



CITY COUNCIL AGENDA
Municipal Building

This meeting will be held in-person and virtual.

**25 Crescent Road
Greenbelt, MD 20770**

OR

**Virtual Participation
Zoom Webinar Attendees:**

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

**[https://us02web.zoom.us/j/89794948234?
pwd=rbLU8hW4vgw0me3HH5XYOoWK18ZCGW.1](https://us02web.zoom.us/j/89794948234?pwd=rbLU8hW4vgw0me3HH5XYOoWK18ZCGW.1)**

Dial-in: 301 715 8592

Webinar ID: 897 9494 8234

Passcode: 562821

**Monday, November 18, 2024
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:

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

6. Approval of Agenda and Additions

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

7. Presentations

7a. Municipal Government Month Proclamation

Suggested Action:

November is Municipal Government Month. In recognition of the event, the City sponsors many activities that display government in action, including the Community Health and Wellness Fair, Walk to Scholl Day, "If I Were Mayor" contest for fourth grade students, Welcome Packet Program, Fall Fest, Wild Rumpus, Shredding Event and Electronics Recycling Event, and has featured various pictures and videos throughout the month showing Greenbelt's Municipal Government in action on the City's social media sites.

[Municipal Government Month Proclamation 2024.pdf](#)

7b. Maryland Municipal League - Municipal Achievement Award

Suggested Action:

On November 8, 2024, the Maryland Municipal League awarded the City of Greenbelt the Municipal Achievement Award in recognition of its Summer Camp Inclusion Program. During tonight's meeting, Greg Varda, Recreation Director will be present to accept the award.

7c. Presentation on Stop Sign Cameras Program

Suggested Action:

At the request of the Mayor, Staff will present updates on the **Stop Sign Camera Pilot Program** during the upcoming Council meeting. This presentation will include new information about the expanded pilot, key findings, and the legislative framework required for implementation.

The initial phase of the pilot program focused on collecting data at three locations:

1. **Cherrywood Ln and Breezewood Dr** (West Greenbelt)
2. **Southway and Ridge Rd** (Center Greenbelt)
3. **Research Rd and Ridge Rd** (Center Greenbelt)

This initial assessment revealed significant levels of non-compliance, with violation rates ranging from 63% to 93%. Based on these findings, the program has now been expanded to include six additional intersections across the city:

1. **Springhill Dr and Cherrywood Ln** (West Greenbelt)
2. **Springhill Dr and Edmonston Rd** (West Greenbelt)
3. **Cherrywood Ln and Breezewood Dr** (West Greenbelt)
4. **Ridge Rd and Laurel Hill Rd** (Center Greenbelt)
5. **Ridge Rd and Gardenway Rd** (Center Greenbelt)
6. **Ridge Rd and Crescent Rd** (Center Greenbelt)

No citations are being issued during this pilot phase. Instead, the program is focused on collecting data to identify high-violation areas and determine where permanent stop sign cameras may be installed. The data gathered will also support legislative efforts at the County and City to authorize and regulate the use of stop sign cameras.

We look forward to presenting detailed findings and discussing the next steps for this important initiative to enhance traffic safety in Greenbelt.

*8. Minutes

Suggested Action:

Work Session - August 31, 2022

Work Session - November 30, 2022

Regular Meeting - November 27, 2023

Regular Meeting - December 11, 2023

[WS220831.pdf](#)

[WS221130.pdf](#)

[RM231127.pdf](#)

[RM231211.draft.edited.pdf](#)

9. Administrative Reports

Suggested Action:

Reference: This link will display the weekly report for the City Manager and City Departments

https://www.greenbeltmd.gov/government/city-administration/city-manager-s-office/weekly-reports/-folder-1543#docan2352_4054_3510

*10. Committee Reports

*10a. Advisory Committee on Education (ACE) Report #24-02: Grant Report

Suggested Action:

It is recommended that the Council accept this report.

[Grant report to Council Oct 2024 final.pdf](#)

III. LEGISLATION

IV. OTHER BUSINESS - 90 minutes (8:15 - 9:45 p.m.)

11. Discussion on Filling City Council Vacancy Legislation

Suggested Action:

Reference: BoE Report 2024-04: Provisions and Proposed Amendments Regarding Council Vacancies

The City Council has been reviewing procedures for filling vacant Council seats. On July 29, the Council met with the Board of Elections to discuss a report outlining recommended procedures. On August 12, 2024, the Board submitted a revised report (Report #2024-04) proposing two recommendations to amend City Charter Section 32 regarding Council vacancies (attached).

On October 14, the Council revisited this topic but did not provide clear guidance on drafting legislation for a public hearing—whether to pursue a code amendment or a charter amendment.

Council direction is now sought to clarify the next steps.

[BoE4212Charter32Vacancies_Report_2024-04.pdf](#)

12. Authorizing the City Manager to Execute a Contract with Charles P. Johnson and Associates to prepare up to 15 storm drain easements

Suggested Action:

Reference: Memorandum, T. Hruby, 11/13/24

CPJ Storm Drain Easement Cost Proposal

List of Structures/Systems Needing Easement Research, 1994

In August of 1994, the County provided the City of Greenbelt (City) with the Storm Drain Acceptance Program Phase I and Phase II (SDAP) report. The report identified storm drain systems that were accepted immediately for maintenance and others that required additional work, including easement research for 41 storm drain structures. Unfortunately, the easement related work identified in the 1994 report was never completed and therefore the structures/systems were never accepted by the County.

While the County has indicated it has some capital funding to reimburse the City for the preparation of easements, staff do not believe it is sufficient to expeditiously complete all the easement related work needed to get all public storm drain systems

accepted by the County. As such, staff are recommending leveraging a portion of the ARPA funding allocated to storm drain infrastructure to assist with some of the easement work needed to address the recommendations/findings for the 1994 report.

Charles P. Johnson, the City's on-call engineer, has submitted a proposal to draft up to 15 easement agreements at a cost not to exceed \$59,962.50. The total number of easements prepared may be lower than 15 based on the research and complexity of the work required to locate, survey and negotiate an acceptable easement area for each individual system/structure.

Staff recommends City Council authorize the City Manager to execute a contract with Charles P. Johnson and Associates to prepare up to 15 easement agreements at a cost not to exceed \$59,962.50. There is sufficient ARPA funding remaining in the storm drain assessment project account to fund this project.

[CPJ easement memo contract award.v1.th.11.13.24.pdf](#)

[Greenbelt Storm Drain Easement Cost proposal-1.pdf](#)

[List of structures needing easements.pdf](#)

13. Proposed Policy for Processing Little Free Library Placement Requests

Suggested Action:

Reference: Memorandum, J. Fearer, 11/13/2024

Little Free Library - Fillable Application

This summer, staff received a new request to install an LFL on public property, and staff would like to formalize the policy that will guide the process for the current request and subsequent requests going forward. Based on staff research and consultation with the City Solicitor, staff has drafted an application that would be handled at staff level to process requests for LFLs on City property. Upon approval, the City would issue an applicant a conditional construction permit.

Staff recommends that Council approve the application and conditional permitting process for the installation of LFLs on public property that enables staff to work directly with applicants on the approval or disapproval of each application. As part of the process, planning staff will also work with the applicant and other City departments, including Recreation, on the proposed placement of each approved LFL.

[24-1113_Little Free Library Policy_Staff Memo_Final.pdf](#)

[Little Free Library - Fillable Application_11.13.24.pdf](#)

14. Authorizing the City Manager to Execute a Contract with VMP Construction Company, Inc. for Paving the Multi-Use Path between Greenbrook Drive and Schrom Hills Park

Suggested Action:

Reference: Memorandum RE VMP-Updated, J. Fearer, 11/14/2024

Revised Proposal No 6273_VMP_QUOTE

This contract utilizes a portion of the ARPA funds allocated for Pedestrian and Bicycle Master Plan Implementation and Improvements. Staff proposes that the City Council authorize the City Manager to execute a contract with Next Day Concrete for asphalt construction services for a total of \$36,950. This includes \$19,000 previously approved by Council for the installation of two (2) new raised crosswalks and amends the quote to also include \$17,950 to pave the multi-use path adjacent to Hanover Parkway between Greenbrook Drive and Schrom Hills Park.

This will replace Council's previous approval of a contract with VMP not to exceed \$20,000, and it will allow the City to utilize ARPA funds to complete asphalt work in support of Pedestrian and Bicycle Master Plan Implementation and Improvements as budget permits.

[24-1114_VMP_Quote Updated_Staff Memo_Final.pdf](#)

[Revised Proposal No 6273_VMP_QUOTE.pdf](#)

15. Authorizing the City Manager to Execute Contracts for ARPA Project - Ballfield Renovations for Schrom Hills Park Multipurpose Field and Braden Athletic Complex

Suggested Action:

Reference: Capitol Sports Fields Quotes

Musco Quotes

Long Fence Quotes

Approximately \$2.35 million in ARPA funds was designated for the ballfield improvements project. \$350,000 of that amount was reserved for the purchase of equipment that would allow staff to better maintain the City's athletic fields. The remaining funds will allow for significant improvements to the playing conditions and infrastructure at the Braden Field complex and Schrom Hills Park. This project encompasses a variety of elements and trades, but the majority of the construction budget can be fulfilled with the approval of contracts with three vendors.

Capitol Sports Fields has submitted quotes totaling \$1,169,489.05, which includes a 15% contingency, to take on the bulk of the work related to improving playing field conditions. The Capitol Sports Field quote is based on pricing from a rideable contract with the City of Rockville. At Schrom Hills Park, the multipurpose field will be scalped, graded, and sodded with Bermuda grass, which is the best natural alternative to synthetic turf for playing surfaces. In addition, an irrigation system would be installed to allow for proper watering, a key factor in protecting the health of

the new grass surface. The Braden Field complex work will include removal and replacement of infield sod, regrading, refabricating pitcher's mound and batter's box, and installing new infield soil mix.

Musco Sports Lighting has submitted quotes totaling \$394,835. Musco is a premier agency in the sports lighting field and the quoted prices are based on a Keystone Purchasing Network contract. The Keystone Purchasing Network is a cooperative purchasing program that solicits bids on behalf of public agencies. Musco would provide a retrofit system for the light poles serving the Braden #1 baseball/football field that would convert the existing lights to LED. Additionally, the eight existing light poles serving Braden #2 would be replaced with only 4 new poles. The new LED lights would result in an estimated 50% energy savings, reduce light spillage and glare, and qualify for significant energy rebates. Additionally, all lights could be operated remotely, rather than relying on a traditional on/off switch.

Long Fence has submitted quotes totaling \$164,700 to address fencing and dugout needs related to the ballfield improvements project. Long Fence has an established relationship with the City for fence installation and is on the negotiated purchase list. A fence will be installed around the perimeter of the Schrom Hills Park multipurpose field. This fence will allow staff to better control access, preventing damage caused by unpermitted groups and, ultimately, protecting the investment into improving the playing surface. At the Braden Field complex, Long Fence would replace the existing outfield fence on Braden Field #2, which is being shortened by 50 feet as the field is converted from softball to little league dimensions. Additionally, four new dugouts would be installed to serve Braden Field #1 and Braden Field #2.

Staff recommends that City Council authorize the City Manager to execute the three contracts, totaling \$1,729,024.05, to significantly improve conditions at Schrom Hills Park and the Braden Field Complex, and Greg Varda, Recreation Director, will be available to discuss this project.

[Capitol Sports Fields Quotes.pdf](#)

[Musco Quotes.pdf](#)

[Long Fence Quotes.pdf](#)

16. Authorizing the City Manager to Execute Contract for Greenbelt Station Central Park - Shaded Tables
Suggested Action:
Reference: Shaded Tables - Greenbelt Station

Game Time c/o Cunningham Recreation has submitted a quote for \$86,153.64 to supply and install two additional shade structures in the lower section of Greenbelt Station's central park area. These shade structures will be a similar design to the existing shade structures, but will be larger and incorporate dining tables, including one ADA accessible table under each shade. The quoted prices are based upon a rideable OMNIA Partners contract. OMNIA Partners simplifies procurement for State and Local Governments through a lead public agency contracting model that ensures all their cooperative contracts are compliant with public purchasing regulations and are competitively solicited to improve efficiency in the procurement process for participating agencies. Cunningham Recreation provided the initial shade structure installations at Greenbelt Station central park and is on the negotiated purchase list as a longtime supplier/builder of City recreation amenities. Plans for the additional shade structures have been shared with and approved by the Greenbelt Station Board of Directors.

Staff recommends City Council authorize the City Manager to execute the purchase and installation of shade structures by Cunningham Recreation in Greenbelt Station – Central Park not to exceed \$86,153.64. Greg Varda, Recreation Director, will be available to discuss the project.

[Shaded Tables - Greenbelt Station.pdf](#)

17. Legislative Issue Tracking

Suggested Action:

Councilmember McKinney requested this item to be added to the agenda.

Greenbelt City Council created a planning framework during the Council Retreat Sessions conducted in January and February of 2024. This framework has also guided the development of legislative priorities discussed in August 2024. Council is committed to moving forward with these priorities in FY2025. To effectively monitor and share progress with residents on these legislative priorities, a detailed tracking tool needs to be developed and regularly discussed and updated.

This tool should list, at minimum, the legislative issue, Councilmember that referred the issue, the current status within the legislative process, next steps, and timeline or target completion date. The tool should track issues at the City, County, and state level and should help inform work session scheduling and council meeting agenda topics. A summary of the status of these priorities can be included in the stakeholder meeting document that is included in the regular council meeting packet.

Additionally, legislative priorities can be discussed quarterly in coordination with the City Manager's quarterly report.

[Council 2024-2025 Legislative Priorities, v2.pdf](#)

18. Approval of CDBG PY50 Contract Award - Roadworks Improvements Cherrywood Lane

Suggested Action:

Reference: Memorandum - B. Kim - 11.13.2024

Award Letter City of Greenbelt

VMP Short Contract

In accordance with the CDBG Contract Award Letter dated 10-June-2024 and the most recent pre-construction meeting held on 12-November-2024, the City of Greenbelt has received the fully executed Operating Agreement for CDBG PY50 from the Prince George's County Department of Housing and Community Development. This agreement has awarded the City **\$191,221.00** for improvements to Cherrywood Lane, extending from Greenbelt Road to Breezewood Drive.

The project includes milling, asphalt overlay, base repair, and potential concrete works to include but not limited to sidewalks, curb, gutter, and aprons. Limits of construction are located on Cherrywood Lane from Greenbelt Road to Breezewood Drive.

Public Works has identified VMP Construction Co. Inc., as best value. They located in PG County and have been successful with competitively bidding county/state-based contracts. Most recently PG County Roadworks Contract 952-H (D)/A. Please also note, grant total is expected to address all costs associated with this contract.

Contractor	Proposal Price	Notes
VMP Construction	\$191,221.00	
Total:	\$191,221.00	Expected 100% Grant Refund Amount

Staff recommends Council authorize the City Manager to execute a contract for the purchase of roadworks improvement at Cherrywood Lane with VMP Co., Inc., located at 9635 Annapolis Road, Lanham, Maryland 20706, for a total project cost of \$191,221.00.

[Award Letter PF- City of Greenbelt.pdf](#)

[VMP Short Contract_PY50_DRAFT.pdf](#)

[24.11.13_Memo_CDBG_PY50_VMPv2.pdf](#)

19. Council Activities

20. Council Reports

*21. Meetings
[meetings.pdf](#)

*22. Approval of Non-Profit Grant Awards
Suggested Action:
Reference: Memorandum - T. George - 10.28.24

Nonprofit Recovery Grant Application - Greenbelt Rotary

A staff review panel consisting of the City Manager, Assistant City Manager, CARES Director, and DEI Officer has reviewed and approved the following ARPA grant awards. The funding for these awards is within the previously approved allocations from City Council.

Rotary Club:

Purpose: Pandemic Recovery and Drivers Ed Program: We serve a huge and diverse range of groups and citizens locally, nationally, and internationally directly through our efforts and indirectly through our parent organization, Rotary International. Our programs range from the very specific, such as food drives for local residents in need, to public events, such as our annual Peace Day Celebration and support of the annual Pumpkin Festival, so we can fairly say that we impact the lives of many hundreds of Greenbelt residents in one way or another throughout the year. Many adults in the City of Greenbelt lack the resources to fund the requirements for obtaining a driver's license. This grant will enable us to pilot the Driver Education Program, fine-tune its processes, and work with partners.

Brief program/project description: Many adults in the City of Greenbelt lack the resources to fund the requirements for obtaining a driver's license. This puts them at a significant disadvantage when it comes to traveling to job interviews and ultimately commuting to jobs. Such disadvantages severely limit the types of jobs these community members can gain. This grant will enable us to pilot the Driver Education Program, fine-tune its processes, and work with partners. We will use the pilot period to assess funding requirements and seek additional grants to support an ongoing program. There are several agencies that offer grants for driver safety and workforce development that we can tap into as we prove that the program fills an important need. We plan to apply for grants from sources including, but not limited to, the Greenbelt Co-op Cassels Award, Greenbelt Community Foundation, and county council members, as well as Rotary District Grants in the future for this program.

Estimate of Greenbelt Residents Being Served: Through our various outreach programs described above, we can fairly say that we impact the lives of hundreds of

Greenbelt residents in one way or another throughout the year.

Review Team Recommendation: Staff recommends funding the Rotary Club non-profit application of \$20,000.

[Nonprofit Recovery Grant Application - Greenbelt Rotary.pdf](#)

*23. Stakeholder List

[Stakeholder Schedule.pdf](#)

*24. Approval of Special Employee Holiday

Suggested Action:

Since December 1969, the City Council has granted an extra holiday to classified employees during the holiday season. In recent years, when Christmas has fallen on a Tuesday or Thursday, Council has assigned the holiday to create a four-day weekend. Otherwise, the holiday has been granted as a “floating day” that employees may use whenever they wish during the remainder of the fiscal year. Since Christmas falls on a Wednesday, it is recommended that Council grant a floating holiday to employees.

Approval of this item on the consent agenda will indicate Council’s approval of the recommendation.

*25. Appointment to Advisory Board/Committee

Suggested Action:

Reference: Application and Code of Conduct

The City Council interviewed candidates for various advisory committees. Cynthia Jefferson was interviewed on September 30, 2024, for the Senior Citizens Advisory Committee (SCAC). On October 30, 2024, Halchyon Ahearn was interviewed for the Greenbelt Advisory Committee on Environmental Sustainability (Green ACES), Denna Lambert and Gulnura Rakhshova were interviewed for the Advisory Committee on Education (ACE).

Approval of this item on the consent agenda will confirm the Council's intent to appoint Ms. Jefferson to SCAC, Ms. Ahearn to Green ACES, and Ms. Lambert and Ms. Rakhshova to ACE.

*26. Authorizing the City Manager to contract with Charles P. Johnson and Associates for the preparation of a storm drain easement for the storm drain system located in the vicinity of 4 Woodland Way at a cost not to exceed \$11,400

Suggested Action:

Reference: Proposal 11211-Woodland WAY

The City Council allocated a total of \$200,000 in ARPA funding towards the assessment of the City's storm drain systems. Greenbelt Homes, Inc. (GHI) has identified that the storm drain system proximate to 4 Woodland Way is need of significant repairs and in October 2023 engaged City staff in discussions about the City entering into a Memorandum of Understanding outlining the City's commitment to accepting responsibility for maintenance of major storm drain systems located throughout GHI.

Staff believes this project presents an opportunity to undertake a pilot project to determine what will be required of the City for the County to accept responsibility for storm drain systems that are not currently associated with a public storm drain easement and are not up to current Prince George's County storm drain standards. Based on the 1994 Study that was completed for the Municipal Storm Drain Acceptance program, there are at least 41 systems that require easements, and a large number of the systems do not meet current County standards. The City's on-call engineer, Charles P. Johnson and Association (CPJ), has completed some preliminary work on this project and has submitted a formal proposal to further assist the City in drafting the necessary easement agreement.

Once an easement agreement for the subject system has been approved by the County it will be used as a template and staff will continue to engage CPJ to prepare up to 15 additional easement agreements. A contract for this larger scope of work is also on Council's agenda for approval this evening. If County funding permits, staff will seek to leverage the City's funding to have the County assume financial responsibility for the preparation of additional easement agreements.

CPJ has submitted a proposal to prepare a draft easement agreement at a lump sum cost of \$11,400. Approval of this item on the consent agenda will indicate Council's intent to authorize the City Manager to execute the contract with Charles P. Johnson and Associates for a lump sum cost of \$11,400. There is sufficient ARPA funding remaining in the storm drain assessment project account to fund this project.

[Proposal_11211 \(002\) - Woodland WAY.pdf](#)

***27. Authorizing the City Manager to Execute Renewal of the Fire Station Lease**

Suggested Action:

Reference: Proposed Fire Department Lease 2024

The lease agreement with the Greenbelt Volunteer Fire Department and Rescue Squad for the property at 125 Crescent Road is up for renewal. The proposed lease maintains the same terms as the 2019 agreement, including a five-year term starting

November 1, 2024, an annual rent of \$10, and use of the property for fire and rescue operations. Responsibilities for maintenance remain shared, with the City handling major exterior elements and GVFD managing interior upkeep.

Staff recommends that Council approve the lease renewal and authorize the City Manager to execute the lease agreement.

[Proposed Fire Dept Lease 2024.pdf](#)

*28. Purchase of one (1) Public Works Building Maintenance Vehicle

Suggested Action:

Reference: Memorandum - B. Townsend - 10.24.2024

Hertrich Fleet Services, Inc. Quote

Suburban Signs, Inc. Quote

The 2025 Replacement budget has allocated \$79,300 for a Ford Transit Passenger Van that will double as a backup for the Greenbelt Connection and the purchase of a replacement vehicle for parking enforcement.

Staff has identified Howard County contract #440004546 for purchase of the Ford Transit Passenger Van at the price of \$53,842. This is Building Maintenance first vehicle and comes with 12 removable seats that will allow for it to double as a work vehicle and a backup for the Greenbelt Connection. The van will need to be stickered for an additional cost of \$425, making the total cost \$54,267.

The van purchase combined with the recent purchase of the Nissan Leaf S Electric for Parking Enforcement at \$25,030 brings the total of \$79,297, which is in line with the 2025 budget.

Staff recommends Council authorize the City Manager to execute the following purchases:

One (1) Ford Transit Passenger Van per Howard Count contract #440004546 from Hertrich Fleet Services, Inc., 1427 Bay Road, Milford, DE 19963 for \$53,842.00, with stickering from Suburban Signs Inc., 10800 Hanna St. Beltsville, MD. 20705 for \$425.

[Memorandum - B. Townsend - 10.24.24.pdf](#)

[Hertich Fleet Services Inc Quote.pdf](#)

[Suburban Signs Inc Quote.pdf](#)

City Council Agenda Item Report

Meeting Date: November 18, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Proclamation

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

Subject:

Municipal Government Month Proclamation

Suggested Action:

November is Municipal Government Month. In recognition of the event, the City sponsors many activities that display government in action, including the Community Health and Wellness Fair, Walk to Scholl Day, "If I Were Mayor" contest for fourth grade students, Welcome Packet Program, Fall Fest, Wild Rumpus, Shredding Event and Electronics Recycling Event, and has featured various pictures and videos throughout the month showing Greenbelt's Municipal Government in action on the City's social media sites.

Attachments:

[Municipal Government Month Proclamation 2024.pdf](#)

P R O C L A M A T I O N

WHEREAS, there are 157 municipalities in the State of Maryland, and municipal residents account for more than one-third of our state's population; and

WHEREAS, municipalities represent the most responsive level of government, allowing citizens to have direct access to their elected officials; and

WHEREAS, Greenbelt, like other municipalities, strives to enhance its residents' quality of life by providing a full range of services and programs, including police, public works, social services, recreation, planning and community development, administration, and finance; and

WHEREAS, in conjunction with Municipal Government Month, the City flies the Municipal Government flag at the Municipal Building and sponsors many activities that display government in action, including the Community Health and Wellness Fair, the Walk to School Day, the "If I Were Mayor" contest for fourth grade students, the Welcome Packet program, FallFest, The Halloween Wild Rumpus, and Electronics Recycling as well as many other events throughout the month showing Municipal Government in action through Greenbelt's social media sites.

NOW, THEREFORE, I, Emmett V. Jordan, by the authority vested in me by the residents and City Council of Greenbelt, do hereby proclaim November 2024 to be

MUNICIPAL GOVERNMENT MONTH

in the City of Greenbelt and join the Maryland Municipal League and our sister cities and towns in educating our residents about local government and in celebrating the importance and success of municipal government throughout our state.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Greenbelt, Maryland, to be affixed this 18th day of November 2024.

Emmett V. Jordan, Mayor

ATTEST:

Bonita Anderson, City Clerk

City Council Agenda Item Report

Meeting Date: November 18, 2024

Submitted by: Bonita Anderson

Submitting Department: Recreation

Item Type: Presentations

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

Subject:

Maryland Municipal League - Municipal Achievement Award

Suggested Action:

On November 8, 2024, the Maryland Municipal League awarded the City of Greenbelt the Municipal Achievement Award in recognition of its Summer Camp Inclusion Program. During tonight's meeting, Greg Varda, Recreation Director will be present to accept the award.

Attachments:

City Council Agenda Item Report

Meeting Date: November 18, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Presentations

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

Subject:

Presentation on Stop Sign Cameras Program

Suggested Action:

At the request of the Mayor, Staff will present updates on the **Stop Sign Camera Pilot Program** during the upcoming Council meeting. This presentation will include new information about the expanded pilot, key findings, and the legislative framework required for implementation.

The initial phase of the pilot program focused on collecting data at three locations:

1. **Cherrywood Ln and Breezewood Dr** (West Greenbelt)
2. **Southway and Ridge Rd** (Center Greenbelt)
3. **Research Rd and Ridge Rd** (Center Greenbelt)

This initial assessment revealed significant levels of non-compliance, with violation rates ranging from 63% to 93%. Based on these findings, the program has now been expanded to include six additional intersections across the city:

1. **Springhill Dr and Cherrywood Ln** (West Greenbelt)
2. **Springhill Dr and Edmonston Rd** (West Greenbelt)
3. **Cherrywood Ln and Breezewood Dr** (West Greenbelt)
4. **Ridge Rd and Laurel Hill Rd** (Center Greenbelt)
5. **Ridge Rd and Gardenway Rd** (Center Greenbelt)
6. **Ridge Rd and Crescent Rd** (Center Greenbelt)

No citations are being issued during this pilot phase. Instead, the program is focused on collecting data to identify high-violation areas and determine where permanent stop sign cameras may be installed. The data gathered will also support legislative efforts at the County and City to authorize and regulate the use of stop sign cameras.

We look forward to presenting detailed findings and discussing the next steps for this important initiative to enhance traffic safety in Greenbelt.

Attachments:

City Council Agenda Item Report

Meeting Date: November 18, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Meeting Minutes

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

Subject:

Minutes

Suggested Action:

Work Session - August 31, 2022

Work Session - November 30, 2022

Regular Meeting - November 27, 2023

Regular Meeting - December 11, 2023

Attachments:

[WS220831.pdf](#)

[WS221130.pdf](#)

[RM231127.pdf](#)

[RM231211.draft.edited.pdf](#)

WORK SESSION OF THE GREENBELT CITY COUNCIL held Wednesday, August 31, 2022, to receive an update from the Greenbelt Police Department.

Mayor Jordan started the meeting at 7:30 p.m. The meeting was held virtually via Zoom.

PRESENT WERE: Councilmembers Colin A. Byrd, Judith F. Davis, Ric Gordon, Silke I. Pope, Rodney M. Roberts, Kristen L. K. Weaver, and Mayor Emmett V. Jordan.

STAFF PRESENT WERE: Tim George, Interim City Manager; Chief Rick Bowers, Captain Tim White, Captain Jermaine Gullledge, Captain Mark Sagan, Greenbelt Police Department; Hannah Glasgow, Greenbelt Police Public Information Officer; and Shaniya Lashley-Mullen, Assistant to the City Clerk.

ALSO PRESENT WERE: Peggy Higgins, Public Safety Advisory Committee Chair; and others.

Mayor Jordan explained that during tonight's work session, Council would receive an update from the Police Department on the monthly crime statistics, the progress on revising the General Orders, and other issues.

Chief Bowers summarized the Greenbelt Police Department Strategic Plan for 2021, which included community safety, community outreach, and staff development. The plan will be updated for the next fiscal year. He noted that the only change to the Strategic Plan for 2021 is the implementation of the Crisis Intervention Team.

There was a discussion regarding the Crisis Intervention Team. Captain White explained the meeting between CARES, the Crisis Intervention Team, and Green Ridge House to discuss ongoing concerns with the residents, which include safety, substance abuse, and mental health resources. He noted that the Crisis Intervention Team met with the Prince George's County Crisis Team to establish a partnership. Chief Bowers added that the Police Department would be advertising for an additional Crisis Intervention Team member after the holiday. Ms. Davis suggested that there needed to be more outreach or an article to explain the Crisis Intervention Team and the services it provides. Council thanked the Police Department for implementing the Crisis Intervention Team program.

Council reviewed the Monthly Crime Statics Report.

Mayor Jordan asked if staff could create a six-month summary from the Monthly Crime Statics Report. Chief Bowers said he would discuss it with staff and follow up with Council.

Chief Bowers advised that the crime rate has increased in thefts and thefts from autos. However, there have been some recent arrests. There has been discussion regarding strategies using the Community Action Team and many Public Service Announcements (PSAs) on how to prevent theft by increasing awareness.

There was a discussion regarding the theft of catalytic converters. Ms. Pope suggested that staff needs to share information with residents on the etching of catalytic converters. Ms. Davis added that her catalytic converter was stolen twice and had a cage installed.

There was a discussion regarding Automated Enforcement. Mayor Jordan suggested that one of

the Council's Maryland Municipal League (MML) Legislative Action Requests (LARs) could be that speed camera tickets distinguish between speeding and reckless driving. Mr. Roberts requested staff send a letter to the Maryland State Police Department, urging the police to up their enforcement of traffic laws. Based on a question by Mayor Jordan, Chief Bowers answered that one of the Maryland State Police's primary responsibilities is traffic enforcement along the interstates. There have been diminishing traffic stops in the last 10-15 years. He explained that traffic stops are about making the roadways safer. Installing traffic cameras has reduced the need for officers to make a lot of traffic stops.

Mayor Jordan inquired if staff was tracking pedestrian and bicycle accidents. Chief Bowers answered that staff would provide Council with that information.

Based on a question asked by Mr. Gordon, Chief Bowers answered that there are details around all the schools this week and next week. He explained that there would be a detail at the start and end of the school day due to incidents at the end of the last school year.

Chief Bowers provided Council with an update and progress on the changes regarding the General Orders. Chief Bowers explained policy changes and additions, which include the Commission on Accreditation for Law Enforcement Agencies (CALEA) and state laws. Council reviewed Resolution 2096-2, Modification of Certain Police General Orders. There was a discussion regarding the Prince George's County Accountability Board. Mayor Jordan requested that all the updates and recommendations of the General Orders be incorporated by January 2023. Ms. Davis reminded Council that there still needs to be a work session on the remaining items in the Police Reform Policy. Ms. Higgins explained that PSAC had received all the updates and changes regarding the General Orders and had identified the differences between Resolution 2096-2 and the document that PSAC had reviewed. She further explained that there were three significant differences in the documents, with #13, #18, #19, and #20. PSAC will submit to Council a report on the revised General Orders.

Lore Rosenthal, a Greenbelt resident, asked whether the Police Department had any analysis by race on the percentages of issued warnings that become traffic citations. Chief Bowers answered that there could be some rudimentary data analysis based on the Prince George's County Data Dashboards on the State's website.

There was a discussion regarding recruitment and retention. Based on a question asked by Mayor Jordan, Chief Bowers answered that there are currently 48 sworn personnel, a recent resignation, and two officers in the academy. He suggested three concepts to the Council: a Recruitment/Referral Bonus of \$5,000, a Hiring Bonus of \$15,000 which would be paid out over three years, and a Retention Bonus.

Mayor Jordan inquired about the Police Department's upcoming Community Outreach Activities. Chief Bowers noted some community outreach events, including Trunk or Treat, Thanksgiving food give-away, and Shop with a Cop.

Ms. Davis asked Chief Bowers to provide Council with the resigned officer's name. She advised that she favored increasing referral bonuses and creating retention bonuses. However, Ms. Davis stated that there needs to be further discussion because recruiting/retaining employees are concerns in other departments as well.

Based on a question by Mayor Jordan, Captain Gullledge advised developing a traffic plan at Dora Kennedy French Immersion School, which included a new traffic pattern to eliminate traffic backing up on Edmonston Road. He noted that the traffic plan for Eleanor Roosevelt High School had been improved to ease traffic on Mandan Road. Captain Gullledge stated that a new traffic pattern had been implemented at Springhill Lake Elementary School.

There was a discussion regarding football games at Eleanor Roosevelt High School. Ms. Davis requested that the Police Department meet with CVI Management of Greenbriar to provide an update as there would be additional football games.

Mayor Jordan stated that there had been concerns regarding the reporting format on the Crime Statics Reports. He asked whether the reports could be modified to reflect specific locations of crimes. Chief Bowers explained that the crime reports as written protect the victim.

Ms. Davis stated that Council doesn't receive the Animal Control Report. Chief Bowers answered that he would follow up with staff.

Informational Items:

There was a discussion regarding traffic control regarding the upcoming Labor Day Festival. Chief Bowers explained that there shouldn't be any issues regarding using the parking lot at Buddy Attick Park as a staging area for floats and vehicles. Captain Gullledge added that floats and cars that are part of the parade would enter the parade from Ivy Lane, not from Kenilworth Avenue.

There was a discussion regarding the FBI Relocation Letter. Mayor Jordan stated that he received notification from WMATA requesting a copy of the letter for its briefing book for the Board of Directors. He thanked Mayor Pro Tem Weaver for her edits, noting that he had provided edits to the letter, and requested Council to review the letter and provide edits. Ms. Davis stated that she would submit her edits.

Mr. Gordon asked how many Reparation Commission Applications had been received. Mr. George stated that he would have to follow up with staff on the final count.

Ms. Davis stated that she had sent Council information regarding the MML LARs. The survey is due by close of business tomorrow.

The meeting ended at 9:35 p.m.

Respectfully submitted,

Shaniya Lashley-Mullen
Assistant to the City Clerk

WORK SESSION OF THE GREENBELT CITY COUNCIL held Wednesday, November 30, 2022, to discuss the Pedestrian and Bicyclist Master Plan.

Mayor Jordan started the meeting at 7:30 p.m. The meeting was held in the Council Chambers of the Municipal Building, 25 Crescent Road and virtually via Zoom.

PRESENT WERE: Councilmembers Colin A. Byrd, Judith F. Davis, Ric Gordon, Rodney M. Roberts, Kristen L. K. Weaver, and Mayor Emmett V. Jordan. Councilmember Silke I. Pope was absent.

STAFF PRESENT WERE: Tim George, Interim City Manager; Terri Hruby, Director of Planning and Community Development; and Shaniya Lashley-Mullen, Assistant to the City Clerk.

ALSO PRESENT WERE: Advisory Planning Board Members: Chair Benjamin Friedman, Maria Silvia Miller, and Matthew Inzeo; Michael Hartman; Bill Orleans; and others.

Ms. Hruby provided Council with the background and scope of the Pedestrian and Bicyclist Master Plan, which was initiated with a Metropolitan Washington Council of Governments Transportation/Land-Use Connection Grant Funded Project in 2014. She noted that the Advisory Planning Board (APB) frequently met to review and update the plans and recommendations. Ms. Hruby explained that APB recommended revising and deleting some of the prior recommendations. The recommendations will be used as a spending plan for the \$300,000 American Rescue Plan Act (ARPA) Funding that Council has approved for pedestrian and bicycle improvements. Additionally, the update resulted in the FY23 Budget recommendation that Council approved. The staff has been meeting with the Director of Public Works to start scheduling the implementation of these improvements.

