



CITY COUNCIL AGENDA

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/88430192957?pwd=wUoQVicbnEt3TFDviuYnphntRJiyqa.1>

Dial-in: 301 715 8592

Webinar ID: 884 3019 2957

Passcode: 045900

**Monday, October 28, 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. America Recycles Month Proclamation

Suggested Action:

America Recycles Day was celebrated on November 15, a day that has been set aside nationally to build consumer demand for recycled products and to educate all Americans about the environmental and economic benefits of reusing and recycling.

[ARD Proclamation 2024.pdf](#)

7b. Military Families Month Proclamation

Suggested Action:

November is Military Family Month, and we take this opportunity to appreciate the continuous sacrifices and contributions of our military families. The observance recognizes the challenges family members face in support of their loved ones in uniform. Without their commitment and dedication, it would be impossible for our military to remain organized and focused. They are our patriots who support their family members, while enriching the communities they call home. This month honors the parents and children who stay behind and love their family members on active duty to protect the interests of their nation.

[Military Families Month.pdf](#)

*8. Minutes

Suggested Action:

* Work Session, July 25, 2022

* Work Session, August 10, 2022

* Work Session, August 24, 2022

* Work Session, August 29, 2022

* Work Session, November 21, 2022

* Work Session, December 19, 2022

* Regular Meeting, November 27, 2023

* Regular Meeting, December 11, 2023

[WS220725.pdf](#)

[WS220810.pdf](#)

[WS220824.pdf](#)

[WS220829.pdf](#)

[WS221121.pdf](#)

[WS221219.pdf](#)

[RM231127.pdf](#)

[RM231211.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

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

11. An Ordinance of the City Council of The City of Greenbelt Authorizing by Deed the Acquisition and Ownership of 7100 Greenbelt Road, Greenbelt, Maryland
- 1st Reading, Suspension of the Rules
 - 2nd Reading, Adoption

Suggested Action:

Reference: Ordinance

On October 11, 2024, the City of Greenbelt completed the acquisition of 7100 Greenbelt Road by obtaining the deed for the property. To formalize this transaction, a proposed ordinance will authorize the City's ownership and acquisition of the site, ensuring legal recognition and enabling the City to proceed with any future plans for the property.

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

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

[Ordinance - Armory Aquisition.pdf](#)

12. An Ordinance Of The Council Of The City Of Greenbelt, Maryland To Make A Supplemental Appropriation In The General Fund In The Amount Of Fifty-Thousand

And One Dollars (\$50,001) For The Acquisition And Ongoing Maintenance Of Certain Real Property Known As 7100 Greenbelt Road (Tax Id No. 21-2363638), Greenbelt, Maryland

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

Suggested Action:

Reference: Ordinance

An appropriation of \$50,001 is needed for the General Fund account ARMORY160. These funds will address the acquisition and maintenance costs associated with 7100 Greenbelt Road, known as the Armory Site.

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

Please note that, according to the Council's Standing Rules, six (6) affirmative votes are required to suspend the rules.

[Ordinance.pdf](#)

IV. OTHER BUSINESS - 90 minutes (8:45 - 10:15 p.m.)

13. Discussion of the Removal of Arm Rest on City Benches

Suggested Action:

Council Member Pompi requested that this item be included on the agenda. The city currently has four benches, clustered around the Municipal Building, with armrest as dividers.

14. 7 Hillside Road Sight Distance Issue and Parking Removal

Suggested Action:

Reference: Memorandum REVISED RE 7 Hillside Road, J. Fearer, 10/22/24

In response to a resident concern about sight distance at the driveway abutting 7A Hillside Road, staff reviewed current conditions and found reduced visibility on either

side of the subject driveway. Although this finding would suggest considering removing the parking space to the north of the driveway, at this time, the City does not currently have a policy or process in place to equitably address sight distance concerns at private driveways. Additionally, Staff found insufficient visibility on all sides of the marked crosswalk just south of the driveway, and insufficient space on the roadway for safe and compliant access to the bus stop at the corner of Hillside Road and Woodland Way.

Staff recommends Council approve the removal of four (4) on-street parking spaces to provide sufficient daylighting of at least 20 feet for the marked crosswalk connecting the inner pathway just south of the subject driveway and to make the existing bus stop near the corner of Woodland Way and Hillside Road accessible.

[24-1022_7 Hillside Rd Sight Distance_Staff Memo_Revised_Final.pdf](#)

15. Authorizing the City Manager to Execute a Contract with VMP Construction Company, Inc. for Installation of Raised Crosswalks

Suggested Action:

Reference: Memorandum RE VMP, J. Fearer, 10/09/2024

Proposal No6273_VMP_QUOTE

This contract utilizes a portion of the \$320,000 of ARPA funds allocated for Pedestrian and Bicycle Master Plan Implementation and Improvements. Staff recommends that City Council authorize the City Manager to execute a contract with VMP not to exceed \$20,000. This will allow the City to utilize ARPA funds to complete asphalt and concrete work in support of Pedestrian and Bicycle Master Plan Implementation and Improvements as budget allows, and address contingencies during construction.

[24-1009_VMP_Quote_Staff Memo_Final.pdf](#)

[Proposal No6273_VMP_QUOTE.pdf](#)

16. Addressing Unbecoming Conduct of a Councilmember per Council Standing Rules

Suggested Action:

Mayor Pro Tem Weaver requested this item be added to the agenda in response to a staff grievance.

[2024-10-28_AddressingUnbecomingBehaviorOfRodneyRoberts.pdf](#)

17. Memorandum of Understanding with the United States Marshals Service Fugitive Task Force

Suggested Action:

The Greenbelt Police Department proposes entering into a Memorandum of Understanding with the United States Marshals Service's Capital Area Regional Fugitive Task Force (CARFTF). Established in 2004, the Task Force's mission is to reduce violence in the region by identifying, investigating, and apprehending fugitives

wanted for serious crimes against the community. The Task Force comprises over 300 Law Enforcement officers from different agencies.

The department has previously sought the Task Force's assistance, and they have been instrumental in apprehending suspects in many of Greenbelt's high-profile cases. These cases include homicide investigations and the apprehension of the defendants in the Schrom Hills Park shooting.

This partnership would allow the department to assign officers to the Task Force to prioritize cases relevant to Greenbelt. Participation in this task force would benefit the City of Greenbelt by expanding the resources available to target violent criminal offenders in and around our community.

[Greenbelt MOU.pdf](#)

18. Approval Community Center Chillers & Boiler Replacement Project

Suggested Action:

Reference: Memorandum - B. Kim - 10.23.24

Greenbelt Community Center Chiller Replacement Chiller Proposal

Greenbelt - Community Center - (2) Boiler Replacement - R4 Boiler

Proposal

CJ Proposal for Greenbelt Community Center Chiller Replacement

Greenbelt Chiller Bid Review Expert Recommendation

In Fiscal Year (FY) 2023 Adopted Budget provided funding for the replacement of major mechanical equipment located at the Community Center, two (2) chillers and two (2) boilers.

Existing centrifugal 100 ton chillers are approximately twenty-nine (29) years old with an expected useful life (EUL) of twenty-five (25) years. During this time, the EPA made major changes to the refrigerant requirements. As a direct result, chillers were no longer available – equipment utilizing R-410A (refrigerant that replaced R22 which was banned by the EPA in 2020), that have a higher global warming potential (GWP) are being replaced with A2L (A = Non-toxic, 2 = Flammable, L = Low burning velocity) refrigerants such as R454B/R-32.

Existing gas 950 MBH boilers are approximately twenty-nine (29) years old with an expected useful life (EUL) of twenty-five (25) years. During the 2018 reserve study, engineers notated signs of corrosion and deterioration of outer housing as well as possible leaks and corrosion of the coils, since this time, facilities maintenance has

confirmed continues deterioration of the units.

Given the critical nature of these systems, timely replacement is crucial. Seasonal construction constraints further emphasize the need to replace the chillers in winter, targeting completion before the summer cooling season, and vice versa for the boilers. Additionally, supply chain issues for these long-lead items require prompt action to ensure continuity of services for building occupants. Due to the aforementioned code changes, the amount of engineering along with the ability to procure long lead items in time for the next cooling season is not possible. The existing cooling season will remain operational for an additional cooling season as the required engineering and procurement of equipment is done during this time.

RFP/Proposals:

We engaged four (4) specialty mechanical contractors and received two (2) proposals. These were reviewed by L.S. Grim Consulting Engineers, with recommendations from L.S. Grim via CPJ, the Engineer of Record. After careful evaluation, we concur with the consulting engineer's assessment and recommend entering into a contract with Shapiro & Duncan, along with quality control services from CPJ.

Pricing:

CONTRACTOR	PRICE	NOTES
Shapiro & Duncan – Mechanical	\$766,750.00	Chiller Replacement
Shapiro & Duncan – Mechanical	\$199,550.00	Boiler Replacement
CPJ	\$50,000.00	Engineer of Record (EOR)
Contingency	\$152,445.00	Unforeseen Site Conditions (15%)
TOTAL:	1,168,745.00	

Recommendation:

We are seeking Council's authorization for the City Manager to execute contracts with both Shapiro & Duncan and CPJ. The total cost of the contracts amounting to \$1,168,745.00. At this time, the funding source for these contracts will be the American Rescue Plan Act (ARPA).

[24.10.23_Memo_CC_Chiller_Boiler_Award_V2.pdf](#)
[SP6375 Greenbelt Community Center Chiller Replacement R4_Final.pdf](#)
[SP6374 - Greenbelt - Community Center - \(2\) Boiler Replacement - R4.pdf](#)
[CPJ Proposal for Greenbelt Community Center Chiller Replacement_20241003.pdf](#)
[Greenbelt Chiller Bid Review_LSGrim.pdf](#)

19. Council Activities
20. Council Reports
21. Approval of ARPA - Information Technology Equipment and Licensing
 Suggested Action:
 Reference: Memorandum - B. Kennell - 10.21.24
 Quote - CDWG
 Quote - GHA

IT would like to purchase equipment/licensing at a cost of \$100,021.61 using APRA funds. Below is the breakdown:

25 Dell Optiplex Desktops	\$16,319.25
27 Dell Latitude Laptops	\$21,908.07
8 MS Surface Pro Tablets	\$11,087.44
8 MS Surface Pen/Keyboards	\$1,764.56
2 Dell Precision Towers	\$4,554.82
25 Dell Docks	\$5,072.25
60 Dell Monitors	\$6,331.20
5 Ubiquiti Switches	\$5,296.6
10 Meraki Access Points	\$5,018.80
3yr Meraki AP Licensing	\$4,615.25
3 yr Meraki Firewall Licensing	\$18,052.32

IT will be utilizing ARPA funds for equipment and licensing that wasn't included in the general fund. This equipment will be used to maintain our computer lifecycle and rotate out old/end of life equipment. It will also maintain an inventory of necessary equipment to maintain the Cities technological needs throughout the budget year. We will also license and maintain our Meraki infrastructure.

Staff recommends that Council authorize the City Manager to execute contracts for IT equipment and licensing, not to exceed \$100,021.61, to be paid from ARPA funds, sourced from multiple vendors, including CDWG and GHA, as outlined in the attached memorandum.

22. Meetings

Suggested Action:

Closed Session: Tonight, the City Council will hold a closed session, immediately following the Council Meeting, in the Council Chambers of the Municipal Building:

1) to discuss the appointment, performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals; 2) To consult with staff, consultants, or other individuals about pending or potential litigation; and 3) To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans.

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

[Closed Session Official Notice - 241028.pdf](#)
[meetings.pdf](#)

*23. Authorizing the City Manager to Execute a Contract with Charles P. Johnson and Associates to Prepare a Storm Drain Base Map

Suggested Action:

Reference: Charles P. Johnson and Associates Cost Proposal, 11/26/23

The City Council allocated American Rescue Plan Act (ARPA) funding to undertake projects associated with the assessment of the City's storm drain systems. An important first step in assessing the City's storm drain systems is to create a base map of all storm drain systems within the city, and to identify whether they are currently City, County or privately maintained. While there are some existing maps, they have conflicting and incomplete data. In consultation with the County, the mapping will be used to identify and rank those systems that require County easements and condition assessments and will identify systems that have been accepted by the County for maintenance.

Charles P. Johnson and Associates who is on the City's Negotiated Purchase List and is the City's on-call engineer has submitted a proposal to prepare a storm drain base map at a cost of \$38,300.

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 \$38,300.00.

[Greenbelt Storm Drainage Base Map Proposal.pdf](#)

- *24. Authorizing the City Manager to Execute a Contract with Greenman-Pedersen, Inc. for Engineering Associated with Approved Ped/Bike ARPA Funds for Sidewalk Completion along Hanover Parkway

Suggested Action:

Reference:

Memorandum RE GPI, J. Fearer, 10/23/2024

ARPA No.26 MDX 2300257.02_Contract Agreement - ARPA Improvements

This contract utilizes a portion of the ARPA funds allocated for Pedestrian and Bicycle Master Plan Implementation and Improvements. Staff recommends that City Council authorize the City Manager to execute a contract with GPI for \$58,888.46. This will allow the City to utilize ARPA funds to acquire 90% engineering and design services for sidewalk completion along Hanover Parkway between Greenbrook Drive and Hunting Ridge in support of Pedestrian and Bicycle Master Plan Implementation and Improvements.

Approval of this item on the consent agenda will indicate Council's intent to authorize the City Manager to execute the contract with GPI.

[24-1023_GPI_Proposal_Staff Memo_Final.pdf](#)

[ARPA No.26 MDX 2300257.02_Contract Agreement - ARPA Improvements.pdf](#)

- *25. Approval for the Purchase of Police Radios

Suggested Action:

Reference: Memorandum, Deputy Chief Tim White, 4/23/24

Motorola Solutions Quote

American Rescue Plan Act (ARPA) funds in the amount of \$262,500 and FY25 budget funding in the amount of \$2,480.10 have been allocated for the purchase of 33 Motorola APX N70 portable radios.

Staff has identified Prince George's County contract #34655 for the purchase of the Motorola APX N70 radio. The total cost of 33 Motorola APX N70 radios is \$264,980.10.

Included in Council's packet is a memorandum from Deputy Chief Tim White with additional details about the recommended purchases. Police department staff will be present to answer any questions.

Staff recommends council authorize the City Manager to purchase 33 Motorola APX N70 radios under PG County Contract #34655 from Motorola Solutions Inc. 500 West Monroe, Chicago, IL 60661 for \$264,980.10.

[FY25 Radio Purchase Memo.pdf](#)

[QUOTE-2846245-3CityofGreenbelt33UnitsN70_10222024.pdf](#)

*26. Approval of Buddy Attick Park Outdoor Pavilions Contract

Suggested Action:

Reference: Buddy Attick Park Pavillion - Proposal

Buddy Attick Park Pavillion - Concept Plans

City Council allocated American Rescue Plan Act (ARPA) funds to replace the 1992 Buddy Attick Park Master Plan (BAPMP). Though the new master plan has not been adopted, it is evident through community engagement that an outdoor pavilion at Buddy Attick Park is desired. Staff recommends that two pavilions be installed consistent to the draft BAPMP:

Pavilion #1

- 20x20 feet
- Located next to the playground per the BAPMP recommendation
- Concrete pad with one-foot drip line
- 6 tables bolted to concrete pad
- Metal roof with max height of 13 feet
- Serving groups not to exceed 25 people
- ADA Compliant

Pavilion #2

- 20x34 feet
- Located in the original group gathering area per the BAPMP recommendation
- Concrete pad with one-foot drip line
- 10 tables bolted to concrete pad
- Metal roof with max height 13 feet
- Serving groups not to exceed 50 people
- ADA compliant

Both pavilions will be available to rent by Greenbelt residents only. It is estimated that rental revenue would increase \$15,000 – \$20,000 per year. It should be noted that the total of 75 people at any onetime matches the maximum attendance of the original group gathering area.

Staff recommends the Council authorize the City Manager to execute contract with Sparks At Play LLC. to build both pavilions for a total cost of \$218,423.34. Per City Policy, the proposed contract is rideable through Sourcewell.

Kevin Carpenter-Driscoll, Environmental Coordinator will be present to answer questions. Mr. Carpenter-Driscoll is also a member of the BAPMP Staff Project Team.

[Buddy Attick Park Pavilion-Proposal.pdf](#)

[Buddy Attick Park Pavilion-Concept Plans.pdf](#)

*27. Stakeholder List

[Stakeholder Schedule.pdf](#)

*28. Reappointment to Advisory Board/Committee

Suggested Action:

Reference: Reappointment Survey

Jacob Chesnutt and Lola Skolnik have expressed their willingness to continue serving on the Park and Recreation Advisory Board (PRAB).

Approving this item on the consent agenda will indicate the Council's intention to reappoint both Mr. Chesnutt and Ms. Skolnik to a new term.

*29. Approval of FY2025 Vehicle Replacements: Nissan Leaf Vehicle

Suggested Action:

The FY2025 Replacement Fund has allocated funds to replace the current Community Development vehicle. In alignment with the City's electric vehicle (EV) initiatives, staff has identified Howard County Contract #4400004546 to purchase a Nissan Leaf S Electric Vehicle for \$25,030, which is fully approved in the FY2025 budget. The Cost includes a discount of \$5,000.00

Staff recommends Council authorize the City Manager to execute the purchase of one (1) 2024 Nissan Leaf S Electric per Howard County Contract #4400004546 from Hertrich Fleet Services, Inc., 1427 Bay Road, Milford, DE 19963, for a total of \$25,030. See attached quotes.

[FY2025_Leaf_Replacement.pdf](#)

City Council Agenda Item Report

Meeting Date: October 28, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: ORGANIZATION

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

Subject:

Call to Order

Suggested Action:

Attachments:

City Council Agenda Item Report

Meeting Date: October 28, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: ORGANIZATION

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

Subject:

Roll Call

Suggested Action:

Attachments:

City Council Agenda Item Report

Meeting Date: October 28, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: ORGANIZATION

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

Subject:

Meditation and Pledge of Allegiance to the Flag

Suggested Action:

Attachments:

City Council Agenda Item Report

Meeting Date: October 28, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Proclamation

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

Subject:

America Recycles Month Proclamation

Suggested Action:

America Recycles Day was celebrated on November 15, a day that has been set aside nationally to build consumer demand for recycled products and to educate all Americans about the environmental and economic benefits of reusing and recycling.

Attachments:

[ARD Proclamation 2024.pdf](#)

PROCLAMATION

WHEREAS, each year, the United States generates more than 292.4 million tons of municipal solid waste, which is about 4.5 pounds per person per day; and

WHEREAS, although the nation has achieved an overall recycling rate of 32.1%, much more can be done, especially in waste reduction, composting, the reuse of products and materials, and the purchasing of recycled products and packaging; and

WHEREAS, Greenbelt has achieved a recycling rate of 62% through its many dynamic and successful recycling programs, such as residential curbside collection, two recycling centers, electronics recycling, Styrofoam recycling, paint recycling, tree lumber recycling, backyard composting, food scraps drop off, and yard waste composting; and

WHEREAS, to focus the nation's attention on the importance of building consumer demand for recycled products and to educate all Americans about the environmental and economic benefits of recycling, businesses, industries, government agencies, nonprofit organizations, and individuals are joining together to celebrate America Recycles Day 2024 and to encourage all residents to renew their pledge to reuse and recycle more and to buy more recycled products; and

WHEREAS, America Recycles Day is celebrated nationally on November 15. Greenbelt celebrates with many events held during the entire month.

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

AMERICA RECYCLES MONTH

in Greenbelt and encourage all our residents to increase their recycling efforts and purchase recycled products, as these are effective ways to make a difference in our environment, preserve our natural resources, reduce our landfill needs, and improve the quality of life for present and future generations.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Greenbelt, Maryland, to be affixed this 28th day of October 2024.

EMMETT V. JORDAN, Mayor

ATTEST:

Bonita Anderson, City Clerk

City Council Agenda Item Report

Meeting Date: October 28, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: Proclamation

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

Subject:

Military Families Month Proclamation

Suggested Action:

November is Military Family Month, and we take this opportunity to appreciate the continuous sacrifices and contributions of our military families. The observance recognizes the challenges family members face in support of their loved ones in uniform. Without their commitment and dedication, it would be impossible for our military to remain organized and focused. They are our patriots who support their family members, while enriching the communities they call home. This month honors the parents and children who stay behind and love their family members on active duty to protect the interests of their nation.

Attachments:

[Military Families Month.pdf](#)

PROCLAMATION

WHEREAS, Military Family Appreciation Month was established in 1996 by the U.S Government, along with the Armed Services YMCA; and

WHEREAS, Military Family Appreciation Month provides an opportunity to appreciate the continuous sacrifices and contributions of our military families; and

WHEREAS, Military families are the backbone of the services, providing unconditional love and support to members who often work in complex and dangerous environments; and

WHEREAS, Military Family Appreciation Month recognizes the challenges family members face in support of their loved ones in uniform during extended training and deployments. The families know the risks for their loved ones but accept this life of service; and

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

MILITARY FAMILY APPRECIATION MONTH

and encourage all our residents to remember the dedication and strength of military families separated during this holiday season.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Greenbelt, Maryland, to be affixed this 28th day of October 2024.

*Emmett V. Jordan
Mayor*

ATTEST: Bonita Anderson
City Clerk

City Council Agenda Item Report

Meeting Date: October 28, 2024

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: Meeting Minutes

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

Subject:

Minutes

Suggested Action:

- * Work Session, July 25, 2022
- * Work Session, August 10, 2022
- * Work Session, August 24, 2022
- * Work Session, August 29, 2022
- * Work Session, November 21, 2022
- * Work Session, December 19, 2022
- * Regular Meeting, November 27, 2023
- * Regular Meeting, December 11, 2023

Attachments:

[WS220725.pdf](#)

[WS220810.pdf](#)

[WS220824.pdf](#)

[WS220829.pdf](#)

[WS221121.pdf](#)

[WS221219.pdf](#)

[RM231127.pdf](#)

[RM231211.pdf](#)

WORK SESSION OF THE GREENBELT CITY COUNCIL held Monday, July 25, 2022, for the Acting City Manager Update.

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

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

Councilmember Silke I. Pope was absent due to travel.

STAFF PRESENT WERE: Tim George, Acting City Manager; Dawane Martinez, Human Resources Director; Jason DeLoach, City Solicitor; Chondria Andrews, Public Information Coordinator; James Wisniewski, Communications Specialist; Jamarie Spencer, Production Assistant; and Bonita Anderson, City Clerk.

ALSO PRESENT WERE: Bill Orleans, and others.

Mayor Jordan opened the meeting with introductions and provided a brief overview of the work session, outlining the purpose of the meeting as an update from the Acting City Manager. The session aimed to review key developments and progress on various City initiatives, ensuring that Council and attendees were informed of the latest updates and strategic plans.

Mr. George presented a detailed PowerPoint presentation highlighting the accomplishments of each department over the past six months in FY2022. The presentation showcased the City's progress in various areas, demonstrating the collective efforts of staff to meet departmental goals. Each department's achievements were aligned with the broader strategic objectives set by Council, showing how these accomplishments contributed to the City's overall growth and success.

During the presentation, Mr. George also addressed the ongoing challenges posed by the Covid-19 pandemic. He emphasized how the City navigated these difficulties while simultaneously preparing the budget for the upcoming fiscal year. This included adjusting to the economic and operational disruptions caused by the pandemic while maintaining essential services and ensuring fiscal responsibility in the budget planning process.

Additionally, Mr. George and Council reviewed the 2021 City Council Work Plan, focusing on the outcomes and top priorities identified over the past year. This review allowed Council to assess progress on key initiatives and discuss areas that may require further attention or adjustment. The discussion reinforced the City's commitment to achieving its strategic goals despite external challenges, setting the stage for continued focus on priority areas in the upcoming fiscal year.

Informational items were discussed.

Closed Session

Ms. Weaver moved that Council conduct a Closed Session in accordance with Section 3-305(b)(1) and (7) of the General Provisions Article of the Annotated Code of the Public General Laws of Maryland, 1) to address personnel matters over which this public body has jurisdiction; 2) to consult with legal counsel regarding outstanding legal matters. Ms. Davis seconded.

Vote to Close Session

Mr. Byrd – Yes
Ms. Davis – Yes
Mr. Gordon – Yes
Ms. Pope – Absent
Mr. Roberts – No
Ms. Weaver – Yes
Mayor Jordan – Yes

The meeting ended at 9:31 p.m.

Respectfully submitted,

Bonita Anderson
City Clerk

WORK SESSION OF THE GREENBELT CITY COUNCIL held Wednesday, August 10, 2022, for an Administrative Function Meeting.

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, Silke I. Pope, Rodney M. Roberts, Kristen L. K. Weaver, and Mayor Emmett V. Jordan were virtual due to the storm.

STAFF PRESENT WERE: Tim George, Interim City Manager, and Bonita Anderson, City Clerk.

ALSO PRESENT WERE: Bill Orleans, Michael Hartman, and Bob Rand.

Mayor Jordan provided introductions and opening remarks.

Discussion of the Priority and Processes for Scheduling Council Work Session

Mayor Jordan suggested moving the scheduling of future work sessions from the end of the regular meetings agenda to a work session. Council consensus was that doing this at the end of a work session would be best and should be limited to 10 to 15 minutes. The proposed meeting schedule would be voted on as a consent item at the next regular Council meeting. Mr. Roberts did not favor this suggestion, feeling that it violated Council rules of procedure and lessened transparency with the public.

Ms. Davis suggested a revised stakeholder list. She had reorganized the list by splitting the stakeholders into categories based on how often a meeting needs to be held. Those that should meet annually included the City's homeowner associations, GHI, Franklin Park and other residential representatives, advisory board/committee chairs, County Council members, School Board members, and the State Highway Administration.

Ms. Davis's revisions to the list included meeting biannually with Beltsville Agricultural Research Center, Beltway Plaza, Goddard Space Flight Center, Greenbelt Park and the National Park Service, Greenway Center, religious and spiritual organizations, Roosevelt Center merchants and the newly-formed Greenbelt Business Alliance.

The remaining stakeholders would meet with the City Council on an as needed basis, including apartment complexes, Comcast and Verizon, Greenbelt office parks, Greenbelt watershed groups, hotels, Pepco and WSSC, Prince George's County Economic Development Corporation, the Roosevelt Center owner, University of Maryland, WMATA, and the County Department of Public Works and Transportation. Newly elected and appointed officials, like the County Executive, School Board CEO, and State's Attorney, would be more effective giving a presentation during a regular meeting.

Council Work Plan

Mayor Jordan noted that the proposed work plan derived from a City Council Strategic Planning Retreat held on February 5, 2022. The work plan lays out a series of goals that would guide Council,

making its efforts more productive.

