engineering design plans and preparing 60% and 90% Engineering Design Plan



Figure 7 - Existing path terminus along the east side of Hanover Parkway just south of Greenbrook Drive



Figure 8 - Existing roadside ditch along Hanover Parkway, south of traffic circle



All work will be compliant with the latest versions of any addenda to, but not limited to the documents listed below

MDOT SHA Guidelines

- Development Guide for Local Public Agencies
- Environmental Documentation for Local Government Projects
- Bicycle Policy and Guidelines (2013)
- Latest version of Maryland Manual for Uniformed Traffic Control Devices (MDMUTCD)
- SHA's Accessibility Policy and Guidelines for Pedestrian Facilities along State Highways

American Association of State Highway Transportation Officials (AASHTO) Guidelines

- Guide for the Development of Bicycle Facilities, 5th Edition (2024)
- Guide for the Planning, Design and Operation of Pedestrian Facilities (2021)
- A Policy on Geometric Design of Highways and Streets (Green Book), 7th Edition (2018)
- Roadside Design Guide, 4th Edition (2011) and Manual of Assessing Safety Hardware (MASH)

Federal Highway Administration (FHWA)

- Separated Bike Lane Planning and Design Guide
- Achieving Multimodal Networks
- Incorporating On-road Bicycle Networks into Resurfacing Projects

U.S. Access Board

- Public Right-of-Way Accessibility Guidelines (2023)

National Association of City Transportation Officials (NACTO)

- Urban Bikeway Design Guide, 3rd Edition (2025)
- Urban Street Design Guide (2024)

Institute of Transportation Engineers (ITE)

- Designing Walkable Urban Thoroughfares (2010)

Items provided under this scope of services

- 60% and 90% engineering design plans
- Topographic survey
- Utility designation, relocation design and coordination
- Geotechnical Services (e.g., soil borings)
- Delineations (wetlands, waters of US, forest-stands, etc.)
- ADA and Bicycle Waivers
- SWM Report
- Test Pits
- Landscape
- Cross Sections
- Specifications
- Spread Calculation & Inlet Spacing
- Stormdrain Flow Calculation
- Stormdrain Layout & Coordination to show on Roadway Plans
- Roadside Ditch and Culverts Analysis
- Erosion and Sediment Control Design Plan



Items not provided under this scope of services

- Detailed design of any alternatives
- Property deed research or mosaics, or right-of-way plat preparation
- Delineations (wetlands, waters of US, forest-stands, etc.)
- Structural design, plans and details
- Traffic engineering design/analyses
- Permitting Applications/Activities
- SWM Concept Approval
- Coordination/Submission of any permits or agency approvals
- Lighting design and photometric calculations
- Construction Management and Construction Inspection Services

Project Costs

The total proposed fee to perform the project is **\$ 374,194.00** with **\$ 323,594.00** of the totals allocated to BAI (Project Management, Highway, WRE, and Traffic services), **\$ 50,600.00** allocated to Triad Engineering, Inc. (Topographic Survey, Utility Designation, Geotechnical and Landscaping).

Timeline/Schedule

BAI plans to deliver the project within fourteen months per the below schedule upon receiving NTP in June

Develop Detailed Design Plans for Implementation – July 2025 to December 2025

- Coordination with SHA District3 – July 2025
- Meeting 1/Presentation with City/Advisory Planning Board and City Council – August 2025
- Meeting 2/Presentation with City/Advisory Planning Board and City Council – September 2025
- Meeting 3/Presentation with City/Advisory Planning Board and City Council – October 2025
- Submit 60% Design Plans, Estimate, and Draft Report – December 2025
- Receive comments on 60% Submission – January 2026

Finalize Design Plans - January 2026 to August 2026

- Meeting 4/Presentation with City/Advisory Planning Board and City Council – March 2026
- Meeting 5/Presentation with City/Advisory Planning Board and City Council – April 2026
- Submit 90% Design Plans and Estimate – May 2026
- City/County/MDOT Bikeways Program Review/ Receive comments on 90% Submission – July 2026
- Address comments on 90% Plans and Estimate and Submit Final Report – August 2026

The proposed project schedule above will be delivered two months before the City's target schedule of completing the project by October 31, 2026.



B. Firm/Team Qualifications

Contract No. 2025-04-R



BAI



FIRM / TEAM QUALIFICATIONS

Brudis & Associates, Inc. (BAI) has assembled a team of professionals who understand the requirements of this contract. It is our professional staff that remains our greatest asset, and this staff will effectively support the City throughout the duration of this Contract. BAI was established in 1992 and is headquartered in Columbia, Maryland with branch offices in Baltimore City, District of Columbia, Virginia, and Delaware. BAI will be responsible for the contract and for maintaining the overall management, coordination, technical engineering, scheduling, and staffing responsibilities. The contract will be managed, and work will be completed in our office headquarters in Columbia, MD, that is staffed with over 70 engineers, technicians, CMI staff and administrative support personnel.

As a consultant to federal, state, local agencies, and private corporations, BAI provides innovative, cost-effective solutions to complex engineering problems. The key to our success is a highly qualified professional staff, effective management, and modern computer facilities. Our technical staff have extensive experience in transportation and traffic engineering, structure and facility engineering, water resources, and environmental engineering. BAI's staff engineers are registered PE's and hold additional technical certifications including Professional Traffic Operations Engineers (PTOE), regulatory permitting certifications for Erosion and Sediment Control, Designated Design-Build Professionals (DBIA), Project Management Professional (PMP), Certified Quality Auditor (CQA), and Certified Construction Manager (CCM) certifications. Additionally, staff engineers also hold advanced degrees (i.e., MS and PhD) in civil engineering, structural engineering, hydrology/hydraulics, environmental, and transportation engineering. BAI's services include:

- **TRANSPORTATION/TRAFFIC ENGINEERING:** sidewalk design, roadway design of arterial/collector/local roads, intersection design, roadway widening, bicycle lanes, pedestrian access/refuge islands, bridges, culverts, retaining walls, ADA/sidewalks, parking, traffic signal design, maintenance of traffic, signing/lighting, traffic calming, traffic studies, and data collection
- **WATER RESOURCES & ENVIRONMENTAL ENGINEERING:** hydrology/hydraulics, floodplain studies, flood control analysis, stream investigation and restoration/stabilization design, stormwater management (BMP's/ESD/LID) design, pond BMPs, drainage, outfall analysis/design, erosion and sediment control, watershed assessments, water quality/quantity treatments, TMDL requirements, NPDES, MS 4 permitting, pollutant load analysis, scour analysis, and environmental studies/permitting/analysis
- **FACILITIES & SITE ENGINEERING:** civil design, site development, building renovation analysis & design, condition/assessment reports, parking facilities/garages, ADA, site development, hiker/biker paths, pedestrian facilities, grading, park development (playing courts, fields, pavilions, playgrounds), marine structures (fish passages, bulkheads, piers, etc.)
- **CONSTRUCTION MANAGEMENT:** inspection; management; claims analysis; Construction, Planning and Management (CPM) scheduling; feasible studies; disputes resolution; constructability review; shop drawing reviews; environmental compliance reviews; as-built verification; and project closeout

Experience on Similar Projects: BAI has a proven track record of delivering comprehensive final designs for a wide range of bicycle and pedestrian improvement projects for state and local government clients. Our extensive portfolio includes bikeways, shared use paths, sidewalks, ADA improvements, multimodal roadway enhancements, and pedestrian safety action plans. We excel in detailed engineering across multiple disciplines, encompassing planning, topographic and property line surveying, utility designation, environmental delineation, geometric design, site grading and modeling, hydrologic and hydraulic analysis for drainage and stormwater management, erosion and sediment control, and geotechnical engineering. Our expertise ensures minimal impacts to right-of-way, environmental resources, and existing utilities. Additionally, we manage traffic maintenance, wayfinding, informative signing, lighting, pavement marking, and traffic signals. BAI consistently delivers high-quality, permit-ready design plans, itemized cost estimates, and design reports on time and within budget, receiving minimal to no comments from reviewing agencies.



RELATED EXPERIENCE

MD 410 PEDESTRIAN BICYCLE IMPROVEMENTS

Prince George's County, Maryland

CLIENT: SHA District 3 Office

CONTACT: Dorey Uong

301-513-7390

DUong@sha.state.md.us

COMPLETION DATE: 2024

FIRM RESPONSIBILITY: Final Design of Shared Use Path, Traffic Signal, Signing, Pavement Parking, Drainage, SWM, ESC

COST: \$700K

DESCRIPTION:



PROJECT HIGHLIGHTS

- Highway Engineering
- Structural Engineering
- Stormwater Management
- Pedestrian / Bicycle Safety, Mobility, & Accessibility
- Separated/Protected Bike Lane
- Non-Vehicular Modes of Travel
- AASHTO Compliance
- Traffic Engineering
- ADA Compliance
- Traffic Signal Design
- HAWK Signal
- Countdown Pedestrian Signal / Accessible Pedestrian Signal (AP)
- Continental Crosswalks
- Signing and Pavement Marking for Bike Lanes & Sidewalks
- Traffic Volume Counts
- As built and Utility Plans
- GIS
- Commercial Area
- MUTCD Criteria

BAI developed final design for pedestrian and bicycle improvements along MD 410 which connects residential communities to the City of Hyattsville, the Mall at Prince George's, a metro station, and the Northwest Branch Trail. The corridor offers limited pedestrian facilities but has significant pedestrian and bicycle activity along the road shoulder despite the lack of sidewalk and bike lanes. There are bus stops throughout the corridor and the region is included in service areas for several micro-mobility services.

Design. Implemented multiple low-cost improvement including lane width reductions, buffered shared used paths, bus stop modifications, trail connection improvements to provide connectivity, continental crosswalk installations, and intersection improvements. Evaluated design constraints, drainage/SWM requirements, utility, environmental, and right-of-way/easement impacts. Developed final designs for the recommended improvements including bike lane transitions at intersections, signalized pedestrian crossings, connections to existing sidewalks and trails with traffic barriers, and replacement of existing sidewalks to be ADA compliant while avoiding and minimizing impacts to utilities, right-of-way, and trees. Developed itemized cost estimates. Also proposed lane width reductions and reallocating paved space, bus stop modifications including floating bus platforms, and channelized curb and flex post delineators for buffered shared use paths to separate bicycle traffic from transit users and relocating bus stops, addition of high-visibility continental crosswalk pavement markings and accessible and countdown pedestrian signal (APS/CPS) and a leading pedestrian interval (LPI) on all legs on the intersection to allow pedestrians the time needed to safely cross the intersection., and reallocate existing street space to install pedestrian walkway transitions, ramps, etc. Improving non-vehicular safety was the primary purpose of this project, however the improvements are also expected to address transportation equity, recreational use, and comfort, while minimizing impacts on vehicle mobility and reliability by retaining the existing number of travel lanes.



MD 736 AND PARK AVENUE ROUNDABOUT FEASIBILITY STUDY

Allegany County, Maryland

CLIENT: MDOT State Highway Administration

CONTACT: Linda Z. Puffenbarger, PE
301-729-8400
LZerbee@sha.state.md.us

COMPLETION DATE: 2018

FIRM RESPONSIBILITY: Feasibility Study, Field Investigation, Impact Analysis, SWM, Cost Estimates, Concept Design

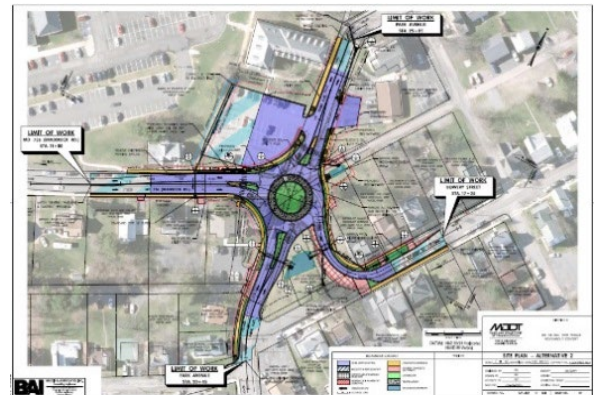
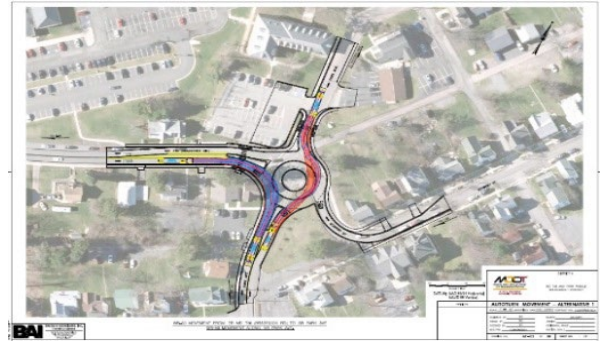
COST: \$115K

DESCRIPTION:

Brudis & Associates, Inc. (BAI) provided professional engineering services for a feasibility study and concept design plans for a proposed single-lane roundabout at the intersection of MD 736 (Braddock Road), Park Avenue, Bowery Street and Alley 33 which is a 5-legged, unsignalized urban intersection in Frostburg, MD. The posted speed limit along MD 736 and Park Avenue is 25 MPH and 20 MPH along Bowery Street. The intersection is currently stop-controlled and pedestrian crosswalks extend across MD 736 and the north leg of Park Avenue. The study was requested to determine the feasibility of addressing motorist confusion and pedestrian safety concerns at the intersection, as well as providing an aesthetic roadway appearance to promote this location as a “gateway” to the City of Frostburg along the westbound Park Avenue approach. The concept also included the elimination of the fifth leg of the intersection (Alley 33).

Field Visit/Existing Conditions: BAI conducted field investigations of the intersection that is surrounded by residential areas and near Frostburg State University and downtown Frostburg. There are two marked crosswalks and bike lane markings in poor condition, and existing sidewalks and pedestrian ramps are not ADA-compliant. Overhead utilities and large trees are present and no stormwater management is currently implemented for the impervious area within the project limits.

Alternative Evaluation/Concept Design: BAI evaluated three (3) concept alternatives: **#1:** A WB-50 design - existing 1-way leg of Park Ave; **#2:** A WB-50 design - 1-way leg of Park Ave modified to 2-way leg; and **#3:** A WB-67 design - 1-way leg of Park Ave modified to 2-way leg. BAI performed a SIDRA analysis to determine the quality of vehicle operations by measuring level of service (LOS) and delay at the intersection with the implementation of a roundabout. Traffic volumes were evaluated for 2018 and projected year 2038. For each alternative, BAI assessed the impacts for:



Drainage: Noted deficiencies of existing mall plastic pipes, shallow inlets, & concentrated runoff exiting the ROW. Proposed options to safely discharge runoff included 14 new inlets, 1 new manhole, new end wall, and replacement of existing pipes with RCP.	ROW: BAI ran AutoTurn for WB-50 and WB-67 to determine the proposed geometry and related property impacts of each alternative. BAI summarized anticipated ROW & easement impacts, noting property owner names, parcel numbers, and SF of impacts.
SWM: A SWM permit and ESC permit is required since LOD is greater than 5,000 SF and grading exceeds 100 cubic yards. A NPDES permit is also required because disturbance is anticipated to be approx. 1.01 ac.	MOT: Each alternative will require at least 2 phases and a detour. Access to all properties & safe pedestrian/bicycle access must be maintained throughout construction.
Utilities: BAI identified overhead/underground utilities and relocation needs.	Pavement/Geotechnical: BAI used a conceptual pavement section to develop grading and pavement quantities.