: There was a minor technical difficulty with the meeting due to Zoom and broadcasting of the work session.:

Mr. Friedman stated that APB started reviewing the Pedestrian/Bicycle Master Plan pre-Covid. APB members went into the community to evaluate the recommendations. Ms. Hruby said that the Pedestrian and Bicyclist Master Plan is Citywide. Priority recommendations are identified in every area throughout the City. She explained the intent of the Master Plan, which included identifying barriers for pedestrians and bicyclists, crosswalks, ADA accessibility, the inner-walkway system, and trail connections.

Council reviewed and discussed the completed recommendations for the pedestrian section of the Master Plan.

Ms. Hruby noted that a rectangular rapid flashing beacon was installed at the St. Hugh's crossing on Crescent Road. A possible recommendation was to install the rectangular rapid flashing beacons on the Hanover Parkway Corridor as an alternative to another form of signal. Mayor Jordan noted a conversation with a resident regarding possibly installing a flashing sign at Hunting Ridge.

Mayor Jordan stated that a raised crosswalk was installed near Springhill Lake Elementary School earlier this year and asked that it be added to the report.

Mr. Roberts explained that he had received complaints from some residents regarding a crosswalk on Hanover Parkway past Schrom Hills Park heading towards Good Luck Road. He stated that the residents requested that the crosswalk be upgraded. Mr. Friedman noted that one of the recommendations in the Master Plan was to upgrade the crosswalks at the traffic circles on Hanover Parkway. Ms. Hruby stated that staff is working with the Director of Public Works to install continental design crosswalks.

Ms. Hruby noted that with ARPA funding, the State Highway Administration (SHA) Trail would be upgraded to provide safe passage from Kenilworth Avenue to Cherrywood Lane.

Based on a question by Mayor Jordan, Ms. Hruby noted that staff is monitoring the traffic flow at the intersection of Ivy Lane at Cherrywood Lane. Improving pedestrian and bicycle access is part of Phase II of the Cherrywood Lane Complete Street Project. Ms. Davis stated that it is difficult for drivers coming from Kenilworth Avenue to see pedestrians crossing at the Ivy Lane/Motiva Apartments intersection. She suggested either lowering the speed limit at that location or installing a sign to let drivers know that a crosswalk is at that location. Mr. Gordon asked whether a pedestrian light signal could be installed at that crosswalk. He also inquired if a pedestrian light signal could be installed on Breezewood Drive near the crosswalk at the school and at the crosswalk near Beltway Plaza. Ms. Hruby advised that staff would conduct research in that area. The Cherrywood Lane Complete Street Project does address center medians and refuge islands. Mr. Friedman stated that the construction at Beltway Plaza would determine what is done in the section between Cherrywood Lane and Greenbelt Middle School.

There was a discussion regarding a Zero Vision Plan.

Michael Hartman, 2 Court Gardenway, stated that there is a need for a continuous sidewalk from Kenilworth Avenue along Crescent Road and parts of Ridge Road. He noted there aren't many automobile controls at the crossings on Crescent Road. Mr. Hartman stated that the crosswalks are not lit or accessible to individuals with a disability and that many intersections around Greenbelt aren't well-lit. He inquired how were the Americans with Disabilities Act of 1990 (ADA) requirements priorities addressed in these projects. Ms. Hruby answered that if there are issues with lighting and crosswalks, contact the Planning Department directly. She noted that the purpose of the Pedestrian and Bicyclist Master Plan is to make the City accessible to all. APB has recommended new sidewalks with the Master Plan to better connect the inner-walkways and significant destinations within the City. Mr. Friedman added that there was a recommendation to address the inner-walkway system, and lighting issues are a considerable concern.

Mayor Jordan noted at a recent work session with the SHA that there was a discussion regarding lighting at the crosswalk at Hanover Parkway. The northwestern side of Greenbelt Road is poorly lit. He is following up with SHA to urge SHA to resolve that situation.

Ms. Hruby stated that the City has been installing concrete pads near bus stops. She explained the issues with the inner-walkway system, including that some of the property is the City's and part belongs to GHI. Pathwidths are determined by fences and yard lines. Ms. Hruby noted that some of the bike lanes APB has recommended would eliminate some parking within the City.

Mr. Roberts stated that the inner-walkway system shouldn't be widened as it is part of the community's historic fabric. Ms. Hruby noted that the APB recommendation wasn't to widen the walkways but to make them safe and accessible.

Based on a question asked by Mr. Gordon, Ms. Hruby answered that the City received grants for the Hanover Parkway Bicycle Feasibility Study, the Cherrywood Lane Complete Street Project, and the 193 Corridor Plan. She explained the challenges of spending grant funding due to staff time and resources. Ms. Hruby noted that Ms. Carey Eure, the Grants Coordinator, is assisting the Planning Department in being more efficient regarding grants.

Council reviewed and discussed the recommendations for the bicycle section of the Master Plan.

There was a discussion regarding the intersection of Hanover Parkway and Ora Glen Drive to the north side of Greenway Center Drive.

Mr. Roberts left the meeting at 8:32 pm.

Based on a question by Mayor Jordan, Ms. Hruby answered that Motiva had completed all the right-of-way improvements, and a bus stop had been installed. In addition, she noted that staff is working with Motiva to install public art near the Capital Bikeshare station location.

Based on a question by Mayor Jordan, Ms. Hruby answered that a Traffic Impact Analysis had been done for every new business in the Hanover Parkway Corridor. However, a traffic study hasn't been done in a while to measure the anticipated volume of traffic.

Ms. Davis stated that the owner of the connecting road between Hanover Drive and Greenway Center Drive needed to be cited because that area is not being maintained. Ms. Hruby explained that staff is researching subdivision plats and property information to determine jurisdictions and will cite the appropriate entities.

Mr. Friedman explained that there needed to be a clear designation for bicycle rights-of-way, especially at transitions between in-road/on-road paths.

Mayor Jordan requested staff to research who owns the pathway from the side of SHA Administration Building to Crowne Plaza because the path is sometimes locked. Ms. Hruby explained the challenges staff has faced in locating the plans to show who is responsible for that area.

Based on a question asked by Ms. Davis, Ms. Hruby explained that Planning and Recreation staff have been meeting with NASA regarding the connection from Northway to the NASA Parkway bridge. NASA is designing a new bridge to incorporate bicycle facilities which is funded for FY24. Mayor Pro Tem Weaver reported on the walk with Delegate Williams from Eleanor Roosevelt High School to NASA.

There was a discussion regarding the Greenbelt Road Corridor Project.

Bill Orleans, a Greenbelt resident, suggested that the City contact St. Hugh's Church to develop a partnership to build affordable housing. In addition, he asked did the City participate in the facilitated workshops that NLC held about the Infrastructure Investment and Jobs Act Grant. Mayor Jordan explained that the City is monitoring different programs within NLC that would benefit the City.

Mr. Hartman suggested that the City contact the Goddard Employees Welfare Association regarding possibly obtaining support with building an accessible, walkable, bikeable road connection on Greenbelt Road from Eleanor Roosevelt High School to NASA.

Information items:

Ms. Davis reported on the Greenbelt Co-op Supermarket and Pharmacy Annual Meeting and the Metropolitan Washington Council of Governments Chesapeake Bay Policy Committee meeting.

Council reviewed upcoming events, which included the tree lighting on Friday evening at Roosevelt Center, the Sparkle Mart at the Community Center, the tree lighting in Greenbelt East, and the Greenbelt Farmers Market.

The meeting ended at 9:30 p.m.

Respectfully submitted,

Shaniya Lashley-Mullen
Assistant to the City Clerk

REGULAR MEETING OF THE GREENBELT CITY COUNCIL held November 27, 2023.

Mayor Jordan called the meeting to order at 7:30 p.m.

ROLL CALL was answered by Councilmembers Danielle P. McKinney, Jennifer A. Pompei, Silke I. Pope, Rodney M. Roberts, Kristen L.K. Weaver, and Mayor Emmett V. Jordan.

ALSO PRESENT were Josué Salmerón, City Manager; Jason DeLoach, City Solicitor; Timothy George, Assistant City Manager; Bertha Gaymon, Treasurer; Richard Bowers, Police Chief; Lieutenant Apgar; Terri Hruby, Planning Ryan Sigworth, Community Planner; Director; Brian Kim, Public Works Assistant Director; Brian Townsend, Public Works Assistant Director; Dr. Luisa Robles, Sustainability Coordinator; and Bonita Anderson, City Clerk.

Mayor Jordan asked for a moment of silence in honor of former First Lady Rosalynn Carter and the sudden passing of Council member Brandon “Ric” Gordon. Mayor Pro Tem Weaver then led the pledge of allegiance to the flag.

CONSENT AGENDA: It was moved by Ms. Weaver to approve the consent agenda with the removal of the meeting minutes. Ms. Pope seconded that the consent agenda be approved with that amendment. The motion passed 6-0.

Council thereby took the following actions:

COMMITTEE REPORTS

Advisory Committee on Education - Report #23-02 - ACE Grants Current Status and Future Plans: The Council accepted the report.

Greenbelt Advisory Committee on Environmental Sustainability Report, Recommendation #2023-02 (Proposed Amendment to the Bring Your Own Bag Ordinance #1389): The Council accepted the recommendation.

APPROVAL OF ON-CALL CONTRACT FOR ENGINEERING SERVICES FOR CHARLES P. JOHNSON & ASSOCIATES, INC.: The Council approved the contract.

SPECIAL EMPLOYEE HOLIDAY: The Council approved a special holiday for employees to use whenever they wish during the remainder of the fiscal year.

MEETINGS: The Council accepted the meeting schedule.

STAKEHOLDER LIST: The Council accepted the stakeholder list.

APPOINTMENT TO ADVISORY BOARD: The Council appointed Monica Huber to the Senior Citizens Advisory Committee.

REAPPOINTMENT TO ADVISORY BOARD/COMMITTEE: The Council reappointed Keith Chernikoff for a new term to serve on the Advisory Planning Board.

RESIGNATION FROM ADVISORY GROUP: The Council accepted Patricia Evans's resignation from the Board of Elections and Jennifer Pompi from the Advisory Committee on Education.

GREENBELT BUSINESS IMPROVEMENT AND RECOVERY FUND: The Council accepted the Business Improvement Recovery Fund Round III grant awards and the Business Capital Infrastructure Grant Program.

APPROVAL OF AGENDA: It was moved by Mr. Roberts and seconded by Ms. Weaver to suspend the Council rules to deviate the agenda for Council remarks on the life of Council member Ric Gordon. The motion passed 6-0.

COUNCIL REMARKS:

City staff presented a video in memory of Council Member Gordon.

The City Council, staff, and residents shared memories of Council Member Brandon "Ric" Gordon.

ADJOURNMENT: A motion to adjourn the meeting was made by Ms. Pope and seconded by Ms. Weaver. The motion carried 6-0. The Mayor adjourned the regular meeting of November 27, 2023, at 7:57 p.m.

Respectfully submitted,

Bonita Anderson
City Clerk

"I hereby certify that the above and foregoing is a true and correct report of the regular meeting of the City Council of Greenbelt, Maryland, held November 27, 2023.

Emmett V. Jordan
Mayor

REGULAR MEETING OF THE GREENBELT CITY COUNCIL held December 11, 2023.

Mayor Jordan called the meeting to order at 7:30 pm.

ROLL CALL was answered by Councilmembers Danielle P. McKinney, Jennifer A. Pompei, Silke I. Pope, Rodney M. Roberts, Kristen L.K. Weaver (virtual), and Mayor Emmett V. Jordan.

ALSO PRESENT were Josué Salmerón, City Manager; Jason DeLoach, City Solicitor; Timothy George, Assistant City Manager; Richard Bowers, Police Chief; Brian Kim, Public Works Assistant Director; Brian Townsend, Public Works Assistant Director; John McMillen, Horticulture Supervisor; and Bonita Anderson, City Clerk.

Mayor Jordan asked for a moment of silence in honor of residents Helen “June” Webb, Gabriella Chesnes, Harriet Gherts Ginsburg, Ellen Yoko, Julie Andrus, and Jean Snyder.

Ms. McKinney then led the pledge of allegiance to the flag.

PETITIONS & REQUESTS:

Louise Weisman, a resident, requested that residents have the opportunity for a Q&A with the nominees for the vacant City Council seat before the appointment is made.

Trent Lieberman, a resident, requested that the Council make sure the appointment to fill the current Council vacancy followed an apolitical process.

Bill Orleans, a resident, requested the City Solicitor attend a Council meeting to address Mr. Orleans’s concerns that the response to his "Apology" petition did not meet his expectations. He also asked for recognition and apology from Council for going into a closed session on November 13 without first going into an open session and voting to go into a closed session. Mr. Orleans's final request was that the City Council or the Planning & Community Development Department ask Franklin Park at Greenbelt Station about the homeless population survey it allegedly conducted.

Michael Hartman, a resident, requested that the City review the buildings serviced by natural gas to see if an electric option is available.

CONSENT AGENDA: Mayor Jordan requested to remove the May 15, 2021, meeting minutes. Ms. Pope moved that the consent agenda be approved as amended. Ms. Pompei seconded. The motion passed 6-0.

Council thereby took the following actions:

MINUTES OF COUNCIL MEETINGS:

Work Session – August 2, 2021

Approved as presented.

COMMITTEE REPORTS

Board of Elections Report #2023-09 – Council Vacancy: Charter Section 32: Council accepted the report.

SPRINGHILL DRIVE BUS STOP ACCESSIBILITY: No action was necessary.

CHARLESTOWNE VILLAGE SITE DISTANCE COMPLAINT: No action necessary.

GREENBELT ACCESS TELEVISION (GATe) MOU: Council approved the memorandum of understanding.

RESOLUTION FOR DEPARTURE 23-008-DSDS, GREENBELT HONDA: Council approved the resolution.

MAGLEV SUPPLEMENTAL LETTER: Council approved the supplemental letter.

COUNCIL RECONSIDERATION OF ADVISORY BOARD RESIGNATION: Council reinstated Patricia Evans to the Board of Elections.

MEETINGS: Council accepted the meetings schedule.

STAKEHOLDER LIST: Council accepted the stakeholder list.

APPOINTMENT OF COUNCIL MEMBERS TO METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS COMMITTEES: Council approved the 2024 Metropolitan Washington Council of Governments appointments.

BOARD AND COMMITTEE LIAISON ASSIGNMENTS: Council approved the current liaison assignments.

CONTRACT FOR NATURAL GAS SUPPLY WITH ENGIE: Council approved the contract.

APPROVAL OF AGENDA: It was moved by Ms. Pope and seconded by Ms. McKinney to approve the agenda. The motion passed 6-0.

PRESENTATIONS: None.

STATEMENT OF RECORD – Closed Session, October 25, 2023: Ms. Weaver moved in accordance with the General Provisions Article, Section 3-06(C)(2) of the *Annotated Code of Public General Laws of Maryland*, the minutes of tonight's Meeting reflect the Council met in closed session on Wednesday, October 25, 2023, at 9:43 pm, in Council Chambers. Council held this closed meeting in accordance with Section 3-305(b)(1)(7) of the General Provisions 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 this public body has jurisdiction; any other personnel matter that affects one or more specific individuals; and 2) to consult with counsel to obtain legal advice on a legal matter (discussion of the Interim City Manager's performance evaluation and obtain legal advice about a legal matter).

Vote to close the session:

	Yes	No	Abstain	Absent
Ms. Davis	X			
Mr. Gordon	X			
Mr. Herling	X			
Ms. Pope	X			
Mr. Roberts		X		
Ms. Weaver	X			
Mayor Jordan	X			

The following staff members were in attendance: Josué Salmerón, City Manager (9:43 – 10:21 pm & 10:38 – 10:57 pm); Dawane Martinez, Director of Human Resources (9:43 - 9:56 pm & 10:23 – 10:36 pm); Richard Bowers, Chief of Police (9:43 – 9:50 pm); and Jason DeLoach, City Solicitor (9:43 – 10:21 pm).

Council took the following actions during this session: The Council reached a consensus on adjusting the salary range for the City Manager to conform to compensation findings.

Ms. Pope seconded.

ROLL CALL: Ms. McKinney - Yes
Ms. Davis - Yes
Ms. Pope - Yes
Mr. Roberts - Yes
Ms. Weaver - Yes
Mayor Jordan - Yes

ADMINISTRATIVE REPORTS:

Mr. Salmerón announced an event was held for Senator Alonzo Washington and Delegate Nicole Williams to discuss the Youth Services Bureaus (YSB) and to ask for support for legislation to restore funding for the YSB.

He noted the upcoming projects outlined in the agenda for discussion, including the Buddy Attick Lake Inclusive Playground and the Bradford Pear Tree Replacement along Hanover Parkway.

LEGISLATION:

An Ordinance of the Council of The City of Greenbelt Amending Chapter 10, "Licenses, Permits and Miscellaneous Business Regulations" of the Greenbelt City Code, To Add Article VII, "Disposable Plastic Bags" to Prohibit a Retail Establishment from Providing a Plastic Carryout Bag to Customers, to Require a Retail Establishment to Charge At Least Ten Cents for Each Paper and Reusable Carryout Bag Provided to Customers and To Provide a Penalty for Violation: Mayor

Jordan read the agenda comments. Ms. Weaver introduced the ordinance for first reading and suspension of the rules. Ms. Pope seconded. There was a discussion.

ROLL CALL: Ms. McKinney - Yes
Ms. Davis - Yes
Ms. Pope - Yes
Mr. Roberts - Yes
Ms. Weaver - Yes
Mayor Jordan - Yes

Ms. Weaver introduced the ordinance for second reading and adoption.

Ms. Pope seconded.

ROLL CALL: Ms. McKinney - Yes
Ms. Davis - Yes
Ms. Pope - Yes
Mr. Roberts - Yes
Ms. Weaver - Yes
Mayor Jordan - Yes

The motion passed 6-0.

The ordinance was declared passed (Ordinance No. 1389, Book 12)

A Resolution to Repeal and Reenact with Amendment Resolution Number 2097 to Adopt Standing Rules for the Council of the City of Greenbelt, Maryland: Mayor Jordan read the agenda comments.

Ms. Pope introduced the resolution for the first reading.

OTHER BUSINESS:

Council Vacancy: Mayor Jordan read the agenda comments. Mr. Roberts moved that the City Council hold a special election. Ms. Pompei seconded. There was a discussion. The motion failed 1-5. (Ms. McKinney, Ms. Pompei, Ms. Pope, Ms. Weaver and Mayor Jordan)

Ms. Pope moved that the City Council appoint the eighth person who received the highest votes during the November 7, 2023, election. Mayor Jordan seconded. The motion failed 3-3. (Ms. Pompei, Ms. McKinney, and Mr. Roberts)

Mayor Jordan moved that the City Council begin accepting applicants for the appointment to fill the Council vacancy term 2023-2025 and hold hearings for public input in Greenbelt East and West. The deadline for submission will be on December 20 at 5 pm. Ms. Pope seconded. The motion passed 4-2. (Mr. Roberts and Ms. Weaver)

RECESS: Mayor Jordan moved that the City Council recess for five minutes at 10:30 pm. Ms. Pompei seconded. The motion passed unanimously.

Prince George's County Crossing Guard Shortage: Mayor Jordan read the agenda comments. Ms. Pompei proposed a memorandum of understanding to transfer the crossing guards' responsibilities to the City. Chief Bowers indicated it would be a considerable undertaking and respectfully declined, noting staffing challenges. Mayor Jordan moved that the City send a letter to the County to mirror the memorandum of understanding for the school resource officer as outlined in the agenda comments. Ms. Pompei seconded. The motion passed 6-0.

Buddy Attick Park Inclusive Playground: Mayor Jordan read the agenda comments. Mr. Kim presented illustrations of the concept design of the playground to Council. Ms. Pope moved that Council approve the purchase of the new inclusive playground for a cost of \$611,422.75 with Sparks@Play. There was a discussion. Mayor Jordan seconded. The motion passed 6-0.

Bradford Pear Tree Replacement along Hanover Parkway: Mayor Jordan read the agenda comments. Mr. McMillen presented the PowerPoint presentation on the tree replacement plan to Council. Ms. Pope moved that Council approve the tree removal program using the budgeted amount of \$27,000 for replacements of the Bradford Pears along Hanover Parkway to be phased in over the next couple of years. There was a discussion. Mayor Jordan seconded. The motion passed 6-0.

HVAC Equipment Replacement at Springhill Lake Recreation Center: Mayor Jordan read the agenda comments. Ms. McKinney moved that Council approve the purchase of the new rooftop unit from Densel Company 7640-A Airpark Road, Gaithersburg, Maryland 20879, for a total project cost of \$54,720.45. There was a discussion. Ms. Pope seconded. The motion passed 6-0.

SPECIAL ORDER: Mayor Jordan special ordered #19 ARPA Police Vehicles Purchase as the next item of business. Ms. Pope seconded. The motion passed 6-0.

ARPA Police Vehicles Purchase: Mayor Jordan read the agenda comments. Mayor Jordan moved that Council approve the purchase of five (5) Dodge Durango Police Package Vehicles under the State of Maryland BP#001B3600251 from Hertich Fleet Services, Inc., 1427 Bay Road, Milford, DE 19963, for \$210,695. There was a discussion. Ms. Pope seconded. The motion passed 6-0.

Reparations Commission Consultant Contract: Mayor Jordan read the agenda comments. Ms. Pompei moved that Council approve the staff recommendation to accept the proposal of Impact Educational Consulting to provide facilitation, planning and professional services to the Reparations Commission at a cost not to exceed \$16,000 (with a base contract of \$12,000 and up to \$4,000 of additional cost with approval of the Commission and City Manager plus agreed upon expenses not to exceed \$500. There was a discussion. Ms. McKinney seconded. The motion passed 6-0.

2024 Legislative Priorities Review: Mayor Jordan read the agenda comments. Mr. Salmerón gave an overview of the top five proposed bond bill requests to be presented to District 22 Representatives for projects totalling \$2,328,832. The proposed bond requests are the Armory Site Feasibility Study, New Municipal Building, Street Light Upgrade to LEDs, ADA Upgrades and Roof Replacement at the Youth Center, and Greenbelt Cinema Restoration. Ms. Pope moved that Council approve the staff recommendation. Ms. McKinney seconded. The motion passed 6-0.

ARPA Status Update: This item will be discussed at the next regular Council meeting.

Council Activities:

Senior Citizen Advisory Committee Meeting – Ms. Pope
Legislative Meeting/Dinner – Mayor Jordan, Ms. Weaver, Ms. Pompei, and Ms. McKinney
Ric Gordon's Vigil in Roosevelt Center – Mayor Jordan, Ms. Weaver, Ms. Pompei, Ms. Pope, and Ms. McKinney
Greenbriar Tree lighting – Ms. Pompei and Ms. Pope
Center Holiday Tree Lighting – Mayor Jordan, Ms. Weaver, Ms. Pompei, Ms. Pope and Ms. McKinney
Mission BBQ VIP Brunch – Mayor Jordan, Ms. Pompei, and Ms. Pope
Public Safety Awards Ceremony – Mayor Jordan, Ms. Weaver, Ms. Pompei, Ms. Pope, Ms. McKinney and Mr. Roberts
Coop School Bake Sale Fundraiser – Ms. Pope
WAGS Wreath Sale, Fundraiser, Coop Ramp – Ms. Pope
Last Holiday Farmers Market – Mayor Jordan and Ms. Pope
Sparkle Mart – Mayor Jordan and Ms. Pope
Verde Public Safety Meeting with Chief Bowers – Mayor Jordan, Ms. Weaver, Ms. Pompei, Ms. Pope, and Ms. McKinney
PGCMA Legislative Reception – Mayor Jordan, Ms. Weaver, Ms. Pompei, and Ms. McKinney
Greenbelt Volunteer Fire Department Santa Visit, Crafts, etc. – Ms. Pope
Venture Crew 746 at Mowatt Church Winter Wonderland – Ms. Pope
FY25 Community Project Funding (Earmarks) (Congressman's Office Webinar) – Ms. McKinney

ADJOURNMENT: The Mayor adjourned the regular meeting of December 11, 2023, at 12:20 am on December 12, 2023.

Respectfully submitted,

Bonita Anderson
City Clerk

"I hereby certify that the above and foregoing is a true and correct report of the regular meeting of the City Council of Greenbelt, Maryland, held December 11, 2023.

Emmett V. Jordan
Mayor

City Council Agenda Item Report

Meeting Date: November 18, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Board and Committee Reports

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

Subject:

Advisory Committee on Education (ACE) Report #24-02: Grant Report

Suggested Action:

It is recommended that the Council accept this report.

Attachments:

[Grant report to Council Oct 2024 final.pdf](#)

ADVISORY COMMITTEE ON EDUCATION

REPORT TO COUNCIL

Report # 24-02

Submitted: 10/28/24

Background

The Advisory Committee on Education (ACE) sent out the annual Request for Proposals for the \$2900 Grant to the six Greenbelt schools: Greenbelt Elementary, Springhill Lake Elementary, Magnolia Elementary, Dora Kennedy French Immersion, Greenbelt Middle and Eleanor Roosevelt High School. The ACE Grants are intended to enhance or enrich school-based activities. Some examples of Project Proposals will include supporting field trips, bringing an activity into the school, staff development, or purchasing equipment and materials for a special project. In addition, ACE suggested a theme of literacy for the grants, but did not require this.

Proposals were welcomed from the school asking that each school only submit one proposal. The proposal could contain up to five (5) projects. Proposals were due on October 7, 2024. The proposals were for activities that will take place before the end of the 2024-2025 school year.

Two schools submitted responses to the grant: Greenbelt Elementary and Eleanor Roosevelt High School.

Proposal Review

ACE met on October 22, 2024, to consider the proposals. For each proposal, the committee discussed the strengths and weaknesses using the below criteria:

Intrinsic merit – Will the proposed project enhance or enrich school-based activities? Does it meet the criteria listed in the ACE grants call?

Budget – Is the proposed budget realistic? Is the budget well justified?

Benefit to students – Will the program provide wide benefits to the students in the school, or will it just benefit a few students?

Compliance with proposal guidelines.

After careful consideration, the committee makes the following recommendations:

1. Greenbelt Elementary requested \$2132.65 for Fifth Grade Math Enrichment Tools. It listed the materials to be purchased, and ACE approved this grant.
2. Eleanor Roosevelt High School (ERHS) submitted five requests totaling more than \$2900, and ACE approved four of them:

\$500.00 for a class library for English Language Learners,

\$580.00 for Music Literacy sessions for the Band and music class students,

\$1000.00 (reduced from \$1521.57) for Media Center books geared towards students with lower reading levels,

\$750.00 (reduced from \$1000) for incentives for teachers (\$5 gift cards) for Staff Learning Walks, during which teachers visit each other's classrooms to encourage collaboration and engagement.

Note: The proposal submitted by ERHS that was not approved was for \$1566 to pay six staff members to develop three workshops for other teachers on improving student writing.

Recommendation

The ACE grants program has been highly successful in supporting Greenbelt schools. The final grant reports received annually after grants are completed, document the positive impact on education in Greenbelt of this program. The continued interest of the schools and the creativity of the proposed projects are a testament to the success of the program.

In this report, ACE recommends that the City Council approve funding for the 2 proposals containing 6 projects. The total funding for these projects equals \$4,962.65:

School	Requested	Projects	Recommended	Approved	Rejected
ERHS	\$ 5,167.57	5	\$ 2,830.00	4	1
GES	\$ 2,132.65	1	\$ 2,132.65	1	0
Totals	\$ 7,300.22	6	\$ 4,962.65	5	1

.

This year ACE budgeted \$18,000 for ACE grants, and recommends grants totaling \$4,962.65 at this time.

After careful consideration and some discussion with schools who did not submit proposals this year, ACE is extending the submission of grants to the four non-participating schools to allow them an opportunity to apply for a smaller grant of \$1500 instead of \$2900. Proposals are due November 22, 2024. One administrator has told ACE that there is more time to work on proposals before the students start school, so for next year ACE is considering having two opportunities for schools to submit requests, one in August and the second in October.

ACE will submit a follow up report after reviewing any new submissions for the ACE grants.

City Council Agenda Item Report

Meeting Date: November 18, 2024

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS - 90 minutes (8:15 - 9:45 p.m.)

Subject:

Discussion on Filling City Council Vacancy Legislation

Suggested Action:

Reference: BoE Report 2024-04: Provisions and Proposed Amendments Regarding Council Vacancies

The City Council has been reviewing procedures for filling vacant Council seats. On July 29, the Council met with the Board of Elections to discuss a report outlining recommended procedures. On August 12, 2024, the Board submitted a revised report (Report #2024-04) proposing two recommendations to amend City Charter Section 32 regarding Council vacancies (attached).

On October 14, the Council revisited this topic but did not provide clear guidance on drafting legislation for a public hearing—whether to pursue a code amendment or a charter amendment.

Council direction is now sought to clarify the next steps.

Attachments:

[BoE4212Charter32Vacancies_Report_2024-04.pdf](#)

8 AUGUST 2024

GREENBELT CHARTER, SECTION 32

Present Provisions and Proposed Amendments
Regarding Council Vacancies

PRESENT CHARTER PROVISIONS

SECTION 32. Vacancies on council.

If a seat in the council becomes vacant, the remaining members of council by a majority vote shall, as soon as possible, elect a person to fill the unexpired term. If three (3) or more council seats are vacant at the same time, the board of elections shall call at the earliest date a special election to fill said vacancies for the unexpired terms.

FIRST PROPOSED CHARTER AMENDMENTS

SECTION 32. Vacancies on [council] Council.

If a seat [in the council becomes vacant, the remaining members of council by a majority vote shall, as soon as possible, elect a person to fill the unexpired term. If three (3) or more council seats are vacant at the same time, the board of elections shall call at the earliest date a special election to fill said vacancies for the unexpired terms] on the Council becomes vacant for any reason, including without limitation death or resignation, physical or mental or legal incapacity, or willful failure to participate in Council proceedings, all as determined by majority vote of the Council, then the vacancy shall be filled as provided in the Election Code, Chapter 8 of the City Code.

SECOND PROPOSED CHARTER AMENDMENTS

SECTION 32. Vacancies on [council] Council.

If a seat [in the council becomes vacant, the remaining members of council by a majority vote shall, as soon as possible, elect a person to fill the unexpired term. If three (3) or more council seats are vacant at the

same time, the board of elections shall call at the earliest date a special election to fill said vacancies for the unexpired terms] on the Council becomes vacant for any reason, including without limitation death or resignation, physical or mental or legal incapacity, or willful failure to participate in Council proceedings, all as determined by majority vote of the Council, then the vacancy shall be filled as provided in this section.

(a) If the vacancy occurs during the period after a regular election until 181 days before the next election, then it shall be filled by special election, by mail-in voting, as follows:

(1) After Council by resolution announces the vacancy, candidates must file nomination papers with the Clerk within 15 days of passage. Papers to be filed include a nomination petition signed by the candidate and 25 registered voters and a financial report form signed by the candidate's appointed treasurer showing an open bank account for the candidate's campaign donations and expenditures.

(2) Within 20 days of the last day for filing nomination papers, the Board of Elections must approve and the Clerk must mail first-class a ballot to all voters on Prince George's County's list of registered voters and the City's supplemental voter list. Names shall appear on the ballot in the order determined by random drawing. The Clerk must include with the ballot instructions for its completion and submittal.

(3) Ballots may be submitted to the Clerk's office by mailing, drop box, or personal delivery, but they may not be counted unless received in the Clerk's office or a drop box within 30 days of the Clerk's mailing.

(4) Within three days of the final ballot submittal date, the Board shall determine the vote totals and certify the results to the Council.

(b) If the vacancy occurs more than 60 and up to 180 days before the next regular election, then Council members must fill it by majority

vote, within 45 days. The Council must hold a public hearing in each City area, in east, central, and west Greenbelt, and allow a written nomination, until the date of the final hearing, of any resident who is a qualified voter in the City.

(c) If the vacancy occurs 60 or fewer days before the next regular election, then the seat may remain vacant until after the election or the Council, in its discretion, may fill the seat for the remainder of the Council term.

(d) If, more than 60 days before an election, there occur three or more Council vacancies, then the seats must be filled by special election. Nominations, ballot preparation, voting, and certification shall follow the procedures stated above.

(e) After a vote to fill a vacancy has been certified by the Board or has otherwise been determined final by the Council, the selected candidate, within ten days, shall take the oath of office and be eligible to participate in all Council proceedings.

KEY:

[Brackets] indicate matter deleted from existing law.

Underlining indicates matter added to existing law.

City Council Agenda Item Report

Meeting Date: November 18, 2024

Submitted by: Jaime Fearer

Submitting Department: Planning

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS - 90 minutes (8:15 - 9:45 p.m.)

Subject:

Authorizing the City Manager to Execute a Contract with Charles P. Johnson and Associates to prepare up to 15 storm drain easements

Suggested Action:

Reference: Memorandum, T. Hruby, 11/13/24

CPJ Storm Drain Easement Cost Proposal

List of Structures/Systems Needing Easement Research, 1994

In August of 1994, the County provided the City of Greenbelt (City) with the Storm Drain Acceptance Program Phase I and Phase II (SDAP) report. The report identified storm drain systems that were accepted immediately for maintenance and others that required additional work, including easement research for 41 storm drain structures. Unfortunately, the easement related work identified in the 1994 report was never completed and therefore the structures/systems were never accepted by the County.

While the County has indicated it has some capital funding to reimburse the City for the preparation of easements, staff do not believe it is sufficient to expeditiously complete all the easement related work needed to get all public storm drain systems accepted by the County. As such, staff are recommending leveraging a portion of the ARPA funding allocated to storm drain infrastructure to assist with some of the easement work needed to address the recommendations/findings for the 1994 report.

Charles P. Johnson, the City's on-call engineer, has submitted a proposal to draft up to 15 easement agreements at a cost not to exceed \$59,962.50. The total number of easements prepared may be lower than 15 based on the research and complexity of the work required to locate, survey and negotiate an acceptable easement area for each individual system/structure.

Staff recommends City Council authorize the City Manager to execute a contract with Charles P. Johnson and Associates to prepare up to 15 easement agreements at a cost not to exceed \$59,962.50. There is sufficient ARPA funding remaining in the storm drain assessment project account to fund this project.

Attachments:

[CPJ easement memo contract award.v1.th.11.13.24.pdf](#)

[Greenbelt Storm Drain Easement Cost proposal-1.pdf](#)

[List of structures needing easements.pdf](#)



MEMORANDUM

TO: City Council

FROM: Terri Hruby, Director of Planning and Community Development

VIA: Josué Salmerón, City Manager

DATE: November 13, 2024

RE: City Council Approval – Authorizing the City Manager to Execute a Contract with Charles P. Johnson and Associates for the preparation of up to 15 storm drain easement agreements

Background

In the early 1990's, Prince Georges County (County) undertook a storm drain maintenance acceptance (SDAP) program for municipalities. In August of 1994, the County provided the City of Greenbelt (City) with the Storm Drain Acceptance Program Phase I and Phase II (SDAP) report. The report outlined the storm drain systems that were investigated for acceptance into the SDAP. That report identified storm drain systems that were accepted immediately for maintenance and others that required additional work, including easement research for 41 storm drain structures. Unfortunately, the easement related work identified in the 1994 report was never completed and therefore the structures/systems were never accepted by the County.

Analysis

The County requires that any storm drain easement accepted into County maintenance has an executed easement naming the County the grantee. While the County has indicated it has some capital funding to reimburse the City for the preparation of easement agreements, staff do not believe it is sufficient to expeditiously complete all the easement related work needed to get all public storm drain systems accepted by the County. As such, staff are recommending leveraging a portion of the ARPA funding allocated to storm drain infrastructure to assist with the easement work needed to address the recommendations/findings for the 1994 report. At this time, it remains unclear whether the County will accept easements for systems that do not meet current County standard, and more clarity on this issue is expected with the completion of the 4 Woodland Way pilot easement project. Regardless, staff believe it is important to begin the

process for researching and drafting easements for systems, particularly those on private property. Staff will work with GHI to develop a prioritization list for those structures/systems located on GHI property.