Mayor Jordan noted that Raftelis, the City's financial consultant, was instrumental in collecting input from Council and developing this working document. The primary outcome areas were:

- Enhancing the sense of community.
- Ensuring sustainable economic development.
- Improving transportation opportunities.
- Improving and enhancing public safety.
- Promoting quality of life, health, and well-being for all residents.
- Maintaining and investing in infrastructure.
- Supporting equity and inclusion within Greenbelt.

Council used the 2021 City Council Work Plan as an outline for discussion, noting many of its outcome areas are still in progress, such as the Greenbelt Road streetscape, opposition to the SC Maglev, saving the Forest Preserve, acquiring the Armory, recreation amenities for Greenbelt West, and Covid-19 relief. Mayor Jordan noted that the work plan lays out what success looks like for each outcome area alongside newly proposed success statements. He summarized that there is also a list of the Council's top priorities, including staff morale, focus on equity and inclusion, increasing the tree canopy, and other priorities such as addressing stormwater issues and economic development.

Mr. Roberts stated that the outcome area list, "Preserve and Enhance Greenbelt's Legacy as a Planned Community," will not happen. He noted that in the future there would be development of a large number of apartments in Greenbelt West with no recreational amenities which would make that community not a quality place in which to live.

Ms. Weaver disagreed with Mr. Roberts in that some amenities will be provided, such as a community center for Greenbelt West.

Office Space Study

Mr. George replied to Mayor Jordan's comment that the office space study should be available for Council review in the next couple of weeks. He noted that staff could request proposals to obtain a consultant to aid in developing a new community visioning study, the last study having been done ten years ago.

Several informational items were discussed.

The meeting ended at 9:37 p.m.

Respectfully submitted,

Bonita Anderson
City Clerk

WORK SESSION OF THE GREENBELT CITY COUNCIL held Wednesday, August 24, 2022, stakeholder meeting with Anacostia Trails Heritage Area (ATHA).

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

PRESENT WERE: Councilmembers Ric Gordon, Silke I. Pope (virtual), Rodney M. Roberts, Kristen Weaver, and Mayor Emmett V. Jordan.

Councilmember Judith F. Davis was absent due to travel. There was no response from Councilmember Colin A. Byrd.

STAFF PRESENT WERE: Tim George, Acting City Manager; James Wisniewski, Communications Specialist; Jamarie Spencer, Production Assistant; and Bonita Anderson, City Clerk.

ALSO PRESENT WERE: Megan Baco, Anacostia Trails Heritage Area Executive Director (virtual); Bill Orleans, and others.

Mayor Jordan opened the meeting with introductions and provided a brief overview of the work session, highlighting the importance of the stakeholder meeting with Anacostia Trails Heritage Area (ATHA). The session discussed collaborative opportunities and shared goals between the City and ATHA, emphasizing the significance of the region's heritage tourism, cultural preservation, and community development initiatives.

Ms. Baco presented a comprehensive PowerPoint overview of the Anacostia Trails Heritage Area, emphasizing Greenbelt's role as a founding member. She highlighted the area's historical value and the importance of preserving the trails, which not only enhance connectivity across the region but also promote the unique cultural and environmental heritage of Greenbelt and Prince George's County.

The presentation also underscored the balance between preserving history and encouraging tourism. Ms. Baco illustrated how the trails offer recreational opportunities and educational experiences, drawing visitors to the county's rich history and natural beauty. The Heritage Area serves as a platform for showcasing Greenbelt's contribution to the broader regional narrative, making the City an attractive destination for tourists.

In addition to historical and recreational benefits, Ms. Baco discussed the funding opportunities available through the Anacostia Trails Heritage Area. She highlighted the availability of grant funding for local projects that promote heritage and tourism and educational funding that supports programs aimed at increasing public awareness of the region's history. These resources have the potential to foster community engagement and further the development of cultural and educational initiatives within Greenbelt and the surrounding areas.

Informational items were discussed.

The meeting ended at 8:45 p.m.

Respectfully submitted,

Bonita Anderson, City Clerk

SPECIAL MEETING/WORK SESSION OF THE GREENBELT CITY COUNCIL held Monday, August 29, 2022, to discuss the American Rescue Plan Act (ARPA) Fund Recommended Spending.

Mayor Jordan started the meeting at 7:30 pm. 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, Silke I. Pope (left at 9:37 pm), Rodney M. Roberts, Kristen L. K. Weaver, and Mayor Emmett V. Jordan.

STAFF PRESENT WERE: Tim George, Interim City Manager; Debi Sandlin, Interim Assistant City Manager; and Bonita Anderson, City Clerk.

ALSO PRESENT WERE: Lore Rosenthal, Bill Orleans, and others.

Mayor Jordan provided introductions and opening remarks to discuss approval for usage of the City logo and Premium Pay for essential City employees.

Approval of City Logo Usage: Mr. Gordon moved to approve using the City logo in connection with the HUG (Help Unite Greenbelt) Walk. Ms. Pope seconded. The motion passed 7-0.

Premium Pay for Essential City Employees: Mayor Jordan described the past two years, 2020 and 2021, as having been stressful and uncertain for all residents. All City employees kept their jobs, sometimes working from home and sometimes working in the community in direct contact with resident, suffering from health and safety concerns.

Mr. George presented the staff recommendation on grouping employees. Employees in direct contact with residents (police officers, public works refuse workers, park rangers) and employees who have contact with those direct contact employees (code enforcement, other public works employees, police dispatch) are Tier 1 employees. Other employees are Tier 2 employees. Unclassified employees are Tier 3 employees. Retirees are included in these groups, but resigned or terminated employees are not included.

Ms. Davis moved that Tier 1 employees receive \$7,000 total (\$4,000 for 2020 service, \$3,000 for 2021 service) and Tier 2 employees receive \$3,000 total (\$2,000 for 2020 service, \$1,000 for 2021 service) in ARPA Premium Pay. Mr. Gordon seconded. Mayor Jordan read statements from residents and staff regarding their recommendations on premium pay for essential City employees.

Mayor Jordan amended the motion to break these amounts into two payments. There was no second. Mr. Byrd suggested that Mayor Jordan modify his motion, and he would favor seconding it. Mayor Jordan then amended the motion to pay premium pay for Tier 1 and Tier 2 essential employees. Mr. Byrd seconded. The motion failed 1-6. (Mr. Byrd, Ms. Davis, Mr. Gordon, Ms. Pope, Mr. Roberts, and Ms. Weaver)

Mr. Roberts suggested that giving all employees equal amounts would be fairer as all employees worked between 2020 and 2021. Ms. Davis moved that Tier 1 and Tier 2 employees receive ARPA payments of \$7,000 and \$3,000. Mr. Gordon seconded. The motion passed 6-1. (Mr. Roberts)

Mayor Jordan moved that these amounts would be in two payments. Mr. Byrd seconded. The amendment failed 1-6. (Mr. Byrd, Ms. Davis, Mr. Gordon, Ms. Pope, Mr. Roberts, and Ms. Weaver)

There was a discussion about whether employees who had resigned should receive ARPA Premium Pay for their service in the years 2020 and 2021. Ms. Pope noted that all employees, whether they have taken other jobs or not, who served during the years 2020 and 2021 should receive ARPA Premium Pay. Mr. Roberts moved that all eligible employees who resigned be included to receive ARPA Premium Pay for 2020 and 2021. The motion passed 5-2. (Mayor Jordan and Ms. Weaver).

Meeting was recessed at 8:54 pm.

Meeting back in session at 9:09 pm.

Mayor Jordan provided an overview of the following steps to allocating the additional ARPA funds. He requested that Council rank the remaining items totaling \$7,987,428. Mr. Roberts suggested that Council discuss this at another meeting due to the late hour with no public present. Council decided to schedule a work session to discuss the allocation of the remaining funds.

Several informational items were discussed.

The meeting ended at 10:02 pm.

Respectfully submitted,

Bonita Anderson
City Clerk

WORKSESSION MEETING OF THE GREENBELT CITY COUNCIL held November 21, 2022, to provide updates on the MAGLEV project.

Mayor Jordan called the meeting to order at 7:48 p.m.

ROLL CALL was answered by Councilmembers Colin A. Byrd (virtual), Judith F. Davis (virtual), Brandon R. Gordon, Rodney M. Roberts, Silke I. Pope, Kristen L.K. Weaver (virtual), and Mayor Emmett V. Jordan.

STAFF PRESENT were Tim George, Interim City Manager; Terri Hruby, Planning Director; James Wisniewski, Communications Specialist; and Bonita Anderson, City Clerk.

ALSO PRESENT were Environmental Attorneys Jill Grant and Andrea Gelatt of Jill Grant & Associates.

Ms. Grant provided an update on the current status of the MAGLEV project, noting that the last action from the City was the submission of comments on the draft Environmental Impact Statement (EIS). The City also submitted a letter regarding a condemnation issue in Baltimore and requested a supplemental draft environmental statement to include additional analysis. However, the City has not received any response. Despite checking for updates online, there has been no news on the issuance of the final EIS. Ms. Grant speculated that the significant objections to the project may have caused it to stall.

She further mentioned that the election of a new governor adds uncertainty to the project's future, as it may take time to understand the new administration's stance on the MAGLEV proposal. Ms. Grant admitted that she has not focused on the project recently.

In response to a question from the Mayor, Ms. Grant explained that she is not familiar with the specific community organizations or political groups involved in the Westport area regarding the condemnation issue. Her knowledge is primarily based on what has been filed in court to stop the condemnation, which centers around legal battles.

She also noted that the Circuit Court ruled against the condemnation, but BWRR (Baltimore-Washington Rapid Rail) appealed the decision. The Court of Special Appeals ruled on one set of issues, confirming that BWRR does indeed have a railroad franchise and the accompanying right to exercise eminent domain. However, the key question remains whether exercising this right is in the public's interest, which could ultimately determine whether the MAGLEV project proceeds at all.

Mr. Roberts requested that Jill Grant & Associates investigate the legal limits on condemnation during the current pause in the MAGLEV project. Ms. Grant confirmed that her firm will look into this matter and provide the necessary information.

Mayor Jordan reviewed a series of comments and questions submitted by online participants, addressing their concerns and ensuring that their input was considered during the discussion.

Informational items were discussed.

Closed session

Ms. Weaver moved that Council conduct a Closed Session in accordance with Section 3-305(b)(7) of the General Provisions Article of the Annotated Code of the Public General Laws of Maryland, to consult with legal counsel on a legal matter regarding the proposed MAGLEV project. Ms. Davis seconded.

Vote to Close Session

Mr. Byrd – Yes
Ms. Davis – Yes
Mr. Gordon – Yes
Ms. Pope – Yes
Mr. Roberts – Yes
Ms. Weaver – Yes
Mayor Jordan – Yes

Meeting adjourned at 8:50 p.m.

Respectfully submitted,

Bonita Anderson
City Clerk

WORK SESSION OF THE GREENBELT CITY COUNCIL held on December 19, 2022, to discuss Police Reform.

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

PRESENT HERE: 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 HERE: Tim George, Assistant City Manager; Rick Bowers, Police Chief; Tim White, Captain; and Bonita Anderson, City Clerk

Mayor Jordan provided introductions and opening remarks.

Chief Bowers noted the Police Department's proposed actions to address the remaining nine issues which are not in the January 2022 police reform resolution 2096-2. He also updated Council on the progress toward incorporating the resolution changes into the General Orders. Chief Bowers stated that the department had completed 19 or 20 of those changes.

Chief Bowers explained that Council does not approve changes to the General Orders. That is the responsibility of the Police Chief, who reports to the City Manager as head Public Safety Officer.

Chief Bowers indicated the State Police Reform legislation made significant changes affecting the use of force and internal affairs, requiring modifications to or rewriting of some general orders. Chief Bowers said these changes are nearly complete and will be sent to Council soon. Changes are also reviewed by the Greenbelt Fraternal Order of Police per its contract with the City.

Council had deferred action on nine of Mr. Byrd's proposed changes. Chief Bowers prepared a memorandum outlining Mr. Byrd's proposals, the Public Safety Advisory Committee (PSAC) recommendations, and his proposed actions. PSAC's recommendations are mentioned only when they differ from Mr. Byrd's. Ms. Higgins, PSAC Chair, indicated that the committee would provide comments in writing.

Chief Bowers noted that two proposals are now covered by State legislation, so the department is not proposing additional City action. These include recommendations 1) to refer the investigation of any officer whose conduct results in a fatality to the State's Attorney's office and 2) specifying interview procedures with juveniles. The State requirements will be reflected in the City's General Orders.

Mr. Byrd had also proposed requiring the release of body camera footage within seven working days of a request and three days if a request is related to a use of force incident. PSAC proposed a tiered deadline structure.

Captain White reported that the department fulfills requests in the order they are received, with most completed within one week. The department has a single person responsible for handling and redacting the footage. Many of the requests are from attorneys and insurance companies. The department proposed a 15 business day time frame for citizens' requests and 30 calendar days for requests from attorneys, insurance companies, and other commercial entities. The 30 calendar

day deadline is established by State law.

Chief Bowers stated that high-profile incidents are treated differently, releasing footage sooner. The State takes the video for cases involving a fatality; the City cannot release it. State policy is to release such videos within ten days.

Chief Bowers noted that redaction takes work. The staffer must blur the faces of individuals not involved in the incidents, license plates, etc. He said it could take two hours to redact a 15-minute video; an hour-long video could be an all-day process. Captain White noted that procedures are different for videos involving juveniles.

Mr. Byrd had several proposals regarding the City's policy with stopping and frisking individuals. He proposed that supervisors review all incidents in which officers stopped and frisked someone. Mr. Byrd recommended banning all stop-and-frisk tactics, declaring them unconstitutional.

PSAC recommended inserting definitions of reasonable suspicion and proactively and aggressively patrolling into General Order 620. Chief Bowers proposed removing language referring to aggressive and proactive patrol from General Order 620. He noted that a definition of reasonable suspicion is included elsewhere in the General Orders, and General Order 625 addresses adhering to the Constitution, including investigative detentions.

Mr. Byrd also proposed prohibiting stopping people solely based on race and gender. PSAC recommended that the General Orders specify that the criterion for frisking someone is a suspicion that the person is armed.

Chief Bowers noted that General Order 620 already prohibits stopping a person based on race, gender, sex, national origin, or sexual or religious preferences. In addition, General Order 625 states that in order to frisk a person, officers must fear that the individual may be armed and dangerous to them or others.

Mr. Byrd recommended that the department explore the feasibility of reporting on the number of stop-and-frisks, including race, gender, age, place of residence, and whether the person was subsequently arrested.

Chief Bowers stated that the City does not have a system that can tabulate and create reports of this type. The department expects new data dashboards on its website by the end of January to provide residents with additional data.

Mr. Byrd suggested that officers provide individuals cited for traffic violations with a card in English and Spanish, explaining that the traffic court can dismiss or reduce the ticket or fine. Chief Bowers noted that the State District Court explains this information on the citation form. As this is a legal document, he said the department should not create separate directions that may conflict with the State form. The State form, however, is only available in English. Ms. Weaver reported that there are videos on the State website that contain this information in both languages and suggested officers carry cards with those links.

Chief Bowers noted that the provision of state legislation that prohibits the police from taking

anonymous complaints. CALEA requires departments to accept anonymous complaints. Chief Bowers noted accountability and transparency with the department complying with CALEA.

Ms. Davis noted that allowing municipalities to create accountability boards is a Maryland Municipal League (MML) legislative priority. Chief Bowers cautioned that there might be better ideas than this. Such boards are expensive, as an administrative law judge must chair them at about \$500 per hour. Ms. Davis noted that the main driver behind the MML proposal was the delay implicit in using the County board. She suggested municipalities could band together like the City already does with its Four Cities Coalition.

Meeting Adjourned: 9:50 p.m.

Respectfully submitted,

Bonita Anderson
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 his concerns that the response to his "Apology" petition did not meet his expectations. He also asked for recognition and apology for the Council 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 inquire to Franklin Park at Greenbelt Station about the homeless population survey they (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 TO COUNCIL MEMBERS TO METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS: 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.

The purpose of this meeting was to discuss 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: Josue Salmeron, 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 the highlights of the past week, hosting an event for Senator Alonzo Washington and Delegate Nicole Williams to discuss the Youth Services Bureaus (YSB), which will support 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 at 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. Ms. Weaver introduced for the 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 the City Council. Ms. Pope moved that the 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 Hanover Parkway: Mayor Jordan read the agenda comments. Mr. McMillen presented the PowerPoint presentation on the tree replacement plan to the City Council. Ms. Pope moved that the City Council approve the tree removal program using the budgeted amount of \$27,000 for replacements of the Bradford Pears along Hanover Parkway for 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 the City Council approve the purchase of the new rooftop unit for 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 order #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 the City Council approve the purchases 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 the City Council approve the staff recommendations to accept the proposal of impact Educational Consulting to provide facilitation and planning 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 of \$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 the City Council approve 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 Market – 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: October 28, 2024

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: LEGISLATION

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

Subject:

An Ordinance of the City Council of The City of Greenbelt Authorizing by Deed the Acquisition and Ownership of 7100 Greenbelt Road, Greenbelt, Maryland

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

Suggested Action:

Reference: Ordinance

On October 11, 2024, the City of Greenbelt completed the acquisition of 7100 Greenbelt Road by obtaining the deed for the property. To formalize this transaction, a proposed ordinance will authorize the City's ownership and acquisition of the site, ensuring legal recognition and enabling the City to proceed with any future plans for the property.

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

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

Attachments:

[Ordinance - Armory Aquisition.pdf](#)

Introduced:
1st Reading: October 28, 2024
Passed:
Posted:
Effective:

ORDINANCE NUMBER 1396

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GREENBELT
AUTHORIZING BY DEED THE ACQUISITION AND OWNERSHIP OF 7100 GREENBELT
ROAD, GREENBELT, MARYLAND

WHEREAS, pursuant to §5-202 of the Local Government Article, Annotated Code of Maryland, the City of Greenbelt(hereinafter, the “City”) has the power to pass such ordinances as it deems necessary to assure the good government of the City; protect and preserve the City's rights, property, and privileges; preserve peace and good order; secure persons and property from danger and destruction; and protect the health, comfort, and convenience of the residents of the City; and

WHEREAS, pursuant to §5-203 of the Local Government Article, Annotated Code of Maryland, and §3 of the Charter of the City of Greenbelt, the City is authorized to acquire real property; and

WHEREAS, the United States of America acting by and through the Department of Housing (“the USA) had ownership and control of 7100 Greenbelt Road, Greenbelt. Maryland (the “Property”); and

WHEREAS, the USA agreed to transfer ownership, jurisdiction, control, and maintenance of the Property to the City; and

WHEREAS, any and all buildings, structures, streetlights, traffic lights, roadways, sidewalks, curb and gutter or other improvements now or hereafter located or constructed on the Property; and

WHEREAS, the City Council have determined that it is in the public interest to acquire ownership, control, jurisdiction and maintenance of 7100 Greenbelt Road, Greenbelt, MD and

WHEREAS, the City Council desire to use the authority granted to the City under State Law and its Charter to acquire the property.

Section 1. NOW THEREFORE BE IT ORDAINED AND ENACTED by the Council of the City of Greenbelt that the acquisition of the Property described as follows, for the sum of One Dollar (\$1.00), and other valuable consideration, be and it is hereby authorized for the public purpose of having jurisdiction, control, and maintenance of in fee simple, all of its right, title and interest, in Property, containing approximately 8.03 acres of land, more or less, lying, situate and being in the County of Prince George's, State of Maryland, and more particularly described as follows:

Beginning at a concrete monument on the North right-of-way line of Southway - a road within the corporate limits of the town of Greenbelt, Prince George's County, Maryland -- the plane coordinates of the said beginning point being N 38,576.81 N 35,707.69 -said coordinates are developed from triangulation station "Cedar" whose coordinates are N 43,517.17 E 35,218.56 -- and the bearing, given are true grid bearings - bearing from triangulation station "Cedar" to a reference monument #3 for station "Cedar" N 06-38-09 E ----- thence leaving the said north right-of. Way line of Southway N 00-00-00 E 738.19 feet to a concrete monument ---- thence Due East 107.31 feet to a concrete monument --- thence S 54-07-50 E 401.06 feet to a concrete monument --- thence S 76-48-30 E 230.00 feet to a concrete monument --- thence S 00-44-00 W 277.03 feet to a concrete monument on the North right-of-way line of Southway -thence with the said North right-of-way line of Southway and along the arc of a curve to the right whose components are: Arc 683.09 Radius 1313.00 Delta 29-48-30 Tangent 349.46 Chord

675.42 Chord bearing S-75-05-45W to the point of beginning, containing 8.03 Acres more or less.

BEING all the same land obtained by the UNITED STATES OF AMERICA ACTING BY AND THROUGH THE DEPARTMENT OF HOUSING by Deed dated January 17, 2024, and recorded among the Land Records of Prince George's County, Maryland in Book 49549 Page 397.

KNOWN AS: 7100 Greenbelt Road, Greenbelt, MD 20770.

INTRODUCED by the Council of the City of Greenbelt, Maryland, at its regular meeting of _____, 2024.

EFFECTIVE the _____ day of _____, 2024.

Emmett V. Jordan, Mayor

ATTEST:

Bonita Anderson, City Clerk

City Council Agenda Item Report

Meeting Date: October 28, 2024

Submitted by: Bonita Anderson

Submitting Department: Administration

Item Type: LEGISLATION

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

Subject:

An Ordinance Of The Council Of The City Of Greenbelt, Maryland To Make A Supplemental Appropriation In The General Fund In The Amount Of Fifty-Thousand And One Dollars (\$50,001) For The Acquisition And Ongoing Maintenance Of Certain Real Property Known As 7100 Greenbelt Road (Tax Id No. 21-2363638), Greenbelt, Maryland

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

Suggested Action:

Reference: Ordinance

An appropriation of \$50,001 is needed for the General Fund account ARMORY160. These funds will address the acquisition and maintenance costs associated with 7100 Greenbelt Road, known as the Armory Site.

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

Please note that, according to the Council's Standing Rules, six (6) affirmative votes are required to suspend the rules.

Attachments:

[Ordinance.pdf](#)

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

ORDINANCE NUMBER 1397

AN ORDINANCE OF THE COUNCIL OF THE CITY OF GREENBELT, MARYLAND TO MAKE A SUPPLEMENTAL APPROPRIATION IN THE GENERAL FUND IN THE AMOUNT OF FIFTY-THOUSAND AND ONE DOLLARS (\$50,001) FOR THE ACQUISITION AND ONGOING MAINTENANCE OF CERTAIN REAL PROPERTY KNOWN AS 7100 GREENBELT ROAD (TAX ID NO. 21-2363638), GREENBELT, MARYLAND

WHEREAS, on October 28, 2024, the Council of the City of Greenbelt, Maryland (the "Council") approved Ordinance No. 1396 authorizing the City's acquisition of certain real property known as 7100 Greenbelt Road (Tax ID No. 21-236638), Greenbelt, Maryland (the "Property") in the sum of One and 00/100 Dollar (\$1.00) plus related costs and approving the execution of a Contract of Sale therefor; and

WHEREAS, the Council has determined it is in the best interest of the City to pay for the property from the General Fund; and,

WHEREAS, the FY25 budget will need to be amended to provide resources for the maintenance and upkeep of the property from the General Fund,

NOW, THEREFORE, IT BE ORDAINED by the Council of the City of Greenbelt, Maryland, that an additional \$50,001.00 shall be and hereby is appropriated as a supplemental appropriation in the of the City's FY2025 Budget (Fund Balance) for the acquisition and related maintenance costs of 7100 Greenbelt Road (Tax ID No. 21-2363638), Greenbelt, Maryland.

BE IT FURTHER ORDAINED that said supplemental appropriation is being appropriate from the General Fund Reserve Balance to the General Fund in a newly created account, "Armory160".

BE IT FURTHER ORDAINED that this Ordinance shall be effective immediately upon its passage.

PASSED by the Council of the City of Greenbelt, Maryland, at its regular meeting of October 28, 2024.

Emmett V. Jordan, Mayor

ATTEST:

Bonita Anderson, City Clerk

City Council Agenda Item Report

Meeting Date: October 28, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS - 90 minutes (8:45 - 10:15 p.m.)

Subject:

Discussion of the Removal of Arm Rest on City Benches

Suggested Action:

Council Member Pompei requested that this item be included on the agenda. The city currently has four benches, clustered around the Municipal Building, with armrest as dividers.

Attachments:

City Council Agenda Item Report

Meeting Date: October 28, 2024

Submitted by: Jaime Fearer

Submitting Department: Planning

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS - 90 minutes (8:45 - 10:15 p.m.)

Subject:

7 Hillside Road Sight Distance Issue and Parking Removal

Suggested Action:

Reference: Memorandum REVISED RE 7 Hillside Road, J. Fearer, 10/22/24

In response to a resident concern about sight distance at the driveway abutting 7A Hillside Road, staff reviewed current conditions and found reduced visibility on either side of the subject driveway. Although this finding would suggest considering removing the parking space to the north of the driveway, at this time, the City does not currently have a policy or process in place to equitably address sight distance concerns at private driveways. Additionally, Staff found insufficient visibility on all sides of the marked crosswalk just south of the driveway, and insufficient space on the roadway for safe and compliant access to the bus stop at the corner of Hillside Road and Woodland Way.

Staff recommends Council approve the removal of four (4) on-street parking spaces to provide sufficient daylighting of at least 20 feet for the marked crosswalk connecting the inner pathway just south of the subject driveway and to make the existing bus stop near the corner of Woodland Way and Hillside Road accessible.

Attachments:

[24-1022_7 Hillside Rd Sight Distance_Staff Memo_Revised_Final.pdf](#)



MEMORANDUM

TO: City Council

FROM: Jaime Fearer, AICP, Assistant Director of Planning

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

DATE: October 22, 2024

RE: **REVISED** – 7 Hillside Road Sight Distance Issue and Parking Removal

Background

In late June, 2024, Planning received a concern from a resident of 7A Hillside Road noting that they and their neighbor have trouble with sightlines as they exit their shared driveway that abuts 7A Hillside Road. Directly south of the subject driveway is a marked crosswalk that connects residents to the inner pathway network as well as a southbound bus stop for TheBus Route 11.

Analysis

In the past year, staff performed sight distance studies on Lakecrest Drive for visibility concerns at the intersection of Prince James Court at Charlestowne Village and along Springhill Drive to address bus stop accessibility issues.