MD 413 BIKE PATH

Somerset County, Maryland

CLIENT: SHA District 1 Office

CONTACT: Cathy Phelps

410-677-4027

cphelps@mdot.maryland.gov

COMPLETION DATE: 2025

FIRM RESPONSIBILITY: Bike Path Design, Drainage, SWM/ESC/ESD, Maintenance of Traffic, Pedestrian Safety, Structural/Retaining Wall Design, ADA Compliant

COST: \$1M

DESCRIPTION:



PROJECT HIGHLIGHTS

- Civil Engineering
- Bicycle/Shared-Use Path
- Bicycle & Pedestrian Safety
- Accessibility Improvements
- Signage & Pavement Marking
- AASHTO Compliance
- Drainage Upgrades
- Stormwater Management
- Erosion and Sediment Control
- Hydraulic Modeling
- Parking Lot Design
- Lighting
- Environmental Permitting
- Plans/Specifications/Cost Estimates

BAI provided professional transportation engineering design services for the development of plans, specifications, and cost estimates for the construction of a 10-foot bike path on the east side of MD 413, along an abandoned Eastern Shore railroad. This project utilized Somerset County grant funds awarded by the Transportation Alternatives and Bikeways programs and will be constructed by Somerset County. The intention of this project in its entirety is to provide a continuous bike path along MD 413 connecting Crisfield to Westover Maryland in Somerset County. It will improve pedestrian and bicycle safety along the roadway, provide a convenient way to access outdoor activities, and boost the local economy with nearby shops and restaurants in Westover.

Trail/Civil Design. Designed the bike path along an abandoned Eastern Shore Railroad-Crisfield Branch railbed that runs parallel to MD 413, within MDOT SHA right of way. The full bike path is over 14 miles long and is being designed in three phases. Phase one has been constructed; Phase two was split into three sub-phases, and BAI's portion of the 14 mile trail project is 3.2 miles. This section of the trail project begins at the Big Annemessex river bridge and ends at the Somerset County sports complex south of US 13. The proposed bike path is a 10-foot-wide pathway with signage, crosswalks, drainage upgrades, upgrades to existing driveways, and wet swales to treat stormwater runoff from the impervious surface. Visited the field to verify the accuracy of survey data, take photos of the special points of interest, and evaluated the site for AASHTO criteria. Developed horizontal and vertical geometric layouts of the shared-use path, typical sections, plans, profiles, cross sections and estimate earthwork quantities. Also designed the trailhead parking lot, with striping, lighting, and signage.

Stormwater Management, Hydraulics & Environmental. Completed an extensive drainage analysis of the existing and proposed storm drain systems, completed hydraulic modeling on the existing drainage systems at all POI locations, designed outfall protection downstream of the proposed drainage culverts, and evaluated potential SWM locations to identify a viable site for SWM facilities. The presence of environmental resources, high groundwater, soil types, and presence of utilities created significant challenges for SWM. Prepared stormwater management, erosion and sediment control (ESC) permit application packages, and reports. Identified and calculated mitigation needs per Forest Conservation Act (FCA) and critical area mitigation, developed the forest conservation permit documents, Joint Permit Application (JPA), and identified wetland mitigation needs. Extensive coordination with Chesapeake Bay Critical Area Commission (CBCA) and DNR wildlife heritage services was required for the project.



ROCKY GAP STATE PARK IMPROVEMENTS

Allegany County, Maryland

CLIENT: Maryland Department of General Services

CONTACT: Ray Kaliush

301-624-8174

ray.kaliush@maryland.gov

COMPLETION DATE: 2018

FIRM RESPONSIBILITY: ADA Compliance/Sidewalk Design,
Pedestrian Connectivity, Roadway/Geometric Design,
Drainage, SWM/ESC/ESD

COST: \$129K

DESCRIPTION:



Brudis & Associates, Inc. (BAI) provided engineering design and bid documents for ADA access improvements at 12 camp sites in the Rocky Gap State Park. The \$416k construction project involved the preparation of studies, evaluations, permit submittals, inspections, and reports. Project included comprehensive field investigation/site observation of the structure locations, elevations for verification of survey and condition assessment of all existing ADA access and ADA parking facilities. BAI prepared SWM & ESC permit application packages, including SWM report, calculations, project plans, maps, and applicable waivers.

ADA Compliance Paths and Parking: To minimize design costs, BAI established prescriptive standardized details and directions to be used at each location. This involved a site map of each camp loop, schematic sketches, and a general schedule of dimensions for each location to minimize horizontal and vertical details on plan and elevation views. The plans also included paving over top of existing gravel for non-vehicular access paths used only by wheelchairs and pedestrian traffic. For any path used by vehicular activities, the sub-grade was specified to be properly prepared and full depth asphalt pavement section, which consisted of graded aggregate base and hot mix asphalt based on standard best engineering practice. ADA compliant parking spaces, sidewalks and ramps were designed in accordance with the 2010 ADA Standards for Accessible Design. Limited space and the presence of utilities throughout the project provided design challenges to meet standards and guidelines while minimizing impacts to existing trees and utilities. Turning movements were simulated using Auto-Turn to ensure vehicles were able to maneuver in safely and efficiently and out of the parking space. In conjunction with simulating turning movements, BAI utilized InRoads to perform horizontal/vertical alignments, templates, and modeling to ensure minimal impacts to trees and other adjacent utilities.

Stormwater Management (SWM) and Erosion & Sediment Control (ESC): Performed extensive evaluation of potential SWM locations to identify a viable site for SWM facilities. The presence of steep slopes, high ground water, soil types and presence of utilities created significant challenges for SWM. Identified a suitable SWM location at the park entrance to treat the runoff from the existing parking facility and prepared stormwater management, ESC permit application packages including report and general permit for SWM associated with construction activity. Expedited MDE Reviewers were utilized to review plans.

Construction Phase Services: Responsible for construction phase services, including attendance at pre-bid conference, response to contractor's technical questions, recorded and wrote minutes of the conference and incorporated the issues addressed at the pre-bid conference. Evaluated low bidder's qualifications and made recommendation for award. Attended preconstruction meetings, monthly progress meetings, prepared meeting minutes, responded to all RFIs and review all shop drawings and construction materials submitted by the contractor. Provided field inspection of the improvements and punch lists certification of as-built conditions.

PROJECT HIGHLIGHTS

- Civil Engineering
- ADA Compliance
- GIS Mapping
- Topographic Surveys
- Parking Lot Repairs
- Sidewalk Design
- Traffic Engineering
- Pedestrian Connectivity
- Site Distance Evaluation
- Erosion/Sediment Control
- Stormwater Management
- Expedited MDE Review
- Condition Assessments
- Drainage Design
- Utility Identification
- Plans/Specifications/Estimates
- Construction Phase Services



ADA PEDESTRIAN EVALUATION & DESIGN

Montgomery & Prince George's Counties, Maryland

CLIENT: MDOT State Highway Administration

CONTACT: Claudine Myers

301-513-7467

cmyers1@sha.state.md.us

COMPLETION DATE: 2017

FIRM RESPONSIBILITY: Inspection, Data Collection, ADA Evaluations and Designs, ESC/SWM and MOT

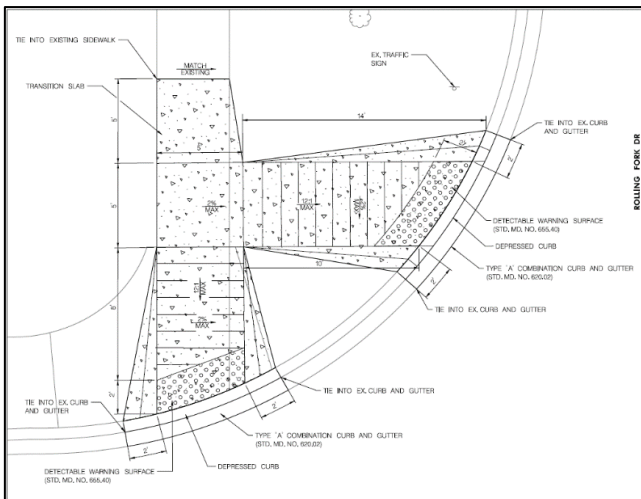
COST: \$500K

DESCRIPTION:

Brudis & Associates, Inc. (BAI) was responsible for the inspection, data collection, evaluation and development of plans for design improvements along 12 roadway segments at various locations in Montgomery and Prince George's Counties. The project involved improvements to 491 existing pedestrian ramps over a length of 30.38 miles.

Data Collection & Field Evaluation: BAI reviewed the as-built plans and developed base mapping from Geographical Information System (GIS) data, and performed site visits to assess existing conditions, collect data, and evaluated the existing sidewalks/ramps. The existing conditions were evaluated for compliance with SHA Accessibility Policy, guidelines for Pedestrian Facilities along State Highways, and American Disability Act Accessibility Guidelines (ADAAG). BAI identified conflicts with drainage features, roadway signage, surface utilities, buildings, fences and other features within the accessible pedestrian pathway.

BAI conducted detailed field measurements for slope and effective width along sidewalks and ramps, assessed the need for detectable warning surface, evaluated existing residential and commercial driveways for compliance. BAI



evaluated and recommended improvements to existing bus pads, and documented field conditions and measurements with photos and field sketches. Additionally, BAI identified discontinuities and deficiencies within pedestrian access paths, and identified the need and location of sidewalk bump outs. For areas where standard ADA requirements were not able to be met, BAI identified the need for ADA waivers.

Final Design Plans: BAI prepared construction plans to address the required ADA corrective actions based on the field data and assessment. The plans included development of non-standard sidewalk ramp details, erosion and sediment control plans, stormwater management waiver and variance documentation, and

maintenance of traffic plans. BAI also developed SWM/POI analysis report, impervious area calculations to analyze the impact on outfalls, construction estimates including construction items, quantities, and right of entry documents. ADA waiver documents were developed for various locations along all 12 roadway segments.



MD 410 SIDEWALK

Hyattsville, Maryland

CLIENT: MDOT State Highway Administration

CONTACT: Catherine Agostino

410-545-8842

CAgostino@sha.state.md.us

COMPLETION DATE: 2017

FIRM RESPONSIBILITY: Feasibility Study, Sidewalk Concept Design, Pedestrian Safety, Drainage, SWM, Utility Conflicts ROW Impacts, Environmental Survey, Traffic Signal Upgrades

COST: \$25K

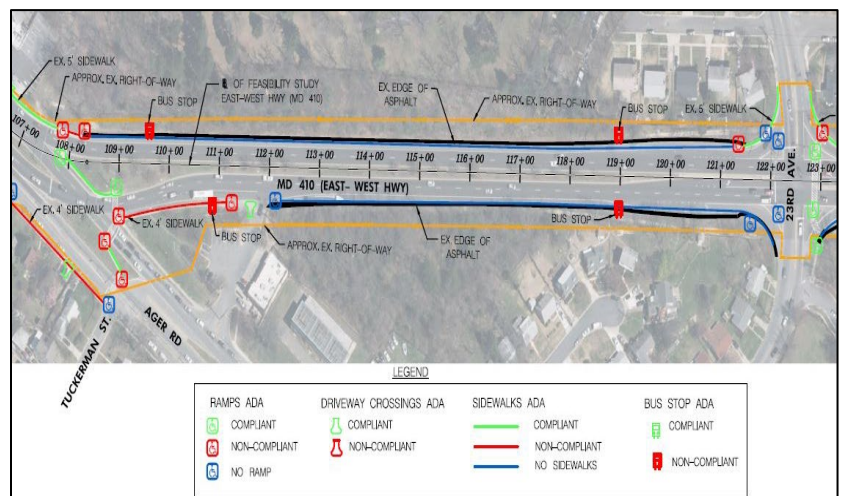
DESCRIPTION:

Brudis & Associates, Inc. (BAI) provided sidewalk feasibility study services for MD 410 (East-West Highway) from MD 212 (Riggs Road) to Belcrest Road (1.48 miles) in Hyattsville, Maryland. The study included an evaluation of existing pedestrian facilities and provided alternatives to facilitate pedestrian connectivity between the residential/commercial neighborhoods west of Hyattsville and Prince George's Plaza Metro Station. BAI's analysis focused on pedestrian safety and involved right-of-way impacts, utility concerns, earthwork, traffic signal upgrades, drainage and stormwater management considerations, ADA and AASHTO requirements and construction costs. BAI also conducted preliminary assessments of environmental concerns which involved the presence of wetlands, floodplains, and historic structures for all alternatives.

Inventory and Assessment: BAI reviewed the as-built plans and developed base mapping from Geographical Information System (GIS) data, and performed site visits to assess existing conditions, collect data, and evaluate the existing sidewalks/ramps. The existing conditions were evaluated for compliance with MDSHA Accessibility Policy, guidelines for Pedestrian Facilities along State Highways, and American Disability Act Accessibility Guidelines (ADAAG). BAI identified conflicts with drainage features, roadway signage, surface utilities, fences and other features within the accessible pedestrian pathway. BAI also conducted detailed field measurements for slope and effective width along sidewalks and ramps, assessed the need for detectable warning surface, and evaluated existing residential and commercial driveways for compliance.

Sidewalk Concept Design: Utilizing the GIS base mapping and the filed collected supplemental data, BAI proposed upgrades for existing sidewalks, ramps, bus pads, and traffic signals to meet current State and Federal requirements. Additionally, BAI identified discontinuities and deficiencies within the pedestrian access paths and identified the need and locations of sidewalk bump outs. BAI proposed new sidewalk for an approximately 1-mile-long section of MD 410 which does not have any sidewalk. The option for the location of the proposed sidewalk involves utilizing a portion of the existing excessive paved shoulders, such that right-of-way and utility impacts, as well as SWM requirements can be minimized but also maintain AASHTO compliance. BAI also reviewed the 3-year accident data report to check the nature of crashes and recommended corrective actions for pedestrian safety.

Sidewalk Feasibility Report: BAI prepared a feasibility report that presents all the issues, constraints as well as the proposed improvements and concept plans and typical sections. The report also included a "desktop" environmental survey of the potential presence of wetlands, floodplains, and historic structures from data collected from the National Wetland Inventory, Federal Emergency Management Agency, and Maryland Historic Trust websites. BAI also prepared a conceptual construction cost estimate for the sidewalk feasibility option and included the figure in the report.