Charles P. Johnson, the City's on-call engineer, has submitted a proposal to draft up to 15 easement agreements at a cost not to exceed \$59,962.50. The total number of easements prepared may be lower than 15 based on the research and complexity of the work required to locate, survey and negotiate an acceptable easement area for each individual system/structure.

Recommendation

Staff recommends City Council authorize the City Manager to execute a contract with Charles P. Johnson and Associates to prepare up to 15 easement agreements at a cost not to exceed \$59,962.50. There is sufficient ARPA funding remaining in the storm drain assessment project account to fund this project.

Attachments

- List of storm drains structures/systems from 1994 Study needing easement research/agreements
- CPJ Greenbelt Storm Drain Easement Cost Proposal

Greenbelt Storm Drain Easement
Cost Estimate

	List Position or Title	Project Manager		Senior Engineer		Senior Landscape Architect		Junior Engineer		Designer/ Tech		Surveyor		2 man Survey Crew		Lump Sum Items		Per each	items	TOTAL COSTS BY TASK
	List Position's Hourly Rate	Rate:	\$180	Rate:	\$125	Rate:	\$125	Rate:	\$115	Rate:	\$110	Rate:	\$125	Rate:	\$175	Rate:	\$1.00			
	Item Description	Hrs.	Sub-Total Fee	Hrs.	Sub-Total Fee	Hrs.	Sub-Total Fee	Hrs.	Sub-Total Fee	Hrs.	Sub-Total Fee	Hrs.	Sub-Total Fee	Hrs.	Sub-Total Fee	Hrs.	Sub-Total Fee			
Item 1	Easement Document																			
1	Perform full documentation review of all previously prepared plans and GIS storm drain shapefiles, Agency comments, geotech report and note any design standard changes	1	\$180		\$0		\$0		\$0		\$0		\$0		\$0		\$0.00	\$180.00	1	\$180.00
2	Obtain plats and current deed		\$0		\$0		\$0		\$0		\$0	1	\$125		\$0		\$0.00	\$125.00	1	\$125.00
3	Site visit to confirm storm drain within public right of way or on private property	1	\$180		\$0		\$0		\$0		\$0		\$0		\$0		\$0.00	\$180.00	1	\$180.00
4	Topo Field Survey of nearest property property corners, storm drain top elevation and pipe inverts with sizes, topo 25 ft side of pipe centerline and all permanent structures and if necessary basement/first floor elevations		\$0		\$0	4	\$500		\$0		\$0	4	\$500	6	\$1,050		\$0.00	\$2,050.00	1	\$2,050.00
5	Prepare simple profile to determine maximum trench depth		\$0	0.5	\$63		\$0		\$0		\$0		\$0		\$0		\$0.00	\$62.50	1	\$62.50
6	Prepare easement width based on PG guidelines and OSHA requirements		\$0	0.5	\$63		\$0		\$0		\$0		\$0		\$0		\$0.00	\$62.50	1	\$62.50
7	Prepare metes and bounds for proposed easement		\$0		\$0		\$0		\$0		\$0	8	\$1,000		\$0		\$0.00	\$1,000.00	1	\$1,000.00
8	Prepare DPIE storm drain easement application		\$0	0.3	\$38		\$0		\$0		\$0		\$0		\$0		\$0.00	\$37.50	1	\$37.50
9	Obtain property owner signature		\$0	6	\$750		\$0		\$0		\$0		\$0		\$0		\$0.00	\$750.00	1	\$750.00
10	Record document		\$0		\$0		\$0		\$0	1	\$110		\$0		\$0		\$0.00	\$110.00	1	\$110.00
11	Submit Recordation receipt to DOE		\$0		\$0		\$0		\$0	0.5	\$55		\$0		\$0		\$0.00	\$55.00	1	\$55.00
	Subtotal (approximate cost per easement)	2	\$360	7.3	\$913	4	\$500	0	\$0	1.5	\$165	13	\$1,625	6	\$1,050	0	\$0	\$4,612.50	1	\$4,612.50
	Total for 15 easements																	\$4,612.50	13	\$59,962.50
	Task Total																			\$59,962.50

Notes: Assumes property owner will sign easement document
Assumes lender signatures are not required
County only permits 1 part per easement (an easement that encroaches two properties is considered 2 parts)
Total number of easements to be determined (TBD) based on site inspection

City of Greenbelt, Storm Drain Acceptance Program Systems that Need Easement Research

Location	Structure Number	200 Sheet	Owner	Research by
Centerway	209-314	211NE07	City	City
Centerway	216-206	211NE07	City	City
Centerway	221-205	211NE07	City	City
Centerway	225-236	211NE07	City	City
Centerway	201-205	211NE07	City	City
Crescent Road, Ct 10	9,10,254-261	211NE07	GHI	City
Crescent Road, Cts 12&14	12,14,303-307	211NE07	GHI	City
Fayette Place	102-103	211NE07	Private	DPWT
Forest Way	143-142	211NE07	GHI	City
Garden Way @ Crescent	197-198, 240-241	211NE07	GHI	City
Greendale Place	140-141	211NE07	Private	DPWT
Greenhill Rd @ Empire	98-99	211NE07	Private	DPWT
Greenway Place	138-139	211NE07	Private	DPWT
Hillside Road	136 to system 75DP0528	211NE07	GHI	City
Hillside Road @ Laurel Hill	113-114	211NE07	GHI	City
Hillside Road @ Research	106-104	211NE07	GHI	City
Lakecrest Drive	88-89	211NE06	City	City
Lakeside Drive, Block B Lot 42	65-64	211NE06	Private	DPWT
Lakeside Drive, Block B Lot 55	288-287	211NE07	Private	DPWT
Lakeside Drive, Block B Lot 62	285-286	211NE07	Private	DPWT
Lakeside Drive @ Maplewood Ct	74-77, 79-80	211NE06	Private	DPWT
Laurel Hill Road, Ct 3	108-115	210NE07	GHI	City
Laurel Hill Road, Ct 8	298-297	210NE07	GHI	City
Laurel Hill Road, Ct 12	301-302	210NE07	GHI	City
Northway	147,148 to system 75DP0528	211NE07	GHI	City
Olivewood Court	83-85	211NE06	Private	DPWT
Plateau Place, Ct 3	126-128	211NE07	GHI	City
Plateau Place, Ct 3	127-124	211NE07	GHI	City
Plateau Place, Ct 5	129-132	211NE07	GHI	City
Research Road	292 to outfall	212NE07	Private	DPWT
Ridge Road, Ct 3	69-70, 276-278	211NE06	GHI	City
Ridge Road, Ct 7	270-271	211NE07	GHI	City
Ridge Road, Ct 18	24-27	210NE07	GHI	City
Ridge Road, Ct 18	29-27	210NE07	GHI	City
Ridge Road, Ct 20	35-33	210NE07	GHI	City
Ridge Road, Ct 37	192-199	210NE07	GHI	City
Ridge Road, Ct 56	118-119	211NE07	GHI	City
Ridge Road, Ct 62	293-295	212NE07	GHI	City
Southway, Ct 7	22-27	210NE07	GHI	City
Springhill Lane	51-43	211NE05	Private	DPWT
Woodland Road	145-system 75DP0528	211NE07	Private	DPWT

City Council Agenda Item Report

Meeting Date: November 18, 2024

Submitted by: Jaime Fearer

Submitting Department: Planning

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS - 90 minutes (8:15 - 9:45 p.m.)

Subject:

Proposed Policy for Processing Little Free Library Placement Requests

Suggested Action:

Reference: Memorandum, J. Fearer, 11/13/2024

Little Free Library - Fillable Application

This summer, staff received a new request to install an LFL on public property, and staff would like to formalize the policy that will guide the process for the current request and subsequent requests going forward. Based on staff research and consultation with the City Solicitor, staff has drafted an application that would be handled at staff level to process requests for LFLs on City property. Upon approval, the City would issue an applicant a conditional construction permit.

Staff recommends that Council approve the application and conditional permitting process for the installation of LFLs on public property that enables staff to work directly with applicants on the approval or disapproval of each application. As part of the process, planning staff will also work with the applicant and other City departments, including Recreation, on the proposed placement of each approved LFL.

Attachments:

[24-1113_Little Free Library Policy_Staff Memo_Final.pdf](#)

[Little Free Library - Fillable Application_11.13.24.pdf](#)



MEMORANDUM

TO: City Council

FROM: Jaime Fearer, AICP, Assistant Director of Planning

VIA: Terri Hruby, AICP, Director of Planning & Community Development

DATE: November 13, 2024

RE: Little Free Libraries – Policy for Installation on Public Property

Background

In response to residents' interest in installing Little Free Libraries (LFLs) on City property/right-of-way, Planning staff has researched how other jurisdictions process requests to install privately constructed LFLs on public property. Staff encourages applicants to install LFLs on privately-owned property, and for instances when that is not a viable option, staff would like to formalize the policy that will guide the process going forward. This summer, staff received a new request to install an LFL on public property, and if approved, staff will implement this new policy to process the current request and subsequent requests going forward.

General Information

Little Free Libraries are book-sharing boxes that are open seven days a week, 24 hours a day and are freely accessible to everyone¹. The intent of these libraries is to reduce barriers to book access and provide an opportunity for community members to share books.

According to the mapping provided by the Little Free Library organization, there are currently eight (8) registered LFLs in the City of Greenbelt. Additional LFLs not registered online are likely located in the City. The City has previously approved the installation of an LFL on City property by either entering into an Easement Agreement with the applicant or through issuing a conditional construction permit.

¹ <https://littlefreelibrary.org/about/>

Analysis

Staff researched the practices of five (5) jurisdictions and determined that they approach LFLs on public property in different ways. Some jurisdictions ask residents to “sponsor” an LFL and the City installs and maintains the LFL. Other jurisdictions have identified specific areas that an LFL would be permitted and residents can fill out an application to install and maintain one within those zones. An additional jurisdiction has an application system that allows residents to request the installation of an LFL that was not part of a pre-selected location list. It does not appear that other jurisdictions ask individuals to enter into an easement agreement to install an LFL.

Staff recently sought the counsel of the City Solicitor, who believes an application and subsequent permit with conditions as outlined in the application adequately protects the City and is the most efficient process.

Staff has drafted, with guidance from the City Solicitor, the application attached to this memorandum to be used to process requests for LFLs on City property. This application requests information regarding the proposed location, maintenance plan, and design of the LFL. The application also details a number of conditions that the applicant must acknowledge and adhere to, including understanding that the applicant is required to maintain the LFL, that a secondary point of contact must be provided if the applicant is no longer interested in maintaining the LFL, that the City can remove the LFL at any time, and that the City is held harmless from any actions related to the LFL.

Criteria staff will use in reviewing applications includes, but is not limited to: proximity to existing LFLs, safety, accessibility, durability, and ease of maintenance. At this time, staff is not recommending specific spacing requirements or limiting the number of LFLs in one area, but if the City sees an uptick in requests, additional criteria addressing number and location may be warranted.

Recommendation

Staff recommends that Council approve the application and conditional permitting process for the installation of LFLs on public property that enables staff to work directly with applicants on the approval or disapproval of each application. As part of the process, Planning staff will also work with the applicant and other City departments, including Recreation, on the proposed placement of each approved LFL.

Attachment

- Application: Little Free Library—Public Property Installation



Little Free Library Public Property Installation

Application Form

Individuals or groups interested in installing a Little Free Library on public property must fill out the application below and submit to the City of Greenbelt Planning and Community Development Department at planninginfo@greenbeltmd.gov.

If your application is approved, the City will issue a permit with the conditions outlined below, and you will be responsible for the installation and maintenance of the Little Free Library.

If you have any questions about this application or require assistance filling it out, please contact the Department of Planning and Community Development at planninginfo@greenbeltmd.gov or by calling (301) 345-5417.

Name (responsible party):

Group name, if applicable:

Address:

Email:

Telephone number:

Detailed description of the project:

Detailed description of the proposed location. Please attach or upload a map, if possible:

Detailed description of maintenance plan (to include a plan to ensure that the Little Free Library is consistently well-maintained and fully stocked with books):

Are you planning to construct or purchase a Little Free Library? Please upload or attach an image of the Little Free Library you intend to purchase or a blueprint of the Little Free Library you plan to build:

If you plan to paint the Little Free Library please provide a description of the proposed design and images, if possible:

Proposed timeline for installation:

Conditions:

I understand that the City of Greenbelt will not be responsible for the installation or maintenance of the Little Free Library and that the library will be removed, at my expense, in the event that the library is not well maintained. I understand that I will be responsible for returning any disturbances in the natural soil ('repair work') to its original condition including, but not limited to, holes caused by installation of the Little Free Library. I understand the repair work must be done to the satisfaction of the City of Greenbelt, who shall inspect the repair work.*

Yes

I understand that the City of Greenbelt expects that I will address vandalism and wear-and-tear issues in a timely manner.*

Yes

I understand that following the completion of this project, I am required to submit photos of the finished project to planninginfo@greenbeltmd.gov.*

Yes

I understand that if improvements on public property necessitate the removal of the Little Free Library, the City will do its utmost to provide a new site. I understand that the City has the absolute right to change, modify, relocate, transport, dismantle, or dispose of the Little Free Library at any time at the City's discretion.*

Yes

I understand that in the event that I or a secondary project lead move or no longer wish to be responsible for this Little Free Library, I must provide an alternate contact.*

Yes

I understand that approval of this application would only allow for the construction of a Little Free Library and no additional structures, plantings, or materials would be permitted.*

Yes

I agree to indemnify and hold harmless the City of Greenbelt and its officers, employees, agents, and affiliates from and against all allegations, claims, actions, suits, demands, damages, liabilities, obligations, losses, settlements, judgments, costs and expenses (including without limitation attorneys' fees and costs) which arise out of, relate to the installation, maintenance, presence of, and usage of the Little Free Library.*

Yes

Signature

Date

City Council Agenda Item Report

Meeting Date: November 18, 2024

Submitted by: Jaime Fearer

Submitting Department: Planning

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS - 90 minutes (8:15 - 9:45 p.m.)

Subject:

Authorizing the City Manager to Execute a Contract with VMP Construction Company, Inc. for Paving the Multi-Use Path between Greenbrook Drive and Schrom Hills Park

Suggested Action:

Reference: Memorandum RE VMP-Updated, J. Fearer, 11/14/2024
Revised Proposal No 6273_VMP_QUOTE

This contract utilizes a portion of the ARPA funds allocated for Pedestrian and Bicycle Master Plan Implementation and Improvements. Staff proposes that the City Council authorize the City Manager to execute a contract with Next Day Concrete for asphalt construction services for a total of \$36,950. This includes \$19,000 previously approved by Council for the installation of two (2) new raised crosswalks and amends the quote to also include \$17,950 to pave the multi-use path adjacent to Hanover Parkway between Greenbrook Drive and Schrom Hills Park.

This will replace Council's previous approval of a contract with VMP not to exceed \$20,000, and it will allow the City to utilize ARPA funds to complete asphalt work in support of Pedestrian and Bicycle Master Plan Implementation and Improvements as budget permits.

Attachments:

[24-1114_VMP_Quote Updated_Staff Memo_Final.pdf](#)
[Revised Proposal No 6273_VMP_QUOTE.pdf](#)



MEMORANDUM

TO: City Council

FROM: Jaime Fearer, AICP, Assistant Director of Planning

VIA: Terri Hruby, AICP, Director of Planning & Community Development

DATE: November 14, 2024

RE: City Council Approval – Authorizing the City Manager to Execute a Contract with VMP Construction Company, Inc., for Asphalt Work Associated with Approved ARPA Funds

Background

The City Council previously approved the list of proposed ARPA-funded Pedestrian and Bicycle Projects at their October 9, 2023, regular meeting. Since then, staff have been working to finalize project details and secure quotes from both materials and services vendors in order to utilize the ARPA funds allocated for Pedestrian and Bicycle Master Plan Implementation and Improvements.

Planning staff worked with Public Works to identify a contractor able to work on a project of this scope and scale, and VMP Construction Company, Inc. (VMP) is on the City's Negotiated Purchase List.

General Information

Staff proposes that the City Council authorize the City Manager to execute a contract with Next Day Concrete for asphalt construction services for a total of \$36,950. This cost estimate includes \$19,000 previously approved by Council for the installation of two (2) new raised crosswalks¹, and amends the cost estimate to also include \$17,950 to pave the multi-use path adjacent to

¹ On Monday, October 28, 2024, Council authorized the City Manager to execute a contract not to exceed \$20,000 with VMP Construction Company, Inc., for installation of raised crosswalks on Ridge Road between Southway and Westway.

Hanover Parkway between Greenbrook Drive and Schrom Hills Park. The cost estimate from VMP is based on the list of improvements previously approved by the Council and now totals \$36,950.

Multi-Use Path Details

The multi-use path that runs adjacent to Hanover Parkway has an unpaved portion that extends approximately 1,000 linear feet between Greenbrook Drive and Schrom Hills Park (see Figure 1, below). The width of the existing gravel path ranges between eight (8) feet and 10 feet wide, and VMP will aim to pave the path at 10 feet wide as conditions allow, as well as pave the side path that connects the multi-use path to steps leading to the sidewalk and bus stop on Hanover Parkway.

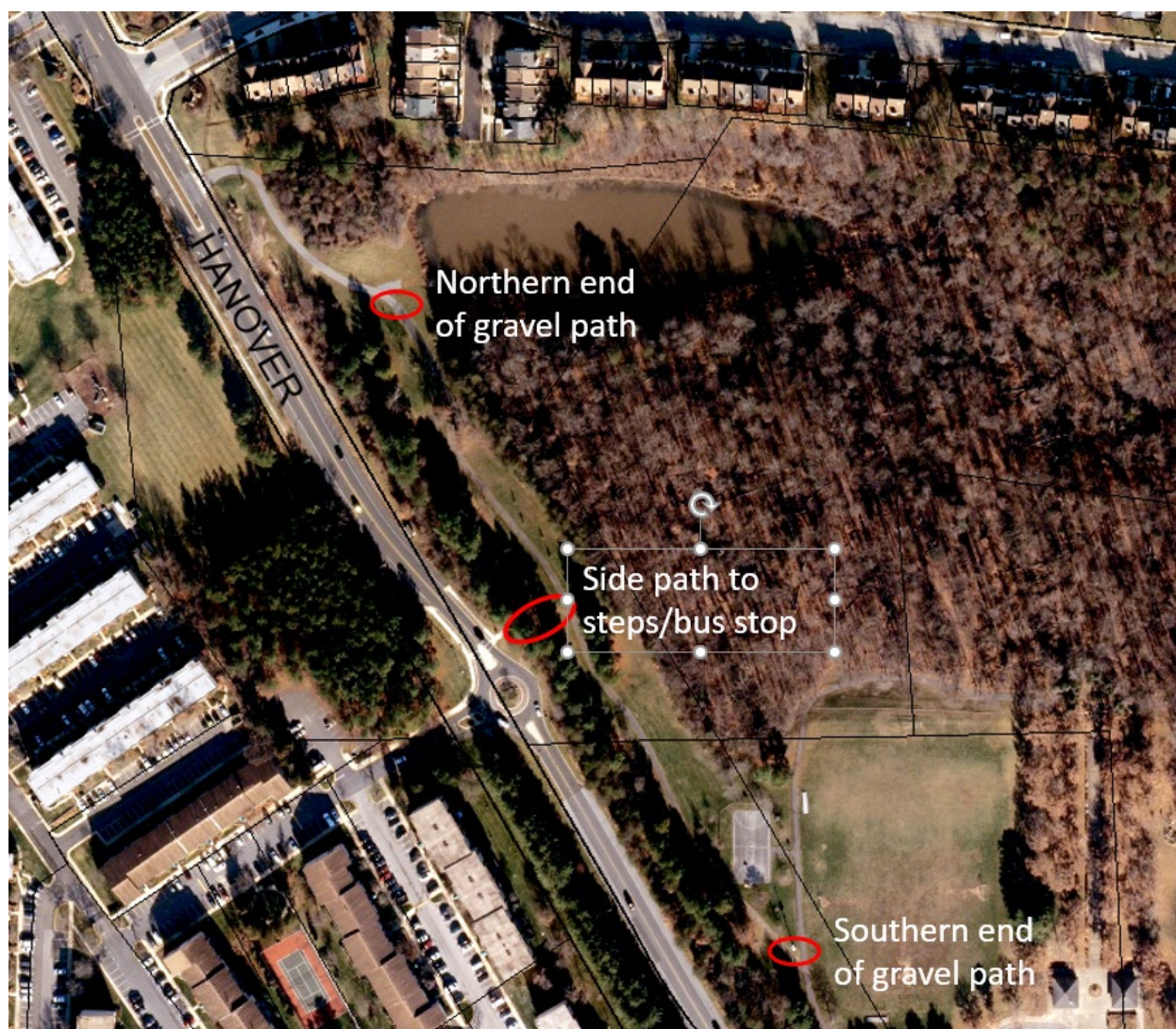


Figure 1: A satellite view of the existing gravel path, with its northern and southern limits highlighted, as well as the side path that connects to steps down to Hanover Parkway.

Recommendation

Staff recommends that City Council authorize the City Manager to execute a contract with VMP for \$36,950. This will replace Council's previous approval to authorize the City Manager to execute a contract with VMP for \$20,000, and it will allow the City to utilize ARPA funds to complete asphalt construction in support of Pedestrian and Bicycle Master Plan Implementation and Improvements as budget permits.

Attachments

- VMP quote, October 25, 2024



VMP Construction Company, Inc.

9635 Annapolis Road, Lanham, MD 20706

Office: 301-306-4410 – Fax: 301-306-4412

e-mail: vmpci06@gmail.com

October 25, 2024

Revised Proposal No. 6273

The City of Greenbelt

555 Crescent Road

Greenbelt, Maryland 20770-1886

Attn: Brian Kim/Assistant Director of Public Works

email: bkim@greenbeltmd.gov

Ref: City Of Greenbelt - Installation of (2) crosswalks on Riggs Rd

Description	Quantity	Unit	Unit Price	Amount
Installation of Crosswalks (40" x 12.5")	2	EACH	9,500.00	\$ 19,000.00
Paving Bike Trail on Schram Hills Park (1000"x10")	1	EACH	17,950.00	\$ 17,950.00

2 in. Asphalt

Total	\$ 36,950.00
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Note: This price includes MOT Sawcut , Expose Dibris, and Labor Material

Respectfully

Valter Ramos

President

City Council Agenda Item Report

Meeting Date: November 18, 2024

Submitted by: Greg Varda

Submitting Department: Recreation

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS - 90 minutes (8:15 - 9:45 p.m.)

Subject:

Authorizing the City Manager to Execute Contracts for ARPA Project - Ballfield Renovations for Schrom Hills Park Multipurpose Field and Braden Athletic Complex

Suggested Action:

Reference: Capitol Sports Fields Quotes

Musco Quotes

Long Fence Quotes

Approximately \$2.35 million in ARPA funds was designated for the ballfield improvements project. \$350,000 of that amount was reserved for the purchase of equipment that would allow staff to better maintain the City's athletic fields. The remaining funds will allow for significant improvements to the playing conditions and infrastructure at the Braden Field complex and Schrom Hills Park. This project encompasses a variety of elements and trades, but the majority of the construction budget can be fulfilled with the approval of contracts with three vendors.

Capitol Sports Fields has submitted quotes totaling \$1,169,489.05, which includes a 15% contingency, to take on the bulk of the work related to improving playing field conditions. The Capitol Sports Field quote is based on pricing from a rideable contract with the City of Rockville. At Schrom Hills Park, the multipurpose field will be scalped, graded, and sodded with Bermuda grass, which is the best natural alternative to synthetic turf for playing surfaces. In addition, an irrigation system would be installed to allow for proper watering, a key factor in protecting the health of the new grass surface. The Braden Field complex work will include removal and replacement of infield sod, regrading, refabricating pitcher's mound and batter's box, and installing new infield soil mix.

Musco Sports Lighting has submitted quotes totaling \$394,835. Musco is a premier agency in the sports lighting field and the quoted prices are based on a Keystone Purchasing Network contract. The Keystone Purchasing Network is a cooperative purchasing program that solicits

bids on behalf of public agencies. Musco would provide a retrofit system for the light poles serving the Braden #1 baseball/football field that would convert the existing lights to LED. Additionally, the eight existing light poles serving Braden #2 would be replaced with only 4 new poles. The new LED lights would result in an estimated 50% energy savings, reduce light spillage and glare, and qualify for significant energy rebates. Additionally, all lights could be operated remotely, rather than relying on a traditional on/off switch.

Long Fence has submitted quotes totaling \$164,700 to address fencing and dugout needs related to the ballfield improvements project. Long Fence has an established relationship with the City for fence installation and is on the negotiated purchase list. A fence will be installed around the perimeter of the Schrom Hills Park multipurpose field. This fence will allow staff to better control access, preventing damage caused by unpermitted groups and, ultimately, protecting the investment into improving the playing surface. At the Braden Field complex, Long Fence would replace the existing outfield fence on Braden Field #2, which is being shortened by 50 feet as the field is converted from softball to little league dimensions. Additionally, four new dugouts would be installed to serve Braden Field #1 and Braden Field #2.

Staff recommends that City Council authorize the City Manager to execute the three contracts, totaling \$1,729,024.05, to significantly improve conditions at Schrom Hills Park and the Braden Field Complex, and Greg Varda, Recreation Director, will be available to discuss this project.

Attachments:

[Capitol Sports Fields Quotes.pdf](#)

[Musco Quotes.pdf](#)

[Long Fence Quotes.pdf](#)



November 13, 2024

Schrom Hills Park

Capitol Sports Fields (CSF) is pleased to offer the following contract for Schrom Hills Park Field. Payments will be made in two installments. The first 40% is due when the contract is accepted. The second installment of 60% is due when the project is completed. CSF proposes to provide all labor, material, and equipment to complete the following Scope of Work at Schrom Hills Park Field. 36915 Hanover Pkwy, Greenbelt, MD 20770. Labor Hours include travel time and equipment maintenance. 15% will be Added as a contingency to a lot for any unforeseen issues or fluctuations in the market.

Scope of work

1. Install silt fence around the entire construction site.
2. Spray non selective herbicide on field.
3. Scalp Field Prior to Rotodarium
5. Rotodarium all areas to be regarded.
6. Sod Cut areas tractor cannot access.
7. Handwork areas Tractor + Rotodarium cannot access.
8. Take soil test in sodded areas and add suggested nutrients and amenities.
9. Laser Grade area to provide proper drainage.
10. Install underdrain 6" perforated Pipe to catch run off. Install approx. 21 tons of pea gravel below and above piping. Entire piping covered with geo textile.
11. Install Sandy loam topsoil. 504 tons of topsoil allotted.
12. Install irrigation System.
13. Install Bermuda grass sod in affected areas. Provide 1st initial watering only. After initial watering of sod by Capitol Sports Fields the responsibility will be the customers. Unless other arrangements are made with Capitol Sports Fields for \$600 per additional visit to water the sod.
14. Top dress newly sodded areas with sand.
15. Roll the field
16. Remove silt fence, regrade the area to a finish, seed and add additional soil amenities.



NATURAL & ARTIFICIAL
SPORTS FIELDS
MANAGEMENT

Terms Conditions

- Payment Schedule 40% due when contract is approved to reserve material for the job.
- 60% due when the scope is completed.
- There will be no warranty after the scope of work is complete unless maintenance is chosen. It is recommended that the field be allowed to be established for 12 months with normal maintenance prior to use.

Total Cost

\$1,079,436

Contract accepted

Contract accepted

City of Greenbelt _____ Date _____

Capitol Sports Fields _____ Date _____



November 13, 2024

Braden Fields Infield Renovations

Capitol Sports Fields (CSF) is pleased to offer the following contract for Braden Fields. Payments will be made in two installments. The first 40% is due when the contract is accepted. The second installment of 60% is due when the project is completed. CSF proposes to provide all labor, material, and equipment to complete the following Scope of Work at Braden Fields, 99 Centerway, Greenbelt, MD 20770. Labor Hours include travel time and equipment maintenance. 15% will be Added as a contingency to a lot for any unforeseen issues or fluctuations in the market.

SCOPE OF WORK

Baseball Field

1. Establish the proper dimensions of the new infield
2. Remove all sod in the infield (running lanes, foul territory areas, ect.)
3. Dumpsters to remove material
4. Regrade infield to proper.
5. Adjust to correct location/depth and provide all new bases, anchors, Homeplate and pitchers rubber. Install clay bricks for batters' boxes and pitcher's mound.
6. Refabricate Pitchers mound.
9. Establish new running lane areas and install new sod. Install new sod in foul areas that was removed from regrading. Install new sod on outer arch of infield from where regrading was needed. Install new sod in infield around the pitchers mound.
10. Top dress newly laid sod and sod inseams
11. Install new infield mix across entire area
12. Install new Conditioner product across entire area

Total Cost for Infield Refurbishment

\$82,849.45 Cost for baseball field



NATURAL & ARTIFICIAL
SPORTS FIELDS
MANAGEMENT

Softball Field 2 (no grass infield)

1. Sod cut interior perimeters to remove weeds and make a clean line from skinned area to grass.
2. Cultivate skinned areas and remove weeds, dump on site
3. Grade existing soil smooth.
4. Top dress two truck loads of infield soil grade smooth and roll.

Cost for Softball \$7,203.60

Terms Conditions

- Payment Schedule 40% due when contract is approved to reserve material for the job.
- 60% due when the scope is completed.
- There will be no warranty after the scope of work is complete unless maintenance is chosen. It is recommended that the field be allowed to be established for 12 months with normal maintenance prior to use.

Total Cost \$90,053.05

Contract accepted

City of Greenbelt _____ Date _____

Capitol Sports Fields _____ Date _____

Date: November 12, 2024
Expiration date: December 12, 2024
Rev1: Updated to Quick Fit Details Only

Project: Greenbelt Braden Combo Field Relight
Greenbelt, MD
Musco Project Number: 189792

Keystone Purchasing Network
Master Project: 195255, Contract Number: KPN-201901-01, Expiration: 02/28/2025
Commodity: Athletic Field/Court & Parking Lot Lighting

All purchase orders should note the following:
Keystone Purchasing Network Purchase – Contract Number: KPN-201901-01

Quotation Price – Materials Delivered to Job Site and Installation

QuickFit™ System Upgrade as described below:

Baseball with Football Overlay\$106,517.00

Sales tax and bonding are not included.
Quote is confidential. Pricing and lead times are effective for 30 days only. Prices are subject to change if the order is not released within 60 days from the date of the purchase.

QuickFit™ System Upgrade

System Description: Integrates into your existing Light-Structure System™ to ensure a quick install and reliable operation.

Existing System Components

- Pre-cast concrete bases
- Galvanized steel poles
- Pole length factory-assembled wire harnesses
- Control System

New System Components

- Factory-aimed QuickFit™ luminaires, including BallTracker® technology
- Factory-wired and tested remote electrical component enclosures
- Pole length factory-assembled wire harnesses
- UL listed as a complete system
- Control System detailed below

System Upgrade Installation – QuickFit

- Luminaires are factory aimed and ready for installation
- Factory-built wire harness connects the electrical components enclosure to the poletop luminaire assembly
- Complete system approach reduces installation time and maximizes long term value
- For installation the following will be provided: demo, labor, lift and equipment to install all upgraded components

Energy Savings

- Cuts energy by approximately 50%
- Qualifies for DLC utility rebate programs

On Field Performance – control to benefit players and fans

- Guaranteed light levels

Environmental Light Control – control for neighbors and the environment

- Reduction of glare compared to the existing system.

Control Link Retrofit

- Control-Link® control system provides flexible remote on/off control of your lighting system
- Control-Link Central™ service center provides support 24 hours a day, 7 days a week for scheduling and reporting

Quote

Always Ready to Play – assuring the performance you expect

- Product assurance and warranty program for all new components that includes materials and onsite labor, eliminating maintenance costs for 10 years.

Musco Scope Of Work

- Provide design and layout for lighting system.
- Test and final aim equipment.

Installation Services Provided

Responsibilities of Buyer

- Confirm pole or luminaire locations, supply voltage and phase required for lighting system prior to production
- Provide electrical design and materials for electrical distribution system.
- The Buyer is responsible for getting electrical power to the site, coordination with the utility, and any power company fees.

Payment Terms

Final payment terms are subject to approval by Musco credit department. Final payment shall not be withheld by Buyer on account of delays beyond the control of Musco.

Email or fax a copy of the Purchase Order to Musco Sports Lighting, LLC & KPN:

Musco Sports Lighting, LLC
Attn: Musco Contracts
Fax: 800-374-6402
Email: musco.contracts@musco.com

Keystone Purchasing Network
Attn: Mark Carollo
Fax: 570-524-5600
Email: mcarollo@csiu.org

All Purchase orders should note the following:

Keystone Purchasing Network Purchase – Contract Number: KPN-201901-01

Delivery Timing

8 - 12 weeks for delivery of materials to the job site from the time of order, submittal approval, and confirmation of order details including voltage, phase, and pole/luminaire locations.

Notes

Quote is based on following conditions:

- Shipment of entire project together to one location.
- 480 Volt, 3 phase electrical system requirement.
- Owner is responsible for getting electrical power to the site, coordination with the utility, and any power company fees
- Confirmation of pole or luminaire locations prior to production.

Thank you for considering our Team for your sports lighting needs. Please contact me with any questions.

Luke Schlesselman
Territory Sales Associate
Musco Sports Lighting, LLC
Phone: 641-670-0721
E-mail: Luke.Schlesselman@musco.com



Date: November 12, 2024

Expiration date: December 12, 2024

Rev1: All New Materials & Updated Field and Project Info

Project: Greenbelt Braden Field 2

Greenbelt, MD

Musco Project Number: 107165

Keystone Purchasing Network

Master Project: 195255, Contract Number: KPN-201901-01, Expiration: 02/28/2025

Commodity: Athletic Field/Court & Parking Lot Lighting

All purchase orders should note the following:

Keystone Purchasing Network Purchase – Contract Number: KPN-201901-01

Quotation Price – Materials Delivered to Job Site and Installation

LED Lighting

Little League – 225'/225'/225'-basepath 60' (LSS New 4 Poles).....\$ 288,318.00

Sales tax and bonding are not included.

Quote is confidential. Pricing and lead times are effective for 30 days only. Prices are subject to change if the order is not released within 60 days from the date of the purchase.

Light-Structure System™ with Total Light Control – TLC for LED™ technology Poles – 4 New

System Description

- (20) Factory aimed and assembled luminaires, including BallTracker® luminaires
- (4) Galvanized (2)60' and (2)70' steel poles
- (4) Pre-cast concrete bases with integrated lightning grounding
- Pole length factory assembled wire harnesses
- Factory wired and tested remote electrical component enclosures
- Auxiliary mounting brackets with crossarms with BallTracker® attachment
- UL listed assemblies
- Corrosion protection

Guaranteed Lighting Performance

- Guaranteed light levels of 50 foot-candles infield and 30 foot-candles outfield and uniformity of 2:1 infield and 2.5:1 outfield.
- BallTracker® technology – targeted light, optimizing visibility of the ball in play with no glare in the players typical line-of-sight

Control Systems and Services

- Control-Link® control and monitoring system to provide remote on/off and dimming (high/medium/low) control and performance monitoring with 24/7 customer support

Operation and Warranty Services

- Product assurance and warranty program that covers materials and onsite labor, eliminating 100% of your maintenance costs for 25 years.
- Support from Musco's Lighting Services Team – over 170 Team members dedicated to operating and maintaining your lighting system – plus a network of 1800+ contractors.