Both State and Federal guidance suggest that adequate visibility at marked crosswalks at both intersection and non-intersection, or mid-block, locations should be provided by instituting a countermeasure of parking prohibitions. This countermeasure is frequently referred to as “daylighting”¹, and guidance typically suggests a minimum of 20 feet of daylighting for crosswalk approaches on roadways with posted speed limits of 25 MPH or less.² The standard

¹ Daylighting refers to keeping the area next to crosswalks clear of parked vehicle obstructions so that people walking and people driving or riding on the street can see each other better. A typical minimum distance for daylighting is 20 feet, or approximately one large car length. (<https://www.sfmta.com/getting-around/walk/daylighting>)

² Federal Highway Administration (FHWA), *Guide for Improving Pedestrian Safety at Uncontrolled Crossing Locations*, 2018, accessed at https://highways.dot.gov/sites/fhwa.dot.gov/files/2022-07/STEP_Guide_for_Improving_Ped_Safety_at_Unsig_Loc_3-2018_07_17-508compliant.pdf

length of an on-street parking space is 22 feet. Additionally, guidance for parking restrictions at bus stops is typically 110-150 feet.

While the concern at 7 Hillside is for a private driveway and does not warrant a formal sight distance analysis, staff reviewed current conditions and found reduced visibility on either side of the driveway that abuts 7A Hillside Road. Although this finding would suggest considering removing the parking space to the north of the driveway, at this time, the City does not currently have a policy or process in place to equitably address sight distance concerns at private driveways.

Staff also found insufficient visibility on all sides of the marked crosswalk just south of the driveway, and insufficient space on the roadway for safe and compliant access to the bus stop at the corner of Hillside Road and Woodland Way.

In response to the concerns arising from this and other sight distance and accessibility complaints, staff proposes the following additions to Planning's Work Plan:

- Staff will inventory all parking that may be inhibiting accessibility at bus stops along all of the City's bus routes once we know the final FY2025 WMATA and DPW&T Better Bus routing, likely later this fall and winter. This inventory and any resulting proposed parking removal will not only align with new and/or realigned transit routing in the City, it will also coincide with the ongoing, ARPA-funded Bus Stop Safety and Accessibility Improvement work that will continue into the next calendar year;
- Staff will inventory marked crosswalks throughout the city and perform analyses to determine appropriate daylighting at both intersection and non-intersection locations. This inventory and any resulting proposed parking removal will provide a standardized and evidence-based methodology for making need pedestrian safety improvements across the City; and
- Staff will perform further research on addressing sight distance complaints for private driveways as well as on any policies and/or processes adopted by other jurisdictions.

Recommendation

Staff recommends Council approve the removal of four (4) on-street parking spaces to provide sufficient daylighting of at least 20 feet for the marked crosswalk connecting the inner pathway just south of the subject driveway and to make the existing bus stop near the corner of Woodland Way and Hillside Road accessible. Figure 1 below depicts the proposed on-street parking removal. Staff has shared this memo with GHI's General Manager and has requested that GHI inform residents in the immediate area of the planned changes.

Proposed On-Street Parking Removal – 7 Hillside Road

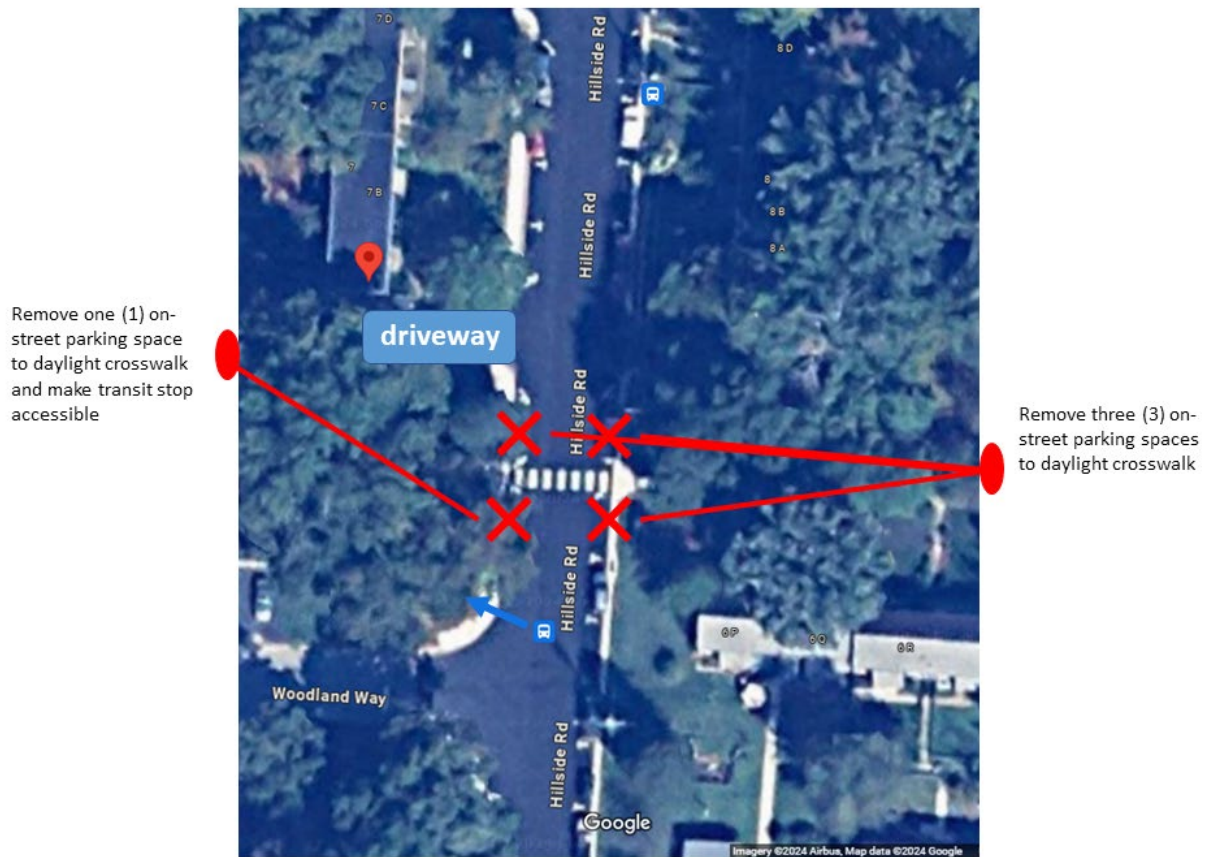


Figure 1: Proposed On-Street Parking Removal – 7 Hillside Road

City Council Agenda Item Report

Meeting Date: October 28, 2024

Submitted by: Jaime Fearer

Submitting Department: Planning

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS - 90 minutes (8:45 - 10:15 p.m.)

Subject:

Authorizing the City Manager to Execute a Contract with VMP Construction Company, Inc. for Installation of Raised Crosswalks

Suggested Action:

Reference: Memorandum RE VMP, J. Fearer, 10/09/2024

Proposal No6273_VMP_QUOTE

This contract utilizes a portion of the \$320,000 of ARPA funds allocated for Pedestrian and Bicycle Master Plan Implementation and Improvements. Staff recommends that City Council authorize the City Manager to execute a contract with VMP not to exceed \$20,000. This will allow the City to utilize ARPA funds to complete asphalt and concrete work in support of Pedestrian and Bicycle Master Plan Implementation and Improvements as budget allows, and address contingencies during construction.

Attachments:

[24-1009_VMP_Quote_Staff Memo_Final.pdf](#)

[Proposal No6273_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: October 9, 2024

RE: City Council Approval – Authorizing the City Manager to Execute a Contract with VMP Construction Company, Inc., for Installation of Raised Crosswalks

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 \$320,000 of 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 not to exceed \$20,000. VMP will provide asphalt construction services to install two (2) new raised crosswalks based on the list previously approved by City Council. The cost estimate from VMP is based on the list of improvements previously approved by the Council and totals \$19,000. However, in order to provide budgeting flexibility and address any contingencies that could occur during construction, staff recommends authorizing a contract not to exceed \$20,000.

Raised Crosswalk Locations

The two raised crosswalks will be installed on Ridge Road, between Southway and Westway, at the existing street-level crosswalks to the east of the marked crosswalk at Mishkan Torah.

Recommendation

Staff recommends that City Council authorize the City Manager to execute a contract with VMP not to exceed \$20,000. This 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 allows, and address contingencies during construction.

Attachments

- VMP quote, September 9, 2024



VMP Construction Company, Inc.

9635 Annapolis Road, Lanham, MD 20706

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

e-mail: vmpci06@gmail.com

September 9, 2024

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
			Total	\$ 19,000.00

Note: This price includes MOT Sawcut , Expose Dibris, and Labor Material

Respectfully

Valter Ramos

President

City Council Agenda Item Report

Meeting Date: October 28, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS - 90 minutes (8:45 - 10:15 p.m.)

Subject:

Addressing Unbecoming Conduct of a Councilmember per Council Standing Rules

Suggested Action:

Mayor Pro Tem Weaver requested this item be added to the agenda in response to a staff grievance.

Attachments:

[2024-10-28_AddressingUnbecomingBehaviorOfRodneyRoberts.pdf](#)

Addressing Unbecoming Conduct of a Councilmember per Council Standing Rules

City Council received a memo from the Justice, Equity, Diversity and Inclusion (JEDI) Action Team, a group of city employees from a multitude of departments who have been meeting to create a vision statement and promote the equity and inclusion goals of the City. They wished to “express concern regarding the continued pattern of disrespectful and verbally abusive behavior exhibited by Council Member Rodney Roberts.” They reference a recent specific incident in which Mr. Roberts was disrespectful and demeaning toward a staff member and disparaged the skills other staff members, although there are other examples of similar comments in the video archives of city meetings. This behavior violates the Standing Rules for the City Council of Greenbelt in several ways.

In section IV.2(b) it states:

“Members of Council shall not raise personnel matters pertaining to alleged improper performance or conduct of any city employee(s) or Council appointee(s) at a public Council meeting. Any concerns about the conduct or performance of any city employee(s) or Council appointee(s) shall be brought to the attention of the City Manager, or a closed session of Council may be requested to discuss the personnel matter.”

In section IV.8 it further states:

“A member of Council indulging in any language or conduct unbecoming a Councilmember shall be called to order by the presiding officer and, in such case, the offending member shall lose the floor and shall not proceed without the approval of a majority of members present. The Council may, by a vote of not fewer than six members, expel a member from a meeting for disorderly conduct or the violation of Council rules.”

Being rude and insulting to staff, and questioning their skills and capacity in a public meeting, is conduct unbecoming of a council member, and should be reined in by the presiding officer, with the support of the rest of Council. If necessary, the offending council member should be removed from the meeting. Our standing rules do not outline further consequences for council members violating the rules, but it is the responsibility of City Council as a body to address inappropriate behavior of its members, and at the very least to publicly rebuke our colleague for his poor behavior and not let it stand unchallenged. The JEDI Action team further points out that behavior such as that exhibited by Mr. Roberts “negatively impacts employee morale, creativity, and full participation in the workplace.” As has been emphasized through our JEDI audit process, it’s not just intent but ultimately impact that matters. The example of good behavior and creation of a supportive and inclusive environment begins at the top, with the elected officials of the City. As a lesson from this and other incidents, it would be in our best interests to further codify, as part of the standing rules or as a separate code of conduct, the expected behaviors of council members and the consequences for misbehaviors.

With all the foregoing as background, I move for a public rebuke of Mr. Rodney Roberts for conduct unbecoming a council member, including making disparaging and insulting comments about city staff in a public meeting, and negatively impacting the morale and productivity of staff and the overall environment in which the City functions.

City Council Agenda Item Report

Meeting Date: October 28, 2024

Submitted by: Tim White

Submitting Department: Greenbelt Police

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS - 90 minutes (8:45 - 10:15 p.m.)

Subject:

Memorandum of Understanding with the United States Marshals Service Fugitive Task Force

Suggested Action:

The Greenbelt Police Department proposes entering into a Memorandum of Understanding with the United States Marshals Service's Capital Area Regional Fugitive Task Force (CARFTF). Established in 2004, the Task Force's mission is to reduce violence in the region by identifying, investigating, and apprehending fugitives wanted for serious crimes against the community. The Task Force comprises over 300 Law Enforcement officers from different agencies.

The department has previously sought the Task Force's assistance, and they have been instrumental in apprehending suspects in many of Greenbelt's high-profile cases. These cases include homicide investigations and the apprehension of the defendants in the Schrom Hills Park shooting.

This partnership would allow the department to assign officers to the Task Force to prioritize cases relevant to Greenbelt. Participation in this task force would benefit the City of Greenbelt by expanding the resources available to target violent criminal offenders in and around our community.

Attachments:

[Greenbelt MOU.pdf](#)

United States Marshals Service
Fugitive Task Force
Memorandum of Understanding
For Non-Federal Agencies

Rev. 03/2023

PARTIES AND AUTHORITY:

This Memorandum of Understanding (MOU) is entered into by the

Greenbelt City Police Department

and the United States Marshals Service (USMS) pursuant to 28 U.S.C. § 566(e)(1)(B). As set forth in the Presidential Threat Protection Act of 2000, codified at 34 U.S.C. 41503, and directed by the Attorney General, the USMS has been granted authority to direct and coordinate permanent Regional Fugitive Task Forces consisting of federal, state, and local law enforcement authorities for the purpose of locating and apprehending fugitives. The authority of the USMS to investigate fugitive matters as directed by the Attorney General is set forth in 28 USC § 566. The Director's authority to direct and supervise all activities of the USMS is set forth in 28 USC § 561(g) and 28 CFR 0.111. The authority of United States Marshals and Deputy U.S. Marshals, "in executing the laws of the United States within a State . . . [to] exercise the same powers which a sheriff of the State may exercise in executing the laws thereof" is set forth in 28 USC § 564. Additional authority is derived from 18 USC § 3053 and Office of Investigative Agency Policies Resolutions 2 & 15. *See also* Memorandum for Howard M. Shapiro, General Counsel, Federal Bureau of Investigation concerning the "Authority to Pursue Non-Federal Fugitives," issued by the U.S. Department of Justice (DOJ), Office of Legal Counsel, dated February 21, 1995; Memorandum concerning the "Authority to Pursue Non-Federal Fugitives," issued by the USMS Office of General Counsel, dated May, 1, 1995; 42 U.S.C. § 16941(a) ("The Attorney General shall use the resources of Federal law enforcement, including the United States Marshals Service, to assist jurisdictions in locating and apprehending sex offenders who violate sex offender registration requirements."). Additional authority is derived from the Attorney General's Memorandum, Implementation of National Anti-Violent Crime Initiative (March 1, 1994); Attorney General's Memorandum, Policy on Fugitive Apprehension in FBI and DEA Cases (dated August 11, 1988); Memorandum of Understanding between the Drug Enforcement Administration and the United States Marshals Service (dated September 28, 2018, or as hereafter amended); and Federal Rules of Criminal Procedure 41 – Search and Seizure.

MISSION: The primary mission of the task force is to investigate and arrest, as part of joint law enforcement operations, persons who have active warrants for their arrest. The intent of the joint effort is to investigate and apprehend federal, local, state, tribal, and territorial fugitives, thereby improving public safety and reducing violent crime. Each participating agency agrees to refer cases for which they hold the primary warrant for the subject to the RFTF (Regional Fugitive Task Force) or VOTF (Violent Offender Task Force) for adoption and investigation. Cases will be adopted by the RFTF/VOTF at the discretion of the RFTF/VOTF Chief Inspector/Chief Deputy. Targeted crimes will primarily include violent crimes against persons, weapons offenses, felony drug offenses, failure to register as a sex offender, and crimes committed by

subjects who have a criminal history involving violent crimes, felony drug offenses, and/or weapons offenses. Upon receipt of a written request, the RFTF/VOTF may also adopt non-participating law enforcement agencies in investigating, locating, and arresting their fugitives. Task force personnel will be assigned federal and adopted fugitive cases for investigation. Investigative teams will consist of personnel from different agencies whenever possible. Participating agencies retain responsibility for the cases they refer to the RFTF/VOTF. Federal fugitive cases referred to the task force for investigation by any participating agency will be entered into the National Crime Information Center (NCIC) by the USMS or originating agency, as appropriate. State, local, tribal, or territorial fugitive cases will be entered into NCIC (and other applicable state or local lookout systems) as appropriate by the concerned agency.

SUPERVISION: The RFTF/VOTF may consist of law enforcement and administrative personnel from federal, state, local, tribal, and territorial law enforcement agencies. Agency personnel must be approved by the RFTF/VOTF Chief Inspector/Chief Deputy prior to assignment to the RFTF/VOTF. Agency personnel may be removed at any time at the discretion of the RFTF/VOTF Chief Inspector/Chief Deputy. Direction and coordination of the RFTF/VOTF shall be the responsibility of the RFTF/VOTF Chief Inspector/Chief Deputy. Administrative matters which are internal to the participating agencies remain the responsibility of the respective agencies. Furthermore, each agency retains responsibility for the conduct of its personnel. A Task Force Advisory Committee, consisting of representatives of participating agencies and USMS RFTF/VOTF personnel, may be established at the discretion of the RFTF/VOTF Chief Inspector/Chief Deputy and will meet and confer as necessary to review and address issues concerning operational matters within the RFTF/VOTF.

PERSONNEL: In accordance with Homeland Security Presidential Directive 12, personnel assigned to the task force are required to undergo background investigations to be provided unescorted access to USMS offices, records, and computer systems. The USMS shall bear the costs associated with those investigations. Non-USMS law enforcement officers assigned to the task force will be deputized as Special Deputy U.S. Marshals.

REIMBURSEMENT: If the Marshals Service receives Asset Forfeiture funding for either 1) overtime incurred by state, local, tribal, or territorial investigators who provide full time support to USMS RFTF/VOTF joint law enforcement task forces; or 2) travel, training, purchase or lease of police vehicles, fuel, supplies or equipment for state, local, tribal, or territorial investigators in direct support of state, local, tribal or territorial investigators, the USMS shall, pending availability of funds, reimburse your organization for expenses incurred, depending on which category of funding is provided. Reimbursement of overtime work shall be consistent with the Fair Labor Standards Act. Annual overtime for each state or local law enforcement officer is capped the equivalent 25% of a GS-1811-12 Step 1, of the general pay scale for the Rest of United States. Reimbursement for all types of qualified expenses shall be contingent upon availability of funds and the submission of a proper request for reimbursement which shall be submitted quarterly on a fiscal year basis, and which provides the names of the investigators who incurred overtime for the RFTF/VOTF during the quarter; the number of overtime hours incurred, the hourly regular and overtime rates in effect for each investigator, and the total quarterly cost. The request for reimbursement must be submitted to the RFTF/VOTF Chief

Inspector/Chief Deputy, who will review the request for reimbursement, stamp and sign indication that services were received and that the request for reimbursement is approved for payment. Supporting documentation must accompany requests for reimbursement for equipment, supplies, training, fuel, and vehicle leases.

Reimbursement for other types of qualified expenses (i.e., investigative or travel) shall be contingent upon availability of funds and the submission of a proper request for reimbursement. Task force personnel may incur investigative expenses or may be required to travel outside of the jurisdiction to which they are normally assigned in furtherance of task force operations. State, local, tribal, or territorial task force officers (TFOs) traveling on official business at the direction of the USMS shall be reimbursed directly by the USMS for their authorized travel expenses in accordance with applicable USMS policy, federal laws, rules, and regulations. The request for reimbursement must be submitted to the RFTF/VOTF Chief Inspector/Chief Deputy, or IOD program Chief (i.e., SOIB or OCAG), and must include appropriate supporting documentation.

VEHICLES: Pending the availability of asset forfeiture funding, the USMS may acquire vehicles to be utilized by state, local, tribal, or territorial investigators assigned to the RFTF/VOTF. Vehicles provided by the USMS remain in the control of the USMS and must be used solely in support of RFTF/VOTF operations. The vehicles must be available for exclusive use of the TFOs assigned to the RFTF/VOTF by the undersigned participant agency for the duration of the agency's participation on the task force. If the agency is no longer a participating member of the RFTF/VOTF, any USMS vehicle provided to the agency for use by TFO(s) must be returned to the USMS. Operators of USMS-provided vehicles must adhere to USMS policy regarding the use of government owned vehicles. Any violation of the USMS vehicle policy may result in the vehicle being repossessed by the USMS and the operator and/or agency forfeiting the opportunity to utilize a USMS-provided vehicle in the future. Vehicles provided to state, local, tribal, or territorial investigators may be subject to additional regulations or restrictions pursuant to USMS lease agreements. Replacement or removal of any vehicle provided by the USMS will be at the discretion of the USMS and/or subject to lease agreement terms.

EQUIPMENT: Pending the availability of Asset Forfeiture funding, the USMS may purchase equipment for state, local, tribal, or territorial investigators assigned to the RFTF/VOTF. Equipment purchased by the USMS using Asset Forfeiture funding must be used solely in support of RFTF/VOTF operations. The equipment must be available for exclusive use of the TFOs assigned to the RFTF/VOTF by the undersigned participant agency for the duration of the agency's participation on the task force. If the agency is no longer a participating member of the RFTF/VOTF, any equipment purchased with Asset Forfeiture and provided to TFOs from the agency may be retained by the agency. Equipment provided by the USMS that is not purchased using Asset Forfeiture funding remains the property of the USMS and will be issued to state, local, tribal, or territorial investigators for exclusive use in support of the RFTF/VOTF. If the investigator or agency is no longer a participating member of the RFTF/VOTF, any equipment issued that was not purchased with Asset Forfeiture funding will be returned to the USMS.

BODY-WORN CAMERAS AND TASK FORCE OFFICERS: As per USMS Policy, Body Worn Cameras (BWC) may be worn by TFOs operating on a USMS Task Force when their parent agency mandates their use by personnel assigned to the task force. A partner agency must

formally request to participate in the TFO BWC program and, upon approval, comply with all USMS policies, procedures, documentation, and reporting during their participation. The USMS will inform all partner agencies of which other partner agencies, if any, have been authorized to have their TFOs wear BWCs on the Task Force. Accordingly, all partner agencies should be aware that TFOs may be participating in the TFO BWC program and may be operating with BWCs on USMS task force operations in their agency's jurisdiction. TFOs whose parent agency is not approved for participation in the TFO BWC program are not allowed to deploy with BWCs on USMS missions. As of September 2021, DOJ law enforcement components are implementing BWC into their agency missions. Accordingly, all partner agencies should be aware that USMS and other DOJ law enforcement personnel may be operating with BWCs on USMS task force operations.

RECORDS, REPORTS, AND TESTIMONY: After the RFTF/VOTF has adopted a warrant, all investigative reports, evidence, and other materials generated, seized or collected by the RFTF/VOTF, relating to the fugitive investigation, shall be material within the custody and control of the RFTF/VOTF. Physical evidence, such as drugs, firearms, counterfeit credit cards, and related items may be released to the appropriate prosecuting agency. Records and information obtained during the RFTF/VOTF fugitive investigation are ordinarily not evidence and may not be released unless authorized by the Office of General Counsel (OGC). A participating agency may retain copies of RFTF/VOTF investigative reports, and other documents or materials, but they may be released only upon approval of the USMS (OGC), in consultation with the local U.S. Attorney's Office, if and as applicable. If an applicable state law mandates the release of records or reports pertaining to RFTF/VOTF activities, those documents may only be released after coordination with USMS OGC.

RFTF/VOTF records and documents will be maintained in USMS electronic records and/or paper case files. All investigative reporting will be prepared in compliance with existing USMS policy and procedures utilizing USMS case management systems. Every effort should be made to document investigative activities on USMS forms, such as USM-11s and USM- 210s. Reports should never contain information related to sensitive USMS programs that are deemed privileged and not subject to reporting. Task force statistics will be maintained in the USMS case management systems. Statistics will be made available to any participating agency upon request.

To the greatest extent possible, all communications regarding USMS task force operations should be conducted on USMS email accounts and USMS cellular devices (if issued to the TFO). If required as per policy, a TFO may complete parent agency investigatory forms pertaining to task force operations. However, copies of such investigatory forms will be provided to the task force's USMS supervisory personnel for inclusion in the relevant USMS case file. The USMS has an interest in reports documenting task force related investigations or activities prepared by a TFO on their parent agency form, and any task force related email or text exchanges done on a parent agency issued account or device. Accordingly, if a state open records request for task force records held on parent agency electronic systems or devices or in paper files is received by a TFO, and an applicable state records law mandates the disclosure of task force records, the

parent agency agrees to notify USMS of the request and coordinate with the USMS prior to any proposed disclosure.

Information that identifies, or tends to identify, a USMS confidential source, a USMS sensitive program, or the use of sensitive equipment/techniques will not be recorded on parent agency forms or parent agency issued devices and will not be released outside of the USMS unless approved by the Office of General Counsel (OGC). Absent exceptions noted below for discovery related purposes, information related to RFTF/VOTF activities will not be disseminated at any time to any third party (including a non-task force law enforcement officer or other law enforcement agency) by any task force member without notification to the RFTF/VOTF Chief Inspector/Chief Deputy or his/her designee, in consultation with USMS OGC where appropriate. This guidance applies to requests to share reports, memoranda, or other records (both formal and informal) compiled during the course of RFTF/VOTF operations. Nothing in this paragraph supersedes requirements pursuant to federal discovery obligations and/or the DOJ Touhy regulations, 28 C.F.R. § 16.21, et seq.

All requests for task force-related information, testimony (including any preparation in support) and documents (whether maintained in USMS systems and/or parent agency systems) in connection with state or federal litigation require compliance with the DOJ Touhy Regulations. Any disclosure of records pertaining to task force operations in state and federal litigation will only be done by or with the permission of the U.S. Attorney's Office (Civil Division) and the Office of General Counsel. The partner agency agrees TFOs receiving requests to testify in federal or state litigation regarding task force matters, or for the disclosure of records pertaining to task force matters in federal or state court, will notify the Office of General Counsel. The TFO will await authorization for such testimony or record disclosure prior to testifying, engaging in trial preparation with a prosecutor, and/or providing records, consistent with the DOJ Touhy regulations.

TFOs whose parent agency are properly onboarded to the USMS Body Worn Camera Program (BWCP) may wear parent agency issued BWC during certain USMS task force operations. TFOs are governed by the provisions set forth in the USMS TFO BWC Standard Operating Procedures and USMS Policy Directive 2.11, Body Worn Cameras. Any copy of TFO BWC recording shared with the USMS upon culmination of an enforcement action is deemed a federal record, subject to federal disclosure laws and DOJ policies. If a partner agency receives a request for TFO BWC footage pursuant to state records laws, that agency agrees to provide USMS with advance written notification of the request and proposed disclosure. Requests to the USMS for footage in connection with state or federal criminal prosecutions or civil litigation will be handled pursuant to the DOJ Touhy Regulations and/or applicable federal discovery rules and routed to the USMS Office of the General Counsel.

CONFIDENTIAL SOURCES / CONFIDENTIAL INFORMANTS: Pending the availability of funds, the USMS may provide funding for payment of Confidential Sources (CS) or Confidential Informants (CI). The use of CS/CIs, registration of CS/CIs and all payments to CS/CIs shall comply with USMS policy. USMS payment to an individual providing information

or “tip” related to a USMS offered reward on an active fugitive case shall be accomplished by registering the individual or “tipster” through the established USMS CS payment process.