CLIENT REFERENCES

Maryland SHA District 3

Project Name: MD 410 Pedestrian Safety Action Plan

Contract Value: \$5.4M

Contract Period: 2021-2026

Scope of Services: Evaluated the pedestrian and bicycle accessibility between Riggs Road (MD 201) and Queens Chapel Road (MD 500)/Adelphi Road in Hyattsville and Prince George's County. Developed a comprehensive Complete Streets improvement plan for pedestrian, bicycle, and transit infrastructure, enhancing multimodal connectivity to Hyattsville Metro and WMATA bus stops. Evaluated alternatives to improve safe pedestrian and bicycle accessibility along MD 410, including bus-only lanes, separated two-way cycle track, ADA-compliant sidewalk, numerous intersection improvements (curb extensions, centerline hardening, Leading Pedestrian Signal Phasing, Pedestrian Hybrid Beacon, Pedestrian-scale lighting) while avoiding impacts to right-of-way and utilities, and mature trees. BAI developed the 30% design milestone plans, cost estimates for the project, and is continuing to advance the 65% design.

Contact: Dorey Uong, (301) 513-7390, DUong@mdot.maryland.gov

Address: 9300 Kenilworth Avenue, Greenbelt, MD 20770

Successes/Outcomes: The project received numerous positive feedback from the public at the recent public meeting. BAI submitted design milestone plans and estimate on time and within budget and received minimal comments.

Charles County Department of Planning & Growth Management

Project Name: Waldorf Urban Redevelopment Corridor Study

Contract Value: \$325k

Scope of Services: BAI was responsible for Base Overall Design and Phase I Design to upgrade the Waldorf Urban Redevelopment Corridor (WURC) section of Old Washington Road to meet the county's redevelopment effort of the 300-acre WURC zones and the restoration goals of the county's Municipal Separate Stormwater System (MS4) National Pollutant Discharge Elimination System (NPDES) permit.

Contact: Brian Kagarise, (301) 645-0729, KagariseB@charlescountymd.gov

Address: 10430 Audie Lane, La Plata, MD 20646

Successes/Outcomes: BAI successfully completed the project as per approved scope on time within budget and received minimal comments.

City of Hyattsville

Project Name: On-Call Engineering Services

Contract Value: \$500k

Contract Period: 2009-2014

Scope of Services: BAI provided multi-disciplined engineering services for the City of Hyattsville under a five-year on-call engineering services agreement. BAI provided general engineering design and office support to the City, Community Development and Superintendent offices. BAI successfully completed 17 individual task assignments which have involved planning, design, cost estimation, surveying, and preparation of construction documents, reproduction costs, bidding, bid evaluation, construction administration, final inspections and project acceptance of the various projects throughout the City. Projects included: Hamilton Street Streetscape, MD Route 208 Pedestrian Improvements, Crittenden Street Improvements, Buchanan Street Improvements, and City Municipal Building Renovations.

Contact: Lesley Riddle, (301) 985-5045, lriddle@hyattsville.org

Address: 4310 Gallatin Street Hyattsville, MD 20781

Successes/Outcomes: BAI successfully completed the project as per approved scope on time within budget.



C. Proposed Project Team

Contract No. 2025-04-R



BAI



Brudis & Associates, Inc. (BAI) is staffed with 70 engineers, technicians, and administrative support personnel. Many of our staff engineers are PEs and hold additional technical certifications; many BAI staff members have advanced degrees. BAI's services include:

- **Roadway & Planning:** Transportation - Roadway Engineering and Geometrics (Widening, Reconstruction, Improvements), Streetscape, Intersection Improvements & Roundabouts, Bicycle Lanes, Pedestrian Access & Safety, Planning Studies, Sidewalk Engineering, Shared Use Pathways & Sidewalks, ADA Compliance Reviews & Designs, Neighborhood Conservation, Utility Coordination, Right-of-Way Impact Analysis, Truck Weigh/ Inspection Stations; Facilities & Site - Site Development/Improvements, Recreational Park Planning, Parking Facilities, Pedestrian Connectivity, Pathways/Trails, Playground Facilities & Fields, K-12 & Higher Education Facilities, Water and Sewer Utility Design
- **Traffic & Data Collection:** Traffic Studies/Analysis - Safety/Capacity Analysis, Accident Analysis, Traffic Impact Studies, Lighting Engineering, Bicycle & Pedestrian Studies, Corridor Evaluation, Road Diet Evaluations, Signal Warrant, Speed Management, Congestion Mitigation, Safe Routes to School Program, Federal Highway Safety Programs (Research, Analysis & Traffic Support), Maintenance of Traffic Alternative Analysis, Travel Forecasting & Modeling; Traffic Design & ITS - Traffic Design, Traffic Signal Design, Maintenance of Traffic & TMPs, Traffic Calming, Intelligent Transportation System (ITS), Transportation System Management & Operations, Signing & Pavement Marking, Lighting Design; Data Collection & Asset Management - Machine & Manual Traffic Counts, Video Traffic Movement Counts, Roadway Asset Inventory Programs, GIS Database Development, Pavement Management Programs
- **Structures & Bridge:** Bridge Design & Inspection - Bridge Design (New Bridges, Rehabilitation/Widening, Replacements), Bridge Inspections, Culverts, Retaining Walls & Noise Barriers, Load Rating/Analysis, ADA compliant Pedestrian Bridges, Bridge Inspection; Facilities & Site - K-12 & Higher Education Facilities, Building Inspections & Renovations, Parking Garages, Marine Structures (Boat Ramps, Piers, Bulkheads)
- **Construction Management & Inspection:** CMI - Inspection, Construction Management; Project Controls (Claims & Scheduling) - Construction Planning and Management (CPM) Scheduling, Claims Analysis Disputes Resolution, Change Order, Constructability, Shop Drawing, Constructability ADA Compliance Reviews & Environmental Compliance Reviews
- **Water Resources & Environmental:** Roadway Drainage - Stormwater Management (SWM), Erosion and Sediment Control (ESC), and Drainage Design, Drainage and SWM design considerations to achieve ADA compliance, SWM Best Management Practices (BMPs) / Low Impact Development (LID), Drainage Assessment & Design; Water Resources - National Pollutant Discharge Elimination System (NPDES) & MS-4 Compliance, Total Maximum Daily Loads (TMDL) Requirements, Water Quality/ Water Quantity Treatments, Pollutant Load Analysis; Hydrology & Hydraulics - Storm Drainage Systems, Bridge Scour Analysis, Floodplain Studies, Flood Control Analysis, Dam Breach Analysis, Outfall Analysis/ Design, Watershed Assessments; Environmental - Environmental Permitting, GIS Analysis & Mapping, Stream Restoration/Stabilization Design

This contract will be managed from our Columbia, Maryland office. BAI's resources on this contract will be augmented through the support services from our highly qualified and professional subconsultant:



Triad Engineering, Inc. is an established multi-disciplinary firm that will support us with topographic surveying, utility locating and designation, geotechnical engineering, and utility design. As a multi-disciplinary consulting firm, Triad Engineering, Inc. (Triad) provides geotechnical and civil engineering, landscape architecture, environmental services, land surveying, construction materials testing and monitoring, drilling, and construction materials laboratory services, to a wide range of clients. Established in 1975, Triad prides in being an employee-owned firm with nearly 200 employees throughout West Virginia, Virginia, Maryland, Pennsylvania and Ohio.



The proposed consulting and assessment team for the Hanover Parkway Bikeway facility 90% engineering design project comprises diverse professionals with expertise in transportation engineering, data collection, accessibility evaluation, and project management. Each team member brings specialized skills to ensure the successful completion of the project, from data gathering to final submittal. Our Project Manager, Redeat Lodamo, PE, PTOE, will lead the team, overseeing the entire project and ensuring seamless coordination between the internal team and the subconsultant. Our key personnel will be committed to this project for its duration unless excused by the City.

This diverse and experienced team is designed to ensure that the Hanover Parkway Bikeway facility 90% engineering design project is completed with thoroughness, accuracy, and attention to both technical and community needs.

Redeat Lodamo, PE, PTOE will serve as the Project Manager/ Primary Point of Contact for the project as well as the contract manager and liaison for this project. With extensive experience as a Project Manager, Redeat will oversee the development of project timelines, coordinate with subconsultants, ensure the project stays within budget, and monitor the quality of deliverables. The Project Manager will also ensure compliance with all relevant standards, including ADA guidelines, and will liaise with stakeholders and clients to address any issues or concerns.

Ray Dagher, PE will serve as Quality Assurance/Quality Control (QA/QC) Manager. With over 30 years of experience as a licensed Civil Engineer, he will oversee the quality of all deliverables and ensure that the project meets the highest standards. The QA/QC Manager will also audit project activities to ensure compliance with established protocols and make recommendations for improvement when necessary.

Key Staff

Listed below are key staff members assigned for this project until completion

- Key Staff 1: Redeat Lodamo, PE, PTOE – BAI Project Manager – Primary Liaison
- Key Staff 2: Shayaq Ahmed, PE, PTOE – BAI Civil Engineer
- Key Staff 3: Mahendra Bastakoti, PE – BAI Water Resources Engineer
- Key Staff 4: Qiang Li, PhD, PE, PTOE – BAI Traffic Engineer
- Key Staff 5: Ronald Bidle, JR., PLS – Triad Professional Land Surveyor
- Key Staff 6: Stephen Gyurisin, PE – Triad Professional Geotechnical Engineer
- Key Staff 7: Corey Armstrong, RLA – Triad Registered Landscape Architect

The team will operate highly collaboratively, regularly meeting to review progress, troubleshoot challenges, and refine strategies. Regular updates will be provided to City officials and stakeholders to ensure transparency and incorporate feedback. All work will be signed and sealed by a Maryland PE (or LA), as required, our liaison along with all the listed key staff will be immediately available without substitution and will be involved in through the duration of this project. BAI staff are currently involved with multiple ongoing major projects; however, the assigned project staff are available 100% of their time as necessary to complete this project on schedule and within budget. Some of the current active ongoing projects BAI is involved with include:

- MD 413 Bike path Project Phase 2A and 2B.
- MD 410 Pedestrian and Bicycle Improvements.
- I-81 at Showalter Road Interchange Improvements.
- MD 66 at MD 64 Geometric Improvements.



RESUMES

REDEAT LODAMO, PE, PTOE

BRUDIS & ASSOCIATES, INC.

PROJECT ASSIGNMENT:

Project Manager

PROFESSIONAL REGISTRATION:

2011 / Maryland Registered
Professional Engineer
#40229

2011 / Erosion and
Sediment Control #08-541

EDUCATION:

MSCE / 2011 / Civil
Engineering

BSCE / 1999 / Civil
Engineering

RELEVANT EXPERIENCE:

23 Years of Experience

Mr. Lodamo is an experienced professional engineer with significant expertise in project management, subconsultant management, civil engineering, drainage and stormwater management. Mr. Lodamo's expertise includes the development of complete construction plans, specifications and cost estimates for shared use path, sidewalk, and multimodal roadway improvement projects involving drainage, stormwater management, erosion and sediment control, geometric design, safety grading and environmental compliance. Mr. Lodamo also has experience in hydraulic/hydrology modeling including HEC-2, HEC-RAS, HY-8, TR-20, GISHydro2000, and HYDRA computer programs. Relevant projects include:

Rocky Gap State Park Improvements, Anne Arundel County. Project Manager for the design of ADA improvements at twelve camp sites in the Rocky Gap State Park. To minimize design costs, the design established prescriptive standardized details and directions were used at each location. This involved a site map of each camp loop, schematic sketches, and a general schedule of dimensions for each location to minimize horizontal and vertical details on plan and elevation views. Wheelchair, or any other pedestrian accessible paths were paved over top of existing gravel. Design included plans and estimates, stormwater management requirements, pavement modifications, and erosion and sediment control.

Crittenden Street Improvements, City of Hyattsville DPW. Project Manager for complete construction plans and cost estimates for the \$2 million streetscape project. Responsible for stormwater management, regulatory permitting, erosion and sediment control, and complete replacement of the existing storm drain system. Improvements also included streetscape/traffic calming and designs to

promote speed reductions including raised intersection speed tables and decorative crosswalks. Design also included horizontal and vertical alignment, roadway reconstruction, curb/gutter, pedestrian access/sidewalks, ADA compliance, landscaping, signing/pavement marking, construction phasing, retaining walls, right-of-way plats, extensive utility designation and relocation, public meetings/presentations, and stakeholder involvement.

MD 736 Braddock Road Sidewalk, SHA District 6. Project Manager for the development of Final design documents to retrofit MD 736 from Park Avenue #2 to Braddock Street with bicycle lanes and continuous sidewalk in each direction. The project lies along MD 736 in Allegany County, Maryland beginning from Park Avenue #2 to Braddock Street. Overall improvements include continuous sidewalks, curb and gutter and bicycle lanes on both sides of MD 736 beginning from Park Avenue #2 to Braddock Street with minimal base widening, pedestrian ramps, traffic barrier upgrades, driveway upgrades, drainage improvements, site grading, stormwater management (SWM), maintenance of traffic, and signing.

MD 410 Pedestrian and Bicycle Improvements, MDOT SHA District 3. Project Manager responsible for Evaluating the pedestrian and bicycle accessibility between Riggs Road (MD 201) and Queens Chapel Road (MD 500)/Adelphi Road in Hyattsville and Prince George's County. Developed a comprehensive Complete Streets improvement plan for pedestrian, bicycle, and transit infrastructure, enhancing multimodal connectivity to Hyattsville Metro and WMATA bus stops. Evaluated alternatives to improve safe pedestrian and bicycle accessibility along MD 410, including bus-only lanes, separated two-way cycle track, ADA-compliant sidewalk, numerous intersection improvements (curb extensions, centerline hardening, Leading Pedestrian Signal Phasing, Pedestrian Hybrid Beacon, Pedestrian-scale lighting) while avoiding impacts to right-of-way and utilities, and mature trees. BAI developed and submitted the 30% design milestone plans, cost estimates for the project, and is continuing to advance the final design.



SHAYAQ AHMED, PE, PTOE

Mr. Ahmed is registered professional engineer with more than 20 years of engineering experience. His expertise includes geometric design, ADA upgrades including sidewalk and bicycle lanes, bikeways and shared use paths, traffic and feasibility studies, establishment of right-of-way needs, signing and pavement marking, erosion and sediment control, stormwater management, maintenance of traffic plans, as well as quantities and cost estimates. Mr. Ahmed is also knowledgeable and experienced in AASHTO and MUTCD criteria. Relevant projects include:

MD 410 Pedestrian Safety Action Plan, MDOT SHA. Project Engineer responsible for Evaluating the pedestrian and bicycle accessibility between MD 201 and MD 500/Adelphi Road in Hyattsville and Prince George's County. The project included a comprehensive Complete Streets improvement plan for pedestrian, bicycle, and transit infrastructure, enhancing multimodal connectivity to Hyattsville Metro and WMATA bus stops. Evaluated alternatives to improve safe pedestrian and bicycle accessibility along MD 410, including bus-only lanes, separated two-way cycle track, ADA-compliant sidewalk, numerous intersection improvements (curb extensions, centerline hardening, Leading Pedestrian Signal Phasing, Pedestrian Hybrid Beacon, Pedestrian-scale lighting) while avoiding impacts to right-of-way and utilities, and mature trees. BAI developed the 30% design milestone plans, cost estimates for the project, and is continuing to advance the Final design.