Musco Scope Of Work

- Provide design and layout for lighting system.
- Test and final aim equipment.

Installation Services Provided – See attached LSS New Scope Of Work Documents



Responsibilities of Buyer

- Confirm pole or luminaire locations, supply voltage and phase required for lighting system prior to production
- Provide electrical design and materials for electrical distribution system.
- The Buyer is responsible for getting electrical power to the site, coordination with the utility, and any power company fees.

Payment Terms

Final payment terms are subject to approval by Musco credit department. Final payment shall not be withheld by Buyer on account of delays beyond the control of Musco.

Email or fax a copy of the Purchase Order to Musco Sports Lighting, LLC & KPN:

Musco Sports Lighting, LLC
Attn: Musco Contracts
Fax: 800-374-6402
Email: musco.contracts@musco.com

Keystone Purchasing Network
Attn: Mark Carollo
Fax: 570-524-5600
Email: mcarollo@csiu.org

All Purchase orders should note the following:

Keystone Purchasing Network Purchase – Contract Number: KPN-201901-01

Delivery Timing

8 - 12 weeks for delivery of materials to the job site from the time of order, submittal approval, and confirmation of order details including voltage, phase, and pole/luminaire locations.

Notes

Quote is based on following conditions:

- Shipment of entire project together to one location.
- 480 Volt, 3 phase electrical system requirement.
- Structural code and wind speed = 2021 IBC, 115 mi/h, Exposure C.
- Due to the built-in custom light control per luminaire, pole or luminaire locations need to be confirmed prior to production. Changes to pole or luminaire locations after the product is sent to production could result in additional charges.
- Per design 189792B Dated 10/30/2024.
- Standard soil conditions – rock, bottomless, wet, or unsuitable soil may require additional engineering, special installation methods and additional cost.

Thank you for considering Musco for your lighting needs. Please contact me with any questions or if you need additional details.

Luke Schlesselman

Territory Sales Associate

Musco Sports Lighting, LLC

Phone: 641-670-0721

E-mail: Luke.Schlesselman@musco.com



8545 Edgeworth Drive
Capitol Heights, MD 20743
Tel: (301) 350-2400
Fax: (301) 336-0743
www.longfence.com

October 23, 2024

Mr. Andrew Phelan
Greenbelt Recreation

Re: Schrom Hills Park
Lacrosse, Soccer, Football Field Fence and Gates
**Includes optional mow strip

This proposal consists of furnishing labor and materials to install the following scope of work at the above location:

Furnish and install approx. 1,180 linear feet of 8' high black vinyl coated chain link fence to include one 14' wide double swing access gate and four 4' wide single swing pedestrian gates. Entire fence run to include 12" wide x 6" deep concrete mow strip centered beneath the fence and gates.

Specification of fence is as follows:

- Chain Link Fabric: 2" mesh x 9 gauge .148 thermally fused vinyl coated steel
- Terminal Posts: 3" OD SS-40 vinyl coated steel
- Terminal Post Footers: 12" diameter by 36" deep concrete footers
- Line Posts: 2 1/2" OD SS-20 vinyl coated steel
- Line Post Footers: 10" diameter by 36" deep concrete footers
- Top Rail: 1 5/8" OD SS-20 vinyl coated steel
- Tension Wire: 7 gauge vinyl coated steel at bottom of fence
- Terminal Post Bracing: 1 5/8" OD SS-20 vinyl coated steel brace rail with truss rod and turnbuckle assembly

The specification of the pedestrian gate is as follows:

- Gate Posts: 3" OD SS-40 vinyl coated steel
- Gate Post Footers: 12" diameter by 36" deep concrete footers
- Gate Frame: 1 5/8" OD SS-20 vinyl coated steel
- Gate Fabric: 2" mesh x 9 gauge .148 thermally fused vinyl coated steel
- Gate Accessories: vinyl coated industrial offset hinges and latch

The specification of the double swing gate is as follows:

- Gate Posts: 4" OD SS-40 vinyl coated steel
- Gate Post Footers: 12" diameter by 36" deep concrete footers
- Gate Frame: 1 5/8" OD SS-20 vinyl coated steel
- Gate Fabric: 2" mesh x 9 gauge .148 thermally fused vinyl coated steel
- Gate Accessories: vinyl coated industrial offset hinges (two per gate leaf), center drop rod and latch
- Labor Warranty: One year
- Material Warranty: One year

Total Price: \$64,890.00

Terms:

\$21,630.00 - Deposit with order
\$21,630.00 - Payment upon job commencement
\$21,630.00 - Payment upon date of final completion.



Note: Total price is based on one Mobilization to the site. Estimate valid for 45 days for purpose of acceptance by the buyer.

Exclusions: Permits, Bonds, Engineering, Survey/Stakeout, As-Built Drawings, Hand Digging, Restoration of finish grades, Spoils Removal, Seeding, Clearing, Grounding, Painting, Traffic Control, Marking of private utilities or unidentified underground utilities or resulting in damages.

- Buyer is responsible for payment of materials once released for installation / fabrication. Long Fence will invoice for the material value of the contract immediately upon written or verbal release from the customer to proceed with the installation. Long Fence will not absorb material increases that arise from the delay of others.
- Location of underground utilities or obstructions that are not identified through the local one-call service are to be marked by others. Long Fence is held harmless and indemnified against claims resulting from damages to unidentified utilities.
- Any alterations from the attached specifications or estimated quantities involving additional costs are to be considered extra to the contract price.
- All work shall be performed in compliance with industry standards and guaranteed against defects in materials and workmanship for one year.
- A finance charge of 1.5% per month will be assessed on past due balance. If balance is not paid in accordance with this agreement, purchaser agrees to all costs of litigation, including court costs and attorneys' fees in the amount of 30% of the outstanding balance.

Awaiting your approval of our proposal. Please contact me at your earliest convenience if you have any questions.

Sincerely,
Long Fence Company, Inc.

Matthew Wade
Project Manager

CUSTOMER SIGNATURE

PURCHASE ORDER

PRINT NAME & TITLE

DATE



8545 Edgeworth Drive
Capitol Heights, MD 20743
Tel: (301) 350-2400
Fax: (301) 336-0743
www.longfence.com

November 13, 2024

Mr. Andrew Phelan
Greenbelt Recreation

Re: Braden Field – Softball Outfield Fence

This proposal consists of furnishing labor and materials to install the following scope of work at the above location:

- Remove, haul and dispose of existing chain link homerun fence – approx. 360 LF**
- Posts to be cut at grade and top-dressed with soil

Furnish and install approx. 360 linear feet of 8' high black vinyl coated chain link fence to include one 14' wide double swing access gate and one 4' wide single swing pedestrian gate.

Specification of fence is as follows:

- Chain Link Fabric: 2" mesh x 9 gauge .148 thermally fused vinyl coated steel
- Terminal Posts: 3" OD SS-40 vinyl coated steel
- Terminal Post Footers: 12" diameter by 36" deep concrete footers
- Line Posts: 2 1/2" OD SS-20 vinyl coated steel
- Line Post Footers: 10" diameter by 36" deep concrete footers
- Top Rail: 1 5/8" OD SS-20 vinyl coated steel
- Tension Wire: 7 gauge vinyl coated steel at bottom of fence
- Terminal Post Bracing: 1 5/8" OD SS-20 vinyl coated steel brace rail with truss rod and turnbuckle assembly

The specification of the pedestrian gate is as follows:

- Gate Posts: 3" OD SS-40 vinyl coated steel
- Gate Post Footers: 12" diameter by 36" deep concrete footers
- Gate Frame: 1 5/8" OD SS-20 vinyl coated steel
- Gate Fabric: 2" mesh x 9 gauge .148 thermally fused vinyl coated steel
- Gate Accessories: vinyl coated industrial offset hinges and latch

The specification of the double swing gate is as follows:

- Gate Posts: 4" OD SS-40 vinyl coated steel
- Gate Post Footers: 12" diameter by 36" deep concrete footers
- Gate Frame: 1 5/8" OD SS-20 vinyl coated steel
- Gate Fabric: 2" mesh x 9 gauge .148 thermally fused vinyl coated steel
- Gate Accessories: vinyl coated industrial offset hinges (two per gate leaf), center drop rod and latch

- Labor Warranty: One year
- Material Warranty: One year

Total Price: \$19,910.00



Terms:

\$5,910.00 - Deposit with order
\$7,000.00 - Payment upon job commencement
\$7,000.00 - Payment upon date of final completion.

Note: Total price is based on one Mobilization to the site. Estimate valid for 45 days for purpose of acceptance by the buyer.

Exclusions: Permits, Bonds, Engineering, Survey/Stakeout, As-Built Drawings, Hand Digging, Restoration of finish grades, Spoils Removal, Seeding, Clearing, Grounding, Painting, Traffic Control, Marking of private utilities or unidentified underground utilities or resulting in damages.

- Buyer is responsible for payment of materials once released for installation / fabrication. Long Fence will invoice for the material value of the contract immediately upon written or verbal release from the customer to proceed with the installation. Long Fence will not absorb material increases that arise from the delay of others.
- Location of underground utilities or obstructions that are not identified through the local one-call service are to be marked by others. Long Fence is held harmless and indemnified against claims resulting from damages to unidentified utilities.
- Any alterations from the attached specifications or estimated quantities involving additional costs are to be considered extra to the contract price.
- All work shall be performed in compliance with industry standards and guaranteed against defects in materials and workmanship for one year.
- A finance charge of 1.5% per month will be assessed on past due balance. If balance is not paid in accordance with this agreement, purchaser agrees to all costs of litigation, including court costs and attorneys' fees in the amount of 30% of the outstanding balance.

Awaiting your approval of our proposal. Please contact me at your earliest convenience if you have any questions.

Sincerely,
Long Fence Company, Inc.

Matthew Wade
Project Manager

CUSTOMER SIGNATURE

PURCHASE ORDER

PRINT NAME & TITLE

DATE



8545 Edgeworth Drive
Capitol Heights, MD 20743
Tel: (301) 350-2400
Fax: (301) 336-0743
www.longfence.com

November 14, 2024

Mr. Andrew Phelan
Greenbelt Recreation

Re: Baseball Field Covered Dugouts

This proposal consists of furnishing labor and materials to install the following scope of work at the above location:

Install two custom built baseball dugouts with roof structure and protective fence.

* Shop drawings to be provided for approval prior to any fabrication or ordering of materials.

Material list to include:

150' vinyl coated 9 gauge chain link fabric 6' tall
20 WT40 vinyl coated terminal posts 4"OD 13'
8 WT20 vinyl coated line posts 3"OD 9'
14 Square 1" steel tube 24' pieces
288' WT40 vinyl coated 1 5/8 bracerail
250 wire ties

8 Square 4" pipe 1/4 wall 20' lengths
18 WT40 3"OD vinyl coated posts 12'

12 corrugated panels 3'x25'
700 Tek screws
12 4" hook ups
4 3" hook ups

touch up paint

Includes shop drawings for approval, shop fabrication labor and powder coating

Total Price: \$42,950.00

Terms:

\$14,000.00 - Deposit with order
\$14,000.00 - Payment upon job commencement
\$14,950.00 - Payment upon date of final completion.

OPTION: Install four dugout enclosures at the same time
Discounted Price of \$19,925.00 each

Total Cost: \$79,900.00

Note: Total price is based on one Mobilization to the site. Estimate valid for 45 days for purpose of acceptance by the buyer.

Exclusions: Permits, Bonds, Engineering, Survey/Stakeout, As-Built Drawings, Hand Digging, Restoration of finish grades, Spoils Removal, Seeding, Clearing, Grounding, Painting, Traffic Control, Marking of private utilities or unidentified underground utilities or resulting in damages.



- Buyer is responsible for payment of materials once released for installation / fabrication. Long Fence will invoice for the material value of the contract immediately upon written or verbal release from the customer to proceed with the installation. Long Fence will not absorb material increases that arise from the delay of others.
- Location of underground utilities or obstructions that are not identified through the local one-call service are to be marked by others. Long Fence is held harmless and indemnified against claims resulting from damages to unidentified utilities.
- Any alterations from the attached specifications or estimated quantities involving additional costs are to be considered extra to the contract price.
- All work shall be performed in compliance with industry standards and guaranteed against defects in materials and workmanship for one year.
- A finance charge of 1.5% per month will be assessed on past due balance. If balance is not paid in accordance with this agreement, purchaser agrees to all costs of litigation, including court costs and attorneys' fees in the amount of 30% of the outstanding balance.

Awaiting your approval of our proposal. Please contact me at your earliest convenience if you have any questions.

Sincerely,
Long Fence Company, Inc.

A handwritten signature in black ink, appearing to read "Matthew Wade". The signature is fluid and cursive, with the first and last names being the most prominent parts.

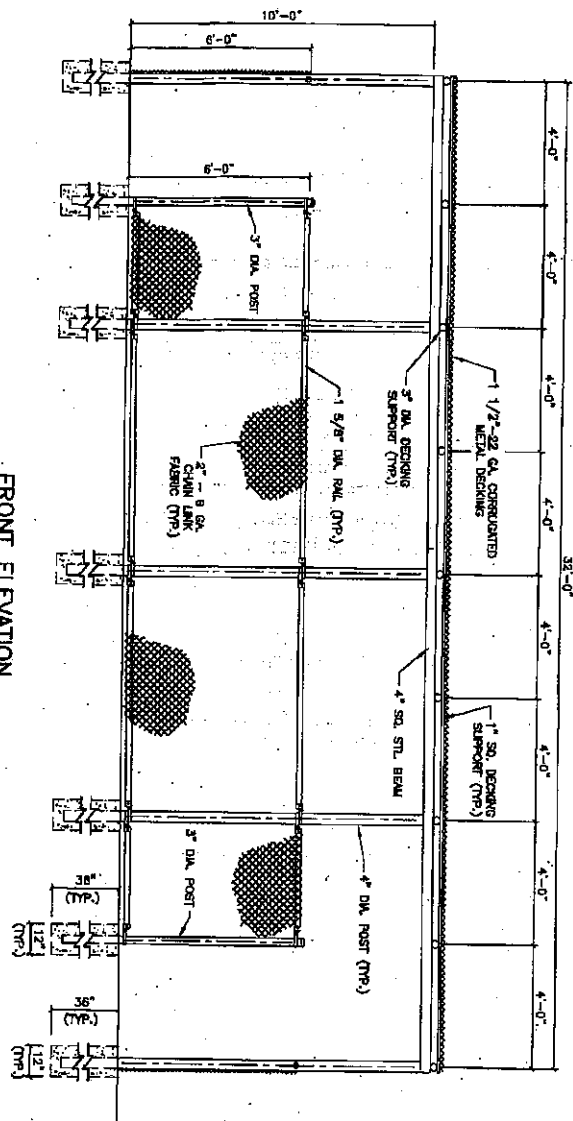
Matthew Wade
Project Manager

CUSTOMER SIGNATURE

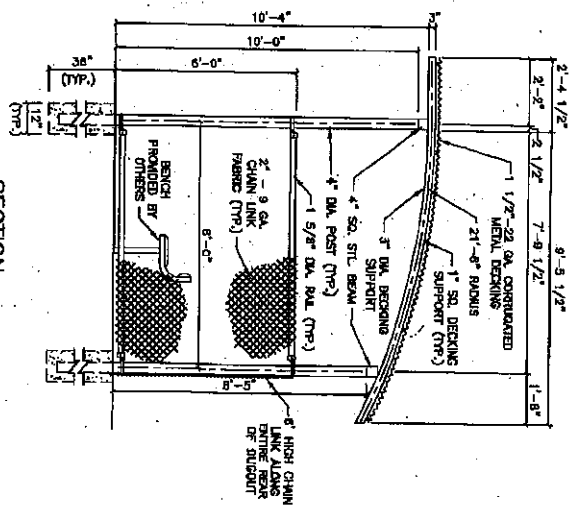
PURCHASE ORDER

PRINT NAME & TITLE

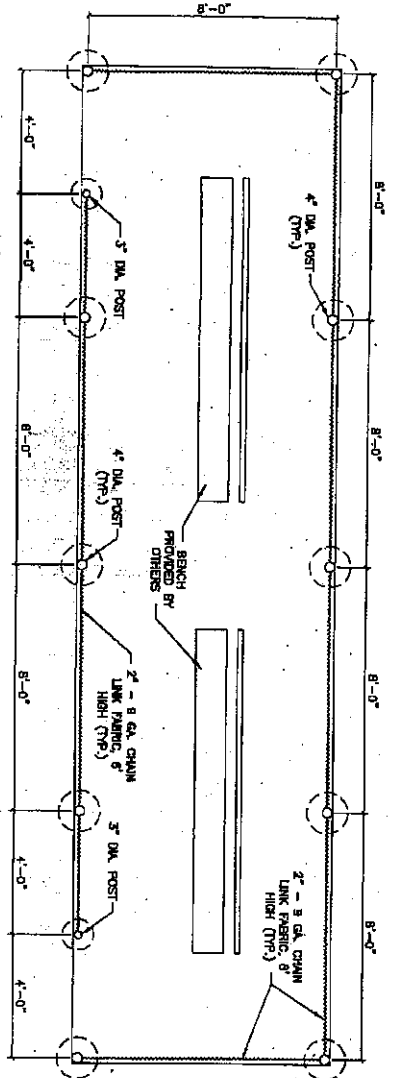
DATE



FRONT ELEVATION
SCALE: 1/4" = 1'



SECTION
SCALE: 1/4" = 1'



PLAN VIEW
SCALE: 1/4" = 1'

GENERAL NOTES:
1) All dimensions to be verified in the field.
MATERIAL SPECIFICATIONS:
~ Fence fabric - 1/2" mesh, black vinyl coated.
~ Posts - 3" diameter SS 40 black vinyl coated, @ 4.04 lbs./ft. 4" diameter SS 40 black vinyl coated, @ 6.56 lbs./ft.
~ Rails - 1 5/8" diameter SS 40, @ 1.87 lbs./ft.
~ Decking - 1/2" x 22" oak corrugated metal decking.
~ Benches - all posts to be black vinyl coated.

SITE	PROJECT	 8545 EDGEWORTH DRIVE CAPITOL HEIGHTS, MD. 20743 (301) 350-2400 © 2002	PROJECT NO. N/A	CAD # DRAWN BY: GC CKD. BY: MW DATE: 10-21-02 SCALE: AS SHOWN SHEET NO. 1/1
	DRAWING TITLE BASEBALL DUGOUT		STATUS SHOP DRAWING SALESPERSON MATT WILDE	

City Council Agenda Item Report

Meeting Date: November 18, 2024

Submitted by: Greg Varda

Submitting Department: Recreation

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS - 90 minutes (8:15 - 9:45 p.m..)

Subject:

Authorizing the City Manager to Execute Contract for Greenbelt Station Central Park - Shaded Tables

Suggested Action:

Reference: Shaded Tables - Greenbelt Station

Game Time c/o Cunningham Recreation has submitted a quote for \$86,153.64 to supply and install two additional shade structures in the lower section of Greenbelt Station's central park area. These shade structures will be a similar design to the existing shade structures, but will be larger and incorporate dining tables, including one ADA accessible table under each shade. The quoted prices are based upon a rideable OMNIA Partners contract. OMNIA Partners simplifies procurement for State and Local Governments through a lead public agency contracting model that ensures all their cooperative contracts are compliant with public purchasing regulations and are competitively solicited to improve efficiency in the procurement process for participating agencies. Cunningham Recreation provided the initial shade structure installations at Greenbelt Station central park and is on the negotiated purchase list as a longtime supplier/builder of City recreation amenities. Plans for the additional shade structures have been shared with and approved by the Greenbelt Station Board of Directors.

Staff recommends City Council authorize the City Manager to execute the purchase and installation of shade structures by Cunningham Recreation in Greenbelt Station – Central Park not to exceed \$86,153.64. Greg Varda, Recreation Director, will be available to discuss the project.

Attachments:

[Shaded Tables - Greenbelt Station.pdf](#)



Playcore Wisconsin Inc. dba
 GameTime c/o Cunningham Recreation
 PO Box 240981
 Charlotte, NC 28224
 800.438.2780
 704.525.7356 FAX

09/06/2024
 Quote #
 169715-01-03

City of Greenbelt: Greenbelt Station - Shade Structures

City of Greenbelt
 Attn: Andrew Phelan
 Greenbelt Station Drive
 Greenbelt, MD 20770
 United States
 Phone: 301-397-2200
 aphelan@greenbeltmd.gov

Ship to Zip 21034

Qty	Part #	Description	List \$	Selling \$	Ext. Selling \$
1	INSTALL	MISC - Mobilization:- - Coordinate and receive equipment deliveries. - Unload and inventory equipment. - Report any damaged or missing equipment. - Store equipment until installation start date is scheduled. - Load and haul equipment to job site.	\$1,250.00	\$1,250.00	\$1,250.00
1	INSTALL	MISC - Private Utility Locating Services	\$750.00	\$750.00	\$750.00
1	INSTALL	MISC - Supply and install (2) 12' x 21' concrete pads adjacent to existing sidewalks.- 4" concrete over 4" compacted stone base. - Includes excavation with removal and disposal of spoils off site.	\$17,495.00	\$17,495.00	\$17,495.00
2	AC(2x)090910HDPE	Superior Recreational Products - Arched Cantilevered Shade with (2) 9' L x 9' W x 10' H Canopies (HDPE)- Includes stainless steel cable & hardware for attaching shade fabric.	\$12,879.00	\$11,495.00	\$22,990.00
1	CERT-DWGS	Superior Recreational Products - MD Engineer Certified and Stamped Drawings- Includes Calculations	\$1,220.00	\$1,220.00	\$1,220.00
1	ABT-PKG	Superior Recreational Products - Advanced Bolt Template Package	\$175.00	\$175.00	\$175.00
1	INSTALL	MISC - Install (2) Cantilevered Arch Shade Structures - Includes removing all footer excavation spoils and properly disposing of spoils off site.	\$22,395.00	\$22,395.00	\$22,395.00
2	40SMH3-S	UltraSite - 46" KENSINGTON SQUARE TABLE ADA 3-SEAT, SURFACE MOUNT, SLAT	\$3,443.00	\$3,236.42	\$6,472.84
2	40SM-S	UltraSite - 46" KENSINGTON SQUARE TABLE, SURFACE MOUNT, SLAT	\$3,515.00	\$3,304.10	\$6,608.20
1	INSTALL	MISC - Install (4) UltraSite Surface Mount Square Tables	\$2,250.00	\$2,250.00	\$2,250.00
1	INSTALL	MISC - Supply and Apply seed & Straw to all disturbed areas	\$375.00	\$375.00	\$375.00
Contract: OMNIA #2017001134				Sub Total	\$81,981.04
				Freight	\$4,172.60
				Total	\$86,153.64

Comments

- Reference Drawing 169715-01-02.



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169715-01-03

City of Greenbelt: Greenbelt Station - Shade Structures

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.



Playcore Wisconsin Inc. dba
GameTime c/o Cunningham Recreation
PO Box 240981
Charlotte, NC 28224
800.438.2780
704.525.7356 FAX

09/06/2024
Quote #
169715-01-03

City of Greenbelt: Greenbelt Station - Shade Structures

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: **\$86,153.64**

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: _____



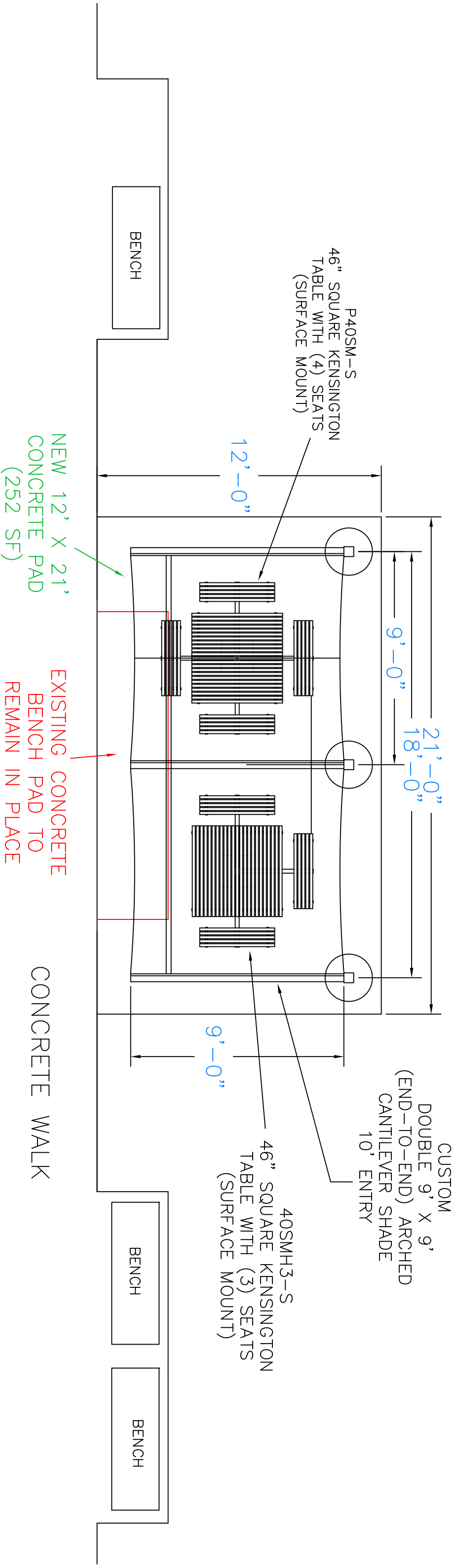
Playcore Wisconsin Inc. dba
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Quote #
169715-01-03

City of Greenbelt: Greenbelt Station - Shade Structures

OMNIA CONTRACT - TERMS & CONDITIONS:

- **LEAD AGENCY:** City of Charlotte, NC - RFP No. 269-2017-028, awarded 5/08/2017.
- **AWARDEE (VENDOR):** Playcore Wisconsin, Inc dba GameTime
- **CONTRACT NUMBER:** 2017001134 incorporating Amendments 1 thru 13.
- **TERM OF CONTRACT:** 7/01/17 to 7/01/22 (5 years). Extended two-year renewal to 7/30/24 via Amendment 12.
- **PRICING:** Varies. Refer to Discount Schedule and Price Lists (Contract Exhibit A). USC Contract pricing is valid through December 31, of each calendar year. Pricing is subject to change with lead agency approval and contract amendment. Request updated pricing when purchasing from quotes more than 30 days old.
- **VOLUME DISCOUNTS:** Large purchases are eligible for additional discounts as follows: 5% when the net US Communities discounted total for standard GameTime play structure components is \$50,000 to \$75,000; 10% when that total is \$75,000 to \$100,000 and 15% when that total exceeds \$100,000.
- **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. Checks should be made payable to Playcore Wisconsin, Inc. dba GameTime unless otherwise directed.
- **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.
- **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.
- **MINIMUM ORDER:** All purchases, \$500.00 with one exception for replacement parts.
- **FREIGHT CHARGES:** Shipments shall be F.O.B. destination. Freight charges prepaid and added separately.
- **SHIPMENT:** Standard Lead time is 6-8 weeks 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.



Enriching Childhood Through Play,
150 PlayCore Drive SE
Fort Payne, AL 35967
www.gametime.com



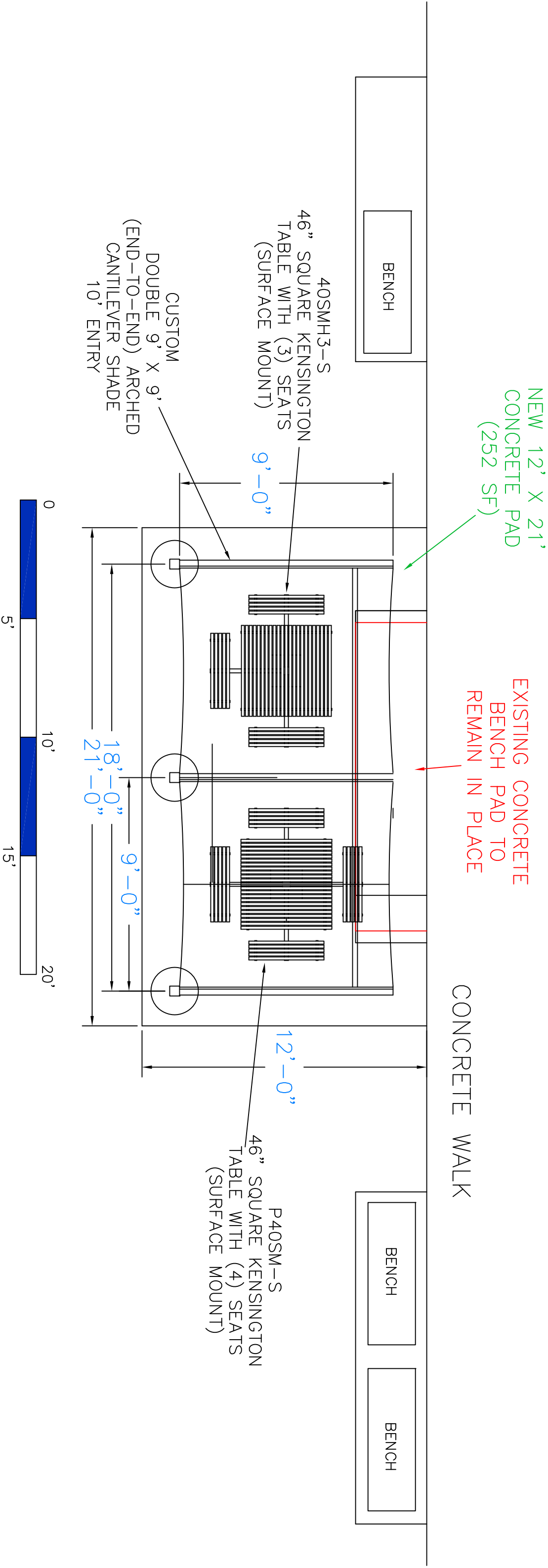
City of Greenbelt, MD
Greenbelt Station
Proposed Shade Structure & Tables (Area-2)
Representative
Steve Lienesch, Cunningham Recreation - Phone (800) 438-2780

This play equipment is recommended for children ages
All

Minimum Area Required:
12' x 21'
Scale: 1/4"=1'
This drawing can be scaled only when in an 11" x 17" format

IMPORTANT: Soft resilient surfacing should be placed in the use zones of all equipment, as specified for each type of equipment, and at depths to meet the critical fall heights as specified by the U.S. consumer Product Safety Commission, ASTM standard F 1487 and Canadian Standard CAN/CSA-Z-614

Drawn By:
BRW
Date:
9-06-2024
Drawing Name:
169715-01-02a



Enriching Childhood Through Play,
150 PlayCore Drive SE
Fort Payne, AL 35967
www.gametime.com



City of Greenbelt, MD
Greenbelt Station
Proposed Shade Structure & Tables (Area-1)
Representative
Steve Lienesch, Cunningham Recreation - Phone (800) 438-2780

This play equipment is recommended for children ages
All

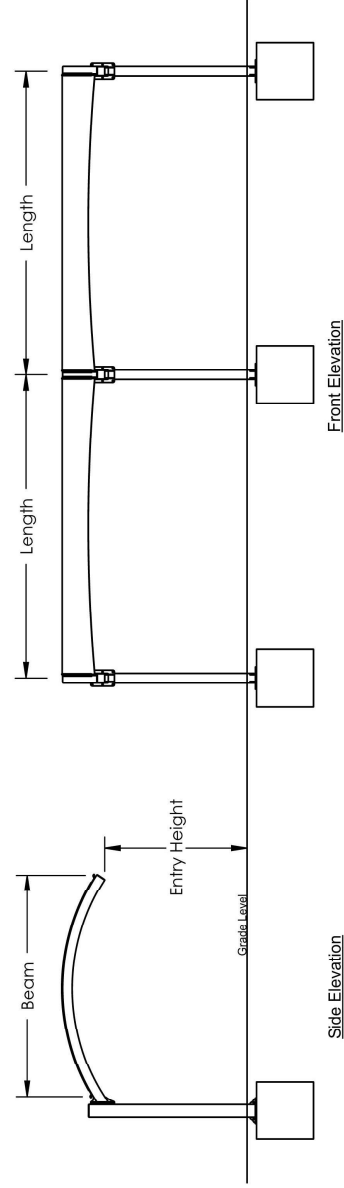
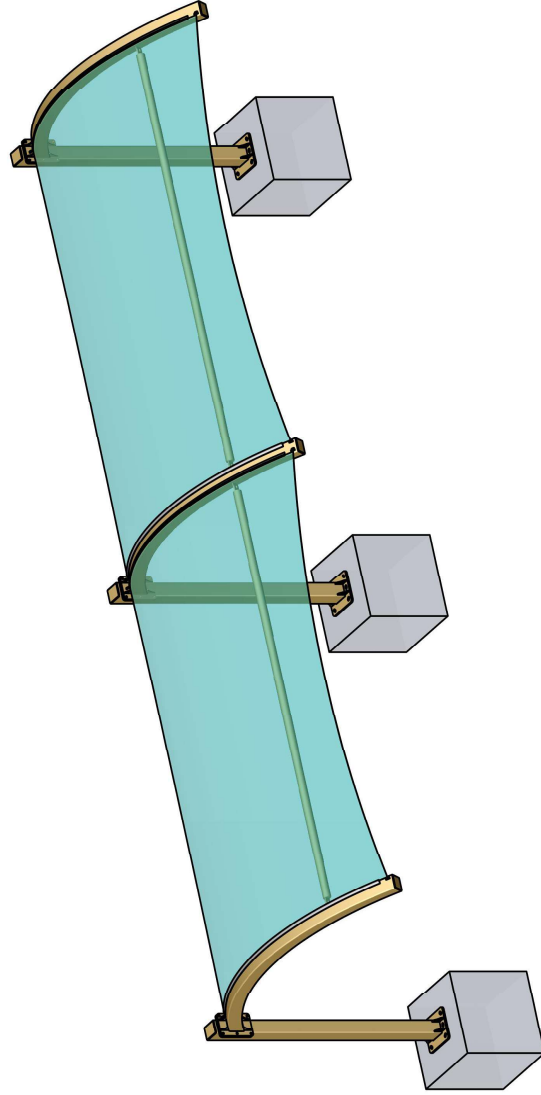
Minimum Area Required:
12' X 21'
Scale: 1/4"=1'
This drawing can be scaled only when in an 11" x 17" format

IMPORTANT: Soft resilient surfacing should be placed in the use zones of all equipment, as specified for each type of equipment, and at depths to meet the critical fall heights as specified by the U.S. consumer Product Safety Commission, ASTM standard F 1487 and Canadian Standard CAN/CSA-Z-614

Drawn By:
BRW
Date:
9-06-2024
Drawing Name:
169715-01-02b

2-Dome 3-Column Arched Hanging Cantilever Shade

Length	9'	Beam	9'	Entry Height	10'
Column Size	5"x5"x3/16"	Beam Size	4"x4"x1/4"	Spreader Size	Ø2.5" 12-Ga
Column Length	12.444'	Column Mount	Base Plate		
Dome Qty.	2	Column Qty.	3		



Superior[®] Shade

QUOTE

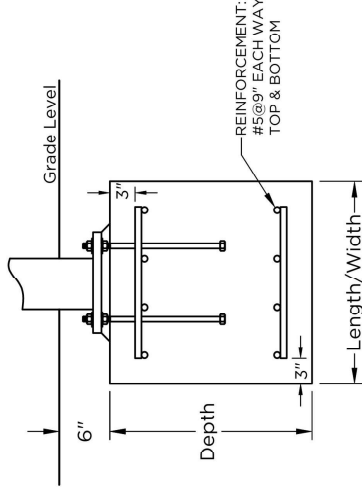
SHADE SIZE

9 X 9

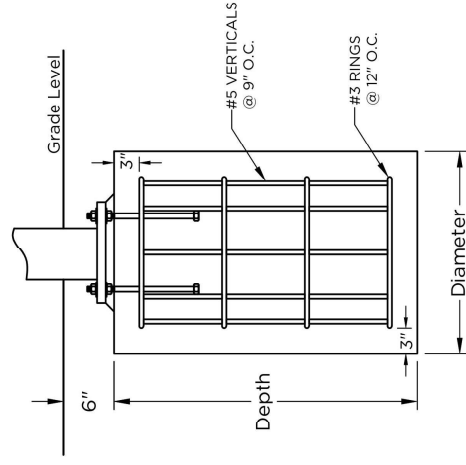
SHADE STYLE
2-Dome 3-Column
Arched Hanging
Cantilever Shade

These drawings are for reference only and should not be used as construction details. They show the general character and rough dimensions of the structural features. Exact spans, fasteners, materials, and foundations can be determined by a licensed professional engineer upon request. Estimated footing size above is based on 1,500 PSF soil bearing pressure.