USE OF FORCE: All members of the RFTF/VOTF will comply with their agencies' guidelines concerning the use of firearms, deadly force, and less-than lethal devices, to include completing all necessary training and certification requirements. All members of the RFTF/VOTF when operating on task force missions will adhere to the DOJ Policy Statement on the Use of Force, dated May 20, 2022, and the DOJ Policy Statement on the Use of Less-Than-Lethal Devices, dated May 16, 2011, and their parent agencies will review the Policy Statement to assure that they approve. Additionally, all members of the RFTF/VOTF when operating on task force missions will adhere to the DOJ Deputy Attorney General memorandum, dated September 13, 2021, prohibiting the use of chokeholds or carotid restraint techniques unless deadly force is authorized. Copies of all applicable firearms, deadly force, and less-than-lethal policies shall be provided to the RFTF/VOTF Chief Inspector/Chief Deputy and each concerned TFO. In the event of a shooting involving task force personnel, the incident will be investigated by the appropriate agency(s). Additionally, in the event of a shooting, the required reporting for the FBI National Use of Force Data Collection (NUOFDC) should be accomplished by the involved task force personnel's employing agency when the TFO is inside their primary/physical jurisdiction and by the USMS when the TFO is outside their employing agency's primary/physical jurisdiction. If the employing agency wishes to submit such NUOFDC entries regardless of the physical location of the event, that is allowed under this MOU with prior written notice to the USMS.

NEWS MEDIA: Media inquiries will be referred to the RFTF/VOTF Chief Inspector/Chief Deputy. A press release may be issued, and press conference held, upon agreement and through coordination with participant agencies' representatives. All press releases will exclusively make reference to the task force and participant agencies.

RELEASE OF LIABILITY: The Parties acknowledge that this MOU does not alter the applicable law governing civil liability, if any, arising from the conduct of personnel assigned to the RFTF/VOTF.

Each participating agency shall immediately notify the USMS Office of General Counsel of any civil, administrative, or criminal claim, complaint, discovery request, or other request for information of which the agency receives notice, concerning or arising from the conduct of personnel assigned to the RFTF/VOTF or otherwise relating to the RFTF/VOTF. Each participating agency acknowledges that financial and civil liability, if any and in accordance with applicable law, for the acts and omissions of each employee detailed to the RFTF/VOTF remains vested with his or her employing agency. If a civil claim or complaint is brought against a state or local officer assigned to the RFTF/VOTF, the officer may request legal representation and/or defense by DOJ, under the circumstances and pursuant to the statutes and regulations identified below.

For the limited purpose of defending against a civil claim arising from alleged negligent or wrongful conduct under common law under the FTCA, 28 U.S.C. § 1346(b) and §§ 26712680: an individual assigned to the RFTF/VOTF who is named as a defendant in a civil action as a

result of or in connection with the performance of his or her official duties and assignments pursuant to this MOU may request to be certified by the U.S. Attorney General or his designee as having acted within the scope of federal employment at the time of the incident giving rise to the suit. 28 U.S.C. § 2679(d)(2). Upon such certification, the individual will be considered an “employee” of the United States government for the limited purpose of defending the civil claim under the FTCA, and the claim will proceed against the United States as sole defendant. 28 U.S.C. § 2679(d)(2). Once an individual is certified as an employee of the United States for purposes of the FTCA, the United States is substituted for the employee as the sole defendant with respect to any tort claims. Decisions regarding certification of employment under the FTCA are made on a case-by-case basis, and the USMS cannot guarantee such certification to any RFTF/VOTF personnel.

For the limited purpose of defending against a civil claim arising from an alleged violation of the U.S. Constitution pursuant to 42 U.S.C. § 1983 or *Bivens v. Six Unknown Named Agents of the Federal Bureau of Narcotics*, 403 U.S. 388 (1971): an individual assigned to the RFTF/VOTF who is named as a defendant in a civil action as a result of or in connection with the performance of his or her official duties and assignments pursuant to this MOU may request individual-capacity representation by DOJ to defend against the claims. 28 C.F.R. §§ 50.15, 50.16. Any such request for individual-capacity representation must be made in the form of a letter from the individual defendant to the U.S. Attorney General through the USMS Office of General Counsel. In the event of an adverse judgment against the individual, he or she may request indemnification from DOJ. 28 C.F.R. § 50.15(c)(4). Requests for DOJ representation and indemnification are determined by DOJ on a case-by-case basis. The USMS cannot guarantee the United States will provide legal representation or indemnification to any RFTF/VOTF personnel.

Liability for any conduct by RFTF/VOTF personnel undertaken outside of the scope of their assigned duties and responsibilities under this MOU shall not be the responsibility of the USMS or the United States and shall be the sole responsibility of the respective employee and/or agency involved.

EFFECTIVE DATE AND TERMINATION: This MOU is in effect once signed by all parties. Participating agencies may withdraw their participation after providing 30 days advanced written notice to the RFTF/VOTF Chief Inspector/Chief Deputy.

Task Force: CARFTF
UNITED STATES MARSHAL:

Print Name: Johnny Hughes

Signature:

Date:

RFTF COMMANDER (where applicable):

Print Name: Snider, Donald (USMS)

Signature:

Date:

PARTNER AGENCY:

Name: Greenbelt City Police Department

Location (City, State): Greenbelt, MD

PARTNER AGENCY REPRESENTATIVE:

Print Name and Title: Robert Bowers, Chief of Police

Signature:

Date:

ASSISTANT DIRECTOR, INVESTIGATIVE OPERATIONS DIVISION:

Print Name:

Signature:

Date:

City Council Agenda Item Report

Meeting Date: October 28, 2024

Submitted by: Brian Kim

Submitting Department: Public Works

Item Type: Board and Committee Reports

Agenda Section: OTHER BUSINESS - 90 minutes (8:45 - 10:15 p.m.)

Subject:

Approval Community Center Chillers & Boiler Replacement Project

Suggested Action:

Reference: Memorandum - B. Kim - 10.23.24

Greenbelt Community Center Chiller Replacement Chiller Proposal

Greenbelt - Community Center - (2) Boiler Replacement - R4 Boiler Proposal

CJ Proposal for Greenbelt Community Center Chiller Replacement

Greenbelt Chiller Bid Review Expert Recommendation

In Fiscal Year (FY) 2023 Adopted Budget provided funding for the replacement of major mechanical equipment located at the Community Center, two (2) chillers and two (2) boilers.

Existing centrifugal 100 ton chillers are approximately twenty-nine (29) years old with an expected useful life (EUL) of twenty-five (25) years. During this time, the EPA made major changes to the refrigerant requirements. As a direct result, chillers were no longer available – equipment utilizing R-410A (refrigerant that replaced R22 which was banned by the EPA in 2020), that have a higher global warming potential (GWP) are being replaced with A2L (A = Non-toxic, 2 = Flammable, L = Low burning velocity) refrigerants such as R454B/R-32.

Existing gas 950 MBH boilers are approximately twenty-nine (29) years old with an expected useful life (EUL) of twenty-five (25) years. During the 2018 reserve study, engineers notated signs of corrosion and deterioration of outer housing as well as possible leaks and corrosion of the coils, since this time, facilities maintenance has confirmed continues deterioration of the units.

Given the critical nature of these systems, timely replacement is crucial. Seasonal construction constraints further emphasize the need to replace the chillers in winter, targeting completion before the summer cooling season, and vice versa for the boilers. Additionally, supply chain issues for these long-lead items require prompt action to ensure continuity of

services for building occupants. Due to the aforementioned code changes, the amount of engineering along with the ability to procure long lead items in time for the next cooling season is not possible. The existing cooling season will remain operational for an additional cooling season as the required engineering and procurement of equipment is done during this time.

RFP/Proposals:

We engaged four (4) specialty mechanical contractors and received two (2) proposals. These were reviewed by L.S. Grim Consulting Engineers, with recommendations from L.S. Grim via CPJ, the Engineer of Record. After careful evaluation, we concur with the consulting engineer's assessment and recommend entering into a contract with Shapiro & Duncan, along with quality control services from CPJ.

Pricing:

CONTRACTOR	PRICE	NOTES
Shapiro & Duncan – Mechanical	\$766,750.00	Chiller Replacement
Shapiro & Duncan – Mechanical	\$199,550.00	Boiler Replacement
CPJ	\$50,000.00	Engineer of Record (EOR)
Contingency	\$152,445.00	Unforeseen Site Conditions (15%)
TOTAL:	1,168,745.00	

Recommendation:

We are seeking Council's authorization for the City Manager to execute contracts with both Shapiro & Duncan and CPJ. The total cost of the contracts amounting to \$1,168,745.00. At this time, the funding source for these contracts will be the American Rescue Plan Act (ARPA).

Attachments:

[24.10.23_Memo_CC_Chiller_Boiler_Award_V2.pdf](#)

[SP6375 Greenbelt Community Center Chiller Replacement R4_Final.pdf](#)

[SP6374 - Greenbelt - Community Center - \(2\) Boiler Replacement - R4.pdf](#)

[CPJ Proposal for Greenbelt Community Center Chiller Replacement_20241003.pdf](#)

[Greenbelt Chiller Bid Review_LSGrim.pdf](#)



Date: 23-October-2024

To: Mr. Josué Salmerón, City Manager

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

Re: **Community Center Chiller and Boiler Replacement**

SUBJ.: **Council Approval – Shapiro & Duncan, Inc.**

Background:

In Fiscal Year (FY) 2023 Adopted Budget provided funding for the replacement of major mechanical equipment located at the Community Center, two (2) chillers and two (2) boilers.

Existing centrifugal 100 ton chillers are approximately twenty-nine (29) years old with an expected useful life (EUL) of twenty-five (25) years. During this time, the EPA made major changes to the refrigerant requirements. As a direct result, chillers were no longer available – equipment utilizing R-410A (refrigerant that replaced R22 which was banned by the EPA in 2020), that have a higher global warming potential (GWP) are being replaced with A2L (A = Non-toxic, 2 = Flammable, L = Low burning velocity) refrigerants such as R454B/R-32.

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Given the critical nature of these systems, timely replacement is crucial. Seasonal construction constraints further emphasize the need to replace the chillers in winter, targeting completion before the summer cooling season, and vice versa for the boilers. Additionally, supply chain issues for these long-lead items require prompt action to ensure continuity of services for building occupants. Due to the aforementioned code changes, the amount of engineering along with the ability to procure long lead items in time for the next cooling season is not possible. The existing cooling season will remain operational for an additional cooling season as the required engineering and procurement of equipment is done during this time.



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Attached: <SP6375 Greenbelt Community Center Chiller Replacement R4_Final>: S&D Chiller Proposal
<SP6374 - Greenbelt - Community Center - (2) Boiler Replacement - R4>: S&D Boiler Proposal
<CPJ Proposal for Greenbelt Community Center Chiller Replacement_20241003>: CPJ Proposal
<Greenbelt Chiller Bid Review_LSGrim>: SME Recommendation



10/15/2024

Brian Kim
City of Greenbelt public works
15 Crescent Rd
Greenbelt, MD 20770

Re: Budget #SP6375.R4 to Provide Engineering and Construction Solutions for Chiller Replacement at The City of Greenbelt Community Center

Dear Mr. Kim:

Shapiro & Duncan is pleased to present you with this budget to include the following scope of work:

Budget

MECHANICAL ENGINEERING

- Shapiro & Duncan Engineering will provide the following:
- Review existing documents and conduct an analysis of codes applicable to the project,
- Conduct a field survey of existing conditions,
- Mechanical engineering calculations as necessary to size replacement equipment,
- Mechanical drawings including floor plans, sections, elevations, enlarged plans, construction details, riser diagrams, material and equipment schedules and controls diagrams as appropriate for the project.
- The following electronic document submissions are included. Documents will be submitted in pdf format.
 - 60% Design Development for Owner review and comment,
 - 90% Design Development for Owner review and comment,
 - 100% Construction Development / Issue for Permit
 - Upon jurisdictional approval of submitted documents we will submit for any applicable energy rebates that may be associated with the chiller
 - Once qualified, current rough, unvetted or confirmed estimates fall in the savings price point of \$10,00 - \$20,000 that have not been applied to this budget.
- Construction administration services to include submittal review, RFI review and responses, field review of construction and as-built drawings in electronic format.
- Commissioning:

- Provide support to external commissioning agent including assistance with the development of:
 - Preparation of pre-functional checklists and functional performance test (FPT) plans.
- Pre-FPT support.
- Participation in on-site FPT. Recover and recycle refrigerant pursuant to EPA's guidelines

STRUCTURAL ENGINEERING

- Provide drawings and specifications suitable for permit and bidding, attend design team meetings, and meet the local Special Inspections requirements.
- Review structural shop drawings, provide contractor RFI assistance and perform site visits during construction.

ELECTRICAL ENGINEERING

- Furnish all electrical engineering for new equipment to include specification page, limited riser diagram, and electrical page drawings.

CONSTRUCTION

- Store unit for up to six months, this ensures procurement after submittal acceptance.
 - Chiller has 2 years of labor & material warranty
 - Remaining system components and equipment has standard warranty terms and coverages
- Furnish and install ramboard floor protection in the entry way of the community center, the stairs going down to the basement level & the hallway leading to the mechanical room.
- Furnish and install 6 mil plastic on the countertops secured with gaffers' tape and approx. 400 SF of Ramboard floor protection in the first floor office where the chase wall is located.
- Recover and recycle refrigerant
- Demo existing chillers-utilizing Crane for roof and deconstructing inside
- Demo refrigerant piping throughout building and along roof
- Utilizing crane, place new steel for new chiller lay out
- Utilizing crane, Place new Air-cooled Chiller
 - 100 Ton Daikin High Efficiency Chiller
- Demo of Existing Control connections to Chiller and make safe
- Furnish and connect to CHWS & CHWR temp sensors, 4" Chiller isolation Valve
- Furnish and install new USB IO module from ASI controls for additional points. We will update all firmware during our site work.
- Furnish and install start/Stop/Status on new P1 & P2 Pumps
- Connect to new chiller in BACnet IP/MSTP for data points from Chiller. Chiller will

- need BACnet cards added when ordered by Mechanical.
- Furnish and install new JAQSIC to replace defective Web-Appliance. Rebuild all graphics from original build, include new graphics for Chiller and pumps
- Open chase wall on 1st floor
- Adjust pantry sink to accommodate piping
- Demo Existing electric not to be reused during new construction
- Furnish and install conduit and wire to support Dakin air cooled rooftop chiller CH-B 100T 04-17-2024 from existing electrical infrastructure.
 - Note all conduit to be EMT with compression fittings.
- Furnish and install (1) new 250-amp breaker in existing panelboard DPH to include new buss fingers and dead front.
- Furnish and install service outlet at rooftop chiller per NEC code.
- Furnish and install rework of existing circuitry for (2) 25 HP, VFD integrated pumps.
- Furnish install disconnecting means per NEC for above pumps.
- Remove approx. 100 SF of ACT ceiling and grid in the storage room to provide access to demo the supply and return lines.
- Upon the installation of the two (2) new supply & return lines, reinstall approx. 100 SF ACT and grid in the storage room.
- Demo a section of block wall where the supply and return pipes stub through the mechanical room wall providing access to demo the existing pipes. Patch the block wall in the mechanical room to accommodate for the new 4" supply & return pipes.
 - standard CMU toothing to match the existing mechanical room wall patch.
- Demo a portion of the existing casework and sink to allow for the existing chase wall to be extended to accommodate the new supply & return pipes.
- Extend the existing chase in the first-floor offices; Frame, hang drywall, finish exposed drywall and paint to match existing to the best of our ability.
- Furnish and install new casework and sink in the first-floor offices once the chase wall has been completed.
- Furnish labor and materials to core drill the following penetrations:
 - * Two (2) - 8" penetrations through an assumed 8" thick concrete floor, (Basement to First floor).
 - * Two (2) - 8" penetration through an assumed 8" thick concrete roof, (First Floor through the roof).
- Furnish and install flashing for the new HVAC piping doghouse at the roof opening to provide a water-tight fit.
- Install 4" steel piping from mechanical room to roof to new chiller to include
 - New VFD Pumps
 - New expansion Tank
 - New Air Separator
 - Valves, gauges, and thermometers
- Hydrostatic pressure test
- Insulate with 2" fiberglass insulation, utilizing 0.16 aluminum jacketing outdoors

- Commissioning support
- Start-up and test per manufacturer's recommendations; and
- Include sales tax and trade permits.

Exclusions:

- Repairs to the existing to remain hydronic system are not included
- Modifying programming beyond this scope.
- Fire Alarm and Sprinkler repairs and modifications
- Repairing/replacing non-operable valves
- Any work above and beyond listed inclusions
- Testing and abatement of any hazardous materials.
- Building Permits.

Clarifications:

- Owner Responsibilities:
 - Provision of base building architectural drawings.
- Architectural & Historic Review is not included.
- Owner to remove and relocate all building items, furniture, and personal belongings from work areas prior to construction.
- Existing utilities are adequate for the project.
- Life safety/ fire protection engineering is not included.
- Third party commissioning services are not included.
- Life cycle cost analysis is not included.
- Energy modeling and energy/tax rebate documentation is not included
- This budget does not include temporary cooling.
- This budget allows for release and procurement prior to the start of construction
- All engineering work during normal business hours, Monday through Friday, 7am-5pm.
- All construction work will be performed during our normal business hours of Monday through Friday, 6:00 am to 3:00 pm.

Workmanship:

- Work shall be performed in a workman-like manner and shall comply with local and states codes. No other warranties are expressed or implied.

Warranty:

- Shapiro & Duncan, Inc. warrants all material and labor for defects or workmanship for a period of one year from the date of equipment start-up.

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Total Price: \$766,750.00 (Seven Hundred Sixty-Six Thousand, Seven Hundred Fifty Dollars)

This budget will be in effect for 10 business days beyond the date above, at which time we reserve the right to withdraw it for reevaluation and possible price revision. Thank you for choosing Shapiro & Duncan, Inc. to submit a budget for this project.

Budget Prepared By:

Shapiro & Duncan, Inc.

Eddie Smith

Printed Name

Estimator-Special Projects

Title

10/15/2024

Date

10/23/2023

Brian Kim
City of Greenbelt
101 Centerway Road,
Greenbelt, MD 20770



Re: # SP6374 R4 - Greenbelt - Community Center - (Qty 2) Boiler Replacements

Dear Mr. Kim,

Shapiro & Duncan is pleased to present you with this proposal to include the following scope of work:

Proposal

- Demo and remove (x2) existing Weil-McLain Boiler out from basement.
- Disconnect and reconnect:
 - Drain, Gas, Make-up water, water inlet and outlet piping from boiler located in basement mechanical room,
 - Isolation valves will remain in place and are to be used for new boiler.
 - Disconnect and remove a 3' foot section of 16" B-vent flue.
 - Disconnect standalone controls, to be reused on new boiler
 - Disconnect and remove existing Expansion tank
- Furnish and Install Two (x2) Weil-McLain Boiler(s), Model LGB-10-W
 - Weil-McLain cast iron boiler burner unit(s) shipped knocked down for field erection with an IBR input of 1170 MBH, a gross output of 947.7 MBH, 28.3 Boiler HP and a Water IBR rating of 824 MBH.

The boiler(s) include(s) the following:

- UL Water trim
- CSD-1 Code compliance
- Low/High/Low firing
- 120/1 burner voltage
- Gas train sized for 7" w.c. minimum inlet gas pressure
- High limit, manual reset
- Low water cutoff, probe type, manual reset
- Water firing rate controller
- We will remove existing gas boiler through mechanical room and to the exit door and up the steps Using a small crane.
- Reconnect 5" supply and return piping, existing isolation valves are to be used and remain in place for new boiler.
- Reconnect ¾" make up water to boilers (not to exceed 5' from Boiler)
- Modify and reconnect 1 ½" gas piping, existing isolation valves are to be used and remain in place. (Not exceed 6' of pipe for each boiler)
- Reconnect to existing controls, extend control wiring if required
- Reconnect drain connection draining to floor
- Furnish and install a ¾" pressure reducing station for each boiler. (Total of two)
- Furnish and install a new expansion tank for both new boilers.

- Boiler inspection for both boilers, Includes (2) trips
- Start-up and test per manufacturer's recommendations; and
- Include sales tax and trade permits.

Exclusions:

- BAS network controls
- Repairing/replacing non-operable valves
- Any work above and beyond listed inclusions
- Testing and abatement of any hazardous materials.
- Engineering and structural analysis; and
- Building permit.

Clarifications:

- All work will be performed during our normal business hours of Monday through Friday, 6:00 am to 3:00 pm.
- Shapiro & Duncan is not responsible for sizing or verifying if the proposed equipment will handle the heating/cooling load. We can offer engineering services for an additional cost.
- Shapiro & Duncan, Inc. cannot be responsible for the condition of the existing piping including water damage, leakage, or mold.
- Shapiro & Duncan, Inc. cannot be responsible for undersized or inadequate piping distribution systems that may prevent new equipment from performing.

Terms of Contract

Scope of Work:

The proposal and scope of work is based upon the tasks as described here in, at the time of bid. If additional work is necessary for any reason, a cost Budget will be submitted. Shapiro & Duncan, Inc. will proceed with the additional work only after a written change order is signed.

Schedule of Work:

- All lead times are subject to change due to potential factory shutdowns as a result of COVID-19 and material supplies/commodities shortages.
- Work may begin after the execution of this agreement and will be scheduled in conjunction with our current workload.
- Current lead time for boilers is 14-16 weeks

Terms of payment:

- The Contract Sum stated in the Agreement, including authorized adjustments, is the total amount payable by the Owner to the Contractor for performance of the Work under the Contract Documents.
- Provided an application for payment is received by the Owner no later than the last day of the month. The Owner shall pay the Contractor for each progress payment by the 15th of the following month. If any sums are unpaid after 30 days of being invoiced, a service charge of 1.5% per month shall be due.

Workmanship:

- Work shall be performed in a workman-like manner and shall comply with local and states codes. No other warranties are expressed or implied.

Attorney Fees:

- If suit or action is filed to enforce the obligations of this agreement, the prevailing party shall be entitled to an award of reasonable attorney's fees at trial and upon appeal.

Delays:

- Shapiro & Duncan, Inc. is not responsible for delays caused by strikes/labor disputes, acts of God, or unavailability of materials.

Warranty:

- Shapiro & Duncan, Inc. warrants all material and labor for defects or workmanship for a period of one year from the date of equipment start-up.

.

Total Price: \$199,550.00 (One Hundred Ninety-Nine Thousand, Five Hundred Fifty Dollars)

This Proposal will be in effect for 10 business days beyond the date above, at which time we reserve the right to withdraw it for reevaluation and possible price revision. Thank you for choosing Shapiro & Duncan, Inc. to submit a Proposal for this project.

Proposed By:

Accepted By:

Shapiro & Duncan, Inc.

City of Greenbelt

Signature

Signature

Eddie Smith

Printed Name

Printed Name

Printed Name

Estimator-Special Projects

Title

Title

Title

10/23/ 2023

Date

Date

Date

October 3, 2024

Mr. Brian Kim
City of Greenbelt 0 Public Works
555 Crescent Road
Greenbelt, MD 20770

Re: City of Greenbelt Community Center Chiller Replacement

Dear Mr. Kim,

Charles P. Johnson & Associates, Inc. (CPJ) is pleased to submit the attached proposal to provide professional services for the replacement of the chiller units at the City of Greenbelt Community Center. Please find attached a fee proposal break down for your use, review, and comment. Our lump sum price is \$50,000.00 based on the agreed upon hourly rates.

We will start work on the project immediately upon receiving a Purchase Order and Notice to Proceed. We look forward to participating in this project and should further information be necessary, please do not hesitate to contact us.

Thank you for the opportunity.

Sincerely,



Saifuddin Ahmed, P.E.
Public Sector Division Manager
SAhmed@cpja.com

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

Tasks Authorized: _____

Name: _____

Title: _____

Organization: _____

Signature: _____

Date: _____

List Position or Title	Project Manager		Professional Engineer		Engineer		Designer		Technician		Per each	items	TOTAL COSTS BY TASK
List Position's Hourly Rate	Rate:	\$175	Rate:	\$150	Rate:	\$125	Rate:	\$125	Rate:	\$110			
Chiller Replacement	Hrs.	Sub-Total Fee	Hrs.	Sub-Total Fee	Hrs.	Sub-Total Fee	Hrs.	Sub-Total Fee	Hrs.	Sub-Total Fee			TASK A-1
Bid Phase													
Kickoff meeting with contractors at site to solicit design-build bids	8	\$1,400		\$0		\$0		\$0		\$0	\$1,400	1	\$1,400
Evaluate bids and make recommendation to City	30	\$5,250		\$0		\$0		\$0		\$0	\$5,250	1	\$5,250
Additional on-site meetings	8	\$1,400		\$0		\$0		\$0		\$0	\$1,400	1	\$1,400
Task Sub-Total	46	\$8,050	0	\$0	0	\$0	0	\$0	0	\$0	\$8,050		\$8,050
Construction Phase													
Attend Pre-construction meeting and prepare meeting minutes	8	\$1,400	8	\$1,200		\$0		\$0		\$0	\$2,600	1	\$2,600
Attend bi-weekly construction progress meeting	18	\$3,150		\$0		\$0		\$0		\$0	\$3,150	1	\$3,150
Daily visual inspection of Contractor's progress (2. hours max daily)		\$0		\$0	135	\$16,875		\$0		\$0	\$16,875	1	\$16,875
MEP 5 site visits with field reports	30	\$5,250		\$0		\$0		\$0		\$0	\$5,250	1	\$5,250
Review shop drawing submittals	8	\$1,400	16	\$2,400		\$0		\$0		\$0	\$3,800	1	\$3,800
Review proposed change orders	8	\$1,400	8	\$1,200		\$0		\$0		\$0	\$2,600	1	\$2,600
Review contractor monthly invoices	3	\$525	9	\$1,350		\$0		\$0		\$0	\$1,875	1	\$1,875
Start up and testing oversight	8	\$1,400	8	\$1,200		\$0		\$0		\$0	\$2,600	1	\$2,600
Project closeout inspection	8	\$1,400	12	\$1,800		\$0		\$0		\$0	\$3,200	1	\$3,200
Task Sub-Total	91	\$15,925	61	\$9,150	135	\$16,875	0	\$0	0	\$0	\$41,950		\$41,950
Total		\$23,975		\$9,150		\$16,875		\$0		\$0	\$50,000		\$50,000

Notes:

Contractor to provide design plans

Contractor will be required to provide testing reports and other services

Assumes construction duration is 3 months



19922 Jefferson Blvd.
Hagerstown, Maryland 21742-5522
Phone: 301.797.1702
Fax: 301.797.4931
Email: admin@lsgrim.com

DC METRO OFFICE
9711 Washingtonian Blvd.
Suite 550
Gaithersburg, MD. 20878

www.lsgrim.com

Brian Kim | Assistant Director of Public Works

City of Greenbelt – Public Works | 555 Crescent Road | Greenbelt Maryland 20770
P: 240.542.2169 | F: 301.474.8004 | bkim@greenbeltmd.gov

RE: Community Center Chiller Upgrades

LSG # 24-043

Date: 7/11/24

Brian,

Per your request we have reviewed the contractors proposals and offer the following:

Given:

1. Shapiro & Duncan (S&D) proposal dated 6/21/24 for \$750,000.
2. NAC Mechanical Services proposal dated 5/29/24 for \$598,000.