MD 4 from MD 458 to DC Line, MDOT SHA. Project Engineer for the development of 0% to 100% design plans. The project included site visits to evaluate and recommend improvements to existing inlets, existing sidewalks and sidewalk ramps to meet ADA and MDOT SHA design requirements, grinding resurfacing existing roadway within limits, partial and full depth patching at isolated locations, replacement and upgrades to existing non-standard traffic barrier w-beams and end treatments, cleaning existing stormdrain pipes, installation of bike lane marking and restriping the entire project limits. Developed design milestone reports, ADA and bicycle waiver documents, itemized cost estimates and special provisions.

MD 413 Bike Path (Phase 2A, 2B, and 2C), SHA District 1. Project Engineer for the development of concept through final plans and other documents for the construction of a 3.2 mile long, 10-foot-wide bike path along MD 413 and an abandoned Eastern Shore railroad alignment. Also prepared a drainage report detailing the existing/proposed drainage system, design of outfall protection downstream of all proposed culverts, including hydraulic modeling on the existing storm drain systems at all POI locations, SWM profiles, and as-built data tables. Developed maintenance of traffic plans to keep MD 413 partially open for traffic during construction.

Rocky Gap State Park Improvements, Maryland DGS. Project Engineer for the design of ADA access improvements at 12 sites in the Rocky Gap State Park. To minimize design costs, the design established prescriptive standardized details to be used at each site. Conducted a comprehensive field investigation/site observation, survey and condition assessment of all existing ADA access and ADA parking facilities. Designed ADA compliant parking spaces, sidewalks and ramps, stormwater management requirements, pavement modifications, and erosion and sediment control. Worked within the limitations of space and the presence of utilities throughout the project that provided challenges to meet standards and guidelines while minimizing impacts on existing trees and utilities.

BRUDIS & ASSOCIATES, INC.

PROJECT ASSIGNMENT:

Civil Engineering

PROFESSIONAL REGISTRATION:

2009 / Maryland Registered
Professional Engineer #37639

EDUCATION:

MSCE / 2004 / Civil Engineering

BSCE / 2000 / Civil Engineering

2015 / Pedestrian Safety
Enforcement Operations

2015 / Earthwork Excavation
Series, National Highway
Institute

RELEVANT EXPERIENCE:

20 Years of Experience



MAHENDRA BASTAKOTI, PE

Mr. Bastakoti is a registered professional engineer with more than 29 years of engineering experience. His expertise includes stormwater management, water quality BMPs, ESD to the MEP, stormwater management pond rehabilitations, stream restoration, TMDL, NPDES, surface water analysis, and ESC design for local, state, and federal agencies. He has experience with design team supervision, coordinating with clients, local, state, and federal agencies, quality control, project budget monitoring, task proposal preparation, subconsultant management and coordination, and overall project management. Relevant projects include:

New Windsor Wetland Stormwater Management Facility, Carroll County Resource Management. Water Resources Engineer. Coordinated with the County in partnership with the Town of New Windsor, to work to meet the requirements of the NPDES permit for the site that mostly is within FEMA regulated floodplain. Designed a new wetland facility at the final inlet of the existing storm drain network to divert water, provide water quality treatment for all the impervious area draining to the site, channel protection, and management of the 2-and 10-year storm events back to forest/meadow conditions.

Odenton Library Community Park, Anne Arundel County DPW. Water Resources Engineer for the feasibility study and concept plans for a community recreation park. Analysis identified possible site constraints and challenges and created a preliminary concept for a new park. Examined the existing outfalls and potential outfall sites, SWM requirements and location of SWM facilities. Utilized field and GIS data to determine drainage areas and analyze the impacts of the project site. Developed SWM concept layouts showing proposed ESD locations and new impervious areas.

MD 413 Bike Path Phase 2A/2B, MDOT SHA District 1. Water Resource Engineer responsible for concept drainage design activities, concept stormwater management (SWM), concept erosion and sediment control (ESC), and Chesapeake Bay Critical Area Commission (CBCA), Joint Permit Application (JPA), and NEPA Permitting. The Scope of work included PI, SF plans, and specification documents for the construction of a bike path along MD 413. The improvements for Phase 3 include the construction of a 10-foot bike path along an abandoned Eastern Shore railroad alignment on the east side of MD 413.

MD 413 Bike Path Phase 2C, MDOT SHA District 1. Water Resource Engineer responsible for drainage analysis and report, SWM/E&S design additions, and environmental delineation, survey, and permitting. Prepared a drainage report detailing the existing/proposed drainage system; designed outfall protection downstream of all proposed culverts; performed hydraulic modeling on the existing storm drain systems at all POI locations; prepared SM profiles; SWM facility number request; and preparation of as-built data tables.

MD 17 Middletown Sidewalk Final Design, MDOT SHA District 4 Water Resource Engineer responsible for preparing stormwater management reports that supported the concept design for both erosion and sediment control and stormwater management requirements; prepared plans and submitted for PRD/HHD review and approval; managed design, analysis, coordination and environmental permitting and constructability review for hydrologic and hydraulics analysis, drainage, SWM, ESC, JPA, wetlands or WUS, and NPDES Permit; Project involved feasibility study and preliminary design of ADA compliant sidewalk geometric design, drainage, SWM, ESC, MOT, and traffic signal reconstruction.

BRUDIS & ASSOCIATES, INC.

PROJECT ASSIGNMENT:

Water Resources Engineering

PROFESSIONAL REGISTRATION:

2011 / Maryland Registered
Professional Engineer #39910

EDUCATION:

BSCE / 1994 / Civil Engineering

MS / 2007 / Civil Engineering

MDE Green Card Certification
#RCP 007735

MDOT Erosion and Sediment
Control Yellow Card #11-772

RELEVANT EXPERIENCE:

29 Years of Experience



QIANG LI, PhD, PE, PTOE

Dr. Li has over 24 years of experience in traffic engineering, transportation planning, and GIS applications. His experience includes traffic design and studies, travel demand modeling, traffic modeling and simulation, traffic control and management, operation research, GIS applications for transportation, and transportation asset management. Experience with Synchro, HCS+T7F, and Signal 2000 (TEAPAC), MicroStation, AutoCAD, GuideSIGN, and AutoTurn, CORSIM, VISSIM, and SIMTRAFFIC, CUBE and TransCAD, ArcGIS, MapInfo, and TransCAD, Data Mining and Analysis. Relevant projects include:

MD 140 Intersection Pedestrian Mobility Improvements, SHA, Carroll County, Maryland. Traffic Engineer for the feasibility study and concept designs, then full designs of the selected options for the design to improve accessibility, mobility, and safety at three intersections on MD 140. Plans included the APS/CPS vehicle and pedestrian traffic signals, lighting, continental crosswalks, signing/markings plans, and geometry for the ADA compliant sidewalks and ramps.

Pennsylvania Avenue / Potomac Avenue Intersection Improvements, DDOT.

Traffic Engineer for the traffic elements of the project included signing and pavement marking plans, maintenance of traffic plans, and traffic signals to improve safety and operations at the proposed signalized ellipse of Pennsylvania Avenue and Potomac Avenue. Followed the MdMUTCD criteria and driver expectations for the signal and signing & pavement markings plans while reinforcing the unique driving rules of the traffic ellipse.

Pedestrian Safety Action Plan Review MD 700/MD 26/MD 140 Corridors, MDOT SHA D4. Project Manager responsible for the Pedestrian Safety Action Plan (PSAP) review for three corridors, MD-700, MD-26, and MD-140. The goal of PSAP was developed to improve pedestrian safety, reduce traffic-related serious injuries and fatalities on Maryland's roads, aligning with the strategies of Vision Zero, and to balance access and mobility in all contexts throughout corridors. Analyzed crash data with focus on pedestrian-related crashes and developed crash diagrams and determined predominant factors causing crashes and potential options to improve safety and reduce crashes. Evaluated the feasibility and efficacy of Pedestrian Safety Action Plan (PSAP) recommendations, developed final pedestrian safety improvement recommendations, and prepared a pedestrian safety study report that identified all safety issues, findings, and deficiencies with prioritized areas for immediate attention.

Pedestrian Signal Design, City of Fredericksburg, VA. Traffic Engineer responsible for design of three pedestrian signals at three proposed crosswalks, including six (6) APS with accessible pedestrian pushbuttons, six (6) CPS heads with support poles, conduits/conductors, curb ramps, and pavement markings. A field inspection was conducted including observation of pedestrian activities, spot speed, sight distance, and traffic control devices. The new APS/CPS were designed to operate in conjunction with the existing traffic signals. The existing signal phasing/timing plans were modified by adding pedestrian phase using Synchro models to ensure the pedestrians and motorists are balanced. Prepared preliminary construction plans/cost estimate, schedules/quantities, and special provisions.

MD 26 Marriottsville Road, SHA, Randallstown, MD. Traffic Engineer for the intersection improvement of the urban principal arterial to add exclusive left turn lanes and improve the safety and operation of the intersection. Designed the upgrades to the traffic signals, signing and pavement marking, maintenance of traffic, and AutoTurn analysis for the project.

BRUDIS & ASSOCIATES, INC.

PROJECT ASSIGNMENT:

Traffic Engineering

PROFESSIONAL REGISTRATION:

2003 / Maryland Registered
Professional Engineer #29533

2020 / Professional Traffic
Operations Engineer #4808

EDUCATION:

PhD / 1997 / Transportation
Engineering

MSCE / 1996 / Civil Engineering

BSCE / 1984 / Electrical
Engineering

RELEVANT EXPERIENCE:

24 Years of Experience



RONALD BIDLE, JR., PLS

Mr. Bidle is a Professional Land Surveyor, registered in the State of Maryland and the Commonwealth of Pennsylvania, with over 37 years of experience in many aspects of land surveying. Mr. Bidle is currently Survey Practice Leader for Triad's Hagerstown Office. In this capacity, he serves as Project Manager for survey specific and multi-discipline projects, and he is responsible for the technical quality of land surveys, as well as financial, business development, and human resources tasks. His responsibilities include direct oversight of field and office personnel, establishing minimum standards, and research and development for the implementation of new survey equipment, software and technologies. As Project Manager, he maintains regular communication with clients, their council and regulatory agencies, and makes project presentations at public hearings. He's also responsible for ensuring that subdivision and development projects satisfy the applicable ordinances. Mr. Bidle has developed experience and technical expertise in the preparation of various survey documents including Boundary and Subdivision Plats, Property Descriptions, ALTA/NSPS Land Title Surveys and Reports of Survey. He is also experienced in performing GPS and terrestrial control surveys, topographic, structural deviation and construction surveys. Relevant projects include:

NCR Trail Bridge Over Beetree Run, Columbia, MD. Supervising Survey Practice Leader providing survey which included the site features, observed utilities, trail, stream, top and bottom of banks, stream bottom, wetland delineation flags, flagged significant trees, bridge structure, walls, abutments, top of deck, piers, bottom of beam bearing seats and other bridge features as necessary.

Town of Boonsboro Cultural Trail Feasibility, Boonsboro, MD. Survey Practice Leader provided a feasibility study of possible alignments for a cultural walking trail linking the town of Boonsboro to the Washington Monument State Park. A desktop survey was compiled, and base mapping of the existing features were produced. These included but were not limited to the roadways, sidewalks, parking areas, forested areas and other pertinent features within the survey limits.

Utica District Park Barn Trail, Frederick, MD. Survey Practice Leader provided a base map drawing of known utilities and survey data after requesting available plans from the involved utility companies. A topographic survey of the project site was performed to document existing conditions. Known utilities and survey data were compiled into a base map drawing and combined with existing mapping and information for the site. Necessary SWM Easement Plats were prepared as required. The scope also included a stake-out of the borings necessary for geotechnical exploration.

Ballenger Creek Center, Frederick, MD. Served as Party Chief / Senior Survey Technician, responsible for research, computations, field work, data reduction and drafting related to this 129-acre existing county park. Included in this project was an ALTA/ACSM Land Title Survey of the site which included surveying the boundary lines, locating all buildings, parking, public and private utilities and other improvements, as well as review of title commitment and identification of existing easements and rights of way. This project also included performing a detailed field run topographic survey of the existing facilities utilizing GPS, which covered approximately half of the site.

TRIAD ENGINEERING, INC.

PROJECT ASSIGNMENT:

Professional Land Surveyor

PROFESSIONAL REGISTRATION:

2009 / Maryland Registered
Professional Land Surveyor
#21517

EDUCATION:

Middletown High School /
1987

SKILLS:

Local, State and Federal
Permitting Experience

Storm Water Management
Plans

Boundary and Subdivision Plats

ALTA/NSPS Land Title Surveys

Storm Drainage System
Analysis

Erosion and Sediment Control
Plans

Hydrographic and Bathymetric
Surveys

Building, Construction and
various utility stakeout.

SWM As-Built Inspector

RELEVANT EXPERIENCE:

38 Years of Experience



STEPHEN GYURISIN, PE

Mr. Gyurisin is currently the Geotechnical Practice Leader for Triad's Eastern Region. He is responsible for management, monitoring and performance of geotechnical investigations, laboratory testing, field inspections and sinkhole remediation. Mr. Gyurisin is also responsible for specialty foundation inspections such as deep foundations and ground improvement systems and for slope stability investigation, analysis and design, including remediation and reinforced slopes. Mr. Gyurisin is responsible in the region for design and review of mechanically stabilized (reinforced) retaining walls and for management of the regional laboratory services. Specific experience has included projects for multi-story buildings, single-story industrial warehouses and commercial buildings, residential construction, roadways, bridges, storm water management facilities, concrete and segmental retaining walls, higher education projects, reservoirs and embankments, renewable energy projects and renovation, redevelopment and expansion projects. Mr. Gyurisin also has experience in construction monitoring, testing and inspections including concrete, soil, masonry, reinforcing steel, EIFS, structural steel, asphalt, fire stopping, and fireproofing. Relevant projects include:

Othello Regional Park, Frederick, MD. Senior Geotechnical Engineer in charge of various geotechnical engineering projects performed across an approximate 214-acre property to develop a new park. Projects included: access roadways, parking lots, walking trails, stream crossings, maintenance building, equipment shed, restroom buildings, park shelters, athletic fields, new storm water management facilities, etc. Oversaw and conducted geotechnical exploration and laboratory testing in support of these projects.

Ballenger Creek Trail, Phase IV, Frederick County, MD. Project Engineer in charge of development and planning for field exploration, laboratory testing, and composition of geotechnical report for the project. Geotechnical report included detailed bridge foundation and trail section design and construction recommendations. In addition, sinkhole remediation recommendations, general earthwork recommendations, and construction recommendations were provided.

Utica District Park Barn Trail, Frederick, MD. Leading Geotechnical Engineer who performed the geotechnical exploration for the trail and associated SWM facilities for the Utica District Park Barn Trail that connects the parking lot, farmhouse and around the outbuildings and barn. Test pits were completed with a WildCat DCP with detailed descriptions provided. All test locations were staked and selected by utilizing a handheld GPS unit. Geotechnical personnel were present full time to perform the test pits, log all recovered soil samples, and observe groundwater and rock conditions.