Square Footing			
Column	Length & Width	Depth	
Single Cap	1.9	3	
Double Cap	2.09	3	

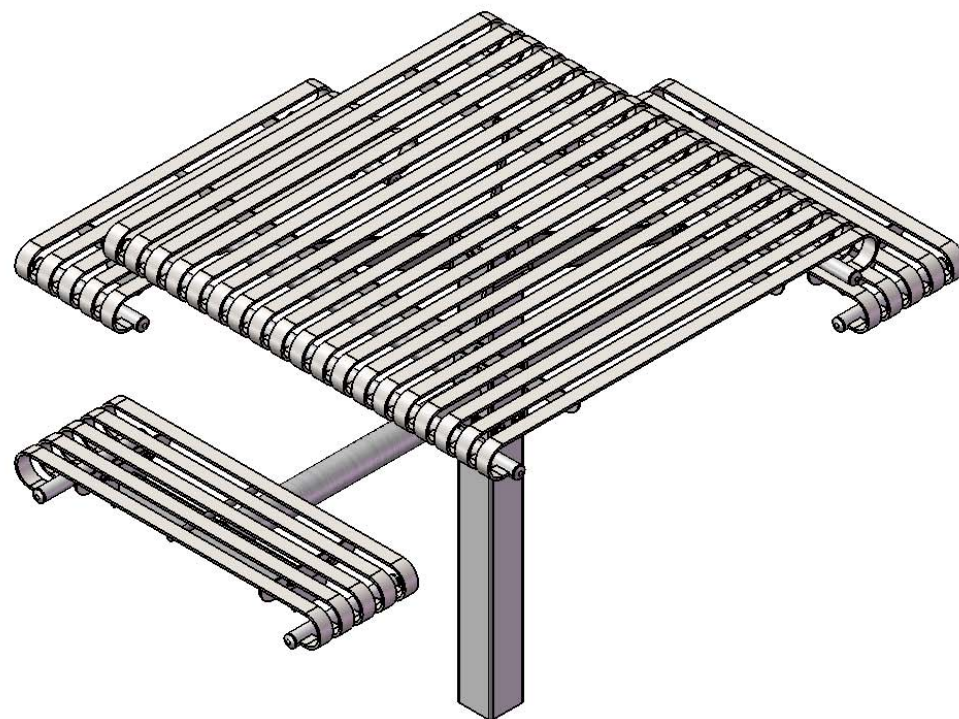


Auger Footing			
Diameter	Single Cap Depth	Double Cap Depth	
1'-5"	2.76	N/A	
2'-0"	Out of range	N/A	
2'-6"	Out of range	N/A	
3'-0"	Out of range	N/A	





A **PLAYCORE** Company



Model # 40SH3-S



A PLAYCORE Company

1675 Locust Street
Red Bud, IL 62278
Phone: 618-282-8200
Fax: 618-282-8202

WARRANTY & TERMS

WARRANTY: 5 Year Limited Warranty on Thermoplastic coated elements. Ultra Play guarantees all items for one full year to be free of defects in workmanship or materials when installed and maintained properly. We agree to repair or replace, any items determined to be defective. Items specifically not covered by this warranty include vandalism, man made or natural disasters, lack of maintenance, normal weathering or wear and tear due to public abuse.

Damages or loss in transit is the responsibility of the carrier, whether visible or concealed. It is the responsibility of the recipient to assure that the order is received complete. Before signing the delivery receipt, inspect the shipment immediately and completely. Note any damages or shortages on the bill of lading. Damage reports must be filed within 5 days. Ultra Play is NOT responsible for damages or loss in transit. Title to all goods passes to the customer at the time of shipment. Ultra Play will assist in filing claims if the freight arrangements were made by Ultra Play at your request.

CANCELLATIONS AND RETURNS: Cancellations are only accepted with approval of Ultra Play. No merchandise shall be returned without a Return Goods Authorization number which is issued by customer service. Any authorized merchandise must be carefully packed and received in saleable condition. A restocking charge of up to 25% will be applied to all returned goods when the error is not the fault of Ultra Play. All returns must be shipped freight prepaid.

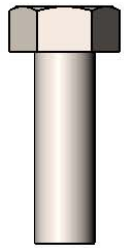


A PLAYCORE Company

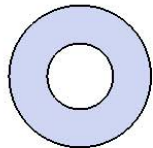
SAFETY WARNINGS & EQUIPMENT INSPECTION

- Owners and installers please note these safety warnings and make use of this checklist on a regular basis.
- Follow installation instructions when erecting equipment.
- Ground surfaces around equipment should be restored as needed. Concrete footings should never be exposed. Surface depth should comply with ASTM and CPSC specifications.
- Check for and repair damage caused by wear or vandalism, a major factor in injury causing situations.
- All protruding bolts should be covered or cut off and finished smooth. Sharp edges on pipes should be capped or removed. Check for bent, broken, or severely worn pipe, and replace.
- All equipment should be free of rust and repainted whenever necessary to deter rusting.
- We provide our customers with layout sheets and installation instructions. Please keep on file the specifications sheet that contains the listing of every part used.
- Never add components not intended for use with this product.
- Regular maintenance is necessary in this and all park and recreational equipment to insure the safety of the user.
- Note: Proper maintenance of equipment requires regular tightening of all bolts, nuts, and setscrews.
- Note: Regular checking of all parts, castings, etc. should be made. If a part is broken or worn, it should be replaced immediately.
- Check to be sure all fittings are tight and that bars and pipes do not move.
- Replace all worn S-hooks. S-hooks must be completely closed. Failure to close S-hooks can result in serious injury to the user. NEVER reuse S-hooks.
- Test for free movement of swing hanger and other moving attached parts.
- Check for worn chains and replace them.
- A soft resilient surface should be placed under all swings extending at least twice the height of the top rail both front and back.

HARDWARE



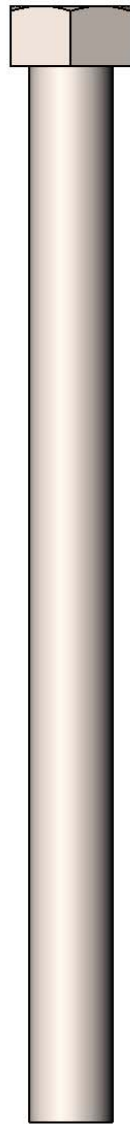
5/16" x 1"
Machine Bolt



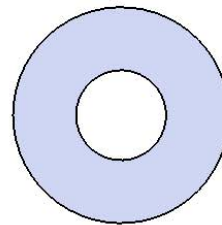
5/16" Washer



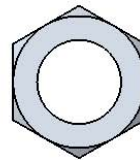
5/16" Kep Nut



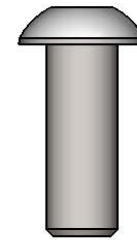
7/16" x 5-1/2"
Machine Bolt



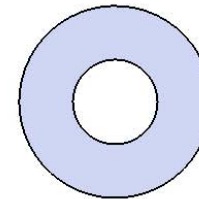
7/16" Washer



7/16" Hex Nut

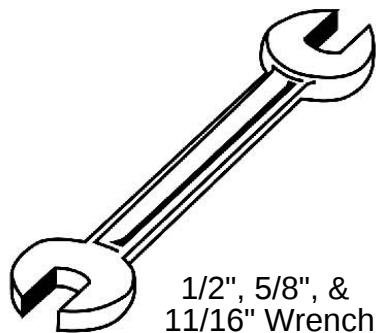


3/8" x 2"
Button Head Bolt

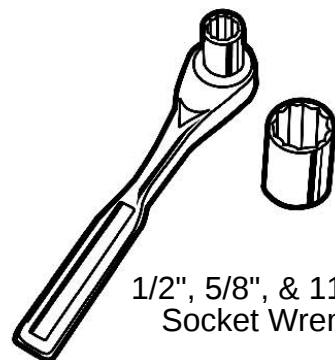


3/8" Washer

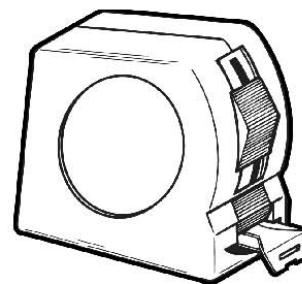
TOOLS REQUIRED



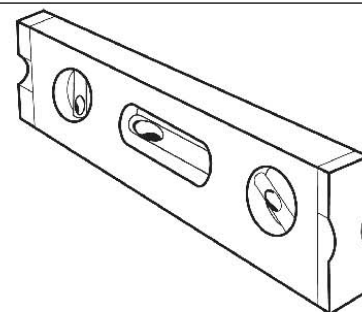
1/2", 5/8", &
11/16" Wrench



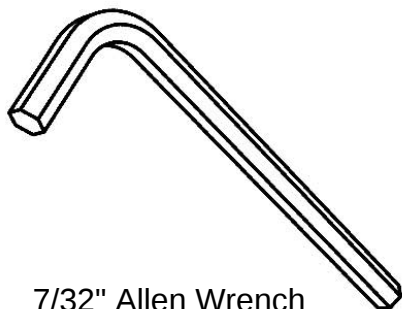
1/2", 5/8", & 11/16"
Socket Wrench



Tape Measure



Level



7/32" Allen Wrench

ULTRA SITE PRODUCT SPECIFICATIONS

40SH3-S KENSINGTON SLAT TABLE W/ 3 SLAT SEATS

Top & Seats: Seat and top slats are fabricated from a 1/4" plate. The understructure /attachment plates are fabricated from 7 gauge flat steel plate. Top is additionally supported to the outer frame with 7 gauge flat steel plate. All electrically MIG welded.

Coating: Electrostatic powder coated application oven cured.

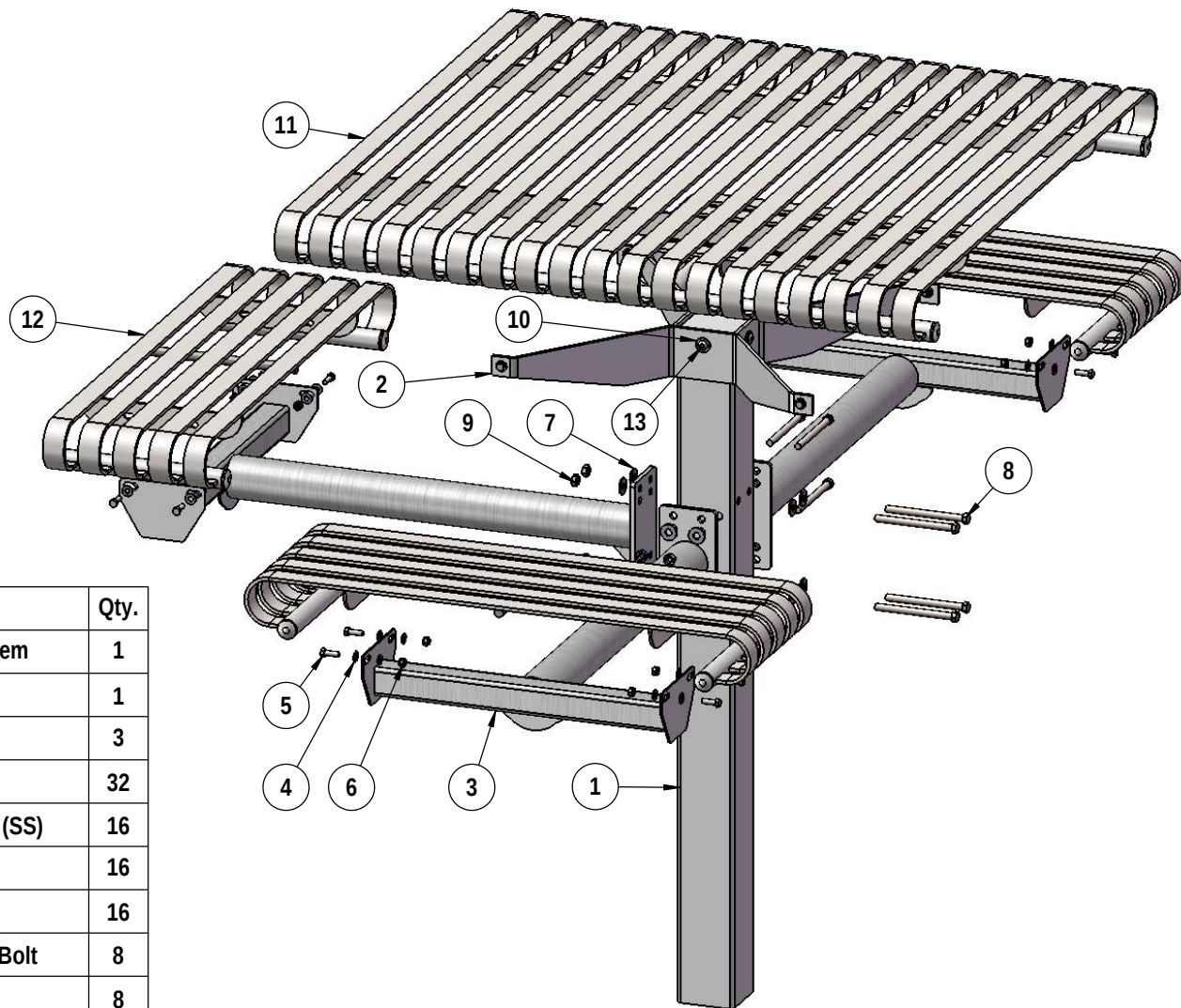
Frame: Main support column is 4"x4"x11 gauge pre-galvanized structural steel tubing. Arms are fabricated from 2-7/8" O.D. x 12 gauge pre-galvanized structural steel tubing welded to 1/4" precision punched plates for attachment to the main column and 2"x2"x3/16" structural steel angle for lateral seat support. Seat attachment points are 10 gauge precision punched tabs. Table top attachment structure is fabricated from 1/4" formed steel. All electrically MIG welded.

Frame Coating: Steel is sandblasted to near white condition. Coated with zinc rich epoxy primer and top coated with electrostatic powdercoat, oven cured.

Hardware: All stainless steel hardware fasteners.

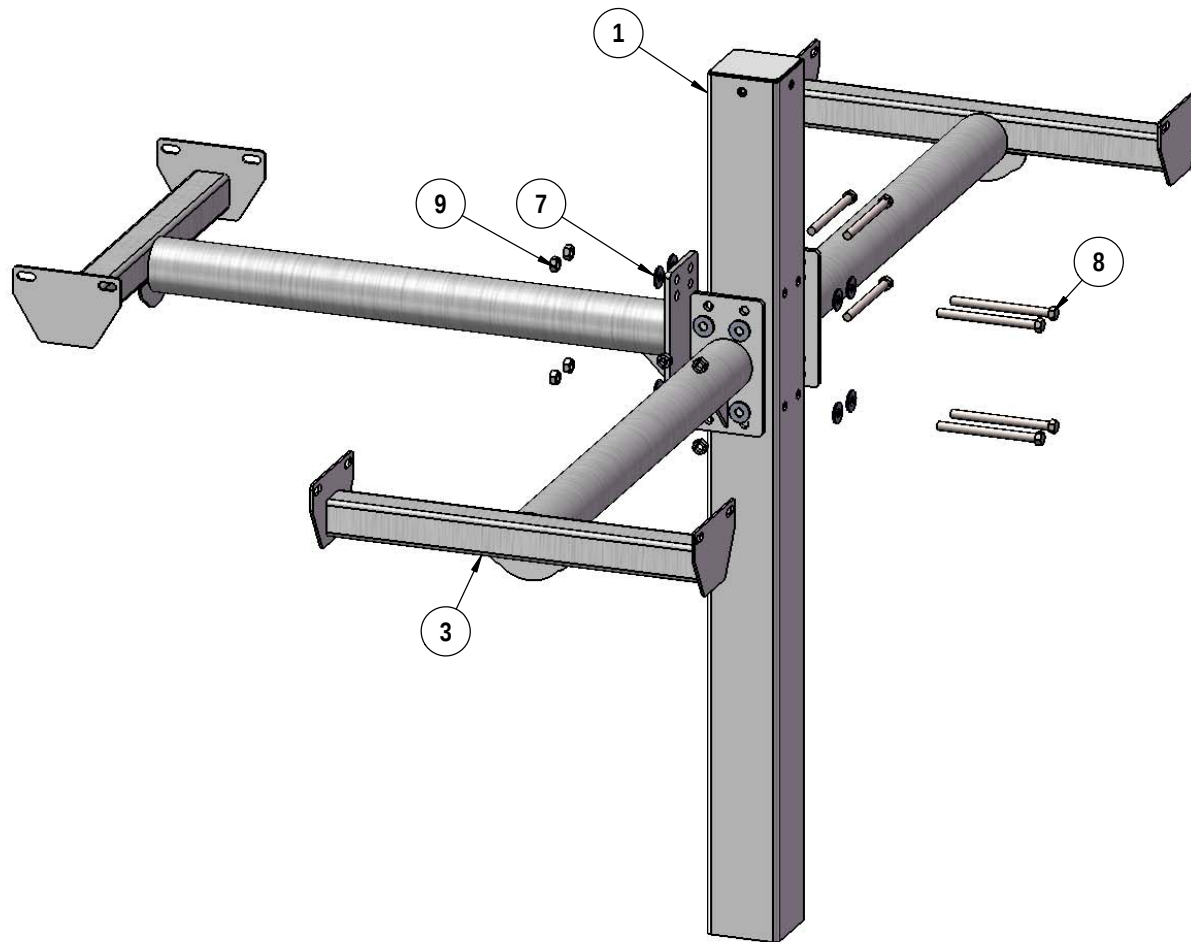
Dimensions: Top is 46" square x 30" high. Seats are 36" long x 12-1/2" wide x 18" high. Outside to outside dimensions of the 3 seat table is 77" x 61-5/8".

COMPONENTS



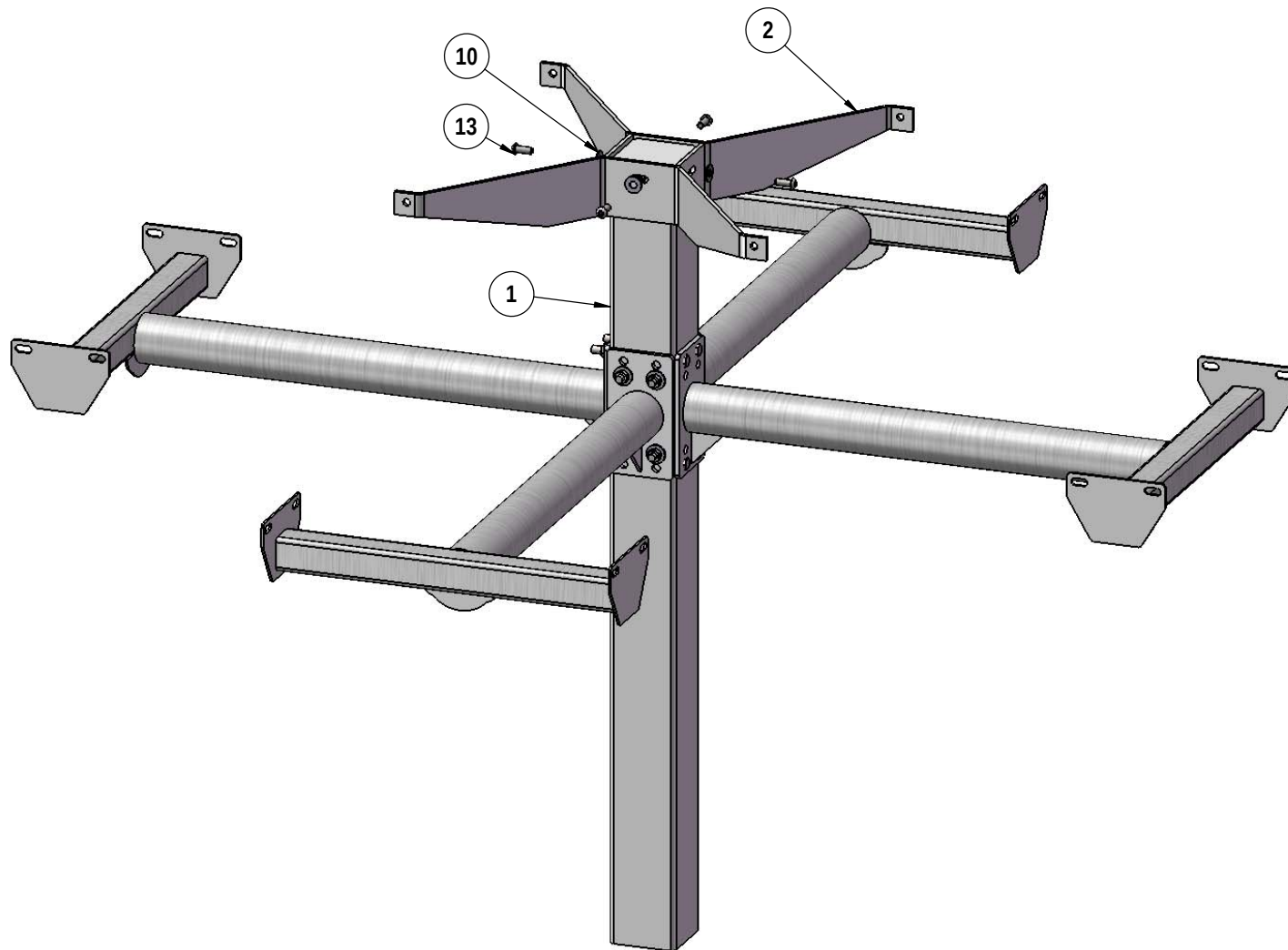
ITEM NO.	PartNo	DESCRIPTION	Qty.
1	01-01-0596	Kensington S Post Asem	1
2	P-01-04-0150	H Bracket	1
3	P-V338-ARM	338 vinyl arm	3
4	33-02-0007	5/16" SS Washer	32
5	33-05-0029	5/16" x 1" Machine Bolt (SS)	16
6	33-03-0012	5/16" Kep Nut (SS)	16
7	33-02-0004	7/16" SS Washer	16
8	33-06-0050	7/16" x 5-1/2" Machine Bolt	8
9	33-01-0006	7/16" Hex Nut (SS)	8
10	33-02-0008	3/8" Flat Washer (SS)	4
11	01-01-0520	Kensington 40 series 46" Slat Top	1
12	01-01-0516	Kensington 40 series 3' Slat Seat	3
13	33-06-0052	3/8"-16 x 1" Button Bolt (SS)	4

STEP 1



Attach the 338 Arms to the Kensington Post Assembly using the specified hardware.

STEP 2



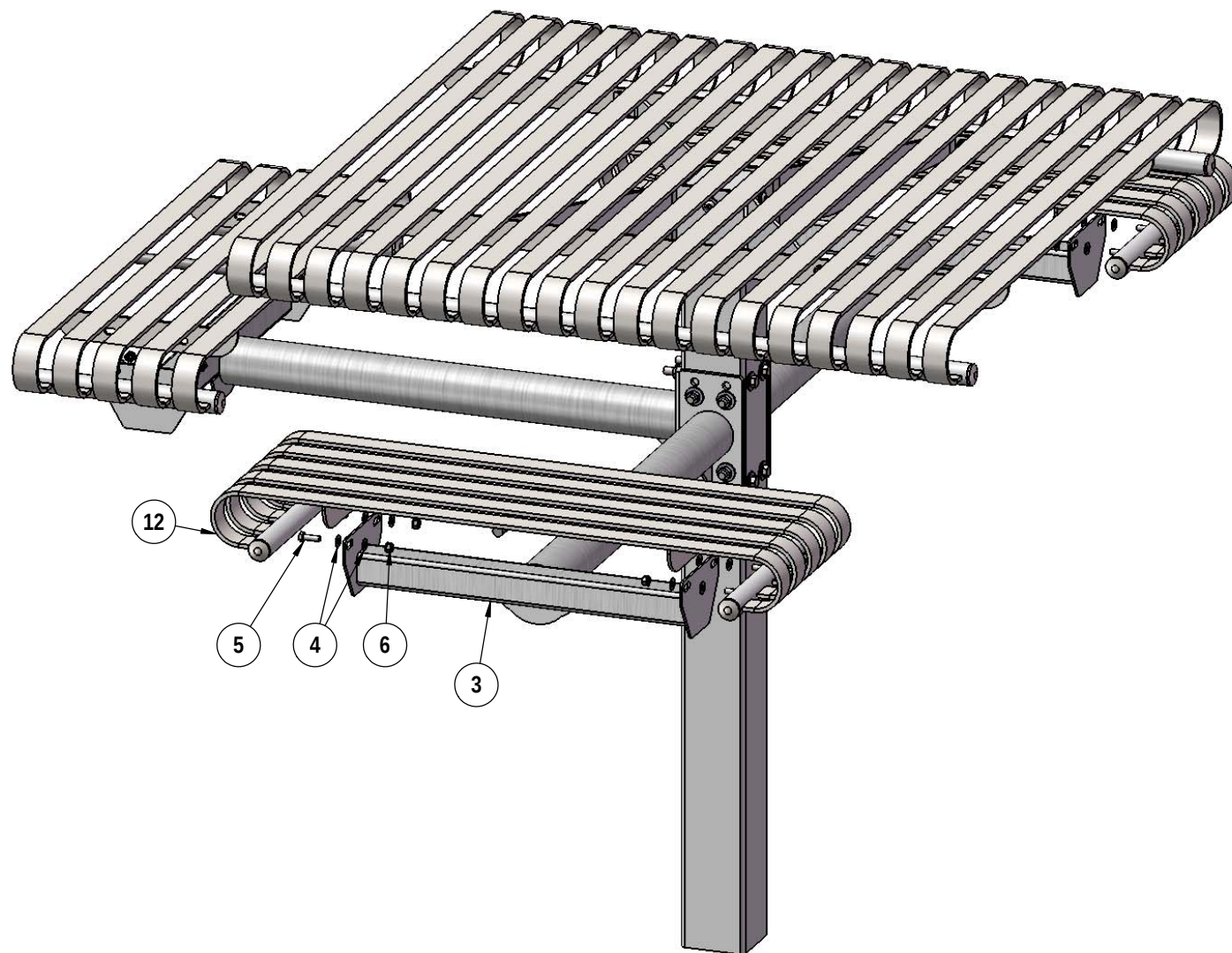
Attach the H Bracket to the Kensington Post Assembly using the specified hardware.

STEP 3



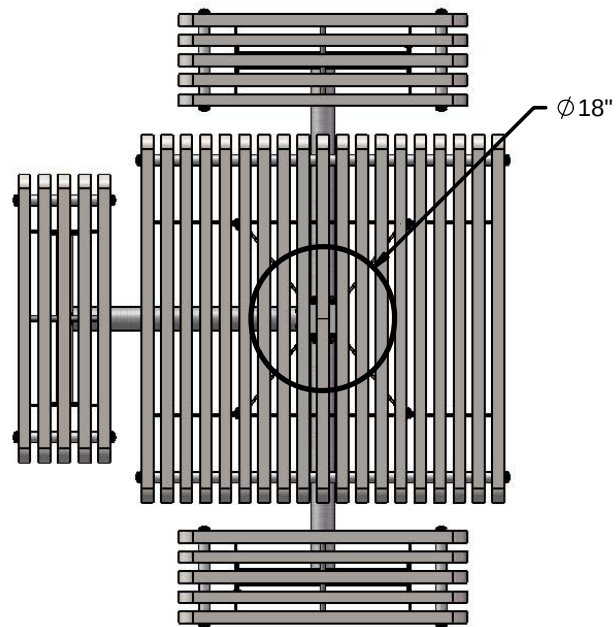
Attach the Kensington 46" Square Table Top to the H Bracket using the specified hardware.

STEP 4

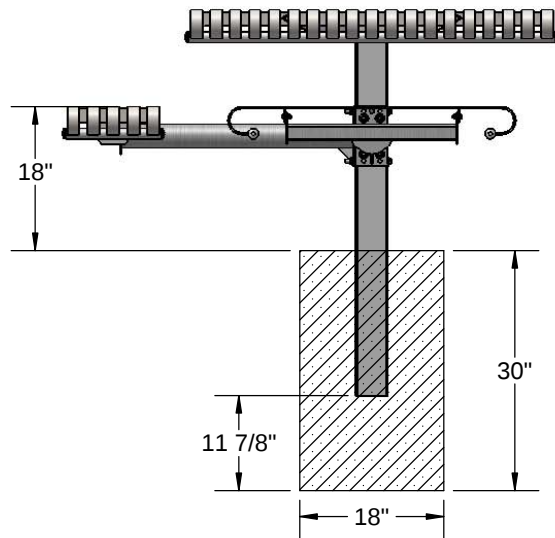


Attach the Kensington 3' Slat Seats to the 338 Arms using the specified hardware.

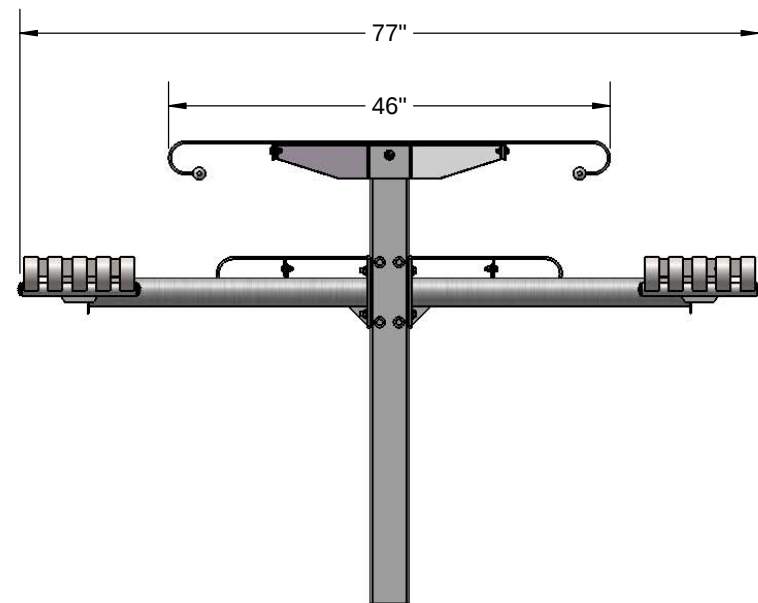
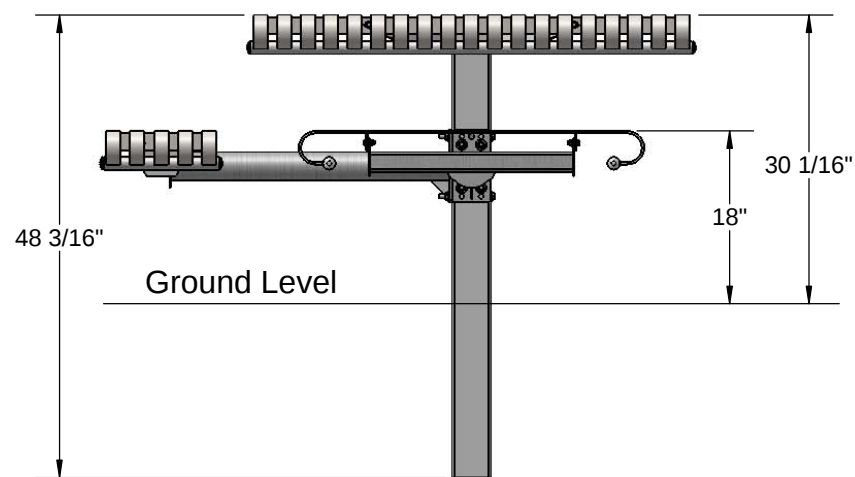
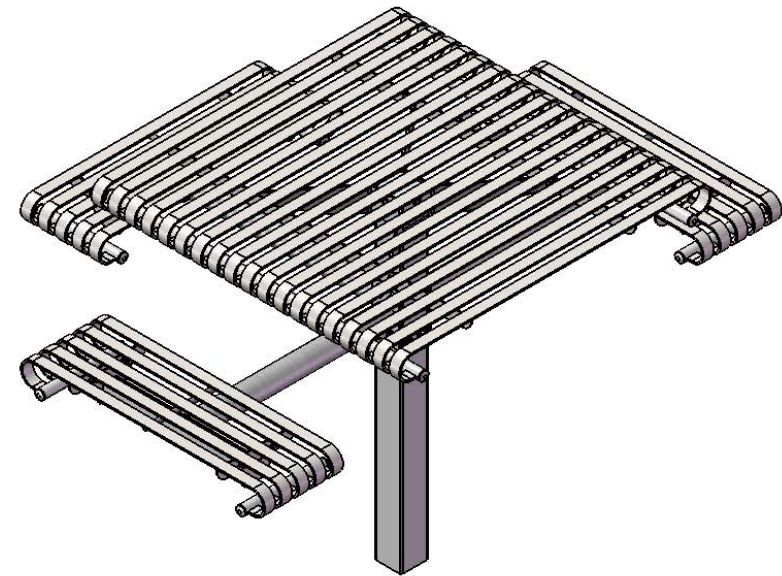
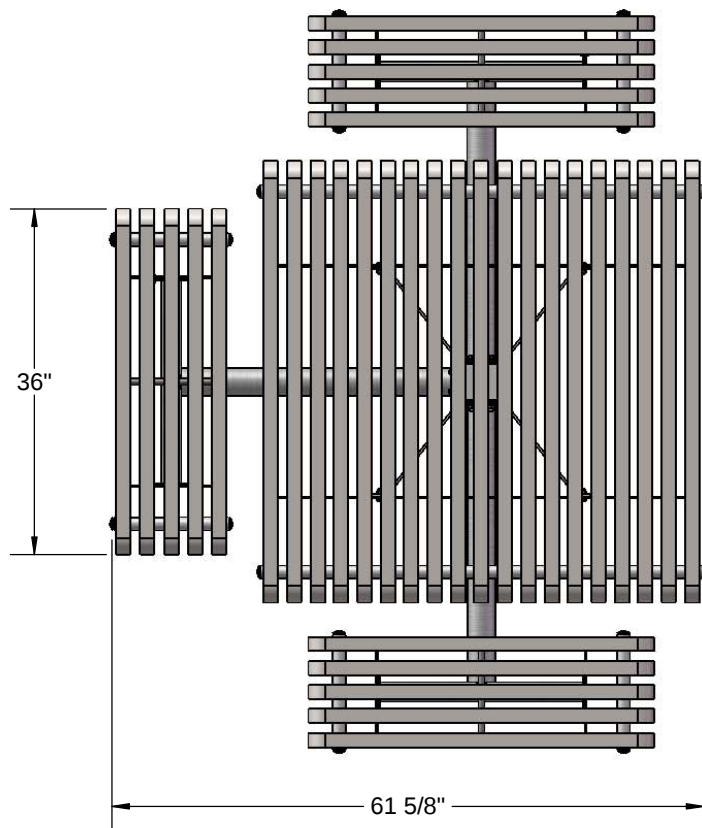
FOOTING



Estimated Required Concrete:
12 - 50lb Bags of Concrete Mix

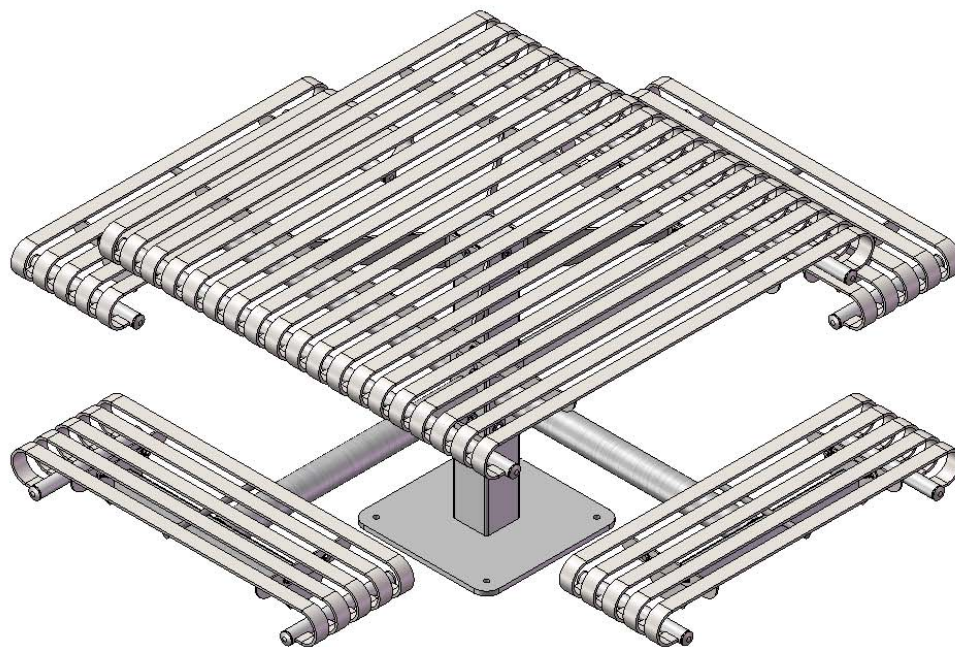


OVERALL DIMENSIONS





A PLAYCORE Company



Model # 40SM-S



A PLAYCORE Company

1675 Locust Street
Red Bud, IL 62278
Phone: 618-282-8200
Fax: 618-282-8202

WARRANTY & TERMS

WARRANTY: 5 Year Limited Warranty on Thermoplastic coated elements. Ultra Play guarantees all items for one full year to be free of defects in workmanship or materials when installed and maintained properly. We agree to repair or replace, any items determined to be defective. Items specifically not covered by this warranty include vandalism, man made or natural disasters, lack of maintenance, normal weathering or wear and tear due to public abuse.