Comparison / Analysis:

1. Both contractors are proposing the same type of equipment, air cooled packaged chillers.
2. S&D is proposing a single 100 ton chiller. NAC is proposing two (2) 90 ton chillers.
3. This is a design build turn-key project; therefore, each bidder is proposing their unique scope of work. Each are indicating their "design" meets the requirements of the building and will be warranting the performance of the design.
4. It appears that NAC is proposing a one for one equipment replacement. LSG assumes S&D has performed engineering analysis and determined one chiller is sufficient.
5. S&D has a more detailed proposal package providing additional information on how the price was developed.
6. Some items in the S&D proposal and not in the NAC Proposal:
 - a. Commissioning – Providing supporting documents for a 3rd party commissioner use.
 - b. Structural Engineering design.
 - c. Roof Patching.
 - d. Chiller to building automation and controls.
 - e. Update building controls system software, replace defective WEB appliance, rebuild all control graphics from the original build and integrate the new chiller.

- f. New expansion tank, air separator, valves, gauges and thermometers.

Recommendations:

1. S&D has the more complete proposal (fewer unknowns), has previously worked in the building and is familiar with the facility.
2. The NAC proposal will require several "adds" to make the project complete (comparable to the S&D scope), such as structural engineering analysis and controls work to interface the new equipment with the existing building, etc.
3. Based upon the above LS Grim recommends moving forward with the S&D proposal.

Sincerely,



Leslie S. Grim, PE, LEED AP
President

L.S. GRIM CONSULTING ENGINEERS

City Council Agenda Item Report

Meeting Date: October 28, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS - 90 minutes (8:45 - 10:15 p.m.)

Subject:

Council Activities

Suggested Action:

Attachments:

City Council Agenda Item Report

Meeting Date: October 28, 2024

Submitted by: Bonita Anderson

Submitting Department: Information Technology

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS - 90 minutes (8:45 - 10:15 p.m.)

Subject:

Approval of ARPA - Information Technology Equipment and Licensing

Suggested Action:

Reference: Memorandum - B. Kennell - 10.21.24

Quote - CDWG

Quote - GHA

IT would like to purchase equipment/licensing at a cost of \$100,021.61 using APRA funds. Below is the breakdown:

25 Dell Optiplex Desktops	\$16,319.25
27 Dell Latitude Laptops	\$21,908.07
8 MS Surface Pro Tablets	\$11,087.44
8 MS Surface Pen/Keyboards	\$1,764.56
2 Dell Precision Towers	\$4,554.82
25 Dell Docks	\$5,072.25
60 Dell Monitors	\$6,331.20
5 Ubiquiti Switches	\$5,296.6
10 Meraki Access Points	\$5,018.80
3yr Meraki AP Licensing	\$4,615.25
3 yr Meraki Firewall Licensing	\$18,052.32

IT will be utilizing ARPA funds for equipment and licensing that wasn't included in the general fund. This equipment will be used to maintain our computer lifecycle and rotate out old/end of life equipment. It will also maintain an inventory of necessary equipment to maintain the Cities technological needs throughout the budget year. We will also license and maintain our Meraki infrastructure.

Staff recommends that Council authorize the City Manager to execute contracts for IT

equipment and licensing, not to exceed \$100,021.61, to be paid from ARPA funds, sourced from multiple vendors, including CDWG and GHA, as outlined in the attached memorandum.

Attachments:

[Memorandum - B. Kennell - 10.21.24.pdf](#)

[PDHC657.pdf](#)

[Quote 2880867.pdf](#)

City of Greenbelt

Date: 10/21/24
To: Council, Josue Salmeron
From: Brian Kennell
Re: ARPA – IT Equipment/Licensing

IT would like to purchase equipment/licensing at a cost of \$100,021.61 using APRA funds. Below is the breakdown:

• 25 Dell Optiplex Desktops	\$16,319.25
• 27 Dell Latitude Laptops	\$21,908.07
• 8 MS Surface Pro Tablets	\$11,087.44
• 8 MS Surface Pen/Keyboards	\$1,764.56
• 2 Dell Precision Towers	\$4,554.82
• 25 Dell Docks	\$5,072.25
• 60 Dell Monitors	\$6,331.20
• 5 Ubiquiti Switches	\$5,296.65
• 10 Meraki Access Points	\$5,018.80
• 3yr Meraki AP Licensing	\$4,615.25
• 3yr Meraki Firewall Licensing	\$18,052.32

IT will be utilizing ARPA funds for equipment and licensing that wasn't included in the general fund. This equipment will be used to maintain our computer lifecycle and rotate out old/end of life equipment. It will also maintain an inventory of necessary equipment to maintain the Cities technological needs throughout the budget year. We will also license and maintain our Meraki infrastructure.



Thank you for choosing CDW. We have received your quote.

Hardware

Software

Services

IT Solutions

Brands

Research Hub

QUOTE CONFIRMATION

BRIAN KENNEL,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

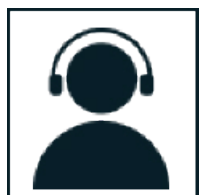
Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
PDHC657	10/17/2024	PDHB344	1252394	\$44,387.14

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Dell Latitude 3550 (version 2024) - 15.6" - Intel Core i5 - 1335U - 16 GB R Mfg. Part#: 15D24 Contract: Fairfax County IT HW & SW - 4400006325 (4400006325)	27	7886954	\$811.41	\$21,908.07
Microsoft Surface Pro 10 - 13" - Core Ultra5 - 16 GB RAM - 256 GB SSD - Bla Mfg. Part#: ZDT-00019 Contract: Fairfax County IT HW & SW - 4400006325 (4400006325)	8	7805533	\$1,385.93	\$11,087.44
Microsoft Surface Pro Keyboard - keyboard - with accelerometer, trackpad, S Mfg. Part#: 8X8-00164 Contract: Fairfax County IT HW & SW - 4400006325 (4400006325)	8	7866715	\$220.57	\$1,764.56
DELL CTO 3680 I9-14900 1 32 W11P Mfg. Part#: 3000181986341 Contract: Fairfax County IT HW & SW - 4400006325 (4400006325)	2	8107420	\$2,277.41	\$4,554.82
Dell WD19S - docking station - USB-C - HDMI, 2 x DP, USB-C - 1GbE Mfg. Part#: DELL-WD19S130W Contract: Fairfax County IT HW & SW - 4400006325 (4400006325)	25	6416316	\$202.89	\$5,072.25

SUBTOTAL	\$44,387.14
SHIPPING	\$0.00
SALES TAX	\$0.00
GRAND TOTAL	\$44,387.14

PURCHASER BILLING INFO	DELIVER TO
Billing Address: CITY OF GREENBELT ACCTS PAYABLE 25 CRESCENT RD GREENBELT, MD 20770-1891 Phone: (301) 474-8052 Payment Terms: NET 30-VERBAL	Shipping Address: CITY OF GREENBELT BRIAN KENNEL 25 CRESCENT RD GREENBELT, MD 20770-1891 Phone: (301) 474-8052 Shipping Method: UPS Ground (2 - 3 day)
	Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515



Sales Contact Info

Tyler Cowden | (866) 245-1795 | tyler.cowden@cdwg.com

LEASE OPTIONS			
FMV TOTAL	FMV LEASE OPTION	BO TOTAL	BO LEASE OPTION
\$44,387.14	\$1,282.79/Month	\$44,387.14	\$1,464.33/Month

Monthly payment based on 36 month lease. Other terms and options are available. Contact your Account Manager for details. Payment quoted is subject to change.

Why finance?

- Lower Upfront Costs. Get the products you need without impacting cash flow. Preserve your working capital and existing credit line.
- Flexible Payment Terms. 100% financing with no money down, payment deferrals and payment schedules that match your company's business cycles.
- Predictable, Low Monthly Payments. Pay over time. Lease payments are fixed and can be tailored to your budget levels or revenue streams.
- Technology Refresh. Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term and choose to return or purchase the equipment at end of lease.
- Bundle Costs. You can combine hardware, software, and services into a single transaction and pay for your software licenses over time! We know your challenges and understand the need for flexibility.

General Terms and Conditions:

This quote is not legally binding and is for discussion purposes only. The rates are estimate only and are based on a collection of industry data from numerous sources. All rates and financial quotes are subject to final review, approval, and documentation by our leasing partners. Payments above exclude all applicable taxes. Financing is subject to credit approval and review of final equipment and services configuration. Fair Market Value leases are structured with the assumption that the equipment has a residual value at the end of the lease term.

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Support



Call 800.800.4239

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This order is subject to CDW's Terms and Conditions of Sales and Service Projects at

<http://www.cdwg.com/content/terms-conditions/product-sales.aspx>

For more information, contact a CDW account manager.

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**GHA Technologies, Inc.**

Dept. #2090
PO Box 29661
Phoenix, Arizona 85038
United States
<http://www.gha-associates.com>
(P) 480-951-6865
(F) 480-951-6956

Quotation (Open)**Date**

Oct 16, 2024 03:12 PM EDT

Modified Date

Oct 16, 2024 03:24 PM EDT

Quote #

2880867 - rev 1 of 1

Description

Dell, Ubiquiti, & Cisco

SalesRep

Goater, Nicholas
(P) 480-308-8744
(F) 480-951-6956

Customer Contact

Kennell, Brian
bkennell@greenbeltmd.gov

Customer

City of Greenbelt (CO0036)
Kennell, Brian
550 Crescent Road
Greenbelt, MD 20770
United States
(P) 240-542-2021

Bill To

City of Greenbelt
Payable, Accounts
25 Crescent Rd
Greenbelt, MD 20770
United States
(P) 240-542-2021
dworley@greenbeltmd.gov

Ship To

City of Greenbelt
Kennell, Brian
25 Crescent Rd
Greenbelt, MD 20770
United States
(P) 240-542-2021
Bkennell@greenbeltmd.gov

Customer PO:	Terms: Undefined	Ship Via: FedEx Ground
Special Instructions:		Carrier Account #:

#	Description	Part #	Tax Qty	Unit Price	Total
1	Dell OptiPlex 7020 Micro - Core i5 i5-14500T / up to 4.8 GHz - RAM 16 GB - SSD 256 GB - NVMe, Class 35 - UHD Graphics 770 - Gigabit Ethernet, IEEE 802.11ax (Wi-Fi 6E) - Bluetooth, 802.11a/b/g/n/ac/ax (Wi-Fi 6E) - Win 11 Pro - monitor: none - BTS - with 3 Years Basic On	1WRXW	Yes 25	\$652.77	\$16,319.25
2	Dell E2222HS LED monitor - 22" (21.5" viewable) - 1920 x 1080 Full HD (1080p) @ 60 Hz - VA - 250 cd/m ² - 3000:1 - 5 ms - HDMI, VGA, DisplayPort - speakers - black - with 3 Years Basic Hardware Service with Advanced Exchange after remote diagnosis - Distri SNS	DELL- E2222HS	Yes 60	\$105.52	\$6,331.20
3	Ubiquiti UniFi Switch USW-PRO-48-POE Switch - managed - 48 x 10/100/1000 (40 PoE+, 8 PoE++) + 4 x 10Gb Ethernet SFP+ - rack-mountable - PoE++ (600 W) - AC 120/230 V / DC 11.5/52 V	USW- PRO-48- POE	Yes 5	\$1,059.33	\$5,296.65
4	Cisco Meraki MR44 Wireless access point - Wi-Fi 6 - 2.4 GHz, 5 GHz - DC power - cloud-managed	MR44-HW	Yes 10	\$501.88	\$5,018.80
5	Cisco Meraki MR Series Enterprise Subscription license (3 years) - 1 access point - hosted	LIC-ENT- 3YR	Yes 25	\$184.61	\$4,615.25
6	Cisco MERAKI MX450 ADV SEC LIC AND SUP 3YR	LIC- MX450- SEC-3YR	Yes 1	\$18,052.32	\$18,052.32

Subtotal: \$55,633.47
Tax (.0000%): \$0.00
Shipping: \$0.00
Misc: \$0.00
Total: \$55,633.47

Sales tax calculation is estimated and subject to change. Terms Definition: ♦ Unless agreed upon otherwise; Net 30 terms, cash in the GHA bank 30 days from the date of shipment. Lease payment calculations are estimated and may include sales tax in the payment amount. You can obtain an accurate lease quote from our leasing company. Rates are subject to change without notice.

GHA is an authorized and leading supplier for Microsoft, HP, Apple, Dell, Lenovo, VMware, IBM and Cisco. GHA does not source any of these products from the gray market. If you have a pending quotation from a competitor that is significantly less in price, that may be a strong indication of gray market involvement. Please immediately bring this to the attention of your sales professional who can verify with the manufacturer for your benefit and protection. Your sales representative can also talk to you about the risks associated with doing business with a gray market supplier.

-The prices quoted may change due to market conditions beyond our control.

-GHA cannot be responsible for manufacturer availability or delays.

-No verbal quotations or promises can be honored unless set forth herein. ♦

-Due to many people working from home, GHA will not be responsible for the boxes if lost or stolen after the delivery has been made, and if they are lost or stolen, you still agree to pay your GHA invoice. Signature will be required on all shipments.

-Handling Fees: Handling fees charged on shipments are in addition to the freight and insurance charges and vary.

-Returns Policy: Cloud Service Provider CSP orders for Microsoft require at least 30 days of cancellation notice from Buyer. Buyer agrees to pay for any cloud subscription usage incurred. For all other CSP s, GHA will pass through and honor the cancellation policy as stated in the original contract whether 30, 60 or 90 days of cancellation notice is required. Custom computers and technology orders are non-cancellable and non-returnable. No return will be accepted after 30 days from the invoice date. Goods accepted for credit upon return will be subject to handling/restocking charge, which shall be not less than 15% of the price of Goods. Custom-made Goods are not subject to cancellation or return under any circumstances. In no case are Goods to be returned without first obtaining Seller's written permission. Goods must be securely packed in the original packaging and delivered to Seller in an undamaged condition with Buyer being solely responsible for paying all return freight expenses and keeping the GHA invoice current within 30 days from the date of shipment regardless of the reason for a return. All returns must be accompanied by an authorized RMA number, which is valid for 15 days after date of issuance. GHA Technologies makes NO WARRANTY OF MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE with respect to the goods described hereon. Professional Service Organizations are separate companies from GHA. GHA is not responsible for their workmanship and there is no right to offset payment.

-International shipments/returns: Customer is responsible to pay all VAT, duties, customs charges, freight forwarding services, storage, handling, foreign exchange rates/fees, miscellaneous fees from any country, expedited or return freight expenses. Customer shall be liable; GHA is NOT responsible. GHA is not responsible for any return shipment expenses.

-Supplier represents and warrants that it is an equal-opportunity employer and does not discriminate on the basis of age, race, creed, color, religion, sex, sexual orientation, gender identity, national origin, disability, marital or veteran status, or any other basis that is prohibited by law.

-This document shall be governed by the laws of the State of Arizona.

-You may view all Terms & Conditions at: <https://www.gha-associates.com/terms-and-conditions>.

-THIS QUOTE HAS BEEN PROVIDED FOR CLIENT AND GHA PURPOSES ONLY**

-CORPORATE OFFICE: (REMIT PAYMENTS TO THE DEPARTMENT NUMBER AND PO BOX LISTED ABOVE; NO PAYMENTS SHOULD BE MAILED TO THE CORPORATE OFFICE) GHA Technologies, Inc. 8998 E. Raintree Drive Scottsdale, AZ 85260

City Council Agenda Item Report

Meeting Date: October 28, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: MEETINGS

Agenda Section: OTHER BUSINESS - 90 minutes (8:45 - 10:15 p.m.)

Subject:

Meetings

Suggested Action:

Closed Session: Tonight, the City Council will hold a closed session, immediately following the Council Meeting, in the Council Chambers of the Municipal Building:

1) to discuss the appointment, performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals; 2) To consult with staff, consultants, or other individuals about pending or potential litigation; and 3) To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans.

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

Attachments:

[Closed Session Official Notice - 241028.pdf](#)
[meetings.pdf](#)



OFFICIAL NOTICE

By Section 3-305(b)(1)(8) and (10) of the General Provisions Article of the Annotated Code of the Public General Laws of Maryland, a closed session of the Greenbelt City Council will be held Monday, October 28, 2024, immediately following the Regular Meeting, in Council Chambers of the Municipal Building: 1) to discuss the appointment, performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals; 2) To consult with staff, consultants, or other individuals about pending or potential litigation; and 3) To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans.

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

** The public may attend the Special Meeting of the City Council immediately prior to the closed session and observe the vote of the Council to move into the closed session on Monday, October 28, 2024.*

Bonita Anderson
City Clerk



City Council Meetings & Work Sessions October – November - December

Regular Meeting	Mon.	10/28	7:30 pm
Special Meeting/Closed Session – Deployment of Fire Staff	Mon.	10/28	Following Regular Meeting
Advisory Interviews	Wed.	10/30	7:30 pm
Work Session – Economic Development and Local Legislative Priorities	Mon.	11/04	7:30 pm
No Meeting – (MML Fall Conference)	Wed.	11/06	
No Meeting – Veterans Day	Mon.	11/11	
No Meeting – (NLC Fall Conference)	Wed.	11/13	
Regular Meeting	Mon.	11/18	
Work Session – Traffic Calming Study: Greenbelt Center City	Wed.	11/20	7:30 pm
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.

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
NASA Goddard Tour (*October 21st*)
Townhall Meeting: Virtual Meetings
 Accessibility for Blind and Visually
 Impaired
Verde Apartments
Walk-way fixture

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: October 28, 2024

Submitted by: Terri Hruby

Submitting Department: Planning

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS - 90 minutes (8:45 - 10:15 p.m.)

Subject:

Authorizing the City Manager to Execute a Contract with Charles P. Johnson and Associates to Prepare a Storm Drain Base Map

Suggested Action:

Reference: Charles P. Johnson and Associates Cost Proposal, 11/26/23

The City Council allocated American Rescue Plan Act (ARPA) funding to undertake projects associated with the assessment of the City's storm drain systems. An important first step in assessing the City's storm drain systems is to create a base map of all storm drain systems within the city, and to identify whether they are currently City, County or privately maintained.

While there are some existing maps, they have conflicting and incomplete data. In consultation with the County, the mapping will be used to identify and rank those systems that require County easements and condition assessments and will identify systems that have been accepted by the County for maintenance.

Charles P. Johnson and Associates who is on the City's Negotiated Purchase List and is the City's on-call engineer has submitted a proposal to prepare a storm drain base map at a cost of \$38,300.

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 \$38,300.00.

Attachments:

[Greenbelt Storm Drain Base Map Proposal.pdf](#)

November 26, 2023

Terri Hruby
Director of Planning and Community Development
City of Greenbelt
15 Crescent Road, Suite 200
Greenbelt, MD 20770

Re: City of Greenbelt Planning and Community Development – Storm Drain Base Maps

Dear Ms Hruby:

Charles P. Johnson & Associates, Inc. (CPJ) is pleased to submit the attached proposal to provide professional services in response to the City of Greenbelt Planning and Community Development. Please find attached a fee proposal break down for your use, review, and comment. Our lump sum price is \$38,300.00 based on the agreed upon hourly rates.

We will start work on the project within two weeks of receiving a Purchase Order and Notice to Proceed. We look forward to participating in this project and should further information be necessary, please do not hesitate to contact us.

Thank you for the opportunity.

Sincerely,



Saifuddin Ahmed, P.E.
Public Sector Division Manager
sahmed@cpja.com

City of Greenbelt, MD
Greenbelt Storm Drain Base Map Cost Proposal

			Greenbelt Storm Drain Base Map														
		List Position or Title List Position's Hourly Rate	Project Manager		Professional Engineer		Landscape Architect		Engineer		Designer		Technician		COSTS BY TASK	Units	TOTAL COSTS
			Rate:	\$175	Rate:	\$150	Rate:	\$150	Rate:	\$125	Rate:	\$125	Rate:	\$110			
Item			Hrs.	Sub-Total Fee	Hrs.	Sub-Total Fee	Hrs.	Sub-Total Fee	Hrs.	Sub-Total Fee	Hrs.	Sub-Total Fee	Hrs.	Sub-Total Fee			
1		Greenbelt Storm Darin Base Map															
	a	Review all email correspondence and cooresponding base maps available between County and City. Prepare time table narrative	4	\$700.00	8	\$1,200.00		\$0.00	2	\$250.00		\$0.00		\$0.00	\$2,150.00	1	\$ 2,150.00
	b	Obtain latest DOE and DPW&T storm drain layers and data. Review County-provided storm drain GIS data that indicates previous visual verification of structure (ie. invert elevations)	1	\$175.00	4	\$600.00		\$0.00	24	\$3,000.00		\$0.00		\$0.00	\$3,775.00	1	\$ 3,775.00
	c	Create legend for initial base map to include: storm drain currently maintained by County, storm drain visually observed by County, storm drain 12" and greater provided by GHI, storm drain common to PG DOE and PG DPW&T base maps, storm drain only shown on PG DOE base map and storm drain only shown on PG DPW&T base map. If necessary provide conversion table	2	\$350.00		\$0.00		\$0.00	120	\$15,000.00		\$0.00		\$0.00	\$15,350.00	1	\$ 15,350.00
	d	Meet with City to discuss Findings	4	\$700.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$700.00	1	\$ 700.00
	e	Visually verify storm drain locations not currently County-maintained that are not common to all three base maps (GHI, PG DOE and PG DPW&T)	2	\$350.00		\$0.00		\$0.00	80	\$10,000.00		\$0.00		\$0.00	\$10,350.00	1	\$ 10,350.00
	f	Update storm drain base map to include all visually verified structures. Identify private versus public systems	1	\$175.00		\$0.00		\$0.00	16	\$2,000.00		\$0.00		\$0.00	\$2,175.00	1	\$ 2,175.00
	g	Meet with City to discuss findings and to establish criteria for a storm drain easement ranking system. Prepare meeting minutes	4	\$700.00	8	\$1,200.00		\$0.00		\$0.00		\$0.00		\$0.00	\$1,900.00	1	\$ 1,900.00
	h	Meet with City and County to discuss findings. Prepare meetng minutes.	4	\$700.00	8	\$1,200.00		\$0.00		\$0.00		\$0.00		\$0.00	\$1,900.00	1	\$ 1,900.00
		Subtotal	22.0	\$3,850.00	28.0	\$4,200.00	0.0	\$0.00	242.0	\$30,250.00	0.0	\$0.00	0.0	\$0.00	\$38,300.00		\$ 38,300.00
Task 1 Total															\$38,300.00		

- Assumptions/Notes
- 1

Handheld GPS receiver (not survey-grade) to be used to find approximate location of field verified storm drain structures
- 2

Storm drain sizes will not be field verified for base mapping
- 3

Any storm drain structures found in the field that are not shown on any base maps will be noted and the City informed. Manhole top will be removed to determine incoming and outgoing pipe sizes. Documenting this newfound storm drain system is not included in this propos
- 4

City will notify Public & GHI in advance of CPJ field verification work
- 5

Public systems are considered storm drain systems that are within the Greenbelt public right of way and systems that are within private property with a recorded easemen
- 6

No storm drain Easement research

City Council Agenda Item Report

Meeting Date: October 28, 2024

Submitted by: Jaime Fearer

Submitting Department: Planning

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS - 90 minutes (8:45 - 10:15 p.m.)

Subject:

Authorizing the City Manager to Execute a Contract with Greenman-Pedersen, Inc. for Engineering Associated with Approved Ped/Bike ARPA Funds for Sidewalk Completion along Hanover Parkway

Suggested Action:

Reference:

Memorandum RE GPI, J. Fearer, 10/23/2024

ARPA No.26 MDX 2300257.02_Contract Agreement - ARPA Improvements

This contract utilizes a portion of the ARPA funds allocated for Pedestrian and Bicycle Master Plan Implementation and Improvements. Staff recommends that City Council authorize the City Manager to execute a contract with GPI for \$58,888.46. This will allow the City to utilize ARPA funds to acquire 90% engineering and design services for sidewalk completion along Hanover Parkway between Greenbrook Drive and Hunting Ridge in support of Pedestrian and Bicycle Master Plan Implementation and Improvements.

Approval of this item on the consent agenda will indicate Council's intent to authorize the City Manager to execute the contract with GPI.

Attachments:

[24-1023_GPI_Proposal_Staff Memo_Final.pdf](#)

[ARPA No.26 MDX 2300257.02_Contract Agreement - ARPA Improvements.pdf](#)



MEMORANDUM

TO: City Council

FROM: Jaime Fearer, AICP, Assistant Director of Planning

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

DATE: October 23, 2024

RE: City Council Approval – Authorizing the City Manager to Execute a Contract with Greenman-Pedersen, Inc., for Hanover Parkway Sidewalks Engineering and Design

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.

After assessing approved projects in collaboration with the City's Department of Public Works, staff determined the need for engineered drawings in order to construct a completed sidewalk connection between Greenbrook Drive and Hunting Ridge.

At their October 14, 2024, regular meeting, Council subsequently approved additional ARPA funding for paving the Schrom Hills Park multi-use path and for securing engineering and design services for sidewalk completion along Hanover Parkway between Greenbrook Drive and Hunting Ridge.

Greenman-Pedersen, Inc (GPI), the City's on-call transportation engineer, has submitted a proposal to prepare 90% engineering and design plans to complete the sidewalk gap on Hanover Parkway between Greenbrook Drive and Hunting Ridge. GPI is also on the City's Negotiated Purchase List.

General Information

Staff proposes that the City Council authorize the City Manager to execute a contract with GPI for \$54,888.46. GPI will provide deliverables associated with producing 90% engineering and design for sidewalk connectivity along Hanover Parkway so that the City may move forward in the future, pending necessary funding, with construction to close the sidewalk gap.