Trail Construction-Antietam St to City Park, Hagerstown, MD. Project Engineer in charge of development and planning for field exploration and laboratory testing. Contracted by the City of Hagerstown to perform topsoil analysis during trail construction from Antietam Street to City Park. The work included coordination and execution of field sampling and laboratory testing to assess the suitability of existing topsoil for use in trail development.

TRIAD ENGINEERING, INC.

PROJECT ASSIGNMENT:

Professional Geotech Engineer

PROFESSIONAL REGISTRATION:

2009 / Maryland Registered
Professional Engineer #40821

EDUCATION:

Virginia Polytechnic Institute
and State University

MS, Civil Engineering, 2010

The Catholic University of
America

BS, Civil Engineering, 2006

SKILLS:

Federal Highway Institute
Subsurface Investigation
Specialist

MD Erosion and Sediment
Control Certification

RELEVANT EXPERIENCE:

15 Years of Experience



COREY ARMSTRONG, RLA

Mr. Armstrong works for Triad's Eastern Regional Civil Engineering and Land Development department as a registered landscape architect. He provides services in the areas of site design, land planning, park design, stormwater design and management, native landscapes, architectural renderings, and 3D modeling. Mr. Armstrong has extensive experience in innovative design, sustainability, and low impact development, and has designed and managed numerous projects involving commercial, multi-use, solar, urban, outdoor recreation, campus, and residential fields. He also earned a permaculture certificate for his work in local agriculture and led multiple efforts in rural economic development and community place-making. Relevant projects include:

Ballenger Creek Trail, Phase IV, Frederick County, MD. Project Engineer in charge of development and planning for field exploration, laboratory testing, and composition of geotechnical report for the project. Geotechnical report included detailed bridge foundation and trail section design and construction recommendations. In addition, sinkhole remediation recommendations, general earthwork recommendations, and construction recommendations were provided.

Thurmont Sheetz, Thurmont, MD. As Senior Project Landscape Architect, Mr. Armstrong developed a comprehensive landscape plan for the renovation of the Sheetz store building and its surrounding site on a 1.36-acre parcel. This included landscaping design, optimizing one existing full movement access, as well as creating an Erosion and Sediment Control Plan, Narrative, and related Notes and Details.

Clifton T. Perkins Hospital Center, Jessup, MD. As Senior Project Landscape Architect, Mr. Armstrong prepared the Landscape Plan, including notes, details, and a cost estimate. He coordinated with the design team to incorporate updates and addressed comments related to the landscape scope.

Rosehip Solar Project, Sommerset County, Marion Station, MD. As Senior Project Landscape Architect, Mr. Armstrong provided design services for the Community Solar Energy Generation System (CSEGS) project of approximately 4 Megawatts alternating current, ground-mount solar photovoltaic facility, including an optional, eight-megawatt battery energy storage system. Triad prepared the Landscape Plan, notes, details, and cost estimate, coordinating with the design team to address updates and comments related to the landscape scope.

Victory Villa Elementary School, Baltimore, MD. Triad provided professional Landscape Architect services for the Victory Villa Elementary School located in Baltimore, Maryland. Multiple Triad service lines were utilized during the Culvert Trash Rack Replacement. Triad prepared the Landscape Plan, including notes, details, and a cost estimate. He coordinated with the design team to incorporate updates and addressed comments related to the landscape scope.

TRIAD ENGINEERING, INC.

PROJECT ASSIGNMENT:

Registered Landscape Architect

PROFESSIONAL REGISTRATION:

2009 / Maryland Registered Landscape Architect #3566

EDUCATION:

BS Landscape Architecture (2005)

MS Parks and Recreation Management

SKILLS:

Local, State and Federal Permitting Experience

Storm Water Management Plans

Water Quality Control and Water Quality

Storm Drainage System Analysis

Floodplain Hydrology and Hydraulic Studies

Detailed Grading Plans

Erosion and Sediment Control Plans

RELEVANT EXPERIENCE:

20 Years of Experience



ORGANIZATIONAL CHART

LEGEND:

BAI: Brudis & Associates, Inc.

Triad: Triad Engineering, Inc.

🔑 Indicates Key Staff



PROJECT MANAGER

🔑 Redeat Lodamo, PE, PTOE (BAI)

PRINCIPAL

Billy Brudis, PE, DBIA (BAI)

QA/QC MANAGER

Ray Dagher, PE (BAI)

**SURVEY/ GEOTECH/ UTILITY/
LANDSCAPE**

🔑 Ronald Bidle, PLS (TRIAD)
🔑 Stephen Gyurisn, PE (TRIAD)
🔑 Corey Armstrong, RLA (TRIAD)
Billie Swailes (TRIAD)
Nicholas Wolfe (TRIAD)
Bradley Reynolds (TRIAD)

**DRAINAGE/ STORM WATER
MANAGEMENT**

🔑 Mahendra Bastakoti, PE (BAI)
Ankur Patel, PE (BAI)
David Kindell (BAI)
Aly Magee (BAI)
Solomon Adamu (BAI)
Lydia Tedros (BAI)

**BIKEWAY DESIGN/ MOT/ SIGNING/
PAVEMENT MARKING/ SIGNAL**

🔑 Shayaq Ahmed, PE, PTOE (BAI)
Jerraud Parker, PE (BAI)
Jeremy Gipe, PE (BAI)
🔑 Qiang Li, PhD, PE, PTOE (BAI)
Rachael Temple, EIT (BAI)
Marc Sengebush, EIT (BAI)
Henri Sanders, EIT (BAI)

SUPPLEMENTAL SERVICES

QC/ CONSTRUCTABILITY REVIEW

🔑 Redeat Lodamo, PE, PTOE (BAI)
Puskar Kar, PE, PTOE (BAI)
Saleem Ashraf, PhD, PE (BAI)
Daniel Lamb, PE, CCM (BAI)
Ron Ergott (BAI)

PLANNING/ TRAFFIC STUDY

🔑 Qiang Li, PhD, PE, PTOE (BAI)
Puskar Kar, PE, PTOE (BAI)
Habeeb Mohammed, PE (BAI)

ENVIRONMENTAL

🔑 Mahendra Bastakoti, PE (BAI)
Gregory Stevens (BAI)
Laura Amaya (BAI)

APC/CITY COUNCIL PRESENTATIONS

🔑 Redeat Lodamo, PE, PTOE (BAI)
🔑 Mahendra Bastakoti, PE (BAI)
🔑 Qiang Li, PhD, PE, PTOE (BAI)

Hourly Rates for Proposed Personnel:

Project Manager: \$238/hr.

Project Engineer (Civil/WRE): \$182/hr.

Design Engineer/ CADD Technician: \$126/hr.

Hourly rates shown above include payroll burden and overhead costs.

Subconsultant Triad Engineering, Inc. work will be billed lumpsum which will include surveying, geotechnical, utility delineation and landscape design.



D. Project Approach

Contract No. 2025-04-R



BAI



Purpose/Overview. The City of Greenbelt seeks professional engineering services to develop and submit 90% engineering design plans to facilitate future permitting and construction of off-street bikeway facilities on Hanover Parkway in Greenbelt, Maryland. The project will expand the previously completed 30% design performed by others. The project area is approximately 1.9 miles in length from Good Luck Road to Mandan Road. Hanover Parkway serves as the primary spine road for Greenbelt East, and it connects Good Luck Road to Mandan Road with a major intersection at Greenbelt Road (MD 193). Spellman Overpass, which is accessed from Hanover Parkway, provides a direct, non-vehicular connection to Greenbelt Center City over the Baltimore-Washington Parkway, however there are currently no dedicated bicycle facilities that connect to the overpass. Gaining access to the overpass is crucial for Greenbelt East residents to access Greenbelt Center City and vice versa and a cross-city bike route which ultimately connects to the regional Anacostia Trail System as well as the East Coast Greenway.

Management Approach. BAI is a leading local multi-discipline engineering consulting firm with multiple repeat contract awards with many local and state government departments, including the City of Bowie, the City of Hagerstown, the City of Annapolis, the City of Baltimore, and the Town of Bladensburg. BAI will be the prime consultant for this project. BAI's Deputy Director, Redeat Lodamo, PE, PTOE, will serve as the Project Manager and single point of contact. BAI will be responsible for the project management, environmental delineation, Site/Civil engineering, drainage, stormwater management, erosion & sediment control, traffic engineering, signing, pavement marking, public meeting presentations, 60%, and 90% design plans, itemized construction cost estimates, and report. Our team is supported by subject matter experts from the following sub-consultants:



Triad is an established multi-disciplinary firm that will support us with topographic and bathymetric surveying, utility locating and designation, geotechnical engineering, and utility design.

BAI is committed to delivering engineering design and analysis services and that meet or exceed client expectations through a robust and disciplined Quality Assurance and Quality Control (QA/QC) Program. Quality is a shared responsibility across all levels of staff, and continuous improvement is central to our mission. All

employees are required to complete QA/QC training and adhere to documented procedures. This QA/QC Plan outlines our organizational commitment to quality, identifies responsibilities, and defines procedures used throughout project development—from initiation through final deliverables.

Commitment to Excellence

Our guiding principle is: **“Nothing is submitted without being checked by at least two sets of eyes.”** BAI's rigorous approach to quality ensures every document, drawing, and deliverable is accurate, constructible, and responsive to the client's goals. Our objectives for every project include:

1. Ensure consistent delivery of high-quality engineering services.
2. Minimize rework.
3. Promote a culture of continuous improvement.
4. Document and verify that all project deliverables meet contractual, regulatory, and client requirements.

Organizational Responsibility and Oversight

QA/QC Manager (Ray Dagher, PE)

- Defines and maintains quality standards across all disciplines.
- Implements and updates QA/QC procedures.
- Trains and supports staff in applying quality control measures.
- Conducts periodic audits and monitors effectiveness of QA/QC practices.

Project Manager (Redeat Lodamo, PE, PTOE)

- Oversees project design efforts, including staffing, scheduling, budgeting, and coordination.
- Ensures adequate staffing and resource allocation.
- Reviews schedule, budget, and milestones.
- Responsible for compliance with QA/QC requirements throughout the project lifecycle.
- Ensures that quality control is planned, documented, and implemented.
- Communicates and coordinates with clients and subconsultants.

Design Team (Engineers, CADD Technicians)

- Executes work according to established procedures and technical standards.
- Maintains clear and accurate records of work performed.
- Participates in internal QA/QC checks.

Project Initiation. BAI will hold a kick-off meeting with the entire project team to define scope, budget, schedule, and quality requirements. We have assigned qualified staff based



on project needs. We will establish a clear communication plan with the City and our subconsultant Triad.

Document Management. The BAI team will use of standard naming conventions and file storage in Microsoft SharePoint. All project documentation will be version-controlled and traceable. Checklists and QA/QC logs will be maintained throughout the project.

Coordination and Communication. BAI will hold bi-weekly internal progress meetings to assess schedule, budget, risks, and design issues. We will provide regular updates to the City via progress reports and coordination meetings. Action items will be tracked until resolved with documentation.

Schedule Coordination. Establishing submittal and review timeframes at the project kick-off meeting allows sufficient time to review sub's work before submission to City. We develop a Critical Path baseline schedule in Microsoft Project and shared it with the sub. This schedule baseline is compared to measure the schedule delays as the task progresses. Additional staffing and collapsing simultaneous resource-driven tasks are discussed with the sub. Task milestones and critical path items will be tracked using Microsoft Project and internal staffing requirements in Ajera Scheduling. The management tool allows the Task Manager to track and monitor progress scheduling, completion and/or submittal dates and potential problems/ delays. This includes the need for additional staffing requirements and safeguards for the project, so that all overall schedules are met. It also allows BAI to include City reviews or notify City PM several weeks prior to a scheduled submittal and advance notification of progress. If an urgent situation presents itself, BAI will provide immediate support, until resolution.

Monitoring and Control. Project Manager, Redeat Lodamo will continuously monitor work progress using Deltek Ajera



Example of project expenditure monitoring and control using Deltek Ajera

software to confirm schedules are being met and project expenditures are consistent with planned expenditure.

Training & Mentoring. BAI offers technical training and share best practices in design processes, project management, and client communication. Working together on project components will provide on-the-job training and integrate Triad into our team to help them understand project workflows and expectations. We maintain excellent professional interpersonal relationships, celebrating the achievement of professional milestones and the success of our design projects (e.g., project awards received at professional conferences).

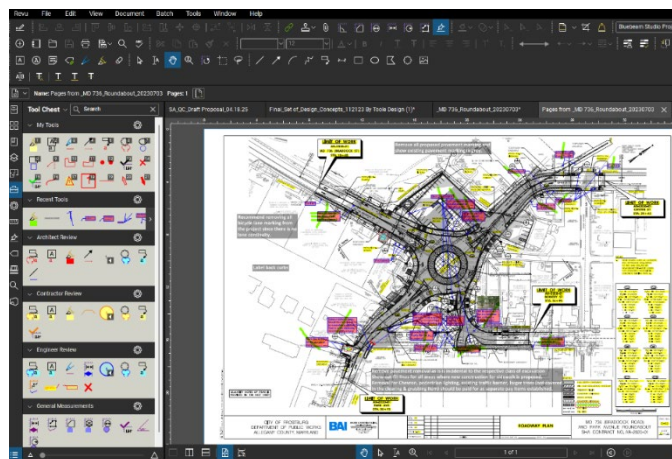
Documentation and Record Keeping. We maintain thorough documentation and records of all communications and quality assurance activities related to the sub's work. This documentation will prove compliance with contractual obligations and quality standards.

Quality Assurance/Quality Control (QA/QC):

BAI will develop a detailed work plan. conduct internal independent reviews by senior engineers not involved in the original design before each submission for consistency and conformance with the design guidelines.

Deliverables Review. BAI's QC review involves the following:

- Use PDF markup tools (Bluebeam Revu) and track changes for Microsoft Office 365.



Example use of Bluebeam Revu for QC Reviews before each submission

- All deliverables (plans, reports, estimates) are stamped with a QA/QC approval block.
- Only fully reviewed and approved documents are submitted to the City.
- The final review ensures alignment with project goals, design criteria, and applicable standards.



- Level 1 Review is conducted by a technical peer or QC engineer to verify design accuracy, completeness, and adherence to standards.
- Level 2 Review is conducted by a senior engineer not involved in the design, focused on overall quality, constructability, and client objectives.
- Standardized color-coded review procedures (yellow = correct, red = incorrect, green = revised).
- Construction managers integrate with design teams to incorporate constructability reviews in our design process prior to each milestone submission.
- “Think like a contractor” to reduce the potential for constructability and biddability issues.