Damages or loss in transit is the responsibility of the carrier, whether visible or concealed. It is the responsibility of the recipient to assure that the order is received complete. Before signing the delivery receipt, inspect the shipment immediately and completely. Note any damages or shortages on the bill of lading. Damage reports must be filed within 10 days. Ultra Play is NOT responsible for damages or loss in transit. Title to all goods passes to the customer at the time of shipment. Ultra Play will assist in filing claims if the freight arrangements were made by Ultra Play at your request.

CANCELLATIONS AND RETURNS: Cancellations are only accepted with approval of Ultra Play. No merchandise shall be returned without a Return Goods Authorization number which is issued by customer service. Any authorized merchandise must be carefully packed and received in saleable condition. A restocking charge of up to 25% will be applied to all returned goods when the error is not the fault of Ultra Play. All returns must be shipped freight prepaid.

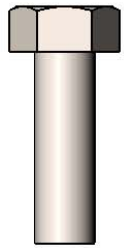


A PLAYCORE Company

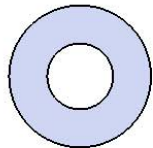
SAFETY WARNINGS & EQUIPMENT INSPECTION

- Owners and installers please note these safety warnings and make use of this checklist on a regular basis.
- Follow installation instructions when erecting equipment.
- Ground surfaces around equipment should be restored as needed. Concrete footings should never be exposed. Surface depth should comply with ASTM and CPSC specifications.
- Check for and repair damage caused by wear or vandalism, a major factor in injury causing situations.
- All protruding bolts should be covered or cut off and finished smooth. Sharp edges on pipes should be capped or removed. Check for bent, broken, or severely worn pipe, and replace.
- All equipment should be free of rust and repainted whenever necessary to deter rusting.
- We provide our customers with layout sheets and installation instructions. Please keep on file the specifications sheet that contains the listing of every part used.
- Never add components not intended for use with this product.
- Regular maintenance is necessary in this and all park and recreational equipment to insure the safety of the user.
- Note: Proper maintenance of equipment requires regular tightening of all bolts, nuts, and setscrews.
- Note: Regular checking of all parts, castings, etc. should be made. If a part is broken or worn, it should be replaced immediately.
- Check to be sure all fittings are tight and that bars and pipes do not move.
- Replace all worn S-hooks. S-hooks must be completely closed. Failure to close S-hooks can result in serious injury to the user. NEVER reuse S-hooks.
- Test for free movement of swing hanger and other moving attached parts.
- Check for worn chains and replace them.
- A soft resilient surface should be placed under all swings extending at least twice the height of the top rail both front and back.

HARDWARE



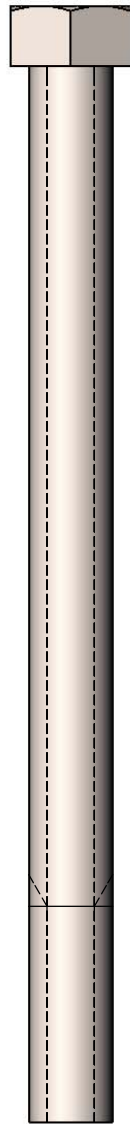
5/16" x 1"
Machine Bolt



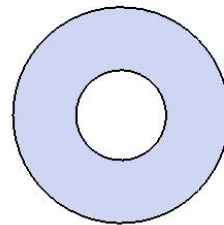
5/16" Washer



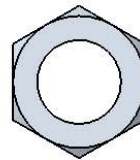
5/16" Kep Nut



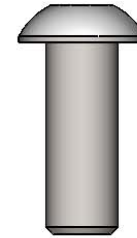
7/16" x 5-1/2"
Machine Bolt



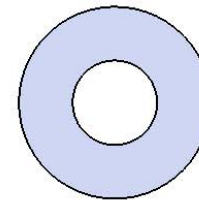
7/16" Washer



7/16" Hex Nut

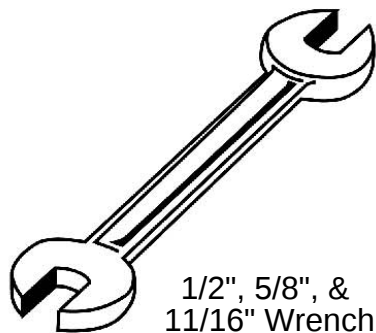


3/8" x 1"
Button Head Bolt

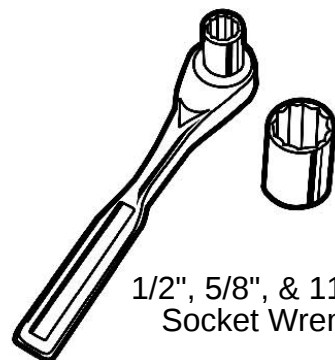


3/8" Washer

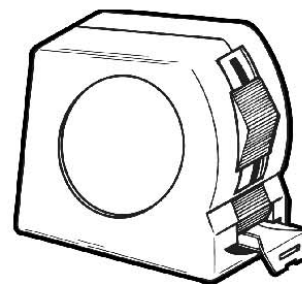
TOOLS REQUIRED



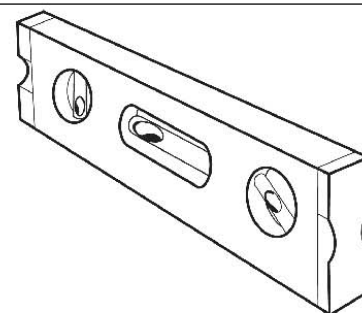
1/2", 5/8", &
11/16" Wrench



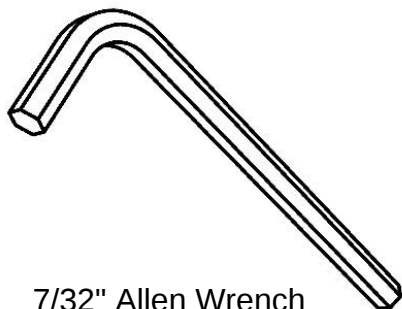
1/2", 5/8", & 11/16"
Socket Wrench



Tape Measure



Level



7/32" Allen Wrench

ULTRA SITE PRODUCT SPECIFICATIONS

40SM-S KENSINGTON SLAT TABLE W/ 4 SLAT SEATS

Top & Seats: Seat and top slats are fabricated from a 1/4" plate. The understructure /attachment plates are fabricated from 7 gauge flat steel plate. Top is additionally supported to the outer frame with 7 gauge flat steel plate. All electrically MIG welded.

Coating: Electrostatic powder coated application oven cured.

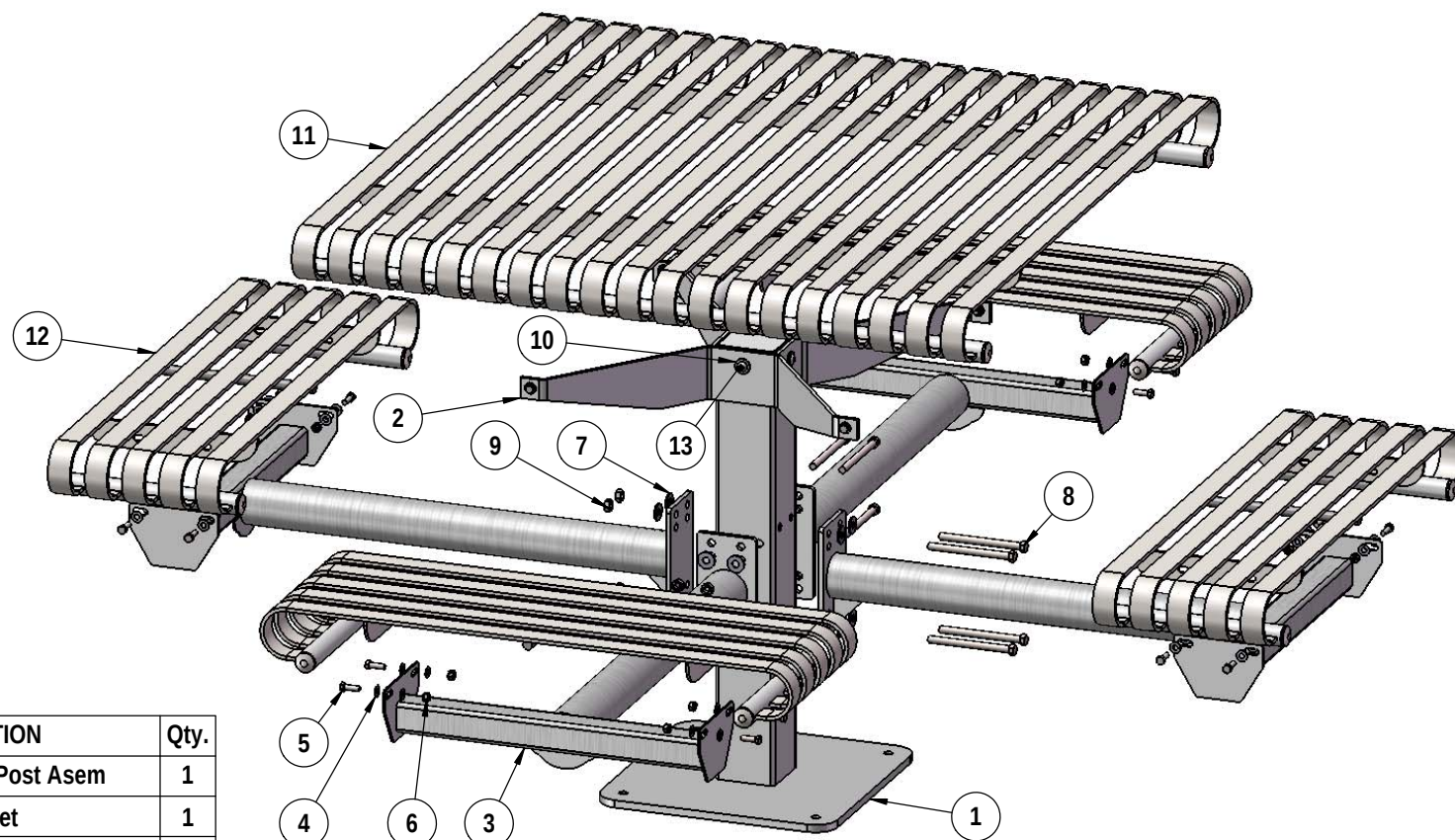
Frame: Main support column is 4"x4"x11 gauge pre-galvanized structural steel tubing. Arms are fabricated from 2-7/8" O.D. x 12 gauge pre-galvanized structural steel tubing welded to 1/4" precision punched plates for attachment to the main column and 2"x2"x3/16" structural steel angle for lateral seat support. Seat attachment points are 10 gauge precision punched tabs. Table top attachment structure is fabricated from 1/4" formed steel. Surface mount plate is 16" x 16" x 1/2" thick. All electrically MIG welded.

Frame Coating: Steel is sandblasted to near white condition. Coated with zinc rich epoxy primer and top coated with electrostatic powdercoat, oven cured.

Hardware: All stainless steel hardware fasteners.

Dimensions: Top is 46" square x 30" high. Seats are 36" long x 12-1/2" wide x 18" high. Outside to outside dimensions of 4 seats table is 77" x 77".

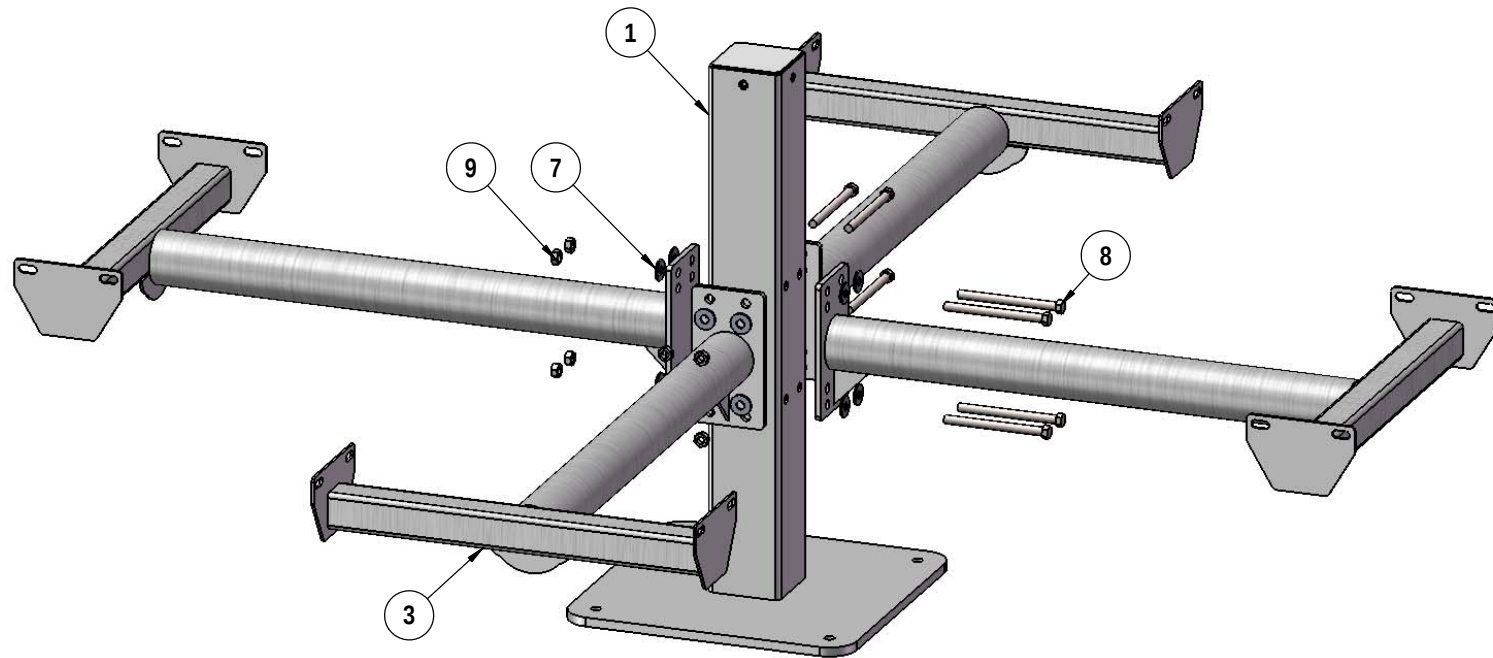
COMPONENTS



ITEM NO.	PartNo	DESCRIPTION	Qty.
1	01-01-0521	Kensington SM Post Asem	1
2	P-01-04-0150	H Bracket	1
3	P-V338-ARM	338 vinyl arm	4
4	33-02-0007	5/16" SS Washer	40
5	33-05-0029	5/16" x 1" Machine Bolt (SS)	20
6	33-03-0012	5/16" Kep Nut (SS)	20
7	33-02-0004	7/16" SS Washer	16
8	33-06-0050	7/16" x 5-1/2" Machine Bolt	8
9	33-01-0006	7/16" Hex Nut (SS)	8
10	33-02-0008	3/8" Flat Washer (SS)	4
11	01-01-0520	Kensington 40 series 46" Slat Top	1
12	01-01-0516	Kensington 40 series 3' Slat Seat	4
13	33-06-0052	3/8"-16 x 1" Button Bolt (SS)	4

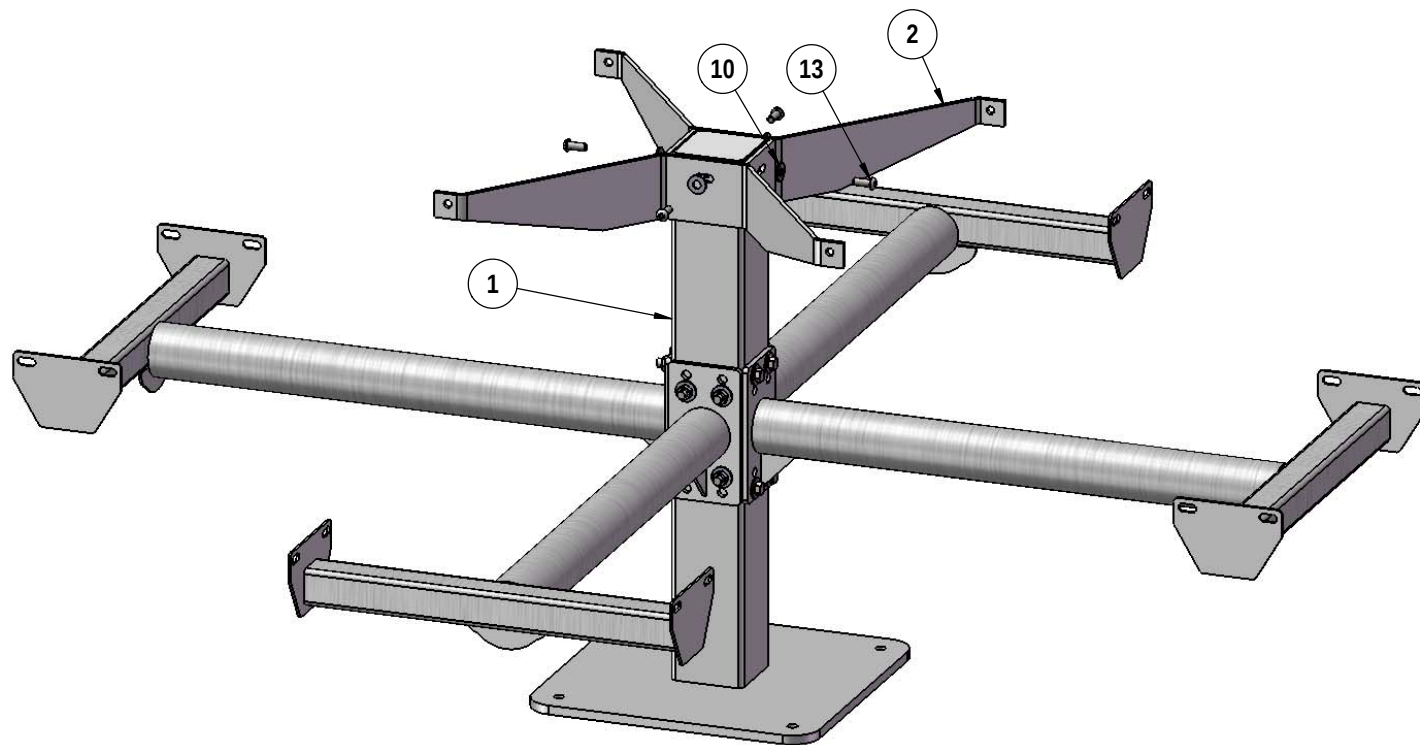
Recommended Surface Mount Hardware:
3/8" x 3" Concrete Expansion Anchor Bolts
(Not Included)

STEP 1



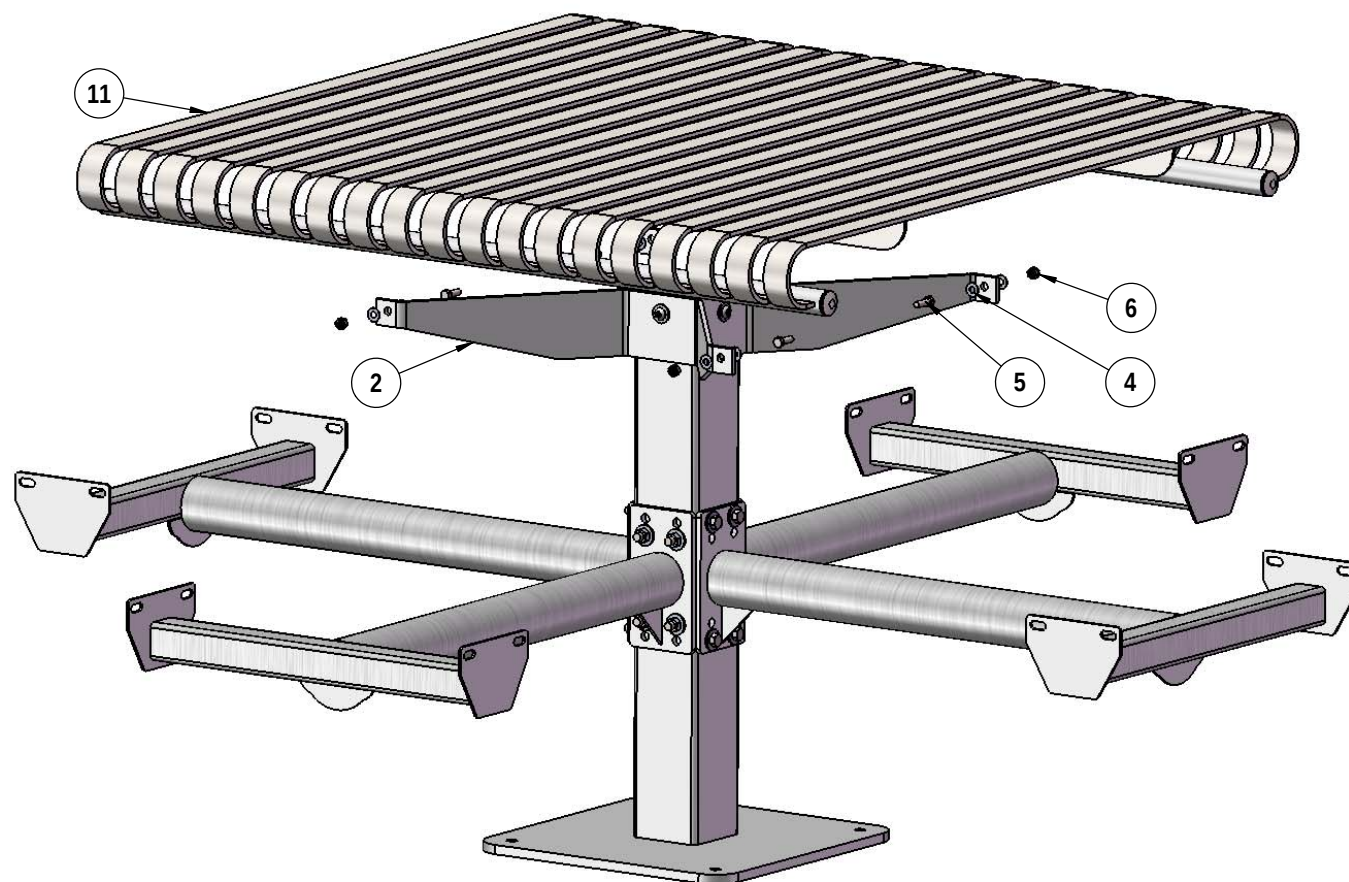
Attach the 338 Arms to the Kensington Post Assembly using the specified hardware.

STEP 2



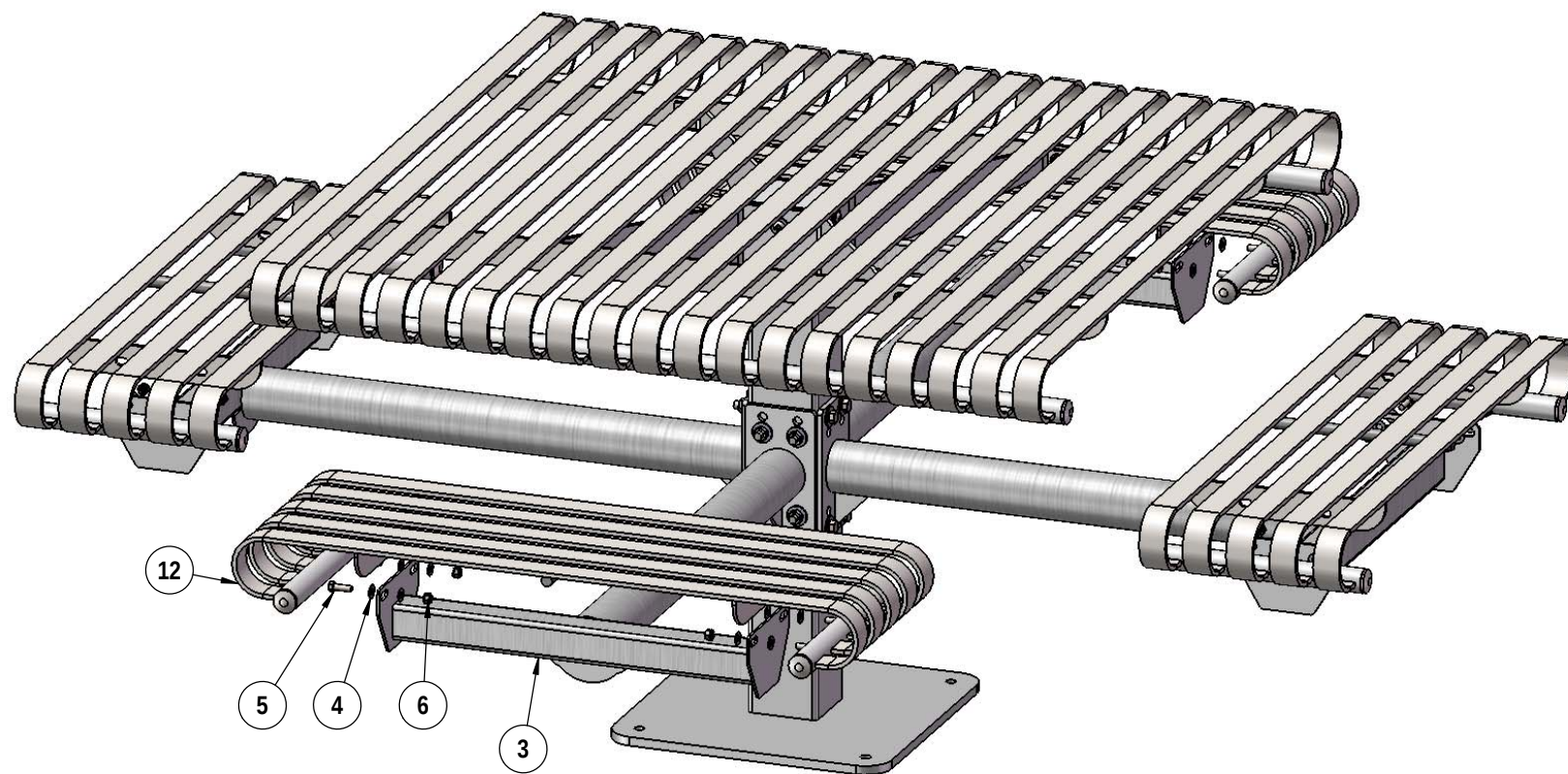
Attach the H Bracket to the Kensington Post Assembly using the specified hardware.

STEP 3



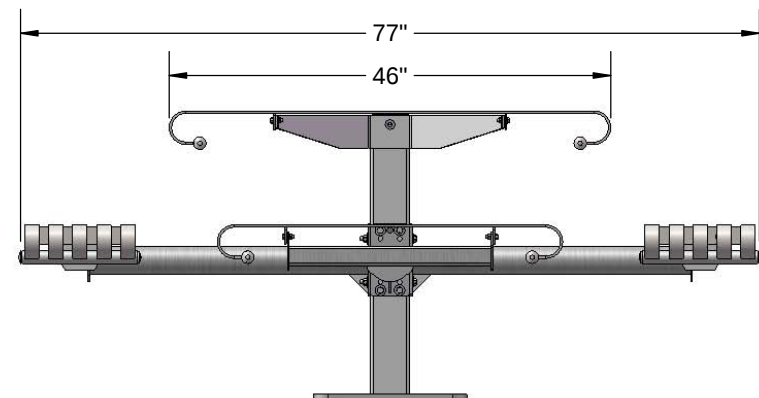
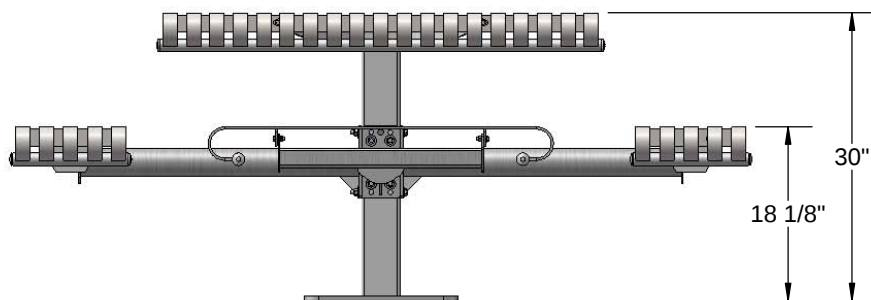
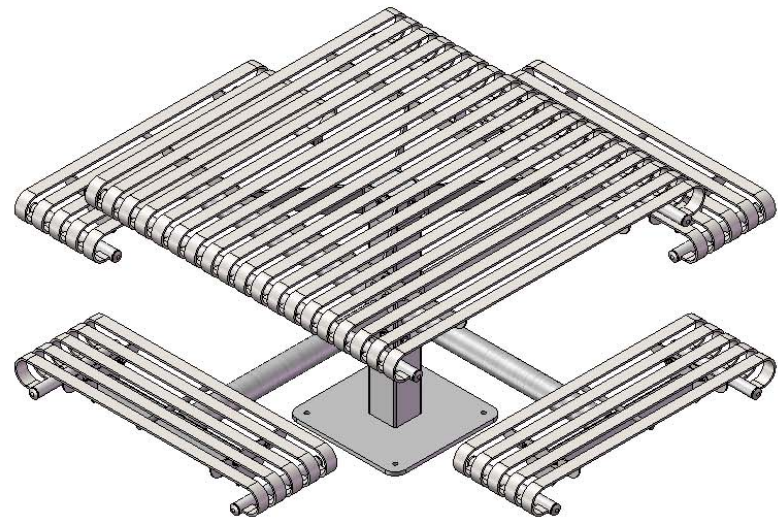
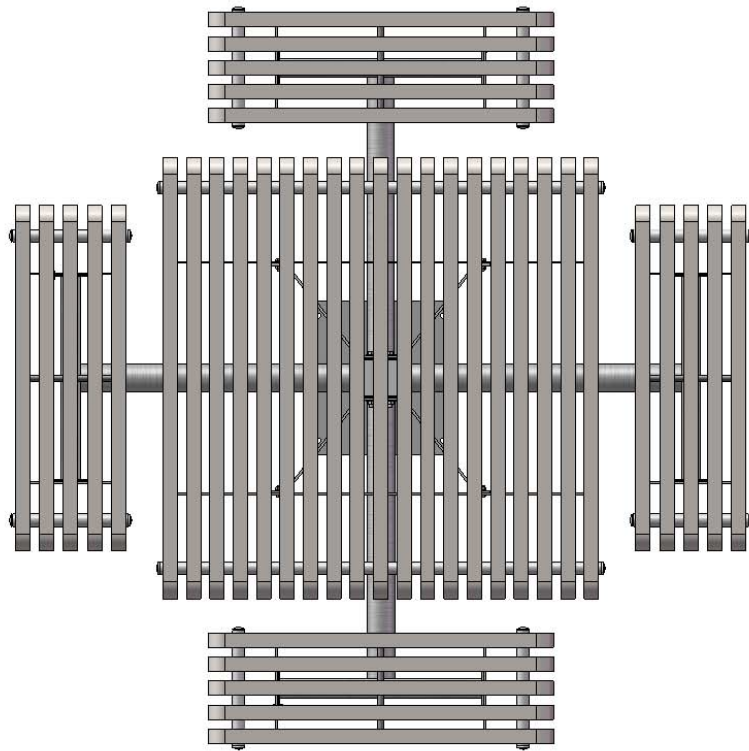
Attach the Kensington 46" Square Table Top to the H Bracket using the specified hardware.

STEP 4



Attach the Kensington 3' Slat Seats to the 338 Arms using the specified hardware.

OVERALL DIMENSIONS



City Council Agenda Item Report

Meeting Date: November 18, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS - 90 minutes (8:15 - 9:45 p.m.)

Subject:

Legislative Issue Tracking

Suggested Action:

Councilmember McKinney requested this item to be added to the agenda.

Greenbelt City Council created a planning framework during the Council Retreat Sessions conducted in January and February of 2024. This framework has also guided the development of legislative priorities discussed in August 2024. Council is committed to moving forward with these priorities in FY2025. To effectively monitor and share progress with residents on these legislative priorities, a detailed tracking tool needs to be developed and regularly discussed and updated.

This tool should list, at minimum, the legislative issue, Councilmember that referred the issue, the current status within the legislative process, next steps, and timeline or target completion date. The tool should track issues at the City, County, and state level and should help inform work session scheduling and council meeting agenda topics. A summary of the status of these priorities can be included in the stakeholder meeting document that is included in the regular council meeting packet. Additionally, legislative priorities can be discussed quarterly in coordination with the City Manager's quarterly report.