Recommendation

Staff recommends that City Council authorize the City Manager to execute a contract with GPI for \$58,888.46. This will allow the City to utilize ARPA funds to acquire 90% engineering and design services for sidewalk completion along Hanover Parkway between Greenbrook Drive and Hunting Ridge in support of Pedestrian and Bicycle Master Plan Implementation and Improvements.

Attachments

- GPI Proposal, August 28, 2024

August 28, 2024

Ms. Terri Hruby – Director
Planning and Community Development
City of Greenbelt
15 Crescent Road, Suite 200
Greenbelt, MD 20770-1886

Subject: ARPA #26 Sidewalk completion along Hanover Parkway from Greenbrook Drive to Hunting Ridge

Dear Ms. Hruby:

Greenman-Pedersen, Inc. (GPI) is pleased to submit this task proposal to perform services for the above-referenced project. Based on our previous discussions, it is our understanding that the City of Greenbelt has been granted funding from the American Rescue Plan Act of 2021. This project involves sidewalk connectivity along Hanover Parkway between Greenbrook Drive and Hunting Ridge.

Hanover Parkway is within the City of Greenbelt's jurisdiction and provides residential connections to Washington Metropolitan Area Transit Authority (WMATA) and Prince George's County bus stops, neighborhood trail system, and recreation fields.

All work will be performed in conformance with the standards, policies, and procedures of the Maryland Department of Transportation State Highway Administration (SHA), Prince George's County, and the City of Greenbelt.

SCOPE OF SERVICES:

The scope of work anticipated to complete this task assignment is as follows:

1. Project Data Collection and Coordination
 - a. Gather existing site condition data
 - i. Perform topographic field survey
 - ii. Process field data
 - iii. Perform site visit
 - b. Coordination with City of Greenbelt
2. Preliminary Investigation 30% (PI)
 - a. Design and model sidewalk layout to connect to the existing sidewalks that end along Hanover Parkway. The sidewalk layout will connect to the existing bus shelters and provide space for buses to pull off from the travel way. It is anticipated the roadway will be closed section where the new sidewalk is proposed.
 - b. Preliminary drainage design to convey roadway runoff. MDOT SHA Standard 374.68 will be utilized to convey roadway runoff
 - i. Existing storm drain pipe computations
 - ii. Spread calculations
 - iii. Inlet layout and storm drain design
 - c. Prepare plan sheets
 - i. Title Sheet
 - ii. Typical Section
 - iii. Sidewalk and roadway details
 - iv. Roadway Plans
 - v. Grading Plans

- d. Prepare cost estimate using MDOT SHA category codes, unit prices, and contingencies.
 - e. QC/QA
 - f. Submit deliverables for review.
3. Final Review 90% (FR)
- a. Revise and finalize sidewalk design based on received from PI.
 - b. Revise and finalize drainage design based on received from PI.
 - c. Revise plan sheets
 - i. Title Sheet
 - ii. Typical Section
 - iii. Sidewalk and roadway details
 - iv. Roadway Plans
 - v. Grading Plans
 - d. Update cost estimate based on design changes and any new directives.
 - e. QC/QA
 - f. Submit deliverables

SCHEDULE

- i. Project Data Collection – 2 weeks
- ii. PI – 1 month
- iii. FR – 1 month

ASSUMPTIONS / EXCLUSIONS:

This proposal has been prepared based on the following assumptions:

1. The following items are excluded from this task:
 - i. Stormwater management design
 - ii. Erosion and sediment control
 - iii. Bridge design
 - iv. Landscaping
 - v. Maintenance of Traffic and Detour
 - vi. Lighting
 - vii. Property impacts
 - viii. Utility coordination and designation including test pitting
2. Any relevant CAD files (title, boarder, CAD Standards, etc.) will be provided by the City of Greenbelt.
3. It is anticipated that the project will be funded and constructed entirely by the City of Greenbelt.
4. It is assumed all work will be performed within the City of Greenbelt's Right-of-Way (ROW). No plat preparation is needed.
5. It is assumed that the City will identify any environmental impacts and coordinate with the appropriate agencies for approval.
6. Same day stabilization is assumed for this work.
7. Coordination efforts with stakeholders, including but not limited to SHA, Prince George's County, and WMATA, will be handled by the City of Greenbelt.
8. Any existing storm pipes located will be treated as flowing full to determine velocities.

9. No permit applications or other agency coordination will be part of this task and will be the City of Greenbelt's responsibility.
10. Comments from the City of Greenbelt review resulting in significant changes will require a task modification.
11. Assumed 2 week review period by the City of Greenbelt.
12. No public meetings or displays will be required.
13. Deliverables will be in electronic format only.
14. All services not specifically described above are excluded.

INFORMATION PROVIDED BY OTHERS:

1. City of Greenbelt to provide City's Pedestrian/Bike Master Plan.
2. City of Greenbelt to provide any available as-built plans and right-of-way information.
3. City of Greenbelt to provide any available and relevant GIS data and CAD files.

Our total estimated hours and proposed fee to complete the work are shown on the attached Personnel Hour Breakdown and Cost Summary Forms. Our estimated fee to perform this Task for the City of Greenbelt Planning Department is \$54,888.64.

Greenman-Pedersen, Inc. is very pleased to have this opportunity to provide services to the City of Greenbelt and looks forward to working on this project. If there are any questions, or comments, or if you require additional information, please do not hesitate in contacting me at (443) 753-5488 (astrevig@gpinet.com) or the Project Manager, Alan Wang at (443) 753-5507 (awang@gpinet.com).

Very truly yours,

GREENMAN-PEDERSEN, INC.



Angie Strevig, P.E.
Assistant Vice-President / Director of Highways

Enclosures:
Personnel Hour Breakdown and Cost Summary (GPI)

Accepted: _____

Date: _____

Name (printed): _____

Title: _____

MAN-HOUR DISTRIBUTION
ARPA Improvements No. 26 - Sidewalk completion along Hanover Parkway from Greenbrook Drive to Hunting Ridge

Date: 8/28/2024

Item Description	Sr. Project Manager	Project Manager	Transportation Engineer	Structural Engineer	Hydraulics Engineer	Project Engineer	Senior Engineer	Planner/Scientist	Sr. CADD Technician	CADD Operator	Licensed Surveyor	Party Chief	Environmental Scientist	Total
Scope of Services														
1.Project Data Collection and Coordination														
a.Gather existing site condition data														
i.Preform topographic field survey										16	2	4		22
ii.Process field data										16	2	4		22
iii.Perform site visit		4	4											8
b.Coordination with City of Greenbelt	4	16												20
2.Preliminary Investigation 30% (PI)														
a.Design and model sidewalk layout to connect to the existing sidewalks that end along Hanover Parkway. The sidewalk layout will connect to the existing bus shelters and provide space for buses to pull off from the travel way. It is anticipated the roadway will become a closed section where the new sidewalk is proposed.		8	20							12				40
b.Preliminary drainage design to convey roadway run off. MDOT SHA Standard 374.68 will be utilized to convey roadway runoff														
i.Existing storm drain pipe computations		4	8											12
ii.Spread calculations		4	8											12
iii.Inlet layout and storm drain design		6	12							12				30
c.Prepare plan sheets														
i.Title Sheet			1							2				3
ii.Typical Section		1	2							4				7
iii.Sidewalk and roadway details		4	12							8				24
iv.Roadway Plans		4	8							8				20
v.Grading Plans		4	12							8				24
d.Prepare cost estimate using MDOT SHA category codes, unit prices, and contingencies.		4	8											12
e.QC/QA	4													4
f. Submit deliverables for review.		2												2
3.Final Design 90% (FR)														
a.Revise and update sidewalk design based on comments received from PI.		4	8											12
b.Revise and update drainage design based on comments received from PI.		4	8											12
c.Revise plan sheets														
i.Title Sheet										1				1
ii.Typical Section		1	1							2				4
iii.Sidewalk and roadway details		2	8							6				16
iv.Roadway Plans		2	4							4				10
v.Grading Plans		2	8							6				16
d.Update cost estimate based on design changes and any new directives.		2	6											8
e.QC/QA	4													4
f.Submit deliverables		2												2
Labor Hour Estimate Total	12	80	138							105	4	8		347

Greenman-Pedersen, Inc. (GPI)
AVERAGE HOURLY RATE

Date: 8/28/2024

**Engineering Services for Transportation Facilities
Greenman-Pedersen, Inc. (GPI)**

Job Classification	Billable Rate	Hours	Extension
1. Sr. Project Manager	\$262.55	12.00 =	\$3,150.60
2. Project Manager	\$205.32	80.00 =	\$16,425.60
3. Transportation Engineer	\$148.98	138.00 =	\$20,559.24
4. Structural Engineer	\$144.99	0.00 =	\$0.00
5. Hydraulics Engineer	\$114.26	0.00 =	\$0.00
6. Project Engineer	\$139.39	0.00 =	\$0.00
7. Senior Engineer	\$169.63	0.00 =	\$0.00
8. Planner/Scientist	\$113.08	0.00 =	\$0.00
9. Sr. CADD Technician	\$144.55	0.00 =	\$0.00
10. CADD Operator	\$124.08	105.00 =	\$13,028.40
11. Licensed Surveyor	\$203.55	4.00 =	\$814.20
12. Party Chief	\$103.25	8.00 =	\$826.00
13. Environmental Scientist	\$120.46	0.00 =	\$0.00
Total		347.00	\$54,804.04
Average Rate equals Extension divided by hours			
Average hourly rate			\$157.94

CITY OF GREENBELT**Cost and Price Summary - Consultant Services Contract****Date:****August 28, 2024****ADMINISTRATION:** City of Greenbelt**PROJECT:** ARPA Improvements**CONTRACT:** Engineering Services for Transportation Facilities**Consultant:** Greenman-Pedersen, Inc. (GPI)**Subcontractor:**

1. All Inclusive Rate - GPI	347.00 Man Hours X	\$157.94 Avg. Hourly Rate (See Attached Sheet)	\$54,804.04
2. Escalation (NA)			\$0.00
3. Payroll cost (included)			\$0.00
4. Total of Items 1,2 and 3 above			<u>\$54,804.04</u>

5. Fixed Fee (Included)			\$0.00
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6. Direct Expenses:

a. Local Travel	126 miles at	\$ 0.670 Per mile	\$84.42
b. Meals and Lodging			\$0.00
c. Printing, Meeting Displays			\$0.00
d. Telephone, Fax, Postage, Photographs, and Miscellaneous			\$0.00
e. Traffic Data Collection (NDS)			\$0.00

Subtotal Direct Expenses	<u>\$84.42</u>
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TOTAL FEE	<u>\$54,888.46</u>
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7. Subcontractor: Separate Cost and Price Summary for each firm to be appended

Name	Amount
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=
=
=
=

Total Subcontractors	\$ -
% of assignment	0.00%

8. Other (Contingent)	\$ -	<u>\$0.00</u>
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9. Total Proposed Fee	<u>\$54,888.46</u>
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Total:	<u>\$54,888.46</u>
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City Council Agenda Item Report

Meeting Date: October 28, 2024

Submitted by: Bonita Anderson

Submitting Department: Greenbelt Police

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS - 90 minutes (8:45 - 10:15 p.m.)

Subject:

Approval for the Purchase of Police Radios

Suggested Action:

Reference: Memorandum, Deputy Chief Tim White, 4/23/24

Motorola Solutions Quote

American Rescue Plan Act (ARPA) funds in the amount of \$262,500 and FY25 budget funding in the amount of \$2,480.10 have been allocated for the purchase of 33 Motorola APX N70 portable radios.

Staff has identified Prince George's County contract #34655 for the purchase of the Motorola APX N70 radio. The total cost of 33 Motorola APX N70 radios is \$264,980.10.

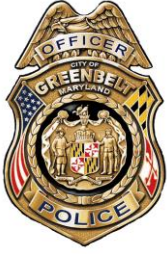
Included in Council's packet is a memorandum from Deputy Chief Tim White with additional details about the recommended purchases. Police department staff will be present to answer any questions.

Staff recommends council authorize the City Manager to purchase 33 Motorola APX N70 radios under PG County Contract #34655 from Motorola Solutions Inc. 500 West Monroe, Chicago, IL 60661 for \$264,980.10.

Attachments:

[FY25 Radio Purchase Memo.pdf](#)

[QUOTE-2846245-3CityofGreenbelt33UnitsN70_10222024.pdf](#)



**GREENBELT POLICE
DEPARTMENT**

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

To: Josue Salmeron, City Manager

From: Deputy Chief Tim White

Via: Chief Richard Bowers

Date: October 23, 2024

Re: Purchase of Thirty (33) Motorola Portable Radios

In 2009, the Greenbelt Police Department partnered to join the Prince Georges County Multi-Jurisdictional Public Safety radio system. This Motorola radio system has allowed for the seamless interoperability between public safety agencies within Prince George's County and the surrounding region.

In 2023, the portable radios used by the department reached their end of useful service life. Maintenance and support are no longer available for the radios currently used by officers. In addition to the radios reaching their end of life, Prince George's County is upgrading the entire radio system to utilize encrypted radio channels for greater operational security. This upgrade will require the use of new radios in order for our agency to continue operations.

In FY24, the department began the transition to the new technology with the purchase of 30 radios. To continue the transition, the Department needs to purchase an additional 33 radios.

American Rescue Plan Act (ARPA) funds in the amount of \$262,500 and FY25 budget funding in the amount of \$2,480.10 have been allocated for the purchase of 33 Motorola APX N70 portable radios.

Staff recommends council approve the purchases of thirty (33) Motorola APX N70 portable radios under PG County Contract #34655 from Motorola Solutions Inc. 500 West Monroe, Chicago, IL 60661 for \$264,980.10.

Billing Address:
MARYLAND NATIONAL PARK &
PLANNING COMM PARK POLICE
GreenBelt Police
550 Crescent Road
Greenbelt, Maryland 20770
US

Quote Date:10/15/2024
Expiration Date:12/14/2024
Quote Created By:
Meghana Parikh
Meghana.Parikh@
motorolasolutions.com

End Customer:
GreenBelt Police
Timothy White
twhite@greenbeltmd.gov
240-542-2124

Contract: 34655 - Prince George's
County MD

Summary:

Any sales transaction resulting from Motorola's quote is based on and subject to the applicable Motorola Standard Terms and Conditions, notwithstanding terms and conditions on purchase orders or other Customer ordering documents. Motorola Standard Terms and Conditions are found at www.motorolasolutions.com/product-terms.

Line #	Item Number	Description	Qty	Term	Sale Price	Ext. Sale Price
1	PMMN4141A	XVP750 REMOTE SPEAKER MICROPHONE WITH CHANNEL KNOB, FOR APX N RADIOS	33		\$242.33	\$7,996.89
2	PMPN4604A	CHARGER,CHGR DESKTOP SINGLE UNIT IMPRES 2 EXT US	33		\$98.89	\$3,263.37
	APX™ N70	APX N70				
3	H35UCT9PW8AN	APX N70 7/800 MODEL 4.5 PORTABLE	33		\$5,981.51	\$197,389.83
3a	QA08821AA	ALT: 7800 STUBBY 762-870MHZ	33			
3b	QA09017AA	ADD: LTE WITH ACTIVE SERVICE AT&T US	33			
3c	QA09030AA	ADD: MOTOROLA HOSTED RADIOCENTRAL W CPS	33			
3d	QA01771AB	ENH: ENHANCEMENT LEVEL 2	33			
3e	H38DA	ADD: SMARTZONE OPERATION	33			
3f	Q173CA	ADD: SMARTZONE OMNILINK	33			



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products. Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800

Line #	Item Number	Description	Qty	Term	Sale Price	Ext. Sale Price
3g	Q498BN	ENH: ASTRO 25 OTAR W/ MULTIKEY	33			
3h	Q806CH	ADD: ASTRO DIGITAL CAI OPERATION	33			
3i	QA00580BA	ADD: TDMA OPERATION	33			
3j	QA01648AA	ADD: HW KEY SUPPLEMENTAL DATA	33			
3k	QA09001AM	ADD: WIFI CAPABILITY	33			
3l	Q629BD	ENH: AES ENCRYPTION AND ADP	33			
3m	QA09113AA	ADD: BASELINE RELEASE SW	33			
3n	Q361CD	ADD: P25 9600 BAUD TRUNKING	33			
4	LSV01S03060A	APX N70 DMS ESSENTIAL	33	7 YEARS	\$432.43	\$14,270.19
5	SSV01S01407A	SMARTPROGRAMMING	33	5 YEARS	\$375.00	\$12,375.00
6	PMNN4816A	BATT IMPRES 2 LIION IP68 3200T	33		\$107.65	\$3,552.45
7	LSV01S03082A	RADIOCENTRAL PROGRAMMING	33	5 YEARS	\$99.32	\$3,277.56
8	SSV01S01406A	SMARTCONNECT	33	5 YEARS	\$375.00	\$12,375.00
9	SSV01S01476A	SMARTLOCATE	33	5 YEARS	\$375.00	\$12,375.00
10	SSV01S01907A	SMARTMAPPING	33	5 YEARS	\$375.00	\$12,375.00
11	Incentive	7 Year APX N70 DMS ESSENTIAL Discount Expiration Date: 12/31/2024	1		-\$14,270.19	-\$14,270.19

Grand Total

\$264,980.10(USD)

**Upfront costs include the cost of Hardware, Accessories and Implementation, where applicable.*

Notes:

Motorola's quote (Quote Number: _____ Dated: _____) is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then the following Motorola's Standard Terms of use and Purchase Terms and Conditions govern the purchase of the Products which is found at <http://www.motorolasolutions.com/product-terms>.

The Parties hereby enter into this Agreement as of the Effective Date.



Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the "Underlying Agreement") that authorizes Customer to purchase equipment and/or services or license software (collectively "Products"). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.
Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800

Motorola Solutions, Inc.

Customer

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

- This quote contains items with approved price exceptions applied against them.
- Unless otherwise noted, this quote excludes sales tax or other applicable taxes (such as Goods and Services Tax, sales tax, Value Added Tax and other taxes of a similar nature). Any tax the customer is subject to will be added to invoices.



APX N70 PORTABLE RADIO SOLUTION DESCRIPTION

OVERVIEW

The APX N70 offers affordable, next generation communications for without compromising P25 interoperability or voice and data quality. It offers a durable design with “pick-up-and-go” functionality, optimizing ease-of-use and focused communications in almost all environments.

DURABLE AND EASY TO USE

The APX N70 enhances operations with a full color transfective glass display with touch technology for easy operation with gloves on. The touchscreen includes a high velocity user interface with large touch targets, shallow menu hierarchy, home screen information at a glance, and access to integrated apps. Additionally, the N70 offers extended battery life, a shorter antenna, and Bluetooth compatibility with audio accessories, promoting efficient communications between first responders.

ESSENTIAL AND SECURE P25 COMMUNICATIONS

The APX N70 is certified compliant with P25 standards and supports digital and analog trunking, FDMA and TDMA, and Integrated Voice and Data. P25 communications over the N70 are safe and secure—it offers software and hardware encryption, single- and multi key encryption, and P25 Authentication, protecting communications during daily operations.



Reliable Connectivity

Using the APX N70 lets first responders stay connected across disparate networks. It can be equipped with LTE, Wi-Fi®, Bluetooth®, and GPS features, bringing future-ready applications, services, and best-in-class connectivity to everyday users. APX N70 radios support 7/800 MHz frequency bands across radio systems with minimal intervention by the radio user.

Managing and Provisioning Devices

APN N70 provides users greater awareness and faster radio management through Customer Programming Software (“CPS”), Radio Management (“RM”), or the Radio Central programming. These tools transform accurate data into smarter action by enabling dispatchers and network managers to keep radios in the field, make informed operational decisions, and, above all, protect first responders' focus and safety.

Customer Programming Service

CPS is a proprietary, Windows-based application used to configure APX subscriber radios in offline situations. The CPS application offers drag-and-drop, clone-wizard, and basic import/export functions that allow for the addition of new



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software and feature enhancements. APX N radios can be programmed one-at-a-time on a local PC, via secure USB port connection, with TLS-PSK based encryption. Once loaded, subscriber radios are read, and edited, and copdeplugs and templates can be saved and duplicated to program other fleet radios.

Radio Management

Batch Programming is available through the RM software for simultaneous programming and upgrading throughout the radio fleet. With Batch Programming, up to 16 radios can be programmed at once over a Wi-Fi connection. This reduces programming time and ensures that the radio fleet is always up-to-date and ready-to-use in the field.

Device Management Services

Device Management Services ("DMS") packages provide programming, management, and maintenance services to maximize the effectiveness of this APX N70 solution, while reducing maintenance risk, workload, and total cost of ownership. DMS tackles a range of customer needs, whether the solution is self-maintained or managed by Motorola Solutions.

Using Motorola Solutions' cloud-based Radio Central Programming, APX N70 supports faster provisioning and deployment to get devices in the hands of first responders and out into the field. Parameters such as talk groups, interface options, and security keys can be programmed remotely within minutes. The DMS package provides access to batch programming with Radio Central Programming or one-at-a-time basic programming with Customer Programming Service, described below.

Radio Central

Radio Central Programming streamlines the APX N70 out-of-the-box experience with a few simple steps. Users will power on the device and view a boot-up animation. Status bar icons on the front display indicate when a connection is made and an update download is initiated. If the APN N70 device is being started for the first time, a "peek-in" device management notification will indicate that the default configuration is detected. When the update download is complete, the device reboots and installs the update. When the install is complete, the device goes back to the full home screen and notifies the user that the update is complete. From power on to provisioning, the process takes less than a minute. For Encryption and Authentication users, a KVL needs to be connected to the radio to use those services.

APX N70 also features Touchless Key Provisioning ("TKP"), leveraging Radio Central and Key Management Facility to add encryption keys remotely. This streamlined, one-time process reduces the time and effort spent enabling encryption. TKP delivers the initial encryption keys to APN N70 radios. Users can provision encryption on one radio or on batches of radios, further speeding up the encryption process for radio fleets.

The figure below illustrates APX N70's faster provisioning process.



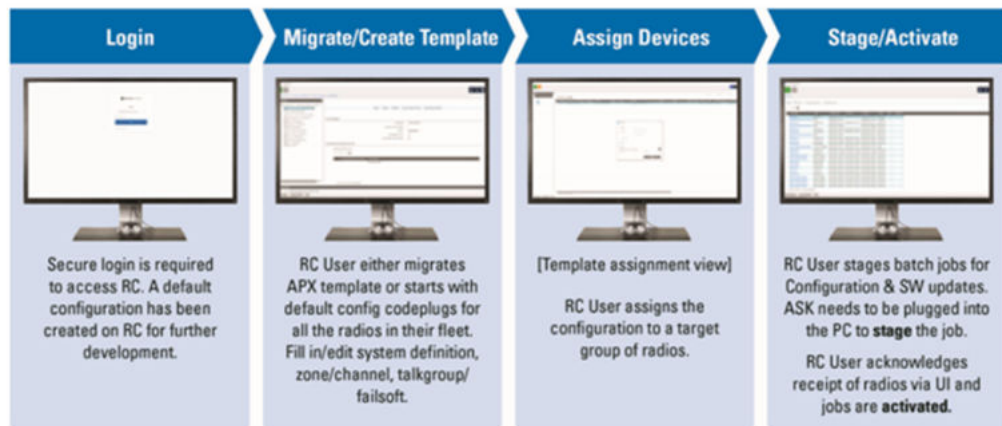


Figure 1: APX N70 Provisioning via Radio Central

APX N-SERIES DEVICE MANAGEMENT SERVICES - ESSENTIAL STATEMENT OF WORK

OVERVIEW

Device Management Services ("DMS") efficiently maintains the Customer's device fleet while helping to keep devices up-to-date and fully operational in the field.

DMS Essential services provide basic hardware and software support.

This Statement of Work ("SOW"), including all of its subsections and attachments is an integral part of the applicable agreement ("Agreement") between Motorola Solutions, Inc. ("Motorola Solutions") and Customer ("Customer").

In the event of a conflict between the terms and conditions of the Agreement and the terms and conditions of this SOW, this SOW will control as to the inconsistency only. The SOW applies to the device specifically named in the Agreement.

HARDWARE REPAIR

Hardware Repair provides repair coverage for internal and external device components that do not work in accordance with published specifications. Repair services are performed at a Motorola Solutions-operated or supervised facility. The device will be repaired to bring it to compliance with its specifications, as published by Motorola Solutions at the time of delivery of the original device.

For malfunctioning devices that must be replaced, Motorola Solutions will attempt to read the codeplugs from those devices. If successful, Motorola Solutions will load the codeplug to any replacement devices. If not, Motorola Solutions will load a factory codeplug, and the Customer will need to load the previous codeplug.

Motorola Solutions will load factory available firmware to any replacement devices, which may not match the Customer's firmware version.

MOTOROLA SOLUTIONS RESPONSIBILITIES

- Repair or replace malfunctioning device, as determined by Motorola Solutions.
- Complete repair or replacement with a turnaround time of five business days in-house, provided the device is delivered to the repair center by 9:00 a.m. (local repair center time). Turnaround time represents the time a product spends in the repair process, and does not include time in transit to and from the Customer's site. Business days do not include US holidays or weekends.
- If applicable, apply periodically-released device updates, in accordance with an Engineering Change Notice.
- Provide two-way air shipping when a supported Motorola Solutions electronic system, such as MyView Portal, is used to initiate a repair. A shipping label will be generated via the electronic system.

CUSTOMER RESPONSIBILITIES

- For non-contiguous renewals, Customer must provide a complete list, preferably in electronic format, of all hardware serial numbers to be covered under the Agreement to Motorola Solutions.
- Initiate device repairs, as needed.
 - When initiating a repair via a supported Motorola Solutions electronic system, label each package correctly with the shipping label and Return Material Authorization ("RMA") number generated by the electronic system.
 - When initiating a repair via paper Return Material Form ("RMF"), the RMF must be completed for each device, included in the package with the device, and shipped to the Motorola Solutions depot specified on the RMF.



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- Remove any data or other information from the device that the Customer wishes to destroy or retain prior to sending the device for repair.
- If a malfunctioning device must be replaced and the Customer has loaded information for that device to Motorola Solutions' cloud environment, the Customer will need to remove the information for the malfunctioning device and add information for the replacement device to the applicable cloud environment.

LIMITATIONS AND EXCLUSIONS

The Customer will incur additional charges at the prevailing rates for any activities that are not included or are specifically excluded from this service scope, as described below. Motorola Solutions will notify the Customer and provide a quotation of any incremental charges related to such exclusions prior to completing the repair and said repair will be subject to Customer's acceptance of the quotation.