Subconsultant Quality Management. Triad was selected as a subconsultant based on their qualifications and past performance on other project they have worked with BAI. Redeat Lodamo, P.E., PTOE, as the Project Manager will provide direct oversight, technical coordination, and review all submittals from Triad for consistency with the same QA/QC standards BAI uses. He will also ensure coordination and integration of the work completed by Triad (survey, utility information, landscape, geotechnical information) into the overall project design. Redeat will monitor and track Triad’s work schedules and expenditure.

Progress Reports. BAI will submit monthly progress reports for assigned projects (including a detailed account for work performed that is being billed, outstanding issues, summary of additional work requests, percent complete, anticipated delays, etc.) The report will be submitted with the invoice.

Invoices. BAI will keep accurate records documenting time, materials and transportation and contract payments will be made on this basis. BAI will prepare a monthly invoice and include all time, expenses, PB&O and fixed fee charges for the assignment. BAI will compile monthly invoices from each subconsultant and submit a combined invoice to City. All invoices will be reviewed for accuracy and completeness.

The scope of work and work plan items for 60% and 90% submittals are detailed below:

Semi-Final Design (60%) and Final Design (90%)

Site/Civil Design. The Semi-Final and final site design and grading involve developing a comprehensive site layout and grading design that ensures proper drainage, minimizes erosion, and provides a stable foundation for park features. A detailed site analysis will be followed by creating a grading plan to manage the stormwater flow and ensure ADA accessibility through carefully designed slopes and grades. Cut and fill operations will be optimized to minimize off-site

material disposal or importation. E&SC measures, such as native vegetation and bioengineering techniques, will be implemented to stabilize slopes. The design will integrate park features, ensuring accessibility and functionality while adhering to State (SHA), Federal (ADA) and Prince George's County DPW and DPIE guidelines.

Drainage. SHA and the County guidelines/ordinances will be referenced for drainage design. The BAI team will conduct a field investigation to assess the existing drainage system, including the condition of the storm drains, inlets, and channels. A survey of the existing drainage system will be conducted to gather enough information to analyze the system's capacity. BAI will analyze the existing storm drain system for this revised drainage pattern to make sure the existing storm drain system has enough capacity for 10-year storm event conveyance and 25-year Hydraulic Grade Line (HGL) containment. Storm drain inlets in the park project limit will be evaluated for the spread, and additional storm drain inlets will be proposed as necessary. Since the project location is in a frequent flooding area, the drainage design will consider avoiding stagnant water after flooding events, making the drainage design efficient to quickly drain out the runoff from the park into the river. For this, BAI will complete an efficient drainage design with enough capacity to handle the storm runoff effectively.

Utility Locating, Designating, and Design. Triad will perform utility coordination and research as-built, and pick up Miss Utility markings (ASCE Quality Level D and C). Air-vacuum excavation methods will be used for utility test holes to locate and expose underground utilities and measure the depth and elevation of utilities (ASCE Quality Level A). Triad staff have obtained the necessary training and certifications for maintaining traffic and flagging operations.

Geotechnical Engineering. This will include inspections and investigations to obtain the necessary design data and information, including geotechnical borings. When test borings are taken, accurate locations are required for design purposes. These borings will be marked using survey stakes and ground elevations obtained to a one-tenth minimal degree of accuracy. All elevations will be placed on survey markers and recorded in field books or digital field (fld) files for future reference.

Environmental and Landscape Design. BAI team will prepare site plans for the landscape portions of the above-mentioned areas, construction cost estimates and provide specifications for the areas related to the landscape scope of work. Landscape design will also harmonize with this concept of quickly draining out the storm flood runoff off



the park area. The landscape design will incorporate natural bushes and trees to improve aesthetics and reduce urban heat island effect. Additional services will include designing wayfinding and informative signs along the proposed bikeway, which may need to be consistent with the themes currently in use in the existing bikeways in the City.

Cost Estimation. The BAI will prepare an itemized construction cost estimate per MDOT SHA Cost Estimating Manual guidelines at the 60% and 90% design stages. BAI will utilize recent bid histories from the latest SHA Price Index, MDCATALOG, or bidding histories from local agencies.

Public Engagement. Public involvement in the project will be conducted primarily through public meeting presentations with the Advisory Planning Commission and City Council members. Public feedback and comments will be compiled and shared with the City staff for deliberation. Three (in-person or virtual) meetings during the 60% design stage and two meetings (in-person or virtual) during the 90% design stage have been planned. BAI will assist the City with activities associated with preparing for and attending meetings intended to inform, update, and solicit comments from the public as needed throughout the project development process. This may include preparing displays, PowerPoint, and posters to inform the public of the design, attending and providing technical support.

Schedule and Completion Benchmarks

Potential Risks and Mitigation Measures. The project involves several complex tasks, each carrying unique risks that could impact the project schedule and budget. Strategies targeted at minimizing these risks are discussed here:

MDOT SHA Coordination. MDOT is the funding agency and will be reviewing the project design submissions to verify

three-four-week review period has been anticipated for a concurrent City, MDOT SHA, and Prince George County DPW/DPIE review. Coordination with SHA District 3 has been planned as a first order of business to discuss the anticipated proposed work within MDOT SHA right-of-way at MD 193 (Greenbelt Road) at Hanover Parkway intersection. An access permit may be necessary for the proposed improvements at this intersection. BAI being a preferred provider/ prime consultant to SHA District 3, is highly knowledgeable of the SHA Access Permit process and the submission requirements. This knowledge and expertise will greatly help obtain the necessary approvals from SHA.

Minimizing tree impacts. There are approximately 547 trees on site from the GIS. These Trees will need to be identified and flagged by environmental and field located by surveyors. The location is crucial because the new pathway



Avoid/ Minimize Adjacent Tree Impacts



*MD 193 (Greenbelt Road) at Hanover Parkway
Intersection where the proposed bikeway will cross*

is shown within three (3) feet of trees shown in the 30% submittal drawings. The proposed bike path width and alignment will need to be adjusted to minimize the potential tree impacts, which may involve reducing/removing the green buffer space, reducing the bikeway width, installing curb/ landscape walls, tree protection fencing, and minimization of root to save these trees.

Sidewalk adjacent to Eleanor Roosevelt High School Field, North of MD 193. There is existing steep grade present adjacent to Eleanor Roosevelt High School field, north of MD193 where the bike path is proposed as shown in the 30% design plans. 30% design plans show one (1) to three (3) feet retaining curb at these locations. Upon review of the existing site condition and the plans, BAI team concurs with

compliance with all applicable state and federal regulations, and guidelines. For the 60% and 90% design submissions, a



Steep slope adjacent to Eleanor Roosevelt HS Field

providing one (1) to three (3) feet retaining modular block wall. No structural or foundation work is anticipated, hence it is excluded from the scope of work and price proposal.

Bikeway/Pedestrian Connection at Spellman Overpass. BAI team will transition the proposed bike path and maintain the at grade crossing near the Spellman overpass mid-block



Existing Pedestrian Crossing at Spellman Overpass

crossing. A full traffic signal is not feasible at this location and therefore excluded from the scope and fee proposal. However other feasible mid-block crossing improvements such as high-visibility crosswalk, raised crosswalk, and other traffic control improvements may need to be considered to improve multimodal traffic safety.

Culvert Crossings. BAI team will avoid impacting all existing culvert crossings to keep the project on schedule and within

budget. However, if necessary, BAI staff has the capability to perform the hydrologic and hydraulic analysis for drainage culverts.

General Risk Mitigation. BAI will ensure early engagement with stakeholders and regulatory agencies to streamline approvals. A phased design approach allows flexibility to adjust as challenges arise, with regular monitoring to identify and resolve risks early.

Proposed Schedule. It is assumed that the City, County, and SHA reviews will take up to three weeks. The critical path items are —Field Investigations for the existing condition assessment (topographic, utility locating, NRI/FSD, floodplain assessments, environmental technical studies, archeological/cultural assessments), Semi-Final (60%) and Final Design (90%), the geotechnical investigations (soil borings and lab tests), utility test holes (ASCE Quality Level-D), SWM and E&SC Site Development submittal.

Milestone	Date
Coordination with SHA District 3	July 2025
Meeting 1/ Presentation with City/ Advisory Planning Board and City Council	August 2025
Meeting 2/ Presentation with City/ Advisory Planning Board and City Council	September 2025
Meeting 3/ Presentation with City/ Advisory Planning Board and City Council	October 2025
Submit 60% Design	December 2025
City/ County/ SHA Review and receive comments on 60% Submission	January 2026
Geotechnical Recommendation	February 2026
Utility Test Holes	February 2026
Meeting 4/ Presentation with City/ Advisory Planning Board and City Council	March 2026
Meeting 5/ Presentation with City/ Advisory Planning Board and City Council	April 2026
Submit 90% Design	May 2026
City/ County/ SHA Review/ Receive comments on 90% Submission	July 2026
Address comments on 90% Plans and Estimate and Submit Final Report	August 2026

The proposed project schedule above will be delivered two months before the City's target schedule of completing the project by October 31, 2026.



E. Project Fee Proposal

Contract No. 2025-04-R



BAI



PROJECT FEE PROPOSAL

Brudis & Associates, Inc. (BAI) is pleased to submit this price proposal to provide professional services to perform a Hanover Parkway Bikeway Facility 90% Engineering design for City of Greenbelt, Maryland. The total proposed fee to perform this task is **\$374,194**. This price includes the following line-item components:

(1)	Surveying Services (Triad)	\$9,300
(2)	60% Engineering Design (BAI)	\$221,060
(3)	Geotechnical Exploration (Triad)	\$8,900
(4)	Subsurface Utility Design Services (Triad)	\$22,500
(5)	Landscape Architecture Design Services (Triad)	\$9,900
(6)	90% Engineering Design (BAI)	\$102,534
	Total Lumpsum	\$374,194

Hourly Billing Rates:

Project Manager \$238/hr.

Project Engineer (Civil/WRE) \$182/hr.

Design Engineer/ CADD Technician \$126/hr.

Hourly rates shown above include payroll burden and overhead costs.

Subconsultant Triad Engineering, Inc. work will be billed lumpsum which will include surveying, geotechnical, utility delineation and landscape design.

List of Reimbursable Expenses:

Travel Expense – 2500 miles @ 0.7 cents/mile = \$1,750.00

Printing Expense – \$2,000.00

Cost Per Additional Meeting:

Assuming 2-person attendance (Project Manager and Project Engineer), additional meeting cost shall be \$ 420/hr.

Additional Work

Any additional work not outlined in the scope will be subject to renegotiation and a separate fee schedule.

Total proposed fee for this project is not to exceed **\$374,194**.



F. Other Conditions

Contract No. 2025-04-R



BAI



LIVING WAGE

Brudis & Associates, Inc. (BAI) will pay their employees a living wage if awarded the Hannover Parkway Bikeway Facility 90% Engineering Design Plan contract.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/25/2024

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 Edgewood Partners Insurance Agency 3780 Mansell Road, Suite 370 Alpharetta GA 30022	CONTACT NAME: ACEC Certificates PHONE (A/C, No, Ext): 770-552-4225 FAX (A/C, No): E-MAIL ADDRESS: ACECcertificates@greyling.com
INSURED Brudis & Associates, Inc. 11000 Broken Land Pkwy Ste 450 Columbia MD 21044-3534	INSURER(S) AFFORDING COVERAGE INSURER A: Hartford Accident and Indemnity Company INSURER B: Sentinel Insurance Company, Ltd. INSURER C: Hartford Insurance Co. of the Midwest INSURER D: Hartford Fire Insurance Company INSURER E: INSURER F:

COVERAGES**CERTIFICATE NUMBER:****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 ☒ PROJECT ☐ LOC OTHER:			20SBWAM2743	6/25/2024	6/25/2025	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$2,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000 \$
B	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			20UEGVO5179	6/25/2024	6/25/2025	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$10,000			20SBWAM2743	6/25/2024	6/25/2025	EACH OCCURRENCE \$3,000,000 AGGREGATE \$3,000,000 \$
C	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	N/A	20WEGJI6768	6/25/2024	6/25/2025	☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$500,000 E.L. DISEASE - EA EMPLOYEE \$500,000 E.L. DISEASE - POLICY LIMIT \$500,000
D	Professional Liability			20OH044762824	6/25/2024	6/25/2025	Per Claim Aggregate \$2,000,000 \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**For informational purposes only
United States

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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Exhibit B

Financial Proposal Form

PROPOSAL RESPONSE FORM CONTRACT # 2025-04-R FOR PROFESSIONAL SERVICES TO PREPARE 90%
ENGINEERING DESIGN PLANS FOR THE HANOVER PARKWAY BIKE FACILITY FOR THE CITY OF GREENBELT,
MARYLAND

Due 3pm May 30, 2025

FIRM NAME Brudis & Associates, Inc.

CONTACT Anthony Brudis

ADDRESS 11000 Broken Land Parkway, Suite 450

CITY/STATE Columbia, MD ZIP 21044 PHONE 410-884-3607

FEE PROPOSAL AMOUNT \$374,194.00

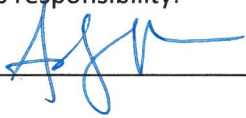
TAXPAYER I.D. No #52-1831020

FIRM WEB SITE ADDRESS brudis.com E-MAIL abrudis@brudis.com

TYPE OF ORGANIZATION (check one)

Sole Proprietorship ☐ Partnership ☒ 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 DATE 5/22/2025

ALL ENVELOPES SHOULD BE CLEARLY MARKED AS SPECIFIED IN PART 4 - SECTION G

Exhibit C

Warrant of Legal Capacity

The Contractor warrants and represents that they have full right, power, and authority to respond to this RFP.



(Signature) 5/22/2025
(Date)

Anthony Brudis

(Name – Typed or Printed)

Brudis & Associates, Inc.

(Company)

11000 Broken Land Parkway, Suite 450

Columbia, MD 21044

(Address)

410-884-3607

(Phone number)

N/A

(Fax number)

#52-1831020

(Federal Tax Identification number)

MEMORANDUM

Date: July 18, 2025
To: Josue Salmeron, City Manager
From: Brian Townsend, Assistant Public Works Director
VIA: Brian Kim, Interim Public Works Director
Re: Replacement of Public Works Freightliner w/25cy Packer

Public Works Freightliner w/25cy Packer

The FY 2026 Replacement Fund includes \$692,529.00 to replace unit #264, the Public Works 2016 Freightliner w/25cy Packer (refuse truck). The purchase price includes the 2026 Mack LR64 BE fully electric refuse truck and a charging unit. The City has been awarded \$250,000.00 via the Maryland Energy Administrations Medium/Heavy Duty Zero Emission Vehicle (MEA MHDZEV) Grant Program towards this purchase. This program aims to reduce greenhouse gas emissions, improve air quality, and support the adoption of zero-emission technologies in medium- and heavy-duty transportations sectors by offering grants to offset up to 75% (or a maximum of \$250,000.00 for refuse vehicles) of the incremental cost of new ZEVs compared to comparable diesel vehicles, based on EPA's AFLEET tool values.