Attachments:

[Council 2024-2025 Legislative Priorities, v2.pdf](#)

Council Legislative Priorities

Local						
Date	Issue	Referred By	Council Lead	Referred to / date	Next Steps/Objective	Feedback due/ Scheduled Date
	Food Truck parking policies			Advisory Planning Board	Research and review neighboring jurisdictions' policies Provide recommendations	
	HOA parking enforcement on private parking			Advisory Planning Board		
	Ban gas-powered blowers			Work session		
	Ranked Choice Voting	Council		Election Board	The BOE will provide a report to Council.	12/9/24
	District Voting	Council		Election Board	The BOE will provide a report to Council.	12/9/24
	Age requirements for Advisory Boards & Committees			City Staff	Update city website with language that states age requirements for participation	
	Civilian staff authorization to approve speed cameras			Council Meeting		
	Require composable take-away utensils			Green ACES		
	Ban on modified mufflers			Work session		
	Business registration and licensing for Home-occupation business					
	Removal of restaurant exception from Plastic Bag Ban					

	County					
Date	Issue	Referred By	Council Lead	Referred to	Next Steps/Objective	Target Timeline/ Scheduled Date
	Affordable/ Senior Housing					
	Inclusionary zoning	Jordan				
	Food Truck Registration					
	Shared Recreation Facilities	McKinney		City Staff	Follow up with School Board member to identify point of contact within PGCPs Schedule meeting with PGCPs Facilities department	
	Support for Retail Workers-standing	Pompi				
	Attracting healthy restaurant options	McKinney		City Staff	Research possible incentives and provide recommendations to the county	

	State					
Date	Issue	Referred By	Council Lead	Referred to	Next Steps/Objective	Target Timeline/ Scheduled Date
	Juvenile Justice Reform					
	MagLev					

Notes:

- Council work session
 - Objective: Council members will discuss and gain further insight and information from council and public before moving forward with formal council action
- Council meetings
 - Objective: Council members will discuss, gain insight from the public, and take action leading to a policy decision
- Council Advisory Board and Committee
 - Objective: The Advisory Board and Committee, in coordination with the City staff liaison and the council liaison, will review, discuss and provide feedback and recommendations back to the Council either at a worksession or regular council meeting within XXX months of it being referred to the committee (this time period can be specific to each item)
- City Staff/Consultants
 - Objective: City Staff will review, research and provide recommendations back to council either at a worksession or regular council meeting within XXX months of it being referred to the team (this time period can be specific to each item)

City Council Agenda Item Report

Meeting Date: November 18, 2024
Submitted by: Brian Kim
Submitting Department: Public Works
Item Type: OTHER BUSINESS
Agenda Section: OTHER BUSINESS - 90 minutes (8:15 - 9:45 p.m.)

Subject:
Approval of CDBG PY50 Contract Award - Roadworks Improvements Cherrywood Lane

Suggested Action:
Reference: Memorandum - B. Kim - 11.13.2024
Award Letter City of Greenbelt
VMP Short Contract

In accordance with the CDBG Contract Award Letter dated 10-June-2024 and the most recent pre-construction meeting held on 12-November-2024, the City of Greenbelt has received the fully executed Operating Agreement for CDBG PY50 from the Prince George’s County Department of Housing and Community Development. This agreement has awarded the City **\$191,221.00** for improvements to Cherrywood Lane, extending from Greenbelt Road to Breezewood Drive.

The project includes milling, asphalt overlay, base repair, and potential concrete works to include but not limited to sidewalks, curb, gutter, and aprons. Limits of construction are located on Cherrywood Lane from Greenbelt Road to Breezewood Drive.

Public Works has identified VMP Construction Co. Inc., as best value. They located in PG County and have been successful with competitively bidding county/state-based contracts. Most recently PG County Roadworks Contract 952-H (D)/A. Please also note, grant total is expected to address all costs associated with this contract.

Contractor	Proposal Price	Notes
VMP Construction	\$191,221.00	
Total:	\$191,221.00	Expected 100% Grant Refund Amount

Staff recommends Council authorize the City Manager to execute a contract for the purchase of roadworks improvement at Cherrywood Lane with VMP Co., Inc., located at 9635 Annapolis

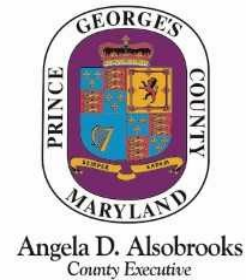
Road, Lanham, Maryland 20706, for a total project cost of \$191,221.00.

Attachments:

[Award Letter PF- City of Greenbelt.pdf](#)

[VMP Short Contract_PY50_DRAFT.pdf](#)

[24.11.13_Memo_CDBG_PY50_VMPv2.pdf](#)



June 10, 2024

Mr. Josue Salmeron
City Manager
City of Greenbelt
25 Crescent Road
Greenbelt, Maryland 20770

RE: Proposed CDBG Project – Cherrywood Lane Improvements: Greenbelt Road to Breezewood Drive

Dear Mr. Salmeron:

The City of Greenbelt's Community Development Block Grant (CDBG) application for the above-referenced project has been recommended for funding for Program Year (PY) 50 in the amount of \$191,221.00. This recommended amount is contingent upon the U.S. Department of Housing and Urban Development's (HUD's) approval of the Prince George's County Fiscal Year (CFY) 2025 Annual Action Plan (AAP).

In preparation of the CDBG Operating Agreement, your Agency must submit the enclosed Project Revision form to include the following:

- Scope¹
- Budget²
- Activity Schedule
- Certificate of Liability or Local Government Insurance Trust (LGIT); and
- Worker's Compensation Insurance

Please note that the above-referenced forms must be submitted to the Prince George's County Department of Housing and Community Development (DHCD) **no later than Tuesday, June 18, 2024.**

¹ The Project scope as identified in the Sub-Recipient's CDBG application cannot be changed. However, the scope can be reduced (ex. Reducing the number of persons to be served) based on the funding level.

² The budget must only include eligible expenses and cannot exceed the CDBG award amount.



For your convenience, an electronic version of the Project Revision form is enclosed.

Once your Project Revision form has been received, DHCD will proceed with the next steps, which includes drafting a CDBG Operating Agreement for your review and signature. Please be advised that the CDBG Operating Agreement must be executed by all required parties, including Prince George's County, before your Agency can begin to receive reimbursements for eligible activities undertaken after July 1, 2024.

Additionally, reimbursements are contingent upon the completion of an environmental review with findings satisfactory to the Director. Please note that for a federally assisted project, you may not expend any funds, whether from a private, County, State or Federal source, prior to approval of the environmental review or release of funds by HUD, if necessary. Further, the above-referenced funding recommendation and any subsequent reimbursement are contingent upon the U.S. Department of Housing and Urban Development (HUD)'s approval of the County's Fiscal Year (FY) 2025 Annual Action Plan. Lastly, DHCD reserves the right to modify your Agency's proposed budget to ensure that all itemized costs are allowable under applicable CDBG regulations.

If you have any questions or require additional information, please do not hesitate to contact my office at (301) 883-6511 or Lorraine Curtis, CDBG Contract Administrator, DHCD at (301) 883-5572 or via email at lecurtis@co.pg.md.us. We look forward to working with you.

Sincerely,



Hager Franklin
Senior Advisor to the Director, DHCD

Enclosures

cc: Ashely Johnson-Hare, Deputy Director, DHCD
LeShann Murphy, Portfolio Manager, DHCD
Adedamola George, Esq., Senior Compliance Officer, DHCD
Lorraine Curtis, CDBG Contract Administrator, DHCD



Prince George's County, Maryland
Department of Housing and Community Development
Community Development Block Grant
Program Year 50
Project Revision Form

Name of Submitting Organization: City of Greenbelt

Project Title: Cherrywood Lane Improvements - Greenbelt Road to Breezewood Drive

Revised Project Description (Scope of Services): Project scope remains as in, there are no changes to the
original scope of work submitted in our application. Our project is "shovel ready," contractor has competitively bid
a PG County bid we intend to ride.

NOTE: If this project involves construction activity, the Operating Agency (O/A) will contact their CDBG Project Manager prior to beginning the bid process. The O/A may not begin project activity until a pre-construction conference is held with the appropriate CDBG staff person.



Revised Project Budget:

Line Item	CDBG Cost \$	Name of Non-CDBG Funding Sources	Type of Non-CDBG Funding Sources (Example: Federal, State, Local, Private and/or Other) ³	Non- CDBG Funds \$
	No change to project budget.			
Total CDBG Costs:				
Total Other Non-federal Funds:				
Total Project Budget:				

³Please note that this information related to the name of the source, type and dollar amount of matching funds has been requested by HUD and is necessary in order to proceed with the submission and approval of your proposed activity in HUD's Integrated Disbursement and Information System (IDIS).



Revised Estimated Activities Schedule:

ACTIVITY	START DATE	COMPLETION DATE
Milling, base repair (as required), asphalt overlay, concrete curb, concrete gutter, striping/markings, and installation bollards. Total construction 1-2 weeks, (weather dependant).	July 1, 2024	September 30, 2024
	October 1, 2024	December 31, 2024
	January 1, 2025	March 30, 2025
	April 1, 2025	June 30, 2025
	July 1, 2025	September 30, 2025
	October 31, 2025	December 31, 2025

Projected Quarterly Drawdown Schedule

Fiscal Year	1 st Quarter Jul – Sept	2 nd Quarter Oct – Dec	3 rd Quarter Jan – Mar	4 th Quarter Apr - Jun	
2023 - 2024	\$	\$ \$191,221.00	\$	\$	\$
2024 – 2025					

Signature of Executive Director, Chief Executive Officer or Municipal Official authorizing these revisions:

Name: _____ Date _____

Title: City Manger



CONTRACT

This CONTRACT is made this ____ day of November, 2024, by and between the City of Greenbelt, a public body corporate of the State Maryland, located at 25 Crescent Road, Greenbelt, Maryland 20770, hereinafter called the “City”, and VMP Construction Company, a Maryland corporation, located at 9635 Annapolis Road, Lanham, Maryland 20706, hereinafter called the “Contractor”.

WHEREAS, the City was awarded Community Development Block Grant (CDBG) funds in the amount of \$191,221.00 for PY 50 to perform the Cherrywood Lane (Greenbelt Road to Breezewood Drive) Improvements project, and

WHEREAS, The City Council adopted Resolution **TBD** authorizing the City to negotiate the purchase of street construction work from the Contractor on November 18, 2024, and

WHEREAS, one of the conditions of the CBDG award is that a formal contract be executed by and between the Contractor and the City.

NOW THEREFORE, THIS CONTRACT WITNESSETH, in consideration of the mutual promises, covenants and agreements herein contained and other good and valuable consideration, it is hereby agreed as follows:

1. **Performance.** The Contractor does hereby covenant and agree with the City that it will well and faithfully perform the Work as set forth herein at a sum not to exceed One Hundred Ninety-One Thousand, Two Hundred Twenty-One Dollars and Zero Cents (\$191,221.00).
2. **Work.** The Work is described as Reconstruction of a portion of Cherrywood Lane: Greenbelt Road to Breezewood Drive. This project will include curb and gutter repair, base repair, milling, resurfacing, sidewalk and driveway apron replacement, handicapped access ramps, landscape improvements, tree trimming and traffic calming as appropriate and directed by the City.
3. **Clean-Up** The Contractor shall keep the premises and surrounding area free from accumulation of waste materials or rubbish on a daily basis. At completion of the Work, the contractor shall remove from the project site all waste materials, rubbish, tools, equipment, machinery and surplus materials. The Contractor shall be responsible for restoring and/or repairing any areas damaged through actions of the Contractor and the Contractor’s agents, subcontractors, or employees. If the Contractor fails to clean up, and/or restore any damaged areas, the City may deduct the cost thereof from any payment due the Contractor.
4. **Payment** The City shall the pay the contractor a fee not to exceed One Hundred Ninety-One Thousand, Two Hundred Twenty-One Dollars and Zero Cents (\$191,221.00), in the form of progress payments based upon the percentage of satisfactorily completed work or services rendered under this contract. The progress payments shall be paid upon submission of an invoice by the Contractor and acceptance of same by the City. Certified payroll documentation must be submitted weekly and for

the period being invoiced. Invoices lacking complete certified payroll documentation will not be approved/accepted by the City.

5. **Commencement.** The Contractor shall commence work on the project within ten (10) calendar days of the Notice to Proceed from the City. The Contract is in effect until final measurements and disbursements of payment are made. Time is of the essence in this Contract and failure to complete the work by December 31, 2025 constitutes a material breach of this contract.
6. **Damages.** Damages for failure to complete the Work as required by this Contract shall be \$500 for each calendar day beyond the completion date listed above.
7. **Non-discrimination.** The Contractor shall not discriminate against any individual because of religion, race, creed, sex, age, color, national origin, physical or mental disability, or perceived disability. If the Contractor is determined to be in violation of Federal, State, or County non-discrimination laws by an order, opinion or a decision of a Maryland court or an administrative body or agency, this Contract may be terminated or suspended in whole or in part by the City, and the Contractor may be declared ineligible for any future contracts with the City.
8. **Insurance.** The Contractor shall maintain, at its own expense, during the life of this Contract, such insurance as shall protect it and any subcontractor(s) performing work under this Contract, from claims for damages from bodily injury, including death, or property damage, which may arise from operations under this Contract. The Contractor shall maintain General Liability insurance in the amount of \$1,000,000, Workers Compensation insurance of \$500,000 and business automobile liability insurance of \$1,000,000. The Contractor shall also furnish a Certificate of Insurance verifying the existence of this insurance coverage. The Contractor shall list the City and Prince George's County as a certificate holder and additional insured for the duration of this project.
9. **Indemnification.** The Contractor shall indemnify and hold harmless the City and Prince George's County, its officers, employees, agents and representatives and shall require that each sub-contractor shall indemnify and save harmless the City and Prince George's County, its officers, employees, agents and representatives from and against all actions, liability, claims, suits, damages, cost or expense of any kind which are made against or incurred by the City arising from the Contractor's or any subcontractor's negligent performance of or failure to perform any of its obligations under the terms of this Contract.
10. **Termination.** This Contract may be terminated by the City upon thirty (30) days written notice to the Contractor. In the event of such termination, the Contractor shall receive just compensation for services rendered prior to the effective date of termination. Just compensation shall be determined by the percentage of work completed to date. Notwithstanding any provision of this Agreement, the City may immediately terminate this Agreement for cause for the following reasons: any non-performance; incomplete service; fraud; any fraudulent representation in any invoice or verification required to obtain payment under this Agreement; or services performed in conflict with the terms and conditions of this Agreement. The occurrence of any of these conditions shall

constitute a material breach of this Agreement and the City may terminate this Agreement with written notice to the Contractor effective immediately.

11. Compliance. The Contractor shall comply with all applicable Federal, State, County and City laws, regulations and ordinances pertaining to the subject matter of this Contract, including but not limited to the following: the payment of all applicable taxes and withholding, worker's compensation, equal opportunity employment, the Davis-Bacon Act and any required permits.

12. CDBG Requirements This is a Federally-assisted project subject to appropriate Federal, State and local laws and implementation regulations as follows: Housing and Community Development Act of 1974, Public Law 93-383, as amended; Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C 1701u; 24 CFR 135 (Code of Federal Regulations); Equal Employment Opportunity, Executive Order 11246; the Clean Air Act of 1963, as amended; 40 CFR 15; Davis-Bacon Fair Labor Standards Act, as amended, 40 U.S.C. 276a—276a-5; Copeland (Anti-Kickback) Act, 48 Stat. 948, 40 U.S.C. 276(c); Contract Work Hours and Safety Standards Act, 40 U.S.C. 327-332; 24 CFR Part 35 (Lead Based Paint Standards); Civil Rights Act of 1964, Title IV, Public Law 88-352; and Section 504 of the Rehabilitation Act of 1973; Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended; Byrd Anti-Lobbying Amendment (31 U.S.C. 1352); and Executive Orders 12549 and 12689, "Debarment and Suspension."

The Contractor acknowledges receipt of the following documents and agrees to abide by their provisions. The following documents are made part of this Contract:

- City of Greenbelt Special Conditions – Street Reconstruction
- Making Davis-Bacon Work: A Contractor's Guide to Prevailing Wage Requirements for Federally-Assisted Construction Projects
- Davis-Bacon Wage Decision – MD-20210106
- CDBG General Conditions for Operating Agencies & Third Party Contractors
- Federal Labor Standards Provisions (HUD 4010)
- Davis-Bacon Act/Copeland "Anti-Kickback" Act
- ADA/Non-Discrimination Statement
- Certification of Assurance of Compliance
- Minority Business Enterprise Participation Statement with Attachments
- Locally Based Business Preference Equal Employment Opportunity Agreement
- Assurance of Compliance with HUD Regulations for Training, Employment and Contracting Opportunities for Businesses and Lower Income Persons.
- Section 3 Summary Report

13. Assignment Prohibition. The Contractor shall be prohibited from assigning or transferring any rights under this Contract without the prior written consent of the City.

14. Entire Agreement. This document contains the entire agreement between the parties and shall not be modified except by written agreement signed by the parties and attached hereto.

15. **Severability.** If any provision of this Contract is determined to be invalid or illegal by a court of law, it shall be severed from this Contract and shall not affect the remainder of any other provision contained herein.

16. **Applicable Law.** This Contract shall be interpreted in accordance with the laws of the State of Maryland, and enforced in any court of competent jurisdiction in Prince George's County, Maryland.

17. **Waiver.** The failure of the City to enforce any part of this Contract shall not be deemed a waiver thereof.

IN WITNESS WHEREOF said VMP Construction Company and the City of Greenbelt have caused these presents to be signed.

ATTEST:

VMP Construction Corporation

Valter M. Ramos, President
President

Date

ATTEST:

City of Greenbelt, Maryland

Mr. Josué Salmerón
City Manager

Date



Date: 13-November-2024

To: Mr. Josué Salmerón, City Manager

From: Brian Kim, Assistant Director of Public Works - Operations

Re: **Community Development Block Grant (CDBG) Program Year (PY 50)**

SUBJ.: **Cherrywood Lane Improvements – Greenbelt Road to Breezewood Drive**

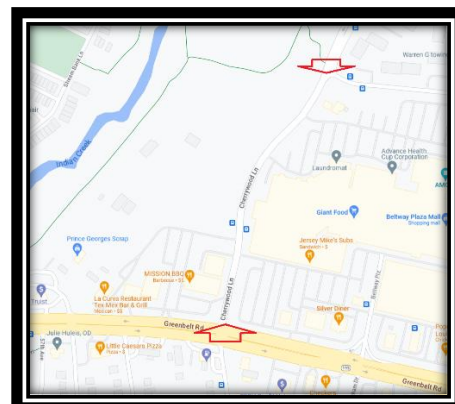
Summary:

In accordance with the CDBG Contract Award Letter dated 10-June-2024 and the most recent pre-construction meeting held on 12-November-2024, the City of Greenbelt has received the fully executed Operating Agreement for CDBG PY50 from the Prince George's County Department of Housing and Community Development. This agreement has awarded the City **\$191,221.00** for improvements to Cherrywood Lane, extending from Greenbelt Road to Breezewood Drive.

Project Details:

The project includes milling, asphalt overlay, base repair, and potential concrete works to include but not limited to sidewalks, curb, gutter, and aprons. Limits of construction are located on Cherrywood Lane from Greenbelt Road to Breezewood Drive.

Public Works has identified VMP Construction Co. Inc., as best value. They located in PG County and have been successful with competitively bidding county/state-based contracts. Most recently PG County Roadworks Contract 952-H (D)/A. Please also note, grant total is expected to address all costs associated with this contract.





Attachments:

- <Award Letter PF- City of Greenbelt>: CDBG Contract Award
- <VMP Short Contract_PY50_DRAFT>: Draft Contract, City and VMP

CONTRACTOR	PROPOSAL PRICE	NOTES
VMP Construction	\$191,221.00	
TOTAL:	\$191,221.00	Expected 100% Grant Refund Amount

Recommendation:

Staff recommends Council authorize the City Manager to execute a contract for the purchase of roadworks improvement at Cherrywood Lane with VMP Co., Inc., located at 9635 Annapolis Road, Lanham, Maryland 20706, for a total project cost of \$191,221.00.

City Council Agenda Item Report

Meeting Date: November 18, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS - 90 minutes (8:15 - 9:45 p.m..)

Subject:

Council Activities

Suggested Action:

Attachments:

City Council Agenda Item Report

Meeting Date: November 18, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: MEETINGS

Agenda Section: OTHER BUSINESS - 90 minutes (8:15 - 9:45 p.m..)

Subject:

Meetings

Suggested Action:

Attachments:

[meetings.pdf](#)



City Council Meetings & Work Sessions November – December - January

Work Session – Traffic Calming Study: Greenbelt Center City	Wed.	11/20	7:30 pm
Special Meeting/Closed Session – Personnel Matters and City Manager's Evaluation Overview	Wed.	11/20	Following WS
No Meeting – Thanksgiving Holiday	Mon.	11/25	
No Meeting – Thanksgiving Holiday	Wed.	11/27	
2 nd Annual District 22 Municipal Legislative Dinner (Location – American Legion, Greenbelt)	Tues.	12/03	5:00 - 8:30 pm
Work Session – Ethics Ordinance/ Preliminary Armory Feasibility Assessment	Wed.	12/04	7:30 pm
Regular Meeting	Mon.	12/09	7:30 pm
Work Session – Traffic Ordinance	Wed.	12/11	7:30 pm
Work Session – Greenbelt Strategic Wayfinding Plan Outline and Sign Design Concepts	Mon.	12/16	7:30 pm
Work Session – DEI Audit – Phase II Report Presentation	Wed.	12/18	7:30 pm
No Meeting	Mon.	12/23	
No Meeting – Christmas	Wed.	12/25	
Work Session – TBD	Mon.	12/30	7:30 pm.
No Meeting – New Year's Day	Wed.	01/01	
Work Session – TBD	Mon.	01/06	7:30 pm
Work Session – TBD	Wed.	01/08	7:30 pm
Regular Meeting	Mon.	01/13	7:30 pm
Work Session – TBD	Wed.	01/15	7:30 pm
No Meeting – Martin Luther King Jr. Day	Mon.	01/20	
Work Session – TBD	Wed.	01/22	7:30 pm
Regular Meeting	Mon.	01/27	7:30 pm
Work Session – TBD	Wed.	01/29	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:

Bureau of Engraving and Printing
City Contracting Policy
County Executive Liaison
Economic Development
Greenbelt Road Corridor
Townhall Meeting: Virtual Meetings
 Accessibility for Blind and Visually
 Impaired
Verde Apartments

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
Meeting with County on Transportation Plan
Museum Plan
Northway Fields Master Plan
Office of Human Rights
Parkway Apartment Owners/GHI (*parking*)
Potential Bond Referendum/Capital
Financing
Zoning Enforcement

10/4/2024 8:23 AM

City Council Agenda Item Report

Meeting Date: November 18, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS - 90 minutes (8:15 - 9:45 p.m.)

Subject:

Approval of Non-Profit Grant Awards

Suggested Action:

Reference: Memorandum - T. George - 10.28.24

Nonprofit Recovery Grant Application - Greenbelt Rotary

A staff review panel consisting of the City Manager, Assistant City Manager, CARES Director, and DEI Officer has reviewed and approved the following ARPA grant awards. The funding for these awards is within the previously approved allocations from City Council.

Rotary Club:

Purpose: Pandemic Recovery and Drivers Ed Program: We serve a huge and diverse range of groups and citizens locally, nationally, and internationally directly through our efforts and indirectly through our parent organization, Rotary International. Our programs range from the very specific, such as food drives for local residents in need, to public events, such as our annual Peace Day Celebration and support of the annual Pumpkin Festival, so we can fairly say that we impact the lives of many hundreds of Greenbelt residents in one way or another throughout the year. Many adults in the City of Greenbelt lack the resources to fund the requirements for obtaining a driver's license. This grant will enable us to pilot the Driver Education Program, fine-tune its processes, and work with partners.

Brief program/project description: Many adults in the City of Greenbelt lack the resources to fund the requirements for obtaining a driver's license. This puts them at a significant disadvantage when it comes to traveling to job interviews and ultimately commuting to jobs. Such disadvantages severely limit the types of jobs these community members can gain. This grant will enable us to pilot the Driver Education Program, fine-tune its processes, and work with partners. We will use the pilot period to assess funding requirements and seek additional grants to support an ongoing program. There are several agencies that offer grants for driver safety and workforce development that we can tap into as we prove that the program fills an important need. We plan to apply for grants from sources including, but not limited to, the

Greenbelt Co-op Cassels Award, Greenbelt Community Foundation, and county council members, as well as Rotary District Grants in the future for this program.

Estimate of Greenbelt Residents Being Served: Through our various outreach programs described above, we can fairly say that we impact the lives of hundreds of Greenbelt residents in one way or another throughout the year.

Review Team Recommendation: Staff recommends funding the Rotary Club non-profit application of \$20,000.

Attachments:

[Nonprofit Recovery Grant Application - Greenbelt Rotary.pdf](#)

**City of Greenbelt
Nonprofit "Recovery" Grant
Application Form**

Please complete the following application in its entirety and submit along with all supplemental and required documents.

Applications and ALL documents MUST be received via email by June 30, 2024, by 5:00 p.m.

Name of Organization: Greenbelt Rotary Club
Street Address: 115 Centerway, #303 City: Greenbelt Zip Code: 20770
Telephone Number: 240 461 9507
Contact Person: Paul Ricketts
Title: Secretary
Email: paul.a.ricketts@gmail.com
Organization website: www.greenbeltrotary.org

General Questions:

1. Please describe how your nonprofit was impacted by COVID-19, which may include loss of revenue, staffing issues, closures, etc.

COVID-19 significantly impacted the Greenbelt Rotary Club across multiple dimensions. The pandemic led to:

- **Membership Reduction:** Lockdowns and health concerns caused a substantial drop in active membership. Many members who missed meetings due to restrictions did not return as conditions eased. As a result, the club struggled with insufficient manpower to plan and implement projects as effectively as before.
- **Loss of Revenue:** The decline in membership also meant reduced funds to support the club's charitable projects. The club contributed hundreds of dollars to causes but at a much lower rate than pre-COVID levels.
- **Organizational Challenges:** Disrupted meetings and diminished membership created organizational issues, making planning and implementing projects increasingly difficult. To reduce costs, the club had to curtail event promotion. The club struggled to maintain its previous activity level and went into maintenance mode.

Despite these challenges, the Greenbelt Rotary Club persisted. By late 2022, new members began to join, and under the leadership of Jennifer Dudley, who became president in 2023, the club worked diligently to regain its organizational footing and

expand. The club has been focused on re-establishing its community presence and growing its local initiatives while maintaining a strong commitment to its service, integrity, and goodwill mission.

2. Describe how the COVID-19 pandemic has continued to challenge your organization to fulfill its mission.

The COVID-19 pandemic has posed ongoing challenges for the Greenbelt Rotary Club, making it difficult to fulfill its mission. One of the most significant issues has been the reduction in membership. Despite signs of recovery, the pandemic left its mark by sharply decreasing the number of active members. This decline made it challenging to plan and implement projects effectively. The club remains in a rebuilding phase, working to restore its member base, which is crucial for organizing events and securing necessary funding.

Financial constraints have also persisted, as the pandemic's effects on membership and fundraising activities continue limiting the club's financial ability to support projects. While the club has still managed to contribute thousands of dollars to charitable causes, it has done so at a much lower rate than it could before COVID.

Furthermore, organizational challenges endure due to meeting disruptions and the ongoing struggle to restore the member base. Planning and implementing projects efficiently remains a struggle, preventing the club from operating at its full capacity.

Despite these challenges, the Greenbelt Rotary Club remains committed to its mission. It has focused on rebuilding and strengthening its presence in the local community. The club has expanded its marketing and promotional efforts to increase membership and community engagement and is prioritizing local initiatives while actively seeking new fundraising opportunities to ensure financial stability.

3. Briefly describe the organization's history, mission, goals, and current programs.

The Greenbelt Rotary Club is part of Rotary International, a global service organization whose goals are to unite people for fellowship and perform service projects locally, nationally, and globally.

The Greenbelt Rotary Club specifically was established in 1988 by a group of local business people. Since then, the club has undertaken hundreds of community projects, delivering tens of thousands of dollars and material goods to local causes. The club has annual projects such as sponsoring the annual Greenbelt Outstanding Citizen Award, the Peace Day Celebration, and a Springhill Lake Recreation Center Thanksgiving Food

Distribution. In 2022, we became the fiscal sponsor for the annual Greenbelt Pumpkin Festival.

In addition to the annual events, the club participates in multiple one-off programs throughout the year, and we are the charter organization for the Greenbelt BSA Venture Crew 746.

4. Briefly describe the clients/beneficiaries your organization serves.

We serve a huge and diverse range of groups and citizens locally, nationally, and internationally directly through our own efforts and indirectly through our parent organization, Rotary International. Our programs range from the very specific, such as food drives for local residents in need, to public events, such as our annual Peace Day Celebration and support of the annual Pumpkin Festival, so we can fairly say that we impact the lives of many hundreds of Greenbelt residents in one way or another throughout the year.

As part of the club rebuild, we are focusing more on providing local groups with financial and volunteer services. These are a few of the ways we provide help to:

- Springhill Lake Elementary (food and supply drives for families who are food insecure, 5th grade end-of-year pizza party sponsor)
- Greenbelt Pumpkin Festival (performing duties as financial sponsor)
- Greenbelt BSA Venture Crew 756 (Chartered Organization)
- CHEARS (Volunteer service work to help with the gardens)
- Salvation Army (Help with collection during the winter holidays)
- Building a Driver Education program for Greenbelters from under-funded backgrounds so they can gain the life skills of safe driving, a driver's license, and access to job interviews and jobs.

5. Briefly describe how your organization tracks the number of people you serve.

This can vary depending on the event. If it's an invite-only event, we track people through registration and sign-in sheets. If the project is more like a food drive, we will work with the sponsor organization to determine the numbers and financial needs. These are documented.

If we run a community event, it becomes harder to quantify the audience. Still, these regularly involve large public attendance, such as at the Pumpkin Festival events or the Peace Day Event.

6. Please explain how the funds granted will be used to meet the recovery and continuity of operations. Grant funds may be used for expenses such as rent, suppliers, inventory, marketing costs, technology and other critical operation costs.

If awarded the grant, the Greenbelt Rotary Club will allocate the funds toward several key areas that will directly support recovery and continuity of operations:

- **Support for Existing Programs:** The grant will help finance the club's 2024-25 programs while we continue to grow our membership base and expand fundraising activities. This funding will provide the stability needed for the club to maintain its current projects and seek opportunities for new initiatives that align with its community service mission.
 - We are required to send representatives to the annual district conference and club leadership training. The club would pay the expenses for our representatives to attend.
 - ***Required non-profit training \$900***
 - ***District Conference Registration for 3 members \$1,050***
- **Technology for organization and communication**
 - The club relies heavily on members providing personal hardware and services to organize the club and run meetings and events. The ARPA grant would allow us to purchase a few essential items to reduce the disruption that relying on individuals causes.
 - The ability to use hybrid technology more effectively for our meetings will help us better serve our community. Several members have mobility issues and find getting to the meetings difficult. Our Peace Day Celebration is internationally attended, and in the past, we used technology that belonged to a former member to make this happen. Having club-owned equipment will ensure the club's self-reliance.
 - A low cost chrome book would give the club an independent computer to use for organization and a basic color printer would significantly reduce printing cost for flyers and other marketing materials
 - ***Owl video conferencing system \$2100***
 - ***Chrome book \$200***
 - ***Color printer \$700***
 - ***Website maintenance for one year \$550***
- **Community Events:** We would use part of the grant funding to bolster this year's projects while re-establishing our fundraising channels for the future. Specifically:

- Peace Day Celebration \$500
 - Pumpkin Festival \$500
 - Springhill Lake and Greenbelt Elementary School support (food and school supply drives, pizza party sponsorship) \$2,000
 - **Total \$3,000**
- **Marketing and Promotion:** A portion of the grant will go toward marketing and promotional efforts to enhance the club's visibility and attract new members. This renewed focus on marketing will help bolster membership and engagement, which is essential for planning and executing projects and securing additional funding.
 - New banners and tablecloth
 - Creation and printing of promotional materials and club stationery (business cards, membership certificates, flyers, posters, postage etc.)
 - Funding three club scholarships for local organizations to encourage them to join the club
 - Promotional video to promote the club
 - **Total \$5,000**
- **Driver Education Pilot Program (more detail about this below)**
 - **Cost \$10,000**
- **Total Funding Request = \$23,500**

These strategic uses of the grant funds will help the club regain its footing, reinforce its role in the local community, and ensure a more resilient foundation for continued operations.

7. Description of the Program/Project: Please briefly describe the program/project your organization funding needs:
 - a. Brief program/project description.
 - b. How does this activity or service relate to the mission of your organization?
 - c. How does this activity or service serve Greenbelt residents?
 - d. For technology support, describe how technology will improve program delivery.
 - e. For organizational development/capacity building/capital support, describe how the project will address organizational challenges or needs?

In addition to supporting our ongoing initiatives, as the Greenbelt Rotary Club, we have identified the need to expand our support within the City. Before COVID, most of our members had business interests in Greenbelt but lived elsewhere. This resulted in the

club putting more funds and effort towards national and international initiatives outside Greenbelt rather than local ones. We plan to expand local programs to drive better local engagement and increase our local membership. One such initiative is the Driver Education Program, for which we request \$10,000 for the program pilot scheme.

The Driver Education Program is aimed at helping local, financially disadvantaged Greenbelters learn safe driving skills and gain their driver's licenses so they can travel to job interviews and ultimately commute to the jobs they gain. Completing the driving practice hours necessary to obtain a license can be prohibitively expensive for people in our community without a car and licensed driver, which limits their ability to gain meaningful employment. The club will use grant funds to establish a much-needed driver education program to address this need. This program will enable those needing financial support to successfully navigate the driver education process and achieve transportation solutions for reliable travel to work and job interviews.

The Rotary Club learned about this need when Erica Johns approached us to help one young man gain his license. As we've worked with Erica to get this individual through the process, it has helped highlight the challenges some community members face as they try to enter the workforce and do better for themselves, their families, and the community. With this in mind, the Greenbelt Rotary Club would like to use \$10,000 of the grant funds to see if we can create an ongoing program to support those in need to gain their driver's license. To do this we will partner with local driving schools and city programs to find and vet students and to keep costs as low as possible.

Please see our attached Driver Education Program plan for more details.

8. Identify the problem or need to be met by this program/project & what makes your organization uniquely positioned to tackle this challenge/need.

Many adults in the City of Greenbelt lack the resources to fund the requirements for obtaining a driver's license. This puts them at a significant disadvantage when it comes to traveling to job interviews and ultimately commuting to jobs. Such disadvantages severely limit the types of jobs these community members can gain. Being a part of the wider Rotary International community, the Greenbelt Rotary Club has the ability to raise awareness and garner support from partners in ways that other Greenbelt groups cannot. With grant funding for the remainder of 2024, we will be able to test out the long-term viability of the Driver Education program and find partners to help make it sustainable in the future.

Please see our attached program plan for more details.

9. If this program/project will be ongoing, how does the organization plan to support it in the future? List other funding strategies or sources you are developing.

This grant will enable us to pilot the Driver Education Program, fine-tune its processes, and work with partners. We will use the pilot period to assess funding requirements and seek additional grants to support an ongoing program. There are several agencies that offer grants for driver safety and workforce development that we can tap into as we prove that the program fills an important need. We plan to apply for grants from sources including, but not limited to, the Greenbelt Co-op Cassels Award, Greenbelt Community Foundation, and county council members, as well as Rotary District Grants in the future for this program.

Please see our attached program plan for more details.

We have a demonstrated history of financial sustainability. Our club has a history in Greenbelt spanning over 30 years, during which we have never received any type of grant. We have done large fundraising events such as car shows, galas, and wine dinners and plan to continue with at least one major fundraising event per year. We also raise funds within our membership and community for projects through other traditional fundraising methods and a dues structure for membership.

10. What strategies, new services has your organization adopted or what plans have been put in place for continuity and long-term sustainability?

The club's long-term sustainability relies on us building a strong community presence and attracting diverse members. We have already begun to achieve this by introducing a regular breakfast meeting at the local IHOP and networking with locals to encourage them to attend meetings and see what we are about. We have already doubled our paid membership from last year.

Building out our marketing is a critical part of our growth strategy. Over the last year, we have increased our connections with local organizations and plan to use grant funds to help expand our marketing and outreach. As we build the club, we can create more fundraising activities and increase the value to the City.