- Replacement of consumable parts or accessories, as defined by product, including but not limited to batteries, cables, and carrying cases.
- Repair of problems caused by:
 - Natural or manmade disasters, including but not limited to internal or external damage resulting from fire, theft, and floods.
 - Third-party software, accessories, or peripherals not approved in writing by Motorola Solutions for use with the device.
 - Using the device outside of the product's operational and environmental specifications, including improper handling, carelessness, or reckless use.
 - Unauthorized alterations or attempted repair, or repair by a third party.
- Non-remedial work, including but not limited to administration and operator procedures, reprogramming, and operator or user training.
- Problem determination and/or work performed to repair or resolve issues with non-covered products. For example, any hardware or software products not specifically listed on the service order form are excluded from service.
- File backup or restoration.
- Completion and test of incomplete application programming or system integration if not performed by Motorola Solutions and specifically listed as covered.
- Accidental damage, chemical or liquid damage, or other damage caused outside of normal device operating specifications, except if optional Accidental Damage Coverage was purchased.
- Cosmetic imperfections that do not affect the functionality of the device.
- Software support for unauthorized modifications or other misuse of the device software is not covered.

Motorola Solutions is not obligated to provide support for any device that has been subject to the following:

- Repaired, tampered with, altered or modified (including the unauthorized installation of any software) — except by Motorola Solutions authorized service personnel.
- Subjected to unusual physical or electrical stress, abuse, or forces or exposure beyond normal use within the specified operational and environmental parameters set forth in the applicable product specification.
- If the Customer fails to comply with the obligations contained in the Agreement, the applicable software license agreement, and Motorola Solutions terms and conditions of service.

DEVICETECHNICALSUPPORT

Motorola Solutions' Device Technical Support service provides telephone consultation for device and accessory issues. Support is delivered through the Motorola Solutions Centralized Managed Support Operations ("CMSO") organization by a staff of technical support specialists.

For Device Technical Support, Motorola Solutions will respond to calls within two (2) hours during the support days. Support hours are 7 a.m. to 7 p.m. CST Monday through Friday, excluding US holidays. In addition, Customers may



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contact the Call Management Center (800-MSI-HELP) at any time (24 hours a day, seven days a week) and a Motorola Solutions representative will log a technical request in Motorola Solutions Case Management System on the Customer's behalf.

MOTOROLA SOLUTIONS RESPONSIBILITIES

- Provide technical support for devices, assessing and troubleshooting reported issues.
- Receive and log Customer support requests, and assign a technical representative to respond to a Customer incident per the defined timeframes.

CUSTOMER RESPONSIBILITIES

- Use the provided methods to contact Motorola Solutions technical support.
- Provide sufficient information to allow Motorola Solutions technical support agents to diagnose and resolve Customer issues.
- Provide contact information for field service technicians in the event that Motorola Solutions has to follow up.

LIMITATIONS AND EXCLUSIONS

- Device support does not include Land Mobile Radio ("LMR") network, Wi-Fi, and LTE network troubleshooting.

Software Maintenance

Motorola Solutions is continually developing new features and functionality for our portfolio of public-safety-grade radios. By purchasing software maintenance, the Customer can take advantage of these firmware releases and future-proof their communications investment.

MOTOROLA SOLUTIONS RESPONSIBILITIES

- Test all firmware releases to minimize software defects.
- Announce new firmware releases and post release notes in a timely manner via MyView Portal.
- Provide firmware updates. Motorola Solutions makes no guarantees as to the frequency or timing of firmware updates.
- Provide upgrade capability through supported Programming Tools.
- Provide programming and service tools and technical support through the firmware support window.
- Provide documentation via MyView Portal with each release detailing new features, bug fixes, and any known issues.

CUSTOMER RESPONSIBILITIES

- Periodically check MyView Portal for firmware update announcements.
- Keep the radio fleet updated with firmware versions within the support window.

MyView Portal Access

MyView Portal is the single location to track the status of subscriptions and service contracts, including start and end dates. This portal includes order, RMA, and technical support ticket status, as well as a consolidated download site for software and documentation.

Outside of pre-announced maintenance periods, MyView Portal will be available on a best effort 24/7 basis. Motorola Solutions cannot guarantee the availability of Internet networks outside of our control.



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MOTOROLA SOLUTIONS RESPONSIBILITIES

- Provide a web accessible, secure portal to view the Customer's data.
- Provide the Customer with login credentials for the site.
- Provide end-user training for the site.
- Provide technical support to answer end user questions between the hours of 8 a.m. to 5 p.m. CST Monday through Friday, excluding US holidays.
- Keep the site updated with the latest Customer information.

CUSTOMER RESPONSIBILITIES

- Provide Motorola Solutions with contact information for administrative users.
- Administer user access.
- Provide Internet access for users to access the site.
- Attend available MyView Portal training.
- Protect login information against unauthorized use.
- Provide Motorola Solutions with updated equipment information, as needed.



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City Council Agenda Item Report

Meeting Date: October 28, 2024

Submitted by: Greg Varda

Submitting Department: Recreation

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS - 90 minutes (8:45 - 10:15 p.m.)

Subject:

Approval of Buddy Attick Park Outdoor Pavilions Contract

Suggested Action:

Reference: Buddy Attick Park Pavillion - Proposal

Buddy Attick Park Pavillion - Concept Plans

City Council allocated American Rescue Plan Act (ARPA) funds to replace the 1992 Buddy Attick Park Master Plan (BAPMP). Though the new master plan has not been adopted, it is evident through community engagement that an outdoor pavilion at Buddy Attick Park is desired. Staff recommends that two pavilions be installed consistent to the draft BAPMP:

Pavilion #1

- 20x20 feet
- Located next to the playground per the BAPMP recommendation
- Concrete pad with one-foot drip line
- 6 tables bolted to concrete pad
- Metal roof with max height of 13 feet
- Serving groups not to exceed 25 people
- ADA Compliant

Pavilion #2

- 20x34 feet
- Located in the original group gathering area per the BAPMP recommendation
- Concrete pad with one-foot drip line
- 10 tables bolted to concrete pad
- Metal roof with max height 13 feet
- Serving groups not to exceed 50 people
- ADA compliant

Both pavilions will be available to rent by Greenbelt residents only. It is estimated that rental revenue would increase \$15,000 – \$20,000 per year. It should be noted that the total of 75

people at any onetime matches the maximum attendance of the original group gathering area.

Staff recommends the Council authorize the City Manager to execute contract with Sparks At Play LLC. to build both pavilions for a total cost of \$218,423.34. Per City Policy, the proposed contract is rideable through Sourcewell.

Kevin Carpenter-Driscoll, Environmental Coordinator will be present to answer questions. Mr. Carpenter-Driscoll is also a member of the BAPMP Staff Project Team.

Attachments:

[Buddy Attick Park Pavilion-Proposal.pdf](#)

[Buddy Attick Park Pavilion-Concept Plans.pdf](#)

**ALL PURCHASE ORDERS, CONTRACTS, AND CHECKS TO BE
MADE OUT TO:**

Sparks At Play, LLC.
3705 Crondall Lane.
Owings Mills, MD 21117

PROPOSAL

Proposal Number: 010888-1

Proposal Date: October 9, 2024



Local Rep
Phone: 410-356-9677
Fax: 410-356-2198

To: Greg Varda

City of Greenbelt Recreation Department
25 Crescent Rd, Greenbelt,
MD, 20770
3013972200
301.441.8248

Shipping Address:

RE: Buddy Attick Lake Park Poligon

Customer ID	PO Number	Sales Rep Name
City of Greenbelt Recreation Department		Jason Sparks
Customer Contact	Shipping Method	Payment Terms

Quantity	Description	Unit Price	Amount
908	CONCRETE SLAB ON GRADE (2) PADS Under Shade Structures: SOG to be 1' over drip line of structure roof • 20SQR has 22' Square Slab • 20x34 has 22' x 36' Square Slab • Slabs to have 12" turn down Mobilize materials, equipment, and manpower • Form approximately 204 L.F. to be poured Furnish • install 6 x 6 10 gauge welded wire mesh. Furnish and pour 4" thick concrete pad as indicated on the plans. • Clean up job site of all Hunt Valley Contractors generated debris.	\$38.93	\$35,348.44

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Owings Mills, MD 21117

PROPOSAL

Proposal Number: 010888-1

Proposal Date: October 9, 2024



Local Rep
Phone: 410-356-9677
Fax: 410-356-2198

Quantity	Description	Unit Price	Amount
1	Poligon Discount	(\$2,006.12)	(\$2,006.12)
1	Poligon Discount	(\$5,124.00)	(\$5,124.00)
2	Engineering for two structures	\$540.00	\$1,080.00
1	Freight from MN to MD.	\$8,078.40	\$8,078.40
1	Poligon Structure Model & Size: REK-20x34TGMR Quote# 18836-RO • Primary Roof: Tongue & Groove • Secondary Roof: Multi-rib • Anchor Bolts YES • Electrical: YES NO • Electrical Cutouts: 0 • Frame / Finish Color TBD BUILDING CRITERIA • Building Code 2015 IBC • Wind Speed 115 • Ground Snow Load 25	\$53,367.54	\$53,367.54

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Local Rep
Phone: 410-356-9677
Fax: 410-356-2198

Quantity	Description	Unit Price	Amount
	• Min Clearance Height 7.5 • Calc Books 2 • Drawings 4 • Submittal Approval Required YES • Sealed Drawings Required YES • Upper Roof Slope 4.0/12 • Custom text and medallion		
1	Poligon Structure Model & Size: SQR-20TGMR Quote# 18827-RO • Primary Roof: Tongue & Groove • Secondary Roof: Multi-rib • Anchor Bolts YES • Electrical: YES • Electrical Cutouts: 0 • Frame / Finish Color TBD BUILDING CRITERIA • Building Code 2015 IBC • Wind Speed 115 • Ground Snow Load 25 • Min Clearance Height 7.5 • Calc Books 2 • Drawings 4 • Submittal Approval Required YES • Sealed Drawings Required YES • Upper Roof Slope 4.0/12	\$25,076.50	\$25,076.50

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Owings Mills, MD 21117

PROPOSAL

Proposal Number: 010888-1

Proposal Date: October 9, 2024



Local Rep
Phone: 410-356-9677
Fax: 410-356-2198

Quantity	Description	Unit Price	Amount
1	Install 2 Polygon Shade Structures per Polygon drawings (1) Rectangle REK 20 x 34 Polygon Shade structure. tongue and groove plus ribbed metal roof, 1 side with TXT LOGO ornamental trim (1) Square SQR 20 x 20 Polygon Shade structure. tongue and groove plus ribbed metal roof • Excavate footings and dispose of spoils off-site. • Furnish and install footing reinforcing steel. • Install anchor bolts. • Furnish and pour 3000 psi concrete footings • Price includes surface mount installation of 16 Picnic Tables on concrete slabs --10 tables on the 20/24 unit & 6 tables on the 20/20 unit. -- tables and mounting hardware to be provided by others	\$98,804.51	\$98,804.51
1	Dumpsters – spoils removed from site	\$3,798.07	\$3,798.07
		SUBTOTAL	\$218,423.34
		SALES TAX (%)	\$0.00
		TOTAL AMOUNT	\$218,423.34

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PROPOSAL

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Local Rep
Phone: 410-356-9677
Fax: 410-356-2198

SCOPE OF WORK:

- Provide labor, material and equipment to install

(1) Sparks @ Play furnished Poligon REK 20 x 24 Shade Structure and Concrete Slab per line item descriptions below.

(1) Sparks @ Play furnished Poligon SQR 20 Shade Structure and Concrete Slab per line item descriptions below.

Pricing is contingent on direct access to the site for Sparks at Play, LLC. employees, equipment and vehicles necessary to perform the work.

EXCLUSIONS:

- Sparks at Play, LLC excludes **permits, fees, inspections**, maintenance of traffic, traffic control, concrete sidewalk and any work not stated in the SCOPE OF WORK.

There will be a 10% fee on all cancelled orders.

Terms:

Please call if you have any questions.

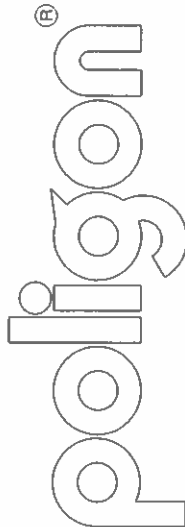
Accepted By Customer: _____

Print Name: _____

Company Name: _____

Customer PO Number: _____ Date: _____

**IF YOU ARE A TAX EXEMPT ORGANIZATION PLEASE SUPPLY A COPY OF YOUR TAX EXEMPTION
CERTIFICATE AT TIME ORDER IS PLACED OR SALES TAX WILL BE CHARGED.**



PROJECT: _____

LOCATION: _____

BUILDING TYPE: SQR-20

ROOF TYPE: MULTI-RIB

BUILDING NUMBER: _____

ORDER NUMBER: _____

QUOTE NUMBER: _____

DRAWING LIST:

SHEET NUMBER	DRAWING DESCRIPTION
CS	COVER SHEET
1	ARCHITECTURAL ELEVATIONS
2	STRUCTURAL FRAMING PLAN
3	COLUMN LAYOUT

CERTIFICATES:
MIAMI-DADE COUNTY CERTIFICATE OF COMPETENCY NO. 21-0819.13
PCI (POWDER COATING INSTITUTE) 4000 CERTIFIED

FABRICATOR APPROVALS:
CITY OF PHOENIX, AZ APPROVED FABRICATOR #C08-2010
CITY OF LOS ANGELES, CA APPROVED FABRICATOR #FB01596
CITY OF RIVERSIDE, CA APPROVED FABRICATOR #SF_000042
CITY OF HOUSTON, TX APPROVED FABRICATOR #A70
COUNTY OF LOS ANGELES, CA APPROVED FABRICATOR #2534
STATE OF UTAH APPROVED FABRICATOR 020006-14
AISC APPROVED FABRICATOR C-00018751

MATERIALS:

DESCRIPTION	ASTM DESIGNATION
TUBE STEEL	A500 (GRADE B)
SCHEDULE PIPE	A53 (GRADE B)
RMT PIPE	A519
LIGHT GAGE COLD FORMED	A1003 (GRADE 50)
STRUCTURAL STEEL PLATE	A588
ROOF PANELS (STEEL)	A653

STOP!!

NOT FOR CONSTRUCTION

USE FOR PRELIMINARY
PLANNING AND ESTIMATING
ONLY

GENERAL NOTES:
UNLESS NOTED OTHERWISE, THIS STRUCTURE WAS DESIGNED TO ONLY SUPPORT WHAT IS SHOWN ON THESE DRAWINGS. THE MANUFACTURER SHALL BE RESPONSIBLE FOR THE DESIGN OF THE ATTACHED TO THIS STRUCTURE (WALLS, COLUMN, VERTICAL RAILINGS, ETC.) SO THE DESIGN OF THIS STRUCTURE CAN BE REVIEWED AND POSSIBLY REVISED.
UNLESS NOTED OTHERWISE, THIS STRUCTURE WAS DESIGNED ASSUMING A SEPARATION BETWEEN THE ADJACENT STRUCTURE HEIGHT OF THIS STRUCTURE. IF THAT SEPARATION DOES NOT EXIST, THE MANUFACTURER MUST BE CONTACTED SO THE DESIGN OF THIS STRUCTURE CAN BE REVIEWED AND POSSIBLY REVISED.
STRUCTURAL STEEL SHALL BE DETAILED, FABRICATED, AND ERECTED IN ACCORDANCE WITH THE REQUIREMENTS OF THE AMERICAN INSTITUTE OF STEEL CONSTRUCTION (AISC) SPECIFICATION MANUAL.

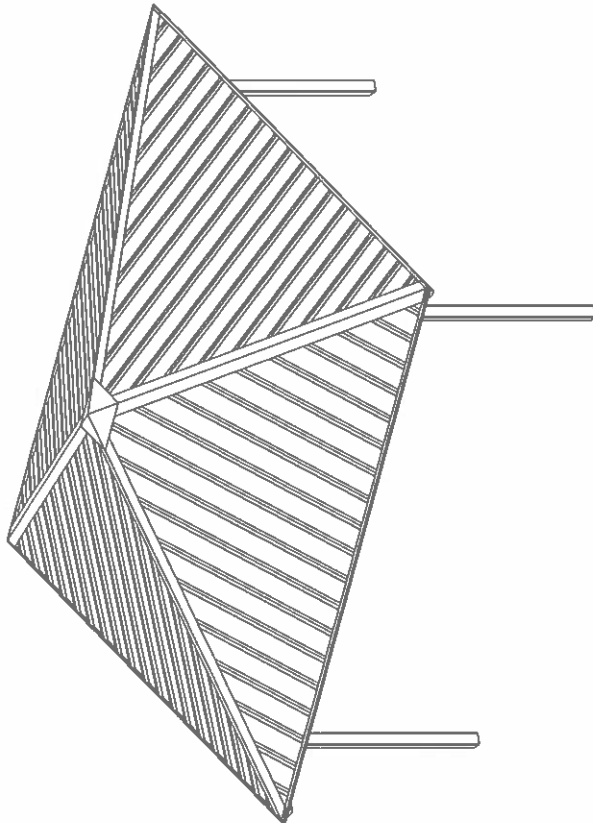


ALL WELDING IS PERFORMED BY AMERICAN WELDING SOCIETY (AWS) CERTIFIED WELDERS AND CONFORMS TO THE LATEST EDITION OF AWS D1.1 OR D1.3 AS REQUIRED.

PARTS SHOWN MAY BE UPGRADED DUE TO STANDARDIZED FABRICATION. REFER TO THE SHIPPING BILL OF MATERIALS FOR POSSIBLE SUBSTITUTIONS.

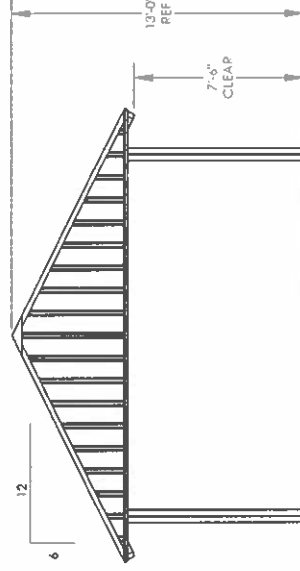
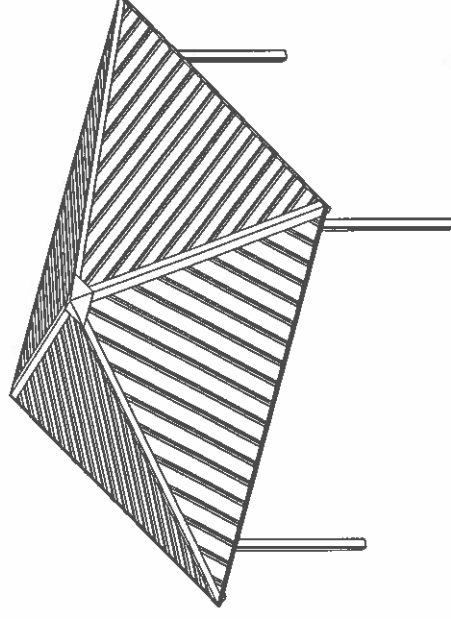
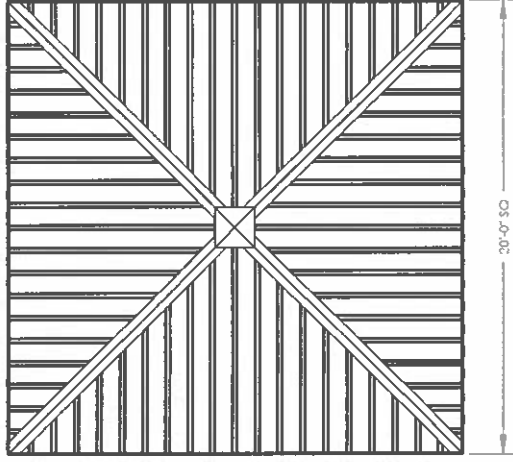
FOR PROPER FIELD INSTALLATION OF THE BUILDING IT IS RECOMMENDED THAT THE PRIMARY FRAME INSTALLER AND THE ROOF INSTALLER HAVE A MINIMUM FIVE (5) YEARS DOCUMENTED EXPERIENCE INSTALLING THIS TYPE OF PRODUCT.

FOR PROPER FIELD INSTALLATION OF THE BUILDING IT IS RECOMMENDED THAT THE FIELD INSTALLERS, BEFORE THE BUILDING IS ERECTED, THROUGH THE STRUCTURAL MEMBERS BEFORE THE BUILDING IS ERECTED.



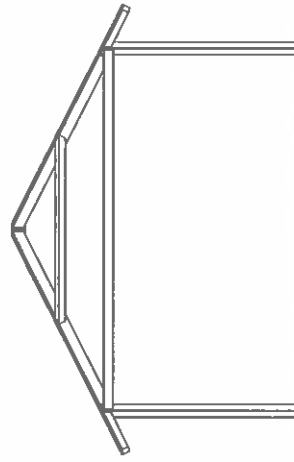
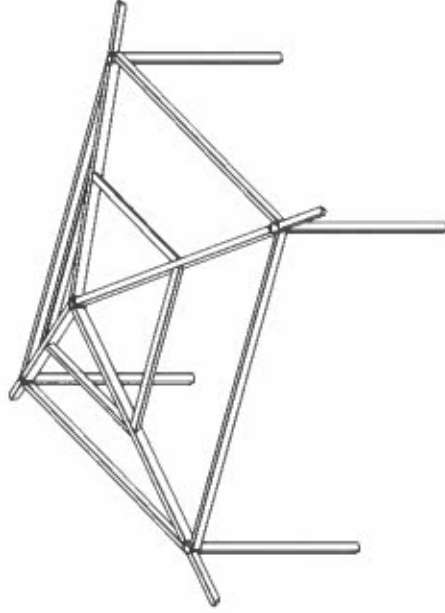
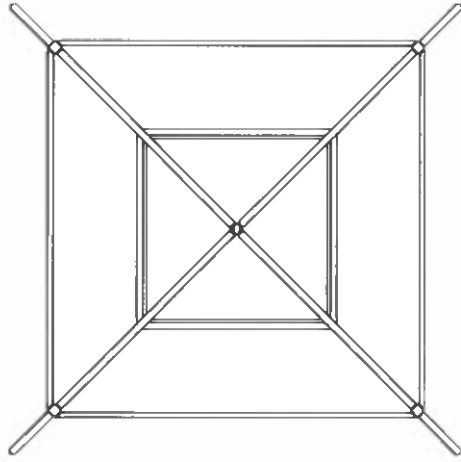
GENERAL ROOF NOTES:

1. METAL ROOFING:
 - 24 GAUGE
 - GALVALUME COATED
 - KYNAR 500 PAINTED
2. TRIM COLOR MATCHES ROOF
3. SEE POLYGON.COM FOR COLOR OPTIONS



STOP!!
 NOT FOR CONSTRUCTION
 USE FOR PRELIMINARY
 PLANNING AND ESTIMATING
 ONLY

DRAWING: ARCHITECTURAL ELEVATIONS	
SCALE: 1"=6'	REV. LEVEL: A
poligon CONCEPTUAL DESIGN ARCHITECTURAL FIRM PORTERCORP. ONE N. 13TH AVE. HOLLAND, MI 48424	
(616) 399-1963 www.poligon.com by PORTERCORP	
SHEET	1



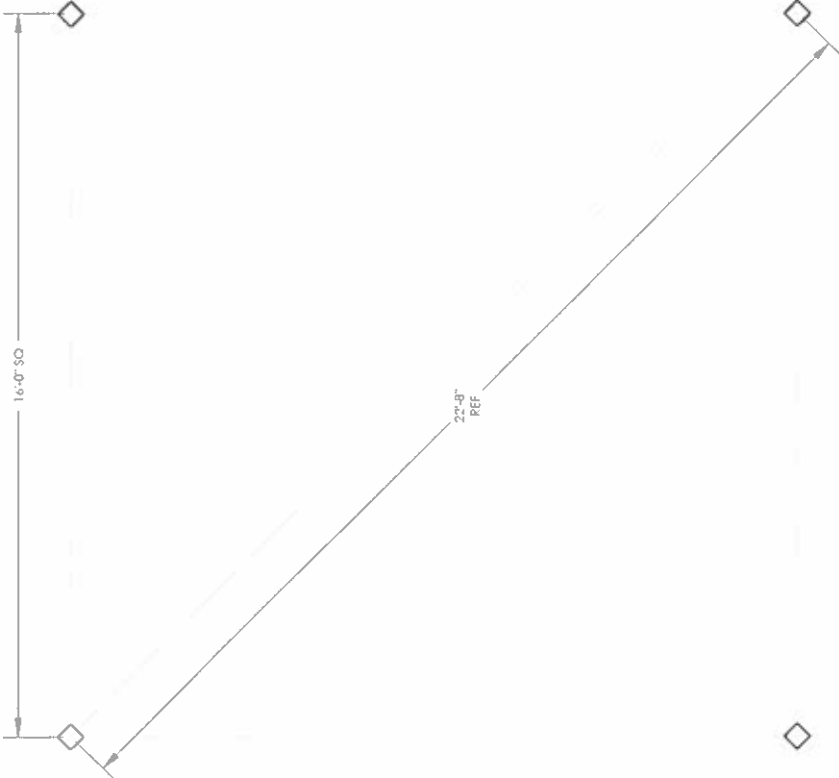
FINISH GRADE.
MOUNTING VARIES
BASED ON ENGINEERING
REQUIREMENTS.