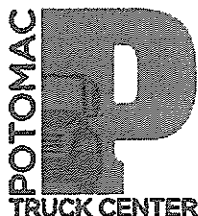
Staff has identified vendor Potomac Truck Center to purchase one (1) 2026 Mach LR64 BE fully electric refuse truck at \$692,529.00 and additional \$5,000 for stickering and warning lights.

See attached quote and grant agreement.

Summary Recommendations

Staff recommends Council approve the following purchase:

- One (1) 2026 Mack LR64 BE fully electric refuse truck from Potomac Truck Center, 3371 Kenilworth Avenue, Hyattsville, MD 20781 using Sourcewell contract at a purchase price of \$692,529.00, plus an additional \$5,000 for warning lights and city stickering, for a total cost of \$697,529.00.



VEHICLE PURCHASE ORDER

3371 Kenilworth Ave, Hyattsville, MD 20781

Phone: (301) 864-2000

Fax: (301) 277-7211

Web: www.BPTRUCKCENTERS.COM



Salesman: CURT WAGNER	Date: June 5, 2025
------------------------------	---------------------------

Customer Information	
Customer: CITY OF GREENBELT	Tax Status: Non-Exempt
Address: 555 CRESCENT ROAD	
City: GREENBELT	State: MD Zip: 0

Truck Information	Trade Information																														
Year: 2026 Make: Mack Model: LR64 BE VIN #: TBD New/Used: NEW Stock/Order: Stock Qty: 1	<table border="1" style="width: 100%;"> <thead> <tr> <th>Year</th> <th>Make</th> <th>Model</th> <th>Serial Number</th> <th>Value (\$)</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td>\$0.00</td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td>\$0.00</td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td>\$0.00</td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td>\$0.00</td></tr> <tr> <td colspan="4" style="text-align: right;">Total:</td> <td>\$0</td> </tr> </tbody> </table>	Year	Make	Model	Serial Number	Value (\$)					\$0.00					\$0.00					\$0.00					\$0.00	Total:				\$0
Year	Make	Model	Serial Number	Value (\$)																											
				\$0.00																											
				\$0.00																											
				\$0.00																											
				\$0.00																											
Total:				\$0																											

Truck Pricing	
Base Selling Price	\$692,529.00
F.R.E.T.	\$0.00
Tax Rate: 0.00%	Title Tax \$0.00
	Title Fee \$0.00
	Lien Fee \$0.00
	Tag Fee \$0.00
Sub-Total	\$692,529.00
Extended Warranties	\$0.00
Total Sale Price	\$692,529.00
Total Price 1 Vehicles	\$692,529.00
	Less Trades \$0.00
Plus Trade Loan Payoff	\$0.00
	Less Deposit \$0.00
Total Due at Delivery	\$692,529.00

Extended Warranties	
Description	Cost (\$)
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
Total:	\$0.00
<i>By signing below as Purchaser, I acknowledge that I am aware of the availability of extended warranties for the vehicle(s) included in this Purchase Order, and all extended warranties listed above have been included at my discretion.</i>	

Comments and Details	
Specifications per quote #	194
*** THE PRICE INCLUDES A CHARGING UNIT *****	
THE PRICING IS CURRENT AND IS SUBJECT TO CHANGE	
DO TO THE SUPPLY CHAIN AND TARIFFS.	

Terms of Delivery	
Estimated Delivery Date: TBD	
Payment Terms: FOB CHASSIS ARRIVAL TO BODY UPFITTER	

NON-CANCELLABLE BY PURCHASER. This Purchase Order, once signed by Purchaser, is a binding Agreement and cannot be cancelled by Purchaser without the permission of Distributor. **SEE ATTACHED TERMS AND CONDITIONS.**
 Customer warrants that it is not purchasing any vehicle for use or registration in the State of California or Oregon and acknowledges that doing so may violate the States' emissions laws, and assumes all liability incurred and holds dealer harmless from the same.

Acceptance			
Purchaser		Distributor	
CITY OF GREENBELT		Potomac Truck Center	
Date	Name of Corp., Partnership or Owner	Date	Distributor
By: _____		_____	
Signature of Officer, Partner, or Owner		Authorized Signature	
Title		Title	

**MARYLAND ENERGY ADMINISTRATION
FY25 MEDIUM AND HEAVY DUTY ZERO EMISSION VEHICLE GRANT PROGRAM
AOI 1: On Road
GRANT AGREEMENT**

This Grant Agreement is entered into by and between

**STATE OF MARYLAND
MARYLAND ENERGY ADMINISTRATION
1800 Washington Boulevard, Suite 755
Baltimore, MD 21230
("MEA")**

and

**City of Greenbelt
25 Crescent Road Greenbelt, MD 20770
52-6000793:
("Grantee")**

The Maryland Energy Administration ("MEA") administers the Maryland Strategic Energy Investment Fund ("Fund") set forth in Md. Code Ann., State Government § 9-20B-05 and uses the Fund to implement the Strategic Energy Investment Program set forth in Md. Code Ann., State Government §§ 9-20B-01 et seq.

MEA has selected the Grantee to receive a grant from the Fund, and the Grantee has agreed to the provisions contained in this Grant Agreement ("Agreement").

MEA and the Grantee agree as follows:

1. Funding Opportunity Announcement

The terms, conditions, and requirements for this program stated in the Funding Opportunity Announcement for the Medium and Heavy Duty Zero Emission Vehicle Grant Program, FY 2025 ("Funding Opportunity Announcement") (Attachment D) are incorporated into and made part of this Agreement. In the event of a conflict between the Funding Opportunity Announcement and this Agreement, this Agreement shall control.

2. Purpose of the Grant

This Grant provides funding for the costs associated with the FY25 Medium- and Heavy-Duty Zero Emission Vehicle (MHD ZEV) Grant Program Project described in detail in Attachment B (“Program Specific Information”) and Attachment C (“Grant Specific Information”), which are incorporated into and made part of this Agreement. In the event of a conflict between either Attachment B or Attachment C and this Agreement, this Agreement shall control.

3. Amount of Grant

The Grant shall not be greater than \$ 250,000.00 (Two hundred fifty thousand dollars).

4. Grant Term

The term of the Grant begins on the Effective Date, as defined in section 2 of General Provisions (Attachment A). The Grantee shall complete the Project and submit to MEA all required reports as described in Attachment B by the final report due date specified in Attachment C.

5. Costs Eligible for Reimbursement; Invoicing

- A. Only those costs and expenditures the Grantee incurs to complete the Project described in the Scope of Work in Attachment C are eligible for reimbursement under this Grant.
- B. MEA will reimburse the Grantee for eligible costs and expenditures as provided in the General Provisions.
- C. MEA will not reimburse the Grantee for costs incurred prior to the Effective Date of this Agreement unless MEA agrees otherwise in writing.

6. Communication with MEA

Consistent with Section 5 of the General Provisions (Attachment A), the Grantee shall conduct all communications regarding the Project, this Agreement, and any applicable related matters via email to transportation.mea@maryland.gov, or to the MEA Program Manager’s email address listed in Section 7 of this Agreement. Any written or printed correspondence regarding the Project, this Agreement, or any applicable related matters shall be sent to:

Maryland Energy Administration

Attn: FY25 Medium and Heavy Duty Zero Emission Vehicle Grant Program

1800 Washington Boulevard, Suite 755

Baltimore, MD 21230

7. Party Representatives

The following individuals are authorized to act under this Agreement for their respective parties, subject to all necessary approvals:

Natalie Buscemi, MEA Transportation Program Manager

Maryland Energy Administration

Phone: (443) 826-7732

Email: natalie.buscemi@maryland.gov

(Or any other person as may be designated by the Director of MEA).

Kevin Carpenter-Driscoll, Environmental Coordinator

City of Greenbelt

Phone: (240) 354-9146

Email: kdriscoll@greenbeltnmd.gov

(Or any other person as may be designated in writing by Grantee.)

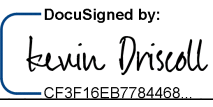
8. General Provisions

The General Provisions set forth in Attachment A are incorporated into and made part of this Agreement.

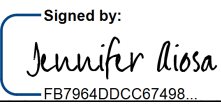
THIS AGREEMENT HAS BEEN APPROVED BY THE ATTORNEY GENERAL'S OFFICE AT MEA. NO CHANGES, MODIFICATIONS, ADDITIONS OR DELETIONS TO THIS AGREEMENT ARE AUTHORIZED ABSENT SPECIFIC WRITTEN AGREEMENT BY THE PARTIES AND APPROVAL BY THE ATTORNEY GENERAL'S OFFICE AT MEA. ANY UNAUTHORIZED CHANGES, MODIFICATIONS, OR DELETIONS TO THIS FORM AGREEMENT WILL RENDER MEA'S OBLIGATIONS UNDER THIS AGREEMENT VOIDABLE AT MEA'S ELECTION.

IN TESTIMONY WHEREOF, WITNESS the hands and seals of the parties.

City of Greenbelt

By:  CF3F16EB7784468... Date: 7/14/2025
Kevin Carpenter-Driscoll
Environmental Coordinator

MARYLAND ENERGY ADMINISTRATION

By:  FB7964DDCC67498... Date: 7/10/2025
Jennifer Aiosa,
Chief of Staff

Approved for Form and Legal Sufficiency

This 10th day of July, 2025.

By:  F72D94EACF0F43E...
Michele Honick
Assistant Attorney General

CITY OF GREENBELT
Department of Public Works
555 Crescent Road – Greenbelt, Maryland 20770
301.474.8004

MEMORANDUM

Date: July 18, 2025
To: Josue Salmeron, City Manager
From: Brian Townsend, Assistant Public Works Director
VIA: Brian Kim, Interim Public Works Director
Re: Replacement of Public Works Case Loader

Public Works Case Loader

The Fiscal Year (FY) 2026 Replacement Fund includes \$279,157.75 to replace unit #145, the Public Works 2008 Case 621E Diesel Loader. Staff researched electric versions of large loaders and found that the technology does not currently meet the needs of the Department. Staff will continue to consider EV options for replacement as the technology for large electric/zero emission equipment improves, in accordance with the City's Fleet and Equipment Electrification Plan. The purchase price includes the 2026 Case 721G Diesel Loader at \$279,157.57.

Staff has identified vendor GT Mid Atlantic, LLC on the Sourcwell contract to purchase one (1) 2026 Case Loader 721G at \$279,157.75 and additional \$500 for stickering and warning lights.

See attached quote.

Summary Recommendations

Staff recommends Council approve the following purchase:

- One (1) 2026 Case Loader 721G from GT Mid Atlantic, LLC, 6300 Crain Hwy, Upper Marlboro, MD 20772 using Sourcwell contract at a purchase price of \$279,157.75, including warning lights and city stickering at \$500, for a total of \$279,657.75.



Mid Atlantic

GT MID ATLANTIC LLC
6300 CRAIN HIGHWAY
UPPER MARLBORO, MD. 20772
1-800-227-3580
FAX 301-627-9764
WWW.GTMIDATLANTIC.COM

CUSTOMER:	DATE	<u>5/29/2025</u>
<u>CITY OF GREENBELT</u>	PHONE	<u>301-474-8004</u>
<u>25 CRESCENT ROAD</u>		
<u>GREENBELT, MD. 20770</u>		

QUOTATION

NEW CASE 721G Z BAR WHEEL LOADER

STANDARD & OPTIONAL EQUIPMENT

- > FPT F4HFE613T 195 HP TIER 4 FINAL ENGINE
- > Z - BAR CONFIGURATION LOADER
- > ELECTRONIC CONTROLLED TRANSMISSION - 4F/3R
- > HEAVY DUTY AXLES
- > HD COOLING SYSTEM WITH HYDRAULIC REVERSIBLE FAN
- > ENHANCED CAB COMFORT PACKAGE
- > ENHANCED VISIBILITY PACKAGE
- > JOYSTICK W/ ONE AUXILIARY FUNCTION
- > STANDARD FENDERS W/ LH & RH STEPS
- > 20.5R25 L3 XHA2 MICHELIN TIRES
- > TIRE PRESSURE MONITORING SYSTEM
- > LOCKING HYDRAULIC CIRCUIT FOR COUPLER
- > NO INTEGRATED PAYLOAD SYSTEM
- > EJECTOR STYLE PRE-CLEANER
- > COLD WEATHER PACKAGE
- > NO AUTO LUBE SYSTEM
- > RIDE CONTROL
- > SKID PLATES / TRANSMISSION GUARD
- > INTEGRATED 4 CORNER STROBE LIGHTS
- > HEAVY COUNTERWEIGHT
- > 36 MONTH / 3,000 HOUR FULL WARRANTY
- > 36 MONTH / 2,000 HOUR PRO CARE (PLANNED MAINTENANCE)
- > 60 MONTH CASE SITEWATCH TELEMATICS

CASE LIST PRICE	\$337,886.00
SOURCEWELL DISCOUNT 29%	-\$97,986.94
SUBTOTAL	\$239,899.06
NEW GEM 3.0 CU YD 4-1 BUCKET	\$22,825.00
MATERIALS SURCHARGE / TARIFF	\$9,742.69
INCOMING FREIGHT	\$387.00
PREDELIVERY INSPECTION & SERVICES (PDI)	\$4,804.00
DELIVERY TO CUSTOMER	\$1,500.00
DELIVERED PRICE	\$279,157.75

SALESPERSON: KELLY WEIKEL

PRICING, PROGRAMS, TARIFFS SUBJECT TO CHANGE 07/01/25



MEMORANDUM

Brian Kim
Director of Public Works
bkim@greenbeltmd.gov

Date: 08-August-2025

To: Mr. Josué Salmerón, City Manager

From: Brian Kim, Director of Public Works 

Re: **Municipal Building Repair**

SUBJ.: **Council Approval:
Repair Municipal Building Roof – Crowley Construction**

Background:

The roof at the Municipal Building reached the end of its projected useful life in 2019. Since then, we have seen a steady decline in its condition despite ongoing maintenance efforts. During the most recent rainfall, we experienced no fewer than three active leaks in different areas of the building, impacting both staff workspaces and public areas.

Staff consulted with roofing experts to determine the best course of action. A re-roof was identified as the most cost-effective solution, offering an additional 10–12 years of service life at a fraction of the cost of full replacement.

Proposal & Timeline:

The estimated cost for the re-roof project is \$31,500.00, with an additional 10% contingency (\$3,150.00) to address any unforeseen site conditions, bringing the total project cost to \$34,650.00.

Pending Council approval, the project can begin within two weeks and be completed in approximately one week, with minimal disruption to building occupant and daily operations.

Due to the urgency and the potential for further water damage impacting essential services, staff opted to forego the formal RFP process, consistent with the City's emergency procurement guidelines, to maintain uninterrupted municipal operations.

DESCRIPTION	COST	NOTES
Crowley Construction – Option #2	\$31,500.00	
Unforeseen Site Conditions (10%)	\$3,150.00	
TOTAL:	\$34,650.00	

Recommendation:

Staff recommends awarding the project to Crowley Construction, who currently serves as the City’s primary contractor for emergency roof repairs. Crowley Construction is listed on the City's negotiated purchase list and remains in good standing based on past performance.