New initiatives are important to any club's growth. As time passes, initiatives come and go. For example, we used to run an annual School Dictionary program, but this is no longer needed with new technology in schools. (The school instead opted to have us

support the 5th grade continuation party.) We want to use grant money to set up new projects like the Driver Education Program.

11. If you are awarded a program/project grant, what measurable impact will it have on your target audience? How will your organization measure the impact of the program/project?

Being awarded the grant will immediately impact our various projects and the Greenbelt community as a whole. We have charitable and service projects running throughout the year, so help with funding these will start right away. Each project is different, but we'll be able to measure the impact of the grants by the number of people we help with resources or the number of participants in any given event.

Our food drives impact at least 60 families with school-age children every year. We ask the school administration how many families they have identified for the program, and then we assemble that many boxes. In 2023 we donated 60 boxes to families at Springhill Lake Elementary and 15 boxes to families at Greenbelt Elementary school

We will be able to measure the impact of the various initiatives supported by the grant funding by measuring growth in our membership and growth in the funds we can provide via our various programs.

The attached Driver Education Program Plan describes the program evaluation measures we plan to use to measure its impact.

12. How will the organization measure and track the program/project and the level of funding, including:
- a. How will the organization track the number of Greenbelt residents served?
 - b. Measures that will be taken to gather information to evaluate the program/project.
 - c. Criteria that will be used to measure the success of the program/project.

The attached Driver Education Program Plan describes the program evaluation measures and processes we plan to use to measure its impact.

13. Please describe any support for the program/project from:
- a. Community members/businesses
 - b. Collaborating organizations
 - c. In-Kind support
 - d. Other funding support

We have letters of support from CARES Director Dr. Liz Park and Starlinx Driving School owner Charles Kpodzo and verbal support from Leap Driving Academy owner OJ

Balogun. Both driving schools are in Greenbelt. The Greenbelt Lions Club (Trenda Rusher and Konrad Herling) expressed interest in collaborating on the program. Mayor Emmett Jordan and Council members Amy Knesel and Kristen Weaver have verbally expressed support, as has Assistant City Manager Tim George.

Konrad Herling, representing GATE, offered GATE support to record and broadcast videos about the program.

We pledged \$1,000 of our club funds and began engaging other local Rotary clubs for their support. We plan to apply for additional grants, beginning with the Co-op Supermarket Cassels grant, the Greenbelt Community Foundation, and County Councilmembers Ingrid Watson and Calvin Hawkins. We have identified multiple grant-making foundations relevant to driver education in Maryland.

14. Project Start Date & End Date: Please tell us the date you anticipate launching the program/project and the end date of the project/program is not ongoing.

For the Driver Education Program, this grant of \$10,000 will support the initiation of a six-month pilot from the date the first student begins driving instruction with program funds. We will seek additional grant sources and tax-deductible donations to our Rotary 501c3 nonprofit to add to this grant for program funding.

Financial Information

If you have multiple files, please combine them into one document, save it as a PDF and upload into the application.

Required Documents:

- Operating Budget: Please upload a copy of your organization's current Fiscal/Calendar Year operating budget. The budget should include all expenses and revenue for the organization.
- List of endowments: If your organization has an endowment, briefly describe its purpose and whether it is restricted/unrestricted.
- Grants or other Funding Sources: Please list other grants or sources of funding your organization has received and what programs/projects the grants/funding sources were used to cover.
- A copy of the organization's latest financial statement for the most recent fiscal/calendar year.
- A copy of the organization's most recent income statement.
- List of the organization's Board of Directors.

Note: Estimates and Quotes: For building renovations, repairs, or equipment/technology purchases, please include **at least two quotes**.

Additional Documents Required

1. Articles of Incorporation
 2. Copy of agency by-laws
 3. Current employee roster
 4. Copy of Conflict of Interest Statement
 5. Completed non-discrimination and hold-harmless agreement.
 6. A strategic or business plan, to include how the organization will sustain the operations, programs, services beyond the grant.
 7. IRS Determination letter of nonprofit status or most recent 990.
 - a. We filed the 990N online postcard
 8. Copy of Certificate of Good Standing with the State of Maryland.
 9. Copy of the organization's registration with the Maryland State's Charitable Division.
 10. Proof of registration with SAM.gov (and SAM.gov identification number).
 11. Program/Project Budget.
-

Grant Proposal Review & Criteria

Grant applications will be reviewed for a number of considerations meeting the following criteria:

Criteria – Grant applications will be evaluated according to the following criteria:

- To what degree does the organization's history and mission, as well as the purpose of the program/project align with the City's Priority Goal of "Promoting the Well-being and Quality of Life for all Residents"?
- Purpose of the grant.
- Benefit of the program/project for Greenbelt residents.
- How will the organization address the challenge/need identified by this program/project; and why is the organization uniquely positioned to tackle the challenge/need.
- How does the organization plan to support the program/project in the future (if the program/project is ongoing)?
- Does the organization provide a program or service not already provided by the City?
- How will the organization measure the impact /success of the program/project?
- Continuity of operations, what is the organization doing to sustain operations and provide programming and services?

The City cannot approve all requests; however, applications that meet the guidelines will be given consideration. All decisions by the Grants Committee will be considered final. **Incomplete applications will not be accepted.**

Note: All funds must be expended by August 30, 2024.

Grant Applications must be submitted to recoverygrant@greenbeltmd.gov by _____ 2023.

City Council Agenda Item Report

Meeting Date: November 18, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS - 90 minutes (8:15 - 9:45 p.m..)

Subject:

Stakeholder List

Suggested Action:

Attachments:

[Stakeholder Schedule.pdf](#)

Annual													Follow-Up Letter Sent
Advisory Group Chairs	7/22	7/23	8/24										
Franklin Park at Greenbelt Station Mgmt.	12/21	12/22	2/24										3/21/24
Greenbelt Center HOAs	3/23	5/24											
Greenbelt East HOAs and COAs/Greenbelt East Advisory Coalition	4/22	6/23											
Greenbelt Homes, Inc.	8/22	8/23	9/24										
Greenbelt Station HOA/Verde Apts.	8/22	8/23											
Motiva													
School Board Member	9/21	2/23	8/23	9/24									
State Highway Administration	11/20	11/22	12/23										12/21/23
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												1/17/24
State's Attorney	1/23												

City Council Agenda Item Report

Meeting Date: November 18, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS - 90 minutes (8:15 - 9:45 p.m.)

Subject:

Approval of Special Employee Holiday

Suggested Action:

Since December 1969, the City Council has granted an extra holiday to classified employees during the holiday season. In recent years, when Christmas has fallen on a Tuesday or Thursday, Council has assigned the holiday to create a four-day weekend. Otherwise, the holiday has been granted as a “floating day” that employees may use whenever they wish during the remainder of the fiscal year. Since Christmas falls on a Wednesday, it is recommended that Council grant a floating holiday to employees.

Approval of this item on the consent agenda will indicate Council's approval of the recommendation.

Attachments:

City Council Agenda Item Report

Meeting Date: November 18, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS - 90 minutes (8:15 - 9:45 p.m.)

Subject:

Appointment to Advisory Board/Committee

Suggested Action:

Reference: Application and Code of Conduct

The City Council interviewed candidates for various advisory committees. Cynthia Jefferson was interviewed on September 30, 2024, for the Senior Citizens Advisory Committee (SCAC). On October 30, 2024, Halchyon Ahearn was interviewed for the Greenbelt Advisory Committee on Environmental Sustainability (Green ACES), Denna Lambert and Gulnura Rakhyshova were interviewed for the Advisory Committee on Education (ACE).

Approval of this item on the consent agenda will confirm the Council's intent to appoint Ms. Jefferson to SCAC, Ms. Ahearn to Green ACES, and Ms. Lambert and Ms. Rakhyshova to ACE.

Attachments:

City Council Agenda Item Report

Meeting Date: November 18, 2024

Submitted by: Terri Hruby

Submitting Department: Planning

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS - 90 minutes (8:15 - 9:45 p.m.)

Subject:

Authorizing the City Manager to contract with Charles P. Johnson and Associates for the preparation of a storm drain easement for the storm drain system located in the vicinity of 4 Woodland Way at a cost not to exceed \$11,400

Suggested Action:

Reference: Proposal 11211-Woodland WAY

The City Council allocated a total of \$200,000 in ARPA funding towards the assessment of the City's storm drain systems. Greenbelt Homes, Inc. (GHI) has identified that the storm drain system proximate to 4 Woodland Way is need of significant repairs and in October 2023 engaged City staff in discussions about the City entering into a Memorandum of Understanding outlining the City's commitment to accepting responsibility for maintenance of major storm drain systems located throughout GHI.

Staff believes this project presents an opportunity to undertake a pilot project to determine what will be required of the City for the County to accept responsibility for storm drain systems that are not currently associated with a public storm drain easement and are not up to current Prince George's County storm drain standards. Based on the 1994 Study that was completed for the Municipal Storm Drain Acceptance program, there are at least 41 systems that require easements, and a large number of the systems do not meet current County standards. The City's on-call engineer, Charles P. Johnson and Association (CPJ), has completed some preliminary work on this project and has submitted a formal proposal to further assist the City in drafting the necessary easement agreement.

Once an easement agreement for the subject system has been approved by the County it will be used as a template and staff will continue to engage CPJ to prepare up to 15 additional easement agreements. A contract for this larger scope of work is also on Council's agenda for approval this evening. If County funding permits, staff will seek to leverage the City's funding to have the County assume financial responsibility for the preparation of additional easement agreements.

CPJ has submitted a proposal to prepare a draft easement agreement at a lump sum cost of

\$11,400. Approval of this item on the consent agenda will indicate Council's intent to authorize the City Manager to execute the contract with Charles P. Johnson and Associates for a lump sum cost of \$11,400. There is sufficient ARPA funding remaining in the storm drain assessment project account to fund this project.

Attachments:

[Proposal_11211 \(002\) - Woodland WAY.pdf](#)

October 25, 2024

City of Greenbelt
Office of Planning and Community Development
25 Crescent Road
Greenbelt, MD 20770

Attention: Ms. Terri Hruby
CC:

RE: Woodland Hills - Storm drain easements
Woodland Way and Northway
Parcels V & U
Lots 21, 22, 19 and P.21
Greenbelt
Prince George's County, Maryland

Dear Ms. Hruby,

We appreciate the opportunity to present our proposal to provide professional services for the referenced project.

Our proposal is based on the following conditions:

- 1) This proposal is predicated upon being able to access the project area to determine the various pipe locations and depth and presumes the City will coordinate such access.
- 2) This proposal is being prepared based upon the sketch provided by the client showing the storm drain lines running from Woodland Way north through Parcel U and Lot 22 (and possibly 21) and then from Northway through Lot 19 and P. 21 and a part of Parcel V and assumes 6 parts.

Task	Fee
480 Office and field surveying services to review project documents; obtain plats, deeds and other documents as may be recorded in the Land Records; perform a site visit to locate the various storm drain structures including pipe sizes and depths; locate other visible improvements in the area of the proposed easement; evaluate the data to determine the correct easement size required; prepare the easement documents including a metes and bounds description and sketch; acquire owners signatures and have the document recorded.	\$11,400.00 (Lump Sum)

Project Manager 10 hours @ \$175.00 = \$1,750.00

Ms. Terri Hruby
City of Greenbelt
Woodland Hills - Storm drain easements
Woodland Way and Northway
Parcels V & U
Lots 21, 22, 19 and P.21
Greenbelt
October 25, 2024
Page 2

Task	Fee
Jr. Professional	50 hours @ \$125.00 = \$6,250.00
Clerical	8 hours @ \$ 75.00 = \$ 600.00
Survey Crew	16 hours @ \$175.00 = \$2,800.00
Total	\$11,400.00

Thank you for affording us the opportunity to present this proposal. We look forward to participating in this project and should further information be necessary, please contact us.

Respectfully submitted,



Steven Jones
Division Manager

Enclosure

WE HEREBY AUTHORIZE CHARLES P. JOHNSON & ASSOCIATES, INC., TO PROCEED IN ACCORDANCE WITH THE ABOVE PROPOSAL.

Organization: _____ **Date:** _____
By: _____ **Title:** _____

City Council Agenda Item Report

Meeting Date: November 18, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS - 90 minutes (8:15 - 9:45 p.m.)

Subject:

Authorizing the City Manager to Execute Renewal of the Fire Station Lease

Suggested Action:

Reference: Proposed Fire Department Lease 2024

The lease agreement with the Greenbelt Volunteer Fire Department and Rescue Squad for the property at 125 Crescent Road is up for renewal. The proposed lease maintains the same terms as the 2019 agreement, including a five-year term starting November 1, 2024, an annual rent of \$10, and use of the property for fire and rescue operations. Responsibilities for maintenance remain shared, with the City handling major exterior elements and GVFD managing interior upkeep.

Staff recommends that Council approve the lease renewal and authorize the City Manager to execute the lease agreement.

Attachments:

[Proposed Fire Dept Lease 2024.pdf](#)

LEASE

THIS LEASE executed on the _____ of November, 2024, between the City of Greenbelt, Maryland (hereinafter "LESSOR"), and the Greenbelt Volunteer Fire Department and Rescue Squad, Inc., and existing under the laws of the State of Maryland. (hereinafter "LESSEE").

WITNESSETH:

That in consideration of the rents, covenants, and agreements contained herein, the LESSOR hereby leases to the LESSEE and the LESSEE hereby rents from the LESSOR, the following described property, upon the following terms, covenants, and conditions:

I. PREMISES; the leased premises (hereinafter "premises") described as follows:

Approximately 1.15 acres of land located at No. 125 Crescent Road in the City of Greenbelt, Prince George's County, Maryland, together with the building thereon known as the Fire Department and Rescue Squad Building, said land being more fully shown and outlined in red on the attached plat,

together with all other improvements and fixtures, personal property and equipment, heretofore or hereafter placed thereon by the Lessee or that may hereafter become the property of the LESSOR under the terms of this Lease, excepting therefrom all easements, rights-of-way, licenses or privileges which have been heretofore or may hereafter be granted or created by the LESSOR on the premises. LESSEE acknowledges that it is leasing the premises in an "as is" condition.

2. TERM:

(a) Unless sooner terminated pursuant to a provision of this Lease, this Lease shall be effective for a term of five (5) years, commencing on the 1st day of November, 2024, and

ending on the 31st day of October, 2029.

(b) If the Council of the City of Greenbelt, Maryland, by official procedure, decides to institute a wholly municipally-operated fire department and rescue squad, the LESSOR may terminate this Lease and all rights of the LESSEE hereunder by giving six (6) months notice to the LESSEE. Upon termination, the LESSOR, its representatives, agents, assigns or successors shall have the right, without further demand or notice, to reenter and take possession of the demised premises.

3. RENT: That the LESSEE shall pay the LESSOR the sum of Ten dollars (\$10.00) rent per year, payable in advance to the City of Greenbelt, Maryland, on or before the first day of April of each year during the term hereof.

4. RIGHT OF RENEWAL: If the LESSEE is then not in default under any of the provisions of this Lease, Lessee shall have a right to renew this Lease by requesting such renewal no later than sixty (60) days prior to the end of the term hereinunder. Said request shall be in writing and addressed to the LESSOR. In the event the LESSOR fails to act on the LESSEE's request to renew said Lease before the expiration of the Lease Term or any renewal hereof, then said Lease shall be automatically renewed for an additional five (5) year term, under the same terms and conditions.

5. USE OF PREMISES: LESSEE agrees that the premises shall be used and occupied only as a headquarters building for housing the equipment of the Greenbelt Fire Department and Rescue Squad and all activities pertinent to the operations and functions of said department, and that LESSEE, except for occasional uses as provided in Section 7, shall not permit the premises to be used for any other purpose without the prior written consent of the LESSOR.

6. UTILITIES: LESSEE shall promptly pay all bills for utilities used. It shall be the responsibility of the LESSOR to maintain all meters and any service lines to the premises not maintained by the utility agency or company. All lines within the premises shall be maintained by the LESSEE.

7. ASSIGNMENT AND SUBLETTING: The LESSEE shall not have the right to and shall not assign, sublease, mortgage, nor pledge this Lease without the prior written consent of the LESSOR. Nothing in this Lease shall preclude LESSEE from renting the social hall and related portion of the premises on a per occasion basis to civic or nonprofit organizations and private organizations or individuals for receptions, parties, dances, meetings, seminars and other like uses subject to the restrictions set forth in Section 8.

8. FUND RAISING INVOLVING GAMBLING:

- (a) This section pertains to any activities upon the premises involving gambling.

Gambling shall include any form of gambling, the operation of gaming tables, activities involving batting, bingo, raffles, games of chance, etc..

(b) The conduct of activities involving gambling shall not be permitted upon the premises except as permitted by law and for the sole purpose of releasing funds for the benefit of the LESSEE or a bonafide non-profit organization.

(c) All persons conducting gambling activities or operating gaming tables upon the premises shall be members of the Greenbelt Volunteer Fire Department and Rescue Squad, Inc. or a member of the organization for which funds are being raised. A majority of the persons working at a gambling event shall be either residents of the City of Greenbelt, persons residing

within five miles of Greenbelt, a member of the Greenbelt Volunteer Fire Department and Rescue Squad, Inc. or the organization conducting the fund raising activities for more than five years.

(d) The number of occasions upon which gambling activities shall be permitted on the premises shall be limited as follows:

1. Casino or Las Vegas Nights or any gambling event open to the public which involves card games, dice games or gambling wheels shall be permitted on the premises eight times a year with no greater frequency than two times a quarter.

2. The LESSEE shall not be permitted to sublease the premises more than two times a month for the conduct of gambling activities. The LESSEE agrees to give Greenbelt non-profit groups priority should there be a conflict in scheduling.

3. The LESSEE shall be permitted to conduct bingo upon the premises two (2) times a week during daytime hours and one (1) time a week during evening hours and to conduct raffles upon any occasion.

(e) No compensation of any kind, including gratuities and tips, shall be rendered to any person conducting any type of gambling on the premises or otherwise organizing, supervising or controlling the conduct of gambling upon the premises. A record shall be maintained of all persons working at a gambling event who receive compensation and who do not participate in the conduct of the event. Compensation shall be rendered in the form of written check and not in cash.

(f) The LESSEE shall keep a regular accounting of all funds received and all funds disbursed for review by the LESSOR or the public relating to any gambling event it

conducts on the premises. The LESSEE shall maintain a separate checking account or similar account with a banking institution wherein shall be accounted all funds received or any funds disbursed relating to the conduct of gambling on the premises. LESSEE shall provide to LESSOR each year a copy of its financial statement and copies of any and all County, State and Federal filings, required as a result of LESSEE's tax exempt status or required because of gambling and the like.

(g) All organizations subleasing the premises for the purpose of conducting a gambling event shall submit to the LESSEE for its files certification from a state or federal authority that it is a bonafide nonprofit organization and as it relates to each gambling event, copies of all documents required to be filed with regulating agencies and an accounting of all receipts and disbursements. The records submitted by the sublessee shall be subject to review by the LESSOR or the public.

(h) Upon request, the City Council on behalf of the LESSOR, may grant waivers to the process contained herein.

(i) If the LESSEE, (in the sole and exclusive opinion of the LESSOR), has violated the above gambling restriction, LESSOR may, at its sole discretion, ban any further gambling for the remainder of the current term of this Lease. This remedy is separate and apart from LESSOR's remedies contained in Section 12 herein, and utilization of this remedy shall not in any way be interpreted as a waiver of any remedy contained in Section 12.

9. INDEMNIFICATION: The LESSEE shall indemnify and hold the City and/or its agencies harmless from any and all damage, loss or liability of any kind whatsoever occasioned by or because of the work involved in the execution of the work described herein,

by reason of any bodily injury or death of any person or by reason of any injury to property of third persons occasioned by any act, omission, neglect or wrongdoing of the LESSEE or any of his agents, representatives, assigns, guests, employees or other persons admitted by the LESSEE or his agents to the premises described herein, and the LESSEE will, at his own cost and expense, defend and protect the LESSOR and/or its agencies against any and all such claims or demands.

10. COMPLIANCE WITH LOCAL LAWS: The LESSEE shall, at their own expense, obtain all necessary licenses and permits, and comply with all applicable laws and ordinances which may be promulgated by the United States, the State of Maryland, or any political subdivision or agency thereof.

11. CONDEMNATION: In the event that the premises or any part thereof shall be taken by any governmental or quasi-governmental authority pursuant to the power of eminent domain, LESSEE agrees to make no claim for compensation in the proceedings, and hereby assigns to the LESSOR any right which the LESSEE may have to any portion of any award made as a result of such proceeding. This Lease Shall terminate as of the date of such condemnation.

12. RIGHTS UPON DEFAULT: In the event of any default by LESSEE in the payment of any charges when due, or in the failure to perform any covenants or other provisions of this Lease, the LESSOR may, at its option, terminate this Lease. LESSOR shall notify LESSEE of any such default and unless such default is remedied by LESSEE within twenty (20) days from the date of such notice, LESSEE's right of possession may be terminated by

LESSOR. The twenty (20) day limit may be extended by LESSOR, if it appears that LESSEE is taking all reasonable actions to cure the default. LESSOR reserves the option to cure any default by LESSEE, thereafter making LESSEE liable for any remedial expenses incurred by LESSOR in such default. Any three (3) defaults by LESSEE within one calendar year shall operate as an automatic termination of the Lease. Notice of such termination shall be sent to LESSEE by registered or certified mail return receipt requested. Upon default which is not cured or upon termination, the LESSOR may at its election, without further notice to LESSEE, and with or without legal process, take possession of the premises, and remove LESSEE, any occupant, and any property therefrom, using such force as may be necessary, without being guilty of or liable for trespass and without relinquishing any rights of LESSOR against LESSEE. In the event of such re-entry, LESSEE agrees to remain answerable for any and all damages, deficiency or loss which LESSOR may sustain by such re-entry. No act or thing done by the LESSOR shall be deemed to be an acceptance of a surrender of the premises, unless LESSOR shall execute a written release of LESSEE. LESSEE's liability shall be limited but not terminated by the execution of a new Lease of the premises.

13. JURY TRIAL: LESSOR and LESSEE do hereby waive trial by jury in any action, proceeding, or counterclaim brought by either of the parties hereto against the other on any matters arising out of or in any way connected with this Lease, the relationship of LESSOR and LESSEE, LESSEE's use of occupancy of the leased premises, and/or claim of injury or damage or any emergency statutory or any other statutory remedy.

14. MAINTENANCE, ALTERATION, RESTORATION:

(a) LESSEE shall maintain at all times the premises and all appurtenances in good

repair, order and condition in conformance with Federal; State; County; and City ordinances. The premises shall be maintained in a clean, safe and sanitary condition. All conditions determined to be hazardous to the public by any responsible public agency or the LESSOR shall be corrected immediately by LESSEE. If LESSEE fails to make a needed repair or replacement, such failure by LESSEE shall be considered a default hereunder and be dealt with in accordance with Section 10 herein.

(b) That the LESSOR agrees to remove snow and ice from the drives, parking lot and the paved apron in front of the premises to the same extent that the Public Works Department removes snow and ice from the streets and walks of the city (priority being given to this area). The LESSEE agrees to clean the snow and ice from the entrance walks and platforms immediately around the building.

(c) That the LESSEE agrees to cut the grass and maintain in good condition the grounds within the property lines shown on the accompanying plat of property included in this Lease. LESSEE shall not remove (or cause to be removed) trees, shrubs, sand or gravel or in any way grade or change the property without the written consent of LESSOR.

(d) LESSEE shall not make any alterations, changes, improvements or remodeling to the premise without the prior written consent of the LESSOR, which consent shall not be unreasonably withheld. All movable partitions, LESSEE's trade fixtures, or equipment installed in the premises at the LESSOR's expense shall remain the property of the LESSEE and may be removed by the LESSEE. The LESSEE shall repair any damage caused directly by said removal. All permanent alterations, additions and improvements shall be the property of LESSOR and be surrendered with the premises at the termination of the Lease without

compensation to LESSEE. LESSEE consents and agrees not to place any placard, sign, lettering or awning upon the premises, unless first approved in writing by the LESSOR.

- (e) That on or before the date of expiration or termination of this Lease, the LESSEE

shall vacate the premises, remove the property of the LESSEE therefrom, and restore the premises to as good order and condition as that existing upon the date of commencement of the term of this Lease, damages beyond the control of the LESSEE and due to fair wear and tear excepted. If the LESSEE shall fail or neglect to remove said property and to so restore the premises, then, at the option of the LESSOR, said property shall either become property of the LESSOR without compensation therefor, or the LESSOR may cause it to be removed and the leased premises to be restored at the expense of the LESSEE and no claim for damages against the LESSOR or its officers or agents shall be created by or made on account of such removal and restoration work.

15. DESTRUCTION OF PREMISES: This Lease shall terminate if the premises are damaged or destroyed by fire or any unavoidable casualty so as to make the premises uninhabitable. If LESSOR undertakes repairs and restoration of the premises within sixty (60) days of the date, and pursues such repairs or restoration in a workmanlike manner, then, in such event, this Lease shall continue in full force and effect until the premises are restored or repaired and restoration efforts are suspended for a period of sixty (60) days. LESSOR shall be under no duty to replace the premises should destruction occur.

16. VIEWING PREMISES: The LESSEE will allow the LESSOR to have access to the premises at all reasonable times for the purpose of inspection, maintenance, or repair, or any

other purpose which LESSOR considers necessary or desirable. The LESSEE shall provide the LESSOR at all times with a set of keys to the premises, and if for any reason LESSEE finds it necessary to change the locks on the premises, LESSEE shall immediately provide the LESSOR with a new set of keys.

17. NOTICES: Any notice, request, demand or other communication desired or required to be given by the terms of the Lease shall be given written, mailed or delivered as follows:

(a) To the LESSOR: The City of Greenbelt, City Manager, 25 Crescent Road, Greenbelt, Maryland, 20770-1886, or to such other person at such other address designated by notice sent to LESSEE.

(b) To the LESSEE: at the premises or at such other address designated by notice to the LESSOR, and to any officer or resident agent of the LESSEE. LESSEE shall furnish LESSOR annually with a list of the officers of the Greenbelt Volunteers Fire Department and Rescue Squad, Inc..

(c) Mail notices shall be sent by United States Certified or Registered Mail, postage prepaid. Such notice shall be deemed to have been given upon posting in the United States mail.

18. LIENS: LESSEE shall promptly pay all contractors and materialmen, so as to minimize possibility of a lien attaching to the premises, and should any such lien be made or filed, LESSEE shall bond against or discharge the same within ten (10) days after written request by LESSOR. This paragraph shall not be construed to grant LESSEE the right to incur any debt which might give rise to a lien or the LESSOR's interest in the premises or

LESSEE's leasehold interest therein.

19. INSURANCE: The LESSEE shall keep the premises, including equipment furnished by the LESSOR, insured against loss or damage by fire and comprehensive in amounts, forms and with insurers approved by the LESSOR. If the LESSEE fails to maintain such insurance, the LESSOR may purchase the same for its accounts, in which event, the cost of such insurance shall constitute additional rent. Such policies shall be in the names and for the benefit of the LESSOR and the LESSEE as their respective interests may appear. The LESSEE also agrees to obtain and keep in force during the term of this Lease or any extension thereof, comprehensive general liability insurance coverage on the premises. Said policy shall provide for a liability limit on account of each accident resulting in bodily injury or death to one person of not less than \$2,000,000, and liability limit on account of accident resulting in bodily injury or death to more than one person of \$300,000.00. Said policy must be issued by a company authorized to do business in the State of Maryland, and mutual, shall be non-assessable. Said policy shall also provide for liability limit on account of property damage of not less than \$5,000. Such policy should add LESSOR as an additional named insured. LESSEE agrees, within thirty (30) days hereof, to deliver to LESSOR the said policy or certificate of insurance evidencing said policy. If LESSEE fails to deliver said policy or certificate, the LESSOR may obtain such insurance and charge the premium as additional rent to be paid by LESSEE to the LESSOR.

20. APPLICABLE LAW AND CONSTRUCTION: The laws of the State of Maryland shall govern the validity, performance, and enforcement of this Lease.

The invalidity or unenforceability of any provision of this Lease shall not affect or impair any other provision hereof. The principals to this Lease mutually agree that it shall be binding upon them, in each of their respective heirs, executors, administrators, successors, and assigns. This Lease contains the final and entire agreement between the parties hereto and neither they nor their agents shall be bound by any terms, conditions, statements, warranties or representations oral, or written, not herein contained.

21. AMENDMENTS: Neither this Lease nor any provisions hereof may be amended, changed, waived or terminated orally, but only by an instrument in writing signed by LESSOR and LESSEE.

22. ANNUAL FINANCIAL STATEMENT: LESSEE shall provide an annual financial statement on a form supplied by the LESSOR. The LESSEE may provide this information using a different form or format, subject to approval by LESSOR.

IN WITNESS WHEREOF, LESSOR has signed and sealed this instrument this ____ day of _____, 2024 and LESSEE has signed and sealed this instrument this ____ day of _____, 2024.

LESSOR:

City of Greenbelt

Witness

BY: _____
Josue Salmeron, City Manager

LESSEE:

Greenbelt Volunteer Fire Department and Rescue Squad, Inc.

Witness

BY: _____

City Council Agenda Item Report

Meeting Date: November 18, 2024

Submitted by: Brian Townsend

Submitting Department: Public Works

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS - 90 minutes (8:15 - 9:45 p.m.)

Subject:

Purchase of one (1) Public Works Building Maintenance Vehicle

Suggested Action:

Reference: Memorandum - B. Townsend - 10.24.2024

Hertrich Fleet Services, Inc. Quote

Suburban Signs, Inc. Quote

The 2025 Replacement budget has allocated \$79,300 for a Ford Transit Passenger Van that will double as a backup for the Greenbelt Connection and the purchase of a replacement vehicle for parking enforcement.

Staff has identified Howard County contract #440004546 for purchase of the Ford Transit Passenger Van at the price of \$53,842. This is Building Maintenance first vehicle and comes with 12 removable seats that will allow for it to double as a work vehicle and a backup for the Greenbelt Connection. The van will need to be stickered for an additional cost of \$425, making the total cost \$54,267.

The van purchase combined with the recent purchase of the Nissan Leaf S Electric for Parking Enforcement at \$25,030 brings the total of \$79,297, which is in line with the 2025 budget.

Staff recommends Council authorize the City Manager to execute the following purchases: One (1) Ford Transit Passenger Van per Howard Count contract #440004546 from Hertrich Fleet Services, Inc., 1427 Bay Road, Milford, DE 19963 for \$53,842.00, with stickering from Suburban Signs Inc., 10800 Hanna St. Beltsville, MD. 20705 for \$425.

Attachments:

[Memorandum - B. Townsend - 10.24.24.pdf](#)

[Hertich Fleet Services Inc Quote.pdf](#)

[Suburban Signs Inc Quote.pdf](#)

CITY OF GREENBELT
Department of Public Works
555 Crescent Road – Greenbelt, Maryland 20770
301.474.8004

MEMORANDUM

Date: October 24, 2024
To: Josué Salmerón, City Manager
From: Brian Townsend, Assistant Public Works Director
VIA: Brian Kim , Interim Public Works Director
Re: Purchase of one (1) Public Works Building Maintenance vehicle

The 2025 Replacement budget has allocated \$79,300 dollars for a Ford Transit Passenger van that will double as a back up for the Greenbelt connection and the purchase of a replacement vehicle for parking enforcement.

Staff has identified Howard County contract 4400004546 for purchase of the Ford Transit passenger van at the price of \$53,842. This is Building Maintenance first vehicle and comes with 12 removable seats that will allow for it to double as a work vehicle and a backup for the Greenbelt Connection. The van will need to be stickered for an additional cost of \$425, making the total cost \$54,267.

The van purchase combined with the recent purchase of the Nissan Leaf S Electric for parking enforcement at \$25,030 brings the total to \$79,297, which is in line with the 2025 budget.

Summary Recommendations

Staff recommends Council approve the following purchases:

- One (1) Ford Transit passenger van per Howard County contract # 4400004546 from Hertrich Fleet Services, Inc., 1427 Bay Road, Milford, DE 19963 for \$53,842.00. With stickered from Suburban Signs Inc., 10800 Hanna St. Beltsville Md. 20705 for \$425.

See attached quotes.

HERTRICH FLEET SERVICES, INC

1427 Bay Road Milford, DE 19963

Ford - Chevrolet - Dodge - Jeep
Lincoln - Honda - Buick - GMC - Toyota - Nissan

(800) 698-9825

(302) 422-3300

Fax: (302) 839-0555

November 13, 2024

Herris Moo-Young
Mechanic Supervisor
Department of Public Works
City of Greenbelt

I am pleased to provide a quote on a 2024 Ford Transit Passenger Van, priced per the Howard County Contract 4400004546, and equipped as follows:

Vehicle	2024 Ford Transit Wagon –Low Roof 148" Passenger Van Sliding Side Door	
YZ/CK	Ingot Silver Exterior & Charcoal Cloth Seating w/ vinyl floors	
998/44U	3.5L PFDI V6 & 10 Speed Automatic Transmission	
302A	All Standard Equipment per PEP 301A – XL Trim Level	
761	12 Passenger Seating	
86F	2 Extra Keys & FOB's – 4 Total	
Std	Power Windows, Locks	
X73	3.73 Regular Axle	
942	Day Time Running Lights - on	
Std	Rear View Camera	
153	Front Tag Bracket	
16E	Vinyl Floor	
68J	Drivers Door & Passenger Side Running Boards - Fixed	
43R	Reverse Sensing System	
	Ford Transit Passenger Vans are NOT CERTIFIED TO and DO NOT COMPLY with all of the requirements of the Federal Motor Vehicle Safety Standards (FMVSS) specifically applicable to school buses. Because these vehicles do not comply with these requirements, they cannot lawfully be sold or leased as new vehicles for purposes that include transporting pre-primary, primary, or secondary school students to and from school and/or school related events. Because this configuration is designed with the ability to carry 12 passengers, at a minimum, we would require documentation on Wicomico County Board of Education letterhead that it would never be used for those purposes. Additional documentation may be required.	
	MSRP \$56,235	
	Hertrich fleet Disc	(2,062)
	Government Pricing per Howard County Contract	\$54,173
	Additional Discount per contract	(\$331)
	Total for Vehicle	\$53,842

Please contact me with any question, changes or to place an order. Thank you and I look forward to hearing from you.

Respectfully submitted, John Worrall Hertrich fleet Services 800-698-9825

"A Member of the HERTRICH Family of Automobile Dealerships"

Suburban Signs, Inc.

10800 Hanna St
Bldg B, Ste-T
Beltsville, MD 20705

Name / Address

City of Greenbelt
25 Crescent Road
Greenbelt, MD 20770

Estimate

Date	Estimate #
10/4/2024	39804

Project

Public Works - Transit Van

Attention:

Phone #	Fax #	E-mail	Due Date	P.O. #
301-474-5051	301-595-0017	Joel@SuburbanSigns.com		

Description	Qty	Rate	Total
Public Works Transit Van - Graphics [Per Door Logo] 11.7" tall Reflective Vinyl Logos, 2 Layers of Reflective Vinyl (Green & Yellow) with Full Color Digitally printed Reflective " Greenbelt Logo " reading " PUBLIC WORKS " (Curved Around the Logo) ----- [Truck #'s] 2.7" tall Reflective Vinyl Lettering, 2 Layers of Reflective Vinyl (Green & Yellow) "" ----- Installation of logos on doors and numbers ----- Harris Moo Young hmooyoung@greenbeltmd.gov Cell 301-580-2261 Office 240-542-2165 Public Works 301-474-8004	1	425.00	425.00

It's been a pleasure working with you!

Subtotal \$425.00

Sales Tax (6.0%) \$0.00

Total \$425.00

*Above price is good for 30 days
Thank you for the opportunity to bid on this job.
Joel@SuburbanSigns.com
Ph: 301-474-5051 Fax- 301-595-0017*