STOP!!
NOT FOR CONSTRUCTION
USE FOR PRELIMINARY
PLANNING AND ESTIMATING
ONLY

DRAWING		STRUCTURAL FRAMING PLAN	
SCALE	REV LEVEL		
1:64	A		
 (616)399-1963 www.poligon.com COMPANY 2011 PORTERCORP 265 N. 13th AVE. ROLLING ME, ME 0424		SHEET 2 by PORTERCORP	

BASEPLATE NOTES:

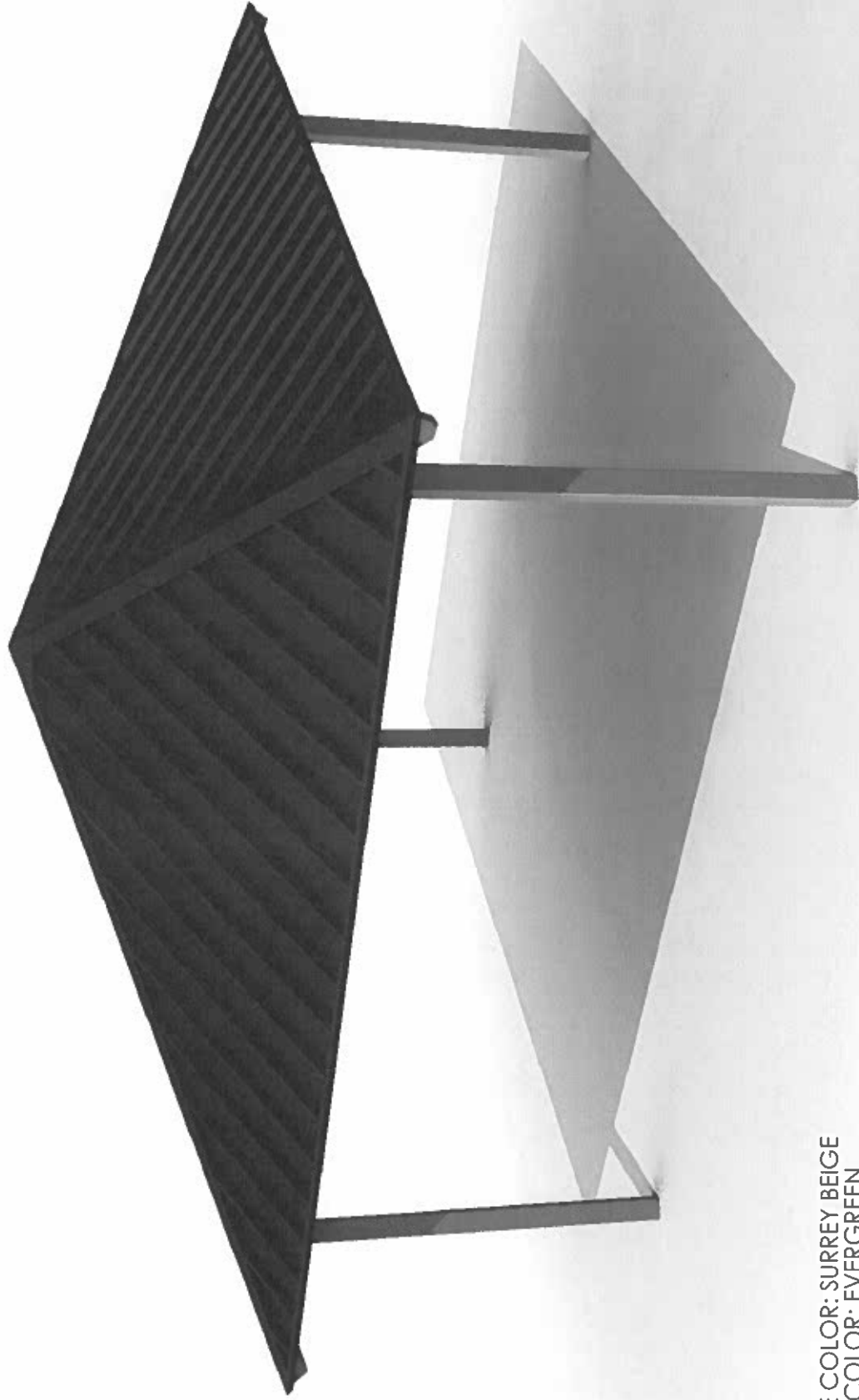
- 1. POLYGON ENGINEERING WILL DETERMINE REQUIRED BASEPLATE DESIGN AFTER ENGINEERING PACKAGE IS ORDERED.
- 2. CUSTOMER MAY SUGGEST PREFERRED BASEPLATE DESIGN.



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DRAWING COLUMN LAYOUT		REV LEVEL	SHEET
SCALE 1:32		A	3
poligon ® POLYGON ENGINEERING 16161399-1963 www.poligon.com		by PORTERCORP	
PORTERCORP 6200 N. 110th AVE. HOLLAND, MI 48033			

poligon®



FRAME COLOR: SURREY BEIGE
ROOF COLOR: EVERGREEN
COLORS SHOWN FOR ILLUSTRATIVE PURPOSES ONLY. FOR OTHER
COLOR SELECTIONS, PLEASE SUBMIT AN ET DRAWING REQUEST.

SQR-20



PROJECT: _____

LOCATION: _____

BUILDING TYPE: REK 20x34

ROOF TYPE: MULTI-RIB

BUILDING NUMBER: _____

ORDER NUMBER: _____

QUOTE NUMBER: _____

DRAWING LIST:

SHEET NUMBER	DRAWING DESCRIPTION
CS	COVER SHEET
1	ARCHITECTURAL ELEVATIONS
2	STRUCTURAL FRAMING PLAN
3	COLUMN LAYOUT

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ONLY

CERTIFICATES:

MIAMI-DADE COUNTY CERTIFICATE OF COMPETENCY NO. 21-0819.13
PCI (POWDER COATING INSTITUTE) 4000 CERTIFIED

FABRICATOR APPROVALS:

CITY OF PHOENIX, AZ APPROVED FABRICATOR #C08-2010
CITY OF LOS ANGELES, CA APPROVED FABRICATOR #FB01596
CITY OF LOS ANGELES, CA APPROVED FABRICATOR #SF_000042
CITY OF HOUSTON, TX APPROVED FABRICATOR #470
CITY OF HOUSTON, TX APPROVED FABRICATOR #470
STATE OF CALIFORNIA APPROVED FABRICATOR #20008-14
STATE OF UTAH APPROVED FABRICATOR #20008-14
AISC APPROVED FABRICATOR C-00018751

MATERIALS:

DESCRIPTION	ASTM DESIGNATION
TUBE STEEL	A500 (GRADE B)
SCHEDULE PIPE	A53 (GRADE B)
FRMT PIPE	A519
LIGHT GAGE COLD FORMED	A1003 (GRADE 50)
STRUCTURAL STEEL PLATE	A572
ROOF PANELS (STEEL)	A663



UNLESS NOTED OTHERWISE, THIS STRUCTURE WAS DESIGNED TO
ONLY SUPPORT WHAT IS SHOWN ON THESE DRAWINGS. IT IS TO BE
CONSIDERED THAT THE STRUCTURE (WALLS, COLUMN WRAPS, RAILINGS,
ETC.) SO THE DESIGN OF THIS STRUCTURE CAN BE REVIEWED AND
POSSIBLY REVISED.

UNLESS NOTED OTHERWISE, THIS STRUCTURE WAS DESIGNED
FOR A MAXIMUM WIND SPEED OF 140 MPH. THE STRUCTURE
WITH AN EAVE HEIGHT EQUAL TO OR GREATER THAN THE EAVE
HEIGHT OF THIS STRUCTURE. IF THAT SEPARATION DOES NOT EXIST,
THE MANUFACTURER MUST BE CONTACTED SO THE DESIGN OF THIS
STRUCTURE CAN BE REVIEWED AND POSSIBLY REVISED.

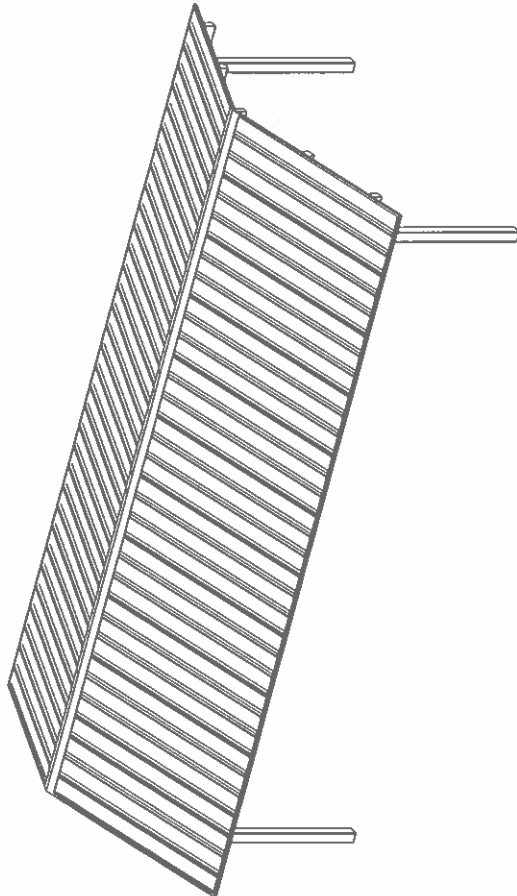
STRUCTURAL STEEL SHALL BE DETAILER, FABRICATED, AND ERECTED
IN ACCORDANCE WITH THE LATEST EDITION OF THE AMERICAN
INSTITUTE OF STEEL CONSTRUCTION (AISC) SPECIFICATION MANUAL.

ALL WELDING IS PERFORMED BY AMERICAN WELDING SOCIETY
QUALIFIED WELDERS WHO CONFORMS TO THE LATEST EDITION
OF AWS D1.1 OR D1.3 AS REQUIRED.

PARTS SHOWN MAY BE UPGRADED DUE TO STANDARDIZED
FABRICATION. REFER TO THE SHIPPING BILL OF MATERIALS FOR
POSSIBLE SUBSTITUTIONS.

FOR PROPER FIELD INSTALLATION OF THE BUILDING IT IS
RECOMMENDED THAT THE PRIMARY FRAME INSTALLER AND THE
ROOF INSTALLER HAVE A MINIMUM FIVE (5) YEARS DOCUMENTED
EXPERIENCE INSTALLING THIS TYPE OF PRODUCT.

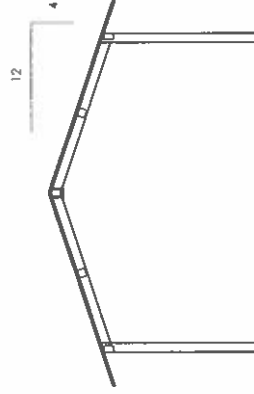
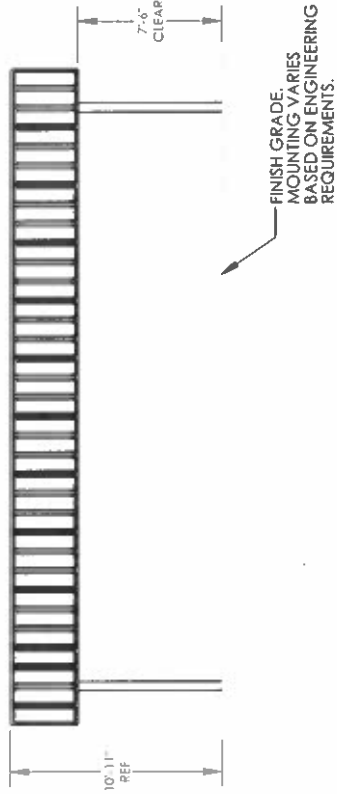
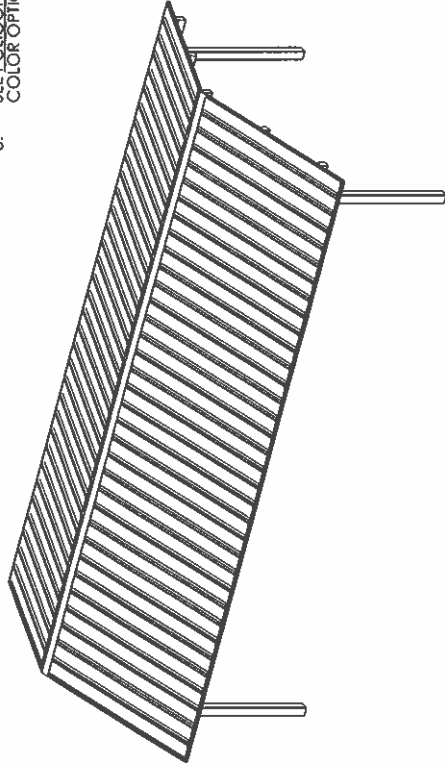
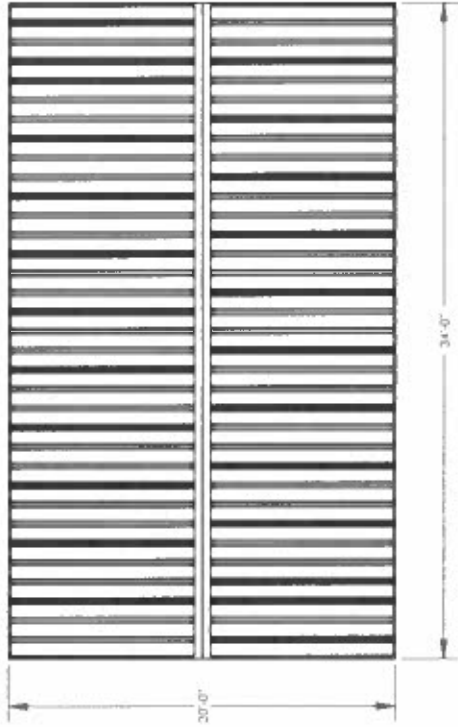
FOR PROPER FIELD INSTALLATION OF THE BUILDING IT IS
RECOMMENDED THAT IT ERECTING MEMBERS BE RUN
THROUGH THE STRUCTURAL MEMBERS BEFORE THE BUILDING IS
ERECTED.



COVER SHEET		PROJECT LOCATION	PROJECT DATE	JOB NO.	CAD MODEL	REK-20x34 E1W_SLDPR1
DRAWING		PROD. LOCATION	12/27/2023	CHRS.IJISC	REV. (EVL)	1:64
CS		www.poligon.com				

GENERAL ROOF NOTES:

1. METAL ROOFING:
 - 24 GAUGE
 - GALVALUME COATED
 - KYNAR 500 PAINTED
2. TRIM COLOR MATCHES ROOF
3. SEE POLYGON.COM FOR COLOR OPTIONS

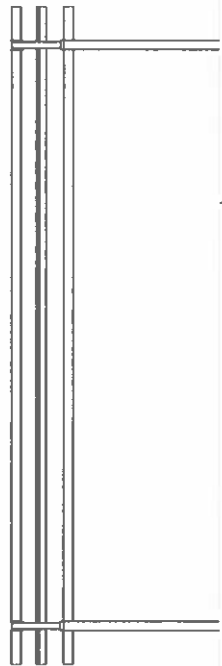
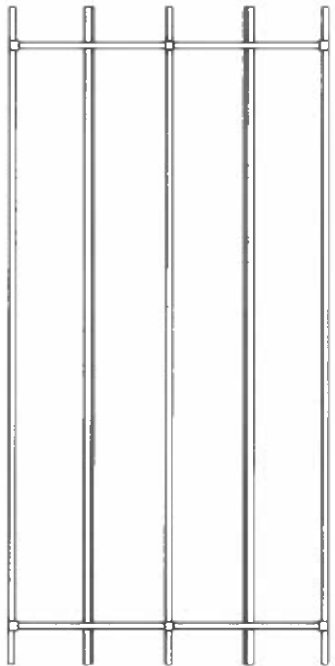
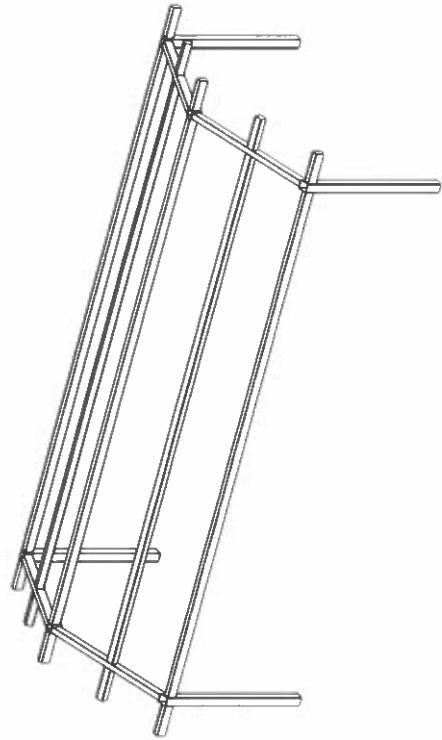


STOP!!

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DRAWING ARCHITECTURAL ELEVATIONS	
SCALE 1/75	REV LEVEL A
poligon ® (616)399-1963 www.poligon.com CORPORATE OFFICE 14000 OLD FARM ROAD PORTER CORP. 4240 N. 134th AVE. HOLLAND, MI 48033	
SHEET 1	



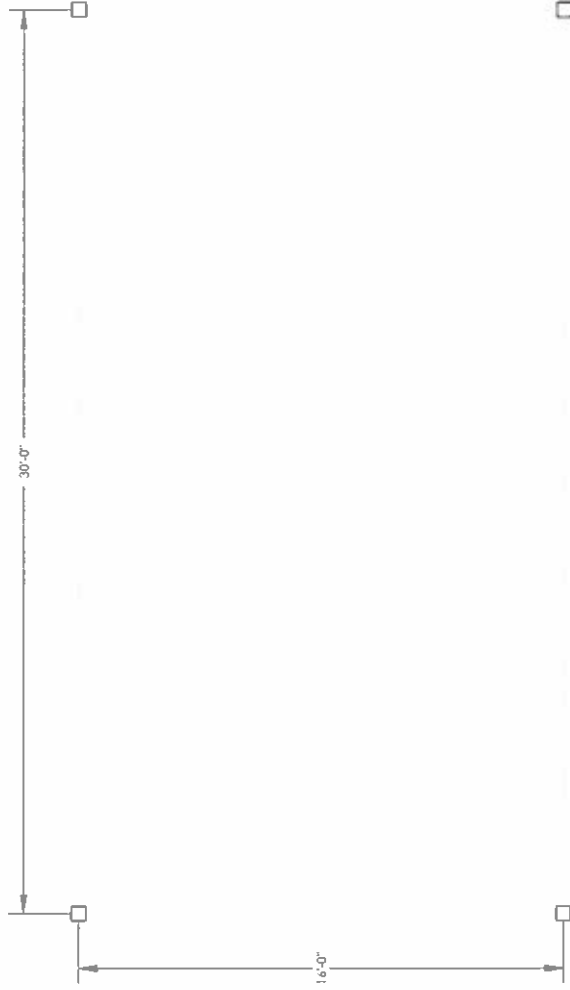
FINISH GRADE.
MOUNTING VARIES
BASED ON ENGINEERING
REQUIREMENTS.

STOP!!
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PLANNING AND ESTIMATING
ONLY

DRAWING		STRUCTURAL FRAMING PLAN	
SCALE	1:7.5	REVISED	A
 COPYRIGHT 2014 PORTERCORP 650 N. 13TH AVE. ROLLAND, MI 49684		(616) 399-1963 www.poligon.com by PORTERCORP	
		SHEET	2

BASEPLATE NOTES:

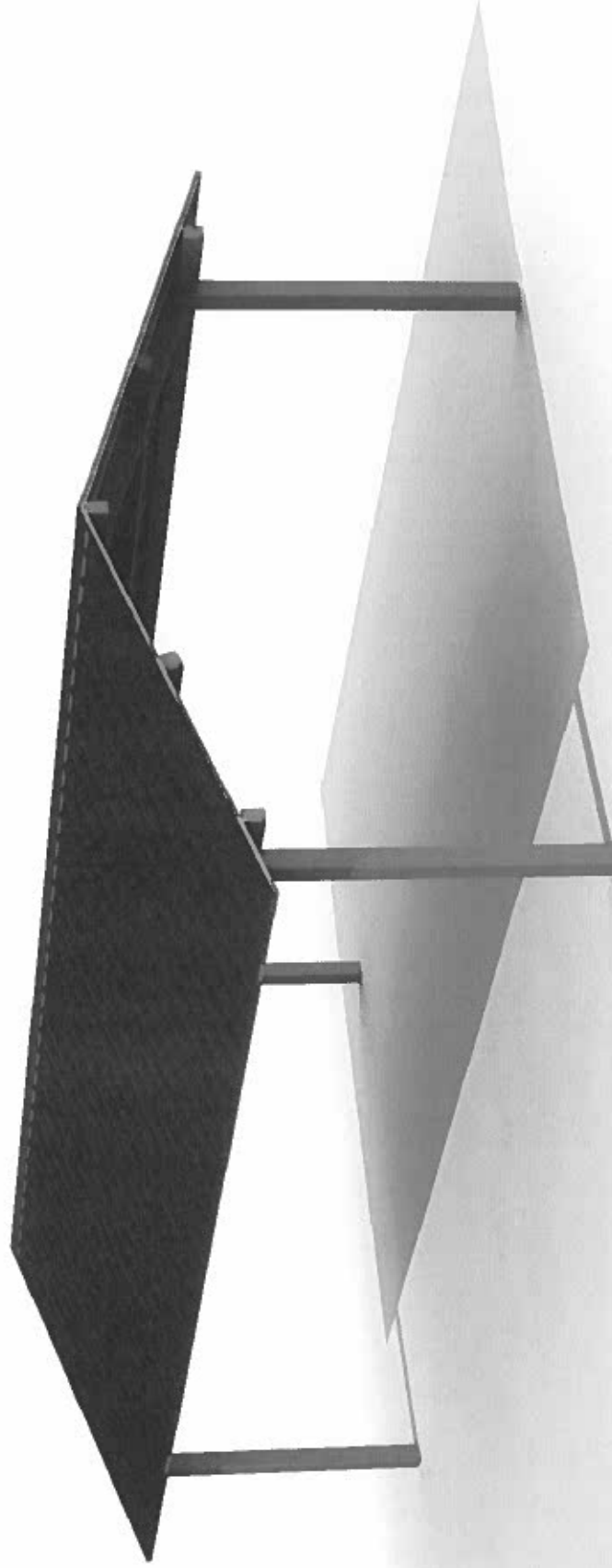
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ONLY

DRAWING COLUMN LAYOUT		REV LEVEL A	SHEET 3
SCALE 1:48	poligon ® (616) 399-1963 www.poligon.com by PORTERCORP COPYRIGHT 2014 POLYGON ENGINEERING PORTERCORP 400 N. 19th AVE. DULLES, VA 20146		

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FRAME COLOR: SURREY BEIGE
ROOF COLOR: EVERGREEN
COLORS SHOWN FOR ILLUSTRATIVE PURPOSES ONLY. FOR OTHER
COLOR SELECTIONS, PLEASE SUBMIT AN E1 DRAWING REQUEST.

REK 20x34

City Council Agenda Item Report

Meeting Date: October 28, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS - 90 minutes (8:45 - 10:15 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: October 28, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS - 90 minutes (8:45 - 10:15 p.m.)

Subject:

Reappointment to Advisory Board/Committee

Suggested Action:

Reference: Reappointment Survey

Jacob Chesnutt and Lola Skolnik have expressed their willingness to continue serving on the Park and Recreation Advisory Board (PRAB).

Approving this item on the consent agenda will indicate the Council's intention to reappoint both Mr. Chesnutt and Ms. Skolnik to a new term.

Attachments:

City Council Agenda Item Report

Meeting Date: October 28, 2024

Submitted by: Shaniya Lashley-Mullen

Submitting Department: Administration

Item Type: OTHER BUSINESS

Agenda Section: OTHER BUSINESS - 90 minutes (8:45 - 10:15 p.m.)

Subject:

Approval of FY2025 Vehicle Replacements: Nissan Leaf Vehicle

Suggested Action:

The FY2025 Replacement Fund has allocated funds to replace the current Community Development vehicle. In alignment with the City's electric vehicle (EV) initiatives, staff has identified Howard County Contract #4400004546 to purchase a Nissan Leaf S Electric Vehicle for \$25,030, which is fully approved in the FY2025 budget. The Cost includes a discount of \$5,000.00

Staff recommends Council authorize the City Manager to execute the purchase of one (1) 2024 Nissan Leaf S Electric per Howard County Contract #4400004546 from Hertrich Fleet Services, Inc., 1427 Bay Road, Milford, DE 19963, for a total of \$25,030. See attached quotes.

Attachments:

[FY2025_Leaf_Replacement.pdf](#)



NISSAN NORTH AMERICA, INC.

Hertrich Fleet Services

REGION: 26

UPON PAYMENT OF AMOUNT STATED BELOW FOR THE
ACCOUNT OF NISSAN NORTH AMERICA, INC. ALL RIGHTS,
TITLE & INTEREST TO MERCHANDISE DESCRIBED IN THIS
INVOICE IS ASSIGNED TO:

INVOICE NO: 873221902

DATE: 03/12/2024

Howard County Contract 4460004546

DEALER NO. 13020		CUSTOMER ORDER NO. YK65680		TYPE F*	SHIP VIA	SHIP FROM SMYRNA	DRAFT NO. 079780		TERMS DRAFT	PAGE 1
ITEM	ORDERED	SHIPPED	BACK ORD	PART NUMBER	DESCRIPTION	SUGGESTED	DISC CODE	NET PRICE	AMOUNT	
	YEAR	VEHICLE I.D.	NUMBER	ENGINE NO.		LIST PRICE	COLOR			

001 24 17014 -555986 EM57 LEAF S ELEC 28,140.00 GLACIER WH
FED VIN: 1N4A21BV3RC555986 465068Z QAKG

B93 SCD SPLASH GUARDE 245.00
L92 FLO CARPETED FLOOR MA 285.00
M93 CUP REAR CUPHOLDERS A 120.00
S92 SAF SAFETY KIT 100.00

SUB TOTAL 28,890.00

DESTINATION AND HANDLING CHARGE 1,140.00

MARKETING ASSESSMENT

TOTAL MSRP 30,030.00

*Hertrich Disc - 5000*50 STATE EMISSIONS EQUIPPED VEHICLE. MAY BE SOLD AND REGISTERED AS NEW
VEHICLE IN ANY STATE OF THE U.S.*25,030*INVOICE PRICES ARE SUBJECT TO ANY ADJUSTMENT REQUIRED BY U.S
GOVERNMENT REGULATION.INVOICE MAY NOT REFLECT DEALER'S ULTIMATE VEHICLE COST DUE TO
ALLOWANCES, DISCOUNTS, COLLECTIONS, REBATES, HOLDBACK, INCENTIVES, ETC.

SEE INFORMATION AND DISCLOSURES ON ORIGINAL INVOICE.

PAYMENT DUE UPON TRUCK SHIPMENT TO DEALER [AT YARD EXIT] PER WHOLESALE
FINANCING ARRANGEMENTS IN EFFECT AT TENDER TO CARRIER.

KEYCODE: 10851

COLLECTIONS:
HB: 261.00

DEALER ASSUMES DAMAGE AND LIABILITY RISK AND TRANSPORTATION EXPENSE ON DELIVERY TO COMMON CARRIER, DEALER OR DEALER'S AGENT AT
DISTRIBUTOR WAREHOUSE OR DOCK. CARRIER SELECTED BY DISTRIBUTOR UNLESS SPECIAL ARRANGEMENTS MADE BY DEALER. SECURITY TITLE MAY BE
RETAINED. THIS INVOICE DOES NOT REFLECT THE ACTUAL COST TO THE DEALER. IT INCLUDES HOLDBACK (HB), FINANCING ASSISTANCE (FA), AND MAY
INCLUDE ADVERTISING/PROMOTION/MARKETING FUNDS (MA). IT DOES NOT REFLECT ALLOWANCES AND FUNDS MAY BE RETURNED OR PAID TO THE DEALER IN
SOME MANNER, IN WHOLE OR IN PART, DIRECTLY OR INDIRECTLY.
REFERENCE YOUR TRANSPORTATION CLAIMS MANUAL OR BILL OF LADING FOR DAMAGE CODE DEFINITIONS.