We are seeking Council's authorization for the City Manager to approve and execute the re-roof project as outlined above.

ATTACHMENTS:

- < Est_20250691_from_Crowley_Construction_Inc._63800>: Crowley Construction Re-Roof Repair Proposal

Crowley Construction, Inc.

M.H.I.C. Lic. #90063
P.O Box 537
Greenbelt, MD 20768

Phone # (301) 345-1349 Bob@crowleycoroofing.com
Fax # 866-611-0521 www.crowleycoroofing.com

Estimate

Job #	Date	Estimate #
	6/6/2025	20250691

Proposal to:	
The City of Greenbelt 25 Crescent Rd Greenbelt Md. 20770	Attn: Desmond Mcalmont Phone: 443-255-3898 Fax: 301-474-8149
E-mail: dmcalmont@greenbeltmd.gov	

Job Location:
City Offices 25 Crescent Rd Greenbelt Md. 20770 Pubic Information Rm

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications above involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and any other necessary insurance. Our subcontractors are fully covered by Workmen's Compensation Insurance. The workmanship warranty noted does not include damage done by floods, tornadoes, high winds, or hurricanes. Respectfully submitted Robert J. Crowley, Jr. Note: This proposal may be withdrawn if not accepted within 30 days.

Proposal of Work to be Completed	Total
Option #1 Repair 1. Repair on area of Rake. Time and material base \$80.00 per Man Hour plus cost of materials added to base bid 2. Install approx. 800 SqFt. of smooth modified on top ox existing roof and coat with aluminized roof coating Price: \$5,700.00 (Plus any added Rake work) 1/3 before starting and 2/3 upon completion. YES___NO___ Option #2 1. Repair 2 areas of Rake. Time and material base \$80.00 per Man Hour plus cost of materials added to base bid 2. Install approx. 4200 SqFt. of smooth modified on top ox existing roof and coat with aluminized roof coating Price: \$31,500.00 (Plus any added Rake work) 1/3 before starting and 2/3 upon completion. YES___NO___ NOTE: We already installed approx 500 SqFt on this roof. This is not included in bid	

ACCEPTANCE OF PROPOSAL:

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.
Payments will be made as outlined above.

SIGNATURE:

DATE:

SIGNATURE:

DATE:

Proposed 2025 City Referendum Questions

#	Referendum Topic	Summary	Proposed Ballot Question(s)
1	Change Council Terms to Four Years	Currently, all City Council Members serve two-year terms. The proposed change would lengthen terms to four years.	(1) Should the Charter be amended to change Council terms from two years to four years? ☐ Yes ☐ No
	Voter Recall Option (Conditional)	If four-year terms are approved, this second question asks whether Council Members should be subject to voter-initiated recall petitions during their term.	(2) If you answered 'Yes' to Question (1), should Council Members be subject to Voter Recall Petitions during their terms in office? ☐ Yes ☐ No
2	Election Districts vs. At-Large Elections	Currently, all Council Members are elected at-large and represent the entire City. This proposal would divide the City into Election Districts, where some Members would represent only the district they reside in, while others remain at-large.	Should the City be divided into Election Districts, so that some Council Members represent only the residents of the District in which the Council Member resides? ☐ Yes ☐ No

Proposed 2025 City Referendum Questions

3	Ranked Choice Voting & 40% Threshold	The City currently uses a plurality voting system. A candidate must receive at least 40% of the vote to win. If not enough candidates meet the threshold, a second election is held.	Do you approve of the City using Ranked Choice Voting for all City Council Member elections and amending the City Charter's forty percent (40%) threshold criteria (Sec 31)? Currently, voters can choose as many candidates as there are open seats. To win, a candidate needs at least 40% of the total votes. Candidates with the most votes who meet that requirement are elected. If not enough candidates reach 40%, then there is a second election to fill the rest. With Ranked Choice Voting, voters rank candidates in order of preference. First-choice votes are counted, and to win, a candidate needs at least the designated threshold. Any extra votes are shared with each voter's next choice. If the designated threshold is not met, then the candidate with the fewest votes is eliminated, and their votes go to the voter's next choice. This process repeats until all seats are filled. ☐ Yes ☐ No
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Curbside Food Scrap Pickup Program: Post-Grant Budget Scenarios¹

Scenario 1 Current Program	Scenario 2 Compost Outpost Buy Back ² (Household cost reduced by \$2.55/household)	Scenario 3 Compost Outpost Buy Back ² Households Pay \$9 City Subsidy \$10.13	Scenario 4 Compost Outpost Buy Back ² Households Pay \$12 City Subsidy \$7.13	Scenario 5 Compost Outpost Buy Back ² Households Pay \$15 City Subsidy \$4.13
\$21.68/household X 410 homes = \$8,888.80/month \$8888.80 X 10 months³ = \$88,888 total cost Less \$8,540 tipping fee savings (savings based on expected 122 tons of food scraps diverted) = \$80,348 net cost to city	\$19.13/household X 410 homes = \$7,843.30/month \$7,843.30 X 10 months³ = \$78,433 total cost Less \$8,540 tipping fee savings = \$69,893 net cost to city	\$10.13/household X 410 homes = \$4,153.30/month \$4,153.30 X 10 months³ = \$41,533 total cost Less \$8,540 tipping fee savings = \$32,993 net cost to city	\$7.13/household X 410 homes \$2,923.30/month \$2,923.30 X 10 months³ = \$29,233 total cost Less \$8,540 tipping fee savings = \$20,693 net cost to city	\$4.13/household X 410 homes \$1,693.30/month \$1,693.30 X 10 months³ = \$16,933 total cost Less \$8,540 tipping fee savings = \$8,393 net cost to city

NOTES

1. All scenarios are based on the current program threshold of 410 households and expected food scrap diversion total of 122 tons. These scenarios are calculated on a per-household basis, and will vary depending on the number of households that actually participate in the post-grant program. Both the program cost and amount of food scraps diverted will vary according to the number of participating households.
2. All post-grant scenarios assume a rate reduction of 2.55 per household [to \$19.13/month] from the current rate [\$21.68/month] that would result from Compost Crew purchasing the shipping containers at the Compost Outpost composting site at Trinity Church, and paying for the buy-back over a two-year period.
3. All calculations are based on a 10-month period of the fiscal year, since July and August will still be covered by the USDA grant.
4. With no city subsidy, households would pay full price for the service, which could vary between \$19.13 (for 410 households) and the full regular \$32 rate, depending on number of subscribing households. The \$19.13 rate assumes that Compost Crew would purchase the shipping containers located at Trinity Church (see Note 2 above), and that participation remains at 410 households. Compost Crew's general regular stand-alone household rate is \$32/month. This general household rate can be lower with a higher number of subscribers.

CITY OF GREENBELT - POST-GRANT COMPOSTING OPTIONS



OBJECTIVES

- Continue momentum for food scrap composting in the City of Greenbelt that was started by the USDA grant
- Keep processing of Greenbelt food scraps locally to minimize traffic & emissions
- Continue to give Greenbelt a valuable, locally-produced soil enrichment product
- Support Trinity Church's food recovery program
- Come up with a financial model that works for the City, its residents & Compost Crew



ISSUES ADDRESSED BY PROJECT

- Food waste comprises at least 24% of weight going to landfills, per EPA.
- Food that decomposes anaerobically in landfills produces methane, a potent greenhouse gas.
- Food scraps & organic waste composted locally lowers greenhouse gases.
- Soils are losing nutrients, and people feel the need to apply chemical fertilizers to compensate.
- Loss of organic matter in soil increases stormwater runoff & water pollution.
- By closing the organics loop, we incorporate nutrients back into our soils in the form of compost, reduce greenhouse gas emissions, require fewer or no fertilizer inputs, help make soil spongier & more absorbent, and reduce the amount of runoff

ENVIRONMENTAL & SOCIAL BENEFITS

- Divert food scraps and organics from the landfill in an efficient way both environmentally and economically
- Reduce Greenbelt's greenhouse gas emissions
- Expand Greenbelt's food waste diversion program
- Demonstrate local food waste composting capacity at a small/medium scale
- Increase local compost production
- Assist food production in community gardens.
- Improve soil health
- Demonstrate the benefits of returning a valuable recycled resource to the community

YEAR ONE HIGHLIGHTS



Thursday, May 9, 2024

Gathering at Compost Facility Showcases City Pilot Program

Thursday November 21, 2024

Curbside Food Scrap Program Marks Milestone with Delivery

"The delivery of 40 cubic yards of compost to Greenbelt community gardens marked the **official accomplishment of a key component of the program – closing a food loop....[F]ood waste that formerly went to the landfill now returns to Greenbelt as a high-quality soil enrichment resource.**"



*Ribbon cutting with city officials
and Compost Crew*

HELPING COMMUNITY GARDENS

“The compost was of excellent quality. All the gardeners who I talked to in Henry's Hollow were very pleased and are looking forward to another delivery in the spring of next year. **It's great to have a program whereby the community enriches the gardens of Greenbelt.**”

- Eric Raun, coordinator for Henry's Hollow community garden (***News Review***, 11/21/24)



*First compost delivery,
Oct. 15, 2024*

CURRENT PROGRAM

- **The service residents get today, which is currently funded by the USDA grant, is priced at \$22-23 per home**
- After the grant to continue weekly collection & processing for 410 households
 - The proposed cost is \$21.68 per home per month
 - In this scenario, Greenbelt owns the shipping containers
 - Compost Crew owns the finished compost, which can be offered to local groups and residents at a discounted rate



COST SAVINGS

- **All materials sent to landfill will cost the City \$85/ton effective July 2025**
- At 410 homes, the City will divert an expected 122 tons of food scraps annually. That will save \$10,370 vs. tipping at the landfill (\$2.10 / home per month). Composting will also use ~366 tons of yard waste.
- At 660 homes, the City will divert nearly 200 tons of food scraps per year, which will save \$17,000
- Landfill rate increase to \$90/ton (+6%) in July 2026 has already been announced



TO REDUCE PROGRAM COST - OPTION #1

- **Greenbelt sells the shipping containers at the Outpost to Compost Crew**
 - Compost Crew would purchase the containers used at the Compost Outpost for a depreciated price (80% of original cost)
 - Purchase would happen over two years, via a reduction in monthly service fees
 - The monthly rate for service would drop by \$2.55 at 440 homes or by \$1.70 at 660 homes



TO REDUCE PROGRAM COST - OPTION #2

- **Expand participation to 660 Greenbelt households**
 - The current program has a cap of 410 participating households
 - The Compost Outpost at Trinity can process food scraps from as many as 440 homes
 - If Greenbelt makes available space at the Armory for storing & processing finished compost, it would enable expansion to 660 homes
 - That would reduce the per home cost by between \$1.00-1.25 per month



TO REDUCE PROGRAM COST - OPTION #3

- **Change to a partially-subsidized program**
 - Greenbelt can have residents pay a small monthly fee for this service, reducing the amount paid by the City
 - City of Alexandria has just decided to introduce a \$5 / month fee; Falls Church charges \$8 / month
 - Charging a fee will likely reduce participation to some extent, but a small monthly fee should minimize attrition

OPTIONS FOR USE OF FINISHED COMPOST

- **The Garden Club would get first right to purchase the finished compost**
 - \$45 per cubic yard (list price \$75 / cy)
 - Max of 300 cubic yards
- **Compost Crew retains the finished compost**
 - Trinity Church is also interested in buying available compost
- **Residents may have an option to purchase smaller amounts**

THANK YOU

- We are grateful for the opportunity to work with the City of Greenbelt to demonstrate the value of this local, closed loop system for processing food waste
- We are happy to answer your questions





MEMORANDUM

TO: Josué Salmerón, City Manager
FROM: Bonita Anderson, City Clerk
DATE: August 8, 2025
SUBJECT: Revised Council Meeting Schedule for 2025

Attached is a revised Council Meeting Schedule for 2025. It is suggested that the schedule be included on the next agenda of the Regular Council Meeting for action.

Conferences

— MML Fall Conference in Wisp Resort, McHenry, MD – October 12-14, 2025

Jewish Holidays – *When work is not permitted (holding meetings should be avoided)*

1. **Rosh Hashanah** – Begins at Sunset on Monday, September 22 (7:04 pm) and ends at Nightfall on Wednesday, September 24. **School is closed on Tuesday, September 23rd.**
2. **Yom Kippur** – Begins at Sunset on Wednesday, October 1 (6:49 pm) and ends at Nightfall on Thursday, October 2. **School is closed on Thursday, October 2nd.**
3. **Sukkot** – Begins at Sunset on Monday, October 6 (6:41 pm) and ends at Nightfall on Monday, October 13. *(Work is not permitted on October 7th and 8th.)* **School is open.**
4. **Shemini Atzeret & Simchat Torah** – Begins at Sunset on Monday, October 13 (6:17 pm) and ends at Nightfall on Wednesday, October 15. **School is open.**

Based on the above information, suggested changes to Council's 2025 meeting scheduled are:

1. **Reschedule Monday, September 22, Regular Meeting to Wednesday, September 24** (*Rosh Hashanah*)
2. **No Work Session on Wednesday, October 1** (*Yom Kippur*)
3. **Reschedule Monday, October 13 Regular Meeting to Tuesday, October 14** (*MML Fall Conference*)
or Virtual Only



City Council Meetings & Work Sessions August – September

Regular Meeting	Mon.	08/11	7:30 pm
Advisory Board Interview	Wed.	08/13	7:10 pm
Work Session – Rent Stabilization	Wed.	08/13	7:30 pm
Special Meeting/Closed Session – Personnel Matters/Acquisition of Real Property	Wed.	08/13	Immediately Following WS
No Meetings – Council Summer Recess	Mon. & Wed.	08/18 & 08/20	
No Meetings – Council Summer Recess	Mon. & Wed.	08/25 & 08/27	
No Meeting – Labor Day	Mon.	09/01	
Work Session – Advisory Boards & Committees Interviews (virtual)	Wed.	09/03	7:30 pm
Regular Meeting	Mon.	09/08	7:30 pm
Work Session – WSSC	Wed.	09/10	7:30 pm
Work Session – Greenbelt Armory Site – Concept Presentation	Mon.	09/15	7:30 pm
Work Session – Final Draft of the Greenbelt Strategic Wayfinding Plan	Wed.	09/17	7:30 pm
Regular Meeting	Mon.	09/22	7:30 pm
Work Session	Wed.	09/24	7:30 pm
Work Session – Go Prince George’s County (Draft Master Plan of Transportation)	Mon.	09/29	7:30 pm

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

Bonita Anderson, City Clerk

Ready to be scheduled:

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

Annual													Follow-Up Letter Sent
Advisory Group Chairs	7/22	7/23	8/24	6/25									
Franklin Park at Greenbelt Station Mgmt.	12/21	12/22	2/24										3/21/24
Greenbelt Center HOAs	3/23	5/24											
Greenbelt East HOAs and COAs/Greenbelt East Advisory Coalition	4/22	6/23											
Greenbelt Homes, Inc.	8/22	8/23	9/24										
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												